

# CITY OF PAHOKEE



## MINUTES

### City Commission Workshop

Tuesday, February 18, 2025, at 6:00 PM

Pahokee Commission Chambers  
360 East Main Street  
Pahokee, Florida 33476

#### **CITY COMMISSION:**

Keith W. Babb, Jr., Mayor  
Clara Murvin, Vice Mayor  
Derrick Boldin, Commissioner  
Sanquetta Cowan-Williams, Commissioner  
Everett D. McPherson, Sr., Commissioner

#### **CHARTER OFFICERS:**

Michael E. Jackson, City Manager  
Nylene Clarke, City Clerk  
Burnadette Norris-Weeks, P.A. City Attorney

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## AGENDA

### A. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Babb called the workshop to order at 6:06 PM.

Commissioner McPherson led the Invocation, followed by the Pledge of Allegiance.

### B. ROLL CALL

#### PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Clara Murvin

Commissioner Derrick Boldin

Commissioner Sanquetta Cowan-Williams

Commissioner Everett D. McPherson, Sr.

Michael E. Jackson, City Manager

Burnadette Norris-Weeks, City Attorney (via telephone)

Nylene Clarke, City Clerk

### C. TOPIC

#### 1. EVALUATION TOOL FOR CITY CLERK AND CITY MANAGER, INCLUDING JOB ANALYSIS

Mr. Jackson provided an overview of the item. Discussion ensued.

By consensus of the City Commission, the following changes will be made to the City Manager Evaluation tool:

Add a new criteria category as follows:

##### **11. Innovation and Technology**

- **Competence in integrating technology to improve city operations**
- **Success in implementing Smart City Initiatives**

Add the following characteristics to category 3. Relations With Elected Members of The Governing Body:

- Effectively communicate with Commissioners, verbally and written
- Ensure proper documents are enclosed to support agenda items

Update the last characteristic in category 9. Fiscal Management to read:

- Appropriately monitors and manages fiscal activities of the organization (**i.e. contracts, audits**)

Update the fourth characteristic in category 6. Citizen/Public Services to remove/add verbiage as follows:

- ~~Accepts recommendations~~ **Listens to or entertains thoughts and ideas** from members of the community and strives to understand their interests as residents. Provides an open-door policy for a discussion (**Footnote: town hall**).

Add a third NARRATIVE EVALUATION for the accomplishment of goals. Goals will be determined by the City Commission at a future date.

By consensus of the City Commission, the City Manager will develop the City Clerk Evaluation tool using the same format as the City Manager Evaluation tool and relevant examples provided by the City Commission. The item will be discussed further at a future workshop to reach a consensus on the tool.

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**D. DISCUSSION, COMMENTS, CONCERNS**

**E. ADJOURN**

There being no further business to discuss, the workshop adjourned at 8:00 PM.

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Mayor Keith W. Babb, Jr.

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ATTEST: Nylene Clarke, CMC, City Clerk