



CITY OF BELLE ISLE, FL
BUDGET COMMITTEE MEETING
Held in City Hall Chambers

Friday, November 19, 2021 * 3:00 PM

AGENDA

Budget Committee Members

Julia Frey | Jackie Hoevenaar | Thad Taylor | Kevin Pierre
Katherine Stinton | Nash Shook | Ralph Yarbrough

Welcome to the City of Belle Isle Budget Committee meeting. Agendas and all backup material supporting each agenda item are available in the City Clerk's office or on the city's website at cityofbelleislefl.org.

1. **Call to Order and Confirmation of Quorum**
2. **Election of Officers**
 - a. Resolution 21-18 Budget Advisory Committee
3. **Sunshine Rules - City Attorney**
4. **Budget Overview - City Manager & Director of Finance**
5. **Committee Questions**
6. **Wrap-Up: Set time/day for meetings**
7. **Adjournment**

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1 Section 2. Definitions.

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

4 Section 3. Organization of the Budget Committee.

5 The committee is made up of seven (7) citizen members appointed by the city
6 council. Members are appointed by District according to the BIMC Section 2-
7 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 District.

11 Appointed members:

12 A. Must be a resident from 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.

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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, vice-chairman, and secretary. Nominations of, and
7 elections for, 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 C. Secretary

21 1. The Secretary shall take minutes of meetings and shall sign same as
22 revised and approved.

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

4 Section 9. Removal/vacancies of citizen members.

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

12 Section 10. Meetings and notice.

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

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

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

1 A. To review and make recommendations on the annual operating budget as
2 proposed by the budget officer;

3 B. To review and make recommendations on annual capital expenditures as
4 proposed by the budget officer;

5 C. To review budget amendments as proposed by the budget officer;

6 D. To review the annual Comprehensive Annual Financial Report;

7 E. As directed by City Council, to research and advise the City Manager
8 and City Council of new revenue sources. ;

9 F. To act as the Auditor Selection Committee;

10 G. Budget committee members have no special authority to request
11 information or direct staff to develop new reports.

12 H. The budget committee plays a large role in providing communication with
13 the community about the budget process and limitations within which the
14 local government works. Committee members develop a good understanding of
15 the City's fiscal constraints and the services funded and thereby are
16 responsible to explain those to community members, providing an important
17 communication conduit to the community regarding the City and its services.
18

19 Section 12. This Resolution shall take effect upon its adoption.
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21 ADOPTED this ____ day of _____, 2019
22

23 ATTEST: _____

24 Yolanda Quiceno

Nicholas Fouraker

CMC-City Clerk

Mayor

STATE OF FLORIDA

COUNTY OF ORANGE

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

Yolanda Quiceno, CMC-City Clerk