2025-55B

City Clerk

Kristen Bryant

City of Gainesville

Office of the City Clerk

Kristen J. Bryant
City Clerk

PO Box 490, Station 18
Gainesville, Florida 32627

BryantKJ@gainesvillefl.gov
Office 352 334 5016 | Direct 352 393 8441

November 25, 2024

The Honorable Mayor and City Commission:

For this evaluation period, I have served as City Clerk from January 2024 through present. My start date with the City of Gainesville was on March 25, 2019. I entered this leadership role near the end of FY23 as Interim City Clerk.

Section 3.04 of the City Charter outlines the role of the City Clerk. "The commission may employ a city clerk who shall keep records and perform such other duties as are prescribed by this act or the commission. The city clerk shall serve at the will of the commission." These two sentences give the starting place for the City Clerk's responsibilities, which are outlined in full detail in the job description.

I have continued to pursue my Certified Municipal Clerk designation. Due to Hurricane Milton my expected graduation is now January 2025.

The accomplishments of the Office of the City Clerk are below.

General Office

- The Office of the City Clerk scheduled, noticed, compiled agendas/minutes, clerked, and handled all other logistics for 50 public meetings of the full City Commission in FY24.
- Acknowledged and celebrated all Municipal Clerks and staff, sharing best practices during May.
- Created an Office of the City Clerk Employee of the Year award to give during Municipal Clerks Week yearly.
- Successfully nominated an employee for a Lifetime Achievement Award from the city.
- Partnered with the Office of Equity and Inclusion to begin the process of operationalizing equity, in part through developing performance measures.
- Reduced budget by $67,889 for FY25, including elimination of the Policy Research Administrator position.
- Balanced the FY24 office budget.
- Converted all accounts to be payable through the requisition/purchase order process per city policy.
- Negotiated with eScribe for another $3000 credit for the Laserfiche integration that is still in progress.
- Found additional budget savings by discounting unused cellular phone lines.
- Facilitated an audit of the City Commission Office Fund and implemented recommendations.
- Appointed clerk for the MTPO Subcommittee, handling all meeting logistics including scheduling, agendas, minutes, and notices.
- Continue to provide biweekly help sessions for eScribe, meeting management, the agenda and minutes process. These will be essential as we propose a new agenda item timeline.

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- Working with eScribe to prepare for the implementation of a major upgrade to the system to be released in 2025.
- Coordinated the planning of the Swearing-in Ceremony for Commissioner Duncan-Walker, Commissioner Chestnut, and Commissioner-Elect Ingle.
- Reviewed the agenda review process and timeline and developed revisions.
- Further updated eScribe user guides with new processes.
- Started the process of training new Commission Executive Assistants to clerk commission subcommittee meetings, to provide backup to the City Clerk.
- In the process of reorganizing the structure of the Office of the City Clerk, including updating job descriptions, to provide for upward mobility of staff.
- Designed a new plaque to hold the Key to the City that received approval from the Mayor.
- Participant in State-wide City Clerks Give Back project donating 225 boxes of supplies and toys to over 14 organizations.

Public Records and Elections

- The Records Team acknowledged and celebrated all Records and Information Management professionals and shared Records Management best practices during April.
- Finalized the Interlocal Agreement for Election Services.
- Processed 95 Mayoral Proclamations for the community, and city staff.
- Processed 2176 records requests through the JustFOIA system.
- Oversaw a successful City Candidate Qualifying Week and City Election.
- Oversaw the process of adding the GRU Referendum to the November ballot.
- Finalizing with vendor text message archiving services for public records.
- Domestic Partnership Registrations, Amendments, and Terminations are available online with the option to pay online.
- Soon to be able to provide wallet-size Domestic Partnership certificates.
- Continued to host Bi-weekly JustFOIA/Public Records Help Sessions.
- GPD has successfully started using JustFOIA as January 2024.
- In the process of converting all Clerk's Office forms to the Laserfiche portal.
- Instituted new guidelines for proclamations for the process to be smoother and the finished product to look more professional.

Policy Research Office

- The Policy Research Program was cycled down last fiscal year due to the need to reduce operating costs.
- Our last class of interns did complete 5 research projects for the City Commission.
- The City Clerk's Office and the City Manager's Office have been coordinating with the Graham Center on a potential relaunch of the program.
- The City Clerk's Office is working on developing a potential work study for an intern in the Spring or Summer of 2025.

Charter Officer
Annual Performance Evaluation Form

Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

Commission Instructions:

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.

Charter Officer
Annual Performance Evaluation Form

Fiscal Year: 2024	Evaluator:
Charter Officer: Kristen Bryant	Title: City Clerk

***Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.
***Charter to attach Accomplishments Report for Evaluation Period**

Commission Member: Check performance rating	1 ☐	2☐	3☐	4☐	5☐	N/A☐

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Charter Officer Comments:

I have contributed to the advancement of the City Commission's goals and objectives. In this role, I remain committed to fostering transparency, accountability, and operational excellence in alignment with the City Commission's priorities.

Over the past year, my office has focused on several key areas to ensure our work aligns with the City Commission's vision:

1. **Facilitating Transparent Governance:**
   We have continued to enhance access to public records, improved the timeliness of meeting documentation, and facilitate opportunities for public engagement in City Commission meetings.
2. **Strengthening Operational Efficiency:**
   Through the adoption of streamlined workflows and modernized processes, we have reduced delays in document processing and improved service delivery to internal departments and our neighbors.
3. **Promoting Inclusivity and Engagement:**
   My office has worked to ensure community voices are heard by providing meeting accessibility through a variety of means, including in-person, written, email, and telephone. These initiatives reflect our dedication to the Commission's goal of fostering a connected and inclusive community.
4. **Supporting Policy Implementation:**
   As a central hub for official records and Commission actions, we have worked diligently to maintain accurate documentation and provide comprehensive support for Commission priorities, ensuring that adopted policies are communicated clearly and implemented effectively.

