



Town Council Workshop

June 26, 2023 at 5:15 PM

Howey-in the-Hills Town Hall

101 N. Palm Ave.,

Howey-in-the-Hills, FL 34737

MINUTES

Mayor MacFarlane called the Town Council Workshop to order at 5:21 p.m.

ROLL CALL

Acknowledgement of Quorum

MEMBERS PRESENT:

Councilor Reneé Lannamañ | Councilor David Miles | Councilor George Lehning | Mayor Pro Tem Marie V. Gallelli | Mayor Martha MacFarlane

STAFF PRESENT:

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | Tom Harowski, Town Planner (Zoom) | Tom Wilkes, Town Attorney (Zoom)

NEW BUSINESS

1. Discussion: Town Manager Annual Review

Mayor MacFarlane explained that the Town Council needed to set the form and format for the required Annual Town Manager Review. Mayor MacFarlane stated that she had solicited formats of Town Manager Evaluation from five communities, receiving two responses. Mayor MacFarlane also reached out to two Universities and found two suggested formats for the Town Manager review. It was suggested that a self-evaluation would need to be conducted, goal and milestones would need to be set for deliverables that would be used for the evaluation, and then each Town Councilor would individually fill out an evaluation on the Town Manager.

Councilor Miles questioned if all the Town Councilors had received a copy of the Town Manager's Agreement. Councilor Miles then referenced paragraph 2 of item #4 (Compensation) of the Town Manager's Agreement. The provision of the agreement that Councilor Miles was concerned about was how the annual increase of 3% or the percentage of the Consumer Price Index for all Urban Consumers (CPI-U), all items, from the Bureau of Labor Statistics, whichever is greater, was computed. The Town Manager Agreement does not specifically state over which period of time the CPI-U would be referenced. Councilor Miles suggested that the Town Manager Agreement needs to be amended to specify the period of time, which should be from June to June, to determine the CPI-U. Councilor Lannamañ agreed with Councilor Miles on the time period to be used to compute the CPI-U.

Councilor Miles noted that the Town Manager's review will have no bearing on his compensation and his annual increase.

Councilor Miles also pointed out that the Town Manager, Sean O'Keefe, did not officially take his position until October 1, 2022. Councilor Miles stated that he thought that the annual period that should be reviewed should be from October 1, 2022 to September 30, 2023.

Mayor Pro Tem Gallelli stated that she thought that the Town Manager's annual pay increase should be performance based.

Councilor Lannamañ agreed with Councilor Miles about the time period for the Town Manager's first review.

Councilor Lehning stated that the Town Manager's pay raise is set; if the Town Council is not happy with his performance, they should fire him.

Mayor MacFarlane suggested that a portion of the Town Manager's annual pay increase could be tied to his performance and annual review.

Councilor Miles stated that he agreed that a portion of the Town Manager's annual pay increase could be tied to his performance and annual review, but that would be a major change to the Town Manager's contract.

Mayor MacFarlane suggested that, if the Town Manager received a "meets the minimum performance standards", he should receive the 3%, or CPI-U % increase currently in his contract, but if he exceeds the minimum standards, he should receive an amount above the agreed-upon standards.

Councilor Lehning suggested that four items should be used as metrics on how the Town Manager should be judged. The four suggested items are: 1) Town Goals (how the Town Manager responds to the Town Goals), 2) Management of Staff, 3) Financial Reports and Budgeting, and 4) Training and Retention of Staff.

Councilor Lannamañ suggested that the Town Council should use the nine-page Town Manager Performance Evaluation that was included in the workshop's packet, which was titled "21-22 Town-Manager-Performance-Dimensions-Rated..R1 (003).pdf".

Mayor MacFarlane stated that, if the Town Council could decide what the Town's primary goals were, the Town Council could use Councilor Lehning's 4 item metric to rate the Town Manager's performance for the previous year. Mayor MacFarlane suggested that maybe the Town's CIP could be used as the Town's goals.

Councilor Miles stated that he liked the nine-page evaluation form that Councilor Lannamañ suggested.

Mayor MacFarlane summarized that the Town Council had decided on the time period being October 1, 2022 to September 30, 2023 being the time period to be reviewed, that the nine page form was the form that would be used, but that the decision of what goals to be considered for the review had not been decided on.

Councilor Lehning suggested that, Town-wide, a 360-review could be required.

Councilor Miles suggested that the Town Councilors should take the nine-page evaluation and attach goal items to the 10 items that were listed in the evaluation and then come back together in a month to finalize the evaluation to be used for the review. There was a consensus from the other Town Councilors that this should happen. Mayor MacFarlane stated that she would convert the PDF file to a Word document and then send it out to the other Town Councilors so that they could work with it.

PUBLIC COMMENTS

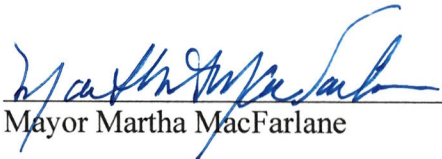
Any person wishing to address the Mayor and Town Council and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.

Tim Everline, 1012 N. Lakeshore Blvd. – Mr. Everline stated that he agreed with Councilor Lehning's metrics but thought that Communication with Staff should be added to item #2 Management of Staff. Mr. Everline stated that adherence to budget should be added to the metrics which would evaluate the Town Manager.

ADJOURNMENT

There being no further business to discuss, Mayor MacFarlane adjourned the Town Council Workshop.

The Meeting adjourned at 5:56 p.m. | **Attendees: 26**



Mayor Martha MacFarlane

ATTEST:



John Brock, Town Clerk

