City Clerk

Kristen Bryant

City of Gainesville

Office of the City Clerk



PO Box 490, Station 18 Gainesville, Florida 32627

BryantKl@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.

City of Gainesville

Office of the City Clerk



PO Box 490, Station 18 Gainesville, Florida 32627

BryantKl@gainesvillefl.gov 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.



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.

	LANGUE OF THE PARTY	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 selfevaluation 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.



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

Fiscal Year: 2024 Evaluator:					
Charter Officer: Kristen Bryant	Title: City	Clerk			
*Overall Support of City Commission Goals and Objective's philosophy (vision, mission, values); actively pursues how these relate to the Charter Officers' job and departmeter to attach Accomplishments Report for Evaluation	an understanding nt.				
	□ 2□	3□	4	5□	N/A 🗆
Charter Officer: Check self-evaluation rating	2	3□	40	5⊠	N/A
I have contributed to the advancement of the Cit remain committed to fostering transparency, acc with the City Commission's priorities. Over the past year, my office has focused on seve City Commission's vision:	ountability, an	d operati	onal exce	llence in	alignment
 Facilitating Transparent Governance: We have continued to enhance access to documentation, and facilitate opportunit meetings. Strengthening Operational Efficiency: Through the adoption of streamlined workings. 	es for public e	ngagemei	nt in City	Commiss	ion

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.



Competencies:

responsibility; re	en. Understands the business, finealizes implications of key financials strengths and weaknesses.						
Commission Membe	r: Check competency rating	1	2□	3□	4 🗆	5 🗆	N/A
Commission Member	· Comments:						
Charter Officer: Chec	ck 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:							
 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. 							
Strong par instrumen office prio 3. Risk Man a	er Collaboration: tnerships with internal dep tal in achieving shared goal rities with broader organiza gement and Compliance:	s. I continational an	uously se d commu	ek input nity objec	from collectives.	eagues to	align
Ensuring c work.	ompliance with legal and re	egulatory	requirem	ents rema	ains a cor	nerstone	of my



 Communication and Building Relationships. Co constructive feedback, promotes frank and open of internal and external, promotes collaboration and the City. 	discussions	on issues.	Cultivates a	network	of relationsh	nips both
Commission Member: Check competency rating	10	20	3□	4	5□	N/A 🗆
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1□	2□	3□	4⊠	5□	N/A□
In evaluating my efforts over the past year, I is communication and relationship-building: 1. Transparent and Timely Communication My office has prioritized timely and accepting agendas, minutes, or public reaccess to the resources they need to see 2. Collaborative Relationships with Stake I have cultivated strong partnerships with neighbors. By fostering open lines of concerns, I have worked to build trust 3. Support for the City Commission: I have worked diligently to provide clease Commission to support their decision-4. Conflict Resolution and Relationship I	nighlight ion: curate d ecords, I tay infor eholders vith city o ommuni and mut ar, conci making p Vlanager	isseminat strive to o med and departme cation and cual respe- se, and accorocess. ment:	ving according of info ensure the engaged ints, common the inguity of the inguity	ormation at all stal in city go munity or esponsive	ents in . Whethe keholders vernance rganizatio to inquiration to the second control of	r sharing have ns, and ies and
When faced with disagreements or chaprofessionalism and a focus on solutio dialogue, I have worked to address issuan open door policy so team members work for them. When appropriate I haps a resource.	ns. By acues in a reference in the second in	tively list manner th nfortable	ening to d nat streng to come :	concerns thens the speak wit	and foste e team. I r th me at t	ring open maintain imes that



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:						
In evaluating my approach to fiscal managen strategies:	nent, I higi	nlight the	followin	g accomp	lishment	s and
	partmental al needs o t-saving m the Policy lity:	budget t f the City easures, Researc	hat align Clerk's O I was ablo h Progran	s with the ffice. By p e to reduce n and dis	e City's overioritizing the the burning the	verarching g dget to se Policy



