

**CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING
AGENDA**

DATE: TUESDAY, DECEMBER 8, 2020
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
Council President Justin Head
Vice-President Marguerite Robinson
Council-Elect Michael Cox
Councilmember Debra Jones
Councilmember Elihu Ross

OTHERS:

City Manager Jackie Gorman
City Attorney Fred Koberlein
City Clerk Latricia Wright
Deputy City Manager CJ Zimoski

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

ITEM – 2 – ADMINISTRATION OF OATH TO COUNCIL ELECT MICHAEL COX- **JUDGE BROWNING.**

ITEM – 3 – PUBLIC PARTICIPATION

ITEM – 4 – CONSENT AGENDA (pp 4-11)

- Council minutes from November 17, 2020
- Resolution 2020-79: A Resolution of the City of Williston, authorizing the purchase of Itron FCS Software and two FC300 Super Raptor radios for the meter reading system.
- Resolution 2020-80: A Resolution of the City Council of the City of Williston, Florida, repealing City Council Resolution Number 2020-69; approving the 2021 General Municipal Election dates and process; and establishing an effective date.

ITEM – 5 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCILOR UPDATES

- CITY MANAGER JACKIE GORMAN
- DEPUTY CITY MANAGER CJ ZIMOSKI

B. SECOND READING ORDINANCE NO. 688: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE SUBMISSION OF AMENDMENTS TO THE CITY CHARTER, AMENDING THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR, TO THE

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CITIZENS THROUGH A REFERENDUM; AND PROVIDING FOR AN EFFECTIVE DATE. - PRESIDENT JUSTIN HEAD. (pp 12-15)

ITEM – 6 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: IMPROVEMENTS AT CORNELIUS WILLIAMS PARK- JACKIE APPLING
- B. DISCUSSION WITH POSSIBLE ACTION: LEASE TRANSFER/ASSIGNMENT OF M. BILT ENTERPRISES AT AIRPORT – CAROL BILT.
- C. DISCUSSION WITH POSSIBLE ACTION: CITY CLERK ANNUAL EVALUATION- CITY CLERK WRIGHT (pp 16-23)
- D. DISCUSSION WITH POSSIBLE ACTION: COUNCIL MEETING FOR DECEMBER 22, 2020. – PRESIDENT JUSTIN HEAD.

ITEM – 7 – PUBLIC PARTICIPATION

ITEM – 8 – ANNOUNCEMENTS

ITEM – 9 – ADJOURNMENT

NEXT SCHEDULED MEETING DECEMBER 22, 2020 AT 6:00 P.M.

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/CityOfWillistonFL>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3122
- One-touch: <tel:+16467493122,,645230685#>

Access Code: 645-230-685

YouTube Link: <https://www.youtube.com/channel/UCKt1468kcNjBS2AYgOaBsRQ>

Clicking this link will enable you to see and hear the Council meeting.

**** Because this meeting is being held in person, Florida law requires that it be open to the physical presence of the public. To maintain proper health precautions, we will maintain 6' separations in the meeting room and we will offer additional seating in another area for the overflow if needed. Also, we encourage the use of face masks in the meeting room. (Limitation of 50 people)**

We invite you to continue participating in our council meetings via telephone or the Internet as we have been doing for the last several weeks. **

CITY OF WILLISTON, FLORIDA
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Minutes of the City Council meeting may be obtained from the City Clerk's office. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.0105, Florida Statutes, notice is given that if a person wishes to appeal a decision made by the City Council with respect to any matter considered at this meeting they will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Mayor through the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

**CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING
MINUTES**

DATE: TUESDAY, NOVEMBER 17, 2020
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Jerry Robinson
Council President Justin Head
Vice-President Marguerite Robinson
Vacant
Councilmember Debra Jones
Councilmember Elihu Ross

OTHERS:

City Manager Jackie Gorman
City Attorney Fred Koberlein
City Clerk Latricia Wright
Deputy City Manager CJ Zimoski
Finance Director Stephen Bloom

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Opening prayer and Pledge of Allegiance led by Mayor Robinson.

