

**TOWN OF OCEAN RIDGE
TOWN COMMISSION BUDGET WORKSHOP
AGENDA**



**June 2, 2025 at 2:00 PM
Town Hall - Meeting Chambers**

TOWN COMMISSIONERS

Mayor Geoff Pugh
Vice Mayor Steve Coz
Commissioner Carolyn Cassidy
Commissioner David Hutchins
Commissioner Ainar Aijala Jr.

ADMINISTRATION

Interim Town Manager Michelle Heiser
Town Attorney Christy Goddeau
Town Clerk Kelly Avery
Chief of Police Scott McClure

To join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/930143117>

You can also dial in using your phone.

Access Code: 930-143-117

United States: +1 (872) 240-3212

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

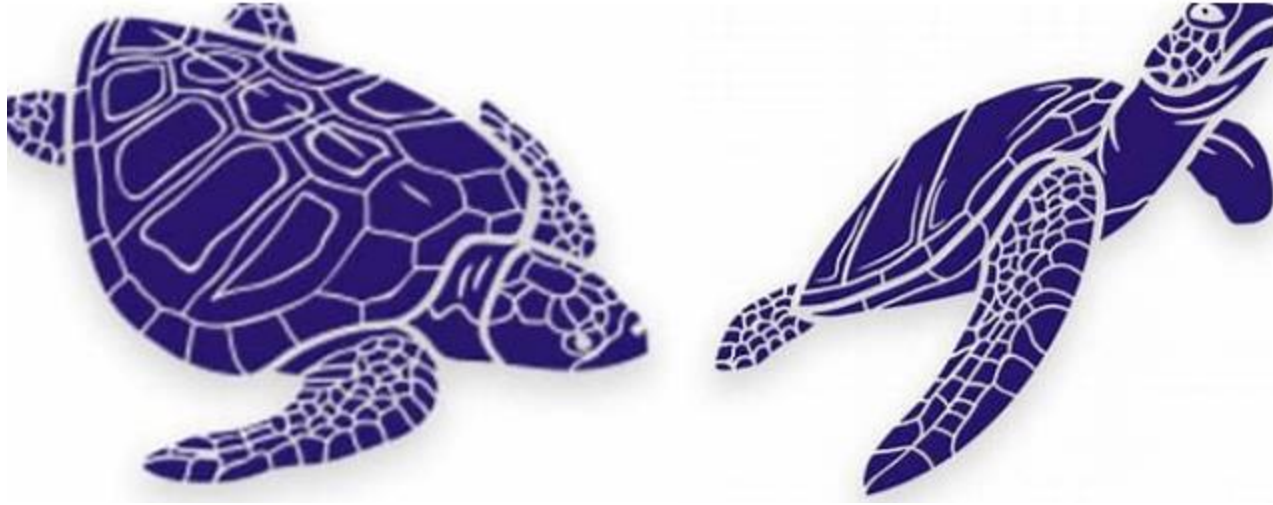
ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

BUDGET AGENDA ITEMS

1. Personnel
2. 2025-2026 Proposed Budget Summary

TOWN COMMISSIONER COMMENTS

ADJOURNMENT



Town of Ocean Ridge

Considerations of Job Descriptions, Roles and Salary Range Adjustments

Proposed Budget Discussions | Fiscal Year 2025 – 2026

Budget Workshop June 2, 2025



Non-PD Existing Roles

Attached (under separate file) are job descriptions of existing roles within the Town of Ocean Ridge. For consideration, assigning appropriate salary ranges within each role.

Not under consideration → salary increases. Staff is only attempting to align roles with the proper ranges, as established with recognized salary surveys. Staff will work within established personnel policy criteria for salary adjustments in the next fiscal year.

Law Enforcement

Chief of Police

Consideration: Establish a Competitive Salary Range
\$150,000 - \$175,000

Job Duties (Highlights)

Chief of Police

- **Current Salary:** \$140,000
- **Comparative Salaries:**
 - Manalapan Police Chief: \$155,000
 - Gulfstream Police Chief: \$152,800

- Provides services to a larger department than Gulfstream, Manalapan and supervises a full dispatch center
- Provides law enforcement services and serves as the Town Marshal for the Town of Briny Breezes and the Gulfstream Views Condominium Association.
- Oversees public safety across three public beaches
- Has achieved record-low burglary and theft rates. Reported property crimes have declined by 70% over the past three years and show a continuing downward trend.
- Collaborates with private funding groups to enhance community quality of life. Approximately \$50,000 in private funding has been secured to enhance medical training and procure lifesaving equipment.

PEPIE 2025 salary survey

Median	\$132,339	\$173,253	\$213,146
--------	-----------	-----------	-----------

Consideration:

Establish a Competitive
Salary Range
\$145,000 - \$175,000

Law Enforcement

Below is an excerpt from the PEPiE 2025 salary survey.

Salary Benchmark	Minimum	Midpoint	Maximum
Average	\$107,470	\$122,794	\$138,118
3rd Quartile	\$115,877	\$132,434	\$150,903
1st Quartile	\$90,002	\$115,059	\$125,364
Median	\$108,909	\$120,606	\$140,000

Police Lieutenant

Consideration: Establish a Competitive Salary Range
\$95,000 - \$120,000

Law Enforcement

Salary Benchmark	Minimum	Midpoint	Maximum
Average	\$82,209	\$104,997	\$127,784
3rd Quartile	\$88,367	\$114,069	\$149,047
1st Quartile	\$73,466	\$95,503	\$117,541
Median	\$79,792	\$101,666	\$123,539

Police Dispatch Manager

Consideration: Establish a Competitive Salary Range
\$90,000 - \$105,000

Ocean Ridge Police Department

Inter-Office Memo

To: Town Commission

Via: Town Manager Michelle Heiser

From: Chief Scott McClure

Date: 05/27/2025

Expiration/Cancellation Date:

Subject: Additional Police Officer Position

Dear Members of the Commission,

I respectfully request your consideration for the approval of an additional sworn officer to our police department.

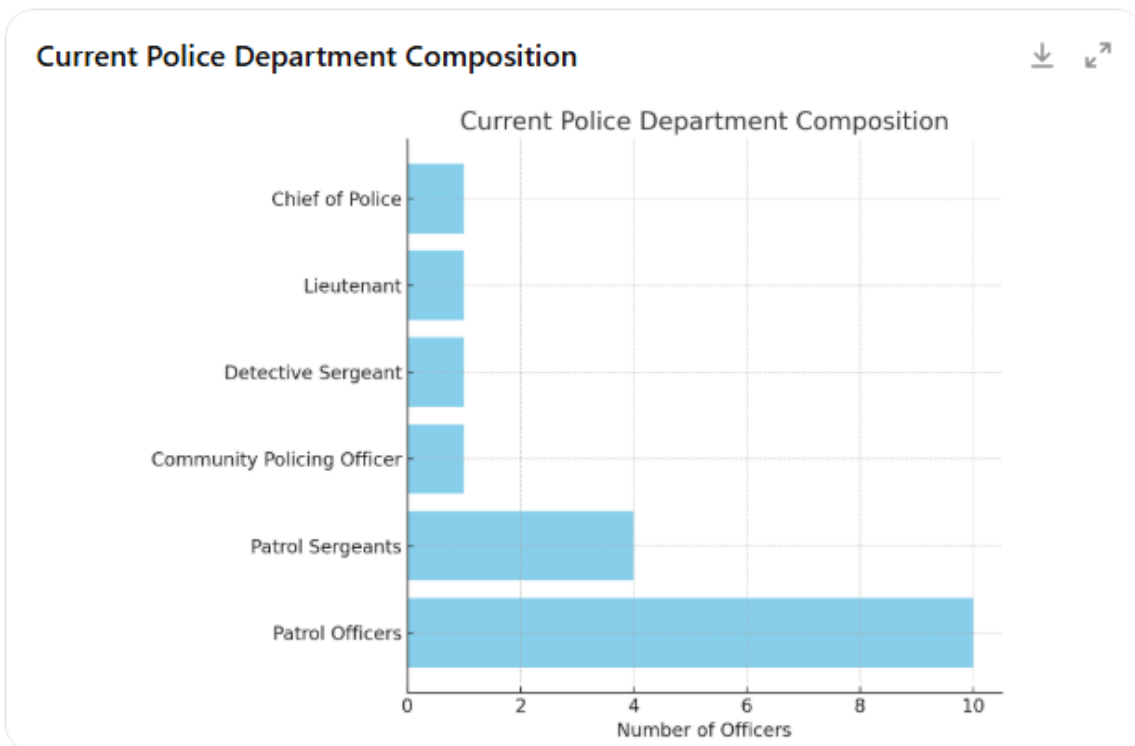
Currently, our department consists of 18 sworn officers, including the Chief of Police, one Lieutenant, one Detective Sergeant, one Community Policing Officer, four Patrol Sergeants, and ten Patrol Officers. Despite our limited personnel, we have made significant progress in reducing crime and increasing public safety. Over the past year, our officers have tripled the number of vehicle stops, which has contributed to crime levels reaching an all-time low. Reported property crimes have declined by 70% over the past three years and show a continuing downward trend. Additionally, I propose that the open Lieutenant position remain in abeyance pending the completion of adequate employee development initiatives.

