AGENDA

CITIZENS' BUDGET ADVISORY BOARD

Regular Meeting No. 2018-02
Tuesday, March 13, 2018 – 6:30 P.M.
City Hall Council Chambers, 120 Malabar Road, SE

CALL TO ORDER:

ROLL CALL:

ADOPTION OF MINUTES:

1. Regular Meeting No. 2018-01; February 12, 2018.

PUBLIC COMMENTS: (Non-agenda items only)

Public Comments on Agenda Items – Individuals wishing to speak on specific agenda items can do so at the time the item is being considered by the Board. The Chairperson will ask if there are any public comments prior to the Board taking action on the item. All speakers will be limited to three (3) minutes each.

OLD/UNFINISHED BUSINESS:

1. Adoption of by-laws

NEW BUSINESS:

1. Presentation

OTHER BUSINESS:

ADJOURNMENT:

If an individual decides to appeal any decision made by the Citizens' Budget Advisory Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Finance Department at (321) 952-3418 or Florida Relay System at 711.

CITY OF PALM BAY, FLORIDA

CITIZENS' BUDGET ADVISORY BOARD
REGULAR MEETING NO. 2018-01

Held on Tuesday, the 12th day of February 2018, at the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida.

The meeting was called to order at the hour of 6:29 P.M.

ROLL CALL:

MEMBER:	Dawn Bittar	Present
MEMBER:	David Hernandez	Present
MEMBER:	John Mongioi	Present
MEMBER:	Aaron Parr	Present
MEMBER:	Vacant	--
MEMBER:	Charles Radley	Present
MEMBER:	Traci Hildreth	Present

CITY STAFF: Present was Terese Jones, City Clerk; Gregg Lynk, City Manager; Yvonne McDonald, Finance Director.

PUBLIC COMMENTS:

☞Public comments were heard after Other Business.

☞The Board concurred to consider Item No.1, under New Business, at this time.

1. **Election of Chairperson and Vice Chairperson.**

Motion by David Hernandez, seconded by Charles Radley, to elect Dawn Bittar as the Chairperson. Motion carried unanimously. Election of the Vice Chairperson was considered under New Business.

PRESENTATION:

1. **Review of the Sunshine Law – Andrew Lannon, City Attorney.** Mr. Lannon reviewed the Sunshine and Public Records Laws. He explained the duties and expectations of the Board.

NEW BUSINESS:

1. **Election of Chairperson and Vice Chairperson.**

Motion by John Mongioi, seconded by David Hernandez, to elect Aaron Parr as the Vice Chairperson. Motion carried unanimously.

2. **Review and adoption of by-laws.**

Mrs. Jones advised that under Article III, Section 3, board members were required to attend mandatory trainings regarding the budget process. She advised there would be a budget training for all City departments on Tuesday, February 20, 2018, at 9:00 A.M. Board members were invited to attend. Mr. Lynk advised that there were no other trainings scheduled at this time. He provided a brief overview of the budget process.

Per Article V, Section 6, Mrs. Jones asked if the Board was interested in implementing a curfew. Mr. Mongioi agreed with having a curfew. Mr. Radley asked the purpose. Mrs. Jones explained that regardless of whether there were items left on the agenda for the Board's consideration, the meeting would adjourn at a specified time. Any unfinished business would be carried over to the next board meeting. Mrs. Jones said the curfew would also depend on the start time of the meetings. There was discussion on the beginning time of the meetings.

Mr. Hernandez felt that the board should be finished with its business by 9:00 P.M. Ms. Bittar said that there may be an urgent matter that would need to be addressed and the meeting would have to be extended. Mrs. Jones advised that a provision could be included that, by majority vote of the Board, the meeting could be extended for fifteen (15) or thirty (30) minute increments. Ms. Bittar felt that fifteen (15) minutes was sufficient. The Board concurred.

Motion by David Hernandez, seconded by Aaron Parr, to set the regular meeting times at 6:30 p.m. and the curfew time of 9:00 p.m., with the stipulation that the Board could vote to extend the meeting in fifteen (15) minute increments. Motion carried unanimously.

