Memorandum

 DATE: March 11, 2022

TO: Town Commission

FROM: paul levine, Tax oversight Committee

SUBJECT: ANNUAL Committee Report

The Citizens Tax Oversight Committee held its annual meeting on March 11, 2022 9:00 am in a public meeting and reviewed the following:

1. **Audited Results**

The Budget Manager reviewed the 2021 audited results of operations with the Citizens’ Tax Oversight Committee which showed that the fund balance increased $640,339 for a total fund balance of $1,053,776 as follows:

|  |  |  |
| --- | --- | --- |
|  |  | **Audited** |
|  |  | **Actual** |
|  |  | **FY2021** |
| **Revenue:** |  |
|  | Infrastructure Surtax | $814,929  |
|  | Proceeds from Sale of Fixed Assets | 0 |
|  | Net Investment Income | 536  |
|  |  **Total Revenue** | $815,465  |
|  |  |  |
| **Expenditures:** |  |
|  | Public Facilities – HVAC Replacements | $9,409  |
|  | Public Facilities – Office Furniture Replacement | 34,242 |
|  | Parks and Recreation– Tennis Courts Resurfacing | 17,310 |
|  | Parks and Recreation – Tennis Center Monument Sign | 10,590 |
|  | Parks and Recreation– Tennis Court Underground Watering  System Replacement (Partial) | 35,766  |
|  | Public Safety- Police; Outfit Patrol Cars (Vehicles purchased with Manatee County Infrastructure Surtax) | 10,082 |
|  | Public Safety- Fire; Communication Equipment | 57,727 |
|  |  **Total Expenditures** | $175,126 |
|  |  |  |
| Revenues over expenditures | $640,339 |
|  |  |  |
| **Fund Balance, Beginning** | $413,437  |
|  |  |  |
| **Fund Balance, Ending** | $1,053,776 |

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 Town Commission passed Resolution 2021 with reallocated the functional categories (Project List). The current budget covering Phase III allocation of funds for the period FY2009-FY2024 is presented below:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **PHASE III** |
| Project List |  |  | **ALLOCATION** |
| Beach Nourishment |  |  | $300,000 |
| Streets & Drainage |  |  | 0 |
| Park& Recreation Improvements |  |  | 2,202,494 |
| Canal Dredging |  |  | 900,000 |
| Public Safety |  |  | 5,366,773 |
| Public Facility Improvements |  |  | 1,160,601 |
|  |  |  | $9,929,868 |

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 and are shown below for both FY21 and FY22.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Public Safety** | **Facility** | **Parks** | **Canal** |
|  | **Improvements** | **Improvements** | **Improvements** | **Dredging** |
| **FY 2020-21 BUDGET** |  |  |  |  |
| Crime Scene/Evidence Van | $30,000 |  |  |  |
| Defibrillator | $35,000 |  |  |  |
| Boat Motors-Police (Boston Whaler) | $20,000 |  |  |  |
| Gear Extractor-Fire | $25,000 |  |  |  |
| HVAC Upgrades |  | $25,000 |  |  |
| Tennis Watering System |  |  | $178,831 |  |
| Tennis Center Monument Sign/Landscape |  |  | $15,000 |  |
| Tennis Court Resurfacing |  |  | $12,000 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Public Safety** | **Facility** | **Parks** | **Canal** |
|  | **Improvements** | **Improvements** | **Improvements** | **Dredging** |
| **FY 2021-22 BUDGET** |  |  |  |  |
| Fire Battalion Vehicles | $116,000 |  |  |  |
| Fire ATV and Trailer | $22,000 |  |  |  |
| Fire Defibrillators | $35,000 |  |  |  |
| Fire Video Airway | $6,000 |  |  |  |
| Fire Extrication Equipment (Jaws of Life) | $15,000 |  |  |  |
| Police Tasers | $53,200 |  |  |  |
| Police In Car Cameras  | $60,000 |  |  |  |
| Police ATV | $22,000 |  |  |  |
| HVAC Upgrades/Replacement  |  | $25,000 |  |  |
| Tennis Center Canopies |  |  | $15,000 |  |
| Tennis Center Fencing (\*) |  |  | $120,000 |  |

\* Tennis Center Fencing was amended in January 2022, to add an additional $110,000, to move up the project in lieu of doing sections over time. The current budget is shown below with respective balances after FY2022 budgeted expenses have been paid, providing for a remaining budget of $2,325,605 for future use.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PHASE III** | **AMOUNT EXPENDED OR COMMITTED** |  |
| **Project List** | **ALLOCATION** | **THROUGH FY22** | **BALANCE** |
| Beach Nourishment | $300,000  | $300,000  | $0  |
| Streets & Drainage | 0  | 0  | 0  |
| Park& Recreation Improvements | 2,202,494  | 1,907,494  | 295,000  |
| Canal Dredging | 900,000  | 900,000  | 0  |
| Public Safety | 5,366,773 | 3,617,168  | 1,749,605 |
| Public Facility Improvements | 1,160,601  | 879,601  | 281,000 |
|  | $9,929,868 | $7,604,263  | $2,325,605 |

1. **Conclusion**

The Citizens’ Tax Oversight Committee has reviewed, but has not verified actual, expenditures, subject to the final audit report to be issued, to ensure they are in accordance with the scope of the project budget and we have no findings to report to you at this time.

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Paul Levine

Citizens’ Tax Oversight Committee