In April, we conducted a license plate reader (LPR) study over a single weekend and recorded approximately 40,000 vehicles entering and traveling through our town. Another study showed between 30,00 - 60,00 vehicles entering town over a couple of weekends. Additionally, we have seen a substantial increase in pedestrian and bicycle traffic, particularly near our public beaches, which have experienced record numbers of visitors.

To respond to this influx, our officers have gone above and beyond their regular duties, including working overtime on weekends throughout March, April, and May to enforce the town's "animals on the beach" ordinance. This extra enforcement has added approximately \$6,000 to our overtime expenditures.

Adding one additional officer would not only help alleviate the burden on current staff but could also reduce future overtime costs associated with these increased demands. The estimated cost of a new officer is \$70,000 annually, with benefits estimated at an additional \$40,000, for a total annual cost of \$110,000. We believe this would be a sound investment given the growing number of visitors — both welcome and otherwise — as well as the projected development just over the bridges in Boynton Beach.

Thank you for your time and consideration. We remain committed to ensuring the safety and well-being of our community and visitors alike, and we believe this addition would significantly enhance our ability to do so.



Level Of Service Table – Patrol Staff

	Role	Current Staffing	Primary Duties	Vehicle Interaction (per weekend)	Challenges
1	Patrol Sergeants	4	Supervise patrol units, respond to major incidents, conduct vehicle stops, manage	Assist as needed, estimated 5-10% of total interactions	Supervisory overload, limited capacity for field presence
2	Patrol Officers	10	Conduct routine patrols, traffic enforcement, vehicle stops, respond to service	Responsible for majority of interactions, estimated 90-95% of total interactions	High call volume, increased visitor traffic, weekend overtime burdens

Ocean Ridge Police Department

Inter-Office Memo

To: Town Commission

Via: Town Manager Michelle Heiser

From: Chief Scott McClure

Date: 05/27/2025

Expiration/Cancellation Date:

Subject: Request for Salary Adjustments for Key Department Leadership Positions

Dear Members of the Commission,

I respectfully request your attention to the current salary structure for three key leadership positions within our department: the Chief of Police, the Patrol Lieutenant, and the Dispatch Manager. These roles are not covered under union negotiation like our officers and sergeants, and as such, it is imperative that their compensation be reviewed and adjusted to remain competitive with surrounding agencies.

Additionally, I ask that the commission consider restoring these non-union positions to be eligible for up to a **4.5%** yearly performance evaluation increase, aligning them with what unionized positions receive. Currently, we are eligible for only up to **3.0%**, which is **1.5% less** than our peers.

We remain dedicated to serving and protecting our community 24/7, and we believe that fair compensation is essential to retain and motivate top-tier leadership.

1. Chief of Police

- **Current Salary:** \$140,000
- **Comparative Salaries:**
 - Manalapan Police Chief: \$155,000
 - Gulfstream Police Chief: \$152,800
- **PEPIE 2025 Midpoint Average:** \$178,602
- **Salary Gap:** ~\$38,000 below PEPIE 2025 salary survey midpoint
- **Additional**

- Provides services to a larger department than Gulfstream, Manalapan and supervises a full dispatch center
- Provides law enforcement services and serves as the Town Marshal for the Town of Briny Breezes and the Gulfstream Views Condominium Association.
- Oversees public safety across three public beaches
- Has achieved record-low burglary and theft rates. Reported property crimes have declined by 70% over the past three years and show a continuing downward trend.
- Collaborates with private funding groups to enhance community quality of life. Approximately \$50,000 in private funding has been secured to enhance medical training and procure lifesaving equipment.
- **Recommendation:** Adjust salary to **\$159,000 – \$163,000**

Below is an excerpt from the PEPIE 2025 salary survey.

Salary Benchmark	Minimum	Midpoint	Maximum
Average	\$140,394	\$178,602	\$218,357
3rd Quartile	\$148,963	\$196,992	\$240,533
1st Quartile	\$122,944	\$157,194	\$191,811
Median	\$132,339	\$173,253	\$213,146

Actual Salary Results					
3rd Quartile:	\$226,844			Simple Average:	\$201,003
1st Quartile:	\$181,150				

2. Patrol Lieutenant

- **Current Salary:** \$99,424
- **Salary Gap:** ~\$23,000 below PEPIE 2025 salary survey midpoint
- **Note:** Earns less than a Sergeant with similar tenure. A topped out Sergeant is eligible for \$130,000 per year and a vehicle allowance
- **Role Importance:** Critical to daily operations and department efficiency, supervising both Officers and Sergeants

Recommendation: Adjust salary to **\$110,000 – \$115,000**

Reasoning: This employee's most recent performance rating was exemplary and exceeded expectations in most categories.

Below is an excerpt from the PEPIE 2025 salary survey.

Salary Benchmark	Minimum	Midpoint	Maximum
Average	\$107,470	\$122,794	\$138,118
3rd Quartile	\$115,877	\$132,434	\$150,903
1st Quartile	\$90,002	\$115,059	\$125,364
Median	\$108,909	\$120,606	\$140,000

Actual Salary Results			
3rd Quartile:	\$146,332	Simple Average:	\$130,008
1st Quartile:	\$118,519	Weighted Average:	\$132,445

3. Dispatch Manager

- **Current Salary:** \$93,683.20
- **Salary Gap:** ~\$11,000 below PEPIE 2025 salary survey midpoint
- **Role Scope:** Oversees five dispatchers and serves as the department's Records Manager. Assumed additional responsibilities and played a key role in training two newly hired dispatchers.

