

Budget for Fiscal Year 2011/12



Proudly serving the residents of Ocean Ridge for 80 years

Town Manager Kenneth Schenck
Police Chief Chris Yannuzzi
Town Clerk Karen Hancsak
Deputy Town Clerk Jean Hallahan

Memorandum

Date: January 30, 2012
To: Mayor and Town Commissioners
From: Ken Schenck, Town Manager
Re: Resolution 2012-02 Budget Adjustment

The Town received a grant from the State for \$112,000 to reimburse homeowners for installing energy saving devices. We are required to pay the homeowner and then submit the request to the State for reimbursement. As we didn't know how much would be involved when we did the budget for this year we couldn't include the expense or income in the budget. The resolution amends the budget to incorporate the funding for this program.

The expenses are 100% reimbursable so the overall budget is not adversely affected. Staff recommends adoption of Resolution 2012-02.

ADDENDUM

THE COMMISSION APPROVED THE BUDGET AMENDMENT THROUGH THE ADOPTION OF RESOLUTION NO. 2012-02 AT THE FEBRUARY 6, 2012 REGULAR COMMISSION MEETING.

RESOLUTION NO. 2012-02

A Resolution of the Town of Ocean Ridge Amending the 2011/2012 Budget to Include Funding for the State Energy Reduction Grant Homeowner Rebate Program.

Whereas, the Town has received a grant from the State of Florida for \$112,000 to assist homeowners in reducing energy consumption and;

Whereas, the funds will be used to provide grants to homeowners to purchase energy saving equipment and;

Whereas, a program has been developed outlining what equipment is to be eligible and the amount to be refunded to the homeowner and;

Whereas, the State of Florida has approved the program as a part of their grant and;

Whereas, the Town of Ocean Ridge is required to fund the rebate to the homeowner and then submit the grant request to the State for reimbursement and;

Whereas, these funds were not included in the Town's budget as the amount from the State was unknown when the budget was approved and;

Whereas, the funds spent by the Town will be totally reimbursed by the State and therefore will not adversely impact the budget.

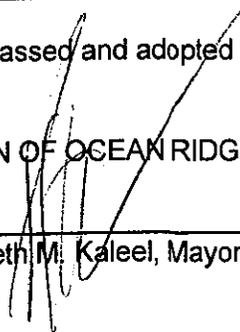
Now therefore be it resolved that the Town Commission of Ocean Ridge, Florida does hereby approve amending the 2011/2012 budget to include increasing the Fund Balance Unappropriated amount by \$112,000 (from \$27,976 to \$139,976) for the homeowner rebate program. The revised Revenues and Expenditures will both increase from \$5,031,681 to \$5,143,681.

Section 1. This Resolution shall become effective immediately upon passage.

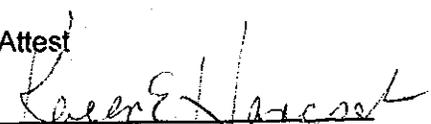
The foregoing resolution was offered by Commissioner Pugh who moved its adoption. Commissioner Brookes seconded the motion.

The Mayor thereupon declared the resolution duly passed and adopted this 6th day of Feb, 2012.

TOWN OF OCEAN RIDGE, FLORIDA


Kenneth M. Kaleel, Mayor

Attest


Karen E. Hancsak, Town Clerk

Memorandum

To: TOWN COMMISSION, TOWN MANAGER

From: Karen E. Hancsak, Town Clerk

Date: Sept. 30, 2011

Re: SUMMARY OF ALL CHANGES TO THE FINAL APPROVED BUDGET

The Final Budget Adoption Hearing was held on September 30, 2011 at 5:01 PM. As a result, below are the reductions captured from the ORIGINAL PROPOSED budget (\$5,262,076) to the FINAL APPROVED budget (\$5,031,681) thereby reflecting the reserve funds used to balance the budget:

Deficit with Original Proposed Budget **\$324,368**

- Eliminated 3% Cost of Living Increases for the staff **\$ 55,216**
- Eliminated .5 headcount and expenses from Public Works **\$ 19,079**
- Eliminated headcount and expenses for Police Investigator **\$ 74,216**
- Reducing Misc Operating Expenses **\$ 30,500**
- Reduction in costs from new medical plan **\$ 51,384**
- Reduction in deficit by adjusting millage from 5.15 to 5.25 **\$ 65,997**

Deficit with Final Approved Budget **\$ 27,976**
(Reserve Funds used to balance the budget)

The budget, revision memorandums, and related correspondence is attached hereto and has been adopted.

Memorandum

To: TOWN COMMISSION, TOWN MANAGER

From: Karen E. Hancsak, Town Clerk

Date: Sept. 30, 2011

Re: BUDGET REVISIONS

Attached please find revised pages reflecting the final quoted insurance rates. The monthly premium actually reduced from \$510.38 (\$511 rounded) to \$492.93 (\$493 rounded). These changes to the individual departments actually reduced the budget \$5,400 thereby reducing the amount to balance the budget by the same amount.

I have provided the motion required for adopting the FY 2011/12 Budget with the three (3) scenarios. The first is with the Investigator Position (\$5,105,681), the second is with the position totally removed (\$5,031,681) and the third is with a part-time position (\$5,068,900). I have also included the resolutions with the three (3) scenarios along with the two other required resolutions (Millage and Capital Projects).

The Fund Balance Unappropriated to balance the budget would be as follows:

\$101,976, or \$27,976 or \$65,195.

**PLEASE REMEMBER TO BRING YOUR BUDGETS AND
CORRESPONDENCE WITH YOU.**

Memorandum

To: TOWN COMMISSION, TOWN MANAGER

From: Karen E. Hancsak, Town Clerk

Date: Sept. 30, 2011

Re: FINAL BUDGET ADOPTION

The Final Budget Adoption Hearing was held on September 30, 2011 at 5:01 PM. The final budget included a \$5,400 total reduction in the Life & Insurance Accounts (TM \$216, T Clk \$648, Law Enf \$4,320 and Pub Wks \$216) to reflect a monthly health premium of \$493 per employee.

The Commission also unanimously removed the Investigator Position and related costs thereby reducing the Law Enforcement budget by an additional \$74,000.

The Commission approved a Final Budget in the amount of \$5,031,681. The expenditures are offset by the \$5.2500 millage rate generating \$3,464,805, additional revenues totaling \$1,538,900, and utilizing \$27,976 from the fund balance unappropriated monies to balance the budget.

The budget, revision memorandums, and related correspondence is attached hereto as adopted.

Memorandum

To: TOWN COMMISSION, TOWN MANAGER

From: Karen E. Hancsak, Town Clerk

Date: Sept. 26, 2011

Re: BUDGET REVISIONS

The following action was taken at the TENTATIVE BUDGET ADOPTION PUBLIC HEARING held on Sept. 26, 2011:

After a budget discussion was added to the Regular Town Commission Agenda on Sept. 12, 2011, the Town Manager advised that he had obtained and distributed an additional health insurance quote. After a presentation and ensuing discussion, the Commission approved changing insurance agents to Adams/LaRocca and approved a new POS health insurance plan (YV-U) from NHP and also to fund \$1,200 towards the 2012 calendar year deductible (\$2,000/\$4,000) through an HRA Debit Card - \$46,200 reduction to the budget. SINCE THAT TIME IT WAS DISCOVERED THAT THE QUOTE PROVIDED BY ADAMS/LARocca MAY NOT HAVE BEEN THE MAXIMUM PREMIUM QUOTE BECAUSE UNDERWRITING HAD NOT REVIEWED THE EMPLOYEE ENROLLMENT FORMS AS OF THAT TIME. AT THE SEPT. 26, 2011 TENTATIVE BUDGET ADOPTION HEARING THE COMMISSION WAS ADVISED THAT THE \$46,200 SAVINGS MAY DECREASE AFTER FINAL REVIEW BY UNITED HEALTH INSURANCE UNDERWRITING THEREBY INCREASING THE BUDGET IN THE AFFECTED DEPARTMENTS. THE COMMISSION WAS ADVISED THAT THE SUMMARY ADVERTISEMENT THAT WILL BE ADVERTISED ADJACENT TO THE NOTICE OF TAX INCREASE ON TUESDAY, SEPT. 27, 2011 ACTUALLY REFLECTS THE \$46,200 PLACED BACK INTO THE BUDGET UNTIL THE FINAL QUOTE IS RECEIVED FOR THE HEALTH INSURANCE (AWARE THAT IT WOULD DECREASE ONCE THE DEFINITE RATE IS RECEIVED). THE BUDGET TOTAL WILL BE REVISED AND PROVIDED TO THE COMMISSION PRIOR TO THE FINAL BUDGET ADOPTION HEARING ON FRIDAY, SEPT. 30, 2011 AT 5:01 PM.

The Commission did not remove the Investigator Position from the budget at this meeting, however, stressed that even though funding was still included in the budget as of this time the position was not authorized to be filled. The Commission concurred that the final decision on the Investigator Position could be made at the Final Budget Adoption Hearing on Friday.

The majority of the Commission approved that a Budget in the amount of \$5,157,281 be tentatively adopted. The Commission approved and that a millage rate of \$5.2500 per \$1,000 of assessed valuation be tentatively adopted for the 2011/12 general operating revenues.

Mayor Kaleel announced that the computed millage rate is .29% more than the rolled back rate of \$5.2348. He also announced that the Final Budget Adoption Hearing was scheduled for Friday, Sept. 30, 2011 at 5:01 PM.

Memorandum

To: TOWN COMMISSION, TOWN MANAGER
From: Karen E. Hancsak, Town Clerk
Date: Sept. 12, 2011
Re: BUDGET REVISIONS

The following revisions were made to the budget after the Regular Town Commission Portion of the Meeting held on Sept. 12, 2011:

AN ANNOUNCEMENT WAS MADE AT THE MEETING THAT AN AMENDED NOTICE OF PROPOSED TAXES MUST BE SENT OUT TO THE PROPERTY OWNERS BECAUSE OF AN INCORRECT FIGURE INADVERTANTLY ENTERED ON #10 OF THE DR420 FORM THAT WAS SENT TO THE PROPERTY APPRAISER AND STATE DOR, WHICH ULTIMATELY CALCULATED AN INCORRECT ROLLED BACK RATE. THE MILLAGE RATE ON COLUMN 3 OF THE NOTICE OF PROPOSED TAXES REFLECTED A ROLLED BACK RATE OF 5.1351 WITH TAXES BASED ON THAT RATE WHILE IN FACT THE CORRECT ROLLED BACK RATE IS 5.2348. THEREFORE, THE TENTATIVE BUDGET ADOPTION WAS RECESSED UNTIL SEPT 26, 2011 AT 5:01 PM AND THE FINAL BUDGET HEARING WAS RESCHEDULED TO SEPT 30, 2011 AT 5:01 PM

After a budget discussion was added to the Regular Town Commission Agenda, the Town Manager advised that he had obtained and distributed an additional health insurance quote. After a presentation and ensuing discussion, the Commission approved changing insurance agents to Adams/LaRocca and approved a new POS health insurance plan (YV-U) from NHP and also to fund \$1,200 towards the 2012 calendar year deductible (\$2,000/\$4,000) through an HRA Debit Card - \$46,200 reduction to the budget

The Commission again discussed the Investigator Position and the consensus was to keep the position in the proposed budget at this time but to provide alternate costs for a part-time position instead of full-time to be available for the Sept. 26, 2011 meeting.

The Commission directed staff to provide the amount to balance the budget, after the health insurance reduction, with a 5.2500 millage rate (same as current year).

The health insurance change resulted in a \$46,200 reduction in expenditures, thereby bringing the total expenditures in the General Fund originally from \$5,262,076 to \$5,157,281 and with the new change to \$5,111,081 (\$107,376 of unappropriated fund balance to balance budget). If the Investigator Position is approved for a 25 hour per work week schedule the total expenditures would reduce to \$5,074,300 (\$70,595 to balance budget). If the Investigator Position is totally removed the total expenditures would reduce to \$5,037,081 (\$33,376 to balance budget). The 5.2500 millage rate would generate \$3,464,805 in ad valorem revenue and the remaining revenues total \$1,538,900.

A copy of the revisions is attached.

Memorandum

To: TOWN COMMISSION, TOWN MANAGER

From: Karen E. Hancsak, Town Clerk

Date: August 26, 2011

Re: BUDGET REVISIONS

The following revisions were directed to be made to the budget after the Special Budget Meeting held on August 25, 2011:

Removal of any COLA increases – Approximate total cost \$60,000.

Replace Proposed Full-Time Maintenance Position back to Part-Time with associated personnel cost adjustments – Approximate \$19,000 reduction.

Reduce various staff recommended operating expenditures totaling \$30,500.

The Town Manager mentioned that he was obtaining an additional health insurance quote and the Commission requested information regarding same be distributed prior to the Sept. 12, 2011 Tentative Budget Adoption Meeting.

There was discussion regarding removal of any 40 hour vacation pay out options for the employees, however, the majority consensus was to keep this in the budget.

The Commission did not remove the Investigator Position at this time but agreed that it would be discussed again prior to the Tentative Budget Adoption.

The Commission directed staff to provide the amount to balance the budget, after the reductions listed above, with a 5.3000 millage rate and a 5.2500 millage rate (same as current year).

The changes resulted in a \$104,795 reduction in expenditures, thereby bringing the total expenditures in the General Fund from \$5,262,076 to \$5,157,281.

REVENUES

As a result of the changes the amount to balance the budget from the unappropriated fund balance utilizing the 5.1500 millage rate (as the budget was proposed) would be \$219,573 from \$324,368. The 5.2500 millage rate would require \$153,576 to balance the budget and the 5.3000 millage rate would require \$120,578 to balance the budget. The remaining revenues total \$1,538,900.

A copy of the revisions is attached.

