

**TITLE**

**Budget Policy and Procedures**

**ORG. AGENCY**  
 Blueprint  
 Intergovernmental  
 Agency

**APPROVED**

102.1 STATEMENT OF POLICY

It is the intent of the Blueprint Intergovernmental Agency Board (hereinafter called the “Agency Board”) to provide budget policy and procedures to guide the staff of Blueprint Intergovernmental Agency and the staff of the Office of Economic Vitality (hereinafter collectively called the “Agency”) in their responsibilities related to operating and capital budget activities.

102.2 AUTHORITY

The Blueprint Intergovernmental Agency, created pursuant to Chapter 163.01(7) of the Florida Statutes, has the authority to establish budget policies and procedures to guide the Agency in operating and capital budget activities.

102.3 OBJECTIVE

This policy shall provide the governing principles for the establishment of budget policies and procedures for the Blueprint Intergovernmental Agency projects and the OEV programs.

102.4 SCOPE AND APPLICABILITY

The policy outlined herein shall apply to the Agency and all employees referenced in the joint project management structure involved in any activities associated with Agency operating or capital budgets.

102.5 DEFINITIONS

Citizens Advisory Committee: Referenced in the Interlocal Agreement, this citizens committee serves in an advisory capacity to the Agency.

Budget Amendment: A change in the approved budget, operating or capital, which may involve an appropriation of funds.

Capital Fund: Includes all capital projects for the Blueprint Intergovernmental Agency program.

Capital Improvement Program: Planned infrastructure projects over a specified period of time, generally referred to as a five-year plan.

Finance Committee: Consisting of the County Clerk of the Courts, County Budget Director, Assistant City Manager of Administrative and Professional Services, City Treasurer-Clerk, and the Intergovernmental Management Committee, or their designees, this committee provides expertise and advice on financial issues related to Blueprint Intergovernmental Agency program implementation. Intergovernmental Agency Board of Directors: Governing body, consisting of the City and County Commissions, of the joint project management structure, as provided for in the Interlocal Agreement, as it may be amended from time to time, and generally referred to as the “Agency Board of Directors” or the “Agency Board”.

Interlocal Agreement: The agreement approved by the City Commission and County Commission in September 2000, as amended, which specifies how sales tax proceeds are to be divided and utilized, creates the Blueprint Intergovernmental Agency and related joint project management structure, and lists the projects to be funded by the sales tax extension.

Intergovernmental Management Committee: A committee consisting of the City Manager and County Administrator, as provided for in the Interlocal Agreement.

Operating Fund: Includes the operating budget for the day-to-day operations of the Blueprint Intergovernmental Agency program.

Procedure: The prescribed method or specific course of action that will accomplish the requirements of a policy.

Director of PLACE: The individual responsible for managing and directing the Tallahassee – Leon County Planning Department, Blueprint Intergovernmental Agency and the Office of Economic Vitality, reporting directly to the Intergovernmental Management Committee or their Designees.

Blueprint Director: The individual responsible for carrying out the implementation of the Blueprint 2000 projects and the Blueprint 2020 Infrastructure projects, reporting directly to the Director of PLACE.

Office of Economic Vitality Director: The individual responsible for carrying out the implementation of the Blueprint 2020 Economic Development Programs and the OEV programs, reporting directly to the Director of PLACE.

Technical Coordinating Committee: Staff committee established by the Interlocal Agreement to provide technical and professional advice and expertise on Blueprint Intergovernmental Agency projects and related matters.

## 102.6 ROLES AND RESPONSIBILITIES

- A. All Employees of the Agency, in accordance with the requirements of their positions, shall be responsible for complying with adopted budget policies and procedures.

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- B. Intergovernmental Agency Board of Directors, as the overall governing body for the joint project management structure that administers Agency projects funded by sales tax extension revenues, as referenced in the Intergovernmental Agreement, shall:
1. Provide overall policy direction related to budget activities.
  2. Adopt an annual operating and capital budget and appropriate funding for the upcoming year as described in the appropriations resolution.
  3. Conduct a public hearing on proposed budgets.
  4. Approve budget amendments within the operating and capital funds/projects that exceed the authority of the Intergovernmental Management Committee and between funds; appropriate funds as required.
- C. Intergovernmental Management Committee shall provide overall administration of budget activities for the Blueprint Intergovernmental Agency program. This responsibility shall include:
1. Approving budget amendments between major object classes within the operating fund which do not require an appropriation.
  2. Reviewing budget amendments to the capital budget or between the operating and capital budgets as recommended by Agency staff for submittal to the Intergovernmental Agency Board.
  3. Reviewing and recommending proposed operating and capital budget programs to the Intergovernmental Agency Board.
  4. Recommending amendments to this Budget Policy and approving administrative procedures to ensure consistency and compliance with this Policy.
- D. Director of PLACE or his/her Designee is responsible for
1. Preparing a proposed budget for the operations of the Agency for the ensuing fiscal year and a five-year Capital Improvement Program (CIP), and by June 1 of each year submitting the proposed budgets to the Intergovernmental Management Committee for review and approval.
  2. Ensuring that the proposed budgets are advertised in the newspaper of record and opportunities for public comment scheduled.
  3. Approving budget transfers within major object classes in the operating fund.
  4. Recommending operating and capital budget amendments to the Intergovernmental Management Committee and the Intergovernmental Agency.

