



**2018 – 2019**  
**ANNUAL BUDGET**  
*ADOPTED*

*Dundee, Florida*

**2018 – 2019  
Annual Budget for  
the Town of Dundee**

*Submitted By:*

**Deena Ware, Town Manager  
Brian Lueth, Town Clerk  
John Wasmund, Finance Director**

**Town Commission**

**Sam Pennant ..... Mayor  
Bertram Goddard..... Commissioner Seat #1  
Steven Glenn ..... Commissioner Seat #2  
Willie Quarles ..... Commissioner Seat #3  
Rukshana Harper ..... Vice-Mayor/Commissioner Seat #4**

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## **INTRODUCTION**

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- **Dundee Town Map**
- **Miscellaneous Statistics**
- **General and Economic Information**
- **Mission and Philosophy**
- **Administrative Structure**
- **Town Manager Budget Message**
- **Strategic Planning and Budget Process**
- **Financial Summaries**





# MISCELLANEOUS STATISTICS

**Date of Incorporation:** December 16, 1924  
**Form of Government:** Commission/Manager  
**Area:** Approx. 12 Miles

## **Population Demographics (2016/17 Estimates)<sup>1</sup>**

**Total Population:** ..... 4,368<sup>2</sup>  
**Median Age:** ..... 43.5  
**Average Household Size:** ..... 2.7  
**Median Household Income:** ..... \$39,958  
**Per Capita Income:** ..... \$17,444  
**Unemployment Rate:** ..... 7.10%  
**White (Non-Hispanic):** ..... 51.3%  
**Hispanic:** ..... 24.8%  
**African American:** ..... 19.9%  
**Other:** ..... 4%

## **Miles of Roads and Streets (Centerline):**

**Total:** ..... 53.96 Miles

## **Town Employees (FTE):**

**Manager's Office** ..... 3.0  
**Administration & Finance** ..... 3.0  
**Building** ..... 75  
**Planning** ..... 0  
**Code Enforcement** ..... 0  
**Public Works** ..... 5  
**Utilities** ..... 5  
**Library** ..... 2.5  
**Historic Depot** ..... 25  
**Fire Department** ..... 2.0

## **Public Safety:**

**Number of Police Stations:** ..... 1.0  
**Number of Sworn Deputies (PCSO)** ..... 10  
**Number of Fire Stations:** ..... 1.0  
**Number of Firefighters** ..... 14

## **Parks & Recreation:**

**Park Acreage:** ..... 139.4 acres  
**Neighborhood Parks (Town Owned)** ..... 8  
**Number of Parks (Non-Town)** ..... 1  
**Miles of Trails:** ..... TBD

## **Schools within the Town:**

**Special Education:** ..... 1  
**Charter Schools:** ..... 1  
**Elementary/Secondary:** ..... 3  
**High School:** ..... 0  
**Higher Education:** ..... 0

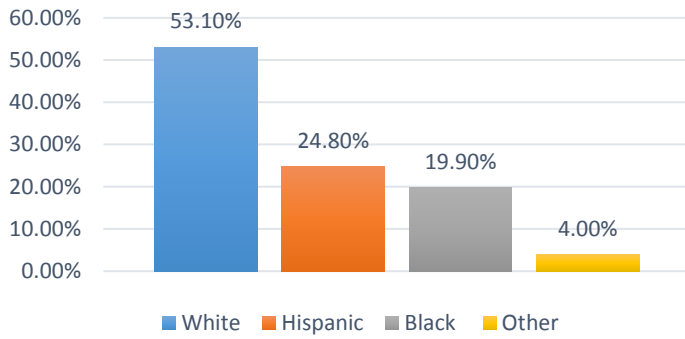
## **Utility (Water/Wastewater) Services:**

**Number of Water Plants** ..... 2  
**Number of Wells** ..... 6  
**Number of Miles of Water Piping** ..... 19  
**Number of Fire Hydrants** ..... 178  
**Number of Wastewater Plants** ..... 1  
**Number of Sanitary Sewer Miles** ..... 23  
**Number of Miles of Force Main** ..... 11  
**Number of Gravity Lines** ..... 12  
**Number of Lift Stations (Town)** ..... 11  
**Number of Lift Stations (Non-Town)** ..... 2

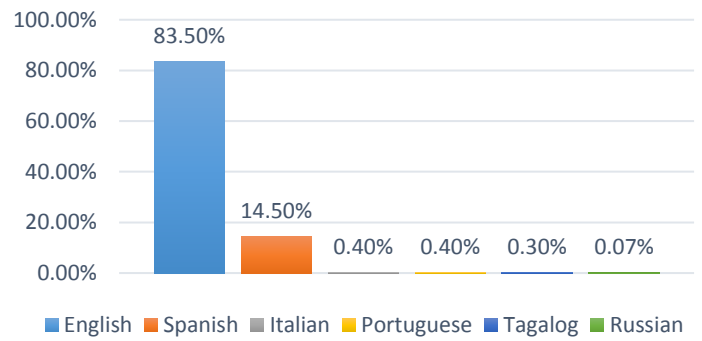
<sup>1</sup> US Census Bureau Data. ACS 5-Year Estimates

<sup>2</sup> Florida Office of Economic & Demographic Research

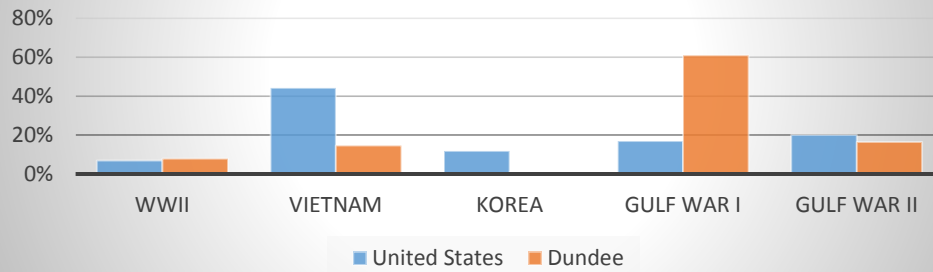
## Race & Ethnicity



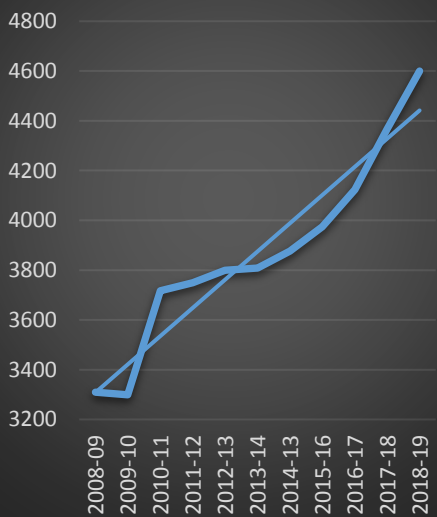
## Most Common Languages



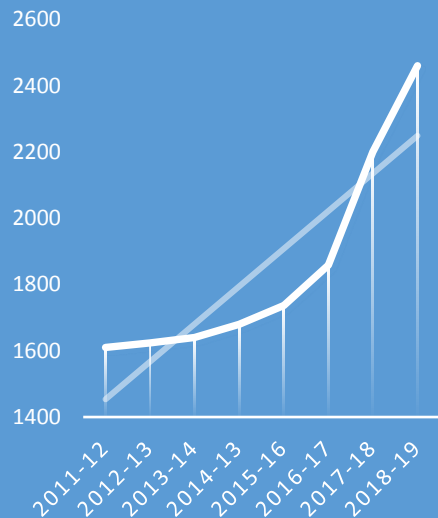
## Military Service as % of Population



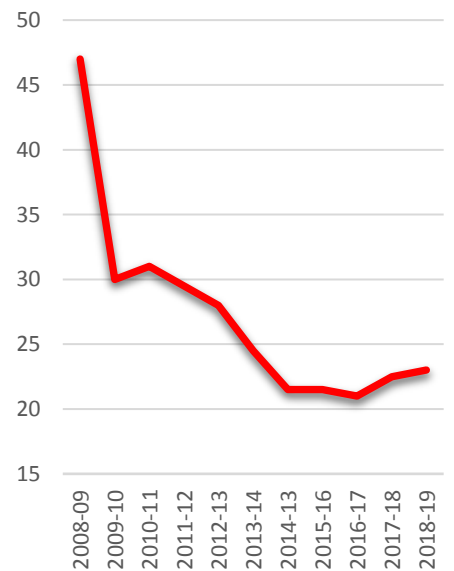
## Population Growth



## UTILITY CUSTOMERS



## Town Staffing Levels





# GENERAL AND ECONOMIC INFORMATION

The Town of Dundee has an economy sustained by an agriculture and service employment base, a comprehensive education system, and a healthy quality of life supported by abundant green space, sports and recreation. The current economic conditions, environment, and local indicators show an upswing in property values within the Town. The housing market affects revenues greatly due to the tax base being mainly residential. Permit activity continues to grow and new houses are being built throughout the Town.

Located in the Central Florida county of Polk, the Town's northern edge is shared with the City of Lake Hamilton with Winter Haven to the West, Lake Wales to the South and unincorporated Polk County to the East. Dundee encompasses 12 square miles and was formally chartered as a municipal entity in 1924.

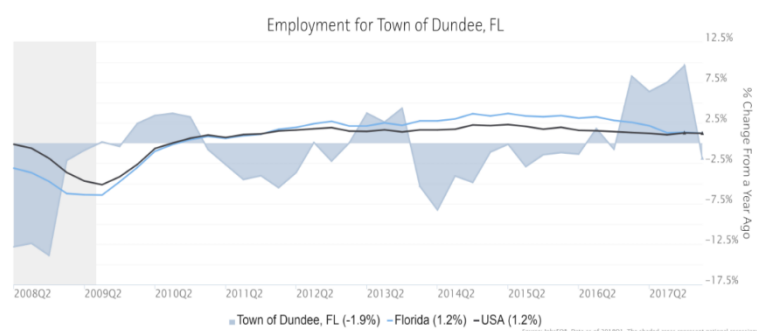
Dundee is home to approximately 252 licensed employers. The largest private commercial employers, listed in the adjacent chart, illustrate the diversity of the economy covering agriculture, residential service manufacturing, transportation, and food processing.

## TOWN OF DUNDEE'S LARGEST COMMERCIAL EMPLOYERS

Company	# Employees	Type of Service
Dundee Citrus Growers	300	Citrus Processing
Travis Resmondo Sod	120	Sod Producer
MaxiJet/Mr. Landscaper	76	Irrigation Production
B.L. Smith Electric	54	Electrical Contractor
Frozen Food Express	50	Trucking
Davidson's of Dundee	50	Candy Production

The population in the Town of Dundee was 3,986 per the American Community Survey data for 2016. The region has a civilian labor force of 1,828 with a participation rate of 57%. Of individuals 25-64, 11.1% have a bachelor's degree or higher which compares with 31.8% in the nation.

As of 2018 Q1, total employment for the Town was 1,511. From 2017-2018, employment declined 1.9%. Over the next 10 years, the fastest growing occupation group in Dundee is expected to be



Health Care Support Occupations with at +3.1% year-over-year rate of growth. The strongest forecast by number of jobs over this same period is expected for Food Preparation/Serving occupations, and Education. The industry experiencing the largest decrease is to be Farming, Fishing and Forestry.

Quality education plays a major role in the development of a strong community, a skilled work force and an adaptable economy. The schools in Dundee have consistently scored above averages in both state rankings and against other schools in Polk County with both the elementary and middle schools both recognized as IB accredited institutions. Higher education facilities, including the Ridge Technical College, Polk State College and Florida Polytechnic, offer a broad range of programs from liberal arts to technical skills training<sup>3</sup>.

<sup>3</sup> Data provided by the Central Florida Development Council

The background features a large, faint, circular seal of the Town of Dundee. The seal contains the text "TOWN OF DUNDEE" at the top and "Incorporated 1924" at the bottom. In the center of the seal is a shield with a mountain range and the words "DOORWAY TO THE RIDGE".

## **MISSION STATEMENT**

**The Mission of the Town of Dundee government is to provide our citizens with a high level of responsible and efficient public services that support the health and well-being of our residents.**

## **ORGANZIATIONAL PHILOSOPHY**

**Working in municipal government requires a committed way of life, one which is dedicated to continually seeking ways to improve the services we provide to the community.**

# TOWN OF DUNDEE

## ADMINISTRATIVE STRUCTURE

The Town of Dundee has a Council-Manager form of Government recognized under Florida statute. In 2012, the Dundee Town Commission, on approval of the electorate, changed the designation of the legislative body from “Council” to “Commission” and themselves from “Councilmember” to “Commissioner”.

Under the council-manager form, the Town Manager is the Chief Administrative & Executive Officer of the Town. The Town Manager supervises and coordinates the departments, appoints and removes their directors, prepares the budget for the Commission’s consideration, and makes reports and recommendations to the Commission. All department heads report to the Town Manager. The Town Manager is fully responsible for municipal administration.

The Mayor, in a council-manager form of government, is to be considered the “Ceremonial Head of the Municipality,” preside over commission meetings, and make appointments to boards. The mayor may be an important political figure, but has little, if any, role in the day-to-day municipal administration. In some council-manager cities, the office of mayor is filled by popular election; in others, by council appointment of a council member.



The council-manager plan, first used in 1908 in Staunton, Va., received nationwide attention six years later when Dayton, Ohio, became the first sizable city to adopt it. Thereafter, the plan’s popularity enjoyed steady but not spectacular growth until after World War II. At that time, many municipalities were confronted with long lists of needed services and improvements that had backlogged since the Depression years of the 1930s. Faced with such challenges, many municipalities adopted the council-manager form. The plan has been especially attractive to small- and medium-sized localities. It is used in a majority of American municipalities with populations of 1,000 to 250,000. It has been strongly promoted since the 1920s by the National Civic League.

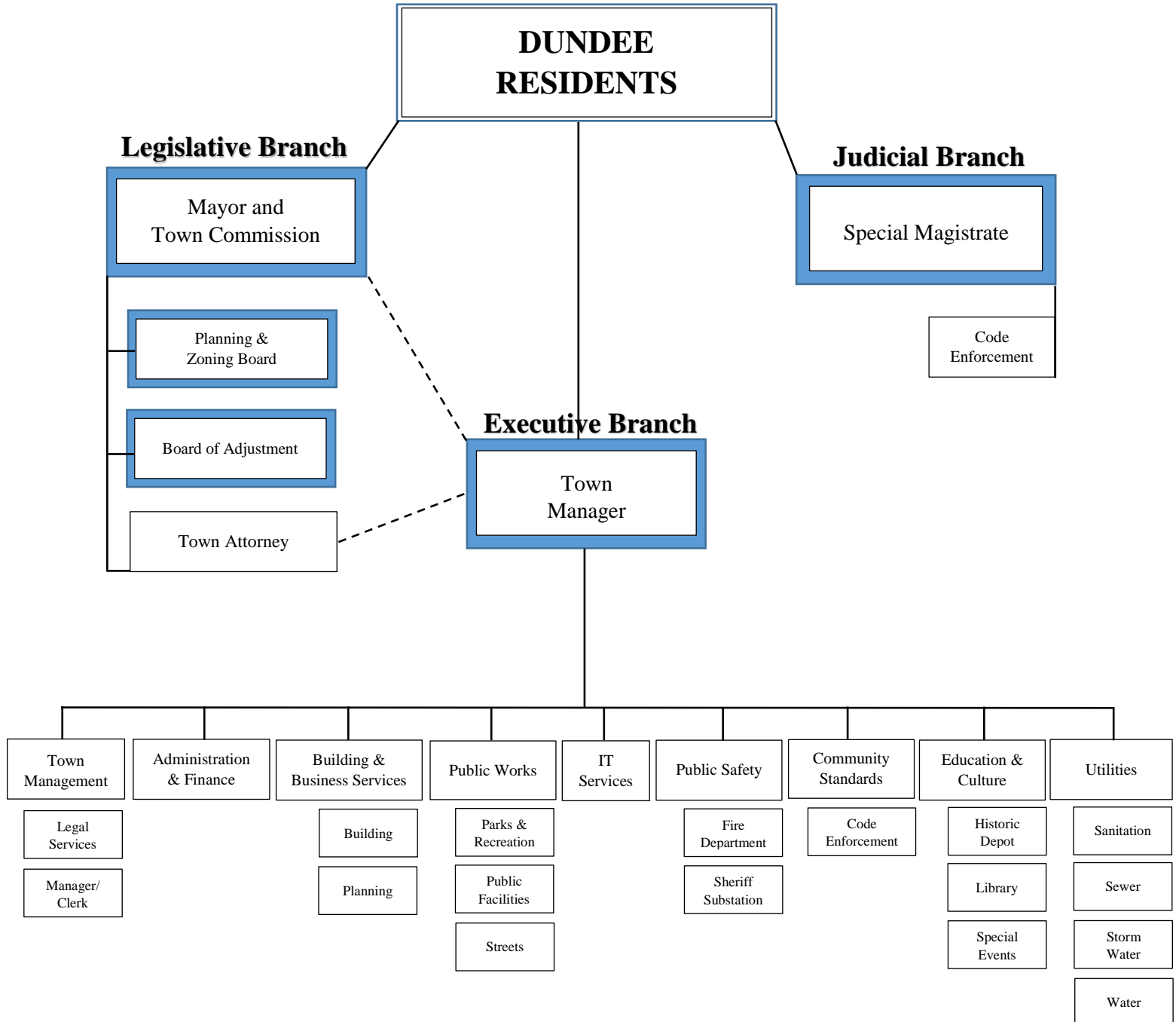
The council-manager form is widely viewed as a way to take politics out of municipal administration. The Town Manager is expected to abstain from any and all political involvement. At the same time, commission members and other “political” leaders are expected to refrain from intruding on the Town Manager’s role as Chief Executive.

Of course, the Town Manager, who is hired and fired by the Commission, is subject to the authority of the Commission, but commissioners are expected to abstain from seeking to individually interfere in administrative matters, including actions in personnel matters. Several Florida city charters provide that interference in administrative matters by a Mayor or other elected city official is grounds for removal of the elected official from office.<sup>4</sup>

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<sup>4</sup> “Florida Municipal Officials Manual”. *Florida League of Cities*. Pg. 4-5. ©2013

# DUNDEE ADMINISTRATIVE AND DIVISIONAL STRUCTURE



Denotes an elected or appointed position



# TOWN MANAGER'S BUDGET MESSAGE

*(as submitted for the Proposed Budget)*



Dear Honorable Mayor, Commissioners and Citizens of Dundee,

It is with great honor that I have the privilege to present to you the Town of Dundee's 94<sup>th</sup> annual budget, which I have themed as a budget for "Innovation & Investment".

The objectives this year in our budgeting process were led by an effort to offer to the Town Commission a budget that accurately reflects both the revenues and expenses of the Town; preventing budget overages which have been common in recent years. In addition, we focused on submitting a balanced budget; maintaining the current excellent levels of service to the community; investing in town infrastructure; and implementing Town

Commission priorities. The Town's management team and staff have put together a budget that addresses the Commission's priorities, while fulfilling the service requirements of the people who live, work, and play in our community. As presented, this document represents a balanced budget for the fiscal year 2018-2019 and provides the highest level of service to the community within existing financial resources. I am proud to state that we do not foresee any need to request an increase in the Ad Valorem Tax Levy for this upcoming fiscal year, and are able to maintain the millage rate at a 7.9000 level.

We are continuing to see growth improving the local, state and national economy. Residential and commercial development is continuing to increase in the Town of Dundee; the Town is especially seeing new construction in residential developments that have sat dormant for many years. This construction should be viewed as a positive economic indicator that our Town's prosperity is continuing to return.

The FY 2018-19 proposed budget funds our entire essential Town services that residents have come to expect; everything from public safety services to street maintenance to utilities. Over the past few years, the town has aggressively pursued measures to improve the quality of life in our neighborhoods and upgrade the appearance of the town through code enforcement. This year, we have proposed adding additional dollars to the Lakes Maintenance budget for the Public Works staff to continue the beautification of the town including our water resources throughout Dundee. We are also proud to announce a partnership with Green Horizon Land Trust with the pending annexation of the Barbara Pederson Wildlife Preserve on US17.

As aforementioned, the previously adopted millage rate of 7.9000 will not see an increase in this budget, and the budget is balanced at this rate; moreover, the Town's adopted millage rate allows for an increase in Ad Valorem revenues that has allowed the town to make needed and necessary investments. At the Commission's request, we have allocated nearly \$170,000 out of our cash reserves to fund capital projects for the coming year.

The Water and Sewer Utilities infrastructure, stability and growth of the Town's Cash Reserves and delivery of Public Safety services continue to be a main concern; while we feel we have met these challenges for this year, the Town's utilities will need further attention in coming years.

The total Town Budget for FY 2018-2019 is \$6,111,526 compared to the approved budget of \$4,870,040 in FY 2017-2018.

## **BUDGET INITIATIVES**

As earlier stated, I am calling this annual budget the year of “Innovation and Investment.” Thanks to smart financial decisions over the past few years, the Town is no longer in a “survival first” position and can make investments into projects and programs that will only further enhance the efforts of the Town Commission. In addition, the Town can look forward to restarting long delayed restoration, renovation, and maintenance programs on our large capital assets that will help preserve them for far into the future.

Innovation is defined as “the introduction of something new” to get better results.<sup>5</sup> In hindsight, the Town Hall Commission Chambers were poorly designed when the building was built nearly 10 years ago, and the technology for allowing citizen participation, records retention, and communication has greatly improved. I am proposing a partial renovation of the Commission Chambers that will bring the facility into the modern era. The room will be enhanced with HD television monitors for both public and commission viewing, an upgraded recording system for records retention, integrated presentation software, and a re-construction of the dais area so that wiring can be run under the platform rather than on top.

As another act of innovation, I have included an increase of \$9,000 in the Town’s communication budget for the creation of a metro-ethernet fiber network that will link all Town Facilities together and provide for enhanced telephone communications. This investment will allow the Town to partner with a provider to create a Town Connection Network that will link all data and phones in all facilities. Currently, the Town operates on an analog based phone system that went out of popular use over 10 years ago, and an inter-facility data network is currently non-existent. This small budget increase will allow Town staff to be able to access email, department financials, shared documents, and printers from any facility within the town. In addition, it can increase bandwidth for both staff and public use by nearly 1000%.

As important as it is to invest in equipment, it is even more important to invest in our people. In addition to \$20,000 for educational and professional development, I am proposing an up to 5% merit-based pay raise to be determined by the department heads. Department heads will meet with their staffs throughout the fall and turn in employee reviews by mid-December with raises becoming effective the first pay-period of 2019.

In summary, the Town’s outlook has improved and is continuing upwards. Through legislative leadership and strong management principles, we have improved the Town’s financial statements and position, which was demonstrated by receiving a clean external audit report for the FY 2017-2018 budget.

This proposed budget for FY 2018-19 continues to show the commitment by all departments to maintain the efficient service levels in all of our core service areas, implement cost-saving efficiencies wherever possible, and plan for the future needs of our community. I am confident that together we will continue to find solutions to achieve our community’s goals and continue to improve the quality of service our residents expect.

Respectfully Submitted,



Deena Ware  
Town Manager

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<sup>5</sup> Merriam-Webster Dictionary. ©2018

# **STRATEGIC PLANNING & BUDGET PROCESS**

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- **Budget Workshop Changes to Proposed Budget**
- **Budget Process and Timeline**
- **Budget Policies and Format**
  - **Budget Carryover Policy**
  - **Budget Adjustments Policy**
- **Fund Information**
- **Fund Descriptions**
- **Basis of Budgeting**



# COMMISSION CHANGES TO THE TOWN MANAGER'S PROPOSED BUDGET

After presenting the Town Commission with parts of the proposed 2018 budget at the July 20<sup>th</sup>, July 31<sup>st</sup>, and August 28<sup>th</sup>, 2018 budget workshops, the below changes were adopted by the Town Commission, which resulted in an overall increase of the operations and capital budget and corresponding decreases in both the working reserve, enterprise contingency and unrestricted general fund balance.

## Budget Workshop I Changes – 07/20/2018

CHANGE REQUESTED	DATE OF CHANGE	DEPARTMENT	PROPOSED BUDGET	NEW BUDGET	FISCAL IMPACT
Increase Sign Budget for the Community Center	07/20/2018	Parks & Rec	\$10,000	\$13,000	\$3,000
Added Community Center Building Capital for Engineering & Architecture Designs	07/20/2018	Parks & Rec	\$0	\$5,000	\$5,000
Eliminated Gardner PT position	07/20/2018	Parks & Rec	\$13,502	\$0	(\$13,502)
Reduced Commission Chamber Renovation for IT/AV	07/20/2018	IT	\$10,000	\$2,000	(\$8,000)
Added Fire Capital Lease	07/20/2018	Fire Dept.	\$63,650	\$203,650	\$140,000
Eliminated Fire Truck Financing	07/20/2018	Fire Dept.	\$0	\$0	\$0
Decreased Road Resurfacing	07/20/2018	Streets	\$235,000	\$200,000	(\$35,000)
Decreased Road Improvements	07/20/2018	Capital	\$215,000	\$200,000	(\$15,000)
Increased Code Enforcement Labor	07/20/2018	Code Enforcement	\$25,000	\$57,943	\$34,943
Increased Building Departments Labor	07/20/2018	Building Dept.	\$186,000	\$226,000	\$40,000
Added Vehicle For Building Dept. Use	07/20/2018	Building Dept.	\$0	\$35,000	\$35,000
Added Health Insurance for Mayor and Commissioners	07/20/2018	Commission	\$0	\$60,550	\$60,550
Eliminated Economic Incentive Grants for Business Dev.	07/20/2018	Non-Departmental	\$20,000	\$0	(\$20,000)
<b>TOTALS</b>			<b>\$778,152</b>	<b>\$968,141</b>	<b>+\$150,493</b>

### 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
<b>TOTALS</b>			<b>\$247,000</b>	<b>\$265,500</b>	<b>+\$18,500</b>

### Budget Workshop III Changes – 08/28/2018

CHANGE REQUESTED	DATE OF CHANGE	DEPARTMENT	PROPOSED BUDGET	NEW BUDGET	FISCAL IMPACT
Eliminate Road Construction	08.28.2018	Capital Projects	\$230,000	-	(\$230,000)
Increase Road Paving	08.28.2018	Streets	\$200,000	\$300,000	\$100,000
Eliminate Commissioner Health Insurance	08.28.2018	Commissioner	\$60,550	-	(\$60,550)
Add Community Center Roof Repair	08.28.2018	Capital Projects	\$5,000	\$60,550	\$55,550
<b>TOTALS</b>			<b>\$495,550</b>	<b>\$360,550</b>	<b>(\$135,000)</b>

**TOTAL FUNDS BEING TRANSFERED FROM TOWN'S  
STRATEGIC CASH RESERVES FOR GENERAL OPERATIONS  
& CAPITAL PROJECTS:**

**\$169,050**

# **DUNDEE BUDGET PROCESS & TIMELINE**

## **Strategic Planning Process**

During the month of April, the cost-to-continue budget is updated to include wage and inflation assumptions as well as state and grant revenue assumptions.

In May, budget de-briefing meetings are held to discuss the budget planning process and any impact the prior year's adopted budget will have on the following year's process.

In May, the budget team discusses any potential changes to the budget process and how they can be incorporated into the work-plan. A preliminary cost-to-continue budget is created by removing one-time items from the current-year budget and incorporated estimated changes in debt payments.

At the end of May, the work-plan and budget calendar is developed and finalized with the budget team and Town Manager.

The budget work-plan is distributed to the department heads the first week of June. The Town Manager makes recommendations to the Director of Finance regarding wage assumptions for the budget year.

In June, "State of Department" meetings are held with each department head and the budget team. Information discussed at these meetings is used to develop budget strategies and priorities.

The proposed budget is presented to the Town Commission at their July Budget workshop.

## **Capital Improvement Program**

During the month of June, departments provide data and input for the Town's Capital Improvement Plan (CIP).

The CIP is reviewed by the Town Manager in June, and projects are assessed, evaluated and prioritized. The CIP is presented to the Town Commission in July at the budget workshop.

Fleet/Heavy Equipment Maintenance is a standing item in the Capital Improvement Plan.

## **Budget Process**

Beginning, in 2019, internal service departments (ex. IT Services) will prepare their budgets in May so that internal service rates can be available to departments during their June budget planning.

During the month of May, payroll develops departmental staffing summaries and submits them for incorporation into the cost-to-continue budget. The budget team, led by the Town Manager, then develops a plan for the upcoming year's budget based on the cost-to-continue and strategic goals. In some instances, levy targets are set for each department to provide them with an estimated amount of property tax revenue available for budget development.

A department budget kick-off meeting is held in late May. At this meeting, the Town Manager communicates her overall budget goals and strategies to department heads, and gives direction on how they can develop their budget. Soon after, the Town Clerk provides department heads with their staffing summary and internal service charges, along with a detailed packet of instructions to develop their budget.

Department heads work with the Budget Team to create their budgets during June; at these meetings, each departmental budget submission is reviewed in detail for logic, accuracy and completeness.

After completion of these meetings, the budget team integrates the departmental budget submissions, capital improvement and debt service plans into a town-wide budget and analyzes as a whole. The estimated tax collections are released from the State of Florida on June 1<sup>st</sup>.

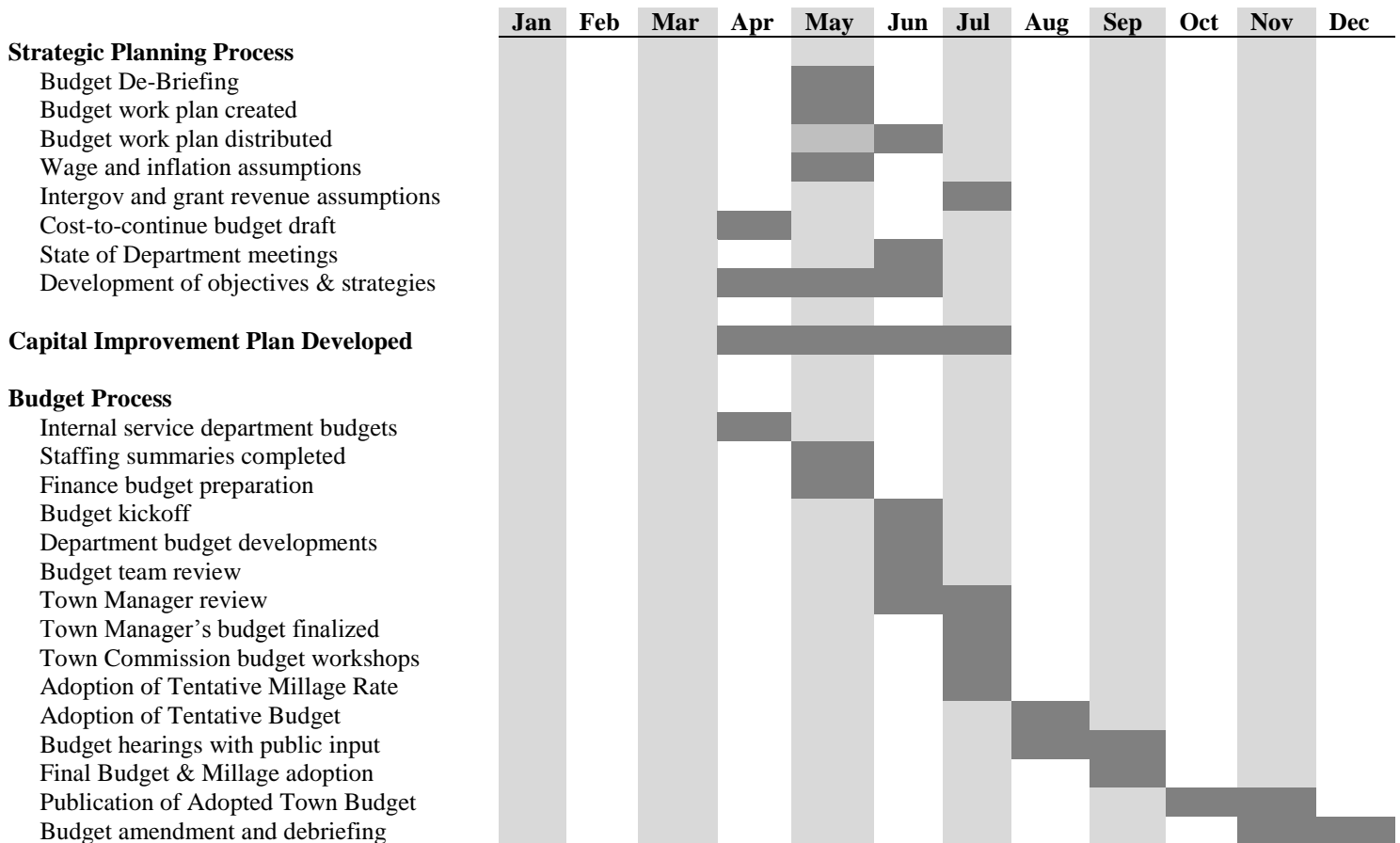
During the month of June, the budget team prepares reports, run schedules and completes checks and balances to ensure an accurate budget that complies with all state and county guidelines.

The Town Manager's proposed budget book is printed in early July and is presented to the Town Commission at the first budget workshop where the public can also provide their input. The requests and recommendations made by the public are taken under advisement. Resolutions of the Town Commission affirming the tentative levying of taxes and the proposed budget are made during the month of July.

Final budget hearings of the full Town Commission are held during the month of September. The beginning of the meeting is set aside for official recorded public input. At the conclusion of the meetings, a vote is held on both the budget and the final levy amount.

There is no veto authority provided to any official of the Town of Dundee, so there is no veto period. Amendments to the budget are allowed on an as-needed basis, and this process is explained in detail on page 23 of this book, A-2: Budget Adjustments.

### **BUDGET TIMELINE**



# DUNDEE BUDGET TRIM TIMELINE

## Local Government TRIM Timetable (State Guidelines)

Day #	"Typical" Date *	Agency	Activity
1	July 1 or date of certification (whichever is later)	Property Appraiser	Property Appraiser certifies roll or count certifies interim roll (DR-420).
35	August 4	Taxing Authority	Taxing Authority advises Property Appraiser of proposed millage, rolled-back rate, and date, time, and place of the TENTATIVE BUDGET HEARING.
55	August 24	Property Appraiser	Property Appraiser prepares notice of proposed property taxes (DR-474, TRIM Notice).
Between 65 to 80 days	September 3 to September 18 (assuming notice is mailed on August 24)	Taxing Authority	Tentative budget and millage hearing. Tentative budget and millage are adopted at this hearing. This hearing cannot be held sooner than 10 days following the mailed notice.
Between 80 to 95 days	September 18 to October 3	Taxing Authority	Advertisement of final budget and millage hearing. <b>Advertise this final hearing within 15 days after the tentative budget and millage are adopted.</b>
Between two to five days after ads	September 20 to October 8	Taxing Authority	Final budget and millage hearing. Final budget and millage are adopted at this hearing. This hearing <b>CANNOT</b> be held sooner than two days nor later than five days after it is advertised in the newspaper.
Within three days after adoption	September 23 to October 11	Taxing Authority	Taxing Authority certifies adopted millage to Property Appraiser and Tax Collector.
	Typically, after the Value Adjustment Board (VAB)	Property Appraiser	Property Appraiser notifies taxing authority of final adjusted tax roll (DR-422).
	No later than three days after receipt of the Notice of Final Taxable Value	Taxing Authority	Taxing Authority completes and certifies DR-422 to Property Appraiser. This shall be completed and returned <b>NO LATER THAN THREE DAYS</b> after receipt.
	Within 30 days of second Public Hearing adopting final millage and budget	Taxing Authority	Taxing Authority certifies compliance with Sections 200.065 and 200.068, F.S., to Department of Revenue.

\* This is an EXAMPLE ONLY using July 1 as the date of certification and showing the range of dates (minimum to maximum) that would be utilized for scheduling. These dates DO NOT make any provision for the shortening of time frames.



# **2018-2019 BUDGET POLICIES AND FORMAT**

The Town of Dundee budget is adopted by resolution of the Town Commission in accordance with the Town's Charter and Code of Ordinances. The resolution requires two public hearings and very specific advertising criteria in accordance with a State of Florida Statute known as TRIM law. State Statute requires the Town Commission to approve a balanced budget. The budget is developed on the modified basis of accounting for Governmental Fund and the accrual basis for the Enterprise Fund with the exception of depreciation expense which is not operationally budgeted. The Town's fiscal year begins October 1 and ends September 30th. The budget process is a continuing process that involves the Town Commission, Town Manager, and Department Directors.

Beginning in Budget Year 2018-2019, quarterly reports of budget vs. actual revenues and expenditures will be generated and reviewed with each department head. These reports will be used by Town Management to monitor spending and as a planning tool for the next year's budget.

If expenditures are more than the original budget the State of Florida requires within 60 days after year end in accordance with State Statute (166.241) an end of year budget amendment be approved. The budget is prepared on a line item basis, but budgetary compliance is maintained on the fund level.

The proposed 2018-2019 budget was prepared in conformance with the following organization-wide policies:

- The adopted budget will be balanced, as required by Florida statutes. The Town defines a balanced budget as one in which all expenditures have identified sources of funding; ad valorem taxes, other revenues or use of fund balance.
- Debt financing shall occur only for capital improvement projects that cost at least \$250,000 or have a useful project life of at least 5 years. By definition, debt financing will not be incurred to fund current operating expenditures.
- Funding for services must be adequate to maintain public confidence in Town government and at the same time recognize taxpayer's ability to pay.
- Revenue and expense projections shall be made to reflect as accurately as possible actual anticipated levels. Overages should not be expected at the conclusion of the budget year unless due to emergency.
- Indirect costs shall be allocated to departments to maximize revenue that may be captured through grant programs and to enable departments to consider these costs in establishing rates and fees.
- The budget format shall be all-inclusive to reflect the total anticipated expenses of Town government.
- The budget shall provide for the responsible replacement and maintenance of buildings, equipment and infrastructure.

- The budget will be prepared to be responsive to the Town's operating environment (e.g., statutory mandates, regulatory compliance, demand for services, technological innovation, etc.).
- The budget shall be prepared in a format that meets statutory requirements and also facilitates understanding by the Town Commission and the public.
- The budget shall be prepared in a manner that facilitates periodic monitoring of revenues, expenditures and program accomplishments. Policies for adjusting budgeted allocations during the year, are shown on the following pages.

This budget book starts with various introductory charts, documents and schedules, including Dundee's map, miscellaneous statistics, general and economic information, mission and administrative structure; Manager's budget message; budget process and policies; fund structure and descriptions; several summary financial tables and charts; and the official budget resolution(s).

The department budgets are shown next, grouped by divisional structures. For each of these divisions, a budget summary by department is included. Each department budget then begins with the mission statement, program description, performance measures and initiatives. The departmental financial summary and narrative highlights are shown next, concluded by a staffing summary, table of organization, list of contracted and professional services, outlay, and graphs detailing department activities. Supplemental to each departmental budget is their line item financial report that itemizes the financial summary.

Following the divisional department budgets are the non-divisional budgets including: Capital Projects Fund; Debt Service Fund; Special Revenues, Certain Internal Service and Fiduciary Funds.

Lastly, several summary tables are incorporated as appendices to the budget, including position additions and deletions, total positions by department, total outlay by department, total grants by department, rates and fees, and a glossary of terms.

**ADMINISTRATIVE POLICY MANUAL**  
**Policy A2 - BUDGET ADJUSTMENTS POLICY**

**POLICY NUMBER:** A-2

**EFFECTIVE:** October 1, 2018

**PURPOSE:** *Establishing Budgetary Controls*

**DEFINITION:** **Appropriation** refers to funds set aside during the annual budget process for a specific purpose as approved by the Town Commission.

**Budget Adjustment** is a process to formally change any budgeted amounts or outlay appropriated in the Town's adopted budget for any given fiscal year.

**Budget Classification** is a grouping of similar budget accounts. In levy departments and/or funds, accounts within the same budget classification can offset each other without the department or fund being over budget.

**Fund Balance** is an accumulation of revenues (minus expenditures) maintained in a fund to be used in future years for purposes determined by the department with approval from the Town Commission.

**General Fund** refers to the primary operating fund of the Town of Dundee. The General Fund accounts for all financial resources of the Town except those required to be accounted for in another fund.

**Level of Appropriation** is the control level in which budget expenditures are monitored. Within each level of appropriation, budget overage parameters (classifications or total expenditures) are defined to determine if a budget adjustment is necessary.

**POLICY:** A department head, with the consent of the Town Manager, shall have the authority to shift funds from one line item to a different line item within a departments budgeted appropriation as long as said move does not cause an overage in the transferring line item. If said transfer will cause an overage, it must be submitted to the Town Commission for motion vote approval.

The Town Manager must notify the Town Commission when an intrafund transfer of over \$2,500 occurs in accordance with current Town Code.

Any transfer between the Town's General Fund and the Town's Enterprise Fund must be approved by motion vote by the Town Commission.

To ensure compliance and the minimization of budget overages, any change to the Town's appropriated funds shall be executed according to the criteria below.

# ADMINISTRATIVE POLICY MANUAL

## **Policy A2 - BUDGET ADJUSTMENTS POLICY**

### Allocation Change Categories

### Approval Level

#### Category 1 – Reallocation within Level of Appropriation

Any reallocation from one account to another in the same level of appropriation

Town Manager

#### Category 2 – Technical Corrections

Any reallocation due to a technical correction that could include:

- Reallocation to another account strictly for tracking or accounting
- Allocation of a budgeted prior year grant not completed in the prior year

Town Manager

#### Category 3 – Change in Capital Outlay

Any change in any item within the Capital Outlay account which does not require the reallocation of funds from another level of appropriation

Town Manager

#### Category 4 – Official Action

Any change in appropriation from an official action taken by the Town Commission (ie. Resolution, ordinance change, etc)

Town Manager

#### Category 5 – Reallocation between Levels of Appropriation

Reallocation of the originally appropriated funds between any levels of appropriation (based on the lesser of the originally appropriated amounts)

Town Manager

#### Category 6 – Reallocation between Departments

Reallocation between two or more departments within the same fund, regardless of amount (Town Manager must notify Town Commission, if intra-fund transfer is over \$10,000.)

Town Manager

#### Category 7 – Offsetting Revenue and Expense

Any increase in expenses with an offsetting increase in revenue (ie. Grants, Special Occasion Donations, etc)

Town Commission  
(*Motion Vote*)

#### Category 8 – Use of Working Reserve

Any allocation from the Town's working reserve account

Town Commission  
(*Motion Vote*)

#### Category 9 – Use of Town's Cash Reserves

Any allocation from the Town's fund(s) unrestricted cash reserves

Town Commission  
(*Resolution Vote*)

### **PROCEDURE:**

The process for requesting a change in appropriated funds shall be as follows:

1) The department shall complete a "Request for Budget Adjustment" form, which includes accounts to be increased and/or decreased, amounts of those increases/decreases and a narrative justification explaining why the change is necessary. The completed form shall then be signed by the department head and submitted to Administration & Finance.

*NOTE: In some cases, Administration may assist with, or even initiate, the request for a budget adjustment; however, the requesting department is ultimately responsible for the content of the form.*

2) Once submitted to Administration & Finance, the Finance Director shall number and record each budget adjustment in a central log; ensure review (to verify account numbers, amounts available, etc.); and secure subsequent approval based on the category and required approval level.

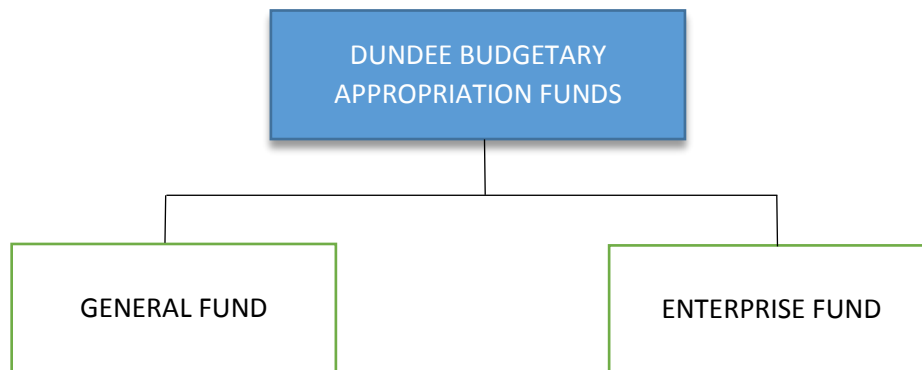
3) If the budget adjustment requires a motion vote or resolution vote of the Town Commission, the Finance Director shall coordinate with the Town Manager's office to receive placement on an upcoming agenda. It is the requesting department's responsibility to be present at any such commission meetings to answer any questions that may arise regarding the budget adjustment. If the budget adjustment is a Category 9 requiring use of General Fund balance, the Town Manager must prepare a corresponding customized resolution as part of the request. Within 10 days after Board approval of any of the above adjustments, the Finance Director shall coordinate with the Clerk's office to ensure public notice requirements are met.

4) Using the budget adjustment log, the Finance Director shall track each budget adjustment through its required approval level and subsequently notify the Town Manager.

5) The Department of Administration & Finance shall maintain the budget adjustment log and submit to the Town Commission on the 3<sup>rd</sup> meeting of each quarter for informational purposes only.

# FUND INFORMATION

**Definition of “Fund”:** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The town has two funds; general and enterprise.



**General Fund** - The General Fund is the general operating fund of the Town. It is used to account for all financial resources, except those required to be accounted for in another fund. Resources include taxes, franchise fees, state and local shared revenues, grants, licenses and permit fees, fines and forfeitures, charges for services, and miscellaneous revenues such as interest. Services provided by the General Fund are general government, public safety, physical environment and transportation, culture and recreation, and sanitation.

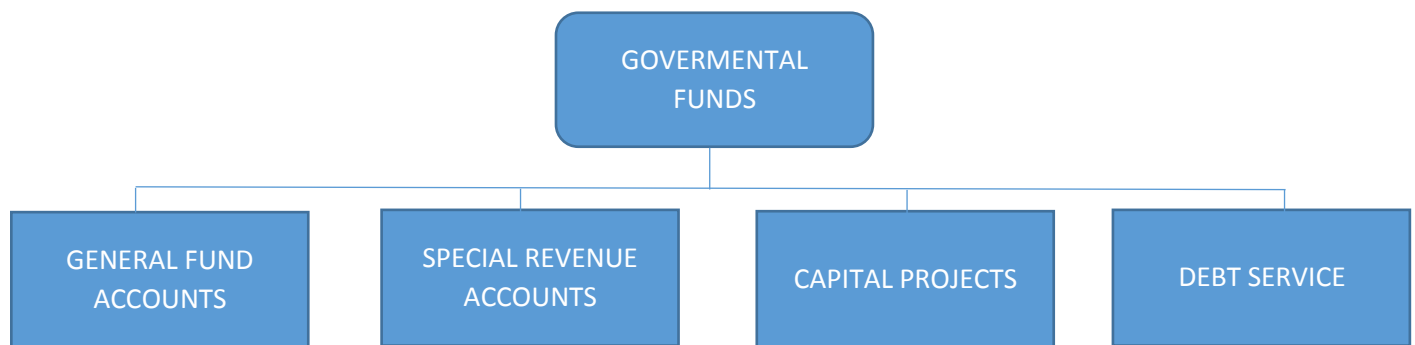
Budgets for the governmental type fund are prepared on the cash basis. Generally, revenues are recognized as soon as they are both measurable and available and expenditures are recognized when a liability is incurred. This basis is also used to report the governmental funds activity in the Town's audited financial statements.

Revenues which are considered to be susceptible to accrual include taxes, franchise fees, major state shared revenues, business tax receipts, and interest earnings. Grants are accrued if they are both measurable and available. Permits, charges for services, fines and forfeitures, miscellaneous state shared revenues, and most other miscellaneous revenues are recorded when the cash is received because they are generally not measurable until the cash is received.

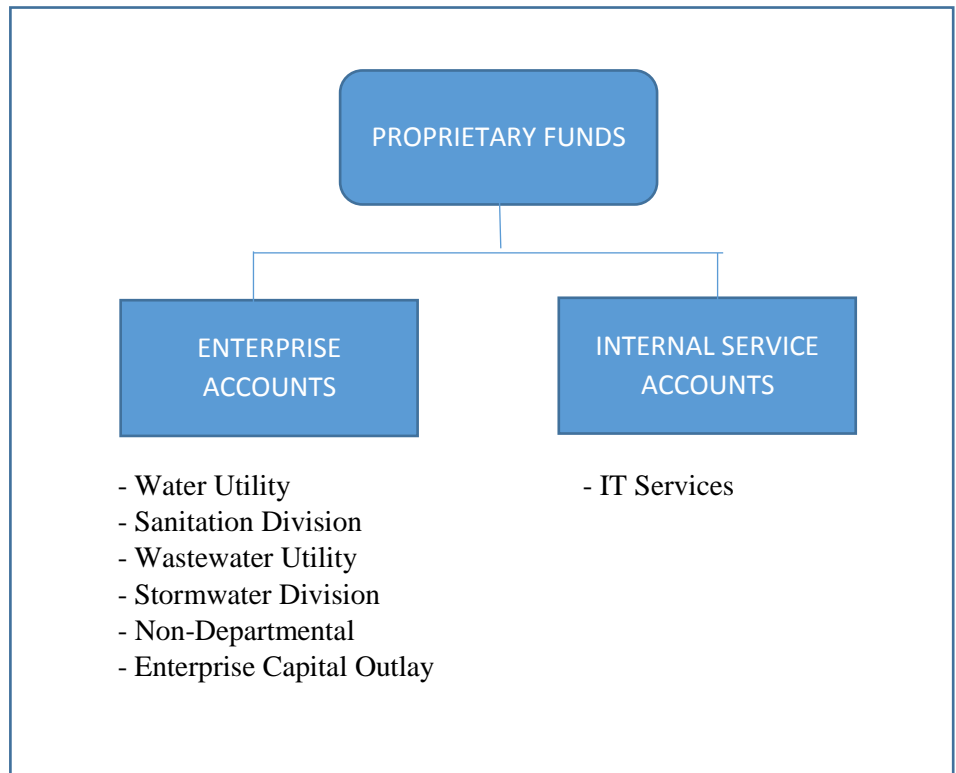
Exceptions to recognizing expenditures when the related liability is incurred are expenditures related to compensated absences (accumulated vacation and sick pay), debt service expenditures, and any expenditure related to claims and judgments. These expenditures are recorded when the expenditures are due.