There was discussion on the limitation for public comments. The agenda currently reflected three (3) minutes. Mr. Hernandez said the Board should wait to see if it became an issue. Mrs. Jones advised that at any meeting, by a majority vote of the Board, the time limit could be increased.

Motion by Dawn Bittar, seconded by David Hernandez, to limit public comments to three (3) minutes. Mr. Radley preferred five (5) minutes. Mr. Mongioi felt there would not be many public comments and agreed with five (5) minutes. Ms. Hildreth mentioned the

rules of the Council meetings and felt it would be a good idea to keep it consistent. Motion carried unanimously.

Mrs. Jones asked that the Board consider what day(s) it preferred to hold the meetings. Mr. Hernandez suggested Thursdays or Fridays, as he was typically out of town on Mondays. Mrs. Jones advised that Thursdays were held for regular City Council meetings, or in case of special meetings or workshops. She added that the Board did not have to hold a meeting if there was no business to consider.

Motion by David Hernandez, seconded by Aaron Parr, to schedule the meetings on the second Tuesday of each month unless there was no business to discuss. Motion carried unanimously.

Ms. Bittar asked how the Board would be notified of upcoming meetings and items of business for the agenda. Mrs. Jones advised that staff would poll the Board for any agenda items. Ms. Bittar asked if a new budget would be available after the February 20th training session. Mr. Lynk said that the preliminary budget for next year would not be provided to Council until July. Mrs. McDonald further explained the timeline of the budget process.

Mr. Lynk said that as the Board reviews the budget, members may have questions that could be asked as the budget was being prepared. Mr. Mongioi suggested that the Board not wait to be asked if it had questions, but begin reviewing the budget and think of areas that the Board would like addressed. He recommended that the Board look over the General Fund expenditures and pick an area or department it wanted to seek further detail. Ms. Bittar asked that Mr. Mongioi bring forth an item at the next meeting for discussion.

Ms. Bittar asked how far in advance an agenda item would need to be submitted to staff. Mrs. Jones advised that the agenda had to be distributed five (5) days in advance of the meeting. She requested that agenda items be submitted at least seven (7) days in advance of the meeting. The Board concurred.

3. Discussion of City funds and budget process overview.

Mr. Lynk asked that the Board review the presentation provided regarding the various funds and budget process.

4. Consideration of regular meeting dates/times.

The item was considered earlier in the meeting under Item No. 2, New Business.

OTHER BUSINESS:

Mrs. Jones announced that the next meeting was scheduled for Tuesday, March 13, 2018, 6:30 p.m.

☞**PUBLIC COMMENTS:**

There were no public comments.

ADJOURNMENT:

There being no further business, the meeting adjourned at the hour of 7:46 P.M.

☞Indicates item was considered out of sequence or added to the agenda.

City of Palm Bay, Florida

CITIZENS' BUDGET ADVISORY BOARD
BY-LAWS

ARTICLE I
PURPOSE AND INTENT

Section 1. The purpose and intent of the Board is to provide impartial and independent overview, analysis and advice to the City Council regarding the City's budget and to assist the City Council in maintaining fiscal responsibility by ensuring efficient and effective spending practices. The Board fulfills this purpose by reviewing and making recommendations to City council regarding proposed budgets and budget amendments submitted by the City Manager, or the City Manager's designee to the City Council.

ARTICLE II
COMPOSITION

Section 1. The Board shall be comprised of seven (7) members appointed by the City Council. The City Manager and Finance Director or their respective designees shall serve as ex-officio members who shall only have voting rights in the event of a vacancy.

ARTICLE III
TERMS OF OFFICE

Section 1. Appointments.

A. Each Council seat shall appoint one (1) member. Subsequent appointments shall coincide with the seat and the term of office of the Councilmember.

B. Two (2) at-large members shall be appointed by a majority of City Council.

C. Members shall be residents of the City of Palm Bay for at least one (1) year and or be the owner of a business located within the City of Palm Bay for at least one (1) year with a valid business tax receipt. Member must remain a City of Palm Bay resident and/or the owner of a business located within the City of Palm Bay throughout the term of the member's appointment.

D. Members shall be qualified voters within the City.

Section 2. Initial terms.