COMM	ission Member: Check rating	10	2□	3□	4	5□	N/A 🗆
Comm	ission Member Comments:	Į, LU		30	140	130	N/AL
Charte	er Officer: Check self-evaluation rating	1	2□	3□	4⊠	5□	N/A□
Charte	er Officer Comments:	=1/4.				-3.0	(12)
•	ole requires fostering a positive wor ment with the City's strategic goals.	•	e, empow	ering my	team, an	d ensurir	ng
	aluating my leadership and supervis nplishment:	sory efforts, I r	eflect on	the follo	wing key	areas of	
	I prioritize creating a work culturencouraging open communication environment where employees for the team has worked for this comultiple years, and even over a decision of the team has worked for this comultiple years, and even over a decision of the team has worked for this comultiple years, and even over a decision of the team has worked for this comultiple years, and even over a decision of the team has worked for this complete the team has worked for the team h	e rooted in res n and valuing eel empowere department fo lecade to this	spect, includiverse point of the continuity of t	erspectiv	es, I have eir best w	cultivate	ed a team majority
2.	Providing Clear Direction and Su I consistently set clear expectation	• •	e the tool	s and res		•	for my
	team to succeed. Through regula feedback, I ensure staff members	s have the guid	meetings,			_	_
3.		s have the guide properties to the properties of	meetings, dance the ly support nd learnir	y need to my tean	meet the n's profes unities. C	eir goals. sional One exam	iple was



Charter Officer Signature:	Date: 1/25/2024
Commission Member Signature:	Date:

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



Fiscal Year: 2024 Evaluator: Ed Book								
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□ 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:								
responsibility; realizes implications of key financial indications	status of the organization and core operational area of cators, and uses economic and industry data to accurately							
diagnose business strengths and weaknesses. Commission Member: Check competency rating	□ 2□ 3□ 4□ 5⊠ N/A□							
Commission Member Comments:								
Has realigned the Clerk's office to be more stream exists & allowed funding reduction across the Cler Operations Manager to act as her second under hassistants to, in essence, "promote" the most exp Assistants to begin to work more collaboratively. I job audits & restructuring the office to categorize compensation while cutting operational costs. Further, due to her tenure with the City & high work things done, appropriate personnel to contact for between divisions & charters.	k's budget. Has reassigned duties such as an her authority & changed the duties of Executive erienced/tenured staff & allow new Executive Has hired to fill the office. Went through complex employees correctly & receive better ork ethic, is highly knowledgable about how to get							
Charter Officer: Check self-evaluation rating 1] 2 2 A 5 N/A							



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 selfevaluation 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.



2. Communication and Building Relationships. Com	municates	and listens	effectively	, open to r	eceiving ar	nd giving		
constructive feedback, promotes frank and open dis						•		
internal and external, promotes collaboration and r	emoves bar	rriers acros	s organizat	ional lines,	builds cre	dibility for		
the City.			I	I	1	1		
Commission Member: Check competency rating	10	2□	3⊠	4□	5□	N/A□		
Commission Member Comments:	11				C-I			
Well suited for interacting with other charters.				-				
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 bu	ıild redun	dancy of	operatio	ns & com	petency	by		
having staff shadow each other & handle meet	ings such	as Comn	nission m	atters & a	agenda r	eview.		
Has had to navigate relatively significant staff in	_				_			
	•							
This led to high resignations & attrition on the								
City Clerk quickly adapted by hiring staff & atte		-		am" & mo	ore cone	giai		
approach to duties which will improve this dyn	amic mov	ing forwa	ard.					
Working exceedingly well with the City Manage	ers office	in agenda	a timeline	ess & bac	kup whic	h has		
improved over the last over 2 years.								
Observed on the informal side building relation	ships suc	h as staff	get-toge	thers ove	er commo	on break		
times & positive interactions in general which r	•		-					
to help, mentor, obtain what is needed, &/or tr								
•			-			- 1		
effective. Has set up an onboarding system usin	_					- 1		
expectations, needs, processes etc which impro	oves com	municatio	ons (& is a	also relat	ed to the			
Business Acumen section above).								
	1		The same			Laste Ex		
Charter Officer: Check self-evaluation rating	1□	2□	3□	4□	5□	N/A		
Charter Officer Comments:								
						- 1		
3. Fiscal Management. Prepares a balanced budget to	•			•				
ensuring actions and decisions reflect an appropriate	e level of re	sponsibility	for finance	ial planning	g and acco	untability.		
		T						
Commission Member: Check competency rating	1	2	3□	4⊠	5□	N/A		



the first of the second of the second of

Charter Officer Comments:



