

PANAMA CITY BEACH CITY COUNCIL AGENDA

NOTE: AT EACH OF ITS REGULAR OR SPECIAL MEETINGS, THE CITY COUNCIL ALSO SITS, EX-OFFICIO, AS THE CITY OF PANAMA CITY BEACH COMMUNITY REDEVELOPMENT AGENCY AND MAY CONSIDER ITEMS AND TAKE ACTION IN THAT LATTER CAPACITY.

MEETING DATE: APRIL 23, 2020
MEETING TIME: 9:00 A.M.

A. CALL TO ORDER

- 1 INVESTITURE (SWEARING-IN CEREMONY)
- 2 ROLL CALL
- 3 INVOCATION – COUNCILMAN CHESTER
- 4 PLEDGE OF ALLEGIANCE – COUNCILMAN CHESTER
- 5 COMMUNITY ANNOUNCEMENTS
- 6 APPROVAL OF MINUTES OF MARCH 12, 2020 REGULAR MEETING AND MARCH 17 EMERGENCY SPECIAL MEETING
- 7 APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS
- 8 PRESENTATIONS- COUNCILMAN CHESTER
PRESENTATION TO CHIEF WHITMAN FOR “NATIONAL POLICE WEEK” AND “PEACE OFFICERS MEMORIAL DAY”
- 9 PUBLIC COMMENTS – REGULAR (NON-PUBLIC HEARINGS) & CONSENT ITEMS ONLY (LIMITED TO THREE MINUTES)

B. REGULAR AGENDA - DISCUSSION/ACTION

- | NO. | OFFICIAL | ITEM |
|-----|----------|---|
| 1 | TO | RESOLUTION 20-98, COVID-19 CLOSURES/UPDATE |
| 2 | AS | RESOLUTION 20-96, APPROVE BUDGET AMENDMENT #28 AND PAYMENT FOR EMERGENCY REPAIRS WEST BAY TRANSMISSION LINE REPAIRS |
| 3 | TO | RESOLUTION 20-97, CITY CLERK RECRUITMENT CONSULTANT AND BUDGET AMENDMENT #29 |
| 4 | LP | RESOLUTION 20-95, BEREAVEMENT POLICY |
| 5 | TO | CITY BOARD VACANCIES- DISCUSSION |

C. DELEGATE AND STAFF REPORTS

1 DELEGATIONS. In accordance with the City Council's rules and procedures, residents or tax-collectors of the City (upon any subject of general or public interest), City employees (regarding his/her employment), and water and sewer customers (on matters related to the City's water and/or sewer system), may address the City Council under Delegations on items not on the printed agenda by filling out a speaker card. Speaker cards are located inside the Council meeting room and should be provided to the City Clerk. Please observe the time limit of three (3) minutes while speaking under Delegations. Delegations shall be limited to thirty (30) minutes unless extended by the Chair.

D. ATTORNEY REPORT.

E. CITY MANAGER REPORT.

F. COUNCIL COMMENTS.

G. ADJOURN.

***Action items noted with an asterisk are taken both by the City Council and the Panama City Beach Redevelopment Agency jointly and concurrently.**

PAUL CASTO	<u> X </u>
PHIL CHESTER	<u> X </u>
GEOFF MCCONNELL	<u> X </u>
HECTOR SOLIS	<u> X </u>
MIKE THOMAS	<u> X </u>

PAUL CASTO	<u> X </u>
PHIL CHESTER	<u> X </u>
GEOFF MCCONNELL	<u> X </u>
HECTOR SOLIS	<u> X </u>
MIKE THOMAS	<u> X </u>

I certify that the Council members listed above have been contacted and given the opportunity to include items on this agenda.

I certify that the Council members listed above have been contacted and made aware of the items on this agenda.

 4/17/20
Interim City Clerk Date

 4/17/20
Interim City Clerk Date

DUE TO THE ONGOING COVID-19 STATE OF EMERGENCY, THIS MEETING SHALL BE CLOSED TO PHYSICAL ATTENDANCE BY THE PUBLIC AND SHALL BE HELD VIA COMMUNICATIONS MEDIA TECHNOLOGY. INSTRUCTIONS FOR ACCESS AND PUBLIC COMMENT SHALL BE POSTED ON THE CITY'S WEBSITE AND FACEBOOK PAGE. QUESTIONS ABOUT ACCESS TO THIS MEETING MAY BE SUBMITTED BY EMAIL TO DWARD@PCBGOV.COM.

E-mailed to interested parties and posted on the website on: 04/20/20 4:00 P.M.

NOTE: COPIES OF THE AGENDA ITEMS ARE POSTED ON THE CITY'S WEBSITE WWW.PCBGOV.COM THIS MEETING WILL BE LIVE-STREAMED ON THE CITY WEBSITE AND CITY FACEBOOK PAGE "CITY OF PANAMA CITY BEACH-GOVERNMENT".

NOTE: ONE OF MORE MEMBERS OF OTHER CITY BOARDS MAY APPEAR AND SPEAK AT THIS MEETING.

If a person decides to appeal any decision made by the City Council with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding, and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based. Sec. 286.0105, FS (1995).

COMMUNITY ANNOUNCEMENTS

COMMUNITY ANNOUNCEMENTS

- 1) A ribbon cutting was held 4/14/ for the City's new Fire Station. This makes three stations within the City limits. The new station is on North Nautilus. Firefighters will move in in May.
- 2) Bay Parkway, segment 2, had a groundbreaking 4/14- this leg will extend from Nautilus to the Bay Parkway behind North Pier Park.
- 3) The City will host a blood drive Wednesday, April 29th, from 8AM-1PM at City Hall.

DRAFT MINUTES

The Regular Meeting of the City Council of the City of Panama City Beach, Florida, and when permitted or required by the subject matter, the Panama City Beach Community Redevelopment Agency, held on March 12, 2020.

ROLL
MAYOR MIKE THOMAS

COUNCILORS:
PAUL CASTO
PHIL CHESTER
GEOFF MCCONNELL
HECTOR SOLIS

CITY MANAGER:
TONY O'ROURKE
CITY CLERK:
MARY JAN BOSSERT
CITY ATTORNEY:
AMY MYERS

Mayor Thomas called the Regular Meeting to order at 6 P.M. with all Councilmen, the City Manager, City Clerk, and City Attorney present.

Councilman Casto gave the invocation and led the Pledge of Allegiance.

Mayor Thomas announced the upcoming Community Events.

Mayor Thomas asked if there were any additions or deletions to the Agenda. Councilman Solis requested a COVID-19 update, and the Mayor responded that the City Manager would give the update. The Mayor asked to add a discussion about sewer tie-in repayments. There were no objections.

Councilman McConnell made the motion to approve the agenda as amended. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

PRESENTATIONS

1 BOYS & GIRLS CLUB CIVIC ACHIEVEMENT AWARD. Councilman Casto introduced Caden Reyes and presented him with the Civic Achievement Award for exemplary service to the Boys and Girls Club. Ms. Latina Reed, Club Representative, spoke of Caden's contributions to the Club. Mayor Thomas also thanked his parents for their good job. The audience responded with applause.

PUBLIC COMMENTS (REGULAR NON-PUBLIC HEARINGS AND CONSENT ITEMS)

Mayor Thomas opened the Public Comments section of the meeting at 6:07 P.M. and invited comments. Hearing none, Mayor Thomas closed the Public Comments at 6:07 P.M.

REGULAR AGENDA

ITEM 1 ORDINANCE 1509, ST. JOE PIER PARK EAST LARGE-SCALE COMPREHENSIVE PLAN AMENDMENT, 2ND READING, PUBLIC HEARING. Ms. Myers read Ordinance 1509 by title. Mayor Thomas opened the Public Hearing at 6:09 P.M. and invited comments. There were none. Mayor Thomas closed the Public Hearing at 6:09 P.M.

Councilman Casto made the motion to approve Ordinance 1509. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 2 ORDINANCE 1510, ST. JOE PIER PARK EAST REZONING, 2ND READING, PUBLIC HEARING. Ms. Myers read Ordinance 1510 by title. Mayor Thomas opened the Public Hearing at 6:10 P.M. and invited comments. There were none. Mayor Thomas closed the Public Hearing at 6:10 P.M. **Councilman McConnell made the motion to approve Ordinance 1510. Second was made by Councilman Solis and the motion passed by unanimous roll call vote recorded as follows:**

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 3 RESOLUTION 20-69, PIER PARK EAST DEVELOPMENT AGREEMENT, PUBLIC HEARING. Ms. Myers read Resolution 20-69 and made two comments correcting a typo error and language. She highlighted the details and asked the Council to include those two amendments in their motion. Mayor Thomas opened the Public Hearing at 6:13 P.M. and invited comments.

Mr. Ray Greer, 2910 Carey Force Pkwy, Tallahassee, FL. Mr. Greer stated that he was the applicant's representative and explained this Master Agreement allowed the St. Joe Company to create the Master Plan for the property. He said he was available for any questions by Council. Councilman Solis questioned the stormwater element and Mr Greer responded that the Agreement provided for the stormwater calculation to be submitted to the City.

1 Mr. Bob Malawan, 206 Summerwood Drive. Mr. Malawan asked how the City would ensure the development was done correctly without impacts to the Summerwood Subdivision or adjoining neighborhoods. Councilman Solis explained details from his knowledge of the Master Plan.

2 Ms. Karen Mathson, 166 Christopher Drive. Ms. Mathson asked why the City was moving so fast. She detailed the increased traffic volume on Panama City Beach Parkway over the years. With the volume of tourists, Ms. Mathson said the City did not have basic services for that many people. She spoke of developments affecting the residents, low water pressure in the evenings, and the wastewater plant odor.

