



CITY GOVERNMENT

COUNCIL-MANAGER FORM OF GOVERNMENT:

The City of Belle Isle has operated with a Council-Manager form of government since 2000. This form of government combines the political leadership and advice of eight elected officials with the managerial power of an appointed manager. Seven Council members maintain the authority to set policies, which are then enforced by the manager through the City's day-to-day business.

CITY COUNCIL: City Council acts as the governing body of the City. Council consists of seven elected Commissioners who are elected at large and serve three-year terms without compensation. The Council establishes policies and programs and appropriates funds for each City

service function. Council approves all ordinances, resolutions and contracts, reviews proposals for community needs, initiates actions for new programs and determines the level of funding for City services and facilities.

Council holds regular public meetings on the first and third Tuesdays of each month at 6:30 p.m. at City Hall.

MAYOR: There shall be an elected mayor who shall be the "head of state" of the City of Belle Isle and shall have such duties and powers as are specified under the charter or as may be required by the City Council. The mayor presides over all council meetings and shall have the right to take part in discussion but may not vote.

CITY ADMINISTRATION

CITY ADMINISTRATION: City administration operates out of City Hall at 1600 Nela Avenue, Belle Isle, FL 32809.

According to the charter, Sec 3.10(c), Council cannot interfere with administration. This includes the hiring and firing of City employees, and directing City employees publicly or privately. These prohibitions are not put in place to prevent Council members from assisting operations. Instead, the hope is that this will encourage Council members to direct recommendations for improvement toward the City Manager so the City Manager can coordinate efforts of all City departments effectively.

CITY MANAGER: The City Manager is appointed by City Council to act as the Chief Administrative Officer of the City of Belle Isle. The City Manager keeps the Council fully informed as to the financial condition of the City and future needs. The City Manager also staffs City Hall, directs and supervises City departments, enforces laws and provisions of the Council, prepares and submits the annual budget.

CITY CLERK: The City Clerk is appointed by the Council and is responsible for safeguarding public records, preparing Council meeting agendas and minutes, and processing ordinances, resolutions and contracts. The City Clerk is also responsible for coordinating municipal elections.

CITY ATTORNEY: The City Attorney is appointed by the Council to serve as its chief legal adviser. The Attorney represents the City in all legal proceedings as directed by the Council.

FINANCE DEPARTMENT: The Finance Department is responsible for all accounting, financing, purchasing and treasury activities for the City.

CODE ENFORCEMENT DEPARTMENT: The Code Enforcement Department promotes and maintains a desirable living and working environment for the citizens of Belle Isle by enforcing compliance with Council-approved City ordinances. The department's Code Enforcement Officer strives to educate and communicate openly with residents. Code violators are provided time to correct violations. A Code Enforcement Magistrate conducts hearings for violations that are not corrected in due time. Magistrate hearings are held the first Monday of each month at 10:00 a.m. at City Hall. *(Meetings can be cancelled or rescheduled any time due to unforeseen circumstances)*

PLANNING AND ZONING DEPARTMENT: The Planning and Zoning Department ensures that the quality of life in Belle Isle is maintained and enhanced by providing vision, fostering good design and guiding development. The department administers the Land Development Code and provides information about the zoning codes to residents, property owners and business owners. The department serves as the liaison to the Planning and Zoning Board, as well as to the mayor and council.

BUILDING DEPARTMENT: The Building Department is responsible for the processing and inspection of any projects requiring a zoning permit. The department works closely with Universal Engineering to process any projects requiring a building permit.

PUBLIC WORKS DEPARTMENT: The Public Works Department maintains a quality environment for the city. Public Works employees perform many important functions that directly affect residents' health and safety.

POLICE DEPARTMENT: The Belle Isle Police Department was established in 2009. The Police Department works in partnership with the community to enhance and protect citizens' quality of life through dedicated professional law enforcement. The department is not only responsible for keeping residents safe on land, but also during recreation on Lake Conway.

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Contact Numbers

FOR ALL POLICE EMERGENCIES PLEASE CALL 9-1-1

Police Department Office
Mon-Fri, 8am-4pm—(407) 240-2473

Police Officer Patrol Phone
24hr—(407) 947-1680

City Hall
Mon-Fri, 8am-5pm—(407) 851-7730

Universal Engineering
Building Permits
(407) 581-8161

Lydia Pisano
Mayor
lpisano@cobifl.com
(407) 717-7868

Frank Kruppenbacher
City Attorney
(407) 851-7730

April Fisher
Interim City Manager
(407) 851-7730

CITY COUNCIL MEMBERS

District 1—Ed Gold
egold@cobifl.com
(407) 717-6772

District 2—Anthony Carugno
acarugno@cobifl.com
(407) 717-6947

District 3—Jeremy Weinsier
jweinsier@cobifl.com
(407) 717-7846

District 4—Bobby Lance
blance@cobifl.com
(407) 717-7855

District 5—Vice Mayor—Harv Readey
hreadey@cobifl.com
(407) 717-7860

District 6—Lenny Mosse
lmosse@cobifl.com
(407) 717-6545

District 7—Sue Nielsen
snielsen@cobifl.com
(407) 717-8017

1600 Nela Avenue, Belle Isle, FL 32809
(407) 851-7730 TEL * (407) 240-2222 FAX
www.cityofbelleislefl.org

City of Belle Isle



Resident Guide & Rules of Procedures

**BELLE ISLE
CITY HALL
NELA AVENUE**

1600 Nela Avenue, Belle Isle, FL 32809
(407) 851-7730 TEL * (407) 240-2222 FAX
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The purpose of this overview is to provide you with information about the City of Belle Isle and to introduce you to your city government. It is provided to you with hopes that your experience will become positive and productive as a result.

