

**TOWN OF OCEAN RIDGE  
TOWN COMMISSION SPECIAL MEETING  
AGENDA**



**August 15, 2017**

**4:00 P.M.**

**TOWN HALL – MEETING CHAMBERS**

**TOWN COMMISSION**

Mayor Geoffrey A. Pugh

Commissioner Gail Adams Aaskov

Vice Mayor James A. Bonfiglio

Commissioner Steve Coz

Commissioner Don MaGruder

**ADMINISTRATION**

Town Manager James S. Titcomb

Town Attorney R. Brian Shutt

Town Clerk Tracey L. Stevens

Police Chief Hal C. Hutchins

**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 of the Commission and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to one time up to three minutes or less regarding any single item on the agenda.** 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. (F.S. Section 286.0105)

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ACTION ITEMS**

1. **Consideration of the FY17/18 Proposed Budget** (By: Jamie Titcomb, Town Manager)

**ADJOURNMENT**



**Town of Ocean Ridge, Florida**

# **Special Town Commission Meeting**

Workshop Presentation of

## **TM Proposed Budget**

**August 15, 2017**

**FY18 Budget Workbook**

***for the 2017-2018 Fiscal Year***

*October 1, 2017 thru September 30, 2018*

*(Draft Ver. 1.5)*

**Town Commission Special Meeting  
Workshop TM Proposed Budget**

**Fiscal Year (FY18) for**  
October 1, 2017 - September 30, 2018

**Town of Ocean Ridge, Florida**

**MAYOR**

**Geoffrey A. Pugh**

**VICE MAYOR**

**James. A. Bonfiglio**

**COMMISSIONERS**

**Gail Adams Aaskov**

**Steve Coz**

**Don MaGruder**

**TOWN MANAGER**

**James S. Titcomb**

**TOWN CLERK/TREASURER**

**Tracey L. Stevens, CMC**

**DEPUTY TOWN CLERK**

**Jean A. Hallahan**

**POLICE CHIEF**

**Hal C. Hutchins**



**Agenda: August 15, 2017**

**Town of Ocean Ridge, Florida  
TM Budget Presentation Memorandum  
Office of the Town Manager**

**Subject: 2018 TM Budget Presentation Workshop**

Dear Mayor and Commissioners:

This meeting is to review the overall FY18 Budget Draft as prepared and presented by the Town Manager. Last workshop, the maximum millage was set at 5.35, which sets the ceiling for ad valorem revenues based upon valuation certified by the PBC Property Appraiser and the Florida Department of Revenue (DOR). We cannot exceed the maximum millage amount, though it can be reduced by majority vote of the Commission. We are following the DOR required TRIM process and timelines through this process.

The Commission asked that I prepare a budget workbook that includes “all in” priority items and options for Town operations and Capital Investment projects. Having already set a maximum millage rate establishing the ceiling of ad valorem revenues at our valuation levels, additional revenue sources and expense levels are set by calculated projection and actuarial experience.

Any budget line item can be changed in value, moved, or eliminated if not contractually or legally obligated for appropriation, however the total document has to balance accordingly for final adoption at public hearings.

**Important to Note:**

- Ad Valorem Property Tax values are certified by the Property Appraiser and state.
- Our current assessed millage rate for resident tax payers is at 5.35 mills, and remains our proposed rate to assess for the next fiscal year FY18.
- To fund everything placed in this budget version at 5.35 maximum millage, the Town is choosing to invest \$377,111 of its own unexpended/carry forward funds to Capital projects versus returning them to general reserves at fiscal year-end. Note as shown on page 3, (Statement Rev/Exp) in FY15 = \$389,595 was returned, and FY16 = \$450,818 was returned to reserves. This budget proposes to invest the FY17 unexpended returns to Capital projects.
- Most of the town budget has semi-fixed values in personnel, employment multipliers, multi-year contracts, intergovernmental obligations and ongoing priority programs, therefore are treated as a continuation from existing obligations and previous commission direction.
- In column notes are provided where simple explanation is sufficient for highlighted changes. Additional detail sheets may be provided as exhibit attachments where more narrative or detail is needed to explain a shifts or transfer in the structure or funding levels.

**Staff recommends:**

Commission reviews the budget presented to determine consensus priorities for production of the final FY18 Town Budget, to be presented for adoption at the September Public Hearings.



# **Funds & Departments Financial Data Tables**

## **Draft Budget (FY18) 2017/'18**

Oct. 1, 2017 thru Sept. 30, 2018

### **Print Ver. 1.5**

Maximum Millage set at 5.35 mils

Meeting Date 08-15-17

**TOWN OF OCEAN RIDGE**  
 Draft for 2018 Fiscal Year Budget (FY18)  
 Budget Workbook: August 2017: Draft Ver: 1.5  
**GENERAL FUND #001 - DEPT.: REVENUES**  
**STATEMENT OF REVENUES**

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY17 at 6-Mos	FY 2018 Proposed	+ - chg. % to F17
<b>Dept.: 310.000 Taxes*</b>			5.35 mils		5.35 mils	Max Mils
311.000 Ad Valorem Tax (budgeted at 97% net)	3,963,079	4,264,363	4,616,167	4,122,781	4,877,964	5.67%
312.410 Local Option 6 Cent Gas Tax	36,814	37,749	34,500	15,461	34,500	0.00%
312.420 Second Local Option Fuel Tax	17,306	17,630	17,000	7,334	17,000	0.00%
313.100 Electric Franchise Tax	165,337	160,962	168,000	59,676	166,000	-1.19%
314.100 Utility Service Tax (Electric)	241,251	248,102	240,000	97,054	240,000	0.00%
314.800 Utility Service Tax (Propane)	17,712	20,001	16,000	10,220	16,000	0.00%
314.900 Utility Service Tax (Water)	92,796	100,667	84,000	40,037	89,000	5.95%
315.000 Communication Services Tax	42,031	42,400	48,000	20,099	48,000	0.00%
319.100 Interest On Delinquent Taxes	317	1,882	1,000	0	1,000	0.00%
<b>Sub Totals</b>	<b>4,576,642</b>	<b>4,893,756</b>	<b>5,224,667</b>	<b>4,372,663</b>	<b>5,489,464</b>	<b>5.07%</b>
<b>Dept.: 320.000 Licenses &amp; Permits</b>						
321.100 Prof. & Occupational Licenses**	2,666	2,194	0	31	0	
321.200 DPS Business Permit (Revs FL.ST.)**	14,500	11,454	500	50	500	0.00%
321.300 Occupational Vehicle IDs**	6,946	6,762	0	50	0	
322.100 Building Permits: Par+Valu	259,731	408,325	265,000	138,248	280,025	5.67%
325.200 Special Assessments	0	22,733	0	0	0	
329.100 Sign Permits	445	485	500	275	500	0.00%
329.200 Alarm User Permits	562	508	600	472	600	0.00%
329.500 Boats Permits**	0	0	0	0	0	
329.600 Rental Registrations	2,170	2,065	2,000	1,995	2,000	0.00%
<b>Sub Totals</b>	<b>287,020</b>	<b>454,526</b>	<b>268,600</b>	<b>141,121</b>	<b>283,625</b>	<b>5.59%</b>
<b>Dept.: 330.000 Intergovernmental Revenue*</b>						
331.300 JAG Grant Monies	1,000	0	1,000	0	1,000	0.00%
335.120 State Revenue Sharing Proceeds	47,086	44,096	43,700	21,334	43,700	0.00%
335.150 Alcoholic Beverage Licenses	140	140	150	0	150	0.00%
335.181 Local Gov. 1/2 Cent Sales Tax	139,017	141,383	145,000	71,981	145,000	0.00%
335.200 Local PBC Gov Penny Sales Tax	0	0	0	20,821	108,000	New
335.490 Rebate On Municipal Vehicles	2,220	1,863	2,000	452	2,000	0.00%
335.900 St Light Maintenance Reimburse	8,981	9,250	9,250	9,250	9,250	0.00%
338.000 PB County & Co. Wide Occ. Lic.	8,085	7,489	7,000	3,027	7,000	0.00%
338.100 Proportion 911 Call Taker Rev	18,944	10,881	10,000	445	10,000	0.00%
338.300 PBC Solid Waste Recycle Program	2,578	2,030	3,000	731	3,000	0.00%
338.400 911 DPS Related Reimbursements	13,822	1,521	12,000	0	12,000	0.00%
338.500 PB County 1250 Monies	2,853	0	0	2,898	0	
<b>Sub Totals</b>	<b>244,725</b>	<b>218,653</b>	<b>233,100</b>	<b>130,939</b>	<b>341,100</b>	<b>46.33%</b>
<b>Dept.: 340.000 Charges For Services</b>						
341.200 Zoning Fees	8,962	7,418	4,000	6,850	7,500	87.50%
341.400 Cert-Copying-Record Search-Etc.	3,184	3,248	2,500	1,196	2,500	0.00%
341.900 Other Gen. Gov. Charges & Fees	40,809	7,340	5,000	5,417	6,000	20.00%
342.100 Law Enforcement/Fire Service: (Briny)	210,826	213,145	0	0	0	