Mayor Thomas asked Mr. Greer to respond to Mr. Malawan's concerns. Mr. Greer said the illustration attached to the Agreement was conceptual as a Master Plan had not yet been developed for the site. This merely outlined the various connections on the roads.

Mr. Shortt explained the computer model for the entire water system, adding input from all new projects, and planning future growth drivers. He said most complaints were for high water pressure, and the Mayor asked him to check Christopher Drive and its pressure. Mr. Shortt also explained the new wastewater plant to be built off Griffin Blvd, and its capacity which would handle future growth. In response to Councilman Solis, Mr. Shortt said the cost for construction would be north of \$40,000,000 and some reserves were available for that cost. In response to Councilman McConnell, Mr. Shortt said the existing plant was permitted at 14,000,000 gallons per day with last July being 10,000,000 gallons per day. He continued that at 80% capacity, the new plant must be under design and at 90%, the new plant must be under construction. The new wastewater plant was on schedule. In response to Councilman Casto, the new plant would be 12,000,000 gallons per day.

3 Ms. Karen Owens, 206 Beachwood Drive. Ms. Owens said she could not enjoy her yard or home due to the wastewater plant smell.

4 Ms. Katy Riley, Breakfast Point. Ms. Riley said asked when the new plant construction would be completed, ad the Mayor stated that was unknown until the construction was started.

With nothing further, Mayor Thomas closed the Public Hearing at 6:27 P.M. **Councilman McConnell made the motion to approve Resolution 20-69 with the amendments by Ms. Myers. Second was made by Councilman Solis and the motion passed by unanimous roll call vote recorded as follows:**

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 4 ORDINANCE 1516, GULF POWER FRANCHISE AGREEMENT, 1ST READING. Ms. Myers read Ordinance 1516 by title.

Councilman McConnell made the motion to approve Ordinance 1516. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 5 ORDINANCE 1517, SPECIAL EVENT SERVICES, 2ND READING, PUBLIC HEARING. Ms. Myers read Ordinance 1517 by title. The Mayor opened the Public Hearing at 6:28 P.M. There were no comments. He closed the Public Hearing at 6:28 P.M.

Councilman McConnell made the motion to approve Ordinance 1517. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 6 RESOLUTION 20-65, SPECIAL EVENT SERVICES RATES. Ms. Myers read Resolution 20-65 by title. Councilman Chester asked about the different rates between Police and Fire. Chief Whitman explained how the hourly rates for Police were determined. Ms. White explained how the hourly rates on average for Fire were determined. Chief Couch suggested that it would be easier for the promoters if the rates were the same whether Fire or Police.

Councilman Solis made the motion to approve Resolution 20-65. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 7 RESOLUTION 20-70, BID AWARD – TALENTKEEPERS EMPLOYEE ENGAGEMENT CONSULTANT SERVICES AND BUDGET AMENDMENT #22. Ms. Myers read Resolution 20-70 by title. Councilman Solis recommended a conservative stance in light of the current fiscal circumstances and felt it prudent to delay this non-essential matter. Mr. O'Rourke said this was important to identify the strengths of the City personnel. He said this survey would help the City save the taxpayers money and would ultimately pay for itself. Councilman McConnell stated that he agreed with Councilman Solis on the large-scale projects but something small as this, he felt it could move forward. Councilman Casto said he agreed with Mr. O'Rourke to move forward.

Councilman Casto made the motion to approve Resolution 20-70. Second was made by Councilman McConnell and the motion passed by majority roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Nay
Mayor Thomas	Aye

ITEM 8 RESOLUTION 20-71, GRANICUS AGENDA MANAGEMENT SOFTWARE AND BUDGET AMENDMENT #19. Ms. Myers read Resolution 20-71 by title. There were no comments.

Councilman Chester made the motion to approve Resolution 20-71. Second was made by Councilman Casto and the motion passed by majority roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Nay
Mayor Thomas	Aye

Councilman Solis repeated his comments about expenditures and future incoming funds.

ITEM 9 RESOLUTION 20-72, BID AWARD – CONDREY CLASSIFICATION AND PAY PLAN STUDY AND BUDGET AMENDMENT #23. Ms. Myers read Resolution 20-72 by title. Councilman Solis repeated his comments and concerns about the budget and that he felt it prudent to delay this expenditure. Councilman Casto recommended moving forward. There were no further comments.

Councilman Casto made the motion to approve Resolution 20-72. Second was made by Councilman McConnell and the motion passed by majority roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Nay
Mayor Thomas	Aye

ITEM 10 RESOLUTION 20-73, CITY OF PANAMA CITY BEACH 50TH ANNIVERSARY CELEBRATION BUDGET AMENDMENT #21. Ms. Myers read Resolution 20-73 by title. The Mayor asked for comments and there were none.

Councilman McConnell made the motion to approve Resolution 20-73. Second was made by Councilman Casto and the motion passed by majority roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Nay
Mayor Thomas	Aye

ITEM 11 RESOLUTION 20-74, SUPPORTING FDOT ROAD SAFETY AUDIT RECOMMENDATIONS. Ms. Myers read Resolution 20-74 by title. Mr. Campbell said that last year, the Council had requested the audit to determine the number of accidents between Alf Coleman and Richard Jackson Blvd. This Resolution would show Council support for FDOT Priority 2 and Priority 3 improvements. Illustrations of the proposed improvements were shown and Mr. Campbell explained in detail. He continued that he had worked with FDOT's Safety Officer and they would work with the City to make the changes in a timely fashion prior to six-laning the Parkway.

Councilman Casto asked about the cost and Mr. Campbell stated it would be the State as those were State intersections.

Mr. Campbell continued that another Priority 3 improvement would be delayed until the CRA four-laned Alf Coleman but was included in the Resolution. One improvement not included was the intersection between Publix and Home Depot, a City road. The recommendation was to add an island in the center to force vehicles exiting Publix to turn right and make a u-turn to reach the Parkway. He said this improvement was not in this year's budget but could be added next year. Other options were being considered but the work was very preliminary. Councilman McConnell suggested placing the project in next year's budget. He also thanked staff for their work in this matter. Mr. Campbell added that he had been working with the Breakfast Point residents in keeping them apprised.

Councilman Casto made the motion to approve Resolution 20-74. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 12* RESOLUTION 20-75, AUTHORIZING SERIES 2020 BOND ISSUANCE, PUBLIC HEARING. Ms. Myers read Resolution 20-75 by title. Mayor Thomas opened the Public Hearing at 6:48 P.M.

1 Ms. Karen Mathson, 166 Christopher Drive. Ms. Mathson asked what this Resolution meant in laymen's terms.

With nothing further, the Mayor closed the Public Hearing at 6:49 P.M. and asked Ms. Myers to explain the Resolution. This Resolution authorized the sale of \$40,000,000 capital improvement bonds for the Front Beach Road CRA. The intention of this bond issue was to speed the process for the future CRA segments.

Councilman Casto made the motion to approve Resolution 20-75. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 13 RESOLUTION 20-79, JOINT RESOLUTION OF CITY AND AGENCY REGARDING SERIES 2020 BONDS. Ms. Myers read Resolution 20-79 by title, stating that this Resolution made covenants between the City and Agency in the Interlocal Agreement, and payment of that debt. The Mayor asked if there were any question and there were none.

Councilman Casto made the motion to approve Resolution 20-79. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 14 RESOLUTION 20-76, EXTENSION OF SEGAL CONSULTING AGREEMENT BUDGET AMENDMENT #18. Ms. Myers read Resolution 20-76 by title. The Mayor called for questions and there were none.

Councilman McConnell made the motion to approve Resolution 20-76. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

ITEM 14A SEWER TIE-IN REPAYMENTS- DISCUSSION. Mayor Thomas referred to an email he received from a water customer who requested a longer length of time to recover his investment in laying sewer lines to his property and recouping those capital costs from other properties tying into his line. The Mayor asked Mr. Shortt to explain in detail.

Mr. Shortt gave the history of revenue certificates, beginning with large development projects which allowed the developer to get back 25% of the Impact Fee over 20 years but those were \$50,000 and above. Beginning in 2008, homeowners who wished to tie into the sewer line, due to the smaller amounts, were paid 75% of the cost over five years.

Councilman Solis said he would consider extending the five to seven or ten years.

ITEM 15 RESOLUTION 20-78, BALL REVENUE CERTIFICATE. Ms. Myers read Resolution 20-78 by title.

Councilman McConnell made the motion to approve Resolution 20-78. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

Councilman Casto	Aye
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Mayor Thomas	Aye

CITY MANAGER. City Manager O'Rourke began with a powerpoint presentation concerning the COVID-19 virus and its affect worldwide. He spoke of events being cancelled as well as steps people could take to prevent exposure. Mr. O'Rourke mentioned upcoming events at Frank Brown Park and Aaron Bessant Park, and whether the events should be canceled. Councilman Solis said he felt the private sector would take those events into consideration and weigh their options. Mr. O'Rourke confirmed the hospitals had the testing facilities. Councilman McConnell asked about the City leagues scheduled for Frank Brown Park. Mr. O'Rourke said decisions were being made daily, and more would be learned tomorrow when Governor DeSantis briefed the State. The Council stated they needed more information before making decisions. Mr. O'Rourke stated he would get feedback from the State and County and call a special meeting if needed.

