



# city council agenda

**Agenda**  
**April 22, 2016 \* 9:00 AM.**  
**City Council Orientation**  
**City Hall 1600 Nela Avenue, Belle Isle, FL 32809**

## Welcome

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Welcome to the City of Belle Isle City Council 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](http://cityofbelleislefl.org).

## Meeting Procedures

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**Persons desiring to address the Council MUST complete and provide to the City Clerk a yellow "Request to Speak" form located by the door.** After being recognized by the Mayor, persons are asked to come forward and speak from the lectern, state their name and address, and direct all remarks to the Council as a body and not to individual members of the Council, staff or audience. **Citizen comments and each section of the agenda where public comment is allowed are limited to three (3) minutes.** Questions will be referred to staff and should be answered by staff within a reasonable period of time following the date of the meeting. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted. Thank you.

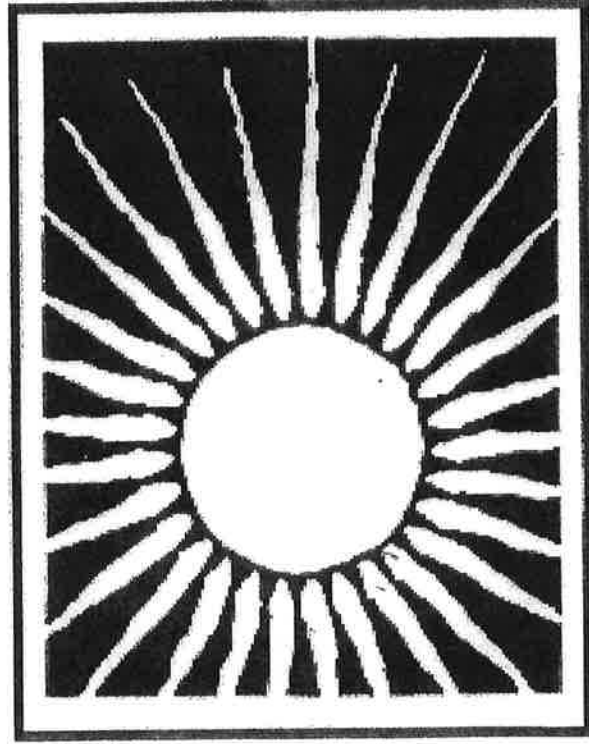
1. Opening and Welcome Remarks - Mayor Pisano
2. Citizen's Comments
3. Overview of Commissioner/Mayor/City Manager Responsibilities - Interim City Manager Richard Anderson
4. Procedural Review - Attorney Frank Kruppenbacher
  - a. [Procedural Overview - Attorney Frank Kruppenbacher](#)
5. Understanding Financials - Tracey Richardson
  - a. [Understanding Financials - Tracey Richardson](#)
6. The Code Enforcement Process - Robyn Winters
  - a. [The Code Enforcement Process - Robyn Winters](#)
7. Adjournment

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"If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105). "Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-851-7730) at least 48 hours in advance of the meeting." -PAGE 1 of 1

## QUICK REFERENCE GUIDE

### FLORIDA'S OPEN GOVERNMENT LAWS



## WHERE TO GO FOR HELP

First Amendment Foundation  
(800) 337-3518  
[www.floridafaf.org](http://www.floridafaf.org)

Open Government Mediation Program  
(850) 245-0157  
[www.myfloridalegal.com](http://www.myfloridalegal.com)

Brechner Center for Freedom of  
Information/University of Florida  
(352) 392-2273  
[www.brechner.org](http://www.brechner.org)

Online Version of the Sunshine Manual  
<http://myfloridalegal.com/sun.nsf/manual>

Florida Department of State,  
State Library & Archives of Florida  
(850) 245-6750  
<http://dlis.dos.state.fl.us>

Florida Press Association  
(850) 222-5790  
[www.flpress.com](http://www.flpress.com)

The First Amendment Foundation  
336 E. College Avenue, Suite 101  
Tallahassee, FL 32301  
800/337-3518  
[www.floridafaf.org](http://www.floridafaf.org)

Reporter's Committee for Freedom of the Press  
(800) 336-4243  
[www.rcfp.org](http://www.rcfp.org)

## PUBLIC RECORDS LAW

**THE RIGHT OF ACCESS – Article I, Section 24, Florida Constitution:** “Every person has the right to inspect or copy any public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf . . . . This section specifically includes the legislative, executive, and judicial branches of government; . . . counties, municipalities, and districts; and each constitutional officer, board, and commission . . .”

**Chapter 119.01(1), Florida Statutes:** “It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.”

The right of access guaranteed by Article I, section 24 of the Florida Constitution applies to the legislative, executive, and judicial branches of government, including any entity created pursuant to a law or by the Constitution, such as a nonprofit organization created to carry out a public function. However, the Public Records Act does not apply to the Legislature or Judiciary.

**Legislative Records:** Section 11.0431, Florida Statutes

**Court Records:** Rule 2.051, Fla. Rules of Judicial Administration

**WHAT IS A “PUBLIC RECORD”?** – Chapter 119, Florida Statutes, defines “public records” as “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business.”

The definition for public records is quite broad and includes *all materials* made or received by an agency in connection with official business used to perpetuate, communicate, or formalize knowledge. This means public records are not limited to traditional written documents, but that tapes, photographs, films, and sound recordings, for example, are also considered public records. There is both a statutory and a *constitutional* right of access to government records.

These are just a few examples of records: personnel records, correspondence sent to or by city officials, reimbursement records, salary records, tape recordings of staff meetings, travel itineraries and airline reservations, and videotaped training films.

**WHAT IS AN “AGENCY”?** – All government agencies, state or local, are responsible for providing access to public records. An “agency” is defined as “any state, county, district, authority or municipal officer, department, division, board, bureau, commission . . . and any other public or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency.” **NOTE:** *A private entity “acting on behalf of” a public agency is subject to the state’s public records law, as are private entities created pursuant to law or by a public agency, such as certain nonprofit organizations, or public/private partnerships. Consider whether the private entity is merely providing services to a public agency versus rendering services in place of the agency, or in other words, the private entity is performing a government function.*

**REQUESTING A PUBLIC RECORD** – Without specific statutory authority, an agency cannot require that a request for public records be made in writing or in person, but you may wish to make your request in writing to ensure there is an accurate record of what was requested. Unless the requested information is confidential and exempt, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing. In general, a requestor cannot be required to disclose the reason for the request. As a general rule, then:

*You don’t have to show identification.*

*You don’t have to make your request in writing.*

*You don’t have to give reason for your request.*

**EXEMPTIONS** – There is a general presumption of openness, meaning that a record is *presumed* subject to public disclosure unless there is a specific statutory exemption. Only the Legislature can create an exemption to our constitutional right of access. Currently, there are over 1,000 exemptions to the public records and open meetings law. A few examples of records that are generally exempt from public disclosure include: personal financial information, social security numbers, trade secrets, records of an active investigation, and patient identifying information. (See the First Amendment Foundation website for a searchable database of the 1,000+ exemptions at [www.floridafaf.org](http://www.floridafaf.org).)

**DENIAL OF A REQUEST** – A custodian of a public record who contends that the requested record or part of the record is exempt from inspection *must state the basis for that exemption, including the statutory citation*, and when asked, the custodian must put the denial of a public record request in writing. If a record contains both exempt and non-exempt information, the records custodian can only redact that portion of the record which is exempt and must provide access to the remainder. **TIP:** *If your request for records is denied, ask that the denial be made in writing, including the exact statutory citation for the exemption authorizing the denial and a specific statement citing the reason(s) for concluding that the record is exempt or confidential. Section 119.07(1) (c) and (d). F.S.*

**FORMAT** – An agency must provide a copy of a public record in the format requested *if* the record is maintained in that form. If the record is not in the format requested, an agency has the *option* of converting the record and charging a fee as detailed below. Likewise, an agency is required to provide access to records that exist at the time the request for access is made and is NOT required to create a record pursuant to a specific request.

**RETENTION** – The Division of Library and Information Services at the Department of State determines how long public records must be maintained. Florida law requires agencies to give the Division a list or schedule of records that are no longer needed to transact public business and that do not have sufficient administrative, legal, fiscal, or historical significance to justify keeping them. The Division has rules, binding all agencies, concerning the disposal of public records. Contact the Division for a copy of record retention schedules at (850) 245-6750.

**FEEES** – Generally, there is no charge for *inspection* of a public record. The custodial agency can charge a fee for copies of a public record — up to 15 cents per one-sided copy for paper copies that are 8 1/2 x 14 inches or less. For all other copies, the custodial agency can charge the *actual cost of duplication*.

