



## AGENDA

### MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Michael E. Jackson, City Manager

FROM: Offices of the City Manager and City Clerk

SUBJECT: Performance Goals for City Clerk

DATE: June 5, 2025

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#### **GENERAL SUMMARY/BACKGROUND:**

The City Commission previously held public workshops on February 18, 2025, and June 3, 2025, to review and refine evaluation tools for the City Manager and City Clerk. As a natural extension of that process, the Commission expressed interest in formally establishing specific performance goals for each officer that reflect the essential duties of their positions.

At the June 10, 2025 Regular City Commission Meeting, the Commission will finalize and approve these goals. Once adopted, the goals will be incorporated into the City's overall performance evaluation framework and serve as a benchmark for assessing progress and performance.

#### **BUDGET IMPACT:**

There is no direct fiscal impact associated with this item.

#### **LEGAL NOTE:**

Defer to the City Attorney.

#### **STAFF RECOMMENDATION:**

Staff recommends approval of the item.

#### **ATTACHMENTS:**

Resolution 2025-35