RESOLUTION NO. 16-R51

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA, **ESTABLISHING THE BUDGET REVIEW COMMITTEE**; RESPONSIBILITIES OF THE COMMITTEE, ELECTION OF PRESIDING OFFICER, MEETINGS, AND QUORUM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission has determined that there is a need for citizen input into the budgetary process so as to best promote the health, safety, financial soundness, and general welfare of the City of Fort Pierce; and,

WHEREAS, this input may be most efficiently obtained by the use of a review committee to assist and make recommendations on the budgetary process.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Fort Pierce, Florida as follows:

SECTION 1. The City of Fort Pierce, Florida hereby establishes a Budget Review Committee.

SECTION 2. The Budget Review Committee shall be composed of seven (7) members appointed by the City Commission. Members must be city residents in order to serve. One (1) Committee member shall be appointed by each City Commissioner and the Mayor. Two (2) at-large Committee members shall be appointed by majority vote of the City Commission. The initial term for the two (2) at-large members shall be for a period of two (2) years. The initial term for the remaining five (5) members shall be for a period of four (4) years. Thereafter, appointments shall be made for a term of four (4) years in the same manner as first appointed. Whenever a vacancy occurs on the Committee, the City Commission shall fill the vacancy for the remainder of the term within thirty (30) days after the vacancy occurs.

SECTION 3. When appointing members, expertise shall be the prime consideration of the City Commission. The expertise of applicants shall be determined by whether an applicant possesses an established financial background. This may include an educational background, experience, or both in a government budget process or private sector budget process, accounting experience, or high level financial management experience such as a Chief Financial Officer that has directly overseen

budgetary processes, including the preparation and implementation of a budget for a large organization or company.

SECTION 4. The Committee shall elect one of its members as a Chairperson and one as a Vice Chairperson. Elections shall be held at the first regularly scheduled meeting, or as soon thereafter as practical, after appointment of the Budget Review Committee. The Chairperson shall preside and conduct meetings of the Budget Review Committee. The Vice Chairperson shall act in the absence of the Chairperson. The term of the Chairperson and Vice Chairperson shall be for one year. A vacancy in the office of Chairperson or Vice Chairperson shall be filled at the earliest possible date by the Committee by the election of one of its members to fill the unexpired term.

SECTION 5. The Committee shall meet at least once per month unless there is no business to transact by the day before the regular meeting date. Special meetings may be called by a majority vote of the members of the Budget Review Committee or as requested by City Commission.

SECTION 6. All meetings of the Committee shall be open to the public. City staff shall be responsible for recording minutes for all meetings of the Budget Review Committee. Minutes of the meetings and records shall be filed in the appropriate offices of the City and shall be public records.

SECTION 7. A majority of the Committee membership shall constitute a quorum for the transaction of business; providing, however, that no official action shall be taken by the Committee without the concurring vote of a majority of all members present at such meeting.

SECTION 8. Responsibilities of the Budget Review Committee shall include, but not be limited to, the following duties:

A. Review the City Manager's proposed budget and capital improvements program and provide recommendations of expenditure/revenue allocations.

B. Review the Strategic Plan as part of the budget process.

C. Review financial management policies and provide recommendations for revisions, where appropriate.

D. Address any other financial matters as requested by the City Commission.

SECTION 9. The Committee may review the City's financial activity on a quarterly basis and report to the City Commission any concern it may have, based upon majority vote of the Committee, in maintaining a balanced budget and good financial management.

SECTION 10. This resolution shall take effect immediately upon its adoption.

IN WITNESS WHEREOF, this Resolution has been duly adopted this 21st day of November, 2016.

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Linda Hudson
Mayor Commissioner

ATTEST:

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Linda Cox, City Clerk

Approved as to Form
And Correctness:

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James M. Messer, Esq.
City Attorney