

Purpose.

City Council created the Budget Committee to provide increased public accountability and elected official 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.

Definitions.

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

Organization of the Budget Committee.

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

Qualifications and terms of appointed members.

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

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

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

Term of appointed members.

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

No compensation.

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

Election of officers.

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

Duties of Officers

A. Chairman:

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

B. Vice Chairman

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

C. Secretary

1. The Secretary shall take minutes of meetings and shall sign same as revised and approved.
2. In the absence of the Chairman and the Vice Chairman, the Secretary shall preside over and assume all duties and responsibilities of the Chairman in addressing the business of any regularly scheduled or special meeting.

Removal/vacancies of citizen members.

Citizen members serve at the pleasure of city council and may be removed by a majority vote of the city council. A member who is absent from three consecutive meetings without the permission of the presiding officer is presumed to be in nonperformance of duty, and the city council may declare 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

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. The budget committee may also meet at other times during the year at its discretion. 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 of the Budget Committee.

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 city manager;

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

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

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

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

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

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

H. The budget committee plays a large role in providing communication with the community about the budget process and limitations within which the local government works. Committee members develop a good understanding of the City's fiscal constraints and the services funded and thereby are able to explain those to community members, providing an important communication conduit to the community regarding the City and its services.