TOWN COMMISSION MEETING BUDGET WORKSHOP AGENDA

June 11, 2024 at 5:00 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS

ROLL CALL

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

(Each speaker shall be limited to three (3) minutes)

NEW BUSINESS

1. **BUDGET WORKSHOP**

    1. **FINANCE**

    2. **LIBRARY**

    3. **FIRE**

ADJOURNMENT

PUBLIC NOTICE: *Please be advised that if you desire to appeal from any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (Florida statute 286.0105)*

If you are a person with disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the town clerk's office at 202 east main street, Dundee, Florida 33838 or phone (863) 438-8330 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771.

Finance Department YTD 2023-2024

Account No	Description	23-24 Budgeted	YTD 23-24	Balance
001-513-120	Salaries & Wages	$ 117,760.00	$ 20,670.43	$ 97,089.57
001-513-130	Other Salaries and Wages	$ -	$ 54.15	$ (54.15)
001-513-140	Overtime	$ 2,000.00	$ 2,864.41	$ (864.41)
001-513-210	Fica Taxes	$ 9,162.00	$ 1,817.47	$ 7,344.53
001-513-230	Life & Health Insurance	$ 26,900.00	$ 9,316.67	$ 17,583.33
001-513-240	Workers' Comp	$ 2,500.00	$ 3,471.16	$ (971.16)
001-513-310	Professional Services	$ 25,000.00	$ 64,128.17	$ (39,128.17)
001-513-320	Accounting & Auditing	$ 42,500.00	$ 26,455.00	$ 16,045.00
001-513-400	Travel & Training	$ 1,000.00	$ 92.34	$ 907.66
001-513-414	Communications Alarm Monitoring	$ -	$ 102.47	$ (102.47)
001-513-417	IT Services	$ 12,135.00	$ 50.38	$ 12,084.62
001-513-425	Freight & Postages	$ 300.00	$ 541.09	$ (241.09)
001-513-431	Bank Service Charges	$ 2,500.00	$ 2,945.43	$ (445.43)
001-513-440	Rent/Leases/Mortgage	$ -	$ 22.80	$ (22.80)
001-513-450	Insurance	$ 9,157.00	$ 16,015.67	$ (6,858.67)
001-513-460	Repair & Maintenance	$ -	$ 82.47	$ (82.47)
001-513-461	Repairs & Maintenance-Vehicles	$ -	$ 27.53	$ (27.53)
001-513-490	Other Current Charges	$ 250.00	$ 265.56	$ (15.56)
001-513-510	Office Supplies	$ 500.00	$ 297.09	$ 202.91
001-513-520	Operating Supplies	$ 1,000.00	$ 1,195.02	$ (195.02)
001-513-540	Dues & Subcriptions	$ 750.00	$ 191.19	$ 558.81
Control: 300	Total	$ 253,414.00	$ 112,412.21	$ 141,001.79
Fund: 001	GENERAL FUND Budgeted Total	$ 253,414.00	$ 112,412.21	$ 141,001.79
Fund: 001	GENERAL FUND Non-Budgeted Total	$ -	$ -	$ -
Fund: 001	GENERAL FUND Total	$ -	$ 150,606.50	150,906.50-
Final Budgeted		$ -	$ 150,606.50	150,906.50-
Final Non-		$ -	$ -	$ -
Final Total		$ -	$ 150,606.50	150,906.50-

