

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: March 26, 2020

MEETING TIME: 9:00 a.m.

- I. CALL TO ORDER AND ROLL CALL
- II. INVOCATION – COUNCILMAN SOLIS
- III. PLEDGE OF ALLEGIANCE – COUNCILMAN SOLIS
- IV. APPROVAL OF MINUTES
REGULAR COUNCIL MEETING – FEBRUARY 13, 2020
REGULAR COUNCIL MEETING – FEBRUARY 27, 2020
- V. APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS
- VI. PUBLIC COMMENTS-REGULAR (NON-PUBLIC HEARINGS) & CONSENT ITEMS ONLY (LIMITED TO THREE MINUTES)
- VII. CONSENT AGENDA
 - 1 *RESOLUTION 20-83, ANNUAL WETLANDS MONITORING. “A Resolution of the City of Panama City Beach, Florida, approving Task Order 9 to the Master Services Agreement with Tetra Tech, Inc., for hydrologic and environmental monitoring of the Conservation Park, in the amount of \$98,570.”*
- X. REGULAR AGENDA - DISCUSSION/ACTION

NO.	OFFICIAL	ITEM
1	HW	RESOLUTION 20-81, BAY PARKWAY PROPORTIONATE SHARE FUNDS AND BUDGET AMENDMENT #20.
2	HW	RESOLUTION 20-82, HURRICANE MICHAEL REVENUE AND BUDGET AMENDMENT #24.
3	TO	RESOLUTION 20-84, COVID-19 FISCAL RESTRAINT PLAN.
4	TO	MUNICIPAL SUPER TUESDAY ELECTION EARLY VOTING MODIFICATION – DISCUSSION.
5	TO	CITY CLERK EVALUATION – DISCUSSION.
6	TO	DIRECTIVES, EXTENSIONS, MODIFICATIONS, OR REVOCATIONS RELATED TO THE COVID-19 PUBLIC HEALTH EMERGENCY.
- XI. 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.
 - 2 **ATTORNEY REPORT.**

- 3 CITY MANAGER REPORT.
- 4 COUNCIL COMMENTS.
- 5 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>	PAUL CASTO	<u> X </u>
PHIL CHESTER	<u> X </u>	PHIL CHESTER	<u> X </u>
GEOFF MCCONNELL	<u> X </u>	GEOFF MCCONNELL	<u> X </u>
HECTOR SOLIS	<u> X </u>	HECTOR SOLIS	<u> X </u>
MIKE THOMAS	<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.

MJBossett 03.23.2020
City Clerk Date

MJBossett 03.23.2020
City Clerk Date

IN AN EFFORT TO CONDUCT YOUR COUNCIL MEETINGS IN AN ORDERLY AND EXPEDIENT MANNER, WE RESPECTFULLY REQUEST THAT YOU WAIT UNTIL THE CHAIR RECOGNIZES YOU TO SPEAK, THEN COME TO THE PODIUM AND STATE YOUR NAME AND ADDRESS FOR THE RECORD.

E-mailed to interested parties and posted on the website on 03/23/2020 5 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”.

DUE TO THE ONGOING COVID-19 STATE OF EMERGENCY, CAPACITY FOR THE PUBLIC ATTENDANCE SHALL BE SEVERALLY LIMITED. MEMBERS OF THE PUBLIC ARE ENCOURAGED TO WATCH THE MEETING BY LIVE-STREAM. PUBLIC COMMENT MAY BE SUBMITTED BY EMAIL TO DWARD@PCBGOV.COM. COMMENTS BY EMAIL SHOULD IDENTIFY THE SPEAKER’S NAME, ADDRESS, AND AGENDA ITEM.

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)

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 February 13, 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:

COLE DAVIS

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 McConnell gave the invocation and led the Pledge of Allegiance.

Mayor Thomas announced the upcoming Community Events.

The Minutes for the Regular Meeting of January 9, 2020 were read. **Councilman Casto made the motion to approve the Minutes as written. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:**

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

Mayor Thomas asked if there were any additions or deletions to the Agenda. There were none.

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

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

PRESENTATIONS

1 BOYS & GIRLS CLUB CIVIC ACHIEVEMENT AWARD. Councilman McConnell introduced Kailani House and presented her with the Civic Achievement Award for exemplary service to the Boys and Girls Club. Ms. Latina Reed, Club Representative, spoke of Kailani's contributions to the Club. 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 6:05 p.m. and invited comments. There were none. With nothing further, Mayor Thomas closed the Public Comments at 6:05 p.m.

REGULAR AGENDA

ITEM 1 ORDINANCE 1508, COMMUNITY MEETINGS, 2ND READING, PUBLIC HEARING. Mr. Davis read Ordinance 1508 by title. The Mayor asked if there were any questions by the Council Members. There were none. Mayor Thomas opened the Public Hearing at 6:07 p.m. and invited comments.

1 Scott Helmn, Breakfast Point. Mr. Helmn spoke on Phase 3 of Breakfast Point where he stated St. Joe did not give notice of meetings or hearings about the developments.

Mayor Thomas asked Mel Leonard to clarify the Ordinance. Mr. Leonard explained this Ordinance requires developers to hold community meetings before coming before the Planning Board.

With no further comments, Mayor Thomas closed the Public Hearing at 6:09 p.m. **Councilman Solis made the motion to approve Ordinance 1508. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:**

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

ITEM 2 ORDINANCE 1513, UPDATING CAPITAL IMPROVEMENTS SCHEDULE, 2ND READING, PUBLIC HEARING.

Mr. Davis read Ordinance 1513 by title. Mayor Thomas opened the Public Hearing at 6:11 p.m. and invited comments. There were none. Mayor Thomas closed the Public Hearing at 6:11 p.m.

Councilman McConnell made the motion to approve Ordinance 1513. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 3 ORDINANCE 1514, R-3 SETBACKS, 2ND READING, PUBLIC HEARING.

Mr. Davis read Ordinance 1514 by title. Mayor Thomas opened the Public Hearing at 6:13 p.m. and invited comments. There were none. Mayor Thomas closed the Public Hearing at 6:13 p.m.

Councilman Chester made the motion to approve Ordinance 1514. Second was made by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 4 ORDINANCE 1515, PODIUM STANDARDS, 2ND READING, PUBLIC HEARING.

Mr. Davis read Ordinance 1515 by title. Mayor Thomas opened the Public Hearing at 6:14 p.m. and invited comments.

1 Genece Hatcher, 601 Gardenia Street. Ms. Hatcher asked for clarification of the Ordinance.

Mr. Leonard explained this Ordinance cleans up the Land Development Code when the height incentives went away and did not allow for those upper-tier heights in the FBO districts. He explained when the height incentives were removed it set a maximum height in the Front Beach overlay districts. As a result, the podium standards established for FBO 2 and 3 districts needed to be modified to establish new heights as which the podiums should begin.

2 Genece Hatcher, 601 Gardenia Street. Ms. Hatcher stated this is limiting private residences to a height of 35 feet. She asked the Council why they are limiting homes but allow resorts to increase heights.

Councilman Solis explained this Ordinance does not pertain to FBO 1 when heights came down the podium standards had to be adjusted and reduced from 45 to 35.

3 Burnie Thompson, 17292 Front Beach Road. Mr. Thompson stated Mayor Thomas commented Ms. Hatcher's parking was not in compliance. He asked how the Mayor could comment about someone else's parking when he is not in compliance with the parking at his restaurant.

Mayor Thomas closed the Public Hearing at 6:24 p.m.

Councilman Solis made the motion to approve Ordinance 1515. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 5 RESOLUTION 20-55, SICK LEAVE PAYOUT AND BUDGET AMENDMENT #13. Mr. Davis read Resolution 20-55 by title. There were no comments. Councilman McConnell made the motion to approve Resolution 20-55. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 6 RESOLUTION 20-56, CITY MANAGER SALARY AND BENEFITS, BUDGET AMENDMENT #14. Mr. Davis read Resolution 20-56 by title. There were no comments.

Councilman Solis made the motion to approve Resolution 20-56. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 7 RESOLUTION 20-57, BEACH AND SURF ATV PURCHASE AND BUDGET AMENDMENT #15. Mr. Davis read Resolution 20-57 by title. There were no comments.

Councilman McConnell made the motion to approve Resolution 20-57. Second was made by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 8 RESOLUTION 20-59, AMENDMENT TO AGREEMENT WITH GAC CONTRACTORS, INC. AND BUDGET AMENDMENT #16. Mr. Davis read Resolution 20-59 by title. Mr. Shortt explained the additions. He explained there are two smaller items in the new City Hall, which is the installation of a bronze exterior dedication plaque and casework to provide drawers and a large desk area in the council chamber A/V room. He explained the major proposed expenditure is the addition of a curved masonry feature wall on the north end of the park, additional concrete paving adjacent to the wall, sidewalks connecting to the sidewalks along PCB Parkway and irrigation and sod in the PCB Parkway right of way.

Councilman Solis made the motion to approve Resolution 20-59. Second was made by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 9 POLICE DEPARTMENT WRECKER SERVICE RFQ DISCUSSION. Mr. O'Rourke explained we are revisiting the City's current exclusive use of sole-source wrecker services and term allowance throughout the city. The request for qualifications is seeking qualified proposals for two types of services. Problematic/Specialty services will be awarded exclusively to the most qualified responsive firm. The City will award nonexclusive wrecker services to all qualified responsive firms. He explained staff has

prepared a request for qualifications for these services. The Council gave the direction to proceed with the Wrecker Service RFQ.

ITEM 10 CIVIL SERVICE BOARD APPOINTMENT. Mr. O'Rourke explained there was one applicant, Mr. Mark Kinkade, who has a strong background in business and is qualified for this opportunity.

Councilman Casto made the motion to approve Mr. Mark Kinkade to the Civil Service Board. Second was made by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 11 AUDIT COMMITTEE VACANCIES DISCUSSION. Mr. Davis explained the City Council revised the makeup of the audit committee to prohibit city employees from serving on the committee beyond an advisory role. He explained a member of the City Council will serve as Chair and the City Council select four qualified persons to serve alongside the Chair. Mr. Davis requested direction on making appointments to the committee. Councilman Casto asked how often the committee would be meeting. Ms. White explained the primary responsibilities of the committee and explained the committee will meet at least once a year. The Council discussed that Councilman McConnell, Casto, and Chester would return with recommended appointments.

