

RESOLUTION 26-02

A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA, AMENDING AND
RESTATING RESOLUTION 23-02 CONCERNING THE CREATION OF AND
DUTIES AND PROCEDURES OF THE CITY BUDGET ADVISORY COMMITTEE

WHEREAS, according to the City of Belle Isle Charter Section Sec. 2-54(a) Advisory Committees, the Council has the power to establish advisory committees; and

WHEREAS, the City Council created a City Budget Advisory Committee under Resolution 23-02; and

WHEREAS, the City Council desires to amend and restate Resolution 23-02 to provide for the City Clerk or other City employee to serve as the clerk of the City Budget Advisory Committee and to take the minutes of the Committee, and to eliminate the Secretary position from the Committee; and

WHEREAS, the City Council of the City of Belle Isle, Florida, has determined that the changes herein are in the best interest of the citizens of Belle Isle.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE ISLE, FLORIDA, AS FOLLOWS,

Section 1. Purpose.

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

1 Section 2. Definitions.

2 The term "committee" as used in this chapter shall mean the City of Belle
3 Isle Budget Advisory Committee.

4 Section 3. Organization of the Budget Committee.

5 The committee consists of seven (7) citizen members appointed by the city
6 council. Members are appointed by the District in accordance with BIMC
7 Section 2-54(b)(1).

8 Section 4. Qualifications and terms of appointed members.

9 Appointments to the committee are made by the city council after an
10 application is filed with the city clerk. Appointments are made by the
11 District. Appointed members:

- 12 A. Must be a resident of each of the city's districts;
- 13 B. May not be officers or employees of the city; and
- 14 C. Must be qualified voters of the city.

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

21 Section 5. Term of appointed members.

22 Appointed members serve staggered three-year terms, such that approximately
23 one-third of the terms of appointed members end each year. Members may apply
24 for reappointment.

1 Section 6. No compensation.

2 Appointed members shall not receive compensation for serving in this
3 capacity.

4 Section 7. Election of officers.

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

8 Section 8. Duties of Officers

9 A. Chairman:

10 1. The Chairman shall preside at all meetings of the Committee.
11 2. The Chairman shall schedule all meetings, assist in assembling the agenda
12 for all regular and special meetings of the committee, and notify all
13 members of said schedule.

14 B. Vice Chairman

15 1. In the absence of the Chairman, the Vice Chairman shall preside over and
16 assume all duties and responsibilities of the Chairman in addressing the
17 business of any regularly scheduled or special meeting.
18 2. Assist the Chairman in scheduling and coordinating all regularly
19 scheduled and special meetings of the Committee.

20 Section 9. Removal/vacancies of citizen members.

21 Members serve at the pleasure of the city council and may be removed by a
22 majority vote of the city council. A member who is absent from three
23 consecutive meetings without the permission of the presiding officer is
24 presumed to be in non-performance of duty, and the city council may declare
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the position vacant. All committee vacancies shall be filled by the council, for the unexpired term, for the remainder of the term, within 45 days after the vacancy occurs.

Section 10. Meetings and notice.

The committee shall hold one or more meetings according to the budget officer's schedule to review and approve the budget document. Once the budget is approved, the budget committee will meet quarterly or as requested by the budget officer. Budget committee meetings shall be open to the public and noticed as required under Florida law. A quorum shall consist of at least four members (in-person) of the Budget Committee. Members may participate remotely according to the requirements of Resolution 21-13 Rules for Remote Participation.

Section 11. Authority and duties of the budget committee.

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

- A. To review and make recommendations on the annual operating budget as proposed by the budget officer;
- B. To review and make recommendations on annual capital expenditures as proposed by the budget officer;
- C. To review budget amendments as proposed by the budget officer;
- D. To review the annual Comprehensive Annual Financial Report;
- E. As directed by City Council, to research and advise the City Manager and City Council of new revenue sources;
- F. To act as the Auditor Selection Committee;

1 G. To review and make recommendations to the City Council on items that
2 may affect the adopted fiscal year budget, as may be assigned by the City
3 Council from time to time;

4 H. Budget committee members have no special authority to request
5 information or direct staff to develop new reports;

6 I. The budget committee plays a large role in providing communication with
7 the community about the budget process and limitations within which the
8 local government works. Committee members develop a good understanding of
9 the City's fiscal constraints and the services funded, and thereby are
10 responsible for explaining those to community members, providing an
11 important communication conduit to the community regarding the City and its
12 service

13 Section 12. Clerk of the Board. The City Clerk or other employee of the City
14 designated by the City Clerk shall serve as the clerk of the Committee and take
15 the minutes of the Committee's meetings. In the event of an absence of the clerk
16 of the Committee from a meeting, the Chairman will appoint a Committee member to
17 take the minutes of the meeting.

18 Section 13. This Resolution shall supersede and replace Resolution 23-02.

19 Section 14. If, for any reason, any section, subsection, sentence, clause, or
20 phrase of this Resolution is held to be invalid or unconstitutional by a court of
21 competent jurisdiction, such holding will not affect the validity of the remaining
22 portions of this Resolution.

23 Section 15. This Resolution shall take effect upon its adoption.

1 ADOPTED this _____ day of _____, 2026

2 ATTEST: _____

3 Yolanda Quiceno Jason Carson

4 CMC-City Clerk Mayor

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6 STATE OF FLORIDA

7 COUNTY OF ORANGE

8 I, Yolanda Quiceno, City Clerk of the City of Belle Isle do hereby certify that
9 the above and foregoing document RESOLUTION 26-02 was duly and legally passed by
10 the Belle Isle City Council, in session assembled on the _____ day of
11 _____ 2026, at which session a quorum of its members were present.

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14 Yolanda Quiceno, CMC-City Clerk

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