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

Councilmember Debra Jones moved to approved agenda as written. Vice-President Marguerite Robinson seconded. Motion carried by saying “Aye” 4-0.

ITEM – 2 – PUBLIC PARTICIPATION

Jackie Appling and Vonda Williams came before the Council to talk about improvements at Cornelius Williams Park. Ms. Appling said she has been working with Laura Jones the City Planner, Latricia Wright, City Clerk, Jackie Gorman the City Manager and Mr. Albert Fuller Planning and Zoning President on different levels of what’s she trying to implement at the park. Ms. Appling stated that the park should be a place that’s safe and accessible and she has formed a committee that is willing to come out and help improve the park. Council President Head asked to have talk about the park put on the next council agenda. Joab Penney told the Council he just wanted to thank Deputy Manager CJ Zimoski and City Manager Jackie Gorman for the great job they did in having a tree removed that he called and complained about.

ITEM – 3 – CONSENT AGENDA (pp 4-13) – Councilmember Debra Jones moved to approve Consent agenda. Vice-President Robinson seconded. Motion carried by saying “Aye” 4-0.

- Council minutes from November 04, 2020
- Resolution 2020-76: A Resolution of the City Council of the City of Williston, Florida Authorizing the Purchase of a Wood-Mizer LT15 Wide Sawmill in the amount of \$11,695.00.

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCILOR UPDATES

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- CITY MANAGER JACKIE GORMAN – City Manager Gorman stated she didn't have anything to report for tonight.
- DEPUTY CITY MANAGER CJ ZIMOSKI- Deputy Manager Zimoski told the Council that the inmate crew is back and working with the City.

B. DISCUSSION WITH POSSIBLE ACTION: CONTINUED DISCUSSION OF PARK HOURS- PRESIDENT JUSTIN HEAD. President Head said he has no updates yet to discuss the park hour and will bring it back at a later date. President Head said he wanted to clear the air about a statement that former Councilmember Charles Goodman made about a secret meeting at the airport between Mayor Robinson and several others which included himself. President Head stated it was an informational meeting with a potential business wanting to come out to the airport that wanted to remain private at the time and the issue discussed was the need for an environmental study and how to pay for it. The study was brought before the Council over the summer and was approved and grant money would be paying for the study. There was no secret meeting, nor back door meeting, President Head said he just wanted the public to know the Council was acting in the best interest of the City and he thanked everyone for understanding that.

ITEM – 5 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: SURPLUS AND SALE OF THE 2007 F550 SQUAD TRUCK- FIRE CHIEF LAMAR STEGALL - Fire Chief Stegall told the Council the engine blew on the F550 Squad Truck last week and it will cost around \$30,000 to fix, so he's asking to surplus it instead of trying to fix it. Council was in and agreement to surplus the truck.
- B. RESOLUTION 2020-77: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA APPROVING THE COOPERATIVE FUNDING CONTRACT (Q197) WITH THE SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT AND TWO CONTRACTS FOR ENGINEERING SERVICES WITH WRIGHT-PIERCE FOR THE JOHN HENRY PARK STORMWATER IMPROVEMENTS, OPTION B PROJECT. – DENNIS DAVIS WITH WRIGHT-PIERCE. - Mr. Davis discussed with the Council the two contracts with Wright-Pierce, the City and SFWMD. Mr. Davis asked Council to approve entering into contact with Wright-Pierce to design the dry retention pond and the swell around John Henry Park to eliminate the flooding that happens in that area. Mr. Davis said that the City's Utility crew will do the water and sewer work which will save some money. Mayor Robinson was concerned that it will interrupt the parking around the park but Mr. Davis assured him that residents would still be able to find a parking space. After some discussion Vice-President Robinson moved to accept Resolution 2020-77. Councilmember Jones seconded. Motion carried by saying "Aye" 4-0.
- C. RESOLUTION 2020-78: A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2019-20 GENERAL FUND

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BUDGETS AND PROVIDING AN EFFECTIVE DATE. - FINANCE DIRECTOR

STEPHEN BLOOM. – Finance Director Stephen Bloom discussed with Council the reason for amending the General Fund budget for fiscal year 2019-20 is due to the shortfall in revenue, which included the increase in the Fire Department incidents and the Animal Shelter construction. Last year the City used \$100,000 from cash reserves and this year \$150,000 and this is something doesn't want to do every year Mr. Bloom stated. After some discussion Councilmember Jones moved to approve Resolution 2020-78. Vice-President Robinson seconded. Motion carried by saying "Aye" 4-0.