Charter Officer
Annual Performance Evaluation Form

Competencies:

1. Business Acumen. Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Charter Officer Comments:

Effective resource management, strategic decision-making, and fostering a culture of continuous improvement are critical to supporting the City Commission's priorities and delivering exceptional service to the community.

Over the past year, my approach to business acumen has focused on the following areas:

1. **Resource Management:**
   By closely monitoring the department's budget, I have ensured the efficient allocation of financial and human resources to meet operational needs. I prioritize fiscal responsibility, regularly reviewing expenditures and identifying opportunities to maximize value without compromising service quality.
2. **Stakeholder Collaboration:**
   Strong partnerships with internal departments, vendors, and external agencies have been instrumental in achieving shared goals. I continuously seek input from colleagues to align office priorities with broader organizational and community objectives.
3. **Risk Management and Compliance:**
   Ensuring compliance with legal and regulatory requirements remains a cornerstone of my work.

Charter Officer
Annual Performance Evaluation Form

2. **Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

My role requires me to serve as a liaison between the City Commission, city staff, and the community while ensuring that all interactions reflect professionalism, transparency, and respect.

In evaluating my efforts over the past year, I highlight the following accomplishments in communication and relationship-building:

1. **Transparent and Timely Communication:**
   My office has prioritized timely and accurate dissemination of information. Whether sharing meeting agendas, minutes, or public records, I strive to ensure that all stakeholders have access to the resources they need to stay informed and engaged in city governance.
2. **Collaborative Relationships with Stakeholders:**
   I have cultivated strong partnerships with city departments, community organizations, and neighbors. By fostering open lines of communication and being responsive to inquiries and concerns, I have worked to build trust and mutual respect.
3. **Support for the City Commission:**
   I have worked diligently to provide clear, concise, and accurate communication to the City Commission to support their decision-making process.
4. **Conflict Resolution and Relationship Management:**
   When faced with disagreements or challenges, I have approached these situations with professionalism and a focus on solutions. By actively listening to concerns and fostering open dialogue, I have worked to address issues in a manner that strengthens the team. I maintain an open door policy so team members feel comfortable to come speak with me at times that work for them. When appropriate I have involved Human Resources or refered staff to them as a resource.

Charter Officer
Annual Performance Evaluation Form

3. **Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

Effective budgeting, financial oversight, and resource optimization are essential components of my role, and I remain committed to aligning fiscal practices with the City Commission's priorities and the needs of our community.

In evaluating my approach to fiscal management, I highlight the following accomplishments and strategies:

1. **Strategic Budget Planning:**
   I have developed and managed a departmental budget that aligns with the City's overarching goals while addressing the operational needs of the City Clerk's Office. By prioritizing essential services and identifying cost-saving measures, I was able to reduce the budget to meet budget-cut goals by eliminating the Policy Research Program and dissolving the Policy Oversight Administrator position.
2. **Expense Monitoring and Accountability:**
   I have met regulary with OMB staff to ensure our budget stayed on track and was able to be balanced at the end of the fiscal year. I appreciated the audit process for the City Commission Office Fund Policy as it gave valuable recommendations to improve it's implementation.
3. **Funding Opportunity:**
   I have explored opportunities to secure additional funding through a potential partnership regarding lein searches. This is still in the development phase, but we are hopeful about a new funding stream for the city.

Charter Officer
Annual Performance Evaluation Form

4. Leading and Supervision. Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

Commission Member: Check rating	1☐	2☐	3☐	4☐	5☐	N/A☐

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

My role requires fostering a positive workplace culture, empowering my team, and ensuring alignment with the City's strategic goals.

In evaluating my leadership and supervisory efforts, I reflect on the following key areas of accomplishment:

1. **Fostering a Collaborative Workplace Environment:**
   I prioritize creating a work culture rooted in respect, inclusivity, and collaboration. By encouraging open communication and valuing diverse perspectives, I have cultivated a team environment where employees feel empowered to contribute their best work. The majority of the team has worked for this department for well over one year and many have dedicated multiple years, and even over a decade to this office.
2. **Providing Clear Direction and Support:**
   I consistently set clear expectations and provide the tools and resources necessary for my team to succeed. Through regular one-on-one meetings, team check-ins, and ongoing feedback, I ensure staff members have the guidance they need to meet their goals.
3. **Encouraging Professional Development:**
   Recognizing the importance of growth, I actively support my team's professional development through training, certifications, and learning opportunities. One example was having one of the Commission Executive Assistants attend the FACC Summer Academy with me.
4. **Accountability and Recognition:**
   I hold myself and my team accountable to high standards of performance while also celebrating successes and milestones. Recognizing achievements fosters morale and underscores the value of each team member's contributions to our shared mission. This past year I implemented a City Clerk's Office Employee of the Year Award, and also successfully nominated an employee for the Lifetime Achievement Award.

Charter Officer
Annual Performance Evaluation Form

Charter Officer Signature: _____ Date: 11/25/2024

Commission Member Signature: _____ Date: _____

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20

Charter Officer
Annual Performance Evaluation Form

Fiscal Year: 2024	**Evaluator: Ed Book**
Charter Officer: Kristen Bryant	**Title: City Clerk**

***Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.
***Charter to attach Accomplishments Report for Evaluation Period**

Commission Member: Check performance rating	1 ☐	2☐	3☐	4☒	5☐	N/A☐

Commission Member Comments:

Last year shed title of "Interim" & has fully enveloped molding the City Clerks office into a mechanism for effective operations. Clearly understands how the role of City Clerk interacts with all other areas of the City. Attempts to make decisions for the office that improves response & customer service. Promotes a professional public facing image for the City at Commission meets & operations & is looking at efficiencies in internal procedures. The City Clerk has strong allegiance to the City as an entity & honors processes & people.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐

Charter Officer Comments:

Competencies:

1. **Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Commission Member Comments:

Has realigned the Clerk's office to be more stream lined. The Policy Research Program no longer exists & allowed funding reduction across the Clerk's budget. Has reassigned duties such as an Operations Manager to act as her second under her authority & changed the duties of Executive Assistants to, in essence, "promote" the most experienced/tenured staff & allow new Executive Assistants to begin to work more collaboratively. Has hired to fill the office. Went through complex job audits & restructuring the office to categorize employees correctly & receive better compensation while cutting operational costs.

