

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5

WHEREAS, according the City of belle Charter Section Sec. 2-54(a)

Advisory Committees, the Council has the power to establish advisory committees;

and

WHEREAS, such issues can be resolved through the creation of a standing Council Budget Committee

WHEREAS, the City Council of the City of Belle Isle Florida has determined it to be in the best interest of the citizens of Belle Isle to create a City of Belle Isle Budget Advisory Committee for the continued improvement of the quality of life of its citizens.

RES 19-18 - 1 OF 6

1 Section 1. Purpose.

2 City Council created the Budget Committee to provide increased public
3 accountability and elected official monitoring of the fiscal position of the
4 City. The budget committee's primary function is to review the budget
5 message and budget document as prepared by the budget officer.

6 Section 2. Definitions.

7 The term "committee" as used in this chapter shall mean the city of Belle
8 Isle Budget Committee

9 Section 3. Organization of the Budget Committee.

10 The committee is made up of seven (7) citizen members appointed by the city
11 council. Members are appointed by District.

12 Section 4. Qualifications and terms of appointed members.

13 Appointments to the committee are made by the city council after an
14 application is filed with the city clerk. Appointments are made by District.

15 Appointed members:

16 A. Must be a resident from each of the city's districts;

17 B. May not be officers or employees of the city; and

18 C. Must be qualified voters of the city.

19 All members are expected to attend all meetings and be active participants
20 in committee deliberations in a public setting. All members are expected to
21 read all of the materials related to their meetings, most of which can be
22 very long and technical and should be willing to dedicate several hours of
23 research, preparation and time for each scheduled meeting.

1 Section 5. Term of appointed members.

2 Appointed members serve staggered three-year terms, such that approximately
3 one-third of the terms of appointed members end each year. For the initial
4 appointment, District 1, District 5 and District 7 will be appointed for a
5 1-year term; District 2 and District 4 will be appointed for 2-year terms;
6 and District 3 and District 6 will be appointed for 3-year terms. Members
7 may apply for reappointment.

8 Section 6. No compensation.

9 Appointed members shall not receive compensation for serving in this
10 capacity.

11 Section 7. Election of officers.

12 At its first budget meeting of the calendar year, the committee shall
13 nominate a chairman, vice-chairman, and secretary. Nominations of, and
14 elections for, all Officers shall be by a majority vote of those present.

15 Section 8. Duties of Officers

16 A. Chairman:

- 17 1. The Chairman shall preside at all meetings of the Committee.
18 2. The Chairman shall schedule all meetings, assist in assembling the agenda
19 for all regular and special meetings of the committee, and notify all
20 members of said schedule.

21 B. Vice Chairman

- 22 1. In the absence of the Chairman, the Vice Chairman shall preside over and
23 assume all duties and responsibilities of the Chairman in addressing the
24 business of any regularly scheduled or special meeting.
25

1 2. Assist the Chairman in scheduling and coordinating all regularly
2 scheduled and special meetings of the Committee.

3 C. Secretary

4 1. The Secretary shall take minutes of meetings and shall sign same as
5 revised and approved.

6 2. In the absence of the Chairman and the Vice Chairman, the Secretary shall
7 preside over and assume all duties and responsibilities of the Chairman in
8 addressing the business of any regularly scheduled or special meeting.

9 Section 9. Removal/vacancies of citizen members.

10 Citizen members serve at the pleasure of city council and may be removed by
11 a majority vote of the city council. A member who is absent from three
12 consecutive meetings without the permission of the presiding officer is
13 presumed to be in nonperformance of duty, and the city council may declare
14 the position vacant. All committee vacancies shall be filled by the council,
15 for the unexpired term, for the remainder of the term within 45 days after
16 the vacancy occurs

17 Section 10. Meetings and notice.

18 The committee shall hold one or more meetings according to the budget
19 officer's schedule to review and approve the budget document. The budget
20 committee may also meet at other times during the year at its discretion.
21 Budget committee meetings shall be open to the public and noticed as
22 required under Florida law. A quorum shall consist of at least four members
23 of the Budget Committee.
24
25

1 Section 11. Authority and duties of the budget committee.

2 The Committee's authority shall be advisory only. The Committee shall have
3 the following duties:

4 A. To review and make recommendations on the annual operating budget as
5 proposed by the city manager;

6 B. To review and make recommendations on annual capital expenditures as
7 proposed by the city manager;

8 C. To review and make recommendations on supplemental appropriations and
9 expenditures and other budgetary action whenever proposed by the city
10 manager;

11 D. To make such other recommendations on fiscal matters as it may from
12 time to time deem advisable;

13 E. To review any audit reports submitted on behalf of any auditor for the
14 City as such report(s) become available;

15 F. to review revenue and expenditure reports periodically as may be
16 amended from time to time;

17 G. Individual budget committee members have no special authority to
18 request information or direct staff to provide reports. However, the budget
19 committee as a whole may, by committee vote, direct the administration to
20 provide additional reports, information, data or presentations to help the
21 budget committee better understand the budget;

22 H. The budget committee plays a large role in providing communication with
23 the community about the budget process and limitations within which the
24 local government works. Committee members develop a good understanding of
25

1 the City's fiscal constraints and the services funded and thereby are able
2 to explain those to community members, providing an important communication
3 conduit to the community regarding the City and its services.

4
5 Section 12. This Resolution shall take effect upon its adoption.

6
7 ADOPTED this ____ day of _____, 2019

8
9 ATTEST: _____

10 Yolanda Quiceno

Nicholas Fouraker

11 CMC-City Clerk

Mayor

12
13 STATE OF FLORIDA

14 COUNTY OF ORANGE

15 I, Yolanda Quiceno, City Clerk of the City of Belle Isle do hereby certify that
16 the above and foregoing document RESOLUTION 19-18 was duly and legally passed by
17 the Belle Isle City Council, in session assembled on the 15th day of October 2019,
18 at which session a quorum of its members were present.

19
20 _____
21 Yolanda Quiceno, CMC-City Clerk