

MINUTES – June 7, 2023
CITY OF INDIAN ROCKS BEACH
SPECIAL CITY COMMISSION MEETING

The Indian Rocks Beach Regular City Commission Meeting was held on **WEDNESDAY, JUNE 7, 2023**, in the City Commission Chambers, 1507 Bay Palm Boulevard, Indian Rocks Beach, Florida.

Mayor-Commissioner Kennedy called the meeting to order at 10:00 p.m., followed by the Pledge of Allegiance and a moment of silence.

PRESENT: Mayor-Commissioner Joanne Moston Kennedy, Vice Mayor-Commissioner Bond, Commissioner Denise Houseberg, Commissioner Joseph D. McCall, Commissioner Lan Vaughan (by phone), and City Manager Gregg Mims.

OTHERS PRESENT: City Attorney Randy D. Mora, Office Administrator Lorin A. Kornijtschuk, Finance Director Dan Carpenter, and Public Works Director Dean Scharmen.

(To provide continuity for research, items are listed in agenda order, although not necessarily discussed in that order.)

CONSENT AGENDA:

1. APPROVAL OF City Clerk Proposed Voluntary Separation Agreement

Mayor Kennedy read Agenda Item 1 by title only and turned it over to City Attorney Mora.

City Attorney Mora stated that City Commission had a proposed voluntary separation agreement between the City and Deanne O'Reilly, City Clerk. The clerk has elected to retire and transition out of the role on a voluntary basis. This agreement was made with both parties; City and her council working through this. The terms are 20 weeks' severance which is the statutory maximum you cannot get any more compensation than that, apart from your approved leave, there is nothing you can add to that. In exchange for the City having a legal release, Ms. O'Reilly has already executed the agreement in the anticipation of the City Commission review and approval. It remains at your discretion how you want to proceed. You received a copy of this yesterday afternoon via email.

Mayor Kennedy opened the floor for public comments and Commission deliberation, which there was none.

MOTION BY COMMISSIONER MCCALL TO APPROVE CITY CLERK PROPOSED VOLUNTARY SEPARATION AGREEMENT. SECONDED BY COMMISSIONER HOUSEBERG.

Mayor Commissioner Kennedy asked if there were Any comments from the maker or the second.

Commissioner McCall stated that he would like to thank Deanne for her many years of service to Indian Rocks Beach, we will miss her and hope she enjoys her retirement. Commissioner Houseberg seconded. Commissioner Vaughan concurred with Commissioner McCall.

ROLL CALL VOTE:

All ayes. Motion carried 5-0

City Attorney Mora stated that all your votes are unanimously approved and the Mayor-Commissioner Kennedy will execute it effective date June 7, 2023.

2. APPROVAL OF Interim Clerk Designation

Mayor Kennedy read Agenda Item 2 by title only and turned it over to City Manager Mims.

City Manager Mims stated that we need to continue to do business, it is my pleasure to recommend to the Commission that Lorin be named the interim City Clerk. I provided this morning to the commission a brief resume from Lorin that gives you hear background. She has worked for the City since 2013. On her own initiative in 2018 who became a member of International Institute of City Clerks, she has a 2-year period once she becomes a clerk to get her certification. I recommend to the Commission name Lorin as interim City Clerk, her current rate of pay is \$55,700., I am recommending the Commission to increase her biweekly gross pay by \$550. Which will bring her annual rate of pay to 70,000. My recommendation is to name Lorin as interim based on the increase of pay. She will also be retaining her current responsibilities. We have a lot going on between the budget and the implementation of the vacation ordinance and regular operational things the clerk would have had to handle.

Mayor Kennedy asked the Commission if they had any questions.

Commissioner Houseberg asked will Lorin have to work 70-hour weeks.

City Manager Mims replied yes, she will be here with me a lot. Not only has Lorin stepped up because Deanne being out, but she has also stepped up on previous occasions, she is a team player. I am very appreciative she is willing to do this, if not City Attorney Mora's legal firm would be doing this. Thank you, Lorin.