FY18 Budget Workbook v1.5 Draft

342.300 Alarm Monitoring	55,367	51,125	57,000	47,900	<b>50,000</b>	-12.28%
342.800 Special Detail Services:	585	2,720	1,500	2,625	<b>3,000</b>	100.00%
342.900 Other Pub. Safety Charges-Fees	744	1,691	500	668	<b>750</b>	50.00%
343.400 Garbage And Trash Revenue:	304,341	303,814	302,000	284,872	<b>302,000</b>	0.00%
343.900 Lot Mowing And Clearing	0	0	0	0	<b>0</b>	
<b>Sub Totals</b>	<b>624,817</b>	<b>590,501</b>	<b>372,500</b>	<b>349,528</b>	<b>371,750</b>	<b>-0.20%</b>

Departments, Funds & Descriptions <i>continued</i>	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget	FY17 6-Mo YTD	FY 2018 TM Prop	+ - chg. % to F17
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**Dept.: 350.000 Fines & Forfeits**

351.100 Court Fines - Court Cases	3,619	9,392	6,000	3,630	<b>6,000</b>	0.00%
351.200 Confiscated Prop. Court Cases	0	0	0	0	<b>0</b>	
351.300 Police Education \$2.00	440	1,035	444	398	<b>444</b>	0.00%
354.000 Violations Of Local Ordinances	159,175	29,959	9,300	4,628	<b>9,300</b>	0.00%
<b>Sub Totals</b>	<b>163,233</b>	<b>40,386</b>	<b>15,744</b>	<b>8,656</b>	<b>15,744</b>	<b>0.00%</b>

**Dept.: 360.000 Miscellaneous Revenues**

361.100 Interest Earned (Saving, Investmnt, etc.)	45,734	25,397	17,500	10,314	<b>17,500</b>	0.00%
361.300 Net Increase Fair Market Value	0	-1,469	0	0	<b>0</b>	
361.320 Interest Earned-PB Co Tax Collector	29	18	0	0	<b>0</b>	
361.390 Interest Other (Liens, Etc.)	7,223	1,671	2,000	0	<b>2,000</b>	0.00%
364.410 Equipment-Sales & Compensation	1,000	8,574	8,500	6,497	<b>8,500</b>	0.00%
366.600 Art Proceeds	568	0	600	0	<b>0</b>	-100.00%
366.900 Misc. Contrib.-Private Sources	7,543	27,230	1,400	439	<b>1,400</b>	0.00%
<b>Sub Totals</b>	<b>62,098</b>	<b>61,421</b>	<b>30,000</b>	<b>17,250</b>	<b>29,400</b>	<b>-2.00%</b>

**Dept.: 380.000 Non - Revenues**

380.100 Fund Balance Unappropriated	0	0	266,581	0	<b>377,447</b>	41.59%
388.200 Insurance Proceeds	0	0	0	5,000	<b>0</b>	
389.100 Prior Year Carryover (Unexpended)	0	0	0	0	<b>0</b>	
<b>Sub Totals</b>	<b>0</b>	<b>0</b>	<b>266,581</b>	<b>5,000</b>	<b>377,447</b>	<b>41.59%</b>
<b>Budget Revenues Grand Totals</b>	<b>5,958,534</b>	<b>6,259,243</b>	<b>6,411,192</b>	<b>5,025,157</b>	<b>6,908,530</b>	<b>7.76%</b>

Note: eTRIM Ad Valorem FY18 REV 100% value: \$5,028,829 / Revenues @ 5.35 Mils and 97% Budgeted Collection: **\$4,877,964.**



**TOWN OF OCEAN RIDGE**  
 Draft for 2018 Fiscal Year Budget (FY18)  
 Budget Workbook: August 2017: Draft Ver: 1.5  
**GENERAL FUND #001 - DEPT: REV & EXP**  
**STATEMENT OF REVENUES & EXPENDITURES**

Department Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
FY Millage Rate Applied	at 5.35 ml	at 5.35 ml	at 5.35 ml		<b>at 5.35 ml</b>	
<b>Revenue</b>						
Dept.: 310.000 Taxes	4,576,642	4,896,475	5,224,667	4,372,663	<b>5,489,464</b>	5.07%
Dept.: 320.000 Licenses & Permits	287,020	225,150	268,600	141,121	<b>283,625</b>	5.59%
Dept.: 330.000 Intergovernmental Rev	244,725	235,600	233,100	110,119	<b>341,100</b>	46.33%
Dept.: 340.000 Charges For Services	624,817	594,145	372,500	349,527	<b>371,750</b>	-0.20%
Dept.: 350.000 Fines & Forfeits	163,233	13,400	15,744	8,656	<b>15,744</b>	0.00%
Dept.: 360.000 Miscellaneous Revenues	62,098	27,000	30,000	17,249	<b>29,400</b>	-2.00%
Dept.: 380.000 Non - Revenues	0	286,650	266,581	5,000	<b>377,447</b>	41.59%
<b>Total Revenue</b>	<b>5,958,534</b>	<b>6,278,420</b>	<b>6,411,192</b>	<b>5,004,335</b>	<b>6,908,530</b>	<b>7.76%</b>
<b>Expenditures</b>						
<b>General Government</b>						
511.101 Commission	22,080	22,742	27,849	5,137	<b>28,849</b>	3.59%
512.102 Town Manager	135,433	169,430	146,439	65,210	<b>146,439</b>	0.00%
513.103 Town Clerk & Treasurer (+1 Emp)	279,293	316,710	297,348	126,370	<b>353,260</b>	18.80%
514.104 Legal Services	209,836	100,187	178,000	44,452	<b>140,000</b>	-21.35%
514.105 Appointed Boards	2,575	1,885	6,265	1,919	<b>4,865</b>	-22.35%
519.106 General Government Services	938,427	942,898	963,705	512,009	<b>999,852</b>	3.75%
521.107 Law Enforcement & Fire Resc (+3 Emp)	2,821,501	3,150,988	3,527,816	1,542,171	<b>3,836,335</b>	8.75%
524.108 Inspection Services	154,145	180,957	154,000	63,364	<b>138,371</b>	-10.15%
534.111 Garbage & Solid Waste Services	243,635	243,147	250,000	102,884	<b>255,000</b>	2.00%
539.112 Other Physical Environment	227,032	280,014	295,320	123,345	<b>308,500</b>	4.46%
541.113 Public Works	248,006	231,395	274,902	121,332	<b>269,948</b>	-1.80%
580.114 Contingency	-6,512	7,249	156,048	2,617	<b>50,000</b>	-67.96%
590.100 Transfers to Capital Projects.	150,000	180,000	180,000	218,500	<b>377,111</b>	109.51%
590.110 Interfund Transfers	143,488	0	0	0	<b>0</b>	
<b>Total Expenses</b>	<b>5,568,939</b>	<b>5,827,602</b>	<b>6,457,692</b>	<b>2,929,310</b>	<b>6,908,530</b>	<b>6.98%</b>
Revenue Over Expenditure	389,595	450,818			<b>0</b>	
Transfer To/(From) Reserves						

**TOWN OF OCEAN RIDGE**  
 Draft for 2018 Fiscal Year Budget (FY18)  
 Budget Workbook: August 2017: Draft Ver: 1.5  
**GENERAL FUND #001 - DEPT: 511.101**  
**TOWN COMMISSION (LEGISLATIVE) EXPENSE**

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
Town Commission						
501.100 Executive Salaries	6,000	5,850	6,000	2,650	<b>6,000</b>	0.00%
502.100 FICA Taxes	459	448	459	203	<b>459</b>	0.00%
502.200 Retirement Contributions	400	404	436	181	<b>436</b>	0.00%
502.400 Workers Compensation	11	10	14	8	<b>14</b>	0.00%
504.000 Travel & Per Diem (Add FLC Annual)	0	67	1,000	233	<b>2,000</b>	100.00%
504.500 Insurance-Liab.,Hazard, Damage	13,608	14,178	17,940	267	<b>17,940</b>	0.00%
504.900 Other Current Charges	202	385	500	198	<b>500</b>	0.00%
505.400 Subsc., Memberships, Education	1,400	1,400	1,500	1,400	<b>1,500</b>	0.00%
<b>Sub Totals</b>	<b>22,080</b>	<b>22,742</b>	<b>27,849</b>	<b>5,140</b>	<b>28,849</b>	<b>3.59%</b>

**TOWN OF OCEAN RIDGE**  
 Draft for 2018 Fiscal Year Budget (FY18)  
 Budget Workbook: August 2017: Draft Ver: 1.5  
**GENERAL FUND #001 - DEPT: 512.102**  
**TOWN MANAGER - ADMINISTRATION EXPENSE**