Town of Ocean Ridge, Florida

Proposed Budget

Fiscal Year

October 1, 2011 through September 30, 2012

Mayor

Kenneth M. Kaleel

Vice Mayor

Geoffrey A. Pugh

Commissioners

Dr. Lynn L. Allison

Edward J. Brookes

Zoanne R. Hennigan

Town Manager

Kenneth N. Schenck

Town Clerk/Treasurer

Karen E. Hancsak

Deputy Town Clerk/Treasurer

Jean A. Hallahan

Police Chief

Christopher Yannuzzi

Town of Ocean Ridge, Florida

2010-11 Proposed Budget

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TOWN OF OCEAN RIDGE
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OCEAN RIDGE, FLORIDA 33435

TELEPHONE (561) 732-2635
FAX (561) 737-8359

KENNETH M. KALEEL
MAYOR, CHAIRMAN OF COMMISSION

KENNETH N. SCHENCK, JR.
TOWN MANAGER



COMMISSIONERS
DR. LYNN L. ALLISON
EDWARD J. BROOKES
ZOANNE R. HENNIGAN
GEOFFREY A. PUGH

July 11, 2011

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

Commissioners:

In accordance with the requirements of State Statutes and Article IV, Section 4.04(e) of the Ocean Ridge Town Charter, the proposed budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012 is submitted for your review, consideration, and action.

INTRODUCTION

This document is the proposed fiscal plan for the operation of the Town of Ocean Ridge during the next fiscal period. This is the tenth year that the budget is presented to the Commission in a form that substantially conforms to the standards of public financial presentations known as Generally Accepted Accounting Principles (GAAP) promoted by the National Council of Government Accounting. We are keeping the same format that was familiar with both the Staff and the Commission. It is intended that this presentation for review of the budget by the Commission presents clearly the operations of the Town and the use of tax dollars and other revenues.

The annual operating budget is a basic fiscal document. Once adopted, it will become the fiscal work program for our community and provide the basis for carrying out the Commission's decisions on policies and programs for the improvement, growth, and orderly maintenance of the Town of Ocean Ridge.

BUDGET PREPARATION

In assembling and formalizing this document, the Town Manager sought input from the entire Town Staff. The process of preparing the annual budget begins in May and involves the compilation and gathering of information. Ideas for new and improved services are received from residents, clients (i.e. contractors), elected officials, and staff

throughout the year. Each department head assesses current and prior year levels of service and then calculates the costs of providing existing service levels as well as costs of providing improved levels of service. The department heads then submit their budget requests to the Town Manager and priorities are set. These priorities are balanced with anticipated resources to result in the Town Manager’s proposed budget.

BUDGET SUMMARY

An overview of the general fund shows that over most of the prior years revenues have grown faster than expenditures, and the fund balance has increased. The following chart shows this happening for the past four years. In recent years major changes to the fund balance include transfers to the Capital Project Fund.

Year	Proposed Surplus to Balance Budget	Actual Surplus at Year End	Fund Balance at Year End
2008-2009	\$ 3,146	\$ (501,502)	\$ 2,879,090
2009-2010	\$ 145,349(+160,000 transfer)	\$ 38,312	\$ 2,917,402
2009-2010	\$ 206,804	Unavailable	
2010-2011	\$ 324,368		

The negatives in the surplus column occurred because of monies in that year that were budgeted to be transferred to the Capital Projects Fund. The FY 2008/09 had an \$830,319 excess of revenues over expenditures (\$420,257 was Town Hall grant monies received).

The proposed 2011/2012 General Fund Budget will require \$324,368 from unappropriated funds to balance the GF budget.

The fiscal year 2011/2012 General Fund Budget has a decrease of about \$39,776 from last year. The reduction comes from reducing some of the expenses and FRS’s reduced rates. However, the FRS rates will be increased again next year. By the very nature of being a service organization, personnel costs account for 53% of the budget and operating expenses (majority being the 2 loans and the fire/ems contract) account for 47%. The upcoming year’s budget also focuses on continuing on-going projects including stormwater improvements, road and drainage pipe repairs, Town landscape maintenance, building & zoning contract and maintaining the Town’s current level of visibility for public safety. Major funds have also been added to this budget for the increase in the contract for Fire Rescue services with the City of Boynton Beach. The loan payment for the drainage project is \$468,000 and a loan to finance the new Town Hall is \$311,175.

This year’s preliminary budget maintains last year’s millage rate of **5.150**. Even though the general fund budget is \$39,776 less than last year the reduction in property values of more than \$150,000,000 over the last two years, the reduction in state revenues, and reduced construction necessitate the proposed millage. This reduction in property values has resulted in an annual loss of revenue of about \$740,000. Even though the gross property value increased .32% this year the millage rate established last year lowered the total ad valorem this year because of the rolled back rate. The rolled back rate based on this year’s property values is 5.1351. If we were to use this as our budget rate instead of the 5.15 it would necessitate an additional \$10,000 to balance the

budget. It might be worth the additional amount so that we won't be considered as having a tax increase. The following proposed initiatives further expand our current levels of service and are included in this year's recommendation. All of these programs have a significant financial impact while improving the quality of life in our community.

Beautification, Landscaping and Noseeum Spraying

The Commission elected to renew the landscaping contract for next year at the same cost as this year which is \$40,800.

The budget includes the cost for noseeum spraying based on the recent bid of \$37,700. The spraying will be for 12 months.

There is currently a Beautification Reserve Account that has an approximate balance of \$115,000. The funds in this account are not part of the general budget; however, staff wanted to make the Commission aware of its availability for future projects. The Commission approved various expenditures from these funds to place decorative signage throughout the Town; similar to those placed on Old Ocean Boulevard. The signage included replacing all street name signs, stop signs, speed limit signs, no parking signs, and other directional signage with decorative street signs. Staff believes the decorative street signage program demonstrated a highly visible enhancement in Town and how the funds were utilized.

Stormwater Drainage

The major stormwater issues have been addressed and the necessary construction completed. There is one area that still needs to be addressed and that is the western end of Coconut Lane. The funding of \$500,000 has already been set aside in the Capital Projects Fund for these improvements. Bidding of this project has been completed. We have been awarded a State grant of \$119,415 for this project. The low bidder is adjusting his bid due to electrical changes that had to be made. Hopefully we will be able to award the bid in August.

The Staff has budgeted \$20,000 in funds for storm drainage professional services, maintenance, and repairs in the General Fund for the 2011/2012 budget.

The Town had previously applied for and received approval for a total amount of **\$7,006,817** in State Revolving Fund Loan monies for the various stormwater drainage improvements. The term of the loan is for 20-years with semi-annual payments. The yearly payment amount of the loan is finalized and will be **\$467,943.68** made in two (2) payments of **\$233,971.84 every (6) months.**

Capital Projects Fund

The major project is the Coconut Lane drainage improvements estimated at \$500,000, which includes \$50,000 for professional services. Other projects may include repairs to the Inlet Cay Bridge and the Sabal Island Bridge.

Town Engineer

A full-time Town Engineer was hired eight years ago and staff is recommending continuing this contract to help oversee various civil engineering projects. The firm of Engenuity Group (formerly SFRN, Inc.) was selected and one of their partners, Lisa Tropepe, serves as our Town Engineer of record. With the ongoing special projects and regular Town Engineering needs, staff is recommending \$45,000 budgeted for a full year of Town Engineering services. Additional funding for the Town Engineer includes \$10,000 for building permit review, \$1,000 for GIS and \$5,000 for NPDES. Their hourly rates will remain the same.

Fire/EMS Contract Services

In October 2004 the Boynton Beach Fire Department took over the Fire services for the Town of Ocean Ridge. In addition Boynton Beach also provides Emergency Medical Services (EMS) to the Town. The first year fee was \$655,296, and is increased annually by the CPI or 4% whichever is greater. The past year was \$836,828 for 2010/2011. The cost for 2011/2012 will be \$870,301 based on a 4.0% minimum increase per the contract.

Law Enforcement

In an effort to smooth out the police officers' schedule and reduce overtime we changed the schedule to institute a 12 hour shift. It has accomplished what we had hoped by drastically reducing overtime. This budget includes refilling the investigator's position. The cost of the position is about \$82,000, including benefits. At present the Lt. has been incorporating this position into his schedule as well as getting prepared to set up the accreditation program. This is a heavy burden for one individual to handle and I recommend the funding for this additional position (also see attached supplemental document from Chief Yannuzzi).

We will be meeting with the Police Union in late July or early August to continue discussions on their proposed contract. At present there are no funds included in the

proposed budget to address the increases requested by the Union in the preliminary contract.

We are continuing our agreement with the Town of Briny Breezes to provide police services for the next three years at \$185,000 a year.

Road Paving

Due to the reduction of the taxable property values there are no repaving projects proposed for this year.

Highlights of Budget

Highlights of this year's proposed budget are as follows:

• Town Engineer	\$ 45,000
• Town Engineer other charges	\$ 16,000
• Building & Zoning Professional Services	\$ 98,000
• Landscape and maintenance	\$ 70,000
• Storm drainage maintenance (cleaning and repairs)	\$ 20,000
• Fire hydrant and Waterline maintenance	\$ 20,000
• Fire/EMS contract with Boynton Beach	\$ 870,301
• Noseeum spraying	\$ 40,000
• Coconut Lane (in Capital Project budget)	\$ 500,000
• Police Investigator	\$ 82,000
• Maintenance man to full time	\$ 19,000

Staff is recommending a fiscal year 2011/2012 millage rate of 5.150. This rate represents no increase in millage from this year. The rollback millage is 5.1351 based on the property values. Based on our final gross taxable value and adjusted year taxable value for 2010 the State calculation for a majority vote millage is \$6.3772.

REVENUES

The anticipated General Fund revenues for the fiscal period is summarized on pages 2 and 3 so that the Commission can readily see the various sources of general income for the Town. Total anticipated general fund revenues of \$4,937,708 are sufficient to balance the proposed general fund budget when coupled with a portion of the carryover balance from the current fiscal period and unappropriated monies totaling \$324,368. This total amount of revenue, \$5,262,076 will be sufficient to fund the proposed expenditures in the fiscal period and maintain a reasonable carryover in the general fund as a reserve against unexpected expenditure requirements.

Of the total amount of Ad Valorem revenues, \$3,398,808, a decrease of \$74,440 from the prior year is proposed to be generated from a property tax levy of 5.1500 per \$1,000 of assessed valuation.

EXPENDITURES

The assessment of budgetary needs is an ongoing process that encompasses both long and short-term necessities. These needs are then evaluated in conjunction with desired service levels, long and short-term policy objectives and limitations of revenue sources. Balancing these competing needs makes up the bulk of the budget planning process.

Necessities such as debt service requirements, insurance coverage and the delivery of basic services take priority over other needs. Moreover, the Town has been addressing issues critical to improve the quality of life for our residents. As an organization, we seek the highest levels of service, the 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 limited resources.

The proposed General Fund budget calls for a total expenditure of **\$5,262,076** during the fiscal period. This figure represents a decrease in expenditures from the previous year of \$39,776. Attached is a memo that requests approval to purchase about \$135,000 in capital expenditures in FY 2010/11 instead of including them in next year's budget. The Commission approved a similar concept last year when they approved a police vehicle and trash pump from the FY 2009/10 budget.

PERSONNEL

The budget includes a 3% salary increase at this time and no increases to the step plan for any of the eligible employees. The 3% helps to offset the 3% reduction in salary instituted by the FRS. We included this increase as there hasn't been an increase for topped out employees since 08/09 and no step increases since 09/10. The 3% increase amounts to about \$60,200. Personnel changes in the preliminary budget include an additional position for a police investigator (\$82,000) and extending the part time maintenance employee to full time (an additional \$19,000). A memo from Chief Yannuzzi is included outlining the investigator need. Bill Armstrong has demonstrated himself to be a definite asset to the Town. His knowledge of plumbing and electricity has been a major benefit and saved the Town from hiring a contractor in several incidences. Many tasks the maintenance crew handles require two people for physical and safety needs. In the afternoon we only have one which is sometimes limiting if something breaks down. Therefore, I recommend changing him to a full-time position.

DESIRED UNFUNDED EXPENDITURES IN THE CAPITAL PROJECT FUND

Coconut Lane Drainage Construction & Professional Services **\$450,000**

The drainage project for Coconut Lane was completed a couple of years ago. However, there is a serious flooding problem at the western end of the road. Several meetings with the SFWMD have provided a solution to the problem by constructing a pumping system and discharge the water into the mangrove area over the berm. A

General Fund Transfer of \$500,000 was done in the FY 2008/09 budget even though the project had not yet been approved. We have received a \$119,415 grant from FDEP for this project. We hope to award the contract in August 2011.

Inlet Cay and Sabal Island Drive Bridge Repairs

\$50,000

There is \$50,000 in the Capital Projects Fund for repairs to the Inlet Cay and Sabal Island Bridges.

SUMMARY

The primary objective of the manager and staff in the preparation of this proposed document is to present to the Commission a budget plan which is within the legal framework established by state law and Town charter and addresses the needs of the community for the next fiscal year. The budget document is intended to provide the Commission, residents, and staff information about the Town's fiscal responsibilities necessary to provide quality services. The general fund budget has a decrease of \$39,776 over last year.

ACKNOWLEDGEMENTS

A document of this scope is the result of many hours of preparation by many people. Special recognition goes out to Town Clerk/Treasurer Karen Hancsak who each year shoulders most of the preparation of the budget. I also want to thank Deputy Town Clerk Jean Hallahan, and Police Chief Chris Yannuzzi for their assistance in the preparation of this document.

Respectively submitted and prepared by,

Kenneth N. Schenck, Jr.
Town Manager

Investigator position:

During FY 2005/2006, then Chief Hillery determined the need for the creation of the Police Department's first, full-time Investigator. Prior to that date, investigations were performed as secondary duties of the Lieutenant and/or by the temporary reassignment of a patrol officer. In July 2006, I became that first Investigator. However, as time progressed and as you will recall, my investigative duties became secondary to other responsibilities. The causes of my being given new direction were as diverse as the new duties themselves, and need not be mentioned here. Suffice it to say, the investigations suffered.

In August, 2009, with my input and encouragement, Chief Hillery assigned Ofc. Hal Hutchins as the Investigator on a full-time basis; a position he held until the summer of 2010.