D. REVIEW OF FY 2020 FINANCIAL REPORT. - FINANCE DIRECTOR STEPHEN BLOOM. REVIEW OF FY 2020 FINANCIAL REPORT. - FINANCE DIRECTOR

STEPHEN BLOOM. – Finance Director Bloom discussed the fiscal year 2020 financial report with the Council. Mr. Bloom stated that a lot of departments came in under budget. Percentage wise the legal department was over budget Mr. Bloom stated. 98.3% of property taxes were collected and the City received \$68.8 in delinquent property taxes. Airport revenue was down due to fuel sales decrease, but the Airport broke even. CRA budget did well. Utility fund without an estimated \$410.0 thousand of depreciation expense (non-cash transaction) which was recorded, the fund would have generated a surplus of \$417.8 thousand for the year. Water and gas came under budget, overall the Utility fund is strong and heavy. Mr. Bloom reminded the Council that these were just preliminary numbers. After reviewing the report with Mr. Bloom, the Council had no questions.

E. FIRST READING ORDINANCE NO. 688: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE SUBMISSION OF AMENDMENTS TO THE CITY CHARTER, AMENDING THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR, TO THE CITIZENS THROUGH A REFERENDUM; AND PROVIDING FOR AN EFFECTIVE DATE. - MAYOR ROBINSON AND PRESIDENT HEAD.

President Head opened the public hearing and informed Council that Ordinance #688 had been brought before Council before under Ordinance #681. Mayor Robinson wanted to know what the difference between Ordinance #681 and 688 is, since it is referring to the same topic. City Attorney Fred Koberlein, Jr., explained that the election cycle November 3rd, 2020 has passed for Ordinance #681 and we should have a new Ordinance reflecting the upcoming election on March 9th, 2021. Councilmember Jones moved to approve Ordinance #688. Councilmember Ross seconded. Motion carried by saying "Aye" 4-0.

F. DISCUSSION WITH POSSIBLE ACTION: APPOINTING A TEMPORARY APPOINTMENT TO THE CITY COUNCIL/GROUP "D". – PRESIDENT HEAD.

President Head said he was pleased to have received six applications for the vacancy on the Council. President Head reminded each of the Councilors that this is a pretty sensitive matter and to be concerned about the welfare of the applicants and to discuss only the pros and cons. Councilmember Ross opened the nomination by nominating Tammy Johns. Councilmember Jones told Council President Head that she had spoken with Mrs. Johns and she's no longer interested in the position. Councilmember Jones nominated

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Mr. Michael Cox. Councilmember Jones said Mr. Cox has been attending the Council meetings for the last 6 or 8 months and he serves on the Planning and Zoning Commission. Vice-President Robinson stated she also nominated Mr. Cox. Councilmember Ross nominated Angela Pompeo. President Head nominated Mr. Albert Fuller and stated that Mr. Fuller has attended some of the Council meeting and is on the Planning and Zoning Commission. After nominations, Councilmember Jones asked President Head how to proceed. President Head asked City Attorney Koberlein for advice on proceeding with the nominations. City Attorney Koberlein said the appropriate method is to either select or vote. Attorney Koberlein said he has seen where Councilors have decided to select two out of three or straw vote. Council decided to write down their votes. Councilmember Ross voted for Angela Pompeo, Councilmember Jones voted for Michael Cox, President Head voted for Albert Fuller, Vice-President Robinson voted for Michael Cox. Mr. Cox received the most votes and is the new Council elect. Councilmember Jones moved to accept the nomination for Michael Cox as new Council member. Vice-President Robinson seconded. Motion carried by saying "Aye" 4-0. Mr. Cox will take the Oath at the next Council meeting.