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- 5. Executing all budget amendments approved by the Agency Board, Intergovernmental Management Committee, and those within designated managerial authority.
- E. City of Tallahassee Department of Administrative and Professional Services shall ensure that all funds are properly received, managed and accounted for and all investment income earned shall accrue to the sales tax extension funds.
- F. City of Tallahassee Treasurer - Clerk's Office shall ensure that all funds received by the Agency are invested like other public funds by the appropriate fiscal officers of the City of Tallahassee.
- G. The Blueprint Attorney in his/her capacity as legal advisor to the Director of PLACE and Agency staff, in consultation, with the Agency Board Attorney, as legal advisor to the Board, and, as needed, the City/County Attorney/Office, shall be responsible for ensuring that all legal requirements are met with regard to budget activities.
- H. Finance Committee shall be responsible for
  - 1. Providing recommendations to the Intergovernmental Management Committee, the Director of PLACE, the Blueprint Director, and Intergovernmental Agency Board relating to overall financing strategies for Blueprint Intergovernmental Agency projects.
  - 2. Reviewing annually the year-end statements and providing comments as necessary.

## 102.7 PROCEDURES

- 1. Fiscal Year: The fiscal year for the Intergovernmental Agency shall extend from October 1 to September 30.
- 2. Appropriation of funds for operating and capital budgets: The budget resolution shall be prepared that lists the sources of revenue for the operating and capital budget, and shall authorize carryover of the fund balance, including project balances, requisitions and encumbrances, as automatic re-appropriations to the capital budget.
- 3. Budget Process: The Director of PLACE, in consultation with the Blueprint Director and the OEV Director, shall develop a proposed operating budget for the upcoming fiscal year and a five-year capital improvement program, and shall submit proposed budgets to the Intergovernmental Management Committee by (June 1<sup>st</sup>). This committee shall provide input/comments on the proposed budgets to the Director of PLACE by (June 15<sup>th</sup>). Upon receipt of these comments, the Director of PLACE shall forward the proposed budgets to the Intergovernmental Agency Board and place the proposed budgets on the meeting agendas for the next Blueprint Intergovernmental Agency Technical Coordinating Committee, Citizens Advisory Committee, and Finance Committee meetings. Concurrently he or she shall schedule an opportunity for preliminary public comment in conjunction with one of the above meetings. The proposed budgets shall also be placed on the agenda for consideration by the Intergovernmental Agency Board during the regularly scheduled September meeting.

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4. Advertising of Proposed Budget and Opportunities for Public Comment: Pending receipt of comments from the Intergovernmental Management Committee, the proposed budget shall be advertised in the newspaper of record and provide an opportunity for public comment. Subsequent to the Intergovernmental Agency Board's initial consideration of the proposed budget, a second opportunity for public comment in August/September in conjunction with the Agency Board's adoption of the budget resolution shall be provided. Said hearing will not conflict with the Leon County School Board's scheduled public hearings.
5. Budget Amendments: Authority for approving budget amendments is defined in the following chart.

Director Of PLACE	Amendments to line items within major object classes in the operating budget
Intergovernmental Management Committee	Amendments to line items between major object classes in the operating budget that do not require an appropriation
Intergovernmental Agency	Amendments between the operating and capital funds and those that require an appropriation Board of Directors

## 102.8 ADDITIONAL PROVISIONS AND EXCEPTIONS

1. All expenditures by the Agency for the operations of the Blueprint Intergovernmental Agency program and projects funded through the sales tax shall conform to the budget as approved by the Intergovernmental Agency Board and no expenditures shall be made in excess of the appropriation unless an additional appropriation therefore shall be made and then approved by said Board.

## 101.9 SUNSET REVIEW

The Budget Policy shall be reviewed no later than five years from the effective date. The Director of PLACE shall submit the policy to the Agency Board for review at least 90 days prior to the sunset review date. If no action is taken on the policy prior to the sunset review date, the policy will automatically extend for another five-year period or until the Agency revises or terminates the policy.

## 101.10 EFFECTIVE DATE

This policy will become effective October 1, 2002. Revisions to this policy will become effective immediately upon approval of the Agency Board.

Revised: February 21, 2017  
December 10, 2020