



# Town of Ocean Ridge

FY22 Final Budget  
Version 5.0

September 21, 2021

Mayor Kristine de Haseth  
Vice Mayor Susan Hurlburt  
Commissioner Steve Coz  
Commissioner Geoff Pugh  
Commissioner Martin Wiescholek

# **FISCAL YEAR 2022 BUDGET**

October 1, 2021 - September 30, 2022

Final Budget; Version 5.0

Dated September 21, 2021



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

### **MAYOR**

**Kristine de Haseth**

### **VICE MAYOR**

**Susan Hurlburt**

### **COMMISSIONERS**

**Steve Coz**

**Geoff Pugh**

**Martin Wiescholek**

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

**Tracey L. Stevens, MMC**

### **TOWN ATTORNEY**

**Christy Goddeau**

### **TOWN CLERK**

**Karla M. Armstrong**

### **POLICE CHIEF**

**Richard J. Jones**



## **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

### **FY22 Budget Message & Highlights Summary**

*First Public Hearing Held on September 7, 2021 @ 6 pm*

*Final Public Hearing & Budget Adoption Held on September 21, 2021 @ 6 pm*

September 21, 2021

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 final budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022 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 FY22 (2021-2022) 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 2022 budget continues enhanced maintenance activity to our stormwater systems and critical drainage infrastructure projects prioritized by the Town Commission, along with a focus on fire hydrant maintenance, while also maintaining our landscape maintenance program as well as the Town's current level of visibility for public safety. At the



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

The majority of the town budget is semi-fixed for personnel and employment multipliers, contracts, intergovernmental obligations and other ongoing programs of the Town from past priorities, obligations and legislative direction, and details have been included in the narratives for each department.

The overall projected budget expenditures of \$8,826,440 have increased by 6.06% in FY22, and the driving forces of the increased expenditures are related to the Town's commitment to fund enhanced maintenance and drainage infrastructure projects that were deferred for many years, along with increases in insurance rates 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, along with the basic rate of inflation and the increased cost to do business. At a 5.50 mil rate which is the mil rate as voted by the Town Commission at the September 7, 2021 tentative budget hearing, this year's budget proposes utilizing \$331,090 from the reserves to balance the budget. Alternatively, \$499,025 would be needed from reserves to balance the budget at the mil rate of 5.35 that was voted on for the current FY21 fiscal year. The need to use reserve funds this year is based on 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. Although a projection to utilize a portion of reserves to balance the budget has been proposed in this version of the budget, Town Reserves have typically increased over the past several years by the end of the fiscal year due to staff turnover and/or short-staffing. When short-staffing occurs, it is difficult to complete all projects as budgeted by the end of the fiscal year.

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 tentative budget that was presented to the public on September 7, 2021 and the final budget that is being presented to the public on September 21, 2021.

Respectfully Submitted,

Tracey L. Stevens, MMC  
Town Manager & Finance Director





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

September 7, 2021

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

Mayor & Commissioners:

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

- 1Q: Provide the actual costs to run the Building Department, including costs that are located in other department budgets.
- 1A: See the attached Building/Code Enforcement Work Paper that was submitted to the Town Auditor as part of the FY20 financial statement audit.
- 2Q: How much will the Town receive in American Rescue Plan Act (ARPA) federal stimulus grant funds, and what can those funds be used for?
- 2A: The ARPA federal stimulus funds being distributed to the Town of Ocean Ridge are estimated to be around \$800,000 and will be distributed in two parts, with half being received in the current fiscal year, and half being distributed one year later during the FY22 fiscal year. The funds can be used for four major categories:
1. Responding to the Public Health Emergency (ie – paying for vaccination programs, medical care and testing, contact tracing, support for isolation and quarantine, and supports for vulnerable populations to access medical or public health services.
  2. To recover loss of revenue due to COVID-19 (Ocean Ridge may not qualify for this as we actually returned revenue to reserves in FY20).
  3. Premium/hazard pay for essential workers. This does not include and cannot be used to pay for the associated pension amounts that the Town would incur and pay out to FRS.
  4. Potable Water, Stormwater, Sewer, and Broadband Infrastructure
- 3Q: Will the current stormwater/drainage infrastructure debt service payments qualify as an expenditure under the ARPA federal stimulus grant?
- 3A: No. Under the eligible costs timeframe, projects must begin between March 3, 2021 and December 31, 2024 and be expended no later than December 31, 2026.
- 4Q: Will the planning costs for Septic to Sewer conversion qualify as an expenditure under the ARPA federal stimulus grant.
- 4A: As part of the grant administration/reporting process, we must describe how the Town's approach for the actual and intended use of the funds will help support a strong and equitable recovery from the COVID-19 pandemic and economic downturn. We must describe any strategies employed to maximize programmatic impact and effective, efficient, and equitable outcomes and explain how the funds will support the community and individuals in our jurisdiction. For a sewer infrastructure project, we must also describe the approach, goals, and type of project being pursued, and include projected and actual construction start dates, projected and actual initiation of operations dates, and location of the project area. If those dates are unknown, we may not be able to use the grant funding for planning costs for septic to sewer conversion.



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5Q: Please provide a list of services that the Police Department provides to the Town.

5A: See attached.

6Q: How much would it cost the Town to buy back the fleet in the future if the Town switches to a capital lease program?

6A: See attached.

7Q: Investigate the possibilities of obtaining an independent contractor (1099) that could do inspections for the Town under the guidance of the Building Official, and an independent contractor (1099) to help the Public Works Department.

7A: Management does not recommend hiring independent contractors as opposed to part-time employees for several reasons (see below and attached):

1. The cost per hour is higher for a contractor as opposed to a part-time employee, as the contractor needs to maintain their own insurances, overhead costs, etc. The approximate cost per hour for a contractor is around \$40-50 per hour, as opposed to \$25 for a part-time maintenance employee or \$35 for a part-time inspector (which includes workers comp insurance, FICA, and FRS costs). We will be able to utilize the employee for more hours than we would with a contractor, under the amount budgeted.
2. With an employee, we set the hours of work according to our needs, whereas, with a contractor, we cannot set the hours of work as it is illegal to do so.
3. Contractors are extremely busy during these times, and it has been increasingly harder to schedule contract work.
4. Hiring a part-time building inspector will advance our efforts to be more efficient with our Towns' resources and to offer a greater level of service and accountability. Having an employee under our direction will be advantageous in the following ways:
  - a. Working under our direction, the employee will better understand and safeguard Town ordinances, whereas a contractor doesn't have any "skin in the game".
  - b. Provide a backup in the absence of the Building Official and/or Building Clerk. This would be harder with a contractor as we cannot set the contractor's hours by law and it may be hard to schedule a contractor last minute.
  - c. We can set flexible hours for an employee and have the ability to do more code enforcement on the weekends, especially Saturdays when contractors may work until 1:00 p.m. This will make the building contractors more accountable for the work that is performed each Saturday, as they will know a Building Official/Code Officer is watching.
  - d. Provide additional help to perform hurricane assessments after the storm. This would likely be extremely difficult with a contractor, as they are taking care of their own needs after a storm event.

Respectfully Submitted,

Tracey L. Stevens, MMC  
Town Manager & Finance Director

# MEMO

## **Town of Ocean Ridge, Florida Agenda Memorandum Office of the Building Official**

**Subject: Exploration of hiring a 1099 Inspector.**

**Date: 6-24-21**

Mayor and Town Commissioners:

According to Florida statutes 533.791 which governs the industry of private providers, a person who performs building inspections shall be (a) a firm (b) certified and (c) carry liability insurance of a minimum of \$1 million as well as having errors and omissions insurance. These requirements can be very costly therefore even if we were presented with someone as a 1099, they would already be certified and would also be a private provider company. We would therefore be subject to the same rates.

A discussion with an existing private provider. The question was raised as to what our cost would be if we opted to hire a trainee on our behalf. The cost would be approximately 75% of their current rate. However, within the three-month probation that person would be given a provisional license and the cost would go back to 100%, once a license was granted. This is because with a provisional license the person is considered a full-fledged inspector in training.

We were also given a recommendation from a citizen of a person whom they considered qualified as a 1099 potential. Upon research it was realized that the company recommended was actually a home inspector who inspects homes for the purpose of real estate sales and hurricane mitigation certificates. This is a separate trade all together and is not the same as a building inspector according to Florida statutes 553.791.

In summary, for the purposes of a building inspector, it will be unlikely that the Town would be able to hire someone as a 1099 contractor and accomplish our goals.

**Town of Ocean Ridge**  
**Buidling Permits Revenue and Building Code Enforcement Expenditures**  
**Building Permit Allocation**  
**09/30/20**

<b>Building permit revenue</b>	<b>\$ 623,774</b>
Minus Refunds	
<b>Total Building Permit Revenue</b>	<b>\$ 623,774</b>

**Expenditures For Building Code Enforcement**

<b>VENDOR/ADMINISTRATION</b>	<b>AMOUNT</b>
HYBYRD INSPECTIONS & PLACE PLANNING & DESIGN Zoning/Building Contractors	\$ 77,235
ENGENUITY GROUP Town Engineering Services for Site Plan Review Related	\$ 101,851
TORCIVIA, DONLON, GODDEAU & ANSAY, PA	\$ 50,304
DAVIS & ASHTON, PA Attorney Services for Site Plan Review & Code Enforcement	\$ 2,233
ADMINISTRATION EXPENSES Related to Building/Inspection Dept. ie: salaries, materials, postage, advertisements, permit scanning, etc.	\$ 422,070
<b>TOTAL EXPENDITURES</b>	<b>\$ 653,693</b>



Salaries Detail

	Gross Amount	Allocation Percentage	Amount Allocation
<b>Town Manager</b>			
Salary	\$ 125,000	20%	\$ 25,000
Payroll Taxes	\$ 9,563	20%	\$ 1,913
Retirement Contributions	\$ 31,763	20%	\$ 6,353
Life & Health Insurance	\$ 8,856	20%	\$ 1,771
Dental & Vision Insurance	\$ 390	20%	\$ 78
<b>Town Clerk</b>			
Salary	\$ 61,125	40%	\$ 24,450
Payroll Taxes	\$ 4,676	40%	\$ 1,870
Retirement Contributions	\$ 5,177	40%	\$ 2,071
Life & Health Insurance	\$ 8,856	40%	\$ 3,542
Dental & Vision Insurance	\$ 390	40%	\$ 156
<b>Treasurer</b>			
Salary	\$ 71,995	20%	\$ 14,399
Payroll Taxes	\$ 5,508	20%	\$ 1,102
Retirement Contributions	\$ 6,098	20%	\$ 1,220
Life & Health Insurance	\$ 8,856	20%	\$ 1,771
Dental & Vision Insurance	\$ 390	20%	\$ 78
<b>Building Official</b>			
Salary	\$ 77,645	100%	\$ 77,645
Payroll Taxes	\$ 5,940	100%	\$ 5,940
Retirement Contributions	\$ 6,577	100%	\$ 6,577
Life & Health Insurance	\$ 8,856	100%	\$ 8,856
Dental & Vision Insurance	\$ 390	100%	\$ 390
<b>Building Clerk</b>			
Salary & Overtime	\$ 64,943	100%	\$ 64,943
Payroll Taxes	\$ 4,968	100%	\$ 4,968
Retirement Contributions	\$ 5,501	100%	\$ 5,501
Life & Health Insurance	\$ 8,856	100%	\$ 8,856
Dental & Vision Insurance	\$ 390	100%	\$ 390
<b>Assistant Clerk</b>			
Salary	\$ 38,349	75%	\$ 28,762
Payroll Taxes	\$ 2,934	75%	\$ 2,200
Retirement Contributions	\$ 3,248	75%	\$ 2,436
Life & Health Insurance	\$ 8,856	75%	\$ 6,642
Dental & Vision Insurance	\$ 390	75%	\$ 293
<b>Police Chief</b>			
Salary	\$ 120,000	25%	\$ 30,000
Payroll Taxes	\$ 9,180	25%	\$ 2,295
Retirement Contributions	\$ 30,576	25%	\$ 7,644
Life & Health Insurance	\$ 8,856	25%	\$ 2,214
Dental & Vision Insurance	\$ 390	25%	\$ 98
<b>Code Enforcement Police Officer - McAllister</b>			
Salary	\$ 85,386	25%	\$ 21,347

Payroll Taxes	\$ 6,532	25%	\$ 1,633
Retirement Contributions	\$ 21,756	25%	\$ 5,439
Life & Health Insurance	\$ 8,856	25%	\$ 2,214
Dental & Vision Insurance	\$ 390	25%	\$ 98
Workers Comp Premiums Building Official & Building Clerk 524.108-502.400 Total	\$ 3,635		\$ 3,635
Long Term Disability Building Off & Clerk 524.108-502.310 Total	\$ 985		\$ 985
			<u>\$ 387,772</u>

## HY-BYRD

	INSP. COUNT	BLDG OFFICIAL DUTIES & INSP.	ZONING REVIEW	TOTAL CHARGES	COMMENTS
<b>FY15/16</b>					
OCT	229	\$ 11,897.69	\$ 1,710.00	\$ 13,607.69	HY-BYRD ONLY
NOV	205	\$ 14,069.67	\$ 1,215.00	\$ 15,284.67	" "
DEC	234	\$ 11,036.25	\$ 1,800.00	\$ 12,836.25	" "
JAN	177	\$ 9,155.00	\$ 1,530.00	\$ 10,685.00	" "
FEB	178	\$ 8,492.50	\$ 2,070.00	\$ 10,562.50	" "
MAR	219	\$ 12,020.56	\$ 1,935.00	\$ 13,955.56	" "
APR	231	\$ 12,171.00	\$ 1,485.00	\$ 13,656.00	" "
MAY	169	\$ 13,423.94	\$ 1,935.00	\$ 15,358.94	" "
JUNE	205	\$ 13,874.27	\$ 1,665.00	\$ 15,539.27	" "
JULY	224	\$ 18,303.61	\$ 1,395.00	\$ 19,698.61	" "
AUG	292	\$ 21,029.64	\$ 1,755.00	\$ 22,784.64	" "
SEPT	293	\$ 14,041.82	\$ 1,890.00	\$ 15,931.82	" "
<b>TOTALS</b>	<b>2656</b>	<b>\$ 159,515.95</b>	<b>\$ 20,385.00</b>	<b>\$ 179,900.95</b>	

<b>FY16/17</b>					
OCT	212	\$ 10,136.25	\$ 1,170.00	\$ 11,306.25	HY-BYRD ONLY
NOV	268	\$ 14,746.25	\$ 1,440.00	\$ 16,186.25	" "
DEC	204	\$ 10,086.25	\$ 1,485.00	\$ 11,571.25	" "
JAN	213	\$ 10,948.74	\$ 1,035.00	\$ 11,983.74	" "
FEB	224	\$ 10,411.25	\$ 900.00	\$ 11,311.25	" "
MAR	170	\$ 9,300.89	\$ 1,350.00	\$ 10,650.89	" "
APR	170	\$ 9,564.10	\$ 1,395.00	\$ 10,959.10	" "
MAY	196	\$ 11,770.00	\$ 1,350.00	\$ 13,120.00	" "
JUNE	184	\$ 10,211.25	\$ 1,620.00	\$ 11,831.25	" "
JULY	216	\$ 12,036.20	\$ 1,530.00	\$ 13,566.20	" "
AUG	156	\$ 8,641.71	\$ 1,530.00	\$ 10,171.71	" "
SEPT	131	\$ 8,311.22	\$ 1,260.00	\$ 9,571.22	" "
<b>TOTALS</b>	<b>2344</b>	<b>\$ 126,164.11</b>	<b>\$ 16,065.00</b>	<b>\$ 142,229.11</b>	

<b>FY17/18</b>					
OCT	217	\$ 12,717.72	\$ 1,485.00	\$ 14,202.72	HY-BYRD ONLY
NOV	181	\$ 9,265.00	\$ 1,395.00	\$ 10,660.00	HY-BYRD ONLY
DEC	157	\$ 7,202.50	\$ 1,170.00	\$ 8,372.50	HY-BYRD ONLY
JAN	170	\$ 8,298.75	\$ 1,440.00	\$ 9,738.75	HY-BYRD ONLY
FEB	141	\$ 7,836.37	\$ 1,395.00	\$ 9,231.37	HY-BYRD ONLY
MAR	151	\$ 9,303.32	\$ 1,710.00	\$ 11,013.32	HY-BYRD ONLY
APR	105	\$ 6,145.00	\$ 1,800.00	\$ 7,945.00	HY-BYRD ONLY
MAY	115	\$ 8,351.60	\$ 1,575.00	\$ 9,926.60	5/2018 CAMERON HIRED
JUNE	139	\$ 7,696.87	\$ 1,665.00	\$ 9,361.87	CAMERON ON STAFF (ALSO SERVED
JULY	99	\$ 4,016.25	\$ 1,215.00	\$ 5,231.25	AS PUBLIC WORKS DIRECTOR)
AUG	23	\$ 920.00	\$ 1,755.00	\$ 2,675.00	" "
SEPT	0	\$ -	\$ 1,822.50	\$ 1,822.50	" "
<b>SUBTOTAL</b>				<b>\$ 100,180.88</b>	<b>TOTAL HYBYRD COSTS</b>

STAFF					\$ 65,000.00	CAMERON 1/2 YR SALARY & BENEFITS
<b>TOTALS</b>		<b>1498</b>	<b>\$ 81,753.38</b>	<b>\$ 18,427.50</b>	<b>\$ 165,180.88</b>	<b>TOTAL HYBYRD + STAFF</b>

## HY-BYRD

<b>FY18/19</b>	<b>INSP. COUNT</b>	<b>BLDG OFFICIAL DUTIES &amp; INSP.</b>	<b>ZONING REVIEW</b>	<b>TOTAL CHARGES</b>	<b>COMMENTS</b>
OCT	3	\$ 132.50	\$ 990.00	\$ 1,122.50	CAMERON ON STAFF
NOV	65	\$ 2,600.00	\$ 1,305.00	\$ 3,905.00	" "
DEC	4	\$ 197.50	\$ 765.00	\$ 962.50	" "
JAN	3	\$ 120.00	\$ 1,420.00	\$ 1,540.00	" "
FEB	24	\$ 960.00	\$ 552.50	\$ 1,512.50	" "
MAR	10	\$ 400.00	\$ 1,397.50	\$ 1,797.50	" "
APR	28	\$ 1,120.00	\$ 450.00	\$ 1,570.00	" "
MAY	70	\$ 2,800.50	\$ 330.00	\$ 3,130.50	" "
JUNE	136	\$ 5,527.25	\$ 2,325.00	\$ 7,852.25	" "
JULY	46	\$ 1,852.50	\$ 900.00	\$ 2,752.50	" "
AUG	1	\$ 40.00	\$ 900.00	\$ 940.00	" "
SEPT	3	\$ 120.00	\$ 925.00	\$ 1,045.00	" "
SUBTOTAL				<b>\$ 28,130.25</b>	<b>TOTAL HYBYRD COSTS</b>
STAFF				\$ 131,000.00	CAMERON SALARY & BENEFITS
<b>TOTALS</b>	<b>393</b>	<b>\$ 15,870.25</b>	<b>\$ 12,260.00</b>	<b>\$ 159,130.25</b>	<b>TOTAL HYBYRD + STAFF</b>

FY19/20						
OCT		62	\$ 2,480.00	\$ 1,850.00	\$ 4,330.00	CAMERON ON STAFF
NOV		48	\$ 1,920.00	\$ 835.00	\$ 2,755.00	" "
DEC		100	\$ 4,000.00	\$ 1,105.00	\$ 5,105.00	" "
JAN		146	\$ 5,840.00	\$ 1,432.50	\$ 7,272.50	" "
FEB		72	\$ 2,880.00	\$ 1,035.00	\$ 3,915.00	" "
MAR		80	\$ 3,200.00	\$ 1,485.00	\$ 4,685.00	" "
APR		147	\$ 5,880.00	\$ 2,025.00	\$ 7,905.00	" "
MAY		151	\$ 6,152.50	\$ 2,374.00	\$ 8,526.50	CAMERON RESIGNED 5/1/20
JUNE		164	\$ 6,863.75	\$ 2,992.50	\$ 9,856.25	CAMERON P/T
JULY		95	\$ 3,946.25	\$ 1,946.00	\$ 5,892.25	GUY HIRED 7/13/20 - BLDG/CODE EN
AUG		15	\$ 633.75	\$ 855.00	\$ 1,488.75	GUY ON STAFF - BUILDING/CODE EN
SEPT		0	\$ -	\$ 720.00	\$ 720.00	" "
					\$ 62,451.25	TOTAL HYBYRD COSTS
STAFF					\$ 131,000.00	CAMERON/GUY SALARY & BENEFITS
TOTALS		1080	\$ 43,796.25	\$ 18,655.00	\$ 193,451.25	TOTAL HYBYRD + STAFF

FY20/21						
OCT		2	\$ 80.00	\$ 1,440.00	\$ 1,520.00	GUY ON STAFF - BUILDING/CODE EN
NOV		23	\$ 920.00	\$ 990.00	\$ 1,910.00	" "
DEC		0	\$ -	\$ 1,147.50	\$ 1,147.50	" "
JAN		0	\$ -	\$ 1,001.25	\$ 1,001.25	" "
FEB		55	\$ 2,200.00	\$ 1,035.00	\$ 3,235.00	" "
MAR		49	\$ 2,695.00	\$ 1,530.00	\$ 4,225.00	" "
APR					\$ 5,000.00	ESTIMATED

MAY					\$ 5,000.00	ESTIMATED
JUN					\$ 5,000.00	ESTIMATED
JUL					\$ 5,000.00	ESTIMATED
AUG					\$ 5,000.00	ESTIMATED
SEPT					\$ 5,000.00	ESTIMATED
SUBTOTAL					\$ 43,038.75	TOTAL HYBYRD COSTS ESTIMATED
STAFF					\$ 132,000.00	GUY SALARY & BENEFITS
Totals to Date		129	\$ 5,895.00	\$ 7,143.75	\$ 175,038.75	TOTAL HYBYRD + STAFF ESTIMATED

PROPOSAL:	
GUY SALARY & BENEFITS	\$ 136,000.00
PART-TIME INSPECTOR	\$ 45,000.00
HY-BYRD FOR BACKUP	\$ 15,000.00
	<u>\$ 196,000.00</u>



**Ocean Ridge Police Department  
Inter-Office Memo**

**To:** Tracey Stevens, Town Manager  
**From:** Hal C. Hutchins, Chief of Police  
**Date:** June 21, 2021  
**Subject:** Budget Planning Items Requested

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Attached you will find the items requested at the last budget hearing.

Police Department and Dispatch Services provided:

In addition to the enumerated calls for service aspect of policing as outlined in our published monthly reports (see attached and as published on the Town Website), your police department provides the following services as members of this community and employees of the Town. Though considerable, this is not a full accounting or exhaustive listing of all actions or functions provided by the police department to the residents and visitors.

General patrol for disruption and prevention of criminal activity, including beach, dune & natural area monitoring and regular patrols

Directed patrols for hotspot crimes

Parking enforcement

Response to all calls for assistance regardless of how reported

Dark House Watch Program

Resident Vehicle Decal Program

Resident Dog Registration Program and **Dog Biscuit Services**

Direct Connect Burglar and Fire Alarm Monitoring, including alarm service contractor registration and vetting per Town Code

Community Service Officers & Community assistance

Elder assistance and invalid care visitation and monitoring

Serves as the 24 hour answering center for all Town queries / after-hours call center and 911 Public Safety Answering Point for Ocean Ridge

After hours public works system monitoring and rapid response, ensuring the Public Works Department is notified of any after-hours issues

First Responder for all Fire and EMS calls in coordinated effort to provide more rapid response in association with Contract Fire Rescue Service

Code compliance and enforcement 24 hours per day / 7 days per week

Serves as Emergency and Disaster Management response and preparation unit for the Town. Coordinates emergency management activities with Palm Beach County Emergency Management Center for the All Hazards Approach. Cuts trees and clears roadways after weather events in conjunction with the Public Works Department.

Monitors and responds to incidents of civil unrest that may impact the Town

Contract with the Town of Briny Breezes as Law Enforcement Service provider providing both positive inter town relations as well as approximately \$190,000 revenue to the Town. Serves as liaison to Fire Rescue provider for Town of Briny Breezes.

Provides residents with assistance in navigating social service and other government agency services

Provides IT service management and oversight for the Town

Provides oversight of the Town telephone and communications equipment

Monitors trash and solid waste lapse in pickups and reports to Town Hall for resolution

Monitors all Town and FPL streetlights for operation and reports outages on weekly basis to assure safety and security of the Town

Provides community education in the form of community meetings such as lecture series and coffee with a cop to build community support and gain insight on Town issues that require additional consideration.

Assist other departments in the form of escort for sensitive data (ie - elections/ballots)

Reviews and makes recommendation for all right of way permits in the Town to assure smooth traffic flow in the Town at all times

Works with Public Works/ Maintenance as needed for completion of emergency restorations and work beyond the scope of the manpower allocation to assure continuity of operations; such as pump outages, water-main breaks and all other issues immediately affecting the safety, security and quality of life of the residents and visitors

Assists Town Hall with Town and Garden Club events for residents. Provides security and traffic control for all town events such as Annual Shredding event, annual holiday event, etc.

Media relations point of contact for Town emergencies and unusual events

Assists and coordinates assistance requests for surrounding communities for events such as road closures and flooding issues

Main point of contact for issues arising in town located County Parks and Natural Areas

Coordinates with Federal State and County Agencies for issues that impact the residents and visitors of the Town

Free resident fingerprinting

Traffic Engineer per Town Code

Public Records custodian as required by statute for police department records

Provides security service and monitoring of Town Hall property and Town Hall Panic Alarm

Operates manages and monitors LPR security cameras for Town

Moves packages from public view for residents that are not home to avoid theft when possible

Turns off appliances and locks door accidentally left open when residents leave

Notifies residents of open and unsecured garage and access doors when these may present a criminal opportunity

Removes evidence of home vacancies such as stacked up newspapers when residents are away to avoid criminal activity

Prepares and publishes relevant criminal activity bulletins and newsletters to inform residents of potential crimes so they may avoid victimization

Serves as the backup to the Town Hall messaging services administrator to assure information is provided in a timely manner that is likely to impact our residents/// may now require Town Manager authorization dependent upon incident type

Provides security for Town Commission and Board Meetings as needed and required by Town Code

Opens and closes Town Hall Community Room for after hours rentals

Prepares and testifies in Court for both criminal and civil cases on the Town's behalf

Acts as Town Representative for critical issues and boards as directed by the Chief and Town Manager

Represents the Town at meetings of other government agencies on behalf of and for the betterment of the Town

Coordinates and participates in multiagency and jurisdictional safety events that impact the residents of the Town. Such as statewide and barrier island traffic enforcement campaigns for traffic and bicycle safety

Provides free resident notary services at PD lobby

In addition to the above listed services, your police department endeavors to do whatever is requested when it comes to providing a safe, secure and enjoyable place to live for our residents, by doing anything we are asked to do, whenever we are able, regardless of whether it is a law enforcement function or not. Your police department is truly your largest asset, as we house the largest contingent of employees in any Town Department and are the only department and members of staff who work and are immediately available to you 24 hours per day 7 days per week every day of the year.