If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the *actual costs incurred*. Extensive use is not defined in the statutes, so each agency must determine what is an extensive use of its resources. **TIP:** *If an agency cites an extensive use fee, ask the agency to detail the costs in writing.*

**ENFORCEMENT** – If your request for access is denied, first call the First Amendment Foundation. Options for enforcement include: mediation through the Open Government Mediation Program, file a complaint with your local state’s attorney, or file suit in civil court.

**PENALTIES** – A *knowing* or intentional violation is a 1<sup>st</sup> degree misdemeanor punishable by a fine of up to \$1,000 and a jail term not to exceed one year. An unintentional violation is a non-criminal infraction, punishable by a fine up to \$500. A public officer who intentionally violates the public records law is subject to suspension or removal from office. Attorney’s fees and court costs are available to the requestor that prevails in a civil suit for access.

Contact FAF for more information: (800) 337-3518

## SUNSHINE LAW

**RIGHT OF ACCESS – Article I, Section 24 of the Florida Constitution:** “All meetings of any collegial body of the executive branch of state government or of any . . . county, municipality, school district, or special district, at which official acts are to be taken or at which public business . . . is to be transacted or discussed, shall be open and noticed to the public . . .”

**Chapter 286, Florida Statutes:** “All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.”

Florida's Sunshine Law provides a right of access to governmental proceedings at both the state and local levels. The Sunshine Law generally applies to *any* gathering, whether formal or casual, of two (2) or more members of the same board or commission meeting to discuss some matter on which foreseeable action will be taken.

**APPLICATION OF THE SUNSHINE LAW –** The Sunshine Law applies to “any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision.” It applies equally to elected or appointed boards or commissions such as school boards and special districts and virtually all state and local collegial public bodies are covered by the open meetings requirements.

The Sunshine Law generally does not apply to private entities. However, there are some instances where a private entity may be subject to the open meetings law. A private entity created pursuant to law or by a public agency, such as certain nonprofit organizations, is subject to open meetings requirements. Also, when a private entity is “acting on behalf of” a public agency, the Sunshine Law may apply. Consider whether the private entity is merely providing services to a public agency versus rendering services in *place of* the agency.

The judiciary and the state legislature are not subject to the Sunshine Law, but each has its own constitutional provision relating to access. The Florida Legislature is bound by the requirements of Article III, s. 4(e), Fla. Con., which says that meetings between more than two (2) members of the Legislature must be reasonably open to the public.

Similarly, Florida courts are not bound by the meetings requirements in Article I, section 24(b), Fla. Con. However, the 1<sup>st</sup> Amendment of the United States Constitution gives a criminal defendant a right to a public trial, and thus, the public's right to access the criminal court proceedings is a well-settled area of law. On the other hand, there is no case law, Florida or Federal, that has directly addressed the application of the First

**MEETINGS NOT SUBJECT TO THE SUNSHINE LAW –** Generally, the Sunshine Law does *not* apply to social events, fact-finding meetings, or meetings where there is an applicable statutory exemption.

●**Social Events:** Members of a public board are not prohibited under the Sunshine Law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.

●**Fact-finding meetings:** Meetings for the purposes of merely gathering information where no recommendations are made, public business is not discussed, or votes are not taken are not subject to the Sunshine Law.

●**Meetings where a *specific* statutory exemption applies:** The law provides a presumption of openness, which means that all meetings between two or more members of the same board or commission are presumed open to the public unless there is a *specific* statutory exemption. There are a limited number of exemptions which would allow for the closure of a meeting. Some examples include certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions.

In addition, specific portions of meetings of some agencies may be closed when those agencies are making probable cause determinations or considering confidential records. However, an agency cannot close a meeting simply to discuss records that are exempt from public disclosure – there must also be a specific statutory exemption allowing for the closure of the meeting. (See the First Amendment Foundation website for a searchable database of the 1,000+ exemptions at [www.floridafaf.org](http://www.floridafaf.org).) **TIP: If denied access to a meeting, request the statutory citation authorizing closure of the meeting.**

**PROCEDURAL REQUIREMENTS –** There are four (4) simple requirements:

1. Meetings of boards or commissions must be open to the public.
2. Reasonable notice of such meetings must be given.
3. Minutes of meetings must be taken.
4. Venue must be accessible.

A public agency cannot hold a meeting at any facility which discriminates based on age, race, etc., nor can a public agency unreasonably restrict public access. It must hold meetings in an accessible facility of sufficient size so as to accommodate the anticipated turnout.

**REASONABLE NOTICE –** “Reasonable” is not defined in the Florida Statutes, but the courts have said notice of public meetings must be “sufficient so as to inform” members of the public who may be interested in attending the meeting. This means that such notice must be reasonable under the circumstances. Also, the required notice must be *reasonable* in terms of content, timing, and placement.

**PUBLIC PARTICIPATION –** The public has an “inalienable right to be present and to be heard” at public meetings. But a government agency can adopt *reasonable rules* which require orderly behavior and allow for the orderly progression of public meetings. This includes limiting the amount of time an individual can speak when a large number of people attend and wish to speak. The Sunshine Law requires that meetings of public boards or commissions be “open to the public at all times.” This means public board members should not pass notes during a meeting in lieu of having an open discussion before the public, and all conversations between members must be audible.

**VOTING REQUIREMENTS –** Written ballots may be used so long as votes are made openly at a public meeting and the ballots are maintained and access provided under the public records law. The Sunshine Law prohibits the use of preassigned numbers, codes, or secret ballots.

**EXEMPTIONS –** There is a general presumption of openness, meaning that a meeting of two or more members of the same collegial body is *presumed* open unless there is a specific statutory exemption. Only the Legislature can create an exemption to our constitutional right of access. Currently, there are over 1,000 exemptions to the public records and open meetings law, and many of the meetings exemptions have strict limitations, requiring tape recordings, limiting who may attend the closed meeting, etc. **TIP: When provided a statutory citation authorizing closure of a public meeting, be sure to read the exact statutory language to determine whether the exemption contains limitations.**

**CURE MEETINGS –** No resolution, rule, regulation, or formal action shall be considered binding except as taken at an open meeting. Action taken in violation of the Sunshine Law is void *ab initio*, as if it never happened. Action – but *not* violations – can be cured when the offending agency takes “independent final action in the sunshine.” This means an agency must re-create the meeting that violated the Sunshine Law – engage in the same discussions, debate, and voting.

**ENFORCEMENT –** If denied access to a public meeting, first call the First Amendment Foundation. Options for enforcement include: mediation through the Open Government Mediation Program, file a complaint with your local state's attorney, or file suit in civil court.

**PENALTIES –** An unintentional violation of the Sunshine Law is a non-criminal infraction punishable by a fine of up to \$500. A *knowing* or intentional violation is a 2<sup>nd</sup> degree misdemeanor punishable by a fine of not more than \$500 and/or a jail term of not more than 60 days. Any public official who intentionally violates the provisions of the Sunshine Law may be subject to suspension or removal from office. Attorney's fees and court costs are available to the requestor that prevails in a civil suit for access.



# City of Belle Isle

## Finance 101



## Finance Manager

- Responsible for the daily financial operations of the City
  - General Accounting
  - Financial and Statistical Reporting
  - Financial Reports
  - Budgeting
  - Payroll / Human Resources
  - Accounts Payable
  - Accounts Receivable



## What do we follow?

- Generally Accepted Accounting Principles (GAAP)
- Government Accounting Standards Board (GASB)
- Uniform Accounting System Manual
  - Uniform classification of accounts
  - Provides consistency with other local reporting entities
- Adopted Budget

## Fiscal Year

- We operate on a October 1 – September 30 fiscal year.
  - We are currently in FY 15/16.



## Fund Accounting

- What is a fund?
  - A fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions.
  - Think of each fund as a **separate “company”**.
- City of Belle Isle currently has five funds:
  - 001 - General Fund
  - 102 - Transportation Impact Fee Funds
  - 103 - Stormwater Fund
  - 104 - Law Enforcement Education Fund
  - 201 - Charter Debt Service Fund

In accordance with generally accepted principles, governmental accounting systems are organized and operated on a fund basis. However, due to the inflexibility, complexity and expense involved in the administration of a large number of funds, only a minimum number consistent with legal and operational requirements should be established by the local unit. Separate bank accounts are not necessary for funds. Centralized bank accounts which are reconciled to separate cash statements for each fund will maintain cash control over each fund.