Annual Periori	mance	Evalua	tion F	orm				
Commission Member Comments:	o budgot	such as a	liminatin	a non no		odulos		
Continues to look for effective ways to reduce budget such as eliminating non-necessary modules provided by a proprietary vendor. Hires 3 rd 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	10	2□	3□	4⊠	5□	N/A		
Charter Officer Comments:	1	AD- TF			L-2	22		



Commission Member: Check rating	1□	2□	3□	4⊠	5□	N/A
Commission Member Comments:						
A tenured/experienced Charter officer hi	ghly investe	d in the (City & er	suring it	runs wel	1 to 1890
Maintains a positive outlook & demeano	r amongst s	taff.				
mportantly recognizes areas for improve	ement withir	n her owi	n area su	ch as bet	ter onbo	arding 8
orked to address it. Recognizes the value						aranig c
edundancy, and value to her staff. Indica	ated she is w	orking w	ith HR 8	k E&I on	hiring pr	actices 8
discernment.						
Nith essentially a full staff, working on co	ollaboration	& cohes	iveness.	Informall	v regular	lv
,				-	, ,	•
nteracts with all staff, has excellent publi practices.	c facing res	ponse, &	has exp	ertise to	ensure b	est
nteracts with all staff, has excellent publi eractices. harter Officer: Check self-evaluation rating				-	, ,	est
nteracts with all staff, has excellent publi practices. harter Officer: Check self-evaluation rating	c facing res	ponse, &	has exp	ertise to	ensure b	est
nteracts with all staff, has excellent publi practices. harter Officer: Check self-evaluation rating	c facing res	ponse, &	has exp	ertise to	ensure b	est
nteracts with all staff, has excellent publi practices. harter Officer: Check self-evaluation rating	c facing res	ponse, &	has exp	ertise to	ensure b	est
nteracts with all staff, has excellent publi practices. Charter Officer: Check self-evaluation rating	c facing res	ponse, &	has exp	ertise to	ensure b	est
nteracts with all staff, has excellent publi oractices. Charter Officer: Check self-evaluation rating	c facing res	ponse, &	has exp	ertise to	ensure b	•
nteracts with all staff, has excellent publi practices. Charter Officer: Check self-evaluation rating	c facing res	ponse, &	has exp	ertise to	ensure b	est
nteracts with all staff, has excellent public practices. Charter Officer: Check self-evaluation rating Charter Officer Comments:	c facing res	ponse, &	has exp	ertise to	ensure b	est
With essentially a full staff, working on cointeracts with all staff, has excellent publi practices. Charter Officer: Check self-evaluation rating Charter Officer Comments:	c facing res	ponse, &	has exp	ertise to	ensure b	est

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



Bryant | Chestnut 3:30

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 selfevaluation 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.



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

*Overall Support of City Commission Goals and O City's philosophy (vision, mission, values); actively pur how these relate to the Charter Officers' job and depa *Charter to attach Accomplishments Report for Eval	rsues an un artment.	derstandin				
Commission Member: Check performance rating	1 🗆	2 🗆	3□	4□	50	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.



Competencies:

 Business Acumen. Understands the business, responsibility; realizes implications of key final diagnose business strengths and weaknesses. 	ncial indicator	s, and uses	economic	and industr	y data to ac	curately
Commission Member: Check competency rating	1	2□	3□	4□	50	N/A
Commission Member Comments:						
Charter Officer: Check self-evaluation rating	1□	2□	3□	4□	5⊠	N/A□
Effective resource management, strategic improvement are critical to supporting the service to the community. Over the past year, my approach to busine 1. Resource Management: By closely monitoring the department financial and human resources to management regularly reviewing expenditures are compromising service quality. 2. Stakeholder Collaboration: Strong partnerships with internal definitions in achieving shared go	e City Comments accument some control of the comment of the commen	has focus t, I have e ional need ng opport	ed on the ensured the ds. I prior unities to	following ne efficier itize fisca maximize	ring exce g areas: nt allocati I responsi e value wi	on of bility, ithout