ITEM 12 CITIZEN SURVEY TOPICS DISCUSSION. Mr. O'Rourke explained the City is preparing to conduct a citizen survey of Panama City Beach's residents. The survey will be conducted by a competitively procured consulting firm who shall prepare the questions and administer the survey. While most of the questions will be standard questions common to many cities, the survey will also include specific questions on the community's policy preferences. He explained the survey will be anonymous and asked for direction from the Council on any specific policy topics to be included in the survey. Councilman McConnell stated he would like to see the top three challenges the residents see in Panama City Beach and the satisfaction of services provided.

DELEGATIONS

Mayor Thomas explained the Delegations period and opened this portion of the meeting at 6:45 p.m.

1 Burnie Thompson, 17292 Front Beach Road. Mr. Thompson inquired if the Mayor and Code Enforcement are joining the St. Joe Company in supporting Mark Sheldon for Mayor. He alleged that the Code Enforcement officer was filmed putting out sandbags and setting up signs for the mayoral candidate. Mr. Thompson stated the Mayor made a deal with the hotel developer across from his diner regarding height incentives. Mr. Thompson played a tape from a previous council meeting.

2 Genese Hatcher, 601 Gardenia Street. Ms. Hatcher asked who the hotel developer was across from Mike's Diner. She asked was the developer Bill Carr with Carr, Riggs, and Ingram that does audits on the City's financials every year? She stated County Commissioner, Robert Carroll, was contracted by this developer to present the request for the height incentive. She asked the Mayor if he sees a conflict of interest in that. She asked what personal issue he has with her.

3 Chase Brown, 11739 Seashore Lane. Mr. Brown stated he has seen a video on social media of the Mayor, and he was rude to the person filming. He expressed the Council should be aware of what they spend their money on. He stated the Police Department does not have any body or dash cams. He commented money is not being spent correctly.

4 Gary Wayne Beck, 17001 Front Beach Road. Mr. Beck explained his distrust of the Bay County Government.

5 Tony Horton, 17292 FBR. Mr. Horton echoed Mr. Thompson and Ms. Hatcher's comments. He asked if it is a valid request to ask for the road extension for Shalimar after the votes were cast. He asked if the vote is valid or should that be voted on again.

6 Chaz Brown, 461 Clair Avenue. Mr. Brown stated in 2017 the News-Herald printed an article on Councilman Solis that he did not have a permit for several years for his business. How can we trust the council with these actions?

7 Frank Sewell, Hidden Pines. Mr. Sewell stated the lift station on Joan Avenue still has a horrible smell. He inquired if Edgewater has put in their fire sprinkler system, if not, why aren't they shut down?

8 Karena Delton, 107 Manistee Drive. She stated there is a dedication plaque ordered and inquired whose name is on it. Mr. O'Rourke explained this plaque is outside of the building that recognizes the city council, key architect, contractors, and city manager that is involved with the construction.

9 Christopher Nayler. Mr. Nayler stated his 4th amendment right by not giving his address. He read State Code U.S. 241. He stated he is a U.S. Naval Veteran and helps his community. He encouraged the audience to check out 1st Amendment Auditors on YouTube.

Councilman Chester asked Mr. Shortt to address the odor issue. Mr. Shortt explained the issue is being evaluated, the prices for replacement and repair has escalated.

With no further comments, Mayor Thomas closed the Delegations period at 7:07 p.m.

ATTORNEY REPORT

Mr. Davis had no report.

CITY MANAGER REPORT

Mr. O'Rourke explained there will be an RFP to upgrade the City's website, which is a very important portal for the public. He commented the website needs to be updated. He explained the proposal for an employee survey. He announced the upcoming City's 50th anniversary.

COUNCIL COMMENTS

Councilman Casto requested an update at the next City Council meeting on the public/private partnership with the lifeguard program.

Mayor Thomas stated he did not swap a vote for the height incentives. He explained it was a good chance to reduce traffic behind the development and that the developer voluntarily offered to build the road. Mayor Thomas stated the Council has worked hard to have a great City. He commented Ms. Hatcher made her issues personal with both himself and Councilman Solis.

With nothing further, the meeting was adjourned at 7:22 p.m.

READ AND APPROVED this 26th of March 2020.

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 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 February 27, 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 9 a.m. with all Councilmen, the City Manager, City Clerk, and City Attorney present.

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

Mayor Thomas announced the upcoming Community Events.

The Minutes for the Regular Meeting of January 23, 2020 were read. **Councilman McConnell made the motion to approve the Minutes as written. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:**

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

Mayor Thomas asked if there were any additions or deletions to the Agenda. There were none. **Councilman Casto made the motion to approve the agenda as written. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:**

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

PRESENTATIONS

1 EMPLOYEE RECOGNITION, EMORY "BO" REEVES – PRESENTATION FOR 30 YEARS OF SERVICE. Councilman Solis expressed his thanks to Mr. Reeves's service to the City. He announced that Public Works Director, Kelly Jenkins, would present the Key to the City and certificate to Mr. Reeves at a meeting with Mr. Reeves department colleagues.

2 EMPLOYEE RECOGNITION, JAMES CREAMER – PRESENTATION FOR 30 YEARS OF SERVICE. Councilman Solis invited Mr. Creamer to the podium and congratulated him on his 30 years with the City. He presented Mr. Creamer with his certificate of Appreciation for his years of service as well as congratulations from the Civil Service Commission. He also received a Key to the City and lapel pin for his service. 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 9:06 a.m. and invited comments.

1 Tom Trossen, 107 Heron Turn. Mr. Trossen asked if the Council intends to fully fund any or all projects in total if HGMP funding is not received, if so which projects. He

commented several project cost and cost-share totals have changed and inquired on the decrease in the project amount cost for the Hombre Circle Drainage Project. He asked for the logic on why the Front Beach Road Communication Hardening Project went from a 5 million, single-phase project, to a 20 million, multi-phase project. He commented the 2nd Amendment Resolution states in the resolution that the second amendment should not be infringed.

2 Burnie Thompson, 17292 Front Beach Road. Mr. Thompson echoed Mr. Trossen concerning the 2nd Amendment and explained the Constitution.

3 Gary Beck. Mr. Beck spoke on the Constitution, he commented the Bay County Government is corrupt. Mayor Thomas asked Mr. Beck to conform to the agenda.

4 Tom Klomps, 614 Poinsettia Court. Mr. Klomps asked the Council to modify Ordinance 1517 so that the special events rates will be modified yearly.

With nothing further, the Mayor closed the Public Comments at 9:14 a.m.

CONSENT AGENDA

Ms. Bossert read the Consent Agenda Items by title.

ITEM 1 RESOLUTION 20-61, BID AWARD – FRANK BROWN PARK ELECTRONIC SCOREBOARDS PROJECT. *“A Resolution of the City of Panama City Beach, Florida, approving an agreement with Daktronics, Inc. for the purchase and installation of eleven electronic scoreboards with thirty remotes and two consoles in the amount of \$81,564.”*

ITEM 2 RESOLUTION 20-62, BID AWARD – FRANK BROWN PARK PLAYGROUND SHADE PROJECT. *“A Resolution of the City of Panama City Beach, Florida, approving an agreement with Creative Shade Solutions, Inc. for the purchase and installation of playground shade structures for Frank Brown Park in the amount of \$155,000.”*

ITEM 3 RESOLUTION 20-68, LAWSON AND ASSOC. PROPERTY ACQUISITION WORK ORDER. *“A Resolution of the City of Panama City Beach, Florida, approving a work order with Mark G. Lawson, P.A. related to property acquisition services for community redevelopment projects, in the initial amount of \$25,000.”*

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

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

REGULAR AGENDA

ITEM 1 ORDINANCE 1517, SPECIAL EVENT SERVICES, 1ST READING Ms. Myers read Ordinance 1517 by title. Mr. Leonard explained this Ordinance allows the City to contract with special event holders to provide municipal services at a rate determined by the Council. Ms. Myers explained the staffing formula and process. She commented a Resolution will be brought to the Council to adopt the special event rates later.

Councilman McConnell made the motion to approve Ordinance 1517 with the modification to change the notification of cancellation to 72 hours instead of 24 for medium and large special events. Second was by Councilman Solis and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 2 RESOLUTION 20-60, BID AWARD – BAY PARKWAY PHASE 2 CONSTRUCTION. Ms. Myers read Resolution 20-60 by title. She explained there has been an amendment to the Resolution to include designating the use of half-cent infrastructure sales tax for the project.

Councilman McConnell made the motion to approve Resolution 20-60 with the amendment. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 3 RESOLUTION 20-64, TASK ORDER 18-04 – GORTEMOLLER ENGINEERING POST DESIGN SERVICES FOR BAY PARKWAY PHASE II. Ms. Myers read Resolution 20-64 by title. There were no comments.

Councilman Chester made the motion to approve Resolution 20-64. Second was by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 4 RESOLUTION 20-63, TASK ORDER 20-01 – NOVA GEOTECHNICAL SERVICES FOR BAY PARKWAY PHASE II. Ms. Myers read Resolution 20-63 by title. There were no comments.

Councilman Casto made the motion to approve Resolution 20-63. Second was by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 5 RESOLUTION 20-66, REVISING HGMP PROJECT LIST AND MATCH.

Ms. Myers read Resolution 20-66 by title. Mayor Thomas called Hagerty's representative to the podium. Mr. Jason Rosberg explained the reason for the Resolution. He explained the projects list and commitment from the City to provide some matching funds. He commented the project list is a complete list of all possible projects in Bay County that will be prioritized. Since the HMGP application period has opened, several City projects have been modified, added or deleted with a resulting increase of \$366,129 in local funding to be committed to the program.

Councilman Solis made the motion to approve Resolution 20-66. Second was by Councilman McConnell and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 6 RESOLUTION 20-67, SUPPORTING SECOND AMENDMENT RIGHTS.

Ms. Myers read Resolution 20-67 by title. Ms. Myers explained this Resolution does not offend the Constitution. There were no further comments.