**Enterprise Fund** – *Water and Sewer Utility* - User fees and other revenues related to the operation of the Town’s utility system are accounted for in this fund for the provision of water and sewer service to the system’s customers. Budgets for the enterprise funds are prepared on the modified accrual basis. However, the budgets are prepared as close as practical to the reporting for the enterprise funds in the Town’s audited financial statements which is the accrual basis. Under the accrual basis revenues are recognized when they are earned and expenses are recognized when they are incurred. The major differences between the budgeting and reporting for the enterprise funds are that fixed asset capital outlays and debt service principal payments are included in the budget, but depreciation and amortization are not.

### **FUND STRUCTURE**



- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>- Administration &amp; Finance</li> <li>- Building Department</li> <li>- Code Enforcement</li> <li>- Dundee Historic Depot</li> <li>- Fire Protective Services</li> <li>- IT Services</li> <li>- Law Enforcement Services</li> <li>- Legal Services</li> <li>- Library Services</li> <li>- Non-Departmental</li> <li>- Parks &amp; Recreation</li> <li>- Planning Department</li> <li>- Planning Division</li> <li>- Public Facilities</li> <li>- Town Commission</li> <li>- Town Manager</li> <li>- Streets</li> </ul> | <ul style="list-style-type: none"> <li>- Donations – Library</li> <li>- Donations – Dundee Depot</li> <li>- Donations – Special Events</li> </ul> | <ul style="list-style-type: none"> <li>- Fleet Maintenance</li> <li>- Facility Building Upgrades</li> <li>- Capital Assets</li> </ul> |
|--|---|---|



## **FUND DESCRIPTIONS**

The Town organizes its financial activity by funds with separate financial statements for each fund. The Town has three major governmental funds: General Fund, Enterprise Fund, and Debt Service Fund.

**GENERAL FUND** - To account for activities related to general operations of the Town. This fund accounts for resources traditionally associated with governments which are not required to be accounted for in another fund.

**SPECIAL REVENUE FUNDS** - To account for the proceeds of specific resources (other than expendable trust or major capital projects) that are legally restricted to expenditures for specific purposes.

*Economic Development Revolving Loan* – Should the Town decide to change its current CDBG status, this type of fund would be use to account for the activity of the Community Development Block Grant Small Cities Program. Financing is provided by a federal grant.

**CAPITAL PROJECTS FUNDS** - To account for financial resources to be used for the acquisition of major capital facilities other than those financed by proprietary funds.

*Asset Maintenance* – to account for the financing of unplanned, failing facility building and ground systems which are determined to be of an emergency nature needing immediate repair or replacement to prevent or minimize service downtime. These projects would be funded as capital outlay or bonded projects during normal budgeting cycles. Financing is provided by various sources including a portion of the property tax levy, transfer of funds from other capital projects and general fund equity transfer.

*Facility Building Upgrades* – to account for the funding and replacement of various building roofs, flooring, HVAC, security and fire safety systems, parking lots, and building renovations. Funding is provided by general obligation debt and General Fund reserves.

*Parks Improvements* – to account for the funding and capital improvements to the grounds, shorelines, and Parks building improvements. Funding is provided by grants.

**DEBT SERVICE FUND** - To accumulate monies for the payment of general obligation debt outstanding. Financing is provided by a portion of the property tax levy, public charges, interest revenue and miscellaneous revenues.

**ENTERPRISE FUNDS** - To account for operations (a) that are financed and operated in a manner similar to private business enterprise -- where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate.

**FIDUCIARY FUNDS** - To account for assets held in a trustee or agency capacity for others.



***INTERNAL SERVICE FUNDS*** - To account for the financing of goods or services provided by one department to other departments of the Town on a cost-reimbursement basis.

*Information Technology Services* – to account for the costs of operating and maintaining the Department of Technology Services. Town departments are billed their proportionate share of expenses based on actual use.

# BASIS OF BUDGETING

The following schedule cross references the departments as detailed in the budget to the applicable fund classification and basis of budgeting and accounting. Each fund uses the same basis for budgeting and accounting.

The modified accrual basis of budgeting and accounting is used by all governmental and fiduciary funds. Under this method, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt which are recognized when due. The purchase of fixed assets used in governmental fund type operations are reported as expenditures of the governmental fund that finances the acquisition.

The accrual basis of budgeting and accounting is utilized by proprietary funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. All fixed assets are capitalized at historical cost and depreciated over their useful lives.

Department	Fund Classification	Basis of Budgeting and Accounting
<b>Administration &amp; Financial Services</b>	General Fund	Modified Accrual
<b>Building &amp; Business Services</b>		
Building Department	General Fund	Modified Accrual
Planning Department	General Fund	Modified Accrual
<b>Community Standards &amp; Enforcement</b>		
Code Enforcement	General Fund	Modified Accrual
<b>Education and Culture</b>		
Dundee Historic Depot	General Fund	Modified Accrual
Library	General Fund	Modified Accrual
<b>IT Services</b>	Internal Service	Accrual
<b>Public Safety</b>		
Law Enforcement	General Fund	Modified Accrual
Fire Department	General Fund	Modified Accrual
<b>Public Works</b>		
Parks & Recreation	General Fund	Modified Accrual
Public Facilities	General Fund	Modified Accrual
Streets	General Fund	Modified Accrual
<b>Town Commission</b>	General Fund	Modified Accrual
<b>Town Management</b>		
Legal Services	General Fund	Modified Accrual
Town Clerk	General Fund	Modified Accrual
Town Manager	General Fund	Modified Accrual
<b>Utilities</b>		
Sanitation	Enterprise Fund	Accrual
Sewer	Enterprise Fund	Accrual
Storm Water	Enterprise Fund	Accrual
Water	Enterprise Fund	Accrual

## **FINANCIAL SUMMARIES**

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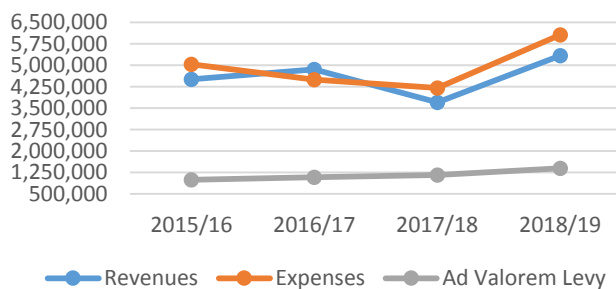
- **Town-Wide Financial Summary**
- **Financial Summary Detail**
  - *Revenues by Division*
  - *Expenses by Division*
- **Budget Divisional Summary**
- **Budget Comparison**
- **Budget Resolution**



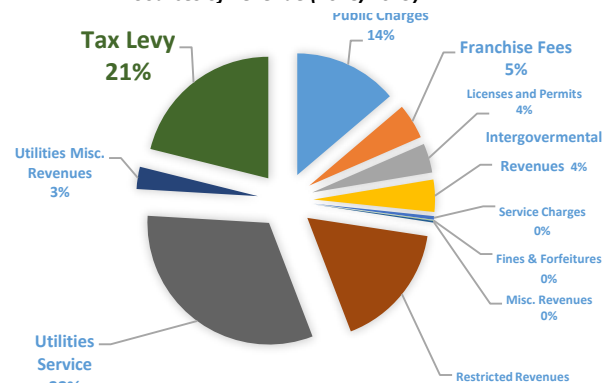
# TOWN-WIDE FINANCIAL SUMMARY

	2015-2016	2016-2017	2017-2018	2018-2019	Changes from 2017/18 to 2018/19 Budget	
	Actual	Actual	Budgeted	Proposed	\$	+/- %
Public Charges (Sales & Use Taxes)	\$877,942	\$909,063	\$870,453	\$910,907	\$40,454	+ 4.6%
Franchise Fees	\$296,552	\$307,106	\$310,000	\$310,000	-	-
Licenses & Permits	\$297,010	\$357,061	\$172,000	\$257,000	\$85,000	+ 49.4%
Intergovernmental Revenues	\$349,503	\$241,078	\$244,876	\$282,604	\$37,728	+15.4%
Service Charge Fees	\$41,490	\$45,657	\$29,800	\$31,000	\$1,200	+4.0%
Fines & Forfeitures	\$47,705	\$27,205	\$4,000	\$4,000	-	-
Miscellaneous Revenues	\$64,255	\$49,706	\$16,750	\$15,250	(\$1,500)	- 9.0%
Restricted & Other Revenues	\$297,328	\$501,787	\$29,000	\$486,550	\$457,550	+ 157.8%
Enterprise Charges for Service	\$1,909,324	\$2,069,185	\$1,855,000	\$2,099,000	\$244,000	+ 13.2%
Idle Capacity Fees	\$69,186	\$84,929	\$0	\$0	-	-
Miscellaneous Revenues - EF	\$87,915	\$107,173	\$48,500	\$195,000	\$146,500	+ 302.0%
InterFund Transfer	\$168,731	\$151,709	\$125,000	\$125,000	(\$26,708)	- 17.6%
<b>Total Revenues</b>	<b>\$4,506,941</b>	<b>\$4,851,658</b>	<b>\$3,705,379</b>	<b>\$4,716,311</b>	<b>\$1,109,224</b>	<b>+ 29.9%</b>
Operating Expenses – General Fund	\$3,199,412	\$3,004,066	\$2,736,742	\$3,587,729	\$1,472,486	+ 53.8%
Operating Expenses – Enterprise Fund	\$1,659,539	\$1,337,529	\$1,342,216	\$1,732,715	\$390,498	+ 29.1%
Interfund Transfer	\$168,731	\$151,708	\$125,000	\$125,000	-	-
<b>Total Expenses</b>	<b>\$5,027,682</b>	<b>\$4,493,303</b>	<b>\$4,203,958</b>	<b>\$5,445,444</b>	<b>\$1,862,985</b>	<b>+ 44.3%</b>
Debt – General Fund	\$229,728	\$229,798	\$229,798	\$229,798	-	-
Debt – Enterprise	\$238,153	\$229,120	\$436,285	\$436,285	-	-
<b>Total Debt</b>	<b>\$467,881</b>	<b>\$458,918</b>	<b>\$666,083</b>	<b>\$666,083</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Total Activity</b>	<b>\$20</b>	<b>\$978,133</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Levy (Ad Valorem Tax)</b>	<b>\$988,642</b>	<b>\$1,078,696</b>	<b>\$1,164,661</b>	<b>\$1,395,217</b>	<b>\$230,556</b>	<b>+ 19.8%</b>

**Revenues Vs Expenses Vs Tax  
Levy**



**Sources of Revenue (2018/2019)**



# FINANCIAL SUMMARY DETAIL

## REVENUES BY DIVISION<sup>6</sup>

- Exhibit A-

	2015-2016 Actuals	2016-2017 Actuals	2017-2018 Budgeted	2018-2019 Proposed
<b><u>ADMINISTRATION &amp; FINANCIAL SERVICES</u></b>	-	-	-	-
Administration	-	-	-	-
	\$0	\$0	\$0	\$0
<b><u>BUILDING &amp; BUSINESS SERVICES</u></b>				
Building Department	\$282,826	\$343,339	\$165,000	\$250,000
Planning Department	\$30,360	\$30,936	\$25,000	\$25,000
	\$313,186	\$374,275	\$190,000	\$275,000
<b><u>COMMUNITY STANDARDS &amp; ENFORCEMENT</u></b>				
Code Enforcement	\$42,690	\$10,111	-	-
	\$42,690	\$10,111	\$0	\$0
<b><u>EDUCATION &amp; CULTURE</u></b>				
Dundee Historic Depot	\$564	\$306	\$250	\$250
Library	\$33,257	\$33,540	\$31,500	\$31,500
Special Events	\$7,895	\$10,220	\$5,000	\$5,000
	\$41,716	\$44,066	\$36,750	\$36,750
<b><u>IT SERVICES</u></b>				
Information Technology Services	-	-	-	\$107,325
	\$0	\$0	\$0	\$0 <sup>7</sup>
<b><u>PUBLIC SAFETY</u></b>				
Law Enforcement	\$9,113	\$21,342	\$8,000	\$8,000
Fire Protection	-	-	-	\$130,000
	\$9,113	\$21,342	\$8,000	\$138,000
<b><u>PUBLIC WORKS</u></b>				
Parks & Recreation	\$15,800	\$17,244	\$10,500	\$10,200
Public Facilities	-	-	-	-
Streets	-	-	-	-
	\$15,800	\$17,244	\$10,500	\$10,200
<b><u>TOWN COMMISSION</u></b>				
Mayor & Commissioners	-	-	-	-
	\$0	\$0	\$0	\$0
<b><u>TOWN MANAGEMENT</u></b>				
Town Manager	-	-	-	-
Legal Services	-	-	-	-
	\$0	\$0	\$0	\$0
<b><u>UTILITIES</u></b>				
Sanitation Services	\$676,223	\$712,396	\$660,000	\$740,000
Stormwater Services	\$75,289	\$80,641	\$90,000	\$90,000
Water Services	\$612,382	\$695,050	\$615,000	\$732,000
Wastewater Services	\$468,844	\$535,220	\$550,000	\$597,000
	\$1,832,738	\$2,023,307	\$1,915,000	\$2,159,000
<b><u>NONDIVISIONAL BUDGETS</u></b>				
Non-Departmental – GF/ENT	-	-	-	-
Debt Service - GF/ENT	-	-	-	-
Capital Outlay – GF/ENT	-	-	-	-
	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$2,255,243</b>	<b>\$2,490,345</b>	<b>\$2,156,250</b>	<b>\$2,971,500</b>

<sup>6</sup> Revenues occurring as internal impact fee transfers or General Fund Restricted transfers are not recognized in this chart as revenues for a department

<sup>7</sup> IT Services is funded through a contra account, and while revenues are tracked, no revenues are booked in the account.

# FINANCIAL SUMMARY DETAIL

## EXPENSES BY DIVISION

- Exhibit A-

	2015-2016 Actuals	2016-2017 Actuals	2017-2018 Budgeted	2018-2019 Proposed
<b><u>ADMINISTRATION &amp; FINANCIAL SERVICES</u></b>				
Administration	\$129,307	\$148,604	\$143,820	\$144,345
	\$129,307	\$148,604	\$143,820	\$144,345
<b><u>BUILDING &amp; BUSINESS SERVICES</u></b>				
Building Department	\$157,495	\$176,204	\$158,479	\$273,340
Planning Department	\$63,902	\$72,333	\$82,825	\$85,963
	\$221,397	\$248,537	\$241,304	\$359,303
<b><u>COMMUNITY STANDARDS &amp; ENFORCEMENT</u></b>				
Code Enforcement	\$11,890	\$16,044	\$29,975	\$68,105
	\$11,890	\$16,044	\$29,975	\$68,105
<b><u>EDUCATION &amp; CULTURE</u></b>				
Dundee Historic Depot	\$13,991	\$18,228	\$14,968	\$22,911
Library	\$90,052	\$93,000	\$149,829	\$158,465
Special Events	\$17,544	\$21,954	\$19,500	\$30,463
	\$121,587	\$133,182	\$184,297	\$211,839
<b><u>IT SERVICES</u></b>				
Information Technology Services	-	-	-	\$107,325
	\$0	\$0	\$0	\$0 <sup>8</sup>
<b><u>PUBLIC SAFETY</u></b>				
Law Enforcement	\$907,212	\$907,372	\$909,141	\$906,904
Fire Protection	\$170,198	\$187,434	\$256,468	\$381,661
	\$1,077,410	\$1,094,806	\$1,165,609	\$1,288,565
<b><u>PUBLIC WORKS</u></b>				
Parks & Recreation	\$152,094	\$135,065	\$118,114	\$137,940
Public Facilities	\$28,649	\$34,021	\$20,280	\$72,764
Streets	\$269,714	\$262,777	\$305,938	\$671,300
	\$450,457	\$392,136	\$444,332	\$882,004
<b><u>TOWN COMMISSION</u></b>				
Mayor & Commissioners	\$43,532	\$43,903	\$50,619	\$60,944
	\$43,532	\$43,903	\$50,619	\$60,944
<b><u>TOWN MANAGEMENT</u></b>				
Town Manager	\$235,004	\$224,513	\$245,764	\$259,428
Legal Services	\$68,656	\$103,073	\$85,000	\$130,963
	\$303,660	\$327,586	\$330,764	\$390,391
<b><u>UTILITIES</u></b>				
Sanitation Services	\$426,710	\$441,430	\$365,575	\$369,475
Stormwater Services	\$78,877	\$45,581	\$100,092	\$149,772
Water Services	\$437,056	\$490,197	\$597,238	\$711,873
Wastewater Services	\$270,810	\$330,026	\$277,218	\$437,349
	\$1,213,453	\$1,307,234	\$1,340,123	\$1,668,469
<b><u>NON-DIVISIONAL</u></b>				
Non-Departmental Expenses – GF	\$734,290	\$73,562	\$147,144	\$64,632
Non-Departmental Expenses – ENT	\$646,895	\$169,566	\$127,093	\$189,245
Debt Service – GF	\$229,798	\$229,798	\$229,798	\$229,798
Debt Service – ENT	\$238,153	\$228,120	\$436,285	\$436,285
Capital Outlay – GF	\$138,847	\$153,221	-	\$117,550
Capital Outlay – ENT	\$646,695	\$169,566	-	-
	\$2,634,678	\$1,023,833	\$940,320	\$1,037,510
<b>TOTAL</b>	<b>\$6,207,371</b>	<b>\$4,735,865</b>	<b>\$4,871,163</b>	<b>\$6,111,526</b>

<sup>8</sup> IT Services is funded through a contra account, and while expenses are tracked, no expenses are booked in the account.

# 2018-2019 BUDGET DIVISIONAL SUMMARY

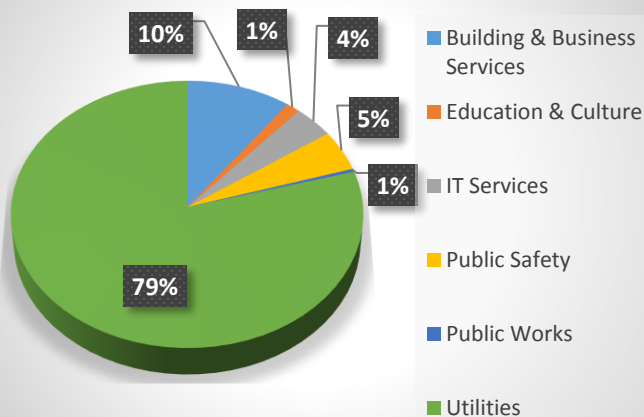
## DIVISIONAL BUDGETS

	2018-2019 Dept. Revenues	2018-2019 Expenses	2017-2018 Charge to Fund Balance	2018-2019 Revenue Needed
Administration & Financial Services	-	\$144,345	-	\$144,345
Building & Business Services	\$275,000	\$359,303	-	\$84,303
Community Standards & Enforcement	-	\$68,105	-	\$68,105
Education & Culture	\$36,750	\$211,839	-	\$175,089
IT Services	\$107,325	\$107,325	-	\$0
Public Safety	\$138,000	\$1,288,065	-	\$1,150,065
Public Works	\$10,200	\$882,004	\$100,000	\$771,844
Town Commission	-	\$60,944	-	\$60,944
Town Management	-	\$390,391	-	\$390,391
Utilities	\$2,159,000	\$1,668,469	-	(\$490,531)
<b>DIVISIONAL TOTAL</b>	<b>\$3,098,775</b>	<b>\$5,653,390</b>	<b>\$220,550</b>	<b>\$2,334,065</b>

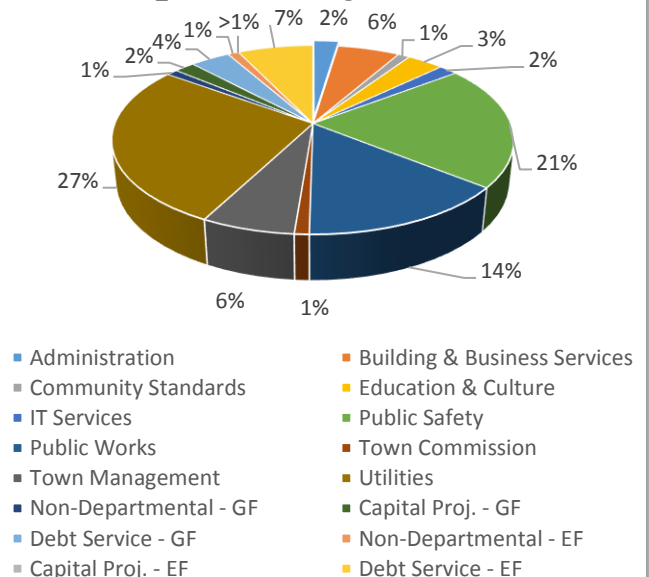
## OTHER BUDGETS

	2018-2019 Revenues	2018-2019 Expenses	2017-2018 Charge to Fund Balance	2018-2019 Revenue Needed
Non-Departmental – General	-	\$63,632	-	\$64,632
Capital Projects – General	-	\$117,550	\$69,050	\$48,500
Debt Service – General	-	\$229,798	-	\$229,798
Non-Departmental – Enterprise	-	\$64,245	-	\$189,245
Capital Projects – Enterprise	-	-	-	-
Debt Service - Enterprise	-	\$436,285	-	\$436,285
<b>DIVISIONAL TOTAL</b>	<b>\$0</b>	<b>\$1,061,960</b>	<b>\$272,000</b>	<b>\$986,960</b>

### Revenues by Division



### Expenses by Division



# EXECUTIVE BUDGET SUMMARY

BUDGET SUMMARY - FISCAL YEAR 2018-2019 TOWN OF DUNDEE				
General fund	7.9000			
Voted fund	0			
<b>ESTIMATED REVENUES:</b>	<b>General Fund</b>	<b>Enterprise Fund</b>	<b>Total Budget</b>	
<b>TAXES: Millage 7.9000 per \$1,000</b>				
Ad Valorem Taxes	\$ 1,395,217	\$ -	\$	1,395,217
Sales and Use Taxes	\$ 910,907	\$ -	\$	910,907
Licenses and Permits	\$ 257,000	\$ -	\$	257,000
Intergovernmental Revenues	\$ 282,603	\$ -	\$	282,603
Franchise Fees	\$ 310,000	\$ -	\$	310,000
Charges for Service	\$ 31,000	\$ 2,099,000	\$	2,130,000
Fines and Forfeitures	\$ 4,000	\$ -	\$	4,000
Miscellaneous Revenues	\$ 15,250	\$ -	\$	15,250
Other Revenue	\$ 187,500	\$ 195,000	\$	382,500
<b>TOTAL SOURCES:</b>	<b>\$ 3,393,477</b>	<b>\$ 2,294,000</b>	<b>\$</b>	<b>5,687,476</b>
Transfers In:	\$ 125,000	\$ -	\$	125,000
Fund Balances/Reserves/Net Assets	\$ 299,050	\$ -	\$	299,050
<b>TOTAL REVENUES, TRANSFERS, AND BALANCES:</b>	<b>\$ 3,817,527</b>	<b>\$ 2,294,000</b>	<b>\$</b>	<b>6,111,526</b>
<b>ESTIMATED EXPENDITURE/EXPENSES:</b>				
Administration	\$ 595,730	\$ -	\$	595,730
Public Safety	\$ 1,288,565	\$ -	\$	1,288,565
Culture/Recreation	\$ 349,779	\$ -	\$	349,779
Development Services	\$ 427,408	\$ -	\$	427,408
Public Works	\$ 744,064	\$ -	\$	744,064
Utilities	\$ -	\$ 1,149,222	\$	1,149,222
Sanitation	\$ -	\$ 369,475	\$	369,475
Stormwater	\$ -	\$ 149,772	\$	149,772
Other Charges	\$ 64,632	\$ 64,245	\$	128,877
Capital Outlay	\$ 117,550	\$ -	\$	117,550
Debt Service	\$ 229,798	\$ 436,285	\$	666,083
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,817,527</b>	<b>\$ 2,169,000</b>	<b>\$</b>	<b>5,986,526</b>
Transfers Out	\$ -	\$ 125,000	\$	125,000
Fund Balances/Reserve/Net Assets	\$ -	\$ -	\$	-
<b>TOTAL APPROPRIATED EXPENDITURES</b>				
<b>TRANSFERS, RESERVES and BALANCES:</b>	<b>\$ 3,817,527</b>	<b>\$ 2,294,000</b>	<b>\$</b>	<b>6,111,526</b>
The Tentative, adopted and/or final budgets are on file in the office of the above referenced taxing authority as a public record.				



# **BUDGET RESOLUTIONS**

**RESOLUTION 18-08:   SETTING OF UPPER MILLAGE RATE & PUBLIC HEARING DATES**

**RESOLUTION 18-11:   ADOPTION OF TENTATIVE BUDGET FOR 2018-2019**

**RESOLUTION 18-12:   ADOPTION OF LEVYING OF TAXES FOR 2018-2019**

**RESOLUTION 18-13:   ADOPTION OF FINAL BUDGET FOR 2018-2019**

**RESOLUTION 18-14:   BUDGET AMENDMENT FOR APPROPRIATION OF FUNDS 2017-2018**

**RESOLUTION NO: 18-08**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA RELATING TO THE 2018-2019 FISCAL YEAR MILLAGE LEVY; PROVIDING FOR A PROPOSED MILLAGE RATE PURSUANT TO §§200.065(2)(a) AND 200.065(2)(b), FLORIDA STATUTES; SETTING THE DATE, TIME, AND PLACE OF A PUBLIC HEARING TO CONSIDER THE PROPOSED MILLAGE RATE AND THE TENTATIVE BUDGET FOR FISCAL YEAR 2018-2019; AUTHORIZING THE TRANSMITTAL OF CERTAIN REQUIRED INFORMATION TO THE POLK COUNTY PROPERTY APPRAISER; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Polk County Property Appraiser has certified to the Town of Dundee the taxable value within the Town's jurisdiction pursuant to §200.065(1), Florida Statutes; and

**WHEREAS**, the Town of Dundee is required by §200.065(2)(b), Florida Statutes to advise the Polk County Property Appraiser of its proposed millage rate, its "rolled-back rate" (computed pursuant to §200.065(1), Florida Statutes), and of the date, time, and place of a public hearing to be held on the proposed millage rate and the tentative budget of the Town;

**NOW THEREFORE, BE IT RESOLVED BY THE PEOPLE OF THE TOWN OF DUNDEE:**

**SECTION 1.** The "proposed millage rate" necessary to fund the Town of Dundee's tentative budget, other than the portion of the budget to be funded from sources other than ad valorem taxes (using no less than 95% of the taxable value of the Town as certified by the property appraiser) is **8.2617** mills.

**SECTION 2.** The "rolled-back rate" computed pursuant to §200.065(1), Florida Statutes is **7.0476** mills.

**SECTION 3.** The "date, time and place" of the public hearing to be held on the proposed millage rate and the tentative budget of the Town of Dundee for Fiscal Year 2018-2019 is: **September 11, 2018 at 6:30 P.M. at Town Hall, 202 East Main Street, Dundee, Florida, 33838.**

**SECTION 4.** Town Staff shall, in its usual manner or as required by law, transmit the information identified in §200.065(2)(b), Florida Statutes to the Polk County Property Appraiser for use in preparing the "notice of proposed property taxes" pursuant to §200.069, Florida Statutes.

**SECTION 5.** This Resolution shall take effect immediately upon its adoption and passage.

**READ, PASSED UPON AND FINALLY ADOPTED** at the meeting of the Town Commission of the Town of Dundee duly assembled on the 24 day of July, 2018.

## **RESOLUTION 18-11**

### **A RESOLUTION OF THE TOWN OF DUNDEE POLK COUNTY, FLORIDA ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR THE TOWN OF DUNDEE, POLK COUNTY, FLORIDA, FOR FISCAL YEAR 2018-2019 PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Town of Dundee of Polk County, Florida on September 11, 2018 adopted Fiscal Year Tentative Millage Rates following a public hearing as required by Florida Statute 200.065: and

**WHEREAS**, the gross taxable value for operating purposes not exempt from taxation within Town of Dundee, Polk County, Florida, has been certified by the County Property Appraiser to the Town of Dundee as 185,904,968.

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Dundee, Polk County, Florida, that:

1. The FY 2018-2019 operating millage rate is 7.9000 mills, which is greater than the rolled Back rate of 7.0477 mills by 12.06%.
2. The voted debt service millage is zero (0).
3. The Resolution will take effect immediately upon its adoption.

**DULY ADOPTED** at a public hearing this 11th day of September, 2018.

## **RESOLUTION 18-12**

### **A RESOLUTION OF THE TOWN OF DUNDEE POLK COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2018-2019; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Town of Dundee, Polk County, Florida on September 11, 2018, held a Public hearing as required by Florida Statute 200.065 and

**WHEREAS**, the Town of Dundee, Polk County Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2018-2019 in the amount of \$6,111,526.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town of Dundee, Polk County, Florida, that:

1. The Fiscal Year 2018-2019 Tentative Budget be adopted.
2. This Resolution will take effect immediately upon its adoption.

**DULY ADOPTED** at a public hearing this 11<sup>th</sup> day of September, 2018.

**HOLD FOR ADOPTED BUDGET  
RESOLUTION**

**HOLD FOR ADOPTED BUDGET  
RESOLUTION**

# **OVERVIEW OF REVENUES**

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## **- General Fund**

*Ad Valorem Taxes*

*Public Charges (Sales & Use Taxes)*

*Licenses and Permits*

*Intergovernmental Revenues*

*Franchise Fees*

*Charges for Service*

*Fines and Forfeitures*

*Miscellaneous Revenues*

*Restricted Revenues and Other Financing*

## **- Enterprise Fund**

*Charges for Service*

*Other Revenue*

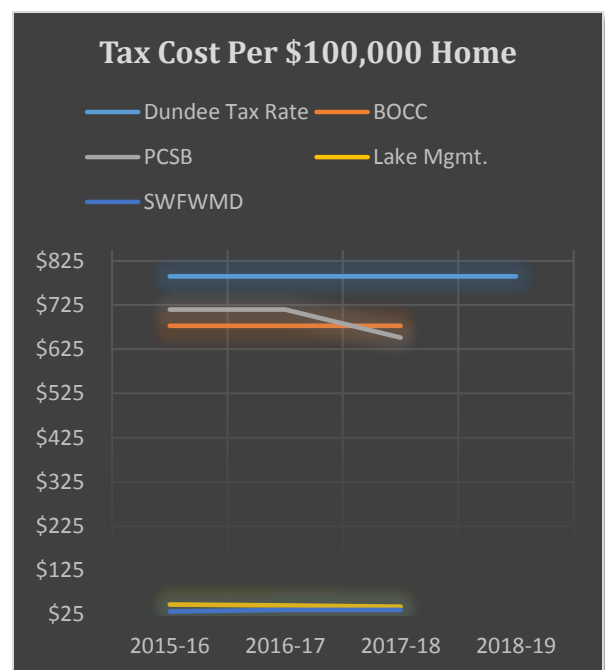
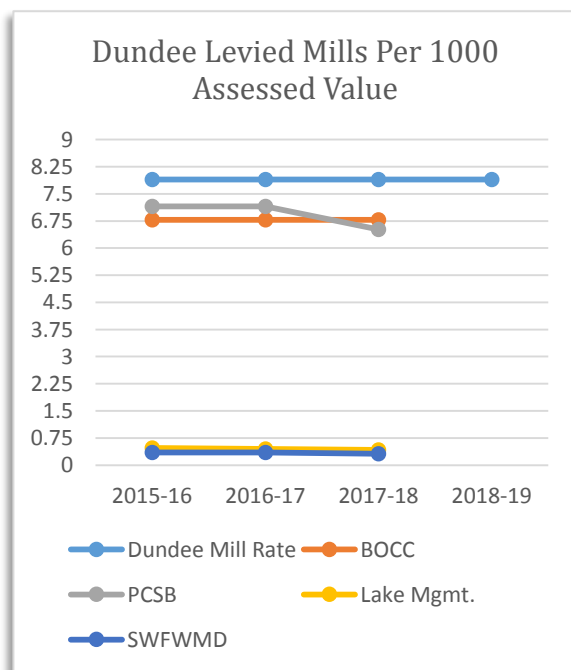
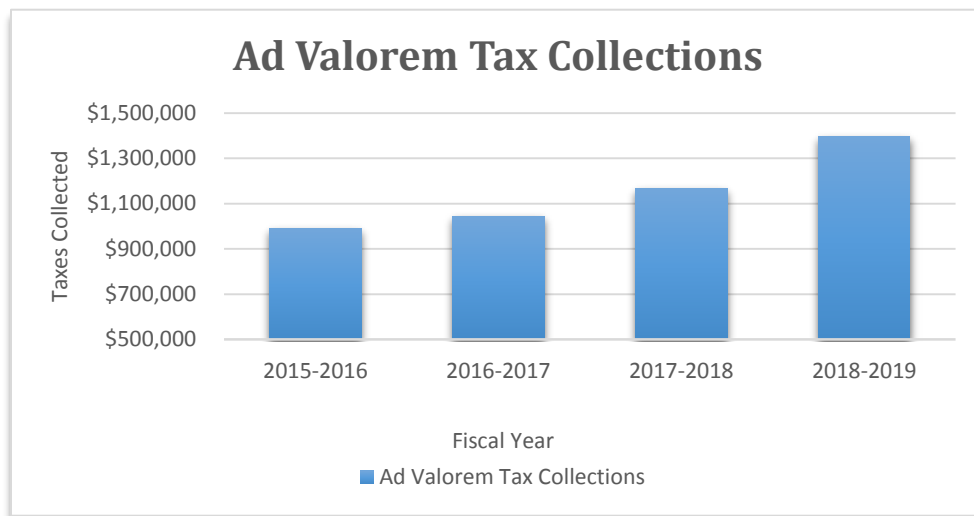


# AD VALOREM TAXES

(GENERAL FUND)

## Total Levy Collections for Property Taxes

	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
Ad Valorem Tax (Property Taxes)	\$988,642	\$1,042,744	\$1,164,661	\$1,395,217
<b>TOTAL</b>	<b>\$988,642</b>	<b>\$1,042,744</b>	<b>\$1,164,661</b>	<b>\$1,395,217</b>



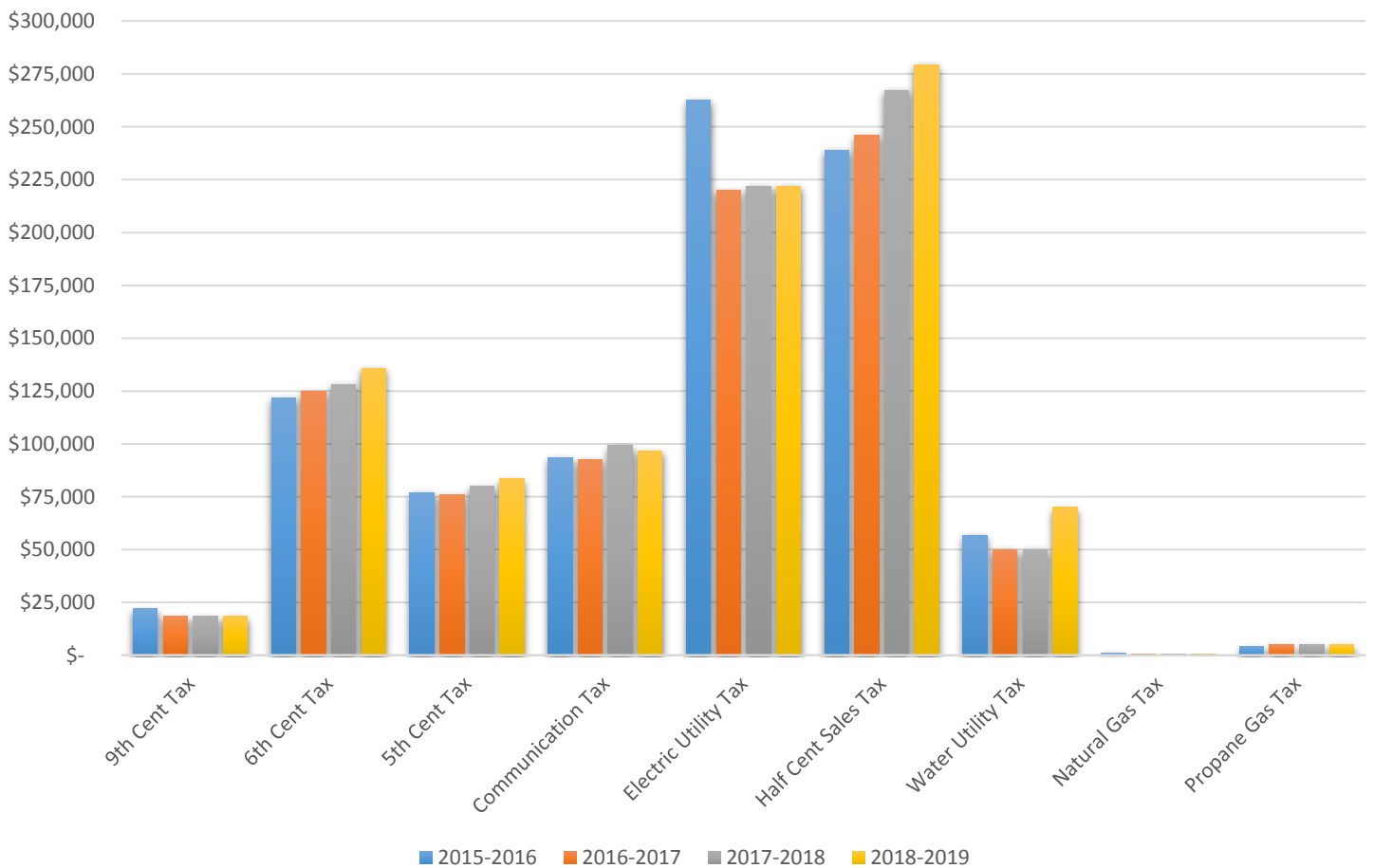


# PUBLIC CHARGES SALES & USE TAXES

(GENERAL FUND)

	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
9 <sup>th</sup> Cent Tax	\$21,889	\$18,530	\$18,530	\$18,530
6 <sup>th</sup> Cent Local Option Tax	\$121,668	\$124,836	\$128,211	\$135,709
5 <sup>th</sup> Cent New Local Option Tax	\$76,959	\$76,018	\$79,874	\$83,487
Communications Service Tax	\$93,539	\$92,580	\$99,240	\$96,541
Electric Utility Tax	\$262,858	\$220,000	\$222,000	\$222,000
Half Cent Sales Tax	\$238,977	\$246,071	\$267,238	\$279,290
Water Utility Tax	\$56,707	\$50,000	\$50,000	\$70,000
Natural Gas Tax	\$1,157	\$350	\$350	\$350
Propane Gas Tax	\$4,159	\$5,000	\$5,000	\$5,000
<b>TOTAL</b>	<b>\$877,913</b>	<b>\$833,385</b>	<b>\$870,443</b>	<b>\$910,907</b>

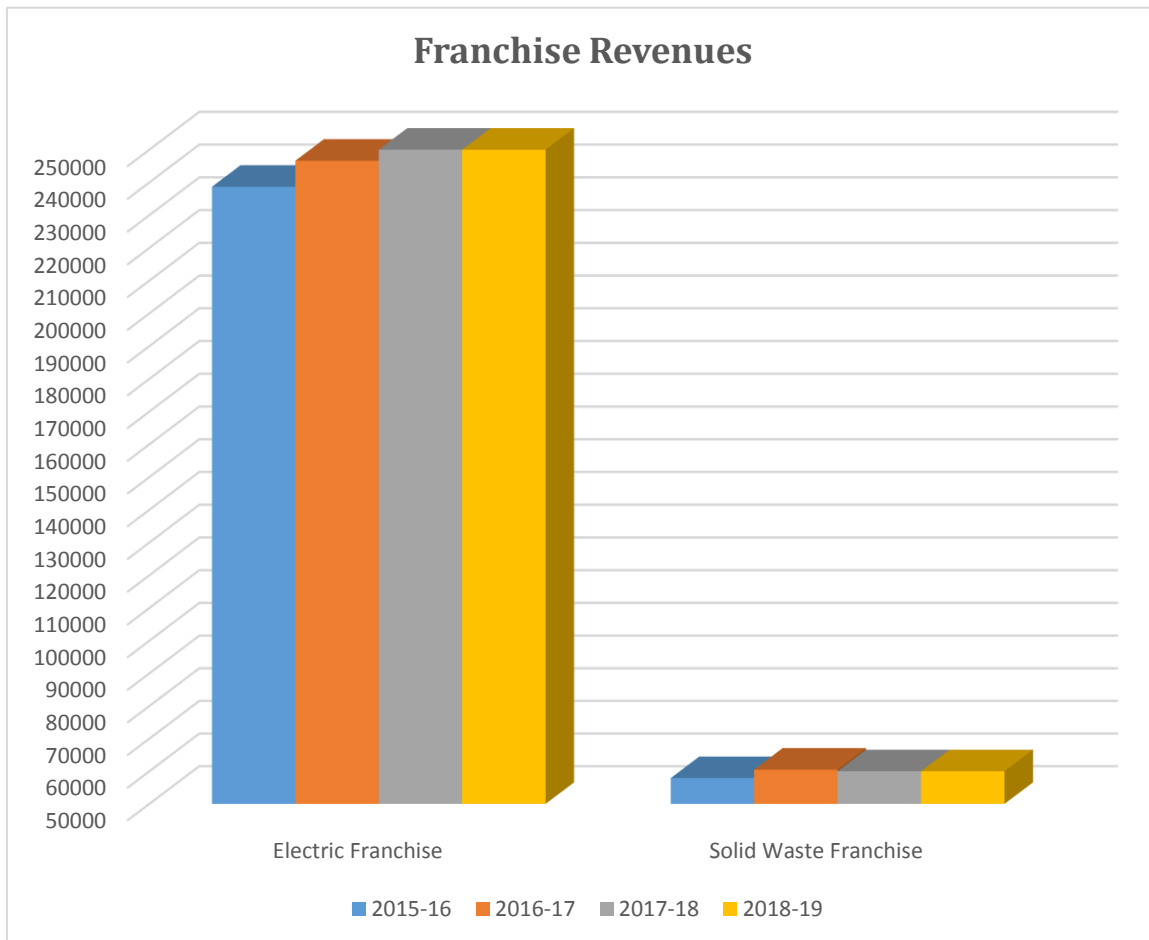
## Sales & Use Tax Collections



# FRANCHISE REVENUES

(GENERAL FUND)

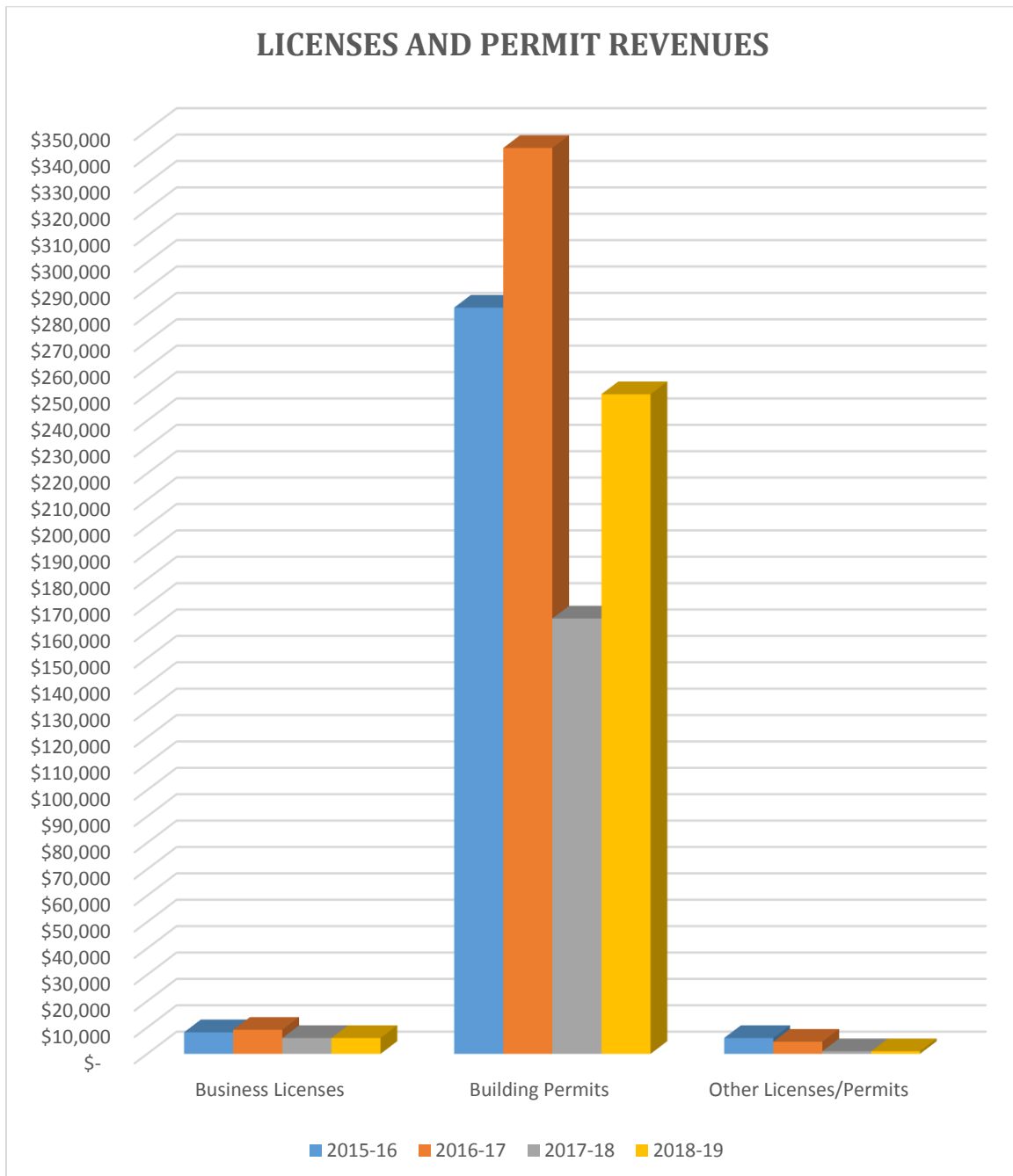
	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
Electric Franchise	\$238,658	\$246,617	\$250,000	\$250,000
Solid Waste Franchise	\$57,894	\$60,489	\$60,000	\$60,000
<b>TOTAL</b>	<b>\$296,552</b>	<b>\$307,106</b>	<b>\$310,000</b>	<b>\$310,000</b>



# LICENSES & PERMITS

(GENERAL FUND)

	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
<b>Business (Occupational) License</b>	\$8,182	\$9,131	\$6,000	\$6,000
<b>Building Permits</b>	\$282,826	\$343,339	\$165,000	\$250,000
<b>Other Licenses/Fees/Permits</b>	\$6,002	\$4,592	\$1,000	\$1,000
<b>TOTAL</b>	<b>\$297,010</b>	<b>\$357,062</b>	<b>\$172,000</b>	<b>\$257,000</b>

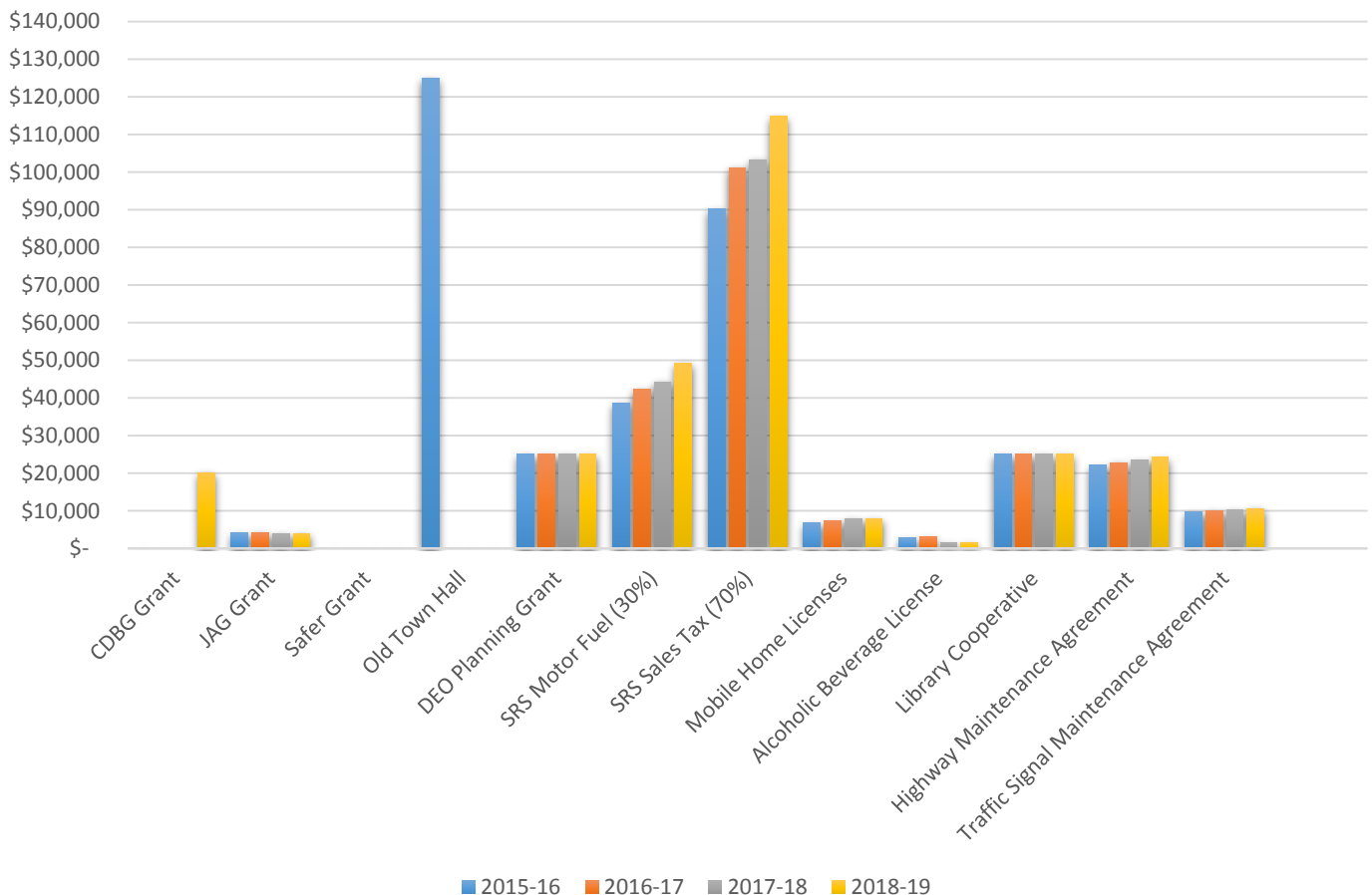


# INTERGOVERNMENTAL REVENUES

(GENERAL FUND)

