

City Council Workshop
Tuesday, August 23, 2016, 6pm
Civic Center 105 N. 31st Street

Mayor Tom Bailey

Councilman Bill McGlothlin
Councilwoman Linda Albrecht

Councilman Jerry Wallace
Councilman Rex Putnal

1. PUD's- Mayor
2. Bear Cans- City Administrator
3. Codification- City Administration
4. Trailer Parking- Mayor
5. Employee Recognition- City Administrator
6. Miscellaneous

*You are hereby notified that in accordance with Florida Statutes, you have a right to appeal any decision made by the Council with respect to any matter considered. You may need to insure that a verbatim record of the proceedings is made which may need to include evidence and testimony upon which the appeal is based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact Adrian Welle, City Clerk, at 114 North 22nd Street, Mexico Beach, Florida 32456; or by phone at (850) 648-5700 at least five calendar days prior to the meeting. If you are hearing or speech impaired, and you possess TDD equipment, you may contact the City Clerk using the Florida Dual Party Relay System, which can be reached at 1-800-955-8770 (TDD).



City Council
Agenda Abstract Form

Agenda items must be received by the City Clerk by Noon on the Thursday preceding the desired agenda, or it will not be considered per City Ordinance.

For Clerk's Use Only
AGENDA ITEM #

<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: TOM BAILEY

ITEM TO BE CONSIDERED

Subject: General discussion, PUDs in Mexico Beach

Reason For Agenda Item:

Several times, we have heard from the Cory's attorney about ratifying the 1999 council vote to make a tract of land north of MB a PUD. We now have information a new PUD may be in the immediate future.

Action Requested:

Discuss whether or not the council wants to ratify the Cory PUD of 1999 before they bring the issue to the council again. They want us to rezone the tract PUD concept without any future work on their part.

General discussion about future PUDs.

Agenda Requested (ie: Regular Mtg, Pre Agenda, Workshop, and Special Mtg.):

Workshop

ISSUE OVERVIEW

Background Information & Issue Summary:

While PUDs are a part of the normal development of a community, they are not required for development. Other options include subdivisions and individual development one parcel at a time. While PUDs have value for long term planning and development, it is difficult to envision the total scope of a property's transformation from a state of never developed, to a working part of the City. It is also necessary to consider if the project is realistic and in keeping with the comprehensive plan.



City Council
Agenda Abstract Form

Meeting Date: August 23, 2016
 Department: _____
 Public Hearing: Yes No
 Date of Public Hearing: _____

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PRESENTER/INFORMATION CONTACT: Mell Smigielski

ITEM TO BE CONSIDERED

Subject:
 Bear Cans

Attachment(s):
 N/A

Brief Summary:
 FWC informed us there is additional grant money available to help in the purchase of 32 gallon bear-resistant cans.

Action Requested:
 Direction from Board to pursue a plan along with the FWC.

ISSUE OVERVIEW

Background Information & Issue Summary:
 Participation in the grant would require the City to pass an ordinance that requires residents to secure their cans. FWC indicated the amount of the grant is open-ended, but would not fully fund the whole project.

Financial Impacts:

Staff Recommendations/Comments:



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PRESENTER/INFORMATION CONTACT: TOM BAILEY

ITEM TO BE CONSIDERED

Subject: CODIFICATION OF ORDINANCES

Reason For Agenda Item:

DURING THE RECENT CODIFICATION EFFORT, WE DISCUSSED SOME ORDINANCES WHICH CAN BE REVOKED SUCH AS THE DOG AND CAT LICENSE, CONTRACTOR LICENSE BOARD, ETC. MEL HAS A LIST OF THE ORDINANCES THAT WERE NOT INCLUDED IN THE CODIFICATION AND IS PREPARED TO POINT THEM OUT AT OUR NEXT MEETING.

Action Requested:

COUNCIL REVIEWED THE ORDINANCES PREVIOUSLY IDENTIFIED, DISCUSS THEM AGAIN, AND TAKE THE APPROPRIATE STEPS TO VOTE TO RESCEND THEM. AFTER THESE ORDINANCES ARE CLEARED UP, WE CAN VOTE TO APPROVE THE CODIFICATION.

