

TOWN OF OCEAN RIDGE

AGENDA



Sept. 16, 2014

5:01 P.M.

TOWN HALL – MEETING CHAMBERS

TOWN COMMISSION

Mayor Geoffrey A. Pugh

Commissioner Gail Adams Aaskov

Commissioner Lynn A. Allison

Commissioner James A. Bonfiglio

Commissioner Richard J. Lucibella

ADMINISTRATION

Town Manager Kenneth N. Schenck

Town Attorney Kenneth G. Spillias

Town Clerk Karen E. Hancsak

Police Chief Christopher Yannuzzi

RULES FOR PUBLIC PARTICIPATION

1. **PUBLIC COMMENT:** The public is encouraged to offer comments with the order of presentation being as follows: Town Staff, public comments, Commission discussion and official action. Town Commission meetings are business meetings and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to three minutes or less.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
 - A. **Public Hearings:** Any citizen is entitled to speak on items under this section.
 - B. **Public Comments:** Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible individual grievances should first be taken up with the Town Staff.
 - C. **Regular Agenda and First Reading Items:** When extraordinary circumstances or reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.
2. **ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members present.

APPELLATE PROCEDURES

Please be advised that if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record.

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at 732-2635 at least 2 days prior to the meeting in order to request such assistance.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

A. Fiscal Year 2014-2015 Budget

- 1. Consideration of adopted Tentative Budget and Proposed Millage Rate for Fiscal Year 2014-2015 and Announce that the 5.3500 Millage Rate is more than the Rolled Back Rate of 5.0680 by 5.56%**
- 2. Adopt Resolution No. 2014-10 Making a Tax Levy Based on the 2014 Assessment Roll with a Final Millage Rate for Fiscal Year 2014-2015**
- 3. Adopt Resolution No. 2014-11 Adopting an Annual Final Budget and Appropriating Funds Beginning October 1, 2014 and Ending September 30, 2015, Providing an Effective Date**
- 4. Resolution No. 2014-12; Updating Funds for the Capital Projects Fund for the Fiscal Year Beginning October 1, 2014 and Ending September 30, 2015**

ADJOURNMENT

**NEXT SCHEDULED TOWN MEETING(S):
OCTOBER 6, 2014 AT 6:00 P.M. REGULAR TOWN COMMISSION MEETING**

Memorandum

To: TOWN COMMISSION, TOWN MANAGER
From: Karen E. Hancsak, Town Clerk
Date: Sept. 9, 2014
Re: CHANGES TO THE PROPOSED FY 2014/15 BUDGET

The Budget Presentation and Setting the Proposed Millage meeting was held on July 23, 2014 at 8:30 AM which resulted in no Commission Action changes, however; several necessary changes were identified. These revenue/expenditure changes resulted in a \$25,878 decrease in expenditures, a \$10,500 increase in revenues and a reduction in the surplus to balance of \$36,378.

The August 11, 2014 Budget Meeting resulted in the Commission removing several items from the budget which included: Golf Cart (\$3,000 reduction), Two Police Vehicles (\$76,000), and a portion of the New Alarm Monitoring System (\$18,000). Due to these changes the Repair/Maintenance Account in Law increased (\$4,000) and the Revenue – Equipment Sales reduced due to no police vehicle trade ins (\$10,000). These revenue/expenditure changes resulted in a \$93,000 additional decrease in expenditures, a \$10,000 decrease in revenues, and an additional reduction in the surplus funds to balance the budget of \$83,000.

9/9/14 Budget Meeting had in 1 change – \$3,800 addition to the Clerk Department.

9/10/14 per direction from the Town Manager the budget was revised to reflect a change from a 2.5% increase to topped out employees effective Oct. 1st to a maximum of 3% to topped out employees on their anniversary date. This resulted in a \$5,592 decrease in expenditures

The Budget with the most revisions (still with a 5.35 millage rate):

	Sept. 9 th	Sept 10 th
Current Revenue with Changes	\$5,567,122	\$5,567,122
Current Expenditures with Changes	\$5,888,172	\$5,878,780
Proposed Surplus to Balance Budget	\$ 321,050	\$ 311,658

These figures included the \$150,000 transfer to Capital Projects. See attached summary page.