As a part of the preparation for the FY 2010/2011 Budget, I was faced with the elimination of a sworn position; thus reducing the staffing from 15 to a total of 14, including the Chief. The phased in implementation of the new 12-Hour Patrol Schedule had begun and that schedule required 12 of the 14 positions. Therefore, I had to eliminate either the position of Lieutenant or Investigator.

Originally, I considered not filling the Lieutenant's position that I vacated when I became Chief. This would have left Hal Hutchins in the Investigator assignment and heaped considerably greater responsibility upon myself. However, based on what I was confronted with as the new Department Head – most of which you have been informed of in individual and group meetings – I made the decision to fill the Lieutenant's position in an effort to facilitate improved professionalism through increased supervision. My secondary focus was on updating the Police Department's Rules & Regulations; most dating back to 1991. Therefore, in August, 2010 Inv. Hutchins was promoted to Lieutenant. This action reduced the investigative duties from the full time, primary responsibility of an assigned individual to a part time, occasional duty of the Lieutenant. As a result, as mine did when I was assigned other tasks, these investigations have suffered by not receiving the attention that they should. Likewise, although we have attempted to remain an active partner with other agencies, these relationships have not developed as they could.

It is important to note that members of the Ocean Ridge Police Department took 77 crime reports in 2009, 66 in 2010, and 36 so far this year; all of which required supervisory review to ensure proper action and classification. These numbers do not include the many calls for service that necessitate research, consultation and/or collaboration just to determine if they are criminal in nature at all. Nor do these numbers reflect non-criminal incidents requiring follow up; such as: suspicious incidents/persons, found property, etc.

All criminal cases take time to investigate. They are not as simple as TV would have you think. They require concentration, time management, theoretical and scientific examination, coordination with victims/witnesses/experts/investigators from other agencies/etc. Depending on the nature of the crime being investigated, there may be crime scene work, lab analysis, subpoenas/search warrants, case preparation & presentation to the State Attorney, and Court attendance.

In addition, the Investigator is often called upon to provide crime prevention information to individuals or groups. These presentations usually require preparation; which is time away from conducting investigations.

In no way should the need for an Investigator reflect poorly on Lt. Hutchins abilities. To the contrary, his investigative skills have resulted in the filing of several cases, many of which were complex. However, as we endeavor to revise/update our policies and procedures, his duties are being further stretched as the Accreditation Manager – a process that will take 2 years and usually is a full-time position in itself.

Therefore, for this reason and the supervisory issues stated above, I must request the staffing of an Investigator position.

Memorandum

Date: July 11, 2011
To: Mayor and Town Commissioners
From: Ken Schenck, Town Manager
Re: Capital Items

There are several items the Police Dept. wanted to include in their budget for next year. I believe we can purchase these items now thereby reducing the burden on next year.

The items include an Advanced Authentication system that the FDLE requires (\$4,240), two security cameras for two areas that aren't covered by the present system (\$1,742) and an upgraded security system hard drive (\$880). There are sufficient funds in the present budget to purchase these items.

We are in need of purchasing one new police car this year. There are sufficient funds in the Police Dept. budget to cover this cost of about \$28,000. Most of the funds are from the lower rates for the last three months of the year because of the revised FRS rates and the lower overtime usage.

The final item is the CAD system from USA Software. The cost is \$100,386.22, which includes the first year's maintenance of \$12,000. The original idea was to finance it over 3 years but it is more economical to use the Capital Projects Fund because of the low interest the banks are presently giving on our money. There are sufficient funds left from the Island Drive Bridge and Spanish River projects. Of the \$100,000 the Support Group will pay \$20,000 and we can use Mr. Naar's donation of \$9,000 so we'll only need \$72,000 to purchase the system outright.

Chief Yannuzzi will be at the meeting to explain these items in more detail.

We request Commission approval to purchase these items from this year's budget and the Capital Projects Fund.

Police Vehicles:

Attached to this narrative is a chart for vehicle replacement. It shows vehicle mileage and wear as of June 30, 2011. As you can see, there is some planning that goes into the replacement of our vehicles. In addition, there are some accepted facts that have been developed over time with regard to patrol vehicles; one is that after 50,000 miles the cost of vehicle maintenance goes up substantially and the value of a trade in decreases at an equally rapid pace. However, due to economic conditions, over the several few years we have had to stretch the normal replacement rotation of 2 per year. When this happens, eventually a year comes up where 3 or 4 vehicles need to be replaced. In FY 2011/2012, 3 vehicles were originally scheduled for replacement: 563 (2008), A-1 (2008), and the Escape (2002).

This year we have another dynamic in that the Ford Crown Victoria (CV) has been discontinued; which leaves us with these options: buy a 2011 CV leftover, move to the new Ford Interceptor (a Taurus frame) or go with another manufacturer, i.e.: the Chevrolet (Caprice or Impala) or the Chrysler (Dodge Charger). The purchase of the CV leftover would allow for the transfer of some of our existing equipment, while the other choices would require all equipment to be replaced.

After careful consideration of all of the above, it is my recommendation that we replace 563 only and we do so in the current fiscal year. This vehicle is beginning to become expensive to maintain due to wear. It is further recommended that the replacement be a 2011 CV leftover. They are available and, once purchased, we can transfer some of the equipment from the old car. Since this is the first model year for the new Interceptor, I would rather wait to see how others find its worthiness. In addition, if we change to the Chevrolet or the Charger we will have the added cost of all new equipment. If approved, we would purchase the new car in late August or September. Delivery would not be until late September and we would not install the equipment until October, thus paying the equipment expense from the FY 2011/2012 Budget.

With regard to the other 2 vehicles that were scheduled to be replaced in FY 2011/2012, I offer the following historical information:

- A-1 (2008) is my car. The plan was to replace it and make it the Administrative vehicle; which is used by all Town employees for work-related purposes.
- Last year, it was determined that the 2002 Escape needed to be replaced (then at 62382 miles) and the hope was to use a State Grant to do so. Unfortunately, the Grant didn't work out. However, the need did not go away and this year the mileage is 67660. There is a recognized benefit to having a high profile vehicle in the fleet, especially during storms. In addition, if we select a hybrid, we should experience additional benefit.

Despite the plan, we will move the replacement of these 2 vehicles to FY 2012/2013. However, as the chart indicates, we will need to replace 4 vehicles in that Budget cycle.

Computer-Aided Dispatch/Records Management System (CAD/RMS)

Six years ago, \$40,000 was allotted in the Budget to purchase CAD/RMS software to replace a severely outdated system that was being used. However, upon further inspection of our existing hardware, it was determined that the equipment that was being shared by the Town Hall and Police Department was in need of immediate replacement. In fact, based on reports made by consultants, our system at the time had about 10 months of life left. As a result, those funds were used to improve our infra-structure; especially in light of our eventual move out of the old building into the trailers and then into our new building. We should be very proud of our current hardware and the Local Area Network (LAN) that exists in our new Town Hall/Police department Complex.

However, ORPD still does not have a CAD system and the need to replace our Police Records Management software continues. Our existing RMS system, "Team Up", is DOS-based and it is an early 1990's product from a company that no longer exists. This program is unable to be upgraded and it is incompatible with other RMS products. We have only been able to identify one person in the entire state of Florida who can perform maintenance service on it and she is located near Jacksonville. Any major changes require her to come here, at an hourly rate and at our expense for travel.

The system is records management only and does not have a computer-aided dispatch component. As a result, the Dispatcher must type all information into a telephone and/or radio logs in Microsoft Excel and then type it again into the "Team Up" program, along with the information from the Officer's hand-written report. It should be noted that the use of Excel was a band aid to replace previously handwritten logs done by the Dispatcher. The typing of these logs was designed to get the Dispatcher used to performing this activity in preparation for a future CAD. However, Excel is not a database and searching for information is difficult.

The absence of a modern CAD/RMS product prevents an accurate accounting of officer activity. As an example, in the information provided by Manalapan for their recent RFP, their officers handled 30614 CAD events in 2010, 37311 in 2009, and 33259 in 2008. They obtained these numbers from their USA Software CAD/RMS program. The statistics represent all types of activity that their officers were involved in, such as: traffic stops, house checks, deliveries, beach patrol, transfers by dispatch to other agencies, etc.; not to mention their regular calls for service. In our system, we only record calls for service. Hence, by strict numbers, ORPD handled 3271, 3882 and 3080, respectfully. Our officers and dispatchers do a lot more, but in order to determine it we would have to listen to hours of audio tape of radio & telephone traffic, and hand search Officers Daily Logs, traffic citations & warnings, and countless other documents to come up with something reasonably accurate.

Our current records management system is stand alone. A modern CAD/RMS product has modules that perform related tasks, i.e.: enter information once and use it many times. As examples, swipe a Drivers License at an accident scene and have the information populate the crash report, a traffic citation and become part of the RMS database; type info into the CAD system and transmit it to the screen of the computer in the officers car; use this information to printout evidence labels in a barcode system to maintain inventory; printout crime and arrests reports from the information that has been entered only once; allow for supervisory review and rejection/approval without ever printing anything – all electronically and even remotely from the car. The improved efficiency results in less time being spent doing redundant work by all concerned and a reduction in printer and paper usage. This translates into money saved and a more effective use of time; time that can be spent performing additional citizen services and patrol duties.

Over the course of the last several years members of ORPD have had the opportunity to meet with numerous vendors of CAD/RMS products. Many companies have come here and provided demonstrations for us. The price of these products varies. As I stated, when this was originally funded in the FY 2005/2006 Budget the cost of that product was \$40,000; but that was for CAD/RMS only. Of course, when we went to a nearby town where that product had been installed, we saw and heard about its “value”. Conversely, we have been handed quotes of over \$200,000 from some companies.

During the recent response to the Manalapan RFP, the issue arose regarding our not having a CAD system and our inferior Records Management program. As such, we renewed our discussions with Manalapan’s vendor, USA Software; a company with whom we have had contact over the last several years. In 2009, USA Software provided a demonstration for us and, based on our needs, their quote was \$125,683.80, at that time. They have always been responsive to our inquiries, their product is impressive and it suits our needs. We have not only dealt with their sales representative/trainer, Ron Perry, but their Founder and President, Woody Spencer. As a result of further discussions, they have expanded their product’s capabilities and presented a new quote for \$100,386.22.

As the attached documentation will attest, USA Software’s proposal is expansive and it addresses other necessary issues. In addition to the software for CAD/RMS, their solution includes the following features and hardware items: a complete Evidence/Recovered Property Bar coding system, an electronic report writing package, full connectivity software from the police vehicle to our LAN, electronic ticketing software and in-car printing hardware, business/residential security tracking, Internal Affairs file, Personnel Management tracking, etc. Once the included installation and training have been completed, this is a consolidated solution to a host of issues.

USA Software is a local vendor that is headquartered in Cooper City, (Broward County) FL. Their product is used by several local agencies (Manalapan, Atlantis, and Lighthouse Point); as well as, over 150 installations throughout Florida and Georgia. During discussions with Chiefs of other agencies where this product is in use, I have yet to hear a negative comment about the system or service.

Based on our research and the comprehensive software package being offered by USA Software, my staff and I are recommending the purchase of their product.



Proposal

USA Software, Inc. 9900 Stirling Road Suite 302, Cooper City, Florida 33024
Phone 954.436.3911 Fax 954.431.2641 WEB www.usa-software.com



3	Agency Address City eMail	Ocean Ridge Police Department 6450 North Ocean Road Ocean Ridge, Florida 33435 cyannuzzi@oceanridgeflorida.com	Attention: Chief Chris Yannuzzi Phone: 561-732-8331 Date: 07/07/2011 Proposal #: ORPD-07
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CrimeFile Information Management System

SQL VERSION

Description

#	Product #	QTY	Description	
Application Software Licenses				
1	6	1	CAD/RMS - see Modules List	
2	10-SU	1	Crystal Reports Standard Single User	
3	2	1	EvidenceFile IMS	
4	LT5000	1	Tricoder with Built in Laser Scanner	
5	LW	1	Label Writer Program	
6	TD4000	1	Barcode Roll Label Printer	
7	RDS01U2	1	Barcode Label Roll (12 Rolls)	
8	PT9700PC	1	Barcode Description Label Printer	
9	HG2515PK	1	Barcode Description Label Paper (5 Tapes)	
10	Ship	1	Printer and Paper Shipping	
				Sub Total
				\$ 3,166.15

MobileFile IMS eForms Field Reporting System

11	270	20	eForm Runtime Licenses	
12	98	20	eForms Incident and F.I. Card Reporting	
13	99	20	eForms Accident Reporting ***Requires Adobe	
			Acrobat 9 standard or Higher***	
14	233	20	eForms Accident Diagramming Enterprise License	
15	100	20	eForms Arrest Reporting	
				Sub Total
				\$ 24,963.00

MDS IMS (Mobile Data System)

Interface and Licenses

16	87	1	Mobile Data System-CAD Interface	
17	88	7	Mobile Data System Interface per Car License	
				Sub Total
				\$ 6,930.00

MDS Client Software

18	MDC1	7	MDS Client	
				Sub Total
				\$ 6,965.00

MDS Server Software Includes State Interface License

19	MDS5	10	MDS Server	
				Sub Total
				\$ 12,995.00

MDS eTicket

20	eTickCL	5	USA eTicket Client License	
21	eTickIE	1	UTC Data Import Engine	
22	PJ623	5	Brother Pocket Jet 6 Plus USB Connection	
23	LB3603	5	USB Cable	
24	LB3692	5	Car Adapter Wired - 14 Foot Length	
25	LB3834	1	AC Adapter with Cable	
26	LB3832	1	Documentation Set	
27	Ship	5	Shipping	
28	LB3689	5	Regular Mount	
29	LB3662	5	Paper 6 pack rolls	
				Sub Total
				\$ 7,874.09



Proposal

USA Software, Inc. 9900 Stirling Road Suite 302, Cooper City, Florida 33024
Phone 954.436.3911 Fax 954.431.2641 WEB www.usa-software.com



USA Software User License

30	92	12	USA Software User License		
				Sub Total	\$ 2,614.75

Professional Services

31	217	1	System Integration Management Services (SIMS)		
32	Setup	1	Server Setup Installation and Configuration		
33	218	1	Client/Laptop Configuration See MDS Note 13 Below		
34	43	5	Training Days on Customer Site		
35	248	1	Tutorials (Power Point Presentations)		
36	41	1	System Configuration		
37	84	0	Data Conversion		
38	47	1	Travel and Lodging Expenses		
39	85	1	USA Software Project Management including System and Acceptance Plan (ATP)		
				Sub Total	\$ 22,798.00

Annual Software Support and Maintenance

40	40	1	Annual Software Support Agreement		
				Sub Total	\$ 12,082.23

Project Total \$ 100,386.22

NON-DISCLOSURE

This proposal has been prepared by the sales divisions of USA Software, Inc. and is a confidential document that contains ideas, concepts, methods and other proprietary information. Readers are to treat the information contained herein as confidential and may not copy or reproduce any of these materials for distribution outside of their organization without the written permission of USA Software, Inc.