Mr. Shortt gave details about the water leak and repair of the West Bay transmission line. He said it was unknown as to the extent of the leak until the pipes were uncovered by the contractor. He explained that one of the City's contractors responded to an emergency call and discovered that the twenty-year old pipe, which supplied 60% of the City's water customers, had a failed gasket. Mr. Shortt displayed photos and explained the three repair options at length, all of which would result in a boil water notice. The Option B was to install a short bypass, not turn the water off, and minimize the boil water affect to the citizens. He said after the emergency repairs Sunday night, it would take two days for the boil water notice to be rescinded after the water was tested. Mr. Shortt said he had prepared contingency plans in case the repair was not successful. He asked for Council questions.

Councilman McConnell asked about the water quality at this time. Mr. Shortt explained that a planned boil water notice was posted but it had not been placed in effect. The water is fine. Regarding the County's water line crossing the bridge, they proposed to tie into the line underwater next week.

Councilman Casto said in his prior experience as Public Works Director and experiencing many large water breaks over the years, he agreed with Mr. Shortt in that Option B was the best choice without interrupting service to the island. There were no objections. Mayor Thomas said for Staff to proceed, and added that he appreciated his office, Ms. Ward, and Mr. O'Rourke keeping the public updated every step along the way. Mr. Shortt also offered thanks to the County and their Utilities Director, Mr. Ben Blitch, who offered any County equipment to help in this emergency.

ITEM 16 DISCUSSION OF PROPOSED 2020 STRATEGIC PLAN. Mr. O'Rourke gave a brief overview of the strategic planning process, a nine-step process of strengths, weaknesses, opportunities and threats. He explained in detail. Mayor Thomas said good job. Councilman McConnell said he had been asking for a five year plan as the City was too big to not have a well-documented plan for the future.

DELEGATIONS

Mayor Thomas explained the Delegations period and opened this portion of the meeting at 7:45 p.m.

- 1 Mr. Burnie Thompson, 17292 Front Beach Road. Mr. Thompson spoke of unsafe parking at Mike's Diner and displayed photos of Sundial Street. He spoke of the grandfathering and its legal authority. He asked for the Building Official's opinion in this matter and said the State Fire Marshall had been notified.
- 2 Mr. Justin Wilson, 215 Birdie Lane. Mr. Wilson spoke of severe headaches and nausea due to the 5G compliant towers. He talked about the over abundance of radiation. He said he had asked the County for scientific data but had not received any information. He said the phone companies had not obtained any permits.
- 3 Ms. Michelle Carter, Bay County resident. Ms. Carter said her home in Panama City had been damaged in Hurricane Michael and she was having health issues. She spoke of living in her car and sleeping overnight in the Wal-Mart parking lot. She contended she was sleeping in private parking lots which would not be covered by City Ordinances.
- 4 Ms. Genese Hatcher, 601 Gardenia Street. Ms. Hatcher spoke of arbitrary and oppressive treatment as outlined in the News Herald article of July 6, 2017. She spoke of life safety and the disruption to her life, and that everyone must follow the rules.
- 5 Mr. Gary Beck spoke of issues criminal allegations not against the City. After warnings, Mr. Beck was escorted out of the meeting.

6 Mr. Frank Sewell, Hidden Island Drive. Mr. Sewell asked for the status of the Edgewater sprinklers.

With no further comments, Mayor Thomas closed the Delegations period at 7:56 P.M.

ATTORNEY REPORT

Ms. Myers stated a Bond validation meeting was scheduled for the same time as the next City Council meeting so she would be unable to attend the next meeting.

CITY MANAGER REPORT

Mr. O'Rourke gave kudos to Ms. Ward for keeping the public updated on the water leak as well as the COVID-19 virus. He complimented Mr. Shortt and staff for their work in providing the Council a clear course of action in repairing the water leak. He also gave kudos in advance to the Police and Fire Departments in facing the upcoming Spring Break. Regarding the Edgewater sprinkler situation, they had the option of meeting the State requirements or opt out and that information would be supplied. He stressed however that compliance was not required until 2024.

COUNCIL COMMENTS

Councilman Solis said the sprinklers were a State issue and the City had no control. Ms. Myers confirmed a lot of the City authority had been preempted by the State. He urged the citizens not to panic but to prepare for the virus. He spoke of the high gas prices on the beach.

Councilman McConnell had no comments.

Councilman Casto said many streetlights on South Thomas were out near Pineapple Willy's. He asked about using portable towers during Spring Break period since this section of the road was so dark.

Councilman Chester thanked Mr. Shortt and Staff.

Mayor Thomas thanked staff for their hard work during this virus. He added that in the past, Gulf Power had roving crews which would repair streetlights. He asked Chief Whitman once a month to ask his officers to identify non-working streetlights and report their location so that Gulf Power could be informed.

With nothing further, the meeting was adjourned at 8:04 P.M.

READ AND APPROVED this 23rd of April 2020.

- Any item noted with an asterisk are taken both by the City Council and the Panama City Beach Redevelopment Agency jointly and concurrently.

IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.

Mayor

ATTEST:

City Clerk

The Special Emergency Meeting of the City Council of the City of Panama City Beach, Florida, held on March 17, 2020.

ROLL
MAYOR MIKE THOMAS

COUNCILORS:
PAUL CASTO
PHIL CHESTER
GEOFF MCCONNELL
HECTOR SOLIS

CITY MANAGER:
TONY O'ROURKE
CITY CLERK:
MARY JAN BOSSERT
CITY ATTORNEY:
AMY MYERS

Mayor Thomas called the Special Emergency Meeting to order at 2 P.M. with all Councilmen, the City Manager, City Clerk, and City Attorney present.

Councilman Chester gave the invocation and led the Pledge of Allegiance.

Mr. O'Rourke updated the City Council on the emergency water break at West Bay. The contractor, GCUC, and Staff were able to make repairs; however, a boil water notice will be required until Thursday, March 19th. He reminded that this was a major artery to 60% of the island.

PUBLIC COMMENTS (EMERGENCY ITEMS ONLY)

Mayor Thomas opened the Public Comments section at 2:04 P.M.

- 1 Ms. Stephanie Colson, 107 Lakeside Drive. Ms. Colson read a prepared statement about tourists possibly spreading the virus during the fourteen day window. She spoke of overflowing college students and called this meeting dangerous. She urged the Council not to fail the locals.
- 2 Mr. David Humphreys, owner of Sandbar Grill at 275 S. Arnold Rd. Mr. Humphreys said he felt the State would provide guidance on the restrictions but without a vibrant economy, he would be out of business within two to three weeks impacting 45-50 families. He implored the Council not to overreact, keeping people safe but not put the City into a depression.
- 3 Mr. Richard Whitsitt, 2454 Pretty Bayou Blvd. Mr. Whitsitt spoke of the Walton County shutdown, leaving citizens with nothing to do, without paychecks. He said most workers had no savings and most businesses could only survive a two week float before going out of business. He said the virus had allowed the Federal Government to shut down all economic activity.
- 4 Ms. Kat Andrews, US Census. Ms. Andrews urged everyone to complete the Census as the website was live now, and the importance of completing the Census.
- 5 Mr. David Akins, Waste Pro Manager. Mr. Akins asked if they could start their trucks earlier than usual, at midnight, to limit exposure to his employees, and restrict refuse to merely the containers themselves so that his employees would not be required to leave the truck to pick up bags or cans.
- 6 Ms. Selma Hill, business owner for 20 years. Ms. Hill said she spoke on behalf of 80% of the workers who lived paycheck to paycheck. She spoke of the hysteria versus the chances of getting the disease when they sanitized constantly. She said she spoke for the workers who would not have a job after 5 P.M. today and future bankruptcies within the next six weeks.
- 7 Pastor Ramon Duvall, Beachside Fellowship Church. Pastor Duval urged the Council not to give in to the fear and hysteria. He spoke of putting faith in God's wisdom and to make common sense decisions.
- 8 A gentleman spoke of his company having virus meetings to protect not only his employees but also their customers. He urged the Council not to overreact as his livelihood and those of twenty families were 100% relying on the beach. He urged the Council to keep his business in mind.

- 9 Ms. Carmen Miran, the Glades. Ms. Miran said she had traveled overseas in the past to Hong Kong and Manila and spoke of their culture. She said they lived in tight quarters with mass transportation. She said they did not have the open air but different health issues.
- 10 Mr. Paul Shiner, Texas Roadhouse. Mr. Shiner said his restaurant could continue to operate in a to-go capacity and bring food to the cars while keeping his people employed.
- 11 Mr. David Smithy, 111 La Valencia Circle. Mr. Smithy said during Hurricane Michael, Panama City Beach was the shoulder to Panama City and Lynn Haven while making repairs. He spoke of people's anxiety about food, rushing to the grocery stores. He urged the Council to act methodically.
- 12 Mr. Richard Rodriguez, small business owner. Mr. Rodriguez questioned what precautions the City was taking to ensure economic stability if the City closed.
- 13 Ms. Renee Valasco, small business owner. Ms. Valasco said her employees were concerned since many owners did not have the ability to pay employees two to three weeks with no income. She said she did not believe protecting citizens was mutually exclusive from keeping the economy running and she thought the City could do both.

With nothing further, the Mayor closed the Public Comments section at 2:32 P.M.

ITEM 1 COVID-19 MEDICAL INFORMATION PRESENTATION: DALE BONE, M.D. AND SANDON SPEEDLING, MHS, CPM.

Mr. O'Rourke introduced Dr. Bone, an infectious disease specialist. Dr. Bone said he had not seen this disease strain but he and another doctor had performed twelve tests with nine returning back negative. He spoke of the influenza worldwide with thirty million cases and seventeen thousand deaths. He said currently there was no vaccine for the corona virus, but a trial had started. However, the vaccine would take twelve to eighteen months to create. He added that even among the experts, they did not know if it would take one or two doses of vaccine. He added he was available if any questions. Mayor Thomas thanked him.