Councilman McConnell made the motion to approve Resolution 20-67. Second was by Councilman Casto and the motion passed by unanimous roll call vote recorded as follows:

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

ITEM 7 PIER PARK EAST DEVELOPMENT AGREEMENT, PUBLIC HEARING.

Ms. Myers explained the Pier Park East Development Agreement. She explained no action is required by the Council at this first public hearing except to confirm the day,

time and place of the second public hearing. Mayor Thomas opened the Public Hearing at 9:30 a.m. and invited the audience's comments. There were none. With nothing further, Mayor Thomas closed the Public Hearing at 9:30 a.m.

ITEM 8 DISCUSSION OF PENSION PLAN. Ms. Myers explained City employees who are participants in the general employees' pension plan currently are vested after ten years of service with the City. She explained during the recruitment of a new city manager, the City's recruiting consultant noted that city managers generally serve between 5 and 8 years in a given city. As part of the contract with Mr. O'Rourke, the Council committed to consider in good faith a change to the city's pension plan which would allow employees who are not members of civil service and hired after October 1, 2019, to become vested in their pension benefits upon achieving five years of service with the City. The Council agreed to the change. She explained an amendment to the City's pension ordinance will be considered by the general employees' pension board at its March 5, 2020 meeting. The Council agreed to move forward.

ITEM 9 DISCUSSION OF AUDIT COMMITTEE VACANCIES. Mr. O'Rourke explained the City Council revised the makeup of the audit committee to prohibit city employees from serving on the committee beyond an advisory role. He explained a member of the City Council will serve as Chair and the city council will select four qualified persons to serve alongside the Chair. He asked the Council for recommendations. Councilman McConnell appointed Shawn Hochstetler who has dealt with government finances for twenty years. Council Casto appointed John Johnson who is a CPA. Councilman Chester appointed Zachary Van Dyke who is a local attorney. **Councilman Casto made a motion to appoint Councilman McConnell to be the Chair of the Audit Committee and to appoint Shawn Hochstetler, John Johnson, and Zachary Van Dyke to the committee. Second was made by Councilman Chester and the motion passed by unanimous roll call vote recorded as follows:**

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

ITEM 10 DISCUSSION OF BEACH LIFEGUARDS. Chief Couch gave a presentation and discussed the history of the Beach Lifeguard program. He explained the current state, including the challenges in staffing, resource development, funding, double-red flag enforcement, public-private partnerships, and drownings related to alcohol use; and a plan for the next five years. He explained the goal of reduced drownings and rescues can be achieved through continued education, growing career lifeguards, the continuation of training firefighters in open-water rescue for emergencies and backup, creating a volunteer ambassador program to help educate beachgoers, and building partnerships with private entities to responsibly address a new approach of enhancing the safety of all those enjoying the sandy beach.

ITEM 11 DISCUSSION OF NARCAN GRANT FUNDING. Chief Whitman gave a presentation and overview of Naloxone (Narcan) for Law Enforcement and First Responders. He explained with drug overdose emerging as the leading cause of accidental deaths in the United States, law enforcement officers are responding to a growing number of incidents that have the potential to end in death due to opioids. By providing Naloxone (commonly called Narcan) to officers, law enforcement agencies can reverse many of these opioid overdoses, saving countless lives. Narcan has no known side effects, is not addictive, and cannot be used to get high. Narcan only works on opioid drugs. Narcan does not harm a patient, it only reduces the effect of an opioid overdose. He explained the Panama City Beach Police Department has applied to the Department of Health, via a Helping Emergency Responders Obtain Support (HEROS) Program, for 150 doses of the nasal spray version of the emergency opioid antagonist; which is worth approximately \$4,500, on February 10, 2020, the Police Department received notification for approval of the request and are anticipating the delivery of the Narcan towards the end of March 2020.

ITEM 12 DISCUSSION OF PCB 50TH ANNIVERSARY. Ms. Ward explained the 50th Anniversary Committee has proposed to close up city offices at 3 p.m. on Friday, August 7th and have an event at Aaron Bessant Park for current and former employees and their families, to include food, cornhole tournament, specialty item giveaways with

the 50th-anniversary logo, and children's games. The Committee suggests opening the celebration up to the community at 7 p.m. as an extra concert to the free event at Aaron Bessant with a video of history from past and present officials and employees; recognizing past and present city officials; including an interactive art element that the community would create; presentations/speeches; burying of a time capsule; recognition of middle school essay contest winner and food vendors. The Committee requested an increase to \$25,000.

Councilman Casto made the motion to increase the PCB 50th Anniversary Committee budget to \$25,000. Second was by Councilman Solis and the motion passed by unanimous roll call vote recorded as follows:

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

DELEGATIONS

Mayor Thomas explained the Delegations period and opened this portion of the meeting at 10:20 a.m.

1 Burnie Thompson, 17292 Front Beach Road. Mr. Thompson thanked Mr. O'Rourke for his leadership. He spoke on the blockage and emergency vehicles on Sundial Street. He handed the Council a picture of the parking lot of Mike's Diner and Sundial Street. He explained cars are extending far into the road that leads to cars veering to pass around them. He argued that Mayor's diner should not be grandfathered in due to his remodel in 2011 that revokes the LDC grandfather clause.

2 Jason Heise, 103 Sea Oats Drive. Mr. Heise laid a Purple Heart medal on the desk in the Council Chamber. He asked if it is a Code Enforcement issue if someone has a 10 ft fence and their permit reflects eight feet. Councilman Chester answered yes. He commented the Mayor stated people get paid to criticize and believe the statement untrue. He commented people of the City are not happy, the whole town is upset. He explained he is disabled from the war. He argued that Councilman Solis should not hide behind the Wounded Warrior Project and spoke of stolen valor. He commented Councilman McConnell ran a negative campaign. He commented the Mayor has illegal parking.

3 Genese Hatcher, 601 Gardenia Street. Ms. Hatcher commented on a past situation with her guest parking. She commented Mayor Thomas' business gets preferential treatment. She commented she called the police department regarding the dangerous parking situation at Mike's Diner and Sundial Street. She made a verbal public records request for the corresponding police reports and citations and any other document related to this issue. She commented there should be "no parking" signs in this area. She asked if the City is enforcing laws equally.

4 Tom Trosson, 107 Heron Turn. Mr. Trosson gave kudos to the public works and water departments. He explained the street department replaced the speed limit signs in the Glades and he thanked the water department for their quick service. He requested for attention during the upcoming year since the Hombre Golf Course is currently under negotiation for development. He explained the process is moving slowly and there may be some more issues regarding maintenance to the property.

5 Gary Beck, 45835 Front Beach Road. Mayor Thomas asked Mr. Beck to conform to the Delegations period. Mr. Beck was escorted out of the meeting.

With no further comments, Mayor Thomas closed the Delegations period at 10:34 a.m.

ATTORNEY REPORT

Ms. Myers stated the Bay County Supervisor of Elections has asked if the Council is interested in early voting. There were no objections.

CITY MANAGER REPORT

Mr. O'Rourke explained he will present a roadmap to the strategic plan to the Council at the next meeting. He commented he has a scheduled meeting with Edgewater Resort to speak on the current life safety sprinkler issue and a proposed crosswalk from their property to the shopping mall across the street.

COUNCIL COMMENT

Councilman Solis thanked Mr. Heise for his service. He explained the truth does not make its way to the public regarding his property not being in violation. He explained his

retirement paperwork as a law enforcement officer is filed on the State's website. He commented he is proud of his law enforcement career. He thanked all of those involved in the construction of the new city hall complex. He expressed his concern about high gas prices and commented gas prices are still high this long after the hurricane.

Councilman McConnell stated the Council passed the contract to get Bay Parkway rolling. He commented the Council is investing in infrastructure and trying to solve the congestion issue. He commented the City has invested heavily in the Parks and Recreation division. He gave kudos to the Parks and Recreation department.

Councilman Casto had no comments.

Councilman Chester commented the pickleball courts are coming along great. He asked Chief Couch for a copy of the department's budget up to 2025. He thanked the departments for a great job.

Mayor Thomas announced the open house after this meeting adjourned.

With nothing further, the meeting was adjourned at 10:54 a.m.

READ AND APPROVED this 26th of March 2020.

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

CONSENT ITEM

1



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Utilities Department - Al Shortt, Utilities Director

2. MEETING DATE:

March 26, 2020

3. REQUESTED MOTION/ACTION:

Approve the annual task order with Tetra Tech, Inc. for biological monitoring at Conservation Park in the amount of \$98,570.

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)

The City Wastewater Treatment Plant (WWTP) on Gulf Boulevard ceased all discharges of treated effluent to West Bay on May 28, 2011 when the 2,900 acre receiving wetland project (aka Conservation Park) became operational. The City's wastewater treatment facility permit with the Florida Department of Environmental Protection (FDEP) requires extensive quarterly hydrologic and environmental monitoring of the wetland site in addition to the routine water quality sampling performed by City staff. This monitoring effort provides the City, and FDEP, information needed to evaluate any long-term changes that may occur to the wetland ecosystem.

In addition, both the FDEP and the US Army Corps of Engineers (USACoE) require biological monitoring of several areas within the park identified to be mitigation areas. The City is required to restore native habitat in order to address wetland impacts that occurred during construction and operation of the effluent discharge project.

Staff requested and has received a proposed Task Order Number 9 for work under the existing Master Services Agreement (MSA) with the City's wetland engineering consultant, Tetra Tech, Inc., to perform certain monitoring and reporting tasks required for next year that are outside of staff's capabilities. A copy is attached for your review as Attachment A to the MSA. Fees in the Task Order total \$98,570 to complete required activities. Monitoring quarter number two requires the most man-hours as it includes preparation of the required "Annual Wetlands Monitoring Summary Report" for submission to FDEP.

This is a planned expenditure and funds are available in the Utility Wastewater budget.

RESOLUTION 20-83

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING TASK ORDER 9 TO THE MASTER SERVICES AGREEMENT WITH TETRA TECH, INC., FOR HYDROLOGIC AND ENVIRONMENTAL MONITORING OF THE CONSERVATION PARK, IN THE AMOUNT OF \$98,570.

