

The Special Meeting/Budget Workshop 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 August 8, 2019.

ROLL

MAYOR MIKE THOMAS

COUNCILORS:

PAUL CASTO

PHIL CHESTER

GEOFF MCCONNELL

HECTOR SOLIS

CITY MANAGER:

MARIO GISBERT

CITY CLERK:

MARY JAN BOSSERT

CITY ATTORNEY:

COLE DAVIS

Mayor Thomas called the Special Meeting/Budget Workshop to order at 1:00 p.m. with all Councilmen, the City Manager, Finance Director, City Clerk, and City Attorney present.

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

Mayor Thomas announced it was a Public Hearing and introduced Ms. White, Finance Director.

ITEM 1 GENERAL FUND. Ms. White thanked department heads for their assistance in preparing the budget. She gave a broad overview of the General Fund. She explained the draft for the proposed budget for FY 2020 and explained the revenue and expenditures for capital expenditures. She commented the City anticipates using all impact fees and the half-cent sales tax. She explained one million dollars has been set aside for any anticipated street projects and maintenance. She explained the reserves for capital expenditures for FY 2020 totaling \$4,750,000. She explained the City's goal of keeping 25% of normal reoccurring general fund operations as a reserve. Under that goal, the City reserve should be \$6.8 million but has been reduced to \$3.8 million due to the hurricane. Mayor Thomas commented that reimbursement from FEMA is a matter of time. Ms. White stated any money reimbursed from FEMA will help the budget but is not relied upon in the proposed budget. She explained there is a long list of projects from the County and as projects are approved, the City needs a 25% match. Mr. Gisbert and Ms. White estimated it will be around 2.2 million of general fund money to match FEMA funds if all projects are funded. Discussion ensued.

Ms. White gave a brief overview of the Legislative department budget. She explained there was an increase in travel and training expenses budgeted for future incoming Council. She explained Administration is requesting one full-time accountant and one part-time floater, that will move to full time. However, due to budget constraints was willing to forego the floating position this year. She explained she intends to enter the DROP in the fall and proposes an additional full-time accountant to being training so that current staff can begin training on higher-level tasks. She explained Mr. Gisbert is retiring in March and will leave his position budgeted for the entire year. **Councilman Solis made the motion to approve one full-time entry-level accountant position. The 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

Ms. White next provided an overview of the Legal department budget. She noted that additional funds were added to the budget due to Hurricane Michael but that the legal budget which includes the City Attorney, certain professional services and outside counsel, would remain at its proposed level from the previous year.

Ms. White next reviewed the proposed budget for the Planning and Building Department and noted there were no proposed changes to personnel or operations. Next, Ms. White provided an overview of the Police Department and explained its request for four additional patrol officers and two additional communications officers. She explained car rotation is the department's main expense, that training cost was increased for new employees and current employees recertifications, but that operationally there was little budgetary change. Chief Whitman explained the department needs additional staff in the communications division and patrol. He commented the City is growing and the additional employees requested are needed. Mayor Thomas noted that sixteen new employees have been added to the department within the last few years. Councilman Solis agreed, noting that the patrol division had been increased by thirteen officers in the past three years and the budget is tight this coming fiscal year. He explained half of the city's budget is based on the business license tax. He fears if an emergency occurs such as red tide or a hurricane, the City does not have an ad valorem tax or a four-month reserve in place. He suggested increasing the mutual aid and agreed on the need for an additional communications officer. Councilman McConnell commented he is concerned with labor costs across the board. He stated reserves are low and depend on the business license tax. Councilman Solis applauded the department on cutting down on overtime. He stated all department heads are great at saving money. Councilman Chester commented he does not see a problem with hiring a communications officer. Councilman Casto stated he is concerned about reserves and labor is the biggest expense. **Councilman Casto made a motion to approve two patrol officers and two communications officers. The motion died with the lack of a second.** Mayor Thomas commented mutual aid helps the city cut back on expenses. Chief Whitman stated mutual aid is only helpful during spring break as other areas are equally busy during times when the City needs mutual aid. **Councilman Solis made a motion to approve one communications officer position. The 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

