

Town of Perdido Beach
Council Workshop Meeting
Town Hall – 9212 County Road 97
September 13, 2018 – 6:30pm

The Town Council of the Town of Perdido Beach met in Workshop Meeting on September 13 2018 at 6:30 pm at the Town Hall with Mayor Kae Hamilton presiding. Mayor Hamilton called the Meeting to order at 6:30 pm.

Members Present: Council Members: Mayor Kae Hamilton, Councilman Steve Love, Councilman Thomas Bloxham and Councilman Oliver Guilford

Members Absent: Councilman Andrew Stewart and Councilman Gary Kiefer,

Others Present: Marcus McDowell-Town Attorney; Heather Reed, Ecological Consulting Services, Inc; Lynn Thompson-Town Clerk and Members of the Town.

Invocation: Councilman Guilford **Pledge of Allegiance:** All

Presentations: Heather Reed-Consultant for Ecological Consulting Services

Recap of Presentation: Recent storms have caused more problems for the Towns public access and the public’s enjoyment.

Grant applications are separated into shovel ready and not shovel ready. This mean the projects are permitted and ready to go.

It’s obvious homeowners are losing their property as well.

It would be in the best interest of the Town and also the adjacent homeowners for the town to obtain the permits needed for the coastal protection structures and beach renourishment. Living shorelines are important for the property owners as offshore breakwaters because not only does this protect your property it creates new fisheries.

The town needs to obtain the permits I am proposing for \$2500. This is cost effective and the town can tie in this permit with other homeowners who want to protect their property. This wouldn’t be a cost to the homeowners affected by loss of shoreline. The erosion is at the point where if the homeowner wants to, they can do it at their own expense.

The community shoreline stabilization project is cost effective for the homeowner and the Town.

It’s important to make these projects “shovel ready” so they can have more opportunity to qualify for grants.

Public Comments: None

The Town Council discussed business that included:

Minutes: August 9, 2018 Workshop and August 9, 2018 Council Meeting Minutes.

Financials: August Financial Report

Councilman Steve Love-Budget and Finance Chair reported that all spending is in line with the budget.

Ordinances: None.

Resolutions:

Resolution 2018-__ TO REPEAL RESOLUTION 2018-03 AND CONFIRM THE APPOINTMENT OF TOWN CLERK/TREASURER FOR THE 2016-2020 ADMINISTRATION.

Motions/Requests from the Council:

Councilman Bloxham requested that the Council discuss a "Parking" Ordinance prior to proceeding with a design plan for a park and proposed boat launch.

COMMITTEE REPORTS

(Reports are given in Workshop – any recommendations for the Town Council will be added to the Council Meeting Agenda for consideration by the Council and discussed at that time)

<u>Ad Hoc-Alabama Bicentennial Celebration Committee:</u>	No Report
<u>Beautification Committee-Chair Mayor Kae Hamilton:</u>	Did Not Meet
<u>Budget and Finance Committee-Chair Councilman Steve Love</u>	Report Attached
<u>Buildings & Grounds Committee-Chair Councilman Tom Bloxham:</u>	Did Not Meet
<u>Communication Committee-Chair Steve Foster:</u>	Did Not Meet
<u>Public Safety-Chair Councilman Gary Kiefer:</u>	Did Not Meet
<u>Public Works-Chair Councilman Oliver Guilford</u>	Did Not Meet

Council/Legal/Staff Comments None

Public Comments:

Other Business Discussed proclamation for Constitution Week-Sept 17-23, 2018.

Adjourn:

Being no further business there was a motion by Councilman Love, second by Councilman Bloxham to adjourn. The meeting ended at 7:09 pm.

Kae Hamilton
Kae Hamilton, Mayor

ATTEST:

Lynn Thompson
Lynn Thompson, Town Clerk



**RESOLUTION 2018-06 TO REPEAL RESOLUTION 2018-03 AND CONFIRM THE
APPOINTMENT OF TOWN CLERK/TREASURER FOR THE 2016-2020
ADMINISTRATION.**

WHEREAS, the Town Council of the Town of Perdido Beach, Alabama, desires to make appointment of the Town Clerk/Treasurer to serve the Town for the 2016-2020 administration.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Perdido Beach, Alabama, that:

Section 1. Lynn Thompson shall be appointed to the position of Town Clerk/Treasurer effective upon adoption of this resolution.

Section 2. Compensation:

A. Cash Compensation:

- a. Wage: \$16.00 per hour paid weekly – 52 pay periods per year
- b. Travel Allowance: **per mile allowance** (per current federal guidelines) when traveling on official business. Reasonable room and meals are also reimbursable.
- c. Retirement Funding: Not applicable at this time.
- d. Vacation Pay: **Ten (10) days** paid vacation per year subject to work restraints, and to be taken in no less than 1 day increments. Maximum of 5 days may be carried over until the next year, with maximum of 15 days accrued untaken at any one time. In case of termination in good standing Clerk/Treasurer will be monetarily compensated for time accrued and unused at time of termination.
- e. Time worked *over* forty (40) hours will be compensated by time and a half. One hour worked = one and one half hour pay.

