



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Councilman Mike Hammer

THRU: Scott Morgan, Interim City Manager

DATE: January 16, 2025

RE: Discussion of establishing the Citizen Budget Advisory Board. (Councilman Hammer)

SUMMARY:

Section 4.015(e) of Article IV of the City of Palm Bay Charter provides that the City Manager is required to "Prepare and submit the annual budget, budget message, and capital program to the council in a form prescribed by ordinance".

The Charter, while assigning to the City Manager the duty to prepare and submit his or her proposed annual budget to the City Council, does not preclude the City Council from accepting advice on the City Manager's proposed budget from a citizen advisory committee, and the Council may establish and appoint such a committee as it may choose. In fact, such a committee has previously existed in Palm Bay, even as there is not one presently.

Councilmember Hammer is requesting the City Council establish a new Citizen Budget Advisory Committee.

If established, such a citizen committee would require support from City Manager and Finance Department staff in order for the committee to provide the City Council with advice that is supplementary and complimentary with that of the City Council's principal budget advisor as specified in the Charter – the City Manager.

Councilmember Hammer envisions the advisory board meeting several times each summer and that the board's primary annual work product being a report delivered concurrently with the delivery of the City Manager's proposed budget, which is typically delivered to the City Council in late August in time for the first reading of the budget scheduled for the first regular Council meeting in September. Aside from its primary role as a budget advisor to the City Council, Councilmember Hammer believes that the committee, at its discretion, might also consider giving the City Council citizen advice on the financial aspects of other municipal matters, such as reviewing and

recommending to the City Council best uses of surplus City-owned real property and financial ramifications of alternative considerations for potential future plans for the Compound.

Councilmember Hammer recommends that the Citizen Budget Advisory Board be composed of six volunteer members, each serving without compensation for two-year terms, with a maximum of service of eight years.

It is proposed that the Mayor and each member of the City Council appoint a Palm Bay citizen as their individual representative to the board. The Mayor and each Councilmember would announce their intended appointment under the Council Reports section of a regular City Council meeting, and then actually confirm their appointment at the next regular City Council meeting. This would provide opportunity for citizens to inform the appointing Councilmember of their views on his or her proposed appointment.

The proposed sixth member of the board would be an at-large appointment of the entire City Council, with the appointee not required to be a citizen of the City of Palm Bay.

It is proposed that any member of the board may be removed only by a majority vote of the City Council.

REQUESTING DEPARTMENTS:

Councilmember Mike Hammer.

FISCAL IMPACT:

Indeterminate. It is proposed that the committee members serve as unpaid volunteers and that no additional staffing would be needed in either the City Manager's Office or the Finance Department to support the work of the committee.

STAFF RECOMMENDATION:

City Councilmember Mike Hammer recommends that the City Council approve the formation of a Citizen Budget Advisory Board as outlined in the Legislative Memorandum and direct the City Manager to prepare a resolution for City Council approval at the next regular City Council meeting formally establishing the Citizen Budget Advisory Board.

ATTACHMENTS:

None