Memorandum

DATE: March 12, 2021

TO: Town Commission

FROM: CHRISTOPHER CARMAN, Tax oversight Committee

SUBJECT: ANNUAL Committee Report

The Citizens Tax Oversight Committee held its annual meeting on March 12, 2021 10:00 am in a public meeting and reviewed the following:

1. **Audited Results**

The Budget Manager reviewed the 2020 audited results of operations with the Citizens’ Tax Oversight Committee which showed that the fund balance decreased $595,695 for a total fund balance of $413,437 as follows:

|  |  |  |
| --- | --- | --- |
|  |  | **Audited** |
|  |  | **Actual** |
|  |  | **FY2020** |
| **Revenue:** | |  |
|  | Infrastructure Surtax | $707,970 |
|  | Proceeds from Sale of Fixed Assets | 26,350 |
|  | Net Investment Income | 9,826 |
|  | **Total Revenue** | $744,146 |
|  |  |  |
| **Expenditures:** | |  |
|  | Public Facilities – Roof Replacement | $53,539 |
|  | Parks and Recreation– Tennis Courts Resurfacing | 25,817 |
|  | Parks and Recreation– Pickleball Courts | 43,939 |
|  | Public Safety- Police; Marine Patrol Pickup (Tow Police Boat) | 44,000 |
|  | Public Safety- Fire; Communication Equipment | 44,902 |
|  | Public Safety- Fire; Ambulance | 277,644 |
|  | Public Safety – Fire; Aerial Fire Truck | 850,000 |
|  | **Total Expenditures** | $1,339,841 |
|  |  |  |
| Expenditures over revenues | | $595,695 |
|  |  |  |
| **Fund Balance, Beginning** | | $1,009,132 |
|  |  |  |
| **Fund Balance, Ending** | | $413,437 |

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 |  |  | 3,803,168 |
| Public Facility Improvements |  |  | 922,000 |
|  |  |  | $9,562,737 |

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 and are shown below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Public Safety** | **Facility** | **Parks** | **Canal** |
|  | **Improvements** | **Improvements** | **Improvements** | **Dredging** |
| **FY 2019-20 BUDGET** |  |  |  |  |
| Aerial Fire Truck | $850,000 |  |  |  |
| Fire Rescue Ambulance | $315,000 |  |  |  |
| Portable Radios | $10,000 |  |  |  |
| Marine Patrol Pickup Truck | $45,000 |  |  |  |
| HVAC Upgrades/Replacement |  | $25,000 |  |  |
| Tennis Court Resurfacing |  |  | $10,000 |  |
| Tennis Teaching Court |  |  | $5,000 |  |
| Pickleball Court |  |  | $80,000 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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 |  |

The Current budget is shown below with respective balances after FY2021 budgeted expenses have been paid, providing for a remaining budget of $2,447,674 for future use.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PHASE III** | **AMOUNT EXPENDED OR COMMITTED** |  |
| **Project List** | **ALLOCATION** | **THROUGH FY21** | **BALANCE** |
| Beach Nourishment | $1,015,569 | $300,000 | $715,569 |
| Streets & Drainage | 0 | 0 | 0 |
| Park& Recreation Improvements | 2,922,000 | 1,772,494 | 1,149,506 |
| Canal Dredging | 900,000 | 900,000 | 0 |
| Public Safety | 3,803,168 | 3,287,968 | 515,200 |
| Public Facility Improvements | 922,000 | 854,601 | 67,399 |
|  | $9,562,737 | $7,115,063 | $2,447,674 |

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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Christopher Carman

Citizens’ Tax Oversight Committee