



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Michael E. Jackson, City Manager

FROM: Offices of the City Manager and City Clerk

SUBJECT: Evaluation Tool for City Clerk

DATE: June 4, 2025

GENERAL SUMMARY/BACKGROUND:

The purpose of this agenda item is to present to the City Commission for formal approval and acceptance the evaluation tool for the City Clerk, following discussion and refinement during public workshops held on February 18, 2025, and June 3, 2025.

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 2025-33