Recommendation: Adjust salary to **\$97,000 – \$99,000**

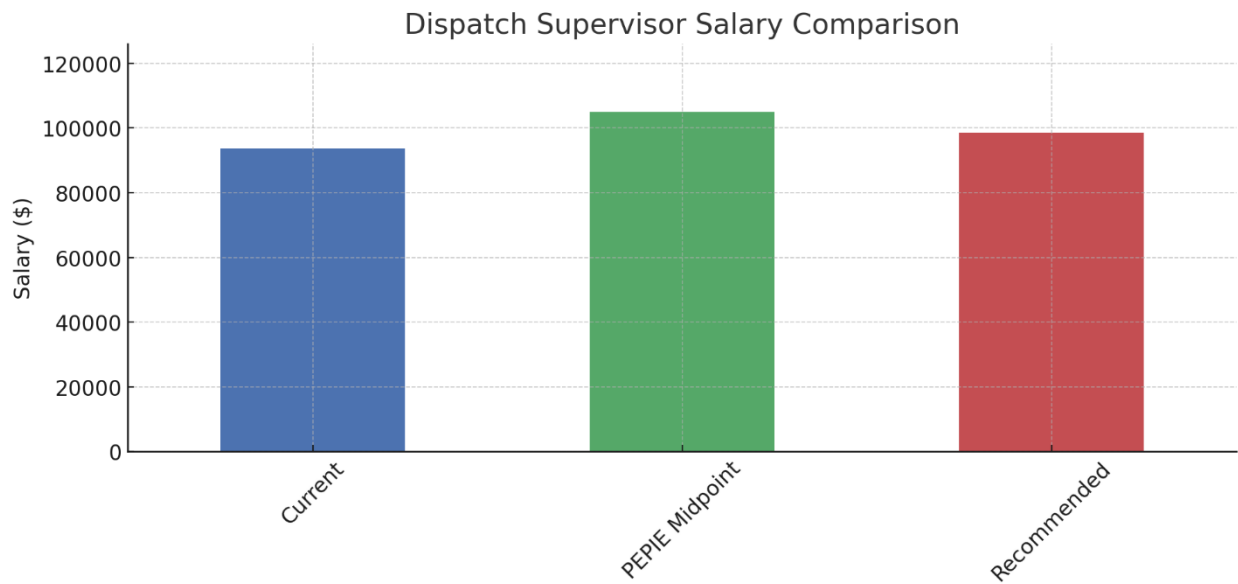
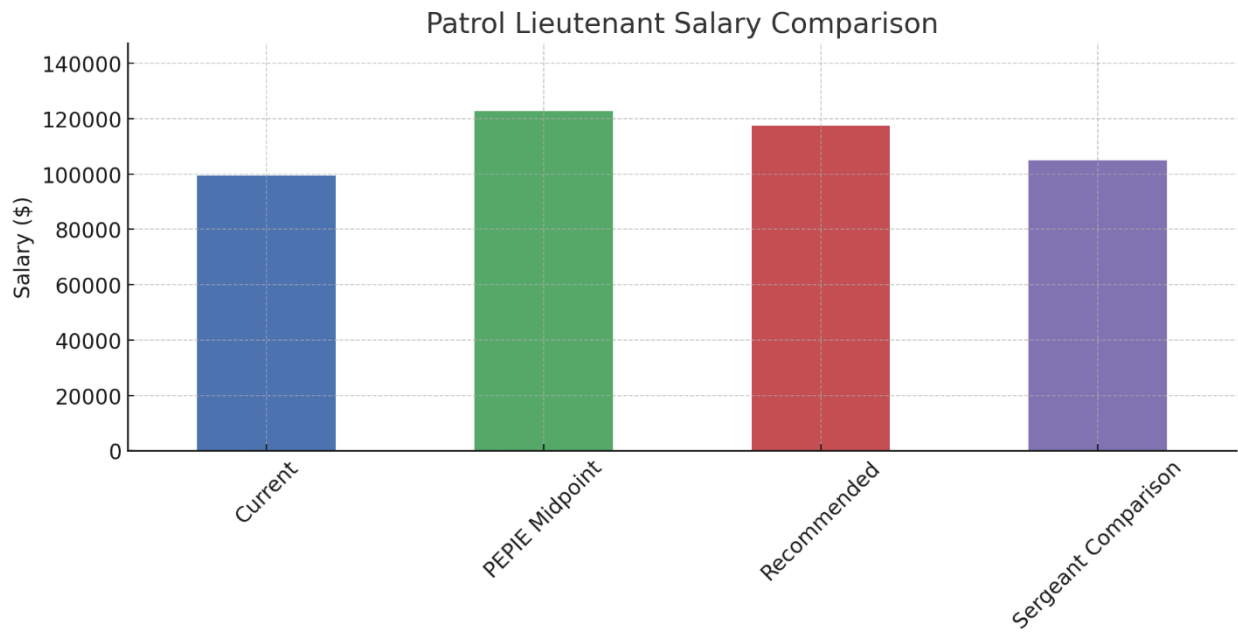
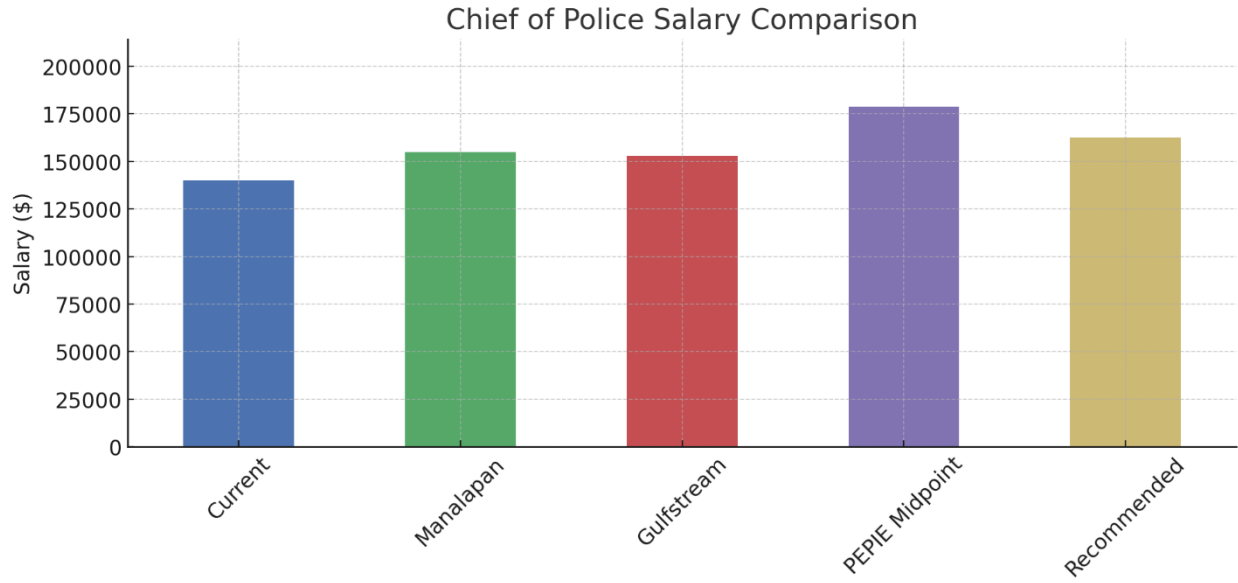
Reasoning: This employee's most recent performance rating was exemplary and exceeded expectations in most categories.

Below is an excerpt from the PEPIE 2025 salary survey.

Salary Benchmark	Minimum	Midpoint	Maximum
Average	\$82,209	\$104,997	\$127,784
3rd Quartile	\$88,367	\$114,069	\$149,047
1st Quartile	\$73,466	\$95,503	\$117,541
Median	\$79,792	\$101,666	\$123,539

Actual Salary Results			
3rd Quartile:	\$120,806	Simple Average:	\$112,029
1st Quartile:	\$99,653	Weighted Average:	\$112,930

Thank you for your time, consideration, and ongoing support. We remain fully committed to the safety and well-being of our community, and we trust that aligning these salaries with regional standards will ensure we continue to attract and retain high-caliber leadership.