Further, due to her tenure with the City & high work ethic, is highly knowledgable about how to get things done, appropriate personnel to contact for various matters, & protocol in staff working between divisions & charters.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐

Charter Officer
Annual Performance Evaluation Form

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Commission Instructions:

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Performance Descriptors and Rating Scale		
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Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

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Charter Officer
Annual Performance Evaluation Form

2. **Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.						
Commission Member: Check competency rating	1☐	2☐	3☒	4☐	5☐	N/A☐

Commission Member Comments:

Well suited for interacting with other charters. Understated however competent & confident demeanor with areas of the City & in managing public meetings & internally in attempting to build collaboration for ease of flow.

Continued inititiave began last Fiscal Year to build redundancy of operations & competency by having staff shadow each other & handle meetings such as Commission matters & agenda review. Has had to navigate relatively significant staff inter-personal conflict & communications & concerns. This led to high resignations & attrition on the Executive Assistant side over this FY. However, the City Clerk quickly adapted by hiring staff & attempting to impart a "one team" & more collegial approach to duties which will improve this dynamic moving forward.

Working exceedingly well with the City Managers office in agenda timeliness & backup which has improved over the last over 2 years.

Observed on the informal side building relationships such as staff get-togethers over common break times & positive interactions in general which make the office more cohesive. Moreso, always willing to help, mentor, obtain what is needed, &/or train in order to help staff or Commissioners be more effective. Has set up an onboarding system using a senior staff member to orient new staff to expectations, needs, processes etc which improves communications (& is also related to the Business Acumen section above).

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐

Charter Officer Comments:

3. **Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer
Annual Performance Evaluation Form

Charter Officer Comments:

Charter Officer
Annual Performance Evaluation Form

Commission Member Comments:

Continues to look for effective ways to reduce budget such as eliminating non-necessary modules provided by a proprietary vendor. Hires 3rd party staff to alleviate full-time shortages & provide resource support.

Increased pay under restructuring while reducing operational costs.

Understands completely that the City's financial picture is vastly different than 2 fiscal years ago & studies ways to make budget adjustments/decreases while retaining staff under competitive salaries.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

Charter Officer
Annual Performance Evaluation Form

4. Leading and Supervision. Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.						
Commission Member: Check rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Commission Member Comments:

A tenured/experienced Charter officer highly invested in the City & ensuring it runs well. Maintains a positive outlook & demeanor amongst staff.

Importantly recognizes areas for improvement within her own area such as better onboarding & worked to address it. Recognizes the value of professional development, cross training, redundancy, and value to her staff. Indicated she is working with HR & E&I on hiring practices & discernment.

With essentially a full staff, working on collaboration & cohesiveness. Informally regularly interacts with all staff, has excellent public facing response, & has expertise to ensure best practices.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐

Charter Officer Comments:

Charter Officer Signature: _____ Date: 12/20/24

Commission Member Signature: _____ Date: 12/21/24

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20

Charter Officer
Annual Performance Evaluation Form

Bryant/Chestnut 3:30

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Charter Officer
Annual Performance Evaluation Form

Fiscal Year: 2024	Evaluator:
Charter Officer: Kristen Bryant	Title: City Clerk

***Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.
***Charter to attach Accomplishments Report for Evaluation Period**

Commission Member: Check performance rating	1 ☐	2☐	3☐	4☐	5☑	N/A☐

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Charter Officer Comments:

I have contributed to the advancement of the City Commission's goals and objectives. In this role, I remain committed to fostering transparency, accountability, and operational excellence in alignment with the City Commission's priorities.

Over the past year, my office has focused on several key areas to ensure our work aligns with the City Commission's vision:

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2. **Strengthening Operational Efficiency:**
   Through the adoption of streamlined workflows and modernized processes, we have reduced delays in document processing and improved service delivery to internal departments and our neighbors.
3. **Promoting Inclusivity and Engagement:**
   My office has worked to ensure community voices are heard by providing meeting accessibility through a variety of means, including in-person, written, email, and telephone. These initiatives reflect our dedication to the Commission's goal of fostering a connected and inclusive community.
4. **Supporting Policy Implementation:**
   As a central hub for official records and Commission actions, we have worked diligently to maintain accurate documentation and provide comprehensive support for Commission priorities, ensuring that adopted policies are communicated clearly and implemented effectively.

Charter Officer
Annual Performance Evaluation Form

Competencies:

1. Business Acumen. Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☑	N/A☐
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Charter Officer Comments:

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2. **Stakeholder Collaboration:**
   Strong partnerships with internal departments, vendors, and external agencies have been instrumental in achieving shared goals. I continuously seek input from colleagues to align office priorities with broader organizational and community objectives.
3. **Risk Management and Compliance:**
   Ensuring compliance with legal and regulatory requirements remains a cornerstone of my work.

Charter Officer
Annual Performance Evaluation Form

2. Communication and Building Relationships. Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

Commission Member: Check competency rating	1☐	2☐	3☒	4☐	5☐	N/A☐

Commission Member Comments:
Very high staff turnover. Continue work on Supervision and management, as well as Rose Relations

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

My role requires me to serve as a liaison between the City Commission, city staff, and the community while ensuring that all interactions reflect professionalism, transparency, and respect.