	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
CDBG Grant	-	-	-	\$20,199
JAG – Police Grant	\$4,117	\$4,290	\$4,000	\$4,000
Safer Grant (FD)	-	-	-	-
Old Town Hall Contributions	\$125,000	-	-	-
DEO Planning Grant	\$25,000	\$25,000	\$25,000	\$25,000
SRS – Motor Fuel Tax (30%)	\$38,674	\$42,316	\$44,288	\$49,241
SRS – Sales Tax (70%)	\$90,239	\$101,165	\$103,338	\$114,895
Mobile Home Licenses	\$6,737	\$7,378	\$8,000	\$8,000
Alcoholic Beverage Licenses	\$2,875	\$3,113	\$1,500	\$1,500
Library Cooperative	\$25,000	\$25,000	\$25,000	\$25,000
Highway Maintenance Agreement	\$22,133	\$22,797	\$23,481	\$24,185
Traffic Signal Maintenance	\$9,728	\$10,019	\$10,269	\$10,583
<b>TOTAL</b>	<b>\$349,503</b>	<b>\$241,078</b>	<b>\$244,876</b>	<b>\$282,603</b>

## INTERGOVERNMENTAL REVUENES

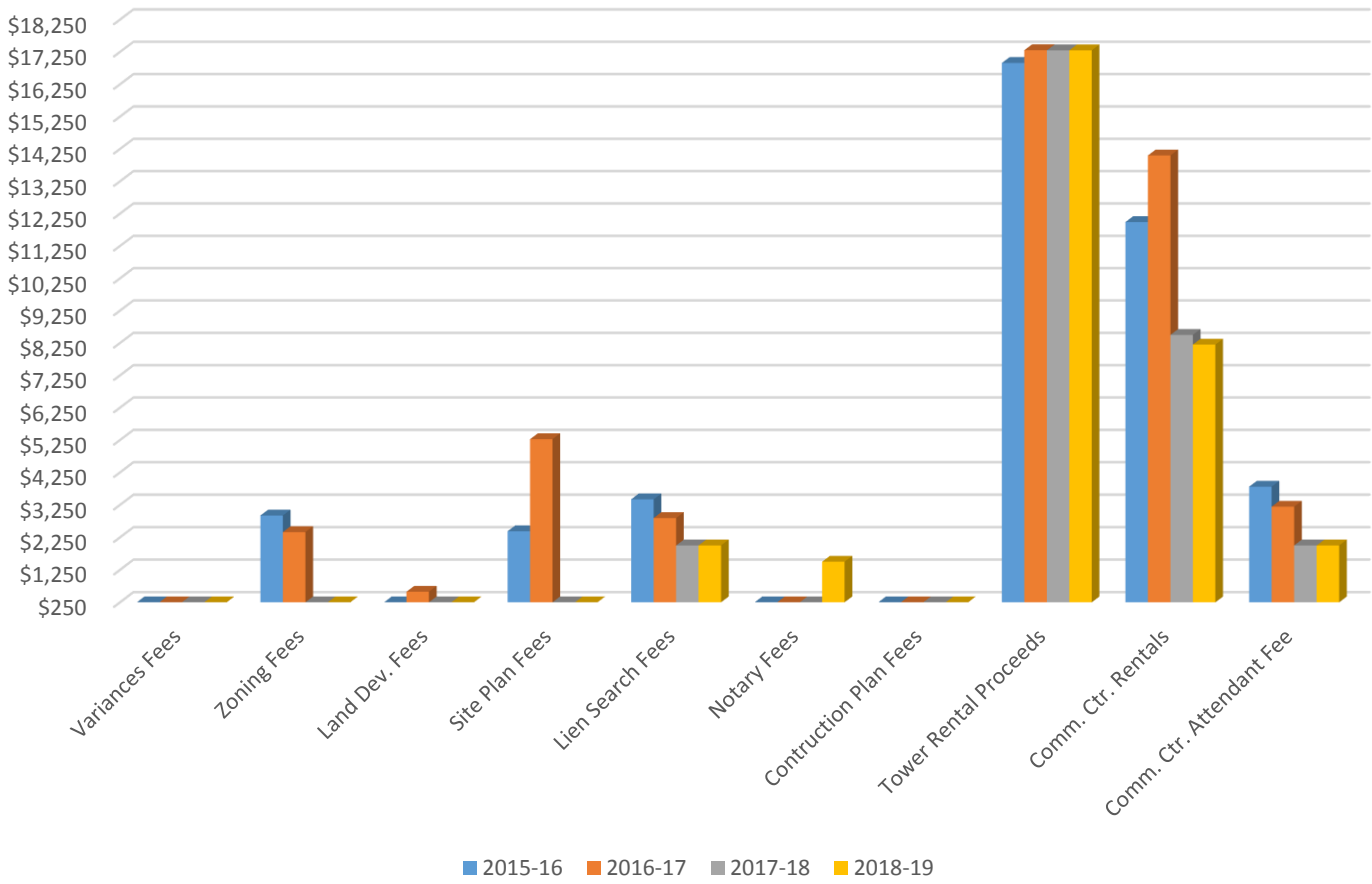


# SERVICE CHARGE REVENUES

(GENERAL FUND)

	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
Variances Fees	-	-	-	-
Zoning Fees	\$2,923	\$2,412	-	-
Land Development Fees	-	\$576	-	-
Site Plan Review Fee	\$2,437	\$5,277	-	-
Lien Search Fee	\$3,420	\$2,845	\$2,000	\$2,000
Notary Fee	-	-	-	\$1,500
Tower Rental Proceeds	\$16,910	\$17,303	\$17,300	\$17,300
Community Center Rental Proceeds	\$11,990	\$14,049	\$8,500	\$8,200
Community Center Attendant Fee	\$3,810	\$3,194	\$2,000	\$2,000
<b>TOTAL</b>	<b>\$41,490.00</b>	<b>\$45,656.00</b>	<b>\$29,800.00</b>	<b>\$31,000.00</b>

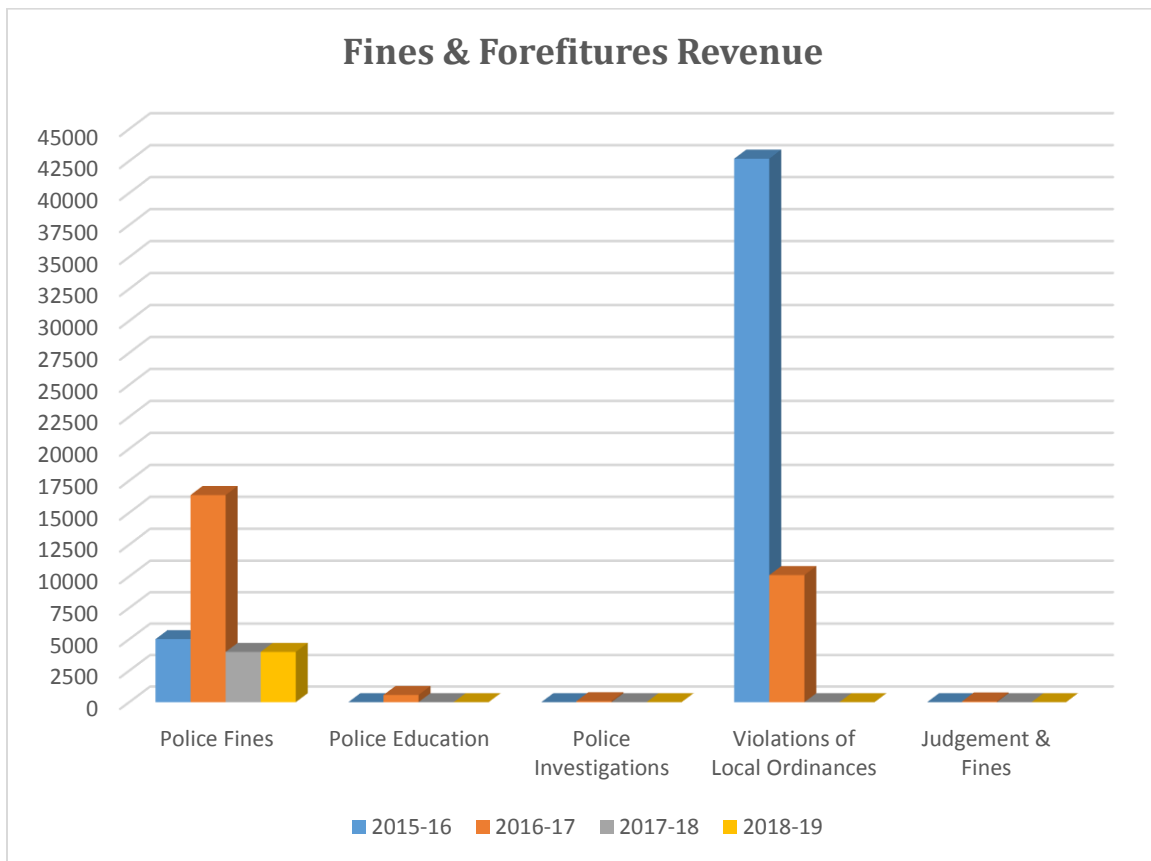
Service Charge Revenues



# FINES AND FORFEITURES REVENUES

(GENERAL FUND)

	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
<b>Police Fines</b>	\$5,016	\$16,379	\$4,000	\$4,000
<b>Police Education</b>	-	\$575	-	-
<b>Police Investigations</b>	-	\$80	-	-
<b>Violations of Local Ordinance</b>	\$42,690	\$10,111	-	-
<b>Judgement &amp; Fines</b>	-	\$60	-	-
<b>TOTAL</b>	<b>\$47,706</b>	<b>\$27,205</b>	<b>\$4,000</b>	<b>\$4,000</b>

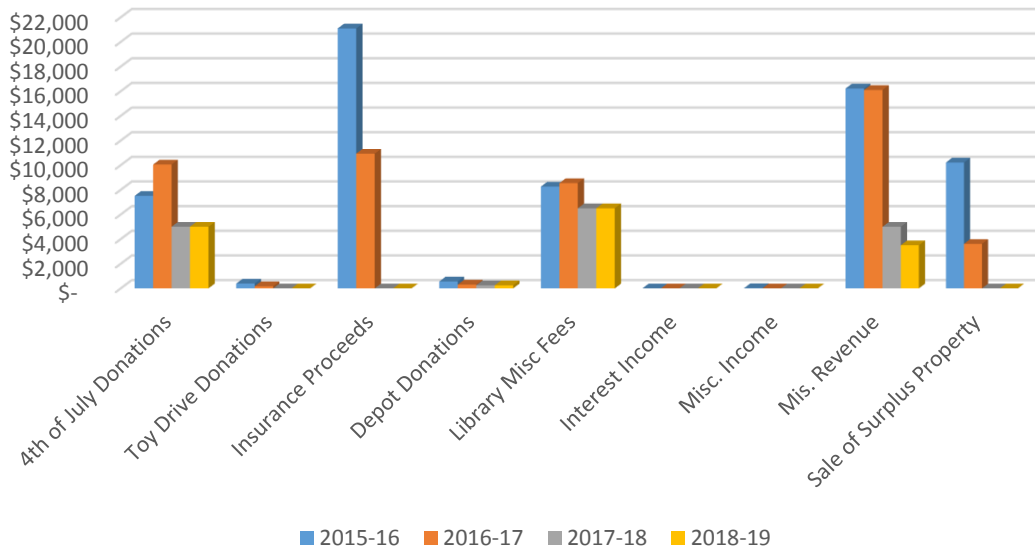


# MISCELLANEOUS REVENUES

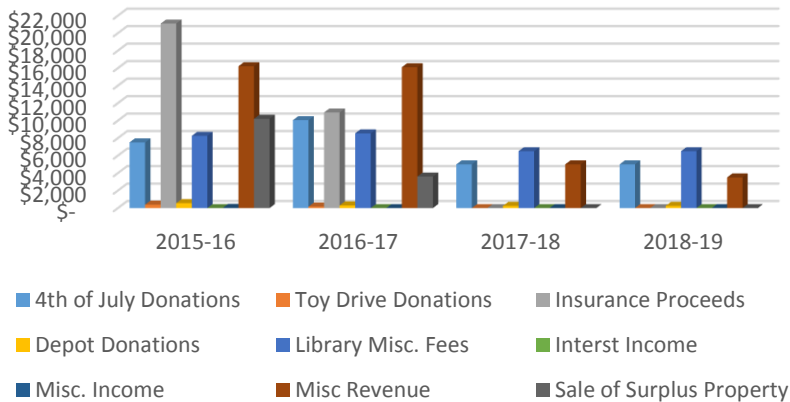
(GENERAL FUND)

	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
4 <sup>th</sup> of July Donations	\$7,505	\$10,050	\$5,000	\$5,000
Toy Drive Donations	\$390	\$170	-	-
Insurance Proceeds	\$21,093	\$10,934	-	-
Depot Donations	\$564	\$307	\$250	\$250
Library Misc Fees	\$8,257	\$8,540	\$6,500	\$6,500
Interest Income	\$1	-	-	-
Misc. Income	\$20	-	-	-
Misc. Revenue	\$16,214	\$16,099	\$5,000	\$3,500
Sale of Surplus Property	\$10,211	\$3,608	-	-
<b>TOTAL</b>	<b>\$64,255</b>	<b>\$49,708</b>	<b>\$16,750</b>	<b>\$15,250</b>

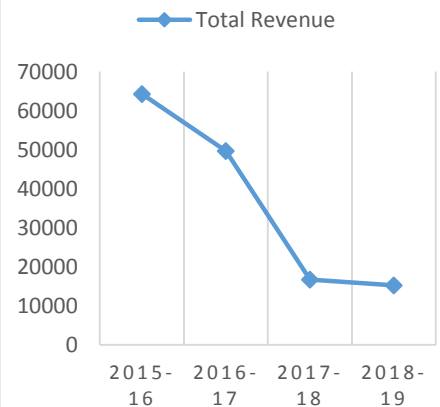
Misc. Revenues Collected by CATEGORY



Misc. Revenues Collected by YEAR



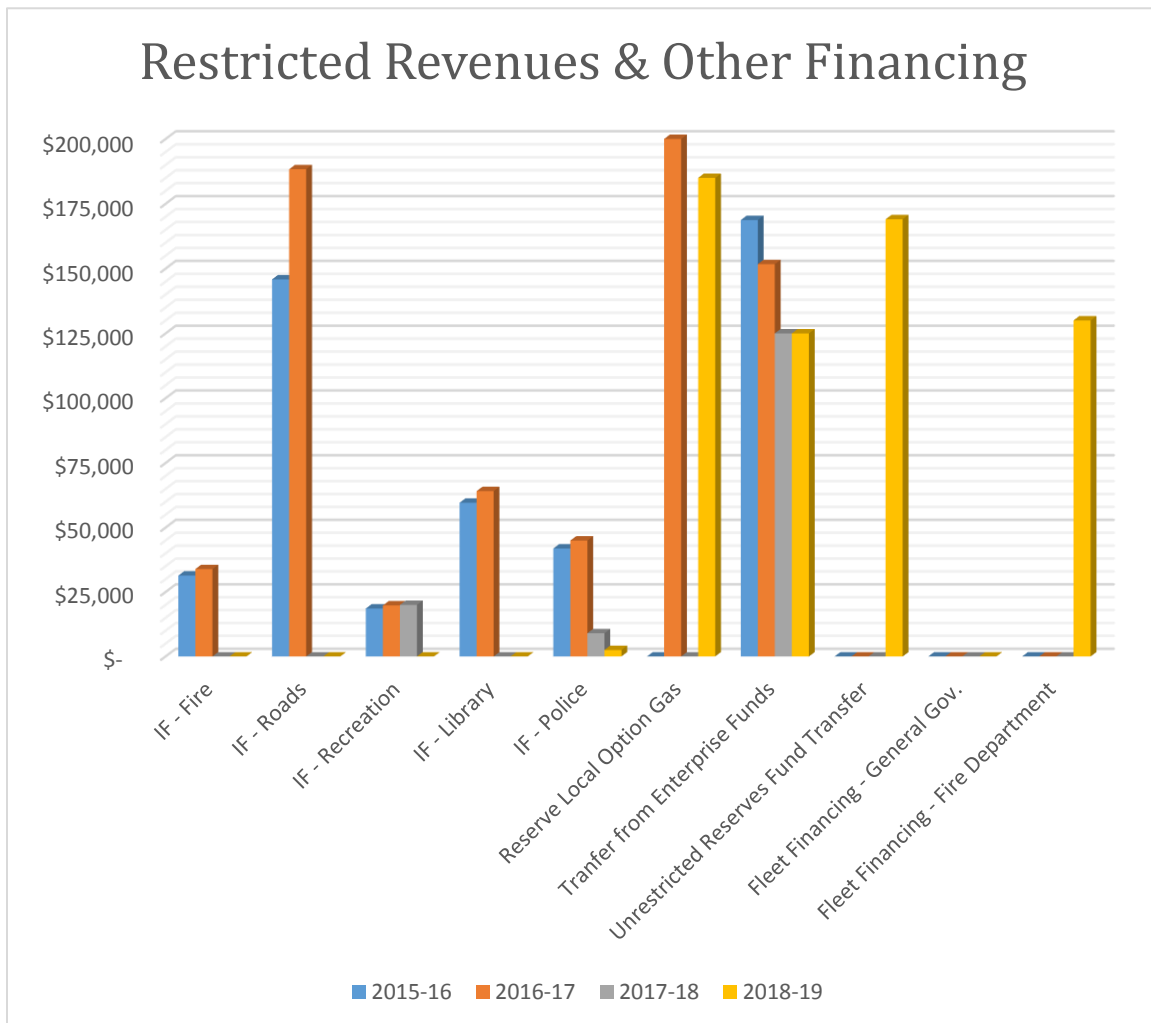
TOTAL REVENUE



# RESTRICTED REVENUES AND OTHER FINANCING

(GENERAL FUND)

	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
Impact Fees – Fire Department	\$31,386	\$33,888	-	-
Impact Fees – Roads	\$145,848	\$188,339	-	-
Impact Fees – Recreation	\$18,600	\$19,800	\$20,000	-
Impact Fees – Library	\$59,612	\$64,148	-	-
Impact Fees – Police Services	\$41,882	\$44,954	\$9,000	\$2,500
Reserve Local Option Gas Tax	-	\$200,000	-	\$185,000
Transfer from Enterprise Fund	\$168,731	\$151,709	\$125,000	\$125,000
Unrestricted Reserves Transfer IN	-	-	-	\$169,050 <sup>9</sup>
Fleet Financing – Operations	-	-	-	-
Fleet Financing – Fire Department	-	-	-	\$130,000
<b>TOTAL</b>	<b>\$466,059</b>	<b>\$702,838</b>	<b>\$154,000</b>	<b>\$611,550</b>



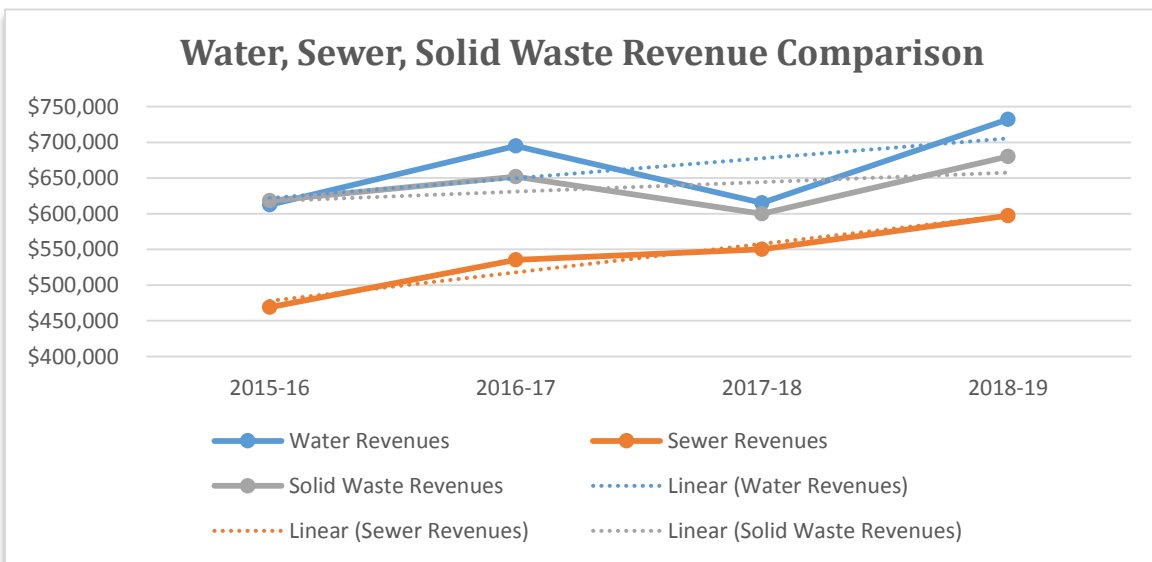
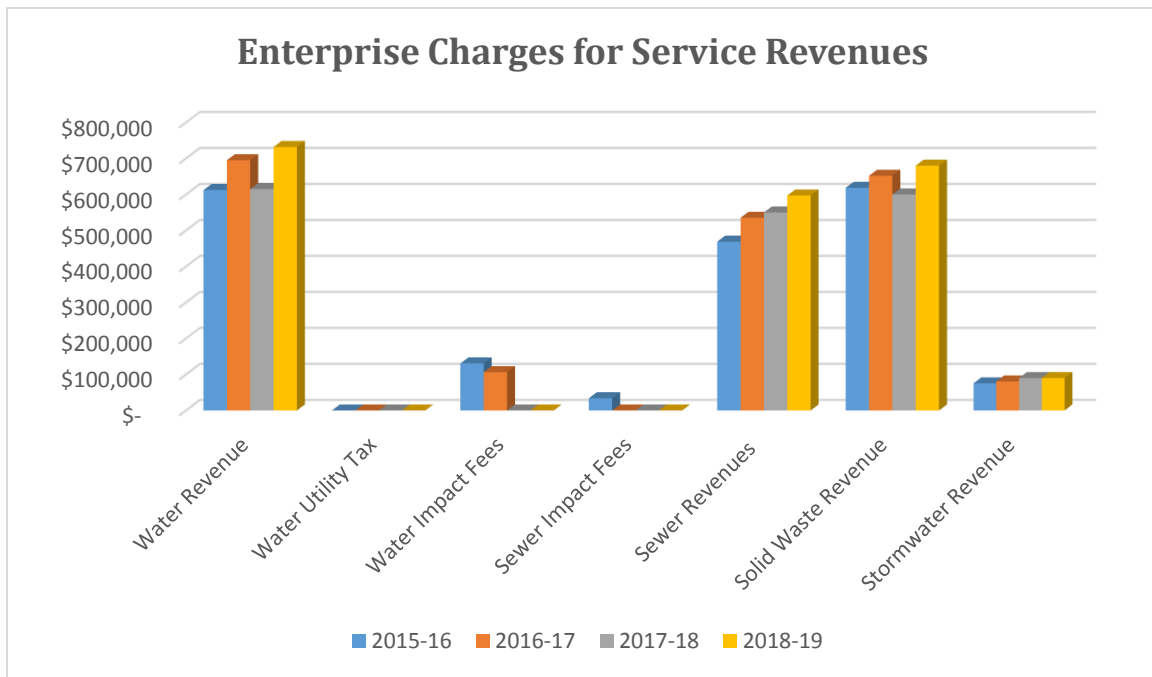
<sup>9</sup> 2018-2019 expenses exceed expected revenues which makes a transfer from unrestricted fund balance necessary, without a tax increase, in order to comply with state statute which requires a balanced budget.



# CHARGES FOR SERVICE

(ENTERPRISE FUND)

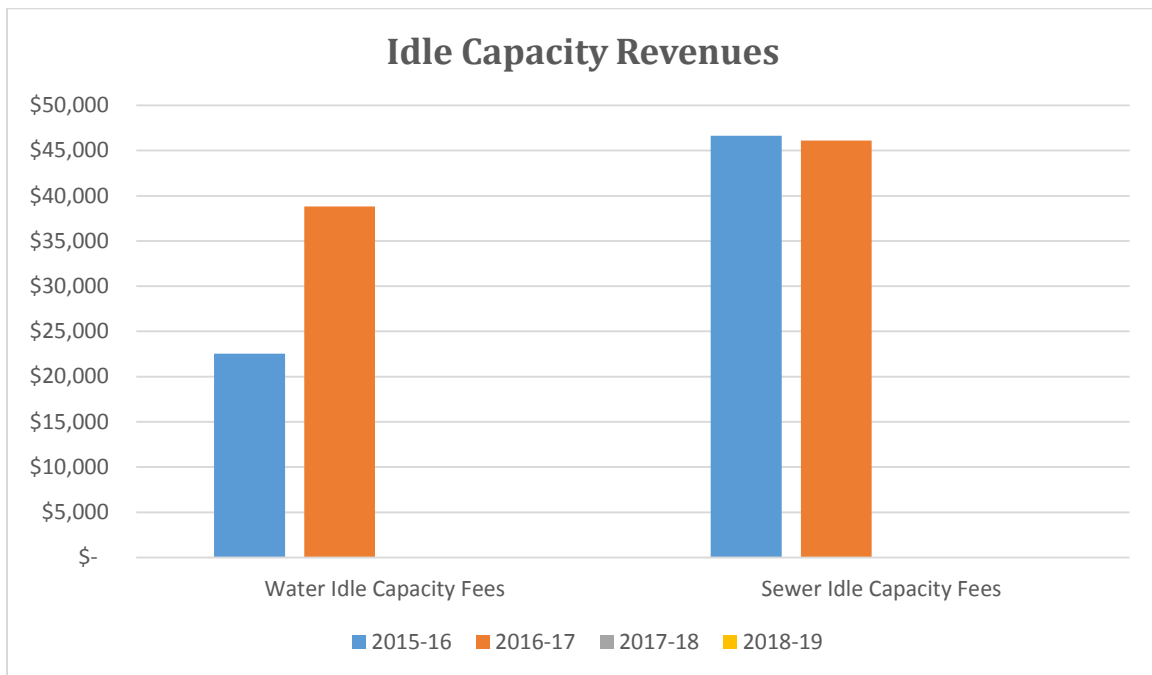
	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
Water Revenue	\$612,382	\$695,050	\$615,000	\$732,000
Water Utility Tax	-	-	-	-
Water Impact Fees	\$130,644	\$106,368	-	-
Sewer Impact Fees	\$33,836	-	-	-
Sewer Revenues	\$468,844	\$535,220	\$550,000	\$597,000
Solid Waste Revenue	\$618,329	\$651,907	\$600,000	\$680,000
Stormwater Revenue	\$75,289	\$80,641	\$90,000	\$90,000
<b>TOTAL</b>	<b>\$1,939,324</b>	<b>\$2,069,186</b>	<b>\$1,855,000</b>	<b>\$2,099,000</b>



# IDLE CAPACITY REVENUES

(ENTERPRISE FUND)

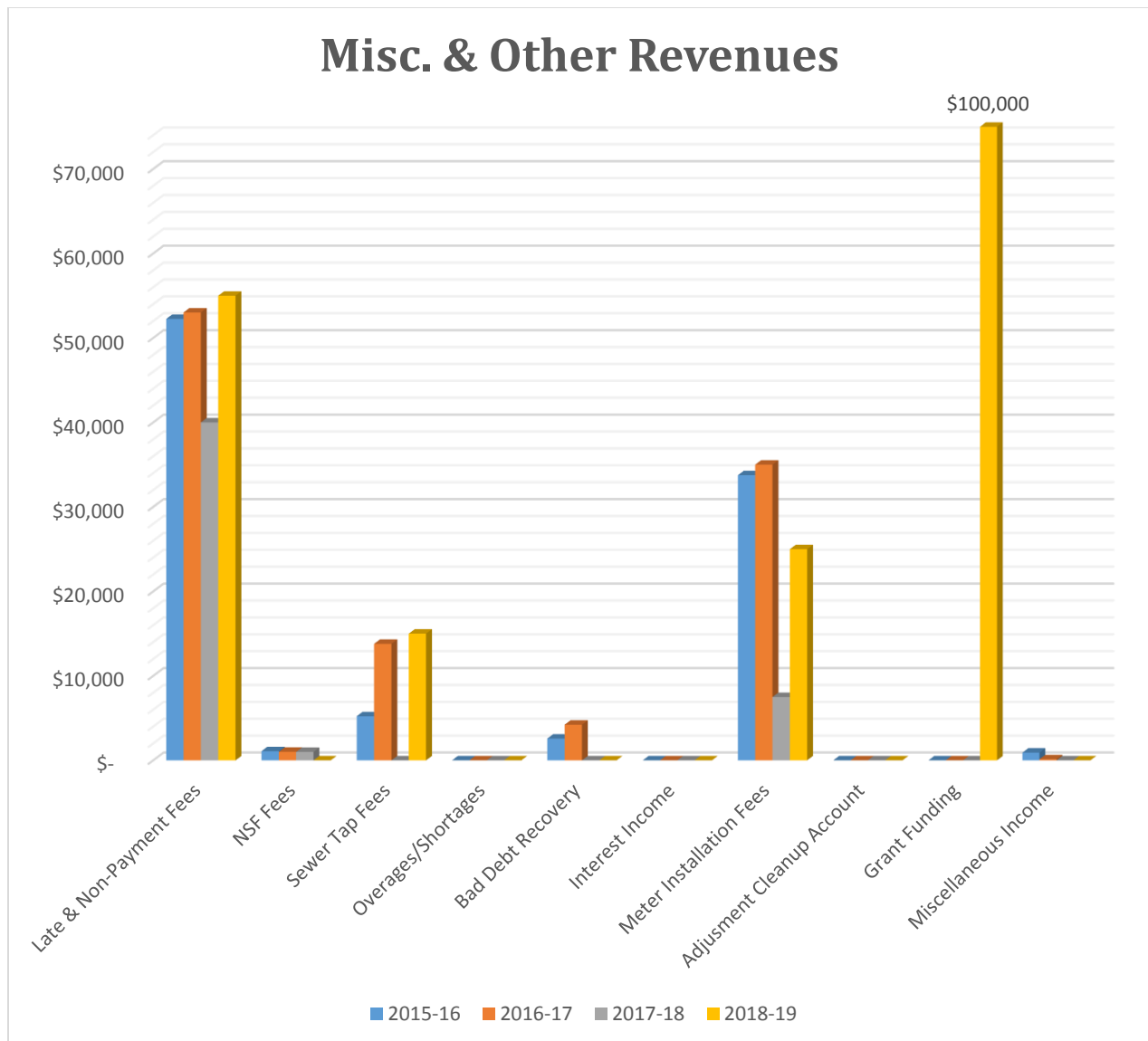
	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
Water Idle Capacity Fees	\$22,551	\$38,808	-	-
Sewer Idle Capacity Fees	\$46,635	\$46,121	-	-
<b>TOTAL</b>	<b>\$69,186</b>	<b>\$84,929</b>	<b>\$0</b>	<b>\$0</b>



# MISCELLANEOUS AND OTHER REVENUES

(ENTERPRISE FUND)

	2015-2016 Actual	2016-2017 Actual	2017-2018 Budgeted	2018-2019 Projected
Late and Non-Payment Fees	\$52,250	\$53,015	\$40,000	\$55,000
NSF Fees	\$1,085	\$1,015	\$1,000	-
Sewer Tap Fees	\$5,222	\$13,790	-	\$15,000
Overages/Shortages	\$4	\$1	-	-
Bad Debt Recovery	\$2,574	\$4,219	-	-
Interest Income	-	-	-	-
Meter Installation Fees	\$33,752	\$35,004	\$7,500	\$25,000
Adjustment Cleanup Account	(\$7,894)	-	-	-
Grant Funding	-	-	-	\$100,000
Miscellaneous Income	\$921	\$130	-	-
<b>TOTAL</b>	<b>\$87,914</b>	<b>\$107,174</b>	<b>\$48,500</b>	<b>\$195,000</b>



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## **DIVISIONAL BUDGETS**

- **Administration & Financial Services**
- **Building & Business Services**
- **Community Standards & Enforcement**
- **Education & Culture**
- **IT Services**
- **Public Safety**
- **Public Works**
- **Town Commission**
- **Town Management**
- **Utilities**

## **OTHER:**

- **Non-Departmental Expenses**
- **Debt Service**



# DIVISION OF ADMINISTRATION & FINANCIAL SERVICES

## 2018-2019 Divisional Summary *General Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Division Tax Levy Needed</b>
Administration & Financial Services	-	\$144,345.00	-	\$144,345.00
<b>Total</b>	-	\$144,345.00	-	\$144,345.00



## **Administration & Finance**

John Wasmund – Director  
(863) 438-8330

### **MISSION**

The Purpose of the Dundee Department of Administration & Finance is to provide centralized financial and budgetary management, accounting, purchasing and risk management services to all Town departments. The department also assists the Town Manager in analyzing and formulating recommendations regarding public policy, budget development and administrative matters.

### **PROGRAM DESCRIPTION**

The Administration & Finance Department is responsible for centralized financial, budgetary management, purchasing and risk management functions. The department provides centralized financial management and accounting services consistent with federal and state laws and Governmental Accounting Standards Boards pronouncements.

As part of the budgetary management function, the department is responsible for preparation of the annual budget, capital improvements bonding plan, administrative policies and various special purpose analyses and reports. As part of the financial management function, necessary financial information is provided to the Town Manager, departments, and Commission to aid in policy making. Accounting activities include preparation of financial reports and audits, maintenance of the accounting books (general ledger, accounts payable, etc), indirect cost allocation and bonding.

Purchasing provides centralized purchasing capabilities for all department as well as facilitates the processes to ensure contracts are awarded to the vendor or firm that will provide the best value for the taxpayer's dollar.

In addition, the department is responsible for centralized risk management to reduce, minimize or eliminate the Town's exposure to loss through the implementation and administration of comprehensive property and casualty insurance and loss control programs.

## 2018/19 – DEPARTMENT GOALS & BUDGETARY INITIATIVES

- *Implementation of Laser Fiche Digital Filing System*
- *Utility Billing System Software*
- *Policy Review –*  
*Review current policies and procedures to ensure adequate controls are in place*
- *Complete Internal Audits of Department Financial Systems and Processes*

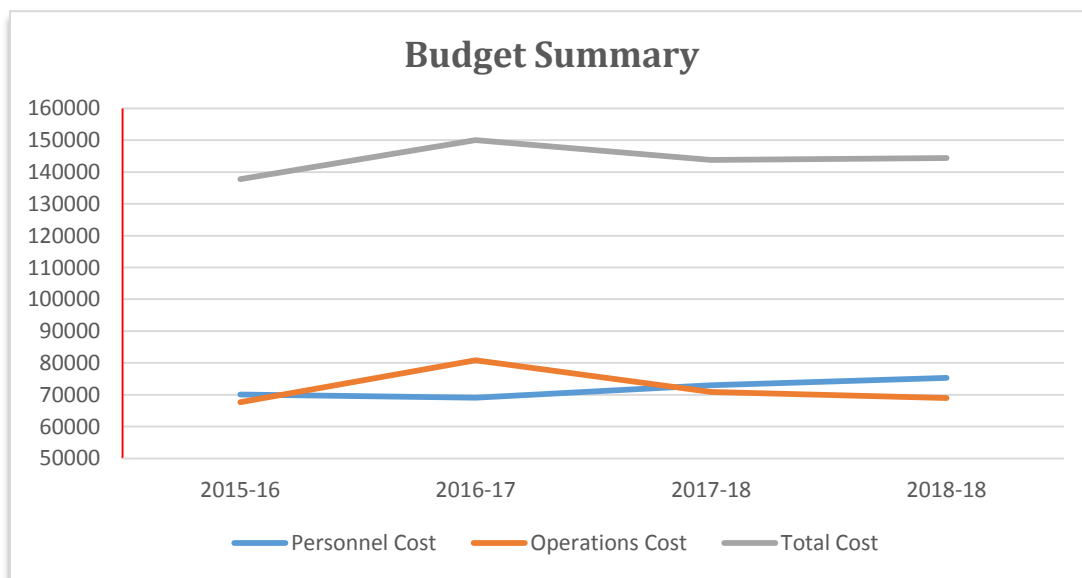
## 2017/18 – DEPARTMENT ACHIEVEMENTS

- *Dundee Finance & Administration was recognized in 2017/18 with a “Certificate of Achievement for Excellence in Financial Reporting”*
- *Received a clean audit for 2017/2018*
- *Converted Water Bills from Postcard to Statement letter form*

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change 2017/18	% Change 2017/18
Intergov. Revenue	-	-	-	-	-	-
Other Revenue Sources	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Personnel Costs*	\$70,117	\$69,107	\$72,970	\$75,307	\$2,337	+3.2%
Operating Expenses	\$67,650	\$80,891	\$70,850	\$69,038	(\$1,812)	- 2.5%
Total Expenses	\$137,767	\$149,998	\$143,820	\$144,345	\$525	+ .7%
<b>Tax Levy Offset</b>	<b>\$137,767</b>	<b>\$149,998</b>	<b>\$143,820</b>	<b>\$144,345</b>	<b>\$525</b>	<b>+ .7%</b>
Net Total Activity	\$0.00	\$0.00	\$0.00	\$0.00	-	-

\* Two (2) of the three employees in Finance and Administration are not pay-rolled through the General Fund, but are paid from the Enterprise fund as the majority of their daily duties revolve around utility issues.





## **CONTRACTED & PROFESSIONAL SERVICES**

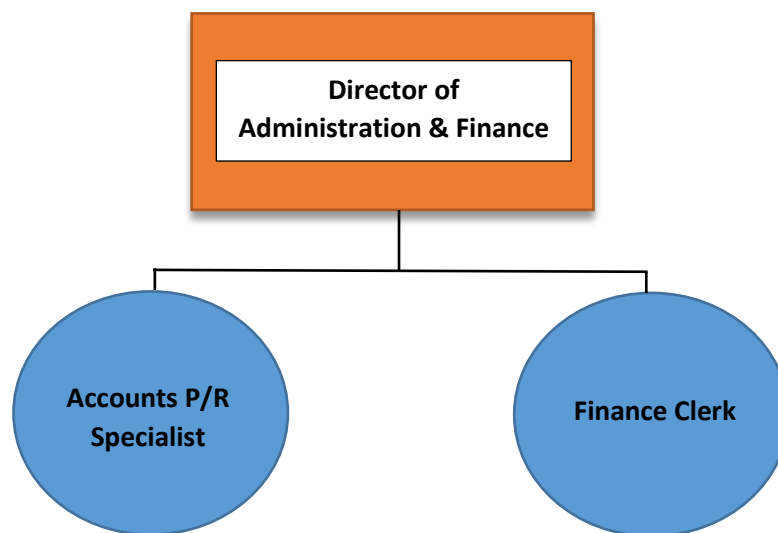
<b>Services Provided</b>	<b>2018/19 Approximate Annual Cost</b>
Brynjulfson CPA	\$36,000
Nunes & Associates CPA	\$1,200
Foster & Fosters CPA	\$2,600
ADP Payroll Services	\$6,000

## **STAFFING SUMMARY\***

<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
Director of Administration & Finance	1.0	26.71	2080	\$55,567
Accounts Payable/Receivable Specialist	1.0	13.65	2080	\$28,392
Finance Clerk	1.0	13.65	2080	\$28,392

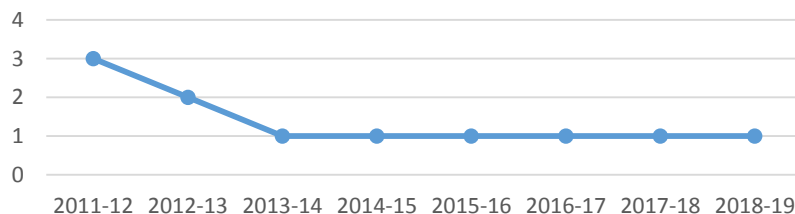
\* Two (2) of the three employees in Finance and Administration are not pay-rolled through the General Fund, but are paid from the Enterprise fund as the majority of their daily duties revolve around utility issues. The salaries are not reflected in the total expenses for the Administration budget, but are reflected here for transparency purposes.

## **DEPARTMENT TABLE OF ORGANIZATION**



## **FULL TIME EQUIVALENT ADMINISTRATION & FINANCE EMPLOYEES**

	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
<i>Administration &amp; Finance</i>	3.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0



### 3 YEAR ANNUAL BUDGET COMPARISON

#### FINANCE AND ADMINISTRATION

Acct. #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY 18 10 Mnth Exp	Proposed 2019
513-120	Salaries & Wages	\$ 50,886	\$ 50,886	\$ 52,921	\$ 43,044	\$ 55,567
513-210	Payroll Taxes	\$ 4,085	\$ 3,889	\$ 4,048	\$ 3,136	\$ 4,251
513-220	Retirement Contributions	\$ 2,669	\$ 2,542	\$ 2,626	\$ 2,153	\$ 2,778
513-230	Life & Health Insurance	\$ 11,827	\$ 11,307	\$ 12,774	\$ 9,461	\$ 12,110
513-240	Workers Comp	\$ 650	\$ 546	\$ 601	\$ 408	\$ 601
513-310	Professional Services	\$ 325	\$ 546	\$ 550	\$ 463	\$ 550
513-311	IT Support	\$ 5,000	\$ 17,000	\$ 11,000	\$ 8,197	\$ 6,000
513-320	Accounting & Auditing	\$ 40,000	\$ 40,000	\$ 40,000	\$ 27,736	\$ 42,500
513-400	Travel & Training	\$ 250	\$ 250	\$ 500	\$ 558	\$ 2,000
513-410	Comm Svcs-Phones Land Lines	\$ -	\$ 50	\$ 100	\$ 64	
513-411	Comm Svcs-Cell Phones	\$ 150	\$ -	\$ -	\$ -	
513-412	Comm Svcs-Email	\$ 150	\$ 150	\$ 150	\$ 34	
513-414	Comm Svcs-Alarm Monitoring	\$ 150	\$ 50	\$ 125	\$ 71	
513-415	Web Site	\$ 475	\$ 400	\$ 400	\$ 186	
513-416	Software Annual Maintenance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,860	
513-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
513-425	Postage	\$ 100	\$ 100	\$ 250	\$ 81	\$ 250
513-430	Utility Charges	\$ -	\$ -	\$ -	\$ -	\$ -
513-431	Bank Service Charges	\$ 8,000	\$ 9,000	\$ 4,500	\$ 11,264	\$ 4,500
513-440	Rent/Leases/Mortgages	\$ 50	\$ 19	\$ -	\$ 8	\$ -
513-450	Property & Liability Insurance	\$ 2,100	\$ 2,363	\$ 2,225	\$ 2,070	\$ 2,225
513-460	Repairs & Maintenance	\$ 1,000	\$ 1,000	\$ 1,000	\$ 798	\$ 1,000
513-465	Vehicle Chargeback (1)	\$ -	\$ -	\$ -	\$ -	\$ -
513-470	Copies & Printing	\$ 1,000	\$ 1,000	\$ 1,000	\$ 723	
513-490	Other Current Charges	\$ 2,000	\$ 2,000	\$ 2,000	\$ 702	\$ 2,000
513-510	Office Supplies	\$ 750	\$ 750	\$ 750	\$ 656	\$ 750
513-520	Operating Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 908	\$ 1,000
513-540	Dues & Subscriptions	\$ 150	\$ 150	\$ 300	\$ 290	\$ 300
513-640	Machinery & Equipment	\$ -	\$ -	\$ -	\$ 1,250	\$ -
	<b>Total Dept 513</b>	\$ 137,767	\$ 149,998	\$ 143,820	\$ 118,119	\$ 144,345

**ADMINISTRATION & FINANCE 3 YEAR ACTUALS**  
**2018-2019 BUDGET**

<b>Account Description</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2019</b>
<b>DEPT 513</b>	<b>Actual*</b>	<b>Actual*</b>	<b>Projected<sup>10</sup></b>	<b>Proposed</b>
<b>REVENUES</b>				
General Property Taxes	\$137,767	\$149,998	\$143,820	\$144,345
Intergovernmental Charges	-	-	-	-
Miscellaneous	-	-	-	-
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$137,767</b>	<b>\$149,998</b>	<b>\$143,820</b>	<b>\$144,345</b>
<b>EXPENSES</b>				
Salaries & Wages	\$51,330	\$51,179	\$51,653	\$55,567
Payroll Taxes	\$3,762	\$4,077	\$3,763	\$4,251
Retirement Contributions	\$2,607	\$2,544	\$2,584	\$2,778
Life & Health Insurance	\$9,001	\$9,696	\$11,353	\$12,110
Workers Comp	\$332	\$374	\$490	\$601
Professional Services	\$337	\$365	\$556	\$550
IT Support	\$3,795	\$16,040	\$9,836	\$6,000
IT Services	-	-	-	\$5,963
Accounting & Auditing	\$35,629	\$37,801	\$33,283	\$42,500
Travel & Training	\$479	\$1,882	\$670	\$2,000
Comm Serv – Phone Land Lines	\$68	\$61	\$76	-
Comm Serv – Cell Phones	(\$6)	\$0	-	-
Comm Serv – Email	\$160	\$70	\$41	-
Comm Serv – Alarm Monitoring	\$46	\$100	\$85	-
Cable/Internet Service	\$313	\$226	\$223	-
Software Annual Maintenance	\$3,959	\$3,860	\$4,631	-
Postage	\$153	\$282	\$97	\$250
Bank Service Charges	\$11,242	\$15,571	\$13,516	\$4,500
Rent/Leases/Mortgages	\$19	\$18	\$10	-
Property & Liability Insurance	\$2,065	\$1,995	\$2,484	\$2,225
Repairs & Maintenance	\$1,115	\$25	\$957	\$1,000
Copies & Printing	\$1,057	\$874	\$868	-
Other Current Charges	\$449	\$374	\$843	\$2,000
Office Supplies	\$444	\$492	\$787	\$750
Operating Supplies	\$911	\$502	\$1,089	\$1,000
Dues & Subscriptions	\$40	\$195	\$348	\$300
Machinery & Equipment	\$0	\$0	\$1500	-
<b>EXPENSES TOTAL</b>	<b>\$129,307</b>	<b>\$148,603</b>	<b>\$141,743</b>	<b>\$144,345</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$137,767</b>	<b>\$149,998</b>	<b>\$143,820</b>	<b>\$144,345</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$129,307</b>	<b>\$148,603</b>	<b>\$141,743</b>	<b>\$144,345</b>
<b>NET GRAND TOTALS</b>	<b>\$8,460</b>	<b>\$1,395</b>	<b>\$2,077</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>10</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

# **DIVISION OF BUILDING & BUSINESS SERVICES**

## **2018-2019 Divisional Summary** *General Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Division Tax Levy Needed</b>
Building Department	\$250,000	\$273,340	-	\$16,660
Planning Department	\$25,000	\$85,963	-	\$60,963
<b>Total</b>	\$275,000	\$359,303	-	\$84,303



## Building Department

Donna Looper – Administrative Coordinator  
(863) 438-8335

### MISSION

The Purpose of the Dundee Department of Building Department is to promote life safety, health and welfare of the Town's residents and visitors by ensuring that construction projects comply with the minimum intent of the codes, and the use of all buildings and structures provide for safety within the Town of Dundee.

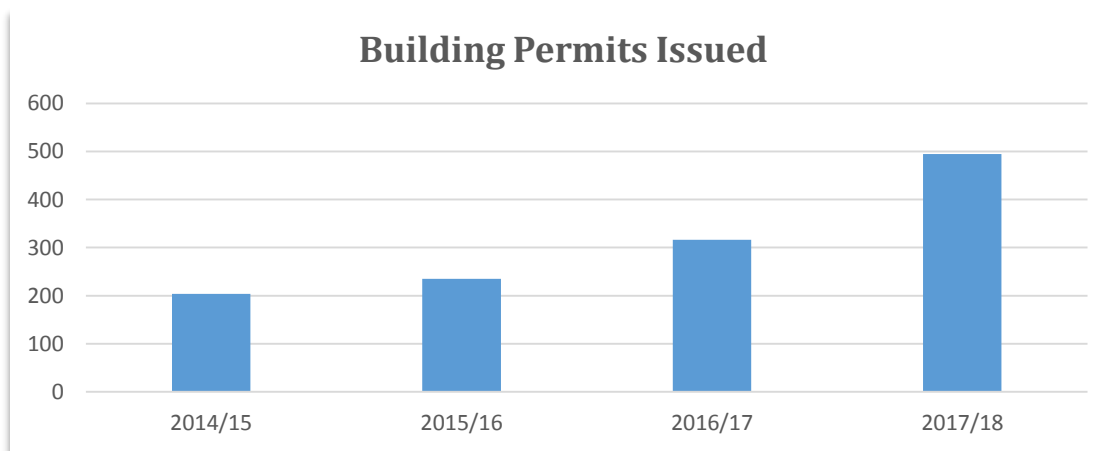
### PROGRAM DESCRIPTION

The Building Division provides on-site inspections of all residential buildings constructed in the Town, issues all building permits, utilizes the Polk County Accela program to maintain and upgrade the database for building permits, and collects impact fees at the time of permit issuance.

