

# **AGENDA AND PUBLIC NOTICE CITIZEN TAX OVERSIGHT COMMITTEE**

THERE WILL BE A PUBLIC MEETING OF THE  
CITIZEN TAX OVERSIGHT  
AT 501 BAY ISLES RD, LONGBOAT KEY FLORIDA  
ON MAY 15, 2025 AT 10:30 am

1. Call to Order, Roll Call.
2. Swear in New Members
3. Opportunity for Public to be Heard.
4. Approve Minutes (April 8, 2024).
5. Finance Presentation and Discussion
6. Review Draft of Memo to Town Commission
7. Committee Comments
8. Adjourn

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Fla. Stat.).

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing a reasonable accommodation to participate in this proceeding should contact the Town Clerk's office at 941-316-1999 seventy-two (72) hours in advance of this proceeding. If you are hearing impaired or require an alternative means of communication, utilize Florida Relay Service by dialing 7-1-1 (TTY) or one of the following toll-free numbers:

1-800-955-8770 (Voice), 1-800-955-1339 (ASCII), 1-877-955-8260 (VCO-Direct), or 1-800-955-5334 (STS).

# **CITIZEN TAX OVERSIGHT COMMITTEE**

Commission Ante Chambers  
April 8, 2024 AT 9:00 AM

## **MINUTES**

### **1. Call to Order, Roll Call**

Chairman Paul Levine called the meeting to order at 9:00 a.m.

**Present:** Margaret Nuzzo, Kevin Magnus, Paul Levine, John Rayis, Jack Brill

**Not Present:** Christopher Carman, Ken Gorman

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

### **2. Opportunity for Public to be heard.**

No public present.

### **3. Approve Minutes April 10, 2023.**

A motion to approve the minutes of April 10, 2023 was made by Paul Levine and seconded by Margaret Nuzzo. Minutes approved unanimously.

### **4. Finance Presentation and Discussion**

Sandi Henley, Budget Manager provided overview of the Powerpoint presentation. Highlights included a history of Infrastructure Surtax Phase III ("IST") and a review of Resolution 2023-24 which amended Phase III for additional revenues and a reallocation of costs. Sandi also reviewed Phase IV which will take effect in FY2025, the Committee Oversight capacity and role, and a review of Phase III Categories with a history of Budget amendments since inception.

The Committee was updated on fiscal year 2024 use of funds and Phase IV values in the 15 Year Plan.

### **5. Review Draft of Memo to Town Commission**

The Memo was reviewed with the Committee and compared to the Annual Audit report. Jack Brill made a motion to approve the annual report. Paul Levine seconded. Motion passed unanimously.

### **6. Committee Comments**

Committee thanked the Finance Department for their hard work.

### **7. Adjourn**

Meeting adjourned at 9:20 a.m.

Minutes were taken by Sue Smith, Finance Director



TOWN OF LONGBOAT KEY

# **Citizen Tax Oversight Committee and Infrastructure Surtax**

May 15, 2025 10:30AM



TOWN OF LONGBOAT KEY

# Infrastructure Surtax



# Overview

- The infrastructure surtax is a one-cent sales tax that funds many capital improvement projects.
- Expenditures shall comply with Florida Statutes Section 212.055 (2)
- It's imposed by most Florida counties, is also called local option county sales tax
- The rate varies in each county
  - Sarasota County 1%
  - Manatee County .5% ( Effective Jan 1, 2017)
- Proceeds are distributed to municipalities based on population



# Background

- Sarasota County established the 1% Tax by Referendum
  - Ordinance 89-040 – Term of 10 years (Fiscal Year 1989-1998)
  - Ordinance 97-083 – 10 Year Renewal (Fiscal Year 1999-2009)
  - Ordinance 2007-087 – 15 Year Renewal (Fiscal Year 2010-2025)
  - Ordinance 2022-001 – 15 Year Renewal (Fiscal Year 2025-2039)
- Sarasota County Ordinances provide an estimate of revenues and proposed Project Lists for the County and all municipalities in a 15 year budget
- Longboat Key's Project List is shown as "Exhibit F" in Ordinance
- Any Amendments to "Exhibit F" are approved through Town Resolutions
- Manatee County established .5% Tax by Referendum
  - Ordinance 16-35 – Term of 15 years (Jan 1, 2017-Dec 31, 2031)