Mr. O'Rourke introduced Mr. Speedling, Administrator for the Bay County Department of Health. Mr. Speedling gave out a handout with the Governor's latest declaration and the most recent information on the Covid-19 in Florida. He said as of this moment, there were no confirmed cases in Bay County and no community spread in Bay County.

Mr. Speedling said the Department was actively monitoring the situation, working closely with both hospitals. He said the DOH would be a testing site as well as PanCare. He said they were working closely with the County partners, EMS, as well as the other municipalities.

In response to a question by the Mayor about testing, the DOH was testing even though no positive results had been confirmed. For testing sites, both hospital ERs as well as the DOH. He added that two physicians had also agreed to do testing. Councilman Solis added that the ER on Panama City Beach Parkway could test and as of yesterday had twenty to thirty test kits. Mayor Thomas thanked Mr. Speedling.

ITEM 2 PROPOSED TEMPORARY ACTION PLAN ON COVID-19.

Mr. O'Rourke presented a short presentation to educate the community and to get direction from the Council on the course of action. He said there were 167,515 cases worldwide, 5702 in the United States and only 192 in Florida, with over two thousand people tested in Florida. He spoke of protective measures to mitigate the severity and duration of the virus. He said it was imperative to flatten the curve, reducing the peak number of cases, and to take the pressure off the healthcare system. He said most of the beds in the US were already occupied with typical illnesses such as cardiovascular, cancer, diabetes, etc.

Mr. O'Rourke said the military was a perfect candidate to address that situation and he expected that in the upcoming days, the Federal Government would mobilize military field hospitals.

He outlined personal protection, such as washing hands, no face touching, and using hand sanitizers. He spoke of young people being asymptomatic and carriers of the disease.

For City Employees, if sick, they should stay home. He said with any exposure, the person would have to self-quarantine to break the transmission. He continued that they were discouraging people from coming into City Hall, but if they must, they would register at the front desk to be able to track the train of people in contact if tested positive. He said the City would add additional janitorial services. Mr. O'Rourke introduced a temporary COVID-19 Action plan placing guidance and restrictions on City employees, citizens and businesses.

Mayor Thomas questioned if the fields closing meant this would prevent families from going out to play. Mr. O'Rourke said no, only league sports such as competitive sports using the same equipment. He discussed groups on the beach congregating. Chief Whitman said his officers would be breaking up large groups.

Mr. O'Rourke outlined the environmental mitigation measures with cleaning, especially frequently touched items like phones and doorknobs. He outlined the upcoming event cancellations: Best Friends Relay, Furry Friends 5K, Doggie Easter Egg Hunt, Easter Egg Hunt, PCST Swimathon, Color Run for Autism, Seabreeze Jazz Festival, and Thunder Beach. He continued that most events had already canceled but at the Council's direction, Staff would contact the rest. Also many groups may have deposits with the City which would be returned. Most organizations were very cognizant of the situation, and even if the City did not cancel, they would cancel on their own volition.

Councilman Solis said he sat on two condo boards who directed the beach chair services to ensure the six feet apart distancing between the chairs. He questioned if the City should allow the HOA's to enact those guidelines. He continued that some resorts had closed their pools or already placed the pool chairs respecting the six-foot distances. He said it made sense to enact guidelines for beach chair services. Mayor Thomas stated he had just received a text that a larger resort property was already spacing their beach chairs and pool decks. Councilman Solis also recommended stopping all discretionary spending in the City, to be as conservative as possible.

Mayor Thomas said yesterday, he closed his dining room at the Donut Shop and took half of his tables out of the restaurant. Yet today, he received phone calls and emails that the Council was only caring about economics. He stated that all the Councilors had families here, but he also had fifty employees who needed to make a living. He reminded that the Council was responsible for the 1% business tax, and if no sales, the City would have no income. The Mayor stated that the Council was doing what they thought best not only for other families but also their own.

The Mayor spoke of Spring Break and the public's fear of the kids coming here after Miami Beach closed. He said the City did not need Sprig Break, but if it came, it would take years to overcome the image preventing families coming. He continued that in his opinion, the City did not need to close the beaches. He spoke of the City cancelling business that the people would need for the good of the community. He assured the community that the Council was no going to make uninformed decisions nor rash decisions.

Councilman McConnell said Ms. Myers might have to review the Franchise Agreement with Waste Pro before making changes. However, he was concerned with trucks going through the neighborhoods at midnight. Mr. David Akins stated that he disagreed, because if he lost his employees, service would decrease.

Councilman Chester said he had received emails asking if open air seating was also restricted. Mayor Thomas replied that it was still at 50% capacity and six feet apart.

Ms. Pease asked about beach bars and tiki bars, and the Mayor confirmed those would remain open if they were under the 50% Gross revenue of the restaurant.

Mr. Speedling answered an audience question about employee testing. He explained the wording was screening, not testing, and something the business owners could do for their employees themselves. Mr. Speedling said he would supply the latest version of the DOH screening.

Mayor Thomas said he would reopen the floor for Public Comments at 3:15 P.M.

1 Ms. Andrews, US Census. Ms. Andrews said she had been using the Lyndell Senior Center to assist senior citizens. She asked if another location could be provided to assist anyone that needed computer assistance. Mr. O'Rourke suggested the Public Library next door.

2 Mr. Joe Biggs, Thunder Beach Productions. Mr. Biggs asked if the May 1st date was flexible since his event was in the middle of that week and he could be flexible on those dates. The Mayor suggested to reach out to the TDC but reminded that the Council would be meeting frequently

before that date. Mr. Biggs said a lot of the bikers were coming to the beach, event or not.

3 Ms. Debbie Ward, PIO. Ms. Ward said she had received several comments on the FaceBook page, with the main one asking if the beaches were closing. She said people were asking if the number of people would be limited to ten in rentals.

Mayor Thomas said he would not vote to close the sandy beaches. He said he did not want to tell people they could not come here, as many were condo owners.

Councilman Casto agreed with the Mayor on not closing the sandy beaches. He said they should respond to the situation, not react to it. He also thanked the City Manager for the great presentation.

Councilman McConnell said at this time, he would not vote to close the sandy beaches, but he would not say never. He said the situation changed day by day.

Councilman Solis said he had received emails that the rumor was closing the sandy beaches at 5 P.M. he said the Council had never talked about that option.

Ms. Myers stated that the City Manager had prepared an action plan and there were no conflicts with the Governor's Executive Order. She said by the Resolution, the Council was adopting the action plan and authorizing the City Manager to adopt policies to implement and enforce the plan; suspend all special events and parades until May 1st; and grant the City Manager emergency powers for procurement and expenditure authority up to \$25,000 for supplies and cleaning services as may be necessary.

Ms. Myers read Resolution 20-80E by title.

Councilman Casto made the motion to approve Resolution 20-80E. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Councilman Casto	Aye
Mayor Thomas	Aye

With nothing further, the meeting was adjourned at 3:29 P.M.

READ AND APPROVED this 23rd of April 2020.

IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.

ATTEST:

Mayor

City Clerk

PRESENTATION



~Proclamation~

A PROCLAMATION DESIGNATING
MAY 15, 2020
AS "PEACE OFFICERS MEMORIAL DAY" AND
MAY 10-16, 2020
AS "NATIONAL POLICE WEEK"
IN PANAMA CITY BEACH

WHEREAS, each year, the Nation sets aside a week to salute the men and women who do the difficult, dangerous, and often thankless work of safeguarding our communities. Our police officers are the thin blue line whose sacrifices protect and serve us every day; and

WHEREAS, the routine, everyday nature of their courage makes it all the more extraordinary as the men and women put on their uniform, leave home, and report for duty, never knowing if they will return safely home. Just as police officers never let down their guard, we must never let slide our gratitude; and

WHEREAS, by taking the oath to serve and protect their fellow citizens, law enforcement officers answer the vital calling, performing their jobs with extraordinary distinction and accepting profound responsibility. These exceptional men and women work to uphold our laws and serve on the front lines in the fight against crime; and

WHEREAS, as we mourn the fallen, let us also remember how they lived. With unflinching commitment, they defended us and kept us safe at home as we went about our everyday lives. To their families, we owe an unpayable debt. We ask God's blessings for their loved ones left behind.

NOW, THEREFORE, the City Council of the City of Panama City Beach City Council does hereby proclaim

**May 15th as "Peace Officers Memorial Day" and
May 10-16, 2020 as "National Police Week"**

in Panama City Beach and encourage all Americans to honor the officers with appropriate ceremonies and observances. We further call upon all to observe May 15th as Peace Officers Memorial Day to honor those law enforcement officers who, through courageous acts, made the ultimate sacrifice in service to their community and ask the community to display the American flag at half staff from their homes and businesses on May 15th

ITEM 1



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
CITY MANAGER / TONY O'ROURKE

2. MEETING DATE:
APRIL 23, 2020

3. REQUESTED MOTION/ACTION:
APPROVE, WITH MODIFICATIONS, RESOLUTION 20-98 EXTENDING CLOSURES RELATED TO COVID-19.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

Since the beginning of the COVID-19 worldwide pandemic, the City Council has taken steps to combat the spread of the virus through limitation, suspension, closure, and prohibition of activities or locations which are reasonably calculated to increase public gatherings or facilitate community spread. These actions include:

- Closure of the sandy gulf beach until 12:00 p.m., April 23, 2020.
- Prohibition of all special events and parades through May 1, 2020.
- Suspension of all City league sports or tournaments until May 1, 2020.
- Closure of the Frank Brown Park Community Center and Lyndell Center until May 1, 2020.