910 days

## ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 01/01/2019 00:00 Through 06/10/2021 00:00

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
10108	ON FOOT W/PORTABLE	4742
10109	VEHICLE MAINTENANCE	8235
1017	INVESTIGATE/FOLLOW UP	2
1040	MEAL BREAK	1359
1050	TRAFFIC STOP	2615
1057	AT FIREARMS RANGE	2
1058	AT STATION	1939
1060	ASSIST TO MOTORIST	84
1077	COURT	1
801	VTC PERMITS (BUILDING)	61
803	VTC OVERGROWN LOT	67
804	VTC SIGNS (ALL)	86
805	VTC SOLICIT W/O PERMIT (DOOR TO DOOR)	23
806	VTC WORKING WHEN NOT PERMITTED	374
807	VTC TRASH/GARBAGE	189
808	VTC BOATS	9
809	VTC MOTOR HOMES	3
810	VTC VACATION RENTALS	18
811	VTC TRAILERS	13
812	VTC TRUCKS/COMMERCIAL VEHICLES	25
813	VTC PARKING/DRIVING ON DUNES	1
814	VTC OVERNIGHT PARKING ON STREET	76
815	VTC PARKING ON VACANT LOT	25
816	VTC NOISE (POWER TOOLS ETC.)	1
817	VTC RENTAL REGISTRATION 30-157	8
819	VTC FIREWORKS	13
820	VTC ANIMALS ON BEACH	87
821	VTC DOGS AT LARGE	66
822	VTC DOGS BARKING	12
823	VTC CONSTRUCTION SITE	227
824	VTC ALL OTHER	288
825	VTC WATER VIOLATION	4
827	VTC FIRE ON BEACH	1



## ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 01/01/2019 00:00 Through 06/10/2021 00:00

### ACTIVITY SUMMARY BY SIGNALS

All Calls IN Signal Order

Signal	Description	Count
828	VTC TURTLE LIGHTS	22
829	VTC TREES IN WIRES	47
830	VTC WHITEFLY	1
832	VTC SLEEPING OUTDOORS	6
833	VTC CUTTING NATURAL VEGETATION	11
834	VTC BOATS ON BEACH/ABANDONED/PROP LEFT	1
BCHK	BEACH PATROL	5584
BIKE	BIKE PATROL	15
DC	DISTRICT CHECK	47077
FUP	FOLLOW-UP	45
HCKH	HOUSE CHECK HAND	10713
HCKV	HOUSE CHECK VISUAL	1343
IS		2
LPR	LICENSE PLATE RECOGNITION ALERT	22
LSV	LOW SPEED VEHICLE	182
OS		2
S00	ARMED AND/OR CAUTION	1
S01	DRUNK DRIVER	10
S02	DRUNK PEDESTRIAN	23
S03	HIT AND RUN ACCIDENT	16
S04	AUTO ACCIDENT	89
S07	DECEASED PERSON	3
S08	MISSING PERSON	11
S09	STOLEN TAG	5
S10	STOLEN VEHICLE	20
S10R	RECOVERED STOLEN VEHICLE	6
S11	ABANDONED VEHICLE	3
S12	RECKLESS DRIVER	40
S13	SUSPICIOUS INCIDENT	109
S13P	SUSPICIOUS PERSON	186
S13V	SUSPICIOUS VEHICLE	372
S14	INFORMATION	170

## ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 01/01/2019 00:00 Through 06/10/2021 00:00

### ACTIVITY SUMMARY BY SIGNALS

All Calls IN Signal Order

Signal	Description	Count
S15	SPECIAL DETAIL	1396
S16	CHILD ABUSE	3
S20	MENTALLY ILL PERSON	6
S21A	BURGLARY ATTEMPT	2
S21C	BURGLARY CONVEYANCE	23
S21R	BURGLARY RESIDENCE	16
S21S	BURGLARY STRUCTURE/OTHER	3
S22	DISTURBANCE	39
S25	FIRE/FD ASSIST	29
S26	DROWNING	2
S27	PROWLER	1
S30	THEFT	32
S31	BATTERY	2
S32A	SUICIDE ATTEMPT	5
S35	SEXUAL BATTERY	5
S36	FIGHT	4
S37	JUVENILE TROUBLE	12
S38	DOMESTIC	6
S39	NEIGHBOR TROUBLE	31
S40	CRIMINAL MISCHIEF	8
S41/0	ARMED ROBBERY	1
S43	LED/LACIV ACTS	6
S48	OPEN DOOR	41
S48G	OPEN GARAGE DOOR	203
S49	ALARM	1366
S49F	FIRE ALARM	110
S51	TRESPASS	205
S53	EMBEZZLEMENT/FRAUD	32
S57	DRUG CASE	1
S66	CIVIL MATTER	35
S67	ACCIDENTAL INJURY	20
S68	POLICE SERVICE CALL	763
S70	ANIMAL COMPLAINT	60

## ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 01/01/2019 00:00 Through 06/10/2021 00:00

### ACTIVITY SUMMARY BY SIGNALS

All Calls IN Signal Order

Signal	Description	Count
S72	LOST/FOUND PROPERTY	108
S73	MEDICAL CALL	305
S75	ILLEGAL DUMPING	6
S75E	DUMPING/SEWER TO ICW OR OCEAN	3
S76	ASSIST OTHER DEPARTMENT	328
S77	FIREWORKS	14
S78	OBSCENE/HARASSING PHONE CALLS	12
S79	911 PRANK/FALSE/ACCID CALL	79
S80	UNWANTED GUEST	2
S81	ASSAULT/THREATS	1
S84	WELFARE CHECK	233
S86	LOUD NOISE/MUSIC	68
S87	STALKING	1
S88	FLORIDA POWER LIGHT ASSIST	139
S89	ASSIST MOTORIST	43
S90	ILLEGAL PARKING	581
S92	TRAFFIC LIGHT PROBLEMS	9
S93	STREET OR TRAFFIC SIGNS	69
S94	BOAT IN DISTRESS	4
S95	TRAFFIC INCIDENT	8
S96	PROPERTY DAMAGE	61
TC	TRAFFIC CONTROL	80
TE	TRAFFIC ENFORCEMENT	173
WD	WIRES DOWN	11

TOTAL ACTIVITY: 93599

**RESIDENTS**

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

**ADVISORY BOARDS**

**TRACEY STEVENS**  
Town Manager

**CHRISTY GODDEAU**  
Town Attorney

**RICHARD JONES**  
Chief of Police

**DURRANI GUY**  
Building Official/Code Ofc

**BILLY ARMSTRONG**  
Public Works II

**KARLA ARMSTRONG**  
Town Clerk

**JEAN HALLAHAN**  
Treasurer & Human Resources

**VACANT**  
Admin Lieutenant

**SCOTT MCCLURE**  
Patrol Lieutenant

**LISA BURNS**  
Building Clerk

**CHAD ARMSTRONG**  
Public Works I

**VACANT**  
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

**VACANT**  
Building Inspector – P/T

**VACANT**  
Maintenance I – P/T

**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

**VACANT**  
Police Officer

**DANIELLE VALDES**  
Dispatcher/Clerk

**ALEKSEY SASOV**  
Police Officer

**DEBRA BOYLE**  
Community Officer

**VALENTINA CLOUSE**  
Dispatcher/Clerk



# CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)
[Print Form](#)

DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year : 2021	County : PALM BEACH
Principal Authority : Ocean Ridge	Taxing Authority : Ocean Ridge


## SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	1,142,492,073	(1)
2.	Current year taxable value of personal property for operating purposes	\$	5,780,265	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	1,148,272,338	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	4,762,186	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	1,143,510,152	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	1,098,274,480	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)
SIGN HERE	<b>Property Appraiser Certification</b>		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser:		Date :	
	Electronically Certified by Property Appraiser		6/24/2021 2:20 PM	

## SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	5.3500	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	5,875,768	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	5,875,768	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	1,143,510,152	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	5.1384	per \$1000	(16)
17.	Current year proposed operating millage rate	5.6500	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	6,487,739	(18)



19.	TYPE of principal authority (check one)		<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
			<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)		<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
			<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)				(21)
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>				<b>STOP HERE - SIGN AND SUBMIT</b>	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>			\$ 5,875,768	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>			5.1384 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>			\$ 5,900,283	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>			\$ 6,487,739	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>			5.6500 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>			9.96 %	(27)
<b>First public budget hearing</b>		Date : 9/7/2021	Time : 6:00 PM EST	Place : Ocean Ridge Town Hall	
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :				Date :
	Title : Tracey Stevens, Town Manager		Contact Name and Contact Title : Tracey Stevens, TOWN MANAGER		
	Mailing Address : 6450 N OCEAN BLVD		Physical Address : 6450 NORTH OCEAN BLVD		
	City, State, Zip : OCEAN RIDGE, FLORIDA 33435		Phone Number : 5617322635		Fax Number : 5617378359

# CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

## Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

### Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check “Yes” if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

### Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check “Yes” if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue  
Property Tax Oversight - TRIM Section  
P. O. Box 3000  
Tallahassee, Florida 32315-3000

## Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. “Dependent special district” (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent special district” (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

“Non-voted millage” is any millage not defined as a “voted millage” in s. 200.001(8)(f), F.S.

### Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

### Line 24

Include only those levies derived from millage rates.



Reset Form

Print Form

# MAXIMUM MILLAGE LEVY CALCULATION FINAL DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year : <b>2021</b>		County : PALM BEACH	
Principal Authority : Ocean Ridge		Taxing Authority : Ocean Ridge	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (1)
<b>IF YES, STOP STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.</b>			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	5.1384	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from <b>2020</b> , Form DR-420MM, Line 13	5.5330	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	5.3500	per \$1,000 (4)
<b>If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.</b>			
<b>Adjust rolled-back rate based on prior year majority-vote maximum millage rate</b>			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 1,098,274,480	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 6,076,753	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 0	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 6,076,753	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 1,143,510,152	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	5.3141	per \$1,000 (10)
<b>Calculate maximum millage levy</b>			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	5.3141	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	<b>1.0443</b>	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	5.5495	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	6.1045	per \$1,000 (14)
15.	Current year adopted millage rate	0.0000	per \$1,000 (15)
16.	<b>Minimum vote required to levy adopted millage:</b> (Check one)		
<input checked="" type="checkbox"/>	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. <b>Enter Line 13 on Line 17.</b>		
<input type="checkbox"/>	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to adopted rate. <b>Enter Line 15 on Line 17.</b>		
<input type="checkbox"/>	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the adopted rate. <b>Enter Line 15 on Line 17.</b>		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the adopted rate. <b>Enter Line 15 on Line 17.</b>		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16).	5.5495	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 1,148,272,338	(18)

Continued on page 2

Taxing Authority :		DR-420MM R. 5/12 Page 2	
19.	Current year adopted taxes <i>(Line 15 multiplied by Line 18, divided by 1,000).</i>	\$ 0	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000).</i>	\$ 6,372,337	(20)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>		<b>STOP HERE. SIGN AND SUBMIT.</b>	
21.	Enter the current year adopted taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM)</i>	\$ 0	(21)
22.	Total current year adopted taxes <i>(Line 19 plus Line 21).</i>	\$ 0	(22)
<b>Total Maximum Taxes</b>			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM).</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23).</i>	\$ 6,372,337	(24)
<b>Total Maximum Versus Total Taxes Levied</b>			
25.	Are total current year adopted taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	(25)
S I G N  H E R E	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : Tracey Stevens, Town Manager	Contact Name and Contact Title : Tracey Stevens, TOWN MANAGER	
	Mailing Address : 6450 N OCEAN BLVD	Physical Address : 6450 NORTH OCEAN BLVD	
	City, State, Zip : OCEAN RIDGE, FLORIDA 33435	Phone Number : 5617322635	Fax Number : 5617378359

Complete and submit this form to the Department of Revenue with the completed  
 DR-487, Certification of Compliance, within 30 days of the final hearing.

**MAXIMUM MILLAGE LEVY CALCULATION  
FINAL DISCLOSURE  
INSTRUCTIONS**

DR-420MM  
R. 5/12  
Page 3

**General Instructions**

Each of the following taxing authorities must complete a DR-420MM.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2021 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM shows the maximum millages and taxes levied based on your adoption vote. Each taxing authority must complete, sign, and submit this form to the Department of Revenue with their completed DR-487, *Certification of Compliance*, within 30 days of their final hearing.

Taxing authorities must also submit DR-487V, *Vote Record for Final Adoption of Millage Levy*. This form certifies to the Department of Revenue the vote on the resolution or ordinance stating the millage rate adopted at the final hearing.

Specific tax year references in this form are updated each year by the Department.

**Line Instructions**

**Lines 5-10**

Only taxing authorities that levied a 2020 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2020 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

**Line 12**

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

**Lines 13 and 14**

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

**Line 16**

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

**Line 17**

Enter the millage rate indicated by the box checked in Line 16. If the adopted millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the adopted millage rate. For a millage requiring more than a majority vote, the adopted millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.





Reset Form

Print Form

# MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts


DR-420MM-P

R. 5/12


Rule 12D-16.002

Florida Administrative Code

Effective 11/12

Year: <b>2021</b>		County: PALM BEACH	
Principal Authority : Ocean Ridge		Taxing Authority: Ocean Ridge	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (1)
<b>IF YES,</b>  <b>STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.</b>			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	5.1384	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from <b>2020</b> Form DR-420MM, Line 13	5.5330	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	5.3500	per \$1,000 (4)
<b>If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.</b>			
<b>Adjust rolled-back rate based on prior year majority-vote maximum millage rate</b>			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 1,098,274,480	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 6,076,753	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 0	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 6,076,753	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 1,143,510,152	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	5.3141	per \$1,000 (10)
<b>Calculate maximum millage levy</b>			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	5.3141	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	<b>1.0443</b>	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	5.5495	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	6.1045	per \$1,000 (14)
15.	Current year proposed millage rate	5.6500	per \$1,000 (15)
16.	<b>Minimum vote required to levy proposed millage:</b> (Check one)		
<input type="checkbox"/>	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. <b>Enter Line 13 on Line 17.</b>		
<input checked="" type="checkbox"/>	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. <b>Enter Line 15 on Line 17.</b>		
<input type="checkbox"/>	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. <b>Enter Line 15 on Line 17.</b>		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the proposed rate. <b>Enter Line 15 on Line 17.</b>		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16)	5.6500	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 1,148,272,338	(18)

Continued on page 2

Taxing Authority : Ocean Ridge		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 6,487,739	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 6,487,739	(20)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>			<b>STOP HERE. SIGN AND SUBMIT.</b>
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 6,487,739	(22)
<b>Total Maximum Taxes</b>			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 6,487,739	(24)
<b>Total Maximum Versus Total Taxes Levied</b>			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
SIGN HERE	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : Tracey Stevens, Town Manager	Contact Name and Contact Title : Tracey Stevens, TOWN MANAGER	
	Mailing Address : 6450 N OCEAN BLVD	Physical Address : 6450 NORTH OCEAN BLVD	
	City, State, Zip : OCEAN RIDGE, FLORIDA 33435	Phone Number : 5617322635	Fax Number : 5617378359

**Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.**

**MAXIMUM MILLAGE LEVY CALCULATION  
PRELIMINARY DISCLOSURE  
INSTRUCTIONS**

DR-420MM-P  
R. 5/12  
Page 3

**General Instructions**

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2021 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM-P shows the preliminary maximum millages and taxes levied based on your proposed adoption vote. Each taxing authority must complete, sign, and submit this form to their property appraiser with their completed DR-420, Certification of Taxable Value.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority will file a final Form DR-420MM, Maximum Millage Levy Calculation Final Disclosure, with Form DR-487, Certification of Compliance, with the Department of Revenue.

Specific tax year references in this form are updated each year by the Department.

**Line Instructions**

**Lines 5-10**

Only taxing authorities that levied a 2020 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2020 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

**Line 12**

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

**Lines 13 and 14**

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

**Line 16**

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

**Line 17**

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.



# CERTIFICATION OF FINAL TAXABLE VALUE

[Reset Form](#)[Print Form](#)

DR-422  
R. 5/13  
Rule 12D-16.002  
Florida Administrative Code  
Effective 5/13  
Provisional

Year : 2021	County : PALM BEACH	Is VAB still in session? <input type="checkbox"/> Yes <input type="checkbox"/> No
Principal Authority : Ocean Ridge		Check type : <input type="checkbox"/> School District <input type="checkbox"/> County <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Independent Special District <input type="checkbox"/> Water Management District
Taxing Authority : Ocean Ridge		Check type : <input checked="" type="checkbox"/> Principal Authority <input type="checkbox"/> MSTU <input type="checkbox"/> Dependent Special District <input type="checkbox"/> Water Management District Basin

## SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year gross taxable value from Line 4, Form DR-420	\$ 1,148,272,338	(1)
2.	Final current year gross taxable value from Form DR-403 Series	\$ 0	(2)
3.	Percentage of change in taxable value <i>(Line 2 divided by Line 1, minus 1, multiplied by 100)</i>	-100.00 %	(3)

The taxing authority must complete this form and return it to the property appraiser by \_\_\_\_\_ time \_\_\_\_\_ date

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	

## SECTION II : COMPLETED BY TAXING AUTHORITY

MILLAGE RATE ADOPTED BY RESOLUTION OR ORDINANCE AT FINAL BUDGET HEARING UNDER s. 200.065(2)(d), F.S.

If this portion of the form is not completed in full your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. *If any line is inapplicable, enter N/A or -0-.*

### Non-Voted Operating Millage Rate (from resolution or ordinance)

4a.	County or municipal principal taxing authority	0.0000	per \$1,000	(4a)
4b.	Dependent special district	0.0000	per \$1,000	(4b)
4c.	Municipal service taxing unit (MSTU)	0.0000	per \$1,000	(4c)
4d.	Independent Special District	0.0000	per \$1,000	(4d)
4e.	School district	Required Local Effort	0.0000	per \$1,000 (4e)
		Capital Outlay	0.0000	per \$1,000
		Discretionary Operating	0.0000	per \$1,000
		Discretionary Capital Improvement	0.0000	per \$1,000
			0.0000	
		Additional Voted Millage	0.0000	per \$1,000
4f.	Water management district	District Levy	0.0000	per \$1,000 (4f)
		Basin	0.0000	per \$1,000

**Are you going to adjust adopted millage ?**

☐ YES

☐ NO

**If No, STOP HERE, Sign and Submit.**

Taxing Authority :		DR-422 R. 5/13 Page 2	
<b>COUNTIES, MUNICIPALITIES, SCHOOLS, and WATER MANAGEMENT DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 1% . (s. 200.065(6), F.S)			
5.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4a, 4e, or 4f as applicable, divided by 1,000)</i>	\$ 0	(5)
6.	Adjusted millage rate (Only if Line 3 is greater than plus or minus 1%) <i>(Line 5 divided by Line 2 multiplied by 1,000)</i>	0.0000 per \$1000	(6)
<b>MSTUs, DEPENDENT SPECIAL DISTRICTS , and INDEPENDENT SPECIAL DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 3% (s. 200.065(6), F.S.)			
7.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4b, 4c, or 4d as applicable, divided by 1,000)</i>	\$ 0	(7)
8.	Adjusted Millage rate (Only if Line 3 is greater than plus or minus 3%) <i>(Line 7 divided by Line 2, multiplied by 1,000)</i>	0.0000 per \$1000	(8)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :		Date :
	Title : Tracey Stevens, Town Manager	Contact Name and Contact Title : Tracey Stevens, TOWN MANAGER	
	Mailing Address : 6450 N OCEAN BLVD	Physical Address : 6450 NORTH OCEAN BLVD	
	City, State, Zip : OCEAN RIDGE, FLORIDA 33435	Phone Number : 5617322635	Fax Number : 5617378359

## INSTRUCTIONS

## SECTION I: Property Appraiser

1. Initiate a separate DR-422 form for each DR-420, Certification of Taxable Value, and DR-420S, Certification of School Taxable Value, submitted.
2. Complete Section 1 and sign.
3. Send the original to the taxing authority and keep a copy.

## SECTION II: Taxing Authority

1. Complete Section II and sign.
2. Return the original to the property appraiser.
3. Keep a copy for your records.
4. Send a copy to the tax collector.
5. Send a copy with the DR-487, Certification of Compliance, to the Department of Revenue at the address below. Send separately if the DR-487 was previously sent to the Department.

Florida Department of Revenue  
Property Tax Oversight - TRIM Section  
P. O. Box 3000  
Tallahassee, Florida 32315 - 3000

All taxing authorities must complete Line 4, millages adopted by resolution/ordinance at final budget hearing.

Counties, municipalities, schools, and water management districts may complete Line 5 and Line 6 only when Line 3 is greater than plus or minus 1%. (s. 200.065(6), F.S.)

MSTUs, dependent special districts, and independent special districts may adjust the non-voted millage rate only when Line 3 is greater than plus or minus 3%. (§. 200.065(6), F.S.)

Adjusted millage rate must comply with statutes. The adjusted millage rate entered on Line 6 or Line 8 cannot exceed the rate allowed by other provisions of law or the state constitution.

Multi-county and water management districts must complete a separate DR-422 for each county.

All TRIM forms for taxing authorities are available on our website at

<http://dor.myflorida.com/dor/property/trim>



# CERTIFICATION OF FINAL TAXABLE VALUE

[Reset Form](#)[Print Form](#)

DR-422  
R. 5/13  
Rule 12D-16.002  
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Provisional

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The taxing authority must complete this form and return it to the property appraiser by \_\_\_\_\_ time \_\_\_\_\_ date

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date :	

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		Capital Outlay	0.0000	per \$1,000
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		Discretionary Capital Improvement	0.0000	per \$1,000
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		Additional Voted Millage	0.0000	per \$1,000
4f.	Water management district	District Levy	0.0000	per \$1,000 (4f)
		Basin	0.0000	per \$1,000

**Are you going to adjust adopted millage ?**

☐ YES☐ NO

**If No, STOP HERE, Sign and Submit.**

Taxing Authority :		DR-422 R. 5/13 Page 2	
<b>COUNTIES, MUNICIPALITIES, SCHOOLS, and WATER MANAGEMENT DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 1% . (s. 200.065(6), F.S)			
5.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4a, 4e, or 4f as applicable, divided by 1,000)</i>	\$ 0	(5)
6.	Adjusted millage rate (Only if Line 3 is greater than plus or minus 1%) <i>(Line 5 divided by Line 2 multiplied by 1,000)</i>	0.0000 per \$1000	(6)
<b>MSTUs, DEPENDENT SPECIAL DISTRICTS , and INDEPENDENT SPECIAL DISTRICTS</b> may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 3% (s. 200.065(6), F.S.)			
7.	Unadjusted gross ad valorem proceeds <i>(Line 1 multiplied by Line 4b, 4c, or 4d as applicable, divided by 1,000)</i>	\$ 0	(7)
8.	Adjusted Millage rate (Only if Line 3 is greater than plus or minus 3%) <i>(Line 7 divided by Line 2, multiplied by 1,000)</i>	0.0000 per \$1000	(8)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :		Date :
	Title : Tracey Stevens, Town Manager	Contact Name and Contact Title : Tracey Stevens, TOWN MANAGER	
	Mailing Address : 6450 N OCEAN BLVD	Physical Address : 6450 NORTH OCEAN BLVD	
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5. Send a copy with the DR-487, Certification of Compliance, to the Department of Revenue at the address below. Send separately if the DR-487 was previously sent to the Department.

Florida Department of Revenue  
Property Tax Oversight - TRIM Section  
P. O. Box 3000  
Tallahassee, Florida 32315 - 3000

All taxing authorities must complete Line 4, millages adopted by resolution/ordinance at final budget hearing.

Counties, municipalities, schools, and water management districts may complete Line 5 and Line 6 only when Line 3 is greater than plus or minus 1%. (s. 200.065(6), F.S.)

MSTUs, dependent special districts, and independent special districts may adjust the non-voted millage rate only when Line 3 is greater than plus or minus 3%. (s. 200.065(6), F.S.)

Adjusted millage rate must comply with statutes. The adjusted millage rate entered on Line 6 or Line 8 cannot exceed the rate allowed by other provisions of law or the state constitution.

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<http://dor.myflorida.com/dor/property/trim>



MEDIA RELEASE  
AUGUST 2, 2021  
FOR IMMEDIATE RELEASE

Ocean Ridge Presents Preliminary Fiscal Year 2021/2022 Budget

Ocean Ridge is preparing the Fiscal Year 2021/2022 Budget based upon the Commission, residents and staff recommendations. The goal is to maintain our current level of services and continue to improve our infrastructure needs through our five year capital improvement plan.

Highlights: The total preliminary FY 2022 budget is \$8.8 million as compared to the FY 2021 budget of \$8.3 million, including an inter-fund transfer to the capital fund. The increase of \$493,656 is primarily due to capital improvement projects such as necessary infrastructure repairs and improvements including drainage projects and uncontrollable increases in general operating expenses such as materials and supplies; insurance rates; retirement rates; legal fees; and raises for employees. Over half of this increase is for the unexpected, mandated bridge repairs of \$240K.

The Fiscal Year 2022 proposed budget is a marked change from last year's pandemic budget, and aggressively addresses capital projects while lowering the amount needed from reserves to balance the budget. While some towns are borrowing to cover their budgets due to loss in revenues from the effects of the pandemic, the Town of Ocean Ridge remains fiscally responsible and has not borrowed any money since 2007 when the new Town Hall was built.

The projected need to balance the budget with reserve funds has steadily increased over the past three years in order to address deferred infrastructure maintenance, while maintaining a flat millage rate of 5.35 (note: the millage rate has not increased more than .01% in the last 10 years). The Commission is considering a millage rate increase this year in order to preserve the reserve funds, and has set 5.65 as the maximum millage rate. The actual millage rate will be set during the final budget hearing on September 21<sup>st</sup>. Your Palm Beach County tax proposal which you should receive mid-August will reflect this maximum rate.

Preliminary Rates Compared to FY 2021: With an estimated 4.31% increase in the 2021 Taxable Value to \$1.1 billion, the strength of Ocean Ridge's residential market provides ad valorem tax revenues of \$247,332 more than last year at the same millage rate of 5.35, or \$583,201 at the maximum millage rate of 5.65.

The ad valorem impact for a property valued at \$500,000 is an increase of about \$115 at a flat mil rate of 5.35, or an increase of \$271 at the maximum millage rate of 5.65. Comparatively, the ad valorem impact for a property valued at \$1,000,000 is an increase of about \$230 at a flat mil rate of 5.35, or an increase of \$543 at the maximum millage rate of 5.65.

Employees: The preliminary FY 2022 budget funds 31 regular full-time governmental employees, along with 3 part-time employees and 2 Reserve Police Officers. The total employees for each department are as follows:  
23 Full-time (18 Officers & 5 Dispatchers), 1 Part-time, and 2 Reserves in the Police Department



4 in Administration (employees shared with Building Department)  
2 Full-time and 1 Part-time in the Building Department  
2 Full-time and 1 Part-time in the Public Works Department

Capital and Major Maintenance Projects:

Bridge Repairs \$240,000 (mandated by FDOT)  
Replacement of Police Department & Building Department Vehicles \$75,000  
Maintenance of Town Hall (Painting, Door Replacements, Audio System) \$94,000  
Ocean Avenue Street Light Replacements \$125,000 (mandated by FDOT)  
Stormwater/Drainage Improvements \$185,000  
Potable Water Infrastructure Improvements \$76,000  
Repairs to the Porter Street beach Crossover \$15,000  
Installation of Lighting for a Crosswalk near Crown Colony \$10,000  
All-Terrain Vehicle Replacement for the Police Department \$8,500  
Commercial Lawn Mower for the Public Works Department \$5,000  
Total of Capital Improvements \$833,500

Four public Town Commission Budget Workshops have concluded and the first public hearing on the proposed FY22 budget will be held on Tuesday, September 7<sup>th</sup> at 6:00 p.m. in the Commission Chambers at Town Hall. The second and final public hearing, and adoption of the budget will be held on Tuesday, September 21, 2021 at 6:00 p.m. in the Commission Chambers at Town Hall. The Commission will set the final millage rate at this meeting. We encourage all residents to submit comments prior to the budget hearings and also attend the hearings.