Communication and Building Relationships. Cor constructive feedback, promotes frank and open d internal and external, promotes collaboration and the City.	iscussions	on issues. (Cultivates a	network of	f relationsh	nips both
Commission Member: Check competency rating	1	2	324	40	5□	N/A
Commission Member Comments: Very high Staff turners. And maniforest, as mu	Conte	nel of Rose	war	on Stering	Super	îsi
Charter Officer: Check self-evaluation rating	1□	2 🗆	3□	4⊠	5□	N/A□
Charter Officer Comments:						
In evaluating my efforts over the past year, I h communication and relationship-building: 1. Transparent and Timely Communication My office has prioritized timely and accommeeting agendas, minutes, or public response.	on: curate dis	sseminat strive to e	ion of infe	ormation. at all stak	. Whethe eholders	have
access to the resources they need to st 2. Collaborative Relationships with Stake I have cultivated strong partnerships w neighbors. By fostering open lines of co concerns, I have worked to build trust a 3. Support for the City Commission:	e holders with city do ommunic	epartme	nts, comi	munity or	ganizatio	ns, and
I have worked diligently to provide clear Commission to support their decision- 4. Conflict Resolution and Relationship N	making p	rocess.	curate co	ommunica	ition to t	he City
When faced with disagreements or cha professionalism and a focus on solution dialogue, I have worked to address issu an open door policy so team members work for them. When appropriate I have as a resource.	illenges, ns. By act ies in a m feel com	I have ap rively listenanner the fortable	ening to delated and strength to come s	concerns a thens the speak wit	and foste team. I i h me at t	ring open maintain imes that



Commission Member: Check competenc	y rating 1□	2□	3□	4□	50	N/A□
Commission Member Comments:	,	-	, 50		, 5 ,	NAC
Charter Officer: Check self-evaluation ra	ting 1	2□	3□	4⊠	5□	N/A
Charter Officer Comments:				•	·	
 Strategic Budget Planning: I have developed and managoals while addressing the essential services and ident meet budget-cut goals by e Oversight Administrator po Expense Monitoring and A I have met regulary with Of balanced at the end of the 	operational needs of cifying cost-saving multiminating the Police sition. ccountability: WB staff to ensure of the police of t	f the City easures, I Research ur budget	Clerk's O was able Progran	ffice. By pertored to reduce to redu	orioritizin te the bud solving th and was a	g dget to e Policy ble to be



Comm	nission Member: Check rating	10	2□	3)(4	5□	N/A
Comm	nission Member Comments:						
Charte	er Officer: Check self-evaluation rating	1□	2□	3□	4⊠	5□	N/A□
	er Officer Comments:					1	1.0,7.0
1.	I prioritize creating a work culture encouraging open communicatio environment where employees for the team has worked for this design.	e rooted in res n and valuing eel empowere	spect, incl diverse po d to cont	erspectiv	es, I have eir best w	cultivate	ed a team majority
2.	multiple years, and even over a d Providing Clear Direction and Su	pport:					
	I consistently set clear expectation team to succeed. Through regula feedback, I ensure staff members	r one-on-one i	meetings,	team ch	eck-ins, a	nd ongoi	•
3.	Encouraging Professional Develo	pment:		•			
	Recognizing the importance of gr development through training, co having one of the Commission Ex	ertifications, a	nd learnir	ng opport	unities. C	ne exam	•
4.	me. Accountability and Recognition: I hold myself and my team accou celebrating successes and milesto underscores the value of each tea	nes. Recogniz	ing achie	vements	fosters m	orale an	d



Charter Officer Signature:

Per Chestrel Date: Durby 10,3034

Commission Member Signature:

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

City of Gainesville

Office of the City Clerk



PO Box 490, Station 18 Gainesville, Florida 32627

BryantKI@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.