A. The initial term and subsequent terms shall be as follows:

1. Two (2) at-large members appointed for a term of four (4) years;
2. Council Seats 1, 2, 3 – members shall serve until November 2020;
3. Council Seats 4 and 5 – members shall serve until November 2018.

B. Thereafter, all subsequent terms shall convene with the appointing Councilmember's term of election.

Section 3. Mandatory Training.

A. The board members shall attend mandatory trainings regarding the budget process, basic governmental accounting practices, review of budgeting policies and the Government-in-the-Sunshine and Public Records Laws of the State of Florida.

Section 4. Members may only be removed as set forth in Article VI, Business, Section 5, Absences and Vacancies, Paragraph A, of the by-laws.

ARTICLE IV
OFFICERS

Section 1. The Board shall select its own Chairperson and Vice Chairperson and such other officers, as it deems appropriate. The Chairperson and Vice Chairperson shall serve for a term of two (2) years. The Vice Chairperson shall automatically succeed chairperson.

A. Chairperson. The Chairperson shall serve as presiding officer at all meetings of the Board and shall conduct said meetings as specified herein. It shall be the duty of the Chairman to sign the minutes of all meetings upon their approval by the Board.

B. Vice Chairperson. The Vice Chairperson shall preside in the absence of the Chairperson and assume other duties as designated by the Chairperson and the Board. In the event of the death or resignation of the Chairperson, the Vice Chairperson shall automatically succeed the duties of the Chairperson. The Board shall appoint a new Vice Chairperson.

Section 2. In the absence of the Chairperson and Vice Chairperson, the remaining members shall select a member, by consensus of those members present at the meeting, who shall assume the duties of the Chairperson.

ARTICLE V
MEETINGS

Section 1. Organizational Meeting. At its organizational meeting, the board shall:

A. Determine its regular meeting date and time; and

B. Elect a Chairperson and Vice Chairperson

Section 2. Meetings.

A. Regular meetings will be held once a month or less frequently if the Board determines there is insufficient business to warrant a meeting. However, the Board shall have at least one regular meeting per year. All meetings will be held in the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay.

B. Notice of regular meetings shall be given to the Board members and news media at least five (5) days in advance of the meeting and shall be in accordance with the provisions of the Florida Sunshine Law, Chapter 286, Florida Statutes.

C. A regular meeting may be continued if all business cannot be conducted on the noticed date; no further public notice shall be necessary for resuming such meeting provided the time, date and place or resumption is stated at the time of continuance, unless additional notice is required by law.

D. If a quorum is not present at a meeting, the meeting will be canceled. No business, formal or informal, may be discussed by the members in attendance.

Section 3. Special and Workshop Meetings.

A. Special or workshop meetings may be called by the Chairperson, a majority of the members of the Board, or a majority of the City Council.

B. Notice of special meetings shall be given to all Board members and news media at least twenty-four (24) hours, and for workshop meetings at least five (5) days in advance of the meeting and shall be in accordance with the provisions of the Florida Sunshine Law, Chapter 286, Florida Statutes.

C. In no event shall official action be taken by the Board at any workshop meeting.

D. If a quorum is not present at a meeting, the meeting will be canceled. No business, formal or informal, may be discussed by the members in attendance.

Section 4. When a member is unable to attend a meeting, he/she shall notify the Staff Liaison either in writing or orally at least twenty-four (24) hours prior to the time set for the meeting.

Section 5. Whenever there is no business or when a majority of the members notify the Staff Liaison of inability to attend a meeting, the Staff Liaison may cancel the meeting by giving written or oral notice to all members as soon as possible. Said notice shall be posted in a conspicuous place within or at the scheduled meeting place and news media shall be notified of the cancellation.

Section 6. The curfew for all meetings shall be 9:00 P.M., except that upon a motion for each, fifteen (15) minute extensions may be approved by a majority vote of the Board to continue past the adjournment hour.

ARTICLE VI
BUSINESS

Section 1. Quorum

A. A quorum shall consist of a majority of the appointed board members for the purpose of conducting business and exercising the powers of the Board. Neither the City Manager nor the Finance Director count towards the quorum requirement.

Section 2. Recognition of the Chairperson.