Payment Terms and Conditions

- 1) 50% down with order, 45% on installation and net on completion

Annual Software Support Information

- 1) Your new total Annual Software Support Agreement is listed below and has been included in this proposal for future budgetary considerations. **\$ 12,082.23**



USA Software, Inc. 9900 Stirling Road Suite 302, Cooper City, Florida 33024
Phone 954.436.3911 Fax 954.431.2641 WEB www.usa-software.com



Ocean Ridge Police Department Modules
CrimeFile Information Management System

SQL VERSION

Product # QTY

Description

Application Software Licenses

6	1	Accident Reporting (FL)
62	1	Business Security Tracking
3	1	CADFile IMS
93	1	CADFile/9-1-1 Interface
10-SU	1	Crystal Reports Standard Single User
16	1	Emergency Contact File
2	1	EvidenceFile IMS
18	1	F.I. Card Tracking
20	1	Florida IncidentFile IMS Includes UCR
19	1	House Watch Order Tracking
1	1	Internal Affairs File IMS
48	1	Master Name Search
23	1	Parking/Code-Ordinance Violation Tracking
24	1	Personnel Management Tracking File Includes Emergency Contacts, Personnel Inventory, Languages, Training, Activity and Skills
74	1	Trespass Warning Tracking
31	1	UTC Tracking (FL)



MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P
R. 5/11
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

Year: 2011		County: Palm Beach	
Principal Authority: TOWN OF OCEAN RIDGE		Taxing Authority: TOWN OF 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)
IF YES, STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	5.1351	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from 2010 Form DR-420MM, Line 13	6.3772	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	5.1500	per \$1,000 (4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 678,196,264	(5)
6.	Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$ 4,324,993	(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 <i>(Line 6 minus Line 7)</i>	\$ 4,324,993	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 680,164,620	(9)
10.	Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	6.3587	per \$1,000 (10)
Calculate maximum millage levy			
11.	Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	6.3587	per \$1,000 (11)
12.	Change in per capita Florida personal income <i>(See Line 12 Instructions)</i>	1.0055	(12)
13.	Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	6.3937	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	7.0331	per \$1,000 (14)
15.	Current year proposed millage rate	5.1500	per \$1,000 (15)
16.	Minimum vote required to levy proposed millage: (Check one) (16)		
<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. <i>Enter Line 13 on Line 17.</i>		
<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 proposed rate. <i>Enter Line 15 on Line 17.</i>		
<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. <i>Enter Line 15 on Line 17.</i>		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the proposed rate. <i>Enter Line 15 on Line 17.</i>		
17.	The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	6.3937	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 680,164,620	(18)

Taxing Authority : TOWN OF OCEAN RIDGE			
19.	Current year adopted taxes (Line 15 multiplied by Line 18, divided by 1,000)	\$ 3,502,848	(19)
20.	Total taxes levied at the maximum millage rate (Line 17 multiplied by Line 18, divided by 1,000)	\$ 4,348,769	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs		 STOP HERE. SIGN AND SUBMIT.	
21.	Enter the current year adopted taxes of all dependent special districts & MSTUs levying a millage. (The sum of all Lines 19 from each district's Form DR-420MM)	\$	(21)
22.	Total current year adopted taxes (Line 19 plus Line 21)	\$ 3,502,848	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage (The sum of all Lines 20 from each district's Form DR-420MM)	\$	(23)
24.	Total taxes at maximum millage rate (Line 20 plus line 23)	\$ 4,348,769	(24)
Total Maximum Versus Total Taxes Levied			
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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
S I G N H E R E	Taxing Authority Certification		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 :	Contact Name and Contact Title :	
	TOWN MANAGER	KAREN E HANCSAK, TOWN CLERK	
	Mailing Address :	Physical Address :	
6450 N OCEAN BLVD.	6450 N OCEAN BLVD.		
City, State, Zip :	Phone Number :	Fax Number :	
OCEAN RIDGE FL 33435	561-732-2635	561-737-8359	

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.

Copy 5-25

Home	Property	Taxes
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**Production Region (Role= Principal Authority) (User= TA60026)
(Year=2011) (County=60)**

TRIM Return To Levies Utilities Log Off DR-420 MM DR-487V

Form: DR-420.aspx **County:** PALM BEACH **Principal Authority ID:** 544 **Taxing Authority ID:** 544 **Levy ID:** 674 **MultiCounty ID:** 0

Entity	Description	Type	County
Principal Authority	Ocean Ridge	City	60
Taxing Authority	Ocean Ridge	Principal Authority	60
Levy	Ocean Ridge Operating	Local	60

Status 420: (8) PropAppr Accepted/PrincAuth 487 Ready **Status 422:** (1) Property Appraiser 422 Assigned

At this Step in the process, only Forms DR-420MM and DR-487V can be edited.

DR-420 Form Section I			
1.	Current year taxable value of real property for operating purposes	1.	\$ 676,356,224
2.	Current year taxable value of personal property for operating purposes	2.	\$ 4,017,868
3.	Current year taxable value of centrally assessed property for operating purposes	3.	\$ 0
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	4.	\$ 680,374,092
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.)	5.	\$ 209,472
6.	Current year adjusted taxable value (Line 4 minus Line 5)	6.	\$ 680,164,620
7.	Prior year FINAL gross taxable value (From prior year applicable Form DR-403 series)	7.	\$ 678,196,264
8.	Number of TIF Work Sheets	8.	0

9.	Number of DEBT Work Sheets	9.	<input type="text" value="0"/>
DR-420 Form Section II			
10.	Prior year operating millage levy (if prior year millage was adjusted then use adjusted millage from Form DR-422.)	10.	<input type="text" value="5.25"/> 5.1500
11.	Prior year ad valorem proceeds (Line 7 multiplied by Line 10 divided by 1000)	11.	\$ <input type="text" value="3,560,530"/>
12.	Amount, if any, paid or applied in prior year because of an obligation measured by a dedicated increment value (Sum of either Line 6c or Line 7a for all DR-420TIF forms)	12.	\$ <input type="text" value="0"/>
13.	Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	13.	\$ 3,560,530 3,492,711
14.	Dedicated increment value, if any (Sum of either line 6b or Line 7e for all DR-420TIF forms)	14.	\$ <input type="text" value="0"/>
15.	Adjusted current year taxable value (Line 6 minus Line 14)	15.	\$ <input type="text" value="680,164,620"/>
16.	Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)	16.	<input type="text" value="5.2348"/> 5.1351
17.	Current year proposed operating millage rate	17.	<input type="text" value="5.25"/> 5.3000
18.	Total taxes to be levied at proposed millage rate (Line 17 multiplied by Line 4, divided by 1,000)	18.	\$ <input type="text" value="3,571,963"/> 3,605,983
			97% 3,464,805
21.	Is millage levied in more than one county? (check one)	21.	Yes <input type="radio"/> No <input checked="" type="radio"/>
DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP HERE			
22.	Enter the total ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs at rolled-back rate. (The sum of Line 13 from all DR-420 forms)	22.	\$ <input type="text" value="3,560,530"/> 3,492,711
23.	Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)	23.	<input type="text" value="5.2348"/> 5.1351
24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)	24.	\$ <input type="text" value="3,561,622"/> 3,493,789
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. (Total of Line 18 from all DR-420 forms)%	25.	\$ <input type="text" value="3,571,963"/> 3,605,983
26.	Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)	26.	<input type="text" value="5.2500"/> 5.3000
27.	Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, minus 1, multiplied by 100)	27.	% <input type="text" value=".29%"/> 3.21

Save

Print PDF

BALANCE SHEET

JUNE 2011

Page: 1

7/14/2011

9:05 am

Town of Ocean Ridge

As of: 6/30/2011

Balances

Fund: 001 - GENERAL FUND

Assets

101.254	SUN BANK-FRANCHISE TAX (CHECK)	0.00
101.261	BANK AMERICAN GEN OP (CHECK)	631,317.05
101.262	BANK OF AMERICA PAYROLL CHECK	43,272.44
101.263	CASH LOAN DEBT SERVICE	194,976.51
101.264	BANK OF AMERICA HEALTH REIMB A	3,529.06
102.000	PETTY CASH	150.00
105.103	DELINQUENT TAXES-1983	0.00
105.104	DELINQUENT TAXES-1984	0.00
115.100	LOT CLEARING CHARGE RECEIVABLE	0.00
115.200	GARBAGE FEES RECEIVABLE	10,260.00
115.300	INLETWAY WATER LINE RECEIVABLE	0.00
115.400	MISC. WATER LINE RECEIVABLE	0.00
115.500	ALARM MONITORING RECEIVABLE	1,960.00
115.700	HURRICANE WILMA RECEIVABLES	0.00
115.800	MISC HURRICANE RECEIVABLES	0.00
115.900	MISC. RECEIVABLES	66,636.96
115.950	ACCRUED INTEREST-RECEIVABLES	0.00
118.000	DEPOSITS(METERS,UTILITIES,ETC)	0.00
131.100	DUE FROM FRANCHISE TAX BONDS	0.00
131.200	DUE FROM CAPITAL PROJ FUND	0.00
131.300	DUE FROM LONGTERM NOTE SERVICE	0.00
133.200	DUE FROM FL DEPT. COMM. AFFAIRS	0.00
135.100	INTEREST&DIVIDENDS RECEIVABLE	0.00
151.301	COLONIAL BANK	100,000.00
151.323	U.S. TREASURY BILLS/BANK AMERI	0.00
151.324	U.S. TREASURY BILLS 99/BARNETT	0.00
151.325	US TREASURY BILL 04/BANC OF AM	0.00
151.326	U.S. TREASURY BILLS 04/BANC AM	0.00
151.327	U.S. TREASURY BILLS 06/07	0.00
151.328	U.S. TREASURY BILLS 06/07	0.00
151.329	US TREASURY BILLS 06/07	0.00
151.330	U S TREASURY BILLS 97/98	0.00
151.331	GRAND BANK & TRUST OF FL - CD	200,000.00
151.334	WACHOVIA -CD	0.00
151.335	WACHOVIA BANK MMKT	0.00
151.336	BANK OF AMERICA - CD	600,000.00
151.337	BANKATLANTIC	0.00
151.341	FIRST FEDERAL S&L-CERTIFICATE	0.00
151.351	SUNTRUST (MM)	1,315,103.94
151.352	SUN BANK CD	300,484.14
151.353	SUN BANK CD II	0.00
151.391	MERCANTILE (CD)	302,135.15
151.397	TOWN OF OCEAN RIDGE II	0.00
155.100	PREPAID EXPENSES MISC.	0.00
155.300	PREPAID GROUP HOSPITAL INS.	0.00
155.500	PREPAID INSURANCE PREMIUMS	253.00
156.100	HOLIDAY ACCOUNT	0.00

Total Assets

3,770,078.25

Liabilities

201.000	VOUCHERS PAYABLE	0.00
202.000	ACCOUNTS PAYABLE	0.00
203.000	NOTES PAYABLE-FINANCE VEH.ETC.	0.00
205.000	CONTRACTS PAYABLE (NOT PAID)	0.00
206.000	CONTRACTS PAYABLE (RETAINED %)	0.00

BALANCE SHEET

JUNE 2011

Page: 2

7/14/2011

9:05 am

Town of Ocean Ridge

As of: 6/30/2011

Balances

Fund: 001 - GENERAL FUND

Liabilities

207.200 DUE OTHER FUNDS	0.00
207.300 DUE GEN.OBLIG. DEBT SERV. 1991	0.00
208.100 DUE BLDG INSP CERT PROGRAM	1,390.80
208.200 DUE DEPT. HEALTH. REHAB.-RADON	0.00
208.300 DUE P.B.CO. ROAD IMPACT FEES	0.00
208.400 DUE FLORIDA ELECTIONS COMM.	0.00
208.500 DUE FDLE/CRIMINAL HISTORY CKS	0.00
216.100 ACCRUED WAGES PAYABLE	45,957.53
216.110 ACCRUED FICA PAYABLE	3,515.74
218.100 FICA TAXES (WITHHELD)	-0.41
218.200 WITHHOLDING TAXES PAYABLE	0.00
218.300 GROUP HOSP. INSURANCE-WITHHELD	0.00
218.400 CREDIT UNION CONTR. (WITHHELD)	0.00
218.500 DEFERRED COMPENSATION	-2,077.67
218.600 WAGE ASSIGNMENTS WITHHELD	-400.00
218.700 RETIREMENT	0.00
218.800 DENTAL INS CONTR. (WITHHELD)	0.00
218.900 DIRECT DEPOSITS	0.00
220.000 DEPOSITS	0.00
223.000 DEFERRED REVENUE	49,858.00
223.100 PRO. & OCCUPATIONAL LICENSES	0.00
223.200 DPS REGULATORY REGISTRATION	0.00
223.300 OCCUPATIONAL VEHICLE ID.	0.00
223.400 OTHER REVENUE	0.00
230.730 NONEXISTING ENTERED CREC MSTK	0.00
<hr/>	
Total Liabilities	98,243.99