## Bank Accounts

- Centerstate Bank
  - Operating: Fund 001, 102, 103, 104
  - Reserves: Prior year reserves from CAFR for fund 001, 102, 103, 104 minus any use of fund balance in current budget year
  - Payroll: In & out for payroll checks/direct deposits; \$ 0.00 balance held in account
  - Charter Account: Rent Revenue in and Bond payments out
  - Line of Credit: \$ 750,000 (if needed, have never utilized)
- Regions Bank
  - Additional Charter Accounts such as project fund, dsf reserve, dsf interest, renewal & replacement, sinking fund

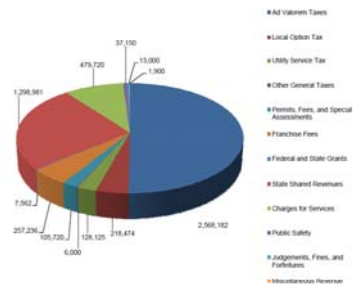
## Fund 001: General Fund

- Accounts for all financial resources not accounted for and reported in another fund.
  - The main fund of the City.
  - This fund is where the bulk of the City’s money is held and where the most activity occurs.

## Fund 001: General Fund

### • Revenues

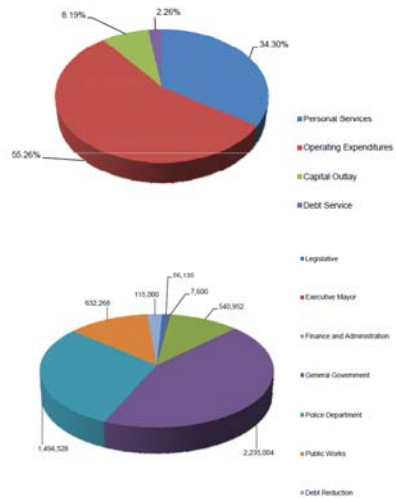
- Ad Valorem Tax – Based on millage rate of 4.4018
- Local Option Gas Tax
- Utility Service Tax – Electricity / Propane
- Communications Services Tax
- Solid Waste Franchise Fees
- Solid Waste Residential Fees
- State Shared Revenue
- Alcoholic Beverage License Tax
- Half-Cent Sales Tax
- Community Development (Building Permits, Zoning, Rentals, Occupational Licenses)
- Public Safety (Moving Violations, Parking Violations, Finger Printing Fees)
- Grants (OCPS SRO Grant, Byrne Grant)



## Fund 001: General Fund

- Expenditures

- Personal
  - Salaries
  - Payroll Taxes
  - Insurances
- Operating
  - Professional Services
  - Repairs
  - Memberships
  - Office Supplies
  - Uniforms
  - Fuel
  - Etc. etc. etc.
- Capital
  - Equipment
  - Vehicle s
  - Sidewalks
  - Street Resurfacing
- Departments
  - 511: City Council
  - 512: Mayor
  - 513: Finance/City Manager/City Clerk/Admin/Code Enforcement
  - 519: General Government
  - 521: Police
  - 541: Public Works



## Special Revenue Funds

- Account for proceeds of **specific revenue** sources that are *restricted* to expenditure for specified purposes other than debt service or capital projects.
  - Fund 102: Transportation Impact Fee Fund
  - Fund 103: Stormwater Fund
  - Fund 104: Law Enforcement Education Fund



## Fund 102: Transportation Impact Fee Fund

- Special Revenue Fund
- This fund is used to collect impact fees on new development.
- Funds are restricted for use in funding road construction directly related to new growth.



## Fund 102: Transportation Impact Fee Fund

- Revenues
  - Impact Fees paid on new construction
    - Belle Isle Code Sec. 46-194
    - \$ 1,431 per new residential dwelling unit
- Expenditures
  - None currently budgeted

## Fund 103: Stormwater Fund

- Special Revenue Fund
- This fund is used to account for stormwater management operations and related capital improvements.
- Stormwater fee increased from \$48 to \$100 for FY 2015-2016.

LEVYING AUTHORITY	NON-AD VALOREM ASSESSMENTS
	AMOUNT
5450 BELLE ISLE STORMWATER	\$100.00



## Fund 103: Stormwater Fund

- Revenues
  - Stormwater Service Charge
    - Stormwater fee paid on tax bills
    - Majority of revenue received November through January when tax bills are due
- Expenditures
  - NPDES
    - Yardwaste Disposal, Field Collection, NPDES Fee, Street Sweeper Repairs/Maintenance
  - Lake Conservation
    - Aquatic Weed : Waterway Maintenance, Beach Raking, Outfall Maintenance, etc.
  - Stormwater Repairs & Maintenance
    - Pump Repairs, Drain Repairs, Swale Repairs
  - Capital Improvements
    - Baffle Boxes, Leaf Baskets, Street Sweeper, Drainage Projects (Gene Polk Park, Perkins Boat Ramp, McCawley Ct.)

## Fund 104: Law Enforcement Education Fund

- Special Revenue Fund
- This fund is to account for \$ 2.00 court cost against persons convicted for violations of criminal statutes.
  - Florida Statutes 318.18(11)(d) and 938.15
- Funds must be used to educate and train law enforcement personnel.



## Fund 104: Law Enforcement Education Fund

- Revenues
  - Fines
- Expenditures
  - Training costs

## Debt Service Fund

- To account for financial resources that are *restricted, committed, or assigned* to expenditure for principal and interest.
  - Fund 201: Charter Debt Service Fund

## Fund 201: Charter Debt Service Fund

- This fund was established to account for the lease revenue received from the Charter School
- Lease revenue is used to:
  - Pay the debt service on the 2012 Lease Revenue Bond
  - Provide common area maintenance and improvements for the leased properties

## Fund 201: Charter Debt Service Fund

- Revenues
  - Rent Revenue
- Expenditures
  - Bond Payments
    - Principal and Interest
  - Maintenance
    - \$ 100,000 budgeted for “landlord” maintenance items

## Reserves? Fund Balance? Savings?

- These words are all interchangeable.
- City of Belle Isle Reserves/Fund Balance @ 9/30/15
  - General Fund 001: \$ 2,130,542
  - Transportation Impact Fund 102: \$122,974
  - Stormwater Fund 103: \$ 500,623
  - Law Enforcement Education Fund 104: \$ 14,822
  - Charter Debt Service Fund 201: \$ 1,723,108



## Fund Balance - Is it Restricted?

	General Fund	Debt Service Fund	Cornerstone Charter High School	Cornerstone Charter Academy	Total Nonmajor Funds	Total Governmental Funds
<b>Fund Balances:</b>						
Nonspendable	520	-	48,196	75,633	150	124,499
Restricted	-	1,723,108	350,048	1,495,386	638,269	4,206,811
Unassigned	2,130,022	-	-	-	-	2,130,022
Total fund balances	2,130,542	1,723,108	398,244	1,571,019	638,419	6,461,332

**Nonspendable** – Funds not in spendable form (inventories, prepaid items, long term notes)

**Restricted** – can be spent only for specific purposes stipulated

**Assigned** – amounts *intended* to be used by the government for specific purposes.

**Unassigned** – the residual classification for the general fund and includes all amounts not contained in other classifications. Available for any purpose.

## Reserves? Fund Balance? Savings?

- Common question: How much do we have in reserves *right now*?
  - During the fiscal year, we follow our adopted budget. Therefore, our reserves *right now* can be determined by looking at the amount in reserves at the end of the last fiscal year and adding/subtracting however much was decided in our current year adopted budget to add to or use from reserves.

## General Fund Reserves *Right Now*

- The ending fund balance/reserves in General Fund at the end of FY 14/15 was \$ 2,130,542.
  - (FY14/15 CAFR, Page 13)

Fund Balances:	
Total fund balances	2,130,542

- In our adopted FY 15/16 budget, we predicted we would add \$ 40,563 to our fund balance.
  - (FY 15/16 Adopted Budget, Page 8)

FUND	GENERAL FUND (201)
Expected Beginning Fund Balance at October 1, 2015	1,096,601
Appropriation TO (FROM) Fund Balance	40,563
Projected Ending Fund Balance at September 30, 2016	<u>1,137,164</u>

- Therefore, our General Fund reserves *right now* can be assumed to be \$ 2,171,105
- Note: The projected fund balance in our adopted budget is just that, projected. We don't have a final number until our CAFR is completed.

