

Manatee County Government Administrative Center  
Commission Chambers, First Floor  
9:00 a.m. - July 25, 2017

July 25, 2017 - Regular Meeting  
Agenda Item #5

Presented in Open Session 7/25/17,  
by Manatee County  
Board of County Commissioners

Subject

Employee of the Month - Levi Higgs

Briefings

None

Contact and/or Presenter Information

Contact: Tamie Langman, Human Resources, Ext. 3861

Presenter: Elliot Falcione, Bradenton Area Convention Center Director

Action Requested

Presentation of the July Employee of the Month awarded to Levi Higgs, Operations Manager, Bradenton Area Convention Center.

Enabling/Regulating Authority

Manatee County Code § 2-2-3 - Awards and Incentives to Employees

Resolution R-09-020 - Performance Compensation Programs

Background Discussion

This award is presented monthly.

A designated parking space will be available to the "Employee of the Month."

This employee will receive a \$100.00 cash award in addition to one paid day off.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

None

Cost and Funds Source Account Number and Name

\$125.00 0010003700-549001-Awards, Ad Valorem Tax

Amount and Frequency of Recurring Costs

None

Attachment: [higgs.pdf](#)

Attachment: [higgs06282017075156.pdf](#)





MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

(PLEASE PRINT)

DATE: 03/09/2017

[X] EMPLOYEE OF THE MONTH NOMINATION

NAME: Levi Higgs
DEPARTMENT: Bradenton Area Convention Center
JOB TITLE: Operations Manager
NOMINATED BY: Michelle' Stewart
DIVISION: M006945
DATE OF HIRE: 01/26/15
PHONE#: 941-729-9177 x 253

SUBMITTED TO ERPC ELIGIBLE FOR CONSIDERATION FROM TO
Reviewed by Human Resources Date:

[ ] TEAM NOMINATION

NAME: DEPARTMENT:
NAME: DEPARTMENT:
NAME: DEPARTMENT:
NAME: DEPARTMENT:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

[ ] SAFETY NOMINATION

NAME:
DEPARTMENT: DIVISION:
JOB TITLE: DATE OF HIRE:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

[ ] HEROISM NOMINATION

NAME:
DEPARTMENT: DIVISION:
JOB TITLE: DATE OF HIRE:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

Nominated Employee(s): \_\_\_\_\_

Type of Nomination: \_\_\_\_\_



**EMPLOYEE OF THE MONTH NOMINATION**

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:

2. DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.

When anyone tells you there is no way to repair or fix a piece of equipment, they obviously have not talked to Levi Higgs. He may be a man of few words, but he is very bright and always seems to be delighted by a challenge. He did that very thing when our Convention Center sign was hit by lightning. We thought we had exhausted all of our expert resources and would have to purchase a new sign. Levi was determined not to give up so easily on that sign! He decided to do some of his own diagnostics to see if he could determine what it would take to fix the problem. He did some research and found the parts needed and then literally went up in the bucket truck and repaired it himself. While demonstrating safety consciousness of course!

This of course saved the BACC thousands of dollars.

3. SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)

Levi could have just taken the word of the sign company(s) that looked at it for granted and a new sign could have been put in place. He was very worried about spending money for a new sign and was determined to make it work!

4. HOW DOES THIS EMPLOYEE BEST EXEMPLIFY THE COUNTY'S MISSION STATEMENT: Manatee County Government is committed to providing quality service with an emphasis on Accountability, Civility and Ethics. Manatee County Government's mission is to provide efficient, effective, responsive government that is always mindful of our sensitive natural environment while achieving the Commission's vision for the County: a premier place in which to live and work and play.

Levi's position as Operations Manager is a commitment to always provide quality service(s) to our clients but he also exemplifies the County's mission statement to his staff as well. He is the kind of guy who practices what he preaches when it comes to the environment, which seems to come naturally to him both in his personal and work life.



**SAFETY NOMINATION**

Achievements considered may include, but are not limited to, the following suggestions. Check the category(ies) that best describe the safety accomplishments of the nominee.



Safety meeting contribution



Response in an emergency



Coaching co-workers on safe work practices



Demonstration safety consciousness & initiative



Consistent maintenance of safe work environment



Identifying, reporting and helping to correct a hazard

1. Explain how employee(s) achieved, maintained or improved safe work environment. (BE AS SPECIFIC AS POSSIBLE. Use an additional sheet as necessary.)