Town Clerk	60%
Building Supervisor	35%
Deputy Treasurer	5%

Job Description

GENERAL STATEMENT OF JOB

- Under limited supervision, performs supervisory and clerical-administrative work serving as a Department Head for the Town Clerk's Department and a Program Assistant for the Town Commission, Town Manager, and Boards and Committees, including coordinating meetings. Work involves creating and maintaining files of records, reports, documents, and correspondence pertaining to official actions of the Town; serving as Supervisor of Elections, including hiring and training poll workers, coordinating preparation of ballots and equipment, and receiving candidate's filing paperwork for office; and greeting and assisting the public at Town Hall. Employee is also responsible for assigning and supervising the activities of the Assistant and/or Deputy Town Clerk; and participating in the preparation of business tax receipts, legal notices, correspondence, supply purchases, etc.; also serves as Deputy Treasurer. Reports to the Town Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES AS TOWN CLERK

- Gathers information and prepares agenda packets for Town Commission, Board of Adjustment, Planning and Zoning Commission, Code Enforcement, and any other Advisory Board meetings; notifies Commissioners, board members, appropriate Town staff and other interested parties of date and time of

meetings; attends meetings to take minutes and verify recording of the meetings; ensures that the minutes are properly executed and files minutes into minutes books; notifies departments and/or individuals of actions required by Commission. Ensures that all paperwork associated with the Boards and Commissions are properly executed and filed.

- Works with Police Department & code enforcement Personnel on Code Enforcement cases or assigns that duty to the Assistant or Deputy Town Clerk; prepares agendas, cost recovery worksheets and exhibits for Code Enforcement hearings in front of the Special Magistrate. Coordinates and files paperwork associated with Code Enforcement cases, including liens.
- Serves as custodian of official records and documents pertaining to actions of the Town Commission, Board of Adjustment and Planning and Zoning Commission; prepares agendas and documents for each Board/Commission meeting, including ordinances, resolutions and meeting minutes, as adopted by Commission; prepares and maintains minute books.
- Serves as custodian of resolutions, contracts, agreements and leases in accordance with state laws and statutes. Coordinates with the Town Manager on the RFP and bid process for Town contracts as per the Town's Finance Code and Purchasing Policy and Procedures.
- Establishes and maintains a variety of files pertaining to activities of the Town Manager, Town Commission, Board of Adjustment, and Planning and Zoning Commission, filing and retrieving material as necessary.
- Types correspondence, forms, reports, statements, and meeting minutes when necessary, assuming responsibility for spelling, punctuation, grammar and format; prepares a variety of records and reports as required for submission to various local, state and federal government agencies; prepares and submits legal notices for publication; proofreads various forms and documents, ensuring proper content, spelling, punctuation, grammar and format.
- Performs cashiering functions, taking in various Town payments such as building permit fees, parking citations, license and permit fees, etc.
- Performs research and compiles data for special projects or reports as assigned, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives.
- Serves as Town Supervisor of Elections, ensuring availability of polling equipment, and preparing necessary paperwork; supervises poll workers, ensuring adherence to applicable laws, regulations, policies and procedures; prepares candidate

qualifying packages for distribution, receives candidate filings and informs candidates of the laws concerning their candidacy; interprets and explains policies, laws, rules, regulations and procedures pertaining to various aspects of elections to candidates, political party representatives, elected officials, and the general public, as requested; oversees and participates in vote canvassing. Conducts new Town Commissioner Orientation in coordination with the Town Attorney, ensuring that the proper paperwork is filed for each elected official.

- Serves as the Town's Financial Disclosure Coordinator, ensuring that the proper paperwork is filed with the State and/or County Departments.
- Sorts, stamps, and distributes incoming mail or delegates responsibility to the Assistant or Deputy Clerk; mails appropriate billing; prepares and mails various correspondence to Town residents.
- Provides Notary services for town related correspondence and residents.
- Utilizes computer to transmit materials as requested; prepares photocopies and scanning of various documents.
- Maintains a variety of tangible files, filing and retrieving material as requested or as otherwise necessary.
- Oversees the preparation of Town Newsletters and distribution of same.
- Oversees maintenance of the Town's website and social media accounts.
- Serves as the Town's Records Management Liaison Officer (RMLO), coordinating the proper retention and Revised 8/5/19 destruction of all of the Town's documents, according to the State Records Retention Schedules.
- Serves as the Town's Public Records Officer; coordinates and responds to Freedom of Information Act requests for public records in a timely manner according to State Statutes and Town Policy; maintains public records requests spreadsheet and documentation.
- Prepares proclamations, resolutions, and ordinances for submission to the Town Commission, and provides for the annual codification of ordinances.
- Maintains insurance for the Town, including timely payment of invoices, filing of claims and audits. Prepares miscellaneous surveys and files by the proper deadlines.
- Prepares and maintains all legal notices and public hearing notices for the Town.
- Coordinates Town Events such as the annual holiday celebration in December.
- Assumes duties of Town Manager in his or her absence as requested, ensuring adherence to established policies, procedures and standards.
- Answers and routes telephone calls for Town officials, recording and relaying messages for absent officials; greets visitors, receiving inquiries and providing

information or referring visitors to appropriate officials; initiates telephone calls as requested by staff members to make inquiries and gather information, and/or to confirm appointments

- Performs other related work as required

SPECIFIC DUTIES AND RESPONSIBILITIES AS BUILDING TECH / PERSONNEL SUPERVISOR

- Supervises activities of Building department personnel and Deputy Town Clerk, ensuring adherence to established policies, procedures and standards; assists and advises subordinates as necessary, resolving problems as non-routine situations arise. Conducts annual employee evaluations for subordinates.
- Oversees preparation and issuance of business tax receipts, business permits, and sign permits ensuring proper registration, receiving fees and issuing licenses and receipts.
- Prepares liens, satisfaction of liens, and lien searches as necessary; oversees the maintenance of the lien spreadsheet.
- Assists the Building Department in the acceptance of routine building permit applications, receiving and reviewing applications to determine proper permit and credentials of applicant, and receiving fees and issuing receipts, as appropriate.
- Acceptance of land development permit applications, reviewing applications to ensure proper paperwork has been submitted, distributes copies to appropriate Town Staff as necessary, and distributes to appropriate Board for review. Ensures that all legal and public hearing notices pertaining to land development permit applications are posted and mailed as per the Town Code.
- Assists in processing of dune trimming permits

SPECIFIC DUTIES AND RESPONSIBILITIES AS DEPUTY TREASURER

- Assists the Treasurer in the maintenance and control of the fiscal operations of the Town government; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the Town by adhering to the internal control mechanisms of the Town.
- Assists the Treasurer in the processing of invoices, totaling figures and submitting for approval, preparation of checks, and posting the expenditures to registers.
- Assists the Treasurer in the accounts receivable and accounts payable records, preparing payroll and related records, and maintaining Town purchase records, financial statements, and other related reports either by data processing or manual methods.

- Participates in collection of garbage/trash, rental registration alarm monitoring, or alarm service revenues, entering billing data into proper computer accounts and preparing bills; receives payments and credits proper accounts; prepares and mails notices to advise customers of delinquent accounts, as necessary, and pursues legal remedies for delinquent accounts as appropriate.

MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school supplemented by an Associate's Degree or higher in Business Administration and/or Accounting or related field, and a minimum of two years of related work experience in municipal government.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriters, calculators, copiers, audio records, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those of Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the workers sits most of the time, the job is rated for Light Work.
- Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Interpersonal communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions to subordinates or assistants.
- Language Ability: Requires the ability to read a variety of correspondence, report, forms, manuals, ordinances, invoices, accounting ledgers, manuals, etc. Requires the ability to prepare correspondence, reports, meeting minutes, meeting agendas, purchase orders, forms, permits, etc., using prescribed formats and

conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

- Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; calculate discount, interest, profit and loss ratio and proportion, etc.
- Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.
- Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.
- Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination. Color
- Discrimination: Does not require the ability to differentiate between colors and shades of color. Olfactory Discrimination: Does not require the ability to identify and distinguish odors.
- Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under stress and when confronted with persons acting under stress. Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words.
- Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of Town and departmental rules, regulations, policies and procedures, and has the ability to interpret them.
- Considerable knowledge of the organization and operation of Town departments.

- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.
- Considerable knowledge of the organization and functions of the Town.
- Considerable knowledge of State open meetings, public records and financial disclosure laws.
- Considerable knowledge of State and Town election laws and regulations.
- Considerable knowledge of electoral procedures and policies as set forth by the State Board of Elections and General Statutes.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Considerable knowledge of federal, state and Town laws and policies concerning municipal fiscal operations.
- Considerable knowledge of the practices and procedures for planning and formulating departmental budgets and monitoring related expenditures.
- Considerable knowledge of state laws pertaining to the fiscal administration of municipal government, including taxation and other sources of revenue. Skill in the operation of common office machines, including computers and their associated software programs.
- Ability to research program documents and narrative materials, and to compile reports from information gathered.
- Ability to make routine administrative decisions independently in accordance with laws, regulations, policies and procedures, and to solve problems and answer questions.
- Ability to develop and modify work procedures, methods and processes to improve efficiency.
- Ability to assign, direct and supervise activities of subordinate clerical workers.
- Ability to communicate effectively orally and in writing.
- Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments

Revised 05/21/2025



Deputy Town Clerk 60%

Building Clerk 40%

Job Description

GENERAL STATEMENT OF JOB

Under the Town Clerk's supervision, performs some receptionist, administrative/clerical work in Town Hall and supports other departments as needed. Work involves answering incoming telephone calls, directing visitors and callers to appropriate officials, recording messages, and handling routine requests for information. Employee is also responsible for records management, processing public records requests, maintaining contracts and insurance policies, taking minutes of meetings as needed, various filing and mailings, business registrations, and creating and maintaining various letters, forms, reports, and spreadsheets. Reports to the Town Clerk.

ESSENTIAL JOB FUNCTIONS

- Assists with customer service functions for customers at the front counter and other departments, including information and assistance related to permits, permit applications, inspections, records research, documentation, procedures, fees, or other issues and responds to routine questions, complaints, or service requests; answers and routes telephone calls, relaying messages for absent officials; greets visitors, receives inquiries and provides information or refers visitors to appropriate officials.
- Assists with cashiering functions, taking in various Town payments such as realtor/construction sign permits, parking citations, license and permit fees, etc.
- Processes dune trimming applications and prepares permits.
- Types correspondence and meeting minutes, forms, reports, and statements, assuming responsibility for spelling, punctuation, grammar and format; prepares a variety of records and reports as required for submission to various local, state and federal government agencies; assists in preparing legal notices for publication;

proofreads multiple forms and documents, ensuring proper content, spelling, punctuation, grammar and format; prepares and distributes the newsletter, prepares and mails various correspondence to Town residents and contractors/vendors.

- Performs research and compiles data for special projects and reports as assigned, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives.
- Assists Town Clerk with records management duties, ensuring that all Town Hall documents are maintained and/or destroyed according to the State Records Retention Schedules, including but not limited to Building Department documents.
- Prepares timely responses to public records requests as assigned by NextRequest.
- Monitors requests from the Town's main email account and distributes as necessary.
- Maintains Town contracts, agreements, and insurance database; files contracts and insurance; Town Clerk and Town Manager well in advance of contract and insurance expiration dates to ensure renewals, cancellations, or contracts to be sent to RFP as necessary in a timely manner.
- Assists with mailing lot violation letters, coordinating work with the Police Department; maintains lot violation spreadsheet; collects fees for lot violations; alerts Town Clerk of the necessity for a lien; maintains spreadsheet for code, water, and other violations; communicates with ORPD when violations are paid.
- Assist Town Clerk with processing lien search requests.
- Log in to point & pay daily and process any credit card payments.
- Assists with schedules for the Town Hall meeting spaces for internal staff use as well as external use.
- Assists the Garden Club, Coastal Artists, Book Club, Lecture Series, Blood Drives, etc., with various outreach projects.
- Monitors Town-related news articles, distributing and filing accordingly.
- Scans various Town documents and files accordingly.
- Assists the Town Clerk in coordinating Town Events such as the annual holiday celebration in December and the PBCMA Clerks Luncheon.
- Intake mail & check the dispatch lock box & collect any mail and distribute accordingly.
- Post any documents on the bulletin board, the shadow box, the TV in the lobby, and the break room.
- Create and post lobby signs for holidays.
- Feed koi fish. Lock & unlock doors.
- Maintain the lobby appearance & lobby TV PowerPoint. Clean counters, doors, and sweep if necessary.
- Performs other related work as required.

Building Clerk Position Summary

Assists the Town by functioning as Building Clerk during high productivity and construction times of the year. This position performs a variety of clerical, administrative, and customer service duties in support of the Town's Building Department. This position is responsible for processing building permit applications, verifying documentation and licensure, collecting fees, maintaining records, and supporting the coordination of permit-related activities with various departments and agencies. The Building Clerk is also the designated National Flood Insurance Program (NFIP) and Community Rating System (CRS) Coordinator for the Town.

Essential Duties and Responsibilities

- Accepts and reviews routine building permit applications for accuracy, completeness, and regulatory compliance.
- Identifies missing documentation or issues and provides guidance to applicants.
- Reviews plans for necessary approval stamps from external and internal agencies.
- Verifies current licensure and insurance of contractors, subcontractors, and applicants.
- Calculates and collects permit fees, issues receipts, and performs cashiering for building permits, parking citations, and license payments.
- Scans documents, enters data into the building permit software system, and maintains digital records.
- Processes finalized permits and updates system records accordingly.
- Accepts and processes various forms such as permit revisions, change of contractor, etc.
- Ensures receipt of Notice of Commencement (NOC) prior to permit issuance as required by law.
- Notifies applicants and contractors of permit status and any outstanding requirements.
- Provides customer service at the front counter, by phone, and via email for inquiries regarding inspections, records, fees, procedures, and other building department activities.
- Answers calls, routes inquiries, greets visitors, and directs them to appropriate personnel or resources.
- Explains procedures and requirements to contractors, developers, and residents, including permit and inspection processes and Certificate of Occupancy/Completion criteria.
- Coordinates with the Town Clerk, Building Official, Code Enforcement, Dispatch Coordinator, and others regarding code enforcement or permit-related issues.
- Files contractor licenses, insurance certificates, and County Business Tax Receipts; purges outdated documents.
- Assists in coordinating with vendors and contractors for Town-related work.
- Operates fax machines, copiers, scanners, and computers; transmits documents and prepares photocopies as needed.
- Creates and maintains spreadsheets; prepares monthly reports for the Property Appraiser's office regarding permits issued and closed.
- Prepares and sends correspondence to residents and contractors/vendors as needed.
- Serves as the Town's NFIP/CRS Coordinator; attends meetings and documents required activities for annual recertification and five-year cycle review.

- Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school, and some experience in administrative/clerical work; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- CMC or MMC preferred

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- **Physical Requirements:** Must be physically able to operate a variety of automated office machines including multi-line telephones, typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.
- **Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors. **Language Ability:** Requires the ability to read a variety of correspondence, forms, invoices, checks, permits, manuals, etc. Requires the ability to prepare correspondence, reports, permits, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.
- **Intelligence:** Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- **Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages. **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape. **Motor**
- **Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

- **Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. **Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.
- **Olfactory Aptitude:** Does not require the ability to identify and distinguish odors.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with person acting under stress.
- **Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of the policies, procedures, organization and functions of the Town.
- General knowledge of the organization and functions of the Town and its departments.
- General knowledge of modern office practices and procedures.
- General knowledge of arithmetic, grammar, spelling, punctuation and vocabulary.
- Working knowledge of the standard accepted principles and practices of bookkeeping. Ability to use common office machines, including typewriters and computers.
- Ability to exercise independent judgement and discretion as necessary in providing assistance and information to the general public.
- Ability to maintain a variety of moderately complex files.
- Ability to develop and modify work procedures, methods and processes to improve efficiency.
- Ability to communicate effectively in oral and written form.
- Ability to exercise tact and courtesy in contact with a variety of professionals and public officials at various levels of authority and influence, and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to research program documents and narrative materials, and to compile reports from information gathered.

