**MEETING MINUTES**

**TOWN OF LONGBOAT KEY**

 **CITIZEN TAX OVERSIGHT COMMITTEE**

**MEETING**

**4/28/15**

At 1:00 PM on Tuesday, April 28, 2015, a public meeting of the Town of Longboat Key Citizen Tax Oversight Committee commenced in the Commission Chamber located in Town Hall, 501 Bay Isles Road, Longboat Key, Florida.

Members attending: Leonard Garner, Robert Krosney, Cheryl Loeffler, Beverly Shapiro, Burt Rosenfield, Russel Gervais and Jered Whitehead.

Also attending: Finance Director Sue Smith and Utility Billing Analyst Mike Wilkinson.

1. **APPROVAL OF MINUTES.** Committee members reviewed the minutes of the 2013 and 2014 meetings. Mr. Krosney made a motion to accept the minutes from both meetings and all members voted in favor. Beverly Shapiro approved the minutes from both meetings.
2. **FINANCE DIRECTOR’S REPORT.** Sue started the discussion with a review of the role of the committee, an explanation of what an infrastructure tax is, and a review of the permitted uses of the fund. There was a brief discussion regarding the fact that the Town has complied with the proper processes regarding the infrastructure fund. Sue explained to the committee that we are now in phase 3 of the tax period and phase 3 runs from September 2009 to September 2024. She informed the group that during this 15 year period the town will collect approximately 8 million dollars and briefly explained how the money will be spent. Sue directed the group’s attention to Exhibit F in the powerpoint presentation. The budget for phase 3 was originally about 7.7 million. Town management asked the commission to increase the budget by $297,000 which was money left over from phase 2. The resolution was passed by the commission on 7/7/2014 and the money was allocated to public safety. Sue pointed out that $540,000 shown for revenue in 2015 is an estimate and that the Town will likely collect a little more than that figure. Sue covered the 2013-2014 budgeted expenditures. Beverly Shapiro asked about the blank fields in some of the items in the “Actual” column. Sue explained the money has not been spent yet for these items. Jered Whitehead asked a question regarding roof work. He wanted to know if the town had a maintenance contract with a roofing contractor for preventative maintenance. Sue replied that she would find out and get back to him. Next Sue covered the 2014-2015 budgeted projects. Beverly Shapiro asked  if the money budgeted for Fire Station Improvements meant we would not be building a new fire station. Sue replied that the Town had hired a facility consultant to do an assessment of current facilities and future needs and the decision on new construction would be significantly impacted by the outcome of the assessment. There was a brief discussion of the Memorandum to the commission regarding the Annual Committee Report. Beverly asked if any committee members had any comments related to the memo and no one had comments.
3. **COMMITTEE COMMENTS:** Leonard Garner asked if committee members could get meeting materials(agenda, memorandums, presentations etc.) in advance in the future. Sue said that they could and we would get the materials to the members in advance in the future. There were no other comments.
4. **ADJOURNMENT:** Beverly made a motion to adjourn which was seconded and passed by the members. The meeting was adjourned at 1:25 PM.

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 **Beverly Shapiro    Minutes Approved**