# TOWN OF OCEAN RIDGE

## Proposed 2021-2022 Fiscal Year Budget (FY22)

FY22 Budget Workbook: Version 5.0

### GENERAL FUND #001 - REVENUE & EXPENDITURES

### STATEMENT OF REVENUES & EXPENDITURES

Department Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<i>FY Millage Rate Applied:</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>	<i>5.50 mils</i>		
<b>Revenue</b>								
Dept: 310.000 Taxes	5,265,365	5,536,291	5,970,061	6,214,184	6,462,644	6,969,610	7.84%	
Dept: 320.000 Licenses & Permits	268,600	269,490	671,953	628,877	355,600	605,200	70.19%	
Dept: 330.000 Intergovernmental Revenue	233,100	227,323	217,243	315,233	178,240	221,340	24.18%	
Dept: 340.000 Charges For Services	372,500	375,867	386,346	631,272	582,454	649,500	11.51%	
Dept: 350.000 Fines & Forfeits	15,744	73,097	10,149	11,087	9,400	12,200	29.79%	
Dept: 360.000 Miscellaneous Revenues	30,000	23,664	39,575	100,224	22,000	32,500	47.73%	
Dept: 380.000 Insurance Proceeds	0	0	56,734	94,821	5,000	5,000	0.00%	
<b>(Outside) Revenues Sub-Totals</b>	<b>6,185,309</b>	<b>6,505,733</b>	<b>7,352,060</b>	<b>7,995,698</b>	<b>7,615,338</b>	<b>8,495,350</b>	<b>11.56%</b>	
Dept: 380.000 Reserves Budgeted (not actual)	266,581	25,683	153,265	296,367	706,421	331,090	-53.13%	<<<< Balancing Line - Reserves
<b>Total Revenues</b>	<b>6,451,890</b>	<b>6,531,416</b>	<b>7,505,325</b>	<b>8,292,065</b>	<b>8,321,759</b>	<b>8,826,440</b>	<b>6.06%</b>	
<b>Expenditures</b>								
<b>General Government</b>								
511.101 Town Commission	23,078	23,682	26,670	34,960	42,366	46,760	10.37%	
512.102 Town Manager	139,634	142,190	152,978	181,758	192,465	211,358	9.82%	
513.103 Town Clerk & Treasurer	310,249	343,478	340,979	279,711	293,970	315,103	7.19%	
514.104 Legal Services	142,611	158,650	151,589	239,599	395,000	338,000	-14.43%	
514.105 Appointed Boards	2,366	1,419	1,224	3,375	3,450	3,767	9.19%	
519.106 General Government Services	959,330	1,037,621	983,209	1,018,025	1,022,640	1,145,610	12.02%	
521.107 Law Enforcement & Fire Rescue	3,213,283	3,310,964	3,746,428	3,837,417	4,299,589	4,387,927	2.05%	
524.108 Building Department	157,500	157,500	153,924	400,604	425,020	536,124	26.14%	
534.111 Solid Waste & Recycling Services	244,362	249,853	257,109	275,557	282,380	290,851	3.00%	
539.112 Other Physical Environment	282,682	408,307	473,749	409,503	485,520	446,920	-7.95%	
541.113 Public Works	250,136	252,667	258,302	243,708	358,359	358,520	0.05%	
580.114 Contingency	42,429	134,710	63,430	95,939	100,000	150,000	50.00%	
590.100 Transfers to Capital Projects	218,500	218,500	138,560	536,000	421,000	595,500	41.45%	
<b>Total Expenditures</b>	<b>5,986,160</b>	<b>6,439,541</b>	<b>6,748,151</b>	<b>7,556,157</b>	<b>8,321,759</b>	<b>8,826,440</b>	<b>6.06%</b>	
<b>Revenue Over Expenditure</b>	<b>465,730</b>	<b>91,875</b>	<b>757,174</b>	<b>735,908</b>	<b>0</b>	<b>0</b>		
<i>Increase in Fund Balance from Last Year</i>	<i>234,882</i>	<i>160,050</i>	<i>687,129</i>	<i>627,625</i>	<i>n/a</i>	<i>n/a</i>		
<i>Fund Balance as of 9/30</i>	<i>4,808,094</i>	<i>4,968,144</i>	<i>5,655,273</i>	<i>6,282,898</i>	<i>n/a</i>	<i>n/a</i>		



## **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**

#### **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 \$8,826,440 are anticipated utilizing a 5.50 millage rate (at 97.5% collection), along with other revenue sources and internal transfer investment from fund balance unappropriated reserves of \$331,090. This balances the FY22 anticipated expenses including funding for additional critical infrastructure.

The Property Appraiser has certified the property values for this year as of July 1, 2021 at \$1,148,272,338 which is an increase of 4.31% over last year's certified amount on July 1, 2020.

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 (FY20). Trends are looking similar in the current fiscal year FY21 and into FY22. Even though we are still experiencing the COVID-19 pandemic, property values have remained stable in our area and building activity has been astronomical. The fund balance of the Town increased by \$627,625 as of September 30, 2021 for a total fund balance of \$6,282,898. This represents both restricted and unrestricted fund balance, including the fund balance in the capital fund.

Revenue items of discussion of the Town Commission during the budget process were the millage rate and funding from reserves. The Town Commission initially set the maximum millage rate at 5.65, and the FY22 budget is calculated with a mil rate of 5.50 as voted by the Town Commission at the tentative budget hearing on September 7, 2021.

The Commission's tentative budget will be presented to the public at the September 7<sup>th</sup> Budget Hearing with a proposed mil rate of 5.65, and the final budget and mil rate will be 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 will be set at the September 7<sup>th</sup> public hearing.

**Proposed 2021-2022 Fiscal Year Budget (FY22)**  
FY22 Budget Workbook: Version 5.0

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - REVENUES

## STATEMENT OF REVENUES

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
Dept: 310.000 Taxes	5.35 mils	5.25 mils	5.35 mils	5.35 mils	5.35 mils	5.50 mils		
311.000 Ad Valorem Tax	4,614,342	4,754,905	5,152,556	5,425,863	5,742,344	6,157,610	7.23%	See Note 1 Below; Calc @ 97.5%
312.410 Local Option 6 Cent Gas Tax	36,277	38,954	39,460	35,445	31,050	36,000	15.94%	
312.420 Second Local Option Fuel Tax	16,990	18,040	18,305	16,298	15,300	17,000	11.11%	
313.100 Electric Franchise Tax	135,536	168,538	174,952	176,585	188,000	190,000	1.06%	Signed New Franchise Agreement
314.100 Utility Service Tax (Electric)	231,041	258,809	277,401	273,415	250,000	270,000	8.00%	
314.800 Utility Service Tax (Propane)	19,068	20,823	30,453	19,253	20,000	20,000	0.00%	
314.900 Utility Service Tax (Water)	89,106	101,464	96,121	98,916	85,000	97,000	14.12%	
315.000 Communications Service Tax	36,759	44,288	42,575	40,588	36,950	40,000	8.25%	
319.100 Interest on Delinquent Taxes	7,470	2,636	5,159	1,617	2,000	2,000	0.00%	
335.200 Local Govt 1 Cent Sales Tax	70,041	127,833	133,080	126,202	92,000	140,000	52.17%	Restricted Rev - Infrastructure Surtax
Sub Totals	5,256,631	5,536,291	5,970,061	\$6,214,184	\$6,462,644	\$6,969,610	7.84%	
Dept: 320.000 Licenses & Permits								
321.100 Prof. & Occupational Licenses	129	948	2,368	770	900	900	0.00%	
321.200 DPS Business Permit (Revs FL.ST.)	720	0	0	58	0	0	0.00%	
321.300 Occupational Vehicle IDs	0	0	0	0	0	0	0.00%	
322.100 Building Permits	298,792	265,361	666,638	623,774	350,000	600,000	71.43%	
325.200 Special Assessments	0	0	0	0	0	0	0.00%	
329.100 Sign Permits	475	490	385	330	300	300	0.00%	
329.200 Alarm User Permits	490	488	462	2,090	2,000	2,000	0.00%	Fee Increase
329.500 Boats Permits	0	0	0	0	0	0	0.00%	
329.600 Rental Registrations	2,205	2,205	2,100	1,855	2,400	2,000	-16.67%	
Sub Totals	302,811	269,492	671,953	\$628,877	\$355,600	\$605,200	70.19%	
Dept: 330.000 Intergovernmental Revenue								
331.100 FEMA Grant Monies	0	0	0	108,852	0	0	0.00%	
331.300 JAG Grant Monies	1,000	0	0	2,591	0	0	0.00%	
331.390 ARPA Grant Monies	0	0	0	0	0	0	0.00%	
335.120 State Revenue Sharing Proceeds	46,803	46,870	47,913	44,488	36,000	50,000	38.89%	
335.150 Alcoholic Beverage Licenses	140	140	140	140	140	140	0.00%	
335.181 Local Gov. 1/2 Cent Sales Tax	130,774	144,047	147,435	137,337	121,800	150,000	23.15%	
335.490 Rebate On Municipal Vehicles	1,278	880	2,874	1,718	1,700	1,700	0.00%	
335.900 St Light Maintenance Reimburse	20,448	11,534	11,881	12,237	12,000	12,000	0.00%	

**TOWN OF OCEAN RIDGE**

**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

**GENERAL FUND #001 - REVENUES**

**STATEMENT OF REVENUES**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
338.000 PB County & Co. Wide Occ. License	7,335	7,529	6,366	6,769	6,000	6,000	0.00%	
338.100 Proportion 911 Call Taker Rev	0	0	0	0	0	0	0.00%	
338.300 PBC Solid Waste Recycle Program	1,759	638	391	0	350	250	-28.57%	
338.400 911 DPS Related Reimbursements	11,146	15,685	243	0	250	250	0.00%	
338.500 PB County 1250 Monies	2,898	0	0	1,100	0	1,000	100.00%	
338.600 Potable Water Revenue Sharing	0	0	0	0	0	0	100.00%	
<b>Sub Totals</b>	<b>223,581</b>	<b>227,323</b>	<b>217,243</b>	<b>\$315,233</b>	<b>\$178,240</b>	<b>\$221,340</b>	<b>24.18%</b>	
<b>Dept: 340.000 Charges For Services</b>								
341.200 Zoning Fees	9,805	2,400	17,100	24,900	10,000	18,000	80.00%	
341.400 Cert-Copying-Record Search-Etc.	2,129	2,696	2,920	3,729	2,500	3,000	20.00%	
341.900 Other Gen. Gov. Charges & Fees	6,100	12,757	7,892	12,282	7,000	9,000	28.57%	
342.100 Law Enforcement Service	0	0	0	183,080	180,000	190,000	5.56%	Briny Breezes Police Service Contract
342.300 Alarm Monitoring	49,492	48,432	43,767	41,800	43,000	43,000	0.00%	
342.800 Special Detail Services	3,690	2,178	11,058	20,783	2,000	45,000	2150.00%	
342.900 Other Public Safety Charges & Fees	1,028	563	566	1,696	500	1,500	200.00%	
343.400 Solid Waste & Recycling	300,896	306,841	303,044	343,001	337,454	340,000	0.75%	
343.900 Lot Mowing And Clearing	0	0	0	0	0	0	0.00%	
<b>Sub Totals</b>	<b>373,140</b>	<b>375,867</b>	<b>386,346</b>	<b>\$631,272</b>	<b>\$582,454</b>	<b>\$649,500</b>	<b>11.51%</b>	
<b>Dept: 350.000 Fines &amp; Forfeits</b>								
351.100 Court Fines - Court Cases	8,596	5,824	3,001	1,377	3,000	3,000	0.00%	
351.200 Confiscated Prop. Court Cases	0	0	0	0	0	0	0.00%	
351.300 Police Education \$2.00	861	862	413	184	400	200	-50.00%	
354.000 Violations of Local Ordinances	8,726	66,411	6,735	9,526	6,000	9,000	50.00%	
<b>Sub Totals</b>	<b>18,182</b>	<b>73,097</b>	<b>10,149</b>	<b>\$11,087</b>	<b>\$9,400</b>	<b>\$12,200</b>	<b>29.79%</b>	
<b>Dept: 360.000 Miscellaneous Revenues</b>								
361.100 Interest Earned	18,058	15,167	36,797	90,681	20,000	20,000	0.00%	
361.300 Net Increase Fair Market Value	0	(4,668)	0	0	0	0	0.00%	
361.320 Interest Earned-PB Co. Tax Collector	137	381	1,102	2,603	500	1,500	200.00%	
361.390 Interest Other (Liens, Etc.)	1,109	11,021	1,099	294	1,000	500	-50.00%	
364.410 Equipment-Sales & Compensation	6,497	765	0	4,425	0	0	0.00%	
366.600 Art Proceeds	0	0	0	0	0	0	0.00%	
366.900 Misc. Contrib. from Private Sources	3,265	999	577	2,221	500	10,500	2000.00%	\$500 Misc & \$10,000 Crown Colony

# TOWN OF OCEAN RIDGE

## Proposed 2021-2022 Fiscal Year Budget (FY22)

FY22 Budget Workbook: Version 5.0

### GENERAL FUND #001 - REVENUES

#### STATEMENT OF REVENUES

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
Sub Totals	29,067	23,664	39,575	\$100,224	\$22,000	\$32,500	47.73%	
<b>Projected (Outside) Revenues Sub-Totals</b>	6,203,412	6,505,733	7,295,326	\$7,900,876	\$7,610,338	\$8,490,350	11.56%	
<b>Dept: 380.000 Non-Revenues/Other Sources (Internal)</b>								
380.100 Fund Balance Unappropriated	0	0	0	0	706,421	331,090	-53.13%	Internal Funding Source - Reserves
388.200 Insurance Proceeds	5,980	25,683	56,734	94,821	5,000	5,000	0.00%	Offset to PD Vehicle Maintenance Exp.
Sub Totals	5,980	25,683	56,734	\$94,821	\$711,421	\$336,090	-52.76%	
<b>Budget Revenues Grand Totals</b>	6,209,392	6,531,416	7,352,060	\$7,995,698	\$8,321,759	\$8,826,440	6.06%	

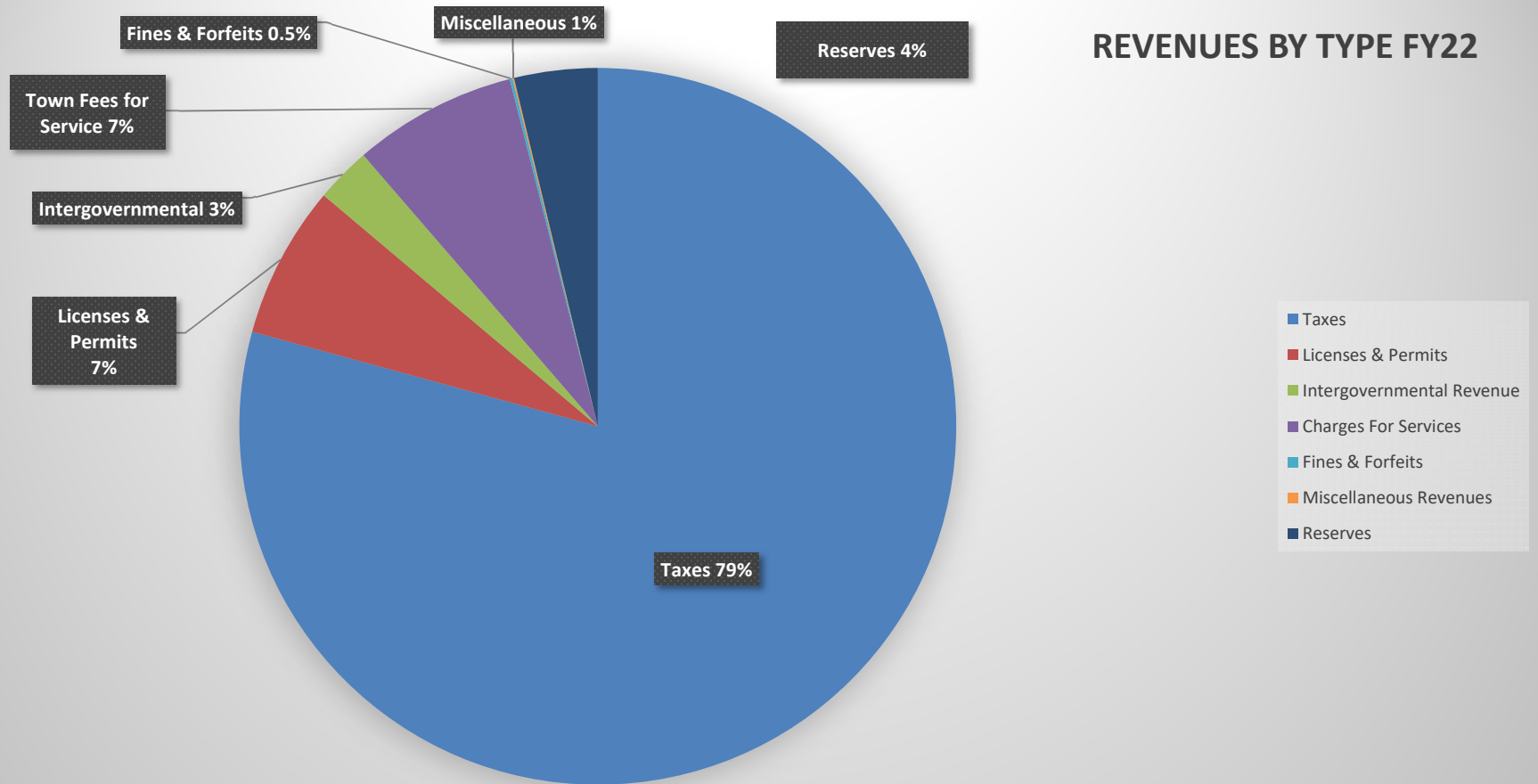
Note 1: Ad Valorem Calculation = Taxable Value \* Mil Rate / 1,000 \* **97.5%**. The 2021 gross taxable value is projected at \$1,148,272,338 which is a projected increase of \$47,415,562 from the 2020 taxable value of \$1,100,856,776.

# TOWN OF OCEAN RIDGE

## FY22 REVENUE SUMMARY BY REVENUE TYPE - VERSION 5.0

REVENUES	FY22
Taxes	\$ 6,969,610
Licenses & Permits	\$ 605,200
Intergovernmental Revenue	\$ 221,340
Charges For Services	\$ 649,500
Fines & Forfeits	\$ 12,200
Miscellaneous Revenues	\$ 5,000
Reserves	\$ 331,090
<b>Total Revenues</b>	<b>\$ 8,826,440</b>

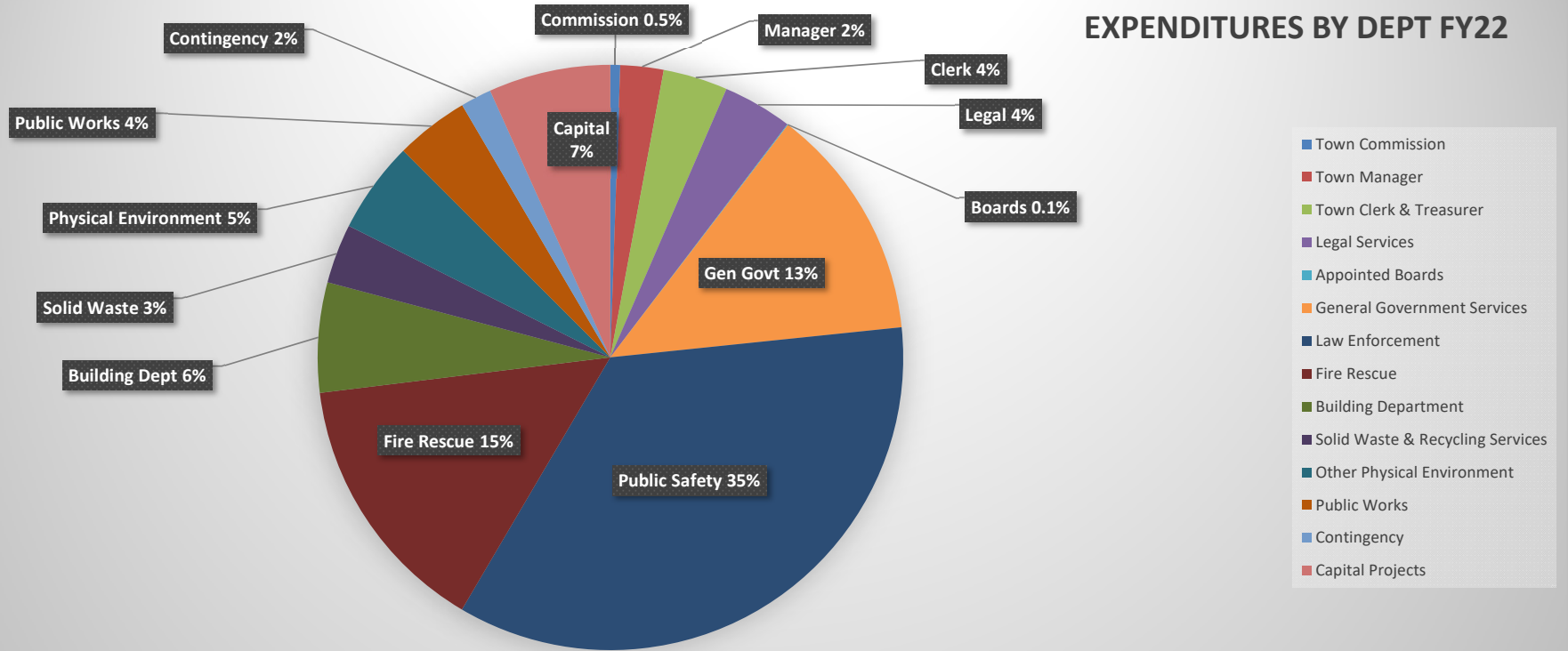
### REVENUES BY TYPE FY22



# TOWN OF OCEAN RIDGE FY22 EXPENDITURE SUMMARY BY DEPARTMENT - VERSION 5.0

EXPENDITURES	FY22
Town Commission	\$ 46,760
Town Manager	\$ 211,358
Town Clerk & Treasurer	\$ 315,103
Legal Services	\$ 338,000
Appointed Boards	\$ 3,767
General Government Services	\$ 1,145,610
Law Enforcement	\$ 3,099,627
Fire Rescue	\$ 1,288,300
Building Department	\$ 536,124
Solid Waste & Recycling Services	\$ 290,851
Other Physical Environment	\$ 446,920
Public Works	\$ 358,520
Contingency	\$ 150,000
Capital Projects	\$ 595,500
<b>Total Expenditures</b>	<b>\$ 8,826,440</b>

## EXPENDITURES BY DEPT FY22

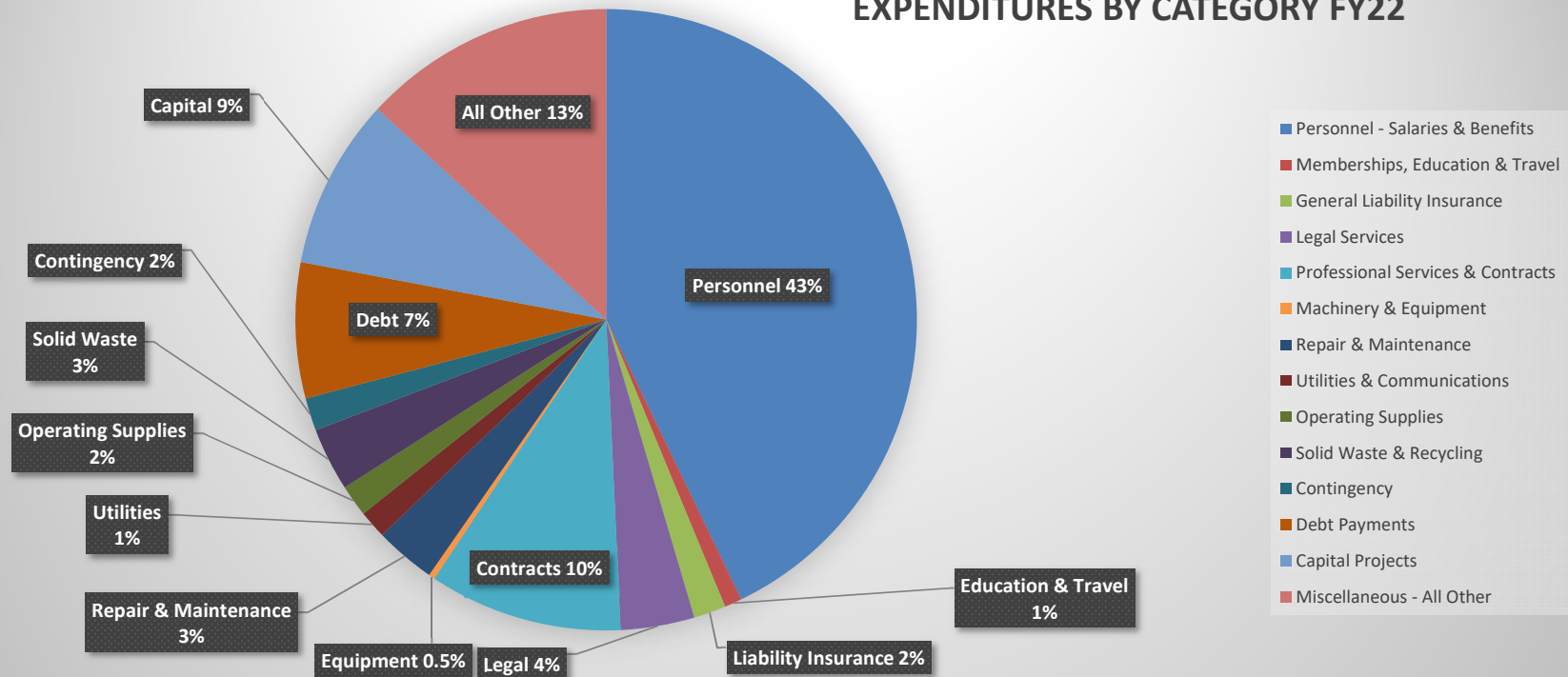




# TOWN OF OCEAN RIDGE FY22 EXPENDITURE SUMMARY BY MAJOR CATEGORY - VERSION 5.0

CATEGORY	FY22
Personnel - Salaries & Benefits	\$ 3,781,573
Memberships, Education & Travel	\$ 79,926
General Liability Insurance	\$ 147,792
Legal Services	\$ 338,000
Professional Services & Contracts	\$ 889,270
Machinery & Equipment	\$ 27,300
Repair & Maintenance	\$ 279,279
Utilities & Communications	\$ 129,350
Operating Supplies	\$ 145,678
Solid Waste & Recycling	\$ 290,851
Contingency	\$ 150,000
Debt Payments	\$ 623,000
Capital Projects	\$ 783,500
Miscellaneous - All Other	\$ 1,160,921
<b>Total Expenditures</b>	<b>\$ 8,826,440</b>

## EXPENDITURES BY CATEGORY FY22



# MIL RATE VARIATIONS - FY22 BUDGET VERSION 5.0

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%
FY22 Gross Taxable Value:	\$1,148,272,338	4.31%