MEMORANDUM FOR THE TOWN COMMISSION

Memorandum

To: TOWN COMMISSION
From: Karen E. Hancsak, Town Clerk
Date: September 16, 2014
Re: MOTIONS FOR FINAL ADOPTION

MUST BE COMPLETED IN THIS ORDER

1. Consideration of FY 2014-2015 Budget

Announce – THE TOWN OF OCEAN RIDGE’S ROLLED BACK RATE IS \$5.0680 AND THE TENTATIVE MILLAGE RATE WILL BE \$5.3500 WHICH IS 5.56% MORE THAN THE ROLLED BACK RATE

2. I move that Resolution No. 2014-10 making a tax levy based on the 2014 Assessment Roll with a final millage rate of \$5.3500 per \$1,000 of assessed valuation be adopted for the 2014 – 2015 general operating revenues.
3. I move to adopt Resolution No. 2014-11 appropriating funds for the Fiscal Year 2014-2015 for the Ocean Ridge Budget to be finalized at \$5,878,780 for operating expenses.
4. I move that Resolution No. 2014-12 reappropriating funds for the Capital Projects Fund for Fiscal Year 2014 – 2015 be adopted.

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2014-10

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, ESTABLISHING TAX LEVIES IN AND FOR THE TOWN OF OCEAN RIDGE, FLORIDA, BASED ON THE 2014 ASSESSMENT ROLL OF SAID TOWN AS PREPARED BY THE PALM BEACH COUNTY PROPERTY APPRAISER; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA:

Section 1. TAX LEVY FOR GENERAL OPERATING FUNDS. There is hereby levied on all taxable property, real and personal, within the Town, which is not subject to exemption under the constitution and Laws of the State of Florida a tax of \$5.3500 per \$1,000 upon the assessed valuation of all taxable property within the Town as returned by the County Property Appraiser and fixed by the Board of County Commissioners of Palm Beach County, all as shown by the 2014 Assessment Roll of real and personal property located within said Town. The funds to be raised hereunder shall be set aside, used and expended in accordance with the general appropriation resolution adopted for the 2014-2015 fiscal year.

Section 2. TAX LEVY APPORTIONED. The said taxes levied and specified under Section 2, totaling the sum of \$3,988,796.00 shall be collected for the fiscal year beginning October 1, 2014 and ending September 30, 2015 be and the same are hereby apportioned to and levied upon and against all taxable property, both real and personal, within the corporate limits, which are liable to assessment: and that said taxes so certified and levied be and the same hereby are ordered and extended upon the tax books and records of said Town in proportion to the valuation of such property as returned by the said Property Appraiser and fixed by the Board of County Commissioners of Palm Beach County, Florida.

Section 3. "ROLLED BACK RATE" IS EXCEEDED. The tax levy made herein at the rate of \$5.3500 per \$1,000 upon the assessed valuation of all taxable property within the Town more than the rolled-back

of \$5.0680 per \$1,000 by 5.56%.

Section 4. EFFECTIVE DATE. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED in session held this 16th day of September, 2014.

Geoffrey A. Pugh, Mayor

Attest:

Town Clerk

Section 4. **Effective Date.** This ordinance shall become effective immediately upon adoption.

PASSED AND ADOPTED in session held this 16th day of September, 2014.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
GEOFFREY A. PUGH, MAYOR

ATTEST: _____
TOWN CLERK

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2014-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA UPDATING AND REAPPROPRIATING FUNDS FOR THE CAPITAL PROJECTS FUND; FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014 AND ENDING SEPTEMBER 30, 2015; AND ESTABLISHING AN EFFECTIVE DATE.

Section 1. Whereas, the anticipated fund balance of the Capital Projects Fund, on September 30, 2014 is as follows:

\$105,277 along with additional interest revenue anticipated in the amount of \$100.00, and a \$150,000 transfer from the General Fund for a total revenue of \$255,377.00.