Revised 05/21/2025



Job Description: Building Clerk 100%

Department: Administration/ Building department

Position Type: Full-Time

Position Summary

The Building Clerk performs a variety of clerical, administrative, and customer service duties in support of the Town's Building Department. This position is responsible for processing building permit applications, verifying documentation and licensure, collecting fees, maintaining records, and supporting the coordination of permit-related activities with various departments and agencies. The Building Clerk is also the designated National Flood Insurance Program (NFIP) and Community Rating System (CRS) Coordinator for the Town.

Essential Duties and Responsibilities

- Accepts and reviews routine building permit applications for accuracy, completeness, and regulatory compliance.
- Identifies missing documentation or issues and provides guidance to applicants.
- Reviews plans for necessary approval stamps from external and internal agencies.
- Verifies current licensure and insurance of contractors, subcontractors, and applicants.
- Calculates and collects permit fees, issues receipts, and performs cashiering for building permits, parking citations, and license payments.
- Scans documents, enters data into the building permit software system, and maintains digital records.
- Processes finalized permits and updates system records accordingly.
- Accepts and processes various forms such as permit revisions, change of contractor, etc.
- Ensures receipt of Notice of Commencement (NOC) prior to permit issuance as required by law.
- Notifies applicants and contractors of permit status and any outstanding requirements.
- Provides customer service at the front counter, by phone, and via email for inquiries regarding inspections, records, fees, procedures, and other building department activities.
- Answers calls, routes inquiries, greets visitors, and directs them to appropriate personnel or resources.

- Explains procedures and requirements to contractors, developers, and residents, including permit and inspection processes and Certificate of Occupancy/Completion criteria.
- Coordinates with the Town Clerk, Building Official, Code Enforcement, Dispatch Coordinator, and others regarding code enforcement or permit-related issues.
- Files contractor licenses, insurance certificates, and County Business Tax Receipts; purges outdated documents.
- Assists in coordinating with vendors and contractors for Town-related work.
- Operates fax machines, copiers, scanners, and computers; transmits documents and prepares photocopies as needed.
- Creates and maintains spreadsheets; prepares monthly reports for the Property Appraiser's office regarding permits issued and closed.
- Prepares and sends correspondence to residents and contractors/vendors as needed.
- Serves as the Town's NFIP/CRS Coordinator; attends meetings and documents required activities for annual recertification and five-year cycle review.
- Performs other related work as required.

Minimum Training and Experience

High school diploma or equivalent required. Minimum of one (1) year of experience in administrative or clerical work, preferably in a government building department or the construction industry. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities will be considered.

Knowledge, Skills, and Abilities

- General understanding of municipal operations and building department procedures.
- Knowledge of construction permitting processes and contractor licensing requirements preferred.
- Ability to communicate professionally and courteously with the public, even in challenging situations.
- Ability to work independently with minimal supervision while adhering to established procedures.
- Strong listening, speaking, and interpersonal communication skills.
- Accurate and legible completion of forms, reports, and technical documents.
- Effective time management and multitasking abilities in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office (Word and Excel); basic understanding of Windows operating system.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, public officials, and the public.

Physical Requirements

Must be physically able to operate office equipment such as telephones, computers, copiers, scanners, and fax machines. Sedentary work with occasional walking or standing. Requires minimal physical exertion. Must be able to lift, carry, push, or pull light objects.

Other Requirements

Possession of a valid Florida driver's license with a satisfactory driving record. Regular and predictable attendance is required. Must maintain a professional appearance and conduct at all times.

Revised 4/15/2025



Public Works Supervisor/ Director - Job Description

Position Summary

The Public Works Supervisor is a working foreman, performing supervisory and administrative functions in the planning and management of the Public Works Department. This position is responsible for directing and coordinating all personnel, vendors, and operations within the Public Works Department. Provides direct leadership to subordinate staff, and performs skilled work of considerable difficulty in the areas of maintenance and repairs; the upkeep of the Town's infrastructure such as buildings, roads and streets, water distribution lines, pump stations, drainage and stormwater collection systems; and landscaping. Completes a variety of manual tasks, and operates a variety of equipment in connection with Public Works activities. Manages vendor contracts and budgets related to the Public Works Department.

Reporting Relationships

Position Reports to: Town Manager

Positions Supervised: Public Works I

Essential Job Functions

- Performs planning and operational oversight of roads and streets, water infrastructure, stormwater systems, landscaping, rights-of-way maintenance, equipment maintenance, and buildings and fleet maintenance operations.
- Provides general work assignments and direction to assigned staff; supervises the work of assigned staff; reviews work assignments to ensure completion; and conducts meetings as necessary to discuss problems, provide updates, and resolve issues.
- Conducts performance evaluations for assigned staff; makes recommendations for hiring, discipline, and promotion of assigned staff; authorizes leave and over-time within budgeted amounts, ensuring proper coverage for department.
- Prepares and meets work production quotas; maintains records and submits reports of time, equipment and materials used; prepares or completes various forms, reports, work orders or other documents; maintains a variety of records relating to inspections, maintenance activities, water meter and fuel consumption; and manages vendor contracts for the Public Works Department.

- Collaborates with the Town Engineer regarding capital projects to be completed such as drainage systems and road improvements, and maintenance/upgrades to the Town's pump stations.
- Assists with the preparation and monitoring of the annual budget for areas of assignment. Ensures budgeted projects are completed within fiscal year.
- Tracks expenditures for areas of assignment, ensuring projects are completed within budgeted amounts. Gathers quotes for projects in accordance with finance policies and procedures.
- Prepares Standard Operating Procedures, and ensures compliance with safety regulations and standard operating procedures.
- Operates and maintains a variety of small to heavy equipment, machinery, and tools for the purpose of building, repairing, and maintaining Town property. Such equipment includes, but is not limited to, pickup trucks, mowing equipment, weed eater, leaf blower, hedge clipper, striping machine, paint machine, chain saw, table saw, miter saw, drill, drill press, saw, jackhammer, sledgehammer, post hole digger, hand tamper, pick ax, shovel, rake, pitchfork, broom, ladder, concrete finishing tools, carpentry tools, mechanic tools, power or hand tools.
- Communicates with supervisor, employees, other departments, contractors, community organizations, the public, and other individuals in a professional manner that builds cooperation and consensus to coordinate work activities and reviews status of work; exchanges information and resolves problems. Makes recommendations and gives technical assistance to other Department Heads on technical problems involving areas of concern
- Subject to on-call status and responds to emergencies 24 hours per day, 7 days per week, 365 days per year.
- Manages and coordinates the activities of employee, contractors and consultants engaged in the planning, design, operation, construction, maintenance, repair and service of the Town and public works' facilities and infrastructure
- Establishes and maintains policies and procedures governing the operation and maintenance of the Town and public works facilities
- Prepares and recommends long range plans and cost estimates for capital improvement, renewal and replacement programs needed to maintain the facilities and equipment in compliance with applicable regulations ?
- Coordinates, prepares and reviews capital project plans for compliance with all Town, State and Federal Regulations.
- Ensures regular inspection of Town's stormwater drainage system for efficient flow operation.
- Manages purchasing activities, including vendor bids for public works and utilities, including specifications for the treatment plant and associated chemical purchases.
- Schedules the work-shifts of operating water production personnel and responds to emergency calls as necessary.
- Assists with analysis required to determine adequacy of current operations and existing rates