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 frm 97% to 97.5%	Dif frm 97% to 98.5%
5.1384	FY22 Roll-Back Rate	\$5,900,283	\$5,723,274	\$0	\$5,752,776	\$0	\$5,782,277	\$0	\$5,811,778	\$0	\$29,501	\$88,504
5.1703	FY21 Roll-Back Rate	\$5,936,912	\$5,758,805	\$0	\$5,788,490	\$0	\$5,818,174	\$0	\$5,847,859	\$0	\$29,685	\$89,054
5.2500	FY18 Mil Rate	\$6,028,430	\$5,847,577	\$124,303	\$5,877,719	\$124,944	\$5,907,861	\$125,584	\$5,938,003	\$126,225	\$30,142	\$90,426
5.2600		\$6,039,912	\$5,858,715	\$135,441	\$5,888,915	\$136,139	\$5,919,114	\$136,837	\$5,949,314	\$137,535	\$30,200	\$90,599
5.2700		\$6,051,395	\$5,869,853	\$146,579	\$5,900,110	\$147,335	\$5,930,367	\$148,090	\$5,960,624	\$148,846	\$30,257	\$90,771
5.2800		\$6,062,878	\$5,880,992	\$157,718	\$5,911,306	\$158,530	\$5,941,620	\$159,343	\$5,971,935	\$160,156	\$30,314	\$90,943
5.2900		\$6,074,361	\$5,892,130	\$168,856	\$5,922,502	\$169,726	\$5,952,873	\$170,597	\$5,983,245	\$171,467	\$30,372	\$91,115
5.3000		\$6,085,843	\$5,903,268	\$179,994	\$5,933,697	\$180,922	\$5,964,127	\$181,850	\$5,994,556	\$182,777	\$30,429	\$91,288
5.3100		\$6,097,326	\$5,914,406	\$191,132	\$5,944,893	\$192,117	\$5,975,380	\$193,103	\$6,005,866	\$194,088	\$30,487	\$91,460
5.3200		\$6,108,809	\$5,925,545	\$202,270	\$5,956,089	\$203,313	\$5,986,633	\$204,356	\$6,017,177	\$205,398	\$30,544	\$91,632
5.3300		\$6,120,292	\$5,936,683	\$213,409	\$5,967,284	\$214,509	\$5,997,886	\$215,609	\$6,028,487	\$216,709	\$30,601	\$91,804
5.3400		\$6,131,774	\$5,947,821	\$224,547	\$5,978,480	\$225,704	\$6,009,139	\$226,862	\$6,039,798	\$228,019	\$30,659	\$91,977
5.3500	FY19, 20, 21 Mil Rate	\$6,143,257	\$5,958,959	\$235,685	\$5,989,676	\$236,900	\$6,020,392	\$238,115	\$6,051,108	\$239,330	\$30,716	\$92,149
5.3600		\$6,154,740	\$5,970,098	\$246,823	\$6,000,871	\$248,096	\$6,031,645	\$249,368	\$6,062,419	\$250,640	\$30,774	\$92,321
5.3700		\$6,166,222	\$5,981,236	\$257,962	\$6,012,067	\$259,291	\$6,042,898	\$260,621	\$6,073,729	\$261,951	\$30,831	\$92,493
5.3800		\$6,177,705	\$5,992,374	\$269,100	\$6,023,263	\$270,487	\$6,054,151	\$271,874	\$6,085,040	\$273,261	\$30,889	\$92,666
5.3900		\$6,189,188	\$6,003,512	\$280,238	\$6,034,458	\$281,683	\$6,065,404	\$283,127	\$6,096,350	\$284,572	\$30,946	\$92,838
5.4000		\$6,200,671	\$6,014,651	\$291,376	\$6,045,654	\$292,878	\$6,076,657	\$294,380	\$6,107,661	\$295,882	\$31,003	\$93,010
5.4100		\$6,212,153	\$6,025,789	\$302,515	\$6,056,850	\$304,074	\$6,087,910	\$305,633	\$6,118,971	\$307,193	\$31,061	\$93,182
5.4200		\$6,223,636	\$6,036,927	\$313,653	\$6,068,045	\$315,270	\$6,099,163	\$316,886	\$6,130,282	\$318,503	\$31,118	\$93,355
5.4300		\$6,235,119	\$6,048,065	\$324,791	\$6,079,241	\$326,465	\$6,110,416	\$328,139	\$6,141,592	\$329,814	\$31,176	\$93,527
5.4400		\$6,246,602	\$6,059,203	\$335,929	\$6,090,436	\$337,661	\$6,121,669	\$339,393	\$6,152,902	\$341,124	\$31,233	\$93,699
5.4500		\$6,258,084	\$6,070,342	\$347,068	\$6,101,632	\$348,857	\$6,132,923	\$350,646	\$6,164,213	\$352,435	\$31,290	\$93,871
5.4600		\$6,269,567	\$6,081,480	\$358,206	\$6,112,828	\$360,052	\$6,144,176	\$361,899	\$6,175,523	\$363,745	\$31,348	\$94,044
5.4700		\$6,281,050	\$6,092,618	\$369,344	\$6,124,023	\$371,248	\$6,155,429	\$373,152	\$6,186,834	\$375,056	\$31,405	\$94,216
5.4800		\$6,292,532	\$6,103,756	\$380,482	\$6,135,219	\$382,444	\$6,166,682	\$384,405	\$6,198,144	\$386,366	\$31,463	\$94,388
5.4900		\$6,304,015	\$6,114,895	\$391,621	\$6,146,415	\$393,639	\$6,177,935	\$395,658	\$6,209,455	\$397,677	\$31,520	\$94,560
5.5000	FY22 Tentative Mil Rt	\$6,315,498	\$6,126,033	\$402,759	\$6,157,610	\$404,835	\$6,189,188	\$406,911	\$6,220,765	\$408,987	\$31,577	\$94,732
5.5100		\$6,326,981	\$6,137,171	\$413,897	\$6,168,806	\$416,031	\$6,200,441	\$418,164	\$6,232,076	\$420,298	\$31,635	\$94,905
5.5200		\$6,338,463	\$6,148,309	\$425,035	\$6,180,002	\$427,226	\$6,211,694	\$429,417	\$6,243,386	\$431,608	\$31,692	\$95,077
5.5300		\$6,349,946	\$6,159,448	\$436,174	\$6,191,197	\$438,422	\$6,222,947	\$440,670	\$6,254,697	\$442,918	\$31,750	\$95,249
5.5495	3/5 Vote (Majority)	\$6,372,337	\$6,181,167	\$457,893	\$6,213,029	\$460,253	\$6,244,891	\$462,614	\$6,276,752	\$464,974	\$31,862	\$95,585
5.5500	2/3 Vote (4 out of 5)	\$6,372,911	\$6,181,724	\$458,450	\$6,213,589	\$460,813	\$6,245,453	\$463,176	\$6,277,318	\$465,539	\$31,865	\$95,594
5.6500	FY22 Max Mills Voted	\$6,487,739	\$6,293,107	\$569,832	\$6,325,545	\$572,770	\$6,357,984	\$575,707	\$6,390,423	\$578,644	\$32,439	\$97,316
6.1045	2/3 Vote (4 out of 5)	\$7,009,628	\$6,799,340	\$1,076,066	\$6,834,388	\$1,081,612	\$6,869,436	\$1,087,159	\$6,904,484	\$1,092,706	\$35,048	\$105,144

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 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	5.10%
FY21	5.35	5.1703	3.48%
FY22	5.50	5.1384	7.04%

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.

Note: Any mil rate up to 5.5495 requires a majority vote. Any mil rate above 5.5495 requires a 2/3 vote (4 out of 5). Any mil rate above 6.1045 requires a unanimous vote.

**FY22 BUDGET VERSION 5.0**  
**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%
5.65	\$ 6,293,107	\$ 195,593	\$ 6,325,545	\$ 163,155	\$ 6,357,984	\$ 130,716
5.64	\$ 6,281,968	\$ 206,731	\$ 6,314,350	\$ 174,351	\$ 6,346,731	\$ 141,969
5.63	\$ 6,270,830	\$ 217,869	\$ 6,303,154	\$ 185,546	\$ 6,335,478	\$ 153,222
5.62	\$ 6,259,692	\$ 229,008	\$ 6,291,958	\$ 196,742	\$ 6,324,225	\$ 164,475
5.61	\$ 6,248,554	\$ 240,146	\$ 6,280,763	\$ 207,938	\$ 6,312,972	\$ 175,728
5.60	\$ 6,237,415	\$ 251,284	\$ 6,269,567	\$ 219,133	\$ 6,301,719	\$ 186,981
5.59	\$ 6,226,277	\$ 262,422	\$ 6,258,371	\$ 230,329	\$ 6,290,466	\$ 198,234
5.58	\$ 6,215,139	\$ 273,561	\$ 6,247,176	\$ 241,525	\$ 6,279,212	\$ 209,487
5.57	\$ 6,204,001	\$ 284,699	\$ 6,235,980	\$ 252,720	\$ 6,267,959	\$ 220,741
5.56	\$ 6,192,862	\$ 295,837	\$ 6,224,784	\$ 263,916	\$ 6,256,706	\$ 231,994
5.55	\$ 6,181,724	\$ 306,975	\$ 6,213,589	\$ 275,112	\$ 6,245,453	\$ 243,247
5.54	\$ 6,170,586	\$ 318,114	\$ 6,202,393	\$ 286,307	\$ 6,234,200	\$ 254,500
5.53	\$ 6,159,448	\$ 329,252	\$ 6,191,197	\$ 297,503	\$ 6,222,947	\$ 265,753
5.52	\$ 6,148,309	\$ 340,390	\$ 6,180,002	\$ 308,699	\$ 6,211,694	\$ 277,006
5.51	\$ 6,137,171	\$ 351,528	\$ 6,168,806	\$ 319,894	\$ 6,200,441	\$ 288,259
5.50	\$ 6,126,033	\$ 362,667	\$ 6,157,610	\$ 331,090	\$ 6,189,188	\$ 299,512
5.49	\$ 6,114,895	\$ 373,805	\$ 6,146,415	\$ 342,285	\$ 6,177,935	\$ 310,765
5.48	\$ 6,103,756	\$ 384,943	\$ 6,135,219	\$ 353,481	\$ 6,166,682	\$ 322,018
5.47	\$ 6,092,618	\$ 396,081	\$ 6,124,023	\$ 364,677	\$ 6,155,429	\$ 333,271
5.46	\$ 6,081,480	\$ 407,220	\$ 6,112,828	\$ 375,872	\$ 6,144,176	\$ 344,524
5.45	\$ 6,070,342	\$ 418,358	\$ 6,101,632	\$ 387,068	\$ 6,132,923	\$ 355,777
5.44	\$ 6,059,203	\$ 429,496	\$ 6,090,436	\$ 398,264	\$ 6,121,669	\$ 367,030
5.43	\$ 6,048,065	\$ 440,634	\$ 6,079,241	\$ 409,459	\$ 6,110,416	\$ 378,284
5.42	\$ 6,036,927	\$ 451,773	\$ 6,068,045	\$ 420,655	\$ 6,099,163	\$ 389,537
5.41	\$ 6,025,789	\$ 462,911	\$ 6,056,850	\$ 431,851	\$ 6,087,910	\$ 400,790
5.40	\$ 6,014,651	\$ 474,049	\$ 6,045,654	\$ 443,046	\$ 6,076,657	\$ 412,043
5.39	\$ 6,003,512	\$ 485,187	\$ 6,034,458	\$ 454,242	\$ 6,065,404	\$ 423,296
5.38	\$ 5,992,374	\$ 496,326	\$ 6,023,263	\$ 465,438	\$ 6,054,151	\$ 434,549
5.37	\$ 5,981,236	\$ 507,464	\$ 6,012,067	\$ 476,633	\$ 6,042,898	\$ 445,802
5.36	\$ 5,970,098	\$ 518,602	\$ 6,000,871	\$ 487,829	\$ 6,031,645	\$ 457,055
5.35	\$ 5,958,959	\$ 529,740	\$ 5,989,676	\$ 499,025	\$ 6,020,392	\$ 468,308
5.34	\$ 5,947,821	\$ 540,878	\$ 5,978,480	\$ 510,220	\$ 6,009,139	\$ 479,561
5.33	\$ 5,936,683	\$ 552,017	\$ 5,967,284	\$ 521,416	\$ 5,997,886	\$ 490,814
5.32	\$ 5,925,545	\$ 563,155	\$ 5,956,089	\$ 532,612	\$ 5,986,633	\$ 502,067
5.31	\$ 5,914,406	\$ 574,293	\$ 5,944,893	\$ 543,807	\$ 5,975,380	\$ 513,320
5.30	\$ 5,903,268	\$ 585,431	\$ 5,933,697	\$ 555,003	\$ 5,964,127	\$ 524,573
5.29	\$ 5,892,130	\$ 596,570	\$ 5,922,502	\$ 566,199	\$ 5,952,873	\$ 535,826
5.28	\$ 5,880,992	\$ 607,708	\$ 5,911,306	\$ 577,394	\$ 5,941,620	\$ 547,080
5.27	\$ 5,869,853	\$ 618,846	\$ 5,900,110	\$ 588,590	\$ 5,930,367	\$ 558,333
5.26	\$ 5,858,715	\$ 629,984	\$ 5,888,915	\$ 599,786	\$ 5,919,114	\$ 569,586
5.25	\$ 5,847,577	\$ 641,123	\$ 5,877,719	\$ 610,981	\$ 5,907,861	\$ 580,839

FY22 Property Valuation      \$1,148,272,338

TAXABLE VALUE INCREASE & MIL RATE INCREASE IMPACTS TO THE TAXPAYER								
VERSION 5.0								
2020 Taxable Value ----->	500,000.00		1,000,000.00		1,500,000.00		2,000,000.00	
Taxes to Town @ 5.35 Mils ----->	2,675.00		5,350.00		8,025.00		10,700.00	
2021 Valuation Increase 4.31% --->	21,550.00		43,100.00		64,650.00		86,200.00	
2021 Taxable Value ----->	521,550.00		1,043,100.00		1,564,650.00		2,086,200.00	
		Additional Taxes to		Additional Taxes to		Additional Taxes to		Additional Taxes to
Mil Rates	New Tax Amt	Town Over Last Year	New Tax Amt	Town Over Last Year	New Tax Amt	Town Over Last Year	New Tax Amt	Town Over Last Year
Taxes to Town @ 5.35 Mils ----->	2,790.29	115.29	5,580.59	230.59	8,370.88	345.88	11,161.17	461.17
Taxes to Town @ 5.45 Mils ----->	2,842.45	167.45	5,684.90	334.90	8,527.34	502.34	11,369.79	669.79
Taxes to Town @ 5.50 Mils ----->	2,868.53	193.53	5,737.05	387.05	8,605.58	580.57	11,474.10	774.10
Taxes to Town @ 5.55 Mils ----->	2,894.60	219.60	5,789.21	439.21	8,683.81	658.81	11,578.41	878.41
Taxes to Town @ 5.65 Mils ----->	2,946.76	271.76	5,893.52	543.51	8,840.27	815.27	11,787.03	1,087.03



## **TOWN OF OCEAN RIDGE**

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### **Departmental Budget Narrative**

#### **Town Commission**

The Town Commission proposed budget shows a percentage increase of 10.37% due to the increase in rates for general liability and workers' compensation insurance. Educational workshops, training, and travel remain the same as the FY21 fiscal year.

Management recommended a discussion regarding Town Commission salaries that have not increased in many years. The Commission is active in serving its community, and as inflation is projected at around 3-4% for the next year, salaries should be adjusted upward, just as they are for Town Staff. Research shows that Briny Breezes and Ocean Ridge have two of the lowest salaries for its Commissioners in the State of Florida, with Ocean Ridge paying only \$1,200 per year. The next lowest in Palm Beach County is the Town of Juno Beach which pays its Commissioners \$2,400 per year. The process to do so is outlined in the Town Charter, Section 3.04 which states: "The Town Commission may determine the annual salary of Commissioners by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of Commissioners elected at the next regular election, provided that such election follows the adoption of such ordinance by at least six (6) months." After discussion, the Town Commission declined to raise Commissioner salaries during this budget cycle.

**TOWN OF OCEAN RIDGE**

**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT: 511.101

**TOWN COMMISSION (LEGISLATIVE) EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Town Commission</b>								
501.100 Executive Salaries	5,650	6,000	5,900	6,000	6,000	6,000	0.00%	
502.100 FICA Taxes	432	459	451	459	459	459	0.00%	
502.200 Retirement Contributions	395	464	478	531	588	588	0.00%	
502.400 Workers Compensation	11	11	14	9,088	11,354	14,036	23.62%	Insurance Rate Increase
504.000 Travel & Per Diem	809	436	3,547	728	5,000	5,000	0.00%	
504.500 Insurance-Liability., Hazard, Damage	14,119	14,451	14,483	16,315	16,964	18,678	10.10%	Insurance Rate Increase
504.900 Other Current Charges	262	460	446	339	500	500	0.00%	
505.400 Subsc., Memberships, Education	1,400	1,400	1,350	1,500	1,500	1,500	0.00%	
<b>Town Commission Totals</b>	<b>23,078</b>	<b>23,681</b>	<b>23,682</b>	<b>34,960</b>	<b>42,365</b>	<b>46,760</b>	<b>10.37%</b>	



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### **Departmental Budget Narrative**

#### **Town Manager**

The Town Manager's proposed budget for FY22 has increased by 9.82% due largely to increases in salary, insurance rates and retirement contribution percentages. Fuel and communications service costs remain the same, while travel & per diem and education lines have increased back to the original level before the COVID-19 pandemic affected education and travel, with the addition of dues to the Palm Beach County Government Finance Officers' Association. This entity offers local training in the areas of finance as well as networking with other finance professionals in the County.

# TOWN OF OCEAN RIDGE

## Proposed 2021-2022 Fiscal Year Budget (FY22)

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT: 512.102

### TOWN MANAGER - ADMINISTRATION EXPENSE

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Town Manager</b>								
501.100 Executive Salaries	102,500	107,500	109,008	120,617	125,000	132,500	6.00%	
501.110 One Time Lump (Longevity & Retire)	0	0	0	0	500	0	-100.00%	
501.200 Regular Salaries And Wages	0	0	0	0	0	0	0.00%	
501.400 Overtime (Hurricane Special Pay)	3,548	0	0	3,245	0	3,500	0.00%	
501.410 Vacation Pay	1,577	1,183	7,294	0	2,404	2,548	5.99%	
502.100 FICA Taxes	8,233	8,314	9,278	9,428	9,563	10,136	5.99%	
502.200 Retirement Contributions (FRS)	0	0	4,311	31,821	34,709	39,399	13.51%	Rate Increase by FRS
502.210 ICMA Retirement Contributions	9,255	9,225	5,062	0	0	0	0.00%	
502.300 Life & Health Insurance	8,258	9,446	10,516	9,352	9,436	10,013	6.12%	
502.310 Long Term Disability	816	890	877	742	750	768	2.46%	
502.400 Workers Compensation	196	201	256	1,818	2,271	2,807	23.61%	Insurance Rate Increase
502.500 Unemployment	0	0	0	0	0	0	0.00%	
503.400 Other Contractual Services	0	0	0	0	0	0	0.00%	
504.000 Travel & Per Diem	2,612	3,004	3,342	1,209	1,350	2,300	70.37%	
504.100 Communications Serv (Phone Etc.)	1,401	1,276	1,593	506	600	600	0.00%	
504.500 Insurance-Liability., Hazard, Damage	47	50	55	179	193	216	11.66%	Insurance Rate Increase
504.620 Repair & Maintenance-Vehicle	0	0	0	0	0	0	0.00%	
505.210 Operating Supplies-Gas & Oil	0	0	0	1,444	3,600	3,600	0.00%	
505.400 Subsc., Memberships, Education	1,191	1,101	0	1,398	2,090	2,970	42.11%	
<b>Town Manager Totals</b>	<b>139,634</b>	<b>142,190</b>	<b>151,592</b>	<b>181,758</b>	<b>192,465</b>	<b>211,358</b>	<b>9.82%</b>	



**BUDGET DETAIL WORKSHEET - VERSION 5.0****TOWN MANAGER'S DEPT 512.102****EXCLUDING SALARY & INSURANCE LINES**

	FY21	FY22
<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	\$ -	\$ -
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>\$ 1,350.00</b>	<b>\$ 2,300.00</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
PBCGFOA ANNUAL DUES	\$ -	\$ 30.00
PBCCMA ANNUAL DUES	\$ 40.00	\$ 40.00
ICMA ANNUAL DUES	\$ 1,000.00	\$ 1,200.00
FLC ANNUAL CONFERENCE REGISTRATION FEE	\$ -	\$ 525.00
FLORIDA TRUST INVESTMENT SEMINAR REGISTRATION	\$ 150.00	\$ 150.00
LEGISLATIVE ACTION DAYS REGISTRATION FEE	\$ -	\$ -
FCCMA ANNUAL CONFERENCE REGISTRATION FEE	\$ 450.00	\$ 575.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 2,090.00</b>	<b>\$ 2,970.00</b>
<b>GRAND TOTAL - TOWN MANAGER</b>	<b>\$ 7,640.00</b>	<b>\$ 9,470.00</b>

\* Fuel allowance is \$300 per month per employment contract/\$3,600 per year.



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### **Departmental Budget Narrative**

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

The proposed Town Clerk's budget for FY22 has increased by 7.19% due to increases in salary and benefits, insurance rates, and retirement contribution percentages.

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

The education and travel expenditures have increased from FY21, back to the original pre-pandemic levels.

As the Town Clerk manages the Town's public records, \$4,000 was added to this year's budget for document scanning, as space is running out in the records storage rooms. Certain documents that are scanned can be retained digitally while the paper records will be destroyed.

The Town Clerk has requested \$900 in the machinery & equipment line for a computer monitor and two replacement chairs for staff in her Department.

**TOWN OF OCEAN RIDGE**  
**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT: 513.103

**TOWN CLERK & TREASURER ADMINISTRATION EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Town Clerk &amp; Treasurer</b>								
501.100 Executive Salaries	67,931	71,315	58,877	61,967	64,181	67,390	5.00%	
501.110 One Time Lump (Longevity & Retire)	0	0	0	0	0	0	0.00%	
501.200 Regular Salaries And Wages	121,335	150,730	160,298	112,146	114,711	120,446	5.00%	
501.210 One Time Lump (Longevity & Retire)	0	0	0	1,500	0	0	0.00%	
501.400 Overtime	1,509	1,292	3,649	297	3,000	2,000	-33.33%	
501.410 Vacation Pay	1,722	2,257	2,831	1,373	3,440	3,612	5.01%	
502.100 FICA Taxes	14,726	17,659	17,263	13,675	13,685	14,370	5.00%	
502.200 Retirement Contributions	14,663	17,843	18,437	15,120	18,694	20,832	11.44%	Rate Increase by FRS
502.300 Life & Health Insurance	27,571	37,451	35,473	28,555	27,903	29,770	6.69%	
502.310 Long Term Disability	1,489	1,984	1,766	1,287	1,139	1,089	-4.36%	
502.400 Workers Compensation	386	396	505	5,453	6,813	8,421	23.61%	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	30,737	25,930	28,861	29,000	33,000	33,500	1.52%	
503.400 Other Contractual Services	9,220	7,000	0	0	0	4,000	100.00%	
504.000 Travel & Per Diem	2,346	2,290	2,948	512	1,150	2,150	86.96%	
504.500 Insurance-Liability, Hazard, Damage	157	168	279	536	579	647	11.66%	Insurance Rate Increase
504.610 Repair & Maintenance.	6,739	0	287	1,002	500	500	0.00%	
504.900 Other Current Charges	8,511	4,876	7,481	5,149	3,500	3,500	0.00%	
505.400 Subsc, Memberships, Education	1,207	1,892	2,025	1,399	1,675	1,975	17.91%	
506.400 Machinery & Equipment	0	395	0	740	0	900	100.00%	
<b>Town Clerk Totals</b>	<b>310,249</b>	<b>343,478</b>	<b>340,980</b>	<b>279,711</b>	<b>293,970</b>	<b>315,103</b>	<b>7.19%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 5.0****TOWN CLERK'S DEPT 513.103****EXCLUDING SALARY & INSURANCE LINES**

	FY21	FY22
<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	\$ 23,500.00	\$ 24,000.00
RICK HARTLEY, CPA FOR YEAR-END AUDIT SCHEDULES	\$ 7,000.00	\$ 7,000.00
FOSTER & FOSTER ACTUARIALS	\$ 2,500.00	\$ 2,500.00
<b>TOTAL LINE ITEM 503.200</b>	<b>\$ 33,000.00</b>	<b>\$ 33,500.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
DOCUMENT SCANNING	\$ -	\$ 4,000.00
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>
<b>504.000 TRAVEL &amp; PER DIEM</b>		
MILEAGE FOR PBC CLERKS MEETINGS BI-MONTHLY	\$ 100.00	\$ 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	\$ 125.00	\$ 200.00
TRAVEL FOR MISC. GOVERNMENTAL COURSES	\$ -	\$ -
<b>TOTAL LINE ITEM 504.000</b>	<b>\$ 1,150.00</b>	<b>\$ 2,150.00</b>
<b>504.610 REPAIR &amp; MAINTENANCE</b>		
COMPUTER HARDWARE, SOFTWARE & 3/7 SERVER	\$ 500.00	\$ 500.00
OFFICE EQUIPMENT SERVICE & REPAIR	\$ -	\$ -
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
<b>504.900 OTHER CURRENT CHARGES</b>		
LEGAL ADVERTISING	\$ 3,000.00	\$ 3,000.00
MISCELLANEOUS EXPENSES	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 504.900</b>	<b>\$ 3,500.00</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)	\$ -	\$ -
FACC MEMBERSHIP (2 @ \$75)	\$ 75.00	\$ 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 5.0****TOWN CLERK'S DEPT 513.103****EXCLUDING SALARY & INSURANCE LINES**

	<b>FY21</b>	<b>FY22</b>
FACC FALL ACADEMY REGISTRATION FEE	\$ 400.00	\$ 350.00
FACC SPRING CONFERENCE REGISTRATION FEE	\$ 400.00	\$ 350.00
MISCELLANEOUS TRAINING & WEBINARS FOR STAFF	\$ 250.00	\$ 300.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 1,675.00</b>	<b>\$ 1,975.00</b>

**506.400 MACHINERY & EQUIPMENT**

MISCELLANEOUS OFFICE FURNITURE & EQUIPMENT	\$ -	\$ 900.00
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ -</b>	<b>\$ 900.00</b>

<b>GRAND TOTAL - TOWN CLERK</b>	<b>\$ 39,825.00</b>	<b>\$ 46,525.00</b>
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## **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**

#### **Legal Services**

The legal services of the town have been rising over the past several years due to increased litigation and the need for special legal counsel, comp plan amendments, Town code amendments, as well as additional legal staffing needs for the Planning & Zoning Commission and Board of Adjustment, an uptick in code enforcement hearings, and briefings for Town Commissioner staff meetings. Although there will be a rate increase for the Town Attorney this year after many years with no increase, the FY22 budget shows a decrease of 16.86% due to current expenses for special counsel tracking downward and a case that will be covered under the Town's insurance.

**TOWN OF OCEAN RIDGE**  
**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT: 514.104

**LEGAL SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Legal Services</b>								
501.100 Executive Salaries	0	0	0	0	0	0	0.00%	
501.410 Vacation Pay	0	0	0	0	0	0	0.00%	
502.100 FICA Taxes	0	0	0	0	0	0	0.00%	
502.200 Retirement Contributions	0	0	0	0	0	0	0.00%	
502.300 Life & Health Insurance	0	0	0	0	0	0	0.00%	
502.400 Workers Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	135,447	155,043	148,967	143,727	133,000	150,000	12.78%	Town & Labor Attorneys - See Note 1
503.110 Legal Special Counsel	4,228	603	2,623	93,316	257,000	183,000	-28.79%	Spec. Magistrate & Title Work - See Note 2
504.700 Printing	2,936	3,006	0	2,555	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>142,611</b>	<b>158,652</b>	<b>151,590</b>	<b>239,599</b>	<b>395,000</b>	<b>338,000</b>	<b>-16.86%</b>	

Note 1: The Town is currently averaging \$15,000 per month in attorney fees, and there is a slight increase in the rate for the Town Attorney

Note 2: Lawsuit requiring special counsel was added in FY21 and still needed in FY22



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### **Departmental Budget Narrative**

#### **Appointed Boards**

The Appointed Boards budget totals for FY22 have increased by 9.19% due to increases in insurance rates. The Other Current Charges line remains steady for board supplies.



**TOWN OF OCEAN RIDGE**

**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT: 515.105

**APPOINTED BOARDS EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 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	1,004	1,074	1,179	2,501	2,700	3,017	11.74%	Insurance Rate Increase
504.900 Other Current Charges	1,362	345	45	874	750	750	0.00%	Name plates & supplies
<b>Appointed Boards Totals</b>	<b>2,366</b>	<b>1,419</b>	<b>1,224</b>	<b>3,375</b>	<b>3,450</b>	<b>3,767</b>	<b>9.19%</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, 2020 was \$2,168,534. 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 \$1,867,360 as of September 30, 2020.

The overall general government department expenditures increased by 12.02% from FY21 to FY22 due largely to the addition of the I/T refresh and payroll time & attendance software purchase, along with a contract for archiving our social media accounts as required by law. The refunds line item was removed, as this is typically a pass-through expense, refunding revenue that was received for building permits. The employee tuition reimbursement program increased slightly from last year, with seven employees requesting tuition reimbursement for FY22, up from six employees in FY21.

#### **I/T Refresh**

Fiscal year 2021-2022 is the first half of our normal refresh cycle for internet technology equipment for Town Hall, and as such, the budget recommendations are to conduct our refresh as we have historically. This will be accomplished by replacement of our oldest sever and 11 desktop units as outlined in the proposal. In addition, the recommendation is to extend warranties on some of our older equipment to make it through the first phase of this project. The total cost estimate for this portion of the budget is anticipated to be \$50,108.00. The managed services monthly costs are also expected to increase by \$1,093.28 per month due to changes in systems and increases in security measures. In addition to these changes, the Adobe licensing is expected to become a direct bill to the Town as the vendor subscription will not be offered any longer. The estimated cost for this change will be \$200.00-\$250.00 per month as we are currently enabled. I/T refresh will occur again in FY23 for the second half of our normal refresh cycle for Police Department I/T equipment.