BE IT RESOLVED that the appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Task Order #9 to the Master Services Agreement between the City and Tetra Tech, Inc. for Major Wastewater Engineering services dated December 29, 2013, relating to Conservation Park hydrologic and environmental monitoring, in the basic amount of Ninety Eight Thousand Five Hundred Seventy Dollars (\$98,570.00), in substantially the terms set forth in the Scope of Services attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

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

CITY OF PANAMA CITY BEACH

By: _____
Mike Thomas, Mayor

ATTEST:

Mary Jan Bossert, City Clerk

Resolution 20-83

CONSENT
AGENDA ITEM # _____ 1



**ATTACHMENT A – SCOPE OF SERVICES
UNDER
MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND TETRA TECH, INC.,
RELATING TO MAJOR WASTEWATER ENGINEERING SERVICES DATED DECEMBER 29, 2013**

	CONSULTANT	CLIENT
Name	<u>Tetra Tech, Inc.</u>	<u>City of Panama City Beach, Florida</u>
Street Address	<u>61 St. Joseph Street, Suite 550</u>	<u>110 South Arnold Road</u>
City, State, Zip	<u>Mobile, Alabama 36602</u>	<u>Panama City Beach, Florida 32413</u>
Contact Person	<u>Michael B. Bomar, P.E.</u>	<u>Al Shortt, P.E.</u>
Telephone	<u>850.240.0436</u>	<u>850.233.5054</u>
E-Mail	<u>michael.bomar@tetrattech.com</u>	<u>ashortt@pcbqov.com</u>

Date Work Order Prepared: January 1, 2020

Project Identification: Name: Conservation Park Biological Monitoring – FY20

Tt Project No: _____ **Location:** Panama City Beach, Florida

SCOPE OF WORK

Consultant shall provide biological monitoring and reporting services as required by the Florida Department of Environmental Protection (FDEP) and the U.S. Army Corps of Engineers (USACE) for the Client's 3,000 acre Conservation Park (Park) for fiscal year 2020. The Park is the permitted receiving wetland for the Client's reclaimed water. The intent of this scope of work is to assist the Client in meeting the conditions of FDEP and USACE permits for the receiving wetland use of the Park. This scope is intended to address specific conditions in FDEP Wetland Permit 03-231981-003-DF, FDEP Wastewater Permit FL0021512, and USACE Permit SAJ-2006-1857 (IP-DEB). The work shall cover four sampling events – Quarters 1-4 in 2020, Semi-Annual Monitoring, Annual Reporting.

Conduct 2020 Wetland Quarterly Monitoring, Sampling, and Reporting:

Task I. Conduct Quarterly USACE Monitoring and Reporting, as well as Quarterly FDEP Monitoring:

Consultant shall conduct the quarterly monitoring field activities and subsequent preparation of reports based on such field activities required by the USACE and the FDEP. This will include the belt transects for herbaceous vegetation, belt transects for woody vegetation, threatened and endangered (T&E) species transects, and fish sampling stations. The required monitoring and reporting at the fourteen Discharge Distribution Sites will also be performed by the Consultant.

Information collected and prepared by the Consultant will be provided in tabular format to the Client for the Client's submission to the FDEP with other quarterly monitoring information prepared by others. The Consultant shall provide this information to the Client on or before the agreed upon dates identified by the Client.

Consultant shall also prepare a Draft "2020 Annual Wetlands Monitoring Summary Report" for the Client's review that satisfies the permit conditions in the referenced permit. The Consultant will provide a Draft Report in electronic format to the Client for review and comment. Upon receiving the Client's comments and reviewing the comments with the Client, the Consultant shall prepare the required number of copies of a Final "2020 Annual Wetlands Monitoring Summary Report" and submit on the Client's behalf to the FDEP by the required date.

The Consultant shall process the quarterly transect monitoring data for incorporation into the USACE 2020 Annual Monitoring Report to include wetland mitigation area semi-annual monitoring data/reporting as outlined in Task II below.

The following itemized breakdown summarizes the Consultant's work for the USACE and FDEP quarterly monitoring and reporting:

- A. Per conditions of FDEP Wastewater Permit (FL0021512, as revised on December 5, 2013)
 - 1. Monitoring of 4 previously established belt transects for herbaceous vegetation (quarterly)



2. Monitoring of 4 previously established belt transects for woody vegetation (annually in Quarter 3)
3. Monitoring of 4 1000-foot T&E transects (annually in Quarter 3)
4. Monitoring of 4 fish sampling stations (annually in Quarter 2 or 3, depending upon conditions)
5. Draft and submit Quarterly "DMR" data tables to the Client (per schedule provided by Kevin Aclin)
6. Draft the "2020 Annual Wetlands Monitoring Summary Report", per permit conditions I.E.1-9, for submittal to Client by June 1, 2020, for review and comment. The final report is due to the FDEP by June 28, 2020.

B. Per conditions of USACE Permit SJA 2006-1857 (IP-DEB)

1. Monitoring of all 9 previously established 50m transects at Discharge Distributions Sites. (semi-annually)
2. Process (quarterly) the 50m transect monitoring data for incorporation into USACE Annual Monitoring Report to include wetland mitigation area semi-annual monitoring data/reporting as outlined in Task II below).
3. Point-quarter method shall be used to monitor pine canopy density.
4. Submit annual monitoring reports to the USACD until released in accordance with the Mitigation Release Special Condition of the USACE Permit.

Task II. Conduct Semi-Annual Monitoring and Annual Reporting for the Wetland Mitigation Area (269 acres, four 50m transects and Walk Paths):

Consultant will perform semi-annual monitoring and annual reporting services related to the Client's wetland mitigation area as required to satisfy the first two quarterly sampling events and to close out the monitoring of the wetland mitigation area. The wetland mitigation area includes 269 acres within the Park which the Client is required to perform mitigation services that include slash pine tree thinning and prescribed burning. There are four 50 meter long transects where specific monitoring is required on a quarterly basis and walking paths that require monitoring on an annual basis. The four 50 meter transects were previously permitted and accepted by the FDEP and USACE that the Consultant will monitor and the walking paths are constructed walking paths.

Consultant shall also prepare a Draft 2020 Annual Monitoring Report covering the conditions required by the USACE and a Draft 2020 Annual Monitoring Report covering the FDEP's permit conditions. Both Draft 2020 Annual Monitoring Reports will be provided to the Client for review and comment prior to submitting to either regulatory agency.

The following itemized breakdown summarizes the Consultant's work for the monitoring and reporting related to the 269 acre wetland mitigation area per conditions of FDEP Wetland Resource Permit (03-231981-003-DF) and USACE Permit SJA 2006-1857 (IP-DEB):

- A. Monitoring (semi-annual) of 4 previously established 50m transects
- B. Monitoring (annual) of Walk Paths within the wetland mitigation area
- C. Draft 2020 Annual Monitoring Report for submittal to the USACE (due within 60 days of completion of second semi-annual monitoring event)
- D. Draft 2020 Annual Monitoring Report for submittal to the FDEP
- E. Draft 2020 Annual Monitoring Report to the USACE

Deliverables

- Four FDEP Wetland Quarterly Monitoring Data Tables (to be submitted to the Client, per quarterly submittal schedule provided by Kevin Aclin via email to M. Bomar and before January 17, 2020)
- One FDEP Annual Wetlands Monitoring Summary Report (due June 28, 2020, to FDEP)
- One USACE Annual Monitoring Report (due 60 days after the 4th Quarter sampling event)
- One FDEP Annual Monitoring Report (due to FDEP by October 31 each year)

Period of Performance – January 1, 2020 to December 31, 2020

Quarterly Breakdown (Tasks by Quarter):

Quarter 1 (January-March):

- Task I.A.1
- Task I.A.5
- Task I.B.1
- Task I.B.2



- Task I.B.4
- Task II.A

Quarter 2 (April-June):

- Task I.A.1
- Task 1.A.4
- Task I.A.5
- Task I.A.6
- Task I.B.1
- Task I.B.2

Quarter 3 (July-September):

- Task I.A.1
- Task I.A.2
- Task I.A.3
- Task I.A.5
- Task I.B.1
- Task I.B.2
- Task II.A
- Task II.B
- Task II.D

Quarter 4 (October-December):

- Task I.A.1
- Task I.A.5
- Task I.B.1
- Task I.B.2
- Task I.B.3
- Task II.C

EXCLUSIONS

If Client wishes Consultant to perform any of the following Additional Services, Client shall instruct Consultant in writing and Consultant shall perform or obtain from others such services for additional fees.

- Groundwater, surface water, soil or vegetative sampling, and laboratory analysis.
- Sampling and reporting for other quarters or semi-annual events outside the noted Period of Performance or other parameters or conditions not included in this scope of work.

SCHEDULE OF WORK (attach sheet if necessary to describe)

Services described under Scope of Work above will begin upon receipt of signed Work Order.

FEE

The described scope of services will be performed for the following lump sum fees by task:

TASK ACTIVITIES	AMOUNT
Quarter 1 Tasks	\$15,930.00
Quarter 2 Tasks	\$34,080.00
Quarter 3 Tasks	\$27,370.00
Quarter 4 Tasks	\$21,190.00
TOTAL	\$98,570.00



**City of Panama City Beach
Conservation Park Monitoring & Reporting Matrix**
Tetra Tech, Inc.
January 2020

	Task ID#	Description	Required Task			
			2020			
			Quarter			
			1	2	3	4
FDEP Wastewater Permit	I.A.1	Monitor belt transects for herbaceous vegetation	✓	✓	✓	✓
	I.A.2	Monitor belt transects for woody vegetation			✓	
	I.A.3	Monitor T&C transects			✓	
	I.A.4	Monitor fish sampling stations		✓		
	I.A.5	Draft and submit Quarterly Monitoring data tables to City	✓	✓	✓	✓
	I.A.6	Draft the "2020 Annual Wetlands Monitoring Summary Report" per permit conditions I.E.1-9, for submittal to City for review and comment		✓		
USACE Permit	I.B.1	Monitor 50m transects at Discharge Distribution Sites	✓	✓	✓	✓
	I.B.2	Process 50m transect monitoring data for incorporation into USACE Annual Monitoring Report	✓	✓	✓	✓
	I.B.3	Point-quarter method for pine canopy density				✓
	I.B.4	Annual Monitoring Report (2021)				✓
FDEP & USACE Wetland Permits	II.A	Monitor 50m transects	✓		✓	
	II.B	Monitor Walk Paths within the wetland mitigation area			✓	
	II.C	Draft 2020 Annual Monitoring Report for submittal to the USACE				✓
	II.D	Draft 2020 Annual Monitoring Report for submittal to the FDEP			✓	

EXHIBIT B
COMBINED TASK ORDER AND
NOTICE TO PROCEED

TASK ORDER NO. 9

DATE: March 26, 2020

Reference is made to that certain MASTER SERVICES AGREEMENT BETWEEN CITY OF PANAMA CITY BEACH AND TETRA TECH, INC. RELATING TO MAJOR WASTEWATER ENGINEERING SERVICES dated December 29, 2013, (the Agreement), the terms, conditions and definitions of which are incorporated herein as if set forth in full. Neither party is in breach of the Agreement.