CITY OF BELLE ISLE POLICY OF CIVIL CONDUCT

1. Code of Civility

A community grows only through partnership, and among the partners must be the community and Mayor, City Council and City employees. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. No two people will always agree and that can make a partnership difficult. The partnership is most powerful – when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes, and slurs. But civility is not just an absence of harm, it is the affirmation of what is best about each of us individually and collectively. It is more than saying “please” and “thank you.” It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comment. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others.

Therefore, the City of Belle Isle requires that as we communicate, the Mayor, City Council members, City employees and all other members of the community shall:

Please also refer to the City’s Charter <http://library.municode.com/index.aspx?clientId=19961> for further clarification and additional information or contact the City Manager at (407) 851-7730.

1. **Treat each other with courtesy and respect at all times.**

This means that:

- o We listen carefully and respectfully as others express opinions that may be different from ours.
- o We share our opinions and concerns without loud or offensive language, gestures or profanity.

2. **Treat each other with kindness.**

This means that:

- o We treat each other as we would like to be treated.
- o We do not threaten or cause physical or bodily harm to another.
- o We do not threaten or cause damage to the property of another.
- o We do not bully, belittle or tease another and we do not allow others to do so in our presence.
- o We do not demean and are not abusive or obscene in any of our communications.

3. **Take responsibility for our own actions.**

This means that:

- o We share information honestly.
- o We refrain from displays of temper.
- o We do not disrupt or attempt to interfere with the operation of the City.

4. **Cooperate with one another.**

This means that:

- o We respect the legitimate obligations and time constraints we each face.
- o We notify each other when we have information that might help reach our common goal.
- o We respond when asked for assistance.
- o We understand that we do not always get our way.

5. **As we communicate with each other, remember that we are working together to improve our community.**

2. Authority and Enforcement of the Code of Civility

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – Mayor, City Council, City employees and members of the public. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. The City Council does not condone a lack of civility by anyone.

Therefore: A person who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the Mayor; City Manager or City Attorney.

An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:

- If personal harm is threatened, the employee may contact law enforcement.
- Anyone on City premises without authorization may be directed to leave the premises by a City employee or police officer. Anyone who threatens or attempts to disrupt City operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by a City employee or police officer.
- If such person does not immediately and willingly leave, law enforcement shall be called if not already present.
- If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
- If personal harm is threatened, the employee may contact law enforcement.
- The employee shall save the message and contact his or her immediate supervisor.

If any member of the public uses obscenities or speaks in a demeaning, loud or insulting manner, the employee to whom the remarks are directed shall take the following actions:

- a. Calmly and politely ask the speaker to communicate civilly.
- b. If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference or telephone conversation.
- c. If the meeting or conference is on school district premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
- d. If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.

ROSENBERG’S RULES OF ORDER AT A GLANCE

THE THREE BASIC MOTIONS:

Simple majority to pass / open to debate.

- Basic Motion: "I move that we..."
- Motion to Amend: suggests changes to the basic motion.
- Motion to Substitute: replaces the basic motion entirely.

SPECIAL MOTIONS

Simple majority to pass / no debate, goes directly to vote.

- Motion to Adjourn: ends the meeting.
- Motion to Fix a Time to Adjourn: ends the meeting at a set time.
- Motion to Recess: break in the meeting. Chair sets length of the break.
- Motion to Table: defers the motion under discussion to a future date.

MOTIONS THAT PERMANENTLY CLOSE DISCUSSION

2/3 majority to pass / no debate, goes directly to vote.

- Motion to Limit Debate: stops debate. "I move the question."
- Motion to Close Nominations: stops new nominations for a position.
- Motion to Object to the Consideration of a Question: rare, stronger form of tabling. Used before debate has begun.
- Motion to Suspend the Rules: temporarily changes meeting rules. Cannot be used to suspend non-parliamentary bylaws. Can be debated.

MEETING INTERRUPTIONS

May be used at any time. Chair responds by asking you to state your point.

- Point of Privilege: points out uncomfortable surroundings, like a cold room or being unable to hear a speaker.
- Point of Order: points out failure to follow correct meeting procedures.
- Call for Orders of the Day: points out that the discussion has strayed from the agenda.
- Appeal: reverses a Chair's ruling when passed by simple majority. Requires a second and can be debated.
- Withdraw a Motion: used by the person making the motion. Others may immediately reintroduce the motion if they wish.

MOTION TO RECONSIDER

- Simple majority to pass / open to debate.
- May only be made by a member who previously voted in the majority for the item.
- Must be made during the same meeting (or at the very next meeting, assuming it's been added to the agenda).

