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/List

Vote: 5-0

Michelle D. Mayher, Town Clerk

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