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### **Payroll Time & Attendance Software**

Approximately 4 years ago, the previous Town Manager asked the Commission to outsource payroll to an experienced payroll provider called Paychex, in order to save employee time, reduce calculation and other human errors, and stay current on tax codes and payroll regulations to remain in compliance, thus reducing the risk of IRS audits, penalties and lawsuits. The Town Commission denied the request at the time, however, we still need to move forward with a payroll solution for the Town for these same reasons. The alternative to outsourcing payroll which can be costly, is to upgrade to a time and attendance software that will integrate with our current payroll software.

Currently, we use a time clock and paper time cards, and the Treasurer spends approximately two and a half days every other week processing payroll, as most of the work is manual. We currently have no reporting system for time and attendance and this makes it more difficult for Department Heads and Supervisors to manage their employees and make scheduling and budget decisions.

The proposed system is estimated to cost \$33,000 for initial purchase and training, and then \$3,656 per year thereafter for software maintenance and customer service/support. The savings to the town will be the costs for periodic overtime for the Treasurer, the ability for the Treasurer and Supervisors to focus on more important tasks than manually calculating reports, reducing the need for paper, and the reduction of risk for audits, penalties and lawsuits. The total return on investment is calculated at \$28,073 if you factor in savings for payroll processing time, human error, lost time, and paper reduction.

**TOWN OF OCEAN RIDGE**

**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT: 519.106

**GENERAL GOVERNMENT SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>General Government Services</b>								
503.100 Professional Services	7,931	37,443	16,280	23,115	18,500	84,616	357.38%	
503.400 Other Contractual Services	6,335	29,699	11,486	18,093	17,550	51,519	193.55%	
504.100 Communications (Tel, Modem, etc)	6,987	5,538	7,297	8,057	8,300	13,550	63.25%	
504.200 Postage, Freight	2,939	2,852	3,704	3,665	4,000	4,200	5.00%	
504.300 Utility Services - Electric	8,342	7,783	8,713	8,627	10,000	10,000	0.00%	
504.400 Rentals & Leases (Photocopier)	3,170	2,501	2,683	2,529	3,000	3,000	0.00%	
504.500 Insurance-Liability, Hazard, Damage	61,874	63,801	69,244	74,733	77,462	92,144	18.95%	
504.610 Repair & Maintenance	33,884	66,626	41,442	41,609	47,000	50,918	8.34%	
504.700 Printing	897	906	4,780	184	3,000	3,000	0.00%	
504.900 Other Current Charges	9,855	19,092	11,440	40,386	13,325	7,075	-46.90%	
504.910 Election Expenses	8,311	9,676	11,002	3,976	11,200	11,460	2.32%	
505.100 Office Supplies	3,949	4,817	6,740	6,224	5,500	6,500	18.18%	
505.200 Operating Supplies	3,431	4,064	4,647	4,050	5,000	4,500	-10.00%	
505.400 Subsc., Memberships, Education	3,291	3,455	4,648	3,550	18,628	21,128	13.42%	
506.400 Machinery & Equipment	19,068	280	0	0	1,000	1,000	0.00%	
507.000 Covenant From Drainage Loan	366,535	467,944	467,944	398,551	468,000	400,000	-14.53%	
507.010 Covenants From TH Loan	196,002	311,144	311,160	223,092	311,175	223,000	-28.34%	
507.200 Debt Service - Interest	216,529	0	0	157,585	0	158,000	100.00%	
<b>General Government Services Totals</b>	<b>959,330</b>	<b>1,037,621</b>	<b>983,210</b>	<b>1,018,025</b>	<b>1,022,640</b>	<b>1,145,610</b>	<b>12.02%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 5.0****GENERAL GOVERNMENT DEPT 519.106**

	<b>FY21</b>	<b>FY22</b>
<b>503.100 PROFESSIONAL SERVICES</b>		
REVIZE WEBSITE ANNUAL MAINTENANCE/SUPPORT	\$ 2,500.00	\$ 2,500.00
ENS - ANNUAL NETWORK MAINT/SUPPORT @ 33% *	\$ 13,500.00	\$ 16,000.00
I/T REFRESH - SCHEDULED FOR FY22 TH & FY23 PD	\$ -	\$ 64,116.00
MISCELLANEOUS PROFESSIONAL SERVICES	\$ 2,500.00	\$ 2,000.00
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ 18,500.00</b>	<b>\$ 84,616.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
HOLIDAY DECORATIONS TOWN HALL - CHRISTMAS DÉCOR	\$ 4,300.00	\$ 4,550.00
FERNLEAF - ACCEL ADAPT PROGRAM (SPLIT WITH CRP/8)	\$ -	\$ 1,218.75
SHREDDING SERVICES/RECORDS DESTRUCTION	\$ 3,000.00	\$ 3,000.00
TYLER TECH FUND BALANCE SOFTWARE SUPPORT/GASB	\$ 7,750.00	\$ 7,750.00
TYLER TECH TIME & ATTENDANCE SOFTWARE	\$ -	\$ 33,000.00
MISCELLANEOUS CONTRACTS	\$ 2,500.00	\$ 2,000.00
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ 17,550.00</b>	<b>\$ 51,518.75</b>
<b>504.100 COMMUNICATIONS (TEL, MODEM, REV 911)</b>		
AT&T/IPFONE - DATA BUNDLE, LONG DIST, TH ALARMS (50%)	\$ 5,200.00	\$ 8,500.00
PUBLIC WORKS/MAINT CELL PHONES (2 @ \$50 PER MONTH)	\$ 1,200.00	\$ 1,200.00
COMCAST - INTERNET, DIGITAL ADAPTER SERVICE	\$ 1,000.00	\$ 1,000.00
AT&T PUMP STATION CAMERA SYSTEM PHONE LINES 3x\$34/MO	\$ 900.00	\$ 1,300.00
CIVIC PLUS MASS ALERTING PLATFORM ANNUAL LICENSE	\$ 1,550.00	\$ 1,550.00
BOARD OF COUNTY COMM - REVERSE 911 SYSTEM	\$ -	\$ -
<b>TOTAL LINE ITEM 504.100</b>	<b>\$ 9,850.00</b>	<b>\$ 13,550.00</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	\$ 3,000.00
<b>TOTAL LINE ITEM 504.200</b>	<b>\$ 4,000.00</b>	<b>\$ 4,200.00</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 504.400</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>
<b>504.610 REPAIR &amp; MAINTENANCE</b>		

**BUDGET DETAIL WORKSHEET - VERSION 5.0****GENERAL GOVERNMENT DEPT 519.106**

	<b>FY21</b>	<b>FY22</b>
MISC EQUIPMENT REPAIRS, SOUND SYSTEM, ETC.	\$ 2,500.00	\$ 2,500.00
EXPERT COMMUNICATIONS - PHONE SYSTEM MAINTENANCE	\$ 2,500.00	\$ 2,500.00
A/C MAINTENANCE AGREEMENT & PARTS	\$ 6,000.00	\$ 5,000.00
BUILDINGS & GROUNDS MAINTENANCE	\$ 13,000.00	\$ 10,000.00
DRAIN FIELD MAINTENANCE - SPEEDY ROOTER	\$ -	\$ 3,000.00
FIRE ALARM MONITORING & SERVICE PLAN	\$ 2,000.00	\$ 2,000.00
FIRE EXTINGUISHER INSPECTION & MAINT - BUILDING ONLY	\$ 1,000.00	\$ 1,000.00
ANNUAL CARPET & FLOOR CLEANING	\$ 1,500.00	\$ 1,500.00
BUILDING CLEANING SERVICE	\$ 7,500.00	\$ 7,500.00
COMPUTER HARDWARE REPAIRS	\$ 1,000.00	\$ 1,000.00
KOI POND MAINTENANCE	\$ 4,500.00	\$ 4,500.00
FUEL PUMP REPAIRS	\$ 1,500.00	\$ 1,500.00
ELECTRICAL REPAIRS & MAINTENANCE	\$ 2,500.00	\$ 2,500.00
PERVASIVE DATABASE FOR TOWN HALL PROGRAMS	\$ 130.00	\$ 130.00
ARCHIVE SOCIAL ANNUAL CONTRACT	\$ -	\$ 4,788.00
GENERATOR MAINT/GEN GOV PORTION - MARINE ENG EQUIP	\$ 1,000.00	\$ 1,000.00
MISCELLANEOUS REPAIR & MAINTENANCE	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 47,130.00</b>	<b>\$ 50,918.00</b>

**504.700 PRINTING**

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

**504.900 OTHER CURRENT CHARGES**

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

**504.910 ELECTION EXPENSES**

COUNTY SUPERVISOR OF ELECTIONS CHARGES	\$ 6,000.00	\$ 6,000.00
ADVERTISEMENTS	\$ 3,500.00	\$ 3,500.00
PRINTING SYSTEMS - BALLOT PRINTING	\$ 500.00	\$ 500.00
ELECTION WORKERS	\$ 1,000.00	\$ 1,260.00
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>\$ 11,200.00</b>	<b>\$ 11,460.00</b>

**505.100 OFFICE SUPPLIES**

GENERAL OFFICE SUPPLIES	\$ 5,500.00	\$ 6,500.00
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**BUDGET DETAIL WORKSHEET - VERSION 5.0****GENERAL GOVERNMENT DEPT 519.106**

	FY21	FY22
<b>TOTAL LINE ITEM 505.100</b>	<b>\$ 5,500.00</b>	<b>\$ 6,500.00</b>
<b>505.200 OPERATING SUPPLIES</b>		
CUSTODIAL/CLEANING SUPPLIES	\$ 1,500.00	\$ 1,500.00
GROUNDS MAINTENANCE SUPPLIES	\$ 1,500.00	\$ 1,000.00
KITCHEN SUPPLIES	\$ 1,500.00	\$ 1,500.00
MISCELLANEOUS OPERATING SUPPLIES	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 505.200</b>	<b>\$ 5,000.00</b>	<b>\$ 4,500.00</b>
<b>505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION</b>		
FLORIDA LEAGUE OF CITIES ANNUAL MEMBERSHIP	\$ 450.00	\$ 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	\$ 17,500.00
MISCELLANEOUS TO COVER UNKNOWN INCREASES OR EXPENSE	\$ 500.00	\$ 500.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 18,628.00</b>	<b>\$ 21,128.00</b>
<b>506.400 MACHINERY &amp; EQUIPMENT</b>		
MISCELLANEOUS MACHINERY & EQUIPMENT	\$ 1,000.00	\$ 1,000.00
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>507.000 COVENANT FROM DRAINAGE LOAN</b>		
COVENANT FROM DRAINAGE LOAN	\$ 468,000.00	\$ 400,000.00
<b>TOTAL LINE ITEM 507.000</b>	<b>\$ 468,000.00</b>	<b>\$ 400,000.00</b>
<b>507.010 COVENANT FROM TOWN HALL LOAN</b>		
COVENANT FROM TOWN HALL LOAN	\$ 311,175.00	\$ 223,000.00
<b>TOTAL LINE ITEM 507.010</b>	<b>\$ 311,175.00</b>	<b>\$ 223,000.00</b>
<b>507.200 DEBT SERVICE - INTEREST</b>		
DEBT SERVICE - INTEREST	\$ -	\$ 158,000.00
<b>TOTAL LINE ITEM 507.200</b>	<b>\$ -</b>	<b>\$ 158,000.00</b>
<b>GRAND TOTAL - GENERAL GOVERNMENT</b>	<b>\$ 946,858.00</b>	<b>\$ 1,053,465.75</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

**BUDGET DETAIL WORKSHEET - VERSION 5.0**

**GENERAL GOVERNMENT DEPT 519.106**

**FY21**

**FY22**

(TS, DG, JP, LB, NS, SM, RS)





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### **Departmental Budget Narrative**

#### **Public Safety – Law Enforcement & Fire/EMS**

The Public Safety overall FY22 budget remains relatively the same as last year, with a 2.05% 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 similar to last year for the Police Department, with the removal of the sixth Dispatcher position as voted by the Town Commission. This position was removed when a Dispatcher resigned and the Town Commission decided to not fill the position.

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 along with a signing bonus, 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 FY19 and FY20 to bring the salaries closer to our neighboring Palm Beach County communities. The Town Manager and Town Attorney are currently working on negotiating a new three year union contract that will begin in FY22.

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

The fuel budget remains the same as last year. Although fuel prices are bound to increase this year, we are still budgeting \$10,000 over what was actually spent in FY20 which should cover the Town's expenses for fuel in FY22.

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 \$1,288,300 this year (FY22). The contract was renewed for a 12-year term in 2017. The Fire Rescue contract resides in the Public Safety Department and represents nearly a third of that department as a single line item.

**TOWN OF OCEAN RIDGE**  
**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT.: 521.107

**LAW ENFORCEMENT & FIRE CONTROL EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Law Enforcement &amp; Fire Control</b>								
501.100 Executive Salaries	90,480	99,025	102,227	121,423	122,100	110,434	-9.55%	
501.110 One Time Lump (Longevity & Retire)	0	0	0	0	1,500	0	-100.00%	See Note 1 Below
501.200 Regular Salaries and Wages	1,018,043	1,072,326	1,252,976	1,369,910	1,556,547	1,521,677	-2.24%	
501.210 One Time Lump (Longevity & Retire)	0	0	0	1,354	13,725	2,000	-85.43%	See Note 1 Below
501.400 Overtime	140,428	73,497	147,493	91,350	90,000	90,000	0.00%	Increase due to pandemic
501.410 Vacation Pay	7,901	9,107	3,896	9,599	31,846	30,134	-5.38%	
501.500 Special Pay (State Salary Incentives)	12,440	13,370	15,850	15,080	20,000	20,000	0.00%	
501.510 Special Detail Pay	2,660	4,305	5,820	17,320	7,000	40,000	471.43%	Details Increased / Pass through costs
501.600 Holiday Pay	39,428	48,531	37,616	44,477	75,465	77,182	2.28%	
502.100 FICA Taxes	100,585	100,961	119,387	127,634	128,416	124,856	-2.77%	
502.200 Retirement Contributions	247,741	269,196	329,117	357,162	363,009	373,626	2.92%	
502.300 Life & Health Insurance	141,147	167,863	195,377	189,054	224,319	218,863	-2.43%	
502.310 Long Term Disability	9,516	10,424	11,837	11,075	11,417	9,088	-20.40%	
502.400 Workers Compensation	24,287	24,639	28,944	45,438	56,772	67,371	18.67%	Insurance Rate Increase
502.500 Unemployment Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	19,351	19,946	25,202	23,529	52,736	61,815	17.22%	
504.000 Travel & Per Diem	14,333	14,437	11,671	5,365	24,800	20,400	-17.74%	
504.100 Communications Serv. (Ph.,Etc..)	21,443	21,660	21,708	24,686	33,070	34,500	4.32%	
504.200 Postage, Freight	1,307	1,586	1,117	548	2,000	2,000	0.00%	
504.300 Utility Services - Electric	8,325	7,783	8,713	8,362	12,500	12,500	0.00%	
504.400 Rentals & Leases	2,117	2,312	2,394	2,329	2,500	2,500	0.00%	
504.500 Insurance-Liability., Hazard, Damage	20,368	21,748	23,837	25,507	26,590	31,798	19.59%	Insurance Rate Increase
504.610 Repair & Maintenance	35,800	34,596	40,060	37,246	53,255	98,900	85.71%	
504.620 Repair & Maintenance-Vehicle	15,668	16,941	13,093	14,417	18,500	16,500	-10.81%	
504.630 Repair & Maintenance-Dispatch	15,528	13,675	15,348	15,348	24,097	24,097	0.00%	
504.700 Printing	1,371	700	679	664	1,250	1,250	0.00%	
504.900 Other Current Charges	10,228	1,664	2,051	1,256	2,500	2,000	-20.00%	
505.100 Office Supplies	7,097	4,367	2,990	3,692	5,000	5,000	0.00%	
505.200 Operating Supplies	9,524	12,186	8,288	9,090	13,900	11,900	-14.39%	
505.210 Operating Supplies-Gas & Oil	29,680	43,169	29,456	29,598	39,875	39,875	0.00%	
505.220 Operating Supplies-Uniform/Emb.	17,704	22,518	11,228	16,499	22,925	24,103	5.14%	

**TOWN OF OCEAN RIDGE**

**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT.: 521.107

**LAW ENFORCEMENT & FIRE CONTROL EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
505.400 Subsc., Memberships, Education	9,082	8,121	9,223	16,369	14,858	14,858	0.00%	
506.400 Machinery & Equipment	80,848	69,104	123,577	10,974	8,400	10,400	23.81%	
<b>Sub Totals - Police Department</b>	2,154,430	2,209,757	2,601,175	2,646,352	3,060,872	3,099,627	1.27%	
<b>503.400 Other Contract Services (FIRE/EMS)</b>	1,058,853	1,101,207	1,145,255	1,191,065	1,238,715	1,288,300	4.00%	Boynton Beach Fire Rescue Contract
<b>Law Enforcement &amp; Fire Control Totals</b>	3,213,283	3,310,964	3,746,430	3,837,417	4,299,587	4,387,927	2.05%	

Note 1: Longevity payments for 3 employees totaling \$2,000 (GR, ZA, DB)

**BUDGET DETAIL WORKSHEET - VERSION 5.0****PUBLIC SAFETY DEPARTMENT 521.107****EXCLUDING SALARY & INSURANCE LINES**

	FY21	FY22
<b>501.400 OVERTIME</b>		
OVERTIME DUE TO VACANCIES, CALL-OUTS, EMERGENCIES, & COVERAGE FOR TRAINING, COURT, ETC.	\$ 90,000.00	\$ 90,000.00
<b>TOTAL LINE ITEM 501.400</b>	<b>\$ 90,000.00</b>	<b>\$ 90,000.00</b>
<b>503.100 PROFESSIONAL SERVICES</b>		
PRE-EMPLOYMENT PHYSICIANS EXAMS (6 X \$400)	\$ 2,400.00	\$ 2,400.00
PRE-EMPLOYMENT PSYCHOLOGIST (3 X \$325)	\$ 900.00	\$ 975.00
PRE-EMPLOYMENT CREDIT CHECKS (6 X \$90)	\$ 540.00	\$ 540.00
ENS COMPUTER CONSULT (67% OF CONTRACT \$48,372 PLUS EMERG. CALLS)	\$ 31,000.00	\$ 38,500.00
CROSSMATCH LIVESCAN DEVICE MAINTENANCE (FINGERPRINTING)	\$ 896.00	\$ 900.00
AXON BODY CAMERA MAINTENANCE AGREEMENT	\$ 15,000.00	\$ 15,000.00
ADOBE PRO LICENSES	\$ -	\$ 1,500.00
PROMOTIONAL EXAMS	\$ 2,000.00	\$ 2,000.00
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ 52,736.00</b>	<b>\$ 61,815.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
CITY OF BOYNTON BEACH FIRE/EMS CONTRACT	\$ 1,238,715.00	\$ 1,288,300.00
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ 1,238,715.00</b>	<b>\$ 1,288,300.00</b>
<b>504.000 TRAVEL &amp; PER DIEM</b>		
IACP CONFERENCE	\$ 3,500.00	\$ 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	\$ 5,000.00	\$ 5,000.00
MISCELLANEOUS SCHOOLS FOR DISPATCHERS	\$ 1,500.00	\$ 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	\$ 1,000.00
<b>TOTAL LINE ITEM 504.000</b>	<b>\$ 24,800.00</b>	<b>\$ 20,400.00</b>
<b>504.100 COMMUNICATIONS (TEL, MODEM, REV 911) (DOES NOT INCLUDE RADIO)</b>		
AT&T/IPFONE - DATA BUNDLE, LONG DIST, TH COMPLEX ALARMS (50%)	\$ 6,000.00	\$ 8,500.00
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	\$ 3,500.00	\$ 3,500.00
VPN CLIENT ACCESS (9)	\$ 1,200.00	\$ 1,200.00
COMPUTER AIR CARDS (13) AT&T	\$ 7,020.00	\$ 7,500.00
<b>TOTAL LINE ITEM 504.100</b>	<b>\$ 31,520.00</b>	<b>\$ 34,500.00</b>
<b>504.200 POSTAGE &amp; FREIGHT</b>		
NORMAL POSTAGE & FREIGHT	\$ 1,000.00	\$ 1,000.00
CODE ENFORCEMENT NOTIFICATIONS	\$ 1,000.00	\$ 1,000.00
<b>TOTAL LINE ITEM 504.200</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>
<b>504.300 UTILITY SERVICES - ELECTRIC</b>		

**BUDGET DETAIL WORKSHEET - VERSION 5.0****PUBLIC SAFETY DEPARTMENT 521.107****EXCLUDING SALARY & INSURANCE LINES**

	FY21	FY22
FPL ELECTRIC SERVICE	\$ 10,000.00	\$ 10,000.00
BOYNTON BEACH WATER SERVICE	\$ 2,500.00	\$ 2,500.00
<b>TOTAL LINE ITEM 504.300</b>	<b>\$ 12,500.00</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
POLICY, EVIDENCE, REPORT WRITING & CAD SOFTWARE IMPLEMENT/IMPRV	\$ -	\$ 50,000.00
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	\$ 3,500.00
SECURITY DOOR/CAMERA MAINTENANCE	\$ 3,000.00	\$ 3,000.00
SPECTRACOM (NET CLOCK)	\$ 1,400.00	\$ -
DIGITAL PERSONNA	\$ 700.00	\$ 800.00
ALTARO NETWORK BACKUP ANNUAL MAINTENANCE CONTRACT	\$ 150.00	\$ 150.00
SIS ALARM SOFTWARE ANNUAL MAINTENANCE CONTRACT	\$ 1,350.00	\$ 1,350.00
TREND MICRO COMPUTER NEWWORK ANTI-VIRUS	\$ 730.00	\$ 750.00
SONIC WALL FIREWALL MAINTENANCE (3 YR, 75%)	\$ 950.00	\$ 950.00
SMARSH TEXT ARCHIVAL SOLUTION (8 UNITS)	\$ 2,945.00	\$ -
ALPR CLOUD ACOCNT AND BOF	\$ 7,500.00	\$ 7,500.00
REVCORD DISPATCH RECORDER MAINTENANCE CONTRACT	\$ 4,000.00	\$ 3,500.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 53,125.00</b>	<b>\$ 98,900.00</b>

**504.620 REPAIR & MAINTENANCE - VEHICLE**

LABOR & SERVICE FOR POLICE VEHICLES	\$ 10,000.00	\$ 8,000.00
TIRES, RIMS & SENSORS	\$ 7,000.00	\$ 7,000.00
LABOR, SERVICE & PARTS FOR ATV	\$ 1,500.00	\$ 1,500.00
<b>TOTAL LINE ITEM 504.620</b>	<b>\$ 18,500.00</b>	<b>\$ 16,500.00</b>

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

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

**504.700 PRINTING**

FORMS	\$ 500.00	\$ 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>\$ 1,250.00</b>	<b>\$ 1,250.00</b>

# BUDGET DETAIL WORKSHEET - VERSION 5.0

## PUBLIC SAFETY DEPARTMENT 521.107

### EXCLUDING SALARY & INSURANCE LINES

	FY21	FY22
<b>504.900 OTHER CURRENT CHARGES</b>		
PRISONER FOOD, ADVERTISEMENTS, INVESTIGATIVE FUNDS, EVENTS, ETC.	\$ 2,500.00	\$ 2,000.00
<b>TOTAL LINE ITEM 504.900</b>	<b>\$ 2,500.00</b>	<b>\$ 2,000.00</b>
<b>505.100 OFFICE SUPPLIES</b>		
COPIES, INK, PAPER, PENS, ENEVELOPES, DISCS, TAPES, ETC.	\$ 5,000.00	\$ 5,000.00
<b>TOTAL LINE ITEM 505.100</b>	<b>\$ 5,000.00</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)	\$ 2,500.00	\$ 2,000.00
GENERAL USE BATTERIES	\$ 300.00	\$ 300.00
DRUG TEST KITS	\$ 200.00	\$ 200.00
CRIME SCENE/EVIDENCE SUPPLIES	\$ 1,250.00	\$ 1,000.00
FIRST AID SUPPLIES	\$ 1,000.00	\$ 750.00
FLASHLIGHTS	\$ 250.00	\$ 250.00
RECORDER TAPES/CD'S	\$ 100.00	\$ 100.00
GUN CLEANING SUPPLIES	\$ 150.00	\$ 150.00
TRAINING/SERVICE AMMO	\$ 4,000.00	\$ 3,500.00
RANGE SAFETY EQUIPMENT	\$ 150.00	\$ 150.00
SOLAR PANEL BATTERIES & CHARGER FOR SPEED SIGNS	\$ 2,500.00	\$ 2,000.00
<b>TOTAL LINE ITEM 505.200</b>	<b>\$ 13,900.00</b>	<b>\$ 11,900.00</b>
<b>505.210 OPERATING SUPPLIES - GAS &amp; OIL</b>		
GAS/OIL - POLICE (14,500 GALLONS AT 2.75 PER GALLON)	\$ 39,875.00	\$ 39,875.00
<b>TOTAL LINE ITEM 505.210</b>	<b>\$ 39,875.00</b>	<b>\$ 39,875.00</b>
<b>505.220 OPERATING SUPPLIES - UNIFORMS</b>		
DISPATCH SHIRTS (4 SHIRTS X 5 DISPATCHERS @ \$43)	\$ 1,032.00	\$ 900.00
DISPATCH PANTS (4 PANTS X 5 DISPATCHERS @ \$59.86)	\$ 1,440.00	\$ 1,197.00
DISPATCH JACKETS (3 @ \$57)	\$ 171.00	\$ 171.00
OFFICERS SHIRTS (4 SHIRTS X 18 OFFICERS @ \$50 SS OR \$72 LS)	\$ 4,320.00	\$ 4,896.00
OFFICERS BDU PANTS (4 PANTS X 18 OFFICERS @ \$50)	\$ 3,623.00	\$ 3,600.00
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 @ \$1,000) 50% REIMBURSED BY DOJ	\$ 4,000.00	\$ 5,000.00
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>\$ 22,925.00</b>	<b>\$ 24,103.00</b>
<b>505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION</b>		
IACP & IACPNET	\$ 1,500.00	\$ 1,500.00
FPCA & PBACOP (CHIEF & LIEUTENANT'S)	\$ 1,500.00	\$ 1,500.00

**BUDGET DETAIL WORKSHEET - VERSION 5.0****PUBLIC SAFETY DEPARTMENT 521.107****EXCLUDING SALARY & INSURANCE LINES**

	<b>FY21</b>	<b>FY22</b>
NRA	\$ 100.00	\$ 100.00
NABI	\$ 100.00	\$ 100.00
APCO (REIMBURSED BY PBC 911)	\$ 335.00	\$ 335.00
PLI COMPUTER TRAINING (21 OFFICERS @ \$148)	\$ 3,108.00	\$ 3,108.00
PBC LAW ENFORCEMENT EXCHANGE (LEX)	\$ 1,415.00	\$ 1,415.00
TLO INVEST (\$25 PER MONTH)	\$ 600.00	\$ 600.00
NOTARY ENROLLMENT & RENEWALS	\$ 300.00	\$ 300.00
FLA-PAC	\$ 150.00	\$ 150.00
FIU	\$ 100.00	\$ 100.00
DISPATCHER CERTIFICATIONS & REGISTRATION	\$ 500.00	\$ 500.00
GOLD COAST CODE ENFORCEMENT ASSOCIATION	\$ 50.00	\$ 50.00
POWER DMS SUBSCRIPTION FOR PD POLICIES & TRAINING	\$ 5,000.00	\$ 5,000.00
HARMARI PAWN SEARCH LICENSE	\$ 100.00	\$ 100.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 14,858.00</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)	\$ -	\$ -
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ 8,400.00</b>	<b>\$ 10,400.00</b>

<b>TOTAL - POLICE DEPARTMENT, EXCLUDING SALARIES &amp; BENEFITS</b>	<b>\$ 420,486.00</b>	<b>\$ 472,598.00</b>
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<b>TOTAL - FIRE/EMS DEPARTMENT</b>	<b>\$ 1,238,715.00</b>	<b>\$ 1,288,300.00</b>
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<b>GRAND TOTAL - PUBLIC SAFETY</b>	<b>\$ 1,659,201.00</b>	<b>\$ 1,760,898.00</b>
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## **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**

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

The Building Department budget has increased by 26.14% this year, due largely to the addition of a new building permits program and the proposed addition of a part-time Building Inspector. Most of the costs for hiring a part-time Building Inspector are offset by a decrease in costs for HyByrd Inspections, as the part-time employee will be performing inspections along with the Building Official. Health insurance rates are projected to increase this year along with rate increases for workers' comp, general liability insurance and retirement contribution percentages.