In evaluating my efforts over the past year, I highlight the following accomplishments in communication and relationship-building:

1. **Transparent and Timely Communication:**
   My office has prioritized timely and accurate dissemination of information. Whether sharing meeting agendas, minutes, or public records, I strive to ensure that all stakeholders have access to the resources they need to stay informed and engaged in city governance.
2. **Collaborative Relationships with Stakeholders:**
   I have cultivated strong partnerships with city departments, community organizations, and neighbors. By fostering open lines of communication and being responsive to inquiries and concerns, I have worked to build trust and mutual respect.
3. **Support for the City Commission:**
   I have worked diligently to provide clear, concise, and accurate communication to the City Commission to support their decision-making process.
4. **Conflict Resolution and Relationship Management:**
   When faced with disagreements or challenges, I have approached these situations with professionalism and a focus on solutions. By actively listening to concerns and fostering open dialogue, I have worked to address issues in a manner that strengthens the team. I maintain an open door policy so team members feel comfortable to come speak with me at times that work for them. When appropriate I have involved Human Resources or refered staff to them as a resource.

Charter Officer
Annual Performance Evaluation Form

3. Fiscal Management. Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☑	N/A☐

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

Effective budgeting, financial oversight, and resource optimization are essential components of my role, and I remain committed to aligning fiscal practices with the City Commission's priorities and the needs of our community.

In evaluating my approach to fiscal management, I highlight the following accomplishments and strategies:

1. **Strategic Budget Planning:**
   I have developed and managed a departmental budget that aligns with the City's overarching goals while addressing the operational needs of the City Clerk's Office. By prioritizing essential services and identifying cost-saving measures, I was able to reduce the budget to meet budget-cut goals by eliminating the Policy Research Program and dissolving the Policy Oversight Administrator position.
2. **Expense Monitoring and Accountability:**
   I have met regulary with OMB staff to ensure our budget stayed on track and was able to be balanced at the end of the fiscal year. I appreciated the audit process for the City Commission Office Fund Policy as it gave valuable recommendations to improve it's implementation.
3. **Funding Opportunity:**
   I have explored opportunities to secure additional funding through a potential partnership regarding lein searches. This is still in the development phase, but we are hopeful about a new funding stream for the city.

Charter Officer
Annual Performance Evaluation Form

4. Leading and Supervision. Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

Commission Member: Check rating	1☐	2☐	3☒	4☐	5☐	N/A☐

Commission Member Comments:

Strong staff turnover

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

My role requires fostering a positive workplace culture, empowering my team, and ensuring alignment with the City's strategic goals.

In evaluating my leadership and supervisory efforts, I reflect on the following key areas of accomplishment:

1. **Fostering a Collaborative Workplace Environment:**
   I prioritize creating a work culture rooted in respect, inclusivity, and collaboration. By encouraging open communication and valuing diverse perspectives, I have cultivated a team environment where employees feel empowered to contribute their best work. The majority of the team has worked for this department for well over one year and many have dedicated multiple years, and even over a decade to this office.
2. **Providing Clear Direction and Support:**
   I consistently set clear expectations and provide the tools and resources necessary for my team to succeed. Through regular one-on-one meetings, team check-ins, and ongoing feedback, I ensure staff members have the guidance they need to meet their goals.
3. **Encouraging Professional Development:**
   Recognizing the importance of growth, I actively support my team's professional development through training, certifications, and learning opportunities. One example was having one of the Commission Executive Assistants attend the FACC Summer Academy with me.
4. **Accountability and Recognition:**
   I hold myself and my team accountable to high standards of performance while also celebrating successes and milestones. Recognizing achievements fosters morale and underscores the value of each team member's contributions to our shared mission. This past year I implemented a City Clerk's Office Employee of the Year Award, and also successfully nominated an employee for the Lifetime Achievement Award.

Charter Officer
Annual Performance Evaluation Form

Charter Officer Signature: _____ Date: 11/25/2024

Commission Member Signature: _____ Date: December 10, 2024

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20

City of Gainesville

Office of the City Clerk

Kristen J. Bryant
City Clerk

PO Box 490, Station 18
Gainesville, Florida 32627

BryantKJ@gainesvillefl.gov
Office 352 334 5016 | Direct 352 393 8441

November 25, 2024

The Honorable Mayor and City Commission:

For this evaluation period, I have served as City Clerk from January 2024 through present. My start date with the City of Gainesville was on March 25, 2019. I entered this leadership role near the end of FY23 as Interim City Clerk.

Section 3.04 of the City Charter outlines the role of the City Clerk. "The commission may employ a city clerk who shall keep records and perform such other duties as are prescribed by this act or the commission. The city clerk shall serve at the will of the commission." These two sentences give the starting place for the City Clerk's responsibilities, which are outlined in full detail in the job description.

I have continued to pursue my Certified Municipal Clerk designation. Due to Hurricane Milton my expected graduation is now January 2025.

The accomplishments of the Office of the City Clerk are below.

General Office

- The Office of the City Clerk scheduled, noticed, compiled agendas/minutes, clerked, and handled all other logistics for 50 public meetings of the full City Commission in FY24.
- Acknowledged and celebrated all Municipal Clerks and staff, sharing best practices during May.
- Created an Office of the City Clerk Employee of the Year award to give during Municipal Clerks Week yearly.
- Successfully nominated an employee for a Lifetime Achievement Award from the city.
- Partnered with the Office of Equity and Inclusion to begin the process of operationalizing equity, in part through developing performance measures.
- Reduced budget by $67,889 for FY25, including elimination of the Policy Research Administrator position.
- Balanced the FY24 office budget.
- Converted all accounts to be payable through the requisition/purchase order process per city policy.
- Negotiated with eScribe for another $3000 credit for the Laserfiche integration that is still in progress.
- Found additional budget savings by discounting unused cellular phone lines.
- Facilitated an audit of the City Commission Office Fund and implemented recommendations.
- Appointed clerk for the MTPO Subcommittee, handling all meeting logistics including scheduling, agendas, minutes, and notices.
- Continue to provide biweekly help sessions for eScribe, meeting management, the agenda and minutes process. These will be essential as we propose a new agenda item timeline.