Reserves/Balances

009.100 TRANSFER TO OTHER FUNDS	0.00
243.000 ENCUMBRANCES	76,431.28
245.000 RESERVE FOR ENCUMBRANCES	0.00
247.100 RESERVE FOR TOWN HALL CAP PROJ	370,550.05
247.200 RESERVE FOR INSURANCE	160,000.00
247.300 RESERVE-FEDERAL REVENUE	0.00
247.400 BEAUTIFICATION RESERVE ACCT	115,267.48
247.500 RESERVE FOR HURRICANE GIFT	0.00
247.600 RESERVE LOAN PAYMENT DRAINAGE	0.00
271.100 FUND BALANCE	2,199,447.39
298.000 CHANGE IN FUND BALANCE	750,138.06
<hr/>	
Total Reserves/Balances	3,671,834.26

 Total Liabilities & Balances

 3,770,078.25

BALANCE SHEET

JUNE 2011

Page: 1

7/14/2011

9:05 am

Town of Ocean Ridge

As of: 6/30/2011

Balances

Fund: 302 - CAPITAL PROJECTS FUND

Assets

115.600	GRANTS RECEIVABLE	0.00
131.000	DUE FROM GENERAL FUND	0.00
151.311	WACHOVIA CD - MCGINTY PROC	0.00
151.313	CARNEY BANK CD - OC AVE PROC	0.00
151.335	WACHOVIA BANK MMKT	101,423.64
151.337	BANKATLANTIC	505,620.08
151.360	LOT PROCEEDS TREASURY BILL	0.00
151.361	CAPITAL BANK (MM)	0.00
151.362	COMM CAP ACCT/MISC CAP PROJECT	0.00
151.364	TOWN OF OCEAN RIDGE II	15,173.83
151.365	TREAS BILL COMM CAP II	0.00
151.371	MCGINTY MMKT	32,456.02
151.372	BARNETT BANK (MM) WATER IMPROV	0.00
151.373	BANK OF AMERICA TH M MKT	0.00
151.374	BANK OF AMERICA CK ACCT TH	0.00
151.375	COMM CAP ACCT BRIDGE CONSTRUCT	0.00
151.392	U.S. TREASURY BILLS/BARNETT	0.00
151.393	BRIDGE CONSTRUCT TREASURY BILL	0.00
151.394	BRIDGE CONSTRUCT QK TREAS BILL	0.00
151.395	BRIDGE CONST SURPL TREAS BILL	0.00
151.396	MISC CAP PROJECTS TBILL	0.00
151.397	TOWN OF OCEAN RIDGE II	0.00

Total Assets

654,673.57

Liabilities

201.000	VOUCHERS PAYABLE	0.00
202.000	ACCOUNTS PAYABLE	0.00
205.000	CONTRACTS PAYABLE (NOT PAID)	0.00
207.200	DUE OTHER FUNDS	0.00

Total Liabilities

0.00

Reserves/Balances

271.100	FUND BALANCE	981,435.46
298.000	CHANGE IN FUND BALANCE	-326,761.89

Total Reserves/Balances

654,673.57

Total Liabilities & Balances

654,673.57

**Town of Ocean Ridge, Florida
Annual Budget**

**General Fund
Consolidated Statement of Revenues and Disbursements
FY 11-12**

	09-10 Actual	10-11 Est Actual	11-12 Proposed	11-12 Adopted
Balance Forward	2,879,090	2,917,402	2,597,598	2,597,598
Revenue	5,115,916	4,975,048	4,913,310	4,960,705
Plane Crash Insurance	0	0		
State Energy Grant		0	0	
PBC Energy Grant		7,000	43,000	43,000
TH FEMA Grant Reimb	0	0		
Total Available	7,995,006	7,899,450	7,553,908	7,558,303
Expenditures	4,917,604	5,301,852	5,262,076	5,031,681
Transfer to Capital Proj for Island Dr Bridge, Coconut Lane Drainage, and misc Town Hall	0	0	0	
	0	0	0	
Drainage Improvements	160,000	0	0	
Balance Forward	2,917,402	2,597,598	2,291,832	2,526,622

Please keep in mind that of the \$2,526,622 proposed balance forward the following are major reserve accounts:

Self Insurance Contingency: \$160,000

Beautification: \$115,000

Drainage/TH Reserve Acct \$ 370,000

These figures represent 100% expenditures for 2010/11.

Town of Ocean Ridge, Florida
General Fund

Statement of Estimated Revenues
FY 2011-2012

New Rate
Per \$1,000 = 5.2500

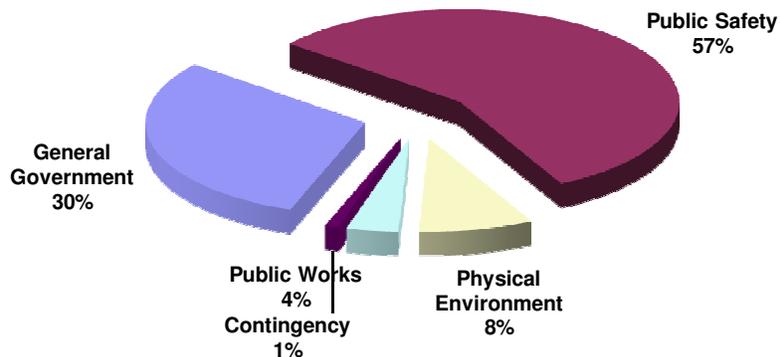
	2009-10 Actual	2010-11 Approp'd	Actual thru June	2011-12 Proposed
<u>Ad Valorem Taxes</u>				
Real & Personal Property NET	3,791,112	3,473,248	3,333,778	3,464,805
<u>Local Option 6 Cent Gas Tax</u>	32,713	33,900	22,171	33,200
<u>New 5 Cent Gas Tax</u>	15,336	16,000	10,422	15,300
<u>Transfer From Franchise Tax Fund</u>				
Florida Power & Light	166,934	185,000	94,723	170,000
Communications Service Tax	51,935	51,000	32,966	51,000
<u>Utility Service Tax</u>				
Electricity	206,888	200,000	127,864	200,000
Gas	8,649	10,000	6,262	9,000
Water	81,201	70,000	68,396	85,000
<u>Interest on Delinquent Taxes</u>	8,546	4,000	<u>2,626</u>	6,000
<i>TOTAL TAXES</i>	<u>4,363,314</u>	<u>4,043,148</u>	<u>3,699,208</u>	<u>4,034,305</u>
<u>Licenses & Permits</u>				
Boat Permits	0	50	0	50
Prof. and Occupational Licenses	3,829	3,500	4,679	3,000
DPS Business Permits	17,050	16,000	16,425	16,000
Occupational Vehicle Identification	5,722	5,000	5,722	5,000
Building Permits	144,570	110,000	103,730	112,000
Sign Permits	420	500	340	500
Alarm User Permits	592	600	556	600
<i>TOTAL LICENSES & PERMITS</i>	<u>172,183</u>	<u>135,650</u>	<u>131,452</u>	<u>137,150</u>
<u>State Shared Revenues</u>				
FEMA Grant Monies	0	70,000	0	0
PBCty Energy Efficient Grant Monies	0	50,000	0	43,000
Revenue Sharing (General)	34,980	35,500	23,224	37,500
Alcoholic Beverage License	140	150	0	150
Local Govt 1/2 Cent Sales Tax	100,324	111,300	74,771	115,000
Rebate on Municipal Vehicles	1,912	1,800	977	1,900

	2009-10 Actual	2010-11 Approp'd	Actual thru June	2011-12 Proposed
<u>Shared Revenue From Other Local Units</u>				
Street Light Maint. Reimbursement	7,532	7,500	7,758	8,300
Palm Beach County Occ. License	9,769	10,000	5,015	10,000
Proportion 911 Call Taker Revenue	17,125	22,000	0	18,000
Solid Waste Recycle Program	0	6,000	4,824	8,000
<i>TOTAL INTERGOVERNMENTAL REVENUE</i>	<u>171,782</u>	<u>314,250</u>	<u>116,569</u>	<u>241,850</u>
<u>Charges For Services</u>				
Zoning Fees	7,193	5,000	4,166	5,000
Sales of Maps & Publications	4	0	4	0
Certification, Copying, Record Search	702	600	388	600
Other Gen Govt Charges and Fees	9,452	3,000	4,259	5,000
Law Enforcement/Fire Service	0	185,000	138,751	185,000
Alarm Monitoring	54,255	55,000	49,620	54,000
Other Public Safety Charges and Fees	530	500	579	500
<u>Physical Environment</u>				
Garbage and Trash	<u>262,444</u>	<u>265,100</u>	<u>265,232</u>	<u>288,000</u>
<i>TOTAL SERVICE CHARGES</i>	<u>334,580</u>	<u>514,200</u>	<u>462,999</u>	<u>538,100</u>
<u>Fines and Forfeits</u>				
Court Fines	14,338	13,000	4,095	7,000
Police Education	1,628	1,300	432	800
Violation of Local Ordinances	<u>10,475</u>	<u>6,000</u>	<u>30,872</u>	<u>8,000</u>
<i>TOTAL FINES AND FORFEITS</i>	<u>26,441</u>	<u>20,300</u>	<u>35,399</u>	<u>15,800</u>
<u>Miscellaneous Revenue</u>				
Interest Earned (Savings, Investments)	28,618	45,000	11,843	25,000
Net Increase in Fair Market Value	0	0	0	0
Interest Earned (Tax Collect)	773	3,000	417	1,000
Interest Earned (Liens, et cetera)	505	500	2,011	500
Art Proceeds	0	4,000	865	2,000
Equipment-Sales & Compensation	10,360	12,000	9,075	5,000
Contributions	2,677	0	9,065	0
Miscellaneous Income	<u>4,683</u>	<u>3,000</u>	<u>2,500</u>	<u>3,000</u>
<i>TOTAL MISCELLANEOUS REVENUE</i>	<u>47,616</u>	<u>67,500</u>	<u>35,776</u>	<u>36,500</u>
SUB-TOTAL REVENUES	<u>5,115,916</u>	<u>5,095,048</u>	<u>4,481,402</u>	<u>5,003,705</u>
FUND BALANCE UNAPPROPRIATED	0	206,804	0	27,976
INSURANCE PROCEEDS	0			
<u>GRAND TOTAL</u>	<u>5,115,916</u>	<u>5,301,852</u>	<u>4,481,402</u>	<u>5,031,681</u>

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

2010-11 Budget

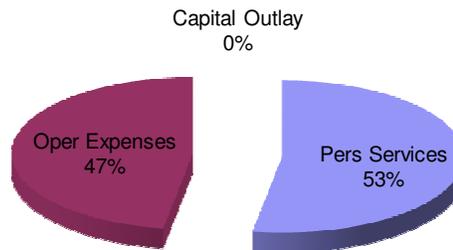
<u>Code</u>	<u>Department</u>	<u>09-10 Actual</u>	<u>10-11 Approp'd</u>	<u>Actual thru June '10</u>	<u>11-12 Proposed</u>
511.101	Town Commission	17,872	19,622	0	19,321
512.102	Town Manager	140,847	143,269	0	134,475
513.103	Town Clerk/Finance	266,406	284,683	0	267,622
514.104	Legal	82,016	102,000	0	105,000
515.105	Appointed Boards	4,143	6,700	0	6,000
519.106	General Government	938,038	1,014,780	0	989,510
521.107	Public Safety	2,754,484	2,946,153	0	2,743,696
524.108	Building & Zoning	91,826	96,500	0	100,500
525.109	Emergency Preparedness	2,189	0	0	0
534.111	Solid Waste	205,166	217,000	0	236,000
539.112	Environmental	153,202	190,800	0	187,800
541.113	Public Works	208,515	230,345	0	191,757
580.114	Contingency	48,611	50,000	0	50,000
	Total	<u>4,913,316</u>	<u>5,301,852</u>	<u>1</u>	<u>5,031,681</u>
590.100	Transfer to Cap Projects	0	0		



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

2011-12 Budget

Code	Department	Personal Services	Operating Expenses	Capital Outlay	Total	Percent
511.101	Town Commission	6,771	12,550	0	19,321	0.37%
512.102	Town Manager	134,394	5,500	0	139,894	2.66%
513.103	Town Clerk/Finance	232,848	46,825	0	279,673	5.31%
514.104	Legal	0	105,000	0	105,000	2.00%
515.105	Appointed Boards	0	6,000	0	6,000	0.11%
519.106	General Government	0	167,335	822,175	989,510	18.80%
521.107	Public Safety	1,801,036	1,105,785	3,000	2,909,821	55.30%
524.108	Inspections	0	100,500	0	100,500	1.91%
525.109	Emergency Preparedness	0	5,000	0	5,000	0.10%
534.111	Solid Waste	0	236,000	0	236,000	4.48%
539.112	Environmental	0	195,300	0	195,300	3.71%
541.113	Public Works	132,357	91,700	2,000	226,057	4.30%
580.114	Contingency	0	0	0	50,000	0.95%
	Total	2,307,406	2,077,495	0	5,262,076	
	Percent	43.85%	39.48%	0.00%	100.00%	100.00%
590.100	Transfer to Cap Projects					



TOWN COMMISSION

The Town Commission consists of a Mayor and four Commissioners. The Commission is responsible for all legislative actions and policy making for the Town. The Commission is empowered with the authority to enact laws and policies to protect the rights of the citizens of the community, and adopt regulations on rates and fees for services provided by the Town.

The Charter provides that: the Mayor shall be elected annually from among incumbent Commission members who have completed at least one year as a Commissioner; Commissioners shall be elected for a term of three years; and, all elections are held on an at-large basis. There is an annual election on the second Tuesday in February each year.

* * * * *

There were no major changes to this department and it decreased slightly.