Building Department staff are responsible for the administration and enforcement of the Florida Building Code and the National Electrical Code. We will provide polite, prompt, and professional service for our community. We will demonstrate honesty, integrity and fairness in all aspects of our responsibilities. We will constantly strive for excellence in our ethical conduct while performing plan review, field inspections, and permitting for all residential, commercial and industrial construction within Dundee.

Dundee currently contracts with Polk County for all building services.

Performance Measures	2014/15	2015/16	2016/17	2017/18 YTD
Permits Issued	204	235	316	495



## 2018/19 – DEPARTMENT GOALS & FUNDING INITIATIVES

- *None Reported*

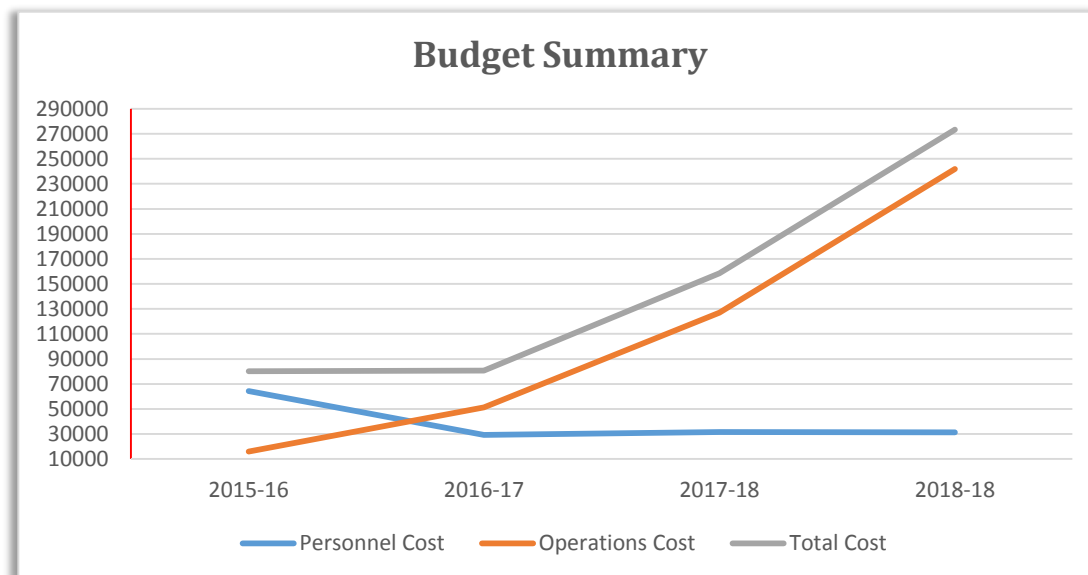
## 2017/18 – DEPARTMENT ACHIEVEMENTS

- *None Reported*

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change Prv. Bud.	% Change Prv. Bud.
Intergov. Revenue	-	-	-	-	-	-
License and Permit Fees	\$175,223	\$165,000	\$165,000	\$250,000	\$85,000	+51.5%
Total Revenues	\$175,223	\$165,000	\$165,000	\$250,000	\$85,000	+ 51.5%
Personnel Costs*	\$64,304	\$29,335	\$31,597	\$31,380	(\$217)	-.7%
Operating Expenses	\$15,885	\$51,275	\$126,882	\$241,960	\$115,078	+ 90.1%
Total Expenses	\$80,189	\$80,610	\$158,479	\$273,340	\$114,861	+ 72.5%
Tax Levy Offset	(\$95,034)	(\$84,390)	(\$6,521)	\$23,340	\$23,340	+ 100%
Net Total Activity	-	-	-	-	-	-

\* Building Official salary is part of contracted services and not considered part of personnel costs.



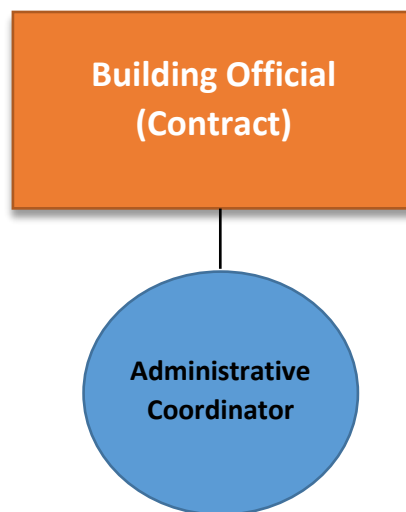
## **CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>2018/19 Approximate Annual Cost</b>
Polk County Building Services	\$226,000

## **STAFFING SUMMARY\***

<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
Administrative Coordinator	.75	10.92	1560	\$17,035

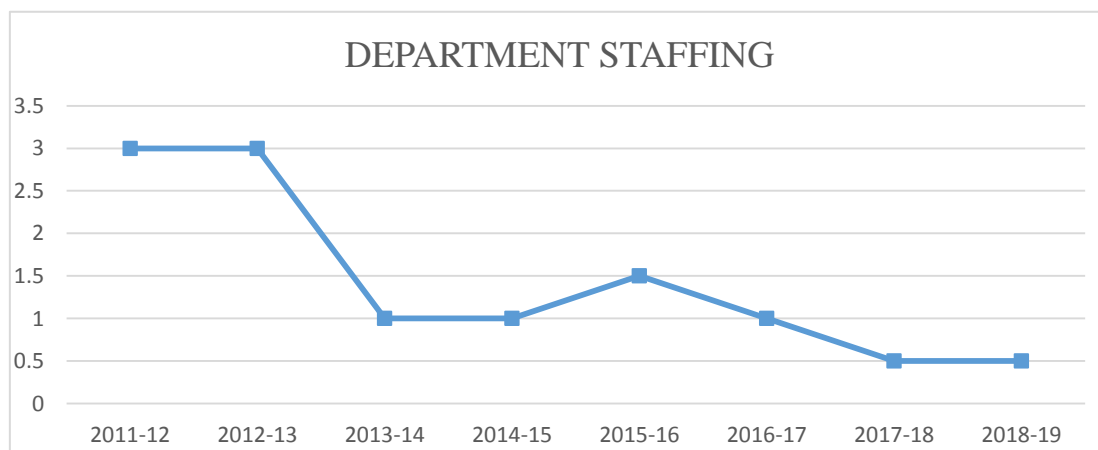
## **DEPARTMENT TABLE OF ORGANIZATION**



## **FULL TIME EQUIVALENT BUILDING DEPARTMENT EMPLOYEES**

*Administration  
& Finance*

<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
3.0	3.0	1.0	1.0	1.5	1.0	0.5	0.5





### 3 YEAR ANNUAL BUDGET COMPARISON

#### BUILDING DEPARTMENT

Acct. #	Description	Actual 2016	Budgeted 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
524-120	Salaries & Wages	\$ 45,420	\$ 15,600	\$ 16,224	\$ 13,391	\$ 17,035
524-210	Payroll Taxes	\$ 3,476	\$ 1,193	\$ 1,241	\$ 1,024	\$ 1,303
524-220	Retirement Contributions	\$ 2,386	\$ -	\$ -	\$ -	\$ -
524-230	Life & Health Insurance	\$ 11,712	\$ 11,268	\$ 12,730	\$ 9,283	\$ 11,640
524-240	Workers Comp	\$ 1,310	\$ 1,274	\$ 1,402	\$ 958	\$ 1,402
524-310	Professional Services	\$ 360	\$ 360	\$ 360	\$ 307	\$ 600
524-340	Contract Labor	\$ 7,500	\$ 40,000	\$ 115,000	\$ 140,976	\$ 226,000
524-341	Building Plan Review	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
524-400	Travel & Training	\$ -	\$ -	\$ -	\$ -	\$ -
524-410	Comm Svcs-Phones Land Lines	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,250	
524-411	Comm Svcs - Cell Phones	\$ -	\$ -	\$ -	\$ 11	
524-412	Comm Svcs-Email	\$ -	\$ 125	\$ 125	\$ 164	
524-414	Comm Svcs-Alarm Monitoring	\$ -	\$ 50	\$ 125	\$ 71	
524-415	Website	\$ 275	\$ 400	\$ 400	\$ 186	
524-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
524-425	Postage	\$ 50	\$ 50	\$ 50	\$ 38	\$ 50
524-440	Rent/Leases/Mortgages	\$ -	\$ -	\$ -	\$ 16	\$ -
524-450	Property & Liability Insurance	\$ 1,850	\$ 2,040	\$ 1,922	\$ 1,788	\$ 1,922
524-460	Repairs & Maintenance	\$ 250	\$ 250	\$ 250	\$ 454	\$ 250
524-461	Repairs & Maintenance-Vehicles	\$ 1,000	\$ 1,000	\$ 1,250	\$ 1,245	\$ 1,250
524-465	Vehicle Chargeback (1)	\$ -	\$ -	\$ -	\$ -	\$ -
524-470	Copies & Printing	\$ 1,100	\$ 1,100	\$ 1,500	\$ 1,722	
524-490	Other Current Charges	\$ 500	\$ 500	\$ 500	\$ 422	\$ 750
524-510	Office Supplies	\$ 600	\$ 600	\$ 600	\$ 3,526	\$ 725
524-520	Operating Supplies	\$ 500	\$ 500	\$ 500	\$ 266	\$ 1,500
524-525	Transportation	\$ 450	\$ 450	\$ 450	\$ 196	\$ 450
524-540	Dues & Subscriptions	\$ 100	\$ -		\$ 103	\$ -
	<b>Total Dept 524</b>	\$ 80,189	\$ 80,610	\$ 158,479	\$ 177,395	\$ 273,340



**BUILDING DEPARTMENT 3 YEAR ACTUALS  
2018-2019 BUDGET**

<b>Account Description DEPT. 524</b>	<b>2015-2016 Actual*</b>	<b>2016-2017 Actual*</b>	<b>2017-2018 Projected<sup>11</sup></b>	<b>2019 Proposed</b>
<b>REVENUES</b>				
General Property Taxes	(\$95,034)	(\$84,390)	(\$6,521)	\$23,340
Licenses & Permits	\$282,826	\$343,339	\$165,000	\$250,000
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$187,792</b>	<b>\$258,949</b>	<b>\$158,479</b>	<b>\$273,340</b>
<b>EXPENSES</b>				
Salaries & Wages	\$44,458.59	\$15,113.18	\$16,069	\$17,035
Payroll Taxes	\$3,401.10	\$1,204.39	\$1,229	\$1,303
Retirement Contributions	\$1,557	\$0	\$0	-
Life & Health Insurance	\$5,994.11	\$9,679.87	\$11,140	\$11,640
Workers Comp	\$774.06	\$878.16	\$1,149	\$1,402
Professional Services	\$359.66	\$365.23	\$368	\$600
Contract Labor	\$91,709.14	\$139,415.22	\$169,171	\$226,000
Building Plan Review	\$0.00	\$0.00	\$2,500	\$2,500
Travel & Training	\$107	\$0	\$0	-
Comm Serv – Phone Land Lines	\$1,484.53	\$1,652.25	\$1,500	-
Comm Serv – Cell Phones	\$0	\$0	\$13	-
Comm Serv – Email	\$90.31	\$122.76	\$196	-
Comm Serv – Alarm Monitoring	\$46.41	\$100.14	\$85	-
Cable/Internet Service	\$402.44	\$270.09	\$223	-
IT Services	\$0	\$0	\$0	\$5,963
Postage	\$82.83	\$48.12	\$46	\$50
Rent/Leases/Mortgages	\$38	\$0	\$19	-
Property & Liability Insurance	\$1,780.99	\$1,726.60	\$2,145	\$1,922
Repairs & Maintenance	\$29.73	\$24.75	\$544	\$250
Repairs & Maintenance - Vehicles	\$523.63	\$1,251.07	\$1,494	\$1,250
Copies & Printing	\$1,971.42	\$2,119.49	\$2,067	-
Other Current Charges	\$393.30	\$321.34	\$507	\$750
Office Supplies	\$700.34	\$853.60	\$4,231	\$725
Operating Supplies	\$1,260.55	\$376.77	\$319	\$1,500
Transportation	\$319.92	\$647.35	\$235	\$450
Dues & Subscriptions	\$0.00	\$0.00	\$124	-
<b>EXPENSES TOTAL</b>	<b>\$157,485</b>	<b>\$176,170</b>	<b>\$215,374</b>	<b>\$273,340</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$187,792</b>	<b>\$258,949</b>	<b>\$158,479</b>	<b>\$273,340</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$157,485</b>	<b>\$176,170</b>	<b>\$215,374</b>	<b>\$273,340</b>
<b>NET GRAND TOTALS</b>	<b>\$30,307</b>	<b>\$82,779</b>	<b>(\$56,895)</b>	<b>-</b>

\* Total Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>11</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known



# PLANNING DEPARTMENT

Donna Looper – Administrative Coordinator  
(863) 438-8335

## MISSION

The Purpose of the Dundee Planning Department is to provide planning, education, regulatory enforcement, and accurate and accessible land and property ownership information. In accordance with existing and future needs, the department promotes public health, welfare, safety, order, convenience, efficiency, economy and resource protection.

## PROGRAM DESCRIPTION

The Planning Department assists in guiding all current and future planning and zoning to manage growth and development in a manner that conforms to adopted policies and ordinances. The Planning Department is responsible for administering the policies, programs, and regulations that manage the development of the Dundee community. The Planning Department performs current and long range planning, reviews site and development plans, provides technical support to Town officials, including the Planning and Zoning Board, the Board of Adjustments, and the Town Commission.

The Department provides services that include public information, assistance to customers, and development review. The Department is also responsible for the development, maintenance, and operations of the Town's Comprehensive Plan and Land Development Code. The Planning Department works closely with other Town departments and Town Officials to facilitate appropriate land development that respects the character of Dundee's neighborhoods, provides for a healthy economic base, and enhances the quality of life in the community.

The Town Contracts with Central Florida Regional Planning for Planning Services.

## **2018/19 – DEPARTMENT GOALS & INITIATIVES**

---

- *Adopt LDR update*
- *Finalize and Adopt the Technical Standards Manual*
- *Adopt language relating to medical marijuana moratorium*
- *Research and apply for grants to assist the Town in implementing the adopted Vision Plan*
- *Create a Town Staff Development Review Committee*
- *Continue the work consistent with the Planning Advisory Services Agreement*

## **2017/18 – DEPARTMENT ACHIEVEMENTS**

---

- *Through DEO grant, completed draft technical standards manual*
- *Assisted with Floodplain Management Assessment by FDEP*
- *Represent Dundee on the Polk County Transportation Planning Organization Technical Advisory Committee*

- Created GIS Mapping including FLU, Zoning, Town Limits and special map requests
- Drafted DEO Grant for FY 18-19

### **FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Intergov. Revenue	\$25,000	\$25,000	\$25,000	\$25,000	-	-
Service Charge Revenues	-	\$5,360	-	-	-	-
<b>Total Revenues</b>	<b>\$25,000</b>	<b>\$30,360</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>-</b>	<b>-</b>
Personnel Costs*	-	-	-	-	-	-
Operating Expenses	\$61,550	\$65,000	\$82,825	\$85,963	\$3,138	+ 3.8%
<b>Total Expenses</b>	<b>\$61,550</b>	<b>\$65,000</b>	<b>\$82,825</b>	<b>\$85,963</b>	<b>\$3,138</b>	<b>+ 3.8%</b>
<b>Tax Levy Offset</b>	<b>\$36,550</b>	<b>\$36,640</b>	<b>\$57,825</b>	<b>\$60,963</b>	<b>\$3,138</b>	<b>+ 3.8%</b>
<b>Net Total Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

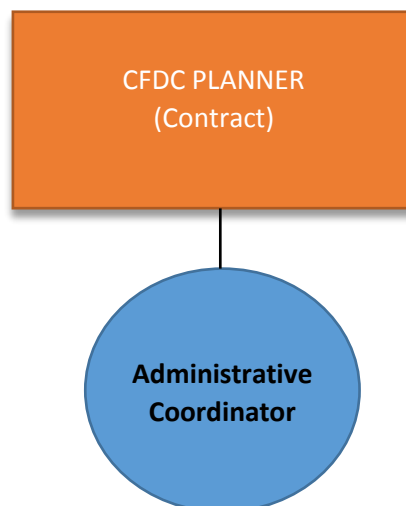
### **CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>2018/19 Annual Cost</b>
Central Florida Regional Planning (CFDC)	\$72,500

### **STAFFING SUMMARY\***

<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
Administrative Coordinator	0	0	0	\$0

### **DEPARTMENT TABLE OF ORGANIZATION**



### 3 YEAR ANNUAL BUDGET COMPARISON PLANNING DIVISION

Acct. #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
515-310	Professional Services	\$ -	\$ -			\$ 200
515-313	Engineering Services	\$ 1,000	\$ 1,000	\$ 3,500	\$ 2,290	\$ 3,500
515-340	Contract Labor	\$ 57,500	\$ 57,500	\$ 72,500	\$ 41,250	\$ 72,500
515-400	Travel & Training	\$ -	\$ -	\$ -		\$ -
515-410	Comm Srvcs-Phones Land Lines	\$ -	\$ -	\$ -	\$ 9	\$ -
515-413	Comm Srvcs-News Paper Ads	\$ -	\$ 3,000	\$ 3,000	\$ 247	\$ 3,000
515-414	Comm Srvcs-Alarm Monitoring	\$ -	\$ 50	\$ 125	\$ 71	
515-415	Web Site	\$ -	\$ 400	\$ 400	\$ -	
515-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
515-425	Postage	\$ 50	\$ 50	\$ 50	\$ -	\$ 50
515-440	Rent/Leases/Mortgage	\$ -	\$ -	\$ -	\$ -	\$ -
515-470	Copies & Printing	\$ -	\$ -	\$ -	\$ -	\$ -
515-490	Other Current Charges	\$ -	\$ -	\$ 250	\$ -	\$ 250
515-520	Operating Supplies	\$ 3,000	\$ 3,000	\$ 3,000	\$ 644	\$ 500
515-540	Dues & Subscriptions	\$ -	\$ -			\$ -
	<b>Total Dept 515</b>	\$ 61,550	\$ 65,000	\$ 82,825	\$ 44,510	\$ 85,963

**PLANNING DEPARTMENT 3 YEAR ACTUALS  
2018-2019 BUDGET**

<b>Account Description DEPT. 515</b>	<b>2015-2016 Actual*</b>	<b>2016-2017 Actual*</b>	<b>2017-2018 Projected<sup>12</sup></b>	<b>2018-2019 Proposed</b>
<b>REVENUES</b>				
General Property Taxes	\$36,550	\$36,640	\$57,825	\$60,963
Intergovernmental Charges	\$25,000	\$25,000	\$25,000	\$25,000
Service Charge Revenues	\$5,360	\$7,689	-	-
Other Revenues	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$66,910</b>	<b>\$69,329</b>	<b>\$82,825</b>	<b>\$85,963</b>
<b>EXPENSES</b>				
Salaries & Wages	\$0	\$0	\$0	-
Payroll Taxes	\$0	\$0	\$0	-
Retirement Contributions	\$0	\$0	\$0	-
Life & Health Insurance	\$0	\$0	\$0	-
Workers Comp	\$0	\$0	\$0	-
Professional Services	\$0	\$0	\$0	\$200
Engineering Services	\$1,785	\$11,625	\$2,748	\$3,500
IT Services	\$0	\$0	\$0	\$5,963
Contract Labor	\$57,500	\$57,513	\$72,500	\$72,500
Comm Serv – Newspapers	\$0.00	\$0.00	\$296	\$3,000
Comm Serv – Phone Land Lines	\$7	\$0	\$11	-
Comm Serv – Cell Phones	\$0	\$0	\$0	-
Comm Serv – Email	\$0	\$0	\$0	-
Comm Serv – Alarm Monitoring	\$46.41	\$100	\$85	-
Cable/Internet Service	\$44.52	\$44.52	\$0	-
Postage	\$0.00	\$2.77	\$0	\$50
Other Current Charges	\$6.00	\$124.72	\$0	\$250
Operating Supplies	\$4,263	\$2,922	\$773	\$500
Dues & Subscriptions	\$250	\$0	\$0	-
Machinery & Equipment	\$0	\$0	\$0	-
<b>EXPENSES TOTAL</b>	<b>\$63,902</b>	<b>\$72,332</b>	<b>\$76,413</b>	<b>\$85,963</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$66,910</b>	<b>\$69,329</b>	<b>\$82,825</b>	<b>\$85,963</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$63,902</b>	<b>\$72,332</b>	<b>\$76,413</b>	<b>\$85,963</b>
<b>NET GRAND TOTALS</b>	<b>\$3,008</b>	<b>(\$3,003)</b>	<b>\$6,412</b>	<b>-</b>

\* Line Item Total Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>12</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

# DIVISION OF COMMUNITY STANDARDS & ENFORCEMENT

## Divisional Summary *General Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Division Tax Levy Needed</b>
Code Enforcement	-	\$68,105	-	\$68,105
<b>Total</b>	-	\$68,105	-	\$68,105



# CODE ENFORCEMENT

Lisa Harris – Enforcement Investigator (Polk County)  
(863) 438-8330

## MISSION

The Purpose of the Dundee Department of Code Enforcement is to commit to ensuring a clean, safe place for people to live and work through education, inspection, and correction when assisting the public in achieving compliance with Town codes and regulations.

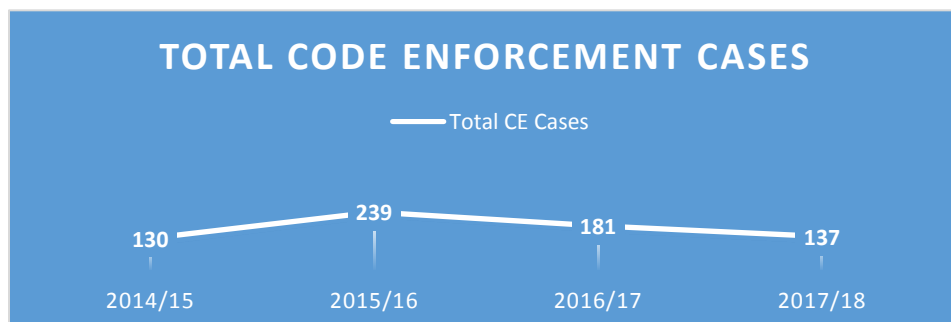
## PROGRAM DESCRIPTION

The Department of Community Standards & Code Enforcement promotes a safe and desirable living and working environment in Dundee by enforcing local Building, Zoning, and Public Nuisance Ordinances. Community Standards is responsible for enforcing the codes of the Dundee Town Commission which address public health and safety issues, including regulations related to rubbish, garbage, specific nuisances, removal of vegetation, zoning, housing, dangerous buildings, and inoperable and unlicensed vehicles on private property, signs, and farm animals. The Community Standards Department proceeds with enforcement actions both proactively and in response to requests for action received from citizens.

The Department works to maintain and improve the quality of the Dundee community by administering a fair and unbiased program to correct violations of municipal codes and land use requirements.

General enforcement practices include direct citation of violation upon observance or verified complaint. Warnings or contact before issuance of violation are not part of the general enforcement practice. The Town of Dundee contracts with Polk County to provide the Code Enforcement Officer.

Performance Measures	2014/15	2015/16	2016/17	2017/18YTD
Total Code Enforcement Cases	130	239	181	137



## 2018/19 – DEPARTMENT GOALS & INITIATIVES

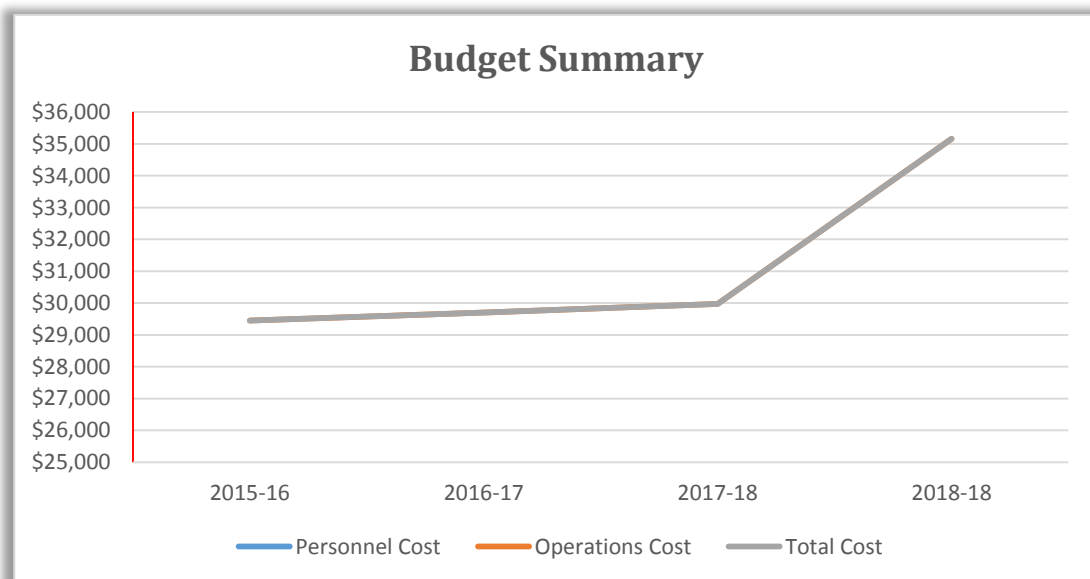
- *None Reported*

## 2017/18 – DEPARTMENT ACHIEVEMENTS

- *None Reported*

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change 2017/18	% Change 2017/18
Intergov. Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Sources	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Personnel Costs	-	-	-	-	-	-
Operating Expenses	\$29,450	\$29,700	\$29,975	\$35,163	\$5,188	+ 17.3%
Total Expenses	\$29,450	\$29,700	\$29,975	\$35,163	\$5,188	+ 17.3%
<b>Tax Levy Offset</b>	<b>\$29,450</b>	<b>\$29,700</b>	<b>\$29,975</b>	<b>\$35,163</b>	<b>\$5,188</b>	+ 17.3%
Net Total Activity	-	-	-	-	-	-





**CONTRACTED & PROFESSIONAL SERVICES**

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Services Provided	2018/19 Annual Cost
Special Magistrate	\$2,000
Contract Labor – Polk County CE	\$13,020


**STAFFING SUMMARY\***

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Position	FTE	Unit Rate	Budget Hours	Salary Cost
<i>NO POSITIONS</i>				

**DEPARTMENT TABLE OF ORGANIZATION**

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Code Enforcement  
Officer (Contract)

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### 3 YEAR ANNUAL BUDGET COMPARISON CODE ENFORCEMENT

Acct. #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
529-312	Special Magistrate	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,480	\$ 2,000
529-340	Contract Labor	\$ 25,000	\$ 25,000	\$ 25,000	\$ 10,298	\$ 57,942
529-341	Contract Labor-Other	\$ -	\$ -	\$ -	\$ -	\$ -
529-410	Communication Services-Phones	\$ -	\$ -	\$ 250	\$ 218	\$ -
529-414	Comm Srvcs-Alarm Monitoring	\$ 200	\$ 50	\$ 125	\$ 71	
529-415	Web Site	\$ -	\$ 400	\$ 400	\$ 49	
529-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
529-425	Postage	\$ 500	\$ 500	\$ 500	\$ 2	\$ 500
529-460	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ 454	\$ -
529-465	Vehicle Chargeback (1)	\$ -	\$ -	\$ -	\$ -	\$ -
529-470	Copies & Printing	\$ 500	\$ 500	\$ 500	\$ -	
529-490	Other Current Charges	\$ 500	\$ 500	\$ 500	\$ 787	\$ 1,000
529-510	Office Supplies	\$ 100	\$ 200	\$ 200	\$ 319	\$ 200
529-520	Operating Supplies	\$ 500	\$ 500	\$ 500	\$ 207	\$ 500
529-525	Transportation	\$ 100	\$ -	\$ -	\$ -	
529-540	Dues & Subscriptions	\$ 50	\$ 50	\$ -	\$ 223	
	<b>Total Dept 529</b>	\$ 29,450	\$ 29,700	\$ 29,975	\$ 14,107	\$ 68,105

## CODE ENFORCEMENT 2018-2019 BUDGET

Account Description DEPT. 529	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected <sup>13</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$29,450	\$29,700	\$29,975	\$35,163
Intergovernmental Charges	-	-	-	-
Fines & Forfeitures	\$42,690	\$10,111	-	-
Transfer in Wages	-	-	-	-
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$72,140</b>	<b>\$39,811</b>	<b>\$29,975</b>	<b>\$35,163</b>
<b>EXPENSES</b>				
Salaries & Wages	\$0	\$0	\$0	-
Payroll Taxes	\$0	\$0	\$0	-
Retirement Contributions	\$0	\$0	\$0	-
Life & Health Insurance	\$0	\$0	\$0	-
Workers Comp	\$0	\$0	\$0	-
Special Magistrate	\$1,433	\$2,662.73	\$2,000	\$2,000
Contract Labor	\$9,249	\$12,124	\$15,176	\$25,000
Contract Labor – Other	\$0	\$0	\$0	-
IT Services	\$0	\$0	\$0	\$5,963
Comm Serv – Phone Land Lines	\$122	\$243.36	\$291	-
Comm Serv – Alarm Monitoring	\$47	\$100.25	\$90	-
Cable/Internet Service	\$0	\$0	\$53	-
Postage	\$8	\$0	\$2	\$500
Repairs & Maintenance	\$30	\$24.75	\$0	-
Copies & Printing	\$0	\$0	\$0	-
Other Current Charges	\$432	\$524.49	\$1,041	\$1,000
Office Supplies	\$223	\$306.56	\$425	\$200
Operating Supplies	\$347	\$57.59	\$276	\$500
Dues & Subscriptions	\$0	\$0	\$223	-
Machinery & Equipment	\$0	\$0	\$0	-
<b>EXPENSES TOTAL</b>	<b>\$11,890</b>	<b>\$16,043</b>	<b>\$19,577</b>	<b>\$35,163</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$72,140</b>	<b>\$39,811</b>	<b>\$29,975</b>	<b>\$35,163</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$11,890</b>	<b>\$16,043</b>	<b>\$19,577</b>	<b>\$35,163</b>
<b>NET GRAND TOTALS</b>	<b>\$60,250</b>	<b>\$23,768</b>	<b>\$10,398</b>	<b>-</b>

\* Line Item Total Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>13</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

# DIVISION OF EDUCATION & CULTURE

## Divisional Summary *General Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Division Tax Levy Needed</b>
Dundee Historic Depot	\$250	\$22,911	-	\$22,661
Library	\$31,500	\$158,465	-	\$126,965
Special Events	\$5,000	\$30,463	-	\$25,463
<b>Total</b>	\$36,750	\$211,839	-	\$175,089



# DUNDEE HISTORIC DEPOT

James “Skeeter” Finley - Depot Coordinator  
(863) 419-3145

## MISSION

The Mission of the Dundee Historic Depot is to promote the preservation of historic sites, documents, records, artifacts, and other materials that support the conservation of and research into the history of Polk County and the Town of Dundee in particular.

## PROGRAM DESCRIPTION

The Dundee Passenger Depot, built 1912, was the first depot on the Haines City to Sebring Line of The Atlantic Coast Line Railroad. Most of Dundee’s early growth can be attributed to the railroad. With the advent of the railroad, the Minneapolis, Minnesota-based Highland Development Company brought settlers down from the Midwest, refunding their fares when they purchased land. Dundee and the railroad both prospered. Hotels and rooming houses were built to house the prospective buyers and others who came just seeking a spot in the Florida sun. The station was segregated from 1912 to 1954. Although passenger service was discontinued in ca. 1954 the depot continued to handle freight until c. 1975 when the line was discontinued. The depot was then moved to its present position and renovated into a museum commemorating the role the railroad played in the development of the Town of Dundee.

On July 30, 2001, it was added to the U.S. National Register of Historic Places.

The Historic Dundee Depot Museum is now located in the old depot. The museum houses items of local and railroad history.

## 2018/19 – DEPARTMENT GOALS & INITIATIVES

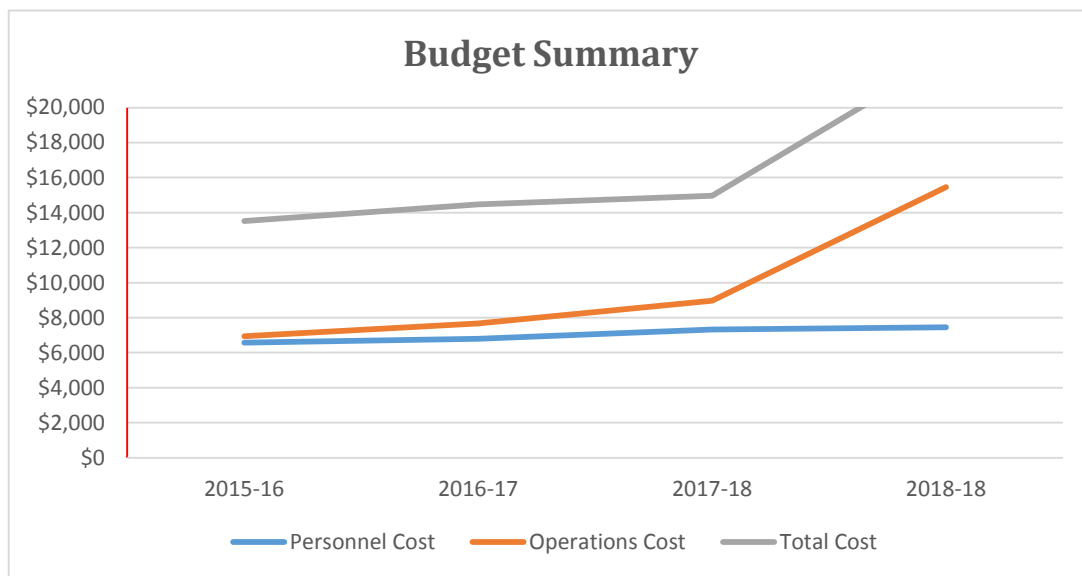
- *Explore grant opportunities for historic building and caboose restoration*

## 2017/18 – DEPARTMENT ACHIEVEMENTS

- *None Reported*

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change Prv. Bud.	% Change Prv. Bud.
Intergov. Revenue	-	-	-	-	-	-
Other Revenue Sources	\$250	\$250	\$250	\$250	-	-
<b>Total Revenues</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>-</b>	<b>-</b>
Personnel Costs	\$6,579	\$6,793	\$7,322	\$7,452	\$130	+ 1.80%
Operating Expenses	\$6,940	\$7,679	\$8,965	\$15,459	\$6,494	+ 72.4%
<b>Total Expenses</b>	<b>\$13,519</b>	<b>\$14,472</b>	<b>\$14,968</b>	<b>\$22,911</b>	<b>\$6,624</b>	<b>+ 74.2%</b>
<b>Tax Levy Offset</b>	<b>\$13,269</b>	<b>\$14,222</b>	<b>\$14,718</b>	<b>\$22,661</b>	<b>\$7,943</b>	<b>+ 53.0%</b>
<b>Net Total Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## CONTRACTED & PROFESSIONAL SERVICES

Services Provided	Annual Cost

## STAFFING SUMMARY\*

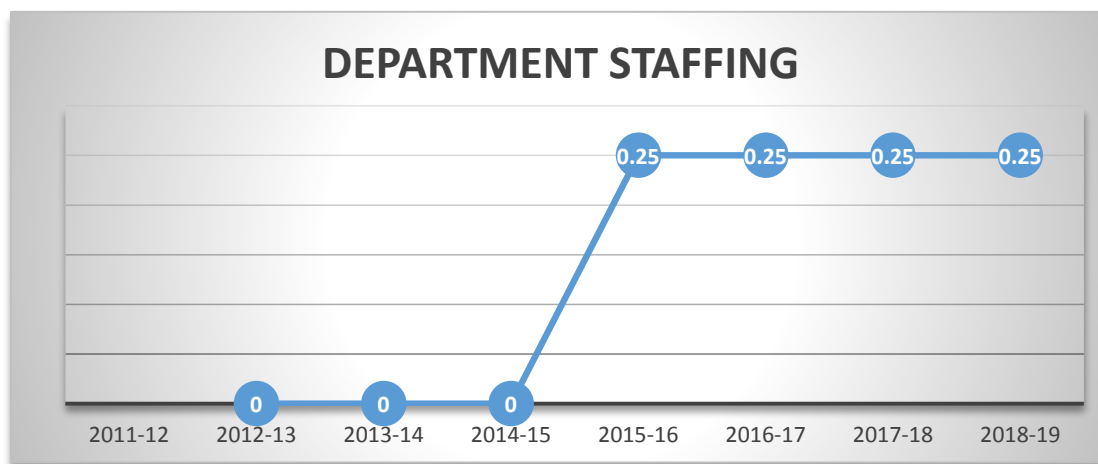
Position	FTE	Unit Rate	Budget Hours	Salary Cost
Depot Coordinator	.4	7.58	832	\$6,303

## DEPARTMENT TABLE OF ORGANIZATION



## FULL TIME EQUIVALENT HISTORIC DEPOT EMPLOYEES

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Depot	No Data	No Data	No Data	No Data	.25	.25	.25	.25



### 3 YEAR ANNUAL BUDGET COMPARISON

#### DUNDEE HISTORIC DEPOT

Acct. #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
573-120	Salaries & Wages	\$ 5,780	\$ 5,780	\$ 6,003	\$ 4,951	\$ 6,303
573-210	Payroll Taxes	\$ 467	\$ 467	\$ 459	\$ 394	\$ 482
573-230	Life & Health Ins	\$ -	\$ -	\$ 260	\$ 9	\$ 67
573-240	Workers Comp	\$ 332	\$ 546	\$ 600	\$ 408	\$ 600
573-310	Professional Services	\$ -	\$ 200	\$ 200	\$ 155	\$ 200
573-410	Comm Svcs-Phones Land Lines	\$ 189	\$ 189	\$ 200	\$ 461	
573-414	Comm Svcs-Alarm Monitoring	\$ -	\$ 500	\$ 500	\$ -	
573-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
573-430	Utilities Services Depot	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,156	\$ 3,500
573-450	Property & Liability Insurance	\$ 771	\$ 810	\$ 766	\$ 712	\$ 766
573-460	Repairs & Maintenance	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,323	\$ 2,000
573-465	Lawn Services	\$ 800	\$ 800	\$ 800	\$ 585	\$ 1,100
573-490	Other Current Charges	\$ 1,200	\$ 1,200	\$ 1,200	\$ 620	\$ 1,200
573-510	Office Supplies	\$ 80	\$ 80	\$ 80	\$ 2	\$ 80
573-520	Operating Supplies	\$ 250	\$ 250	\$ 250	\$ 415	\$ 500
573-540	Dues & Subscriptions	\$ 150	\$ 150	\$ 150	\$ -	\$ 150
	<b>Total Dept 573</b>	\$ 13,519	\$ 14,472	\$ 14,968	\$ 14,189	\$ 22,911



## HISTORIC DUNDEE DEPOT 2018-2019 BUDGET

Account Description DEPT. 573	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected <sup>14</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$13,269	\$14,222	\$14,718	\$22,661
Intergovernmental Charges	-	-	-	-
Miscellaneous	\$564	\$307	\$250	\$250
Transfer in Wages	-	-	-	-
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$13,833</b>	<b>\$14,529</b>	<b>\$14,968</b>	<b>\$22,911</b>
<b>EXPENSES</b>				
Salaries & Wages	\$5,789	\$5,278	\$5,942	\$6,303
Payroll Taxes	\$512	\$426	\$472	\$482
Retirement Contributions	\$0	\$0	\$0	-
Life & Health Insurance	\$0	\$0	\$11	\$67
Workers Comp	\$332	\$374	\$490	\$600
Professional Services	\$176	\$199	\$186	\$200
IT Services	\$0	\$0	\$0	\$5,963
Comm Serv – Phone Land Lines	\$491	\$549	\$553	-
Comm Serv – Cell Phones	\$0	\$0	\$0	-
Comm Serv – Email	\$0	\$0	\$0	-
Comm Serv – Alarm Monitoring	\$0	\$0	\$0	-
Cable/Internet Service	\$0	\$0	\$0	-
Utilities Services	\$3,477	\$3,414	\$2,587	\$3,500
Property & Liability Insurance	\$706	\$687	\$854	\$766
Repairs & Maintenance	\$585	\$6,040	\$3,987	\$2,000
Lawn Services	\$780	\$845	\$702	\$1,100
Other Current Charges	\$377	\$386	\$744	\$1,200
Office Supplies	\$0	\$0	\$2	\$80
Operating Supplies	\$765	\$31	\$498	\$500
Dues & Subscriptions	\$0	\$0	\$0	\$150
<b>EXPENSES TOTAL</b>	<b>\$13,990</b>	<b>\$18,228</b>	<b>\$17,027</b>	<b>\$22,911</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$13,833</b>	<b>\$14,529</b>	<b>\$14,968</b>	<b>\$22,911</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$13,990</b>	<b>\$18,228</b>	<b>\$17,027</b>	<b>\$22,911</b>
<b>NET GRAND TOTALS</b>	<b>(\$157)</b>	<b>(\$3,699)</b>	<b>(\$2,059)</b>	<b>-</b>

\* Line Item Total Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>14</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known



# DUNDEE TOWN LIBRARY

Vivian Godfrey – Chief Librarian  
(863) 439-9424

## MISSION

The Dundee Public Library's Mission is to serve the individual needs of patrons of all ages by providing access to education, informational, recreation, and cultural programs and materials in a variety of formats. The library will strive to serve the patron needs promptly, accurately and courteously. The library will uphold the principles of intellectual freedom by provides access to material which reflects all points of view.

## PROGRAM DESCRIPTION

The Dundee Town Library provides all town residents with physical and digital collections of books, music, audiobooks, magazines, newspapers, and movies; subscribes to online databases; and continues to grow its Spanish language collection. Materials and information not owned by the Library are available through online resources or cooperative arrangements with Polk County Libraries.

In addition to providing physical and digital collections, the Library offers a strong set of educational programs, classes, and support. The Library is a community leader and partner in early literacy and school readiness. It provides story times for birth through pre-school and opportunities for school visits and childcare centers. The library's summer reading program sustains or improves kids' reading skills.

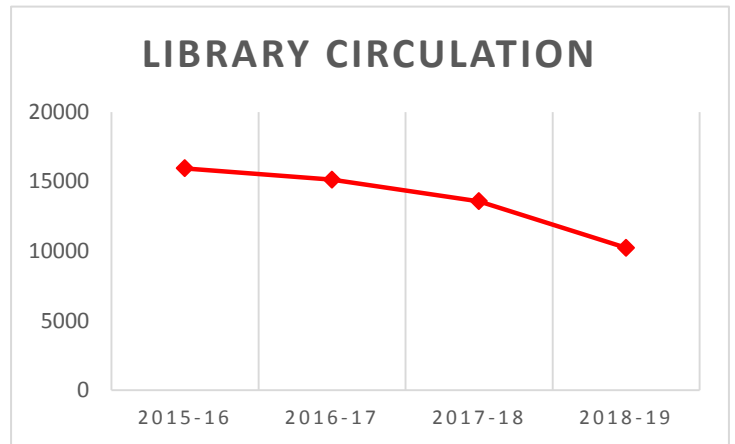
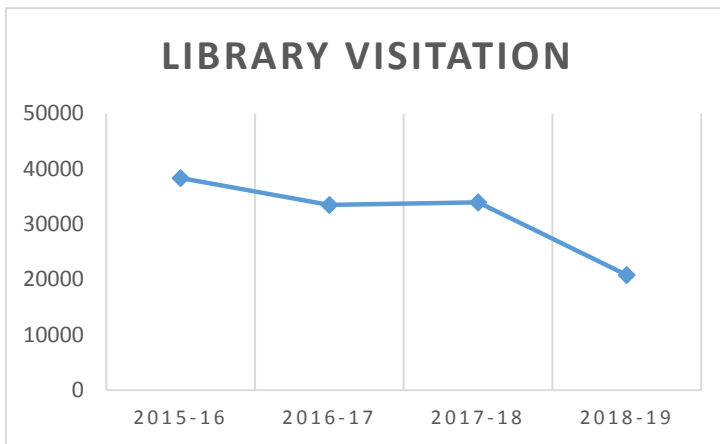
The Library supports economic development through online subscription business/marketing resources and programs geared toward small businesses, entrepreneurs, and job seekers.

High speed internet access is available for residents to use. It allows people to apply for jobs, complete their taxes, communicate with family/friends, search for housing, participate in online distance learning opportunities, etc.

The Library collaborates with volunteers, community organizations, and local businesses each year to sponsor educational programs.

Through these efforts, the Library offers opportunities for adults and children to learn and keep informed throughout their lives.