Kristen J. Bryant
City Clerk

PO Box 490, Station 18
Gainesville, Florida 32627

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Office 352 334 5016 | Direct 352 393 8441

- Working with eScribe to prepare for the implementation of a major upgrade to the system to be released in 2025.
- Coordinated the planning of the Swearing-in Ceremony for Commissioner Duncan-Walker, Commissioner Chestnut, and Commissioner-Elect Ingle.
- Reviewed the agenda review process and timeline and developed revisions.
- Further updated eScribe user guides with new processes.
- Started the process of training new Commission Executive Assistants to clerk commission subcommittee meetings, to provide backup to the City Clerk.
- In the process of reorganizing the structure of the Office of the City Clerk, including updating job descriptions, to provide for upward mobility of staff.
- Designed a new plaque to hold the Key to the City that received approval from the Mayor.
- Participant in State-wide City Clerks Give Back project donating 225 boxes of supplies and toys to over 14 organizations.

Public Records and Elections

- The Records Team acknowledged and celebrated all Records and Information Management professionals and shared Records Management best practices during April.
- Finalized the Interlocal Agreement for Election Services.
- Processed 95 Mayoral Proclamations for the community, and city staff.
- Processed 2176 records requests through the JustFOIA system.
- Oversaw a successful City Candidate Qualifying Week and City Election.
- Oversaw the process of adding the GRU Referendum to the November ballot.
- Finalizing with vendor text message archiving services for public records.
- Domestic Partnership Registrations, Amendments, and Terminations are available online with the option to pay online.
- Soon to be able to provide wallet-size Domestic Partnership certificates.
- Continued to host Bi-weekly JustFOIA/Public Records Help Sessions.
- GPD has successfully started using JustFOIA as January 2024.
- In the process of converting all Clerk's Office forms to the Laserfiche portal.
- Instituted new guidelines for proclamations for the process to be smoother and the finished product to look more professional.

Policy Research Office

- The Policy Research Program was cycled down last fiscal year due to the need to reduce operating costs.
- Our last class of interns did complete 5 research projects for the City Commission.
- The City Clerk's Office and the City Manager's Office have been coordinating with the Graham Center on a potential relaunch of the program.
- The City Clerk's Office is working on developing a potential work study for an intern in the Spring or Summer of 2025.

Bryant/Duncan-Walker

Charter Officer
Annual Performance Evaluation Form

Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

Commission Instructions:

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.

Charter Officer
Annual Performance Evaluation Form

Fiscal Year: 2023-2024	Evaluator: Commissioner Desmon Duncan-Walker
Charter Officer: Kristen Bryant	Title: City Clerk

***Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department. ***Charter to attach Accomplishments Report for Evaluation Period**						
Commission Member: Check performance rating	1 ☐	2☐	3☐	4☐	5☒	N/A☐
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Charter Officer Comments:						

Competencies:

1. **Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☒	N/A☐
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Charter Officer Comments:						

Charter Officer
Annual Performance Evaluation Form

2. **Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☒	5☐	N/A☐
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Charter Officer Comments:						

3. **Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☒	5☐	N/A☐
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Charter Officer Comments:						

Charter Officer
Annual Performance Evaluation Form

4. Leading and Supervision. Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.						
Commission Member: Check rating	1☐	2☐	3☐	4☒	5☐	N/A☐
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Charter Officer Comments:						

Charter Officer Signature: _____ Date: 1/13/2025

Commission Member Signature: Desmon Duncan-Walker Date: 1/3/2025

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20

Eastman

City Clerk

Overall Support of City Commission Goals and Objectives
5
The City Clerk works well to follow the goals and direction of the City Commission. The executive assistants have been strong in their support of the Commissioners, despite turnover this year.

Business Acumen
4
The office is run efficiently and proactively, with records requests, records, and overall clerking seeming to run smoothly. Despite frequent disruptions in funding and requests from the GRU Authority, the Clerk has been moving forward well and completing the work needed.

Communication and Building Relationships
5
The Clerks office seems to be working well with her fellow Charter officers and the community. The staff has been receptive and friendly to residents as they seek support and help. Issues are communicated candidly and clearly.

Fiscal Management
4
Despite lots of volatility and frequent budget cuts throughout the year the Clerks office has made real decisions to bring a balanced budget. This year they made real cuts and looked for new ways to bring revenue into the Clerks office.

Leading and Supervision
4
Despite turnover in the executive assistant positions of the Clerk's office, the City Clerk has been able to train new staff and provide regular service to the Commission and community.

Kat J B A — 1/13/2025

Charter Officer Signature — Date

Charter Officer
Annual Performance Evaluation Form

Bryant | Saco

Introduction:

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The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

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Commission Instructions:

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
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- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services

contingency account and recommended salary increases will be processed within established payroll processing timelines.

Fiscal Year:	Evaluator: SACO
Charter Officer: Kristen Bryant	Title: Clerk

***Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.
***Charter to attach Accomplishments Report for Evaluation Period**

Commission Member: Check performance rating	1 ☐	2☐	3☐	4☐	5☐X	N/A☐

Commission Member Comments:
Has one of the charters closest to the commission and the commissioners, she has become very involved in meeting our goals and objectives. Has mobilized her office as a front line response and resource to the public to provide information and redirection.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐

Charter Officer Comments:

Competencies:

1. **Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☐X	N/A☐

Commission Member Comments:
She has upgraded and streamlined a lot of the technology used for the clerk's office. Has made sure to cross train all of her staff and makes an effort to mentor more junior staff to prepare them to take on more responsibilities. Has been responsive to requests from the commission to update archiving, public records request, research, and constituent services. Has provided information on regional national best practices and trends.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐

Charter Officer Comments:

Charter Officer
Annual Performance Evaluation Form

2. Communication and Building Relationships. Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☐X	N/A☐
Commission Member Comments: **Has been extremely quick in response and thorough in responses to the commission, staff and other charters. She has made herself available to all levels of staff and has made all efforts to create an open and welcoming office. She has gone to tremendous lengths to retain staff and build up new staff to fit the culture of the commission and the clerk's office, despite inheriting a full staff, not fully of her choosing. I believe that the team she has built up now is exceptional and I can see her intentional attempts to be supportive of her staff, while responding to the needs of the commission and other charters.**						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Charter Officer Comments:						