ITEM – 6 – PUBLIC PARTICIPATION – Terry Whitt with the Spotlight on Levy County Government asked City Manager Gorman if he could be added to the list she sends to the Council giving them updates on what is going on in the City. City Manager Gorman replied yes.

ITEM – 7 – ANNOUNCEMENTS – Mayor Robinson and Vice-President Robinson wished everyone a happy and safe Thanksgiving. President Head thanked the staff and everyone for working together over the last six month, with the Coronavirus, new hires, and different department changes he know it's been a challenge and he encouraged everyone to continue working together. City Clerk Latricia Wright thanked City Planner Laura Jones for filling in for her at the last Council meeting.

ITEM – 8 – ADJOURNMENT – Councilmember Jones moved to adjourn at 7:17. Vice-President Robinson seconded. Motion carried.

Date: 12/8/2020

COUNCIL AGENDA ITEM

DISCUSSION: Meter reading equipment and software upgrade.

REQUESTED BY: CJ Zimoski

PREPARED BY: CJ Zimoski

BACKGROUND / DESCRIPTION: The ITRON equipment and software the City currently uses for meter reading has become outdated and requires the purchase of the handheld collectors. To get the best pricing, Devtec has offered an incentivized package where the City will purchase gas ERT's along with the software and radios reducing the final cost of all items.

LEGAL REVIEW: N/A

FISCAL IMPACTS: \$22,784

RECOMMENDED ACTION: Staff recommends approval of this expense as it coincides with the Meter Replacement Program and is budgeted in the CIP under software upgrades and meter replacement.

ATTACHMENTS:

CONTRACT **RESOLUTION** **MAP**
 LEASE **OTHER DOCUMENTS**

CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED

COUNCIL ACTION:

APPROVED
 DISAPPROVED

RESOLUTION 2020 - 79

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA,
AUTHORIZING THE PURCHASE OF ITRON FCS SOFTWARE AND 2 FC300 SUPER
RAPTOR RADIOS FOR THE METER READING SYSTEM.**

WHEREAS, the City of Williston utilizes ITRON FCS Software and FC300 Super Raptor Handheld Collectors for utility meter reading; and

WHEREAS, the current software is outdated, and an upgrade is needed as is the handheld collector; and

WHEREAS, in anticipation of this need, the city budgeted \$21,385 for the ITRON radio upgrade and \$20,000 for meter replacement in the 2020/2021 CIP Budget; and

WHEREAS, the quote received from DEVTEC for the necessary equipment and software is \$22,784.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

SECTION 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby authorizes the expenditure in the amount of \$22,784 as budgeted in the 2020/2021 CIP, further authorizing the City Manager to sign the purchase order(s) up to the amount stated above.

SECTION 3. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this 8th day of December, 2020.

CITY OF WILLISTON, FLORIDA

Justin Head, President
Williston City Council

APPROVED AS TO FORM AND LEGALITY:

ATTEST: Latricia Wright, City Clerk

Frederick L. Koberlein, Jr., City Attorney

CITY COUNCIL RESOLUTION NUMBER 2020-80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, REPEALING CITY COUNCIL RESOLUTION NUMBER 2020-69; APPROVING THE 2021 GENERAL MUNICIPAL ELECTION DATES AND PROCESS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Williston, Florida (hereinafter the "City") passed and adopted City Council Resolution Number 2020-69 approving the 2021 General Municipal Election Dates and Process; and

WHEREAS, the Charter of the City provides for the election to be on the second Tuesday of March for an odd year thereby necessitating the repeal of City Council Resolution Number 2020-69; and

WHEREAS, the City Council finds the proper date for the 2021 election is March 9, 2021 and that the City is bound to conduct the election process as required by Florida Statute.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA:

Section 1. The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

Section 2. It is the intent of the City Council to repeal City Council Resolution 2020-69 and adopt this present resolution.

Section 3. The City of Williston Municipal election date is established as Tuesday, March 9, 2021, to fill the following seats: Group A, Group B, Group C, and Group D.