# Phase IV

- **Voters approved by Referendum Nov 8, 2022, Phase IV extending the surtax to 2039**
- **Resolution 2023-11 was passed by the Town Commission on May 1, 2023 providing for the Continuance of the Citizen Tax Oversight Committee, Providing for Appointments and Terms; Providing for Annual Meetings and Reports**



# Citizens Tax Oversight Committee

- Formed in 1998 (Resolution 98-04 and renewed Resolution 2023-11) in accordance with requirements of Sarasota County Ordinance
- Committee shall act solely in an oversight capacity to conduct:
  1. Annual Review of expenditures from sales tax proceeds to ensure they are in accordance with the project list and any changes thereto;
  2. Review any changes made by the Town to the project list or to the allocation of the sales tax proceeds, to ensure all procedural requirements have been followed;
  3. Report the Committee's findings to the Town Commission by May Regular Workshop



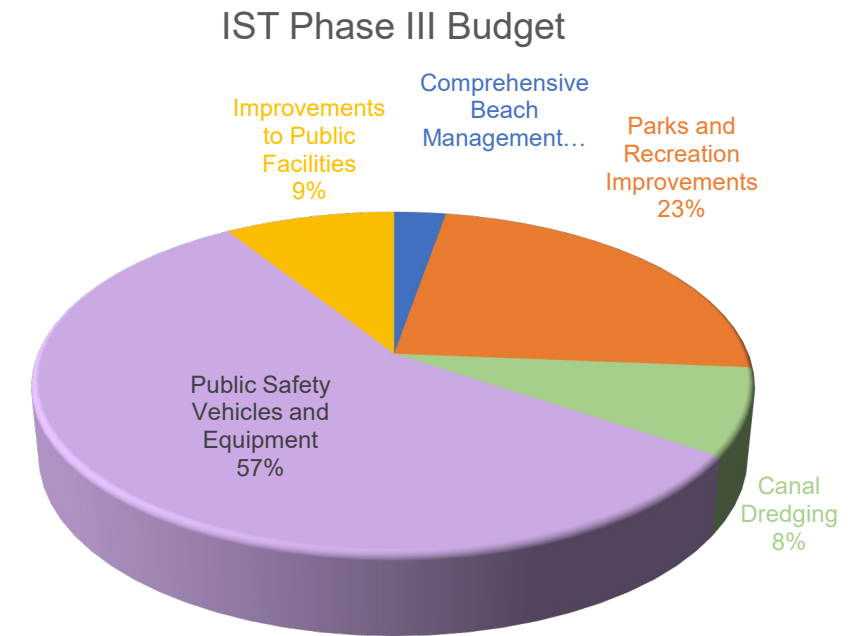


# Infrastructure Surtax III Categories and Current Budget (as Amended)

## *Functional categories*

Current 15 Year Budget for functional areas-Phase III:

1. Comprehensive Beach Management	\$ 300,000
2. Parks and Recreation Improvements	\$ 2,592,875
3. Canal Dredging	\$ 900,000
4. Public Safety Vehicles and Equipment	\$ 6,225,468
5. Improvements to Public Facilities	<u>\$ 989,442</u>
Total	\$ 11,007,785



***Phase III began September 2009 and ends December 31, 2024***

***Updated Projected Revenue is estimated at \$11 million by Dec 31, 2024 (Revised Exhibit F with Resolution 2023-24).***



