

# CITIZEN TAX OVERSIGHT COMMITTEE

MINUTES  
MARCH 11, 2022 AT 9:01 AM

**IN PERSON**

## 1. Call to Order and Overview of Meeting Process

Sandi Henley called the meeting to order at 9:01 a.m.

**Present:** Margaret Nuzzo, Paul Levine, Ken Gorman, Kevin Magnus.

**Not Present:** Christopher Carman, Leonard Garner, Jack Brill.

**Also Present:** Sandi Henley, Budget Manager; Susan Smith, Finance Director.

## 2. Swearing in New Committee Member

Trish Shinkle, Town Clerk, performed the swearing in of new Chairman Margaret Nuzzo.

## 3. Motion to Elect New Chairman

Ken Gorman motioned Paul Levine to be Chair, seconded by Kevin Magnus.

Motion approved unanimously.

Sandi Henley handed over the gavel to Paul Levine.

## 4. Opportunity for Public to be heard.

Rich Pierce, Penn. State retiree, of 605 Sutton Place, 204A, introduced himself and expressed interest in the Citizen Tax Oversight Committee, as he is now a permanent resident of LBK.

## 5. Approve Minutes (April 14, 2021).

A motion to approve the minutes of April 14, 2021 was made by Ken Gorman and seconded by Margaret Nuzzo. Minutes approved unanimously.

## 6. Finance Presentation and Discussion

Sandi Henley, Budget Manager gave a quick overview of the Citizen Tax Oversight Committee, when it was formed, their responsibilities, and reasons for annual review.

As well as a quick summary of the state's portion of the Florida Sales and Use Tax, and Surtax Funds available to the Town from Sarasota County; as Manatee County does not have a requirement for a Tax Oversight Committee, therefore does not report.

The Town's process and compliance, forecasting of revenue, review of budget and uses of Infrastructure Surtax Funds.

## 7. Review Draft of Memo to Town Commission

Sandi Henley stated that she would change the Chairman on the memo to reflect the newly appointed Chairman.

Questions ensued on population calculations and formulas used to estimate collection of Surtax. Discussed funds allocated for Public Safety (normally from Ad Valorem).

Rich Pierce asked how often does the Town receive Surtax proceeds. Sue Smith replied that we receive this payment monthly from the DOR for both Counties.

## **8. Committee Comments**

Sandi Henley suggested for the future that the Finance Department will send financial statements to the Committee when they are issued, prior to the annual meeting, in order to facilitate reporting verification and preparation for the annual meeting.

## **9. Adjourn**

Meeting adjourned at 9:45 a.m.

**Minutes were transcribed from the DCR recording of March 11, 2022.**