- Serves on various committees to provide technical expertise and advice related to engineering, project design and construction.
- Confers with state, federal, local representatives, consulting engineers and relevant colleagues on department grants and bid projects, to ensure efficiency and compliance ?
- Manages and implements public works projects for drainage improvements, beautification, buildings, grounds, streets, equipment safety and mosquito control.
- Monitors required training for operating personnel and ensures licenses and certifications are kept current
- Conducts performance evaluations, makes recommendations for disciplinary actions, handles employees' complaints and grievances and recommends hiring, terminations, promotions and demotions
- Maintains a system of departmental records and reports which will meet State, Federal. County and Town regulations
- Oversees development and implementation of safety programs for Public Works in compliance with Town and industry standards
- Plan review and issuance of tree and dune permits
- Holds A B C certifications and maintains EPA logs and inspections

Performs and/or delegates the following assignments:

- Orders and maintains inventory of supplies, equipment, materials, and chemicals.
- Performs maintenance work involving street and roadside construction, inspecting manholes, picking up debris/litter, removing dead animals from roadways, digging holes/trenches, shoveling materials, lifting/moving heavy materials, setting up or removing road barricades, or flagging traffic.
 - Oversees and schedules Town infrastructure repairs and maintenance. Performs tasks associated with building repair and maintenance projects including, but not limited to, sandblasting, painting interior/exterior walls, building cabinetry, installing doors, moving furniture/equipment, setting up tables/equipment for meetings/functions, and cleaning/sweeping/mopping.
- Performs landscaping work involving tree/shrub pruning, weed-eating, landscape planting, mowing, watering, and irrigating, and applying fertilizers, pesticides, and herbicides.
- Inspects storm drains and cleanup as needed, documenting and reporting any deficiencies; ensures all proper NPDES reports are completed.
 - Determines the locations of gas, telephone, electric, cable television, sanitary sewer lines, stormwater pipes, and any other appropriate sources prior to excavation.
 - Contacts and provides notices to residents and business owners in areas where water service will be interrupted and provides reasonable explanation.
- Responds to complaints such as, but not limited to, water leaks, pressure loss, or no water; evaluates situation and coordinates any necessary repairs.
- Performs general/preventive maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles,

checking fluid levels and tires, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety and reports faulty equipment as well as fleet maintenance needs.

- Performs required maintenance of fire hydrants including painting and power washing as needed; flushes water mains, pipes, exercises gate valves and fittings on mains; supervises installation of services, fire hydrants, back-flow prevention devices, and other appurtenances in utility systems; assists in shutting off broken sections of water mains.
- Performs other related duties and assumes other responsibilities as necessary or as delegated by Supervisor.

QUALIFICATIONS AND EXPERIENCE

- High school diploma or G.E.D. certificate from an accredited agency is required.
- Valid driver's license required.
- Five (5) years of Public Works or related experience, preferably in a government setting.
- Knowledge of state and federal guidelines for water distribution and stormwater collection systems management preferred. Possession of a current FDEP Level 3 Water Distribution and/or Level C Stormwater License preferred.
- Vocational/technical training in equipment operation and maintenance is preferred.
- Supervisory experience is preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Advanced skill and sound knowledge of equipment, vehicles, tools, facilities, materials, methods and procedures used in maintenance and repair activities; and ability to make minor repairs and adjustments to equipment. Adopted by Town Commission on 5/4/2020 Public Works Supervisor
- Ability to safely perform work including heavy manual tasks for extended periods of time in a wet and/or humid environment.
- Ability to communicate effectively verbally and in writing, to understand and carry out written and oral instructions, and print legibly.
- Ability to plan and supervise the work of subordinates, and to establish and maintain effective working relationships with supervisors, fellow employees, and the public.
- Ability to perform arithmetic computations to maintain accurate records.

WORK ENVIRONMENT

- Frequently exposed to outside weather in wet and/or humid conditions.
- Regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

- Frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell, talk and hear; frequently works near moving mechanical parts and is exposed to vibration and noise; may occasionally work in high, precarious places and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- Frequently lifts and/or moves up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change. Requirements are representative of minimum levels of knowledge, skills, or abilities.

Revised 05/21/2025



Public Works I - Job Description

Department:

Public Works Department

Reporting Relationships:

Position Reports to: Public Works Supervisor

Position Summary

Performs a variety of skilled and unskilled maintenance work and operates a variety of equipment in the maintenance and repair work associated with various Public Works projects.

Duties and Responsibilities:

- Operates various medium and light equipment, machinery and tools used in projects and activities which may include mowing equipment, weed eater, leaf blower, hedge clipper, striping machine, paint machine, chain saw, table saw, miter saw, drill, drill press, saw, jackhammer, sledgehammer, post hole digger, hand tamper, pick ax, shovel, rake, pitchfork, broom, ladder, concrete finishing tools, carpentry tools, mechanic tools, power tools or hand tools.
- Performs maintenance work involving various public works projects involving street and roadside construction, picking up debris/litter from streets and beach, removing dead animals from roadways, digging holes/trenches, shoveling materials, lifting/moving heavy materials, setting up or removing road barricades at work sites, or flagging traffic.
- Performs tasks associated with building repair and maintenance projects including painting interior/exterior walls, building cabinetry, installing doors, moving furniture/equipment, setting up tables/equipment for meetings/functions, cleaning/sweeping building areas, and mopping floors.
- Performs work involving tree/shrub pruning, weed-eating, landscape planting, mowing, watering/irrigating and applying fertilizers, pesticides, and herbicides.

- Inspect storm drains and follow NPDES recommended inspection and maintenance protocols.
- Performs general/preventive maintenance tasks necessary to keep equipment and tools in operable condition.
- Performs required maintenance of hydrants including painting and power washing as needed.
- Conforms with and abides by all regulations, policies, work procedures and instructions and all safety rules and wears/uses all appropriate safety equipment.
- Prepares or complete various forms, reports, work orders or other documents.
- Communicates with supervisor, employees, other departments, contractors, community organizations, the public, and other individuals to coordinate work activities, review status of work, exchange information or resolve problems.
- May be required to work overtime or in an on-call status, as directed.
- Assists other departments as necessary by directive from Department Head.
- Performs other related duties and assumes other responsibilities as necessary or as delegated by Public Works Department Head.

Qualifications and Experience:

- Graduation from high school or equivalency is required.
- Three (3) year's Public Works or related experience, preferably in a government setting is preferred.
- Vocational/technical training in equipment operation and maintenance is preferred.

Necessary Knowledge, Skills and Abilities:

- Sound knowledge of equipment, vehicles, facilities, materials, methods and procedures used in maintenance and repair activities.
- Advanced skill in operation of all required tools, vehicles and equipment.
- Ability to safely perform heavy manual tasks for extended periods of time.
- Ability to communicate effectively verbally and in writing, to understand and carry out written and oral instructions, and print legibly.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Ability to perform arithmetic computations to maintain accurate records.

Licensing & Certification:

- Valid driver's license and safe driving record required.

Work Environment:

- Frequently exposed to wet and/or humid conditions.

- Regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell; and talk and hear.
- Frequently lifts and/or moves up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change. Requirements are representative of minimum levels of knowledge, skills, or abilities.

Revised 05/21/2025

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Michelle Heiser, Interim Town Manager

Subject: 2025-2026 Proposed Budget Summary

As part of the Fiscal Year 2025–2026 budget preparation process, staff has compiled a summary of the proposed General Fund appropriations by major category, utilizing the Town's BS&A financial software. This snapshot is intended to support preliminary Commission discussions during the upcoming budget workshop.