Nominated Employee(s): \_\_\_\_\_

Type of Nomination: \_\_\_\_\_

**TEAM NOMINATION**

Check the selected criteria that best describes the team's performance.

- |                                     |                    |                                     |                |                                     |             |
|-------------------------------------|--------------------|-------------------------------------|----------------|-------------------------------------|-------------|
| <input type="checkbox"/>            | Project            | <input type="checkbox"/>            | Committee Work | <input type="checkbox"/>            | Emergency   |
| <input checked="" type="checkbox"/> | Special Assignment | <input checked="" type="checkbox"/> | Cost Savings   | <input checked="" type="checkbox"/> | Promotional |
| <input checked="" type="checkbox"/> | Community Work     | <input type="checkbox"/>            | Other          |                                     |             |

1. Summarize the work efforts that justify this nomination.
  
  
  
  
  
  
  
  
  
  
2. How did the team of employees contribute to improving the quality of services to the County and its citizens? Explain how this effort was beyond the normal realm of duties and responsibilities of these individuals.

**HEROISM NOMINATION** Describe heroic act below or attach additional pages.

Nominated Employee(s): \_\_\_\_\_  
Type of Nomination: \_\_\_\_\_

ADDITIONAL COMMENTS:

NOTE: ADDITIONAL DOCUMENTATION AND/OR COMMENDATIONS MAY BE ATTACHED (UP TO 10 PAGES).

<b>EMPLOYEE'S SUPERVISOR</b> Approved/Disapproved <i>Sable Sautera</i>	Date: <i>4/4/17</i>
Supervisor's Comments: <i>Levi is a great employee &amp; would make an excellent employee of the month</i>	
<b>DEPARTMENT DIRECTOR</b> Approved/Disapproved <i>Talvin</i>	Date: <i>3-31-17</i>
Department Director's Comments: <i>Levi would make a great example of a County employee of the month.</i>	
<b>Reviewed by Risk Management (Safety Award):</b>	Date:

**\*DEPARTMENT DIRECTOR - NOTE:\***

**Please notify Tamie Langman, Human Resources Department of any change in status regarding the nominated employee.**

**PLEASE SUBMIT YOUR NOMINATION TO THE HUMAN RESOURCES DEPT.  
ATTN: Tamie Langman, ERC Coordinator.**

## Michelle Stewart

---

**From:** Sean Walter  
**Sent:** Thursday, March 23, 2017 3:09 PM  
**To:** Michelle Stewart  
**Subject:** RE: Nomination of Levi Higgs for Employee of the Month

Michelle, Please see below.

Since Levi has been with the County and in our department, he has always been willing to help in any way. I always know I can count on him when I am having a computer or maintenance issue within the building or our office. He always jumps right in with a smile and offers his expertise any way he can.

We are very lucky to have such a s friendly dedicated employee in our department. He is a joy to work with!!

Thanks,

*Sean Walter*

### **Senior Manager**

Bradenton Area Sports Commission  
 Bradenton Area Convention & Visitors Bureau  
 1 Haben Blvd. Palmetto, Florida 34221  
 Direct – (941) 742-4051  
 Office - (941) 729-9177 x.3951



**From:** Michelle Stewart  
**Sent:** Monday, March 20, 2017 2:04 PM  
**To:** Elliott Falcione; Sable Santana  
**Cc:** Anne VanWormer; Aimee Blenker; Eva Galler; Melinda McGann; Bonnie Acovenno; Rachel Blair; Nathaly Marin; Emily Knight; Sean Walter; Ebony Livingston; Kelly Clark; Larry Hilton; Juan Barrera; Tonya Kida; Joanne Giovinco; Monica Luff; Scott Meabon; Maribeth Liberty  
**Subject:** Nomination of Levi Higgs for Employee of the Month

Good Afternoon All,

I have initiated the paperwork for Levi as Employee of the Month. It is based on his efforts to fix the Marquee when everyone else gave up. This was also a big cost savings to our department as well. If you would like to take some time to write up a few words to help get him nominated, it would be greatly appreciated. You can provide an email or handwritten note to me to include with my submission. Please send this to me no later than 03/31/17.

Thanks!