Staff requests that the Council revisit these closure and provide any extensions as the COVID-19 crisis continues to grip our community. Additionally, given the City's continued use of communications media technology for Council meetings and meetings of City boards, staff recommends suspending quasi-judicial hearings until the resolution of physical meetings.

Resolution 20-98 is an omnibus resolution allowing the Council to vote on each extension at the same time.

RESOLUTION 20-98

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, EXTENDING THE SANDY GULF BEACH CLOSURE AND ASSOCIATED PROVISIONS OF ORDINANCE 1519-E; EXTENDING THE PROHIBITION OF SPECIAL EVENTS, PARADES AND LEAGUE SPORTS; PROHIBITING PUBLIC GATHERINGS OVER 10 ON CITY PROPERTY; EXTENDING THE CLOSURE OF THE FRANK BROWN PARK COMMUNITY CENTER AND LYNDELL CENTER; SUSPENDING QUASI-JUDICIAL HEARINGS; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, as the world, nation, state of Florida, Bay County, and the City of Panama City Beach have been gripped by the outbreak of the novel coronavirus, COVID-19, and the emergency conditions created thereby, the President of the United States, Governor of the State of Florida, and Bay County Board of County Commissioners have all declared states of emergency and encouraged careful social distancing, sheltering in place, and other emergency measures aimed at combatting the outbreak; and

WHEREAS, since the beginning of this emergency, the City Council has enacted Resolution 20-80E, Ordinance 1519-E, Resolution 20-87, and Resolution 20-93 which it finds have been effective measures to protect the public health, safety and welfare for the City's residents and visitors; and

WHEREAS, the City Council finds that the findings of fact contained within the Whereas Clauses of Resolutions 20-80E, 20-87, 20-93 and Ordinance 1519-E remain true and are adopted as if fully set forth herein; and

WHEREAS, considering the continuing and growing emergency facing the City and surrounding community, including the apparent rapid spread of COVID-19, the City Council deems it necessary and appropriate to extend closures, suspensions and prohibitions described herein necessary in order to meet and address the emergency presented by COVID-19 to ensure the public health, safety, and welfare of the community.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Panama City Beach, Florida as follows:

1. Ordinance 1519-E, related to closure of the sandy Gulf beach, is hereby extended until _____, unless such date is extended by Resolution of the City Council.

2. Resolution 20-80E, Section 2, related to the prohibition of parades and Special Events, is hereby extended until _____, 2020 unless such date is extended by Resolution of the City Council.

3. Resolution 20-80E, Section 1, is extended until _____, 2020, with regard to the following:

- a. Prohibition of all public gatherings with greater than ten (10) people at City facilities and on City property;
- b. Suspension of City recreational sports leagues and tournaments;
- c. Closure of City sports fields, Frank Brown Park Community Center, and Lyndell Center.

4. All Quasi-Judicial Hearings before the City Council or any City Board are hereby suspended until the expiration of Executive Order 20-69.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ____ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By: _____, Mayor

ATTEST:

Jo Smith, Interim City Clerk



TO: Mayor and City Council

FROM: Tony O'Rourke, City Manager 

Re: Proposed Limited Beach Opening Plan

April 17, 2020

Attached for the City Council's consideration is a proposed set of goals and criteria for the Council to review at the Thursday, April 23, 2020 meeting to consider modifying its March 23, 2020 beach closure order.

I have discussed this proposal with the Bay County Manager, who will have further discussions about it with the Bay County Commission.

The plan is intended to be triggered by sound scientific and public health data, and for simple enforcement.

Proposed City of Panama City Beach Limited Beach Opening Plan

The following is a proposed set of goals and criteria for the City Council to consider and revise in determining whether to modify the City Council's March 23 beach closure order. Given the fluid nature of COVID-19's community exposure and transmission patterns, the City Council's decision-making should be grounded in science and public health facts, for modifying the beach closure order.

GOAL

- Minimize community spread or import of COVID-19
- Provide outdoor activity
- Avoid "drive market" attraction/incentive
- Coordination with Bay County
- Ease of enforcement

LIMITED OPENING CRITERIA

- Declining or flatten growth rate of documented COVID-19 cases in Bay County, Panhandle and the adjacent states over a set period of time as measured by Florida Department of Health.
- The ability to monitor and protect the City through increased COVID-19 testing and contact tracing capacity and activity as certified by Florida Department of Health. The City proposes to assist an understaffed Florida Department of Health in the tracing responsibilities.
- Hospital ICU bed capacity adequate to treat all patients without crisis/triage care as determined by the Florida Department of Health.
- Assess impact of revisions or extension to Governor's Executive Order on bars and restaurants and gatherings of 10 or more as determined by the City Council and staff.
- Ability to surge ICU capacity as determined by the Florida Department of Health.
- Sufficient supply of personal protection equipment and critical medical equipment to handle dramatic surge in COVID-19 cases as determined by the Florida Department of Health and local hospitals.
- Maintain appropriate social distancing and group congregation protocols as determined by PCB Police Department.
- Monitor conditions and immediately take steps to limit and mitigate any COVID-19 outbreaks by restricting beach access and/or activities as measured by Florida Department of Health and City staff.

PHASE 1 — LIMITED OPENING:

- 7 a.m.—10 a.m./5 p.m.-8 p.m.
- Six-foot social distancing
- No congregation of groups above 10
- No beach vendors
- No organized recreation (volleyball, football)
- Violation — Citation \$500 or arrest



ITEM 2



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Utilities Department - Al Shortt, Utilities Director

2. MEETING DATE:

April 23, 2020

3. REQUESTED MOTION/ACTION:

Approve a Utility Department budget amendment, and payment in the amount of \$364,073.45 to Gulf Coast Utility Contractors, LLC for emergency repairs to a 36" water transmission main.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

Attached is a copy of an invoice in the amount of \$364,073.45 from Gulf Coast Utility Contractors (GCUC) related to the emergency repairs of the City's 36" water transmission main near our SR 79 Pumping Station in the West Bay area. The leak was discovered on March 9th and GCUC mobilized that day to begin preparations for a repair. The City Council was presented options at its March 12th council meeting, and selected the option to attempt repairs without shutting the City water system down entirely. Early estimates for performing the repair were from \$250,000 to \$400,000. GCUC was able to complete the repairs on it's second attempt over the evening of March 16th into the early morning hours on March 17th. Staff has reviewed the invoice and is of the opinion the total invoice amount of \$364,073.45 is in line with the scope of work needed to be performed, with consideration for the contractor having to pull significant amounts of personnel and equipment on short notice from other active contracts in the area to perform the late night repairs.

A Utility Department budget amendment (BA #28) will be required to enable payment of the invoice. The necessary funds for the repairs are to be transferred from the Utility Department's reserves that currently total \$45,840,801

Staff recommends approval of the budget amendment and payment of the GCUC invoice.

RESOLUTION 20-96

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN INVOICE FROM GULF COAST UTILITY CONTRACTORS RELATED TO THE EMERGENCY REPAIR OF A 36" WATER TRANSMISSION MAIN; IN THE AMOUNT OF \$364,073.45; AND ADOPTING A BUDGET AMENDMENT TO APPROPRIATE FUNDS FOR THIS INVOICE.

WHEREAS, on or about March 9, 2020, a water leak was discovered in a 36" water transmission main near the City's SR 79 Pumping Station in the West Bay area; and

WHEREAS, this main supplies water to approximately 60% of the City's utility customers, and the need for its immediate repair constitutes an emergency because of the threat created to the health, safety and welfare of all users of the City's water system who depend on the availability and use of water; and

WHEREAS, staff solicited quotes from contractors known to be capable of performing this type of repair work, and presented those repair options and cost estimates to the Council on March 12; and

WHEREAS, given the emergency, the City's standard competitive bidding process would have created a delay in the execution of the repair which is contrary to the public interest, and the Council finds and determines that the solicitation of competitive quotes was a necessary and appropriate substitution for the competitive bidding otherwise required.

NOW THEREFORE BE IT RESOLVED that:

1. The appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Invoice from Gulf Coast Utility Contractors, relating to the emergency repair of a 36" City water main, in the amount of Three Hundred Sixty Four Thousand, Seventy Three Dollars and Forty Five Cents (\$364,073.45), in the form

attached and presented to the Council as Exhibit A today, draft dated March 31, 2020.

2. The following budget amendment #28 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2019 and ending September 30, 2020, as shown in and in accordance with the attached and incorporated Exhibit B.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ____ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mayor

ATTEST:

City Clerk



Gulf Coast Utility Contractors, LLC
13938 Hwy 77
Panama City FL 32409
850-265-9166

Service Invoice

Invoice#: 14552

Date: 03/31/2020

License: CU-CO57185

Billed To: City of Panama City Beach
angel@pcb.gov
110 S Arnold Drive
Panama City Beach FL 32413

Project: Hwy 79
Emergency Repair

Purchase Order #

Description	Unit	Quantity	Price	Ext Price	Sales Tax
Mobilization	LS	1.0000	25,000.000000	25,000.00	N
Equipment Costs	LS	1.0000	86,080.560000	86,080.56	N
Labor Costs	LS	1.0000	52,287.860000	52,287.86	N
Materials Costs	LS	1.0000	72,367.190000	72,367.19	N
Subcontractor Costs	LS	1.0000	80,850.000000	80,850.00	N
OH&P	LS	1.0000	47,487.840000	47,487.84	N

A service charge of 18.00 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your prompt payment!