City of Gainesville

Office of the City Clerk



PO Box 490, Station 18 Gainesville, Florida 32627

BryantKl@gainesvillefl.gov 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

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.

1346		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 perio ds. 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 selfevaluation 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.



Fiscal Year: 2023-2024	Evaluator: Commissioner Desmon Duncan-Walker									
Charter Officer: Kristen Bryant	Ti	itle: City		Duncan	Turker					
*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 □										
			3□	4□	5⊠	N/A				
Commission Member Comments:										
	1□	2	3□	4□	5□	N/A□				
Competencies: 1. Business Acumen. Understands the business, fin responsibility; realizes implications of key financia	ancial statu	us of the on	ganization a	and core op	erational a	rea of				
Charter Officer Comments: Competencies: Business Acumen. Understands the business, fin responsibility; realizes Implications of key financia diagnose business strengths and weaknesses. Commission Member: Check competency rating	ancial statu	us of the on	ganization a	and core op	erational a	rea of				
Competencies: 1. Business Acumen. Understands the business, fin responsibility; realizes implications of key financia diagnose business strengths and weaknesses. Commission Member: Check competency rating	ancial statu al indicator	us of the or s, and uses	ganizatlon a economic a	and core op	erational a y data to ac	rea of curately				
	ancial statu al indicator	us of the or s, and uses	ganizatlon a economic a	and core op	erational a y data to ac	rea of curately				



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
3. Fiscal Management. Prepares a balanced budge ensuring actions and decisions reflect an approp						
ensuring actions and decisions reflect an approp Commission Member: Check competency rating	riate level o	f responsibi	lity for fina	ncial plann	ng and acc	ountabilit
ensuring actions and decisions reflect an approp Commission Member: Check competency rating	riate level o	f responsibi	lity for fina	ncial plann	ng and acc	ountabilit



 Leading and Supervision. Effectively establishes s high standards in meeting the vision, mission and g 				ize employ	ee perform	nance, foster
Commission Member: Check rating	1	2 🗆	3□	4⊠	5□	N/A□
Commission Member Comments:						
Charter Officer: Check self-evaluation rating Charter Officer Comments:	1	2	3□	4	5 🗆	N/A
Charter Officer Signature:	4		Date:	113/2	2025	47
Commission Member Signature: <u>Desmon Duncan-Wa</u>	lber	Date:_	1/3/2025	5		

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



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.

Charter Officer Signature

1 13 7025

Date 1





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 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.

	Fiscal Year: Evaluator: SACO						
Charter Officer: Kristen Bryant	Titl	Title: Clerk					
*Overall Support of City Commission Goals and Objectives philosophy (vision, mission, values); actively pursue how these relate to the Charter Officers' job and departrection *Charter to attach Accomplishments Report for Evaluat	es an unde nent.	erstanding o					
Commission Member: Check performance rating	1 🗆	2 🗆	3□	4	5 □ X	N/A 🗆	
Commission Member Comments:	10	20	3	411	3 L/A	N/AL	
Has one of the charters closest to the commission and tour goals and objectives. Has mobilized her office as a finformation and redirection.							
Charter Officer: Check self-evaluation rating	1□	2□	3□	4□	5□	N/A□	
Competencies: 1. Business Acumen. Understands the business, financial in responsibility; realizes implications of key financial in					ational are		
diagnose business strengths and weaknesses.		and uses ec	onomic and	d industry o			
	10	2□	3□	d industry o			
	gy used fo ff to prepa archiving,	2 Dr the clerk's are them to public reco	3□ s office. Ha take on m rds reques	4□ s made sur ore respon	s to cross to sibilities.	N/A Carain all of las been	
Commission Member: Check competency rating Commission Member Comments: She has upgraded and streamlined a lot of the technologher staff and makes an effort to mentor more junior staresponsive to requests from the commission to update a services. Has provided information on regional national	gy used fo ff to prepa archiving,	2 Dr the clerk's are them to public reco	3□ s office. Ha take on m rds reques	4□ s made sur ore respon	s to cross to sibilities.	N/A Carain all of las been	