A. Board members desiring to speak shall address the Chairperson, and upon recognition by the Chairperson, shall confine himself/herself to the subject matter under discussion.

Section 3. Voting.

A. The vote of a majority of those members present shall be necessary to decide matters before the Board.

B. Voting shall be by voice vote and shall be recorded by an individual "yea" or "nay".

C. A tie vote on a motion shall constitute a failure of the motion.

D. Members of the Board shall be bound by the voting provisions set forth in Florida Statues, Section 112.3143, Voting Conflicts, notwithstanding the provisions of Florida Statues, Section 112.3143(3) (b).

E. No member shall vote by proxy on any matter before the Board.

Section 4. Order of Business.

A. The order of business shall be in substantially the following format and may be added to or deleted from by a majority vote of the Board:

Call to Order
Roll Call
Adoption of Minutes
Public Comments
Old/Unfinished Business
New Business
Other Business
Adjournment

B. The Board may utilize the Consent Agenda to act upon routine items which are not controversial in nature and which do not need further discussion. The Chairperson and a Staff Liaison shall select the items to be placed on the Consent Agenda.

Section 5. Absences and Vacancies.

A. The position of any member who fails to attend three (3) consecutive regular meeting or a total of five (5) meetings shall automatically forfeit their appointment. The Chairperson or Staff Liaison shall notify the Office of the City Clerk of any vacancy, at which time the process to fill the vacancy shall be implemented.

B. The position of any member who ceases to be qualified pursuant to Article III, Section 2, herein, shall automatically be vacated.

C. Resignations shall be in writing addressed to the Chairperson or the Staff Liaison by mail, email or delivered in person.

D. The Chairperson or Staff Liaison shall notify the Office of the City Clerk of any vacancy during a term, due to a resignation, death, or non-qualification of a member. The vacancy shall be filled in accordance with Article III, Section 2.

E. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired term of office.

Section 6. The members of the Board shall comply with Florida Statues, Chapter 112, Part III code of Ethics for Public Officer and Employees and subsequent amendments thereto (Ethics and Financial Disclosure).

ARTICLE VII
DUTIES AND RESPONSIBILITIES

Section 1. The duties and responsibilities of the Board shall be as follows:

A. Provide input to the City Council on improving transparency and communication of the budget to the public.

B. Provide recommendations to the City Council regarding the development of the annual budget.

C. Advise the City Council on service levels priorities, critical needs and emergencies. Matters subject to labor bargaining or related to special districts will not be within the scope of the Board's deliberations.

D. Review the City Manager's proposed budget, capital improvement plan, budget amendments and budget update after the city Manager or his designee presents the item to City Council.

E. The Board's review of the proposed budget item should focus on the following:

1. Any adverse effect on the availability of professional or occupational services to the public;
2. How the proposed budget affects economic development job creation or retention; and,
3. Potential for cost savings and revenue-generating opportunities.

F. Recommendations submitted to City Council shall be in writing and submitted no later than fourteen (14) calendar days after distribution of the proposed budget to City Council of each year regarding the budget for the upcoming fiscal year.

G. The Chairperson or a member selected by the Board may give a presentation to the City Council during the first Public Budget Workshop.

ARTICLE VIII
RECORDS

Section 1. All records of the Board shall be open to public examination. The inspection and duplication of records shall be in accordance with the provisions of chapter 119, Florida Statues, Public Records Law.

Section 2. The maintenance and retention of records of the Board shall be in accordance with the State's General Records Schedules as established by Chapter 257, Florida Statutes.

ARTICLE IX
AMENDING THE BY-LAWS

Section 1. The Board shall make and adopt such by-laws, rules and regulations for its own guidance, as it may deem expedient and not inconsistent with law. A recommendation or amending the by-laws may take place at any meeting of the Board, regular or special. Any change shall be made by a majority vote of the members at the meeting following such a recommendation to give all members sufficient notice for the amending the by-laws.

ARTICLE X
DISSOLUTION

Section 1. The Citizens' Budget Advisory Board shall serve at the pleasure of the City Council and shall cease to exist as an advisory board upon adoption of an ordinance by the City Council for dissolution of the Board.

