



City of Largo Agenda Item 6

Meeting Date
05/15/18

Presenter: **Henry Schubert, City Manager**

Department: **AD – Administration**

TITLE:

RESOLUTION NO. 2209 - AMENDING THE DUTIES AND RESPONSIBILITIES OF THE FINANCE ADVISORY BOARD AND AMENDING PROCEDURES FOR REMOVAL OF BOARD MEMBERS

The changes to the Finance Advisory Board duties and responsibilities proposed in this resolution are a result of several months of planning and input from the City Commission and advisory board members. The changes include shifting the focus of the board to a more strategic and policy oriented perspective in an effort to improve the value and quality of recommendations made by the board to the City Commission.

Additionally, provisions have been added to the resolution outlining the procedures for removing board members. The number of meetings board members can be absent have also been updated from 3 to 2 meetings.

Budgeted Amount: Budget Page No(s).: Available Amount: Expenditure Amount:

Additional Budgetary Information:

Funding Source(s): Sufficient Funds Available: Yes No Budget Amendment Required: Yes No Source:

City Attorney Reviewed: Yes No N/A
Advisory Board Recommendation: For Against N/A
Consistent With: Yes No N/A

Potential Motion/ Direction Requested:

Staff Contact:

Attachments:

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RESOLUTION NO. 2209

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LARGO, FLORIDA, AMENDING RESOLUTION NO. 1903, AS AMENDED, BY AMENDING THE PROCEDURES FOR REMOVAL OF FINANCE ADVISORY BOARD MEMBERS; AMENDING THE DUTIES AND RESPONSIBILITIES OF THE BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Largo, Florida, by Resolution No. 1903, as amended by Resolution Nos. 1918, 2038, and 2138 established the Finance Advisory Board; and

WHEREAS, the City Commission desires to amend the procedures for the removal of the Finance Advisory Board Members; and

WHEREAS, the City Commission desires to amend the duties and responsibilities of the Finance Advisory Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LARGO:

SECTION 1. Legislative Policy 1, as it relates to the Finance Advisory Board, as amended by Resolution Nos. 1918, 2038 and 2138, is hereby amended to read as follows:

FINANCE ADVISORY BOARD

Establishment and Terms of Office:

The Finance Advisory Board shall be comprised of seven (7) residents of the City of Largo to be appointed by the mayor and city commission. Existing terms of the members of the Finance Advisory Board as of the date of passage and adoption of this Resolution shall continue in force. Thereafter, the mayor and each commissioner shall appoint one (1) resident to serve as a member of the Board with initial terms as follows:

- ~~1. Upon the expiration of the terms of the three (3) current board member's whose terms expire in November 2015, the Mayor, Commissioner Seat #3, and Commissioner Seat #4 shall each appoint one (1) member to the Board for a term to expire in November 2016, when the current term of the mayor or commissioner who appointed the member expires.~~
- ~~2. Upon the expiration of the term of the current board member whose term expires in November 2016, Commissioner Seat #2 shall appoint one (1) member to the Board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.~~
- ~~3. Upon the expiration of the term of the current board member whose term expires in November 2017, Commissioner Seat #5 shall appoint one (1) member to the Board for a term to expire in November 2019, when the current term of the commissioner who appointed the member expires.~~
- ~~4. Commissioner Seat #1 and Commissioner Seat #6 shall each appoint one (1) new member to the Board for a term to expire in November 2018, when the current term of the commissioner who appointed the member expires.~~

~~After the expiration of the initial terms stated above, the mayor and each commissioner shall appoint one (1) member to the Board for a term of four (4) years to run concurrently with the term of office for the mayor or commissioner who appointed the member. In the event of vacancy for whatever cause, a replacement shall be appointed to the vacant position by the mayor or commissioner who appointed the predecessor member to the vacant position, and who shall serve under the same terms and conditions as the predecessor member for the remainder of the predecessor's term. In addition to the voting Board members, there shall be a non-voting staff liaison to act as consultant, coordinator and recording secretary designated by the City Manager. The staff liaison shall be responsible for providing the Board with all information and documents necessary to perform its duties.~~

The Board shall select a Chairperson and Vice-Chairperson annually and shall establish rules of procedure as the Board may deem appropriate to carry out its purpose duties and responsibilities. A quorum of four (4) voting members shall be sufficient to conduct business. Board members absent without prior notice for more than three (3) two (2) consecutive meetings, or for a majority of the meetings in a single appointment year (the one year period measured from the date of the member's appointment), shall be considered

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automatically removed and subject to replacement as previously provided. Each Board member shall serve at the pleasure of the City Commission. The City Commission may remove any Board member at anytime without cause.

The time, place and frequency of meetings shall be determined by the Board, provided that all meetings take place after 5:00 pm and in a City facility. All members and all meetings of the Board shall comply with the Florida Sunshine/Public Records Law. Copies of meeting agendas and minutes shall be provided to the City Commission and made available to other City Advisory Boards. Communication with other Advisory Boards is encouraged to facilitate a broader perspective when making recommendations to the City Commission ~~on matters of City-wide concern.~~

Duties and Responsibilities:

The Board shall ~~advise and make~~ policy-level recommendations from a strategic perspective to the City Commission ~~in the following issues areas:~~

- a) The City Manager's Proposed Budget, including:
 - ~~1.~~ Property tax millage rate
 - ~~21.~~ New Revenue sources or changes to existing revenues
 - ~~32.~~ Service and staffing levels level changes and whether changes are aligned with strategic priorities
 - ~~4.~~ Program and project costs, especially costs related to revenue increases
 - ~~53.~~ Effectiveness of ~~the~~ budget document as ~~to content and format~~ a communication tool

- b) The City Manager's Proposed Capital Improvement Program (CIP) and Long Range Financial Plan, including:
 - ~~1.~~ Projected property tax millage rates
 - ~~21.~~ Projected new Revenues sources or changes to existing revenues
 - ~~32.~~ Projected service and staffing levels Projected service level changes associated with CIP projects
 - ~~43.~~ Proposed program and project costs, especially costs related to projected revenue increases New CIP projects and whether the projects are aligned with strategic priorities
 - ~~4.~~ Unfunded CIP Projects and whether any unfunded projects should be funded
 - ~~5.~~ Effectiveness of ~~the~~ CIP and Long Range Financial Plan documents as ~~to content and format~~ a communication tool

- e) The Board's review of the above documents should include an evaluation of service level changes, projected tax or fee increases and major projects. The Board's focus should be primarily on whether the documents adequately reflect the needs of the community from a strategic perspective, however the Board may also review and make recommendations on operational items

- c) Plans for new long-term Significant debt commitments, as determined by the City Commission

- d) Undertake sSpecial projects directed by as the City Commission may direct, including changes to major fiscal policies

SECTION 2. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2018.

ATTEST:

City Clerk

CITY OF LARGO, FLORIDA

Mayor

REVIEWED AND APPROVED:

City Attorney