## Recommended Reserves

- Our auditors and the Florida League of Cities have suggested we maintain 20% of our annual general fund expenses for reserves.
- Per the 9/30/15 CAFR, our general fund balance increased to 45% of 2015 expenditures (5.1 months cash on hand)



## What about the Charter School?

- Most invoices the City receives for the Charter school are sent to Academica for payment
- Revenue from the school is based on student count (currently 1350 students). We receive \$700/student annually.
- We also receive from Academica:
  - \$ 14,995.75 quarterly for Property Insurance
  - \$ 900 monthly for Landscaping/Lawn Maintenance
  - \$ 37,000 annually for School Resource Officer (SRO)

## Debt

- Revenue Bonds
  - FMLC<sup>1</sup> 2006 Bond: Capital Improvements (Nela Bridge)
    - Maturity Date 10/1/2026
    - P&I remaining at 9/30/15: \$ 1,249,739
    - Secured by non-ad valorem revenue
  - 2012 Bond: Charter School Purchase
    - Maturity Date 10/1/2042
    - P&I remaining at 9/30/15: \$ 19,502,675
    - Secured by payment of base rent to the City
      - Important Note :This bond is payable solely out of the pledged revenues and neither the property, the full faith and credit, nor the taxing power of the City, is pledged as security for payment of the bond.
- Capital Leases
  - PD Vehicles

<sup>1</sup>FMLC: Florida Municipal Loan Council

## Accounts Payable Process

- Purchase orders and invoices are approved by the City Manager and submitted to Finance
- Finance keys in the invoices and gives batch and checks to the City Manager for approval
- Checks are issued bi-weekly or as needed
- Each check requires two signatures
  - Signors include Council members and City Manager
- Each batch (check or electronic) requires one Council signature, City Manager and Finance Manager signature

## Budget

- The budget is our financial plan of all city funds and activities for the fiscal year
- The City Manager submits budget to Council on or before the first council meeting in August
- Two public hearings are held in September to adopt budget, millage rate, and Capital Improvement Plan (CIP)
  - The first hearing is advertised on the TRIM notices sent out by OCPA and the second hearing is advertised in the Orlando Sentinel and on our City website



## Budget: Capital Improvement Plan (CIP)

- Five year plan that is adopted with the annual budget
- Identifies major projects
- Acts as a link between the annual budget and the strategic plan

CITY OF BELLE GLLE FISCAL YEAR 2015-2016 BUDGET		FIVE YEAR CAPITAL IMPROVEMENT PLAN 2015 - 2020					
Project Name/Description	Project Total	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Start
General Fund	90,000	0.00	0.00	0.00	0.00	0.00	541
City Hall Improvements	25,000	0.00	0.00	0.00	0.00	0.00	541
Gene Park Park Drainage Project	180,000	120,000	-	-	-	-	541
Public Road Repair Drainage Project	30,000	20,000	-	-	-	-	541
McCombs CV Parking & Drainage	24,000	16,000	-	-	-	-	541
Street Renovation - 10th St (Drainage)	117,000	-	-	-	117,000	-	541
Street Renovation - 10th St (Drainage) - 10th St (Drainage)	200,000	100,000	-	-	-	-	541
Street Renovation - 10th St (Drainage) - 10th St (Drainage)	98,000	-	98,000	-	-	-	541
Street Renovation - 10th St (Drainage) - 10th St (Drainage)	180,700	-	180,700	-	-	-	541
Street Renovation - 10th St (Drainage) - 10th St (Drainage)	107,700	-	-	107,700	-	-	541
Street Renovation - 10th St (Drainage) - 10th St (Drainage)	147,175	-	-	147,175	-	-	541
Street Renovation - 10th St (Drainage) - 10th St (Drainage)	180,000	-	-	-	180,000	-	541
Street Renovation - 10th St (Drainage) - 10th St (Drainage)	10,000	-	-	-	-	10,000	541
Street Renovation - 10th St (Drainage) - 10th St (Drainage)	100,700	-	-	-	-	100,700	541
		\$ 2,722,000	\$ 340,000	\$ 1,100,000	\$ 200,000	\$ 482,000	\$ 541,000

## What is a CAFR?

- Comprehensive Annual Financial Report
- Produced by Finance and our auditors McDirmit Davis
- Why is it not available until March/April?
  - The fiscal year ends on September 30<sup>th</sup>. However, that doesn't mean that everything is recorded and processed on that date. The report is produced after our annual audit (usually in December) and once the lengthy process of compiling the financial statements has been completed.



## Breaking down the CAFR

- **Four Sections**
  - **Introductory Section**
    - Contains basic information including table of contents, letter of transmittal and organizational chart
  - **Financial Section**
    - Independent Auditor's Report
    - Management's Discussion and Analysis
    - Basic Financial Statements
    - Required Supplementary Information
    - Combining and Individual Fund Financial Statements and Schedules
  - **Statistical Section**
    - Financial trends, revenue and debt capacities, demographic and operating information
  - **Internal Control and Compliance Section**
    - Contains the auditor's report

## CAFR: Financial Section

- **Balance Sheet (Page 13 of 2015 CAFR)**
  - Shows all funds and Cornerstone component units
  - Assets, Liabilities and Fund Balances

CITY OF BELLE ISLE, FLORIDA  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
 September 30, 2015

	General Fund	Debt Service Fund	Cornerstone Charter High School	Cornerstone Charter Academy	Total Nonmajor Funds	Total Governmental Funds
<b>Assets:</b>						
Cash and cash equivalents	\$ 2,038,820	\$ 1,987,991	\$ 402,276	\$ 1,773,255	\$ 638,269	\$ 6,840,811
Investments	33,296	-	-	-	-	33,296
Due from other funds	-	1,113	7,500	-	-	8,613
Due from other governments	160,599	35,113	41,866	86,100	-	303,645
Cash with fiscal agent	-	191,468	-	-	-	191,468
Prepaid items	520	-	48,196	75,633	150	124,499
<b>Total assets</b>	<b>\$ 2,233,192</b>	<b>\$ 2,215,683</b>	<b>\$ 499,838</b>	<b>\$ 1,914,988</b>	<b>\$ 638,419</b>	<b>\$ 7,502,727</b>
<b>Liabilities:</b>						
Accounts payable	\$ 79,973	\$ -	\$ -	\$ 22,233	\$ -	\$ 102,206
Due to other funds	1,113	-	-	7,500	-	8,613
Matured bonds payable	-	135,000	-	-	-	135,000
Matured interest payable	-	281,762	-	-	-	281,762
Accrued liabilities	21,564	-	101,594	314,236	-	437,394
Unearned revenue	-	75,815	-	-	-	75,815
<b>Total liabilities</b>	<b>102,650</b>	<b>492,577</b>	<b>101,594</b>	<b>343,969</b>	<b>-</b>	<b>1,040,790</b>
<b>Fund Balances:</b>						
Nonspendable	520	-	48,196	75,633	150	124,499
Restricted	-	1,723,108	350,043	1,495,396	638,269	4,206,811
Unassigned	2,130,022	-	-	-	-	2,130,022
<b>Total fund balances</b>	<b>2,130,542</b>	<b>1,723,108</b>	<b>398,244</b>	<b>1,571,019</b>	<b>638,419</b>	<b>6,461,332</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 2,233,192</b>	<b>\$ 2,215,683</b>	<b>\$ 499,838</b>	<b>\$ 1,914,988</b>	<b>\$ 638,419</b>	<b>\$ 7,502,727</b>

# CAFR: Financial Section

- Statement of Revenue, Expenditures and Changes in Fund Balances – Governmental Funds (Page 14 of 2015 CAFR)
  - Shows all funds and Cornerstone component units
  - Revenues, Expenditures, Other Financing Sources (Uses) and Beginning and Ending Fund Balances

CITY OF BELLE ISLE, FLORIDA  
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES  
IN FUND BALANCES  
GOVERNMENTAL FUNDS  
Year Ended September 30, 2015