TOWN OF LONGBOAT KEY

# Infrastructure Surtax Phase III History of Budget Amendments

EXHIBIT F HISTORY		ORIGINAL	FY2012		FY2014		FY2014		FY2016		FY2018		FY2021		FY2023	
CATEGORIES	PROJECT TITLE	SURTAX FUNDING	Recession Budgetary Adjustment RES RES 2012-13	SURTAX FUNDING	Reallocation between projects RES 2013-31	SURTAX FUNDING	Adjusted revenues investment income RES 2014-21	SURTAX FUNDING	Reallocation between projects RES2016-17	SURTAX FUNDING	Revised based on Growth in Sales tax RES 2018-20	SURTAX FUNDING	Revised Revenue and Reallocation between projects RES 2021-13	SURTAX FUNDING	Revised Revenue and Reallocation between projects RES 2023-24	SURTAX FUNDING
COMPREHENSIVE BEACH MANAGEMENT	Longboat Key Beach Nourishment Project 2014 and Erosion Control Structures	\$3,529,636	\$ (1,699,067)	\$1,830,569	\$ (100,000)	\$1,730,569		\$1,730,569	\$ (715,000)	\$1,015,569		\$1,015,569	\$ (715,569)	\$300,000		\$300,000
	Comprehensive Beach Management Total	\$3,529,636		\$1,830,569		\$1,730,569		\$1,730,569		\$1,015,569		\$1,015,569		\$300,000		\$300,000
STREETS and DRAINAGE	Street Resurfacing and Drainage Improvements	\$1,000,000	\$ (1,000,000)	\$0	\$ -	\$0		\$0		\$0		\$0		\$0		\$0
	Streets & Drainage Total	\$1,000,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0
PARKS and RECREATION IMPROVEMENTS	Parks & Recreation Improvements	\$3,000,000	\$ -	\$3,000,000	\$ (78,000)	\$2,922,000		\$2,922,000		\$2,922,000		\$2,922,000	\$ (719,506)	\$2,202,494	\$ 390,381	\$2,592,875
	Parks & Recreation Total	\$3,000,000		\$3,000,000		\$2,922,000		\$2,922,000		\$2,922,000		\$2,922,000		\$2,202,494		\$2,592,875
CANAL DREDGING	Dredging maintenance	\$2,000,000	\$ (1,000,000)	\$1,000,000	\$ (100,000)	\$900,000		\$900,000		\$900,000		\$900,000		\$900,000		\$900,000
	Canal Dredging Total	\$2,000,000		\$1,000,000		\$900,000		\$900,000		\$900,000		\$900,000		\$900,000		\$900,000
PUBLIC SAFETY	Fire and Rescue Capital Vehicle Acquisitions	\$2,000,000	\$ (1,065,000)	\$935,000	\$ 356,000	\$1,291,000	\$ 297,168	\$1,588,168	\$ 715,000	\$2,303,168	\$ 1,500,000	\$3,803,168	\$ 1,563,605	\$5,366,773	\$ 858,695	\$6,225,468
	Public Safety Total	\$2,000,000		\$935,000		\$1,291,000		\$1,588,168		\$2,303,168		\$3,803,168		\$5,366,773		\$6,225,468
IMPROVEMENTS TO PUBLIC FACILITIES	Facilities Maintenance	\$1,000,000		\$1,000,000	\$ (78,000)	\$922,000		\$922,000		\$922,000		\$922,000	\$ 238,601	\$1,160,601	\$ (171,159)	\$989,442
	Public Facilities Improvements Total	\$1,000,000		\$1,000,000		\$922,000		\$922,000		\$922,000		\$922,000		\$1,160,601		\$989,442
	Town of Longboat Key Infrastructure Surtax Project Grand Total	\$12,529,636	\$ (4,764,067)	\$7,765,569	\$ -	\$7,765,569	\$ 297,168	\$8,062,737	\$ -	\$8,062,737	\$ 1,500,000	\$9,562,737	\$ 367,131	\$9,929,868	\$ 1,077,917	\$11,007,785
	Town of Longboat Key Infrastructure Surtax Revenue FY2010-FY2024	\$12,529,636		\$7,765,569		\$7,765,569		\$8,062,737		\$8,062,737		\$9,562,737		\$9,929,868		\$11,007,785



