

**1. Discussion Objective:**

**Work Session Date: Sept. 17, 2012**

At recent meetings, the Town Council has been reviewing the process and criteria for establishing a performance evaluation for the Town Manager. The Council has reviewed a number of evaluations from other communities.

Attached items:

- Town Manager evaluation form – Town of Fort Myers Beach

**2. Submitter of Information:**

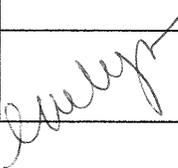
- Council
- Town Staff
- Town Attorney

**3. Estimated Time for this item:**

60 minutes

**5. Background:**

On January 3, 2011, the Town Council entered into an employment agreement with Terrance Stewart as Town Manager. As part of that agreement, the Council and Manager agreed to a Performance Evaluation.

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
						

000-149 Unacceptable – Unsatisfactory performance  
 150-249 Conditional – Requires improvement  
 250-349 Satisfactory – Meets Council expectations  
 350-449 Exceptional – Generally exceeds Council expectations  
 450-500 Outstanding – Substantially exceeds Council expectations

Supervision	Weighting Factor	Manager Rating (1-5)	Score (factor * rating)	Comments
Does the Town Manager maintain a standard of respect for department head's ability and encourage their initiative? Does he challenge them to perform at their highest level?	10			

Leadership	Weighting Factor	Manager Rating (1-5)	Score (factor * rating)	Comments
Does the Town Manager inspire others to succeed? Does he actively promote efficiency in operations? Doe he demonstrate a high regard for personal ethics?	10			

Execution of Policy	Weighting Factor	Manager Rating (1-5)	Score (factor * rating)	Comments
Does the Town Manager understand the laws and ordinances of the Town and cause them to be fairly enforced?	10			

Community Relations	Weighting Factor	Manager Rating (1-5)	Score (factor * rating)	Comments
Does the Town Manager work well with citizens and properly handle their complaints?	10			

Administrative Duties	Weighting Factor	Manager Rating (1-5)	Score (factor * rating)	Comments
Does the Town Manager properly handle his/her administrative duties?	10			

Intergovernmental Relations	Weighting Factor	Manager Rating (1-5)	Score (factor * rating)	Comments
Does the Town Manager cooperate cordially with neighboring communities and citizens while looking after the interests of the Town of Fort Myers Beach?	5			

Town Council Relations	Weighting Factor	Manager Rating (1-5)	Score (factor * rating)	Comments
Does the Town Manager work well with the Town Council in making sure there is adequate information available prior to meetings? Is he willing to meet with Council members to deal with individual problems and issues?	25			

Planning	Weighting Factor	Manager Rating (1-5)	Score (factor * rating)	Comments
Does the Town Manager involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle development activities?	10			

Financial Management/Budget	Weighting Factor	Manager Rating (1-5)	Score (factor * rating)	Comments
Does the Town Manager ensure the budget is prepared and executed in the manner approved by the Town Council? Does he ensure that Town monies are managed properly?	10			

Recommendations for the future: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_