	General Fund	Debt Service Fund	Cornerstone Charter High School	Cornerstone Charter Academy	Total Revenue Funds	Total Governmental Funds
<b>Revenues:</b>						
Taxes:						
Property taxes	\$ 2,508,028	\$ -	\$ -	\$ -	\$ -	\$ 2,508,028
Franchise and utility	452,110	-	-	-	-	452,110
Licenses and permits	129,175	-	-	-	-	129,175
Intergovernmental	1,524,848	-	2,523,334	6,718,854	8,767,036	10,814,968
Charges for services	549,205	10,000	-	186,147	745,352	891,199
Fees and fines	4,623	-	-	-	-	4,623
Other nonfundraising	2,330	213	-	-	2,543	2,543
Investment income	12,427	228,882	28,242	95,117	364,668	364,668
Miscellaneous	1,212,329	947,113	1,441,884	6,839,428	10,440,754	10,440,754
<b>Total revenues</b>	<b>6,122,329</b>	<b>1,276,215</b>	<b>2,471,456</b>	<b>6,839,428</b>	<b>16,710,428</b>	<b>16,710,428</b>
<b>Expenditures:</b>						
General government:						
Council	200,000	-	-	-	-	200,000
Public safety	2,000,000	-	-	-	-	2,000,000
Physical environment	1,000,000	10,000	-	-	10,000	1,010,000
Human services	2,000,000	-	2,437,104	6,344,264	8,781,368	8,801,368
Debt service	-	-	-	-	-	-
Finance	110,240	105,800	-	-	216,040	216,040
Interest and other charges	230,000	300,000	-	-	530,000	530,000
Total expenditures	4,570,240	715,800	2,437,104	6,344,264	14,067,408	14,067,408
Change in fund balances:						
Other financing (loaned/repaid)	462,089	235,917	111,580	388,584	1,208,170	1,208,170
Capital assets	21,888	-	-	-	21,888	21,888
Total other financing sources	483,977	235,917	111,580	388,584	1,220,068	1,220,068
Net change in fund balances	483,977	235,917	111,580	388,584	1,220,068	1,220,068
Fund balances - beginning	1,948,100	1,462,211	200,000	1,175,440	4,785,851	4,785,851
Fund balances - ending	<b>\$ 2,432,077</b>	<b>\$ 1,698,128</b>	<b>\$ 311,580</b>	<b>\$ 1,564,024</b>	<b>\$ 6,005,919</b>	<b>\$ 6,005,919</b>

# City of Belle Isle Website - Finance

- <http://www.cityofbelleislefl.org/#!/finance/clcl>

**BELLE ISLE FLORIDA**

HOME GOVERNMENT DEPARTMENTS RESIDENTS BUSINESS NEWS CONTACT

**FINANCE**

The Finance Department is responsible for all accounting, financing, purchasing and treasury activities.

For more information, contact the Finance Director.

**Annual Budget**

The budget process is a complete financial plan of all city funds and activities for the ensuing fiscal year. The fiscal year begins on the first day of October and ends on the last day of September.

The City Manager submits the budget proposal to the City Council on or before the first Council meeting of August. The budget is submitted with an accompanying message from the manager explaining it both in brief terms and in terms of policy programs.

The Council action on the budget includes two public hearings. These hearings allow citizens the opportunity to change the budget by adding or decreasing any programs or amounts, except prohibited by law. Council members then vote to adopt the budget.

**Capital Improvement Program (CIP)**

The CIP is a five-year plan that identifies projects and purchases, and acts as a link between the annual budget and strategic plan.

**Comprehensive Annual Financial Report (CAFR)**

The CAFR is a complete set of financial statements presented in conformity with accounting principles generally accepted by the United States (GAAP) and is audited by a firm of independent public accountants.

The CAFR is prepared in four sections:

1. Independent Citizens' Basic Information including table of contents, letter of transmittal and an organizational chart.
2. AFIC AUDIT SERVICES Due Sept 2015  
Closed Sept 1, 2015 5:00pm
3. ORANGE COUNTY TAX COLLECTOR
4. STATEMENT OF REV & EXP
5. CHECK REQUESTS REVIEW
6. 05/2014 2014 CAFR
7. 05/2013 2013 Advanced Budget 05/07
8. 05/2013 2013 Advanced Budget 05/02/14
9. 05/2013 2013 CAFR
10. \* Accounting Resolution 13-01
11. \* Accounting Resolution 13-02
12. \* Accounting Resolution 13-03
13. \* Accounting Resolution 13-04
14. \* Accounting Resolution 13-05
15. 05/2013 2013 Budget 05P
16. \* Accounting Resolution 13-02
17. 05/2012 2012 Budget 05P
18. \* Accounting Resolution 13-02
19. \* Accounting Resolution 13-03
20. 05/2012 2012 CAFR
21. 05/2011 2011 Budget 05P 03/03

Created by aip & amccormack

# Monthly Reports: Posted to Website

- Statement of Revenues & Expenditures

**STATEMENT OF REVENUE AND EXPENDITURES**

2016	2015	2014
Rev & Exp 03/30/16	Rev & Exp 12/30/15	Rev & Exp 01/28/16
Rev & Exp 02/29/16	Rev & Exp 10/31/15	Rev & Exp 04/09/16
Rev & Exp 01/30/16	Rev & Exp 09/29/15	Rev & Exp 04/29/16
	Rev & Exp 08/29/15	Rev & Exp 05/27/16
	Rev & Exp 07/27/15	Rev & Exp 07/29/16
	Rev & Exp 06/29/15	Rev & Exp 08/22/16
	Rev & Exp 05/27/15	Rev & Exp 09/30/16 Updated 1/6/2017
	Rev & Exp 04/28/15	Rev & Exp 10/29/16
	Rev & Exp 03/31/15	Rev & Exp 12/02/16
	Rev & Exp 02/23/15	
	Rev & Exp 01/06/15	
	Rev & Exp 01/27/15	

April 5, 2016 02:19 PM CITY OF BELLE ISLE Page No: 1  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
001-311-100	AD VALOREM TAX	0.00	2,588,182.00	0.00	2,319,071.87	0.00	249,110.13-	90
001-312-410	LOCAL OPTION GAS TAX	0.00	218,474.00	0.00	90,750.83	0.00	127,723.17-	42
001-314-100	UTILITY SERVICE TAX - ELECTRICITY	0.00	138,125.00	0.00	72,487.42	0.00	65,637.58-	52
001-316-000	LOCAL BUSINESS TAX - OCCUPATIONAL LICENSES	25.00	6,000.00	0.00	7,210.29	0.00	1,210.29	120
001-321-000	BUILDING PERMITS	0.00	85,000.00	0.00	106,204.19	0.00	21,204.19	125
001-323-100	FRANCHISE FEE - TELECOMMUNICATIONS	0.00	242,236.00	0.00	57,230.91	0.00	185,005.09-	40
001-323-400	FRANCHISE FEE - GAS	0.00	2,000.00	0.00	2,810.14	0.00	810.14	141
001-323-700	FRANCHISE FEE - SOLID WASTE	0.00	14,000.00	0.00	11,732.25	0.00	2,267.75-	84
001-329-000	ZONING FEES	0.00	8,000.00	0.00	26,748.28	0.00	18,748.28	334
001-329-100	PERMITS - GARAGE SALE	0.00	233.00	0.00	300.00	0.00	67.00	136
001-329-130	BOAT RAMPS - DECAL AND REG	0.00	500.00	0.00	165.00	0.00	335.00-	33
001-329-900	TREE REMOVAL	0.00	2,000.00	0.00	1,975.50	0.00	24.50-	99
001-330-000	IMPACT FEES - RESIDENTIAL - SCHOOL	0.00	0.00	0.00	5,683.95	0.00	5,683.95	0
001-334-400	OCPS - SRD GRANT	0.00	7,562.00	0.00	0.00	0.00	7,562.00-	0
001-334-500	BYRNE GRANT - TRAFFIC CONTROL BSPO	0.00	0.00	0.00	0.00	0.00	0.00	0
001-334-510	BYRNE GRANT-TECHNOLOGY UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00	0
001-334-530	BYRNE GRANT - TECHNOLOGY UPGRADES	0.00	0.00	0.00	0.00	0.00	0.00	0
001-334-600	FOOT GRANT - ELECTRONIC TRAFFIC IMPRINT	0.00	0.00	0.00	8,170.00	0.00	8,170.00	0
001-335-110	STATE SHARED REVENUE	0.00	292,259.00	0.00	140,985.72	0.00	151,273.28-	48
001-335-150	ALCOHOLIC BEVERAGE LICENSE TAX	0.00	1,000.00	0.00	48.94	0.00	951.06-	5
001-335-180	HALF-CENT SALES TAX	0.00	1,005,722.00	0.00	407,709.62	0.00	598,012.38-	41
001-337-200	SRD - CHARTER CONTRIBUTION	0.00	37,000.00	0.00	0.00	0.00	37,000.00-	0
001-341-900	CHARITATIVE FEES	0.00	0.00	0.00	280.00	0.00	280.00	0
001-342-900	FINGER PRINTING FEES - OTHER	0.00	150.00	0.00	840.00	0.00	690.00	560
001-343-410	SOLID WASTE FEES - RESIDENTIAL	0.00	468,520.00	0.00	432,858.27	0.00	36,661.83-	92
001-343-800	SERVICE CHARGE - OTHER PHYSICAL ENV	0.00	10,000.00	0.00	1,400.00	0.00	8,600.00-	10
001-347-400	SPECIAL EVENTS - SERVICE CHARGE	0.00	0.00	0.00	11.00	0.00	11.00	0
001-351-000	JUDGMENT & FINES	0.00	500.00	0.00	0.00	0.00	500.00-	0
001-351-100	JUDGMENT & FINES - MOVING VIOLATIONS	0.00	12,000.00	0.00	10,568.99	0.00	1,431.01-	91
001-358-200	SEIZED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0
001-358-210	EVIDENCE CONVERSION	0.00	0.00	0.00	167.47	0.00	167.47	0
001-359-000	JUDGMENT & FINES - PARKING VIOLATIONS	0.00	500.00	0.00	135.00	0.00	365.00-	27
001-362-100	INTEREST - GENERAL FUND	0.00	400.00	0.00	1,289.44	0.00	889.44	350
001-362-000	RENTAL PROPERTY	0.00	10,000.00	0.00	1,050.00	0.00	8,950.00-	10
001-364-000	DISPOSITION OF FIXED ASSETS	2,000.00	0.00	0.00	2,700.00	0.00	2,700.00	0
001-366-000	CONTRIBUTIONS & DONATIONS	0.00	500.00	0.00	0.00	0.00	500.00-	0