Adopted:

WELCOME

BUDGET ADVISORY COMMITTEE
(MARCH 13, 2018)

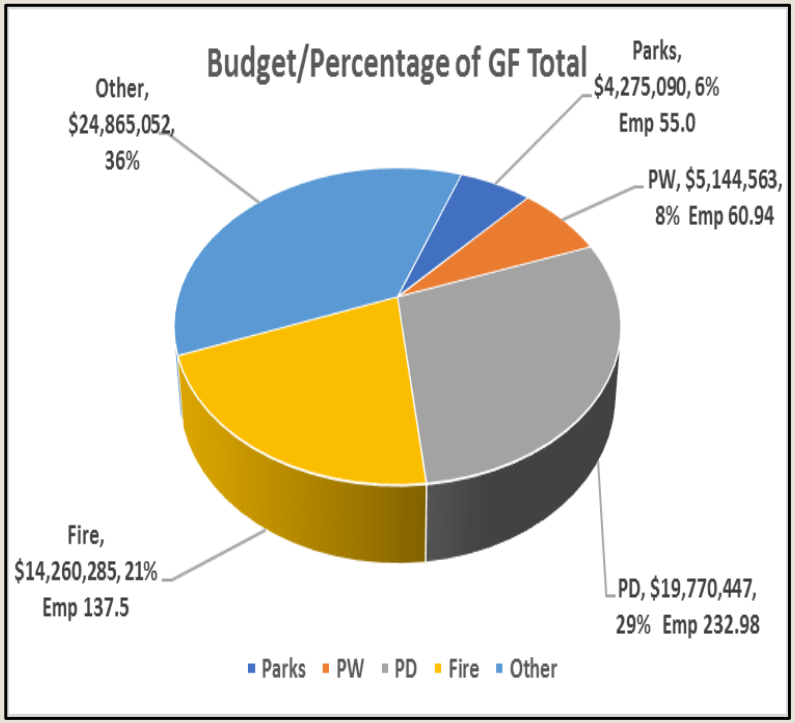
2018 Budget

GF Dept	Personnel	Operating	Capital	Contribs	Debt	Transfers	Total
Legislative	586,617	122,565	0	0	0	0	709,182
City Manager	697,650	97,485	0	0	0	0	795,135
City Attorney	276,942	300,730	0	0	0	0	577,672
Procurement	457,064	10,960	0	0	0	0	468,024
Finance	1,304,786	99,996	0	0	0	0	1,404,782
C&IT	1,307,048	1,399,102	725,061	0	0	0	3,431,211
HR	529,969	185,838	0	0	0	0	715,807
Growth Mgmt	1,193,137	204,975	0	0	0	0	1,398,112
EDEA	342,091	304,541	0	50,000	0	0	696,632
Parks	3,045,441	1,229,649	0	0	0	0	★ 4,275,090
Facilities	987,356	1,570,325	0	0	0	0	2,557,681
Police	18,737,258	1,033,189	0	0	0	0	★ 19,770,447
Fire	13,729,198	531,087	0	0	0	0	★ 14,260,285
Public Works	4,023,308	1,121,255	0	0	0	0	★ 5,144,563
Non-Dept	0	5,462,302	0	0	129,262	6,519,250	12,110,814
Total	47,217,865	13,673,999	725,061	50,000	129,262	6,519,250	68,315,437

★ *= 4 Departments represented by Unions*

MAJOR DRAWS ON GENERAL FUND (2018)

General Fund:	Budget	% of GF	Emps
Parks	$4,275,090	6.3%	55
Public Works	$5,144,563	7.5%	60.94
Police	$19,770,447	28.9%	232.98
Fire	$14,260,285	20.9%	137.5
Other	$24,865,052	36.4%	
Total:	**$68,315,437**		



General Fund - Adopted Budget

	General Fund - Adopted Budgets								
	2010	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**
	61,609,129	64,754,678	56,125,635	55,062,487	55,863,218	58,553,889	60,949,527	64,227,340	68,315,437
% increase from previous year		*5.11%*	*-13.33%*	*-1.89%*	*1.45%*	*4.82%*	*4.09%*	*5.38%*	*6.37%*
Total % increase from 2010 to 2018									**10.89%**