# Infrastructure Surtax III Closeout Pending Final Amendment

Sarasota County	Annual Revenue
2009	33,584
2010	499,998
2011	522,189
2012	541,034
2013	543,276
2014	567,058
2015	604,404
2016	638,229
2017	653,046
2018	685,829
2019	725,745
2020	707,970
2021	814,929
2022	975,070
2023	1,045,759
2024	1,038,922
2025	195,221
FINAL	<u>\$ 10,792,263</u>

IST III Taxes	10,792,263	
Net Inv Income	286,319	
Sale of Assets	237,618	
Donations	24,000	
Fund balance	230,554	from Ph II
	<u>11,570,754</u>	
total projects	<u>11,570,754</u>	
Balance	-	

*Final Tax Receipts collected in January 2025.*

*Final budget amendment is required to close out Phase III.*

Amendment will add additional revenue of \$562,969 and be allocated as follows:

Public Safety	\$506,105
Parks	92,018
Public Facilities	<u>( 35,154)</u>
Total	\$562,969



# Infrastructure Surtax IV Categories and Current Budget

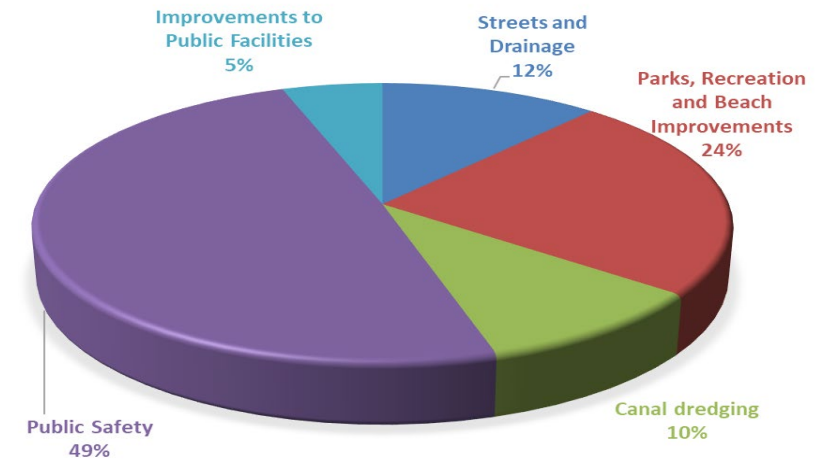
## *Functional categories*

15 Year Budget for functional areas-Phase IV:

1. Streets and Drainage	\$1,750,000
2. Parks, Recreation and Beach Improvements	\$3,608,000
3. Canal dredging	\$1,500,000
4. Public Safety Vehicles and Equipment	\$7,469,000
5. Improvements to Public Facilities	<u>\$ 800,000</u>

Total \$15,127,000

IST PHASE IV BUDGET



*Phase IV began January 2025 and ends December 31, 2039*

Due to inflation and revised estimates, Phase IV will be reviewed during Budget Process.



# General Permitted Uses of Funds

## F.S. Section 212.055

- To acquire land for public recreation, land conservation or for the protection of natural resources
- To finance, plan and construct capital assets and infrastructure with a life expectancy of 5 or more years.
- A fire department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, or any other vehicle, and the equipment necessary to outfit the vehicle for its official use or equipment that has a life expectancy of at least 5 years.
- Energy efficiency improvements including insulation, energy efficient heating cooling or ventilation systems, replacement windows, EV charging equipment

“Infrastructure” means: Any fixed capital expenditure or fixed capital outlay associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of 5 or more years, any related land acquisition, land improvement, design, and engineering costs, and all other professional and related costs required to bring the public facilities into service.



# FY25 Budgeted Use of Funds (As Amended)

## Sarasota Infrastructure Surtax III & Phase IV Projects Recommended for FY25 Budget

	<u>FY24 Carryover</u>	<u>FY25 New Spend</u>	<u>FY25 Budget</u>
<b>Public Facilities:</b>			
HVAC Upgrades	\$ 95,819	\$ 25,000	\$ 120,819
	95,819	25,000	120,819
<b>Parks and Recreation:</b>			
Quick Point Park Connectivity Study	50,000	275,000	* 325,000
Tennis Center Improvements-HVAC	35,000	10,000	45,000
Tennis Canopies	7,015	10,000	17,015
	92,015	295,000	387,015

\* \$157,824 is funded by Phase IV.