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.

#### **Building Permits Software Upgrade**

The Building Department is seeking to upgrade its building permits software. We have been using Information Management Services (IMS) Building Permit program for approximately 17 years. IMS's program is limited and antiquated but fine for just record keeping of a permit, printing permit cards, and recording inspection results.

During the pandemic, the majority of Building Departments in Palm Beach County that did not have online permitting switched to an online building permitting system, while Ocean Ridge installed a physical drop box located outside the Town Hall entrance. Staff believes it is time to upgrade to a new program that meets today's needs and standards. The new program offers a 24-hour concierge service for residents and contractors to access data any time of the day.

Tyler Technologies offers a program where the applicant is able to create an account, submit permits, pay for permits, address staff comments, schedule inspections, check the permit status, and check inspection results all online through a client portal. Internally, staff will minimize





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paperwork, physical filing, and the scanning projects because all of the documents would be uploaded to the system. Permits will be organized for easier access to staff and for public records requests (since January 1, 2021 staff has received 90 building department public records requests out of 129 public record requests). Staff will be able to generate reports, email permit application plan review comments, print/email expired permitting letters, conduct field revisions, and much more through this system. This program will also eliminate many spreadsheets, documents, and programs that are currently being used for various record keeping purposes, thus saving staff time and potentially human error.

Another great feature is the routing timeline feature. This feature allows the applicant to see exactly where a permit application is in the review process and what information, if any, may be missing, and if staff is awaiting comments to be addressed. As mentioned above, the service will be available 24-hours per day.

In the future, there may be an option to research for a complete historical view of a property that will show a permit history, and more, with just a few clicks instead of searching through excel spreadsheets, going through boxes in storage, etc. There is an upgrade option to include code violations, code enforcement cases, and land development projects.

### **Hiring Part-time Building Inspector/Plans Examiner**

Background: The Town of Ocean Ridge has been experiencing rapid growth in the Building Department for the past few years. The Building Department has evolved to the stage where we now have a full time Building Official, a full time Building Clerk, and we do require additional help with overflow inspections and plan reviews. We also retain the services of a third-party inspection provider service. Hy-Byrd Inspections, Inc, performs inspections when the Building Official is unavailable due to meetings or otherwise unavailable on medical or vacation leave, or there are simply too many inspections for one person to handle. Hy-Byrd Inspections, Inc, also provides plan reviews as necessary and currently reviews 90% of zoning applications. Last fiscal year we dedicated \$62,000.00 to private provider inspection/zoning services, and in the previous year averaged \$30,000.00. In an effort to be more efficient with our Towns' resources and to offer a greater level of service and accountability, we have the opportunity to hire a part-time Building Inspector for around \$45,000.00 annually. Having a single person will be advantageous in the following ways:

1. Understanding and safeguarding Town Ordinances;
2. Provide a back up in the absence of the Building Official;
3. Provide back up in the absence of the Building Clerk;
4. Flexible hours, and the ability to have Code Enforcement on the weekends;



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5. Perform multiple inspections in a single visit;
6. Assisting staff with records management;
7. Assisting with dune inspections;
8. Efficient use of Town Resources;
9. Become second code enforcement personnel;
10. Afford the Building Official time to take on zoning reviews;
11. Provide additional help in hurricane assessments; and
12. Have us "ready" to provide help to neighboring jurisdictions.

**Qualifications:** The ideal candidate for this position will be a person who has had five years of experience on a construction site as a supervisor. The Department of Business and professional Regulation for the State of Florida grants a "provisional" license to an individual with field experience to obtain an immediate license under the supervision of the Building Official. The new hire will then be given three years to obtain certification by passing the required exams.

**Office space:** The current plan room/Building official area, according to the original floor plans was dedicated as the "Building Department". With the scanning and shredding of paper files and a bit of cleaning the storage room can be repurposed to its original intent as a plan examination/inspectors' room. Alternately, relocating the entrance door from the conference room hallway to the Main hallway can eliminate the small hallway adjacent to the Building Officials office and further expand the usable space in the "Building Department".

**Conclusion:** The Ocean Ridge Building Department has been very effective in processing a large number of permits and inspections. We wish to continue to offer this great service to our community and as such the addition of part-time inspector will enhance and maintain this service. This effective use of an already budgeted item is a natural extension to growth and serving the needs of our residents.

**TOWN OF OCEAN RIDGE**  
**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT.: 524.108

**BUILDING & INSPECTION SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Building &amp; Inspection Services</b>								
501.100 Executive Salaries (CBO)	0	23,514	82,968	77,645	90,180	94,689	5.00%	
501.110 One Time Lump (Longevity & Retire)	0	0	0	0	0	0	0.00%	
501.200 Regular Salaries And Wages	0	0	0	63,762	68,349	106,767	56.21%	Added P/T Building Inspector
501.210 One Time Lump (Longevity & Retire)	0	0	0	0	0	0	0.00%	
501.400 Overtime	0	0	0	1,181	1,000	1,000	0.00%	
501.410 Vacation Pay	0	0	0	1,421	3,049	3,201	4.99%	
502.100 FICA Taxes	0	1,799	6,347	11,017	12,127	15,411	27.08%	
502.200 Retirement Contributions	0	1,817	6,847	12,512	16,566	22,342	34.87%	
502.300 Life & Health Insurance	0	1,574	10,484	16,126	18,781	19,971	6.34%	
502.310 Long Term Disability	0	111	730	985	1,165	965	-17.17%	
502.400 Workers Compensation	0	0	2,427	3,635	4,542	8,421	85.41%	
502.500 Unemployment Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	142,229	100,181	38,933	182,689	153,000	120,000	-21.57%	
503.400 Other Contractual Services	0	0	0	20,493	32,400	91,200	181.48%	Added Bldg Permits Software Purchase
504.000 Travel & Per Diem	0	0	764	664	1,725	1,725	0.00%	
504.100 Communications Serv (Phone, Etc.)	0	0	0	452.18	600	1,200	100.00%	
504.200 Postage, Freight	0	0	0	0	800	800	0.00%	
504.500 Insurance-Liability, Hazard, Damage	0	0	461	363	386	647	67.49%	
504.610 Repair & Maintenance	995	995	995	0	1,000	27,364	2636.40%	Added Building Permits Software Maint.
504.620 Repair & Maintenance-Vehicle	0	0	0	1,160	2,000	2,000	0.00%	
504.700 Printing	194	126	46	424	500	500	0.00%	
504.900 Other Current Charges	0	665	0	1,872	4,000	4,000	0.00%	
505.100 Office Supplies	28	270	156	992	1,250	2,050	64.00%	
505.200 Operating Supplies	0	0	0	90	500	500	0.00%	
505.210 Operating Supplies-Gas & Oil	0	0	0	951	1,000	2,000	100.00%	
505.220 Operating Supplies-Uniform/Emb.	0	0	0	96	500	1,500	200.00%	
505.400 Subsc., Memberships, Education	0	294	2,767	1,334	6,600	4,870	-26.21%	
506.400 Machinery & Equipment	0	2,127	0	740	3,000	3,000	0.00%	
<b>Building &amp; Inspection Services Totals</b>	<b>143,446</b>	<b>133,473</b>	<b>153,925</b>	<b>400,604</b>	<b>425,020</b>	<b>536,124</b>	<b>26.14%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 5.0****BUILDING & INSPECTION SERVICES DEPARTMENT 524.108****EXCLUDING SALARY & INSURANCE LINES**

	FY21	FY22
<b>503.100 PROFESSIONAL SERVICES</b>		
HYBYRD - INSPECTIONS & MINOR ZONING REVIEW *	\$ 40,000.00	\$ 15,000.00
TOWN ENGINEER FOR PLAN REVIEW & INSPECTIONS	\$ 80,000.00	\$ 80,000.00
TOWN ENGINEER FOR NPDES **	\$ 8,000.00	\$ -
CONTRACTED PLANNER FOR LAND DEVELOPMENT/BUILDING	\$ 25,000.00	\$ 25,000.00
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ 153,000.00</b>	<b>\$ 120,000.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
BUILDING PERMITS SCANNING	\$ 25,000.00	\$ 25,000.00
BUILDING PERMITS SOFTWARE (ONE-TIME PURCHASE FEE)	\$ -	\$ 61,200.00
CRS MAX (CRS/NFIP AUDIT FOR FLOOD INSURANCE RATING)	\$ 7,400.00	\$ 5,000.00
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ 32,400.00</b>	<b>\$ 91,200.00</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
<b>TOTAL LINE ITEM 504.000</b>	<b>\$ 1,725.00</b>	<b>\$ 1,725.00</b>
<b>504.100 COMMUNICATIONS (TEL, MODEM, REV 911)</b>		
CELL PHONE (2 @ \$50 PER MONTH)	\$ 600.00	\$ 1,200.00
<b>TOTAL LINE ITEM 504.100</b>	<b>\$ 600.00</b>	<b>\$ 1,200.00</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	\$ 21,864.00
EQUIPMENT REPAIRS	\$ 500.00	\$ 500.00
OFFICE MODIFICATION	\$ -	\$ 5,000.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ -</b>	<b>\$ 27,364.00</b>
<b>504.620 REPAIR &amp; MAINTENANCE - VEHICLE</b>		
PARTS & LABOR FOR SERVICING 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 5.0****BUILDING & INSPECTION SERVICES DEPARTMENT 524.108****EXCLUDING SALARY & INSURANCE LINES**

	FY21	FY22
<b>504.900 OTHER CURRENT CHARGES</b>		
LEGAL ADVERTISING	\$ 3,000.00	\$ 3,000.00
PROMOTIONAL ITEMS FOR CRS	\$ 1,000.00	\$ 1,000.00
<b>TOTAL LINE ITEM 504.900</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>
<b>505.100 OFFICE SUPPLIES</b>		
GENERAL OFFICE SUPPLIES	\$ 750.00	\$ 750.00
INK FOR PRINTER	\$ 500.00	\$ 500.00
AWARDS & TROPHIES FOR BUILDING DEPT EDUCATION PRG	\$ -	\$ 300.00
OFFICE FURNITURE	\$ -	\$ 500.00
<b>TOTAL LINE ITEM 505.100</b>	<b>\$ 1,250.00</b>	<b>\$ 2,050.00</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	\$ 2,000.00
<b>TOTAL LINE ITEM 505.210</b>	<b>\$ 1,000.00</b>	<b>\$ 2,000.00</b>
<b>505.220 OPERATING SUPPLIES - UNIFORMS</b>		
UNIFORMS FOR BUILDING DEPARTMENT STAFF	\$ 500.00	\$ 1,500.00
<b>TOTAL LINE ITEM 505.220</b>	<b>\$ 500.00</b>	<b>\$ 1,500.00</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	\$ 320.00	\$ 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	\$ -	\$ 1,500.00
NOTARY RE-CERTIFICATION	\$ -	\$ 70.00
CODE ENFORCEMENT TRAINING	\$ 2,200.00	\$ 200.00
BUILDING CODE BOOKS - ANNUAL SUBSCRIPTION	\$ 2,000.00	\$ 700.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 6,600.00</b>	<b>\$ 4,870.00</b>

**BUDGET DETAIL WORKSHEET - VERSION 5.0**

**BUILDING & INSPECTION SERVICES DEPARTMENT 524.108**

**EXCLUDING SALARY & INSURANCE LINES**

	FY21	FY22
<b>506.400 MACHINERY &amp; EQUIPMENT</b>		
COMPUTER FOR PART-TIME INSPECTOR	\$ -	\$ 1,000.00
MONITOR FOR ELECTRONIC PLAN REVIEW	\$ 1,000.00	\$ -
LAPTOP FOR FIELD INSPECTOR	\$ 2,000.00	\$ 2,000.00
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>
<b>GRAND TOTAL - BUILDING DEPT, EXCLUDING SALARIES &amp; BEN</b>	<b>\$ 207,875.00</b>	<b>\$ 262,709.00</b>

\*\*TOWN ENGINEER FOR NPDES MOVED TO OTHER PHYSICAL ENVIRONMENT



## **TOWN OF OCEAN RIDGE**

**6450 NORTH OCEAN BOULEVARD  
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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 \$282,380 in FY21 to \$290,851 in FY22, for a 3.00% 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 \$340,000 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****Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT: 534.111

**SOLID WASTE & RECYCLING SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Solid Waste &amp; Recycling Services</b>								
503.400 Other Contractual Services	244,362	249,853	257,109	275,557	282,380	290,851	3.00%	Waste Pro Contract
<b>Solid Waste &amp; Recycling Services Totals</b>	244,362	249,853	257,109	275,557	282,380	290,851	3.00%	





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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 until September 30, 2021, with costs charged to the town using a project based “rate card” system. The proposed budget includes \$108,000 for general Town Engineering services and GIS Consulting, along with surveying services. Surveying services are needed to determine property lines, rights-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, and increased funding for storm drain maintenance. The Town Commission chose to forego mulching in the Town’s rights-of-way in FY21, and the costs for this service were added back in the budget for FY22, at the same time reducing the town-wide beautification line by the same amount. The funding for swale and sidewalk construction in Town rights-of-way was removed, as the paving plan is scheduled for deferral until FY23. The Town’s contract with Hinterland Group is not being renewed, so the costs associated with that contract have been removed from this budget.

Septic to Sewer Conversion Planning costs were included in the FY22 budget by Management in the amount of \$63,520 to engage the grants administrator, Town Engineer and Town Attorney in the planning process, along with the Town’s contract with Raftelis for financial analysis for septic to sewer conversion. However, those costs were deferred to FY23 at the direction of the Town Commission.

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



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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.

We need to schedule trimming of the trees along Ocean Avenue and Woolbright Road as per agreements with FDOT to maintain Ocean Avenue and the County to maintain Woolbright Road. The trees have not been maintained properly for many years, and the light poles and certain signage are being obstructed by the tree limbs and are in need of trimming at this time. The proposal for trimming includes re-shaping and reduction of the trees which will increase the lighting and safety along Ocean Avenue. This item should be added to the five-year capital improvements plan for trimming every two to three years.

**TOWN OF OCEAN RIDGE**

**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT: 539.112

**OTHER PHYSICAL ENVIRONMENT EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Other Physical Environment Services</b>								
503.100 Professional Services	8,421	25,216	38,487	27,917	20,000	0	-100.00%	
503.120 Town Engineer	102,435	153,803	231,497	119,611	100,000	108,000	8.00%	
503.400 Other Contractual Services	148,752	191,323	162,836	198,554	324,520	327,920	1.05%	
504.000 Travel & Per Diem	0	0	0	0	0	0	0.00%	
504.610 Repair & Maintenance	15,459	37,965	40,929	63,422	41,000	11,000	-73.17%	
505.230 Operating Supplies / Small Tools	0	0	0	0	0	0	0.00%	
506.400 Machinery & Equipment	7,615	0	0	0	0	0	0.00%	
<b>Other Physical Environment Services Totals</b>	<b>282,682</b>	<b>408,307</b>	<b>473,749</b>	<b>409,503</b>	<b>485,520</b>	<b>446,920</b>	<b>-7.95%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 5.0**  
**OTHER PHYSICAL ENVIRONMENT DEPARTMENT 539.112**

	FY21	FY22
<b>503.100 PROFESSIONAL SERVICES</b>		
RAFTELIS - WATER/SEWER CONVERSION FINANCIAL CONSULT	\$ 10,000.00	\$ -
SEPTIC TO SEWER PLANNING - RMPK, ENGENUITY, TORCIVIA	\$ 10,000.00	\$ -
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>
<b>503.120 TOWN ENGINEER</b>		
GENERAL ENGINEERING SERVICES	\$ 75,000.00	\$ 75,000.00
TOWN ENGINEER FOR NPDES SERVICES **	\$ -	\$ 8,000.00
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>\$ 100,000.00</b>	<b>\$ 108,000.00</b>
<b>503.400 OTHER CONTRACTUAL SERVICES</b>		
PEST CONTROL - ORKIN CONTRACT	\$ 720.00	\$ 720.00
LANDSCAPE MAINT. & COCONUT TRIM - CHRIS WAYNE, ETC.	\$ 90,000.00	\$ 90,000.00
LANDSCAPE MAINTENANCE - MULCH TOWN PROPERTY & ROW	\$ -	\$ 15,000.00
LANDSCAPE PROJECTS, IRRIGATION & BEAUTIFICATION	\$ 20,000.00	\$ 5,000.00
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
OCEAN AVE TREE TRIMMING	\$ -	\$ 20,000.00
LETHAL YELLOWING CONTROL - KING TREE	\$ 700.00	\$ 700.00
STORM DRAIN MAINTENANCE - TELEVAC	\$ 50,000.00	\$ 40,000.00
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	\$ -
WATER MAIN REPAIRS - LINETEC *****	\$ -	\$ 30,000.00
WATER VALVE EXERCISING & MAINTENANCE - LINETEC	\$ -	CAPITAL
PUBLIC WORKS PROJECTS - FOSTER MARINE & MADSEN BARR	\$ 30,000.00	\$ 30,000.00
MONTHLY AQUATICS SERVICE - AQUAGENIX CONTRACT	\$ 3,600.00	\$ 3,600.00
SCADA ANNUAL SERVICE & REPAIR - MISSION COMMUNICATION	\$ 1,600.00	\$ 3,000.00
PLANIT GEO - TREE INVENTORY SOFTWARE MAINT. AGREE *	\$ 5,000.00	\$ 2,000.00
IGUANA CONTROL	\$ 19,200.00	\$ 19,200.00
SWALE/SIDEWALK CONSTRUCTION IN TOWN ROW'S	\$ 10,000.00	\$ -
<b>TOTAL LINE ITEM 503.400</b>	<b>\$ 324,520.00</b>	<b>\$ 327,920.00</b>
<b>504.610 REPAIR &amp; MAINTENANCE</b>		
WATER MAIN REPAIRS - LINETEC *****	\$ 30,000.00	\$ -
FIRE HYDRANT REPAIR & MAINTENANCE ****	\$ 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	\$ 5,000.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 71,000.00</b>	<b>\$ 11,000.00</b>

## BUDGET DETAIL WORKSHEET - VERSION 5.0

### OTHER PHYSICAL ENVIRONMENT DEPARTMENT 539.112

	FY21	FY22
<b>505.230 OPERATING SUPPLIES - SMALL TOOLS</b>		
MISCELLANEOUS OPERATING SUPPLIES - SMALL TOOLS	\$ -	\$ -
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL - OTHER PHYSICAL ENVIRONMENT</b>	<b>\$ 515,520.00</b>	<b>\$ 446,920.00</b>

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

\*\*TOWN ENGINEER FOR NPDES SERVICES WAS MOVED FROM BUILDING DEPARTMENT

\*\*\*SEE CAPITAL LIST FOR DUNE CROSSOVER REPLACEMENT

\*\*\*\*MOVED TO CAPITAL FUND

\*\*\*\*\*MOVED FROM REPAIR & MAINT TO OTHER CONTRACTUAL SERVICES

RAFTELIS SEPTIC TO SEWER FINANCIAL ANALYSIS DEFERRED TO FY23 \$53,520



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### **Departmental Budget Narrative**

#### **Public Works**

The Public Works Department budget is proposed at a 5.73% decrease this year as the costs for fire hydrant replacements was moved to the Capital Budget. The FY22 budget includes a Public Works I and Public Works II position, along with the hiring of a part-time Maintenance I employee in order to properly maintain the town.

The costs for SCADA pump station monitoring and repairs was moved to the Other Physical Environment Department, and increases were made to the FPL street lights, irrigation, and pump station electrical fees based on FPL rate increase projections. Other expense lines in reference to tools and equipment and repair and maintenance items were decreased after a two year increase to get the department back to where it needed to be.

#### **Hiring Part-time Public Works Personnel**

In order to properly maintain the town and complete all of the Public Works projects and maintenance that is needed, more personnel is needed at this time. The part-time person would be responsible for garbage and litter pickup, mowing and trimming the areas that are not contracted out such as the alleyways and parts of A1A, and building and fleet maintenance. We are getting behind on routine maintenance of fire hydrants and other projects, and this will free up our current employees to concentrate fully on Public Works projects as opposed to maintenance items. We need a full-time employee in this department, but are requesting part-time due to another tight budget year. The impact to the budget will be \$33,000 for a part-time person which includes wages, FICA, workers comp insurance, and retirement costs. A job description was submitted and approved by the Town Commission.

**TOWN OF OCEAN RIDGE**  
**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT: 541.113

**PUBLIC WORKS EXPENSE**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Public Works</b>								
501.200 Regular Salaries And Wages	99,114	104,047	102,494	85,315	106,801	137,433	28.68%	Added P/T Maintenance I
501.210 One Time Lump (Longevity & Retire)	0	0	0	1,000	0	0	0.00%	
501.400 Overtime	10,304	3,043	8,124	5,275	6,000	6,000	0.00%	
501.410 Vacation Pay	1,101	1,157	0	0	2,054	2,162	5.27%	
502.100 FICA Taxes	8,455	8,281	8,462	7,007	8,170	10,514	28.69%	
502.200 Retirement Contributions	8,450	8,658	9,168	12,621	11,161	15,242	36.57%	
502.300 Life & Health Insurance	16,964	18,702	22,456	21,054	18,580	19,799	6.56%	
502.310 Long Term Disability	798	924	1,046	959	716	652	-8.91%	
502.400 Workers Compensation	3,714	3,812	4,853	5,453	4,542	8,421	85.41%	
502.500 Unemployment Compensation	0	0	0	0	0	0	0.00%	
503.100 Professional Services	0	0	0	0	16,700	6,700	-59.88%	
504.300 Utility Services - Electric & Water	43,626	47,876	48,381	56,279	48,500	57,000	17.53%	
504.500 Insurance - Liab, Hazard, Damage	1,341	1,434	1,575	531	386	647	67.49%	
504.610 Repair & Maintenance	3,620	5,891	34,431	24,505	79,500	44,500	-44.03%	
504.620 Repair & Maintenance-Vehicle	1,330	2,070	510	2,980	2,000	3,500	75.00%	
505.200 Operating Supplies	1,551	2,031	1,994	7,050	7,000	4,700	-32.86%	
505.210 Operating Supplies-Gas & Oil	2,853	3,730	2,868	2,389	4,000	4,000	0.00%	
505.220 Operating Supplies-Uniform/Emb	392	445	961	1,061	1,200	1,200	0.00%	
505.230 Operating Supplies-Small Tools	615	448	342	3,047	5,000	3,000	-40.00%	
505.300 Road Materials & Supplies	27,714	38,419	10,634	4,635	25,000	20,000	-20.00%	
505.400 Subsc., Memberships, Education	0	0	0	159	1,050	1,050	0.00%	
506.400 Machinery & Equipment	18,194	1,699	0	2,390	10,000	12,000	20.00%	
<b>Public Works Totals</b>	<b>250,136</b>	<b>252,667</b>	<b>258,302</b>	<b>243,708</b>	<b>380,298</b>	<b>358,520</b>	<b>-5.73%</b>	

**BUDGET DETAIL WORKSHEET - VERSION 5.0****PUBLIC WORKS DEPARTMENT 541.113****EXCLUDING SALARY & INSURANCE LINES**

	FY21	FY22
<b>503.100 PROFESSIONAL SERVICES</b>		
PUMP STATION EVALUATION/TROUBLESHOOTING	\$ 5,000.00	\$ 5,000.00
PUMP STATION CAMERA MONITORING ANNUAL FEE	\$ 1,700.00	\$ 1,700.00
SCADA MONITORING (moved to Other Physical Environment)	\$ 5,000.00	\$ -
SCADA REPAIRS (moved to Other Physical Environment)	\$ 5,000.00	\$ -
<b>TOTAL LINE ITEM 503.100</b>	<b>\$ 16,700.00</b>	<b>\$ 6,700.00</b>
<b>504.300 UTILITY SERVICES - ELECTRIC</b>		
FPL - STREET LIGHTS	\$ 25,000.00	\$ 30,000.00
FPL - IRRIGATION /SPRINKLERS- TOWN PROPERTY	\$ 10,500.00	\$ 12,000.00
FPL - WOOLBRIGHT/TROPICAL PUMP ELECTRIC FEE	\$ 13,000.00	\$ 15,000.00
<b>TOTAL LINE ITEM 504.300</b>	<b>\$ 48,500.00</b>	<b>\$ 57,000.00</b>
<b>504.610 REPAIR &amp; MAINTENANCE</b>		
REPAIRS ON MOWERS, EDGERS, PUMPS, ETC.	\$ 4,000.00	\$ 2,000.00
BRIDGE AESTHETIC REPAIRS & MAINTENANCE (PAINT, ETC.)	\$ 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	\$ 25,000.00
GENERATOR MAINT AGMT/PW PORTION W/RUST PRVNTION	\$ 7,500.00	\$ 7,500.00
<b>TOTAL LINE ITEM 504.610</b>	<b>\$ 79,500.00</b>	<b>\$ 44,500.00</b>
<b>504.620 REPAIR &amp; MAINTENANCE - VEHICLE</b>		
REPAIRS & MAINTENANCE ON PUBLIC WORKS VEHICLES	\$ 2,000.00	\$ 2,500.00
REPAIRS & MAINTENANCE ON ATV	\$ -	\$ 1,000.00
<b>TOTAL LINE ITEM 504.620</b>	<b>\$ 2,000.00</b>	<b>\$ 3,500.00</b>
<b>505.200 OPERATING SUPPLIES</b>		
MISC OPERATING SUPPLIES - BULBS, MISC SIGNS (NOT STREET), ETC.	\$ 7,000.00	\$ 4,700.00
<b>TOTAL LINE ITEM 505.200</b>	<b>\$ 7,000.00</b>	<b>\$ 4,700.00</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	\$ 1,200.00	\$ 1,200.00
<b>TOTAL LINE ITEM 505.220</b>	<b>\$ 1,200.00</b>	<b>\$ 1,200.00</b>



**BUDGET DETAIL WORKSHEET - VERSION 5.0**  
**PUBLIC WORKS DEPARTMENT 541.113**  
**EXCLUDING SALARY & INSURANCE LINES**

	FY21	FY22
<b>505.230 OPERATING SUPPLIES - SMALL TOOLS</b>		
MISCELLANEOUS SMALL TOOLS	\$ 5,000.00	\$ 3,000.00
<b>TOTAL LINE ITEM 505.230</b>	<b>\$ 5,000.00</b>	<b>\$ 3,000.00</b>
<b>505.300 ROAD MATERIALS &amp; SUPPLIES</b>		
STREET SIGN MAINTENANCE (POSTS, REPAIRS, ETC.)	\$ 15,000.00	\$ 10,000.00
ROAD MATERIALS & MISCELLANEOUS ROAD SUPPLIES	\$ 10,000.00	\$ 10,000.00
<b>TOTAL LINE ITEM 505.300</b>	<b>\$ 25,000.00</b>	<b>\$ 20,000.00</b>
<b>505.400 SUBSCRIPTIONS, MEMBERSHIPS, EDUCATION</b>		
DEP/NPDES MEMBERSHIP & CERTIFICATION	\$ 50.00	\$ 50.00
EDUCATION FOR MAINTENANCE/PW EMPLOYEES	\$ 1,000.00	\$ 1,000.00
<b>TOTAL LINE ITEM 505.400</b>	<b>\$ 1,050.00</b>	<b>\$ 1,050.00</b>
<b>506.400 MACHINERY &amp; EQUIPMENT</b>		
RENTAL EQUIPMENT	\$ 10,000.00	\$ 6,000.00
MISC MACHINERY & EQUIPMENT	\$ 10,000.00	\$ 6,000.00
<b>TOTAL LINE ITEM 506.400</b>	<b>\$ 20,000.00</b>	<b>\$ 12,000.00</b>
<b>GRAND TOTAL - PUBLIC WORKS, EXCLUDING SALARIES &amp; BEN</b>	<b>\$ 202,950.00</b>	<b>\$ 157,650.00</b>

\* FIRE HYDRANT FLOW TESTING & REPAIR/REPLACEMENT IN CAPITAL BUDGET



## **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. Management recommends increasing the level of contingency funding for FY22 to \$150,000 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****Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

GENERAL FUND #001 - DEPT.: 590.100

**CONTINGENCY EXPENSE & TRANSFER TO CAPITAL FUND**

Departments, Funds & Descriptions	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Contingency &amp; Transfers</b>								
590.110 Transfer To Capital	218,200	188,675	138,560	536,000	421,000	595,500	41.45%	
590.900 Contingency	42,429	134,710	63,430	95,939	100,000	150,000	50.00%	
<b>Contingency &amp; Transfers Totals</b>	<b>260,629</b>	<b>323,385</b>	<b>201,990</b>	<b>631,939</b>	<b>521,000</b>	<b>745,500</b>	<b>43.09%</b>	



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### **Departmental Budget Narrative**

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

The FY22 budget includes the same staffing levels as FY21 for all departments, along with the additional request to hire a part-time Building Inspector and part-time Public Works employee. The personnel costs (HR) in the budget include salaries and benefits of all employees (including the PBA contract) and are calculated with FY22 merit evaluation values on anniversary dates. For budgeting purposes, all employees in the Town are budgeted for up to a 5% increase in their salary from the current year to be implemented on their anniversary date with positive evaluation results, unless 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 FY21 to FY22 including salaries and benefits for all employees (including the two part-time employee addition requests) is \$88,702. In comparison, the personnel expenses from FY20 to FY21 were budgeted at an increase of \$360,886, which means the personnel cost projections since last year have decreased.