Pursuant to the Agreement, Engineer agrees to perform the specific tasks set forth upon incorporated Attachment A, Scope of Services, relating to **Conservation Park Biological Monitoring – 2020**.

Engineer's total compensation shall be (check one):

- a stipulated sum of **\$98,570**; or
- a stipulated sum of \$ _____ plus one or more specified allowances listed below which may be authorized in writing by the City Manager or his designee,
Allowance of \$ _____ for _____, and
Allowance of \$ _____ for _____; or
- a fee determined on a time-involved basis with a maximum cost of \$ _____;

Work shall begin on March 1, 2019, and shall be completed within calendar year 2020. The date of completion of all work is therefore December 31, 2020. Liquidated delay damages, if any, are set at the rate of \$0 per day. There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Engineer and City, Engineer is directed to proceed.

IN WITNESS WHEREOF the parties have caused these presents to be executed in their names on the date shown.

Witness:

TETRA TECH, INC.

By: _____ Date: _____
Its: _____

ATTEST:

City Clerk

CITY OF PANAMA CITY BEACH, FL.

By: _____ Date: _____
City Manager

CONSENT
AGENDA ITEM # 1

REGULAR ITEM

1



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration / Holly White

2. MEETING DATE:

March 26, 2020

3. REQUESTED MOTION/ACTION:

Request Council to approve budget amendment #20 for the transfer of proportionate share funds collected in the amount of \$142,400 from the CRA Special Revenue Fund to the General Fund.

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)

Florida Statutes (FS) and the City's Land Development Code (LDC) provide for the collection of funds by the City from developers to mitigate the impacts of development on transportation facilities. The City's LDC Chapter 6.06 describes the requirements and the process by which such funds are collected by the City. Historically, the City has accounted for the proportionate fair share payments within the CRA Special Revenue Fund since these funds are generally utilized on CRA roadways. The Florida Department of Transportation allows for proportionate fair share funds to be utilized for capacity improvements on roadways parallel to the road for which the payment was collected from the developer. Building and Planning Director, Mel Leonard, has reviewed the listing of funds on hand which I provided to him and identified for me those which may be used for the construction of Bay Parkway Segment 2. As of today, funds in the amount of \$142,400 collected for Panama City Beach Parkway may be utilized on the parallel roadway Bay Parkway Segment 2. STAFF requests that Council approve the transfer of \$142,400 from the CRA Special Revenue Fund to the General Fund to partially fund the construction of Bay Parkway Segment 2. The use of the proportionate share payments complies with the City's policy of using its most restrictive funds first when multiple funding sources are available.

RESOLUTION 20-81

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA, APPROVING A BUDGET AMENDMENT TO
TRANSFER PROPORTIONATE SHARE FUNDS FOR BAY
PARKWAY PHASE 2 PROJECT.**

BE IT RESOLVED that the following budget amendment #20 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: _____
Mike Thomas, Mayor

ATTEST:

Mary Jan Bossert, City Clerk

AGENDA ITEM # 1

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

No. BA # 20

FUND	GENERAL	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-0000-381.00-00	Interfund Transfers In	0.00	(142,400.00)	(142,400.00)
	CRA				
FROM	160-8100-581.91-10	Transfers Out	0.00	142,400.00	142,400.00
		Check Adjustment Totals:	0.00	0.00	0.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To transfer proportionate share funds collected and deposited to the CRA to the General Fund to be utilized to partially fund the construction of Bay Parkway Segment 2

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE

_____ FINANCE DIRECTOR _____ DATE

EXHIBIT A

AGENDA ITEM # 1

REGULAR ITEM

2



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Administration / Holly White

2. MEETING DATE:

March 26, 2020

3. REQUESTED MOTION/ACTION:

Request Council approve Budget Amendment #24 to recognize funds received to date in FY 2020 from the federal and state governments related to Hurricane Michael

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)

The City currently has submitted projects to FEMA with regard to disaster recovery from Hurricane Michael in an amount equal to approximately \$3,000,000. No recoveries were included in the FY 2020 budget adopted in September 2019 by Resolution 19-139 because the timing of the recovery was subject to great uncertainty. The City has received a portion of the requested funds in FY 2020 and asks that Council adopt Budget Amendment #24 to recognize the funds recovered to date this fiscal year in the amount of \$906,450 and to utilize such funds to replace reserves depleted as a result of Hurricane Michael in FY 2019.

RESOLUTION 20-82

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA; AUTHORIZING A BUDGET AMENDMENT TO PROVIDE FOR THE RECEIPT OF \$906,450 FROM FEMA RELATED TO HURRICANE MICHAEL RECOVERY, AND THE REPLENISHMENT OF RESERVES WITH SUCH FUNDS.

WHEREAS, the City has received from FEMA a portion of its Hurricane Michael disaster recovery funds, which funds were not budgeted in FY 2020 due to uncertainty regarding the ultimate timing of their receipt; and

WHEREAS, a budget amendment is necessary to reflect the revenue now received, and its use to replenish reserves which were depleted by Hurricane Michael.

NOW THEREFORE BE IT RESOLVED by the City of Panama City Beach, Florida that the following budget amendment #24 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, to reflect the revenue to be received from the Grant and its use to replenish reserves.

This Resolution shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this _____ day of _____, 2020.

CITY OF PANAMA CITY BEACH

By _____
MIKE THOMAS, MAYOR

ATTEST:

MARY JAN BOSSERT, CITY CLERK

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

No. BA # 24

FUND	GENERAL	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-0000-331.50-00	Federal Grants Hurricane Michael	0.00	(756,000.00)	(756,000.00)
TO	001-0000-334.50-00	State Grants Hurricane Michael	0.00	(11,000.00)	(11,000.00)
TO	001-8100-999.96-00	Reserves Available for Expenditures	4,350,875.00	767,000.00	5,117,875.00
	CRA				
TO	160-0000-331.50-00	Federal Grants Hurricane Michael	0.00	(27,350.00)	(27,350.00)
TO	160-5901-559.96-00	Reserves Available for Expenditures	0.00	27,350.00	27,350.00
	UTILITY				
TO	401-0000-331.50-00	Federal Grants Hurricane Michael	0.00	(96,000.00)	(96,000.00)
TO	401-8100-999.95-00	Reserves Restricted	20,320,220.00	96,000.00	20,416,220.00
	PIER				
TO	402-0000-331.50-00	Federal Grants Hurricane Michael	0.00	(9,200.00)	(9,200.00)
TO	402-7500-575.96-00	Reserves Available for Expenditures	209,126.00	9,200.00	218,326.00
	AQUATIC CENTER				
TO	403-0000-331.50-00	Federal Grants Hurricane Michael	0.00	(6,900.00)	(6,900.00)
TO	403-0000-999.96-00	Reserves Available for Expenditures	180,533.00	6,900.00	187,433.00
		Check Adjustment Totals:	25,060,754.00	0.00	25,060,754.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To recognize revenue in the amount of \$906,450 recovered from the federal and state governments as a result of Hurricane Michael and to replenish reserves depleted during the aftermath of the storm with the funds recovered to date in FY 2020

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____ CITY MANAGER _____ DATE

_____ FINANCE DIRECTOR _____ DATE

AGENDA ITEM # 2

REGULAR ITEM

3



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

2. MEETING DATE:
MARCH 26, 2020

3. REQUESTED MOTION/ACTION:
APPROVE RESOLUTION 20-84 IMPLEMENTING A HIRING AND NON-ESSENTIAL SPENDING FREEZE DUE TO THE ECONOMIC EFFECTS OF THE COVID-19 PANDEMIC.

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)

THE GLOBAL PANDEMIC CAUSED BY THE OUTBREAK OF THE COVID-19 VIRUS HAS NOT ONLY ENGANGERED THE HEALTH OF THE PEOPLE THROUGHOUT THE STATE OF FLORIDA AND THE CITY, IT ALSO BRINGS SUBSTANTIAL DAMAGE TO THE ECONOMIC HEALTH OF OUR COMMUNITY. BECAUSE CITY IS FUNDED PRIMARILY THROUGH ITS LOCAL BUSINESS TAX ON MERCHANTS, MEASURED BY ONE PERCENT (1%) OF GROSS SALES REVENUE OF ALL SALES OF GOODS, THE CITY'S FINANCIAL HEALTH IS TIED TO THE ECONOMIC HEALTH OF THE CITY'S BUSINESSES. THE CITY IS UNIQUE IN ITS LACK OF A PROPERTY TAX.

DUE TO THE ANTICIPATED REDUCTION IN TOURISM AND CONSUMER SPENDING, THE CITY ANTICIPATES A REDUCTION IN BUSINESS TAX REVENUE AND A CORRESPONDING STRAIN TO FUND THE ESSENTIAL MUNICIPAL SERVICES PROVIDED TO THE CITY'S VISITORS AND RESIDENTS.

THE CITY MANAGER PROPOSES PLACING CERTAIN FISCAL RESTRAINT POLICIES TO SAFEGUARD AGAINST THE EFFECTS OF THESE ANTICIPATED LOSSES.

RESOLUTION 20-84 PLACES MORATORIUM ON HIRING AND NON-ESSENTIAL SPENDING WITH LIMITED EXEMPTIONS AND TO SUSPEND EARLY SICK LEAVE PAYOUT PURSUANT TO RESOLUTION 20-41.