Finance Department Proposing 2024-2025

Account No	Description	23-24 Budgeted	Proposed 24- 25
001-513-120	Salaries & Wages	$ 117,760.00	$ 123,648.00
001-513-130	Other Salaries and Wages	$ -	$ -
001-513-140	Overtime	$ 2,000.00	$ 3,000.00
001-513-210	Fica Taxes	$ 9,162.00	$ 9,162.00
001-513-230	Life & Health Insurance	$ 26,900.00	$ 25,000.00
001-513-240	Workers' Comp	$ 2,500.00	$ 3,500.00
001-513-310	Professional Services	$ 25,000.00	$ 50,000.00
001-513-320	Accounting & Auditing	$ 42,500.00	$ 42,500.00
001-513-400	Travel & Training	$ 1,000.00	$ 1,000.00
001-513-414	Communications Alarm Monito	$ -	$ 150.00
001-513-417	IT Services	$ 12,135.00	$ 12,135.00
001-513-425	Freight & Postages	$ 300.00	$ 600.00
001-513-431	Bank Service Charges	$ 2,500.00	$ 4,600.00
001-513-440	Rent/Leases/Mortgage	$ -	$ -
001-513-450	Insurance	$ 9,157.00	$ 16,000.00
001-513-460	Repair & Maintenance	$ -	$ 200.00
001-513-461	Repairs & Maintenance-Vehicle	$ -	$ 200.00
001-513-490	Other Current Charges	$ 250.00	$ 350.00
001-513-510	Office Supplies	$ 500.00	$ 500.00
001-513-520	Operating Supplies	$ 1,000.00	$ 1,200.00
001-513-540	Dues & Subcriptions	$ 750.00	$ 750.00
Control: 300	Total	$ 253,414.00	$ 294,495.00
Fund: 001	GENERAL FUND Budgeted Tc	$ 253,414.00	$ 294,495.00

Library Department YTD 2023-2024

Account No	Description	23-24 Budgeted	YTD 23-24	Balance
001-571-120	Salaries & Wages	$ 105,870.00	$ 50,803.41	$ 55,066.59
001-571-130	Other Salaries and Wages	$ -	$ 274.88	$ (274.88)
001-571-210	Fica Taxes	$ 8,099.00	$ 3,936.11	$ 4,162.89
001-571-230	Life & Health Insurance	$ 30,000.00	$ 17,018.74	$ 12,981.26
001-571-240	Workers' Comp	$ 1,450.00	$ 8,196.33	$ (6,746.33)
001-571-310	Professional Services	$ 1,000.00	$ 838.22	$ 161.78
001-571-400	Travel & Training	$ 250.00	$ -	$ 250.00
001-571-414	Communications Alarm Monitorung	$ -	$ 400.28	$ (400.28)
001-571-417	IT Services	$ -	$ 50.37	$ (50.37)
001-571-430	Utility Service	$ 12,000.00	$ 6,107.82	$ 5,892.18
001-571-450	Insurance	$ 9,200.00	$ 16,015.67	$ (6,815.67)
001-571-460	Repair & Maintenance	$ 1,000.00	$ 2,313.06	$ (1,313.06)
001-571-480	Promotional Activities	$ 500.00	$ 14.78	$ 485.22
001-571-490	Other Current Charges	$ 500.00	$ 108.65	$ 391.35
001-571-510	Office Supplies	$ 750.00	$ 35.15	$ 714.85
001-571-520	Operating Supplies	$ 2,000.00	$ 742.10	$ 1,257.90
001-571-540	Books	$ 6,500.00	$ 3,454.22	$ 3,045.78
001-571-541	Dues & Subscriptions	$ 1,200.00	$ 381.18	$ 818.82
001-571-550	Books Audio	$ 1,000.00	$ 42.99	$ 957.01
001-571-555	Books DVD	$ 500.00	$ 142.46	$ 357.54
001-571-670	Programming Events	$ 500.00	$ 547.50	$ (47.50)
Control: 300	Total	$ 182,319.00	$ 112,412.21	$ 69,906.79
Fund: 001	GENERAL FUND Budgeted Total	$ 182,319.00	$ 112,412.21	$ 69,906.79