B. Other Benefits:


- a. Personal Time Off: Twelve (12) days per year for personal leave such as funerals, family emergencies, sickness, etc. Must be approved by the Mayor and taken in no less than 1 hour increments. Personal time not used at the end of the year will be carried over and added to the upcoming year's allotted personal time.
- b. Medical Insurance: Not applicable at this time.

- c. Holiday Schedule: Holiday schedule will coincide with the Town Holiday Schedule.
- d. Professional Job Training: Available per Town Operating Budget approved by Mayor. Fiscal year runs from October 1 – September 30.
- e. Office/Working Hours: 8:30AM – 4:30PM

RESOLUTION 2013-18 is hereby repealed, such repeal to become effective on the effective date of the adoption of this Resolution.

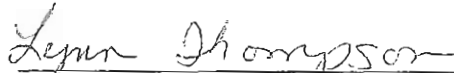
ATTACHED EXHIBIT "A"
Town Clerk/ Treasurer Job Description
Town Clerk/Treasurer Compensation Package
Employee Performance Evaluation

ADOPTED this 13th day of September 2018 by the Town Council of the Town of Perdido Beach, Alabama, in regular session assembled.



Kae Hamilton Mayor

ATTEST:



Lynn Thompson, Town Clerk



Town Clerk/Treasurer

DESCRIPTION:

Performs administrative duties; manages files, records, and other correspondence; drafts contracts, legal notices correspondence, job descriptions; prepares ordinances and resolutions, serves as election manager; prepares and maintains files. Prepares and maintains city equipment lists; generates bids for purchases; and communicates with insurance company regarding claims and adjustments. Promotes positive relations between the Town and its constituents, officials, and employees; oversees duties related to planning and zoning, responds to requests for information from the public; collects budget and audit information. Prepares weekly payroll, quarterly and year end tax reports and other duties as assigned.

EXAMPLES OF DUTIES:

Records Management-

Attends all regular and special meetings of the Town Council, and Planning Commission.

Records and transcribes minutes, ordinances, resolutions, agendas, and correspondence.

Composes letters from general instructions.

Prepares documents needed at council work sessions.

Researches prior ordinances and resolutions.

Maintains permanent files for contracts, easements, deeds, ordinances, resolutions, minutes, official budgets, audits for Town.

Gathers information and maintains census data.

Prepares and maintains lists of all boards, committees, authorities, and monitors time for appointments or adjustments to be made.

Maintains list of town employees, appointees, and elected officials subject to the state Ethics Law and submits list to the Ethics Commission.

Work with auditors to help complete the annual audit.

Work with Budget and Finance Committee to help prepare the annual budget.

Clerical-

Publishes legal notices regarding all public hearings.

Prepares all memoranda, letters, and any other correspondence.

Types departmental correspondence and reports as required under the direction of the Mayor.

Seeks bids for purchases.

Operates office equipment including, but not restricted to computer, fax, typewriter, adding machine and copier.

Prepares and maintains equipment lists for departments; includes additions, adjustments, and deletions.

Communication and Public Relations-

Answers phone in a courteous manner; transfers calls and takes messages.

Works to promote positive relations with staff, consultants, Mayor, Council members and the Public.

Responds to the public regarding city business (zoning, general information).

Notifies the Webmaster of new appointments or re-appointments to be added to the Town's website.

Provides companies with essential information regarding city offices and officials.

Responds to various governmental surveys
Responsible for surveys regarding council members, department heads, and Town departments and services.
Responds to requests for census information.
Contracts with vendors for necessary building repairs.

Budgets and Insurance-

Generates budget status reports for the Mayor and Budget and Finance Committee.
Maintains departmental files including bank statements, budgets, accident information, insurance claims, and warranties
Prepares all insurance adjustments for new, replacement, and deleted city property.
Maintains complaints from citizens against the Town
Contacts insurance company regarding add-ons when new vehicles or other properties are acquired.

Elections and Related Duties-

Serves as election manager (appointed).
Assists Board of Registrars with election-related activities.
Oversees the testing of voting machines.
Assists in identifying poll workers.
Orders all ballots for voting purposes.
Responsible for overseeing absentee ballots.
Maintains essential level of knowledge of city, county, and state election laws.
Prepares, updates and maintains town voting lists.

TYPICAL QUALIFICATIONS:

High school diploma or G.E.D. required.
One year supervisory experience in city government.
Typing speed of 30 wpm required.
Willing to work overtime as required.
Willing to attend necessary training sessions.
Willing to comply with Town of Perdido Beach rules and regulations.
Must be bonded.
Must have a valid Alabama Driver's License.
Must be a certified Alabama Notary Public

SUPPLEMENTAL INFORMATION:

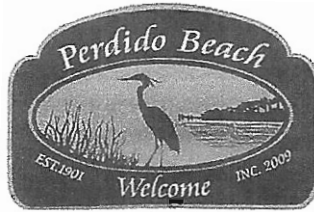
Knowledge of Town of Perdido Beach policies and procedures.
Knowledge of Alabama State Code as it pertains to municipalities.
Knowledge of basic governmental accounting.
Knowledge of basic bookkeeping procedures.
Skill in operating office machines.
Skill in typing at a speed of 30 wpm.
Ability to verbally communicate effectively.
Skill in developing plans, budgets, and schedules.
Ability to establish and maintain an effective working relationship with associates and the public.
Ability to make competent and timely decisions.
Ability to maintain records efficiently and accurately.
Ability to make computations and tabulations rapidly and accurately.
Ability to provide janitorial services for the Town Hall and Community Center, ie cleaning, set up meeting room, trash or schedule cleaning service as requested.