3. Fiscal Management. Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☐X	N/A☐
Commission Member Comments: **Has resolved several inherited budgetary issues and budgeted in such a way that she could retain all of her staff, despite looming budget cuts.**						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Charter Officer Comments:						

Charter Officer
Annual Performance Evaluation Form

4. Leading and Supervision. Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.						
Commission Member: Check rating	1☐	2☐	3☐	4☐	5☐X	N/A☐
Commission Member Comments: Kristen has made herself available to her staff who have questions or concerns. She has let me know that she is open to feedback and is willing to be a mentor and guide to staff. She has also accepted responsibility and made herself accountable to any shortcomings that might occur and resolved them as quickly as possible. She sets herself as the example for her staff in that she will do everything possible to make the commission and city goals reality, but accepts constructive feedback and alternative resolutions when change is needed.						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☐	N/A☐
Charter Officer Comments:						

Charter Officer Signature: _____ Date: 1/3/2025

Commission Member Signature:/s/ Reina Saco Date: 1/1/25

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20

2024 Bryant/WARD

Charter Officer
Annual Performance Evaluation Form

Introduction:

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Commission Instructions:

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
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Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

Charter Officer Instructions and Next Steps:

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Charter Officer
Annual Performance Evaluation Form

Fiscal Year: 2024	Evaluator:
Charter Officer: Kristen Bryant	Title: City Clerk

***Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.
***Charter to attach Accomplishments Report for Evaluation Period**

Commission Member: Check performance rating	1 ☐	2☐	3☐	4☐	5☒	N/A☐

Commission Member Comments: You clearly understand & support the direction, goals & objectives of the Commission.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Charter Officer Comments:

I have contributed to the advancement of the City Commission's goals and objectives. In this role, I remain committed to fostering transparency, accountability, and operational excellence in alignment with the City Commission's priorities.

Over the past year, my office has focused on several key areas to ensure our work aligns with the City Commission's vision:

1. **Facilitating Transparent Governance:**
   We have continued to enhance access to public records, improved the timeliness of meeting documentation, and facilitate opportunities for public engagement in City Commission meetings.
2. **Strengthening Operational Efficiency:**
   Through the adoption of streamlined workflows and modernized processes, we have reduced delays in document processing and improved service delivery to internal departments and our neighbors.
3. **Promoting Inclusivity and Engagement:**
   My office has worked to ensure community voices are heard by providing meeting accessibility through a variety of means, including in-person, written, email, and telephone. These initiatives reflect our dedication to the Commission's goal of fostering a connected and inclusive community.
4. **Supporting Policy Implementation:**
   As a central hub for official records and Commission actions, we have worked diligently to maintain accurate documentation and provide comprehensive support for Commission priorities, ensuring that adopted policies are communicated clearly and implemented effectively.

Charter Officer
Annual Performance Evaluation Form

Competencies:

1. **Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☒	N/A☐
Commission Member Comments: Your business acumen as it regards this department is excellent.						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Charter Officer Comments:

Effective resource management, strategic decision-making, and fostering a culture of continuous improvement are critical to supporting the City Commission's priorities and delivering exceptional service to the community.

Over the past year, my approach to business acumen has focused on the following areas:

1. **Resource Management:**
   By closely monitoring the department's budget, I have ensured the efficient allocation of financial and human resources to meet operational needs. I prioritize fiscal responsibility, regularly reviewing expenditures and identifying opportunities to maximize value without compromising service quality.
2. **Stakeholder Collaboration:**
   Strong partnerships with internal departments, vendors, and external agencies have been instrumental in achieving shared goals. I continuously seek input from colleagues to align office priorities with broader organizational and community objectives.
3. **Risk Management and Compliance:**
   Ensuring compliance with legal and regulatory requirements remains a cornerstone of my work.

Charter Officer
Annual Performance Evaluation Form

2. Communication and Building Relationships. Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

Commission Member: Check competency rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Commission Member Comments: Your communications & relationships have been very good, but attention is needed to some degree with some commissioners and many Charter Colleagues. Overall, excellent.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

My role requires me to serve as a liaison between the City Commission, city staff, and the community while ensuring that all interactions reflect professionalism, transparency, and respect.

In evaluating my efforts over the past year, I highlight the following accomplishments in communication and relationship-building:

1. **Transparent and Timely Communication:**
   My office has prioritized timely and accurate dissemination of information. Whether sharing meeting agendas, minutes, or public records, I strive to ensure that all stakeholders have access to the resources they need to stay informed and engaged in city governance.
2. **Collaborative Relationships with Stakeholders:**
   I have cultivated strong partnerships with city departments, community organizations, and neighbors. By fostering open lines of communication and being responsive to inquiries and concerns, I have worked to build trust and mutual respect.
3. **Support for the City Commission:**
   I have worked diligently to provide clear, concise, and accurate communication to the City Commission to support their decision-making process.
4. **Conflict Resolution and Relationship Management:**
   When faced with disagreements or challenges, I have approached these situations with professionalism and a focus on solutions. By actively listening to concerns and fostering open dialogue, I have worked to address issues in a manner that strengthens the team. I maintain an open door policy so team members feel comfortable to come speak with me at times that work for them. When appropriate I have involved Human Resources or refered staff to them as a resource.

Charter Officer
Annual Performance Evaluation Form

3. **Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☒	N/A☐
Commission Member Comments: Your fiscal management at your department has been excellent.						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

Effective budgeting, financial oversight, and resource optimization are essential components of my role, and I remain committed to aligning fiscal practices with the City Commission's priorities and the needs of our community.