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
Town Manager						
501.100 Executive Salaries (contract employee)	102,655	99,145	107,198	49,279	<b>107,198</b>	0.00%
501.110 One Time Lump Sum Increase	0	24,025	0	0	<b>0</b>	
501.200 Regular Salaries And Wages	0	0	0	0	<b>0</b>	
501.400 Overtime	0	0	0	0	<b>0</b>	
501.410 Vacation Pay	1,827	5,873	2,061	0	<b>2,061</b>	0.00%
502.100 FICA Taxes	7,958	9,872	8,358	3,770	<b>8,201</b>	-1.88%
502.200 Retirement Contributions (FRS)	0	0	0	0	<b>0</b>	
502.210 ICMA Retirement Contributions	11,727	9,783	9,648	4,613	<b>9,648</b>	0.00%
502.300 Life & Health Insurance	7,709	6,369	8,544	4,040	<b>9,024</b>	5.62%
502.310 Long Term Disability	420	420	890	445	<b>890</b>	0.00%
502.400 Workers Compensation	187	189	268	146	<b>311</b>	16.04%
502.500 Unemployment	0	0	1,072	0	<b>1,072</b>	0.00%
503.400 Other Contractual Serv (Overlap TM)	0	8,076	0	0	<b>0</b>	
504.000 Travel & Per Diem	179	3,019	3,200	1,046	<b>3,200</b>	0.00%
504.100 Communications Serv.(Ph.,Etc.)	1,097	1,221	1,200	683	<b>1,200</b>	0.00%
504.500 Insurance-Liab.,Hazard, Damage	46	45	200	47	<b>200</b>	0.00%
504.620 Repair & Maintenance-Vehicle	38	0	0	0	<b>0</b>	
505.210 Operating Supplies-Gas & Oil	1,253	129	2,500	0	<b>2,500</b>	0.00%
505.400 Subsc., Memberships, Education	340	1,264	1,300	1,191	<b>1,300</b>	0.00%
<b>Sub Totals</b>	<b>135,433</b>	<b>169,430</b>	<b>146,439</b>	<b>65,260</b>	<b>146,439</b>	<b>0.00%</b>

**TOWN OF OCEAN RIDGE**  
 Draft for 2018 Fiscal Year Budget (FY18)  
 Budget Workbook: August 2017: Draft Ver: 1.5  
**GENERAL FUND #001 - DEPT: 513.103**  
**TOWN CLERK & TREASURER EXPENSE**

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
Town Clerk & Finance						
501.100 Executive Salaries	80,473	93,244	68,093	31,490	<b>71,465</b>	4.95%
501.110 One Time Lump Sum Increase	0	16,218	0	0	<b>0</b>	
501.200 Regular Salaries And Wages (+1 Emp)	103,338	100,724	108,246	50,775	<b>148,737</b>	37.41%
501.400 Overtime	777	2,531	2,725	1,241	<b>2,732</b>	0.26%
501.410 Vacation Pay	2,624	1,179	2,082	0	<b>4,073</b>	95.63%
502.100 FICA Taxes	14,243	16,363	13,858	6,388	<b>16,845</b>	21.56%
502.200 Retirement Contributions	17,749	17,946	13,417	6,541	<b>16,559</b>	23.42%
502.300 Life & Health Insurance	21,234	24,053	25,212	12,839	<b>36,096</b>	43.17%
502.310 Long Term Disability	1,575	1,400	1,524	762	<b>1,824</b>	19.69%
502.400 Workers Compensation	335	380	441	191	<b>615</b>	39.46%
502.500 Unemployment Compensation	0	0	1,763	0	<b>2,118</b>	20.14%
503.100 Professional Services	0	0	0	0	<b>0</b>	
503.200 Accounting & Auditing	22,140	25,900	30,900	3,840	<b>31,000</b>	0.32%
503.400 Other Contractual Svcs: Misc Software; Scanning Svcs	0	0	9,600	2,000	<b>7,600</b>	-20.83%
504.000 Travel & Per Diem	341	987	2,800	1,501	<b>2,725</b>	-2.68%
504.500 Insurance-Liab.,Hazard, Damage	152	152	403	157	<b>400</b>	-0.62%
504.610 Repair & Maint. (\$7K TylerTech Software Lic maintenance moved to GenGovSvs for IT consolidation purposes)	7,773	8,053	8,750	6,739	<b>400</b>	-95.43%
504.900 Other Current Charges	5,709	6,885	6,000	1,871	<b>6,500</b>	8.33%
505.400 Subsc., Memberships, Education	245	695	1,335	35	<b>2,870</b>	114.98%
506.400 Machinery & Equipment	585	0	200	0	<b>700</b>	250.00%
<b>Sub Totals</b>	<b>279,293</b>	<b>316,710</b>	<b>297,348</b>	<b>126,370</b>	<b>353,260</b>	<b>18.80%</b>

**TOWN OF OCEAN RIDGE**  
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**GENERAL FUND #001 - DEPT: 514.104**  
**LEGAL SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
Legal Services						
501.100 Executive Salaries	53,254	39,351	0	0	0	
501.410 Vacation Pay	0	2,304	0	0	0	
502.100 FICA Taxes	3,730	3,187	0	0	0	
502.200 Retirement Contributions	3,570	3,334	0	0	0	
502.300 Life & Health Insurance	118	118	0	0	0	
502.400 Workers Compensation	0	0	0	0	0	
503.100 Professional Services**	38,780	43,606	168,000	70,307	120,000	-28.57%
503.110 Legal Special Counsel**	28,305	5,484	5,000	113	15,000	200.00%
504.700 Printing	0	2,803	5,000	0	5,000	0.00%
504.900 Other Current Charges	82,080	0	0	0	0	
506.400 Machinery & Equipment	0	0	0	0	0	
<b>Sub Totals</b>	<b>209,836</b>	<b>100,187</b>	<b>178,000</b>	<b>70,420</b>	<b>140,000</b>	<b>-21.35%</b>

\*\* May 2017 RTCM Amendment to \$168,000 from \$98K

\*\* May 2017 RTCM Amendment to \$5,000 from \$25K

**TOWN OF OCEAN RIDGE**  
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**GENERAL FUND #001 - DEPT: 515.105**  
**APPOINTED BOARDS EXPENSE**

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY17 at 6-Mos	FY 2018 Proposed	+ - chng % to F17
Appointed Boards						
503.100 Professional Services	0	0	2,000	0	1,000	-50.00%
504.200 Postage, Freight	0	0	0	0	0	
504.500 Insurance-Liab., Hazard, Damage	972	970	1,265	1,004	1,465	15.81%
504.900 Other Current Charges	1,603	915	3,000	915	2,400	-20.00%
<b>Sub Totals</b>	<b>2,575</b>	<b>1,885</b>	<b>6,265</b>	<b>1,919</b>	<b>4,865</b>	<b>-22.35%</b>

*Budget impacts reduced here based on actuarials/ impact experience.*

**TOWN OF OCEAN RIDGE**  
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**GENERAL FUND #001 - DEPT: 519.106**  
**GENERAL GOVERNMENT SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
Other Government Services (General/All)						
503.100 Professional Services (IT Net Support)	4,525	7,800	9,000	4,031	<b>9,000</b>	0.00%
503.400 Other Contractual Services	6,030	6,245	7,300	3,073	<b>38,397</b>	425.99%
Townwide Accounting Software Suite moved here. Comparative Proposal for new Financial Software: TylerTech Incode Quote of \$19,737 new software license purchase fees, after 50% Legacy customer discount. Plus reoccurring annual license maintenance charges quoted \$10,760 [currently pay \$6,739 annual for TylerTech Fund Balance Software.] Replacement Software under TOR Policies may require RFP, or attach Local Government vetted Bid. Software training services not included in licensing. Expanded Shredding Srvs \$1,400. Holiday Lights Contract \$6,500.						
504.100 Communications (Tel, Modem, Rev 911)	6,437	6,067	6,350	4,322	<b>6,400</b>	0.79%
504.200 Postage, Freight	3,385	1,847	3,700	2,842	<b>3,700</b>	0.00%
504.300 Utility Services - Electric	11,582	9,735	15,000	3,976	<b>15,000</b>	0.00%
504.400 Rentals & Leases (Town Hall Copier)	3,180	3,052	3,200	1,526	<b>3,200</b>	0.00%
504.500 Insurance-Liab.,Hazard, Damage	60,987	61,234	64,800	57,110	<b>64,800</b>	0.00%
504.610 Repair & Maintenance (+6K for projects)	41,919	39,178	36,000	32,316	<b>42,000</b>	16.67%
504.700 Printing	1,480	838	1,500	495	<b>1,500</b>	0.00%
504.900 Other Current Charges	5,131	5,363	10,000	7,419	<b>10,000</b>	0.00%
504.910 Election Expenses	6,157	2,239	6,875	3,773	<b>6,875</b>	0.00%
504.920 Art Show Expenses	0	0	1,000	0	<b>0</b>	-100.00%
505.100 Office Supplies	2,951	3,190	2,950	1,850	<b>2,950</b>	0.00%
505.200 Operating Supplies	2,122	2,005	2,300	1,886	<b>2,300</b>	0.00%
505.400 Subsc., Memberships, Education	3,274	2,764	13,355	3,185	<b>13,355</b>	0.00%
506.400 Machinery & Equipment	0	12,370	1,200	323	<b>1,200</b>	0.00%
507.000 Covenant From Drainage Loan	346,626	356,445	468,000	233,972	<b>468,000</b>	0.00%
507.010 Covenants From TH Loan	179,680	187,332	311,175	155,571	<b>311,175</b>	0.00%
507.200 Debt Service - Interest	252,962	235,167	0	0	<b>0</b>	
<b>Sub Totals</b>	<b>938,427</b>	<b>942,871</b>	<b>963,705</b>	<b>517,670</b>	<b>999,852</b>	<b>3.75%</b>