**Sean Walter**

---

**To:** Michelle Stewart  
**Subject:** RE: Nomination of Levi Higgs for Employee of the Month

I almost forgot...I was looking to see what color I should paint my office. Levi happened to walk by and ask what I am doing. As I was telling him, he pulled out his phone and said I have an App. for that. He went to the application and was able to show me the colors pallet recommended with the other colors in my office.

He could have just kept walking, but not Levis since he is ALWAYS looking to help someone!!

*Sean Walter*

**Senior Manager**  
Bradenton Area Sports Commission  
Bradenton Area Convention & Visitors Bureau  
1 Haben Blvd. Palmetto, Florida 34221  
Direct – (941) 742-4051  
Office - (941) 729-9177 x.3951

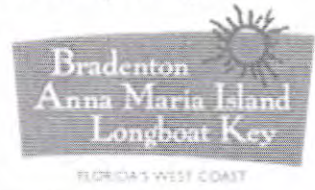


---


**From:** Michelle Stewart  
**Sent:** Thursday, March 23, 2017 3:17 PM  
**To:** Sean Walter  
**Subject:** RE: Nomination of Levi Higgs for Employee of the Month

Thanks so much Sean!

*Michelle' Stewart*  
Marketing Manager



Bradenton Area CVB  
941-742-4057  
One Haben Blvd.  
Palmetto, FL 34221  
[Michelle.Stewart@BACVB.com](mailto:Michelle.Stewart@BACVB.com)

 Please consider your environmental responsibilities before printing this email.

## Michelle Stewart

---

**From:** Kelly Clark  
**Sent:** Monday, March 27, 2017 5:13 PM  
**To:** Michelle Stewart  
**Cc:** Sable Santana  
**Subject:** RE: Nomination of Levi Higgs for Employee of the Month

Hi Michelle! Please see below-

I would like to second the nomination for Levi Higgs as employee of the month. Levi is a leading example of a hard worker who is the model of the Manatee County employee motto "accountability, civility and ethics". His enthusiasm and consistent positive attitude sets the right atmosphere in the office and his willingness to help others is genuine. Everyone in the office has noticed the perseverance and dedication he has taken to get the convention center marquee fixed when it seemed impossible. His resourcefulness in getting the job done not only saved the County hefty expenses but paved the way for future employees to work the same way. His efforts to make this happen during the extremely busy schedule of the convention center in high season as well as his exceptional attention to detail, team-player attitude and humble nature is why I believe Levi should be nominated for employee of the month for Manatee County.

Let me know if you need anything else from me!

Best,  
Kelly


### Kelly Clark

*Director of Communications*



One Haben Blvd. Palmetto, FL 34221  
(941) 729-9177 Ext. 233  
[Kelly.Clark@BACVB.com](mailto:Kelly.Clark@BACVB.com)



 Please consider your environmental responsibilities  
before printing this email.

**From:** Michelle Stewart  
**Sent:** Monday, March 20, 2017 2:04 PM  
**To:** Elliott Falcione; Sable Santana  
**Cc:** Anne VanWormer; Aimee Blenker; Eva Galler; Melinda McGann; Bonnie Acoveno; Rachel Blair; Nathaly Marin; Emily Knight; Sean Walter; Ebony Livingston; Kelly Clark; Larry Hilton; Juan Barrera; Tonya Kida; Joanne Giovinco; Monica Luff; Scott Meabon; Maribeth Liberty  
**Subject:** Nomination of Levi Higgs for Employee of the Month

Good Afternoon All,

I have initiated the paperwork for Levi as Employee of the Month. It is based on his efforts to fix the Marquee when everyone else gave up. This was also a big cost savings to our department as well. If you would like to take some time to write up a few words to help get him nominated, it would be greatly appreciated. You can provide an email or handwritten note to me to include with my submission. Please send this to me no later than 03/31/17.

Thanks!