In evaluating my approach to fiscal management, I highlight the following accomplishments and strategies:

1. **Strategic Budget Planning:**
   I have developed and managed a departmental budget that aligns with the City's overarching goals while addressing the operational needs of the City Clerk's Office. By prioritizing essential services and identifying cost-saving measures, I was able to reduce the budget to meet budget-cut goals by eliminating the Policy Research Program and dissolving the Policy Oversight Administrator position.
2. **Expense Monitoring and Accountability:**
   I have met regulary with OMB staff to ensure our budget stayed on track and was able to be balanced at the end of the fiscal year. I appreciated the audit process for the City Commission Office Fund Policy as it gave valuable recommendations to improve it's implementation.
3. **Funding Opportunity:**
   I have explored opportunities to secure additional funding through a potential partnership regarding lein searches. This is still in the development phase, but we are hopeful about a new funding stream for the city.

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Annual Performance Evaluation Form

4. Leading and Supervision. Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

Commission Member: Check rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Commission Member Comments: You are a leader in your department & among your clerk colleagues statewide.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

My role requires fostering a positive workplace culture, empowering my team, and ensuring alignment with the City's strategic goals.

In evaluating my leadership and supervisory efforts, I reflect on the following key areas of accomplishment:

1. **Fostering a Collaborative Workplace Environment:**
   I prioritize creating a work culture rooted in respect, inclusivity, and collaboration. By encouraging open communication and valuing diverse perspectives, I have cultivated a team environment where employees feel empowered to contribute their best work. The majority of the team has worked for this department for well over one year and many have dedicated multiple years, and even over a decade to this office.
2. **Providing Clear Direction and Support:**
   I consistently set clear expectations and provide the tools and resources necessary for my team to succeed. Through regular one-on-one meetings, team check-ins, and ongoing feedback, I ensure staff members have the guidance they need to meet their goals.
3. **Encouraging Professional Development:**
   Recognizing the importance of growth, I actively support my team's professional development through training, certifications, and learning opportunities. One example was having one of the Commission Executive Assistants attend the FACC Summer Academy with me.
4. **Accountability and Recognition:**
   I hold myself and my team accountable to high standards of performance while also celebrating successes and milestones. Recognizing achievements fosters morale and underscores the value of each team member's contributions to our shared mission. This past year I implemented a City Clerk's Office Employee of the Year Award, and also successfully nominated an employee for the Lifetime Achievement Award.

Charter Officer
Annual Performance Evaluation Form

Charter Officer Signature: _____ Date: 11/25/2024

Commission Member Signature: _____ Date: 12/18/2024

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20

City of Gainesville

Office of the City Clerk

Kristen J. Bryant
City Clerk

PO Box 490, Station 18
Gainesville, Florida 32627

BryantKJ@gainesvillefl.gov
Office 352 334 5016 | Direct 352 393 8441

November 25, 2024

The Honorable Mayor and City Commission:

For this evaluation period, I have served as City Clerk from January 2024 through present. My start date with the City of Gainesville was on March 25, 2019. I entered this leadership role near the end of FY23 as Interim City Clerk.

Section 3.04 of the City Charter outlines the role of the City Clerk. "The commission may employ a city clerk who shall keep records and perform such other duties as are prescribed by this act or the commission. The city clerk shall serve at the will of the commission." These two sentences give the starting place for the City Clerk's responsibilities, which are outlined in full detail in the job description.

I have continued to pursue my Certified Municipal Clerk designation. Due to Hurricane Milton my expected graduation is now January 2025.

The accomplishments of the Office of the City Clerk are below.

General Office

- The Office of the City Clerk scheduled, noticed, compiled agendas/minutes, clerked, and handled all other logistics for 50 public meetings of the full City Commission in FY24.
- Acknowledged and celebrated all Municipal Clerks and staff, sharing best practices during May.
- Created an Office of the City Clerk Employee of the Year award to give during Municipal Clerks Week yearly.
- Successfully nominated an employee for a Lifetime Achievement Award from the city.
- Partnered with the Office of Equity and Inclusion to begin the process of operationalizing equity, in part through developing performance measures.
- Reduced budget by $67,889 for FY25, including elimination of the Policy Research Administrator position.
- Balanced the FY24 office budget.
- Converted all accounts to be payable through the requisition/purchase order process per city policy.
- Negotiated with eScribe for another $3000 credit for the Laserfiche integration that is still in progress.
- Found additional budget savings by discounting unused cellular phone lines.
- Facilitated an audit of the City Commission Office Fund and implemented recommendations.
- Appointed clerk for the MTPO Subcommittee, handling all meeting logistics including scheduling, agendas, minutes, and notices.
- Continue to provide biweekly help sessions for eScribe, meeting management, the agenda and minutes process. These will be essential as we propose a new agenda item timeline.

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- Working with eScribe to prepare for the implementation of a major upgrade to the system to be released in 2025.
- Coordinated the planning of the Swearing-in Ceremony for Commissioner Duncan-Walker, Commissioner Chestnut, and Commissioner-Elect Ingle.
- Reviewed the agenda review process and timeline and developed revisions.
- Further updated eScribe user guides with new processes.
- Started the process of training new Commission Executive Assistants to clerk commission subcommittee meetings, to provide backup to the City Clerk.
- In the process of reorganizing the structure of the Office of the City Clerk, including updating job descriptions, to provide for upward mobility of staff.
- Designed a new plaque to hold the Key to the City that received approval from the Mayor.
- Participant in State-wide City Clerks Give Back project donating 225 boxes of supplies and toys to over 14 organizations.

Public Records and Elections

- The Records Team acknowledged and celebrated all Records and Information Management professionals and shared Records Management best practices during April.
- Finalized the Interlocal Agreement for Election Services.
- Processed 95 Mayoral Proclamations for the community, and city staff.
- Processed 2176 records requests through the JustFOIA system.
- Oversaw a successful City Candidate Qualifying Week and City Election.
- Oversaw the process of adding the GRU Referendum to the November ballot.
- Finalizing with vendor text message archiving services for public records.
- Domestic Partnership Registrations, Amendments, and Terminations are available online with the option to pay online.
- Soon to be able to provide wallet-size Domestic Partnership certificates.
- Continued to host Bi-weekly JustFOIA/Public Records Help Sessions.
- GPD has successfully started using JustFOIA as January 2024.
- In the process of converting all Clerk's Office forms to the Laserfiche portal.
- Instituted new guidelines for proclamations for the process to be smoother and the finished product to look more professional.