Non-Taxable Amount:	364,073.45
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	364,073.45

EXHIBIT A

AGENDA ITEM # 2

Project Name 36" Water Main Repair

Equipment	Rate	Unit	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar	15-Mar	16-Mar	17-Mar	18-Mar	19-Mar	20-Mar	23-Mar	24-Mar	Total Hours	Total Amount
Cat 328	\$135.27	hr	12	8	8	12	8	8	8	8	8	8				88	\$11,903.76
Cat 314	\$72.75	hr	8			12	8	8	8	8	8	8				68	\$4,947.00
Cat 308	\$51.80	hr	8	8	8	12	8	8	8	8	8	8	8			92	\$4,765.60
Cat 304	\$22.96	hr	8	8	8	8	8	8	8	8	8	8	8			88	\$2,020.48
Komatsu PC-88	\$54.56	hr				8	8	8	8	8	8	8	8			64	\$3,491.84
Komatsu WA 320 Loader	\$55.82	hr	8	8	8	8	8	8	8	8	8	8	8	8		96	\$5,358.72
Cat 289 Skid Steer	\$46.11	hr	8	8	8	8	8	8	8	8	8	8	8	8		96	\$4,426.56
Well Point Pump	\$43.54	hr	10			24	24	48	48	48						202	\$8,795.08
Vacuum Trash Pump	\$43.54	hr	10					20	20	20						70	\$3,047.80
Light Plant	\$11.43	hr	20			20		40	40	20						140	\$1,600.20
Broom Tractor	\$36.12	hr									4					4	\$144.48
Paver	\$313.52	hr									4					4	\$1,254.08
HAMM 14 Roller	\$32.95	hr									4					4	\$131.80
Work Truck - 1/2 Ton	\$25.73	hr	19	15.75	13.75	32.25	1.75	14.75	23.75	11.5	3.5	7	4	4	7	158	\$4,065.34
Work Truck - 3/4 Ton	\$31.46	hr	17	5.5	10.5	61.75	2.5	13.5	20.75	25.75	18.75	11.25	32		24.25	243.5	\$7,660.51
Dump Truck	\$91.98	hr	4	4		4					10	10	8		4	44	\$4,047.12
Water Truck	\$54.14	hr	4	4	4											12	\$649.68
Misc. Equipment	\$4,950.00	ls	1													1	\$4,950.00

\$73,260.05
 \$12,820.51 17.5% Burden
\$86,080.56 Grand Total

Labor	Rate	Unit														Total Hours	Total Amount
Foreman	\$45.00	hr	17	5.5	10.5	61.75	2.5	13.5	20.75	25.75	18.75	11.25	32		24.25	243.5	\$10,957.50
Pipe Layer	\$25.00	hr	17	5.5	9.5	40.5		13.5	14.25	24.25	18.5	9.5	9			161.75	\$4,043.75
Laborer	\$20.00	hr	34	11	4.75	104.25		27	33.5	30.75	26.75	22	41		54.75	389.75	\$7,795.00
Operator	\$22.00	hr	17	5.5	10	38.5		13.5	7.25	14.25	9.25		11		10.75	136.5	\$3,003.00
Superintendent	\$75.00	hr	19	15.75	13.75	32.25	1.75	14.75	23.75	11.5	3.5	7	4	4	7	157.5	\$11,812.50
Dump Truck Driver	\$20.00	hr	4	4		4					10	10	8		4	44	\$880.00
Water Truck Driver	\$20.00	hr	4	4	4											12	\$240.00

\$38,731.75 Total
 \$13,556.11 35% Burden
\$52,287.86 Grand Total

Materials	Amount															Total Amount
Empire	\$67,671.25															\$67,671.25
SRM	\$1,129.68															\$1,129.68
SRM	\$954.72															\$954.72
CWR - Asphalt	\$742.15															\$742.15
CWR - Asphalt	\$863.12															\$863.12
Limerock	\$322.50															\$322.50
57 Rock	\$683.77															\$683.77

\$72,367.19 Grand Total

Subcontractor	Amount															Total Amount
Rangeline	\$77,000.00															\$77,000.00
ACME	\$1,500.00															\$1,500.00
Landscape	\$2,350.00															\$2,350.00

\$80,850.00

\$25,000.00 Mobilization
 \$86,080.56 Total Equipment
 \$52,287.86 Total Labor
 \$72,367.19 Total Materials
 \$80,850.00 Total Subcontractor
 \$316,585.61
 \$47,487.84 15% OH&P
\$364,073.45

AGENDA ITEM #

2

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 28

FUND	UTILITY	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	401-3300-533.46-50	Repairs and Maintenance Other	210,000.00	364,000.00	574,000.00
FROM	401-8100-999.96-00	Reserves Available for Expenditures	45,840,801.00	(364,000.00)	45,476,801.00
Check Adjustment Totals:			46,050,801.00	0.00	46,050,801.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate funds for the emergency water line repairs performed by GCUC in March 2020

ROUTING FOR APPROVAL

AGENDA ITEM #

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE
 _____ FINANCE DIRECTOR _____ DATE

2

EXHIBIT B

ITEM 3

RESOLUTION 20-97

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH COLIN BAENZIGER AND ASSOCIATES RELATING TO THE CANDIDATE SEARCH FOR A NEW CITY CLERK FOR THE BASIC AMOUNT OF \$14,500; AND AUTHORIZING A BUDGET AMENDMENT TO APPROPRIATE ADDITIONAL FUNDS FOR THIS CONTRACT.

WHEREAS, the City Council has determined to use the services of a professional consultant to assist with the recruitment and search for a new City Clerk; and

WHEREAS, the need for this service, and the attendant costs to interview candidates, was not anticipated when the FY 2019-2020 budget was prepared; and

WHEREAS, a budget amendment is necessary to appropriate funds for these purposes.

BE IT RESOLVED that:

1. The appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Agreement between the City and Colin Baenziger and Associates, relating to the recruitment and hiring of a new City Clerk, in the basic amount of Fourteen Thousand, Five Hundred Dollars (\$14,500), in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.
2. The following budget amendment #29 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2019 and ending September 30, 2020, as shown in and in accordance with the attached and incorporated Exhibit A.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this ____ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mayor

ATTEST:

City Clerk



City of Panama City Beach

April 16, 2020

TO: Mayor and City Council

FROM: Tony O'Rourke, City Manager *TOF*

RE: City Clerk Recruitment Guide

The following guide is designed to help the City Council and City staff navigate the City Clerk recruitment, selection, negotiations and on-boarding process to find the best individual to serve as the next permanent City Clerk.

This guide is based on best practices utilized by both executive search firms and cities.

1. Conducting the Recruitment

There are several major elements and decision points in the City Clerk recruitment process. The City Council has three major choices for conducting the recruitment. It can:

- a. Conduct the recruitment internally by using the City Manager, HR Director, City Attorney and Public Information Officer to handle the recruitment process.
- b. Select an executive recruitment firm to conduct the recruitment. If an outside executive recruitment firm option is selected, the City Council can either competitively bid these services or per City Charter, enter directly into a professional service contract, which would save the City Council about 45 days. The typical cost for the recruitment process ranges between \$20,000 and \$30,000 and includes travel expenses. If an executive recruitment firm is selected, it normally takes approximately 90 days to complete the recruitment process. Most firms will conduct free replacement searches if the selected candidate leaves or is terminated within one year of their selection.
- c. Use a hybrid approach and conduct the recruitment in conjunction with an executive search firm. The staff may be responsible for the mechanics of the

recruitment (e.g. schedule, advertising, conducting interviews, etc.), whereas the executive search format will focus on interviewing the City Council and staff to identify the expectations, skills and experience desired in a new City Clerk. The executive search firm would also focus on screening and evaluating candidates and giving the City Council a list of the top 10 semi-finalist prospects. The City Council would then narrow the candidate field down to four or five finalists. The executive search firm would then conduct a comprehensive background check on each of the finalists.

To save time and money, the City Council will retain Colin Baenziger & Associates to conduct the City Clerk position profile, facilitate candidate recruitment, screen applications and conduct background checks on the top five finalists. Mr. Baenziger is quite familiar with Panama City Beach, given he conducted the recent City Manager search. Mr. Baenziger has stated he would provide this service for a not to exceed price of \$14,500. A copy of Mr. Baenziger's engagement letter is attached.

If an executive search firm is retained, all applications would be sent to the executive firm and not the City. In Florida any submission of a letter of interest and/or resume to the City or even an executive search firm is a public record and therefore subject to disclosure. We shall make this issue clear in our recruitment advertising.

2. Create a City Council Recruitment Steering Committee

Once the City Council has made the decision to conduct the recruitment either internally, by an executive search firm, or a combination of City staff and executive search firm, it should create a City Council Recruitment Steering Committee after the April 21 City Council election to oversee the recruitment process. The Steering Committee could consist of several Council members or the entire City Council. Advisory and non-voting members of the Steering Committee may consist of the City Attorney and key staff.

The most significant point for the City Council Steering Committee in the recruitment of a City Clerk is to define what the members are looking for – that is, to create the City Clerk profile. The profile will encompass those qualities, characteristics, experience, and areas of expertise that would be found in an ideal candidate. Only by considering how applicants compare and measure against one another and, of course, against the established criteria can the governing body be sure that the candidate it appoints has the appropriate combination of work experience, management experience, and

leadership style to be successful in the position. Attached is a City Clerk criteria checklist and scoring instrument for City Council consideration.

To create this recruitment profile, the City Council should survey its own members, staff and public. This feedback will help the City Council define its needs and expectations and establish the groundwork for generating a strong pool of applicants with the skills and abilities to meet the needs of the City Council, organization and community. In addition to defining the attributes and experience the City Council is seeking in a City Clerk, it is highly desirable to require City Clerk candidates either be a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) as designated and recognized by the International Institute of Municipal Clerks.

