

The Special Meeting of the City Council of the City of Panama City Beach, Florida, conducted on August 7, 2014.

ROLL
VICE-MAYOR RICK RUSSELL

COUNCILORS:
JOHN REICHARD
JOSIE STRANGE
KEITH CURRY

CITY MANAGER:
MARIO GISBERT
CITY CLERK:
HOLLY J. WHITE
CITY ATTORNEY:
ROB JACKSON

Vice-Mayor Russell called the meeting to order at 5:00 P.M., with Councilman Reichard, Councilwoman Strange, Councilman Curry, the City Manager, City Clerk and City Attorney present. He said the Mayor was unable to attend as she was under the weather.

Mr. Paul Casto gave the invocation and Vice-Mayor Russell led the pledge of allegiance.

ITEM 1 ADMINISTRATIVE SERVICES SPECIALIST JOB DESCRIPTION. The Vice-Mayor asked Mr. Gisbert to explain the purpose for the meeting. Mr. Gisbert said at a recent meeting, the Mayor had requested that Staff track the amount of time used in various activities, such as risk management, personnel issues, budget management, contract management and extra tasks. He reminded that Ms. Maria Stroud had been dealing with family issues for the past few weeks and been off work a few times. During her last absence, she called him to ask for an extended amount of time off to deal with the family issues. Ms. Stroud mentioned during conversations with Ms. White that it would be beneficial to have some help. He informed the Council that Ms. Stroud was in the DROP Program and would be leaving in two years. All of those facts culminated in melding Ms. Stroud's existing job description and the HR job description to create a position which would benefit Ms. Stroud and handle some of the HR issues. The intent was to fill this position in order for someone to aid Ms. Stroud while she was dealing with the family issues and be able to focus on data entry and Workers Comp and also be cross-trained on payroll and help with Accounts Payable.

Vice-Mayor Russell questioned the paygrade being \$45,000 to \$65,000 per year. Ms. White said Ms. Stroud's current salary was in the middle of that range. Mr. Gisbert said typically, the new person would start at the bottom of the paygrade unless they had a lot of experience or a Masters Degree.

Councilwoman Strange said she supported the cross-training. She said she thought Ms. Bridgette Cohen could do payroll as well as Ms. Nelda Fields. Mr. Gisbert confirmed that Ms. Cohen was already helping as needed. Councilwoman Strange said she had spoken with Ms. Stroud who planned to be back at work Monday. Mr. Gisbert said she had also spoken with him and requested two to three weeks off. Ms. White said six weeks ago Ms. Stroud had discussed her intention to stay the full two years but acknowledged with the family situation it may not be possible. Ms. Stroud's comments had been that if someone was hired now, the extra person would be able to handle contract management and extra tasks not being handled now.

Councilman Reichard asked if this new person would also assist Ms. White. Ms. White said certainly in the Human Resources and personnel matters. Councilwoman Strange said then possibly an Administrative Assistant could be hired to help. She said she had concerns with hiring someone at this paygrade when she knew Ms. Stroud was not making that salary and had worked twenty years to reach her current salary. She commented that there were current employees who had only received minimum raises for years. She said she felt the City should take care of the existing employees now.

Councilman Curry said he felt this new person would take care of our employees. He questioned when the existing job description had been updated. Mr. Gisbert said Ms. Stroud's job description had been updated in 1993 and had not required computer skills at that time. Councilman Curry said the position for an HR person was budgeted and had been budgeted in the past and he questioned why the opposition to hiring an HR person.

Councilman Strange said she did not think the City needed one as we were a small city. Ms. White said the City had 250 employees, not counting the part-time. The Vice-Mayor said in the past, Mr. Sale had spoken with the FLC and that our City had fewer personnel problems than any city our size. He said our City was being well-run. Councilman Reichard questioned how the FLC would know our situation without having a liaison.

Ms. White said she did not believe this position was strictly an HR position. She said when Ms. Stroud prepared to leave, the City would need to hire someone early in order to cross-train because of the nature of her duties. She said she looked at this position as hiring someone two years out as opposed to only one year before Ms. Stroud left. Councilman Reichard said he did not see this position as an HR position. Mr. Gisbert explained that was the reason the two job descriptions were melded together.

Councilman Reichard said during the last four years, three new Police Officers had been hired with other departments about the same. He said the City would be facing this situation more in the future as many longtime employees were in the DROP and would be leaving in the near future. Ms. White said the management of the retirees was one piece of Ms. Stroud's duties which was consuming more time now. Within the last several years, there were now almost fifty retirees and another two dozen in the DROP program.

Councilwoman Strange said the retirees were Civil Service and Mr. Gisbert replied confirmed they were. Councilwoman Strange asked if the Civil Service Secretary could handle the retirees. Mr. Gisbert said that was not her job description as the Civil Service Board dealt with hiring. He reminded that although new personnel had not been added, there was a constant turnover of employees which required the Civil Service Board to interview replacements. Ms. White added that Ms. Stroud had explained a lot of issues were the result of the numerous part-time employees. Mr. Gisbert said the City had hired seventy part-time people for Parks and Recreation this year. So her burden had definitely increased. Ms. White said now with the part-time people, the City was well over three hundred people, not counting the Police Auxiliary force.

Councilman Reichard made the motion to approve the job description as written and move forward in hiring the new person. Second was by Councilman Curry. The motion failed by the tied roll call vote recorded as follows:

Councilman Curry	Aye
Councilman Reichard	Aye
Councilwoman Strange	Nay
Vice-Mayor Russell	Nay
Mayor Oberst	Absent

ANNOUNCEMENTS

ITEM 1 ACTIVITIES/MEETINGS. Vice-Mayor Russell announced that tonight would be the Pier Park Summer Concert Series at Aaron Bessant Park starting at 7 P.M. He announced that there would be no regular Council Meeting on August 14th as there would be no quorum since some Council members would be out of town. There will be a Budget Workshop on August 27th beginning at 8 A.M. and the next Regular Council meeting will be August 28th at 2 P.M.

With nothing further, the meeting was adjourned at 5:17 P.M.


READ AND APPROVED this 25th of September, 2014.

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