Section 2. Effective Date. This resolution shall take effect immediately upon adoption.

BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA:

Section 1. 2014-2015 Fiscal Year Appropriations. The objects and purposes for appropriation and the amount of each area hereby fixed appropriated and made as follows:

a.	Drainage Professional Services	15,000.00
b.	Drainage Improvements	55,000.00
c.	Phase One Paving	100,000.00

Anticipated Fund Balance on 10-01-15 \$ 85,377.00

Section 2. Effective Date. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED in session held this 16th day of September, 2014.

TOWN OF OCEAN RIDGE, FLORIDA

Geoffrey A. Pugh, Mayor

ATTEST:

Town Clerk

BUDGET REVISION SUMMARY FOR FISCAL YEAR 2014/15

	Budget Changes	Expenditures	Revenues	SURPLUS NEEDED TO BALANCE BUDGET
ORIGINAL BUDGET	TOTAL AS PROPOSED	6,003,250	5,566,622	436,628
Revisions After July 23rd Meeting	Rental Registration Fees Reduced Special Detail Police Services 2000 Pickup Truck Trade In Reflect 2.5% Merit Incr for Topped Out Employees Effective Oct 1st Health Ins Premium Decrease	5,550	(1,500) 10,000 2,000	
	TOTAL	5,977,372	5,577,122	400,250
Revisions after August 11 Meeting	Removal of Golf Cart Removal of Two Police Vehicles Additional Vehicle Repair Funds Reduction for Alarm Monitoring System Removal of 2 Vehicle Trade Ins	(3,000) (76,000) 4,000 (18,000)		
	TOTAL	5,884,372	5,567,122	317,250
Revisions Approved Sept 9th * Per TMgr Direction Revisions Approved Sept 16th	5% Increase 2 THall Employees Eff 10/1 * Reflect 3% Max Top Out Employees on Anniversary Date, Others Same Overall Effect	(5,592)		
FINAL BUDGET	TOTAL	5,878,780	5,567,122	311,658

THE FY 14/15 BUDGET INCLUDES THE \$150,000 TRANSFER FROM SURPLUS FUNDS TO THE CAPITAL PROJECTS FUND

Town of Ocean Ridge, Florida
Annual Budget
General Fund
Consolidated Statement of Revenues and Disbursements
Budget Year 14-15

	12-13	13-14	14-15	
	Actual	Est Actual	Proposed	Adopted
FUND BALANCE Forward	3,311,706	3,358,453	3,385,953	0
Revenue	5,247,179	5,650,000	5,567,122	0
Sale of Capital Assets	7,000	7,500		
Total Available	8,565,885	9,015,953	8,953,075	0
Expenditures	4,882,432	5,330,000	5,728,780	0
Transfer to Capital Proj				
Drainage Improvements	325,000	300,000	150,000	0
FUND BALANCE Forward	3,358,453	3,385,953	3,074,295	#REF!

These figures represent spending 100% of the FY 14/15 budgeted expenditures

Please keep in mind that of the \$3,074,295 proposed balance forward the following are assigned reserve accounts:

Self Insurance Contingency:	\$160,000
Beautification:	\$115,000
Drainage/TH Reserve Acct	\$ 370,000

CAPITAL PROJECTS FUND
Consolidated Statement of Revenues and Disbursements
FY 14-15

	12-13	13-14	14-15	
	Actual	Est Actual	Proposed	Adopted
FUND BALANCE Forward	182,982	214,395	105,277	
Coconut Loans/Grants	119,415	0	0	0
Gen Fun Trnsfr for TH	325,000	300,000	150,000	0
Revenue	77	100	100	0
Total Available	627,474	514,495	255,377	0
Professional Serv.	33,885	40,000	15,000	0
Coconut Prof Services	13,733	0	0	0
Coconut Drainage Imp	81,166	0	0	0
Inlet Cay Drainage Impr	163,366	80,758	0	0
Bonito Drive Drainage/Paving	60,482	0	0	0
Inlet Cay Piling Repair	60,447	35,196	0	0
Thompson St. Drainage	0	75,264	0	
Eleuthera Paving/Const	0	178,000	0	
Alley between Hudson/Ocean			5,000	
3" Force Main 5900 blk A1A			50,000	
Phase I Paving	0		100,000	
FUND BALANCE Forward	214,395	105,277	85,377	0