**TOWN OF OCEAN RIDGE**  
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**GENERAL FUND #001 - DEPT: 521.107**  
**LAW ENFORCEMENT & FIRE CONTROL EXPENSE**

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
<b>Law Enforcement &amp; Fire Control</b>						
501.100 Executive Salaries (contract employee)	118,892	95,700	97,000	43,500	<b>98,939</b>	2.00%
501.110 One Time Lump Sum Increase	0	1,000	0	0	<b>0</b>	
501.200 Regular Salaries and Wages:	921,047	1,046,584	1,190,139	503,647	<b>1,312,408</b>	10.27%
Includes Adding 2 Full Time Officers & 1 Full Time Dispatcher (plus Salary, Insurance and tax multipliers). 1 SGT & 1 LT. positions remain pending for internal promotion and may remain budget neutral dependant upon final promotions.						
501.210 One Time Lump Sum (retirement)	0	0	2,700	0	<b>0</b>	-100.00%
501.400 Overtime	74,470	68,265	65,000	54,733	<b>75,000</b>	15.38%
501.410 Vacation Pay	12,246	8,379	24,703	2,679	<b>26,357</b>	6.70%
501.500 Special Pay	10,030	12,064	17,220	6,240	<b>19,803</b>	15.00%
501.510 Special Detail Pay	420	2,345	7,000	1,505	<b>8,500</b>	21.43%
501.600 Holiday Pay	31,852	39,079	49,056	24,825	<b>49,056</b>	0.00%
502.100 FICA Taxes	89,909	97,418	111,141	49,021	<b>121,640</b>	9.45%
502.200 Retirement Contributions	188,579	235,501	290,842	119,684	<b>290,842</b>	0.00%
502.300 Life & Health Insurance: (Incl new emps)	113,511	137,856	152,523	70,526	<b>199,608</b>	30.87%
502.310 Long Term Disability	7,665	8,820	10,916	5,458	<b>11,461</b>	4.99%
502.400 Workers Compensation	22,437	24,262	46,927	17,931	<b>48,335</b>	3.00%
502.500 Unemployment Compensation	203	0	12,846	0	<b>13,705</b>	6.69%
503.100 Professional Services	56,884	17,726	25,660	9,133	<b>25,860</b>	0.78%
503.400 Other Contractual Services (Fire EMS)	978,969	1,018,127	1,058,855	529,426	<b>1,101,209</b>	4.00%
504.000 Travel & Per Diem	6,061	13,578	17,350	6,708	<b>17,250</b>	-0.58%
504.100 Communications Serv. (Ph.,Etc.)	17,754	19,444	22,080	10,107	<b>32,980</b>	49.37%
504.200 Postage, Freight	1,160	1,264	1,600	545	<b>1,800</b>	12.50%
504.300 Utility Services - Electric	11,582	9,735	15,000	3,958	<b>15,000</b>	0.00%
504.400 Rentals & Leases	1,404	1,532	2,568	961	<b>2,500</b>	-2.65%
504.500 Insurance-Liab.,Hazard, Damage	21,417	21,110	29,325	20,368	<b>32,258</b>	10.00%
504.610 Repair & Maintenance	26,456	33,365	42,386	19,282	<b>45,896</b>	8.28%
504.620 Repair & Maintenance-Vehicle	16,702	14,842	16,500	3,356	<b>16,500</b>	0.00%
504.630 Repair & Maintenance-Dispatch	11,520	13,352	22,775	13,127	<b>22,772</b>	-0.01%
504.700 Printing	1,178	1,365	1,950	0	<b>1,950</b>	0.00%
504.900 Other Current Charges	2,024	307	2,000	1,815	<b>2,500</b>	25.00%
505.100 Office Supplies	3,707	6,183	7,500	1,957	<b>7,500</b>	0.00%
505.200 Operating Supplies	3,448	9,348	10,200	6,315	<b>12,400</b>	21.57%
505.210 Operating Supplies-Gas & Oil	28,611	28,095	50,750	14,610	<b>50,750</b>	0.00%
505.220 Operating Supplies-Uniform/Emb.	11,929	11,239	20,225	1,785	<b>24,372</b>	20.50%
Note manufacturers price increase averages +15%						
505.400 Subsc., Memberships, Education	6,583	7,602	9,179	3,618	<b>9,284</b>	1.14%
506.400 Machinery & Equipment (see attachment)	22,850	145,501	93,900	2,897	<b>137,900</b>	46.86%
<b>Sub Totals</b>	<b>2,821,501</b>	<b>3,150,988</b>	<b>3,527,816</b>	<b>1,549,717</b>	<b>3,836,335</b>	<b>8.75%</b>



**TOWN OF OCEAN RIDGE**  
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**GENERAL FUND #001 - DEPT: 524.108**  
**INSPECTIONS SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY17 at 6-Mos	FY 2018 Proposed	+ - chng % to F17
Inspections						
501.100 Executive Salaries (CBO)	0	0	0	0	72,000	
In-house staff model using market data for projected hire of full time CBO, salary & multipliers. Position to be advertised in the \$60-70K range, negotiated for successful candidate. Other department set up fees may be incurred initially. Third party contracts charges will be reduced once CBO is hired in place. Vehicle use (PD) and other support systems shared in existing Town Departments (Sample Range & Ad for Hire attached).						
501.400 Overtime	0	0	0	0	0	
501.410 Vacation Pay	0	0	0	0	1,385	
502.100 FICA Taxes	0	0	0	0	5,508	
502.200 Retirement Contributions	0	0	0	0	5,702	
502.300 Life & Health Insurance	0	0	0	0	9,024	
502.310 Long Term Disability	0	0	0	0	600	
502.400 Workers Compensation	0	0	0	0	4,032	
502.500 Unemployment Compensation	0	0	0	0	720	
503.100 Professional Services (Reduced for FT Hire, balance Inspection services & Emp leave)	129,410	179,901	154,000	73,010	25,000	-83.77%
503.400 Other Contractual Services	0	0	0	0	1,500	
504.000 Travel & Per Diem	0	0	0	0	700	
504.500 Insurance-Liab., Hazard, Damage	0	0	0	0	500	
504.610 Repair & Maintenance	1,055	995	1,200	995	2,400	100.00%
504.700 Printing	0	0	200	0	200	0.00%
504.900 Other Current Charges	23,629	0	2,000	0	3,000	50.00%
505.100 Office Supplies	51	61	100	11	100	0.00%
505.400 Subsc., Memberships, Education	0	0	0	0	3,500	
506.400 Machinery & Equipment	0	0	0	0	2,500	
<b>Sub Totals</b>	<b>154,145</b>	<b>180,957</b>	<b>157,500</b>	<b>74,016</b>	<b>138,371</b>	<b>-12.15%</b>

**TOWN OF OCEAN RIDGE**  
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**GENERAL FUND #001 - DEPT: 534.111**  
**GARBAGE & SOLID WASTE SERVICES**

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
Garbage & Solid Waste						
503.400 Other Contractual Services (Republic)	243,635	243,147	250,000	102,884	<b>255,000</b>	2.00%
<b>Sub Totals</b>	<b>243,635</b>	<b>243,147</b>	<b>250,000</b>	<b>102,884</b>	<b>255,000</b>	<b>2.00%</b>

FY 17-18 - 1.0187 CPI Residential Rate Adjusted \$13.31
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**TOWN OF OCEAN RIDGE**  
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**GENERAL FUND #001 - DEPT: 539.112**  
**OTHER PHYSICAL ENVIRONMENT & SERVICES EXPENSE**

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
Other Physical Environment						
503.100 Professional Services	5,943	5,955	8,000	5,616	<b>8,000</b>	0.00%
503.120 Town Engineer of Record & Plans Review	82,441	121,224	82,000	51,399	<b>97,000</b>	18.29%
<i>Town Engineering 503.120 GL includes Drainage &amp; Plans Reviews @ \$32K plus \$15K &amp; Civil Eng \$50K for FY18</i>						
503.400 Other Contractual Services	124,269	136,908	168,820	79,141	<b>167,500</b>	-0.78%
504.000 Travel & Per Diem	0	0	0	0	<b>0</b>	
504.610 Repair & Maintenance	14,292	15,927	36,000	4,484	<b>36,000</b>	0.00%
505.230 Operating Sup-Small Tools (>PubWrks)	86	0	500	0	<b>0</b>	-100.00%
Sub Totals	227,032	280,014	295,320	140,640	<b>308,500</b>	4.46%