Performance Measures	2015/16	2016/17	2017/18	2018/19 Projected
Library Visitations	38,384	33,523	33,990	20,868
Circulation	15,950	15,136	13,580	10,233



### **2018/19 – DEPARTMENT GOALS & INITIATIVES**

- *Offer more adult programs*
- *Update the collection by purchasing new materials*
- *Establish relationships with local schools to provide resources to support curriculum*
- *Add additional library signage*
- *Work with “Friends of the Library” group to provide funds for programming*

### **2017/18 – DEPARTMENT ACHIEVEMENTS**

- *Decluttered and reorganized sections of the Library*
- *Reviewed patron use of the collection and weeded materials to make room for new items*
- *Streamlined circulation procedures*
- *Offered programs for adults: “Color Your World” and “Making Mandalas”*
- *Updated and simplified Library forms*
- *Purchased a table and new refrigerator for the staff break area.*

### **FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Intergov. Revenue	\$25,000	\$25,000	\$25,000	\$25,000	-	-
Other Revenue Sources	\$6,500	\$6,500	\$6,500	\$6,500	-	-
<b>Total Revenues</b>	<b>\$31,500</b>	<b>\$31,500</b>	<b>\$31,500</b>	<b>\$31,500</b>	<b>-</b>	<b>-</b>
Personnel Costs	\$62,561	\$77,376	\$119,298	\$117,656	(\$1,642)	-1.3%
Operating Expenses	\$27,813	\$29,775	\$30,531	\$40,808	\$10,277	+ 3.4%
<b>Total Expenses</b>	<b>\$90,374</b>	<b>\$107,151</b>	<b>\$149,829</b>	<b>\$158,465</b>	<b>\$8,635</b>	<b>+2.1%</b>
<b>Tax Levy Offset</b>	<b>\$58,874</b>	<b>\$75,651</b>	<b>\$118,329</b>	<b>\$126,965</b>	<b>\$8,636</b>	<b>+2.1%</b>
<b>Net Total Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

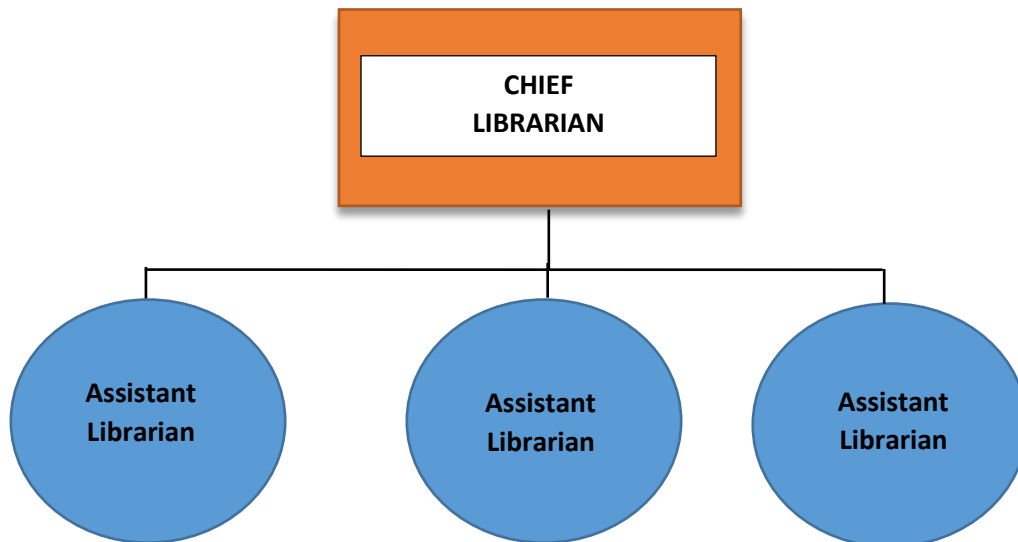
## **CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>Annual Cost</b>
<i>None Provided</i>	NA

## **STAFFING SUMMARY**

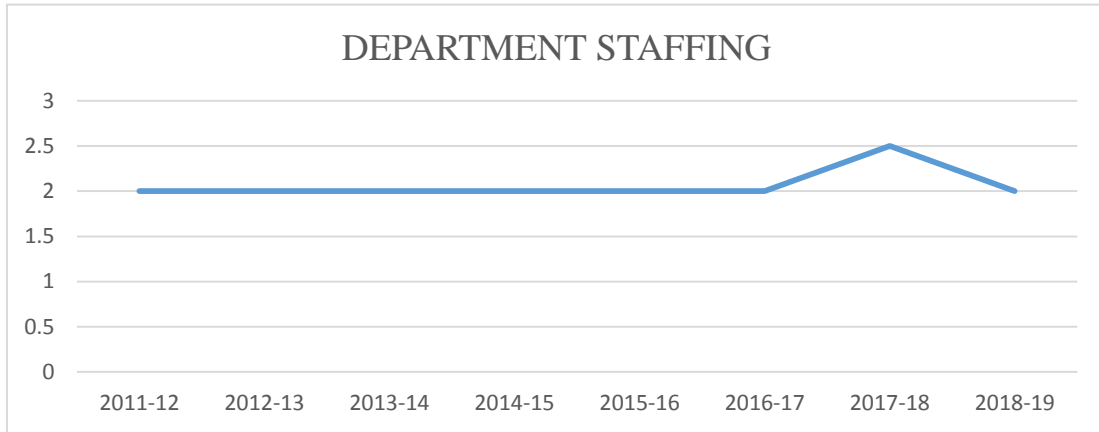
<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
Chief Librarian	1.0	18.38	2080	\$38,220
Assistant Librarian	.5	12.83	1040	\$13,350
Assistant Librarian	.5	10.39	1040	\$10,810
Assistant Librarian	.5	9.90	1040	\$10,296

## **DEPARTMENT TABLE OF ORGANIZATION**



**FULL TIME EQUIVALENT LIBRARY EMPLOYEES**

	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
<i>Library</i>	2.0	2.0	2.0	2.0	2.0	2.0	2.5	2.0



### 3 YEAR ANNUAL BUDGET COMPARISON

#### LIBRARY DIVISION

Acct. #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY18 10 mth exp	Proposed 2019
571-120	Salaries & Wages	\$ 44,795	\$ 49,124	\$ 77,059	\$ 45,938	\$ 72,677
571-140	Overtime	\$ 263		\$ 250	\$ 121	\$ 250
571-210	Payroll Taxes	\$ 3,359	\$ 3,427	\$ 2,066	\$ 3,572	\$ 5,560
571-220	Retirement Contributions	\$ -	\$ -	\$ -	\$ -	\$ 1,911
571-230	Life & Health Insurance	\$ 12,178	\$ 23,005	\$ 37,931	\$ 17,828	\$ 35,256
571-240	Workers Comp	\$ 1,966	\$ 1,820	\$ 2,002	\$ 1,370	\$ 2,002
571-310	Professional Services	\$ 600	\$ 600	\$ 600	\$ 616	\$ 700
571-400	Travel & Training	\$ 50	\$ 50	\$ 50	\$ 404	\$ 450
571-410	Comm Svcs-Phones Land Lines	\$ 700	\$ 700	\$ 700	\$ 770	
571-411	Comm Svcs-Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
571-412	Comm Svcs-Email	\$ 150	\$ 150	\$ 150	\$ 153	
571-414	Comm Svcs- Alarm Monitoring	\$ -	\$ 300	\$ 300	\$ 306	
571-415	Web Site	\$ 1,125	\$ 1,000	\$ 1,000	\$ 1,021	
571-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
571-425	Postage	\$ 40	\$ 40	\$ 50	\$ 30	\$ 50
571-430	Utility Services	\$ 8,000	\$ 8,000	\$ 8,000	\$ 10,079	\$ 13,750
571-440	Rent/Leases/Mortgage	\$ 50	\$ 50	\$ 51	\$ 16	\$ 51
571-450	Property & Liability Insurance	\$ 5,700	\$ 6,285	\$ 5,920	\$ 5,503	\$ 5,920
571-460	Repairs & Maintenance	\$ 500	\$ 500	\$ 500	\$ 3,213	\$ 1,500
571-470	Copies & Printing	\$ 1,500	\$ 1,500	\$ 2,600	\$ 3,854	
571-480	Promotional Activities	\$ 500	\$ 500	\$ 500	\$ -	\$ 500
571-490	Other Current Charges	\$ 500	\$ 500	\$ 500	\$ 871	\$ 500
571-510	Office Supplies	\$ 750	\$ 750	\$ 750	\$ 578	\$ 750
571-520	Operating Supplies	\$ 1,850	\$ 2,050	\$ 2,050	\$ 3,017	\$ 2,050
571-540	Books	\$ 3,000	\$ 3,000	\$ 2,000	\$ 1,794	\$ 3,000
571-541	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ 525
571-550	Books Audio	\$ 1,000	\$ 1,000	\$ 1,000	\$ 63	\$ 1,000
571-555	Books DVD	\$ 1,400	\$ 1,400	\$ 2,400	\$ 2,044	\$ 2,400
571-640	Machinery & Equipment	\$ 200	\$ 1,200	\$ 1,200	\$ -	\$ 1,200
571-660	Books Pub & Library Material	\$ 200	\$ 200	\$ 200	\$ -	\$ 500
	<b>Total Dept 571</b>	\$ 90,376	\$ 107,151	\$ 149,829	\$ 103,160	\$ 158,465

# DUNDEE TOWN LIBRARY 2018-2019 BUDGET

Account Description DEPT. 571	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected <sup>15</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$58,874	\$75,651	\$118,329	\$126,965
Intergovernmental Charges	\$25,000	\$25,000	\$25,000	\$25,000
Miscellaneous	\$8,257	\$8,540	\$6,500	\$6,500
Restricted Revenue	\$59,612	\$64,148	\$59,612	-
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$151,743</b>	<b>\$173,339</b>	<b>\$209,441</b>	<b>\$158,465</b>
<b>EXPENSES</b>				
Salaries & Wages	\$45,002	\$39,184	\$55,126	\$72,677
Overtime	\$4	\$38	\$145	\$250
Payroll Taxes	\$3,515	\$3,128	\$4,287	\$5,560
Retirement Contributions	\$0	\$0	\$0	\$1,911
Life & Health Insurance	\$8,980	\$17,280	\$21,394	\$35,256
Workers Comp	\$743	\$1,256	\$1,644	\$2,002
Professional Services	\$685	\$759	\$740	\$700
Travel & Training	\$8	\$0	\$485	\$450
IT Services	\$0	\$0	\$0	\$5,963
Comm Serv – Phone Land Lines	\$841	\$920	\$925	-
Comm Serv – Email	\$160	\$70	\$183	-
Comm Serv – Alarm Monitoring	\$325	\$336	\$368	-
Cable/Internet Service	\$458	\$1,209	\$1,225	-
Postage	\$51	\$23	\$36	\$50
Utility Services	\$11,320	\$13,063	\$12,094	\$13,750
Rent/Leases/Mortgages	\$19	\$18	\$19	\$51
Property & Liability Insurance	\$5,482	\$5,331	\$6,604	\$5,920
Repairs & Maintenance	\$532	\$2,202	\$3,855	\$1,500
Copies & Printing	\$4,916	\$4,472	\$4,625	-
Promotional Activities	\$314	\$47	\$0	\$500
Other Current Charges	\$496	\$379	\$1,046	\$500
Office Supplies	\$430	\$334	\$693	\$750
Operating Supplies	\$1,636	\$1,546	\$3,621	\$2,050
Books	\$1,488	\$1,410	\$2,152	\$3,000
Books – Audio	\$946	(\$8)	\$75	\$1,000
DVD's	\$1,644	\$0	\$2,453	\$2,400
Books – Pub & Library Materials	\$52	\$0	\$0	\$500
Dues & Subscriptions	\$0	\$0	\$0	\$525
Machinery & Equipment	\$0	\$0	\$0	\$1,200
<b>EXPENSES TOTAL</b>	<b>\$90,047</b>	<b>\$92,997</b>	<b>\$123,792</b>	<b>\$158,465</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$151,743</b>	<b>\$173,339</b>	<b>\$209,441</b>	<b>\$158,465</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$90,047</b>	<b>\$92,997</b>	<b>\$123,792</b>	<b>\$158,465</b>
<b>NET GRAND TOTALS</b>	<b>\$61,696</b>	<b>\$80,342</b>	<b>\$85,649</b>	<b>-</b>

\* Line Item Total Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>15</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known



## SPECIAL EVENTS

(863) 438-8330

### MISSION

The Mission of the Department of Special Events is to promote pride and community spirit among residents, enhance Dundee's image and attract new residents, businesses and visitors. This is accomplished through the sponsorship of community events, services, projects, activities and programs which are produced in conjunction with local schools, businesses and organizations.

### PROGRAM DESCRIPTION

The Department of Special Events directs the planning and coordination of special events for Town of Dundee. The purpose of the Special Events Department is to identify in coordination with other governmental entities and organizations the nature and scope of governmental services necessary for special events, to issue special event permits, to determine appropriate terms and conditions for permits, to set applicable fees, and to administer and execute the special event. A Special Event is a public celebration which involves the use of Town property and/or facilities which require the provision and coordination of Town Services.

The Department also works with the Town's Administration and Finance to collect donations from area businesses and residents who wish to participate. The Town's Special Events provide family activities and funding for the community as well as cultural enrichment, economic vitality and community pride.

The following are just a number of the events that the Department plans throughout the year:

- Easter Egg Hunt
- Town Spring Clean
- Independence Day Celebration
- Fall Fest Festival
- Christmas Holiday Celebration

Performance Measures	2015/16	2016/17	2017/18	2018/19 Projected
Volunteers – Spring Clean <i>(Estimated)</i>	-	6	40	TBD
Attendance – 4 <sup>th</sup> of July <i>(Estimated)</i>	-	1,000	1,700	TBD

### **2018/19 – DEPARTMENT GOALS & INITIATIVES**

- *Add a Second Town-Wide Cleaning Event if financially viable*
- *Outsource or find community partners for town-wide event execution activities*

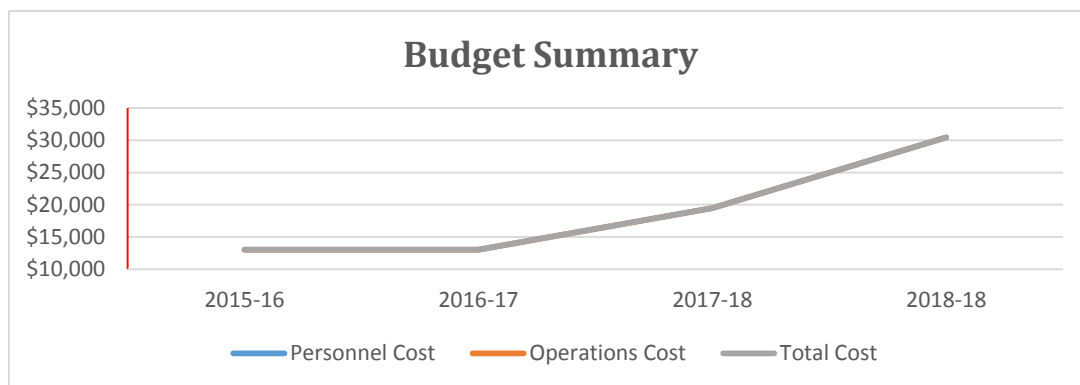


## 2017/18 – DEPARTMENT ACHIEVEMENTS

- Increased promotion and volunteer attendance at Town Cleanup event

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change 2017/18	% Change 2017/18
Intergov. Revenue	-	-	-	-	-	-
Misc. Revenues	\$5,000	\$5,000	\$5,000	\$5,000	-	-
Total Revenues	\$5,000	\$5,000	\$5,000	\$5,000	-	-
Personnel Costs	-	-	-	-	-	-
Operating Expenses	\$13,000	\$13,000	\$19,500	\$30,463	\$10,963	+56.2%
Total Expenses	\$13,000	\$13,000	\$19,500	\$30,463	\$10,963	+56.2%
Tax Levy Offset	\$8,000	\$8,000	\$14,500	\$25,463	\$10,963	+56.2%
Net Total Activity	-	-	-	-	-	-



## CONTRACTED & PROFESSIONAL SERVICES

Services Provided	Approximate Annual Cost
Vendor Management – The Gathering Goose	\$0.00
Fireworks – Zambelli Inc	\$10,000

## STAFFING SUMMARY

Position	FTE	Unit Rate	Budget Hours	Salary Cost
NO POSITIONS				

### 3 YEAR ANNUAL BUDGET COMPARISON SPECIAL EVENTS

Acct. #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
574-120	Salaries & Wages	\$ -	\$ -	\$ -	\$ -	
574-140	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
574-210	Payroll Taxes	\$ -	\$ -	\$ -	\$ -	
574-240	Workers Comp	\$ -	\$ -	\$ -	\$ -	
574-310	Professional Services	\$ -	\$ -	\$ -	\$ -	
574-410	Comm Svcs-Phones Land Lines	\$ -	\$ -	\$ -	\$ -	
574-411	Comm Svcs-Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -
574-412	Comm Svcs-Email	\$ -	\$ -	\$ -	\$ -	\$ -
574-414	Comm Svcs-Alarm Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -
574-415	Web Site	\$ -	\$ -	\$ -	\$ -	\$ -
574-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
574-425	Postage	\$ -	\$ -	\$ -	\$ -	\$ -
574-430	Utility Services	\$ -	\$ -	\$ -	\$ -	\$ -
574-440	Rent/Leases/Mortgage	\$ -	\$ -	\$ -	\$ -	\$ -
574-450	Property & Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
574-460	Repair & Maintenance	\$ -	\$ -	\$ -		\$ -
574-470	Copies & Printing	\$ -	\$ -	\$ -	\$ -	\$ -
574-480	Promotional Activities	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
574-490	Other Current Charges					\$ -
574-510	Office Supplies				\$ -	\$ -
574-520	Operating Supplies					\$ -
574-525	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -
574-530	Halloween	\$ 800	\$ 800	\$ 1,500	\$ 850	\$ 1,500
574-531	Christmas Parade	\$ 2,500	\$ 2,500	\$ 5,000	\$ 3,790	\$ 5,000
574-532	Easter	\$ 1,200	\$ 1,200	\$ 1,500	\$ 1,707	\$ 1,500
574-533	Movies In The Park	\$ -	\$ -	\$ -	\$ -	\$ -
574-534	Christmas Dinner					\$ -
574-535	4th of July	\$ 7,000	\$ 7,000	\$ 10,000	\$ 11,973	\$ 15,000
574-538	Toy Drive- Christmas	\$ 500	\$ 500	\$ 500	\$ -	\$ 500
574-540	Dues & Subscriptions	\$ -				\$ -
574-640	Machinery & Equipment	\$ -	\$ -			\$ -
574-670	Comm Ctr Bathroom Rehab			\$ -		\$ -
	<b>Total Dept 574</b>	\$ 13,000	\$ 13,000	\$ 19,500	\$ 18,320	\$ 30,463

## SPECIAL EVENTS 2018-2019 BUDGET

Account Description DEPT. 574	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected <sup>16</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$8,000	\$8,000	\$14,500	\$25,463
Intergovernmental Charges	-	-	-	-
Miscellaneous	\$7,895	\$10,220	\$9,050	\$5,000
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$15,895</b>	<b>\$18,220</b>	<b>\$23,550</b>	<b>\$30,463</b>
<b>EXPENSES</b>				
Salaries & Wages	-	-	-	-
Payroll Taxes	-	-	-	-
Retirement Contributions	-	-	-	-
Life & Health Insurance	-	-	-	-
Workers Comp	-	-	-	-
IT Services	-	-	-	\$5,963
Promotional Activities	\$0	\$187	\$0	\$1,000
Halloween	\$596	\$1,376	\$850	\$1,500
Christmas Parade	\$3,976	\$5,785	\$3,790	\$5,000
Easter	\$1,200	\$1,449	\$1,707	\$1,500
4 <sup>th</sup> of July	\$11,772	\$12,812	\$11,973	\$15,000
Christmas Toy Drive	\$0	\$347	\$0	\$500
<b>EXPENSES TOTAL</b>	<b>\$17,544</b>	<b>\$21,956</b>	<b>\$18,320</b>	<b>\$30,463</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$15,895</b>	<b>\$18,220</b>	<b>\$23,550</b>	<b>\$30,463</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$17,544</b>	<b>\$21,956</b>	<b>\$18,320</b>	<b>\$30,463</b>
<b>NET GRAND TOTALS</b>	<b>(\$1,649)</b>	<b>(\$3,736)</b>	<b>\$5,230</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>16</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

# DIVISION OF INFORMATION TECHNOLOGY

## Divisional Summary *General Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Division Tax Levy Needed</b>
Information Technoloy Services	\$107,325	\$107,325	-	-
<b>Total</b>	\$107,325	\$107,325	-	-



# INFORMATION TECHNOLOGY

(863) 438-8330

## MISSION

The Mission of the Department of Information Technology (DoIT) is to support Town of Dundee staff, residents, and visitors by providing high quality, cost effective technology solutions and services. IT is sought out for excellent leadership and collaboration, enabling Dundee to deliver high quality government services.

## PROGRAM DESCRIPTION

The Department of Information Technology (DoIT) provides overall technology management and document & copy services to Town staff and customers. This includes providing strategic recommendations to the Town Manager, Town Commission, and departments to ensure the wise use of Town resources for initiatives involving technology.

DoIT provides general services including, but not limited to:

- Software, Applications and Systems Support.
- Communications Services including phone, email, voice and videoconferencing and instant messaging.
- Copy and Document services including mail delivery and interoffice courier service.
- Technology Project Management for Technology Services.
- Utility Services to Town staff, such as secure wireless, internet, dark fiber, and public access “WiFi” in most town owned public facilities

## **2018/19 – DEPARTMENT GOALS & INITIATIVES**

- *Unification of Security & Alarm Services*
- *Renovation and Upgrade of the Town Commission Chambers*
- *Creation of a Town Metro-Ethernet Fiber Network to link all town owned facilities*
- *Upgrade of Town phone network to VOIP*

## **2017/18 – DEPARTMENT ACHIEVEMENTS**

- *New Department*

**FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Actual</b>	<b>2016/2017 Actual</b>	<b>2017/2018 Estimated</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Intergov. Revenue	-	-	-	-	-	-
Dept. Chargebacks	-	-	-	\$107,325	\$107,325	+100%
Total Revenues	-	-	-	\$107,325	\$107,325	+100%
Personnel Costs	-	-	-	-	-	-
Operating Expenses	-	-	-	\$107,325	\$107,325	+100%
Total Expenses	-	-	-	\$107,325	\$107,325	+100%
Tax Levy Offset	-	-	-	\$0	\$0	-
Net Total Activity	-	-	-	-	-	-

**CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>Annual Cost</b>
Winter Haven IT Services	\$5,000

**STAFFING SUMMARY\***

<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
NO POSITIONS				

## INFORMATION TECHNOLOGY 2018-2019 BUDGET

Account Description	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected <sup>17</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	-	-	-	-
Intergovernmental Charges	-	-	-	-
Miscellaneous	-	-	-	-
Transfer in Wages	-	-	-	-
Internal Service Contra	-	-	-	\$107,325
<b>REVENUES TOTAL</b>	-	-	-	-
<b>EXPENSES</b>				
Salaries & Wages	-	-	-	-
Payroll Taxes	-	-	-	-
Retirement Contributions	-	-	-	-
Life & Health Insurance	-	-	-	-
Workers Comp	-	-	-	-
Professional Services	-	-	-	-
Travel & Training	-	-	-	-
Comm Serv – Phone Land Lines	-	-	-	\$22,000
Comm Serv – Cell Phones	-	-	-	\$8,500
Comm Serv – Email	-	-	-	\$3,825
Comm Serv – Alarm Monitoring	-	-	-	\$12,500
Cable/Internet Service	-	-	-	\$19,000
Software Annual Maintenance	-	-	-	\$15,500
Postage	-	-	-	-
Rent/Leases/Mortgages	-	-	-	-
Property & Liability Insurance	-	-	-	-
Repairs & Maintenance	-	-	-	\$6,000
Copies & Printing	-	-	-	\$15,000
Other Current Charges	-	-	-	-
Office Supplies	-	-	-	-
Operating Supplies	-	-	-	-
IT Support – Winter Haven	-	-	-	\$5,000
Machinery & Equipment	-	-	-	-
<b>EXPENSES TOTAL</b>	-	-	-	<b>\$107,325</b>
<b>REVENUE GRAND TOTALS</b>	-	-	-	<b>\$107,325</b>
<b>EXPENSE GRANT TOTALS</b>	-	-	-	<b>\$107,325</b>
<b>NET GRAND TOTALS</b>	-	-	-	-

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>17</sup> Projected estimates are determined by taking the 9 month total dividing by 9 and multiplying by 12 for a full year, unless subscription pricing is known

# DIVISION OF PUBLIC SAFETY

## Divisional Summary *General Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Division Tax Levy Needed</b>
Law Enforcement	\$8,000	\$906,404	-	\$898,404
Fire Protection Service	\$130,000	\$381,661	-	\$251,661
<b>Total</b>	<b>\$138,000</b>	<b>\$1,288,065</b>	<b>-</b>	<b>\$1,154,065</b>





# LAW ENFORCEMENT

Sgt. Doug Tanner – Dundee Sheriff Station  
(863) 438-9540

## MISSION

The Members of the Polk County Sheriff's Office are committed to excellence in providing law enforcement, detention, and public safety services. In partnership with our community, we will serve with integrity, compassion, accountability, and professionalism. We will maintain a staff of well-equipped, highly-trained, professional members to provide the highest level of customer service with a sense of urgency. While providing comprehensive services, we will be transparent in our actions. Utilizing cutting edge technology, we will continue to proactively reduce crime and enhance the quality of life to ensure Polk County is a safe and attractive place to live, work, and visit.

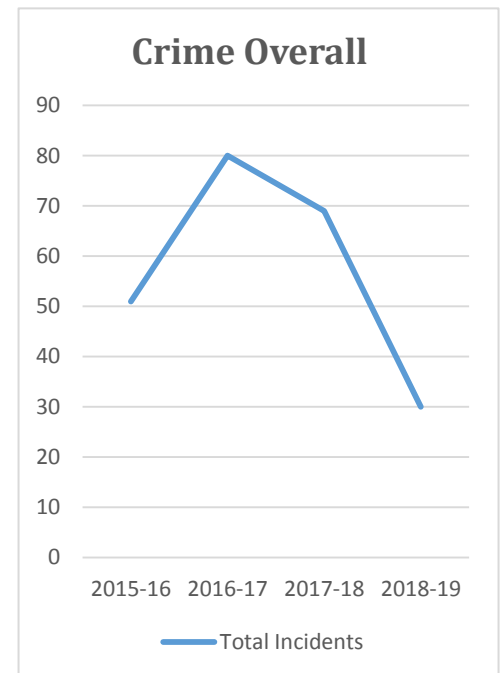
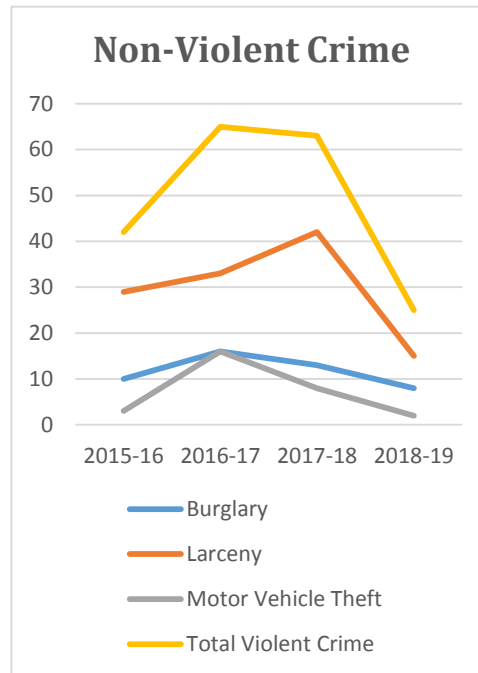
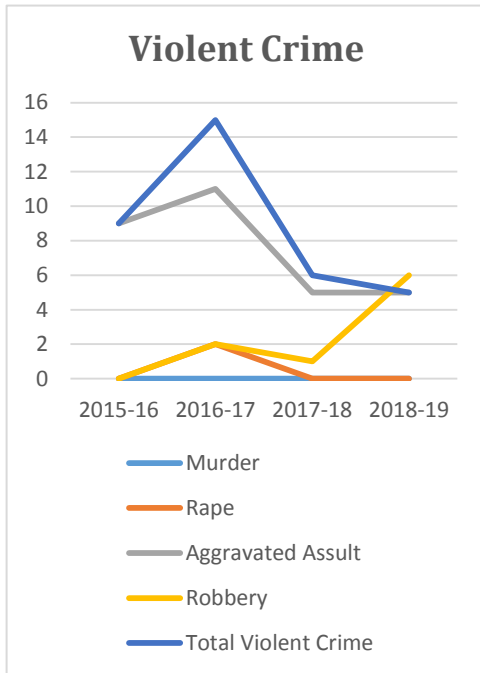
## PROGRAM DESCRIPTION

The Polk County Sheriff's Office is proud to provide Dundee with the opportunity to utilize their services. Cities such as Dundee can take advantage of Polk County Sheriff's winning formula for law enforcement as well as save time and money by eliminating the taxing administrative overhead of maintaining their own separate law enforcement agency.

Dundee sees the same level of excellent customer service to which they would see with a self-administered police department, but at a cost savings to city taxpayers. Officers who were previously employed by the cities who met PCSO qualifications are now sworn deputy sheriffs answering calls for service in their "hometown." A sergeant is assigned to oversee each substation and the deputies who serve in these areas.

Performance Measures*	2015	2016	2017	2018 YTD
Murder	0	0	0	0
Rape	0	2	0	0
Aggravated Assault	9	11	5	5
Robbery	0	2	1	0
<b>Violent Crime Overall</b>	<b>9</b>	<b>15</b>	<b>6</b>	<b>5</b>
Burglary	10	16	13	8
Larceny	29	33	42	15
Motor Vehicle Theft	3	16	8	2
<b>Non-Violent Crime Overall</b>	<b>42</b>	<b>65</b>	<b>63</b>	<b>25</b>
<b>Total Incidents</b>	<b>51</b>	<b>80</b>	<b>69</b>	<b>30</b>

\* Data provided by Polk County Sheriff's Office



## 2018/19 – DEPARTMENT GOALS & INITIATIVES

- *None Reported*

## 2017/18 – DEPARTMENT ACHIEVEMENTS

- *None Reported*

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change Prv. Bud.	% Change Prv. Bud.
Intergov. Revenue	\$4,344	\$4,000	\$4,000	\$4,000	-	-
Fines & Forfeitures	\$4,000	\$4,000	\$4,000	\$4,000	-	-
Restricted Revenue	\$15,000	-	\$9,000	\$2,500	(\$6,500)	-72.2%
<b>Total Revenues</b>	<b>\$23,344</b>	<b>\$8,000</b>	<b>\$17,000</b>	<b>\$10,500</b>	<b>(\$6,500)</b>	<b>-38.2%</b>
Personnel Costs	-	-	-	-	-	-
Operating Expenses	\$913,885	908,648	\$909,141	\$906,904	(\$2,237)	-.3%
<b>Total Expenses</b>	<b>\$913,885</b>	<b>908,648</b>	<b>\$909,141</b>	<b>\$906,904</b>	<b>(\$2,237)</b>	<b>-.3%</b>
<b>Tax Levy Offset</b>	<b>\$890,541</b>	<b>\$900,648</b>	<b>\$892,141</b>	<b>\$896,404</b>	<b>(\$4,263)</b>	<b>- .4%</b>
<b>Net Total Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

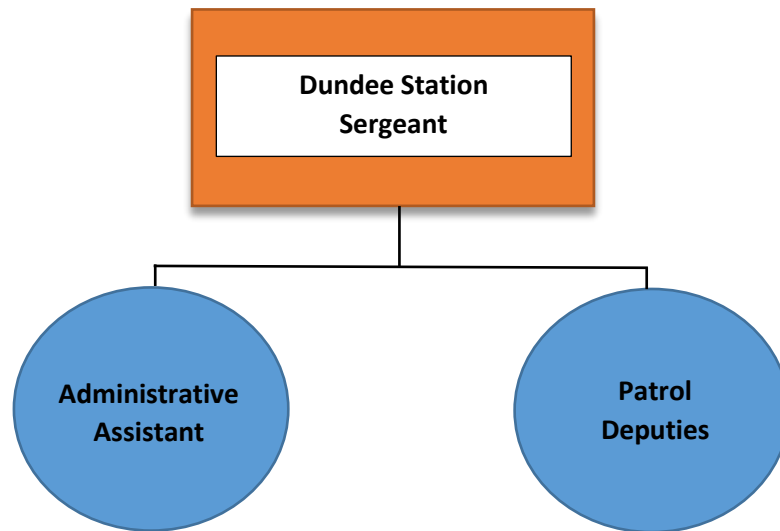
## CONTRACTED & PROFESSIONAL SERVICES

Services Provided	Annual Cost
Polk County Sherriff's Office	\$882,918

## STAFFING SUMMARY\*

Position	FTE	Unit Rate	Budget Hours	Salary Cost
Station Sergeant	-	-	-	Contract
Deputy – Supervisor	-	-	-	Contract
Deputy – Patrol ( <i>Multiple</i> )	-	-	-	Contract
Administrative Assistant	-	-	-	Contract

## DEPARTMENT TABLE OF ORGANIZATION



## FULL TIME EQUIVALENT LAW ENFORCEMENT EMPLOYEES

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<i>Law Enforcement</i>	NA	NA	NA	9.0	10.0	10.0	10.0	10.0

### 3 YEAR ANNUAL BUDGET COMPARISON

#### LAW ENFORCEMENT SERVICES

Acct. #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
521-340	Contract Labor	\$ 882,918	\$ 882,918	\$ 882,918	\$ 735,764	\$ 882,918
521-410	Comm Svcs-Phones Land Lines	\$ -	\$ -	\$ -	\$ -	\$ -
521-411	Comm Svcs-Cell Phones	\$ 550	\$ 550	\$ 550	\$ 26	
521-416	Software Annual Maintenance	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,504	
521-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
521-430	Utility Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,701	\$ 6,500
521-450	Property & Liability Insurance	\$ 3,300	\$ 3,630	\$ 3,423	\$ 3,180	\$ 3,423
521-460	Repairs & Maintenance	\$ -	\$ 500	\$ 750	\$ 5,890	\$ 4,100
521-470	Copies & Printing	\$ 1,000	\$ 1,000	\$ 1,000	\$ 69	
521-490	Other Current Charges	\$ 500	\$ 500	\$ 500	\$ 525	\$ 500
521-520	Operating Supplies	\$ -	\$ 50	\$ 500	\$ 362	\$ 500
521-640	Machinery & Equipment	\$ 15,000	\$ 9,000	\$ 9,000	\$ -	\$ 3,000
521-675	JAG Grant	\$ 4,117	\$ 4,000	\$ 4,000	\$ -	\$ -
	<b>Total Dept 521</b>	<b>\$ 913,885</b>	<b>\$ 908,648</b>	<b>\$ 909,141</b>	<b>\$ 752,022</b>	<b>\$ 906,904</b>

# LAW ENFORCMENT 2018-2019 BUDGET

Account Description	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected <sup>18</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$890,541	\$900,648	\$892,141	\$896,404
Intergovernmental Charges	-	-	-	\$4,000
Fines & Forfeitures	\$5,016	\$16,379	\$25,425	\$4,000
Restricted Revenues	\$42,882	\$44,955	\$41,882	\$2,500
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$938,439</b>	<b>\$961,982</b>	<b>\$959,448</b>	<b>\$906,904</b>
<b>EXPENSES</b>				
Salaries & Wages	\$0	\$0	\$0	-
Payroll Taxes	\$0	\$0	\$0	-
Retirement Contributions	\$0	\$0	\$0	-
Life & Health Insurance	\$0	\$0	\$0	-
Workers Comp	\$0	\$0	\$0	-
Contract Labor	\$882,918	\$882,918	\$882,917	\$882,918
IT Services	\$0	\$0	\$0	\$5,963
Comm Serv – Phone Land Lines	\$0	\$0	\$0	-
Comm Serv – Cell Phones	\$173	\$53	\$31	-
Comm Serv – Email	\$0	\$0	\$0	-
Comm Serv – Alarm Monitoring	\$0	\$0	\$0	-
Cable/Internet Service	\$0	\$0	\$0	-
Software Annual Maintenance	\$1,500	\$1,253	\$1,805	-
Utility Services	\$7,334	\$6,220	\$5,641	\$6,500
Property & Liability Insurance	\$3,164	\$3,085	\$3,816	\$3,423
Repairs & Maintenance	\$740	\$6,573	\$7,068	\$4,100
Copies & Printing	\$1,173	\$154	\$83	-
Other Current Charges	\$215	\$0	\$629	\$500
Office Supplies	\$0	\$0	\$0	-
Operating Supplies	\$41	\$622	\$435	\$500
JAG Grant	\$4,117	\$4,219	\$0	-
Machinery & Equipment	\$5,835	\$2,175	\$0	\$3,000
<b>EXPENSES TOTAL</b>	<b>\$907,210</b>	<b>\$907,272</b>	<b>\$902,426</b>	<b>\$906,904</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$938,439</b>	<b>\$961,982</b>	<b>\$959,448</b>	<b>\$906,404</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$907,210</b>	<b>\$907,272</b>	<b>\$902,426</b>	<b>\$906,904</b>
<b>NET GRAND TOTALS</b>	<b>\$31,229</b>	<b>\$54,710</b>	<b>\$58,852</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>18</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known



# FIRE & EMERGENCY SERVICES

Joseph A. Carbone III – Fire Chief  
(863) 412-6411

## MISSION

The Mission of the Dundee Fire and Emergency Services Department is to provide fire, rescue, and other services when called upon by the citizens we serve whenever and wherever needed. Our department recognizes our citizens as valued customers and we are committed to a “Customer First” service model. We pledge to deliver our services in a highly professional manner, striving to resolve every customer request to their fullest satisfaction.

## PROGRAM DESCRIPTION

The Dundee Fire Department is a combination department utilizing both paid and volunteer staff to fulfill our mission. Volunteers make up the main force of this department. They are required to have a minimum of 160 hours of training (Firefighter I) before full membership is granted and a badge presented.

As an organization, we also answer requests for services dealing with non-emergency assists. The department responds to an average 50 calls for service a month. Along with the other municipal departments we are determined to meet the new growth needs as well as the increased demands on our time and resources. As part of the town team we engage in technical site review, plan review and fire safety code inspections.

The department provides fire, emergency medical, and rescue services to our customers.

Performance Measures	2015/16	2016/17	2017/18	2018/19 YTD
Number of Calls	383	395	588	NA

## 2018/19 – DEPARTMENT GOALS & INITIATIVES

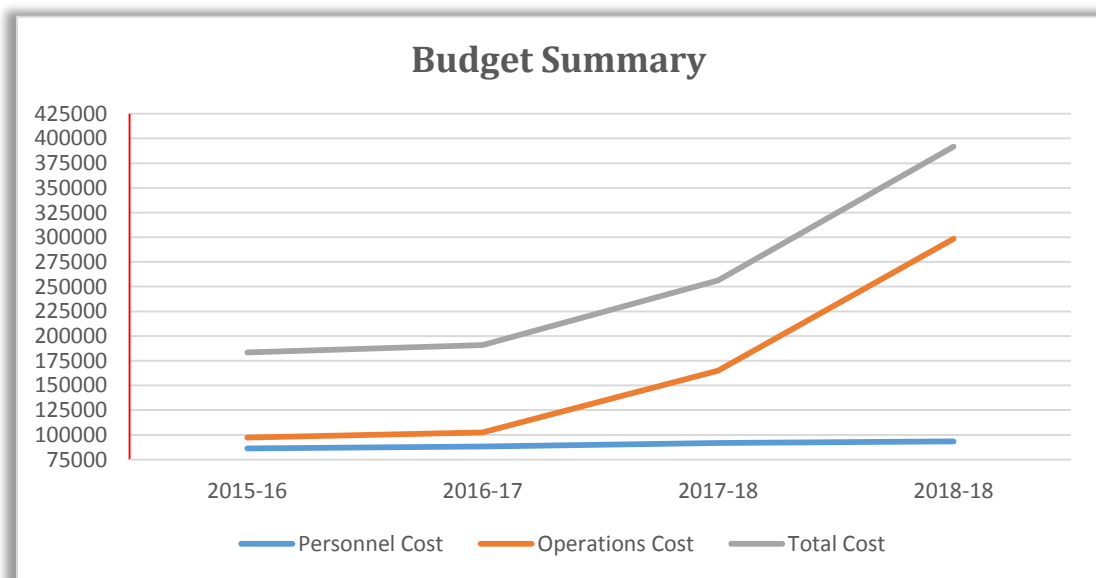
- *Complete the safety compliance program for the State of Florida Fire Marshalls Office*
- *Implement a safety committee*
- *Increase the Volunteer staff through recruitment and retention*
- *Review ISO guidelines and ensure compliance*
- *Test all fire hoses, fire hydrants, and ground and aerial ladders in service of the Town*
- *Replace 1986 E One pumper*
- *Design and create specifications for a new fire engine*
- *Provide more advance training to members of the department*
- *Repaint Car #2*
- *Complete landscaping project for the fire station*
- *Initiate a portable radio replacement program every two (2) years*
- *Place blue reflective hydrant markers in front of all hydrants within the Town service area*
- *Provide fit testing for SCBA masks for all members*
- *Replace out of date extrication tools*
- *Replace out of date rescue airbag system*

## 2017/18 – DEPARTMENT ACHIEVEMENTS

- *Development of standard operating procedures*
- *Development of department safety policy*
- *Repair of station and roof following Hurricane Irma damage*
- *Submission of AFG grant for diesel exhaust removal system*
- *Installation of emergency backup generator*
- *Replacement of cascade air fill station*
- *Completed testing on all fire hoses, fire pumps, and all ground and aerial ladders*
- *Painted exterior of the fire station*
- *Created a turn out gear storage room for PCFR staff*
- *Tested all fire hydrants within the Town service area*
- *Reviewed specifications for a new fire engine*
- *Developed a fleet replacement program for fire vehicle fleet*
- *Created and implemented new pre-fire planning format*
- *Initiated a safety compliance program for the State of Florida Fire Marshalls Office*

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change 2017/18	% Change 2017/18
Intergov. Revenue	-	-	-	-	-	-
D Revenue	-	-	-	\$130,000	-	-
Total Revenues	-	-	-	-	-	-
Personnel Costs	\$86,140	\$88,215	\$91,619	\$93,213	\$1,594	+1.7%
Operating Expenses	\$97,191	\$102,535	\$164,849	\$288,448	\$133,599	+ 81.0%
Total Expenses	\$183,331	\$190,750	\$256,468	\$381,661	\$135,193	+ 52.7%
<b>Tax Levy Offset</b>	\$183,331	\$190,750	\$256,468	\$251,661	\$135,193	+ 52.7%
Net Total Activity	-	-	-	-	-	-



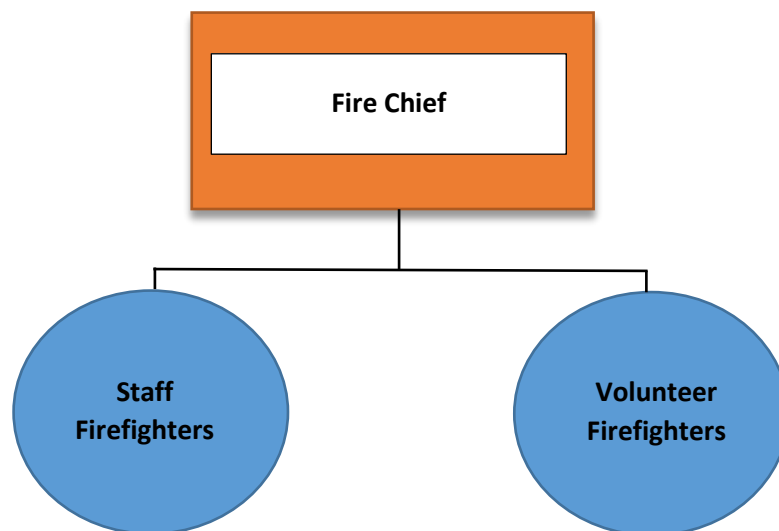
## **CONTRACTED & PROFESSIONAL SERVICES**

Services Provided	Annual Cost
<i>None Provided</i>	

## **STAFFING SUMMARY\***

Position	FTE	Unit Rate	Budget Hours	Salary Cost
Fire Chief	.75	19.25	1560	\$30,036
Firefighter	.5	10.57	1040	\$10,979
Firefighter	.25	7.60	520	\$3,953
Firefighter	.1	7.11	208	\$1,479
Firefighter	.5	15.56	1040	\$16,181
Firefighter	.5	9.0	1040	\$9,368
Firefighter	.25	9.64	520	\$5,017

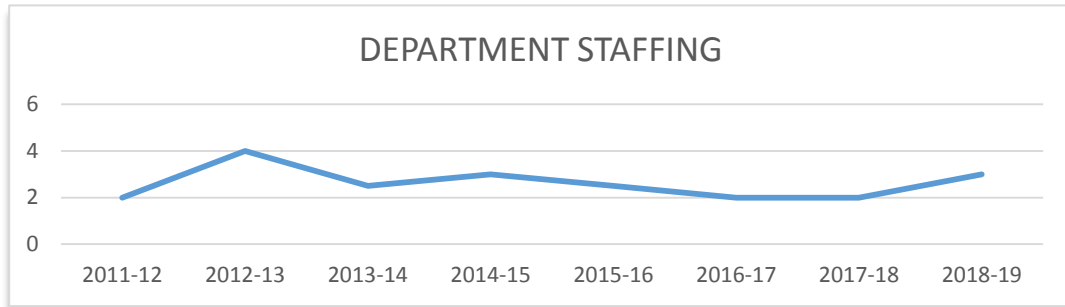
## **DEPARTMENT TABLE OF ORGANIZATION**





**FULL TIME EQUIVALENT FIRE & EMERGENCY SERVICES EMPLOYEES**

	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
<i>Fire &amp; Emergency Services</i>	2.0	4.0	2.5	3.0	2.5	2.0	2.0	3.0



### 3 YEAR ANNUAL BUDGET COMPARISON FIRE PROTECTION SERVICES

Acct. #	Description	Budget 2016	Budget 2017	Budget 2018	FY 18 10 mth exp	Proposed 2019
522-120	Salaries & Wages	\$ 70,603	\$ 72,721	\$ 75,630	\$ 70,026	\$ 77,013
522-140	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
522-150	Stipends	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200
522-210	Payroll Taxes	\$ 5,425	\$ 5,564	\$ 5,786	\$ 5,326	\$ 6,000
522-230	Life & Health Ins	\$ -	\$ -	\$ -	\$ -	\$ -
522-240	Workers Comp	\$ 2,912	\$ 2,730	\$ 3,003	\$ 2,057	\$ 3,000
522-310	Professional Services	\$ 3,000	\$ 3,000	\$ 3,000	\$ 619	\$ 3,000
522-340	Contract Labor-Dispatch Svcs					\$ 8,160
522-400	Travel & Training	\$ 4,000	\$ 4,000	\$ 4,000	\$ 2,564	\$ 4,000
522-410	Comm Svcs-Phones Land Lines	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,708	
522-411	Comm Svcs-Cell Phones	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,445	
522-412	Comm Svcs-Email	\$ 141	\$ 150	\$ 150	\$ 34	
522-415	Web Site	\$ 275	\$ 1,260	\$ 1,260	\$ 1,386	
522-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
522-425	Postage	\$ 75	\$ 75	\$ 74	\$ 203	\$ 75
522-430	Utility Services	\$ 2,500	\$ 4,000	\$ 4,000	\$ 2,342	\$ 12,000
522-440	Rent/Leases/Mortgage	\$ -	\$ -	\$ -	\$ 8	\$ -
522-450	Property & Liability Insurance	\$ 11,400	\$ 12,500	\$ 11,815	\$ 11,034	\$ 12,000
522-460	Repairs & Maintenance	\$ 13,000	\$ 13,000	\$ 35,000	\$ 53,068	\$ 13,000
522-470	Copies & Printing	\$ -	\$ 500	\$ 500	\$ -	
522-490	Other Current Charges	\$ 100	\$ -	\$ -	\$ 1,894	\$ -
522-510	Office Supplies	\$ 1,000	\$ 200	\$ 200	\$ 114	\$ 200
522-520	Operating Supplies	\$ 15,000	\$ 17,000	\$ 17,000	\$ 7,724	\$ 12,000
522-525	Gas & Oil	\$ 6,000	\$ 6,000	\$ 6,000	\$ 2,990	\$ 4,000
522-540	Dues & Subscriptions	\$ 500	\$ 500	\$ 500	\$ 170	\$ 400
522-640	Machinery & Equipment	\$ 16,000	\$ 16,000	\$ 57,000	\$ 79,169	\$ 20,000
522-900	FD Capital Lease	\$ 13,500	\$ 13,650	\$ 13,650	\$ 11,373	\$ 193,650
522-901	Fleet Financing - FD	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Dept 522</b>	\$ 183,331	\$ 190,750	\$ 256,468	\$ 270,455	\$ 381,661

# FIRE & RESCUE SERVICES 2018-2019 BUDGET

Account Description	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected <sup>19</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$183,331	\$190,750	\$256,468	\$251,661
Intergovernmental Charges	-	-	-	-
Debt Revenues	-	-	-	\$130,000
Restricted Revenues	\$31,386	\$33,888	\$31,727	-
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$214,717</b>	<b>\$224,638</b>	<b>\$288,195</b>	<b>\$381,661</b>
<b>EXPENSES</b>				
Salaries & Wages	\$73,031	\$75,936	\$84,031	\$77,013
Overtime	\$212	\$675	\$0	-
Stipends	\$6,994	\$7,200	\$8,640	\$7,200
Payroll Taxes	\$5,382	\$6,005	\$6,392	\$6,000
Life & Health Insurance	\$0	\$0	\$0	-
Workers Comp	\$1,659	\$1,886	\$2,468	\$3,000
Professional Services	\$1,848	\$937	\$743	\$3,000
IT Services	\$0	\$0	\$0	\$5,963
Contract Labor – Dispatch Service	\$0	\$0	\$0	\$8,160
Travel & Training	\$1,110	\$1,576	\$3,077	\$4,000
Comm Serv – Phone Land Lines	\$7,117	\$9,023	\$11,649	-
Comm Serv – Cell Phones	\$1,913	\$1,746	\$1,734	-
Comm Serv – Email	\$249	\$159	\$41	-
Cable/Internet Service	\$1,505	\$1,721	\$1,663	-
Utilities Service	\$3,473	\$3,166	\$2,810	\$12,000
Postage	\$169	\$70	\$244	\$75
Rent/Leases/Mortgages	\$19	\$18	\$10	-
Property & Liability Insurance	\$10,998	\$9,974	\$13,241	\$12,000
Repairs & Maintenance	\$14,138	\$14,027	\$53,068	\$13,000
Copies & Printing	\$6	\$14	\$0	-
Other Current Charges	\$0	\$99	\$2,273	-
Office Supplies	\$48	\$127	\$137	\$200
Operating Supplies	\$8,617	\$24,979	\$9,268	\$12,000
Gas & Oil	\$1,779	\$3,313	\$3,589	\$4,000
Dues & Subscriptions	\$1,474	\$175	\$205	\$400
FD Capital Lease	\$13,647	\$13,647	\$13,647	\$193,650
Fleet Financing – FD	\$0	\$0	\$0	\$0
Machinery & Equipment	\$14,809	\$10,960	\$1,738	\$20,000
<b>EXPENSES TOTAL</b>	<b>\$170,197</b>	<b>\$187,433</b>	<b>\$324,546</b>	<b>\$381,661</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$214,717</b>	<b>\$224,638</b>	<b>\$288,195</b>	<b>\$381,661</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$170,197</b>	<b>\$187,433</b>	<b>\$324,546</b>	<b>\$381,661</b>
<b>NET GRAND TOTALS</b>	<b>\$44,520</b>	<b>\$37,205</b>	<b>(\$36,351)</b>	<b>-</b>

<sup>19</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

# DIVISION OF PUBLIC WORKS

## Divisional Summary *General Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Division Tax Levy Needed</b>
Parks & Recreation	\$10,200	\$137,940	-	\$127,740
Public Facilities	-	\$72,764	-	\$72,764
Streets	\$300,000	\$671,300	-	\$371,300
<b>Total</b>	<b>\$310,200</b>	<b>\$882,004</b>	<b>-</b>	<b>\$571,804</b>



# PARKS & RECREATION

Clifton Bernard – Director of Parks & Recreation  
(863) 438-8330

## MISSION

The Purpose of the Dundee Parks & Recreation Department is to enrich the quality of life in our community through a comprehensive system of open space and outdoor recreational facilities with an emphasis on natural resources, recreation and outdoor education. The Department strives to provide a safe and secure community for residents, businesses, employees and visitors. To create a unique community identity, and to recruit and maintain well-trained, competent workforce.

## PROGRAM DESCRIPTION

The Dundee Parks & Recreation Department provides active and passive recreational activities, programs and facilities for Dundee citizens in accessible, affordable, and safe environments. The department also maintains parks, multi-use trails, town trees and recreational facilities. It promotes the preservation and wise use of the town's natural resources.