STAFF RECOMMENDS APPROVAL.

RESOLUTION 20-84

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, IMPLEMENTING A HIRING MORATORIUM AND NON-ESSENTIAL SPENDING FREEZE, AND SUSPENDING EARLY SICK LEAVE PAYOUTS FOR CERTAIN EMPLOYEES, AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the World Health Organization, U.S. Health and Human Services Secretary, President of the United States, Governor of the State of Florida, and Bay County have all declared the outbreak of the novel coronavirus, COVID-19, to be an international, national, state, and local emergency; and

WHEREAS, as a result of COVID-19, commercial and economic activity has been drastically reduced by global and national quarantining, government imposed restrictions, and recommendations to shelter in place to slow the spread of the virus throughout the United States; and

WHEREAS, the City, since its inception, has not imposed an ad valorem tax on the property owners of the City but has, instead, relied upon the levy of local business taxes; and

WHEREAS, the City's local business tax on merchants, levied at a rate measured by one percent (1%) of gross sales revenue of all sales of goods, provides the majority of the City's general revenue; and

WHEREAS, because the City's local business tax is largely based upon consumer spending, the City's overall financial health is tied to the economic health of the City's businesses; and

WHEREAS, due to the anticipated reduction in tourism and consumer spending predicated by the COVID-19 outbreak, the City anticipates a significant reduction in business tax revenue and a corresponding strain on its ability to fund the essential municipal services provided to the City's visitors and residents; and

WHEREAS, the City is home to the world's most beautiful beaches and serves as one of the nation's premier tourist destinations to over 4 million visitors per year while also serving as the permanent home for approximately 13,000 residents; and

WHEREAS, to safeguard against the effects of the anticipated loss in revenue the City Council finds it necessary to adopt certain fiscal restraint policies designed to preserve essential municipal services.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AS FOLLOWS:

1. Hiring Moratorium. The City hereby implements a hiring moratorium across all departments and positions for the remainder of the fiscal year ending September 30, 2020 subject to the following exemptions:
 - a. Essential positions, previously approved and budgeted by the City Council in the Police and Fire Departments. Essential positions shall be those necessary to ensure an adequate level of municipal services or which directly affect the health and safety of the City's guests and residents as determined by the City Manager.
 - b. Reinstatements as required by the City's Charter.
 - c. The City Manager may grant a waiver of this moratorium for replacement of employees terminated by the City Manager or City Council or for employees who abandoned their employment.
2. Early sick-leave payouts pursuant to Resolution 20-14 are hereby suspended for the remainder of the fiscal year ending September 30, 2020.
3. Non-essential Spending Moratorium. The City hereby implements a moratorium on non-essential expenditures from the City's General Fund, including but not limited to vehicles, equipment, furniture, software, and capital improvements subject to the following exemptions:
 - a. All previously awarded, budgeted capital construction projects under construction may continue.
 - b. Projects utilizing restricted funds for which the City cannot realize any savings from cancellation of the project.
 - c. Essential purchases necessary to ensure an adequate level services and to maintain the public health, safety, and welfare of the guests and residents of the City as determined by the City Manager.
 - d. Replenishment of normal office supplies.

THIS Resolution shall be effective immediately upon passage.

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

CITY OF PANAMA CITY BEACH

AGENDA ITEM # 3

By: _____
Mike Thomas, Mayor

ATTEST:

Mary Jan Bossert, City Clerk

REGULAR ITEM

4



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

CITY MANAGER / TONY O'ROURKE

2. MEETING DATE:

MARCH 26, 2020

3. REQUESTED MOTION/ACTION:

DISCUSS MODIFICATIONS TO THE CITY'S ELECTION AGREEMENT WITH THE SUPERVISOR OF ELECTIONS IN LIGHT OF THE COVID-19 PUBLIC HEALTH EMERGENCY.

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)

THE CITY IS SCHEDULED TO HOST ITS MUNICIPAL SUPER TUESDAY ELECTION ON APRIL 21, 2020. BY AGREEMENT WITH THE CITY, THE SUPERVISOR OF ELECTIONS IS SCHEDULED TO OPEN EARLY VOTING AT THE LYNDELL CENTER BEGINNING MONDAY, APRIL 13 THROUGH FRIDAY, APRIL 17. ON ELECTION DAY, THE SUPERVISOR WILL OPEN ONE POLLING PLACE AT FRANK BROWN PARK'S COMMUNITY CENTER.

IN LIGHT OF THE PUBLIC HEALTH EMERGENCY CURRENTLY GRIPPING THE NATION AND THE CITY, THE SUPERVISOR HAS PROPOSED ELIMINATING EARLY VOTING IN FAVOR OF HOSTING TWO POLLING LOCATIONS ON APRIL 21. THE EXTRA POLLING LOCATION WOULD BE OPENED AT THE LYNDELL CENTER AND WOULD SAVE THE CITY APPROXIMATELY \$4,000.

IN ADDITION, THE SUPERVISOR IS URGING ALL VOTERS TO VOTE BY MAIL.

THE SUPERVISOR REQUESTS APPROVAL OF THIS PROPOSAL WHICH IS AT THE DISCRETION OF THE CITY COUNCIL.

REGULAR ITEM

5



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

CITY ATTORNEY

2. MEETING DATE:

MARCH 26, 2020

3. REQUESTED MOTION/ACTION:

DISCUSSION OF CITY CLERK PERFORMANCE EVALUATION

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)

IN JANUARY OF THIS YEAR THE COUNCIL UNDERTOOK A PERFORMANCE EVALUATION OF THE CITY CLERK, AS CONTEMPLATED BY THE CHARTER GENERALLY AND THE CLERK'S EMPLOYMENT CONTRACT SPECIFICALLY. EACH COUNCILMAN FILLED OUT AN EMPLOYEE EVALUATION FORM PROVIDED BY THEN CITY MANAGER MARIO GISBERT, WHICH I RECEIVED THROUGHOUT JANUARY UPON COMPLETION FROM EACH COUNCILMEMBER.

IN ORDER THAT THE INDIVIDUAL EVALUATIONS COULD REPRESENT A UNIFIED COUNCIL VOICE, I COMPILED THE RESULTS INTO THE ATTACHED SUMMARY TO DETERMINE ONE AVERAGE SCORE. BOTH THE SUMMARY AND INDIVIDUAL EVALUATIONS WERE THEN DELIVERED TO THE CITY CLERK.

BECAUSE THE CITY CLERK SERVES AT THE PLEASURE OF THE CITY COUNCIL, AND IN THE ABSENCE OF ANY SUNSHINE LAW EXEMPTIONS FOR THIS SUBJECT MATTER, THE EVALUATIONS HAVE BEEN COMPILED FOR YOUR COLLECTIVE REVIEW AND DISCUSSION IN A PUBLIC MEETING. THE EVALUATION MAY BE ADOPTED BY MOTION.

Jan 2020 City Clerk Evaluation Summary

	CC1	CC2	CC3	CC4	CC5	Avg
I. Job Knowledge/Technical Skills	2.6	2.4	2.6	2.4	2	2.4
II. Quality/Quantity of Work	2.2	1.8	2.2	2.4	3	2.32
III. Initiative/Judgment	2.2	2.4	2.2	2	2.4	2.24
IV. Communication/Teamwork	1.8	2.4	2	2.4	2.4	2.2
V. Policy/Attendance	3	2.8	3	3	3.5	3.02
VI. Lead	2	--	2.6	2.2	2.5	2.325
VII. Job Specific Competencies (as written in by one Councilmember)	--	--	--	--	4	
a City Council Meeting Professionalism						
B City Council Meeting Organization						
TOTAL	13.8/6	11.8/5	14.6/6	14.2/6	15.8/6	12.08/5 (14.505/6)
Overall Job Performance	2.3	2.36	2.43	2.36	2.63	2.416 (2.417)

Narratives:

-MJ has done an average job as City Clerk. There have been several notifications missed to Council Members regarding events. I do have serious concerns regarding Public Records requests. Additional training is needed. She does a good job handling Council meetings in the Public. Her demeanor is very good. She is kind and courteous.

-On many occasions, MJ has not followed through with complaints with citizens. She also does not keep up with my calendar properly. Things are added and changes that are inconsistent with my direction. In addition, when the public asks me questions require further information from the City, MJ does not follow up when asked. She does not work well with the other staff. This was problematic during the City Hall move.

-Needs to vastly improve attention to detail, speed of response, and organizational skills.

Non- Supervisory Employee Performance Evaluation

Employee's Name: Mary Jan Bossert	Hire date: 1/9/2017
Department: Admin	Promotion date:
Title: City Clerk	90 day <input type="radio"/> Annual <input checked="" type="radio"/> Interim <input type="radio"/>
Self-evaluation completed on:	Review completed on:

FACTOR RATINGS:

1	UNSATISFACTORY	2	NEEDS IMPROVEMENT	3	MEETS EXPECTATIONS	4	EXCEEDS EXPECTATIONS	5	OUTSTANDING
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I. JOB KNOWLEDGE / TECHNICAL SKILLS

		1	2	3	4	5
a) Performs most if not all job tasks well and without supervision	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Uses techniques, materials, tools & equipment effectively and safely	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Follows procedures	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Stays current with technology and job-related skills	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Understands and complies with safety requirements while working	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 + b) 3 + c) 2 + d) 2 + e) 3 = 12 DIVIDED BY 5 = OVERALL SCORE 2.4						

II. QUALITY / QUANTITY OF WORK

		1	2	3	4	5
a) Sets and adheres to priorities	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Meets established productivity standards, deadlines and work schedules	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Uses resources efficiently and economically	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Accomplishes accurate work with minimal assistance or supervision	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Provides work products and services that consistently meet the needs and expectations of both internal and external customers	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 3 + b) 2 + c) 3 + d) 2 + e) 2 = 12 DIVIDED BY 5 = OVERALL SCORE 2.4						

City of Panama City Beach current as of 10/1/2019

III. INITIATIVE / JUDGMENT

		1	2	3	4	5
a) Takes effective action without being told	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Analyzes problems and suggests effective solutions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Demonstrates willingness to learn new skills	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Develops realistic plans to accomplish assignments	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Searches for new ideas and ways to improve efficiency	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 +b) 2 +c) 2 +d) 2 +e) 2 = 10		DIVIDED BY 5 = OVERALL SCORE				