# Monthly Reports: Posted to Website

- Detailed Check Register

April 5, 2016  
02:20 PM

CITY OF BELLE ISLE  
Check Register By Check Date

Page No: 1

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Range of Checking Accts: OPERATING      To Last      Range of Check Dates: 03/01/16 to 03/31/16  
 Report Type: All checks      Report Format: Detail      Check Type: Computer: Y      Manual: Y      01r Deposit: Y

Check #	Check Date	Vendor	Item	Description	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num	
PO #								Contract	Ref Seq Acct	
OPERATING      Operating Account										
6792	03/02/16	ACWREC	1	ACE WRECKER SERVICE					356	
16-00490			1	TOW FOR RECOVERED STOLEN VEHIC	50.00	001-521-00-4900	Expenditure		13 1	
OTHER CURRENT CHARGES										
6793	03/02/16	ADVANCEA	1	ADVANCEA ADVANCE AUTO PARTS					356	
16-00486			1	MARINE OUTBOARD OIL	19.89	001-521-00-4920	Expenditure		9 1	
16-00487			1	WIPER BLADES VEH 201	23.58	001-521-00-4610	Expenditure		10 1	
16-00500			1	BATTERIES FOR KEYLESS ENTRY	14.51	001-521-00-4610	Expenditure		23 1	
REPAIRS AND MAINTENANCE - VEHICLES										
REPAIRS AND MAINTENANCE - VEHICLES										
					57.98					
6794	03/02/16	ARROW	1	ARROW LOCKSMITH, CO.					356	
16-00496			1	CITY HALL LOCK CHANGE OUT	1,149.42	001-519-00-4600	Expenditure		19 1	
REPAIRS & MAINTENANCE										
6795	03/02/16	CDW	1	CDW GOVERNMENT LLC					356	
16-00489			3	BROTHER P1 ROLLS CASE W/DECU	210.00	001-521-00-6400	Expenditure		12 1	
16-00502			1	BROTHER P1 ROLL CASE W/DECU	630.00	001-521-00-6400	Expenditure		25 1	
MACHINERY & EQUIPMENT										
MACHINERY & EQUIPMENT										
					840.00					
6796	03/02/16	DRAGE	1	DEBAUBIEN, KNIGHT, SIMMONS,					356	
16-00497			1	SERVICES THRU 1/31/16	16.50	001-519-00-3110	Expenditure		20 1	
LEGAL SERVICES										
6797	03/02/16	EXPRESS		EXPRESS EMPLOYMENT PROFESSIONA					356	

## Insurance for Council/Mayor

- For newly elected, you are eligible for dental/vision insurance beginning June 1.
  - City pays 100% dental and vision insurance for you. You can elect to cover dependents as well and cost must be remitted to City each month.
- Annually, open enrollment is in September for October 1.

Thank you!



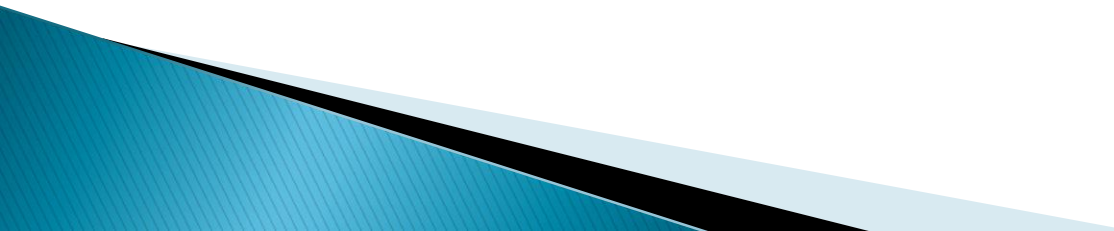
# Code Enforcement Overview

May 3, 2016



# PURPOSE

Code enforcement exists to promote, protect and improve the safety, health and welfare of our citizens. This is accomplished by providing equitable and effective enforcement of city codes.



# Code Enforcement Goal

**VOLUNTARY  
COMPLIANCE**



# Enforcement

- ▶ Enforces codes/ordinances approved by the City Council.
- ▶ Does not enforce HOA by-laws/rules.
- ▶ All city ordinances can be found in [www.municode.com](http://www.municode.com)

# Florida Statute 162

- ▶ Code Enforcement follows the procedures/process outlined in F.S. 162
  - Reasonable Amount of Time
  - Hearing Procedures
  - Service
  - Fine Schedule

# Methods

The following are methods used by code enforcement:

- Proactive enforcement
- Face-to-face contact
- Telephone Calls
- Walk-in
- Email
- Public Works
- Police Department
- Orange County
  - Code enforcement, property appraiser, comptroller, tax office, DEP, Health Department, etc
- Internet sites
  - Google, whitepages.com, yellowpages.com
  - Craigs list
  - Ebay
  - Real estate websites (realtor.com, Zillow, Trulia, etc)
  - Rental websites (rent.com, VRBO, airbnb, etc)

# Plain View

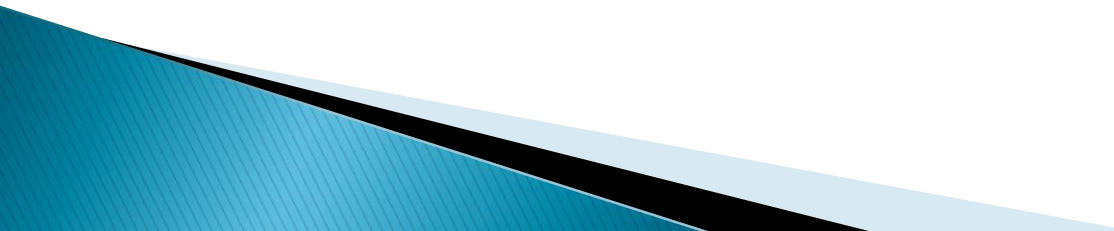
## If I Can't See It, I Can't Cite It

Code Enforcement can only cite what can be seen in plain view.

- No climbing, ladders, chairs, boxes, entering private property.
- Can only cite what can be seen from sidewalk, street, driveway. Unobstructed viewing from a neighbor's property (with their permission) is allowed.
- Pictures provided by neighbors is allowed and can be used to issued Notices of Violation.

# Violation Process

## Compliance

- Courtesy NOV issued, compliance timeframe (24 hours – 7 days).
  - Compliance met – case closed
  - Notice of Violation issued with 5–30 days for compliance.
  - Compliance met – Case Closed.
- 



# Courtesy Notices of Violation

## Courtesy Notice of Violation



DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

(Please include address and/or unit number if applicable)

### Chapter 10, ART V, Sec. 10-153 Grass, Landscaping, Lot Maintenance

The accumulation of rank growth of weeds, grass, invasive species, trees, plants or undergrowth in the condition that may serve to communicate fire or serve as a breeding place or harbor insects, rodents, snakes, vermin or other pests is prohibited on any property zoned or used for residential purposes.

City of Belle Isle  
Code Enforcement  
1600 Nela Avenue  
Belle Isle, FL 32809  
407-851-7730

Your cooperation is appreciated

## Courtesy Notice of Violation



DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

(To avoid further action please report any meter failures within 7 days of receiving this notice)

### WATERING Chapter 32, ART II, Sec. 32-31 (c)

Watering permitted only on designated days per St. Johns River Water Management.