2. Communication and Building Relationships. Co	mmunicate	s and lister	ns effective	ly, open to	receiving a	and giving		
constructive feedback, promotes frank and open d	discussions	on issues. (Cultivates a	network	of relationsl	nips both		
internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for								
the City.								
	T =			I =	I - 74	T . =		
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 u	•							
office, despite inheriting a full staff, not fully of her ch	_				•			
exceptional and I can see her intentional attempts to commission and other charters.	be support	ive of ner s	stam, while	responali	ng to the ne	eas of the		
Charter Officer: Check self-evaluation rating	1	2□	3□	4	5□	N/A□		
Charter Officer Comments:						-		
3. Fiscal Management. Prepares a balanced budget t	o provido c	orvicos at a	a lovel dire	ctod by th	o Commissi	on 1		
ensuring actions and decisions reflect an appropria								
ensuring actions and decisions reflect an appropria	te level of i	esponsibili	ty for iniai	iciai piaiiii	ilig allu acc	builtability.		
Commission Member: Check competency rating	1	2□	3□	4	5□X	N/A 🗆		
Commission Member Comments:								
Has resolved several inherited budgetary issues and bu	udgeted in :	such a way	that she	ould retai	n all of her	staff,		
despite looming budget cuts.		·						
						1		
						- 1		
Charter Officer: Check self-evaluation rating	1□	2□	3 🗆	4	5 🗆	N/A□		
Charter Officer Comments:					100	10,112		
charter officer comments								



ve question aff. She has d resolved t			let me kno	w that she	
aff. She has			let me kno	w that she	
	also accept				
a resolvea t	h	•	•		
ssible to ma	-				
		1111331011 a11	u city goals	reality, bu	t accepts
in change is	ineeded.				
1.0	T ₂ C	1-0	1.0	I-D	T (-)
11	2] 3 □	4⊔	5 🗆	N/A□
		en change is needed.			

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



201 Break ARD

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 selfevaluation 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.



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

*Overall Support of City Commission Goals and O City's philosophy (vision, mission, values); actively pu how these relate to the Charter Officers' job and dep	rsues an un					
		od bo				
Commission Member: Check performance rating	1 🗆	2□	3□	4□	55	N/A
Commission Member: Check performance rating Commission Member Comments: C	als a	dersta tosia	ed of	SIPTE	of the	
Charter Officer: Check self-evaluation rating	10	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.



Competencies:

 Business Acumen. Understands the business, fir responsibility; realizes implications of key financi diagnose business strengths and weaknesses. 			_			
Commission Member: Check competency rating	1	2□	3□	4	32	N/A
Commission Member Comments:	los bet	edvis Entron	away the	a as	it lega	JS
Charter Officer: Check self-evaluation rating	1□	2□	3 🗆	4□	5⊠	N/A□
Charter Officer Comments: Effective resource management, strategic de	ecision-ma	aking, and	l fosterin	g a culture	e of contir	nuous
improvement are critical to supporting the C service to the community. Over the past year, my approach to business	·					otional
 Resource Management: By closely monitoring the departmenting financial and human resources to me regularly reviewing expenditures and compromising service quality. 	et operat	ional nee	ds. I prior	itize fisca	l responsi	bility,
 Stakeholder Collaboration: Strong partnerships with internal depinstrumental in achieving shared goal office priorities with broader organization. 	ls. I contir	nuously se	eek input	from coll		
 Risk Management and Compliance: Ensuring compliance with legal and rework. 	egulatory	requirem	ents rem	ains a cor	nerstone	of my



the City.			STATE OF	-	-	Harding.
Commission Member: Check competency rating	1□	2	3□	983	5 🗆	N/A 🗆
been very	Cons 1	carson-	Ant	on is	newled	to
Some degree we Charter Officer: Check self-evaluation rating	800 , b	cation-	Henti Missie Kesles	on is	news of	Busy

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.