IV. COMMUNICATION / TEAMWORK

		1	2	3	4	5
a) Understands and is able to follow instructions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates an ability to speak and write clearly and correctly.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Accepts and responds to change in a positive manner	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Willing and able to cooperate, work with, and communicate effectively with co-workers, supervisors, and the public/customer	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Responds constructively to suggestions and feedback and takes responsibility for own actions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 +b) 3 +c) 2 +d) 3 +e) 2 = 12		DIVIDED BY 5 = OVERALL SCORE 2.4				

City of Panama City Beach current as of 10/1/2019

V. POLICY / ATTENDANCE

		1	2	3	4	5
a) Follows city policies, guidelines, procedures, and conduct rules.	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Is punctual to start of shift and complies with lunch/break policy and procedures	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Complies with dress standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Has an overall acceptable attendance record	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Complies with all safety standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 +b) 3 +c) 3 +d) 3 +e) 3 = 15		DIVIDED BY 5 = OVERALL SCORE 3				

VI. LEAD (IF APPLICABLE)

		1	2	3	4	5
a) Sets the example for others to follow	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates proper judgement and decision making skills	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Directs work flow to meet assigned tasks and goals	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Able to clearly set and achieve goals and guidelines	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Demonstrates flexibility and professionalism at all times	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 +b) 2 +c) 2 +d) 2 +e) 3 = 11		DIVIDED BY 5 = OVERALL SCORE 2.2				

VII. JOB SPECIFIC COMPETENCIES (AS REQUIRED)

		1	2	3	4	5
a)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL SCORE				

City of Panama City Beach current as of 10/1/2019

OVERALL JOB PERFORMANCE – Consider all other ratings and determine the average score based on all factors.

QUESTION #	1	2	3	4	5	6	7	TOTAL
RATING:	2.4	2.4	2	2.4	3	2.2		14.4
Divide the total by the number of questions used (6 or 7) and round up at .5								2.4

Employee Comments: _____

Supervisor Comments: _____

Accomplishments or new abilities demonstrated since last review:
Specific Examples:

Indicate if there was any discipline/kudos given during review period (do not specify details on discipline only yes or no and dates):
Specific Examples:

Specific areas of needed improvement AND/OR goals:
Specific Examples:

Recommendations for professional development (seminars, training, schooling, etc.):
Specific Examples:

What is one goal you would like to achieve in 2020?

Employee Signature: _____
Paul R. Carls

Supervisor Signature: _____
Paul R. Carls

Department Head Signature: _____ Reviewed on: _____
Paul R. Carls

HR reviewed Signature: _____ Reviewed on: _____

City Manager Signature: _____ Reviewed on: _____

City of Panama City Beach current as of 10/1/2019

Non-Supervisory Employee Performance Evaluation

Employee's Name: <i>Mary Jane Bossert</i>	Hire date:
Department:	Promotion date:
Title:	90 day <input type="radio"/> Annual <input type="radio"/> Interim <input type="radio"/>
Self-evaluation completed on:	Review completed on:

FACTOR RATINGS:

1	UNSATISFACTORY	2	NEEDS IMPROVEMENT	3	MEETS EXPECTATIONS	4	EXCEEDS EXPECTATIONS	5	OUTSTANDING
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I. JOB KNOWLEDGE / TECHNICAL SKILLS

		1	2	3	4	5
a) Performs most if not all job tasks well and without supervision	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Uses techniques, materials, tools & equipment effectively and safely	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Follows procedures	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Stays current with technology and job-related skills	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Understands and complies with safety requirements while working	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL SCORE				
		<i>2.6</i>				

II. QUALITY / QUANTITY OF WORK

		1	2	3	4	5
a) Sets and adheres to priorities	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Meets established productivity standards, deadlines and work schedules	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Uses resources efficiently and economically	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Accomplishes accurate work with minimal assistance or supervision	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Provides work products and services that consistently meet the needs and expectations of both internal and external customers	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL SCORE				
		<i>2.2</i>				

City of Panama City Beach current as of 10/1/2019

III. INITIATIVE / JUDGMENT

		1	2	3	4	5
a) Takes effective action without being told	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Analyzes problems and suggests effective solutions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Demonstrates willingness to learn new skills	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Develops realistic plans to accomplish assignments	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Searches for new ideas and ways to improve efficiency	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE		2.2				

IV. COMMUNICATION / TEAMWORK

		1	2	3	4	5
a) Understands and is able to follow instructions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates an ability to speak and write clearly and correctly.	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Accepts and responds to change in a positive manner	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Willing and able to cooperate, work with, and communicate effectively with co-workers, supervisors, and the public/customer	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Responds constructively to suggestions and feedback and takes responsibility for own actions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE		2.0				

City of Panama City Beach current as of 10/1/2019

V. POLICY / ATTENDANCE

		1	2	3	4	5
a) Follows city policies, guidelines, procedures, and conduct rules.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Is punctual to start of shift and complies with lunch/break policy and procedures	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Complies with dress standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Has an overall acceptable attendance record	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Complies with all safety standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL SCORE				
		3.0				

VI. LEAD (IF APPLICABLE)

		1	2	3	4	5
a) Sets the example for others to follow	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates proper judgement and decision making skills	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Directs work flow to meet assigned tasks and goals	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Able to clearly set and achieve goals and guidelines	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Demonstrates flexibility and professionalism at all times	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL SCORE				
		2.6				

VII. JOB SPECIFIC COMPETENCIES (AS REQUIRED)

		1	2	3	4	5
a)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL SCORE				
		5				

City of Panama City Beach current as of 10/1/2019

OVERALL JOB PERFORMANCE – Consider all other ratings and determine the average score based on all factors.

QUESTION #	1	2	3	4	5	6	7	TOTAL
RATING:	2.6	2.2	2.2	2.0	3.0	2.6		
Divide the total by the number of questions used (6 or 7) and round up at .5								

Employee Comments: _____

Supervisor Comments: _____

Accomplishments or new abilities demonstrated since last review:
Specific Examples:

Indicate if there was any discipline/kudos given during review period (do not specify details on discipline only yes or no and dates):
Specific Examples:

Specific areas of needed improvement AND/OR goals:
Specific Examples:

Recommendations for professional-development (seminars, training, schooling, etc.):
Specific Examples:

What is one goal you would like to achieve in 2020?

Employee Signature: _____

Supervisor Signature: _____

Department Head Signature: _____ Reviewed on: _____

HR reviewed Signature: _____ Reviewed on: _____

City Manager Signature: _____ Reviewed on: _____

Phil [Signature] 1-14-20

City of Panama City Beach current as of 10/1/2019

Non- Supervisory Employee Performance Evaluation

Employee's Name: Mary Jan Bossert	Hire date: 1/9/2017
Department: Admin	Promotion date:
Title: City Clerk	90 day <input type="radio"/> Annual <input checked="" type="radio"/> Interim <input type="radio"/>
Self-evaluation completed on:	Review completed on:

FACTOR RATINGS:

1	UNSATISFACTORY	2	NEEDS IMPROVEMENT	3	MEETS EXPECTATIONS	4	EXCEEDS EXPECTATIONS	5	OUTSTANDING
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I. JOB KNOWLEDGE / TECHNICAL SKILLS

		1	2	3	4	5
a) Performs most if not all job tasks well and without supervision	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Uses techniques, materials, tools & equipment effectively and safely	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Follows procedures	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Stays current with technology and job-related skills	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Understands and complies with safety requirements while working	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE 2.5						

2.4

II. QUALITY / QUANTITY OF WORK

		1	2	3	4	5
a) Sets and adheres to priorities	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Meets established productivity standards, deadlines and work schedules	SUP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Uses resources efficiently and economically	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Accomplishes accurate work with minimal assistance or supervision	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Provides work products and services that consistently meet the needs and expectations of both internal and external customers	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE 2.0						

1.8

City of Panama City Beach current as of 10/1/2019

III. INITIATIVE / JUDGMENT

		1	2	3	4	5
a) Takes effective action without being told	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Analyzes problems and suggests effective solutions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Demonstrates willingness to learn new skills	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
d) Develops realistic plans to accomplish assignments	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Searches for new ideas and ways to improve efficiency	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE <u>2.5</u>						

2.4

IV. COMMUNICATION / TEAMWORK

		1	2	3	4	5
a) Understands and is able to follow instructions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates an ability to speak and write clearly and correctly.	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Accepts and responds to change in a positive manner	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Willing and able to cooperate, work with, and communicate effectively with co-workers, supervisors, and the public/customer	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Responds constructively to suggestions and feedback and takes responsibility for own actions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE <u>2.5</u>						

2.4

V. POLICY / ATTENDANCE

		1	2	3	4	5
a) Follows city policies, guidelines, procedures, and conduct rules.	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Is punctual to start of shift and complies with lunch/break policy and procedures	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Complies with dress standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Has an overall acceptable attendance record	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Complies with all safety standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE 3.0						

2.8

VI. LEAD (IF APPLICABLE)

		1	2	3	4	5
a) Sets the example for others to follow	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates proper judgement and decision making skills	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Directs work flow to meet assigned tasks and goals	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Able to clearly set and achieve goals and guidelines	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Demonstrates flexibility and professionalism at all times	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE						

VII. JOB SPECIFIC COMPETENCIES (AS REQUIRED)

		1	2	3	4	5
a)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE						

City of Panama City Beach current as of 10/1/2019

OVERALL JOB PERFORMANCE – Consider all other ratings and determine the average score based on all factors.

QUESTION #	1	2	3	4	5	6	7	TOTAL
RATING:	1	2	3	4	5			
Divide the total by the number of questions used (6 or 7) and round up at .5								2.5

Employee Comments: _____

Supervisor Comments: NEEDS TO VASTLY IMPROVE ATTENTION TO DETAIL, SPEED OF RESPONSE, AND ~~ORGANIZATIONAL SKILLS~~ ORGANIZATIONAL SKILLS

Accomplishments or new abilities demonstrated since last review:
Specific Examples:

Indicate if there was any discipline/kudos given during review period (do not specify details on discipline only yes or no and dates):
Specific Examples:

Specific areas of needed improvement AND/OR goals:
Specific Examples:

Recommendations for professional development (seminars, training, schooling, etc.):
Specific Examples:

What is one goal you would like to achieve in 2020?