# FY25 Budgeted Use of Funds (As Amended)

	<u>FY24 Carryover</u>	<u>FY25 New Spend</u>	<u>FY25 Budget</u>
<b>Public Safety:</b>			
Fire-Fire Truck & Equipment	44,817	-	44,817
Fire-Defibrillator Replacement	7,213	43,000	50,213
Fire-Video Airway	-	6,000	6,000
Fire-Fire Hose	10,000	-	10,000
Fire-Ambulance	367,286	-	367,286
Fire-Portable Radios	14,311	35,000	49,311
Fire-Mobile Radios	-	125,000	125,000
Fire-In Car Cradles 5G and Antennas	-	21,000	21,000
Fire - Powerlift for Stretchers	-	63,000	63,000
Fire - Bunker Gear	-	67,000	67,000
Police - Radios	-	260,000	260,000
Police-Tracs Integration	-	21,750	21,750
Police-Computer Aided Dispatch	-	64,000	64,000
Police - In Car Cradles	2,362	32,000	34,362
Police - In Car Cameras	-	-	42,895
Police -Vehicles (Car 1-2)	115,989	-	115,989
	<u>561,978</u>	<u>737,750</u>	<u>1,342,623</u>
<b>Total Infrastructure Fund</b>	<u>\$ 749,812</u>	<u>\$ 1,057,750</u>	<u>\$1,850,457</u>



# Questions?



# MEMORANDUM

DATE: MAY 15, 2025

TO: TOWN COMMISSION  
FROM: CHAIRPERSON, TAX OVERSIGHT COMMITTEE  
SUBJECT: ANNUAL COMMITTEE REPORT

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The Citizen Tax Oversight Committee held its annual meeting on May 15, 2025 at 10:30 am in a public meeting and reviewed the following:

## 1. Audited Results

The Budget Manager reviewed the 2024 audited results of operations with the Citizen Tax Oversight Committee which showed that the fund balance decreased \$203,031 for a total fund balance of \$1,466,770 as follows:

	<b>Audited Actual FY2024</b>
<b>Revenue:</b>	
Infrastructure Surtax	\$1,038,922
Proceeds from Sale of Fixed Assets	150,000
Miscellaneous Revenues	0
Net Investment Income *	110,189
<b>Total Revenue</b>	<b>\$1,299,111</b>
<b>Expenditures:</b>	
Public Facilities – HVAC Replacements at Various Locations	16,100
Parks and Recreation– Bayfront Park Dog Park Artificial Turf	175,000
Parks and Recreation– Transfer Quick Point Connectivity	50,000
Parks and Recreation– Tennis Center Fencing	42,186
Public Safety- Police Patrol Cars and Equipment	258,486
Public Safety- Fire Truck	905,182
Public Safety- Fire Defibrillators	32,787
Public Safety- Fire Radios	21,689
Public Safety- Fire Ambulance (in progress)	712
<b>Total Expenditures</b>	<b>\$1,502,142</b>
Net Change in Fund Balance	(\$203,031)
<b>Fund Balance, Beginning</b>	<b>\$1,669,801</b>
<b>Fund Balance, Ending</b>	<b>\$1,466,771</b>

\* Investment Income is net of \$614 of Investment Expenses

## 2. 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 last amendment to "Exhibit F" of Sarasota County Ordinance 2007-087 was presented and passed by the Commission in Resolution 2023-24 on September 11, 2023. No other amendments were required in FY2024. The current budget covering Phase III allocation of funds, as amended by Resolution 2023-24 for the period FY2009-FY2025 is presented below:

<b><u>Project List</u></b>	<b><u>PHASE III ALLOCATION</u></b>
Beach Nourishment	\$300,000
Streets & Drainage	0
Park& Recreation Improvements	2,592,875
Canal Dredging	900,000
Public Safety	6,225,468
Public Facility Improvements	<u>989,442</u>
	<u><u>\$11,007,785</u></u>

