



AGENDA
CITIZENS ACCOUNTABILITY TASK FORCE
Meeting 2026-01

Thursday, April 23, 2026 - 6:00 P.M.
Council Chambers, 120 Malabar Road SE, Palm Bay, Florida 32907

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PRESENTATION(S):

1. Patricia Smith, City Attorney – Overview of the Florida Sunshine Law and Public Records Act.

PUBLIC COMMENTS (Non-agenda Items Only):

Public Comments on Agenda Items – Individuals wishing to address items on the agenda can do so at the time the item is being considered by the Task Force. The Chairperson will ask for public comment prior to the Task Force taking action on the item. Speakers are limited to three (3) minutes each for agenda and non-agenda items.

NEW BUSINESS:

1. Selection of Chair and Vice-Chair.
2. Review and adoption of the Citizens Accountability Task Force bylaws.
3. Discussion of meeting schedule.

ADJOURNMENT:

If an individual decides to appeal any decision made by the Citizens Accountability Task Force 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.

THIS MEETING IS BROADCAST LIVE ON THE CITY'S WEBSITE.

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City of Palm Bay, Florida

CITIZENS ACCOUNTABILITY TASK FORCE

BY-LAWS

ARTICLE I PURPOSE AND INTENT

Section 1. The purpose and intent of the Task Force 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 Task Force 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 Task Force shall be comprised of seven (7) members appointed by the City Council – two (2) at-large members and five (5) individually appointed by a Councilmember.

ARTICLE III TERMS OF OFFICE

Section 1. Initial terms.

- A. The initial term and subsequent terms shall be as follows:
 - 1. Two (2) at-large members appointed for a term of two (2) years;
 - 2. Council Seats Mayor, 2, 3 – members shall serve until November 2029;
 - 3. Council Seats 4 and 5 – members shall serve until November 2026.
- B. Thereafter, all subsequent terms shall coincide with the appointing councilmember's term of election.

Section 2. Appointments.

- A. Each Council seat shall appoint one (1) member. After the initial terms in Section 1 above, subsequent appointments shall coincide with the seat and the term of office of the councilmember.

Section 3. Members may only be removed as set forth in Article VI, Business, Section 5, Absences and Vacancies.

**ARTICLE IV
OFFICERS**

Section 1. The Task Force shall select its own Chairperson and Vice Chairperson. Elections shall be held at the first regularly scheduled meeting each calendar year, or as soon thereafter as practical.

The duties of the Chairperson shall consist of, but not be limited to the following:

1. Be the principal representative of the Task Force and shall preside at all meetings.
 2. Sign minutes upon approval by the Task Force.
 3. Perform all duties incident to the office of the Chairperson and such other duties as may be prescribed by the Task Force.
- A. The duties of the Vice Chairperson shall consist of, but not be limited to, the following:
1. Preside in the absence of the Chairperson and assume other duties as designated by the Chairperson and the Task Force;
 2. In the event of the death or resignation of the Chairperson, the Vice chairperson shall automatically succeed the duties of the Chairperson. The Task Force 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 Task Force 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 monthly, unless the Task Force determines there is insufficient business to warrant a meeting.
- B. Notice of regular meetings shall be given to the Task Force members and news media at least five (5) days in advance. Meetings shall be properly noticed and open to the public.
- C. Special and workshop meetings may be called by the Chairperson, a majority of the members of the Task Force or a majority of the City Council. Special or workshop meeting agendas shall be published no less than forty-eight (48) in advance. Special or workshop meetings shall be properly noticed and open to the public.
- D. Any meeting date may be changed by a majority vote at a regularly scheduled meeting.
- E. A majority of the appointed Task Force members shall constitute a quorum for the transaction of business. No official action shall be taken by the Task Force without the concurring vote of a majority of all members present at such meetings.

Section 3. 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 4. 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 5. The curfew for all meetings shall be **_____ P.M.**

ARTICLE VI BUSINESS

Section 1. Quorum

- A. A quorum shall consist of at **least four (4)** of the members for the purpose of conducting business and exercising the powers of the Task Force.

Section 2. Recognition by the Chairperson.

- A. Task Force 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 Task Force.
- 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 Task Force shall be bound by the voting provisions set forth in Florida Statutes, Section 112.3143, Voting Conflicts, notwithstanding the provisions of Florida Statutes, Section 112.3143(3)(b).
- E. No member shall vote by proxy on any matter before the Task Force.

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 Task Force:

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

Section 5. Absences and Vacancies.

- A. Members must attend at least fifty percent (50%) of each meeting in order to be counted present. (§ 61.07, Code of Ordinances)

- B. Members who fail to attend three (3) consecutive regular meetings or a total of five (5) meetings of any type within a twelve (12) month period shall automatically forfeit their appointments. 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.
- C. Attendance via teleconference shall be allowed if a physical quorum is present.
- D. Resignations shall be in writing addressed to the Chairperson or the Staff Liaison by mail, email or delivered in person.
- E. The Chairperson or Staff Liaison shall notify the Office of the City Clerk of any vacancy during a term due to resignation or death.
- F. Appointments for the at-large vacancies on the Task Force shall be for the remainder of the unexpired term of members.
- G. Members of the Task Force may be removed any time without cause by a majority vote of the City Council.

Section 6. The members of the Task Force shall comply with Florida Statutes, 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 Task Force shall be as follows:

- A. Review the proposed annual operating budget and capital improvement budget as submitted by the City Manager.
- B. Evaluate budget priorities and provide advisory input regarding their alignment with identified community needs and the City's adopted strategic goals and policies.
- C. Review City services, programs and operations and, as appropriate, recommend modifications, efficiencies, alternative delivery methods, or discontinuation to improve effectiveness or reduce costs.
- D. Provide recommendations to the City Council concerning:
 - 1. Budget priorities and funding allocations;

2. Opportunities for cost savings and operational efficiencies;
 3. Revenue strategies and funding options;
 4. Capital project planning and prioritization; and
 5. The feasibility and desirability of alternative service delivery methods, including contracting or shared services.
- E. Provide recommendations to the City manager upon the City Manager's request that relate to the City Manager's administration of city affairs or proposed ordinances.
- F. Engage with the public, when directed by the City Council, through outreach efforts and review of community input related to the budget process.
- G. Submit an annual report to the City Council summarizing the Task Force's observation, identified priorities, and recommendations. The formal report shall be submitted by June 15th to the City Manager and City Clerk. No formal presentation to City Council is required; however, if the Task Force decides to present to Council, such presentation shall occur no later than the first regular Council meeting in July.

ARTICLE VIII RECORDS

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

Section 2. The maintenance and retention of records of the Task Force 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 Task Force 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 Task Force, 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 amending the by-laws.

**ARTICLE X
DISSOLUTION**

Section 1. The Citizens Accountability Task Force 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 Task Force.

Adopted:

City of Palm Bay, Florida
CITIZENS ACCOUNTABILITY TASK FORCE
Proposed Meeting Schedule

Meetings to be held on the 2nd Thursday of each month at 6:00 P.M.

- May 14th
- June 11th
- July 9th
- August 13th
- September 10th
- October 8th
- November 12th
- December 10th