*Michelle'*

Michelle' Stewart  
Marketing Manager  
Bradenton Area CVB  
941-729-9177 x 253  
One Haben Blvd.  
Palmetto, FL 34221  
[Michelle.Stewart@BACVB.com](mailto:Michelle.Stewart@BACVB.com)

## **Manatee County Employee of the Month Endorsement Letter**

Employee Name: Levi Higgs

Department: BACC

Position: Operations Manager

I would like to show my support for Levi Higgs, as Manatee County's Employee of the Month. In his time with Manatee County, he has proven to be an asset to the facility, his department and his employees. Levi has shown his capabilities by proving his knowledge of the operations of this building, above and beyond his job description. His ability to get his "hands dirty" has earned the respect of his staff. He has saved the department money on overhead cost, as well as labor cost. Levi takes the time to listen to his staffs' needs and will employ a culture of inclusion when developing procedures for dealing with challenges.

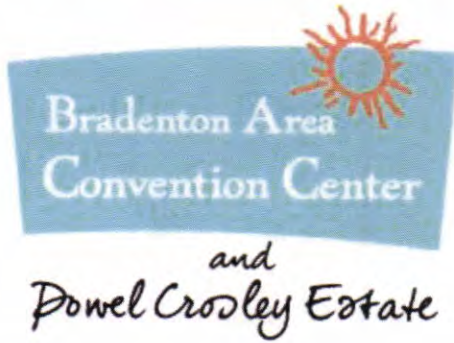
These are just a few of the many reasons I support his nomination. He is well-deserving and I am proud to be a part of his team. Thank you for your time and consideration of Levi Higgs for Manatee County Employee of the Month.

All my best,

*Tonya Kida*

**Tonya Kida**

*Event Manager*




One Haben Blvd. Palmetto, FL 34221

941.722.3244 Ext. 240

[Tonya.Kida@BACVB.com](mailto:Tonya.Kida@BACVB.com)



 Please consider your environmental responsibilities before printing this email.

## Michelle Stewart

---

**From:** Maribeth Liberty  
**Sent:** Monday, March 20, 2017 2:20 PM  
**To:** Michelle Stewart  
**Subject:** Re: Nomination of Levi Higgs for Employee of the Month

Hey Michelle:

I agree I think Levi would be the best candidate. As my operations managers he is always there to help with any situation 24/7. Levi and Sable have been the best bosses I have ever worked for in my 30 years of working.

Thanks Michelle,  
MB

---

**From:** Michelle Stewart  
**Sent:** Monday, March 20, 2017 2:03:52 PM  
**To:** Elliott Falcione; Sable Santana  
**Cc:** Anne VanWormer; Aimee Blenker; Eva Galler; Melinda McGann; Bonnie Acoveno; Rachel Blair; Nathaly Marin; Emily Knight; Sean Walter; Ebony Livingston; Kelly Clark; Larry Hilton; Juan Barrera; Tonya Kida; Joanne Giovinco; Monica Luff; Scott Meabon; Maribeth Liberty  
**Subject:** Nomination of Levi Higgs for Employee of the Month

Good Afternoon All,

I have initiated the paperwork for Levi as Employee of the Month. It is based on his efforts to fix the Marquee when everyone else gave up. This was also a big cost savings to our department as well. If you would like to take some time to write up a few words to help get him nominated, it would be greatly appreciated. You can provide an email or handwritten note to me to include with my submission. Please send this to me no later than 03/31/17.

Thanks!

*Michelle'*

Michelle' Stewart  
Marketing Manager  
Bradenton Area CVB  
941-729-9177 x 253  
One Haben Blvd.  
Palmetto, FL 34221  
Michelle.Stewart@BACVB.com

To The Employee of the Month Committee Members,

The Convention and Visitors Bureau would like to nominate Levi Higgs, Operations Manager to the Bradenton Area Convention Center and Powel Crosley Estate. In his time with the organization Levi has not only quickly adapted to our day to day policies and procedures but worked diligently to improve them and create a more efficient and high quality experience for staff, clients and guests. No is not an answer that anyone ever hears from Levi; there is never a problem too large or too small for him to handle. When the odds are faced against him he rises to the occasion and executes flawlessly. A prime example of this determination lies when the convention center marquee was struck by lightning and sign company after sign company could not solve our problems and it seemed we would hit every road block on the project. Levi single handedly researched the equipment, worked with manufacturers located in California and was able to repair the sign in house. With a problem that difficult to solve it would have been easy for even the most experienced staff to call it quits and recommend the purchase of a new sign but Levi never gave up and successfully solved the equipment issues. Levi goes above and beyond in all task and projects he works on and would make an incredible role model for all County departments as employee of the month.

x 

---

Sable Santana  
General Manager