

**1. Discussion Objective:**

**Work Session Date:** January 21, 2014

Town Manager performance evaluation

**2. Submitter of Information:**

- Council
- Town Staff
- Town Attorney

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

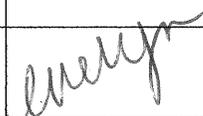
45 minutes

**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 periodic Performance Evaluations.

Attached items:

- Town of Form Myers Beach Town Manager 2014 blank evaluation form
- Completed evaluation form September, 2012
- Town Council minutes, September 17, 2012 work session

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

Ft. Myers Beach Town Manager Evaluation – 2014

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	Cumulative Rating	Score Out of 50	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	Cumulative Rating	Score Out of 50	Comments
Does the Town Manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?	10			

Execution of Policy	Weighting Factor	Cumulative Rating	Score Out of 25	Comments
Does the Town Manager understand the laws and ordinances of the Town and cause them to be fairly enforced?	5			

Community Relations	Weighting Factor	Cumulative Rating	Score Out of 75	Comments
Does the Town Manager work well with citizens and properly handle their complaints?	15			

Administrative Duties	Weighting Factor	Cumulative Rating	Score Out of 25	Comments
Does the Town Manager properly handle his/her administrative duties?	5			

Ft. Myers Beach Town Manager Evaluation – 2014

<b>Intergovernmental Relations</b>	<b>Weighting Factor</b>	<b>Cumulative Rating</b>	<b>Score <i>Out of 50</i></b>	<b>Comments</b>
Does the Town Manager cooperate cordially with neighboring communities and citizens while looking after the interests of the Town of Fort Myers Beach?	10			

<b>Town Council Relations</b>	<b>Weighting Factor</b>	<b>Cumulative Rating</b>	<b>Score <i>Out of 125</i></b>	<b>Comments</b>
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			

<b>Planning</b>	<b>Weighting Factor</b>	<b>Cumulative Rating</b>	<b>Score <i>Out of 25</i></b>	<b>Comments</b>
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?	5			

<b>Financial Management/Budget</b>	<b>Weighting Factor</b>	<b>Cumulative Rating</b>	<b>Score <i>Out of 75</i></b>	<b>Comments</b>
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?	15			

**TOTAL SCORE:**

- 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

Ft. Myers Beach Town Manager Evaluation

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	Cumulative Rating	Score Out of 50	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	190	38	

Leadership	Weighting Factor	Cumulative Rating	Score Out of 50	Comments
Does the Town Manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?	10	220	44	

Execution of Policy	Weighting Factor	Cumulative Rating	Score Out of 25	Comments
Does the Town Manager understand the laws and ordinances of the Town and cause them to be fairly enforced?	5	110	22	

Community Relations	Weighting Factor	Cumulative Rating	Score Out of 75	Comments
Does the Town Manager work well with citizens and properly handle their complaints?	15	285	59	

Administrative Duties	Weighting Factor	Cumulative Rating	Score Out of 25	Comments
Does the Town Manager properly handle his/her administrative duties?	5	115	23	

Ft. Myers Beach Town Manager Evaluation

Intergovernmental Relations	Weighting Factor	Cumulative Rating	Score <i>Out of 50</i>	Comments
Does the Town Manager cooperate cordially with neighboring communities and citizens while looking after the interests of the Town of Fort Myers Beach?	10	220	44	

Town Council Relations	Weighting Factor	Cumulative Rating	Score <i>Out of 125</i>	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	550	110	

Planning	Weighting Factor	Cumulative Rating	Score <i>Out of 25</i>	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?	5	95	19	

Financial Management/Budget	Weighting Factor	Cumulative Rating	Score <i>Out of 75</i>	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?	15	345	69	

**TOTAL SCORE:** 428

- |         |  |
|---------|--|
| 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 |

**Recommendations for the future**

- The Town Manager shall contact each town council member on a regular basis.
- The Town Manager is to provide a monthly roll-up report on financial status, community concerns, and twice a year is to provide a formal annual review.
- The Town should pursue more federal grants.
- The Town Manager is to establish a formal action process with council review to establish a process for dealing with community complaints on all matters as well as complaints specific to staff.
- The Action Items list from each council meeting should be formalized in an on-going follow-up list with monthly progress updates.
- The Town Manager is responsible for every action item regardless of whether assigned to legal or administrative staff and is to provide to Council a monthly written report.