**Town of Ocean Ridge, Florida
Annual Budget**

**Fund:
General**

**Department:
Town Commission**

**Acct Number
511.101**

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual		FY 11-12	
No.	Item	Actual	Approp'd	thru June	Proposed	% +/- from 10-11	% of Dept. Expended
<u>PERSONAL SERVICES</u>							
501.100	Executive Salaries	6,000	6,000	4,450	6,000	0.00%	74.17%
501.200	FICA Taxes	459	459	340	459	0.00%	74.07%
502.200	FRS Retirement Contributions	605	646	479	295	-54.41%	74.13%
502.400	Workers' Compensation	14	17	13	17	0.94%	76.47%
Total Personal Services		7,078	7,122	5,282	6,771	-4.93%	74.16%
<u>OPERATING EXPENSES</u>							
504.000	Travel & Per Diem	150	1,000	1,000	1,000	0.00%	100.00%
504.500	Insurance	8,946	9,600	9,009	9,600	0.00%	93.84%
504.900	Other Current Charges & Obligations	303	500	322	500	0.00%	64.40%
505.400	Subscriptions/Memberships	1,395	1,400	1,400	1,450	3.57%	100.00%
Total Operating Expenses		10,794	12,500	11,731	12,550	0.40%	93.85%
TOTAL TOWN COMMISSION		<u>17,872</u>	<u>19,622</u>	<u>17,013</u>	<u>19,321</u>		

**Town of Ocean Ridge, Florida
Annual Budget**

Fund:	Department:	Acct Number
General	Town Commission	511.101

Detail of Personal Services & Capital Outlay

	Employees		FY 10-11	FY 11-12
Item	Present	Proposed	Approp'd	Proposed
<u>501.100 EXECUTIVE SALARIES</u>				
Mayor	1	1	1,200	1,200
Commissioners	4	4	4,800	4,800
<hr/>				
SUBTOTAL	5	5	6,000	6,000
<hr/>				
502.100 FICA Taxes			459	459
502.200 FRS Retirement Contributions			646	295
502.400 Workers' Compensation			17	17
<hr/>				
TOTAL PERSONAL SERVICES			7,122	6,771

TOWN MANAGER

The Town Manager provides general administrative services for the management of the Town to ensure that all Council policies and directives are carried out and to coordinate work of all Town departments and employees. Activities include: providing liaison between the Town Commission, advisory boards/commissions, and the Town staff; preparing regular and special management reports; preparing the Commission agenda and materials for Commission meetings; processing citizen inquiries and service requests; processing zoning and land development matters; and, working with other agencies of government and representing the Town at meetings and conferences.

* * * * *

This department reduced slightly. The personnel costs include a 3% COLA and a reduction to the Florida Retirement System contribution rate (the Town contributes this amount to the ICMA account). The Health Insurance reflects 100% of the premium with the 4.2% increase, 3 months remainder of the approved \$1,200 2010 calendar year deductible, and \$1,200 towards the 2011 \$2,500 deductible.

ADDENDUM

8/25/2011 - The Commission approved eliminating any COLA increase with associated costs.

9/12/2011 – The Commission approved a new NHP/HRA compatible health insurance plan reducing the monthly individual cost to \$511 from \$665 and to still apply \$1,200 towards the new \$2,000/\$4,000 calendar year deductible.

9/30/2011 – The Life & Health Insurance Account was reduced by \$216 to reflect final health insurance premium quote.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: Department:
General Town Manager

Acct Number
512.102

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual		FY 11-12	
No.	Item	Actual	Approp'd	thru	Proposed	% +/- from	% of Dept.
				June		10/11	Expended
<u>PERSONAL SERVICES</u>							
501.100	Executive Salaries	99,082	99,427	73,297	99,427	0.00%	73.72%
501.200	Regular Salary and Wages	0	0	0	0	0.00%	0.00%
501.400	Overtime & Vacation Pay	1,774	1,774	0	1,774	0.00%	0.00%
501.700	Cafeteria Plan	1,200	0	0	0	N/A	N/A
502.100	FICA Taxes	7,780	7,742	5,607	7,742	0.00%	72.42%
502.200	FRS Retirement Contributions	0	0	0	0	N/A	N/A
502.210	ICMA Retirement Contributions	18,016	19,549	13,165	11,296	-42.22%	67.35%
502.300	Life & Health Insurance	8,733	10,009	6,322	8,056	-19.51%	63.16%
502.310	Long Term Disability	384	384	0	396	3.13%	0.00%
502.400	Worker's Compensation	233	284	213	284	0.00%	74.90%
Total Personal Services		137,202	139,169	98,604	128,975	-7.32%	70.85%
<u>OPERATING EXPENSES</u>							
503.400	Other Contractual Services	0	0	0	0	0.00%	0.00%
504.000	Travel & Per Diem	76	100	0	100	0.00%	0.00%
504.100	Communication Services	1,112	1,000	452	800	-20.00%	45.20%
504.500	Insurance	71	200	39	200	0.00%	19.50%
504.600	Repair & Maintenance	0		0			
504.620	Repair & Maintenance-Vehicle	0	0	0	0	0.00%	0.00%
505.200	Operating Supplies	0		0			
505.210	Operating Supplies - Gas & Oil	2,126	2,400	1,389	4,000	66.67%	57.88%
505.400	Subscriptions/Memberships	260	400	400	400	0.00%	100.00%
Total Operating Expenses		3,645	4,100	2,280	5,500	34.15%	55.61%
<u>CAPITAL OUTLAY</u>							
506.400	Machinery & Equipment	0	0	0	0	NA	NA
Total Capital Outlay		0	0	0	0	NA	NA
TOTAL TOWN MANAGER		<u>140,847</u>	<u>143,269</u>	<u>100,884</u>	<u>134,475</u>		

**Town of Ocean Ridge, Florida
Annual Budget**

Fund:	Department:	Acct Number
General	Town Manager	512.102

Detail of Personal Services & Capital Outlay

	Item	Employees		FY 10-11	FY 11-12
		Present	Proposed	Approp'd	Proposed
<u>Executive and Regular Salaries</u>					
501.100	Town Manager	1	1	99,427	99,427
501.200	Project Coordinator	0	0	0	0
SUBTOTAL				99,427	99,427
501.400	Overtime & Vacation Pay			1,774	1,774
501.700	Cafeteria Plan			0	0
502.100	FICA Taxes			7,742	7,742
502.200	FRS Retirement Contributions			0	0
502.210	ICMA Retirement Contributions			19,549	11,296
502.300	Life & Health Insurance			10,009	8,056
502.310	Long Term Disability			384	396
502.400	Worker's Compensation			284	284
TOTAL PERSONAL SERVICES				139,169	128,975
<u>CAPITAL OUTLAY</u>					
506.400	Machinery & Equipment				0
	Lap Top			0	0
	Misc			0	0
	Vehicle			0	0
TOTAL CAPITAL OUTLAY				0	0

TOWN CLERK/TREASURER

The office serves as the official depository for all official records of the Town. All applications for regulatory licenses and permits are process by this office. The Clerk is responsible for the conduct of all municipal elections. The Clerk serves as secretary to the Town Commission and other boards.

The office provides the accounting, internal auditing, and control services for all Town government activities. All receipts, disbursements, and investments are processed by this office.

* * * * *

This department reduced slightly. The personnel costs include a 3% COLA and a reduction to the Florida Retirement System contribution rate. The Health Insurance reflects 100% of the premium with the 4.2% increase, 3 months remainder of the approved \$1,200 2010 calendar year deductible, and \$1,200 towards the 2011 \$2,500 deductible.

ADDENDUM

8/25/2011 - The Commission approved eliminating any COLA increase with associated costs.

9/12/2011 – The Commission approved a new NHP/HRA compatible health insurance plan reducing the monthly individual cost to \$511 from \$665 and to still apply \$1,200 towards the new \$2,000/\$4,000 calendar year deductible.

9/30/2011 – The Life & Health Insurance was reduced by \$648 to reflect final health insurance premium quote.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: Department:
General Town Clerk & Finance

Acct Number
513.103

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual		FY 11-12	
No.	Item	Actual	Approp'd	thru June	Proposed	% +/- from 10-11	% of Dept. Expended
<u>PERSONAL SERVICES</u>							
501.100	Executive Salaries	75,867	76,274	56,238	76,274	0.00%	73.73%
501.200	Regular Salary and Wages	89,378	91,187	67,637	91,187	0.00%	74.17%
501.400	Overtime & Vacation Pay	2,746	5,746	353	5,746	0.01%	6.14%
501.700	Cafeteria Plan	3,600	0	-	0	NA	N/A
502.100	FICA Taxes	12,979	13,250	9,503	13,250	0.00%	71.72%
502.200	FRS Retirement Contributions	16,998	18,654	13,652	8,504	-54.41%	73.18%
502.300	Life & Health Insurance	24,286	30,027	17,724	24,168	-19.51%	59.03%
502.310	Long Term Disability	1,152	1,152	-	1,188	3.13%	0.00%
502.400	Worker's Compensation	388	479	359	479	0.00%	74.96%
Total Personal Services		227,394	236,769	165,466	220,797	-6.75%	69.88%
<u>OPERATING EXPENSES</u>							
503.200	Accounting & Auditing	26,200	32,053	26,810	31,150	-2.82%	83.64%
503.400	Other Contractual Services	0	0	-	0	0.00%	0.00%
504.000	Travel & Per Diem	857	1,600	776	1,600	0.00%	48.50%
504.500	Insurance	214	500	131	300	-40.00%	26.20%
504.610	Repair & Maintenance	5,257	7,425	6,304	7,425	0.00%	84.90%
504.900	Other Current Charges & Obligations	6,229	6,000	4,960	6,000	0.00%	82.67%
505.400	Subscriptions/Memberships	255	335	290	350	4.48%	86.57%
Total Operating Expenses		39,012	47,913	39,271	46,825	-2.27%	81.96%
<u>CAPITAL OUTLAY</u>							
506.400	Machinery & Equipment	0	0	0	0	NA	
Total Capital Outlay		0	0	0	0	NA	
TOTAL TOWN CLERK & FINANCE		<u>266,406</u>	<u>284,683</u>	<u>204,737</u>	<u>267,622</u>		

**Town of Ocean Ridge, Florida
Annual Budget**

Fund:	Department:	Acct Number
General	Town Clerk & Finance	513.103

Detail of Personal Services & Capital Outlay

		Employees		FY 10-11	FY 11-12
	Item	Present	Proposed	Approp'd	Proposed
<u>Executive and Regular Salaries</u>					
501.100	Town Clerk	1	1	76,274	76,274
501.200	Deputy Town Clerk	1	1	48,922	48,922
501.200	Clerk Typist	1	1	42,266	42,266
SUB TOTAL		3	3	167,461	167,461
501.400	Overtime & Vacation Pay			5,746	5,746
501.700	Cafeteria Plan			0	0
502.100	FICA Taxes			13,250	13,250
502.200	FRS Retirement Contributions			18,654	8,504
502.300	Life & Health Insurance			30,027	24,168
502.310	Long Term Disability			1,152	1,188
502.400	Worker's Compensation			479	479
				69,309	53,336
TOTAL PERSONAL SERVICES				236,770	220,797
<u>CAPITAL OUTLAY</u>					
506.400	Machinery & Equipment			0	0
TOTAL CAPITAL OUTLAY				0	0

TOWN ATTORNEY

The Town contracts with an attorney who is the chief legal advisor and attorney for the Town. The attorney is responsible for advising the Town Commission, appointed boards, and administrative staff on all questions of law. In addition, the attorney reviews and approves all ordinances, resolutions, contracts, and other legal documents of the Town.

It is also the responsibility of the Town Attorney to represent the Town in all court actions and other actions of law as needed.

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This activity reduced in the Professional Services account because of actual monthly retainer invoices based on the prior year's actual service. The \$195.00 per hour blended rate remains the same. The Special Counsel Account increased \$5,000 due to anticipated PBS union negotiations. The professional services account also includes permit guidance or review (\$5,000). Some of these expenditures are offset by the building permit revenue. \$5,000 is included in printing/binding for code supplements.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: Department:
General Legal

Acct Number
514.104

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual		FY 11-12	
No.	Item	Actual	Approp'd	thru June	Proposed	% +/- from 10-11	% of Dept Expended
<u>OPERATING EXPENSES</u>							
503.100	Professional Services	74,503	82,000	49,408	80,000	-2.44%	60.25%
503.110	Special Counsel	7,014	15,000	24,878	20,000	33.33%	165.85%
504.700	Printing & Binding	499	5,000	0	5,000	0.00%	0.00%
504.900	Other Current Charges & Obligations	0	0	0	0	NA	
Total Operating Expenses		82,016	102,000	74,286	105,000	2.94%	72.83%
<u>CAPITAL OUTLAY</u>							
506.400	Machinery & Equipment	0	0	0	0	NA	0.00%
Total Capital Outlay		0	0	0	0	NA	0.00%
TOTAL LEGAL		<u>82,016</u>	<u>102,000</u>	<u>74,286</u>	<u>105,000</u>		

**Town of Ocean Ridge, Florida
Annual Budget**

Fund:	Department:	Acct Number
General	Legal	514.104

Detail of Capital Outlay

	FY 10-11 Approp'd	FY 11-12 Proposed
Item		
<u>CAPITAL OUTLAY</u>		
506.400 Machinery & Equipment	0	0
Total Capital Outlay	0	0

APPOINTED BOARDS

This account provides funds for the activities of Commission appointed citizens advisory boards/commissions for zoning and land development matters. These groups are also involved with the Comprehensive Plan process and the administration of the Town Land Development Code.

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This department basically remained the same and includes funding for professional services if requested by either board, liability insurance coverage, or an account that funds any required legal advertising for public hearings involving any of the boards. The Insurance account was reduced slightly.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: Department:
General Appointed Boards

Acct Number
515.105

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual		FY 11-12	
No.	Item	Actual	Approp'd	thru June	Proposed	% +/- from 10/11	% of Dept. Expended
<u>OPERATING EXPENSES</u>							
503.100	Professional Services	0	2,000	0	2,000	0.00%	0.00%
504.200	Postage, Freight	0	0	0	0	NA	0.00%
504.500	Insurance	1,357	1,700	841	1,000	-41.18%	49.47%
504.900	Other Current Charges & Obligations	2,786	3,000	2,044	3,000	0.00%	68.13%
Total Operating Expenses		4,143	6,700	2,885	6,000	-10.45%	43.06%
TOTAL APPOINTED BOARDS		<u>4,143</u>	<u>6,700</u>	<u>2,885</u>	<u>6,000</u>		

GENERAL GOVERNMENT

This account provides for the general operating costs for the Town Hall including utilities, insurance, general postage, and communications services. Also covered is building and equipment maintenance and election expenses.

