



# **AGENDA**

## **CITIZENS' BUDGET ADVISORY BOARD**

Meeting 2020-09

Wednesday, August 12, 2020 - 6:30 P.M.

City Hall Council Chambers, 120 Malabar Road SE

### **CALL TO ORDER:**

### **ROLL CALL:**

### **ADOPTION OF MINUTES:**

1. Meeting 2020-03: March 11, 2020

### **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.

### **BUSINESS:**

1. Selection of new Vice Chairperson
2. Highlights from the Acting City Manager regarding 8/4/20 Budget Workshop
3. Discuss concerns needed to be shared with City Council

### **ADJOURNMENT:**

Pursuant to Section 286.011, Florida Statutes, Executive Order 20-69, and Palm Bay Resolution 2020-30, notice is hereby given that the Citizens' Budget Advisory Board shall hold the above public meeting on August 12, 2020, beginning at 6:30 P.M. and lasting until the meeting is complete. The meeting will be conducted via communications media technology (teleconference/video conference).

Public comments may be submitted via email at [cbabcomments@palmabayflorida.org](mailto:cbabcomments@palmabayflorida.org). All comments submitted will be included as part of the public record for this virtual meeting and will be considered by the Citizens' Budget Advisory Board prior to any action taken. Comments must be received at least twenty-four (24) hours prior to the meeting and shall have a time limit of three (3) minutes.

**Pursuant to Resolution 2020-30, members of the public wishing to use electronic media when addressing the Citizens' Budget Advisory Board must provide the electronic file to staff for screening no later than 2:00 P.M. on the day of the meeting.**

**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 (Section 286.0105, Florida Statutes). 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**

### **MEETING 2020-03**

Held on Wednesday, the 11th day of March 2020, 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 by Aaron Parr at the hour of 6:31 P.M.

#### **ROLL CALL:**

**CHAIRPERSON:** Dawn Bittar Absent

**VICE CHAIRPERSON:** Aaron Parr Present

**MEMBER:** David Hernandez Absent

**MEMBER:** Asheley Hepburn Present

**MEMBER:** Charles Radley Absent

**MEMBER:** Traci Hildreth Present

**MEMBER:** James Boothroyd Present

**CITY STAFF:** Present was Lisa Morrell, City Manager; Yvonne McDonald, Finance Director.

#### **ADOPTION OF MINUTES:**

##### **1. Meeting 2020-02; February 12, 2020**

Mrs. McDonald announced that the meeting number on the minutes in the agenda packet reflected Meeting 2020-01 instead of 2020-02. Motion by Ms. Hildreth, seconded by Mr. Boothroyd, to adopt the minutes as presented with the meeting number revision as announced. Motion carried unanimously.

#### **PUBLIC COMMENTS:**

There were no public comments.

#### **NEW BUSINESS:**

##### **1. Additional Date Council Chambers reserved for CBAB meetings**

Mr. Hepburn stated that the dates would not be acceptable for him because of work meetings scheduled on Tuesday.

Motion by Mr. Boothroyd, seconded by Mr. Hepburn, to accept the additional dates to hold the Chambers for the CBAB meetings. Motion carried unanimously.

## **2. Board Member Absences**

Chairperson Parr asked everyone to make an effort to attend the meetings. He stated they could revisit the by-laws if necessary.

## **3. FY 20 1<sup>ST</sup> Budget Amendment Approved by City Council**

Chairperson Parr pointed out that not all expenditures on the Budget Amendment were not coming out of General Fund.

The City Manager reviewed/highlighted items on the Budget Amendment.

## **4. Budget Item Discussion/Presentation (Aaron Parr)**

Chairperson Parr requested that a budget calendar, similar to the one presented last year, be provided to the Board.

Mr. Hepburn wanted to review a copy of the City's Budget Manual and FY 21 Budget presentation made to staff.

Chairperson Parr requested that the board members present any concerns regarding the budget at the next two meetings.

Mr. Hepburn did not want department presentations to the Board and felt it should go through the City Manager. He said the Board should review items by function, i.e., Public Safety, Parks and Recreation, Administration etc., and look at current year budget and look at where there were gaps in function performance and things were not being done.

A list of items requested last year that were not funded last year was requested.

Chairperson Parr challenged the Board to reach out to the community for their opinions on what was important.

Mr. Hepburn said a Strategic Plan was needed, a 5-year plan to use as a resource plan. City Manager would be doing so with new council after 2020 election.

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**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:45 P.M.

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Aaron Parr, Chairperson

ATTEST:

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Yvonne McDonald, Finance Director