Employee Signature: _____

Supervisor Signature:  _____

Department Head Signature: _____ Reviewed on: _____

HR reviewed Signature: _____ Reviewed on: _____

City Manager Signature: _____ Reviewed on: _____

City of Panama City Beach current as of 10/1/2019

Non- Supervisory Employee Performance Evaluation

Employee's Name: <i>Mary Jan Bossert</i>	Hire date:
Department: <i>PCB City Clerk</i>	Promotion date:
Title:	90 day <input type="radio"/> Annual <input type="radio"/> Interim <input type="radio"/>
Self-evaluation completed on:	Review completed on:

FACTOR RATINGS:

1	UNSATISFACTORY	2	NEEDS IMPROVEMENT	3	MEETS EXPECTATIONS	4	EXCEEDS EXPECTATIONS	5	OUTSTANDING
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I. JOB KNOWLEDGE / TECHNICAL SKILLS

		1	2	3	4	5
a) Performs most if not all job tasks well and without supervision	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Uses techniques, materials, tools & equipment effectively and safely	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Follows procedures	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Stays current with technology and job-related skills	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Understands and complies with safety requirements while working	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		<i>2</i>				
SCORE		DIVIDED BY 5 = OVERALL				

II. QUALITY / QUANTITY OF WORK

		1	2	3	4	5
a) Sets and adheres to priorities	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Meets established productivity standards, deadlines and work schedules	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Uses resources efficiently and economically	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Accomplishes accurate work with minimal assistance or supervision	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Provides work products and services that consistently meet the needs and expectations of both internal and external customers	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		<i>3</i>				
SCORE		DIVIDED BY 5 = OVERALL				

City of Panama City Beach current as of 10/1/2019

III. INITIATIVE / JUDGMENT

		1	2	3	4	5
a) Takes effective action without being told	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Analyzes problems and suggests effective solutions	SUP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Demonstrates willingness to learn new skills	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
d) Develops realistic plans to accomplish assignments	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Searches for new ideas and ways to improve efficiency	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE		2.4				

IV. COMMUNICATION / TEAMWORK

		1	2	3	4	5
a) Understands and is able to follow instructions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates an ability to speak and write clearly and correctly.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Accepts and responds to change in a positive manner	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Willing and able to cooperate, work with, and communicate effectively with co-workers, supervisors, and the public/customer	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Responds constructively to suggestions and feedback and takes responsibility for own actions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL				
SCORE		2.4				

V. POLICY / ATTENDANCE

		1	2	3	4	5
a) Follows city policies, guidelines, procedures, and conduct rules.	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Is punctual to start of shift and complies with lunch/break policy and procedures	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
c) Complies with dress standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
d) Has an overall acceptable attendance record	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
e) Complies with all safety standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		3.5				
SCORE		DIVIDED BY 5 = OVERALL				

VI. LEAD (IF APPLICABLE)

		1	2	3	4	5
a) Sets the example for others to follow	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates proper judgement and decision making skills	SUP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Directs work flow to meet assigned tasks and goals	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Able to clearly set and achieve goals and guidelines	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Demonstrates flexibility and professionalism at all times	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		2.5				
SCORE		DIVIDED BY 5 = OVERALL				

VII. JOB SPECIFIC COMPETENCIES (AS REQUIRED)

		1	2	3	4	5
a) <i>City Council Meetings Professionalism</i>	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
b) <i>City Council Meeting Organization</i>	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
c)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) <i>4</i> +b) <i>4</i> +c) +d) +e) =		4				
SCORE		DIVIDED BY <u>1</u> = OVERALL				

City of Panama City Beach current as of 10/1/2019

OVERALL JOB PERFORMANCE – Consider all other ratings and determine the average score based on all factors.

QUESTION #	1	2	3	4	5	6	7	TOTAL
RATING:								
Divide the total by the number of questions used (6 or 7) and round up at .5								

Employee Comments: _____

Supervisor Comments: *MJ has done an average job as City Clerk. There have been several notifications missed to Council Members regarding events. I do have serious concerns regarding Public Records requests. Additional training is needed. She does a good job handling Council meetings in the Public. Her demeanor is very good. She is kind & courteous.*

Accomplishments or new abilities demonstrated since last review:
 Specific Examples:

Indicate if there was any discipline/kudos given during review period (do not specify details on discipline only yes or no and dates):
 Specific Examples:

Specific areas of needed improvement AND/OR goals:
 Specific Examples:

Recommendations for professional development (seminars, training, schooling, etc.):
 Specific Examples:

What is one goal you would like to achieve in 2020?

Employee Signature: _____

Supervisor Signature: *[Handwritten Signature]*

Department Head Signature: _____ Reviewed on: _____

HR reviewed Signature: _____ Reviewed on: _____

City Manager Signature: _____ Reviewed on: _____

City of Panama City Beach current as of 10/1/2019

Non- Supervisory Employee Performance Evaluation

Employee's Name: Mary Jan Bossert	Hire date: 1/9/2017
Department: Admin	Promotion date:
Title: City Clerk	90 day <input type="radio"/> Annual <input checked="" type="radio"/> Interim <input type="radio"/>
Self-evaluation completed on:	Review completed on:

FACTOR RATINGS:

1	UNSATISFACTORY	2	NEEDS IMPROVEMENT	3	MEETS EXPECTATIONS	4	EXCEEDS EXPECTATIONS	5	OUTSTANDING
---	----------------	---	-------------------	---	--------------------	---	----------------------	---	-------------

I. JOB KNOWLEDGE / TECHNICAL SKILLS

		1	2	3	4	5
a) Performs most if not all job tasks well and without supervision	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Uses techniques, materials, tools & equipment effectively and safely	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Follows procedures	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Stays current with technology and job-related skills	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Understands and complies with safety requirements while working	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 +b) 3 +c) 2 +d) 3 +e) 3 = 13 DIVIDED BY 5 = OVERALL SCORE 2.6						

II. QUALITY / QUANTITY OF WORK

		1	2	3	4	5
a) Sets and adheres to priorities	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Meets established productivity standards, deadlines and work schedules	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Uses resources efficiently and economically	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Accomplishes accurate work with minimal assistance or supervision	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Provides work products and services that consistently meet the needs and expectations of both internal and external customers	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 +b) 2 +c) 3 +d) 2 +e) 2 = 11 DIVIDED BY 5 = OVERALL SCORE 2.2						

City of Panama City Beach current as of 10/1/2019

III. INITIATIVE / JUDGMENT

		1	2	3	4	5
a) Takes effective action without being told	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Analyzes problems and suggests effective solutions	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Demonstrates willingness to learn new skills	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Develops realistic plans to accomplish assignments	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Searches for new ideas and ways to improve efficiency	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 +b) 2 +c) 3 +d) 2 +e) 2 = 11		DIVIDED BY 5 = OVERALL SCORE 2.2				

IV. COMMUNICATION / TEAMWORK

		1	2	3	4	5
a) Understands and is able to follow instructions	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates an ability to speak and write clearly and correctly.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Accepts and responds to change in a positive manner	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Willing and able to cooperate, work with, and communicate effectively with co-workers, supervisors, and the public/customer	SUP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Responds constructively to suggestions and feedback and takes responsibility for own actions	SUP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 +b) 3 +c) 2 +d) 1 +e) 1 = 9		DIVIDED BY 5 = OVERALL SCORE 1.8				

City of Panama City Beach current as of 10/1/2019

V. POLICY / ATTENDANCE

		1	2	3	4	5
a) Follows city policies, guidelines, procedures, and conduct rules.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Is punctual to start of shift and complies with lunch/break policy and procedures	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Complies with dress standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Has an overall acceptable attendance record	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Complies with all safety standards and policies.	SUP	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 3 +b) 3 +c) 3 +d) 3 +e) 3 = 15		DIVIDED BY 5 = OVERALL SCORE 3				

VI. LEAD (IF APPLICABLE)

		1	2	3	4	5
a) Sets the example for others to follow	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Demonstrates proper judgement and decision making skills	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Directs work flow to meet assigned tasks and goals	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Able to clearly set and achieve goals and guidelines	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Demonstrates flexibility and professionalism at all times	SUP	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) 2 +b) 2 +c) 2 +d) 2 +e) 2 = 10		DIVIDED BY 5 = OVERALL SCORE 2				

VII. JOB SPECIFIC COMPETENCIES (AS REQUIRED)

		1	2	3	4	5
a)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e)	SUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SUPERVISOR SCORE: a) +b) +c) +d) +e) =		DIVIDED BY 5 = OVERALL SCORE				

City of Panama City Beach current as of 10/1/2019

OVERALL JOB PERFORMANCE – Consider all other ratings and determine the average score based on all factors.

QUESTION #	1	2	3	4	5	6	7	TOTAL
RATING:	2.6	2.2	2.2	1.8	3	2		11.6
Divide the total by the number of questions used (6 or 7) and round up at .5								1.93

Employee Comments: _____

Supervisor Comments: On many occasions, MJ has not followed through with complaints with citizens. She also does not keep up with my calendar properly. Things are added and changed that are inconsistent with my direction. In addition, when the public asks me questions require further information from within the City, MJ does not follow up when asked. She does not work well with the other staff. This was problematic during the City Hall move.

Accomplishments or new abilities demonstrated since last review:
Specific Examples:

Indicate if there was any discipline/kudos given during review period (do not specify details on discipline only yes or no and dates):
Specific Examples:

Specific areas of needed improvement AND/OR goals:
Specific Examples:

Recommendations for professional development (seminars, training, schooling, etc.):
Specific Examples:

What is one goal you would like to achieve in 2020?

Employee Signature: 

Supervisor Signature: _____

Department Head Signature: _____ Reviewed on: _____

HR reviewed Signature: _____ Reviewed on: _____

City Manager Signature: _____ Reviewed on: _____

City of Panama City Beach current as of 10/1/2019