



**FORT MYERS BEACH TOWN COUNCIL  
TOWN HALL – COUNCIL CHAMBERS  
2523 ESTERO BOULEVARD  
FORT MYERS BEACH, FLORIDA 33931**

**MINUTES**

**WORK SESSION**

**Monday, May 2, 2011**

**I. CALL TO ORDER**

Mayor Kiker called to order the May 2, 2011 Meeting of the Town Council at 2:00 p.m. Present along with Mayor Kiker: Vice Mayor Raymond, Council Members Kosinski, List and Mandel; Town Manager Stewart, Finance Director Wicks, and Town Clerk Mayher.

**II. PLEDGE OF ALLEGIANCE**

**III. TOWN MANAGER EVALUATION PROCESS**

Town Manager Stewart noted Council's desire to review criteria for the evaluation of the Town Manager, and added there had been initial criteria for evaluating him during his tenure as Interim Town Manager which was included in the agenda packet. He also included in the agenda packet a second set of position evaluation criteria for Council to compare, and stated if there was other information the Council required on this matter that staff would research and supply Council with that data.

Consensus was that Council would discuss and decide on the criteria/process to use for the evaluation.

Council Member Mandel questioned the position evaluation criteria in Performance Evaluation Form #2.

Town Manager Stewart reported Finance Director Wicks had assembled that information.

Discussion was held concerning the evaluation criteria/process; whether or not to utilize anonymous data in the evaluation criteria (Evaluation Form #2, Items #7 and #8) as it pertained to employee

anonymity and protecting the integrity of the process at the same time; and the idea of using an outcome oriented performance evaluation.

Consensus was Council preferred Town Manager Evaluation Performance Evaluation #2.

Town Manager Stewart requested that staff come back to Council the first meeting in June with responses from staff on this particular item and at that time it could be decided if they were comfortable with those outcome-related issues and decide what 'weights' they want to put on each item.

Discussion was held regarding common criteria in all evaluations; establishing performance standards; Director Wicks cautioned on the concept of including criteria that required a lot of tracking; and Mayor Kiker reviewed a website called 'Local Government Center Objectives' as it pertained to evaluation criteria.

Town Manager Stewart stated he would comprise a 'Victory List' of what the Town had accomplished overall and with quarterly updates for the Council.

Discussion was held concerning goals and objectives for the Town and how it related to the budget process and the Town Manager's evaluation criteria; how to recap accomplishments during the past 18 months, and determine what should be accomplished this year and in the future and then work it into the budget process; and Council requested Finance Director Wicks to re-work Items #7 and #8 in Evaluation Form #2.

Consensus was that each Council Member would create a list of 5-10 items for Town goals and objectives for the last 18 months and the next 18 months.

Council Member List recalled a conversation she had with the City Manager about publicizing Town and staff accomplishments for the public's knowledge more often.

Discussion was held regarding an "Employee of the Month" program and other ways to promote or announce good news about the Town and the employees.

Consensus of the Council was to place the Town Manager Evaluation Process on the June 6, 2011 Work Session.

Recess at 3:30 p.m. –Reconvened at 3:45 p.m.

#### **IV. DISCUSSION REGARDING COUNTY COMMITTEES WITH TOWN APPOINTEES**

Mayor Kiker gave a brief recap on a meeting he attended along with Town Manager Stewart about naming the new County park; and what they learned about the various advisory committees and how members of the community were appointed to those committees by the Lee County Commissioners. He reported that residents, John Pohland and Carrie Hill, were presently serving on two County committees. He noted through the Town Clerk's research it was discovered there were 81 Lee County Commissioners' advisory committees, and he pointed out that the appointees serve at the pleasure of the County Commissioners. However, the Council could write to the County Commissioners with appointment recommendations.

Discussion was held regarding the County's list of advisory Boards, current appointees and potential candidates for appointment, and the importance of communicating with them.

Discussion ensued to determine the Council's interest in approximately 17 advisory committees which were recommended by the Town Manager and listed in the agenda packet back-up. Council determined they were interested in the present and potential representation for the following:

- Airports Special Management Committee
- Charter Review
- Coastal Advisory Council
- Community Sustainability
- Conservation Land Acquisition & Stewardship
- Disaster Advisory Council
- Executive Regulatory Oversight
- Historic Preservation
- Human Services Council
- Parks & Recreation Services
- Roadway Landscape
- Tourist Development Council (What is the rotation and when does FMB get its turn?)
- Waterways

Council requested the Town Clerk investigate if the Town Council could be copied on the minutes of the Board of County Commissioners (BOCC) in order to keep abreast of the various committees.

## V. ADJOURNMENT

Meeting adjourned at 4:20 p.m.

Adopted \_\_\_\_\_ With/Without changes. Motion by \_\_\_\_\_

Vote: \_\_\_\_\_

---

Michelle D. Mayher, Town Clerk

- End of document.