Commission Member: Check competency rating	1□	2 🗆	3□	4□	50	N/A
Commission Member Comments: Saw Possible Possibl	scal 1	Wang ot.	Buf	as yo	os da	Paridoca
Charter Officer: Check self-evaluation rating	1□	2□	3□	4⊠	5□	N/A□
Charter Officer Comments:						
strategies:	nent, I hig	hlight the	followin	g accomp	lishment	s and
In evaluating my approach to fiscal managent strategies: 1. Strategic Budget Planning: I have developed and managed a depagoals while addressing the operations essential services and identifying cost meet budget-cut goals by eliminating Oversight Administrator position.	partmenta al needs o t-saving m	l budget t f the City leasures,	hat align: Clerk's O I was ablo	s with the office. By p	e City's ov prioritizir ce the bu	verarchin ng dget to
1. Strategic Budget Planning: I have developed and managed a dep goals while addressing the operation essential services and identifying cost meet budget-cut goals by eliminating	partmenta al needs o t-saving m the Policy lity: o ensure o . I appreci	I budget t f the City leasures, y Research ur budget ated the a	hat align: Clerk's O I was ablo h Program t stayed o audit pro	s with the office. By pertorned to reduce on and disconnection and	e City's over control of the buston of the b	verarchin ng dget to ne Policy ble to be ommissio



COLUMI	ission Member: Check rating	10	2□	3□	4□	5.2	N/A 🗆
Commi	ission Member Comments:	sea buy far c	lesk	6/1	dylation	star	falk.
Charte	r Officer: Check self-evaluation rating	10	2□	3□	4⊠	5□	N/A□
	r Officer Comments:	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1					
	nplishment: Fostering a Collaborative Worl	place Environm	ient:				
		ure rooted in resion and valuing	pect, inc diverse p	erspectiv	es, I have	cultivate	d a team
	of the team has worked for this multiple years, and even over a	decade to this		er one ye	ar and ma	any have	dedicated
	Providing Clear Direction and S I consistently set clear expectat team to succeed. Through regu feedback, I ensure staff member	ions and providlar one	meetings	, team ch	eck-ins, a	and ongoi	•
3.	Recognizing the importance of development through training, having one of the Commission me.	growth, I activel certifications, a	nd learni	ng oppor	tunities. (One exam	
	Accountability and Recognition						



Charter Officer Signature:

Date: 1/25/2024

Commission Member Sig aure:

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



PO Box 490, Station 18 Gainesville, Florida 32627

BryantKl@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.

City of Gainesville

Office of the City Clerk



PO Box 490, Station 18 Gainesville, Florida 32627

BryantKl@gainesvillefl.gov 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.

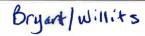
Public Records and Elections

- 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.





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 selfevaluation 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.



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

*Overall Support of City Commission Goals and Ot City's philosophy (vision, mission, values); actively pur how these relate to the Charter Officers' job and departments to attach Accomplishments Report for Evaluation	sues an un	derstanding				
Commission Member: Check performance rating	1 🗆	2 🗆	3□	4	50	N/A 🗆
Clark Bryant is very dedicated to and vision of the Commission, Character of the diligentin making swe he off	undurs view, Con	maple, mlessly	and su and lange	ippohistr com	munition entire	Is She c. Ly open Low
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.



Competencies:

resp	ness Acumen. Understands the business, fina onsibility; realizes implications of key financial nose business strengths and weaknesses.						
Commiss	ion Member: Check competency rating	1	2	3□	4□	5 🔯	N/A□
Hara	ion Member Comments: Bryant stays humbledgable a Henton to detail during o Important. Weare lucky	bont ngoing luba	herpn scoope	relown chron	and roll with a thist	crust ransi	e City his tion
Charter (Officer: Check self-evaluation rating	1□	2□	3□	4□	5⊠	N/A
improve service Over the service of	e resource management, strategic decement are critical to supporting the Cit to the community. e past year, my approach to business a Resource Management: By closely monitoring the department' financial and human resources to meet regularly reviewing expenditures and is compromising service quality. Stakeholder Collaboration: Strong partnerships with internal depanstrumental in achieving shared goals office priorities with broader organizates. Risk Management and Compliance: Ensuring compliance with legal and regions.	y Comm cumen I s budget t operati dentifyin rtments, I contin ional and	nas focuso , I have e onal need g opport vendors uously se d commu	ed on the nsured the ds. I prior unities to , and exter ek input nity object	following ne efficien itize fisca maximize ernal ager from colle	ring exceptions areas: It allocations is value with the control of	on of bility, thout been align