Commissioner Houseberg asked if she was going to have assistance building the new website.

City Manager Mims replied yes, there will be other people to help. Commissioner Houseberg has already been a huge help, and I have asked her to play a larger role because of her background in that area. We traditionally use staff to lead the effort; Commissioner Houseberg will be working with me and other staff.

Mayor Kennedy opened the floor for public comments and Commission deliberation, which there was none.

MOTION BY COMMISSIONER HOUSEBERG TO APPROVE INTERIM CITY CLERK. SECONDED BY COMMISSIONER VAUGHAN.

ROLL CALL VOTE:

All ayes. Motion carried 5-0

1C. APPROVAL OF City Clerk Vacancy

Mayor Kennedy read Agenda Item 3 by title only and turned it over to City Manager Mims.

City Manager Mims stated that per the City Code Section 6.1, when a vacancy of the City Clerk or City Attorney occurs it requires the Commission to immediately advertise the Vacancy. The vacancy should be filled as soon as the commission deemed possible, you named the interim City Clerk, which takes care of the City in the short run. The Clerk job description has not been updated since 1993, there are a few technical items that need to be cleaned up. With the Commission approval I will work with City Attorney Mora, and Mayor-Commissioner Kennedy to update the description. The City will post the City Clerk Position with the new description to the City Website, Florida League of City Clerks Association, and Florida City County Management Association which I am a member of. It will be posted no later than this Friday and will be left posted to the last day of the month. All applications will be forwarded to the commission, with the hopes that there will be some action or additional steps toward the permanent appointment to the July City Commission meeting. To recap my recommendations; I will finish the City Clerk job description have it posted no later than this Friday and leave it posted unit June 30. Application will be received by Elizabeth Atkinson, who works with Finance Director Dan Carpenter. At the end of the deadline all Commissioners will get a copy. Then we will have a discussion at the July meeting about who applied. I looked at the Florida City Clerk Association website yesterday, it is a very competitive market. I know Lorin will apply and we encourage others to apply.

City Attorney Mora stated that he has served in other communities with clerk vacancies, not frequent, but does occur. The question is on how to process is best to determine what your fields are before how it will be processed. In as much your City Manager has laid out a process and it is prudent to follow the City Charter and list the position.

Mayor Kennedy asked the Commission if they had any questions.
Commissioner Houseberg asked how long we will leave the vacancy open and wait for resumes.

City Manager Mims replied until Friday June 30, 2023.

Mayor Kennedy opened the floor for public comments.

2. PUBLIC COMMENTS.

Don House, 2104 Beach Trail, asked if Deanne O'Reilly's email address was being monitored now and if I make a public records request do I need to email Lorin.

City Manager Mims replied that during the transition period Deanne's email address will be monitored but at some point, will be shut down.

Don House asked why he did not get notice of this meeting as he was on a list to receive notices. Was this some oversight.

City manager Mims replied that the City met all Public Notice Requirements, and Lorin does keep a press release list, we realized that Deanne had a list of her own, we will merge those lists.

City Attorney Mora stated that this position in this community has not been vacant in 30 years. As we transition, we will try to anticipate as many needs as possible, I have begun to provide Lorin and City Staff with resources in records management. My job is to help City manager Mims and the rest of the Avenger Team as I call them to get things done in the City. We will do our best to anticipate those needs and concerns and as idea come up please present them so we can be as proactive as possible.

Mayor-Commissioner Kennedy closed the public comment session.

MOTION BY COMMISSIONER HOUSEBERG TO APPROVE INTERIM CITY CLERK. SECONDED BY COMMISSIONER MCCALL

ROLL CALL VOTE:

All ayes. Motion carried 5-0.

4. ADJOURNMENT.

MOTION BY COMMISSIONER DENISE HOUSEBERG, SECONDED BY VICE-MAYOR-COMMISSIONER JUDE BOND, TO ADJOURN THE MEETING AT 10:19 A.M. UNANIMOUS APPROVAL BY ACCLAMATION.

/lak