Library Department Proposing 2024-2025

Account No	Description	23-24 Budgeted	Proposed 24- 25
001-571-120	Salaries & Wages	$ 105,870.00	$ 111,164
001-571-130	Other Salaries and Wages	$ -	$ -
001-571-210	Fica Taxes	$ 8,099.00	$ 8,449.00
001-571-230	Life & Health Insurance	$ 30,000.00	$ 30,000.00
001-571-240	Workers' Comp	$ 1,450.00	$ 8,800.00
001-571-310	Professional Services	$ 1,000.00	$ 1,000.00
001-571-400	Travel & Training	$ 250.00	$ 250.00
001-571-414	Communications Alarm Monito	$ -	$ 900.00
001-571-417	IT Services	$ -	$ -
001-571-425	Postage	$ 50.00	$ 50.00
001-571-430	Utility Service	$ 12,000.00	$ 12,000.00
001-571-450	Insurance	$ 9,200.00	$ 16,000.00
001-571-460	Repair & Maintenance	$ 1,000.00	$ 3,800.00
001-571-470	Copies/printing	$ 500.00	$ 500.00
001-571-480	Promotional Activities	$ 500.00	$ 500.00
001-571-490	Other Current Charges	$ 500.00	$ 500.00
001-571-510	Office Supplies	$ 750.00	$ 500.00
001-571-520	Operating Supplies	$ 2,000.00	$ 1,500.00
001-571-540	Books	$ 6,500.00	$ 7,000.00
001-571-541	Dues & Subscriptions	$ 1,200.00	$ 500.00
001-571-550	Books Audio	$ 1,000.00	$ 1,000.00
001-571-555	Books DVD	$ 500.00	$ 500.00
001-571-660	Books, Pub & Library Material	$ -	$ 100.00
001-571-670	Programming Events	$ 500.00	$ 900.00
Control: 300	Total	$ 182,869.00	$ 205,912.50
Fund: 001	GENERAL FUND Budgeted Tc	$ 182,869.00	$ 205,912.50

Fire Department

Range of Accounts: 102-522-000 to 102-522-999 Include Cap Accounts: Yes As Of: 05/06/24
Skip Zero Activity: Yes NOTE: This report includes ONLY activity originally Budgeted/Charged to Budget Year 4.
Prior Year Budgeted/Encumbered/Payable amounts rolled to Budget Year 4 have been EXCLUDED.

Account No	Description	Budgeted	YTD	Balance
102-522-120	Salaries & Wages	$ 470,865.00	$ 225,275.40	$ 245,589.60
102-522-130	Other Salaries and Wages	$ -	$ 712.13	$ (712.13)
102-522-140	Overtime	$ -	$ 29,186.01	$ (29,186.01)
102-522-150	Stipends	$ 7,200.00	$ 1,923.25	$ 5,276.75
102-522-210	Payroll Taxes	$ 35,348.00	$ 19,608.46	$ 15,739.54
102-522-230	Employee Benefits	$ 40,000.00	$ 93,251.52	$ (53,251.52)
102-522-240	Workers' Comp	$ 13,329.00	$ 9,224.98	$ 4,104.02
102-522-310	Professional Services	$ 2,000.00	$ 3,059.74	$ (1,059.74)
102-522-340	Contract Labor-Dispatch Svcs	$ 18,500.00	$ 12,030.38	$ 6,469.62
102-522-400	Travel & Training	$ 4,270.00	$ 1,530.00	$ 2,740.00
102-522-410	Communication Services-Phones	$ 450.00	$ 7,488.00	$ (7,038.00)
102-522-412	Communication Svc Email	$ -	$ 981.14	$ (981.14)
102-522-414	Communications Alarm Monitoring	$ -	$ -	$ -
102-522-415	Web Site		$ -	
102-522-417	IT Services	$ 8,506.00	$ 50.38	$ 8,455.62
102-522-430	Utility Services	$ 3,500.00	$ 1,186.51	$ 2,313.49
102-522-440	Rent/Lease/Mortgage	$ -	$ 22.80	$ (22.80)
102-522-450	Insurance	$ 11,970.00	$ 16,015.67	$ (4,045.67)
102-522-460	Repair & Maintenance	$ 26,685.00	$ 7,701.15	$ 18,983.85
102-522-461	Repairs & Maintenance-Vehicles	$ -	$ 3,566.97	$ (3,566.97)
102-522-470	Copies & Printing		$ -	
102-522-480	Promotional Activities		$ -	
102-522-490	Other Current Charges	$ 1,000.00	$ 652.86	$ 347.14
102-522-510	Office Supplies	$ 300.00	$ 179.50	$ 120.50
102-522-520	Operating Supplies	$ 4,000.00	$ 5,032.41	$ (1,032.41)
102-522-522	Operating Supplies-Uniforms	$ 4,000.00	$ 3,957.98	$ 42.02
102-522-525	Transportation	$ 6,000.00	$ 2,929.29	$ 3,070.71
102-522-540	Dues & Subscriptions	$ 500.00	$ 3,517.75	$ (3,017.75)
102-522-620	Building Improvement	$ -	$ 7,954.61	$ (7,954.61)
102-522-640	Machinery & Equipment	$ 37,250.00	$ 23,645.99	$ 13,604.01
102-522-900	FD Capital Lease	$ 21,500.00	$ 12,416.46	$ 9,083.54
102-522-901	Fleet Financing	$ 25,000.00	$ -	$ 25,000.00
Control: NOC	Total	$ 742,173.00	$ 493,101.34	$ 249,071.66
Fund: 102	Budgeted Total	$ 742,173.00	$ 493,101.34	$ 249,071.66