Agenda Requested (ie: Regular Mtg, Pre Agenda, Workshop, and Special Mtg.):

Workshop

ISSUE OVERVIEW

Background Information & Issue Summary:

EFFORT TO FINALIZE THE CODIFATION OF ORDINANCES.





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PRESENTER/INFORMATION CONTACT: TOM BAILEY

ITEM TO BE CONSIDERED

Subject: PARKING OF TRAILERS AND EQUIPMENT

Reason For Agenda Item:

This is the same item discussed last month. The council needs to provide guidance to the City Administrator on how to proceed with parking issues.

Action Requested:

Make a decision about parking of trailers on empty lots. Change the LDR if needed. Clarify the wording in the LDR if needed.

Agenda Requested (ie: Regular Mtg, Pre Agenda, Workshop, and Special Mtg.):

Workshop

ISSUE OVERVIEW

Background Information & Issue Summary:

The council put administrative actions on hold last month while all council members had time to review the LDR and the issue. Please recall the many pictures I presented last month.



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PRESENTER/INFORMATION CONTACT: Mell Smigielski

ITEM TO BE CONSIDERED

Subject:

Employee Recognition

Attachment(s):

Employee Recognition Plan

Brief Summary:

Paying an employee for their work is just a start. Recognition for a job well done will spur future hard work.

Action Requested:

No action required

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Funds have been placed into the budget for the quarterly awards and recognition dinners.

Staff Recommendations/Comments:

Mexico Beach Employee Recognition Program



Purpose

To Recognize employees who:

- perform effectively and efficiently under stress
- develop procedures, forms or methods which add to the efficiency and effectiveness of the Department/City
- goes beyond job scope to assist a fellow employee or citizen
- contribute to community service organizations by donating his/her time or materials on an on-going basis
- provide outstanding achievement over time, by his/her participation on a committee, in an organization, or on a team
- has effectively managed special Departmental or City projects
- going above and beyond daily work tasks

Importance of Recognition

- Strong motivator
- Boosts morale
- Increases productivity
- Keeps employees engaged
- Encourages and fosters pride of ownership
- Creates a positive environment and tone in the work place
- Mitigates lack of ability to financially reward or incentivize municipal employees
- Criticism is better received when acknowledgement for good work is provided

Tools for Recognition

- #1 "Thank You" (publicly, privately, stop at job sites, in presence of family/friends)
- Demonstrate to employees that they are valuable and appreciated
- Treat employees with respect. Never demean employee privately, in front of peers or in public
- Official Letters, notes, emails with copies to supervisors acknowledging exceptional work or initiative
- Give credit where due — public acknowledgement of achievements
- Acknowledge work of employees at Board meetings
- News stories and press releases
- Verbal acknowledgement at internal and external meetings and events
- Flexibility or time off where possible
- Performance evaluations
- Share correspondence received from the public; personnel file

- Recognition Events
- Include employee in the meetings or event planning to which they contributed ideas
- Develop job titles to reflect roles and responsibilities — helps public to go to the right person and creates more pride in work
- Address poor performance and behavior (morale)

Employee Recognition

- Recognition Events (Holiday Party, Quarterly Employee Recognition Cookout Annual Award & Recognition Dinner).
- Newsletter stories, Employee Spotlights, press releases , Facebook, Twitter
- "Reward" good employees
- Publicly acknowledge and thank
- Note, email or personal comment to employee, family members
- Send supervisor written acknowledgement for personnel file
- Performance Evaluations — where possible, increases based upon performance
- Press Releases, Newsletter, Employee Spotlight
- Acknowledge long-time employees
- Certificates of Appreciation (volunteers).

