



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
12/18/2019	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	12/18/2019	1/15/2020
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number:	
N/A	N/A	N/A	N/A	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Marie M. Gouin, Director	Budget & Program Monitoring	
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> Financial	<input checked="" type="checkbox"/> Organizational Capacity	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Development, Redevelopment and Economic Development	
Implementation Timeline				
Estimated Start Date: N/A		Estimated End Date: N/a		

SHORT TITLE:

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, CODIFYING SECTION 2-109 "BUDGET OVERSIGHT BOARD" IN CHAPTER 2 "ADMINISTRATION" ARTICLE III "BOARDS, COMMITTEES, DISTRICTS AND AUTHORITIES"; TO APPLY GENERAL ADVISORY BOARD PROVISIONS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

This Ordinance proposes to establish a Budget Oversight Board (the Board) for the City of Hallandale Beach (the City). In the most recent adopted City's Strategic Plan, one of Highest
FILE NO. [19-538]

Priorities is to implement financial and budgeting stabilization practices. To meet this goal, the City will create the proposed oversight board. The Board will assist with gaining citizen feedback, monitor, examine and analyze the City's budget, and make recommendations to the City Commission on budgetary items during the budget development cycle.

Background:

During the Budget Process for FY 19/20, Vice Mayor Javellana requested for staff to look into establishing a Budget Oversight Board for the City. On December 4, 2019, the Vice Mayor made a motion to establish the board and the City Commission unanimously approved the establishment of the Budget Oversight Board.

Current Situation:

As part of the City's Strategic Plan and the desire of the City Commission to stabilize the budget, City staff will facilitate the creation of the proposed oversight board. Details of the board are listed below:

Purpose:

The Board is to provide feedback, insight, and recommendations on a quarterly basis or as requested by the City Commission. In conjunction with City Staff, the Board will present to the City Commission recommendations on budgeting topics such as financial policies, long-term fiscal sustainability, and budget and forecast assumptions. The Board's focus will include:

- Financial Controls Overview: Review revenue and expenditures; Actuals vs. Budget
- Support Community Collaboration and Engagement
- Review metrics and performance measures
- Review the annual audit report
- Recommend priorities for the City's budget

Term:

Each participant is expected to serve for at least 2 years

Composition:

The Board will consist of five (5) members appointed at-large by the City Commission. The five (5) members shall comprise of at least three (3) members from the Finance Related Industry with an active tax receipt and the remainder of the members shall be residents of the City of Hallandale Beach. The Board members will elect a Chair, Vice-Chair and Secretary.

Responsibilities of board members:

- Attend quarterly meetings outlined below
- Assist with promoting community outreach events
- Attend community outreach events
- Review annual financial audits and performance measures
- Recommend long-term Financing and Budget strategies

Stages for Annual Budget Cycle

The proposed Board would meet quarterly before each stage; on certain occasions the Board may meet more than four times a year, as necessary to carry out any Board business, and prepare recommendations for the City Commission. Goals for each stage are as follows in collaboration with City Staff:

- Budget Development stage
 - Assist with gaining citizen feedback

- Prioritize citizen requests/concerns
 - Support City Commission Strategy (updates)
- Budget Approval stage
 - Examine and analyze the budget.
 - Attend City Commission Meetings that will discuss budget items and present feedback to the City Commission on the Recommended Budget
- Monitoring stage
 - Review approved expenditures
 - Review revenue estimates and forecasts
 - Review Metrics and Variance Analysis
- Audit stage - Presentation from Finance Director
 - Compare Comprehensive Annual Financial Report (CAFR)
 - Review performance activity (expenditures)
 - Review annual performance of metrics

Staff Liaison:

Budget Director and Budget staff will host meetings on a quarterly basis

Deliverables:

- Recommendations from the Board to the City Commission for each budget development cycle (annual basis)
- Minutes from each meeting

Why Action is Necessary:

The formation of the Budget Oversight Board requires the approval of the City Commission.

Cost Benefit:

By establishing this oversight board, the City's budget should stabilize by identifying the City's priorities through citizen engagement.

PROPOSED ACTION:

Staff recommends approving the ordinance to create the Budget Oversight Board and for the City Commission to appoint the members as stated above under the "Composition of the Board".

ATTACHMENT(S):

Exhibit 1 – Proposed Ordinance