**TOWN OF OCEAN RIDGE**  
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**GENERAL FUND #001 - DEPT: 541.113**  
**PUBLIC WORKS EXPENSE**

Departments, Funds & Descriptions	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY17 at 6-Mos	FY 2018 Proposed	+ - chng % to F17
Public Works						
501.200 Regular Salaries And Wages	92,807	96,000	99,646	47,395	<b>101,892</b>	2.25%
501.210 One Time Lump Sum Increase	0	2,000	0	0	<b>0</b>	
501.400 Overtime	1,453	3,475	5,000	4,087	<b>5,000</b>	0.00%
501.410 Vacation Pay	1,048	1,856	1,916	0	<b>1,960</b>	2.30%
502.100 FICA Taxes	7,251	7,905	7,769	3,938	<b>7,794</b>	0.32%
502.200 Retirement Contributions	6,960	7,629	7,493	4,021	<b>8,069</b>	7.69%
502.300 Life & Health Insurance	12,859	14,985	16,727	8,540	<b>18,048</b>	7.90%
502.310 Long Term Disability	840	840	860	430	<b>864</b>	0.47%
502.400 Workers Compensation	4,631	3,758	7,127	2,775	<b>8,272</b>	16.07%
502.500 Unemployment Compensation	0	0	2,989	0	<b>2,990</b>	0.03%
503.100 Professional Services	0	3,716	0	0	<b>0</b>	
504.300 Utility Services - Electric	44,149	46,039	45,000	19,905	<b>45,000</b>	0.00%
504.500 Insurance-Liab.,Hazard, Damage (annualized rate increase)	1,307	1,304	2,875	2,842	<b>2,951</b>	2.64%
504.610 Repair & Maintenance	7,123	5,382	8,000	2,657	<b>7,500</b>	-6.25%
504.620 Repair & Maintenance-Vehicle	1,180	1,587	2,500	294	<b>2,500</b>	0.00%
505.200 Operating Supplies	5,828	3,043	3,500	548	<b>3,608</b>	3.09%
505.210 Operating Supplies-Gas & Oil	2,251	2,010	5,000	1,057	<b>4,000</b>	-20.00%
505.220 Operating Supplies-Uniform/Emb	562	513	500	351	<b>500</b>	0.00%
505.230 Operating Supplies-Small Tools	177	270	500	235	<b>500</b>	0.00%
505.300 Road Materials & Supplies (Removed 1- time 20K Woolbright Det Project, added 12K for Gen Projects)	29,413	27,472	54,000	28,887	<b>46,000</b>	-14.81%
506.400 Machinery & Equipment	28,167	1,611	3,500	0	<b>2,500</b>	-28.57%
<b>Sub Totals</b>	<b>248,006</b>	<b>231,395</b>	<b>274,902</b>	<b>127,962</b>	<b>269,948</b>	<b>-1.80%</b>

**TOWN OF OCEAN RIDGE**  
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**GENERAL FUND #001 - DEPT: 590.100**  
**CONTINGENCY EXPENSE**

Departments, Funds & Descriptions	FY 2015	FY 2016	FY 2017	FY17	FY 2018	+ - chng
	Actual	Actual	Budget	at 6-Mos	Proposed	% to F17
Contingency						
590.110 Transfer To Capital Projects -	150,000	180,000	180,000	218,500	<b>377,111</b>	109.51%
<i>Additional projects funded in 2017 by TC; 2018 incl Phased Paving &amp; LPR pend TC approvals, etc.</i>						
590.900 Contingency -	-6,512	7,249	156,048	2,617	<b>50,000</b>	-67.96%
<i>Fund contract additions, increases or other options as approved by TC.</i>						
<b>Sub Totals</b>	<b>143,488</b>	<b>187,249</b>	<b>336,048</b>	<b>221,117</b>	<b>427,111</b>	<b>27.10%</b>

**TOWN OF OCEAN RIDGE**  
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**CAPITAL FUND #302 - DEPT: CAPITAL INVESTMENT**  
**STATEMENT OF REVENUES & EXPENDITURES**

Departments, Funds & Descriptions	FY 2016 Actual	FY 2017 Budget	FY17 at 6-Mos	FY 2018 Proposed	+ - chng % to F17
<b>Capital Fund Revenues</b>					
<b>Dept.: 380.000 Non - Revenues</b>					
380.100 Fund Balance Unappropriated	14,900	115,000	0	<b>63,789</b>	-44.53%
381.000 Interfund Transfer (Interest)	100	0	29	<b>100</b>	
381.100 Interfund Transfer	180,000	218,500	218,500	<b>377,111</b>	72.59%
<i>Revenues transfer anticipates TC pproval to include LPR @ \$225K</i>					
384.000 Debt Proceeds	0	0	0	<b>0</b>	
384.100 Debt Proceed For New TH	0	0	0	<b>0</b>	
<b>Capital Revenue Totals</b>	<b>195,000</b>	<b>333,500</b>	<b>218,529</b>	<b>441,000</b>	<b>32.23%</b>
<b>Capital Fund Expenditures</b>					
<b>Dept.: 521.107 Law Enforcement &amp; Fire Control</b>					
506.400 Machinery & Equipment:					
Second half of two-year commitment for county compatible Police Radios system (encumbered)	80,000	80,000	79,351	<b>0</b>	
TC (11-7-16) Reconyx Cameras; Telephony- Voicemail; Video/Audio Security Systems	0	38,500	2,732	<b>0</b>	
Automated License Plate Recognition System Installation	0	0	0	<b>225,000</b>	
<b>Dept.: 539.112 Other Physical Environment</b>					
503.100 Professional Services (Roads, Civil Eng & Testing)	15,000	15,000	15,095	<b>15,000</b>	0.00%
504.900 Other Current Charges (Bank Fees)	0	0	485	<b>1,000</b>	
506.300 Improvements Not Buildings					
Phased Paving: Comm directed addl \$100K per year added to fund \$200K annual appropriations on paving projects.	100,000	200,000	0	<b>200,000</b>	0.00%
<b>Capital Expense Sub Totals</b>	<b>195,000</b>	<b>333,500</b>	<b>97,663</b>	<b>441,000</b>	<b>32.23%</b>
Fund Balance, Reserves, Net Assets	0	0		<b>0</b>	
<b>Capital Expense Totals</b>	<b>195,000</b>	<b>333,500</b>		<b>441,000</b>	<b>32.23%</b>

FY18 Budget Workbook v1.5 Draft

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**GENERAL FUND #001 - DEPT: ALL**  
 HR Salary Calculations & Multipliers Worksheet Estimator