Ms. White gave a brief overview of the fire department budget. She explained the lifeguard program and the Beach and Surf program were transitioned to the Fire-Rescue Department. She explained that Beach and Surf's budget has been separately accounted for in the regular budget to easily show the cost of the program. She explained the fire assessment money cannot be used for the program or for the medical EMS supplies. She explained this department has the biggest change. Last year eighteen firefighters were approved to staff the new fire station with nine already hired and nine more to be hired this upcoming fiscal year. When the station is completed in April, it will take three full shifts to operate and the department is requesting two positions for approval along with the nine firefighters for the new station. She explained the main capital outlay item is for a new roof. Councilman McConnell asked if the Beach and Aquatics Superintendent is needed since the Fire department will have the lifeguards. Mr. Ponek requested that the Beach and Aquatics Superintendent position remain a budgeted position due to that position's importance to the pool, the aquatics center, and the beach access program. He offered that the pay grade for the position could be reduced to account for the decrease in job duties. Chief Couch explained he is requesting an additional training officer for the fire department and a new position for the director for beach rescue. Councilman Solis suggested hiring one for both positions. Chief Couch explained they are going to start hiring around February, they could fully staff vehicles with the nine additional hires. Mayor Thomas commented he is opposed to the training officer but is in favor of the additional nine firefighters. Councilman Solis commented they must be conservative right now due to budget. **Councilman Solis made a motion to approve nine firefighters and one beach supervisor. The second was made by Councilman Chester 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

Ms. White stated there are no new positions requested in the building department budget. She gave a brief overview of the street department budget. She explained they are requesting one additional maintenance position and a quarter person that will be a field inspector that will be allocated between the CRA, stormwater, and street due to an increase in projects. She explained the capital outlay is mainly for Bay Parkway. Councilman Casto asked Ms. Jenkins to explain the request for the new positions. She explained Mr. Churchwell is getting ready to retire and there have been more projects. She commented there needs to be more eyes on inspections. She explained they reorganized positions and there have been promotions where now there is a vacancy for the day to day operations in a boom truck. Mr. Gisbert commended the street department and stated there have been favorable comments about the boom truck services. Councilman McConnell echoed the positive comments he received from citizens. He requested data for the cost of the Bay Parkway project. Councilman Chester commented we may receive bids from out of town contractors that may be lower than local ones. Mayor Thomas explained after the hurricane construction costs have doubled. Ms. Jenkins commented they have cut back on seasonal employees. **Councilman Chester made the motion to approve one inspector position. The second was made by Councilman Casto 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

Ms. White gave a brief overview of the Library budget. She explained the repairs and maintenance line item has increased due to HVAC issues.

Ms. White gave a brief overview of the Parks and Recreation budget. She explained the department is requesting one-half position for a bookkeeper, this will move the current bookkeeper from part-time to full time; and one full-time mechanic position. Mr. Ponak commented the mechanic position is needed the most. Councilman Solis asked Mr. Ponak if he had any information on the rates for the ballfields, he commented it could increase revenue. Mr. Ponak presented a user fee packet to the Council. He presented a handout of estimated parking revenue using the new proposed user fees. He proposed to increase revenue we could initiate team parking fees at the park. He explained he has spoken with the city attorneys about a preferred vendor contract where there would be non-alcoholic beverages sold and was working on a bid package. He gave a brief overview of the athletic facility fees. He proposed the tournament hourly rate go from thirteen dollars to fifteen dollars an hour per field, with a twelve-hour minimum. He proposed raising club sports from seven dollars per hour to nine dollars. He explained staff is requesting to charge parking fees at Frank Brown Park. He proposed a twenty-dollar team parking fee. He commented these changes would bring in thirty-five to forty thousand dollars annually.

Mr. Richard Sanders addressed the Council. He thanked Mr. Gisbert and Mayor Thomas for recognizing donations and funding from the TDC at the last workshop. He explained rates charged by various sports parks. He explained the new sports complex charges three hundred dollars by the field during the summer or thirty-five dollars an hour but that the park negotiates with event-holders. He presented a document showing parking fees at comparable sports complexes. He suggested the City charge by the field. Discussion ensued.

Councilman McConnell made the motion to approve one full-time mechanic. The second was made by Councilman Solis and the motion passed by unanimous roll call vote recorded as follows:

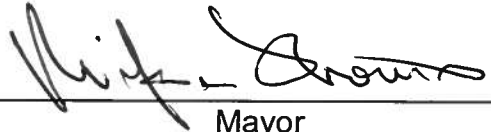
Councilman Chester	Aye
Councilman McConnell	Aye
Councilman Solis	Aye
Councilman Casto	Aye
Mayor Thomas	Aye

Mayor Thomas opened the Public Comments section of the meeting at 2:48 p.m. and invited comments. There were none. He closed the Public Comments.

With nothing further, the meeting was adjourned at 2:49 p.m.

READ AND APPROVED this 12th of September, 2019.

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