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### 3. Project Commitments (From 5 YR Capital Plan)

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 FY24 and FY25

<b><u>Sarasota Infrastructure Surtax III &amp; Phase IV Projects for FY25 Budget</u></b>			
	<u>FY24</u>		<u>FY25</u>
<b>Public Facilities:</b>			
HVAC Upgrades	\$ 16,100	\$	120,819
	16,100		120,819
<b>Parks and Recreation:</b>			
Tennis Fencing	42,186		-
Quick Point Park Connectivity Study *	50,000		325,000
Dog Park - Artificial Turf	175,000		-
Tennis Center Improvements-HVAC	-		45,000
Tennis Canopies	-		17,015
	267,186		387,015
<b>Public Safety:</b>			
Fire-Fire Truck & Equipment	905,182		44,817
Fire-Defibrillator Replacement	32,787		50,213
Fire-Video Airway	-		6,000
Fire-Fire Hose	-		10,000
Fire-Ambulance	712		367,286
Fire-Portable Radios	21,689		49,311
Fire-Mobile Radios	-		125,000
Fire-In Car Cradles 5G and Antennas			21,000
Fire - Powerlift for Stretchers	-		63,000
Fire - Bunker Gear	-		67,000
Police - Radios	-		260,000
Police-Tracs Integration			21,750
Police-Computer Aided Dispatch	-		64,000
Police - In Car Cradles	-		34,362
Police - In Car Cameras	-		42,895
Police -Vehicles (Car 1-2)	-		115,989
Police -Vehicles (Car 9-18)	258,486		-
	1,218,856		1,342,623
<b>Total Infrastructure Fund</b>	\$ 1,502,142	\$	1,850,457

\* The amount in green is partially funded by Phase IV \$157,824

The current budget is shown below with respective balances after FY2025 budgeted expenses have been paid. Additional revenues have been received and Resolution 2025-12 was passed by the Town Commission at their May 5, 2025 Regular Meeting, to reallocate and increase functional areas and also complete the final close out of Phase III. Should expenditures for any open FY2025 projects come in less than estimated, those excess funds will be brought forward to Phase IV.

<b>PHASE III</b>		<b>PROPOSED RESOLUTION</b>	<b>AMOUNT EXPENDED OR COMMITTED</b>	
<b><u>Project List</u></b>	<b><u>PHASE III ALLOCATION</u></b>	<b><u>25-012</u></b>	<b><u>THROUGH FY25</u></b>	<b><u>BALANCE</u></b>
Beach Nourishment	\$300,000	\$0	\$300,000	\$0
Streets & Drainage	0	0	0	0
Park & Recreation Improvements	2,592,875	92,018	2,684,893	0
Canal Dredging	900,000	0	900,000	0
Public Safety	6,225,468	506,105	6,731,573	0
Improvements to Public Facilities	989,442	(35,154)	954,288	0
	<b>\$11,007,785</b>	<b>\$562,969</b>	<b>\$11,570,754</b>	<b>\$0</b>

<b>PHASE IV</b>		<b>AMOUNT EXPENDED OR COMMITTED</b>	
<b><u>Project List</u></b>	<b><u>PHASE IV ALLOCATION</u></b>	<b><u>THROUGH FY25</u></b>	<b><u>BALANCE</u></b>
Streets & Drainage	\$1,750,000	\$0	\$1,750,000
Parks, Recreation, Beach Nourishment	3,608,000	157,824	3,450,176
Navigated Waterway Dredging Program	1,500,000	0	1,500,000
Public Safety Vehicles and Equipment	7,469,000	0	7,469,000
Improvements to Public Facilities	800,000	0	800,000
	<b>\$15,127,000</b>	<b>\$157,824</b>	<b>\$14,969,176</b>

#### 4. Conclusion

The Citizens' Tax Oversight Committee has reviewed expenditures 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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Chairperson  
Citizen Tax Oversight Committee