Section 4. If any provision or portion of this Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Resolution shall remain in full force and effect.

Section 5. All resolutions and portions of resolutions in conflict herewith, including but not limited to Resolution 2020-69, are hereby repealed.

Section 6. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED at a meeting of the City Council this ____ day of December 2020.

CITY OF WILLISTON, FLORIDA

By: _____
Justin Head,
City Council President

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Latricia Wright, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

Date: December 8, 2020

COUNCIL AGENDA ITEM

TOPIC: SECOND READING, ORDINANCE NO. 688: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA AUTHORIZING THE SUBMISSION OF AMENDMENTS TO THE CITY CHARTER, AMENDING THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR, TO THE CITIZENS THROUGH A REFERENDUM; AND PROVIDING FOR AN EFFECTIVE DATE.

REQUESTED BY: MAYOR ROBINSON

**PREPARED BY: FRED KOBERLEIN,
JR., CITY ATTORNEY**

BACKGROUND / DESCRIPTION: AMENDING THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR TO THE CITIZENS THROUGH A REFERENDUM. APPROVED AT THE FIRST HEARING.

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION: Approve

ATTACHMENTS:

COMMISSION ACTION:

APPROVED

DISAPPROVED

ORDINANCE NO. 2020-688

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE SUBMISSION OF AMENDMENTS TO THE CITY CHARTER, AMENDING THE COMPENSATION OF THE COUNCILMEMBERS AND MAYOR, TO THE CITIZENS THROUGH A REFERENDUM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Williston, Florida (hereinafter "City") is a municipality organized and existing under the laws of the State of Florida; and

WHEREAS, the electorate of the City approved the current Charter which, as amended, has been the governing Charter of the City; and

WHEREAS, certain provisions of the Charter have become outdated; and

WHEREAS, the City Council finds that the Charter requires amendments in order to update the compensation of the current and future councilmembers and the mayor.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are true and accurate and are adopted and incorporated herein.

Section 2. Section 2.04 of Article II ("City Council and Mayor"), of the Charter shall be amended as follows (words ~~stricken~~ are deletions; words underlined are additions) and submitted to the electorate:

Section 2.04. - Compensation; expenses.

The council may determine the monthly salary of the councilmen, the said salary to be set by ordinance; provided, however, the salary of each councilman shall not be more than ~~two hundred dollars (\$200.00)~~ four hundred dollars (\$400.00) monthly, and the salary of the president of the city council shall not be more than ~~two hundred fifty dollars (\$250.00)~~ five hundred dollars (\$500.00) monthly. Councilmen shall receive their actual and necessary expenses in the performance of the duties of their offices. The mayor shall receive a monthly salary in the amount determined by the city council, the said salary to be set by ordinance, provided, however, the salary of the mayor

shall be not more than ~~two hundred fifty dollars (\$250.00)~~ five hundred dollars (\$500.00) monthly. The mayor shall receive his actual and necessary expenses in the performance of his duties of office.

Section 3. The vote to be cast at the election shall pose the following questions to the electors of the City of Williston:

Section 2.04 – Compensation; expenses

Section 2.04 of the City Charter has not been amended in over two decades. Should Section 2.04 be amended so that the monthly compensation for the mayor and city council president will be increased to five hundred dollars (\$500.00) and the monthly compensation for all other councilmembers will be increased to four hundred dollars (\$400.00)?

YES
 NO

Section 4. Severability. Should any section, subsection, sentence, clause, phrase, or other provision of this ordinance be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 5. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

[Remainder of this page intentionally left blank]

Section 6. Effective Date. This Ordinance shall take effect upon its adoption.

PASSED AND ADOPTED upon first reading this 17th day of November 2020.

NOTICE AND PUBLISHED on the 5th day of November 2020.

PASSED AND ADOPTED on the 8th day of December 2020.