#### Daylight Savings Time:

Odd Number Addresses - Wednesday & Saturday  
Even Number Addresses - Thursday & Sunday

#### Eastern Standard Time:

Odd Number Addresses - Saturday only  
Even Number Addresses - Sunday only

City of Belle Isle  
Code Enforcement  
1600 Nela Avenue  
Belle Isle, FL 32809  
407-851-7730

Your cooperation is appreciated

City of Belle Isle  
Courtesy Notice of Violation  
Code Enforcement  
1600 Nela Ave., Belle Isle FL 32809

ADDRESS \_\_\_\_\_

Vehicle parked on yard: \_\_\_\_\_  
**Immediately & Permanently remove vehicle from yard.** (Vehicle must be on a prepared surface)

Recreational unit: \_\_\_\_\_  
(Recreational Vehicle, utility trailer, watercraft unit)  
(Must be screened from view or in an enclosed garage)  
**Immediately & Permanently remove from property.**

Commercial vehicle: \_\_\_\_\_  
**Immediately & Permanently remove from property or store in an enclosed garage.**

Vehicle posted for sale: \_\_\_\_\_  
(Must apply/obtain a vehicle for sale permit)  
**After the fact fee applied, must pay \$ \_\_\_\_\_**

Vehicle parked on right of way: \_\_\_\_\_  
**Immediately & Permanently remove from ROW**  
(Parking Citation may be issued for this violation)

Abandoned or discarded, inoperative, dismantled, wrecked motor vehicle and/or Expired Registration.  
**Immediately & Permanently remove vehicle or store in enclosed garage.**

OTHER: \_\_\_\_\_

Code Enforcer: \_\_\_\_\_

Date: \_\_\_\_\_

Call City Hall @ (407) 851-7730 for Violation Inspection.  
If Violation is not corrected you will be taken before  
Code Enforcement Board and/or Citation Issued.

# Notice of Violation



## NOTICE OF VIOLATION

City of Belle Isle, Code Enforcement Division, 1600 Annis Avenue, Belle Isle, FL 32809

ADDRESS: \_\_\_\_\_

M.O.V. ISSUE DATE: \_\_\_\_\_

COMPLIANCE DATE: \_\_\_\_\_  
(And must thereafter remain in compliance)

ISSUED BY: \_\_\_\_\_  
Phone #: 407.861.7780

**Failure to comply with this notice may result in prosecution before the Code Enforcement Special Magistrate.**

**Landscaping** – CC Chap 10, ART V, Sec 10-158(a)(1)  
The accumulation of limb growth or weeds, grass, invasive species, trees, plants or undergrowth is the condition that may occur in some public area or space as a breeding place or harbor for insects, rodents, snakes, lizards or other pests or parasites.

**Trash & Debris** – CC Chap 10, ART V, Sec 10-152(a)  
All exterior property and premises must be maintained in a neat, safe and sanitary condition. All exterior property shall be free from any accumulation or buildup of garbage.

**Outdoor Storage** – CC Chap 10, ART V, Sec 10-158  
No outdoor storage will be permitted on any residential property. Items considered outdoor storage are objects or items commonly stored outdoors and are visible from any public street, sidewalk, alley or from the ground level of abutting property.

**Fences** – CC Chap 10, ART V, Sec 10-152(b)  
Fences shall be kept in good repair free from holes, cracks, breaks, loose or missing material, missing, mold or rust.

**Exterior Structures** – CC Chap 10, ART V, Sec 10-154(b)(1)  
All exterior surfaces including, but not limited to, doors, floors, window frames, porches, terraces, fences, and walls shall be maintained in good condition.

- Swimming Pools** – CC Chap 10, ART V, Sec 10-156 – swimming pools, spas and hot tubs shall be maintained in a clean and safe condition, in good repair, and shall be kept free of accumulation of water, algae growth and rust.
- [DC Chap 50, ART IV, Sec 50-107(d)(2) – Enclosure requirements – every pool shall be enclosed by a barrier fence at least four feet in height. A screen enclosure pursuant to subsection (a)(5) of this section may be substituted for the barrier fence.

**Stormwater** – CC Chap 10, ART IV, Sec 10-112(f)  
Pouring of saw filings, leaves, branches, site construction material, dirt, dumping of soil that obstruct storm water flow is prohibited.

**Building Permits** – LDC Chap 54, ART 1, Sec 54-8  
Building permits shall be required for all construction work within the city and released from city prior to commencing work.

**Tree Removal** – LDC Chap 48, ART III, Sec 48-63(d)  
No tree shall be removed from any developed property and no land clearing for development shall occur in the city without the owner first obtaining a permit from the city. All commercial tree removal services must be registered with the city under a contracting work.

**Boat Docks & Repair** – LDC Chap 48, ART IV, Sec 48-31(e)  
Dock maintenance & repair – The owner of property on which a dock is located is responsible for maintaining a dock in safe and usable condition.

**Vehicle Parking** – CC Chap 30, ART III, Sec 30-75  
Any motor vehicle when parked in the front yard of a residential property shall be parked on the driveway or on a surface specifically designated for parking. No vehicle shall be permitted to be parked on the right-of-way between the edge of the street and private roadway lines within residential areas.

**Vehicle Sales** – CC Chap 30, ART III, Sec 30-78  
For motor vehicles for sale, all vehicles shall be parked in any residential property within the city for the purpose of displaying the vehicle for sale without a permit issued by the city. A city issued "For Sale" sign shall be displayed on vehicle being sold.

**Abandoned/Vehicle/Junked Vehicles** – CC Chap 30, ART II, Sec 30-31  
No person shall park, store, leave, or permit the parking, storing or leaving of any vehicle of any type which is in an abandoned, wrecked, dismantled, partially dismantled, severely rusted, non-operative, derelict, or junked condition upon any public or private property within the city unless enclosed within a building or parked inside a garage. No vehicle can be parked or stored without valid registration tag.

**Trailers, RV's, Watercraft** – CC Chap 30, ART III, Div 2, Sec 30-133  
No recreational vehicle or utility trailer shall be parked, stored or kept in the front yard of any property. Watercraft may be stored in front of property and are subject to the following restrictions: not to exceed 25 feet in length, must be on a watercraft trailer and parked on a registered surface consisting of concrete, pavement, asphalt, gravel or mulch. Only 1 watercraft and trailer may be kept in the front yard.

**Commercial Vehicles** – CC Chap 30, ART III, Div 2, Sec 30-102  
No parking of commercial vehicles or construction equipment on private or public property is prohibited within the city, except in the case of deliveries or labor services being performed, or in public utility vehicle that is kept by an employee of such utility for emergency purposes; this includes vehicles which carry power, sewer, telephone and cable, electricity. A commercial vehicle is defined as having a gross weight exceeding 15,000 lbs, length greater than 21 feet, height exceeding 20 feet, gross weight more than 10,000 lbs, external load or equipment racks, vehicles marked and used for transporting passengers such as tour vans, limousines or charter vans.

**Occupational License** – CC Chap 28, ART IV, Sec 28-91  
Occupational license is required to operate a business within the city limits.

**Numbering of Buildings** – CC Chap 6, ART II, Sec 6-21  
All buildings within the city shall have address number affixed to building or structure visible from the street.

**Rents Registrations** – CC Chap 7, Sec 7-26  
An annual license is required for the rental of a building for residential dwelling in the city.

**Portable Storage Units (PODS)** – LDC Chap 50, ART IV, Sec 50-102(e)  
A permit is required for the placement of a portable storage unit on residential property within 72 hours of placement.