Lt Green FY18 Calcs    In-house staff model\*\*    Pending/New Positions

Title	DOH	Any Mos	FY17 CurY	17Calc_Rate	FY18 Bud	18 Dep Tots	WkCmpCode	17 WCP	18 WCP	17 Hth Ins	18 Hth Ins	LTD Mo	FICA	17Ret%	17Ret	18Ret%	18-Ret	FUTA	VacPay
Admin Asst	05/23/17	4.5	\$14,213	\$34,112	\$34,112		CLER 8810	89	103	691	752	25	2,610	7.52	2,667	7.92	2,702	355	682
Building Clerk	12/09/02	10.5	\$53,981	\$53,981	\$56,343		CLER 8810	128	148	697	752	36	4,310	7.52	3,843	7.92	4,462	511	983
Dep Twn Clk Treas	07/28/05	2.0	\$57,801	\$57,801	\$58,283	\$148,737	CLER 8810	143	166	700	752	42	4,459	7.52	4,297	7.92	4,616	571	1,099
Town Clerk Treas	01/04/16	9.5	\$68,744	\$68,744	\$71,465	\$71,465	CLER 8810	170	198	704	752	49	5,467	7.52	5,121	7.92	5,660	681	1,309
Town Manager (cntrct)	10/26/15	11.0	\$102,500	\$102,500	\$107,198	\$107,198	CLER 8810	268	311	712	752	74	8,201	9.00	9,648	9.00	9,648	1,072	2,061
Dispatch Supervis	02/15/05	8.5	\$60,545	\$60,545	\$62,689		CLER 8810	143	165	33	40	41	4,796	7.52	4,287	7.92	4,965	570	1,096
Dispatcher (+3K)	12/26/16	9.5	\$34,112	\$34,112	\$38,462		CLER 8810	89	103	691	752	25	2,942	7.52	2,667	7.92	3,046	355	682
Dispatcher (+3K)	10/01/13	12.0	\$39,478	\$39,478	\$44,452		CLER 8810	99	115	693	752	28	3,401	7.52	2,968	7.92	3,521	395	759
Dispatcher (+3K)	07/17/17	2.5	\$34,112	\$34,112	\$37,467		CLER 8810	99	115	693	752	28	2,866	7.52	2,968	7.92	2,967	395	759
Dispatcher (+3K)	10/01/17	0.0	\$0	\$0	\$37,112		CLER 8810	0	102	0	752	28	2,839	7.52	2,968	7.92	2,939	395	759
Dispatcher (+3K)	08/12/14	1.5	\$37,606	\$37,606	\$40,841	\$261,023	CLER 8810	95	110	693	752	28	3,124	7.52	2,846	7.92	3,235	378	728
Dispatcher (Pt)	06/09/11	3.5	\$14,327	\$14,327	\$14,536		PD&D 7720	625	725	0	0	0	1,112	7.52	1,093	7.92	1,151	145	280
Investigator	07/27/15	2.0	\$53,179	\$53,179	\$53,622		PD&D 7720	2,306	2,676	699	752	39	4,102	22.57	12,103	23.27	12,478	536	1,031
Pd Lieutenant	10/01/17	0.0	\$74,700	\$74,700	\$74,700		PD&D 7720	3,092	3,588	705	752	51	5,715	22.57	16,227	23.27	17,383	719	1,383
Pd Lieutenant	09/09/14	1.0	\$72,779	\$72,779	\$73,082		PD&D 7720	3,143	3,647	704	752	49	5,591	10.71	7,827	10.78	7,878	731	1,405
Pd Officer	07/27/15	2.0	\$51,872	\$51,872	\$52,304		PD&D 7720	2,249	2,610	698	752	38	4,001	22.57	11,805	23.27	12,171	523	1,006
Pd Officer	12/13/04	10.5	\$71,613	\$71,613	\$74,746		PD&D 7720	3,092	3,588	705	752	51	5,718	22.57	16,227	23.27	17,393	719	1,383
Pd Officer	04/24/17	5.5	\$49,402	\$49,402	\$50,534		PD&D 7720	2,146	2,491	697	752	37	3,866	22.57	11,266	23.27	11,759	499	960
Pd Officer	07/06/09	2.5	\$68,852	\$68,852	\$69,569		PD&D 7720	2,876	3,338	704	752	49	5,322	22.57	15,098	23.27	16,189	669	1,286
Pd Officer	10/01/02	12.0	\$70,906	\$70,906	\$74,451		PD&D 7720	3,049	3,539	704	752	50	5,696	22.57	16,003	23.27	17,325	709	1,364
Pd Officer	07/12/16	2.5	\$49,402	\$49,402	\$49,917		PD&D 7720	2,146	2,491	697	752	37	3,819	22.57	11,266	23.27	11,616	499	960
Pd Officer	03/05/13	7.0	\$59,470	\$59,470	\$61,205		PD&D 7720	2,531	2,938	700	752	42	4,682	22.57	13,286	23.27	14,242	589	1,132
Pd Officer	09/28/15	1.0	\$51,870	\$51,870	\$52,086		PD&D 7720	2,240	2,600	698	752	38	3,985	10.71	5,579	10.71	5,578	521	1,002
Pd Officer	04/18/17	5.5	\$49,402	\$49,402	\$50,534		PD&D 7720	2,146	2,491	697	752	37	3,866	22.57	11,266	23.27	11,759	499	960
Pd Officer	10/01/17	0.0	\$0	\$0	\$49,402		PD&D 7720	0	2,491	0	752	37	3,779	22.57	11,266	23.27	11,496	499	960
Pd Officer	10/01/17	0.0	\$0	\$0	\$49,402		PD&D 7720	0	2,491	0	752	37	3,779	22.57	11,266	23.27	11,496	499	960
Pd Sergeant	10/01/17	0.0	\$0	\$0	\$0		PD&D 7720	0	0	0	0	0	0	22.57	0	23.27	0	0	0
Pd Sergeant	10/18/10	11.5	\$69,495	\$69,495	\$72,825		PD&D 7720	2,983	3,462	704	752	49	5,571	22.57	15,657	23.27	16,946	694	1,334
Pd Sergeant	11/07/11	11.0	\$63,040	\$63,040	\$65,929		PD&D 7720	2,700	3,134	702	752	45	5,044	22.57	14,172	23.27	15,342	628	1,207
Pd Sergeant	12/10/13	10.0	\$60,038	\$60,038	\$62,540	\$1,051,385	PD&D 7720	2,561	2,972	700	752	42	4,784	22.57	13,443	23.27	14,553	596	1,145
PD Chief (+4.5K)	11/15/05	10.5	\$90,480	\$90,480	\$98,939	\$98,939	PD&D 7720	4,061	4,713	45	50	67	7,569	22.57	21,315	23.27	23,023	944	1,816
Maintenance I (Sup)	10/17/95	11.5	\$57,262	\$57,262	\$60,006		BLDS 9015	2,926	3,396	700	752	41	4,590	7.52	4,340	7.92	4,752	1,732	1,110
Maintenance II	07/12/10	2.5	\$41,454	\$43,527	\$41,886	\$101,892	STRM 5509	4,201	4,876	694	752	31	3,204	7.52	3,153	7.92	3,317	1,258	806
Building Official**	10/01/17	0.0	\$0	\$0	\$72,000	\$72,000	BLDS 9015	0	4,032	0	752	50	5,508	0.00	0	7.92	5,702	720	1,385
<b>Totals</b>			\$1,622,635	\$1,644,607	\$1,912,639	\$1,912,639		52,394	69,924	18,263	22,650	1,321	146,317		287,937		311,312	20,605	35,793

**Town of Ocean Ridge Police Department Budget (Detailed)**

<b>501.400*</b>	<b>OVERTIME</b>	
Vacancies, Investigations, Call Outs, Court, Training, Special Events, Emergencies....		<b>\$75,000</b>
(As of March 31, 2017. 84.2% expended. This item is expected to over expend due to Hurricane)		
<b>503.100*</b>	<b>PROFESSIONAL SERVICES</b>	
Physicians pre-employment examination ( Est @400.00 each x4)		\$1,600
Psychologist pre-employment (Est @300 x 3)		\$900
Credit Checks pre-employment (Est @\$90.00 x4)		\$360
Computer Consulting Services (ENS)(67% of Town Contract \$26,597)(plus emergency call )		\$21,000
Promotional Examinations	CFA Florida Accreditation	\$2,000
\$200 increase for this period due to Computer Consulting increases and removal of Fl. Accreditation item from 2016/17		
<b>Total--</b>		<b>\$25,860</b>
<b>504.000*</b>	<b>TRAVEL/PER DIEM</b>	
IACP Conference		\$2,700
FLA-PAC (Policy resource)		\$1,000
Florida Police Chiefs Association (FPCA)		\$2,500
Miscellaneous Schools/Sworn Officers		\$5,000
Miscellaneous Schools/Dispatchers (PBC 9-1-1 Reimbursable)		\$2,000
FL State 9-1-1 Telecommunicator Certification & Renewals (Reimbursed by PBC 911)		\$500
Voice-Stress Analysis Re-Certification (CVSA/Bi-Annual)		\$1,000
FL Assoc of Code Enforcement (F.A.C.E.) Certification @ (FAU)		\$1,200
CJIS Training Seminar (Reimbursable PBC 911)		\$650
APCO Annual Conference Dispatch		\$700
Decrease \$100 this period		
<b>Total</b>		<b>\$17,250</b>
<b>504.100*</b>	<b>COMMUNICATIONS (NOT</b>	
Phone Service		\$9,305
Cellular Phone Service (Partially PBC 9-1-1 Reimbursable)		\$3,300
UPS Maintenance for 9-1-1 (PBC 9-1-1 Reimbursable)		\$13,850
Internet Access		\$600
VPN Client Access (9)		\$1,200
Computer Air Cards (9)		\$4,725
<b>Total--</b>		<b>\$32,980</b>
<i>"PBC Radio Reimbursable via "\$12.50 Monies": As a result of changes in the County's \$12.50 Monies Resolution, a new method for reimbursement for communications-related expenses was instituted in December 2012. We continue to submit for these funds Quarterly to offset authorized expenses. Increase based upon actual expenditures billed monthly at six month mark plus increase due to age required battery replacement of UPS</i>		
<b>504.200*</b>	<b>POSTAGE/FREIGHT</b>	
Normal Postage/Freight		\$1,400
Code Enforcement Notification		\$400
This account increased \$200.00 based upon actual use analysis and subscription to Stamps.com online postage printing solution. This should reduce excess postage costs as postage will be purchased on demand for most mailings.		
<b>Total--</b>		<b>\$1,800</b>
<b>504.300*</b>	<b>UTILITIES</b>	
FPL Electric Service		\$12,500
Boynton Beach Water		\$2,500
<b>Total--</b>		<b>\$15,000</b>
<b>504.400*</b>	<b>EQUIPMENT LEASE</b>	
Current \$192.69/month Toshiba 3505c		\$2,500
<b>Total--</b>		<b>\$2,500</b>
<b>504.61</b>	<b>REPAIR/MAINT (OFFICE) NON</b>	
Telephone Equipment		\$1,500
Computer Hardware and Software		\$7,500
USA Software		\$13,662
Radar Certification/Repair		\$1,200
Generator Maintenance (Partially PBC 9-1-1 Reimbursable)		\$1,000
FCIC Maintenance		\$600