The Florida Retirement System rates for civilians is currently set at 10.82% from 7/1/21 to 6/30/22, at 25.89% for the special risk category, 29.01% for senior management class employees, and 18.34% 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, 2022, we have projected that the rates will increase to 11.90%, 28.48%, 31.91% and 20.17% respectively, based on past rate increases.

The Town's general employee Health/Dental/Vision Insurance Plan coverage rates decreased by 7.93% in FY20, and remained flat for FY21. In this proposed budget for FY22, our insurance agent projects that health insurance rates will increase by around 6.5% due to the costs associated with COVID-19.

The workers' comp insurance premiums are estimated to go up from \$86,294 in FY21 to \$109,477 in FY22 based on our experience ratings.

**TOWN OF OCEAN RIDGE**  
**Proposed 2021-2022 Fiscal Year Budget (FY22)**  
FY22 Budget Workbook: Version 5.0

**HR Salary Calculations & Multipliers Worksheet Estimator**

								Salary Multipliers																
								Annual	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Annual	Rate	Monthly	Rate	Monthly	Annual	Annual	Annual	Total Emp
Position Description	#	Dept.	DOH	Anv. Mo	Current Actual	Est. Rate 9/30/21	Proj. Total FY 22	WC Code	WC	502.300 Health	502.300 Dental	502.300 Vision	502.300 Life, STD, ADD	502.300 Total	502.310 LTD	502.100 FICA	Retire % 10/1-6/30	502.200 Ret Total	Est Ret % 7/1-9/30	502.200 Ret Total	502.500 FUTA	501.410 Vac Pay	501.600 Hol Comp	Salary & Benefits
Town Manager / Fin Dir	1	TM	01/04/16	9.0	125,000	125,000	132,500	CLER 8810	2,799	768	30	5	32	834	64	10,136	29.01	3,203	31.91	3,524	1,325	2,548	n/a	209,503
TM Dept Totals							132,500	Annual Totals	2,799	9,216	360	54	383	10,013	768	10,136		28,829		10,571	1,325	2,548	n/a	209,503
Town Clerk	2	TC	05/23/17	4.5	63,000	66,150	67,390	CLER 8810	2,799	768	30	5	26	828	33	5,155	10.82	608	11.90	668	674	1,296	n/a	105,062
Assistant Town Clerk	3	TC	02/04/19	8.0	39,747	39,747	41,072	CLER 8810	2,799	768	30	5	18	820	20	3,142	10.82	370	11.90	407	411	790	n/a	72,692
Treasurer	4	TC	07/28/05	2.0	74,970	78,719	79,374	CLER 8810	2,799	768	30	5	30	832	38	6,072	10.82	716	11.90	787	794	1,526	n/a	119,801
Clerk Dept Reg Emp Total							120,446																	
Clerk Dept Totals							187,837	Annual Totals	8,396	27,648	1,080	162	880	29,770	1,089	14,370		15,243		5,589	1,878	3,612	n/a	297,555
Building Official	5	BU	07/13/20	2.5	89,250	93,713	94,689	BLDS 9015	2,799	768	30	5	32	835	46	7,244	10.82	854	11.90	939	947	1,821	n/a	138,578
Building Clerk	6	BU	12/09/02	10.0	68,896	68,896	71,767	CLER 8810	2,799	768	30	5	27	830	35	5,490	10.82	647	11.90	712	718	1,380	n/a	110,443
Inspector - P/T	7	BU	12/09/02	12.0	0	0	35,000	CLER 8810	2,799	0	0	0	0	0	0	2,678	10.82	316	11.90	347	350	0	n/a	44,708
Building Dept Totals							201,456	Annual Totals	8,396	18,432	720	108	711	19,971	965	15,411		16,348		5,994	2,015	3,201	n/a	293,729
Public Works I	8	PW	05/18/20	4.5	44,491	46,726	47,602	STRM 5509	2,799	768	30	5	20	822	23	3,642	10.82	429	11.90	472	476	915	n/a	80,723
Public Works II	9	PW	07/12/10	2.5	61,108	64,163	64,832	STRM 5509	2,799	768	30	5	25	828	31	4,960	10.82	585	11.90	643	648	1,247	n/a	101,915
Maintenance I - P/T	10	PW	07/12/10	12.0	0	0	25,000	STRM 5509	2,799	0	0	0	0	0	0	1,913	10.82	225	11.90	248	250	0	n/a	32,734
PW-Maint Totals							137,433	Annual Totals	8,396	18,432	720	108	539	19,799	652	10,514		11,153		4,089	1,374	2,162	n/a	215,372
Chief of Police	11	PD	09/09/14	1.0	120,000	110,250	110,434	PD&D 7720	2,799	768	30	5	32	834	53	8,448	25.89	2,383	28.48	2,621	1,104	2,124	n/a	174,882
Lieutenant	12	PD	Vacant	0.0	0	85,000	42,500	PD&D 7720	0	0	0	0	0	0	0	3,251	25.89	459	28.48	505	425	0	n/a	51,816
Lieutenant	13	PD	07/12/16	2.5	88,486	92,910	93,878	PD&D 7720	2,799	768	30	5	32	834	45	7,182	25.89	2,025	28.48	2,228	939	1,805	n/a	152,087
Investigator	14	PD	02/13/18	7.5	62,741	62,741	64,702	PD&D 7720	2,799	768	30	5	25	828	31	4,950	25.89	1,396	28.48	1,536	647	1,244	3,911	115,660
Sergeant	15	PD	07/27/15	2.0	73,576	77,255	77,899	PD&D 7720	2,799	768	30	5	29	832	38	5,959	25.89	1,681	28.48	1,849	779	1,498	4,708	134,727
Sergeant	16	PD	11/07/11	11.0	77,301	77,301	80,844	PD&D 7720	2,799	768	30	5	30	833	39	6,185	18.34	1,236	20.17	1,359	808	1,555	4,886	132,726
Sergeant	17	PD	12/10/13	10.0	75,969	75,969	79,134	PD&D 7720	2,799	768	30	5	30	832	38	6,054	25.89	1,707	28.48	1,878	791	1,522	4,783	136,512
Sergeant	18	PD	07/27/15	2.0	73,576	77,255	77,899	PD&D 7720	2,799	768	30	5	29	832	38	5,959	25.89	1,681	28.48	1,849	779	1,498	4,708	134,727
Police Officer	19	PD	01/07/19	9.0	59,427	59,427	61,656	PD&D 7720	2,799	768	30	5	24	827	30	4,717	25.89	1,330	28.48	1,463	617	1,186	3,726	111,259
Police Officer	20	PD	01/07/19	9.0	59,427	59,427	61,656	PD&D 7720	2,799	768	30	5	24	827	30	4,717	25.89	1,330	28.48	1,463	617	1,186	3,726	111,259
Police Officer	21	PD	02/13/18	7.5	61,211	61,211	63,124	PD&D 7720	2,799	768	30	5	25	827	31	4,829	25.89	1,362	28.48	1,498	631	1,214	3,815	113,380
Police Officer	22	PD	12/13/04	9.5	88,843	88,843	92,360	PD&D 7720	2,799	768	30	5	32	834	45	7,066	25.89	1,993	28.48	2,192	924	1,776	5,582	155,578
Police Officer	23	PD	10/01/02	12.0	88,801	88,801	93,241	PD&D 7720	2,799	768	30	5	32	834	45	7,133	25.89	2,012	28.48	2,213	932	1,793	5,635	156,845
Police Officer	24	PD	03/05/13	7.0	75,356	75,356	77,554	PD&D 7720	2,799	768	30	5	29	832	37	5,933	25.89	1,673	28.48	1,841	776	1,491	4,687	134,229
Police Officer	25	PD	04/20/20	5.5	57,225	57,225	58,536	PD&D 7720	2,799	768	30	5	23	826	28	4,478	25.89	1,263	28.48	1,389	585	1,126	3,538	106,752
Police Officer	26	PD	04/03/18	6.0	61,211	61,211	62,741	PD&D 7720	2,799	768	30	5	24	827	30	4,800	25.89	1,354	28.48	1,489	627	1,207	3,792	112,827
Police Officer	27	PD	08/26/19	1.0	57,225	60,086	60,337	PD&D 7720	2,799	768	30	5	24	826	29	4,616	25.89	1,302	28.48	1,432	603	1,160	3,647	109,353
Community Officer	28	PD	04/24/17	5.5	64,016	64,016	65,483	PD&D 7720	2,799	768	30	5	25	828	32	5,009	25.89	1,413	28.48	1,554	655	1,259	3,958	116,789
Dispatch Manager	29	DS	02/15/05	8.5	79,533	79,533	82,350	CLER 8810	2,799	768	30	5	31	833	40	6,300	10.82	743	11.90	817	823	1,584	3,484	126,944
Dispatcher	30	DS	12/26/16	9.5	51,050	51,050	53,071	CLER 8810	2,799	768	30	5	21	824	26	4,060	10.82	479	11.90	526	531	1,021	2,245	89,695
Dispatcher	31	DS	05/06/19	5.0	46,856	46,856	47,832	CLER 8810	2,799	768	30	5	20	822	23	3,659	10.82	431	11.90	474	478	920	2,024	83,031
Dispatcher	32	DS	02/15/21	8.5	42,500	42,500	44,005	CLER 8810	2,799	768	30	5	19	821	21	3,366	10.82	397	11.90	436	440	846	1,862	78,162
Dispatcher	33	DS	08/12/14	1.5	55,124	57,880	58,242	CLER 8810	2,799	768	30	5	23	826	28	4,456	10.82	525	11.90	578	582	1,120	2,464	96,274
Dispatcher (PT)	34	DS	06/09/11	3.5	21,247	22,310	22,635	PD&D 7720	2,799	0	0	0	0	0	0	1,732	10.82	204	11.90	225	226	0	0	29,902
Police Dept Reg Emp Totals					1,420,701	1,524,163	1,521,677																	
Police Department Totals					1,540,701	1,634,413	1,632,111	Annual Totals	64,371	202,752	7,920	1,188	7,003	218,863	9,088	124,856		273,384		100,241	16,321	30,134	77,182	2,765,415
Total Payroll & Benefits for FY22							2,291,336		92,358	276,480	10,800	1,620	9,517	298,417	12,563	175,287		344,957		126,485	22,913	41,658	77,182	3,781,573
Total Payroll & Benefits for FY21 - Comparison							2,247,869		74,939	277,248	10,752	1,728	9,290	299,018	15,188	171,962		325,547		118,593	22,479	42,793	75,465	3,692,871
Difference Between FY21 & FY22							43,467		17,419	-768	48	-108	227	-601	-2,625	3,325		19,410		7,892	434	-1,135	1,717	88,702

# BUDGET DETAIL WORKSHEET - VERSION 5.0

## INSURANCE, LIABILITY, HAZARD, DAMAGE

		FY21	FY22
001-511.101-504.500	<b>TOWN COMMISSION</b>		
	MILTON - GENERAL LIABILITY	\$ 964.44	\$ 1,077.52
	MARSH - ERRORS & OMISSIONS/PUBLIC ENTITY LIAB.	\$ 16,000.00	\$ 17,600.00
	<b>TOTAL LINE ITEM 001-511.101-504.500</b>	<b>\$ 16,964.44</b>	<b>\$ 18,677.52</b>
001-512.102-504.500	<b>TOWN MANAGER</b>		
	MILTON - GENERAL LIABILITY	\$ 192.89	\$ 215.50
	<b>TOTAL LINE ITEM 001-512.102-504.500</b>	<b>\$ 192.89</b>	<b>\$ 215.50</b>
001-513.103-504.500	<b>TOWN CLERK</b>		
	MILTON - GENERAL LIABILITY	\$ 578.67	\$ 646.51
	<b>TOTAL LINE ITEM 001-513.103-504.500</b>	<b>\$ 578.67</b>	<b>\$ 646.51</b>
001-515.105-504.500	<b>BOARDS &amp; COMMITTEES</b>		
	MILTON - GENERAL LIABILITY	\$ 2,700.44	\$ 3,017.05
	<b>TOTAL LINE ITEM 001-515.105-504.500</b>	<b>\$ 2,700.44</b>	<b>\$ 3,017.05</b>
001-519.106-504.500	<b>GENERAL GOVERNMENT</b>		
	MILTON - GENERAL LIABILITY	\$ 72,912.00	\$ 87,494.40
	HARTFORD - BUSINESS TRAVEL & ACCIDENT	\$ 1,450.00	\$ 1,450.00
	HARTFORD - FLOOD	\$ 2,200.00	\$ 2,200.00
	ATLANTIC PACIFIC - STORAGE TANK	\$ 900.00	\$ 1,000.00
	<b>TOTAL LINE ITEM 001-519.106-504.500</b>	<b>\$ 77,462.00</b>	<b>\$ 92,144.40</b>
001-521.107-504.500	<b>PUBLIC SAFETY</b>		
	MILTON - GENERAL LIABILITY	\$ 26,040.00	\$ 31,248.00
	PLASTRIDGE - FIREARMS	\$ 550.00	\$ 550.00
	<b>TOTAL LINE ITEM 001-521.107-504.500</b>	<b>\$ 26,590.00</b>	<b>\$ 31,798.00</b>
001-528.108-504.500	<b>BUILDING DEPT</b>		
	MILTON - GENERAL LIABILITY	\$ 385.78	\$ 646.51
	<b>TOTAL LINE ITEM 001-524.108-504.500</b>	<b>\$ 385.78</b>	<b>\$ 646.51</b>
001-541.113-504.500	<b>PUBLIC WORKS</b>		
	MILTON - GENERAL LIABILITY	\$ 385.78	\$ 646.51
	<b>TOTAL LINE ITEM 001-541.113-504.500</b>	<b>\$ 385.78</b>	<b>\$ 646.51</b>

### Percentages for Milton General Liability Insurance

<b>Budgeted Premium \$124,992</b>	<b>\$ 104,160.00</b>	<b>\$ 124,992.00</b>
Town Commission	\$ 964.44	\$ 1,077.52
Town Manager	\$ 192.89	\$ 215.50
Town Clerk	\$ 578.67	\$ 646.51
Boards & Committees	\$ 2,700.44	\$ 3,017.05
General Government	\$ 72,912.00	\$ 87,494.40
Police Department	\$ 26,040.00	\$ 31,248.00
Building Dept	\$ 385.78	\$ 646.51
Public Works	\$ 385.78	\$ 646.51
<b>Total</b>	<b>\$ 104,160.00</b>	<b>\$ 124,992.00</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 29

# BUDGET DETAIL WORKSHEET - VERSION 5.0

## WORKERS' COMP INSURANCE

		FY21	FY22
001-511.101-502.400	<b>TOWN COMMISSION</b>		
	PGIT - WORKERS COMP	\$ 11,354.45	\$ 14,035.50
	<b>TOTAL LINE ITEM 001-511.101-502.400</b>	<b>\$ 11,354.45</b>	<b>\$ 14,035.50</b>
001-512.102-502.400	<b>TOWN MANAGER</b>		
	PGIT - WORKERS COMP	\$ 2,270.89	\$ 2,807.10
	<b>TOTAL LINE ITEM 001-512.102-502.400</b>	<b>\$ 2,270.89</b>	<b>\$ 2,807.10</b>
001-513.103-502.400	<b>TOWN CLERK</b>		
	PGIT - WORKERS COMP	\$ 6,812.67	\$ 8,421.30
	<b>TOTAL LINE ITEM 001-513.103-502.400</b>	<b>\$ 6,812.67</b>	<b>\$ 8,421.30</b>
001-521.107-502.400	<b>PUBLIC SAFETY</b>		
	PGIT - WORKERS COMP	\$ 56,772.43	\$ 67,370.50
	<b>TOTAL LINE ITEM 001-521.107-502.400</b>	<b>\$ 56,772.43</b>	<b>\$ 67,370.50</b>
001-524.108-502.400	<b>BUILDING DEPARTMENT</b>		
	PGIT - WORKERS COMP	\$ 4,541.78	\$ 8,421.30
	<b>TOTAL LINE ITEM 001-524.108-502.400</b>	<b>\$ 4,541.78</b>	<b>\$ 8,421.30</b>
001-541.113-502.400	<b>PUBLIC WORKS</b>		
	PGIT - WORKERS COMP	\$ 4,541.78	\$ 8,421.30
	<b>TOTAL LINE ITEM 001-541.113-502.400</b>	<b>\$ 4,541.78</b>	<b>\$ 8,421.30</b>
		<b>TOTAL</b>	<b>\$ 109,477.00</b>
	<b>Breakdown:</b>		
	<b>Annual Premium =</b>	<b>\$ 86,294.00</b>	<b>\$ 109,477.00</b>
# Employees			
5	Town Commission	\$ 11,354.45	\$ 14,035.50
1	Town Manager	\$ 2,270.89	\$ 2,807.10
3	Town Clerk/Finance	\$ 6,812.67	\$ 8,421.30
24	Police Department	\$ 56,772.43	\$ 67,370.50
3	Building Department	\$ 4,541.78	\$ 8,421.30
3	Public Works	\$ 4,541.78	\$ 8,421.30
39	<b>Total</b>	<b>\$ 86,294.00</b>	<b>\$ 109,477.00</b>

Premium \$109,477/39 employees = \$2,807.10 per person

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# DEPARTMENTAL BUDGET NARRATIVE

## FY22 CAPITAL FUND

### Version 5.0

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The FY22 budget includes the Capital Improvements Plan which is funded at the Commission direction to meet infrastructure and other capital priorities of the Town. The Capital budget allocates \$783,500 for infrastructure improvements and maintenance, machinery & equipment, and other capital items within this Fund.

Management created 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 since then due to continued nuisance flooding in town. As such, the annualized paving program of \$200,000 was deferred until FY22. Management recommended and the Commission agreed that the annualized road paving program should be further deferred to FY23 due to continued nuisance flooding.

Detailed explanations regarding the request for capital expenditures for FY22 are listed below, and are numbered to coincide with the capital expenditures spreadsheet:

#### # 1

##### **Street Name Sign Replacement Program \$7,000; Low Priority** **NOT APPROVED BY COMMISSION; \$0 Budgeted**

The wooden street name signs of the town are deteriorating over time due to the coastal environment, as well as physical damage from vehicles, etc. Staff recommends a replacement program of the street name signs in order to remain compliant with the law, as some of the signs are too low due to repairs over time. The Public Works Department has done an assessment of the street name signs, and at least 10 signs need to be replaced this year.

Note: This item is for street name signs only. Other street signs such as speed limit signs, directional signs, etc. are not included in this item. Other street sign maintenance is included in the Public Works Department, line item 505.300 Road Materials & Supplies.

#### # 2

##### **Town Hall A/C Units \$7,500; Medium Priority** **NOT APPROVED BY COMMISSION; \$0 Budgeted**

The Town has 11 A/C units at the Town Hall facility. Over the next several years we can expect that some of the AC units will need replacement due to the life of the units which deteriorate quicker due to the coastal environment. The life span of an air conditioning unit in a coastal environment is around 5-10 years. Staff recommends budgeting for the replacement of one of the older units this year at \$7,500.



### **# 3**

#### **Sealcoat & Striping Town Hall Parking Lot \$7,500; Low Priority** **NOT APPROVED BY COMMISSION; \$0 Budgeted**

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

### **# 4**

#### **Police Department Entrance Door Including ADA Setup \$14,000; High Priority** **\$14,000 APPROVED BY COMMISSION**

The Police Department entrance door is currently broken and in need of replacement. \$14,000 will cover the new door plus the retrofit with the equipment necessary to meet ADA guidelines.

### **# 5**

#### **Maintenance of Town Hall Facility \$20,000; Low Priority** **\$20,000 APPROVED BY COMMISSION TO PAINT TOWN HALL**

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/replacement. The Town Commission approved \$10,000 in FY20 & \$10,000 in FY21 for maintenance of the Town Hall facility, with \$9,000 being expended to replace a broken garage door, leaving a balance of \$11,000 in that fund. Management is requesting \$20,000 for FY22 to paint the Town Hall facility (\$15,000) and to continue saving for the eventual roof replacement.

### **# 6**

#### **Fire Hydrant Repair and/or Replacement \$35,000; Medium Priority** **\$0 APPROVED BY COMMISSION – DEFER TO FY23**

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.

The Public Works Department performs flow testing on the fire hydrants each fiscal year to ensure they are in good working order. This routine maintenance is budgeted for in the operating budget under the Public Works Repair & Maintenance line item.

There are approximately 153 fire hydrants in town, of which 121 are the Town's responsibility while the others are private hydrants within the HOA's. 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 5 hydrants in Town will need approximately \$7,000 worth of work for each hydrant totaling \$35,000 in FY22. This may include the hydrant and possibly the service and shut off valve leading up to the hydrant.

Specifications for the hydrant and its appurtenances will have to meet Boynton Beach Utilities criteria since 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.

## **# 7**

### **Wet Well Maintenance for Pump Stations \$15,000; High Priority** **\$15,000 APPROVED BY COMMISSION**

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.

## **# 8**

### **Beach Crossover Repairs \$15,000; Low Priority** **\$15,000 APPROVED BY COMMISSION**

Thompson Street & Corrine Street crossovers are scheduled for replacement in FY21. The priority crossover for repairs in FY22 will be the Porter Street crossover. New railings and decking will be installed.

## **# 9**

### **Pump Repair or Replacement @ Tropical & Woolbright Pump Stations \$70,000; High Priority; \$70,000 APPROVED BY COMMISSION**

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 within 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, for a total of 10 pumps. 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 cost to contract with a company to visually inspect five pumps at one pump station is estimated at \$20,000, which includes field labor and a crane. After inspection, the cost to service one 40-hp pump by replacing all seals, bearings, shaft repair, weld repair, balance impeller, motor bearings, replacing electric cable and blast and zinc coat is estimated at \$27,000. The cost to service one 100-hp pump is estimated at \$32,000. The cost for replacement of one of the 40-hp pumps is estimated at \$54,000, and the cost to replace one of the 100-hp pumps is estimated at \$88,000. The total cost for service and repair for all five pumps at one pump station is estimated at \$167,587. The total cost for service and replacement of all five pumps at one pump station is estimated at \$389,433.

The Town Commission approved \$20,000 in the FY20 five-year capital improvement plan, and staff estimates that \$70,000 or more will be needed for the next several years to properly maintain these pumps. This line item is for pump inspection and repair or replacement only, and not to replace the entire pump station.

## # 10

### **Drainage/Stormwater & Other Infrastructure \$340,000; High Priority** **\$290,000 APPROVED BY COMMISSION**

The Town Engineer provided a separate map, chart, and cost estimates explaining the infrastructure and drainage related repairs needed in town, including bridge and sidewalk repairs. 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.

**a. Curb Replacement/Flow Re-grade Coconut Lane Midblock \$75,000 Requested, \$0 Budgeted, as Town Commission Did Not Approve Item**

Coconut Lane is approximately 920 linear feet long and 17 feet wide. It is located west of North Ocean Boulevard, one street north of East Ocean Avenue. The street currently includes curbing and pipes under most driveways. The pipes under the driveways are not being maintained by the home owners are therefore the drainage system is not working properly. See picture below to see clogged pipe.

Staff is proposing to remove the drain pipes in the driveways, construct swales in the right-of-way including in the driveways and leave the existing curb. This will allow water to flow west along Coconut Lane to the existing drainage system, which includes a pumping station next to the cul-de-sac.

**b. Raise Cul de Sac Spanish River Drive \$0 (defer to FY23)**

Lots 47 and 48 of Spanish River Drive are located in a cul-de-sac at the end of Spanish River Drive on Inlet Cay Island. There are catch basins, pipes and an inline valve to hold back tidal waters. The cul-de-sac is the lowest cul-de-sac on the island and experiences periodic flooding after rain events. Staff plans to reconstruct the cul-de-sac to raise the elevations of the curb and pavement. This improvement will allow the road to be higher than most of the ground water seepage during high tides.

The home on Lot 47 has a finished floor elevation of 4.03 ft. The current owner plans to raise the home to the required elevation, however, there is no timeline established. Only after or concurrently with their construction can we raise the cul-de-sac, so placing this item in the FY22 budget may be premature. Budgeted range is from \$95,000 to \$150,000.

**c. Catch Basin Upgrade/Valve Replacements Spanish River Dr \$0 (defer to FY23)**

The Town has been observing abnormally long-standing Stormwater in front of and around lots 60, 62/63, and 54/55 Spanish River Drive. As other areas on Inlet Cay Island tend to drain as low tide approaches, these areas do not seem to drain as quickly. The Plat of Inlet Cay indicates that a 10-foot drainage easement exists (5ft. on either side) between the 62/63 and 54/55 lots. This allows us the ability to traverse the easement and replace the valves at the outfall. The catch basin at lot 60 needs to be replaced to allow better flow through the outfall pipe. Budgeted range is from \$30,000 to \$50,000.

**d. Bridge Repairs – Inlet Cay, Island Dr, Sabal Island Dr \$240,000**

There are three bridges in the Town that Florida Department of Transportation (FDOT) inspected this past year, two in Sept. 2020 and one in Jan. 2021. The bridges are on Inlet Cay Drive, Sabal Island Drive, and Island Drive. The FDOT inspects bridges generally every two years and recommend repairs to be completed within the next two year cycle. The recommended repairs include cracks in the asphalt, chipped away concrete and exposed steel under the

bridges, clean and paint corrosion stains, and re-striping. These repairs are required to prevent further damages. The budgeted range for each bridge is listed below and are all a high priority within the 2021/2022 Fiscal Year:

Inlet Cay Bridge is estimated at \$50,000 to \$70,000

Sabal Island Bridge is estimated at \$70,000 to \$90,000

Island Drive Bridge is estimated at \$70,000 to \$90,000

The Town Engineer recommends adding a line item to the 5-year capital improvements plan to save for bridge and seawall infrastructure repair and eventual replacement as well.

**e. Sidewalk Repairs – Ocean Avenue \$50,000**

An Agreement exists between the Town and FDOT in reference to the brick paver sidewalk along Ocean Avenue in which the brick pavers are maintained by the Town. The date of the Agreement was April 30, 2001 and was associated with the FDOT Ocean Avenue Bridge and Road Improvements Project. The sidewalks along Ocean Avenue, west of North Ocean Blvd and east of the Bridge, are in need of repairs. The sidewalk appears to have gaps between the brick pavers throughout the road and gaps between the concrete and pavers along the bridge approach. This can cause potential tripping hazards. In order to provide the proper ADA and FDOT requirements, the brick pavers will be removed and reset. Budgeted range is estimated at \$20,000 to \$50,000.