The total requested General Fund budget is **\$13,327,800**. Key allocations include:

- **Law Enforcement & Fire Control:** \$5,941,791 (45%)
- **Contingency (Used for Major Infrastructure):** \$3,475,500 (27%)
- **Other General Government:** \$824,505 (7%)
- **Public Works, Physical Environment, and Inspections combined:** Approximately 13%
- **Town Administration (Manager, Clerk/Finance, Legal, Commission):** Approximately 10%

The two largest allocations—Public Safety and Contingency—account for over 70% of the total budget. In this summary, the contingency account is "holding" the funds used for the Town's major infrastructure projects, such as the watermain modernization. This reflects the Town's continued prioritization of community safety and infrastructure (financial) preparedness.

The Contingency fund is also the only notable fund that does NOT have recurring items. In response to prior Commission direction, staff is making efforts to highlight recurring expenses within the proposed budget. Core services such as public safety, inspections, solid waste, general administration, and basic infrastructure maintenance represent **recurring, operationally essential expenditures**. These are foundational to ongoing municipal functions and are expected to reoccur annually with adjustments for inflation or contractual obligations.

Meanwhile, the **Contingency line item** provides a flexible reserve for unexpected or emergent costs and **does not represent a recurring, line-specific expenditure.**

A visual representation of the budget breakdown is included for ease of reference. Staff will be available to answer questions and receive feedback during the workshop session.

Staff recommends offering feedback for the budget process.

Suggested Motion: I move to...

Respectfully,
Michelle Heiser, Interim Town Manager

BUDGET REPORT FOR TOWN OF OCEAN RIDGE
Calculations As of 09/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Amended Budget	24-25 Activity	25-26 DEPARTMENT REQUESTED
Fund: 001 GENERAL FUND						
Department: TAXES						
Unclassified						
		8,211,356	9,005,292	10,002,029	9,074,897	10,827,000
Total Department TAXES:		8,211,356	9,005,292	10,002,029	9,074,897	10,827,000
Department: LICENSES & PERMITS						
Unclassified						
		668,286	717,181	705,600	438,380	703,700
Total Department LICENSES & PERMITS:		668,286	717,181	705,600	438,380	703,700
Department: INTERGOVERNMENTAL REVENUE						
Unclassified						
		774,338	295,617	1,505,917	107,144	254,000
Total Department INTERGOVERNMENTAL REVENUE:		774,338	295,617	1,505,917	107,144	254,000
Department: CHARGES FOR SERVICES						
Unclassified						
		629,083	649,117	694,200	544,292	649,500
Total Department CHARGES FOR SERVICES:		629,083	649,117	694,200	544,292	649,500
Department: FINES & FORFEITURES						
Unclassified						
		36,651	18,561	27,250	149,997	29,600
Total Department FINES & FORFEITURES:		36,651	18,561	27,250	149,997	29,600
Department: MISCELLANEOUS REVENUES						
Unclassified						
		110,226	452,965	507,500	336,821	488,500
Total Department MISCELLANEOUS REVENUES:		110,226	452,965	507,500	336,821	488,500
Department: NON - REVENUES						
Unclassified						
				63,913		375,500
Total Department NON - REVENUES:		0	0	63,913	0	375,500
Department: TOWN COMMISSION						
SALARIES AND BENEFITS						
		22,593	13,450	7,334	4,753	7,334
OPERATING						
		6,823	11,569	38,064	11,298	41,200
Total Department TOWN COMMISSION:		(29,416)	(25,019)	(45,398)	(16,051)	(48,534)
Department: TOWN MANAGER						
SALARIES AND BENEFITS						
		209,938	222,919	244,945	213,628	259,005
OPERATING						
		6,890	10,763	18,487	10,440	15,725
Total Department TOWN MANAGER:		(216,828)	(233,682)	(263,432)	(224,068)	(274,730)
Department: TOWN CLERK/FINANCE						
SALARIES AND BENEFITS						
		332,229	359,825	385,805	224,346	367,768
OPERATING						
		57,654	35,442	74,969	35,913	74,550
CAPITAL						
				1,000		0
Total Department TOWN CLERK/FINANCE:		(389,883)	(395,267)	(461,774)	(260,259)	(442,318)
Department: LEGAL						
OPERATING						
		144,371	95,037	277,500	106,115	284,000
Total Department LEGAL:		(144,371)	(95,037)	(277,500)	(106,115)	(284,000)
Department: APPOINTED BOARDS						
OPERATING						
		7,490	6,277	3,014	1,146	2,400
Total Department APPOINTED BOARDS:		(7,490)	(6,277)	(3,014)	(1,146)	(2,400)
Department: OTHER GENERAL GOVERNMENT						

BUDGET REPORT FOR TOWN OF OCEAN RIDGE

Calculations As of 09/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Amended Budget	24-25 Activity	25-26 DEPARTMENT REQUESTED
Fund: 001 GENERAL FUND						
Department: OTHER GENERAL GOVERNMENT						
OPERATING		357,613	439,006	484,760	303,523	494,505
CAPITAL		16,985	1,042	8,000	565	0
DEBT		761,437	759,523	783,000	116,550	330,000
Total Department OTHER GENERAL GOVERNMENT:		(1,136,035)	(1,199,571)	(1,275,760)	(420,638)	(824,505)
Department: LAW ENFORCEMENT & FIRE CONTROL						
SALARIES AND BENEFITS		2,718,623	2,947,602	3,741,082	2,066,215	3,700,779
OPERATING		1,707,176	1,724,707	2,038,421	1,710,398	2,241,012
CAPITAL		15,881	26,037	47,500	(1,341)	0
DEBT		32,935		0		0
Total Department LAW ENFORCEMENT & FIRE CONTROL:		(4,474,615)	(4,698,346)	(5,827,003)	(3,775,272)	(5,941,791)
Department: INSPECTIONS						
SALARIES AND BENEFITS		239,792	131,630	122,116	62,744	101,954
OPERATING		324,160	405,618	457,091	315,776	482,445
CAPITAL		660		6,600		0
Total Department INSPECTIONS:		(564,612)	(537,248)	(585,807)	(378,520)	(584,399)
Department: GARBAGE & SOLID WASTE						
OPERATING		301,985	310,986	327,340	186,988	351,300
Total Department GARBAGE & SOLID WASTE:		(301,985)	(310,986)	(327,340)	(186,988)	(351,300)
Department: OTHER PHYSICAL ENVIRONMENT						
OPERATING		275,784	339,626	727,220	219,284	664,720
Total Department OTHER PHYSICAL ENVIRONMENT:		(275,784)	(339,626)	(727,220)	(219,284)	(664,720)
Department: PUBLIC WORKS						
SALARIES AND BENEFITS		214,336	220,199	238,119	156,257	251,703
OPERATING		94,807	130,282	206,263	49,693	181,900
CAPITAL		6,586	34	10,000		0
Total Department PUBLIC WORKS:		(315,729)	(350,515)	(454,382)	(205,950)	(433,603)
Department: CONTINGENCY						
OPERATING		71,402	133,511	528,470	246,118	500,000
TRANSFERS		5,389		0		2,975,500
Total Department CONTINGENCY:		(76,791)	(133,511)	(528,470)	(246,118)	(3,475,500)
Department: TRANSFER TO CAPITAL PROJECTS						
TRANSFERS			1,712,050	2,729,309	1,000,000	0
Total Department TRANSFER TO CAPITAL PROJECTS:		0	(1,712,050)	(2,729,309)	(1,000,000)	0
Fund 001 - GENERAL FUND:						
TOTAL ESTIMATED REVENUES		10,429,940	11,138,733	13,506,409	10,651,531	13,327,800
TOTAL APPROPRIATIONS		7,933,539	10,037,135	13,506,409	7,040,409	13,327,800
Total Fund 001 GENERAL FUND:		2,496,401	1,101,598	0	3,611,122	0

 Non-Recurring Items

Town of Ocean Ridge 2025-2026 Budget Allocation by Category (Rounded %)