## LAW PD OPS Details V1.5 FY18

Inspect/Replace Fire Extinguishers		\$1,300
Range Cleaning/Maintenance		\$3,000
Security Door/Camera Maintenance		\$3,000
Spectracom (Net Clock)		\$780
Digital Persona		\$700
Altaro Network Back-Up Annual Maintenance Contract		\$150
SIS Alarm Software Annual Maintenance Contract		\$1,094
Trend Micro Computer Network Anti-Virus		\$730
Sonic Wall Firewall Maint. 3Yr (75%)		\$0
Extend Service Warranty per IT recommendation (2 units)		\$3,400
Smarsh Text Archival Solution 7 units		\$2,700
DSS Equature Dispatch Recorder Maint. Contract** Due for replacement upgrade		\$3,450
Pervasive data base TH		\$130
<b>Total--</b>		<b>\$45,896</b>
<b>504.620*</b>	<b>REPAIR/MAINT. (VEHICLES)</b>	
Labor/ Service - Police Cars		\$7,500
Tires/Rims/Sensors		\$8,000
Labor /Service/ Parts - ATV		\$1,000
<b>Total--</b>		<b>\$16,500</b>
<b>504.630*</b>	<b>REPAIR/MAINT. (RADIO)</b>	
Contract Services		\$1,200
Cell Phones		\$200
Palm Beach County Radio User Fee (Partially PBC Radio Reimbursable via "\$12.50 Monies")		\$14,872
Radio Replacement/Misc. Parts (Partially PBC Radio Reimbursable via "\$12.50 Monies")		\$6,500
<b>Total--</b>		<b>\$22,772</b>
<b>504.700*</b>	<b>PRINTING/BINDING</b>	
Forms		\$1,200
I.D. Card Supplies		\$150
Evacuations Forms		\$100
S.O.P. and Rules & Regulations Manuals		\$500
<b>Total-</b>		<b>\$1,950</b>
<b>504.900*</b>	<b>OTHER CURRENT CHARGES</b>	
Petty Cash, Prisoner Food, Advertisements, Investigative Funds, events, etc.		\$2,500
\$500.00 increase in this account requested to account for Town event funding.		
<b>Total--</b>		<b>\$2,500</b>
<b>505.100*</b>	<b>OFFICE SUPPLIES</b>	
Copies, Ink, Paper, Pens, Envelopes, Discs, Tape, etc.		\$7,500
<b>Total-</b>		<b>\$7,500</b>
<b>505.200*</b>	<b>OPERATING SUPPLIES</b>	
Spare Gun Parts		\$300
Photo Processing/Supplies		\$200
Recharge Fire Extinguishers		\$300
AED Batts/Pads: 6 units require replacement / (Partial reimbursement from PGIT)		\$3,000
General Use Batteries		\$300
Drug Test Kits		\$200
Crime Scene/Evidence Supplies		\$1,250
First Aid Supplies		\$1,000
Flashlights		\$250
Recorder Tapes/CD's-		\$100
Gun Cleaning Supplies		\$150
Training/Service Ammo		\$4,500
Range Safety Equipment		\$150
Solar panel batteries and charger for Speed signs		\$700
Increase \$2500 due to cost of AED supplies/ Speed sign supplies		
<b>Total-</b>		<b>\$12,400</b>
<b>505.21</b>	<b>OPERATING SUPPLIES</b>	
Gas/Oil - Police (14,500 Gallons 3.50/Gal)		\$50,750
<b>Total--</b>		<b>\$50,750</b>

## LAW PD OPS Details V1.5 FY18

**505.220\*****OPERATING SUPPLIES**

Based upon no personnel increases..

## Dispatch:

Shirts: 25 (5 shirts X 5 Dispatchers X \$38.50)	\$963
Pants: 25 (5 pants X 5 Dispatchers X \$42.88)	\$1,072
Jackets: 3@ \$39.95	\$120

## Officers:

Shirts: 80 (5 Shirts X 16 X \$40.00)	\$3,200
BDU Pants: 80 (5 Pants X 16 X \$50.31)	\$4,025
Shoes 16 (1 pair X 16 X \$125.00)	\$2,000
Body Armor Carriers 32 (2 X 16 X \$69)	\$2,208
Body Armor 5 (5 X \$800.00/50% Reimbursed by DOJ)	\$4,000
Shields 3 (3 X \$65.00)	\$195
Civilian Attire	\$600
Winter Jackets 3 (3 X \$100.00)	\$300
Rain Gear 3 (3 X \$170.00)	\$510
Duty Gear (*\$1000/new hire)	\$2,000

Increase \$968.00 due to rising armor costs from supplier.

Under a Dept. of Justice (DOJ) program, a 50% reimbursement will be received by the Town. We have taken advantage of this program for many years. In addition, partial reimbursement may be available from PGIT TIPS Program.

**Total-- \$21,193****505.400\*****SUBSCRIPTIONS/MEMBERSHI**

IACP and IACPnet	\$740
FPCA/PBACOP (Lt's and Chief )	\$1,080
Newspapers (Sun-Sentinel)	\$425
PBSO Handbooks (5)	\$90
NRA	\$100
NABI	\$60
APCO (Reimbursable PBC 911)	\$335
PLI Computer Training (\$148.00 X 23 Officers)	\$3,404
PB County Law Enforcement Exchange (LEX)	\$1,260
Accurint (\$50.00/ Month X 12)	\$600
TLO Invest ( \$25.00/Monthx12	\$300
Notary Renewal and 1 Enrollment	\$205
FLA-PAC	\$50
FIU	\$100
Dispatcher Certifications and Registration	\$400
Gold Coast Code Enforcement Assoc.	\$35
Harmari Pawn Search License	\$100

This account had a net increase of \$105.00 due to Harmari. And GC Code Enf. Fee.

**Total-- \$9,284****506.400\*****MACHINERY/EQUIPMENT**

New/Equipped Police Vehicle (1 @ \$41,500) (Sherriff's Bid)	\$41,500
Desktop Computers (2 @ \$1,900.00)	\$3,800
Laptop Computers (2 @ \$2,300.00)	\$4,600
Dispatch Chairs( 2@ \$1000.00) (911 Reimbursable)	\$2,000
Computer Monitors/ Layering Stand	\$1,000
Replacement ATV	\$9,000
TASER ECW (16)	\$27,500
T3 or LSV Patroller	\$15,500
Body Worn Camera System	\$33,000
<b>Total--</b>	<b>\$137,900</b>

**Total Police Ops (non personnel)****\$499,035**

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

**From:** Hal C. Hutchins, Chief of Police  
**Subject:** **Sworn Police Positions to Address Influx of Visitors**

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In furtherance of the request from the Town Commission in the May Town Commission meeting; below are three optional solutions to the perceived issues the Town is facing, and is likely to face with the building up of the Boynton Beach Federal Highway corridor.

1. Implementation of enhanced patrol shifts for two dayshift platoons.

This would be enacted through the addition of two full time police patrol officers to provide guaranteed three person coverage on the two daytime platoons.

The increase of manpower on these two platoons would assure that there are fully three available personnel for both patrol and directed actions; such as specified weekend patrol assignments to the beach and to the areas of Old Ocean Blvd. and Beachway Drive crossovers. This takes into consideration the policy of allowing one officer per platoon to be absent for approved leave, as well as any unexpected leaves that may exist.

The cost per officer is estimated at:

Starting salary:.....	\$ 49,402.00
<u>Benefits and tax contributions calculated: .....</u>	<u>\$ 28,774.00</u>
Total Each:.....	\$ 78,176.00
Additional cost 2 Officers:.....	\$ 156,352.00

2. Addition of one full time police officer position for directed patrol dayshift coverage plus compensation of Reserve force officers for enhanced coverage.

The Town may wish to consider the hiring of one additional full time patrol officer position to provide full time beach and shore patrol on a 42 hour per week basis, along with the compensation of the now fully volunteer reserve officer program on an as needed basis, to provide directed patrols for trouble areas.

One Full time Officer:..... \$78,176.00

Reserve Officer Compensation@ \$25.00/hour no benefits plus required tax and Workers Comp contributions. Estimated at 22 weekends (Jan thru May)/ 2days per weekend /6 hours per day patrol:

Salary: .....	\$ 6,600.00
<u>Contributions: .....</u>	<u>\$ 1,213.00</u>
Reserve Officer Total.....	\$ 7,813.00
Estimated Total:.....	\$85,989.00

### 3. Use of Reserve Force /No Additional Full Time Police Position

The Commission may wish to consider only the compensation of the current fully volunteer Reserve officers to accomplish a stated request to hire a seasonal part-time position, as was customary in several northern seaside communities in the past.

It is recommended, based upon available review of compensated reserve forces in our area, compensation be set at \$25.00 per hour of work.

As detailed in option two, the compensation for salary alone would be approximately \$6,600.00 with additional estimated tax and insurance cost contributions of \$1,213.00. This results in approximately \$7,813.00 to the Town for 22 weekends of coverage using 6 hour work days.

