



October 19, 2026

Mayor and City Commissioners
501 Harrison Ave.
Panama City, FL 32401

RE: Resolution 20261027.3 Appointment of After School Assistance
Program Advisory Board

Dear Mayor and Commissioners:

If the Commission desires to appoint a committee to provide recommendations on the After School Assistance Program (ASAP), we have attached a sample Resolution for your consideration that is patterned after the Charter Review Advisory Board Resolution. Following is a summary of the sample resolution terms:

- **Membership and appointments:** The Board will consist of five (5) unpaid members, with one appointed by each City Commissioner and the Mayor, subject to ratification by the full Commission. Members must live within Panama City and be registered City voters; members serve at the Commission's pleasure and may be removed by majority vote.
- **Meetings and governance:** Beginning in January 2027, the Board will meet at least quarterly, with meeting notices published at least four (4) days in advance. Members will select a chairperson and vice-chairperson, require a quorum consisting of a majority that includes one of those officers, conduct meetings publicly, follow Robert's Rules of Order as a guide, and maintain official minutes.
- **Advisory responsibilities:** The Board will assess program goals, performance, community needs, facilities, personnel, fundraising, and future growth. It will gather community input, analyze collected data, report findings, and submit its chairperson's reports and recommendations through the City Manager to the City Commission.

Sincerely,

Nevin J. Zimmerman, City Attorney

cc: Jonathan H. Hayes, City Manager
Leslie A. Glaze, City Clerk-Treasurer
Sheila Ware, Director of Housing and Community Services

LES W. BURKE °
ROB BLUE, JR.
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++ L.L.M. IN TAXATION
+++ CERTIFIED FAMILY MEDIATOR
♦ BOARD CERTIFIED CITY, COUNTY
AND LOCAL GOVERNMENT ATTORNEY
**NOT LICENSED TO PRACTICE IN FLORIDA

RESOLUTION 20261027.3

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PANAMA CITY ESTABLISHING THE CITY OF PANAMA CITY AFTER SCHOOL ASSISTANCE PROGRAM ADVISORY BOARD; PROVIDING FOR MEMBERSHIP AND TERMS; PROVIDING FOR MEETINGS OF THE ADVISORY BOARD; PROVIDING FOR VACANCIES; PROVIDING FOR OFFICERS; PROVIDING FOR DUTIES OF THE ADVISORY BOARD; PROVIDING FOR STAFF ASSISTANCE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR DISSOLUTION OF THE BOARD;

WHEREAS, the City of Panama City's Municipal Charter provides in ARTICLE XX – BOARDS AND COMMISSIONS – DIVISION 1 – IN GENERAL, Section 259 Advisory boards authorized, that the Commission may at any time appoint an advisory board composed of citizens qualified to act in any advisory capacity to the City Commission, city manager or to any department of the city government,

WHEREAS, Section 259 of the Municipal Charter of Panama City provides that the members of any such board shall serve without compensation for the time fixed in their appointment, or at the pleasure of the commission, and their duties shall be to consult and advise with such municipal officers and make written recommendations which shall become part of the records of the city;

WHEREAS, on September 22, 2026, the City Commission approved a Motion to put together a framework for a Citizen Advisory Committee for the After School Assistance Program, specifically for providing recommendations on the After School Assistance Program (ASAP);

WHEREAS, on September 22, 2026, the City Commission discussed the framework for an ASAP Committee;

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

Section 1. The above recitals are true and correct and incorporated in this Resolution.

Section 2. There is hereby created a City of Panama City After School Assistance Program (ASAP) Advisory Board, hereinafter referred to as the Board, who shall review the City's after school assistance program and provide recommendations;

Section 3. The Board shall consist of five (5) members. Each City Commissioner and the Mayor shall appoint one member to the Board, to be ratified by the entire City Commission. All Board members shall reside within the boundaries of the City of Panama City, Florida, and be registered City of Panama City voters. All Board members shall serve without compensation.

Section 4. The five (5) members of the Board shall serve at the pleasure of the City Commission and may be removed from the Board by the Commission with or without cause, by a majority vote of the Commission. If the position of Board member becomes vacant for any reason, the City Commission shall appoint another qualified person to serve the unexpired term of the vacated position.

Section 5. Board by-laws. The following by-laws of the Board are hereby adopted, which shall be a rule and guide to the conduct of the Board meetings and business:

- A. Scope. The Board will provide recommendations on program goals, performance, community needs, facilities needed, personnel required, fundraising needed and future growth;
- B. Officers. The Board shall select from its members a chairperson and vice-chairperson. The chairperson or, in his/her absence, the vice-chairperson shall preside at all Board meetings;
- C. Terms. The Board shall meet at least once quarterly beginning in January 2027, unless the Commission dissolves the Board earlier. Notice of all regular meetings shall be published by the City Clerk (or designee) at least four (4) days prior to the date of the meeting;
- D. Duties. Activities to be conducted by the Board are those to effectively achieve the Scope, including, but not limited to gathering community input, performing analyses of data collected, report findings and make final recommendations to the Commission through the City Manager;
- E. No business shall be conducted without a quorum, which shall consist of a majority of the members of the Board, which shall always include either the chairperson or vice-chairperson. All meetings shall be open to the public.
- F. Robert's Rules of Order will be used as a guide to dictate Board meeting decorum.

G. Official minutes will be taken and prepared by the City Clerk (or designee) and the City Attorney (or designee) will serve as the Parliamentarian.

H. Any reports and recommendations of the Board will be prepared by the Board chairperson and submitted to the City Manager, to present to the City Commission.

Section 6. This Resolution shall become effective upon adoption.

Section 7. Dissolution. The Committee shall dissolve upon notice of dissolution of the Commission.

DONE AND ADOPTED by the City Commission of the City of Panama City this 27th day of October, 2026.

CITY OF PANAMA CITY, FLORIDA

By _____
Allan Branch, Mayor

ATTEST:

Leslie A. Glaze, City Clerk-Treasurer

APPROVED AS TO FORM AND CORRECTNESS:

Nevin J. Zimmerman, City Attorney