FY 2024 - 2025 Budget Requests - FIRE

Items Needed	23/24 Budget	24/25 Request	Justification of Increase
Payroll	$ 470,865.00	$ 570,000.00	Increase staffing for 1 additional firefighter per shift (3)
Overtime	$ -	$ 50,000.00	
Stipends	$ 7,200.00	$ 7,200.00	
Payroll Taxes	$ 35,348.00	$ 35,348.00	
Life and Health Insurance	$ 40,000.00	$ 39,375.00	
		$ -	
Contract Labor (Dispatch and Software)	$ 18,500.00	$ 18,500.00	
Workers Comp	$ 13,329.00	$ 13,329.00	
Professional Services	$ 2,000.00	$ 2,000.00	
Vector Solutions online Training		$ 2,537.00	
Vector Solutions Scheduling			
Travel and Training	$ 4,270.00		
Fire Inspector Recertification		$ 260.00	
Fire Officer One Courses		$ 1,000.00	
Fire Related Courses		$ 1,500.00	
College Level Courses		$ 1,000.00	
Communication Services	$ 450.00	$ 8,450.00	
IT Services	$ 8,506.00	$ 12,135.00	
Postage	$ -	$ -	
Utility Services	$ 3,500.00	$ 3,500.00	
Rent Lease			
Prop/Liability Insurance	$ 11,970.00	$ 11,970.00	
Repair and Maintenace	$ 26,685.00		
Repair and Maintenace Vehicle			
Annual Cascade Service		$ 1,000.00	
Annual NFPA Hose Testing		$ 1,450.00	
Annual NFPA Ladder Testing		$ 190.00	
NFPA Heat Sensors		$ 35.00	
Annual NFPA Pump Test		$ 785.00	
Vehicle Service		$ 1,500.00	
Annual Station Steam Cleaning		$ 525.00	
Annual Fire Extinquisher Service		$ 500.00	
Annual Alarm Service		$ 200.00	
Vehicle Repair		$ 30,000.00	Increase for repairs to Eng 61
Annual Physicals		$ 3,000.00	
Copy and Printing			
Promotional Activities		$ -	
Other Current Charges	$ 1,000.00	$ 1,000.00	
Office Supply	$ 300.00	$ 300.00	
Operating Supply Uniforms	$ 4,000.00	$ 4,000.00	
Operating Supply	$ 4,000.00	$ 4,500.00	
Station Boots		$ 1,200.00	
Power Unit Fuel		$ 300.00	
Firefighting Hoods		$ 500.00	
Firefighting Gloves		$ 500.00	
Extrication Gloves		$ 200.00	
Safety Vests		$ 100.00	
Flashlight Batteries		$ 100.00	
SCBA Batteries		$ 150.00	
Truck Cleaning Supplies		$ 350.00	
Transportation	$ 6,000.00	$ 6,000.00	
Dues and Subscriptions	$ 500.00		
Polk County Fire Chiefs Assoc.		$ 75.00	
Other Misc. Subscriptions		$ 425.00	
Machinery and Equipment	$ 37,250.00		
Turn Out Gear		$ 5,200.00	
Helmets		$ 750.00	
Misc Equipment		$ 4,000.00	
Capital Lease	$ 21,500.00	$ 41,500.00	
Fleet Finance	$ 25,000.00	$ -	
	$ 742,173.00	$ 888,439.00	