CITY OF WILLISTON, FLORIDA

By: _____
Justin Head,
City Council President

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Latricia Wright, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

Date: December 8, 2020

COUNCIL AGENDA ITEM

TOPIC: CITY CLERK PERFORMANCE EVALUATION

REQUESTED BY: CITY CLERK

PREPARED BY: CITY CLERK

BACKGROUND / DESCRIPTION: The City Clerk performance review processes required on an annual basis. The process begins with the distribution of the Performance Evaluation forms which are included in the agenda packet. Upon acceptance of the evaluation form, the Council President will typically direct the City Clerk to submit a self-evaluation memo for consideration. Upon receipt and review of the self-evaluation, the members will then complete the evaluation form and submit it, as directed by the Council President. The Council President will compile the forms and submit the compilation to the City Clerk for inclusion, with the self-evaluation into the next Council meeting agenda packet. The members and City Clerk may then review the complete evaluation at the scheduled regular City Council meeting, as required. The City Clerk recommends that the appropriate venue to focus guidelines is through the annual Charter Officer Evaluation process, and via individual communication and group communication, as needed. The City Clerk has provided the current evaluation form for her position and recommends the members review the form for approval and determine the next steps in the evaluation process.

LEGAL REVIEW:

FISCAL IMPACTS:

RECOMMENDED ACTION: Review the evaluation form for any changes needed and establish/schedule the remainder of the evaluation process.

ATTACHMENTS:

COMMISSION ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**



City Clerk Annual Performance Evaluation Form

PURPOSE

The purpose of the City Clerk performance evaluation and development report is to increase communication between the City Council and the City Clerk concerning the performance of the City Clerk in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

The City Council shall conduct an annual review and evaluation of the City Clerk's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement.

1. Evaluation forms will be distributed to all Council members.
2. The City Clerk will then prepare a memorandum to the Council including his/her self-evaluation in a narrative format.
4. Each Council member will review the self-evaluation and complete the performance evaluation form, sign, date and return it to the President of the Council.
5. The Council President will tabulate the results of the evaluation forms. The Council President will summarize the results of the evaluation forms as submitted including comments.
6. A composite evaluation form and the City Clerk's self-evaluation will be distributed to the Council prior to the final evaluation meeting.
7. The Council will meet with the City Clerk in open session to review the evaluation. This can take place at a special meeting or at any regular City Council meeting.

INSTRUCTIONS

Review the City Clerk's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the City Clerk and concentrate on one factor at a time.

Evaluate the City Clerk on the basis of standards you expect to be met for the job to

which assigned considering the length of time in the job. Check the number, which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/O" column next to the factor.

Rating Scale = 1 – 5

Rating Criteria

Unsatisfactory (1) The City Clerk's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

Improvement needed (2) The City Clerk's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Meets Job Standard (3) The City Clerk's work performance consistently meets the standards of the position.

Exceeds Job Standard (4) The City Clerk's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

Outstanding (5) The City Clerk's work performance is consistently excellent when compared to the standards of the job.



Communication Skills:

_____Communication Skills – Good command of oral and written expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; ability to explain and understand difficult and complex subjects.

_____Presentation Skills – Ability to present effective, quality presentations in public settings appealing to a variety of audiences.

Comments for Communication Skills:

Interpersonal Skills/Public Relations:

_____ Ability to relate well to others and to make people feel at ease, even in difficult situations.

_____ Ability to gain the trust and confidence of the staff and public; encourages and facilitates cooperation among citizens, community organizations and other government agencies.

_____ Fosters cooperative communication and positive working relationships with the Council.

_____ Maintains professional and helpful attitude when dealing with the public.

_____ Responds to and fulfills routine requests for information from citizens, administration, Council vendors and other outside parties.

Comments for Interpersonal Skills/Relationships:

Leadership/Management:

_____ Uses sound judgment in decision making; seeks out all relevant and necessary data, makes decisions in a timely manner and takes a proactive approach with resolving conflict.

_____ Stays current on management practices and techniques and seeks to increase her value to the City. Engages in activities to promote her own professional growth and development through classes, training programs, workshops, etc.

_____ Develops and implements plans to meet departmental objectives and organizes available resources to achieve those objectives.