Unless the City Council can come to consensus in the City Clerk position criteria, it may be difficult to find the right candidate. By reaching consensus, however, the City Council will be better able to inform the City Clerk applicants of what it is looking for in a new City Clerk.

3. Prepare the Position Profile and Advertising

Once the City Council has identified the skills, abilities and experience it is seeking in a City Clerk, the staff or executive search firm can prepare a position profile. Serious applicants will not submit a resume for consideration until they have done their homework and have satisfied themselves that the position represents a good career opportunity. Often they will seek information from local government officials about the community, the organization and the position.

This is one of the first contacts that will form an impression of the local government on the potential applicant. If the impression created is that the recruitment is well-organized, that the City knows what it is looking for, and that sufficient information about the City Council, organization, community, compensation and benefits is available, potential applicants are more likely to form a positive image of the position and decide to apply.

To help disseminate the same information to all applicants, the City should put together a packet of information that includes:

- a. A copy of the position profile, including key job criteria
- b. City Charter provisions regarding the position
- c. General summary information about the community and City organization
- d. The name, phone number and email address of the key City contact person
- e. The application deadline

It is to the advantage of the local government to ensure that every professional who might have an interest in the vacant position is aware of the opportunity to apply for it. Therefore, it is important that the advertising campaign be comprehensive and include a carefully worded advertisement. This does not mean, however, that the campaign has to be expensive.

The most effective national and regional advertising and outreach vehicles to recruiting a City Clerk can be found with organizations, such as International Institute of Municipal Clerks, Florida League of Cities, Florida Association of City Clerks, and on-line government job sites such as governmentjobs.com hosted by Neogov. A typical time frame for application submission is 30 days from the start of advertising.

4. Role of the Media in the Recruitment Process

Members of the media will obviously have an interest in the recruitment process and their involvement will be dictated in part by State Sunshine Law. At the outset, local government officials should brief the media on the timing and steps involved in the overall process. After the deadline has passed for submitting resumes, the governing body may decide to brief the media and the community on the overall response. As the confidentiality of resume is a major concern in any recruitment and can significantly affect the number and quality of resumes received, applicants should be apprised that in Florida the Sunshine Laws will not permit applicant confidentiality.

5. The Selection Process

Once the 30-day deadline for submitting a cover letter and resume has passed and all applications have been received, the selection process begins. Principal steps are as follows:

- a. Review and screen the applicants
- b. Identify which candidates to interview
- c. Interview the candidates
- d. Make the final selection

In reviewing the applications, the City Council Recruitment Steering Committee may consist of the City Council body as a whole or a subcommittee of the City Council, City Attorney and staff.

Once the deadline for submitting resumes has passed, the City Council as a whole, or a subcommittee can select one of the following review options:

- A. Each member of the City Council will be given one week to review all resumes and recommend those who should receive further consideration. Based on the criteria for the position that was developed at the outset of the recruiting process, the Committee can then group the "common" top 10 choices together

to determine what candidates to consider and conduct background checks on. Here are some items for consideration:

- Has the applicant had experience working in a local government of comparable size?
 - Has the applicant had experience with the variety of duties required by the position?
 - Has the applicant worked in a similar geographic area? Is the applicant likely to be comfortable in a resort setting and familiar with the challenges faced by the City?
 - What specific responsibilities has the applicant had, and what has the applicant accomplished? How does this compare with the objectives and priorities of the City?
 - Has the applicant had broad administrative responsibility or has the experience of the applicant been limited to administering activities in specialized areas?
 - Has the applicant worked directly with local government in the past? Does the applicant have experience working with citizen and other groups?
 - What is the employment history of the applicant? Does it suggest a pattern of broad experience and increasing responsibility? Does the applicant have good tenure with each employer, or is there a pattern of frequent movement from one position to another?
- B. Have the City Council as a whole body, or a subcommittee narrow the application field down to 10 semifinalists which the City Council can further reduce to a manageable finalist group of five to seven. A thorough vetting of the finalists should be conducted, including criminal and civil records and education verification.

Informing the candidates: Once finalist candidates have been selected, the City Council representative or the staff should contact each candidate by phone and do the following:

- a. Inform the candidate that he or she has been selected to be interviewed and offer congratulations. The candidate should be made to feel that the governing body is pleased to have reviewed his/her resume. At the same time, confirm the candidate's continuing interest in the position.
- b. Advise the candidate of: the nature of the interview process, including date and time, number of other candidates, whether there are any in-house candidates, and when a decision is expected to be made. Indicate that all the

details and information will be confirmed in a written correspondence. If email is to be used for this correspondence, confirm the candidate's email address.

- c. Confirm that the candidate has received the information package provided during the application process. Indicate that a supplemental package with more detailed information will be provided directly to the candidate's home in advance of the interview.
- d. Confirm local government policy on reimbursement of expenses incurred in conjunction with the interview. Many local governments reimburse candidates for all out-of-pocket expenses, including reasonable transportation, room and board.

The City staff can offer to handle all reservations, transportation and related matters, but this can be cumbersome and time-consuming. In most cases, the local government confirms the time and place and lets the candidate make his or her own arrangements. The candidates usually prefer this approach as well.

6. Interviewing the Candidates

Most local governments use the interview approach for selecting a City Clerk. The interview can consist of just a meeting with the whole City Council, as well as a separate staff interview. The City Council may also want to conduct one-on-one City Council-candidate interviews as they did during the recent City Manager recruitment. The one-on-one interviews are not common, however, they are highly productive in evaluating the candidate, and the candidate's assessment of the City Council.

As part of the initial interview, the City may want to include a comprehensive tour of the community. A trusted senior staff person, such as Debbie Ward, would be a likely tour guide.

Content of the Interview Questions: During the interview, the City Council will question the candidate about a variety of matters, such as overall work experience, specific accomplishments, career objectives, alternative approaches to practical problems faced by local government, and similar matters. A list of potential questions is provided in Appendix A.

The interview also gives the candidate an opportunity to evaluate the governing body as a group and to ask questions. An important issue to discuss during the interview is the governing body's working relationship with the City Clerk, clarifying roles and responsibilities.

During the formal and any informal meetings between the City Council and the candidates, discussions and questions should focus on the criteria for the position that were established at the outset of the recruiting process.

When the initial interview process is over, the governing body should avoid impulsive action but rather take whatever time is necessary to arrive at a comfortable and well-reasoned decision.

Once the City Council has made a decision and a candidate has been selected, and the finalist has indicated a willingness to serve, the City should personally contact the final candidates and applicants to inform them of the City Council's decision and prepare to negotiate with the selected candidate to serve as City Clerk.

Negotiation: The City Council should select the City Attorney to act as its negotiator in securing an agreement with its selected candidate to serve as City Clerk. In negotiations, compensation is a great place to start. The current City Clerk classification salary range is \$49,774 to \$82,139. Ultimately, what salary is acceptable to the City Council? What is the bargaining range? What is the current salary of the selected applicant?

Besides the candidate salary, the negotiations should cover the following subjects:

- Severance pay
- Pension
- Medical insurance
- Vacation, sick leave or paid time off accrual rate
- Holidays
- Professional development dues, conferences and memberships
- Relocation expenses
- Temporary housing
- Performance evaluation goals, objectives and annual or semi-annual review schedule

At the conclusion of the negotiations, a written summary of the terms and conditions of employment to which parties agreed should be memorialized in a written contract for City Council approval and execution by the candidate.

After the City Council and new City Clerk have reached an agreement, the new City Clerk selection announcement should be made to the media, organization and community.

On-boarding: Given the experience the previous Interim City Clerk Jo Smith has, and the City Attorneys and staff have with the functions and duties of the City Clerk, it would be wise to have the new City Clerk spend their first few days speaking with these resources and get acquainted with the job history and expectations before jumping into the City Clerk role full-time.

Appendix A

Potential Interview Questions

It is suggested that each member of the governing body ask the same questions of each candidate.

Candidate Traits/Experience/ Qualifications

1. Provide a brief summary of your education and work experience.
2. Please briefly describe your experience with:
 - Agendas for City Council, Pension Board
 - Meeting Minutes
 - Records Management
 - Public Records Requests
 - Bid Openings
 - Meeting Notices
 - Administrative Support
 - Scheduling and Calendars
 - Financial Closure Statement Filings
3. How would you describe your leadership and management styles?

Interaction with Governing Body

1. What do you perceive to be the City Clerk's role in working with the governing body, local government attorney and others?
2. What are your expectations of the governing body in relations to:
 - A. Yourself
 - B. Other staff
3. How and when do you communicate with the governing body?

Candidate Thoughts on Role of City Clerk

1. In your opinion, what role should the City Clerk have in the community?
2. Do you believe the City Clerk should be an active member of a service or fraternal organization? If yes, why?
3. How do you deal with the news media?
4. How do you deal with special interest or single interest groups?
5. What is the best way for a City Clerk to deal with an angry constituent?

Personnel Experience

1. How and when do you delegate responsibility and authority?
2. Have you ever had to discipline, demote or fire an employee? Please elaborate.
3. How do you educate, encourage and motivate your staff?
4. Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities and equal opportunity?
5. Have charges of violation of state or federal employment laws or a grievance ever been filed against you or your City? Please explain.
6. What in your opinion is the most serious issue today in City Clerk functions?

Intergovernmental Relations Experience

1. What experience have you had in dealing with:
 - Councils of government/governmental agencies?
 - County government?
 - Other local governments (schools, parks, etc.)?
 - State agencies?
 - Federal agencies?
 - State legislature?

External Organizational and Professional Association Relations

1. Have you been an active participant in the activities of a national city clerk association, or a state, city or county city clerk association, the International Institute of City Clerks or other professional organizations devoted to city clerk training and development? Please give examples of your activities.
2. Are you an International Institute of City Clerks Credentialed City Clerk? If so, how do you fulfill your annual professional development requirement?

