**Memorandum**

**DATE: APRIL 6, 2016**

**TO: Town Commission**

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

**SUBJECT: ANNUAL Committee Report**

The Citizens Tax Oversight Committee held its annual meeting on April 6, 2016 at 1 P.M. in the Commission Chambers and reviewed the following:

1. **Audited Results**

The Finance Director reviewed the 2015 audited results of operations with the Citizens’ Tax Oversight Committee which showed that the fund balance increased $110,247 for a total fund balance of $1,462,050 as follows:

|  |  |  |
| --- | --- | --- |
|  |  | **Audited** |
|  |  | **Actual** |
|  |  | **FY2014-15** |
| **Revenue:** | |  |
|  | Infrastructure Surtax | $          604,404 |
|  | Interest Income | 11,636 |
|  | **Total Revenue** | 616,040 |
|  |  |  |
| **Expenditures:** | |  |
|  | Public Safety - Fire SCBA Cylinders | 179,868 |
|  | Public Facilities - Generator Replacement | 43,820 |
|  | Public Facilities - CISCO Network Switch | 23,431 |
|  | Public Facilities - Telephone System | 77,125 |
|  | Public Facilities - Server Replacement | 53,251 |
|  | Public Facilities - Floor Coverings | 6,828 |
|  | Public Facilities - South Fire Assessment | 22,470 |
|  | Public Safety - Police Radio Equipment | 99,000 |
|  | **Total Expenditures** | 505,793 |
|  |  |  |
| Revenues over expenditures | | 110,247 |
|  |  |  |
| **Fund Balance, October 1, 2014** | | 1,351,803 |
|  |  |  |
| **Fund Balance, September 30, 2015** | | $       1,462,050 |

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 |  |  | $1,730,569 |
| Streets & Drainage |  |  | 0 |
| Park& Recreation Improvements |  |  | 2,922,000 |
| Canal Dredging |  |  | 900,000 |
| Public Safety |  |  | 1,588,168 |
| Public Facility Improvements |  |  | 922,000 |
|  |  |  | $8,062,737 |

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 List for FY2015 and FY2016 is shown below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Public Safety** | **Facility** |
|  |  |  |  |  | **Improvements** | **Improvements** |
| **FY 2014-15** | |  |  |  |  |  |
| Technology Update | |  |  |  |  | $70,000 |
| Police Generator | |  |  |  |  | 55,000 |
| Fire Station Improvements | | |  |  |  | 110,000 |
| Fire - Self Contained Breathing Apparatus | | | |  | $180,000 |  |
|  | |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  | **Public Safety** | **Facility** |
| **FY 2015-16** | |  | |  |  | **Improvements** | **Improvements** |
| Fire Defibrillators | | | | | | $80,001 |  |
| Town Hall Improvements | | | |  |  |  | 165,000 |
| Police Building Improvements | | |  |  |  |  | 20,000 |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  | **Parks and** |
|  |  |  | |  |  | **Canal** | **Recreation** |
|  | |  | |  |  | **Dredging** | **Improvements** |
| Canal Dredging | |  | |  |  | $200,000 |  |
| Bayfront Park Project | |  | |  |  |  | $960,000 |

The Current budget is shown below with respective balances after FY2015-16 expenses have been paid, providing for a remaining budget of $4,373,660 for future use.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **PHASE III** |  | **AMOUNT EXPENDED OR COMMITTED** |  |
| **Project List** |  | **ALLOCATION** |  | **THROUGH FY16** | **BALANCE** |
| Beach Nourishment |  | $1,730,569 |  | $300,000 | $1,430,569 |
| Streets & Drainage |  | 0 |  | 0 | 0 |
| Park& Recreation Improvements |  | 2,922,000 |  | 994,040 | 1,927,960 |
| Canal Dredging |  | 900,000 |  | 200,000 | 700,000 |
| Public Safety |  | 1,588,168 |  | 1,524,858 | 63,310 |
| Public Facility Improvements |  | 922,000 |  | 670,179 | 251,821 |
|  |  | $8,062,737 |  | $3,689,077 | $4,373,660 |

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.

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Beverly Shapiro

Citizens’ Tax Oversight Committee