Employee Unions in City

Union	Represents	Contract Expiration Date	2013	2014	2015	2016	2017	2018 Dec	Total Change 2013 to 2018
FOP	*Police*	*9/30/2018*	153	153	154	154	153	153	0
IAFF	*Firemen*	*9/30/2018*	118	118	120	120	120	120	2
NB	*Public Works/ Parks & Rec/ Heavy Equip. Operator/Maint*	*9/30/2019*	165	176	173	186	187	190	25
NW	*Clerical*	*9/30/2019*	126	125	124	121	127	129	3
General		*No contract*	163	170	177	195	195	199	36
			725	742	748	776	782	791	66

COST & COMPARISON OF PERSONNEL (DEC. 2017)

All Funds:							
DEPARTMENT:	Total# Emps	Total Personnel Dept	Total Personnel Budget / Total Emps in Dept	% Diff from Parks	% Diff from Public Works	% Diff from Police	% Diff from Fire
Public Works	128.32	$8,449,478	$65,846.93	18.9%	0.0%	-17.5%	-34.1%
Parks	55	$3,045,441	$55,371.65	0.0%	-15.9%	-30.6%	-44.5%
Police	235.68	$18,800,897	$79,772.98	44.1%	21.1%	0.0%	-20.1%
Fire	137.5	$13,729,198	$99,848.71	80.3%	51.6%	25.2%	0.0%

PENSION COSTS

General Fund - Pension Bond Debt Payments:	Actuals FY 2010	Actuals FY 2011	Actuals FY 2012	Actuals FY 2013	Actuals FY 2014	Actuals FY 2015	Actuals FY 2016	Actuals FY 2017	Budget FY 2018
04 Pension Bonds - Fund 214	310,735	322,635	343,869	361,433	381,232	399,471	414,903	191,518	125,000
08 Pension Bonds - Fund 218	1,760,000	1,781,000	1,920,121	1,788,422	668,669	0	0	0	0
13 Pension Bond Refunding - Fund 221	0	0	0	0	2,505,305	2,972,838	2,970,210	2,964,567	3,508,501
16 Portion 04 Refunding - Fund 226	0	0	0	0	0	0	0	211.460	308.404
Total Pension Bonds Debt Payments	**2,070,735**	**2,103,635**	**2,263,990**	**2,149,855**	**3,555,206**	**3,372,309**	**3,385,113**	**3,367,544**	**3,941,905**
Required Pension Contributions									
Police Pension Contributions	472.381	857.588	1.173.14	1.269.810	1.730.607	1.811.98	1.651.02	1.115.056	1.753.785
Fire Pension Contributions	930,055	1,248,4	769,860	1,479,896	1,889,000	1,976,3	2,065,8	2,195,957	2,410,622
Total Police and Fire Contributions	**1,402,436**	**2,106,068**	**1,943,006**	**2,749,706**	**3,619,607**	**3,788,313**	**3,716,857**	**3,311,013**	**4,164,407**
Total Pension Contributions and Debt Pymts =	**3,473,171**	**4,209,703**	**4,206,996**	**4,899,560**	**7,174,814**	**7,160,622**	**7,101,970**	**6,678,558**	**8,106,312**
Percentage of Annual Increase	**0**	**21%**	**0%**	**16.46%**	**46.43%**	**0%**	**-1%**	**-5.96%**	**21.38%**

Percentage Increase from 2010 to 2018 = 133%

NOTE- Total for FY 2018 is: 12% of FY'18 General Fund Total

CITY PENSION RECIPIENTS

Receiving Pension: Thru 10/1/2016

	FIRE	POLICE	*Total*
Currently Employed with City-Contribution towards Pension	108 active	143 active	*251*
Retired and Receiving Pension Payments	84	108	*192*
			= 443

Receiving Pension: 2009

	FIRE	POLICE	*Total*
Currently Employed with City-Contribution towards Pension	100 active	145 active	*245*
Retired and Receiving Pension Payments	39	55	*94*
			= 339

Therefore:
(443-339) / 339

= 31% increase

(2009 to 2016)