Appendix E

Relations with Applicants — Do's and Don'ts

DO:

- Keep all candidates informed of their status at all times.
- Identify one point of contact through which everything flows, including contacts with candidates, reference checks, etc., in order to ensure that the information, messages, and details are consistent and that the process is fair and equitable.
- Keep all information strictly confidential throughout the entire recruitment and selection process unless state law requires otherwise.
- Create an outreach strategy that will ensure a diverse candidate pool.
- After carefully reviewing all applicant submittals, select a short list of the most promising candidates.
- While maintaining the confidentiality, carefully check educational credentials and references on those candidates judged best qualified.
- Invite those candidates judged best qualified for initial interviews at the local government's expense.
- Send the candidates under consideration an information packet that may include the outreach brochure and copies of your government's budget, charter, annual report, and other pertinent documents; or provide the information on where to find this material on the agency's website.
- Pay expenses of the candidates invited to a second interview (and of their spouses/partners, if applicable).
- Perform detailed background checks on the final candidate(s).
- Be prepared to enter into a formal written employment agreement with the successful candidate.
- Promptly notify all other candidates once the selection has been made and the position has been accepted. However, it is best to wait until the selected finalist has accepted the position and the agency and candidate have mutually agreed to the terms of the employment contract.

DON'T:

- Let the selection process last too long.
- Expect to get all the necessary information about the candidates from written material.
- Forget that you are seeking overall administrative ability, not technical competence in one specialized field.
- Forget to consider candidates who are assistant clerks as well as current city clerks.
- Overlook the need for candidates to possess municipal administrative experience and the advantages or value of college or university training, post degree training, and continued professional development.
- Release for publication any names or local governments of candidates unless state law requires it.



April 15, 2020

Mr. Tony O'Rourke
City Manager
City of Panama City Beach
104 South Arnold Road
Panama City Beach, FL

RE: Engagement Letter for City Clerk Search

Dear Mr. O'Rourke:

I would first like to thank you for selecting my firm to help find Panama City Beach's next City Clerk. This letter summarizes process we will undertake.

Section A: Work Plan

Phase I: Needs Assessment / Information Gathering

- Discuss with the Mayor and other key officials to:
 - Develop a description of the ideal candidate,
 - Learn the issues the next City Clerk will face, and
 - Review the City's recruitment brochure and update as appropriate based on the conversations we have.
- Develop materials we can utilize to recruit candidates.

Phase II: Candidate Recruitment

- Assist in searching for outstanding candidates who are well suited for the position by emailing the advertisement to our database of local government professionals,
- Collect the resumes and cover letters from all applicants, and
- Compile a list of all applicants.
- Note: The City will place all advertisements.

Phase III: Candidate Review and Selection of Finalists

- Resumes will be screened, and we will narrow the list to the top six most qualified semi-finalists.

Engagement Letter, Panama City Beach, FL, April 15, 2020

Page 2

- We will conduct thorough reference and background investigations on the selected semi-finalists. It should be noted that, when we conduct our investigations, we do not simply accept the references the candidates suggest. We tell the candidates whom we want to speak with. These include current and former elected officials, former supervisors, subordinate employees and others who know the candidate's work. Our goal is to get comments from six to ten references for each candidate. We also conduct criminal, civil, driver license, media, and credit checks, and we verify employment history and education. We believe these should be done early in the process to avoid embarrassment after a selection has been made.
- We will recommend four to six candidates to the City to consider interviewing. Along with our recommendation, we will provide the results of our background work electronically.

Note: This letter covers the full extent of Colin Baenziger & Associate's work.


Section B: Fee

We offer a firm, fixed price of \$14,500, which includes all expenses, except the costs associated with bringing the finalists to interview with the City (travel, meals, hotel etc.). Bills will be rendered as the search progresses and due at the end of each Phase as indicated below:

Phase	Cost
I. Needs Analysis / Information Gathering	\$ 2,000
II. Recruiting	2,5000
III. Candidate Screening	10,000

Assuming the City agrees that this letter provides a basic understanding of the work to be performed in this engagement, please have the appropriate representative of the City sign below and we can begin our efforts

Sincerely,



Colin Baenziger, Principal

For the City:

Signature Title Date

DAYTONA BEACH SHORES, FL

REDMOND, WA

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 29

FUND	GENERAL	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-1300-513.31-60	Professional Other	429,500.00	14,500.00	444,000.00
TO	001-1300-513.49-10	Other Current Charges	21,000.00	10,500.00	31,500.00
FROM	001-8100-999.96-00	Reserves Available for Expenditures	5,107,775.00	(25,000.00)	5,082,775.00
		Check Adjustment Totals:	5,558,275.00	0.00	5,558,275.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate funds related to the recruitment of a new City Clerk; headhunter services - \$14,500 Colin Baezinger and approximately \$10,500 to bring applicants and spouses to the City - travel, reception, etc.

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE

_____ FINANCE DIRECTOR _____ DATE

AGENDA ITEM # 2

Exhibit A

ITEM 4



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration

2. MEETING DATE:

April 23, 2020

3. REQUESTED MOTION/ACTION:

Request Council to approve a Citywide Bereavement Policy.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO
BUDGET AMENDMENT OR N/A

N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

Staff has prepared a bereavement policy to allow employees up to 3 days off with pay to attend a funeral for an immediate family member. This policy is a much needed update as employees are currently using sick time or leave without pay.

While doing research for this policy, this benefit is offered by most other jurisdictions including Panama City, Lynn Haven, Santa Rosa and Bay County, and the time off is consistent with what is proposed.

If approved, the policy would be effective 4/30/2020.

Staff recommends approval.

RESOLUTION 20-95

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA, AMENDING THE CITY'S BEREAVEMENT LEAVE
POLICY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City's personnel policies currently allow employees to take up to 3 days of Bereavement Leave without pay; and

WHEREAS, the City finds that paid Bereavement Leave is a benefit provided by surrounding jurisdictions; and

WHEREAS, the City finds and determines that the provision of this employee benefit is reasonable and appropriate.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Panama City Beach, that the Bereavement Leave Policy attached and incorporated herein as Exhibit A to this Resolution is hereby approved. All personnel policies or parts of policies in conflict are repealed to the extent of such conflict.

THIS RESOLUTION shall take effect on April 30, 2020.

PASSED in regular session this ___ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By: _____
Mayor

ATTEST:

City Clerk

Bereavement Leave for an Immediate Family Member:

When a death occurs in an employee's immediate family, all regular full-time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The City may require verification, in the form of a death certificate or copy of a published obituary, of the need for the bereavement leave.

Immediate Family Defined for Bereavement Leave:

Immediate family members are defined as an employee's spouse, domestic partner*, parents, stepparents, sisters, brothers, children, stepchildren, child's birthparent, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

* Domestic partner means an employee's partner in a committed, intimate relationship evidenced by at least one (1) year of cohabitation.

This policy supersedes all other City bereavement policies.

ITEM 5



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
CITY MANAGER / TONY O'ROURKE

2. MEETING DATE:
APRIL 23, 2020

3. REQUESTED MOTION/ACTION:
DISCUSS UPCOMING PUBLIC BOARD APPOINTMENTS.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

FOLLOWING THE 2020 MUNICIPAL ELECTION, THE COUNCIL IS TASKED WITH APPOINTING VARIOUS SEATS TO CITY BOARDS AS WELL OTHER PUBLIC BOARDS. BOARD SEATS ARE APPOINTED EITHER BY A SPECIFIC COUNCIL MEMBER WITH THEIR TERM TIED TO THE COUNCIL MEMBER OR FOR A FIXED TERM. UPCOMING VACANCIES ARE AS FOLLOWS:

- VICE MAYOR: CURRENTLY HELD BY COUNCILMAN CHESTER BUT REQUIRED BY CHARTER TO BE APPOINTED AT THE FIRST MEETING FOLLOWING AN ELECTION.
- TOURIST DEVELOPMENT COUNCIL: 2 BOARD SEATS APPOINTED. CURRENTLY HELD BY MAYOR THOMAS AND COUNCILMAN CHESTER.
- BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION: 2 BOARD SEATS APPOINTED. CURRENTLY HELD BY COUNCILMEN SOLIS AND MCCONNELL.
- PLANNING BOARD: ONE SEAT VACATED BY THE RESIGNATION OF COMMISSIONER SHELDON. THE COUNCIL ALSO APPOINTS THE CHAIRMANSHIP ANNUALLY. TWO ADDITIONAL SEATS WILL EXPIRE ON SEPTEMBER 30, 2020.
- WEST FLORIDA REGIONAL PLANNING COUNCIL: ONE SEAT TO BE VACATED BY COUNCILMAN SOLIS.
- HALF-CENT SALES TAX OVERSIGHT COMMITTEE: ONE SEAT APPOINTED BY EACH COUNCIL MEMBER. THREE SEATS EXPIRE WITH THE TERMS OF MAYOR THOMAS, COUNCILMAN SOLIS, AND COUNCILMAN CHESTER.
- AIRPORT AUTHORITY BOARD. ONE BOARD SEAT, CURRENTLY HELD BY KEN NELSON, EXPIRES ON JUNE 30, 2020.

CONSISTENT WITH THE COUNCIL'S PREVIOUS DIRECTION, STAFF WILL ADVERTISE THE PLANNING BOARD AND AIRPORT AUTHORITY BOARD SEATS. APPOINTMENTS FOR ALL OTHERS MAY BE MADE AT THIS MEETING OR AT THE COUNCIL'S MAY 14, 2020 MEETING.