Policy Research Office

- The Policy Research Program was cycled down last fiscal year due to the need to reduce operating costs.
- Our last class of interns did complete 5 research projects for the City Commission.
- The City Clerk's Office and the City Manager's Office have been coordinating with the Graham Center on a potential relaunch of the program.
- The City Clerk's Office is working on developing a potential work study for an intern in the Spring or Summer of 2025.

Bryant/Willits

Charter Officer
Annual Performance Evaluation Form

Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

Commission Instructions:

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.

Charter Officer
Annual Performance Evaluation Form

Fiscal Year: 2024	**Evaluator:** Casey Willits
Charter Officer: Kristen Bryant	**Title: City Clerk**

***Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.
***Charter to attach Accomplishments Report for Evaluation Period**

Commission Member: Check performance rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Commission Member Comments:
Clerk Bryant is very dedicated to understanding and supporting the values and vision of the Commission, Charter, Comp Plan, and larger community. She is diligent in making sure her office seamlessly supports the entire city operation.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Charter Officer Comments:

I have contributed to the advancement of the City Commission's goals and objectives. In this role, I remain committed to fostering transparency, accountability, and operational excellence in alignment with the City Commission's priorities.

Over the past year, my office has focused on several key areas to ensure our work aligns with the City Commission's vision:

1. **Facilitating Transparent Governance:**
   We have continued to enhance access to public records, improved the timeliness of meeting documentation, and facilitate opportunities for public engagement in City Commission meetings.
2. **Strengthening Operational Efficiency:**
   Through the adoption of streamlined workflows and modernized processes, we have reduced delays in document processing and improved service delivery to internal departments and our neighbors.
3. **Promoting Inclusivity and Engagement:**
   My office has worked to ensure community voices are heard by providing meeting accessibility through a variety of means, including in-person, written, email, and telephone. These initiatives reflect our dedication to the Commission's goal of fostering a connected and inclusive community.
4. **Supporting Policy Implementation:**
   As a central hub for official records and Commission actions, we have worked diligently to maintain accurate documentation and provide comprehensive support for Commission priorities, ensuring that adopted policies are communicated clearly and implemented effectively.

Charter Officer
Annual Performance Evaluation Form

Competencies:

1. Business Acumen. Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☒	N/A☐
Commission Member Comments: Clerk Bryant stays knowledgable about her profession and role in the City. Her attention to detail during ongoing cooperation with CRWA has been important. We are lucky to have her during this transition						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Charter Officer Comments:

Effective resource management, strategic decision-making, and fostering a culture of continuous improvement are critical to supporting the City Commission's priorities and delivering exceptional service to the community.

Over the past year, my approach to business acumen has focused on the following areas:

1. **Resource Management:**
   By closely monitoring the department's budget, I have ensured the efficient allocation of financial and human resources to meet operational needs. I prioritize fiscal responsibility, regularly reviewing expenditures and identifying opportunities to maximize value without compromising service quality.
2. **Stakeholder Collaboration:**
   Strong partnerships with internal departments, vendors, and external agencies have been instrumental in achieving shared goals. I continuously seek input from colleagues to align office priorities with broader organizational and community objectives.
3. **Risk Management and Compliance:**
   Ensuring compliance with legal and regulatory requirements remains a cornerstone of my work.

Charter Officer
Annual Performance Evaluation Form

2. **Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.						
Commission Member: Check competency rating	1☐	2☐	3☐	4☒	5☐	N/A☐
Commission Member Comments: Clerk Bryant is very committed being a facilitator of communication between Commission and other Clerks, other governments, and the community.						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

My role requires me to serve as a liaison between the City Commission, city staff, and the community while ensuring that all interactions reflect professionalism, transparency, and respect.

In evaluating my efforts over the past year, I highlight the following accomplishments in communication and relationship-building:

1. **Transparent and Timely Communication:**
   My office has prioritized timely and accurate dissemination of information. Whether sharing meeting agendas, minutes, or public records, I strive to ensure that all stakeholders have access to the resources they need to stay informed and engaged in city governance.
2. **Collaborative Relationships with Stakeholders:**
   I have cultivated strong partnerships with city departments, community organizations, and neighbors. By fostering open lines of communication and being responsive to inquiries and concerns, I have worked to build trust and mutual respect.
3. **Support for the City Commission:**
   I have worked diligently to provide clear, concise, and accurate communication to the City Commission to support their decision-making process.
4. **Conflict Resolution and Relationship Management:**
   When faced with disagreements or challenges, I have approached these situations with professionalism and a focus on solutions. By actively listening to concerns and fostering open dialogue, I have worked to address issues in a manner that strengthens the team. I maintain an open door policy so team members feel comfortable to come speak with me at times that work for them. When appropriate I have involved Human Resources or refered staff to them as a resource.

Charter Officer
Annual Performance Evaluation Form

3. Fiscal Management. Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

Commission Member: Check competency rating	1☐	2☐	3☐	4☐	5☒	N/A☐

Commission Member Comments:

She has kept upon her tight budgets in the town. She understands fiscal management as part of her job despite having a small-ish office.

Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

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Charter Officer
Annual Performance Evaluation Form

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Commission Member: Check rating	1☐	2☐	3☐	4☒	5☐	N/A☐
Commission Member Comments: Clerk Bryant supports her staff, leaning towards flexible in most situations. She shows by example her focus on details, accuracy, support at the Commission. She has protected her staff from errant commission pressure and tries to do right by each employee at every single step.						
Charter Officer: Check self-evaluation rating	1☐	2☐	3☐	4☒	5☐	N/A☐

Charter Officer Comments:

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Charter Officer
Annual Performance Evaluation Form

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