

**TOWN COMMISSION MEETING
AUGUST 14, 2018
6:30 PM**

**LOCATION: DUNDEE TOWN HALL
202 MAIN STREET, DUNDEE, FLORIDA**



**TOWN COMMISSION BUDGET WORKSHOP MINUTES REPORT
FOR JULY 31ST, 2018**

CALL TO ORDER:

Mayor Pennant called the meeting to order at 6:10 PM.

ROLL CALL:

Town Commissioners Present:

Commissioner Glenn
Commissioner Goddard
Vice Mayor Harper
Commissioner Quarles
Mayor Pennant

Absent: NONE

Town Staff Members Present:

Town Manager, Deena Ware
Town Attorney, John Murphy
Town Clerk, Brian Lueth
Finance Director, John Wasmund
Public Works Director, Clifton Bernard
Fire Chief, Joe Carbone
Librarian, Vivian Godfrey

I. PRESENTATION BY COMMISSIONER QUARLES

Commissioner Quarles gave presentation on the addition of Commission Health Insurance. He informed the Commission that he greatly disagreed with the Health Insurance benefit and broke down the financials. Commissioner Quarles stated that he felt these dollars were better spent somewhere else, and that even if it only one person took the benefit, the town still had to set aside dollars as if all five (5) were to take it.

Commissioner Glenn asked if anything was budgeted in prior years. The Town Manager said that it was not.

II. BUDGET WORKSHOP: REVIEW OF DEPARTMENT BUDGETS

The Town Manager gave an overview of what she hoped to accomplish for the workshop. The Commission and staff would be going through the budget department by department. A new format for the budget was also introduced. The new format has the departments organized by Division rather than the accounting format, includes graphs of services, mission statements and program descriptions, and shows whether a department was a giver or taker from the overall organization's financial position. To assist, the Commission was also provided with a page that looks like the format they were already familiar with so they would be able to compare.

The Commission reviewed their budget changes from the last budget workshop.

The Commission requested an increase of \$30,000 for Road Resurfacing from the last budget workshop.

The Commission requested a decrease of the vehicle purchase price from the last budget workshop from \$35,000 to \$25,000.

The Commission requested an increase in the Law Enforcement for the capital purchase of an ATV.

The Commission asked information from Public Works Director Bernard about the purchase of a zero-turn lawnmower.

The Commission cut the Fleet Capital program from the Public Facilities budget.

The Commission decided to grant the Public Works request for an additional inmate crew.

The Commission decreased the amount allocated for a gator/utility vehicle for the Streets department.

The Commission increased their Christmas Dinner Event budget by \$1,000 and requested that staff make it an evening event rather than a lunch and that staff work on getting places booked.

The Commission decided to keep one (1) cleanup event a year, but that the date needs to be changed to earlier in the year to avoid the summer heat.

Mayor Pennant expressed that he would like to see some breakdown costs for the IT departments.

The Commission expressed concern about the Town Attorney rising costs and asked staff to look into what can be done to reduce those costs.

The Commission decided that if the Town can't get a grant to clean the clarifier, then the Town will do that in the 2019-2020 budget instead of roads.

Mayor Pennant asked if the rate study impacted the proposed budget. Town Manager Ware said that the proposed budget did not take into account a change in rates as the rate study has not been done yet.

The Commission approved a part-time administrative assistant for Public Works to coordinate with finance and administration.

The Town Manager went over working reserves in the two funds.

Commissioner Glenn asked about demolition. Town Manager Ware said that the demolition dollars are allocated in the contract labor in the code enforcement department.

III. ADJOURNMENT

MOTION TO ADJOURN made by Mayor Pennant. Seconded by Consent. Passed Unanimously.

AYE: Glenn, Goddard, Harper, Quarles, Pennant

NAY: None

After comments from the commission were calculated, the changes to the proposed budget are as follows:

Budget Workshop II Changes – 07/31/2018

CHANGE REQUESTED	DATE OF CHANGE	DEPARTMENT	PROPOSED BUDGET	NEW BUDGET	FISCAL IMPACT
Decrease Vehicle Purchase Cost	07.31.2018	Capital Projects	\$35,000	\$25,000	(\$10,000)
Increase ATV Purchase Price for Sheriff Substation	07.31.2018	Law Enforcement	\$2,500	\$3,000	\$500
Eliminate Fleet Financing from Workbook	07.31.2018	Public Facilities and Fleet	\$0	\$0	\$0
Increase Road Resurfacing	07.31.2018	Streets	\$200,000	\$230,000	\$30,000
Decrease Gator Purchase	07.31.2018	Streets	\$8,000	\$5,000	(\$3,000)
Increase Commission Dinner	07.31.2018	Town Commission	\$1,500	\$2,500	\$1,000
TOTALS			\$247,000	\$265,500	+\$18,500

SIGNATURE PAGE
BUDGET WORKSHOP MINUTES FOR JULY 31ST, 2018

Respectfully Submitted,



Brian Lueth, Town Clerk

ATTEST:

Samuel Pennant, Mayor