The Town of Dundee currently maintains seven (7) public parks, one (1) community center, and one (1) privately owned preserve for resident use:

- Nancy Avenue Ball Park
- 4<sup>th</sup> Street Park
- Dundee Community Center
- Johnson Park
- Merrill Avenue Park
- Henderson Park
- Lake Marie Park
- Lake Menzie Park
- Barbara Pederson Wildlife Preserve

## **2018/19 – DEPARTMENT GOALS & FUNDING INITIATIVES**

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- *Annexation of the Barbara Pederson Preserve into the Town of Dundee*
- *Update the Park Play Equipment in Henderson Park*
- *Add docks at Lake Annie and replace docks at Lake Menzie*
- *Redeveloping the Landscape at Lake Menzie Park*
- *Exploring opportunities for HWY 27 Median*
- *Explore fish restocking programs for Lake Marie and Lake Menzie*
- *Upgrade Boat Ramp for Lake Menzie*

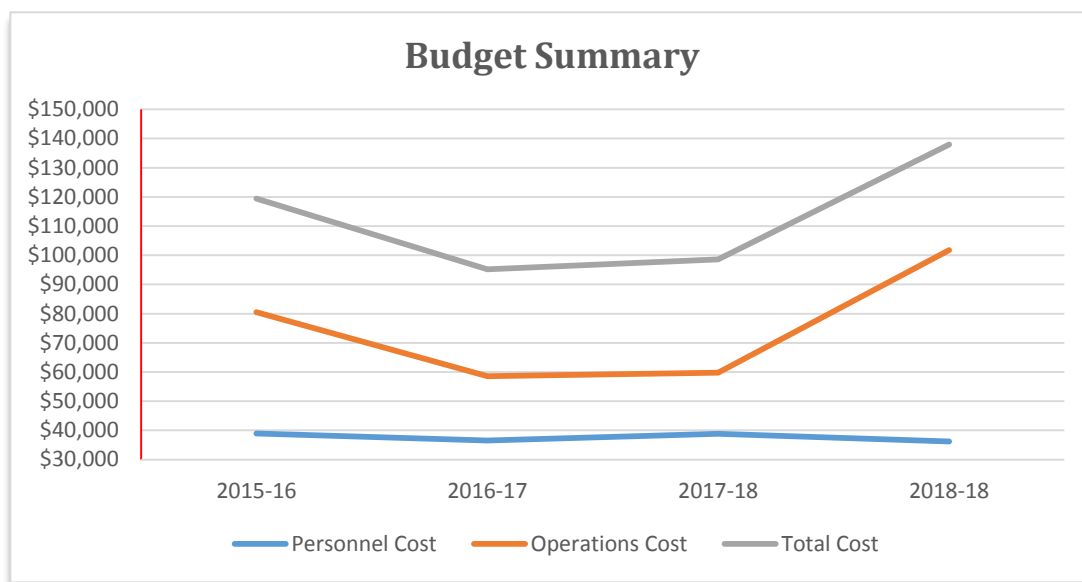
## **2017/18 – DEPARTMENT ACHIEVEMENTS**

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- *Recovered from Hurricane Irma in a speedy, but safe amount of time*
- *Extensive repairs to the Dundee Community Center and upgraded landscaping*
- *Redid the bathrooms at Henderson Park*
- *Upgraded perimeter fencing at Henderson Park*
- *Restored a gazebo for outdoor use at the Historic Depot location*

## FINANCIAL SUMMARY

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Intergov. Revenue	-	-	-	-	-	-
Service Charge	\$10,500	\$15,800	\$10,500	\$10,200	(\$300)	-2.9%
Restricted Revenue	-	-	\$20,000	-	(\$20,000)	-100%
<b>Total Revenues</b>	<b>\$10,500</b>	<b>\$15,800</b>	<b>\$30,500</b>	<b>\$10,200</b>	<b>(\$20,300)</b>	<b>-102.9%</b>
Personnel Costs	\$38,910	\$36,563	\$38,793	\$36,201	(\$2,592)	- 6.7%
Operating Expenses	\$80,484	\$58,539	\$59,821	\$101,739	\$41,918	+ 70.0%
<b>Total Expenses</b>	<b>\$119,394</b>	<b>\$95,202</b>	<b>\$98,614</b>	<b>\$137,940</b>	<b>\$39,326</b>	<b>+ 40.0%</b>
<b>Tax Levy Offset</b>	<b>\$108,894</b>	<b>\$79,402</b>	<b>\$68,114</b>	<b>\$127,740</b>	<b>\$59,626</b>	<b>+ 87.5%</b>
<b>Net Total Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



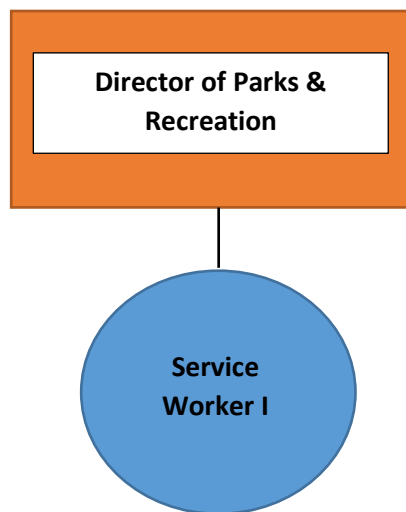
## **CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>Approximate Annual Cost</b>
Aquatic Weed Management	\$2,000

## **STAFFING SUMMARY\***

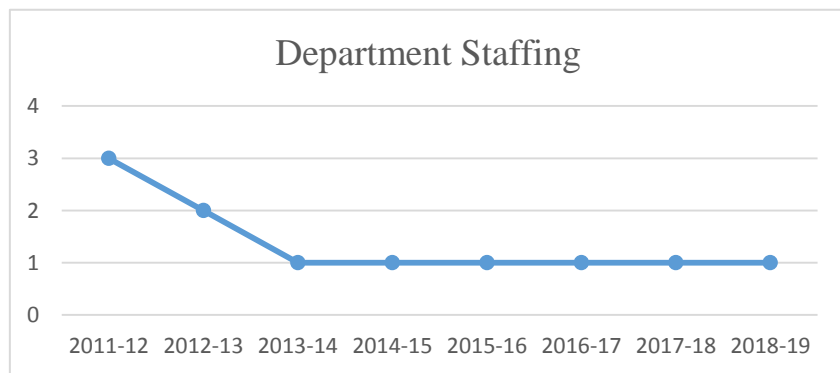
<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
Director of Parks & Recreation	1.0	0	0	\$0
Service Worker I	1.0	10.50	2080	\$21,840

## **DEPARTMENT TABLE OF ORGANIZATION**



## **FULL TIME EQUIVALENT PARKS & RECREATION EMPLOYEES**

	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
<i>Parks &amp; Recreation</i>	3.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0





### 3 YEAR ANNUAL BUDGET COMPARISON

#### PARKS & RECREATION DIVISION

Acct. #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY 18 10 mth exp	FY 18 10 mth (Rec)	Proposed 2019
572-120	Salaries & Wages	\$ 22,943	\$ 22,943	\$ 23,861	\$ 6,416	\$ 1,682	\$ 21,840
572-140	Overtime	\$ 263	\$ -	\$ 100	\$ 86	\$ -	\$ 100
572-210	Payroll Taxes	\$ 2,872	\$ 1,755	\$ 1,825	\$ 430	\$ 114	\$ 1,671
572-230	Life & Health Insurance	\$ 11,520	\$ 10,773	\$ 12,076	\$ 1,274	\$ -	\$ 11,659
572-240	Workers Comp	\$ 1,312	\$ 1,092	\$ 931	\$ 408	\$ 408	\$ 931
572-310	Professional Services	\$ 400	\$ 400	\$ 400	\$ 310	\$ -	\$ 400
572-400	Travel & Training	\$ 100	\$ -	\$ 300	\$ -	\$ -	\$ 300
572-410	Comm Srvcs-Phones Land Lines	\$ 625	\$ 625	\$ 600	\$ 394	\$ 498	
572-411	Comm Srvcs-Cell Phones	\$ 350	\$ 175	\$ 175	\$ 59	\$ -	
572-412	Comm Srvcs-Email	\$ -	\$ 150	\$ 150	\$ -	\$ -	
572-414	Comm Srvcs-Alarm Monitoring	\$ -	\$ 975	\$ 975	\$ 318	\$ 491	
572-415	Web Site	\$ 275	\$ 1,200	\$ 1,350	\$ 211	\$ 1,085	
572-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,963
572-425	Postage	\$ 50	\$ 50	\$ 50	\$ 30	\$ 30	\$ 50
572-430	Utility Services	\$ 17,000	\$ 17,000	\$ 17,000	\$ 10,915	\$ 13,460	\$ 29,000
572-431	Utility Services Lake Marie	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
572-432	Utility Services Lake Menzie	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
572-440	Rent/Leases/Mortgage	\$ -	\$ 29	\$ -	\$ 8	\$ 8	\$ -
572-450	Property & Liability Insurance	\$ 11,425	\$ 12,345	\$ 11,631	\$ 4,256	\$ 6,554	\$ 11,631
572-459	Repairs & Maintenance-Vehicles	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ 2,000
572-460	Repairs & Maintenance	\$ 7,500	\$ 7,500	\$ 7,500	\$ 2,449	\$ 6,172	\$ 19,250
572-461	Lakes Maintenance	\$ 200	\$ -	\$ -	\$ 3,150	\$ -	\$ 2,000
572-465	Vehicle Chargeback (1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
572-470	Copies & Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
572-480	Promotional Activites	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
572-490	Other Current Charges	\$ 6,900	\$ 6,900	\$ 6,900	\$ 5,191	\$ 160	\$ 6,900
572-510	Office Supplies	\$ 200	\$ 200	\$ 200	\$ -	\$ -	\$ 200
572-520	Operating Supplies	\$ 4,500	\$ 4,500	\$ 4,500	\$ 3,386	\$ 366	\$ 5,000
572-521	Landscaping Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
572-525	Gas & Oil	\$ 3,974	\$ 3,500	\$ 5,000	\$ 5,412	\$ -	\$ 6,500
572-540	Dues & Subscriptions	\$ 135	\$ 90	\$ 90	\$ 95	\$ 53	\$ 45
572-631	Lake Menzie Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
572-640	Machinery & Equipment	\$ 250	\$ -	\$ -	\$ -	\$ 8,987	\$ 7,500
572-641	Connector Trail- Capital	\$ 23,600	\$ -	\$ -	\$ -	\$ -	
	<b>Total Dept 572</b>	\$ 119,394	\$ 95,202	\$ 98,614	\$ 44,797	\$ 40,068	\$ 137,940



# PARKS & RECREATION 2018-2019 BUDGET

Account Description DEPT. 572	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>20</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$108,894	\$79,402	\$68,114	\$127,740
Restricted Revenue	\$18,600	\$19,800	\$18,400	-
Service Charge	\$15,800	\$17,244	\$17,887	\$10,200
<b>REVENUES TOTAL</b>	<b>\$143,294</b>	<b>\$116,446</b>	<b>\$104,401</b>	<b>\$137,940</b>
<b>EXPENSES</b>				
Salaries & Wages	\$25,606	\$25,130	\$9,718	\$21,840
Overtime	\$59	\$96	\$104	\$100
Payroll Taxes	\$1,816	\$2,041	\$652	\$1,671
Retirement Contributions	\$0	\$0	-	-
Life & Health Insurance	\$8,647	\$9,572	\$1,529	\$11,659
Workers Comp	\$1,026	\$504	\$980	\$931
Professional Services	\$350	\$396	\$371	\$400
Travel & Training	\$0	\$0	\$0	\$300
Comm Serv – Phone Land Lines	\$1,007	\$1,007	\$1,070	-
Comm Serv – Cell Phones	\$179	\$23	\$71	-
Comm Serv – Email	\$874	\$9	\$0	-
Comm Serv – Alarm Monitoring	\$848	\$659	\$970	-
Cable/Internet Service	\$909	\$1,415	\$1,555	-
IT Services	\$0	\$0	-	\$5,963
Postage	\$101	\$46	\$72	\$50
Utility Services	\$20,894	\$22,479	\$29,251	\$29,000
Rent/Leases/Mortgages	\$38	\$35	\$19	-
Property & Liability Insurance	\$10,765	\$10,477	\$12,972	\$11,631
Repairs & Maintenance – Vehicle	\$24	\$0	\$0	\$2,000
Repairs & Maintenance	\$6,419	\$10,890	\$10,345	\$9,250
Lakes Maintenance	\$0	\$0	\$3,780	\$2,000
Promotional Activities	\$0	\$187	\$0	-
Other Current Charges	\$5,585	\$5,598	\$6,421	\$6,900
Office Supplies	\$73	\$8	\$0	\$200
Operating Supplies	\$20,850	\$4,352	\$4,502	\$5,000
Operating Supplies – Landscaping	\$0	\$0	-	\$5,000
Gas & Oil	\$4,740	\$9,828	\$6,494	\$6,500
Dues & Subscriptions	\$45	\$45	\$178	\$45
Machinery & Equipment	\$8,203	\$0	\$10,785	\$7,500
<b>EXPENSES TOTAL</b>	<b>\$119,058</b>	<b>\$104,797</b>	<b>\$101,838</b>	<b>\$137,940</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$143,294</b>	<b>\$116,446</b>	<b>\$104,401</b>	<b>\$137,940</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$119,058</b>	<b>\$104,797</b>	<b>\$101,838</b>	<b>\$137,940</b>
<b>NET GRAND TOTALS</b>	<b>\$24,236</b>	<b>\$11,649</b>	<b>\$2,563</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>20</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known



# PUBLIC FACILITIES

Clifton Bernard – Director of Public Facilities  
(863) 438-8330

## MISSION

The Purpose of the Public Facilities Department of the Public Works Division is to provide the highest quality and value in facility management services required to meet Town government facility needs while utilizing the most efficient and cost-effective business practices.

## PROGRAM DESCRIPTION

The Department of Public Facilities is responsible for the coordination and care of all Town-owned building.

Public Facilities also ensures that Town buildings are accessible to all residents, meet or exceed life safety codes, and are constructed with maximum efficiency and sustainability in mind.

Additional facility management services include: facility planning and engineering, project management, energy management and climate control, preventative maintenance, repair and emergency services, housekeeping and laundry services and building security and lock services.

## 2018/19 – DEPARTMENT GOALS & INITIATIVES

- Upgrade entry doors in Town Hall, Library and Community Center to have ADA compliant push-button automated doors.
- Add a buffer/scrubber for floor stripping and waxing
- Add a front suction wet vac for floor maintenance
- Add a scissor lift for use in the community center and other high reaching areas

## 2017/18 – DEPARTMENT ACHIEVEMENTS

- None Reported

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change 2017/18	% Change 2017/18
Other Revenue Sources	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Personnel Costs	\$14,350	\$14,191	\$601	\$13,438	\$12,837	+2,136%
Operating Expenses	\$20,500	\$19,830	\$19,679	\$59,326	\$39,647	+ 201%
Total Expenses	\$34,850	\$34,021	\$20,280	\$72,764	\$52,484	+258.8%
<b>Tax Levy Offset</b>	<b>\$34,850</b>	<b>\$34,021</b>	<b>\$20,280</b>	<b>\$72,764</b>	<b>\$52,484</b>	<b>+259%</b>
Net Total Activity	-	-	-	-	-	-

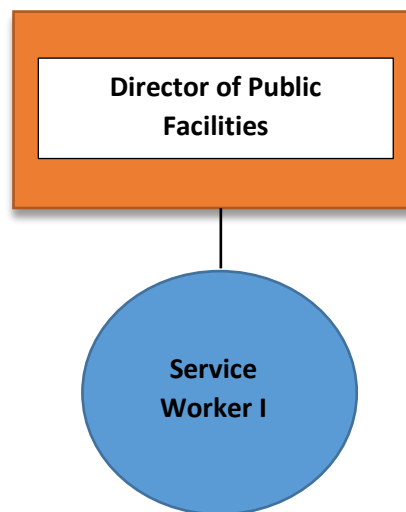
## **CONTRACTED & PROFESSIONAL SERVICES**

Services Provided	Approximately Annual Cost
Water's Pest Control	N/A

## **STAFFING SUMMARY\***

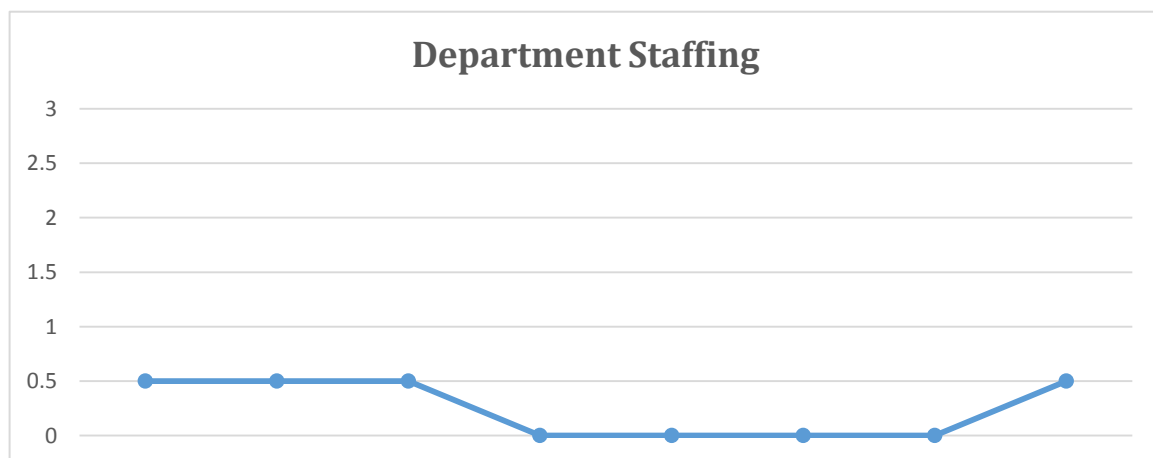
Position	FTE	Unit Rate	Budget Hours	Salary Cost
Director of Public Facilities	1	0	0	\$0
Service Worker I	.5	11.47	1040	\$11,925

## **DEPARTMENT TABLE OF ORGANIZATION**



## **FULL TIME EQUIVALENT PUBLIC FACILITIES EMPLOYEES**

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<i>Public Facilities</i>	0.5	0.5	0.5	0.0	0.0	0.0	0.0	0.5



### 3 YEAR ANNUAL BUDGET COMPARISON PUBLIC FACILITIES

Acct. #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
519-120	Salaries & Wages	\$ 12,675	\$ 12,675	\$ -	\$ -	\$ 11,925
519-140	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
519-210	Payroll Taxes	\$ 1,019	\$ 970	\$ -	\$ -	\$ 912
519-240	Workers Comp	\$ 656	\$ 546	\$ 601	\$ 408	\$ 601
519-310	Professional Services	\$ 150	\$ 150	\$ 150	\$ 155	\$ 160
519-410	Comm Srvcs-Phones Land Lines	\$ -	\$ -	\$ -	\$ -	\$ -
519-411	Comm Srvcs-Cell Phones	\$ 100	\$ 100	\$ 100	\$ 15	
519-414	Comm Srvcs-Alarm Monitoring	\$ -	\$ 50	\$ 125	\$ 71	
519-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
519-430	Utility Services	\$ 3,500	\$ 3,500	\$ 3,500	\$ 4,062	\$ 4,500
519-450	Property & Liability Insurance	\$ 4,300	\$ 4,830	\$ 4,554	\$ 4,231	\$ 4,554
519-460	Repairs & Maintenance	\$ 3,500	\$ 3,500	\$ 3,500	\$ 2,619	\$ 13,500
519-490	Other Current Charges	\$ 200	\$ 200	\$ 250	\$ 168	\$ 250
519-520	Operating Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 9,194	\$ 10,200
519-525	Transportation	\$ 500	\$ -	\$ -	\$ -	\$ -
519-620	Building Improvements	\$ 500	\$ -	\$ -	\$ -	\$ 20,199
519-640	Machinery & Equipment	\$ 250	\$ -	\$ -	\$ -	\$ -
519-750	Fleet Financing	\$ -	\$ -	\$ -	\$ -	\$ -
519-751	Fleet Financing Contra					\$ -
				\$ -		
	<b>Total Dept 519</b>	<b>\$ 34,850</b>	<b>\$ 34,021</b>	<b>\$ 20,280</b>	<b>\$ 20,924</b>	<b>\$ 72,764</b>

# PUBLIC FACILITIES 2018-2019 BUDGET

Account Description DEPT. 519	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>21</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$34,850	\$34,021	\$20,280	\$72,764
Intergovernmental Charges	-	-	-	-
Restricted Revenues	-	-	-	-
Debt Revenues	-	-	-	-
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$34,850</b>	<b>\$34,021</b>	<b>\$20,280</b>	<b>\$72,764</b>
<b>EXPENSES</b>				
Salaries & Wages	\$9,273	\$0	\$0	\$11,925
Overtime	\$172	\$0	\$0	-
Payroll Taxes	\$709	\$0	\$0	\$912
Retirement Contributions	\$0	\$0	\$0	-
Life & Health Insurance	\$0	\$0	\$0	-
Workers Comp	\$332	\$374	\$490	\$601
Professional Services	\$176	\$199	\$186	\$160
IT Services	\$0	\$0	\$0	\$5,963
Travel & Training	\$0	\$0	\$0	-
Comm Serv – Phone Land Lines	\$0	\$0	\$18	-
Comm Serv – Cell Phones	\$137	\$23	\$0	-
Comm Serv – Email	\$0	\$0	\$0	-
Comm Serv – Alarm Monitoring	\$46	\$100	\$85	-
Cable/Internet Service	\$0	\$0	\$0	-
Postage	\$0	\$0	\$0	-
Utility Services	\$3,658	\$4,845	\$4,875	\$4,500
Rent/Leases/Mortgages	\$0	\$0	\$0	-
Property & Liability Insurance	\$4,209	\$4,107	\$5,078	\$4,554
Repairs & Maintenance	\$1,017	\$9,197	\$3,143	\$13,500
Copies & Printing	\$0	\$0	\$0	-
Other Current Charges	\$571	\$474	\$202	\$250
Office Supplies	\$0	\$0	\$0	-
Operating Supplies	\$8,349	\$10,625	\$11,033	\$10,200
Fleet Financing	\$0	\$0	\$0	-
Building Improvements	\$500	\$0	\$0	\$20,199
Dues & Subscriptions	\$0	\$0	\$0	-
Machinery & Equipment	\$0	\$0	\$0	-
<b>EXPENSES TOTAL</b>	<b>\$28,149</b>	<b>\$29,944</b>	<b>\$25,108</b>	<b>\$72,764</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$34,850</b>	<b>\$34,021</b>	<b>\$20,280</b>	<b>\$72,764</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$28,149</b>	<b>\$29,944</b>	<b>\$25,108</b>	<b>\$72,764</b>
<b>NET GRAND TOTALS</b>	<b>\$5,701</b>	<b>\$4,077</b>	<b>(\$4,828)</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>21</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

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# STREETS & ROADS

Clifton Bernard – Director of Streets & Roads  
(863) 438-8330

## MISSION

The Purpose of the Streets & Roads Department is threefold. First, it carries out street maintenance and construction on Town Road system for the safe, convenient, and efficient movement of vehicles within the Town. Second, it provides high quality, cost-effective roadway maintenance and construction services. Finally, the department plans, programs, and implements necessary street improvements to efficiently accommodate increased traffic demands and enhance economic development and new job growth in Dundee.

## PROGRAM DESCRIPTION

The Streets Department is responsible for the paving and reconstruction of streets, alleys, and the restoration of utility cuts and trenches; repair of sinkholes, and pot holes, crack-sealing, shaping unimproved streets, and minor maintenance of bridges.

The department has an annual pavement restoration program as part of the Town's Capital Improvement Program to constantly maintain the good quality roads that our citizens deserve. Town personnel inspect Town streets each year and plan repair and resurfacing. Typically, blacktop lasts 15 - 20 years, depending on use, weather and other factors.

The department is also on the lookout for sidewalk repairs.

The Town takes pride in the property it owns and seeks to keep it attractive and safe. This includes Town rights of way and excess property that is purchased when a new street is put in. Beginning in 2018, this will not include easements, which will be the responsibility of property owners.

Coverage is also provided by the Streets Department for a variety of civic service projects and for any emergency situations.

## 2018/19 – DEPARTMENT GOALS & INITIATIVES

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- *Re-pavement of Ridgewood Drive, Dawn Drive, Race Road and 6<sup>th</sup> Street*
- *Improved Pothole Patching Program*
- *Make Road Repairs more efficiently through surplus equipment acquisition*
- *Continued sidewalk repairs throughout town*

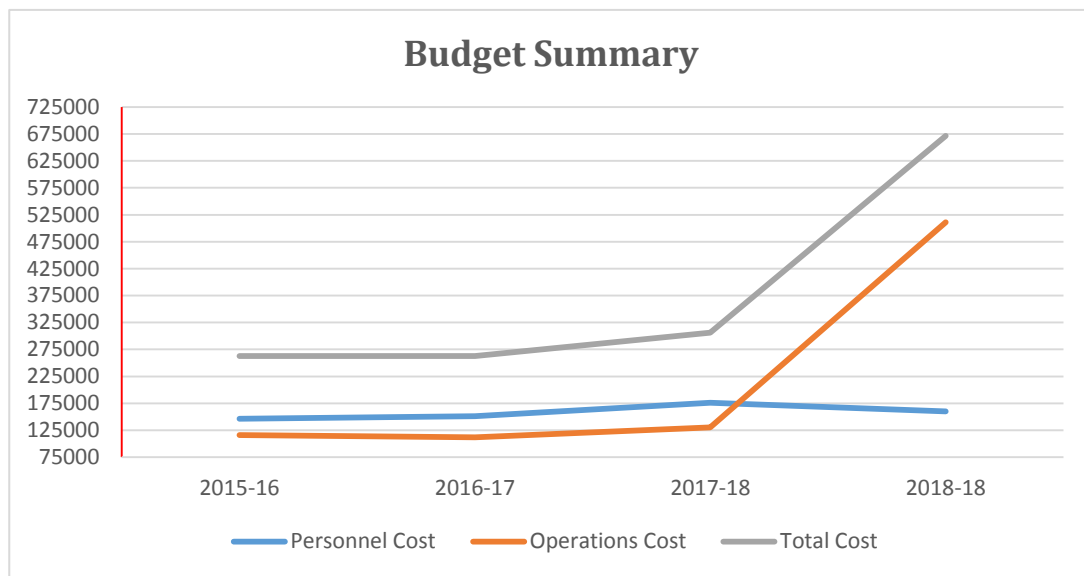
## 2017/18 – DEPARTMENT ACHIEVEMENTS

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- *Made repairs to Lincoln Ave, 8<sup>th</sup> Street, Lakeview Drive, Frederick Ave, Ridgewood Ave, Lemon Avenue, 5<sup>th</sup> Street South, and Lake Marie Blvd.*
- *Completed 2018 CDBG Sidewalk ADA Compliance project*

## **FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Restricted Revenue	-	-	-	\$185,000	\$185,000	+ 100%
Unrestricted Fund	-	-	-	\$115,000	\$115,000	+100%
Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>+ 100%</b>
Personnel Costs	\$146,224	\$150,807	\$175,928	\$160,092	(\$15,836)	- 9.0%
Operating Expenses	\$116,241	\$111,970	\$130,010	\$511,208	\$381,198	+ 293.2%
<b>Total Expenses</b>	<b>\$262,465</b>	<b>\$262,777</b>	<b>\$305,938</b>	<b>\$671,300</b>	<b>\$365,362</b>	<b>+ 119%</b>
Tax Levy Offset	<b>\$262,465</b>	<b>\$262,277</b>	<b>\$305,938</b>	<b>\$371,300</b>	<b>(\$65,362)</b>	<b>- 21.5%</b>
<b>Net Total Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>





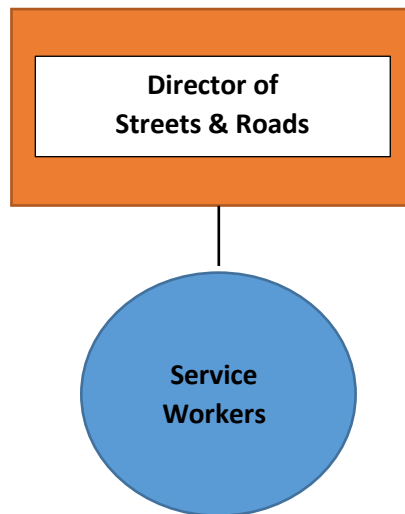
## **CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>Annual Cost</b>
Polk County Inmate Crews (2)	\$120,000

## **STAFFING SUMMARY\***

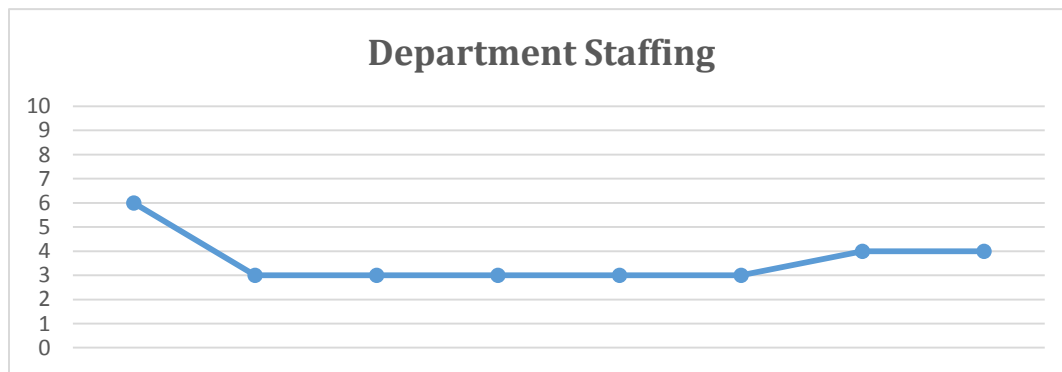
<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
Director of Streets & Roads	-	-	-	\$12,007
Service Worker I	.5	10.85	1040	\$11,294
Service Worker I	1	10.65	2080	\$22,146
Service Worker I	1	12.37	2080	\$25,728
Service Worker I	1	13.17	2080	\$27,387

## **DEPARTMENT TABLE OF ORGANIZATION**



## **FULL TIME EQUIVALENT STREETS & ROADS EMPLOYEES**

	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
<i>Streets &amp; Roads</i>	6.0	3.0	3.0	3.0	3.0	3.0	4.0	4.0



### 3 YEAR ANNUAL BUDGET COMPARISON STREET DIVISION

Acct. #	Description	Actual 2016	Actual 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
541-120	Salaries & Wages	\$ 73,709	\$ 106,920	\$ 111,010	\$ 78,104	\$ 99,192
541-140	Overtime	\$ 1,142	\$ 500	\$ 1,500	\$ 4,025	\$ 2,000
541-210	Payroll Taxes	\$ 6,197	\$ 6,412	\$ 8,492	\$ 6,089	\$ 7,588
541-220	Retirement Contributions	\$ 1,956	\$ 1,904	\$ 2,526	\$ 1,466	\$ 2,620
541-230	Life & Health Insurance	\$ 17,525	\$ 33,797	\$ 50,998	\$ 36,689	\$ 47,290
541-240	Workers Comp	\$ 774	\$ 1,274	\$ 1,402	\$ 958	\$ 1,402
541-310	Professional Services	\$ 511	\$ 650	\$ 650	\$ 462	\$ 650
541-312	Engineering	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
541-400	Travel & Training	\$ 250	\$ 250	\$ 250	\$ -	\$ 750
541-410	Comm Svcs-Phones Land Lines	\$ 1,658	\$ 700	\$ 1,250	\$ 1,555	
541-411	Comm Svcs-Cell Phones	\$ 147	\$ 800	\$ 800	\$ 14	
541-412	Comm Svcs-Email	\$ 205	\$ 140	\$ 300	\$ 348	
541-414	Comm Svcs-Alarm Monitoring	\$ 590	\$ 400	\$ 400	\$ 318	
541-415	Web Site	\$ 313	\$ 215	\$ 215	\$ 186	
541-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
541-425	Postage	\$ 50	\$ -	\$ -	\$ 155	\$ -
541-430	Utility Services	\$ 69,785	\$ 50,000	\$ 50,000	\$ 58,567	\$ 85,000
541-440	Rent/Leases/Mortgage	\$ 19	\$ -	\$ -	\$ 8	\$ -
541-450	Property & Liability Insurance	\$ 4,069	\$ 4,665	\$ 4,395	\$ 4,085	\$ 4,395
541-460	Repairs & Maintenance	\$ 23,901	\$ 14,000	\$ 16,000	\$ 28,940	\$ 40,000
541-461	Repairs & Maintenance-Vehicles	\$ 1,685	\$ 3,500	\$ 3,500	\$ 14,154	\$ 3,500
541-465	Vehicle Chargebacks (4)	\$ -	\$ -	\$ -	\$ -	\$ -
541-470	Copies & Printing	\$ -	\$ -	\$ -	\$ -	\$ -
541-490	Other Current Charges	\$ 383	\$ 500	\$ 500	\$ 181	\$ 750
541-510	Office Supplies	\$ -	\$ 50	\$ 50	\$ 110	\$ 100
541-520	Operating Supplies	\$ 31,177	\$ 9,000	\$ 15,000	\$ 23,815	\$ 15,000
541-523	PCI Workers	\$ 17,968	\$ 14,500	\$ 14,500	\$ 14,374	\$ 30,000
541-525	Transportation	\$ 7,591	\$ 10,000	\$ 10,000	\$ 7,040	\$ 12,500
541-540	Dues & Subscriptions	\$ 255	\$ 100	\$ 1,700	\$ 1,727	\$ 100
541-51	Membership Polk Transit				\$ -	\$ 5,000
541-631	Downtown Lighting	\$ -	\$ -	\$ -	\$ -	\$ -
541-640	Machinery & Equipment	\$ 7,854	\$ -	\$ 8,000	\$ 9,111	\$ 5,000
541-645	Road Resurfacing	\$ -	\$ -	\$ -	\$ -	\$ 300,000
	<b>Total Dept 541</b>	\$ 269,714	\$ 262,777	\$ 305,938	\$ 292,479	\$ 671,300

# STREETS & ROADS 2018-2019 BUDGET

Account Description DEPT. 541	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>22</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$262,465	\$262,277	\$305,938	\$371,300
Restricted Revenues	\$145,848	\$188,339	\$48,699	\$185,000
Fund Balance Transfer	-	-	-	\$115,000
<b>REVENUES TOTAL</b>	<b>\$408,313</b>	<b>\$450,616</b>	<b>\$354,637</b>	<b>\$671,300</b>
<b>EXPENSES</b>				
Salaries & Wages	\$73,709	\$83,679	\$93,725	\$99,192
Overtime	\$1,142	\$4,363	\$4,830	\$2,000
Payroll Taxes	\$6,197	\$6,998	\$7,307	\$7,588
Retirement Contributions	\$1,956	\$1,868	\$1,759	\$2,620
Life & Health Insurance	\$17,525	\$28,497	\$44,027	\$47,290
Workers Comp	\$774	\$878	\$1,149	\$1,402
Professional Services	\$511	\$562	\$554	\$650
Engineering	\$0	\$0	\$0	\$2,500
Travel & Training	\$250	\$0	\$0	\$750
Comm Serv – Phone Land Lines	\$1,658	\$1,780	\$1,866	-
Comm Serv – Cell Phones	\$147	\$52	\$16	-
Comm Serv – Email	\$205	\$360	\$417	-
Comm Serv – Alarm Monitoring	\$590	\$318	\$381	-
Cable/Internet Service	\$313	\$226	\$223	-
IT Services	\$0	\$0	\$0	\$5,963
Postage	\$50	\$23	\$186	-
Utility Services	\$69,785	\$70,889	\$70,280	\$85,000
Rent/Leases/Mortgages	\$19	\$18	\$10	-
Property & Liability Insurance	\$4,069	\$3,956	\$4,902	\$4,395
Repairs & Maintenance	\$23,901	\$28,963	\$34,728	\$40,000
Repairs & Maintenance - Vehicles	\$1,685	\$5,855	\$16,985	\$3,500
Other Current Charges	\$383	\$356	\$217	\$750
Office Supplies	\$0	\$11	\$131	\$100
Operating Supplies	\$31,177	\$27,775	\$28,578	\$15,000
PCI Workers	\$17,968	\$14,374	\$17,249	\$30,000
Gas & Oil	\$7,591	\$10,568	\$8,448	\$12,500
Dues & Subscriptions	\$255	\$0	\$2,072	\$100
Polk Transit Membership	\$0	\$0	\$0	\$5,000
Machinery & Equipment	\$7,854	\$0	\$10,933	\$5,000
Road Resurfacing	\$0	\$0	\$0	\$300,000
<b>EXPENSES TOTAL</b>	<b>\$269,714</b>	<b>\$292,369</b>	<b>\$350,975</b>	<b>\$671,300</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$408,313</b>	<b>\$450,616</b>	<b>\$354,637</b>	<b>\$671,300</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$269,714</b>	<b>\$292,369</b>	<b>\$350,975</b>	<b>\$671,300</b>
<b>NET GRAND TOTALS</b>	<b>\$138,599</b>	<b>\$158,247</b>	<b>\$3,662</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>22</sup> Projected estimates are determined by taking the 9 month total dividing by 9 and multiplying by 12 for a full year, unless subscription pricing is known

# OFFICE OF THE TOWN COMMISSION

## Divisional Summary *General Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Division Tax Levy Needed</b>
Town Commission	-	\$60,994	-	\$60,994
<b>Total</b>	<b>-</b>	<b>\$60,994</b>	<b>-</b>	<b>\$60,994</b>



# OFFICE OF THE TOWN COMMISSION

Samuel Pennant – Mayor of Dundee  
(863) 438-8330

## MISSION

The Mission of the Town Commission of Dundee, Florida is to enact legislation to establish policy to promote the health, safety, welfare and quality of life of the people of Dundee in a fiscally responsible manner. To this end, the Commission will communicate openly and directly; and, practice honesty, integrity and courtesy; and, respect other and their concerns; and, take pride in and responsibility for our work; and, strive for efficiency, effectiveness and fairness.

## PROGRAM DESCRIPTION

The Town of Dundee has a Commission-Manager Form of government. The Commission-Manager form of government combines the political leadership of elected officials in the form of a Town Commission with the managerial experience of an appointed local government manager. The Town Commission appoints the Town Manager, who in turn appoints and manages all other Town department staff.

The qualified voters of the Town of Dundee elect the Mayor and Town Commissioners at-large, meaning they represent all of the citizens in Dundee. The Mayor and Town Commissioners hold office for four-year terms.

The Dundee Town Commission meets the second and fourth Tuesday of the month at 6:30 p.m. at the Town Hall Commission Chambers, located at 202 East Main Street, Dundee, Florida.

Performance Measures	2015	2016	2017	2018 YTD
Ordinances Passed	15	8	10	5
Resolutions Passed	12	12	17	8

## 2018/19 – OFFICE GOALS & INITIATIVES

- *Expansion of the Dundee Community Center*
- *Increased Economic Development Activity*
- *Monthly Code Enforcement Reports at Commission Meetings*
- *Implementation of the Town Vision Plan*

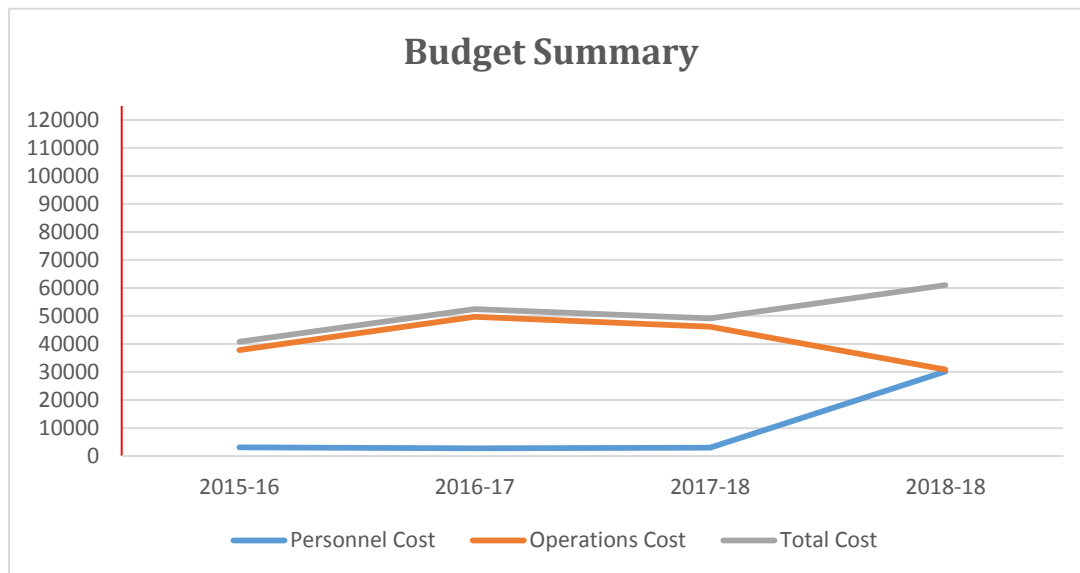
## 2017/18 – OFFICE ACHIEVEMENTS

- *Merit Based Evaluation System for Employee Raises*
- *Increased Grant Applications for the Town*
- *Annual Town Cleanup Event*
- *Department Mission Statements*
- *Sidewalk Condition Reviews and Repairs*
- *Increased Family Activities and Programs for Residents*

## FINANCIAL SUMMARY

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Estimated</b>	<b>2018/2019 Proposed</b>	<b>\$ Change Prv. Bud.</b>	<b>% Change Prv. Bud.</b>
Intergov. Revenue	-	-	-	-	-	-
Restricted Revenue	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
Personnel Costs*	\$3,057	\$2,730	\$3,003	\$30,131	\$27,128	+903%
Operating Expenses	\$37,760	\$49,725	\$46,139	\$30,863	(\$15,276)	-33.1%
<b>Total Expenses</b>	<b>\$40,817</b>	<b>\$52,455</b>	<b>\$49,142</b>	<b>\$60,994</b>	<b>\$11,852</b>	<b>+24.0%</b>
<b>Tax Levy Offset</b>	<b>\$40,817</b>	<b>\$52,455</b>	<b>\$49,142</b>	<b>\$60,994</b>	<b>\$11,852</b>	<b>+24.0%</b>
<b>Net Total Activity</b>	-	-	-	-	-	-

*\*Beginning in the 2018/19 budget year, elected officials will be transferred to payroll to comply with IRS Regulation 3401(c). According to Part II of the 1964 amendment to the State of Florida Section 218 Agreement, elected officials for the Town of Dundee were excluded from being exempted from this regulation under Section 218 coverage.*



## **CONTRACTED & PROFESSIONAL SERVICES**

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<b>Services Provided</b>	<b>Approximate Annual Cost</b>
<i>None Provided</i>	<i>NA</i>

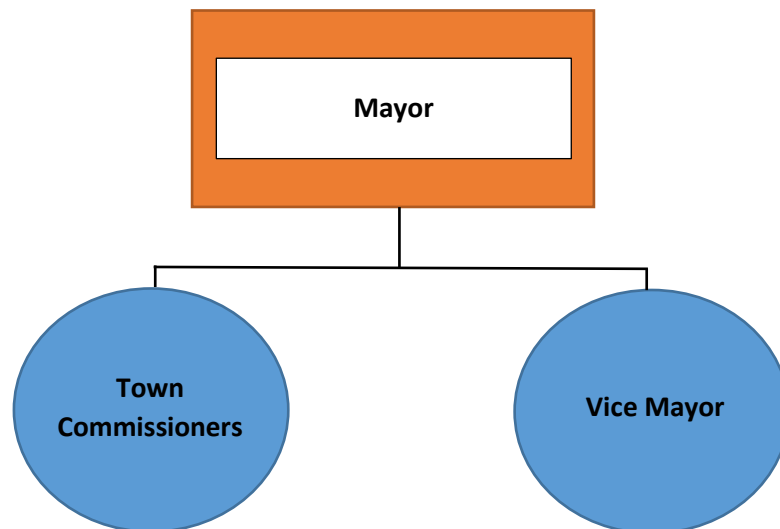
## **POSITION SUMMARY\***

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<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budgeted Monthly Hours</b>	<b>Salary Cost</b>
Mayor	-	375	-	\$6,000
Vice Mayor	-	275	-	\$4,800
Commissioner	-	275	-	\$4,800
Commissioner	-	275	-	\$4,800
Commissioner	-	275	-	\$4,800

## **DEPARTMENT TABLE OF ORGANIZATION**

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### 3 YEAR ANNUAL BUDGET COMPARISON TOWN COMMISSION

Acct #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY18 10 Mths Exp	Proposed 2019
511-120	Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ 25,200
511-210	Payroll Taxes	\$ -	\$ -	\$ -	\$ -	\$ 1,928
511-230	Health/Dental/Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
511-240	Worker's Comp	\$ 3,057	\$ 2,730	\$ 3,003	\$ 2,057	\$ 3,003
511-310	Professional Services	\$ 17,700	\$ 23,895	\$ 17,700	\$ 16,000	\$ -
511-400	Travel & Training	\$ 6,000	\$ 6,000	\$ 6,000	\$ 7,040	\$ 7,000
511-410	Communication Services-Phones	\$ 150	\$ 150	\$ 300	\$ 227	\$ -
511-412	Communication Services-Email	\$ 500	\$ 500	\$ 500	\$ 890	\$ -
511-413	Communication Services-Newspaper Ads	\$ -	\$ 3,000	\$ 3,000	\$ 504	\$ 3,000
511-414	Comm Svcs-Alarm Monitoring	\$ 150	\$ 50	\$ 150	\$ 71	
511-415	Web Site	\$ 700	\$ 1,389	\$ 1,389	\$ 998	
511-416	Annual Software Maintenance	\$ -	\$ 1,050	\$ 1,100	\$ -	
511-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
511-425	Postage	\$ -	\$ 100	\$ 100	\$ 38	\$ 100
511-440	Rent/Leases/Mortgages	\$ 60	\$ -	\$ -	\$ 16	\$ -
511-450	Property & Liability Insurance	\$ 3,900	\$ 4,291	\$ 4,050	\$ 3,762	\$ 4,050
511-470	Copies & Printing	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,698	
511-480	Promotional Activities	\$ 500	\$ 500	\$ 500	\$ 615	\$ 2,000
511-481	Christmas Dinner	\$ -	\$ -	\$ -	\$ -	\$ 2,500
511-482	Townwide Cleanup Event	\$ -	\$ -	\$ -	\$ -	\$ 500
511-485	Election	\$ -	\$ 3,200	\$ 3,600	\$ 800	\$ -
511-490	Other Current Charges	\$ 1,500	\$ 1,500	\$ 1,500	\$ 146	\$ 1,500
511-510	Office Supplies	\$ 250	\$ 250	\$ 250	\$ 137	\$ 250
511-520	Operating Supplies	\$ 250	\$ 250	\$ 400	\$ 1,152	\$ 400
511-540	Dues & Subscriptions	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,144	\$ 3,600
511-640	Machinery & Equipment	\$ 3,500	\$ 1,000	\$ 3,000	\$ -	\$ -
	<b>Total Dept 511</b>	<b>\$ 40,817</b>	<b>\$ 52,455</b>	<b>\$ 49,142</b>	<b>\$ 37,294</b>	<b>\$ 60,994</b>



# TOWN COMMISSION 2018-2019 BUDGET

Account Description	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected <sup>23</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$40,817	\$52,455	\$49,142	\$60,994
Intergovernmental Charges	-	-	-	-
Miscellaneous	-	-	-	-
Restricted Revenues	-	-	-	-
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$40,817</b>	<b>\$52,455</b>	<b>\$49,142</b>	<b>\$60,994</b>
<b>EXPENSES</b>				
Salaries & Wages	\$0	\$0	\$0	\$25,200
Payroll Taxes	\$0	\$0	\$0	\$1,928
Life & Health Insurance	\$0	\$0	\$0	-
Workers Comp	\$1,659	\$1,886	\$2,468	\$3,003
Professional Services	\$17,700	\$17,478	\$19,200	-
IT Services	\$0	\$0	\$0	\$5,963
Travel & Training	\$8,568	\$7,370	\$8,448	\$7,000
Comm Serv – Phone Land Lines	\$250	\$243	\$273	-
Comm Serv – Newspaper Ads	\$0	\$764	\$605	\$3,000
Comm Serv – Email	\$427	\$720	\$1,068	-
Comm Serv – Alarm Monitoring	\$46	\$100	\$85	-
Cable/Internet Service	\$700	\$950	\$1,198	-
Software Annual Maintenance	\$1,130	\$1,130	\$1,100	-
Postage	\$117	\$23	\$46	\$100
Rent/Leases/Mortgages	\$0	\$0	\$19	-
Property & Liability Insurance	\$3,739	\$3,655	\$4,514	\$4,050
Repairs & Maintenance	\$0	\$0	\$0	-
Promotional Activities	\$870	\$860	\$737	\$2,000
Christmas Dinner	\$0	\$0	\$0	\$2,500
Townwide Cleanup Event	\$0	\$0	\$0	\$500
Copies & Printing	\$1,887	\$2,036	\$2,037	-
Election	\$0	\$3,518	\$960	-
Other Current Charges	\$434	\$430	\$175	\$1,500
Office Supplies	\$284	\$159	\$164	\$250
Operating Supplies	\$605	\$650	\$1,382	\$400
Dues & Subscriptions	\$526	\$750	\$1,373	\$3,600
Machinery & Equipment	\$3,887	\$90	\$0	-
<b>EXPENSES TOTAL</b>	<b>\$42,829</b>	<b>\$42,812</b>	<b>\$44,753</b>	<b>\$60,994</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$40,817</b>	<b>\$52,455</b>	<b>\$49,142</b>	<b>\$60,994</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$42,829</b>	<b>\$42,812</b>	<b>\$44,753</b>	<b>\$60,994</b>
<b>NET GRAND TOTALS</b>	<b>(\$2,012)</b>	<b>\$9,643</b>	<b>\$4,389</b>	<b>-</b>

\* Line Item Values are rounded to the Nearest Dollar.

<sup>23</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

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# OFFICE OF TOWN MANAGEMENT

## Divisional Summary *General Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Division Tax Levy Needed</b>
Town Manager	-	\$259,428	-	\$259,428
Legal Services	-	\$130,963	-	\$130,963
<b>Total</b>		<b>\$390,391</b>		<b>\$390,391</b>



# OFFICE OF THE TOWN MANAGER

Deena Ware – Town Manager  
(863) 438-8330

## MISSION

The Mission of the Dundee Town Manager's office is to coordinate and direct all administrative and management functions of the Town; to appoint qualified individuals to serve as Town department heads; and to annually prepare and submit a responsible Town budget to the Town Commission for review.

## PROGRAM DESCRIPTION

The Town Manager is the Chief Executive Officer and Chief Official of the Town and is responsible for the administration and management of the Town. The Town Manager appoints and supervises department heads; provides legislative research support; addresses constituents' concerns; prepares and submits the annual Town budget to the Commission for review and approval; represents the interests of the Town at the local, state and federal level; and promotes the Town through professional representation in a positive manner at community events.

The Town Manager's Office also collaborates with Town departments, local officials and the general public to further the interests of the Town.