_____ Emphasizes the importance of teamwork and leadership in her relationship with the entire organization.

_____ Provides a work environment which encourages clear and open communication citywide.

_____ Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied citywide.

Comments for Leadership:

Innovation:

_____Receptive to new ideas, suggestions and approaches to make the Clerk's Office a better place. Exhibits a short-term and long-term forward-thinking approach to the State of the City.

_____Receptive and effective in response to a changing environment.

Comments for Innovation:

Intergovernmental/Interdepartmental Relations:

_____Implements and supports City policies.

_____Demonstrates good working relationships with other City officials, department directors, and staff.

_____Works closely with the Supervisor of Elections, County and State representatives.

_____Represents City in a professional manner when dealing with other agencies or jurisdictions.

_____Contributes to good government and fosters citizenship and accountability through regular participation in local, regional and state committees and organizations.

Comments for Intergovernmental/Interdepartmental Relations:

Public Records Management:

_____ Responds promptly to provide requested information and other documents to departments, agencies and citizens.

_____ Maintains all official City documents in organized and accessible manner.

_____ Scans and disposes of records on a routine basis in accordance with public records requirements.

_____ Assists City officials, City employees and the public in retrieval and review of City records.

_____ Maintains City website and Social Media sites to provide for public access to records and information.

Comments for Records Management:

Legal Responsibilities/Legislative Support:

_____ Prepares advertising for ordinances, public hearings, elections, etc. in accordance with State Statutes, City Code and City Charter.

_____ Sends updates to Municode to ensure proper codification and distributes City Code supplement in an efficient manner.

_____ Prepares City Council agenda packets that are complete clear and concise based upon the material provided by the departments.

_____ Responds to Mayor and Council member concerns and answers questions promptly.

_____ Provides research upon request to the Council.

_____ Handles routine correspondence as required after Commission meetings.

_____ Conduct of City Council Meetings: Initiates responses to issues and concerns that the Council and/or public poses.

Comments for Legal Responsibilities and Legislative Support:

Elections:

_____ Provides routine information relative to elections, polling places, registration deadlines and provides voter registration forms.

_____ Prepares ballot language for all regular and special City elections.

_____ Prepares all legal advertising and public notices for elections.

_____ Qualifies candidates for City elections and assists in filing appropriate forms and reports.

_____ Prepares and disseminates critical information for candidates; monitors campaign treasurer's reports.

_____ Coordinates with Supervisor of Election and handles City elections.

_____ Maintains all records on elections, candidates, treasurer's reports.

Comments for Elections:

Human Resources/Risk Management:

_____ Facilitates the City's drug testing, Worker's Compensation, Employee Assistance, sick leave bank, FMLA and wellness programs.

_____ Schedules and conducts health/dental/vision/life/worker's compensation/general liability/property/AD&D insurance renewals annually to include annual census and audits.

_____ Serves as Plan Administrator for all health-related, life and investment plans with the exception of employee pension plans.

_____ Assists the General Employee's and Chapter 185 Police Pension boards, as needed, in conducting board related business.

_____ Processes new hires, terminations and retirements in accordance with City policy.

_____ Assist Department Heads when requested on matters of rules, regulations, pay plan, etc.

Comments for Human Resources/Risk Management:

Personal Traits:

_____ Displays Positive Attitude: Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate.

_____ Professional: strives to improve the professional image of the City as well as the office. Displays a professional demeanor in work and in her interactions with others working in, for and with the City of Williston.

_____ Dependable: Is dependable, trustworthy and reliable. Consistently achieves a positive outcome and successfully accomplishes goals.

_____ Dedicated: Is dedicated to the City of Williston and to the best interest of the citizens, employees and Council. Seeks to improve the standing of the City and encourages all stakeholders to work together.

_____ Effective Under Pressure: Is able to accomplish goals and operate effectively and professionally under pressure from citizens, staff, Council, media and other interested parties.

Comments for Personal Traits:

General Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Clerk's performance?

What areas for growth would you like to see? Please provide specific suggestions on how the City Clerk may improve the areas for growth?