**Memorandum**

 **DATE: June 7, 2017**

 **TO: Town Commission**

 **FROM: Beverly Shapiro, Tax oversight Committee**

**SUBJECT: ANNUAL Committee Report**

The Citizens Tax Oversight Committee held its annual meeting on June 7, 2017 at 9:30am at 501 Bay Isles Road in the Commission Chamber and reviewed the following:

1. **Audited Results**

The Budget Analyst reviewed the 2016 audited results of operations with the Citizens’ Tax Oversight Committee which showed that the fund balance decreased $608,845 for a total fund balance of $853,205 as follows:

|  |  |  |
| --- | --- | --- |
|   |   | **Audited** |
|  |   | **Actual** |
|  |   | **FY2015-16** |
| **Revenue:** |  |
|   | Infrastructure Surtax | $638,229  |
|   | Net Investment Income | 4,146  |
|   |        **Total Revenue** | $642,375  |
|   |   |   |
| **Expenditures:** |  |
|   | Public Facilities - Telephone System | $4,337  |
|   | Public Facilities - Floor Coverings |         7,700  |
|   | Public Facilities - South Fire Assessment |         2,530  |
|   | Parks/Rec- Transfer to Bayfront Park |      960,000  |
|   | Canals - Transfer to Canal Fund |      200,000  |
|   | Public Safety - Defibrillators |       76,653  |
|   |        **Total Expenditures** | $1,251,220  |
|   |   |   |
| Revenues over expenditures | (608,845) |
|   |   |   |
| **Fund Balance, Beginning** | $1,462,050  |
|   |   |   |
| **Fund Balance, Ending** | $853,205  |

1. **Town Process Compliance**

The Citizen Tax Oversight Committee’s role is to ensure the Town is complying with proper procedures with regards to the infrastructure surtax budget process.

The Committee has determined, based on the materials provided, that the Town has complied with the proper process regarding infrastructure surtax approvals.

The current budget covering Phase III Allocation of Funds for the period FY2009-FY2024 is presented below:

|  |  |  |  |
| --- | --- | --- | --- |
|   |   |  | **PHASE III**  |
| **Project List** |   |  | **ALLOCATION** |
| Beach Nourishment |   |   | $1,015,569 |
| Streets & Drainage |   |   | 0 |
| Park& Recreation Improvements |   |   | 2,922,000 |
| Canal Dredging |   |   | 900,000 |
| Public Safety |   |   | 2,303,168 |
| Public Facility Improvements |   |   | 922,000 |
|   |   |   | $8,062,737 |

Resolution 2016-17, passed on July 5, 2016, amended the allocation by moving $715,000 from the Beach Nourishment Functional Area to the Public Safety Function.

1. **Project Commitments (Budget)**

There have been no expenditures of Infrastructure Surtax funds except for items on the approved project list. The approved project list was developed as part of the five-year capital plan during the budget process.  The project lists for FY2016 and FY2017 are shown below and on page 3:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Public Safety** | **Facility** | **Parks** | **Canal** |
| **FY 2015-16** | **Improvements** | **Improvements** | **Improvements** | **Dredging** |
| Fire Defibrillators  | $80,001  |   |   |   |
| Town Hall Improvements |   | $165,000  |   |   |
| Bayfront Park Project |   |   | $960,000  |   |
| Canal Dredging  |   |   |   | $200,000  |

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Public Safety** | **Facility** | **Parks** |
| **FY 2016-17** | **Improvements** | **Improvements** | **Improvements** |
| Patrol Vehicles | $100,000  |   |   |
| Police - Radio Enhancements | $30,000  |   |   |
| Fire - Ambulance | $315,000  |   |   |
| HVAC Upgrades |   | $80,000  |   |
| Police Building Improvements (Structural) |   | $20,000  |   |
| Police Station Roof |   | $35,000  |   |
| Tennis Center Fencing and Court Resurface |   |   | $37,000  |
| Bayfront Park Project |            |   | $300,000  |

The Current budget is shown below with respective balances after FY2016-17 expenses have been paid, providing for a remaining budget of $3,735,251 for future use.

|  |  |  |  |
| --- | --- | --- | --- |
|   | **PHASE III** | **AMOUNT EXPENDED OR COMMITTED** |  |
| **Project List** | **ALLOCATION** | **THROUGH FY17** | **BALANCE** |
| Beach Nourishment | $1,015,569  | $300,000  | $715,569  |
| Streets & Drainage | 0  | 0  | 0  |
| Park& Recreation Improvements | 2,922,000  | 1,331,040  | 1,590,960  |
| Canal Dredging | 900,000  | 200,000  | 700,000  |
| Public Safety | 2,303,168  | 1,961,511  | 341,657  |
| Public Facility Improvements | 922,000  | 534,935  | 387,065  |
|   | $8,062,737  | $4,327,486  | $3,735,251  |

1. **Conclusion**

The Citizens’ Tax Oversight Committee has reviewed expenditures to insure they are in accordance with the scope of the project budget and we have no findings to report to you at this time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beverly Shapiro

Citizens’ Tax Oversight Committee