Town Manager Comments:

*It has been and continues to be a pleasure to work for this Town Council and this community. The Challenges and accomplishments of our team over the period of my tenure are ones for which any professional could be proud.*

*Terrance Stewart*  
Terrance Stewart, Town Manager Date 10-2-2012

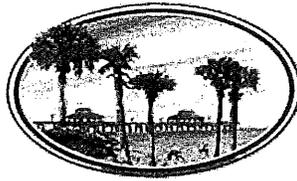
*Larry Kiker*  
Larry Kiker, Mayor Date 10/4/2012

*Bob Raymond*  
Bob Raymond, Vice Mayor Date 10/8/12

*Joe Kosinski*  
Joe Kosinski, Council Member Date 10/25/12

*Jo List*  
Jo List, Council Member Date 10/15/12

*Alan Mandel*  
Alan Mandel, Council Member Date 10/15/12



## **MINUTES**

**Monday, September 17, 2012**

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

### **I. CALL TO ORDER**

Mayor Kiker called to order the September 17, 2012 Work Session of the Town Council 9:03 a.m. Present along with Mayor Kiker: Vice Mayor Raymond, Council Members Kosinski, List, and Mandel. Also Present: Town Manager Stewart, Finance Director Wicks, and Town Clerk Mayher.

### **II. PLEDGE OF ALLEGIANCE**

Discussion was held concerning how the Council should respond to questions by community groups and assist community groups as an entity; and it was determined on certain matters Council's response would be that all correspondence and questions would be referred to the Town Manager and Town Attorney.

### **III. TOWN MANAGER EVALUATION DISCUSSION**

Mayor Kiker noted the evaluation form which was previously selected and revised by the Council.

Discussion was held concerning the 'Score - Factor\*Rating' category on the evaluation form.

Council Member Kosinski recommended under 'Manager Rating 1-5' that the Council would place in that particular box a score which followed the rating categories at the top of the form. He continued to explain the rating and scoring process.

Discussion ensued regarding which process the Council would follow to reach an overall evaluation for a decision to be rendered at the Regular Meeting; and the purpose of each category on the evaluation form.

Mayor Kiker questioned how was the number of points awarded to each category under the 'Weighting Factor' section.

Discussion was held reviewing the basis Council used to determine the number to be placed in the 'Weight Factor' category at the August 30, 2012 Council Work Session; and discussion ensued as to the priority and points assigned to each category as it related to the 'Weighting Factor'.

Mayor Kiker recapped the amendments to the 'Weighting Factor' criteria on the Fort Myers Beach Town Manager Evaluation form as follows:

- Supervision – remained the same (10)
- Leadership - remained the same (10)
- Execution of Policy – changed 10 to (5)
- Community Relations - changed 10 to (15)
- Administrative Duties - changed 10 to (5)
- Intergovernmental Relations – remained the same (10)
- Town Council Relations – remained the same (25)
- Planning - changed 10 to (5)
- Financial Management/Budget - changed 10 to (15)

Discussion was held concerning the 'Scoring' category.

Town Manager Stewart was excused from the Council Chambers at 9:40 a.m.

Council Member Kosinski restated to confirm the point value assigned under 'Weighting Factor' as previously announced by Mayor Kiker.

Discussion was held regarding the 'Manager Rating 1-5' assigned by each Council Member and the resulting 'Cumulative Rating'.