Please note: Any approval of additional personnel will likely require additional expenditures for operation and addition of equipment. The costs of these additions can be absorbed by retaining vehicles and equipment that would be retired in this fiscal cycle to minimize cost impacts, with the exception of uniforms and personally assigned equipment such as firearms, armor and full gear for any additional full time positions. The cost of fully equipping an officer is estimated at a non-recurring cost of slightly over \$2,000.00 each, though some reimbursement is expected from federal grants as re-appropriated.

Consideration should be taken into account for additional impacts to the overall budget for any of these options, such as the recurring costs budgeted annually for uniforms and supplies.

Total acceptance, or a combination thereof of any combination of the above, may be used to address the issues the Town faces with regard to additional visitors, as the impact is not fully known as of the presentation of this recommendation.

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

**From:** Hal C. Hutchins, Chief of Police  
**Subject:** **Budget Request for Additional 911 PST**

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Based upon the retention and training issues relating to the position of Dispatcher/Clerk, along with the increased clerical work, training requirements and public records fulfillment that has been on an upward trend, I am requesting consideration of adding an additional Dispatcher/Clerk position to the agency.

As realized on the Town Hall side, the level of requests and the work load placed upon clerical staff has and continues to increase as we provide better and more consistent service to our residents and visitors.

The police department Dispatcher/Clerks are currently tasked with providing twenty four hour per day, 365 day per year service, with only 5 positions. This is the minimum staffing level to account for any leave of personnel and often necessitates the use of sworn personnel for coverage. This level of staffing takes away from the desired road patrol coverage the Town demands as well as requiring a consistently high level of overtime for many employees, especially during times of vacancies in this unit.

Records management, as well as personnel management, certification and training have grown exponentially due to State mandates and are to the point that the Town should seriously consider an additional position in this category to continue to provide the consistent and professional service the residents have come to expect.

The starting cost of one position is estimated at:

Salary for certified starting:	\$ 37,112.00
<u>Benefits and tax:</u>	<u>\$ 10,321.00</u>
 Total Personnel estimate:	 \$ 47,433.00

The addition of certification and uniforming will minimally affect other areas of the Police Budget should this request be approved.



## TOWN OF OCEAN RIDGE

6450 NORTH OCEAN BOULEVARD  
OCEAN RIDGE, FLORIDA 33435

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

### Town of Ocean Ridge Job Opening Announcement for:

#### **CERTIFIED BUILDING OFFICIAL (Full Time)**

The Town of Ocean Ridge (population 1,840) is seeking a motivated and qualified individual to fill the position of an In-house, full-time CERTIFIED BUILDING OFFICIAL (CBO) and manage and perform related duties. This is a highly responsible administrative position of interpreting and enforcing codes and regulations, relating to building construction, and the town's ordinances, including land development regulations, zoning and town code. The position is responsible for reviewing plans, issuing permits, and performing inspections. The position will also assist to perform/direct code compliance duties and attend official meetings, as required. The Building Official will work under supervision and direction of the Town Manager, and work in collaboration with the Town Attorney, Town Engineer, Police Department Code Officers, as well as assigned by the Town Commission direction, codes and policies.

Must possess a high school diploma or equivalent and must be certified as a Building Official as required by Florida Statutes 468.609. Must possess a valid Florida driver's license. The full-time salaried position range is from \$60,000 to \$70,000 annually, commensurate with the successful applicant's qualifications and experience.

#### **Application Deadline is September 15, 2017. Qualified Applicants Only Please.**

Applicants must submit a completed employment application for the Town of Ocean Ridge, a detailed resume, salary history, and the contact information of three work-related references to:

Town of Ocean Ridge  
Attn.: Tracey Stevens, CMC Town Clerk  
2450 N Ocean Blvd  
Ocean Ridge, Florida 33435  
jtitcomb@oceanridgeflorida.com

Employment applications may be obtained at the Town or on its website:  
(<http://www.oceanridgeflorida.com/>)

Equal Opportunity Employer and a Drug Free Workplace



## TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

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(561) 732-2635 ♦ FAX (561) 737-8359

**JOB TITLE:** CERTIFIED **BUILDING OFFICIAL**  
(with Zoning & Code Official Duties)

**DEPARTMENT:** Building Department / Inspection Services

### JOB SUMMARY:

This position is responsible for interpreting Florida Building Codes, Town Codes and ordinances, reviewing plans, issuing permits, and performing inspections on all types of construction.

Important focus areas include Customer Service, pre-permit planning meetings, attending town board and commission meetings as required. Focus on Construction site management and professional consultation to the Planning and Zoning Board (P&Z), their Review Committees of process including; Board of Adjustments, Code Magistrate hearings and other official business of the Town on building code matters.

Ensures compliance with Town codes pertaining to zoning, land use, land development, signs and tree removal through field inspections, notices of violation and citations (assisted by Town Police personnel as appropriate) and related duties as assigned.

### MAJOR DUTIES:

- Accepts routine building permit applications received by the Building Clerk, review submitted building plans and documents for compliance with Town Land Development Code, Comprehensive Plan, Standard Florida Building Code, and all other state and federal statutes that pertain to construction.
- Issues all building permits for all types of construction and renovations.
- Conducts on-site building construction and renovation inspections to ensure compliance; notifies Building Clerk of inspection results.
- Performs research related to enforcement of Town Codes.
- Assists persons with requests for variances and special exceptions.
- Directs in-house building department staff in conjunction with the Town Clerk, and consults with the Town Attorney, Town Engineer, Town Manager, Town Clerk, and Police Department on all critical building/code related matters.
- Attends all meetings of the Planning & Zoning Commission, Board of Adjustment, and Code Enforcement Special Magistrate; reviews applications and files to be presented to each Board and develops a report to submit to the Town Clerk for the meeting packages.
- Attends meetings of the Town Commission as requested by the Town Manager.
- Performs customer service functions related to Building Department activities; interprets and discusses construction codes and related ordinances with contractors, property owners, Town Officials, and the general public; provides information related to building permits, inspections, procedures, and other issues; responds to questions, complaints, or requests for service.
- Reviews elevation certificates in conjunction with the Building Clerk.
- Issues Certificates of Occupancy and Certificates of Completion as required.
- Issues Stop Work Orders as appropriate.
- Prepares Building Department related reports and surveys; performs research and compiles data for special projects, reports or surveys as assigned, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives.
- Maintains files of building permits, inspections, notes and required reports.
- Performs other related duties as required.



## TOWN OF OCEAN RIDGE

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### **KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:**

- Knowledge of principles and practices of commercial and residential construction.
- Knowledge of federal, state and local building codes, safety requirements, and contractor licensing and insurance requirements.
- Knowledge of structural, electrical, mechanical, gas, plumbing and fire-prevention codes for building construction.
- Knowledge of the geography, boundaries and streets of the town.
- Knowledge of town ordinances including the Land Development Code and the Comprehensive Plan.
- Skill in oral and written communication.
- Skill in reviewing all construction plans, site plans and surveys.
- Ability to interact with the public in a professional, respectful manner and deal with difficult people with courtesy and self-control.
- Must be able to work independently of direct supervision within established guidelines and capable of sustaining regular and predictable attendance.
- Possess excellent listening, speaking and communication skills.
- Ability to complete all forms and reports legibly and accurately; and read/interpret technical documents.
- Possess organizational skills and the ability to prioritize and perform multiple tasks in a fast-paced environment.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other City employees, governmental officials and the general public.

### **SUPERVISORY CONTROLS:**

The Town Manager assigns work in terms of goals and objectives. Completed work is reviewed for the nature and propriety of the final results.

### **GUIDELINES:**

Guidelines include the Land Development Code, Comprehensive Plan, Southern Building Codes, and other state and standard building codes.

### **COMPLEXITY:**

The work consists of some administrative duties and work directly related to building inspection duties.

### **SCOPE AND EFFECT:**

The purpose of this position is to ensure that construction meets applicable building codes. Successful performance in this position helps assure compliance with established construction standards.

### **PERSONAL CONTACTS:**

Contacts are typically with co-workers, contractors, attorneys, engineers, business and property owners, and the general public.

### **PURPOSE OF CONTACTS:**





## 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

Contacts are typically to give or exchange information, resolve problems, and provide services.

### **PHYSICAL DEMANDS:**

The work is typically performed with the employee sitting, standing or stooping. The employee must occasionally lift heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

### **WORK ENVIRONMENT:**

The work is performed in an office and at construction sites. The employee is exposed to dust, dirt, and occasional inclement weather.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITIES:**

None.

### **MINIMUM QUALIFICATIONS:**

- High school diploma, with higher level preferred.
- Must be certified as a Building Official as required by Florida Statutes 468.609, and must show proof of eligibility.
- Prefer demonstration of ten (10) years' combined experience as a Certified Building Official, architect, engineer, building inspector, contractor, or construction superintendent, with at least five (5) years of such experience in supervisory positions.
- Possession of a valid driver's license issued by the State of Florida.

ADOPTED BY: TOWN COMMISSION

DATE:



*Budget Workbook*

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