 Communication and Building Relationships. Conconstructive feedback, promotes frank and open dinternal and external, promotes collaboration and the City. 	liscussions	on issues. C	Cultivates a	network o	f relationsh	ips both
Commission Member: Check competency rating	10	2□	3□	400	5 🗆	N/A 🗆
Clerk Bryant is vary committed between Commission and other community.	burg a	s heil.	the development	COMM	ty and	tog The
Charter Officer: Check self-evaluation rating	1□	2□	3□	4⊠	5 🗆	N/A
Charter Officer Comments:	1	1				1
In evaluating my efforts over the past year, I h communication and relationship-building: 1. Transparent and Timely Communication	on:					
My office has prioritized timely and ac meeting agendas, minutes, or public reaccess to the resources they need to so 2. Collaborative Relationships with Stak	ecords, I : tay inforr	strive to e	ensure the	at all stak	eholders	have
I have cultivated strong partnerships w neighbors. By fostering open lines of c concerns, I have worked to build trust	ommunio	ation and	d being re	•	_	
 Support for the City Commission: I have worked diligently to provide cleater Commission to support their decision- 			curate co	ommunica	ation to th	ne City
4. Conflict Resolution and Relationship If When faced with disagreements or chaprofessionalism and a focus on solutio dialogue, I have worked to address issuan open door policy so team members work for them. When appropriate I have as a resource.	allenges, ns. By act ues in a n s feel com	I have ap tively liste nanner th ofortable	ening to c at streng to come :	concerns a thens the speak wit	and foste team. I r h me at t	ring open maintain imes that



3. Fiscal Management. Prepares a balanced budget ensuring actions and decisions reflect an appropri						
Commission Member: Check competency rating	1□	2□	3□	4□	50	N/A 🗆
She has Keptupon hart	られしかい	despil-	Lang	She a Smal	undus 1,1-ish	shed; office.
Charter Officer: Check self-evaluation rating	1□	2□	3□	4⊠	5 🗆	N/A□
Effective budgeting, financial oversight, and r role, and I remain committed to aligning fiscal needs of our community. In evaluating my approach to fiscal management strategies: 1. Strategic Budget Planning: I have developed and managed a dependent of the operational essential services and identifying cost meet budget-cut goals by eliminating Oversight Administrator position.	al practice nent, I hig artmenta al needs o -saving m	hlight the budget to the City easures, I	following hat aligns Clerk's Of was able	with the fice. By p	s priorities ishments City's over ioritizing e the bud	es and the and
 Expense Monitoring and Accountabil I have met regulary with OMB staff to balanced at the end of the fiscal year. Office Fund Policy as it gave valuable in the standard of the fiscal year. Funding Opportunity: I have explored opportunities to secur regarding lein searches. This is still in the standard opportunities. 	ensure o I appreci recomme re additio	ated the a ndations t nal fun d in	udit processo improve	ess for the it's imples a potent	e City Co lementat tial partn	mmission ion. ership
new funding stream for the city.						



Commission Member: Check rating	1□	2 🗆	3□	417	5□	N/A
Commission Member Comments:	-0	,	-	11		1
Clerk Bryant supports has h	It lan	in to	sals.	Herahl	MN	nost
Many Didney Jallylanes	1/04"	70	1 1			
	111			V		· · Clasia
the hone She shows by exam	pple hor:	ges o	ndst	eds/a	chrha	y, spip
Strature She shows by exam	oplike:	hers to	ndit Ff fo	mero	ntlon	hissin
+ the commission. The res pa	n tetru	A Dro	7 100	EVV		1 33.00
of the Commission. She has pa pressure and tries to do vigi	n tetru	A Dro	7 100	EVV		1 33.00

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.



17/30/2024

Commission Member Signature:

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

City of Gainesville

Office of the City Clerk



PO Box 490, Station 18 Gainesville, Florida 32627

BryantKl@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.