

## CITY OF PALM BAY, FLORIDA

### CITIZENS' BUDGET ADVISORY BOARD REGULAR MEETING NO. 2019-01

Held on Tuesday, the 8th day of January 2019, 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 Dawn Bittar at the hour of 6:40 P.M.

#### ROLL CALL:

<b>MEMBER:</b>	Dawn Bittar	Present
<b>MEMBER:</b>	David Hernandez	Absent
<b>MEMBER:</b>	Aaron Parr	Present
<b>MEMBER:</b>	Charles Radley	Present
<b>MEMBER:</b>	Traci Hildreth	Present
<b>MEMBER:</b>	Asheley Hepburn	Present (arrived 6:40 p.m.)
<b>MEMBER:</b>	Vacant	

**CITY STAFF:** Lisa Morrell, City Manager, Suzanne Sherman, Deputy City Manager, Yvonne McDonald, Finance Director

#### ADOPTION OF MINUTES:

Regular Meeting No. 2018-11, October 9, 2018 - Motion made by Mr. Parr, seconded by Ms. Hildreth, to adopt the minutes as recorded. Motion carried unanimously.

#### NEW BUSINESS

##### 1. Overview of the Budget Process and Budget Submission Forms

Ms. Angelica Collins, Fiscal Manager, presented to the Board information on the annual budget process and forms used by departments to submit their budget requests.

Mr. Hepburn asked if the City had a strategic plan. He was informed not current one. Ms. Morrell said the City will look at developing an updated strategic plan for next year. Mr. Hepburn also commented about the board's involvement being pushed back until August. He would like see input from Board, so their involvement precedes the Proposed Budget.

##### 2. Department review in preparation of FY 2020 Budget

Mr. Parr want to hear department regarding their budgets. He went on to explain in detail why.

Councilman Anderson commended the Board for what they were able to accomplish last year in the time and with the information they received.

Ms. Hildreth spoke about the Priority System used during the budget process and why certain requests were identified as not be optional when it came to funding.

Mr. Hepburn requested that departments presentation be presented by fund types.

Motion made by Ms. Bittar, seconded by Mr. Hepburn to invite departments to give a summary of their operations and budgetary needs. Motion carried unanimously.

### **3. Discussion on Road Maintenance.**

Mr. Hepburn distributed a memorandum on establishment of a Road Maintenance Reserve Fund. He recommended that the board adopt a resolution to go to Council regarding establishment of a reserve amount to be allocated for maintenance after the road bond funds are expended in 8 years. After some discussion, it was agreed that he would revise the reserve amounts to be recommended and bring back before the board at the February meeting.

### **OTHER BUSINESS:**

Mr. Hepburn informed the board that having meetings on the 2<sup>nd</sup> Tuesday of the month is the same date he has work commitments and requested the board considering changing to another day. Staff to check with the City Clerk's Office on other days the Council Chambers would be available to accommodate the requested change and report back at the February meeting.

### **ADJOURNMENT:**

There being no further business, the meeting adjourned at the hour of 8:35 p.m.