The Town of Perdido Beach is dedicated to providing equal opportunity for employment to all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected status

Town of Perdido Beach

Town Clerk/Treasurer Compensation Package

- Salary Range \$25,000 to \$35,000
- Salary Paid Weekly - 52 pay periods per year 40 hours each
- Travel allowance: per mile allowance (per current federal guidelines)
- Retirement Funding: not applicable at this time.
- Health insurance: not applicable at this time.
- Vacation Pay: Five days after first year and Ten days thereafter per year subject to work restraints, and to be taken in no less than 1 day increments. Maximum of 5 days may be carried over until the next year, with a maximum of 15 days accrued untaken at any 1 time. In case of termination in good standing Clerk/Treasurer will be monetarily compensated for vacation time accrued and unused at time of termination.
- Time worked over 40 hours will be compensated by time and one half. One hour worked = one and one half hour pay.
- Personal Time Off: Up to twelve days per year for paid personal leave such as funerals, family emergencies, sickness, ect. Must be approved by the Mayor in advance and taken in no less than 1 hour increments. No monetary value is provided for this at termination.
- Holiday schedule: Holiday schedule will coincide with the Town Holiday schedule.
- Professional Job Training: Available per Town Operating Budget approved by Mayor. Fiscal year Oct 1- Sept 30.
- Office /Working Hours: 8:30Am-4:30Pm
- Weekly log sheets of hours worked and comp hours taken will be maintained for audit.
- Raises will be based on merit and real economic growth rate for that year approved by Town Council.
- Merit portion 0-5% will be based on interview form completed by Mayor with Town Council input and approval.
- Evaluation will be based on Job description performance with rating scale.



EMPLOYEE PERFORMANCE EVALUATION

Employee's Name _____ Date of Hire _____
Job Title _____ Department _____
Date Employee Began Present Position _____
Period Covered _____ To _____ Date of Evaluation _____
Immediate Supervisor _____ Department Supervisor _____

Evaluation Instructions

This form is designed to allow the supervisor evaluate the employee's performance over the specified period. Each of the areas should be discussed and the employee given suggestions for improving his performance. The following categories are used to rank an employee's performance.

- | | | |
|---|--------------|---|
| 5 | Excellent | Employee's performance consistently exceeds expectations of his/her position |
| 4 | Very Good | Employee's performance meets and occasionally exceeds expectations of his/her position. |
| 3 | Satisfactory | Employee's performance meets expectations of his/her position. |
| 2 | Satisfactory | Employee's performance is below the expectations of his/her position. |
| 1 | Warning | Employee's performance does not meet the minimum acceptable level for his/her position. |

Position Knowledge

Degree to which the employee understands essential functions of the position. Also degree to which the employee utilizes other resources effectively to gain knowledge needed for the position.

Ranking 5 4 3 2 1

Comment: _____

2. Work Quality

Accuracy, neatness, effective completion of assignments, and attention to detail.

Ranking 5 4 3 2 1

Comment _____

3. Productivity

Volume of work completed and effective use of resources to make best use of time.

Ranking 5 4 3 2 1

Comment _____

4. Teamwork

Willingness to work with others and considers coworkers ideas. Ability to get along with coworkers and treat them with respect.

Ranking 5 4 3 2 1

Comment _____

5. Dependability

Degree to which the employee can be relied upon to follow instructions, complete assigned tasks, and attend meetings.

Ranking 5 4 3 2 1

Comment _____

6. Judgment

Degree to which the employee uses sound reasoning to make decisions and has necessary information for making the decisions.

Ranking 5 4 3 2 1

Comment _____

7. Initiative

Willingness to accept responsibility independently. Eagerness to learn and use new methods to accomplish tasks.

Ranking 5 4 3 2 1

Comment _____

8. Adaptability

Ability to work under changed or new situations or working conditions.

Ranking 5 4 3 2 1

Comment _____

9. Work Planning

Ability to organize work to accomplish the tasks assigned. Ensures that the plan is consistent with the team goals.

Ranking 5 4 3 2 1

Comment _____

10. Overall Evaluation

Overall ranking for employee considering all factors above and any other relevant information.

Ranking 5 4 3 2 1

Comment _____

Employee's Strengths

- 1. _____
- 2. _____
- 3. _____

Areas for Improvement

- 1. _____
- 2. _____
- 3. _____

Employee's Comments

Signatures

Employee Signature

Date

Immediate Supervisor Signature

Date

Department Supervisor Signature

Date