## **#11**

**Potable Water Infrastructure Repair & Replacement \$110,000; Medium Priority**  
**\$0 APPROVED BY COMMISSION – DEFER TO FY23**

The Town owns its own potable water infrastructure, and contracts with the City of Boynton Beach to provide potable water service to the Town. Through the contract, the Town collects water utility tax revenue in order to maintain the infrastructure. Historically, the amount collected through water utility tax has only been enough for the Town to budget for potable water infrastructure repairs (water main breaks and small leaks) in the general operating budget in the amount of \$30,000 per year. However, the Town has not budgeted for potable water infrastructure major repair and replacement in the capital improvements plan and should plan to do so for the future.

The Town Engineer will need to determine which pipes are the oldest and in most need of replacement and provide cost estimates for future replacement. The Town can either save money for this purpose through the capital improvements plan, or will need to bond it out when the time comes for replacement. Management recommends saving now through the capital improvements plan in order to save the town money in interest fees in the future that would need to be paid if a bond was issued for the project.

## **# 12**

**Ocean Ave Street Light Replacement Program \$125,000; High Priority**  
**\$125,000 APPROVED BY COMMISSION**

The Town has an agreement with the State to maintain the street lights on Ocean Avenue. Revenue is derived from the State to cover a portion of the costs. There are a total of 46 street lights on Ocean Avenue, and staff is proposing that we replace 10

of the lights in FY22 that are in the worst condition currently. This item will need to be placed on the 5-year capital program as it will be a recurring cost each year as we cycle through all of the lights for a five year period. The life expectancy for these lights is around 20 years. The proposal of \$68,000 received by a contractor is for the lights only, and we estimate that it will cost around \$60,000 in addition to that for installation of the lights and FDOT approved electrical wiring and connections, for a total of approximately \$125,000 for the replacement of 10 out of the 46 street lights.

## **# 13**

### **Paving Plan \$200,000; Low Priority**

#### **\$0 Approved by Commission; DEFERRED TO FY23**

The last annualized road paving was completed in two phases between FY17 and FY18, as the Town Commission decided to focus more on drainage infrastructure repairs in FY19-FY21 due to continued nuisance flooding in town. As such, the annualized paving program of \$200,000 was deferred until FY22. The paving program is up for consideration for FY22; however, Management recommends deferring for another year due to other high priority projects to complete.

During the first phase of the paving program that was completed in FY17, we paved Harbour Drive North & South, Engle Drive, Ridge Lane, West Anna Street, Bonito Drive, Marlin Drive, and Island Drive. During the second phase of the paving program in FY18, we paved East Anna Street, Beachway Drive, Island Drive South, Dolphin Road, Dolphin Bend, Osprey Drive, Oceanview Drive, Douglas Drive, and Fayette Drive.

The town should consider paving the streets that are in the "C" grading category in FY23, with costs to be determined by the Town Engineer.

## **# 14**

### **Newly Fully Equipped Fleet Vehicles (2) Police (1) Building Department \$150,000 for Purchase Option or \$75,000 for Capital Lease Option; Medium Priority**

#### **\$75,000 APPROVED BY TOWN COMMISSION FOR CAPITAL LEASE OPTION**

The Police Department currently maintains a fleet of 9 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, and one is a donated vehicle assigned to the Community Police Officers.

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 nine fleet vehicles, three are scheduled for replacement during this fiscal year.

Under a purchase option: 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 FY22. 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 vehicles to be considered for trade and replacement are 1) Patrol Vehicle #561: 2014 Ford Explorer, current mileage is 58,869 with total engine hours of 80,451; and 2) Patrol Vehicle #1702: 2017 Ford Explorer, current mileage is 80,443 with total engine

hours of 257,202. This vehicle is currently out of warranty and is being transferred from patrol to the spare during FY21; and 3) Patrol Vehicle #1801: 2018 Ford Explorer, current mileage is 66,866 with total engine hours of 206,547. This vehicle is expected to exceed the warranty during FY22.

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 \$5,000 to \$20,000. 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 recommended changing the rotation schedule from three years to four years based on repair & maintenance data and trade values, and the availability of extended warranties, keeping in mind that the 75,000 mile extended warranty would likely run out before the vehicle is traded. This would mean trading 3 vehicles in one year, 2 vehicles the second year, 2 vehicles the third year, and 2 vehicles the fourth year.

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.

Under a capital lease option: A second option is to contract with Enterprise for a capital lease program. Under this option, the current Town fleet will be rotated out during a 10 year period, with 4 vehicles rotated out in year 1 to address our current needs, at a cost of approximately \$65-75,000. Under the capital lease program, it is estimated that the Town would save approximately \$175,000 during the 10 year period. A separate information sheet regarding the capital lease program has been provided in the budget package.

## **# 15**

### **Commission Chambers Audio System \$60,000; High Priority** **\$60,000 APPROVED BY COMMISSION**

Our audio system in the Commission Chambers is no longer working, which in turn impacts our lighting and recording capabilities. We have been trying to place a "band aid" on the system for the last couple of years, but it has reached life expectancy. We have been using the following methods to accommodate:

**Recording:** We have been using a handheld device and GoToMeeting to record the meetings. The challenges with using these two alternate methods is that the handheld device does not record in the format accepted by Youtube or the Town Website. GoToMeeting's have been recording properly with the new bi-directional microphone, but this can be impacted by internet connectivity prior to or during the meeting, making this an unreliable option.

**Microphone:** As many of you have noticed, the microphones are no longer working the way that they are supposed to. We have the volume way higher than recommended and people in the back of the room are still not able to hear, and this is causing static feedback during the meetings. Staff and technicians have attempted to correct this issue, but the system is failing. The only thing we can do is continue to

speaking louder at the meetings, which is problematic with mandatory masks during COVID-19.

**Lighting:** The lighting system is also connected through this system and is currently not working as it should. Right now, we only have the capability of all on or all off, and this would impact any events that need only certain lighting. Should the system fail completely, it will impact our ability to even control basic lighting within the room.

This system needs to be replaced with one that is more encompassing of our needs. We desire a system that is compatible with hosting online meetings so the system could incorporate audio, video and recording functions for both online meetings and in person meetings. We would also like to evaluate the ability of separating the lights completely from the system so that they can be controlled manually. The new system would also provide us with the opportunity to display different video or display functions on each television, which will increase productivity of presentations. Even though we would like something simpler, the costs are estimated to be approximately \$60,000 for a more efficient audio, video and lighting system.

## **# 16**

### **Crosswalk Near Crown Colony/Fayette Drive \$10,000; High Priority** **\$10,000 APPROVED BY COMMISSION: TO BE FUNDED BY REVENUE OFFSET** **FROM CROWN COLONY DONATION**

In 2019, 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 included in the FY21 budget at \$10,000 and staff has been working on a second application with FDOT. At the time, the Town Engineer estimated that the total cost to install the crosswalk would be \$10,000. Throughout the application process, we have been notified by FDOT that there are new lighting laws that went into effect in 2016 that we must adhere to, and the proposed costs for upgraded lighting and removal of trees and vegetation in the FDOT right-of-way due to sight-line issues will cost the town approximately \$10,000 extra.

## **# 17**

### **Valve Can Locators \$65,000; High Priority** **\$65,000 APPROVED BY COMMISSION**

As the Public Works Department continues to maintain the Town's water distribution infrastructure, locating water valves has been time consuming and exhaustive. Valves, which have been above ground in the past, are now buried and difficult to locate. We observed valves buried under dirt and sod and valves that are covered in construction materials like gravel and fabric. The following are recommendations regarding valve locations:

1. Locate, paint, and identify all valves;
2. Extend valve cans to ground level wherever valves are buried;
3. Pour concrete collars around valves at ground level; and
4. Revise the Town's G.I.S maps if needed.

## **# 18**

### **Potable Water Valve Installation Inlet Cay Drive \$11,000; High Priority** **\$11,000 APPROVED BY COMMISSION**

While completing a project on Spanish River Drive, Public Works discovered a missing water valve on Inlet Cay Drive. A new valve needs to be installed in order to properly shut down the potable water along Inlet Cay Drive in order to minimize the need to issue boil water notices to the whole island.

## **# 19**

### **Replace All-Terrain Vehicle \$8,500; Low Priority**

#### **\$8,500 APPROVED BY COMMISSION**

The Town owns a total of three all-terrain vehicles and a low speed vehicle that are shared between the Police Department and Public Works Department. Due to increased wear and tear on the vehicles from beach patrols especially during the pandemic, the 2020 ATV has been failing on a consistent basis over the past few months and will need to be replaced in 2022. Trading in the current unit will likely reduce the total costs for the new ATV.

## **# 20**

### **Commercial Lawn Mower \$5,000; Medium Priority**

#### **\$5,000 APPROVED BY COMMISSION**

We currently own a household John Deere lawn tractor not capable of commercial mowing. Palm fronds and other vegetation often get in the way of mowing along A1A and in the alleyways, and a heavier duty commercial mower is needed for efficiency in order to save time. The current John Deere mower could be sold or traded in to reduce the actual costs of a new mower.

### **Defer to FY23 – Replace Drain Field at Town Hall \$40,000; Low Priority**

The drain field at Town Hall is 14 years old with a life expectancy of 10-30 years. Over the past 3 years we have noticed periodic sink holes in the drain field area, as well as backups internally. We provide annual maintenance by way of tank pumping and chemical enzyme treatments. Staff recommends replacement soon, however, it is not a high priority at this time.



**TOWN OF OCEAN RIDGE**

**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

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

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

Departments, Funds & Descriptions	FY 2017 Actual	FY2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 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	0	0	0	0.00%	
<b>Dept: 380.000 Non - Revenues</b>								
380.100 Fund Balance Unappropriated	115,000	0	0	0	0	188,000	0.00%	Capital Reserves
381.100 Interfund Transfer	218,500	188,675	138,576	536,000	421,000	595,500	41.45%	Transfer from General Operating Acct
<b>Capital Fund Revenue Totals</b>	<b>333,500</b>	<b>188,675</b>	<b>138,611</b>	<b>536,000</b>	<b>421,000</b>	<b>783,500</b>	<b>86.10%</b>	
<b>Capital Fund Expenditures</b>								
<b>Dept: 519.106 General Government</b>								See Capital Improvement Plan for Breakdown of Capital Expenditures
503.100 Professional Services	0	0	0	0	0	0	0.00%	
504.900 Other Current Charges	0	0	0	0	0	0	0.00%	
506.100 Land (Capital Outlay)	0	0	0	0	0	0	0.00%	
506.200 Buildings (Capital Outlay)	0	0	0	8,831	10,000	34,000	240.00%	
506.400 Machinery & Equipment	0	0	0	30,129	0	60,000	100.00%	
<b>General Government Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,960</b>	<b>10,000</b>	<b>94,000</b>	<b>840.00%</b>	
<b>Dept: 521.107 Law Enforcement &amp; Fire Control</b>								
506.400 Machinery & Equipment	118,500	0	0	25,819	106,000	64,750	-38.92%	
<b>Law Enforcement &amp; Fire Control Totals</b>	<b>118,500</b>	<b>0</b>	<b>0</b>	<b>25,819</b>	<b>106,000</b>	<b>64,750</b>	<b>-38.92%</b>	
<b>Dept: 524.108 Building &amp; Inspection Services</b>								
506.400 Machinery & Equipment	0	0	0	0	0	18,750	100.00%	
<b>Building &amp; Inspection Services Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,750</b>	<b>100.00%</b>	
<b>Dept: 539.112 Other Physical Environment</b>								
503.100 Professional Services	15,000	0	0	0	0	0	0.00%	
503.120 Town Engineer	0	0	0	0	0	0	0.00%	
504.900 Other Current Charges (Bank Fees)	0	757	393	0	0	0	0.00%	
506.300 Improvements Not Buildings	200,000	173,681	85,305	250,704	260,000	601,000	131.15%	
506.310 Bridge Construction	0	0	0	0	0	0	0.00%	
506.330 Inlet Cay Piling Repairs	0	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>250,704</b>	<b>260,000</b>	<b>601,000</b>	<b>131.15%</b>	

**TOWN OF OCEAN RIDGE**

**Proposed 2021-2022 Fiscal Year Budget (FY22)**

FY22 Budget Workbook: Version 5.0

CAPITAL FUND #302 - DEPT: CAPITAL INVESTMENT

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

Departments, Funds & Descriptions	FY 2017 Actual	FY2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Budgeted	FY 2022 Proposed	% change F19>F20	User Notes
<b>Dept: 541.112 Public Works</b>								
506.400 Machinery & Equipment	0	0	0	0	45,000	5,000	-88.89%	
<b>Pubic Works Totals</b>	0	0	0	0	45,000	5,000	-88.89%	
Capital Fund Expenditures Sub Totals	333,500	174,438	85,698	315,483	421,000	783,500	86.10%	
Fund Balance, Reserves, Net Assets	0	0	0	0	0	0	0.00%	
Capital Fund Expenditures Totals	333,500	174,438	85,698	315,483	421,000	783,500	86.10%	
<b>Revenue Over Expenditure</b>	0	14,320	52,913	220,517	0	0		

### CAPITAL ITEMS - FY22 BUDGET VERSION 5.0

ITEM #	ITEM DESCRIPTION	PRIORITY	DEPARTMENT	REQUESTED	APPROVED	NOTES
<b>5-YEAR CAPITAL IMPROVEMENTS PLAN</b>						
1	STREET NAME SIGN REPLACEMENT PROGRAM	LOW	GEN GOVT	\$ 7,000	\$ -	NOT APPROVED; EXPEND FROM CONTINGENCY
2	AC UNIT FOR TOWN HALL FACILITY (\$7,500 EACH)	MEDIUM	GEN GOVT	\$ 7,500	\$ -	NOT APPROVED; EXPEND FROM CONTINGENCY
3	SEALCOAT & STRIPING TOWN HALL PARKING LOT	LOW	GEN GOVT	\$ 7,500	\$ -	NOT APPROVED; DEFER TO FY23
4	DOOR REPLACEMENTS FOR TOWN HALL PLUS ADA SETUP	HIGH	GEN GOVT	\$ 14,000	\$ 14,000	PD DOOR REPLACE & ADA EQUIP; APPROVED
5	MAINTENANCE OF TOWN HALL FACILITY (ROOF & PAINTING)	LOW	GEN GOVT	\$ 20,000	\$ 20,000	YEAR 3 OF 5-YEAR CAPITAL PLAN; APPROVED
6	FIRE HYDRANT REPAIR AND/OR REPLACEMENT	HIGH	OTHER PHYSICAL ENVIRON	\$ 35,000	\$ -	YEAR 3 OF 5-YEAR CAPITAL PLAN; DEFER TO FY23
7	WET WELL MAINTENANCE - TROPICAL & WOOLBRIGHT	HIGH	OTHER PHYSICAL ENVIRON	\$ 15,000	\$ 15,000	YEAR 3 OF 5-YEAR CAPITAL PLAN; APPROVED
8	BEACH CROSSOVER REPAIR AND/OR RE-CONFIGURATION	LOW	OTHER PHYSICAL ENVIRON	\$ 15,000	\$ 15,000	PORTER CROSSOVER PRIORITY; UP FOR DISCUSSION
9	PUMP REPLACEMENT AT TROPICAL & WOOLBRT PUMP STAT.	HIGH	OTHER PHYSICAL ENVIRON	\$ 70,000	\$ 70,000	YEAR 3 OF 5-YEAR CAPITAL PLAN; APPROVED
10	DRAINAGE & OTHER INFRASTRUCTURE (NOTE 1)	HIGH	OTHER PHYSICAL ENVIRON	\$ 415,000	\$ 290,000	SEE ENGENUITY'S PROJECT LIST ATTACHED; APPROVED
11	POTABLE WATER INFRASTRUCTURE REPAIR & REPLACEMENT	MEDIUM	OTHER PHYSICAL ENVIRON	\$ 110,000	\$ -	YEAR 1 OF 5-YEAR CAPITAL PLAN; DEFER TO FY23
12	OCEAN AVENUE STREET LIGHT REPLACEMENT	HIGH	OTHER PHYSICAL ENVIRON	\$ 125,000	\$ 125,000	YEAR 1 OF 5-YEAR CAPITAL PLAN; APPROVED
13	PAVING PLAN	LOW	OTHER PHYSICAL ENVIRON	\$ 200,000	\$ -	NOT APPROVED; DEFERRED TO FY23
14	NEW FULLY EQUIPPED VEHICLES - (2) POLICE; (1) BUILDING DEPT	MEDIUM	POLICE DEPT/BUILDING DEPT	\$ 150,000	\$ 75,000	ENTERPRISE CAPITAL LEASE; UP FOR DISCUSSION
			<b>TOTAL 5-YEAR CAPITAL PLAN</b>	<b>\$ 1,191,000</b>	<b>\$ 624,000</b>	
<b>NEW ONE-TIME CAPITAL PROJECT REQUESTS</b>						
15	COMMISSION CHAMBERS AUDIO SYSTEM REPLACEMENT	HIGH	GENERAL GOVERNMENT	\$ 60,000	\$ 60,000	APPROVED
16	CROWN COLONY CROSSWALK LIGHTING	HIGH	OTHER PHYSICAL ENVIRON	\$ 10,000	\$ 10,000	ADD'L NEED FOR REQ LIGHTING; APPRV W/CONDITIONS
17	VALVE CAN LOCATORS (APPROX. 200 VALVES @ \$275-500 EACH)	HIGH	OTHER PHYSICAL ENVIRON	\$ 65,000	\$ 65,000	APPROVED; INCLUDES COST FOR EXERCISING VALVES
18	POTABLE WATER VALVE INSTALLATION INLET CAY DRIVE	HIGH	OTHER PHYSICAL ENVIRON	\$ 8,000	\$ 11,000	APPROVED - INCREASED FROM \$8K TO \$11K QUOTED
19	ALL TERRAIN VEHICLE - PD	MEDIUM	POLICE DEPARTMENT	\$ 8,500	\$ 8,500	APPROVED
20	COMMERCIAL LAWN MOWER	MEDIUM	PUBLIC WORKS	\$ 5,000	\$ 5,000	APPROVED
			<b>TOTAL NEW REQUESTS</b>	<b>\$ 156,500</b>	<b>\$ 159,500</b>	
			<b>GRAND TOTAL</b>	<b>\$ 1,347,500</b>	<b>\$ 783,500</b>	

#### DISTRIBUTION:

GENERAL GOVERNMENT		\$ 94,000
OTHER PHYSICAL ENVIRONMENT		\$ 601,000
BUILDING DEPARTMENT		\$ 18,750
POLICE DEPARTMENT		\$ 64,750
PUBLIC WORKS		\$ 5,000
<b>GRAND TOTAL</b>		<b>\$ 783,500</b>

**TOWN OF OCEAN RIDGE**

**5 YEAR CAPITAL IMPROVEMENTS PLAN - YEAR 3, FY22 VERSION 5.0**

ITEM DESCRIPTION	PRIORITY	DEPARTMENT	YEAR EXPENDED	FY20	FY21	FY22	FY23	FY24	TOTAL	NOTES
PUBLIC WORKS MACHINERY & EQUIPMENT	HIGH	GEN GOVT	2020-2024	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 12,500	
PUBLIC WORKS TRUCK BED & LIGHTS	HIGH	GEN GOVT	2020	\$ 15,700	\$ -	\$ -	\$ -	\$ -	\$ 15,700	
PUBLIC WORKS TOOLS	HIGH	GEN GOVT	2020-2024	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 5,500	
REPLACE PUBLIC WORKS PICKUP WITH UTILITY TRUCK	MEDIUM	GEN GOVT	2021	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	
WOOLBRIGHT DETENTION AREA MAINTENANCE & TILLING	HIGH	PHYS ENVIRO	2020-2024	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	
STORM DRAIN MAINTENANCE/OUTFALL REPAIRS	HIGH	PHYS ENVIRO	2020-2024	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000	
CAMERA SYSTEM FOR PUMP STATIONS	HIGH	PHYS ENVIRO	2020	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	
VULNERABILITY STUDY	NOT RATED	PHYS ENVIRO	2020	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000	
BODY WORN CAMERA SYSTEM FOR POLICE OFFICERS	HIGH	POLICE DEPT	2020	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	
SECURITY WINDOWS - 1 DISPATCH, 2 TOWN HALL	HIGH	POLICE DEPT	2021	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000	
ALL TERRAIN VEHICLE	HIGH	POLICE DEPT	2020	\$ 7,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 17,000	
CROSSWALK NEAR CROWN COLONY/FAYETTE DRIVE	NOT RATED	PHYS ENVIRO	2021	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
REPLACE TOWN HALL FACILITY DRAIN FIELD	HIGH	GEN GOVT	2022	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	DEFERRED FY21; SEEKING TO DEFER AGAIN
STREET NAME SIGN REPLACEMENT PROGRAM	LOW	GEN GOVT	2020-2024	\$ 6,000	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 20,000	DEFERRED FY21; SEEKING FY22 APPROVAL
AC UNIT FOR TOWN HALL FACILITY (\$7,500 EACH)	MEDIUM	GEN GOVT	2020-2024	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 22,500	DEFERRED FY21; SEEKING FY22 APPROVAL
SEALCOAT & STRIPING TOWN HALL PARKING LOT	LOW	GEN GOVT	2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	DEFERRED 2 YRS; SEEKING APPROVAL IN FY22
DOOR REPLACEMENTS FOR TOWN HALL PLUS ADA SETUP	HIGH	GEN GOVT	2020	\$ 6,650	\$ 10,000	\$ 14,000	\$ -	\$ -	\$ 30,650	FY20 TH DOOR; FY21 TH ADA; FY22 PD DOOR/ADA
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 & 21; SEEKING FY22 APPROVAL
WET WELL MAINTENANCE - TROPICAL & WOOLBRIGHT	HIGH	PHYS ENVIRO	2024	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 70,000	APPROVED FY20 & 21; SEEKING FY22 APPROVAL
BEACH CROSSOVER REPAIR AND/OR RE-CONFIGURATION	LOW	PHYS ENVIRO	2020-2024	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	APPROVED FY20 & 21; SEEKING FY22 APPROVAL
FIRE HYDRANT REPAIR AND/OR REPLACEMENTS	HIGH	PHYS ENVIRO	2020-2024	\$ 100,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 130,000	APPROVED FY20 & 21; SEEKING FY22 APPROVAL
PUMP REPLACEMENT AT TROPICAL & WOOLBRT PUMP STAT.	HIGH	PHYS ENVIRO	2024	\$ 20,000	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ 160,000	APPROVED FY20 & 21; SEEKING FY22 APPROVAL
DRAINAGE & OTHER INFRASTRUCTURE (NOTE 1)	HIGH	PHYS ENVIRO	2020-2024	\$ 135,000	\$ 140,000	\$ 50,000	\$ 300,000	\$ 300,000	\$ 925,000	SEE ENGENUITY'S PROJECT LIST ATTACHED
NEW FULLY EQUIPPED POLICE VEHICLES	MEDIUM	POLICE DEPT	2021-2024	\$ -	\$ 50,000	\$ 75,000	\$ 100,000	\$ 100,000	\$ 325,000	FY20 = 0; FY21 = 1; FY22 SEEKING APPROVAL FOR 4
POTABLE WATER INFRASTRUCTURE REPAIR & REPLACEMENT	MEDIUM	PHYS ENVIRO	UNKNOWN	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000	\$ 220,000	
BRIDGE & SEAWALL INFRASTRUCTURE REPAIR & REPLACE	MEDIUM	PHYS ENVIRO	2022	\$ -	\$ -	\$ 240,000	\$ 50,000	\$ 50,000	\$ 340,000	SEE ENGENUITY'S PROJECT LIST ATTACHED
COMMISSION CHAMBERS AUDIO SYSTEM REPLACEMENT	HIGH	GEN GOVT	2022	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000	
CROWN COLONY CROSSWALK LIGHTING	HIGH	PHYS ENVIRO	2022	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	
VALVE CAN LOCATORS (APPROX. 200 @ \$275-500 EACH)	HIGH	PHYS ENVIRO	2022	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000	
POTABLE WATER VALVE INSTALLATION INLET CAY DRIVE	HIGH	PHYS ENVIRO	2022	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ 11,000	
ALL TERRAIN VEHICLE - PD	MEDIUM	POLICE DEPT	2022	\$ -	\$ -	\$ 8,500	\$ -	\$ -	\$ 8,500	
COMMERCIAL LAWN MOWER	MEDIUM	PUBLIC WORKS	2022	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	
OCEAN AVENUE STREET LIGHT REPLACEMENT	HIGH	PHYS ENVIRO	2022-2024	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 375,000	
<b>TOTALS</b>				<b>\$ 536,350</b>	<b>\$ 421,000</b>	<b>\$ 783,500</b>	<b>\$ 789,500</b>	<b>\$ 749,500</b>	<b>\$ 3,269,850</b>	
									\$ -	

NOTE 1: 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				4/9/2021		
#	LOCATION	DESCRIPTION	JURISDICTION	PRIORITY	COST ESTIMATE	FISCAL YEAR
1	Douglas Drive	Midblock paving due to overlay project	Town of Ocean Ridge	Low	\$25,000 - \$ 50,000	2024/2025 <div></div>
2	Tropical Drive Pump Station	Upgrade generator	Town of Ocean Ridge	High	\$100,000 - \$150,000	2020/2021 <div></div>
3	Hibiscus Way/Midlane Road	No swales - Lift variance on lot	Private/Town of Ocean Ridge	Low	\$5,000 - \$10,000	2023/2024 <div></div>
4	Harbour Dr S cul-de-sac	No outfall easement	Private	Low	T.B.D	2022/2023 <div></div>
5	Harbour Dr N cul-de-sac	No outfall easement	Private	Low	T.B.D	2022/2023 <div></div>
6	Harbour Dr N	Midblock - No easement	Private	Low	T.B.D	2022/2023 <div></div>
7	5929 Old Ocean	Tidal flooding	Private/Town of Ocean Ridge	Low	T.B.D	2024/2025 <div></div>
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	2023/2024 <div></div>
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 Seawall	Tidal Issue- Need Seawall	Town of Ocean Ridge/ Private	Medium	\$400,000 - \$500,000	2024/2025 <div></div>
14	Coconut Lane Midblock	Curb replace/Flow regrade	Town of Ocean Ridge	Medium	\$50,000 - \$75,000	2021/2022 <div></div>
15	Inlet Cay Island	Pipe/Catch basin grouting (ongoing)	Town of Ocean Ridge	High	\$10,000 - \$15,000	2020/2021 <div></div>
16	47/48 Spanish River Area	Raise cul-de-sac/Drainage (only if 47 raised)	Private/Town of Ocean Ridge	High	\$95,000 - \$150,000	2021/2022 <div></div>
17	60,62/63,54/55 Spanish River	Catch basin upgrade/ Valve replacements (2)	Town of Ocean Ridge	High	\$30,000 - \$50,000	2021/2022 <div></div>
18	Inlet Cay Drive Bridge	Repairs Per FDOT Report	Town of Ocean Ridge	High	\$50,000 - \$70,000	2021/2022 <div></div>
19	Inlet Cay Seawall	Raise elevation	Town of Ocean Ridge/Private	Medium	\$120,000 - \$150,000	2022/2023 <div></div>
20	126/127 Marlin Drive	Ponding - Due to overlay project	Town of Ocean Ridge	Low	T.B.D	2023/2024 <div></div>
21	Sabal Island Bridge	Repairs Per FDOT Report	Town of Ocean Ridge	High	\$70,000 - \$90,000	2021/2022 <div></div>
22	Ocean Ave Sidewalks	Brick Paver Adjustments/Repair	Town of Ocean Ridge	High	\$20,000 - \$50,000	2021/2022 <div></div>
23	Island Drive Bridge	Repairs Per FDOT Report	Town of Ocean Ridge	High	\$70,000 - \$90,000	2021/2022 <div></div>
	FOOTNOTE: Last updated- 4/09/21	*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.		FISCAL YEAR: <div><div></div> 2020-2021</div> <div><div></div> 2021-2022</div> <div><div></div> 2022-2023</div> <div><div></div> 2023-2024</div> <div><div></div> 2024-2025</div>	TOTAL COST ESTIMATE: <div>\$110,000 - \$165,000</div> <div>\$358,000 - \$575,000</div> <div>T.B.D</div> <div>T.B.D.</div> <div>T.B.D.</div>	LINE ITEMS: <div>2, 15,</div> <div>14, 16, 17, 18, 21, 22, 23</div> <div>4, 5, 6, 19</div> <div>3, 9, 20</div> <div>1, 7, 13</div>