Town of Ocean Ridge, Florida
General Fund

Statement of Estimated Revenues
FY 2014-2015

New Rate
Per \$1,000 = 5.3500

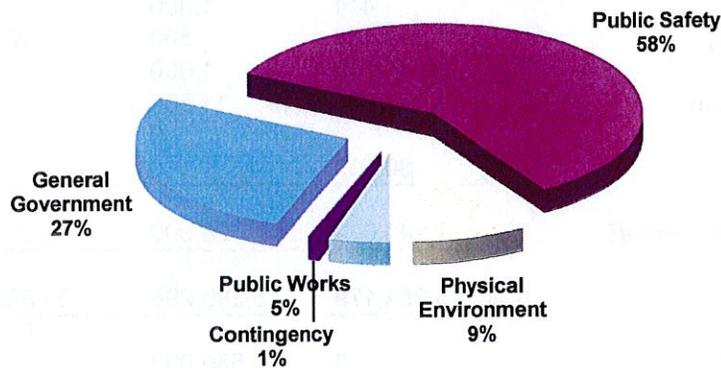
	2012-2013 <u>Actual</u>	2013-2014 <u>Approp'd</u>	Actual thru June	2014-2015 <u>Proposed</u>
<u>Ad Valorem Taxes</u>				
Real & Personal Property NET	3,611,937	3,751,918	3,656,342	3,988,796
<u>Local Option 6 Cent Gas Tax</u>	33,729	34,000	23,123	34,500
<u>New 5 Cent Gas Tax</u>	15,775	15,000	11,195	16,000
<u>Transfer From Franchise Tax Fund</u>				
Florida Power & Light	151,526	160,000	97,349	160,000
Communications Service Tax	51,475	45,000	32,147	48,000
<u>Utility Service Tax</u>				
Electricity	216,909	208,000	153,736	218,000
Gas	10,362	9,500	13,339	12,000
Water	79,478	80,000	65,203	81,000
<u>Interest on Delinquent Taxes</u>	6,395	5,000	2,489	5,000
TOTAL TAXES	<u>4,177,586</u>	<u>4,308,418</u>	<u>4,054,923</u>	<u>4,563,296</u>
<u>Licenses & Permits</u>				
Boat Permits	0	50	0	50
Prof. and Occupational Licenses	2,489	2,000	2,476	2,500
DPS Business Permits	14,025	16,000	12,395	15,000
Occupational Vehicle Identification	5,692	5,000	6,170	6,000
Building Permits	159,005	120,000	201,355	120,000
Sign Permits	387	500	345	500
Alarm User Permits	584	600	538	600
Rental Registrations	0	3,000	4,150	1,500
TOTAL LICENSES & PERMITS	<u>182,182</u>	<u>147,150</u>	<u>227,429</u>	<u>146,150</u>
<u>State Shared Revenues</u>				
FEMA Grant Monies	0	0	0	0
PBCty Energy Efficient Grant Monies	47,465	0	0	0
Revenue Sharing (General)	38,560	39,000	28,556	41,500
Alcoholic Beverage License	140	150	140	150
Local Govt 1/2 Cent Sales Tax	122,640	127,000	90,831	137,000
Rebate on Municipal Vehicles	1,971	1,900	1,045	2,000