**Watering** – CC Chap 32, ART II, Sec 32-33(c)  
Watering permitted only on designated days per St. John's River Water Management. Watering Scheduling Times:  
- Odd Number Addresses – Tues & Sat/Even Number Addresses – Thurs & Sunday  
- Even Number Addresses – Monday and Friday/Even Number Addresses – Sunday only

**OTHER/DETAILS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Violation Process

## Non-Compliance

- Courtesy NOV issued, compliance timeframe (24 hours - 7 days).
  - Property inspected on compliance due date.
  - Compliance not met - Pictures taken and Notice of Violation issued with 5-30 days for compliance.
  - Property Inspection on compliance due date.
  - Compliance Not Met - Pictures taken, Pre-Notice of Hearing Letter sent with 5 days for compliance.
  - Property Inspected.
  - Property not in compliance after Pre-NOH - Pictures taken and a hearing is scheduled before the Special Magistrate.
  - Affidavit of Non-Compliance filled out and notarized.
  - Notice of Hearing prepared and delivered (post property, post at city hall, certified mail, first class mail) 10 days before hearing.
  - Affidavit of Posting/Mailing filled out and notarized.
  - Inspect property and take pictures morning of hearing
  - Hearing - if found guilty 7 days from issuance of final orders is given to correct, if not corrected then fines start.
  - Violation corrected - affidavit of compliance filled out, signed and notarized, case closed.
  - Violation Not Corrected - affidavit of non compliance and affidavit to impose fines are filled out, signed and notarized.
  - Fines paid - case is closed and affidavit of compliance is filled out, signed and notarized.
  - Fines not paid and property not in compliance 20 days after final order issued then Order to Impose Fines/Liens is prepared and sent to Special Magistrate for signature. Lien information is sent to Orange County Comptrollers office for recording (\$53.00 recording fee). Affidavit of service signed, and notarized.
  - Fines will run daily until paid and lien is released by the city.
  - Fines run for 20 years. City can only foreclose on non-homestead properties.
- ▶ Properties in compliance can still be brought before the Special Magistrate. If found guilty by the Special Magistrate no fines will be imposed but if the same violations happens again at the same property within 5 years the violation will be treated as a repeat and is subject to fines of up to \$500 and no reasonable time to correct the violation has to be given.



# Pre-Notice of Hearing



## CITY OF BELLE ISLE, FLORIDA

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

### **FINAL NOTICE**

Date:

Property Owner:

Re: Code violation at \_\_\_\_\_, Belle Isle, FL 32812-1068

Parcel ID:

Dear Property/Business Owner:

You have been cited for one or more violations for the above address. To date, these issues have not been resolved. This matter is being prepared for the next meeting of the City of Belle Code Enforcement Special Magistrate hearing scheduled for \_\_\_\_\_ at 10:00 a.m. in city council chambers.

Notice of this meeting will be sent by certified mail, delivered by the Belle Police Department or posted on your property prior to the meeting. Being found in violation by the Special Magistrate may result in a fine of up to \$250.00 per day, per violation.

**Violations must be corrected by Friday, \_\_\_\_\_ to avoid a hearing.**

**If the violations you have been cited for are corrected, please inform us immediately.**

#### **VIOLATION(S):**

**CC Chap 10, ART V, Sec 10-152(a) Trash and Debris. All exterior property and premises must be maintained in a clean, safe and sanitary condition. All exterior property shall be free from any accumulation or rubbish or garbage.**

**CC Chap 10, ART V, Sec 10-158 No outdoor storage will be permitted on any residential property. Items considered outdoor storage materials not customarily stored outdoors and are visible from any public street, sidewalk, alley or from the ground level of abutting properties.**

**CC Chap10, ART V, Sec 10-154(b)(1)- All exterior surfaces, including, but not limited to, doors, door & window frames, porches, trim, fences, and walls shall be maintained in good condition.**

#### **Date Notice of Violation Issued :**

Sincerely,

Robyn Winters  
Code Enforcement Officer  
City of Belle Isle  
1600 Nela Avenue  
Belle Isle, FL 32809  
407-851-7730

# Notice of Hearing

## STATEMENT OF VIOLATION – NOTICE OF HEARING CODE ENFORCEMENT SPECIAL MAGISTRATE

### Certified Receipt:

City of Belle Isle, Florida  
Petitioner

Case:  
Date:  
Parcel ID#:

Property Owner(s)  
Respondent(s)

To:

Re: Code Violation at \_\_\_\_\_, Belle Isle, FL 32812-2819

**YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THE CODE ENFORCEMENT SPECIAL MAGISTRATE, CITY OF BELLE ISLE, FLORIDA, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016 at \_\_\_\_\_ am. This hearing will be held at the City of Belle Isle Commission Chambers, 1600 Nela Drive, Belle Isle, FL 32809.**

The purpose of this hearing is for the Code Enforcement Special Magistrate to issue "Findings of Fact" and "Conclusions of Law" relating to violations of the Code of Ordinances. You have been cited with violating the following provisions of:

**CC Chap 30, ART. III, Div 2, Sec 30-133 – No recreational vehicle or utility trailer shall be parked, stored or kept in the front yard of any property.**

**CC Chap 30, ART. III, Sec 30-73 – Any motor vehicle when parked in the front yard of a residential property shall be parked on the driveway or on a surface specifically prepared for parking, pursuant to the requirements for such a surface as described in subsection 30-133(d)(4). CC Chap 30, Sec 30-133(d)(4) Accepted prepared surface materials are: concrete, asphalt or concrete pavers. The prepared surface should cover the entire area under the vehicle.**

The following facts give rise to this alleged violation:  
Utility trailer and van both parked on grass in front yard.

The proposed remedy for this is:  
Move utility trailer to side of house or remove from property. Van needs to be removed from grass in front yard and parked on driveway.

A Notice of Violation was posted at this property on \_\_\_\_\_ with a compliance date of \_\_\_\_\_. Upon inspection of the property on \_\_\_\_\_ and \_\_\_\_\_ the violations have not been corrected.

Should the Special Magistrate find that you are in violation and you do not comply with their determination the Special Magistrate may impose a fine of up to \$750 per day, per violation, until the violation is corrected. Additionally, the cost of repairs, if any, may be assessed against you if the violation is not corrected on time or is a repeat violation. A repeat violation is punishable by a fine not to exceed \$500.00 per violation, per day. Administrative cost also may be assessed against you. If the Code Enforcement Special Magistrate believes that the violation is irreparable or irreversible, the fine may increase to \$5,000.00 per violation. Unpaid fines will result in a LIEN being recorded against any non-exempt real or personal property owned by the violator (F.S. 162.09).

You have the right to be represented by an attorney and to respond and present evidence and witnesses at the scheduled hearing. You may also have other rights which are set forth in the City of Belle Isle Code of Ordinances. Any person appealing a decision made by the Code Enforcement Special Magistrate, with respect to any matter considered at such hearing, must ensure that a verbatim record of the proceeding is made which includes the Testimony and Evidence upon which the Appeal is made. The City of Belle Isle does not provide this record. Anyone requiring accommodations in order to participate under the American with Disabilities Act should contact the A.D.A. Coordinator at (407) 851-7730 five days prior to the meeting.

Code Enforcement Officer for the City of Belle Isle

PERSONALLY APPEARED before me, the above signed authority \_\_\_\_\_ who is personally known to me, and acknowledged that he/she did execute the foregoing statement, and did not take an oath.

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Notary Public, State of Florida

AFFIDAVIT OF SERVICE: Service was made on \_\_\_\_\_ (Resident Name)

(Age & Relationship to Respondent: \_\_\_\_\_), at \_\_\_\_\_ AM/PM,

\_\_\_\_\_, 2012, by \_\_\_\_\_ of the Belle Isle Police Department

Officer Name

Officer Signature

My signature verifies proper service per FS 162.12

Per FS 162.12(c) and (d) valid service includes:

Leaving the notice at the violator's usual place of residence with any person residing therein who is above 15 years of age and informing such person of the contents of the notice; or

In the case of commercial premises, leaving the notice with the manager or other person in charge.

PERSONALLY APPEARED before me, the above signed authority \_\_\_\_\_ who is personally known to me, and acknowledged that he/she did execute the foregoing Statement, and did not take an oath.

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Notary Public, State of Florida

# Special Magistrate

3 pieces of information that are ***REQUIRED*** to be presented to the Special Magistrate at every hearing:

- Ordinance
- Proof of Service
- Evidence

# Fine Schedule

Fines can be imposed on properties not brought into compliance and found guilty at a hearing before the Special Magistrate.

## Fine Schedule:

- Up to \$250.00 per violation, per day for first offense – reasonable time given to correct violation
- Up to \$500.00 per violation per day for repeat offense – reasonable time not given.
- Up to \$5,000.00 for irreparable/irreversible or poses a serious public safety threat.
- Plus a \$100.00 administrative fee whether guilty or not





04/17/2013 09:21













04.13.2015 14:26

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04/26/2016 08:36





04/26/2016 08:36





02.06.2015 10:21





01.29.2015 12:07





11/12/2015 10:32





03/01/2013 10:11





04.14.2015 08:16









04.09.2015 11:10





04.09.2015 11:17





02/07/2012 09:44





10.17.2014 09:21





12.11.2013 14:08





07/19/2013 09:18













11/06/2015 10:43





11/06/2015 10:42





11/06/2015 10:52