## 2018/19 – OFFICE GOALS & INITIATIVES

- **Community Programming & Events**
  - *Dundee Specific Event*
  - *After School Programs*
  - *Community Center Classes*
  - *Library Workshops*
  - *Community Meetings with Town Manager*
  - *Community Workshops with Community Standards*
- **Administrative and Financial**
  - *Continuation of the Budget "Certificate of Excellence" Award*
  - *Continue to Build Cash and Unrestricted Reserves of the Town*
- **Technology**
  - *Implement Computer Maintenance and Upgrades Multi-year Program*
  - *Create a Town Metro-Ethernet Network for Connectivity*
- **Employee & Professional Development**
  - *Implement a staff health initiative/challenge*
  - *Leadership Training for Department Supervisors*
  - *Diversity & HR Training for Department Heads*
  - *Implement a Tuition/Educational Attainment Assistance Program*
  - *Create an Employee Newsletter*
  - *Conduct an Internal Compensation and Classification Study*
  - *Revamp the Safety Committee*

- ***Town Beautification***
  - *Create an Ongoing Sidewalk Compliance Program*
  - *Have Dundee Recognized for Current Policies*
  - *Create a Community Garden/Butterfly Garden Space*
  - *Spruce Up Veteran's Memorial*
- ***Economic Development***
  - *Recruitment of New Business to the Downtown area*
  - *Target large chain corporations for in-town job increases*
- ***Town Clerk***
  - *Create the Administrative Policy Manual*
  - *Create a Searchable Online Database of Resolutions, Ordinances, and Agreements*
  - *Increased digital presence on social media*

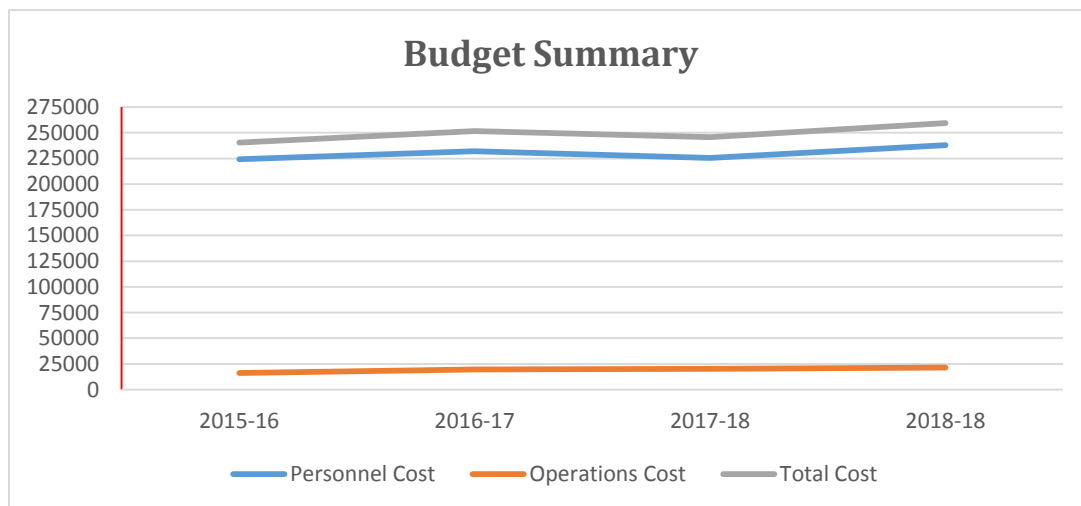
## **2017/18 – OFFICE ACHIEVEMENTS**

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- ***Hurricane Irma***
  - *No Water/Sewer major issues from storm*
  - *Coordinated Food/Water distribution*
  - *Generators for Fire Department & Town Hall*
  - *Fast Repairs and Debris Pickup*
- ***Employee Development***
  - *Training for Utilities, Library, Building and Code Enforcement*
  - *Protective Vests for Fire Department (Nationally Recognized)*
- ***Communication***
  - *Weekly Newsletter for Commission*
  - *Regular Staff Meetings*
  - *Employees emails include agendas*
  - *Increased presence on Facebook and Twitter*
  - *Utility Bills Upgrade to Letter Size Bills*
- ***Partnerships***
  - *Increased Community Participation in Town Sponsored Events*
  - *Polk County Parks & Recreation Partnership for Camp Rock and Fall Fest*
  - *Increased Partnership with the Dundee Chamber of Commerce*
  - *Partnered with Haines City for Ethics Training*
  - *Added an addition Citrus Connection pick up time*
  - *Implemented the Uniform Method of Collections for Code Enforcement with the Polk County Tax Collector and Property Appraiser*
- ***Financial***
  - *Increased Unreserved Fund Balance to 30% in Reserve Fund*

## **FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Intergov. Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Sources	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
Personnel Costs	\$224,242	\$231,976	\$225,548	\$237,824	\$12,276	+5.4%
Operating Expenses	\$16,190	\$19,730	\$20,216	\$21,604	\$1,388	+6.9%
<b>Total Expenses</b>	<b>\$240,432</b>	<b>\$251,706</b>	<b>\$245,764</b>	<b>\$259,428</b>	<b>\$13,664</b>	<b>+12.3%</b>
<b>Tax Levy Offset</b>	<b>\$240,432</b>	<b>\$251,706</b>	<b>\$245,764</b>	<b>\$259,428</b>	<b>\$13,664</b>	<b>+12.3%</b>
<b>Net Total Activity</b>	-	-	-	-	-	-



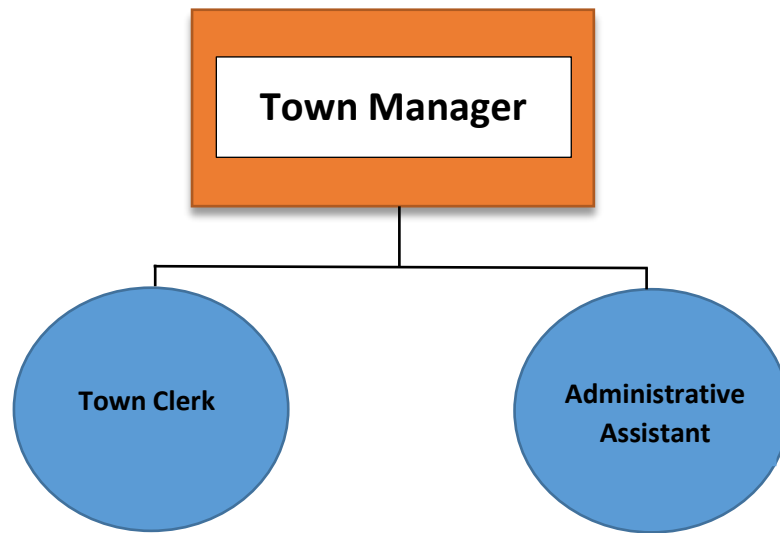
## **CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>Annual Cost</b>
<i>None Provided</i>	<i>NA</i>

## **STAFFING SUMMARY\***

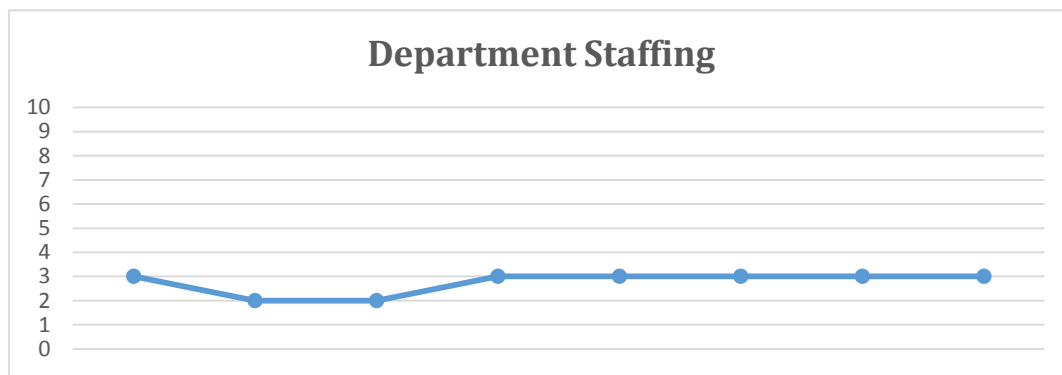
<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
Town Manager	1	44.50	2080	\$92,560
Town Clerk	1	21.70	2080	\$45,150
Administrative Assistant	1	16.56	2080	\$34,453

## DEPARTMENT TABLE OF ORGANIZATION



## FULL TIME EQUIVALENT TOWN MANAGERS EMPLOYEES

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<i>Town Management</i>	3.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0



### 3 YEAR ANNUAL BUDGET COMPARISON

#### TOWN MANAGER'S OFFICE

Acct #	Description	Budgeted 2016	Budgeted 2017	Budgeted 2018	FY18 10 Mth Exp	Proposed 2019
512-120	Salaries & Wages	\$ 165,141	\$ 174,095	\$ 162,837	\$ 120,404	\$ 172,174
512-140	Overtime	\$ 250	\$ 250	\$ 500	\$ 1,018	\$ 500
512-210	Payroll Taxes	\$ 13,267	\$ 12,821	\$ 12,457	\$ 9,115	\$ 13,171
512-220	Retirement Contributions	\$ 7,651	\$ 7,957	\$ 8,141	\$ 7,847	\$ 12,633
512-230	Life, Health, Dental & Vision Ins	\$ 35,968	\$ 35,033	\$ 39,611	\$ 24,742	\$ 37,344
512-240	Wokers Comp	\$ 1,965	\$ 1,820	\$ 2,002	\$ 1,370	\$ 2,002
512-310	Professional Services	\$ 500	\$ 500	\$ 650	\$ 768	\$ 650
512-400	Travel & Training	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,950	\$ 4,000
512-410	Comm Srvcs-Phones Land Lines	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,249	
512-411	Comm Srvcs-Cell Phones	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,057	
512-412	Comm Srvcs-Email	\$ 450	\$ 1,450	\$ 1,450	\$ 782	
512-414	Comm Srvcs-Alarm Monitoring	\$ 150	\$ 50	\$ 125	\$ 71	
512-415	Website	\$ 250	\$ 400	\$ 400	\$ 186	
512-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
512-425	Postage	\$ 50	\$ 50	\$ 50	\$ 30	\$ 50
512-440	Rent/Leases/Mortgage	\$ 40	\$ -	\$ -	\$ 8	\$ -
512-450	Property & Liability Insurance	\$ 2,200	\$ 2,430	\$ 2,291	\$ 2,129	\$ 2,291
512-460	Repairs & Maintenance	\$ 50	\$ 50	\$ 50	\$ 454	\$ 200
512-470	Copies & Printing	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,343	
512-480	Promotional Activities	\$ 250	\$ 250	\$ 250	\$ -	\$ 750
512-490	Other Current Charges	\$ 500	\$ 500	\$ 500	\$ 580	\$ 700
512-510	Office Supplies	\$ 750	\$ 750	\$ 750	\$ 406	\$ 1,000
512-520	Operating Supplies	\$ 600	\$ 600	\$ 1,000	\$ 443	\$ 1,000
512-540	Dues & Subscriptions	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,191	\$ 3,000
512-640	Machinery & Equipment	\$ 700	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
	<b>Total Dept 512</b>	\$ 240,432	\$ 251,706	\$ 245,764	\$ 178,143	\$ 259,428



# OFFICE OF THE TOWN MANGER 2018-2019 BUDGET

Account Description	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected <sup>24</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$240,432	\$251,706	\$245,764	\$259,428
Intergovernmental Charges	-	-	-	-
Miscellaneous	-	-	-	-
Transfer in Wages	-	-	-	-
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$240,432</b>	<b>\$251,706</b>	<b>\$245,764</b>	<b>\$259,428</b>
<b>EXPENSES</b>				
Salaries & Wages	\$170,276	\$159,052	\$144,458	\$172,174
Overtime	\$444	\$1,082	\$1,222	\$500
Payroll Taxes	\$12,825	\$12,515	\$10,938	\$13,171
Retirement Contributions	\$5,284	\$4,885	\$9,416	\$12,633
Life & Health Insurance	\$26,568	\$26,443	\$29,690	\$37,344
Workers Comp	\$1,106	\$1,256	\$1,644	\$2,002
Professional Services	\$846	\$925	\$922	\$650
Travel & Training	\$3,070	\$3,123	\$2,340	\$4,000
Comm Serv – Phone Land Lines	\$3,665	\$2,694	\$2,698	-
Comm Serv – Cell Phones	\$1,253	\$1,252	\$1,268	-
Comm Serv – Email	\$479	\$653	\$938	-
Comm Serv – Alarm Monitoring	\$46	\$100	\$85	-
Cable/Internet Service	\$313	\$225	\$223	-
IT Services	\$0	\$0	\$0	\$5,963
Postage	\$141	\$40	\$36	\$50
Rent/Leases/Mortgages	\$19	\$18	\$10	-
Property & Liability Insurance	\$2,119	\$2,062	\$2,555	\$2,291
Repairs & Maintenance	\$30	\$36	\$544	\$200
Copies & Printing	\$1,691	\$1,628	\$1,611	-
Promotional Activities	\$0	\$1,195	\$0	\$750
Other Current Charges	\$220	\$321	\$696	\$700
Office Supplies	\$961	\$743	\$487	\$1,000
Operating Supplies	\$1,147	\$1,112	\$532	\$1,000
Dues & Subscriptions	\$1,861	\$3,153	\$1,429	\$3,000
Machinery & Equipment	\$639	\$0	\$0	\$2,000
<b>EXPENSES TOTAL</b>	<b>\$235,003</b>	<b>\$224,513</b>	<b>\$213,772</b>	<b>\$259,428</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$240,432</b>	<b>\$251,706</b>	<b>\$245,764</b>	<b>\$259,428</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$235,003</b>	<b>\$224,513</b>	<b>\$213,772</b>	<b>\$259,428</b>
<b>NET GRAND TOTALS</b>	<b>\$5,429</b>	<b>\$27,193</b>	<b>\$31,992</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>24</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known



## LEGAL SERVICES

F. John Murphy – Town Attorney  
(863) 438-8330

### MISSION

The Mission of the Dundee Town Attorney is to advise and represent the Town in all civil, administrative, and regulatory matters. It shall be the Town Attorney's duty, either personally or by such assistants as he or she may designate, to perform all services incident to the legal department; to give advice in writing when so requested, to the Commission, its Committees, the Town Manager, or Directors of any department [and] to prosecute or defend, as the case may be, all suits or cases to which the Town may be a party

### PROGRAM DESCRIPTION

In carrying out its responsibility to provide legal services regarding civil, administrative, and regulatory matters, the Town Attorney undertakes a number of activities. It gives advice to Town officials and drafts documents for them.

It represents the Town in civil court - these civil actions include both state and federal court actions and state and federal administrative proceedings. The Town Attorney advises town officials and the Human Resources Department on employment law matters, and drafts and reviews a wide variety of contracts or other agreements for town officials.

The Town Attorney reviews and may draft resolutions and ordinances.

The Town of Dundee contracts with the law firm of Boswell & Dunlap LLP for two attorneys.

Under the Charter, the Town Attorney has three distinct roles:

- Advisory - To provide advice to the town and each of its departments.
- Civil Litigation - To defend, as the case may be, civil lawsuits in which the Town is a party.
- Criminal - To prosecute code infractions committed within the Town limits.

### **2018/19 – DEPARTMENT GOALS & INITIATIVES**

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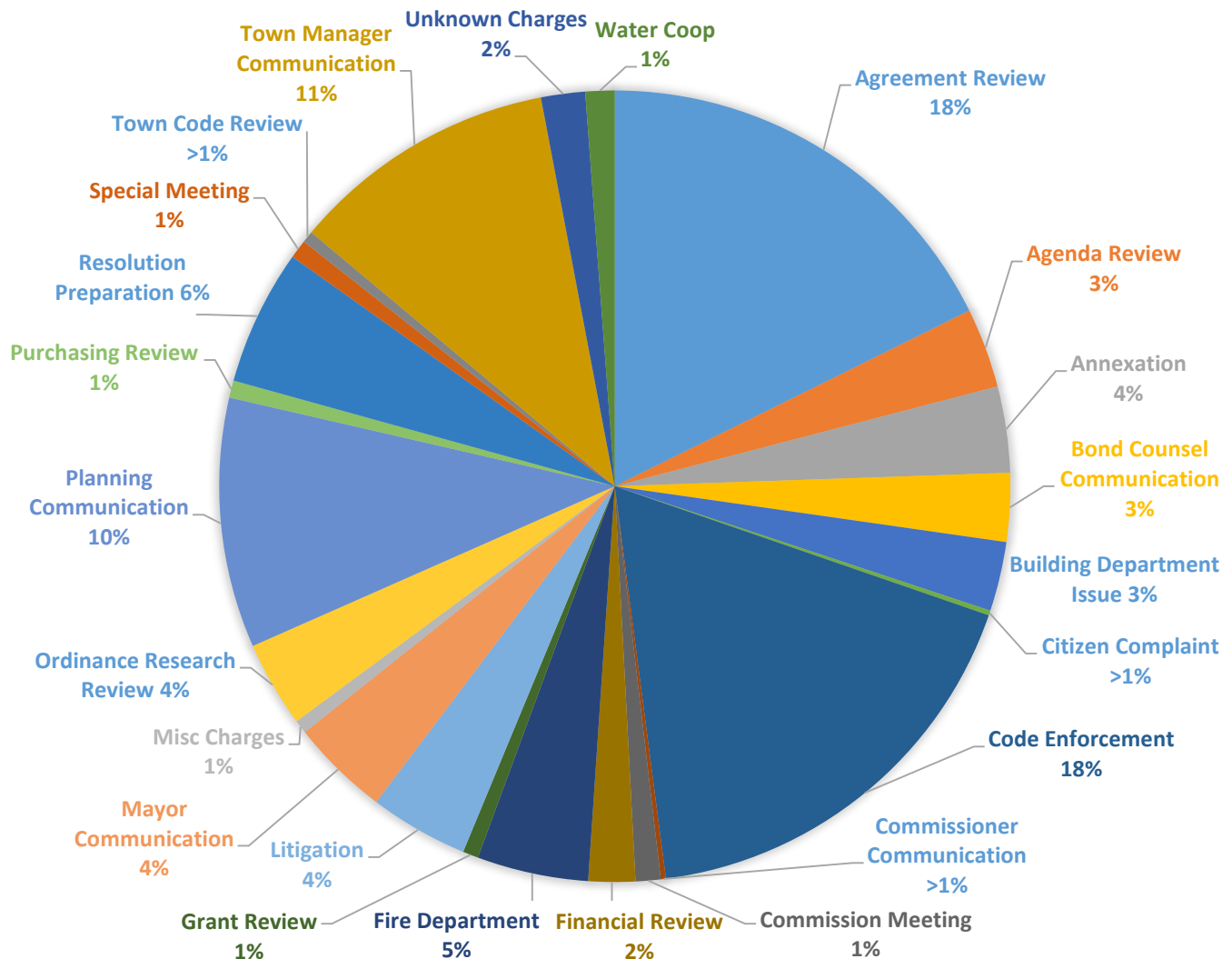
- *None Reported*

### **2017/18 – DEPARTMENT ACHIEVEMENTS**

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- *None Reported*

## TOWN ATTORNEY'S TIME ALLOCATION BASED ON CHARGES FOR SERVICE 2017/18 YTD



### FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change 2017/18	% Change 2017/18
Intergov. Revenue	-	-	-	-	-	-
Other Revenue Sources	-	-	-	-	-	-
<b>Total Revenues</b>	-	-	-	-	-	-
Personnel Costs	-	-	-	-	-	-
Operating Expenses	\$85,000	\$85,000	\$85,000	\$130,963	\$45,963	+ 54.1%
<b>Total Expenses</b>	\$85,000	\$85,000	\$85,000	\$130,963	\$45,963	+ 54.1%
<b>Tax Levy Offset</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$130,963</b>	<b>\$45,963</b>	<b>+ 54.1%</b>

Net Total Activity	-	-	-	-	-	-
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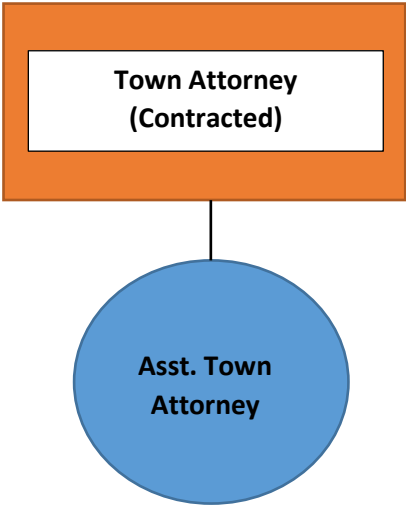
**CONTRACTED & PROFESSIONAL SERVICES**

Services Provided	Annual Cost
Boswell & Dunlap	\$125,000

**STAFFING SUMMARY\***

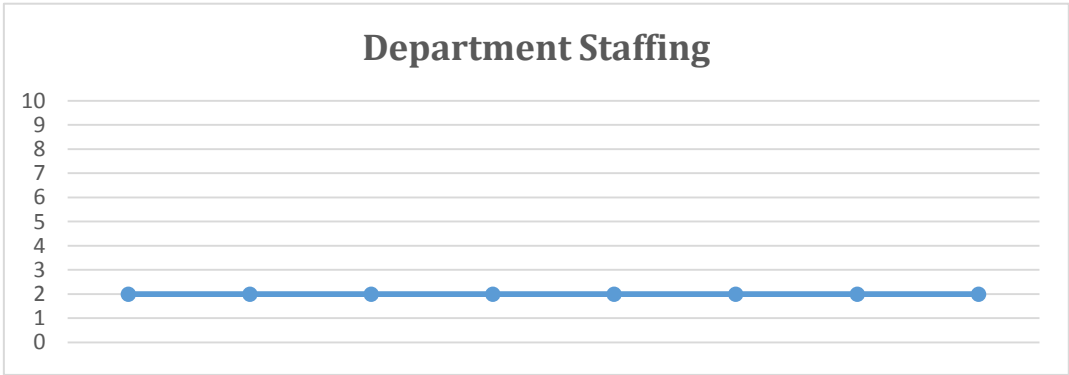
Position	FTE	Unit Rate	Budget Hours	Salary Cost
Town Attorney	-	-	-	Contracted
Assistant Town Attorney	-	-	-	Contracted

**DEPARTMENT TABLE OF ORGANIZATION**



**FULL TIME EQUIVALENT LEGAL SERVICES EMPLOYEES**

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<i>Legal Services</i>	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0



**3 YEAR ANNUAL BUDGET COMPARISON**  
**LEGAL SERVICES**

Acct. #	Description	Actual		Actual		Budgeted	FY 18	Proposed
		2016		2017		2018	10 mth exp	2019
514-310	Attorney Charges	\$	68,656	\$	85,000	\$ 85,000	\$ 87,209	\$ 125,000
514-417	IT Services	\$	-	\$	-	\$ -	\$ -	\$ 5,963
514-490	Other Current Charges							
	<b>Total Dept 514</b>	\$	68,656	\$	85,000	\$ 85,000	\$ 87,209	\$ 130,963

# LEGAL SERVICES 2018-2019 BUDGET

Account Description	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>25</sup>	2019 Proposed
<b>REVENUES</b>				
General Property Taxes	\$85,000	\$85,000	\$85,000	\$130,963
Intergovernmental Charges	-	-	-	-
Miscellaneous	-	-	-	-
Intrafund Transfer In	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$130,963</b>
<b>EXPENSES</b>				
Salaries & Wages	-	-	-	-
Payroll Taxes	-	-	-	-
Retirement Contributions	-	-	-	-
Life & Health Insurance	-	-	-	-
Workers Comp	-	-	-	-
Professional Services	-	-	-	-
IT Support	-	-	-	-
IT Services	-	-	-	\$5,963
Attorney Charges	\$68,656	\$110,610	\$104,650	\$125,000
Travel & Training	-	-	-	-
Comm Serv – Phone Land Lines	-	-	-	-
Comm Serv – Cell Phones	-	-	-	-
Comm Serv – Email	-	-	-	-
Comm Serv – Alarm Monitoring	-	-	-	-
Cable/Internet Service	-	-	-	-
Postage	-	-	-	-
Rent/Leases/Mortgages	-	-	-	-
Property & Liability Insurance	-	-	-	-
Repairs & Maintenance	-	-	-	-
Copies & Printing	-	-	-	-
Other Current Charges	-	-	-	-
Office Supplies	-	-	-	-
Operating Supplies	-	-	-	-
Dues & Subscriptions	-	-	-	-
Machinery & Equipment	-	-	-	-
<b>EXPENSES TOTAL</b>	<b>\$68,656</b>	<b>\$110,610</b>	<b>\$104,650</b>	<b>\$130,963</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$130,963</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$68,656</b>	<b>\$110,610</b>	<b>\$104,650</b>	<b>\$130,963</b>
<b>NET GRAND TOTALS</b>	<b>\$16,344</b>	<b>(\$25,610)</b>	<b>(\$19,650)</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>25</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

# TOWN OF DUNDEE

## UTILITIES

### Divisional Summary

*Enterprise Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Enterprise Fund Net Revenues</b>
Sanitation	\$680,000	\$369,475	-	\$310,525
Sewer	\$597,000	\$437,349	-	\$159,651
Stormwater	\$90,000	\$149,772	-	(\$59,772)
Water	\$732,000	\$711,873	-	\$20,127
<b>Total</b>	<b>\$2,099,000</b>	<b>\$1,668,469</b>	<b>-</b>	<b>\$430,531</b>



## Sanitation Services

Clifton Bernard – Director of Sanitation Services  
(863) 438-8330

### MISSION

The Mission of the Dundee Sanitation Services Department is to protect the public and environment through the legal, efficient and effective collection, treatment, reuse and disposal solid wastes while enhancing relationships with the community, co-workers, elected and appointed officials, unions and business.

### PROGRAM DESCRIPTION

The Town of Dundee contracts with Advanced Disposal for Solid Waste Services that includes recycling, bulk waste, yard waste, and solid waste.

Advanced Disposal claims to bring fresh ideas and solutions to the business of a clean environment. As the fourth largest solid waste company in the U.S., they provide integrated, non-hazardous solid waste collection, recycling and disposal services to residential, commercial, industrial and construction customers across 16 states and the Bahamas. Their team is dedicated to finding effective, sustainable solutions to preserve the environment for future generations.

Advanced Disposal works in partnership with more than 700 communities across 17 states for exclusive contracts for waste and recycling collection and disposal. They claim to prove their excellence by being responsive and reliable; by doing their jobs safely and diligently so governments don't have to worry about anything. Advanced Disposal's philosophy is that Dundee and the people in the Dundee community shouldn't be noticing our garbage trucks, but rather the clean streets and facilities they leave behind.

### **2018/19 – DEPARTMENT GOALS & INITIATIVES**

- *Research methods to reduce overall complaints and increase service reliability for residents*

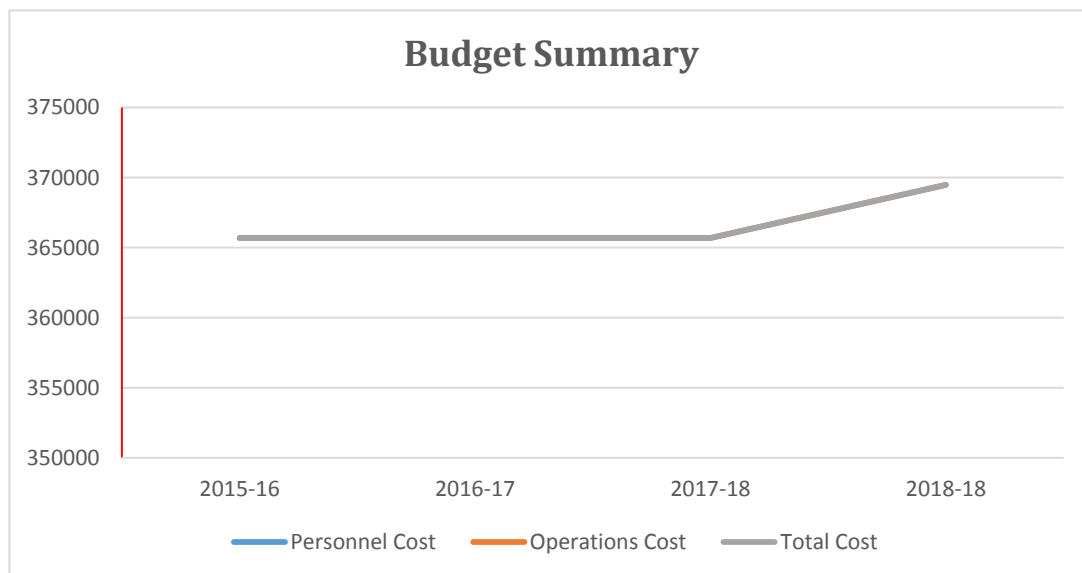
### **2017/18 – DEPARTMENT ACHIEVEMENTS**

- *None Reported*



## **FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Charges for Service	\$600,000	\$600,000	\$600,000	\$680,000	\$80,000	+13.3%
Other Revenue	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$680,000</b>	<b>\$80,000</b>	<b>+13.3%</b>
Personnel Costs	-	-	-	-	-	-
Operating Expenses	\$365,675	\$365,575	\$365,575	\$369,475	\$3,900	+1.1%
<b>Total Expenses</b>	<b>\$365,675</b>	<b>\$365,575</b>	<b>\$365,575</b>	<b>\$369,475</b>	<b>\$3,900</b>	<b>+1.1%</b>
Enterprise Net Revenue	\$234,325	\$234,425	\$234,425	\$310,525	\$76,100	+ 32.5%
<b>Net Total Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## **CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>Annual Cost</b>
Advanced Disposal Services	\$364,000

## **STAFFING SUMMARY**

<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
<i>NO POSITIONS</i>				

### 3 YEAR ANNUAL BUDGET COMPARISON

#### SANITATION DIVISION

Acct. #	Description	Actual 2016	Budgeted 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
534-340	Contract Labor	\$ 392,426	\$ 364,000	\$ 364,000	\$ 312,631	\$ 364,000
534-425	Postage	\$ 1,573	\$ 1,500	\$ 1,500	\$ 2,911	\$ 5,400
534-470	Copies & Printing	\$ -	\$ -	\$ -		
534-490	Other Current Charges	\$ 33	\$ 75	\$ 75		\$ 75
534-520	Operating Supplies	\$ -	\$ -			
	<b>Total Dept 534</b>	\$ 394,032	\$ 365,575	\$ 365,575	\$ 315,543	\$ 369,475

## SANITATION SERVICES 2018-2019 BUDGET

Account Description	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>26</sup>	2019 Proposed
<b>REVENUES</b>				
Projected Enterprise Net Revenue	\$234,325	\$234,425	\$234,425	\$310,525
Difference from Actual Revenue	\$384,004	\$417,482	\$445,997	\$369,475
<b>GROSS REVENUES TOTAL</b>	<b>\$618,329</b>	<b>\$651,907</b>	<b>\$680,422</b>	<b>\$680,000</b>
<b>EXPENSES</b>				
Contract Labor	\$425,103	\$439,945	\$375,157	\$364,000
Postage	\$1,573	\$1,485	\$3,494	\$5,400
Copies & Printing	\$33	0	0	0
Other Current Charges	0	0	0	\$75
Operating Supplies	0	0	0	0
<b>EXPENSES TOTAL</b>	<b>\$426,710</b>	<b>\$441,430</b>	<b>\$378,651</b>	<b>\$369,475</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$618,329</b>	<b>\$651,907</b>	<b>\$680,422</b>	<b>\$680,000</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$426,710</b>	<b>\$441,430</b>	<b>\$378,651</b>	<b>\$369,475</b>
<b>NET GRAND TOTAL</b>	<b>\$191,619</b>	<b>\$210,477</b>	<b>\$301,771</b>	<b>\$310,525</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>26</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known



## Sewer & Wastewater Services

Clifton Bernard – Director of Sewer & Wastewater Services  
(863) 438-8330

### MISSION

The Mission of the Dundee Department of Sewer & Wastewater Services is to plan, evaluate, and implement programs for the provision of safe potable water and the treatment of town-wide sanitary sewer.

### PROGRAM DESCRIPTION

The Department's vision is to efficiently and effectively operate the wastewater collection and wastewater treatment plant for the benefit of the citizens of Dundee and in compliance with regulatory and standard practices set forth by the Florida Department of Public Health and Environment.

The Department will continue to provide for the betterment of wastewater systems through better management, operation and maintenance programs.

The Sewer Department is a department of the Town of Dundee, and not a separate district. The users fund one hundred percent (100%) of the operation and the maintenance of the department. They also pay the debt retirement of the bonds and loans for the Sewer Department.

The Town Commission sets the user fees. The user fees are based on the cost of the operation and maintenance costs of the treatment plant and collection system.

The Wastewater Treatment Plant is in operation twenty-four (24) hours a day, three hundred and sixty-five (365) days per year. At all times, there is an alarm system that monitors the treatment plant and the pump stations. The alarm system reports problems directly to the utilities director.

### **2018/19 – DEPARTMENT GOALS & INITIATIVES**

- *Conduct Maintenance and Repairs of the Wastewater Treatment plant clarifier in compliance with the recommended 2 year rotation*
- *Improve the aesthetics of the Wastewater Treatment plant area*
- *Explore opportunities to upgrade the headworks of the treatment process*
- *Upgrade the sludge processing at the treatment plant*
- *Explore opportunities for sewer line expansion and additional revenue generation*

### **2017/18 – DEPARTMENT ACHIEVEMENTS**

- *Purchased a crane truck to improve response time to emergencies and reduce the cost of lift station maintenance.*
- *Upgraded the alarm notification system at all town owned lift stations*
- *Upgraded the chlorine analyzer of the treated/reclaimed water*

## **FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Charges for Service	\$580,000	\$550,000	\$550,000	\$597,000	\$47,000	+ 8.5%
Grant Proceeds	-	-	-	\$100,000	\$100,000	+ 100%
Restricted Revenue	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$580,000</b>	<b>\$550,000</b>	<b>\$550,000</b>	<b>\$697,000</b>	<b>\$147,000</b>	<b>+ 8.5%</b>
Personnel Costs	\$110,821	\$97,804	\$105,494	\$110,077	\$4,583	+ 4.3%
Operating Expenses	\$233,126	\$172,540	\$171,724	\$327,272	\$155,548	+ 90.6%
<b>Total Expenses</b>	<b>\$343,597</b>	<b>\$270,344</b>	<b>\$277,218</b>	<b>\$437,349</b>	<b>\$160,131</b>	<b>+ 57.8%</b>
<b>Enterprise Net Revenue</b>	<b>\$236,403</b>	<b>\$279,656</b>	<b>\$272,782</b>	<b>\$259,651</b>	<b>(\$13,131)</b>	<b>- 41.5%</b>
<b>Net Total Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

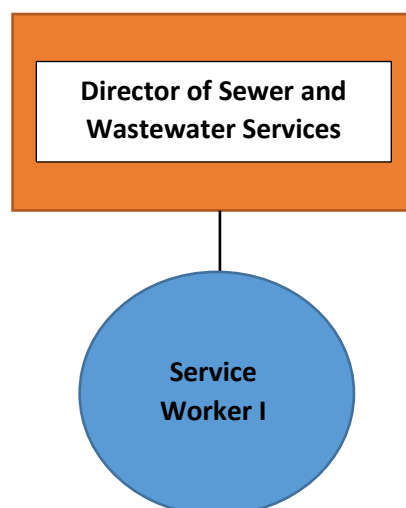
## **CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>Approximate Annual Cost</b>
AMS Material Service	\$14,000
Odyssey Manufacturing	\$50,000

## **STAFFING SUMMARY\***

<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
Director of Sewer & Wastewater Services	.25	-	-	\$24,024
Service Worker II – Wastewater Operator	1	22.53	2080	\$46,869

## **DEPARTMENT TABLE OF ORGANIZATION**



### 3 YEAR BUDGET COMPARISON PUBLIC UTILITIES - WASTEWATER DIVISION

Acct. #	Description	Actual 2016	Actual 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
535-120	Wages & Salaries	\$ 68,073	\$ 64,932	\$ 67,529	\$ 59,195	\$ 70,893
535-140	Overtime	\$ 7,539	\$ 3,150	\$ 3,500	\$ 3,122	\$ 3,500
535-210	Payroll Taxes	\$ 5,709	\$ 4,815	\$ 5,166	\$ 4,767	\$ 5,423
535-220	Retirement Contributions	\$ -	\$ -	\$ 1,144	\$ -	\$ 3,545
535-230	Life & Health Insurance	\$ 14,254	\$ 23,633	\$ 26,753	\$ 20,594	\$ 25,314
535-240	Workers' Comp	\$ 774	\$ 1,274	\$ 1,402	\$ 778	\$ 1,402
535-310	Professional Services	\$ 1,861	\$ 1,000	\$ 1,000	\$ 462	\$ 1,000
535-313	Engineering	\$ 1,249	\$ 2,500	\$ 2,500	\$ 3,994	\$ 2,500
535-315	Sampling	\$ 6,608	\$ 7,500	\$ 7,500	\$ 6,200	\$ 7,500
535-341	Sludge Removal	\$ 31,080	\$ 23,400	\$ 23,400	\$ 20,506	\$ 23,400
535-400	Travel & Training	\$ 268	\$ 200	\$ 200	\$ 95	\$ 200
535-410	Comm Svcs-Phones Land Lines	\$ 4,029	\$ 4,000	\$ 4,000	\$ 3,543	\$ -
535-411	Comm Svcs-Cell Phones	\$ 1,623	\$ 1,000	\$ 1,000	\$ 1,757	\$ -
535-412	Comm Svcs-Email	\$ 180	\$ 150	\$ 150	\$ 178	\$ -
535-415	Website	\$ 1,479	\$ 275	\$ 275	\$ 747	\$ -
535-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
535-425	Postage	\$ 1,637	\$ 1,250	\$ 1,250	\$ 3,045	\$ 5,400
535-430	Utilities	\$ 58,190	\$ 50,000	\$ 50,000	\$ 56,542	\$ 76,560
535-440	Rent/Leases/Mortgages	\$ 19	\$ 50	\$ 51	\$ 8	\$ 50
535-450	Property & Liability Insurance	\$ 11,466	\$ 13,115	\$ 12,298	\$ 10,984	\$ 12,300
535-460	Repairs & Maintenance	\$ 10,758	\$ 25,000	\$ 25,000	\$ 40,451	\$ 150,000
535-461	Repairs & Maintenance-Vehicles	\$ 3,763	\$ 3,500	\$ 3,500	\$ 3,403	\$ 3,500
535-465	Vehicle Chargeback (1)	\$ -	\$ -	\$ -	\$ -	\$ -
535-470	Copies & Printing	\$ 589	\$ 700	\$ 700	\$ 634	\$ -
535-490	Other Current Charges	\$ 330	\$ 500	\$ 500	\$ 146	\$ 500
535-510	Office Supplies	\$ 89	\$ 150	\$ 150	\$ 931	\$ 150
535-520	Operating Supplies	\$ 13,849	\$ 20,000	\$ 20,000	\$ 18,605	\$ 20,000
535-521	Operating Supplies-Chemicals	\$ 11,273	\$ 10,000	\$ 10,000	\$ 7,713	\$ 10,000
535-522	Operating Supplies-Uniforms	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
535-525	Gas & Oil	\$ 2,418	\$ 5,000	\$ 5,000	\$ 2,370	\$ 5,000
535-540	Dues & Subscriptions	\$ 733	\$ 750	\$ 750	\$ 640	\$ 750
535-630	Improvements Other Than Bldg	\$ 10,970	\$ -	\$ -	\$ -	\$ -
535-640	Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Dept 535</b>	\$ 270,810	\$ 270,344	\$ 277,218	\$ 271,411	\$ 437,349

# SEWER AND WASTEWATER SERVICES 2018-2019 BUDGET

Account Description DEPT. 535	2015-2016 Actual	2016-2017 Actual	2017-2018 Projected <sup>27</sup>	2019 Proposed
<b>REVENUES</b>				
Projected Enterprise Net Revenues	\$236,403	\$279,656	\$272,782	\$159,651
Difference from Actual Revenue	\$232,441	\$255,564	\$326,408	-
Grant Revenue	\$0	\$0	\$0	\$100,000
Idle Capacity Revenue	\$46,635	\$46,121	\$177,023	-
Restricted Revenues	\$33,836	\$0	\$120,308	-
<b>GROSS REVENUES TOTAL</b>	<b>\$549,315</b>	<b>\$581,341</b>	<b>\$896,521</b>	<b>\$259,651</b>
<b>EXPENSES</b>				
Salaries & Wages	\$68,073	\$59,197	\$71,034	\$70,893
Overtime	\$7,539	\$6,370	\$3,746	\$3,500
Payroll Taxes	\$5,709	\$5,746	\$5,721	\$5,423
Retirement Contributions	\$0	\$0	\$0	\$3,545
Life & Health Insurance	\$14,254	\$19,530	\$24,713	\$25,314
Workers Comp	\$774	\$1,017	\$934	\$1,402
Professional Services	\$1,861	\$562	\$554	\$1,000
Engineering	\$1,249	\$0	\$4,793	\$2,500
Sampling	\$6,608	\$4,758	\$7,440	\$7,500
Sludge Removal	\$31,080	\$9,135	\$24,607	\$23,400
Travel & Training	\$268	\$461	\$114	\$200
Comm Serv – Phone Land Lines	\$4,029	\$4,405	\$4,252	-
Comm Serv – Cell Phones	\$1,623	\$1,510	\$2,109	-
Comm Serv – Email	\$180	\$134	\$214	-
Cable/Internet Service	\$1,479	\$226	\$896	-
IT Services	\$0	\$0	\$0	\$5,963
Postage	\$1,637	\$1,516	\$3,655	\$5,400
Utilities	\$58,190	\$62,070	\$67,850	\$76,560
Rent/Leases/Mortgages	\$19	\$18	\$10	\$50
Property & Liability Insurance	\$11,466	\$10,762	\$13,180	\$12,300
Repairs & Maintenance	\$10,758	\$92,730	\$48,541	\$150,000
Repairs & Maintenance - Vehicles	\$3,763	\$5,170	\$4,084	\$3,500
Copies & Printing	\$589	\$788	\$761	-
Other Current Charges	\$330	\$321	\$175	\$500
Office Supplies	\$89	\$84	\$1,118	\$150
Operating Supplies	\$13,849	\$16,292	\$22,326	\$20,000
Operating Supplies - Chemicals	\$11,273	\$12,484	\$9,255	\$10,000
Operative Supplies -Uniforms	\$0	\$0	\$0	\$2,500
Gas & Oil	\$2,418	\$2,414	\$2,844	\$5,000
Dues & Subscriptions	\$733	\$423	\$768	\$750
Improvements Other than Bldg.	\$10,970	\$13,029	\$0	-
<b>EXPENSES TOTAL</b>	<b>\$270,810</b>	<b>\$331,152</b>	<b>\$325,694</b>	<b>\$437,350</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$549,315</b>	<b>\$581,341</b>	<b>\$896,521</b>	<b>\$259,651</b>
<b>EXPENSE GRAND TOTALS</b>	<b>\$270,810</b>	<b>\$331,152</b>	<b>\$325,694</b>	<b>\$437,350</b>
<b>NET GRAND TOTALS</b>	<b>\$278,505</b>	<b>\$250,189</b>	<b>\$570,827</b>	<b>(\$177,699)</b>

<sup>27</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known





# Stormwater Management

Clifton Bernard – Director of Stormwater Management  
(863) 438-8330

## MISSION

The Mission of the Storm Water Management Department is to implement, and enforce a storm water management program that is designed to reduce the discharge of pollutants to the town's storm water system and the receiving waters of Polk County and to minimize adverse impacts on human health and the environment in accordance with regulatory requirements.

## PROGRAM DESCRIPTION

Storm Water Management is important to everyone as it attempts to protect our environment by protecting waterways including streams, ditches, lakes etc. By instituting Stormwater management practices the department is trying to have rules that will stop discharges into the waterways that would be harmful.

Storm Water starts as water from the sky such as rain and hail. Once the water comes into contact with the ground it is then called runoff. Once this water hits the ground it most likely becomes contaminated with things like: dirt, fertilizers, road salt, oils and fluids from all types of vehicles that previously dripped on driveways and streets, oils from asphalt roofing and any other types of debris it comes in contact with as it flows to the storm sewer system. The drainage system is a series of catch basins and drainage ditches that collect and channel runoff from streets, driveways, sidewalks, parking lots and vegetated land surfaces.

The problem with Storm Water is once it comes in contact with everything described above it carries these debris to the storm sewer system which eventually flows to our streams, ditches, lakes and ponds contaminating the water ways when it is mixed with them. This affects everyone's ability to use the water for such things as swimming, drinking, and fishing. This contaminated storm Water also affects the quality of the aquatic life in our water ways.

Remember only rain in the drains is the statement we should all be using. Residents can help the Town by keeping storm drains clean of debris, and reporting if they see someone dumping anything into the storm sewers.

## 2018/19 – DEPARTMENT GOALS & INITIATIVES

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- *Add a second inmate crew to improve efficiency and effectiveness*
- *Fix Stormwater issues in the Lime, Lemon, Citrus neighborhood*
- *Explore opportunities for a street sweeper program or partner*

## 2017/18 – DEPARTMENT ACHIEVEMENTS

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- *Dundee Stormwater system prevented flooding in most areas of Dundee*



**FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Charges for Service	\$90,000	\$90,000	\$90,000	\$90,000	-	-
Other Revenue	-	-	-	-	-	-
Total Revenues	\$90,000	\$90,000	\$90,000	\$90,000	-	-
Personnel Costs	\$437	\$364	\$401	\$401	-	-
Operating Expenses	\$89,725	\$99,705	\$99,691	\$149,371	\$50,081	+ 50.2%
Total Expenses	\$90,162	\$100,069	\$100,092	\$149,772	\$49,279	+ 49.2%
<b>Enterprise Net Revenue</b>	<b>(\$162)</b>	<b>(\$10,069)</b>	<b>(\$10,092)</b>	<b>(\$59,772)</b>	<b>(\$49,279)</b>	<b>+ 489%</b>
Net Total Activity	-	-	-	-	-	-

**CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>Annual Cost</b>
<i>None Reported</i>	

**STAFFING SUMMARY**

<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
<i>NO POSITIONS</i>				

**3 YEAR ANNUAL BUDGET COMPARISON**  
**PUBLIC UTILITIES - STORMWATER DIVISION**

Acct. #	Description	Actual 2016	Actual 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
538-120	Salaries & Wages	\$ -	\$ -		\$ -	
538-140	Overtime	\$ -	\$ -		\$ -	
538-210	Payroll Taxes	\$ -	\$ -		\$ -	
538-220	Retirement Contributions	\$ -	\$ -		\$ -	
538-230	Life & Health Insurance	\$ -	\$ -		\$ -	
538-240	Workers Compensation	\$ 7,539	\$ 364	\$ 401	\$ 354	\$ 401
538-310	Professional Fees	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
538-313	Engineering	\$ 13,690	\$ 21,000	\$ 21,000	\$ 14,865	\$ 21,000
538-400	Travel & Training	\$ -	\$ 150	\$ 150	\$ -	\$ 150
538-410	Comm Svcs-Phones Land Lines	\$ -	\$ 100	\$ 100	\$ -	\$ -
538-411	Comm Svcs-Cell Phones	\$ 308	\$ 175	\$ 175	\$ 110	\$ -
538-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,955
538-450	Property & Liability Insurance	\$ 724	\$ 830	\$ 816	\$ 636	\$ 816
538-460	Repairs & Maintenance	\$ 1,693	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
538-461	Repairs & Maint-Vehicles	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
538-520	Operating Supplies	\$ 1,020	\$ 1,250	\$ 1,250	\$ -	\$ 2,450
538-523	PCI Workers	\$ 53,903	\$ 44,000	\$ 44,000	\$ 43,123	\$ 88,000
538-525	Transportation	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ -
538-540	Dues & Subscriptions	\$ -	\$ 5,000	\$ 5,000	\$ 250	\$ 5,000
538-640	Machinery & Equipment		\$ -			\$ -
	<b>Total Dept 538</b>	<b>\$ 78,877</b>	<b>\$ 100,069</b>	<b>\$ 100,092</b>	<b>\$ 59,337</b>	<b>\$ 149,772</b>

## STORMWATER MANAGMENT 2018-2019 BUDGET

Account Description DEPT. 538	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>28</sup>	2019 Proposed
<b>REVENUES</b>				
Expected Enterprise Net Revenues	(\$1,062)	(\$10,069)	(\$10,092)	(\$59,772)
Difference from Actual Revenues	\$76,351	\$90,710	\$96,767	\$149,772
Grant Revenue	-	-	-	-
Restricted Revenues	-	-	-	-
<b>GROSS REVENUES TOTAL</b>	<b>\$75,289</b>	<b>\$80,641</b>	<b>\$86,675</b>	<b>\$90,000</b>
<b>EXPENSES</b>				
Salaries & Wages	-	-	-	-
Payroll Taxes	-	-	-	-
Retirement Contributions	-	-	-	-
Life & Health Insurance	-	-	-	-
Workers Comp	\$7,539	\$204	\$425	\$401
Professional Services	-	-	-	\$10,000
Engineering	\$13,690	\$787	\$17,838	\$21,000
Travel & Training	-	-	-	\$150
Comm Serv – Phone Land Lines	-	-	-	-
Comm Serv – Cell Phones	\$308	\$169	\$132	-
Comm Serv – Email	-	-	-	-
Comm Serv – Alarm Monitoring	-	-	-	-
IT Services	-	-	-	\$5,955
Property & Liability Insurance	\$724	\$771	\$763	\$816
Repairs & Maintenance	\$1,693	-	-	\$15,000
Repairs & Maintenance – Vehicle	-	-	-	\$1,000
Operating Supplies	\$1,020	\$848	-	\$2,450
PCI Workers	\$53,903	\$43,123	\$51,747	\$88,000
Gas & Oil	-	-	-	-
Dues & Subscriptions	-	\$145	\$300	\$5,000
Machinery & Equipment	-	-	-	-
<b>EXPENSES TOTAL</b>	<b>\$78,877</b>	<b>\$46,047</b>	<b>\$71,204</b>	<b>\$149,772</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$75,289</b>	<b>\$80,641</b>	<b>\$86,675</b>	<b>\$90,000</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$78,877</b>	<b>\$46,047</b>	<b>\$71,204</b>	<b>\$149,772</b>
<b>NET GRAND TOTALS</b>	<b>(\$3,588)</b>	<b>\$34,594</b>	<b>\$15,471</b>	<b>(\$59,772)</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>28</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known



# Water Utility Services

Clifton Bernard – Director of Water Utility Services  
(863) 438-8330

## MISSION

It is the Mission of the Town of Dundee Water Department to provide our customers with a safe drinking water supply, water for fire protection, and an adequate supply of water for our essential daily needs within the context of a positive, fair, efficient, effective and healthy workplace environment. .