	2012-2013 Actual	2013-2014 Approp'd	Actual thru June	2014-2015 Proposed
<u>Shared Revenue From Other Local Units</u>				
Street Light Maint. Reimbursement	8,466	8,700	0	8,900
Palm Beach County Occ. License	7,730	9,000	3,777	8,000
Proportion 911 Call Taker Revenue	12,513	18,000	20,867	18,000
911 DPS Related Reimbursements	18,969	17,000	0	14,000
PBC 1250 Radio Reimbursement Monies	1,478	3,000	844	3,000
Solid Waste Recycle Program	4,055	6,000	1,608	4,000
TOTAL INTERGOVERNMENTAL REVENUE	263,987	229,750	147,668	236,550
<u>Charges For Services</u>				
Zoning Fees	9,893	5,000	6,077	5,000
Certification, Copying, Record Search	2,598	2,000	2,123	2,000
Other Gen Govt Charges and Fees	8,024	5,000	7,140	5,000
Law Enforcement/Fire Service	185,002	203,500	152,640	210,826
Alarm Monitoring	57,454	60,000	53,878	57,000
Special Detail Services	0	0	0	10,000
Other Public Safety Charges and Fees	10,063	500	738	500
<u>Physical Environment</u>				
Garbage and Trash	294,117	296,580	286,555	300,400
TOTAL SERVICE CHARGES	567,151	572,580	509,151	590,726
<u>Fines and Forfeits</u>				
Court Fines	4,618	4,000	3,774	5,000
Police Education	369	400	291	400
Violation of Local Ordinances	9,214	8,000	82,230	8,000
TOTAL FINES AND FORFEITS	14,201	12,400	86,295	13,400
<u>Miscellaneous Revenue</u>				
Interest Earned (Savings, Investments)	9,990	12,000	3,969	12,000
Interest Earned (Tax Collect)	444	1,000	81	1,000
Interest Earned (Liens, et cetera)	1,138	500	15,586	1,000
Art Proceeds	0	1,000	0	1,000
Equipment-Sales & Compensation	7,000	11,500	7,500	2,000
Contributions	0	0	0	0
Miscellaneous Income	30,500	0	0	0
TOTAL MISCELLANEOUS REVENUE	49,072	26,000	27,136	17,000
SUB-TOTAL REVENUES	5,254,179	5,296,298	5,052,603	5,567,122
FUND BALANCE UNAPPROPRIATED	0	580,002	0	311,658
INSURANCE PROCEEDS	0			
GRAND TOTAL	5,254,181	5,876,300	5,052,603	5,878,780

**General Fund
Town of Ocean Ridge, Florida
Summary of Expenditures**

2014-15 Budget

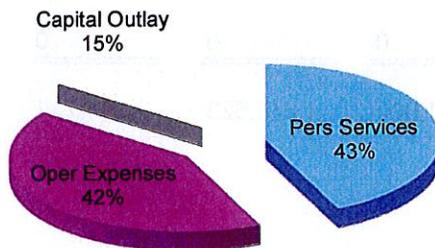
<u>Code</u>	<u>Department</u>	<u>12-13 Actual</u>	<u>13-14 Approp'd</u>	<u>Actual thru June '14</u>	<u>14-15 Proposed</u>
511.101	Town Commission	18,226	19,694	17,291	21,518
512.102	Town Manager	132,570	138,618	103,002	138,859
513.103	Town Clerk/Finance	262,366	280,194	208,493	295,743
514.104	Legal	125,171	110,000	68,070	117,000
515.105	Appointed Boards	1,650	6,000	2,672	6,100
519.106	General Government	924,463	977,730	625,575	970,485
521.107	Public Safety	2,648,998	3,135,362	2,438,926	3,237,583
524.108	Building & Zoning	119,748	149,274	127,823	122,500
525.109	Emergency Preparedness	0	0	0	0
534.111	Solid Waste	235,442	245,000	178,713	249,500
539.112	Environmental	250,627	217,300	165,797	250,300
541.113	Public Works	163,167	245,357	152,507	269,192
580.114	Contingency	0	51,771	18,736	50,000
	Total	<u>4,882,428</u>	<u>5,576,300</u>	<u>4,107,605</u>	<u>5,728,780</u>
	Building Permit Rebates			0	
590.100	Transfer to Cap Projects	325,000	300,000	300,000	150,000
		5,207,428	5,876,300	4,407,605	5,878,780