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This activity reflects a decrease primarily due to a 2nd year guaranteed rate for the insurance coverage. The Repair and Maintenance account reflects a slight increase to fund any Town Hall building repairs such as air conditioners, sound equipment, and also a required annual fire inspection by our fire alarm company. The Other Current Charges increased by \$3,000 to provide for funding for donation/promotional events. Subscriptions and Memberships also increased \$4,000 to fund monies due to the PBC Inspector General. The State Revolving Payment is \$468,000 and the Town Hall Loan Payment is \$311,175. The Capital Outlay for Buildings account reflects \$43,000 to be used for lighting and appliance energy improvements to the Town Hall from revenues shown in the PBC Energy Efficient Grant Monies. Capital Outlay items include \$5,000 for A/C Replacement, \$1,100 for a computer, and \$400 for a color scanner.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: Department:
General General Government

Acct Number
519.106

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual		FY 11-12	
No.	Item	Actual	Approp'd	thru	Proposed	% +/- from	% of Dept.
				June		10-11	Expended
<u>OPERATING EXPENSES</u>							
503.100	Professional Services	6,915	6,100	2,745	5,100	-16.39%	45.00%
503.400	Contractual Services	4,391	5,000	3,036	5,400	8.00%	60.72%
504.100	Communications Services	5,067	4,300	3,375	4,300	0.00%	78.49%
504.200	Postage, Freight	3,136	3,350	419	3,700	10.45%	12.51%
504.300	Utility Services	13,313	16,500	10,663	16,500	0.00%	64.62%
504.400	Rentals & Leases	2,935	3,000	2,201	3,200	6.67%	73.37%
504.500	Insurance	81,369	87,000	53,138	62,000	-28.74%	61.08%
504.610	Repair & Maintenance	20,977	23,790	14,535	25,100	5.51%	61.10%
504.700	Printing and Binding	913	1,850	969	1,850	0.00%	52.38%
504.900	Other Current Charges & Obligations	12,950	11,000	4,937	14,000	27.27%	44.88%
504.910	Election Related Expenses	0	5,375	4,997	5,475	N/A	N/A
504.920	Art Show Related Expenses	0	4,000	988	2,000	N/A	N/A
505.100	Office Supplies	2,243	2,750	1,690	2,950	7.27%	61.45%
505.200	Operating Supplies	2,504	2,450	1,230	2,450	0.00%	50.20%
505.220	Town Logo Shirts	0	0	0	0	N/A	N/A
505.400	Subscriptions/Memberships	2,318	2,840	2,295	6,810	139.79%	80.81%
Total Operating Expenses		159,031	179,305	107,218	160,835	-10.30%	59.80%
<u>CAPITAL OUTLAY</u>							
506.200	Buildings	0	50,000	0	43,000		
506.300	Improvement Not Buildings	0	0	0	0		
506.400	Machinery & Equipment	0	6,300	0	6,500		
Total Capital Outlay		0	56,300	0	49,500		
507.000	Covenants from Loans	467,944	468,000	233,972	468,000		
507.100	Covenants from TH Loan	311,063	311,175	233,372	311,175		
507.200	Debt Service - Interest	0		0			
Total Covenants from Loans		779,007	779,175	467,344	779,175		
TOTAL GENERAL GOVERNMENT		<u>938,038</u>	<u>1,014,780</u>	<u>574,563</u>	<u>989,510</u>		

**Town of Ocean Ridge, Florida
Annual Budget**

Fund:	Department:	Acct Number
General	General Government	519.106

Detail of Personal Services & Capital Outlay

	FY 10-11 Approp'd	FY 11-12 Proposed
Item		
<u>CAPITAL OUTLAY</u>		
506.200 Buildings	50,000	43,000
506.300 Improvements Not Buildings	0	0
506.400 Machinery & Equipment	0	
A/C Compressor and Air Handlers	5,000	5,000
1 Computer	1,100	1,100
1 Color Scanner	200	400
TOTAL CAPITAL OUTLAY	56,300	49,500

COVENANTS FROM LOAN/S

507.000	Covenants from State Revolving Loans	468,000	468,000
507.100	Covenants from TH Loan	311,175	311,175
TOTAL COVENANTS FROM LOANS		835,475	828,675

POLICE DEPARTMENT

This department provides the Town with law enforcement services. The members of the department are certified to provide police enforcement services.

The department enforces the laws of the Town and State, investigates crimes and apprehends criminals, enforces traffic regulations, and patrols the Town. The department protects the property and citizens of the Town from the hazards of natural disasters. The paid members are supplemented by a volunteer force of 7 Reserve Officers.

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This total department's costs decreased mainly due to the reduction in the Florida Retirement System contribution rates. An additional Investigative Officer position has been added at a total approximate cost of \$82,000. The personnel costs include a 3% COLA, 100% of the health insurance premium along with 3 months of the 2010 calendar deductible and \$1,200 towards the 2011 \$2,500 deductible. The Operating Supplies – Gas and Oil account increased anticipating an increase of up to \$5.00 per gallon. The Fire/ALS Service contract with the City of Boynton Beach increased 4% per the existing contract for a total in FY 2011/12 of \$870,301 (\$33,475 more than last FY).

Capital outlay expenditures include three computers (\$3,000).

ADDENDUM

8/25/2011 - The Commission approved eliminating any COLA increase with associated costs. They also reduced the Operating Supplies – Gas & Oil by \$7,500.

9/12/2011 – The Commission approved a new NHP/HRA compatible health insurance plan reducing the monthly individual cost to \$511 from \$665 and to still apply \$1,200 towards the new \$2,000/\$4,000 calendar year deductible.

9/30/2011 - The Life & Health Insurance was reduced by \$4,320 to reflect final health insurance premium quote. The Commission voted to remove the Investigator Position and related costs thereby reducing the budget by \$74,000.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: Department:
General Law Enforcement & Fire Control

Acct Number
521.107

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual		FY 11-12	
No.	Item	Actual	Approp'd	thru June	Proposed	% +/- from 10-11	% of Dept Expended
<u>PERSONAL SERVICES</u>							
501.100	Executive Salaries	82,752	72,279	53,320	72,279	0.00%	73.77%
501.200	Regular Salary and Wages	934,475	1,029,277	731,616	996,914	-3.14%	71.08%
501.400	Overtime & Vacation Pay	143,651	100,000	42,037	80,000	-20.00%	42.04%
501.500	Special Pay (SI & CD)	9,640	9,516	6,620	9,516	0.00%	69.57%
501.600	Holiday Pay	43,097	43,546	29,883	42,177	-3.14%	68.62%
501.700	Cafeteria Plan	22,100	0	0	0	N/A	N/A
502.100	FICA Taxes	94,649	95,250	66,056	91,140	-4.32%	69.35%
502.200	FRS Retirement Contributions	231,576	260,255	174,868	147,589	-43.29%	67.19%
502.300	Life & Health Insurance	134,782	189,696	104,325	152,589	-19.56%	55.00%
502.310	Long Term Disability	6,656	7,296	0	7,524	3.13%	0.00%
502.400	Worker's Compensation	24,758	31,465	22,537	34,649	10.12%	71.63%
502.500	Unemployment Comp	0	11,016	0	10,692	-2.94%	0.00%
Total Personal Services		1,728,136	1,849,597	1,231,262	1,645,070	-11.06%	66.57%
<u>OPERATING EXPENSES</u>							
503.100	Professional Services	9,443	11,370	10,375	14,368	26.37%	91.25%
503.400	Other Contractual Services	804,641	836,828	836,827	870,301	4.00%	100.00%
504.000	Travel & Per Diem	3,788	8,625	4,072	11,150	29.28%	47.21%
504.100	Communications Services	16,482	16,140	11,060	15,540	-3.72%	68.53%
504.200	Postage, Freight	876	1,200	158	900	-25.00%	13.17%
504.300	Utility Service	13,313	16,500	10,664	16,500	0.00%	64.63%
504.500	Insurance	26,557	32,000	18,799	28,000	-12.50%	58.75%
504.610	Repair & Maintenance	13,367	14,970	3,250	16,120	7.68%	21.71%
504.620	Repair & Maint - Vehicle	21,668	20,350	17,016	19,200	-5.65%	83.62%
504.630	Repair & Maint - Radio	10,963	13,572	10,963	13,572	0.00%	80.78%
504.700	Printing & Binding	908	1,700	1,358	2,350	38.24%	79.88%
504.900	Other Current Charges & Obligations	825	500	894	1,500	200.00%	178.80%
505.100	Office Supplies	4,335	5,000	3,951	6,000	20.00%	79.02%
505.200	Operating Supplies	2,701	2,925	1,154	4,425	51.28%	39.45%
505.210	Operating Supplies - Gas & Oil	37,156	58,000	32,986	57,700	-0.52%	56.87%
505.220	Operating Supplies - Uniforms	7,883	14,555	7,360	11,517	-20.87%	50.57%
505.400	Subscriptions/Memberships	4,472	6,221	2,664	6,483	4.21%	42.82%
Total Operating Supplies		979,378	1,060,456	973,551	1,095,626	3.32%	91.80%
<u>CAPITAL OUTLAY</u>							
506.200	Buildings		0	0	0		
506.400	Machinery & Equipment	46,970	36,100	29,273	3,000	-91.69%	81.09%
Total Capital Outlay		46,970	36,100	29,273	3,000	-91.69%	81.09%
TOTAL LAW ENFORCEMENT & FIRE CONTROL		2,754,484	2,946,153	2,234,086	2,743,696		

**Town of Ocean Ridge, Florida
Annual Budget**

Fund:	Department:	Acct Number
General	Law Enforcement & Fire Control	521.107

Detail of Personal Services & Capital Outlay

		Employees		FY 10-11	FY 11-12
Item		Present	Proposed	Approp'd	Proposed
<u>EXECUTIVE AND REGULAR SALARIES</u>					
501.100	Director	1	1	72,279	72,279
501.200	Lieutenant	1	1	64,243	64,243
	Sergeant	4	4	284,201	280,020
	Police Officers	8	9	408,157	439,743
	Dispatcher Supervisor	1	1	46,592	46,592
	Dispatchers	4	4	178,131	166,317
	1 Vacant Officer Positions	0	0	47,953	0
SUB TOTAL		19	20	1,101,557	1,069,194
501.400	Overtime & Vacation Pay			100,000	80,000
501.500	Special Pay			9,516	9,516
501.600	Holiday Pay			43,546	42,177
501.700	Cafeteria Plan			0	0
502.100	FICA Taxes			95,250	91,140
502.200	FRS Retirement Contributions			260,255	147,589
502.300	Life & Health Insurance			189,696	152,589
502.310	Long Term Disability			7,296	7,524
502.400	Worker's Compensation			31,465	34,649
502.500	Unemployment Compensation			11,016	10,692
TOTAL PERSONAL SERVICES				1,849,597	1,645,070
<u>CAPITAL OUTLAY</u>					
506.200	Buildings			0	0
506.400	Machinery & Equipment				
	1 Police Cruisers			0	0
	Replace Ford Escapew/Hybrid			35,000	0
	Replace 3 Computers			1,100	3,000
	USA Software (fin over 3 years)			0	0
	Advanced Authentication			0	0
	Security Cameras (2)			0	0
	Security Camera System Hard Drive			0	0
TOTAL CAPITAL OUTLAY				36,100	3,000

BUILDING & ZONING

The Building & Zoning Department was responsible for the Town's inspection services relating to building and zoning inspections. Activities now include: funds to microfilm plans and purchasing permit signs.

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This department increased based on the anticipated additional inspections associated with new Single Family Home permits and a slight anticipated increase in building permit applications and its associated review. The contract with Hy-Byrd Inspections, Inc. was renewed and remains the same without an increase. This department is offset by the building permit revenue.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: General **Department: Building & Zoning** **Acct Number 524.108**

Summary of Expenditures

Code No.	Item	FY 09-10 Actual	FY 10-11 Approp'd	Actual thru June	Proposed	FY 11-12 % +/- from 10-11	% of Dept Total
<u>OPERATING EXPENSES</u>							
503.100	Professional Services	90,735	94,000	71,582	98,000	4.26%	76.15%
503.400	Other Contractual Services	0	0	0	0	NA	0.00%
504.000	Travel & Per Diem	0	0	0	0	NA	0.00%
504.500	Insurance	0	0	0	0	NA	0.00%
504.610	Repair & Maintenance	1,048	1,200	1,048	1,200	0.00%	87.33%
504.700	Printing & Binding	0	200	90	200	0.00%	45.00%
504.900	Other Current Charges	0	1,000	0	1,000	0.00%	0.00%
505.100	Office Supplies	43	100	15	100	0.00%	15.00%
505.400	Subscriptions/Memberships	0	0	0	0	NA	0.00%
Total Operating Supplies		91,826	96,500	72,735	100,500	4.15%	75.37%
<u>CAPITAL OUTLAY</u>							
506.400	Machinery & Equipment	0	0	0	0	NA	NA
Total Capital Outlay		0	0	0	0	NA	NA
TOTAL INSPECTIONS		<u>91,826</u>	<u>96,500</u>	<u>72,735</u>	<u>100,500</u>		

**Town of Ocean Ridge, Florida
Annual Budget**

Fund:	Department:	Acct Number
General	Building & Zoning	524.108

Detail of Capital Outlay

	FY 10-11 Approp'd	FY 11-12 Proposed
Item		
<u>CAPITAL OUTLAY</u>		
506.400 Machinery & Equipment	0	0
TOTAL CAPITAL OUTLAY	0	0

EMERGENCY PREPAREDNESS

This account provides for the expenditure of funds in the event of a hurricane or other natural disaster. The Town maintains a written plan, which details activities for evacuation and post event actions for all Town personnel. All activities are coordinated with County, State, and Federal agencies.

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This department was zeroed out, however, \$5,000 is budgeted in the event of a major storm and supplies must be purchased or the Town must clear roadway debris. Additional monies may need to be transferred from the Fund Balance.