## PROGRAM DESCRIPTION

The Dundee Water Department is responsible for the management and maintenance of the Town of Dundee's drinking water resources and the distribution system utilized to convey this resource to residents and businesses throughout the town.

The Department does so by following stringent State and Federal distribution guidelines, such as the Safe Drinking Water Act originally passed by Congress in 1974. This act was established to set national health-based standards for drinking water to protect against both naturally occurring and man-made contaminants that may be found in drinking water. The United States Environmental Protection Agency along with State Agencies and Water Systems work together to make sure these standards are met. Our water department shall:

- Pursue additional water sources, protect current sources, and manage existing supplies.
- React in a timely, professional manner to all inquiries, problems, and requests from customers.
- Maintain our distribution system, storage reservoirs, fire hydrants, and water meters.

## **2018/19 – DEPARTMENT GOALS & INITIATIVES**

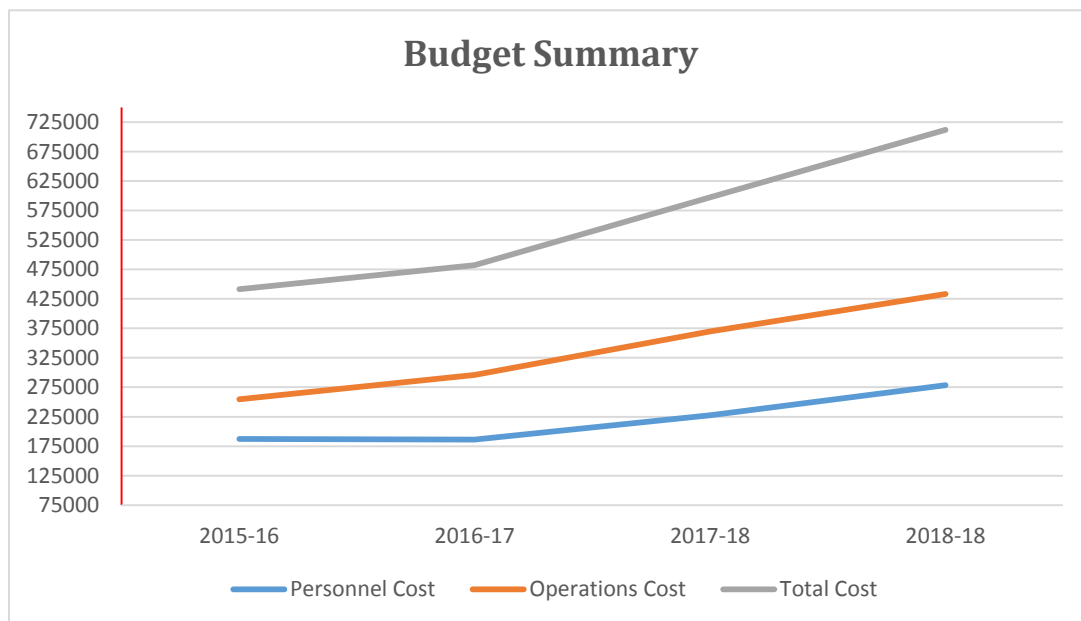
- *Addition of Part-Time Administrative Assistant to Coordinate with Finance & Administration and handle other day-to-day department office needs*
- *Correct the TTHM issue in a timely manner to comply with DEP Consent Order*
- *Acquire bulk water meters for installation in new and existing neighborhoods*
- *Complete the water line replacement at Lake Marie Blvd.*
- *Continue participation in the Polk Regional Water Cooperative*
- *Increase Public Promotion of Water Conservation*
- *Explore opportunities for water line expansion and additional revenue generation*

## **2017/18 – DEPARTMENT ACHIEVEMENTS**

- *Installed approximately 200 water meters for new water customers*
- *Repaired several water lines and upgraded alarm monitoring for both water plants*
- *Added an additional employee*
- *Started efforts to reduce TTHM*

## FINANCIAL SUMMARY

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Charges for Service	\$729,350	\$615,000	\$615,000	\$732,000	\$117,000	+ 19.0%
Other Revenue	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$729,350</b>	<b>\$615,000</b>	<b>\$615,000</b>	<b>\$732,000</b>	<b>\$117,000</b>	<b>+ 19.0%</b>
Personnel Costs	\$187,099	\$186,159	\$227,716	\$278,602	\$50,886	+ 22.3%
Operating Expenses	\$254,450	\$295,905	\$369,522	\$433,271	\$63,749	+ 17.3%
<b>Total Expenses</b>	<b>\$441,549</b>	<b>\$482,064</b>	<b>\$597,238</b>	<b>\$711,873</b>	<b>\$114,635</b>	<b>+19.2%</b>
<b>Enterprise Net Revenue</b>	<b>\$287,801</b>	<b>\$132,936</b>	<b>\$17,762</b>	<b>\$20,127</b>	<b>\$2,365</b>	<b>+13.3%</b>
Net Total Activity	-	-	-	-	-	-



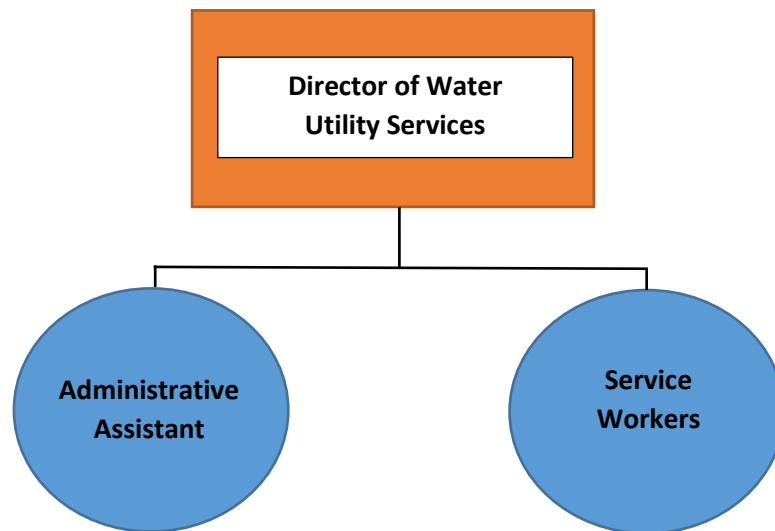
## **CONTRACTED & PROFESSIONAL SERVICES**

<b>Services Provided</b>	<b>Approximate Annual Cost</b>
Odyssey Manufacturing	\$60,000
Mid-Florida Water Labs	\$40,000
Florida Rural Water Association	\$1,200

## **STAFFING SUMMARY\***

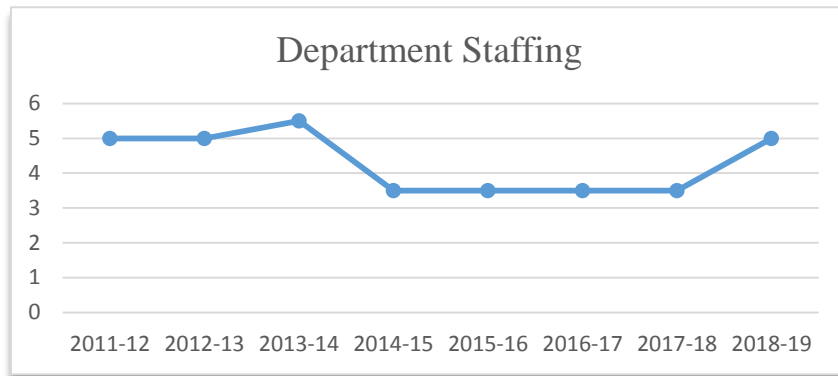
<b>Position</b>	<b>FTE</b>	<b>Unit Rate</b>	<b>Budget Hours</b>	<b>Salary Cost</b>
Director of Water Utility Services	.25	-	-	\$24,024
Service Worker II – Water Operator	1	20.16	2080	\$41,933
Service Worker I	1	12.08	2080	\$25,116
Service Worker I	1	13.65	2080	\$28,392
Administrative Assistant	.5	12.00	1040	\$12,480

## **DEPARTMENT TABLE OF ORGANIZATION**



**FULL TIME EQUIVALENT WATER UTILITY EMPLOYEES**

	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>	<i>2017-2018</i>	<i>2018-2019</i>
<i>Water Utility Services</i>	5.0	5.0	5.5	3.5	3.5	3.5	3.5	5.0





### 3 YEAR ANNUAL BUDGET COMPARISON

#### PUBLIC UTILITIES - WATER DIVISION

Acct. #	Description	Actual 2016	Actual 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
533-120	Salaries & Wages	\$ 77,294	\$ 130,889	\$ 150,985	\$ 139,082	\$ 188,729
533-140	Overtime	\$ 3,536	\$ 4,725	\$ 7,600	\$ 10,505	\$ 7,600
533-120	Payroll Taxes	\$ 6,418	\$ 9,710	\$ 11,550	\$ 11,443	\$ 14,438
533-220	Retirement Contributions	\$ 2,507	\$ 4,700	\$ 4,702	\$ 3,544	\$ 6,192
533-230	Life & Health Insurance	\$ 27,997	\$ 33,951	\$ 50,476	\$ 44,047	\$ 59,240
533-240	Worker's Comp	\$ 1,327	\$ 2,184	\$ 2,403	\$ 1,438	\$ 2,403
533-310	Professional Services	\$ 1,007	\$ 1,000	\$ 1,000	\$ 920	\$ 1,300
533-311	IT Support	\$ 7,500	\$ 19,500	\$ 10,000	\$ 5,000	\$ -
533-313	Engineering	\$ -	\$ 22,500	\$ 22,500	\$ 4,447	\$ 60,000
533-315	Sampling	\$ 808	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
533-340	Contract Labor	\$ 25,459	\$ 6,000	\$ 7,500	\$ 2,565	\$ 7,500
533-400	Travel & Training	\$ 432	\$ 500	\$ 2,000	\$ 613	\$ 2,000
533-410	Comm Svcs-Phones Land Lines	\$ 7,085	\$ 7,000	\$ 7,000	\$ 4,886	\$ -
533-411	Comm Svcs-Cell Phones	\$ 735	\$ 500	\$ 500	\$ 714	\$ -
533-412	Comm Svcs-Email	\$ 301	\$ 275	\$ 500	\$ 723	\$ -
533-414	Comm. Svcs - Alarm Monitoring	\$ 911	\$ 1,625	\$ 1,625	\$ 960	\$ -
533-415	Website	\$ 2,383	\$ 1,200	\$ 1,200	\$ 1,326	\$ -
533-416	Software Annual Maintenance	\$ 6,654	\$ 7,500	\$ 7,500	\$ 4,958	\$ -
533-417	IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,963
533-425	Postage	\$ 1,890	\$ 2,500	\$ 2,500	\$ 3,488	\$ 5,400
533-430	Utility Services	\$ 42,744	\$ 35,000	\$ 35,000	\$ 39,559	\$ 56,000
533-440	Rent/Leases/Mortgage	\$ 153	\$ 500	\$ 501	\$ 64	\$ 500
533-450	Property & Liability Insurance	\$ 10,760	\$ 12,305	\$ 11,609	\$ 11,008	\$ 11,609
533-460	Repairs & Maintenance	\$ 85,590	\$ 70,000	\$ 70,000	\$ 38,409	\$ 125,000
533-461	Repairs & Maint-Water Pumps	\$ 10,326	\$ -	\$ 5,000	\$ 672	\$ 5,000
533-462	Repairs & Maint-Vehicles	\$ 248	\$ 2,500	\$ 2,500	\$ 1,755	\$ 2,500
533-465	Vehicle Chargeback (4)	\$ -	\$ -	\$ -	\$ -	\$ -
533-470	Copies & Printing	\$ 1,698	\$ 1,750	\$ 1,750	\$ 1,542	\$ -
533-490	Other Current Charges	\$ 9,080	\$ 10,500	\$ 35,500	\$ 691	\$ 35,500
533-510	Office Supplies	\$ 878	\$ 750	\$ 750	\$ 759	\$ 1,000
533-520	Operating Supplies	\$ 71,641	\$ 50,000	\$ 50,000	\$ 61,102	\$ 70,000
533-521	Operating Supplies-Chemicals	\$ 20,669	\$ 22,000	\$ 22,000	\$ 19,255	\$ 22,000
533-533	Operating Supplies-Uniforms	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
533-525	Gas & Oil	\$ 1,387	\$ 10,000	\$ 5,000	\$ 1,249	\$ 5,000
533-540	Dues & Subscriptions	\$ 5,910	\$ 3,000	\$ 56,587	\$ 8,741	\$ 7,500
533-640	Machinery & Equipment	\$ 2,328	\$ -	\$ 2,000	\$ 2,500	\$ 2,000
	<b>Total Dept 533</b>	\$ 437,656	\$ 482,064	\$ 597,238	\$ 427,964	\$ 711,873



# WATER UTILITY SERVICES 2018-2019 BUDGET

Account Description DEPT. 533	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>29</sup>	2019 Proposed
<b>REVENUES</b>				
Expected Enterprise Net Revenues	\$287,801	\$132,936	\$17,762	\$20,127
Difference from Actual Revenue	\$324,581	\$562,114	\$708,098	-
Idle Capacity Revenues	\$22,551	\$38,808	\$7,056	-
Restricted Revenues	\$130,644	\$106,368	\$72,564	-
<b>GROSS REVENUES TOTAL</b>	<b>\$765,577</b>	<b>\$840,226</b>	<b>\$805,480</b>	<b>\$20,127</b>
<b>EXPENSES</b>				
Salaries & Wages	\$77,294	\$141,462	\$166,898	\$188,729
Overtime	\$3,536	\$7,967	\$12,606	\$7,600
Payroll Taxes	\$6,418	\$11,848	\$13,732	\$14,438
Retirement Contributions	\$2,507	\$1,921	\$4,253	\$6,192
Life & Health Insurance	\$27,997	\$33,088	\$52,856	\$59,240
Workers Comp	\$1,327	\$1,370	\$1,726	\$2,403
Professional Services	\$1,007	\$1,091	\$1,104	\$1,300
IT Support	\$7,500	\$6,527	\$6,000	-
Engineering	\$0	\$0	\$5,336	\$60,000
Sampling	\$808	\$0	\$0	\$6,000
Contract Labor	\$25,459	\$8,116	\$3,078	\$7,500
Travel & Training	\$432	\$2,123	\$736	\$2,000
Comm Serv – Phone Land Lines	\$7,085	\$6,435	\$5,863	-
Comm Serv – Cell Phones	\$735	\$996	\$857	-
Comm Serv – Email	\$301	\$605	\$868	-
Comm Serv – Alarm Monitoring	\$911	\$1,233	\$1,152	-
Cable/Internet Service	\$2,383	\$1,595	\$1,591	-
Software Annual Maintenance	\$6,654	\$4,658	\$5,949	-
IT Services	\$0	\$0	\$0	\$5,963
Postage	\$1,890	\$1,669	\$4,185	\$5,400
Utility Services	\$42,744	\$45,916	\$47,470	\$56,000
Rent/Leases/Mortgages	\$153	\$141	\$77	\$500
Property & Liability Insurance	\$10,760	\$10,808	\$13,210	\$11,609
Repairs & Maintenance	\$85,590	\$79,440	\$46,090	\$125,000
Repairs & Maintenance – Water Pumps	\$10,326	\$5,922	\$806	\$5,000
Repairs & Maintenance - Vehicles	\$248	\$4,517	\$2,160	\$2,500
Copies & Printing	\$1,698	\$1,924	\$1,851	-
Other Current Charges	\$9,080	\$9,153	\$830	\$35,500
Office Supplies	\$878	\$877	\$911	\$1,000
Operating Supplies	\$71,641	\$75,949	\$73,323	\$70,000
Operating Supplies - Chemicals	\$20,669	\$20,512	\$23,106	\$22,000
Operation Supplies - Uniforms	\$0	\$0	\$0	\$1,500
Gas & Oil	\$1,387	\$1,800	\$1,498	\$5,000
Dues & Subscriptions	\$5,910	\$4,743	\$10,490	\$7,500
Machinery & Equipment	\$2,328	\$6,529	\$3,000	\$2,000
<b>EXPENSES TOTAL</b>	<b>\$437,656</b>	<b>\$500,935</b>	<b>\$513,557</b>	<b>\$711,874</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$765,577</b>	<b>\$840,226</b>	<b>\$805,480</b>	<b>\$20,127</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$437,656</b>	<b>\$500,935</b>	<b>\$502,585</b>	<b>\$711,874</b>
<b>NET GRAND TOTALS</b>	<b>\$327,921</b>	<b>\$339,291</b>	<b>\$302,895</b>	<b>(\$691,747)</b>

<sup>29</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

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# TOWN OF DUNDEE

## NON-DIVISIONAL BUDGETS

### Divisional Summary

*General & Enterprise Fund*

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Tax Levy Needed</b>
Non-Departmental – GF	-	\$64,632	-	\$64,632
Capital Projects – GF	\$54,050	\$117,550	-	\$63,500
Debt Service – GF	-	\$229,798	-	\$229,798
<b>Total</b>	<b>\$54,050</b>	<b>\$411,980</b>	<b>-</b>	<b>\$357,930</b>

	<b>Revenue</b>	<b>Expenses</b>	<b>Net Total Activity</b>	<b>Enterprise Revenues</b>
Non-Departmental – EF	-	\$189,245	-	(\$189,245)
Capital Projects – EF	-	-	-	-
Debt Service – EF	-	\$436,285	-	(\$426,285)
<b>Total</b>	<b>-</b>	<b>\$625,530</b>	<b>-</b>	<b>(\$625,530)</b>

**NON-DEPARTMENTAL – GENERAL FUND 2018-2019  
3 YEAR ANNUAL BUDGET COMPARISON**

**GENERAL FUND NON-DEPARTMENTAL EXPENSES**

Acct. #	Description	Actual 2016	Actual 2017	Budgeted 2018	FY 18 10 mth exp	2018 Year End Projection	Proposed 2019
593-250	Unemployment Compensation	\$ 1,409	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
593-251	Tuition Assistance					\$ -	\$ 8,000
593-521	Hurricane Recovery	\$ -	\$ -	\$ -	\$ 188,823	\$ 188,823	
593-635	Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
593-650	Road Re-Surfacing	\$ -	\$ -		\$ -	\$ -	\$ -
593-720	Economic Incentive Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
593-750	Working Reserve	\$ 731,931	\$ 189,103	\$ 141,144	\$ 30,260	\$ 30,260	\$ 50,632
593-810	Contribution Chamber of Commerce	\$ 950	\$ 1,000	\$ 1,000	\$ 200	\$ 1,000	\$ 1,000
593-817	Donations		\$ 1,000	\$ -	\$ 376	\$ 376	
						\$ -	
	<b>Total Dept 593</b>	\$ 734,290	\$ 196,103	\$ 147,144	\$ 219,659	\$ 220,459	\$ 64,632

**NON-DEPARTMENTAL – GENERAL FUND 2018-2019**

**FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Other Revenue	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Personnel Costs	-	-	-	-	-	-
Operating Expenses	\$158,660	\$196,103	\$147,144	\$64,632	(\$82,512)	- 56%
Total Expenses	\$158,660	\$196,103	\$147,144	\$64,632	(\$82,512)	- 56%
<b>Tax Levy Needed</b>	<b>\$158,660</b>	<b>\$196,103</b>	<b>\$147,144</b>	<b>\$64,632</b>	<b>(\$82,512)</b>	<b>- 56%</b>
Net Total Activity	-	-	-	-	-	-

<b>Account Description DEPT. 593</b>	<b>2015-2016 Actual*</b>	<b>2016-2017 Actual*</b>	<b>2017-2018 Projected*<sup>30</sup></b>	<b>2018 - 2019 Proposed</b>
<b>REVENUES</b>				
Ad Valorem Tax Levy	\$158,660	\$196,103	\$147,144	\$64,632
Misc. Revenues	-	-	-	-
Restricted Revenues	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$158,660</b>	<b>\$196,103</b>	<b>\$147,144</b>	<b>\$64,632</b>
<b>EXPENSES</b>				
Unemployment Compensation	\$1,409	\$0	\$5,000	\$5,000
Tuition Assistance	\$0	\$0	\$0	\$8,000
Hurricane Recovery	\$0	\$38,459	\$179,912	\$0
Bank Fees	\$0	\$0	\$0	\$0
Economic Incentive Grants	\$0	\$0	\$0	\$0
Working Reserve	\$731,931	\$189,103	\$30,260	\$50,632
Dundee Chamber Contribution	\$950	\$1,000	\$1,000	\$1,000
Donations	\$0	\$1,384	\$376	\$0
<b>EXPENSES TOTAL</b>	<b>\$734,290</b>	<b>\$229,946</b>	<b>\$216,548</b>	<b>\$64,632</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$158,660</b>	<b>\$196,103</b>	<b>\$147,144</b>	<b>\$64,632</b>
<b>EXPENSE GRAND TOTALS</b>	<b>\$734,290</b>	<b>\$229,946</b>	<b>\$216,548</b>	<b>\$64,632</b>
<b>NET GRAND TOTALS</b>	<b>(\$575,630)</b>	<b>(\$33,843)</b>	<b>(\$69,404)</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>30</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

**CAPITAL PROJECTS – GENERAL FUND 2018-2019  
3 YEAR ANNUAL BUDGET COMPARISON**

**GENERAL FUND CAPITAL OUTLAY**

Acct. #	Description	Actual 2016	Actual 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
595-640	Technology Acquisitions	\$ -	\$ -	\$ -	\$ -	\$ 19,000
595-621	Renovation Old Townhall	\$ 138,847	\$ -	\$ -	\$ -	\$ -
595-650	Roadway Improvements	\$ -	\$ 200,000	\$ -	\$ -	\$ -
	Vehicle Acquisition	\$ -	\$ -	\$ -	\$ -	\$ 25,000
595-660	Community Center Improvements	\$ -	\$ -	\$ -	\$ -	\$ 13,000
595-661	Community Center Bld Improvements	\$ -	\$ -	\$ -	\$ -	\$ 60,550
	<b>Total Dept 595</b>	\$ 138,847	\$ 200,000	\$ -	\$ -	\$ 117,550

## CAPITAL PROJECTS – GENERAL FUND 2018-2019

### FINANCIAL SUMMARY

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Restricted Revenue	-	\$200,000		\$54,050	\$54,050	+ 100%
Other Revenue	-	-	-	-	-	-
<b>Total Revenues</b>	-	\$200,000	-	\$54,050	\$54,050	+ 100%
Personnel Costs	-	-	-	-	-	-
Operating Expenses	-	\$200,000	-	\$117,550	\$117,550	+ 100%
<b>Total Expenses</b>	-	\$200,000	-	\$117,550	\$117,550	+ 100%
<b>Tax Levy Needed</b>	-	-	-	<b>\$63,500</b>	<b>\$63,500</b>	<b>+ 100%</b>
<b>Net Total Activity</b>	-	-	-	-	-	-

<b>Account Description</b>	<b>2015-2016 Actual*</b>	<b>2016-2017 Actual*</b>	<b>2017-2018 Projected*<sup>31</sup></b>	<b>2019 Proposed</b>
<b>DEPT. 595</b>				
<b>REVENUES</b>				
Ad Valorem Tax Levy	-	-	-	\$63,500
Intergovernmental Revenues	\$125,000	-	-	-
Restricted Revenues	-	\$200,000	-	\$54,050
<b>REVENUES TOTAL</b>	<b>\$125,000</b>	<b>\$200,000</b>	<b>-</b>	<b>\$117,550</b>
<b>EXPENSES</b>				
Technology Acquisitions	-	-	-	\$19,000
Renovation Old Town Hall	\$138,847	-	-	-
Roadway Improvements	-	\$200,000	-	-
Vehicle Acquisition	-	-	-	\$25,000
Community Center Improvements	-	-	-	\$13,000
Community Center Building Improv.	-	-	-	\$60,550
<b>EXPENSES TOTAL</b>	<b>\$138,847</b>	<b>\$200,000</b>	<b>-</b>	<b>\$117,550</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$125,000</b>	<b>\$200,000</b>	<b>-</b>	<b>\$117,550</b>
<b>EXPENSE GRAND TOTALS</b>	<b>\$138,847</b>	<b>\$200,000</b>	<b>-</b>	<b>\$117,550</b>
<b>NET GRAND TOTALS</b>	<b>(\$13,847)</b>	<b>-</b>	<b>-</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>31</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

**DEBT SERVICE – GENERAL FUND 2018-2019  
3 YEAR ANNUAL BUDGET COMPARISON**

**GENERAL FUND DEBT SERVICE**

Acct. #	Description	Actual	Actual	Budgeted	FY 18	Proposed
		2016	2017	2018	10 Mth exp	2019
593-910	Wells Fargo \$2.8M Principal	\$ 102,626	\$ 133,741	\$ 140,648	\$ 69,439	\$ 147,913
593-925	Wells Fargo \$2.8M Interest	\$ 127,172	\$ 96,057	\$ 89,150	\$ 45,460	\$ 81,885
	<b>Total Dept 593</b>	\$ 229,798	\$ 229,798	\$ 229,798	\$ 114,899	\$ 229,798



# DEBT SERVICE – GENERAL FUND 2018-2019

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change 2017/18	% Change 2017/18
Restricted Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Total Revenues						
Debt Service Payment	\$229,798	\$229,798	\$229,798	\$229,798	-	-
Operating Expenses	-	-	-	-	-	-
Total Expenses	\$229,798	\$229,798	\$229,798	\$229,798	-	-
<b>Tax Levy Needed</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>-</b>	<b>-</b>
Net Total Activity	-	-	-	-	-	-

Account Description DEPT. 593	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>32</sup>	2019 Proposed
<b>REVENUES</b>				
Ad Valorem Tax Levy	\$229,798	\$229,798	\$229,798	\$229,798
Intergovernmental Revenues	-	-	-	-
Restricted Revenues	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>
<b>EXPENSES</b>				
Wells Fargo \$2.8M Principal	\$102,625	\$133,741	\$140,648	\$147,913
Wells Fargo \$2.8M Interest	\$127,172	\$96,057	\$89,150	\$81,885
<b>EXPENSES TOTAL</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>
<b>EXPENSE GRAND TOTALS</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>	<b>\$229,798</b>
<b>NET GRAND TOTALS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>32</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

**NON-DEPARTMENTAL – ENTERPRISE FUND 2018-2019  
3 YEAR ANNUAL BUDGET COMPARISON**

**ENTERPRISE FUND NON-DEPARTMENTAL**

Acct. #	Description	Actual 2016	Actual 2017	Budget 2018	FY 18 10 mth exp	Proposed 2019
593-720	IT Support	\$ -	\$ -		\$ -	
593.251	Tuition Assistance					\$ 12,000
593-521	Hurricane Recovery	\$ -	\$ -			
595-533	Contingency	\$ 478,164	\$ 119,163	\$ 2,093	\$ -	\$ 48,245
595-640	Technology Aquisitons	\$ -	\$ -	\$ -	\$ -	\$ 4,000
595-650	Bad Debts Expense	\$ -	\$ -	\$ -	\$ -	
595-700	Interfund Transfers	\$ 168,731	\$ 125,000	\$ 125,000	\$ -	\$ 125,000
	<b>Total Dept 595</b>	\$ 646,895	\$ 244,163	\$ 127,093	\$ -	\$ 189,245

**NON-DEPARTMENTAL – ENTERPRISE FUND 2018-2019**

**FINANCIAL SUMMARY**

<b>Depart. Revenues &amp; Expenses</b>	<b>2015/2016 Budgeted</b>	<b>2016/2017 Budgeted</b>	<b>2017/2018 Budgeted</b>	<b>2018/2019 Proposed</b>	<b>\$ Change 2017/18</b>	<b>% Change 2017/18</b>
Other Revenue	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Personnel Costs	-	-	-	-	-	-
Operating Expenses	\$253,772	\$244,163	\$127,093	\$189,245	\$62,152	+ 50.0%
Total Expenses	\$253,772	\$244,163	\$127,093	\$189,245	\$62,152	+ 50.0%
<b>Enterprise Revenue</b>	(\$253,772)	(\$244,163)	(\$127,093)	(\$189,245)	(\$62,152)	- 50.0%
Net Total Activity	-	-	-	-	-	-

<b>Account Description DEPT. 593 &amp; 595</b>	<b>2015-2016 Actual*</b>	<b>2016-2017 Actual*</b>	<b>2017-2018 Projected*<sup>33</sup></b>	<b>2019 Proposed</b>
<b>REVENUES</b>				
Expected Enterprise Revenues	(\$253,772)	(\$244,163)	(\$127,093)	(\$189,245)
Difference in Revenue Collections	-	-	-	-
Idle Capacity Revenues	-	-	-	-
Restricted Revenues	-	-	-	-
<b>REVENUES TOTAL</b>	<b>(\$253,772)</b>	<b>(\$244,163)</b>	<b>(\$127,093)</b>	<b>(\$189,245)</b>
<b>EXPENSES</b>				
IT Support	-	-	-	-
Tuition Assistance	-	-	-	\$12,000
Hurricane Recovery	-	\$17,857	-	-
Contingency	\$478,164	-	-	\$48,245
Technology Acquisitions	-	-	-	\$4,000
Bad Debts Expense	-	-	-	-
Interfund Transfers	\$168,731	\$151,709	\$125,000	\$125,000
<b>EXPENSES TOTAL</b>	<b>\$646,895</b>	<b>\$169,566</b>	<b>\$125,000</b>	<b>\$189,245</b>
<b>REVENUE GRAND TOTALS</b>	<b>(\$253,772)</b>	<b>(\$244,163)</b>	<b>(\$127,093)</b>	<b>(\$189,245)</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$646,895</b>	<b>\$169,566</b>	<b>\$125,000</b>	<b>\$189,245</b>
<b>NET GRAND TOTALS</b>	<b>\$393,123</b>	<b>\$74,597</b>	<b>\$2,093</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>33</sup> Projected estimates are determined by taking the 10 month total dividing by 9 and multiplying by 10 for a full year, unless subscription pricing is known

**CAPITAL PROJECTS – ENTERPRISE FUND 2018-2019**  
**3 YEAR ANNUAL BUDGET COMPARISON**  
**ENTERPRISE FUND CAPITAL OUTLAY**

Acct. #	Description	Actual 2016	Actual 2017	Budgeted 2018	FY 18 10 mth exp	Proposed 2019
595-656	Lake Ruth Water Plant - Decommission	\$ -	\$ -	\$ -		
595-657	US 27 S Lift Station Rehab	\$ -	\$ -	\$ -		
595-658	State Road 542 Utility Relocation					\$ -
595-659	Econo Lodge Liftstation Rehab					\$ -
	<b>Total Dept 595</b>	\$ -	\$ -	\$ -	\$ -	\$ -

## CAPITAL PROJECTS – ENTERPRISE FUND 2018-2019

### FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change 2017/18	% Change 2017/18
Other Revenue	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Personnel Costs	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-
Enterprise Revenue	-	-	-	-	-	-
Net Total Activity	-	-	-	-	-	-

Account Description DEPT. 595	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>34</sup>	2019 Proposed
<b>REVENUES</b>				
Expected Enterprise Revenues	-	-	-	-
Difference in Revenue Collections	-	-	-	-
Idle Capacity Revenues	-	-	-	-
Restricted Revenues	-	-	-	-
<b>REVENUES TOTAL</b>	-	-	-	-
<b>EXPENSES</b>				
Lake Ruth Water Plant	-	-	-	-
US 27 S Lift Station Rehab	-	\$64,715	-	-
Utility Relocation	-	-	-	-
Liftstation Rehab	-	-	-	-
<b>EXPENSES TOTAL</b>	-	\$64,715	-	-
<b>REVENUE GRAND TOTALS</b>	-	-	-	-
<b>EXPENSE GRANT TOTALS</b>	-	\$64,715	-	-
<b>NET GRAND TOTALS</b>	-	(\$64,715)	-	-

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>34</sup> Projected estimates are determined by taking the 10 month total dividing by 9 and multiplying by 10 for a full year, unless subscription pricing is known

**DEBT SERVICE – ENTERPRISE FUND 2018-2019  
3 YEAR ANNUAL BUDGET COMPARISON**

**ENTERPRISE FUND DEBT SERVICE**

Acct. #	Description	Actual 2016	Actual 2017	Proposed 2018	FY 18 10 mth exp	Proposed 2019
595-820	Wells Fargo Principal HWY 27	\$ -	\$ 129,168	\$ 135,774	\$ 67,040	\$ 142,717
595-825	Wells Fargo Interest HWY 27	\$ 48,136	\$ 42,886	\$ 36,280	\$ 18,987	\$ 29,337
595-830	USDA Principal 1.8 Million	\$ 66,476	\$ 36,201	\$ 37,785	\$ -	\$ 39,438
595-835	USDA Interest 1.8 Million	\$ (121)	\$ 64,958	\$ 63,374	\$ -	\$ 61,721
595-870	Hickory WP Princpal 3.16 Million	\$ 348	\$ 41,262	\$ 42,964	\$ -	\$ 44,737
595-900	Hickory WP Interest 3.6 Million	\$ 123,314	\$ 121,810	\$ 120,108	\$ -	\$ 118,335
	<b>Total Dept 595</b>	\$ 238,153	\$ 436,285	\$ 436,285	\$ 86,027	\$ 436,285

# DEBT SERVICE – ENTERPRISE FUND 2018-2019

## FINANCIAL SUMMARY

Depart. Revenues & Expenses	2015/2016 Budgeted	2016/2017 Budgeted	2017/2018 Budgeted	2018/2019 Proposed	\$ Change 2017/18	% Change 2017/18
Restricted Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Total Revenues						
Debt Service Payment	\$436,285	\$436,285	\$436,285	\$436,285	-	-
Operating Expenses	-	-	-	-	-	-
Total Expenses	\$436,285	\$436,285	\$436,285	\$436,285	-	-
<b>Enterprise Revenue Needed</b>	<b>\$436,285</b>	<b>\$436,285</b>	<b>\$436,285</b>	<b>\$436,285</b>	<b>-</b>	<b>-</b>
Net Total Activity	-	-	-	-	-	-

Account Description DEPT. 595	2015-2016 Actual*	2016-2017 Actual*	2017-2018 Projected* <sup>35</sup>	2019 Proposed
<b>REVENUES</b>				
Ad Valorem Tax Levy	\$436,285	\$436,285	\$436,285	\$436,285
Intergovernmental Revenues	-	-	-	-
Restricted Revenues	-	-	-	-
<b>REVENUES TOTAL</b>	<b>\$436,285</b>	<b>\$436,285</b>	<b>\$436,285</b>	<b>\$436,285</b>
<b>EXPENSES</b>				
Wells Fargo Principal HWY 27	-	-	\$135,774	\$142,717
Wells Fargo Interest HWY 27	\$48,136	\$41,798	\$36,280	\$29,337
USDA Principle \$1.8M	\$66,476	-	\$37,785	\$39,438
USDA Interest \$1.8M	(\$121)	\$64,833	\$63,374	\$61,721
Hickory Walk WP Principle \$3.16M	\$348	(\$262)	\$42,964	\$44,737
Hickory Walk WP Interest \$3.16M	\$123,314	\$121,750	\$120,108	\$118,335
<b>EXPENSES TOTAL</b>	<b>\$238,153</b>	<b>\$228,119</b>	<b>\$436,285</b>	<b>\$436,285</b>
<b>REVENUE GRAND TOTALS</b>	<b>\$436,285</b>	<b>\$436,285</b>	<b>\$436,285</b>	<b>\$436,285</b>
<b>EXPENSE GRANT TOTALS</b>	<b>\$238,153</b>	<b>\$228,119</b>	<b>\$436,285</b>	<b>\$436,285</b>
<b>NET GRAND TOTALS</b>	<b>\$198,132</b>	<b>\$208,166</b>	<b>-</b>	<b>-</b>

\* Line Item Values in Actual and Estimate Columns are rounded to the Nearest Dollar.

<sup>35</sup> Projected estimates are determined by taking the 10 month total dividing by 10 and multiplying by 12 for a full year, unless subscription pricing is known

# *Capital Projects*





# **CAPITAL PROJECTS**

## **MISSION**

To provide comprehensive planning and analysis of the long range capital needs of the Town of Dundee. This includes project review, fiscal analysis, and prioritization of facility, infrastructure, and major equipment needs of the Town.

## **POLICY**

A capital project is defined as an investment in a capital improvement that has a project cost of at least \$75,000, is generally non-recurring, and has a service life of five years or more. Capital projects are proposed and adopted as part of the annual Town budget process and follows the general guidelines of the Town's Capital Improvement Plan as outlined in the Town's Comprehensive Plan.

It is the Town of Dundee's policy to plan and fund for infrastructure and other capital improvements as they are needed rather than reacting to emergencies. Project requests need to provide sound justification based on established need. Justification should also include alternatives considered and future projected impact on operating budgets.

In this section is a summary of the proposed capital projects for the 2018-2019 FY which are accounted for in the Non-Divisional Capital Projects Budget.

## CAPITAL IMPROVMENT PLAN

Project Number/Category	Project Name	FY15-16		FY16-17		FY17-18		FY18-19		FY19-20		Total Project Cost	Comp Plan	Project Need
WASTEWATER														
1	Eli Lift Station Repair	\$75,000	City Funds									\$75,000		Maint./Rehab/Replacement
2	Lift Station Telemetry/Commissioning	\$13,000	City Funds	\$13,000	City Funds							\$26,000		Maint./Rehab/Replacement
3	Repair Clarifier (2)			\$70,000	City Funds	\$70,000	City Funds					\$140,000		Maint./Rehab/Replacement
4	Extend Sewer West on Dundee Road (Road Widening)							\$300,000	Impact Fees			\$300,000		Maint./Rehab/Replacement
5	Roof Over Chlorine Contact Chamber					\$30,000	City Funds					\$30,000		Maint./Rehab/Replacement
6	Vehicle Replacement					\$45,000	City Funds ??					\$45,000		Maint./Rehab/Replacement
Wastewater Total		\$88,000		\$83,000		\$145,000		\$300,000		\$0		\$616,000		
STORMWATER DRAINAGE														
1	TV Entire Stormwater System			\$75,000	Stormwater Fund							\$75,000		Maint./Rehab/Replacement
2	Center St. Drainage					\$500,000	??					\$500,000		
3	Lake Monroe Dr. & 3rd St.			\$100,000								\$100,000		
4	MLK Stormwater Improvements							\$10,000	City Funds	\$110,000	City Funds	\$120,000	Yes	Maint./Rehab/Replacement
5	NPDES (Ergonomics)			\$20,000								\$20,000		
6	New Mower			\$17,000								\$17,000		
Stormwater Drainage Total				\$212,000		\$500,000		\$10,000		\$110,000		\$832,000		
POTABLE WATER														
1	Vehicle Replacement (Logan)			\$30,000	??							\$30,000		
2	Vehicle Replacement (Bonnie)							\$20,000	??			\$20,000		
3	Water Pipe - New Sections (Mabel Loop, HL Smith to USDA)					\$200,000	??					\$200,000	Yes	Maint./Rehab/Replacement and Future Demand
4	Water Meter Automation			\$70,000	??							\$70,000	Yes	
5	Decommission Lake Ruth WTP	\$30,000	??	\$50,000	??							\$80,000	Yes	Maint./Rehab/Replacement
6	Repaint Shepard Avenue Water Tower			\$60,000	??							\$60,000	Yes	Maint./Rehab/Replacement
7	542 Widening Water Relocates							\$200,000	??			\$200,000	Yes	Maint./Rehab/Replacement
Potable Water Total		\$30,000		\$210,000		\$200,000		\$220,000		\$0		\$660,000		
PARKS														
1	Lake Marie Park											\$0	Yes	Maint./Rehab/Replacement and Future Demand
2	Lake Monroe Park											\$0	Yes	Maint./Rehab/Replacement and Future Demand
3	Marcell Park (Kid-friendly park)											\$0	Yes	Maint./Rehab/Replacement and Future Demand
4	Lake Ruth Park											\$0	Yes	Maint./Rehab/Replacement and Future Demand
5	4th St Ballfield Rehab											\$0	Yes	Maint./Rehab/Replacement and Future Demand
6	Community Center Expansion											\$0	Yes	Maint./Rehab/Replacement and Future Demand
Parks Total		\$0		\$0		\$0		\$0		\$0		\$0		
ROADS														
1	Lake Marie Drive Improvements											\$0	Yes	Maint./Rehab/Replacement
2	Resurfacing Town-wide			\$160,000						\$160,000		\$320,000	Yes	Maint./Rehab/Replacement
3	Left Turn Lane at Dundee Road & Martin Luther King											\$0	Yes	Maint./Rehab/Replacement
4	Dundee Road Widening											\$0	Yes	Maint./Rehab/Replacement and Future Demand
5	Purchase Bat Wing Mower	\$17,000										\$17,000		Maint./Rehab/Replacement
Roads Total		\$17,000		\$160,000		\$0		\$0		\$160,000		\$337,000		
TOTAL ALL CATEGORIES														
		\$135,000		\$665,000		\$845,000		\$530,000		\$270,000		\$2,445,000		

## *Debt Service*



# **DEBT SERVICE**

## **MISSION**

Debt Service provides funds sufficient to make annual principal and interest payments on general long-term debt obligations of the Town for the purpose of paying for capital improvements.

## **LONG TERM OBLIGATIONS**

### Governmental Activities:

- Univest Capital Installment Note – The installment note was issued March 14, 2014 in the amount of \$59,000 to purchase a fire truck and bears interest at 5.88% and matures March 14, 2019. Principal and interest are due monthly in amount of \$1,137.000
- Capital Improvement Revenue Note, Series 2007A – This note is secured by the Town's franchise and utility taxes on the sale of electricity, natural gas, propane and the communication services tax. Principal and interest are payable semi-annually on February 1 and August 1 in equal amounts of \$114,900 through maturity on August 1, 2027. The original amount of the loan was \$2,800,000 and was used for capital acquisitions and renovations of certain municipal facilities and bears interest at 5.10%

### Enterprise Business Activities:

- USDA Water and Sewer Revenue Bonds, Series 2001 – These bonds are secured by the net revenues of the water and sewer systems and the half cent sales tax reported in the General Fund, and the sewer impact fees on deposit in the enterprise fund. The original bond amount was \$1,857,840 and was used primarily to construct a sewer system and related improvements. The bonds bear interest at 4.375% with principal and interest payable annually on September 1 in the amount of \$101,160 with a final maturity of September 1<sup>st</sup>, 2040.
- Capital Improvement Series 2007 – This revenue note bears interest at 5.05% and is secured by the town's franchise and utility taxes on the sale of electricity, natural gas, and propane and communication services tax reported in the General Fund. Principal and interest are payable semi-annually on February 1 and August 1, in equal amounts of \$86,027 through maturity on August 1, 2022. The original amount of the loan was \$1,800,000 and was used to refund the Series 2000A non-ad valorem revenue notes and for capital improvement projects.
- USDA Water and Sewer Revenue Bonds, Series 2011 – These bonds are secured by the net revenues of the water and sewer systems and the half cent sales tax reported in the General Fund, and the sewer impact fees on deposit in the enterprise fund. The original bond amount was \$3,136,000 and was used to construct a new water plant. The bonds bear interest at 4.125% with principal and interest payable annually on September 1 in the amount of \$163,072 with a final maturity of September 1, 2050.

Debt Maturities Schedule:

<u>Fiscal Year Ending</u>	<u>Governmental Activities</u>		<u>Business-type Activities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2018	\$ 153,489	\$ 89,956	\$ 216,518	\$ 219,764
2019	154,621	82,000	226,884	209,395
2020	155,553	74,245	237,757	198,526
2021	163,587	66,211	249,150	187,132
2022	172,036	57,761	261,094	175,189
2023-2027	1,003,009	145,980	540,945	780,201
2028-2032	-	-	665,870	655,271
2033-2037	-	-	819,692	501,455
2038-2042	-	-	802,328	316,499
2043-2047	-	-	640,875	174,485
2048-2052	-	-	450,911	37,701
Total	<u>\$ 1,802,295</u>	<u>\$ 516,153</u>	<u>\$ 5,112,024</u>	<u>\$ 3,455,618</u>

## GLOSSARY OF TERMS

**ACCRUAL BASIS:** The basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. All proprietary and fiduciary funds are accounted for using the accrual basis of accounting. Under the accrual basis, revenues are recognized when they are earned, and expenses are recognized when they are incurred.

**APPROPRIATION:** An authorization by the Town Commission which permits public officials to incur obligations against and make expenditures of resources for specific purposes. Appropriations are generally made for a fixed amount and are usually granted for a one-year period.

**BALANCED BUDGET:** A balanced budget is a budget in which all expenditures have identified sources of funding, property tax, other revenues or use of fund balance.

**BOND:** A long-term debt instrument used by a government or business to raise large sums of money.

**BUDGET ADJUSTMENTS:** Any of the following changes to the county's budgeted expenditures/expenses:

- a) reallocation from one account to another in the same level of appropriation,
- b) reallocation due to a technical correction,
- c) any change in any item within the Outlay account, which does not require the reallocation of funds from another level of appropriation,
- d) any change in appropriation from an official action taken by the Town Commission,
- e) reallocation between levels of appropriation,
- f) reallocation between departments,
- g) any increase in expenditures/expenses with an offsetting increase in revenue,
- h) any allocation from a department's fund balance, and
- i) any allocation from the town's general fund.

Budget transfers are administered by the Department of Administration in accordance with adopted policies.

**CAPITAL EXPENDITURE:** A capital expenditure is incurred when funds of at least \$5,000 are spent to either purchase an asset that has an estimated useful life of greater than one year or add value and extend the life of an existing asset.

**DEBT SERVICE:** The amount necessary for the payment of principal, interest and related costs of the general long-term debt of the county.

**DEBT SERVICE FUND:** This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs, but excludes debt serviced by proprietary funds.

**DEPRECIATION:** That portion of the cost of a capital asset which is charged as an expense during a particular period due to the expiration of the useful life to the asset resulting from wear and tear, deterioration or obsolescence. The county charges depreciation expense to only its proprietary funds.

**DIVISION:** A grouping of related departments based upon function, target group(s) served and working relationships.

**ENTERPRISE FUNDS:** Enterprise funds are used to account for operations:

- a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including

depreciation) of providing goods or services to the general public on a continuing basis be financed primarily through user charges; or

- b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy management control, accountability, or other purposes

**EXPENDITURE:** The use of a financial resource for current operating expenses, debt service or a capital project.

**FTE:** Full-time Equivalent; a commonly-used unit to express the workload of a full-time employee. A 1.0 FTE is equivalent to a full-time worker, while a .5 FTE is equivalent to a half-time worker.

**FIDUCIARY FUNDS:** The category of funds consisting of private-purpose trust and agency funds.

**FUND:** A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations

**FUND BALANCE:** The difference between fund assets and fund liabilities of governmental and similar trust funds.

**GENERAL FUND:** The general operating fund of the Town used to account for all financial transactions except those required to be accounted for in another fund.

**GENERAL FUND BALANCE APPLIED:** A financing method which reduces both the General Fund balance and the property tax levy required by applying general fund resources to offset expenses within a given budget year.

**GOVERNMENTAL FUNDS:** The category of funds consisting of the general fund, special revenue funds, debt service fund, and capital projects funds.

**GRANT:** A grant is money awarded to finance a particular activity or group. For the most part, a grant does not need to be paid back, but may provide full or matching sponsorship.

**INDIRECT COST ALLOCATION:** The total cost charged by one department in support of another department. These costs are associated with but not directly attributable to the provision of services. Indirect costs are allocated to departments based on an approved indirect cost allocation plan which is updated on an annual basis.

**INTERGOVERNMENTAL REVENUE:** This refers to revenue received from another government in the form of grants or shared revenue.

**INTERNAL SERVICE FUNDS:** Internal service funds account for the financing of goods or services provided by one department or agency to other departments or agencies on a cost-reimbursement basis.

**JAG:** Justice Assistance Grant

**LEAN:** A systematic approach to identifying and eliminating waste (thus adding value) to any process through continuous improvement.

**LEVY:** Also referred to as TAX LEVY or PROPERTY TAX LEVY. A tax imposed on the value of a property that the owner of the property is required to pay to a government for public services provided by that government to its citizens

**MAJOR FUND:** A government's primary operating fund. A fund can also be considered major if it meets the following criteria: a. Total assets, liabilities, revenues or expenditures/ expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and; b. The same element of the individual governmental or enterprise fund that met the 10 percent test is at least 5 percent of the corresponding total for all governmental and enterprise funds combined. c. In addition, any other governmental or enterprise fund that the County believes is particularly important to financial statement users may be reported as a major fund.

**MODIFIED ACCRUAL BASIS:** The basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. All governmental, expendable trust and agency funds are accounted for using the modified accrual basis. Under the modified accrual basis, revenues are recognized when they are susceptible to accrual (i.e., when they become measurable and available to finance current period operations). Expenditures are recorded as the fund liability is incurred (if measurable), except for principal and interest on general long-term liabilities which is recognized when due. All significant revenues sources are treated as "susceptible to accrual", except property taxes which are recorded as taxes receivable and deferred revenue in the year levied. The related tax revenue is recognized in the succeeding year when services financed by the property tax levy are being provided.

**ORGANIZATIONAL DEVELOPMENT:** The continuous organization-wide effort to measure and increase an organization's effectiveness and viability ensuring precious resources are used in the most efficient manner.

**PROPOSED BONDING:** The anticipated level of bonded debt to be incurred in the budget year. Proposed bonding is shown for informational purposes only and commitment to any specific projects is not given as part of the budget process. Bonding is approved by the County Board as part of its annual capital improvements bonding process.

**PROPRIETARY FUNDS:** The category of funds consisting of enterprise funds and internal service funds.

**SPECIAL REVENUE FUND:** Special revenue funds are used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditures for specific purposes.

**TAX RATE:** The amount of taxes levied per \$1,000 of equalized value excluding the value of taxable property in any tax incremental district.