Mayor Kiker recapped the 'Cumulative Rating' for each category on the Fort Myers Beach Town Manager Evaluation form as follows:

- Supervision – 190
- Leadership - 220
- Execution of Policy – 110
- Community Relations - 285
- Administrative Duties - 115
- Intergovernmental Relations - 220
- Town Council Relations – 550
- Planning - 95
- Financial Management/Budget - 345
- Total Points: 428 (Exceptional – Generally exceeds Council expectations)

Mayor Kiker explained how a salary increase could be tied into the overall rating.

Discussion ensued regarding individual comments and ‘Recommendations for the Future’ as part of the overall evaluation form:

- The Town Manager shall contact each Town Council Member on a regular basis.
- The Town Manager is to provide a monthly roll-up report on financial status, community concerns, and twice a year is to provide a formal annual review.
- The Town should pursue more federal grants.
- The Town Manager is to establish a formal action process with Council review to establish a process for dealing with community complaints on all matters as well as complaints specific to staff.
- The Action Items list from each Council meeting should be formalized in an on-going follow-up list with monthly progress updates.
- The Town Manager is responsible for every action item regardless of whether assigned to legal or administrative staff and is to provide to Council a monthly written report.

Discussion was held concerning the evaluation form; and a potential salary increase according to the evaluation score.

Town Clerk Mayher restated the ‘Recommendations for the Future’:

- The Town Manager shall contact each Town Council Member on a regular basis.
- The Town Manager is to provide a monthly roll-up report on financial status, community concerns, and twice a year is to provide a formal annual review.
- The Town should pursue more federal grants.
- The Town Manager is to establish a formal action process with Council review to establish a process for dealing with community complaints on all matters as well as complaints specific to staff.
- The Action Items list from each Council meeting should be formalized in an on-going follow-up list with monthly progress updates.
- The Town Manager is responsible for every action item regardless of whether assigned to legal or administrative staff and is to provide to Council a monthly written report.

Mayor Kiker reviewed that the action at the Regular Town Council Meeting would be to officially adopt the format of the evaluation form; adopt the findings of the evaluation form; and make the evaluation as part of the Town Manager’s record.

Recess at 10:25 a.m. – Reconvened at 10:40 a.m.

Town Manager Stewart was requested to return to the Council Chambers.

Council Member List read off the numbers assigned to the ‘Weighting Factor’.

Mayor Kiker explained the ‘Weighting Factor, Cumulative Rating, and Score’ categories on the evaluation form to the Town Manager; and stated the score numbers assigned to each category.

Town Manager Stewart expressed his appreciation for working as Town Manager and for the Council’s recognition of his efforts.

Mayor Kiker noted there were individual comments from the Council included with the evaluation form; and he explained the process that Council would follow at tonight's evening meeting in order to formalize the evaluation.

Town Clerk Mayher restated the 'Recommendations for the Future'.

Discussion ensued with Council and the Town Manager as they reviewed each of the 'Recommendations'; Council offered examples of what they were seeking from each 'Recommendation'; and the Town Manager sought input and acknowledged their comments.

Vice Mayor Raymond noted his concerns regarding a new subdivision in San Carlos that would greatly impact San Carlos Boulevard, as well as other future development (i.e. hotels). He requested permission to inform the MPO of this problem for when they start planning the work to be done to San Carlos Boulevard.

Mayor Kiker suggested Vice Mayor Raymond bring the topic up at tonight's meeting. He pointed out there was an Interlocal Agreement with the County regarding informing the Town about development that would affect the Town.

Town Manager Stewart mentioned that the Town Council had approved hiring a Traffic Consultant to look at the traffic plan for the Ebb Tide, and it was almost completed. He reminded the Council they were notified that the County had approved the project to move forward in the process, so before the County reported to the Town, the Town should have the report from the Traffic Consultant.

Consensus approved the Vice Mayor's request to bring the matter up to the MPO.

Discussion was held regarding the potential impact of Ebb Tide to the Town.

#### IV. ADJOURNMENT

Meeting adjourned at 11:10 a.m.

Adopted 10-15-12 With/Without changes. Motion by Kosinski/Lest

Vote: 5-0

  
Michelle D. Mayher, Town Clerk

- End of document.