**General Fund
Summary of Expenditures
By Major Category**

2014-15 Budget

Code	Department	Personnel Services	Operating Expenses	Capital Outlay	Total	Percent
511.101	Town Commission	6,918	14,600	0	21,518	0.38%
512.102	Town Manager	133,258	5,600	0	138,859	2.42%
513.103	Town Clerk/Finance	247,904	47,240	600	295,743	5.16%
514.104	Legal	0	117,000	0	117,000	2.04%
515.105	Appointed Boards	0	6,100	0	6,100	0.11%
519.106	General Government	0	182,210	788,275	970,485	16.94%
521.107	Public Safety	1,951,780	1,247,420	38,383	3,237,583	56.51%
524.108	Inspections	0	122,500	0	122,500	2.14%
525.109	Emergency Preparedness	0	0	0	0	0.00%
534.111	Solid Waste	0	249,500	0	249,500	4.36%
539.112	Environmental	0	250,300	0	250,300	4.37%
541.113	Public Works	141,192	99,500	28,500	269,192	4.70%
580.114	Contingency	0	50,000	0	50,000	0.87%
	Total	2,481,052	2,391,970	855,758	5,728,780	100.00%
	Percent	43.31%	41.75%	14.94%	100.00%	100.00%
590.100	Transfer to Cap Projects		-		150,000	
					5,878,780	



**General Fund
Summary of Expenditures
Four Year Comparison**

Personnel Expenses

<u>Code</u>	<u>Department</u>	<u>2011-12 Actual</u>	<u>2012-13 Actual</u>	<u>2013-14 Budget</u>	<u>2014-15 Proposed</u>	<u>Four year % change</u>
511.101	Town Commission	6,752	6,764	6,894	6,918	2.459%
512.102	Town Manager	127,763	128,537	133,018	133,258	4.301%
513.103	Town Clerk/Finance	212,929	222,141	233,794	247,904	16.426%
514.104	Legal	0	0	0	0	0.000%
515.105	Appointed Boards	0	0	0	0	0.000%
519.106	General Government	0	0	0	0	0.000%
521.107	Public Safety	1,448,770	1,491,482	1,804,148	1,951,780	34.720%
524.108	Inspections	0	0	0	0	0.000%
525.109	Emergency Preparedness	0	0	0	0	0.000%
534.111	Solid Waste	0	0	0	0	0.000%
539.112	Environmental	0	0	0	0	0.000%
541.113	Public Works	95,391	96,699	136,857	141,192	48.014%
580.114	Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.000%
	Total	1,891,605	1,945,623	2,314,711	2,481,052	

**General Fund
Summary of Expenditures
Four Year Comparison**

Total Budget Figures

<u>Code</u>	<u>Department</u>	<u>2011-12 Budget</u>	<u>2012-13 Budget</u>	<u>2013-14 Budget</u>	<u>2014-15 Proposed</u>	<u>Four Year % change</u>
511.101	Town Commission	19,321	19,338	19,694	21,518	11.371%
512.102	Town Manager	134,475	136,808	138,618	138,859	3.260%
513.103	Town Clerk/Finance	267,622	270,581	280,194	295,743	10.508%
514.104	Legal	105,000	105,000	110,000	117,000	11.429%
515.105	Appointed Boards	6,000	6,000	6,000	6,100	1.667%
519.106	General Government	989,510	961,512	977,730	970,485	-1.923%
521.107	Public Safety	2,743,696	2,883,988	3,135,362	3,237,583	18.001%
524.108	Inspections	100,500	110,500	149,274	122,500	21.891%
525.109	Emergency Preparedness	0	0	0	0	0.000%
534.111	Solid Waste	236,000	240,000	245,000	249,500	5.720%
539.112	Environmental	187,800	198,800	217,300	250,300	33.280%
541.113	Public Works	191,757	196,819	245,357	269,192	40.382%
580.114	Contingency	<u>50,000</u>	<u>54,000</u>	<u>51,771</u>	<u>50,000</u>	0.000%
	Total	5,031,681	5,183,346	5,576,300	5,728,780	

