

CITY OF PAHOKEE



MINUTES

City Commission Workshop Meeting

Tuesday, June 03, 2025, at 6:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Mayor Keith W. Babb, Jr.
Vice Mayor Sanquetta Cowan-Williams
Commissioner Derrick Boldin
Commissioner Everett D. McPherson, Sr.
Commissioner James H. Scott

CHARTER OFFICERS:

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

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Babb called the workshop to order at 6:07 PM.

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

B. ROLL CALL

PRESENT

Mayor Keith W. Babb, Jr.

Vice Mayor Sanquetta Cowan-Williams

Commissioner Derrick Boldin

Commissioner Everett D. McPherson, Sr.

Commissioner James H. Scott

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 additional changes were made to the City Manager Evaluation tool:

Update the fifth characteristic in Category 7. Staffing to remove/add verbiage as follows:

- ~~Promotes~~ **Provides annual** training and development opportunities at all levels of the organization

Update the third characteristic in Category 10. Legislative Development/Outreach to remove/add verbiage as follows:

- Creates partnerships with the Palm Beach County **and other regional, state, and federal government agencies** for ~~increase support to local community development i.e.~~ **economic development and redevelopment of the city**, secures funds from county, creates inter-local agreements

Add the following characteristic to Category 10. Legislative Development/Outreach:

- **Execute grant expenditures appropriately and timely**

The City Commission reviewed tool samples for the City Clerk Evaluation Tool. There will be a total of 12 Performance Categories. By consensus of the City Commission, the following changes were made to the City Clerk Evaluation tool:

Remove the former Category 12. Personal Traits in its entirety.

Add a new category titled "**Individual Characteristics**", which will now appear as Category 1. All existing categories will be renumbered accordingly to follow sequentially.

Update the second and fifth characteristics in Category 2. City Commission Support to remove/add verbiage as follows:

- City Clerk treats ~~the Mayor and each Commissioner~~ **all Commissioners** in a fair and impartial manner.

- City Clerk provides information to members of the City Commission which may be of interest to them, **when voted upon.**

Add the following characteristic to Category 3. Communications:

- **City Clerk timely maintains public disclosures on the website as required by law.**

Update the second characteristic in Category 4. Public Records to remove/add verbiage as follows:

- City Clerk makes certain that public records requests are handled ~~appropriately~~ **in accordance with law.**

Update the third characteristic in Category 5. Records Management to remove/add verbiage as follows:

- City Clerk works with ~~information services~~ **technology (IT) department or consultant** on technological processes so that the city's records management program proceeds accordingly.

Add the following characteristics to Category 5. Records Management:

- **Effectively manages records and indexing of records for public use.**

Add the following characteristics to Category 8. Fiscal Management:

- **City Clerk prepares a budget and budgetary recommendations in an intelligent and accessible format.**
- **City Clerk appropriately monitors and manages fiscal activities of the department.**

Update the second characteristic in Category 9. Boards/Committee to remove/add verbiage as follows:

- Board and committee agendas are provided to the applicable boards and committees within ~~five to ten days of an applicable meeting~~ **a timely manner** (if other departmental liaisons have provided their work products in time to the Office of the City Clerk).

Add the following characteristic to Category 10. Management of Employees:

- **City Clerk sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback.**

D. DISCUSSION, COMMENTS, CONCERNS

E. ADJOURN

There being no further business to discuss, the workshop adjourned at 9:12 PM.

Mayor Keith W. Babb, Jr.

ATTEST: Nylene Clarke, CMC, City Clerk