ADDENDUM

8/25/2011 – The Commission approved zeroing out this budget by reducing it \$5,000.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: Department:
General Emergency Preparedness

Acct Number
525.109

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual thru		FY 11-12	
No.	Item	Actual	Approp'd	June	Proposed	% +/- from 10-11	% of Dept Expended
<u>OPERATING EXPENSES</u>							
503.400	Other Contractual Services	0	0	0	0	NA	N/A
504.400	Rentals & Leases	0	0	0	0	NA	N/A
504.900	Other Current Charges	2,189	0	0	0	100.00%	N/A
505.200	Operating Supplies	0	0	0	0	NA	N/A
509.900	Contingency	0	0	0	0	0.00%	0.00%
Total Operating Expenses		2,189	0	0	0	N/A	N/A

TOTAL EMERGENCY PREPAREDNESS 2,189 0 0 0

SOLID WASTE

Through a contractual agreement with a private company the Town provides garbage and refuse collection services including a special recycling pickup.

Residents are billed annually by the Town for the collection costs. Disposal and recycling handling are accomplished by the Palm Beach County Solid Waste Authority.

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This activity reflects an overall 8.22% increase which includes a *** CPI increase and also a ***% fuel adjustment that is part of the contract with Republic Services. This expenditure funds the contract with the sanitation company and any special fees charged for Town services. The costs are offset with revenues received.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: **Department:**
General **Garbage & Solid Waste**

Acct Number
534.111

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual thru		FY 11-12	
No.	Item	Actual	Approp'd	June	Proposed	% +/- from 10-11	% of Dept. Expended
<u>OPERATING EXPENSES</u>							
503.400	Other Contractual Service	205,166	217,000	160,494	236,000	8.76%	73.96%
Total Operating Expenses		205,166	217,000	160,494	236,000	8.76%	73.96%
TOTAL SANITATION		<u>205,166</u>	<u>217,000</u>	<u>160,494</u>	<u>236,000</u>		

ENVIRONMENTAL

This account provides funds for the environmental activities of the Town including beautification projects, pest control, Town property maintenance, and similar activities.

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This department increased due to the NoSeeum Spraying at an approximate cost of \$40,000. The Town Engineering budgeted amounts remain the same.

ADDENDUM

8/25/2011 – The Commission reduced the Other Contractual Services Account (Landscape Maintenance) by \$5,000. They also reduced the Repair & Maintenance Account by \$2,500.

**Town of Ocean Ridge, Florida
Annual Budget**

Fund: Department:
General Environmental

Acct Number
539.112

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual		FY 11-12	
No.	Item	Actual	Approp'd	thru June	Proposed	% +/- from 10-11	% of Dept. Expended
<u>OPERATING EXPENSES</u>							
503.100	Professional Services	14,886		3,975			
	NPDES Engineering		4,600	3,975	5,000	8.70%	86.41%
	Consultant Services for Inlet Cay		0		0	N/A	N/A
	Landscape Arch - Beautification		0		0	0.00%	0.00%
	Comprehensive Plan Consulting		0		0		
503.120	Town Engineering Services	54,961		43,015			
	General Engineering Services		45,000	35,799	45,000	0.00%	79.55%
	GASB Evaluation Consulting		0		0	N/A	N/A
	GIS Consulting		1,000		1,000	0.00%	0.00%
	Building Permit Review		10,000	7,216	10,000	NA	72.16%
503.400	Other Contractual Services	75,991		70,465			
	Pest Control (Orkin Contract)		500		600	20.00%	0.00%
	Landscape Maintenance		70,000	49,001	65,000	-7.14%	70.00%
	Landscape Projects		0		0	N/A	N/A
	Street Sweeping per NPDES		1,200	600	1,200	0.00%	50.00%
	Right-of-Way Maintenance		0		0	0.00%	0.00%
	Australian Pine Tree Removal		0		0	0.00%	
	Clark Mosquito Control		36,000	20,864	40,000	0.00%	
504.000	Travel & Per Diem	0	0	0	0	NA	0.00%
504.300	Utility Connection & Impact Fees	0	0	0	0	0.00%	0.00%
504.610	Repair & Maintenance	7,364	22,000	9,576	19,500	-11.36%	43.53%
505.230	Operating Supplies - Small Tools	0	500	0	500	0.00%	0.00%
506.300	Improvements Not Buildings	0	0	0	0	0.00%	
Total Operating Expenses		153,202	190,800	244,486	187,800	-1.57%	128.14%

TOTAL ENVIRONMENTAL	<u><u>153,202</u></u>	<u><u>190,800</u></u>	<u><u>244,486</u></u>	<u><u>187,800</u></u>
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PUBLIC WORKS

This department provides maintenance to all Town streets, property, buildings and grounds. Activities include: weed and grass cutting, traffic and street sign maintenance, water system maintenance, storm drainage maintenance, maintenance of all Town dune crossovers, and maintenance of the Town Hall complex.

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This department decreased due to a reduction in Capital Outlay. The new truck in FY 2010/11 also was not purchased. The personnel costs include increasing the part-time position to full-time and related personnel costs. They also include a 3% COLA and a reduction to the Florida Retirement System contribution rate. The Health Insurance reflects 100% of the premium with the 4.2% increase, 3 months remainder of the approved \$1,200 2010 calendar year deductible, and \$1,200 towards the 2011 \$2,500 deductible. The Operating Supplies for Gas and Oil is based on an estimated \$5.00 per gallon for fuel.

Capital Outlay purchases include heavy equipment rental (\$2,000).

ADDENDUM

8/25/2011 - The Commission approved eliminating any COLA increase with associated costs and reducing the proposed full-time position back to a part-time position. They also approved reducing the Operating Supplies – Gas & Oil Account by \$10,500.

9/12/2011 – The Commission approved a new NHP/HRA compatible health insurance plan reducing the monthly individual cost to \$511 from \$665 and to still apply \$1,200 towards the new \$2,000/\$4,000 calendar year deductible.

9/30/2011 – The Life & Health Insurance Account was reduced by \$216 to reflect final health insurance premium quote.

**Town of Ocean Ridge, Florida
Annual Budget**

**Fund: Department:
General Public Works**

541.113

Summary of Expenditures

Code		FY 09-10	FY 10-11	Actual		FY 11-12	
No.	Item	Actual	Approp'd	thru June	Proposed	% +/- from 09-10	% of Dept. Expended
<u>PERSONAL SERVICES</u>							
501.200	Regular Salary and Wages	90,017	73,104	54,344	73,104	0.00%	74.34%
501.400	Overtime & Vacation Pay	4,220	1,412	1,163	10,000	608.22%	82.37%
501.700	Cafeteria Plan	2,100	0	0	0	NA	#DIV/0!
502.100	FICA Taxes	7,385	5,700	4,246	6,357	11.53%	74.49%
502.200	FRS Retirement Contributions	9,795	8,025	5,876	4,080	-49.16%	73.22%
502.300	Life & Health Insurance	12,005	10,009	5,186	8,056	-19.51%	51.81%
502.310	Long Term Disability	576	384	0	396	3.13%	0.00%
502.400	Worker's Compensation	4,256	4,218	3,279	4,370	3.62%	77.75%
502.500	Unemployment Compensation	0	2,193	0	2,193	0.00%	0.00%
Total Personal Services		130,354	105,045	74,094	108,557	3.34%	70.54%
<u>OPERATING EXPENSES</u>							
503.100	Professional Services	0	0	0	0	NA	
504.300	Utility Service	41,151	37,700	25,146	37,700	0.00%	66.70%
504.500	Insurance	1,817	2,100	1,131	1,500	-28.57%	53.86%
504.610	Repair & Maintenance	4,146	4,000	6,884	6,500	62.50%	172.10%
504.620	Repair & Maintenance - Vehicle	1,638	1,000	856	2,000	100.00%	85.60%
505.200	Operating Supplies	2,435	2,000	3,818	3,000	50.00%	190.90%
505.210	Operating Supplies - Gas/Oil	2,741	13,000	2,234	4,500	-65.38%	17.18%
505.220	Operating Supplies - Uniforms	375	500	310	500	0.00%	62.00%
505.230	Operating Supplies - Sm Tools	275	500	242	500	0.00%	48.40%
505.300	Road Materials & Supplies	21,884	25,000	16,650	25,000	0.00%	66.60%
509.900	Contingency-NPDES	0	0	0	0	NA	#DIV/0!
Total Operating Expenses		76,462	85,800	57,271	81,200	-5.36%	66.75%
<u>CAPITAL OUTLAY</u>							
506.300	Improvements Other Than Bldgs	0	0	0	0	NA	0.00%
506.400	Machinery & Equipment	1,699	39,500	67	2,000	-94.94%	0.17%
Total Capital Outlay		1,699	39,500	67	2,000	-94.94%	0.17%
TOTAL PUBLIC WORKS		<u>208,515</u>	<u>230,345</u>	<u>131,432</u>	<u>191,757</u>		

**Town of Ocean Ridge, Florida
Annual Budget**

Fund:	Department:	Acct Number
General	Public Works	541.113

Detail of Personal Services & Capital Outlay

Item	Employees		FY 10-11	FY 11-12
	Present	Proposed	Approp'd	Proposed
<u>501.200 REGULAR SALARIES</u>				
FT Maintenance Supervisor	1	1	73,104	51,368
PT Maintenance Man	1	1		21,736
SUB TOTAL	2	2	73,104	73,104
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501.400 Overtime & Vacation Pay			1,412	10,000
501.700 Cafeteria Plan			0	0
502.100 FICA Taxes			5,700	6,357
502.200 FRS Retirement Contributions			8,025	4,080
502.300 Life & Health Insurance			10,009	8,056
502.310 Long Term Disability			384	396
502.400 Worker's Compensation			4,218	4,370
502.500 Unemployment Compensation			2,193	2,193
TOTAL PERSONAL SERVICES			105,045	108,557
<hr/>				
<u>CAPITAL OUTLAY</u>				
506.300 Improvements Other Than Buildings			0	0
506.400 Machinery & Equipment				
Gator Utility Vehicle			0	0
Heavy Equipment Rental			2,000	2,000
Red Valves (2 @ \$2,000 each)			2,500	0
2010 Hybrid P/U Truck w/Grant \$			35,000	0
Trasn Pump 9 HP			0	0
50' Discharge Hose for Pump			0	0
TOTAL CAPITAL OUTLAY			39,500	2,000

CAPITAL PROJECTS FUND

This fund was established by the Commission to deal with capital project expenditures funded from land sales, donations, and bond proceeds. Monies allocated to this fund are earmarked for capital outlay purposes only.

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The revenues provide for \$120,000 in a proposed grant for the drainage improvements to Coconut Lane and \$3,000 in interest generated revenue.

The proposed projects include \$400,000 for the Coconut Lane Drainage Improvements, \$50,000 for the Inlet Cay/Sabal Island Drive Bridge Repairs, \$40,000 for professional services related to Coconut Lane and \$10,000 each for miscellaneous drainage professional service and repairs.

\$100,000 remaining from the Island Drive Bridge Replacement is being proposed to fund a Capital Purchase of the USA Software for the Police Department out of the 2010/2011 fiscal Year.

**Town of Ocean Ridge, Florida
Annual Budget**

**Capital Projects Fund
Consolidated Statement of Revenues and Disbursements
FY 11-12**

	09-10 Actual	10-11 Est Actual	11-12 Proposed	Adopted
Balance Forward	1,346,959	981,436	542,056	
Loan & Grant Proceeds	0	0	0	
Coconut Loans/Grants	0	0	120,000	
Town Hall Grants		0	0	
Gen Fun Trnsfr for TH	160,000	0	0	
Revenue	2,653	1,600	1,500	
Total Available	1,509,612	983,036	663,556	
Professional Serv.	3,915	20,000	10,000	
Coconut Prof Services	0	25,000	40,000	
Expenditures/Software 10/11	150	100,000	0	
Drainage Improv	0	102,000	10,000	
Coconut Drainage Imp	0	0	400,000	
Bridge Design/Island Dr	0	6,000	0	
Bridge Construction	524,111	187,980	0	
Inlet Cay/Sabal Bridge Repair	0	0	50,000	
Balance Forward	981,436	542,056	153,556	

**Town of Ocean Ridge, Florida
Annual Budget**

**Fund:
Capital
Projects**

**Department:
Capital Improvements**

**Acct Number
302**

Summary of Expenditures

Code No.	Item	FY 09/10 Actual	FY 10/11 Approp'd	FY 11-12 Proposed	Adopted
<u>OPERATING EXPENSES</u>					
31.1	Coconut Professional Services	0	50,000	40,000	
31.	Professional Services	3,915	20,000	10,000	
31.2	Town Hall Professional Services	0	0	0	
31	Bridge Professional Services	0	5,000	0	
49.	Other Current Charges & Obligations	150 0	0	0	
Total Operating Expenses		4,065	75,000	50,000	0
<u>CAPITAL OUTLAY</u>					
62	Town Hall/Police Building	0	0	0	
63.	Improvements Other Than Bldgs	0	0	0	
63	Drainage Improvements	0	160,000	10,000	
63.2	Coconut Drainage Improvements	0	450,000	400,000	
63.1	Inlet Cay/Sabal Island Bridge Repair	0	0	50,000	
63	Island Drive Bridge Replacement	524,111	45,000	0	
Total Capital Outlay		524,111	655,000	460,000	
TOTAL CAPITAL IMPROVEMENTS		<u>528,176</u>	<u>730,000</u>	<u>510,000</u>	<u>0</u>

**Town of Ocean Ridge, Florida
Annual Budget**

Fund:	Department:	Acct Number
Capital Projects	Capital Improvements	302

Detail of Capital Outlay

		FY 10-11	FY 11-12	
Item		Approp'd	Proposed	Adopted
<u>CAPITAL OUTLAY</u>				
62	Town Hall/Police Building	0	0	
63.1	Island Drive Bridge Replacement	45,000	0	
	Coconut Lane Drainage	450,000	400,000	
63	Drainage Improvements	160,000	10,000	
63.1	Inlet Cay/Sabal Island Bridge Repairs	0	50,000	
TOTAL CAPITAL OUTLAY		655,000	460,000	0