Build Strong Management Team

- Choose department heads who share philosophy of hard work, motivation, recognition
- Promote those who possess leadership qualities and values
- Support and encourage employees who are dedicated and innovative to seek management positions
- Hold regular Department/Division Head meetings
- Strong communications horizontally and vertically
- Encourage regular departmental meetings to acknowledge good work, identify and resolve operating issues, motivate

Approach

Top Down Approach... Motivation starts at the top

- Demonstrate Leadership and Commitment
- Strong Work Ethic
- Earn Respect, Give Respect
- Approachable and Fair
- Set Expectations
- Establish Attainable and Realistic Goals
- Display Professionalism at all levels
- Develop Protocols and Procedures

Quarterly winner should come from one of the following categories:

EMPLOYEE RECOGNITION PROGRAM

RECOGNITION	AWARD
Customer Service	Certificate, \$100.00 and one day paid leave
Teamwork	Certificate, \$100.00 and one day paid leave
Excellent Suggestion Award	Certificate, \$100.00 and one day paid leave
Exemplary Performance Award	Certificate, \$100.00 and one day paid leave
Honorable Mention Awards	Certificate and one day paid leave from work

The **customer service award** shall recognize a non-executive team employee of the city who had distinguished himself or herself in his or her commitment to providing high quality service to those people who seek municipal services from the city.

The **teamwork award** shall recognize a non-executive team employee of the city who has demonstrated an outstanding emphasis of cooperation, team building and teamwork in working with other employees and departments of the city.

The **excellent suggestion award** shall recognize a non-executive employee who has made an acceptable suggestion for improvement of the organizational processes of the city that has resulted in significant cost savings to the city.

The **exemplary performance award** shall recognize a non-executive employee who has performed in an exemplary manner under difficult circumstances which resulted in significant improvement to the city.

PERFORMANCE RECOGNITION PROGRAM KEY DATES – 2016

- Feb. 15 — Feb. 28 Nomination Period.
- March 1 All nominations for an award are submitted to the City Administrator
The Administrator gives all nominations to the Selection Committee to review
- March 7 Recipients of an award are selected by agency selection committee
- March 16 Quarterly Employee Luncheon. Quarterly award given to employee of the quarter. Longevity and birthday announcements during luncheon. Longevity announced at City Council meeting.
- May 16 — May 27 Nomination Period.
- May 30 All nominations for an award are submitted to the City Administrator
The Administrator gives all nominations to the Selection Committee to review
- June 6 Recipients of an award are selected by agency selection committee
- June 15 Quarterly Employee Luncheon. Quarterly award given to employee of the quarter. Longevity and birthday announcements during luncheon. Longevity announced at City Council meeting.
- Aug 15 — Aug 26 Nomination Period.
- Aug 29 All nominations for an award are submitted to the City Administrator
The Administrator gives all nominations to the Selection Committee to review
- Sept 5 Recipients of an award are selected by agency selection committee
- Sept 14 Quarterly Employee Luncheon. Quarterly award given to employee of the quarter. Longevity and birthday announcements during luncheon. Longevity announced at City Council meeting.
- Nov 14 — Nov 25 Nomination Period.
- Nov 28 All nominations for an award are submitted to the City Administrator
The Administrator gives all nominations to the Selection Committee to review
- Dec 5 Recipients of an award are selected by agency selection committee
- Dec 14 Quarterly Employee Luncheon. Quarterly award given to employee of the quarter. Longevity and birthday announcements during luncheon. Longevity announced at City Council meeting.



EMPLOYEE EXCEPTIONAL PERFORMANCE AWARD NOMINATION FORM

In order to create an environment where Mexico Beach employees feel they are publicly recognized for performance that reflects the innovative, passionate and customer-centered focus that we have embraced, one quarterly \$100 award along with a paid day off will be presented four times a year, as indicated below*. Honorable mention will also get a paid day off.

Eligibility: This award is available to Mexico Beach staff members (except directors and above) who have a minimum of six months of continuous employment prior to nomination. Nominations may be made by anyone including Board, staff and Department Heads.

Due Dates: Quarterly nomination forms must be received by Human Resources no later than the last working Friday of the indicated nomination period.

Instructions: Please complete this form and submit it along with a one-page, typewritten letter describing how the nominee exhibited traits in all areas of consideration. Include specific examples.

Areas of Consideration:

The **customer service award** shall recognize a non-executive team employee of the city who had distinguished himself or herself in his or her commitment to providing high quality service to those people who seek municipal services from the city.

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*Nomination Period:

1st Qtr Jan – Mar 2nd Qtr Apr – Jun 3rd Qtr Jul – Sep 4th Qtr Oct - Dec

Name of Nominee

Date

Nominator's Signature