



Office of the Mayor Savannah, Georgia

Van R. Johnson, II
Mayor

June 6, 2025

Dear Colleagues of the Savannah City Council:

As discussed, based on the "very good" performance evaluation of Savannah City Clerk, Mr. Mark Massey, I am recommending a salary increase to **\$152,608.24**. I respectfully request that this adjustment be considered by Council during our June 12, 2025, Council meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Van R. Johnson II", is written over the printed name and title.

Van R. Johnson, II
Mayor

Council Member

MASSEY - FINAL 2025 VARGA Johnson II
Mayer

CITY OF SAVANNAH

MANAGEMENT PERFORMANCE AND DEVELOPMENT EVALUATION

FOR THE SAVANNAH CLERK OF COUNCIL - 2025

Clerk of Council Evaluation Checklist:

Each member of the City Council will use this form to evaluate the Clerk of Council's performance in fulfilling each of the roles they play in the city's government. The Clerk is graded 1-4, with the following scale: 1 is poor; 2 is fair; 3 is good; 4 is excellent. Each member of the Council should sign the form and forward it to the Mayor, who will be responsible for compiling the comments. The summary of the individual evaluations will be presented to the City Attorney for their permanent file.

1. Personal

4 Invests sufficient efforts toward being diligent and thorough in the discharge of duties.

4 Composure, appearance, and attitude fitting for an individual in his/her executive position.

Comments:

2. Professional Skills and Status

3.8 Knowledgeable of current developments affecting the management field.

4 Respected in the Clerk of Council profession.

3.7 Has a capacity for innovation.

4 Anticipates problems and develops effective approaches for solving them.

3.8 Willing to try new ideas proposed by Council members or staff.

Comments:

Council Member _____

3. Relationships with Council members

3.8 Carries out directives of the Council rather than those of any one Council member.

3.8 Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action.

3.7 Responds to requests for information or assistance from the Council.

4 Provides the Council with notices of meetings

4 Provides the Council with minutes of meetings

3.8 Receptive to constructive criticism and advice.

Comments:

4. Minutes

4 Provides the Council with minutes of City Council meetings.

3.8 Minutes are accurate and comprehensive.

3.8 Work is generally produced through own initiative rather than having to be requested by the Council.

Comments:

Council Member _____

5. Citizen Relationships

3.8 Accommodate requests from citizens.

3.7 Skillful with the news media – Informing the Mayor's office of all requests for information from the media.

3.7 Has the capacity to listen to others and to recognize their interest – work well with others.

3.7 Cooperates with other City Departments.

3.8 Cooperates with the county, state, and federal governments.

Comments:

6. Staffing

3.8 Recruit and retain competent personnel for positions in the Clerk's office.

3.7 Aware of weak or inefficient personnel and works to improve their performance.

3.8 Accurately monitors sick leave and vacation time of employees in the Clerk's office.

Comments:

Council Member _____

7. Supervision

3.7 Encourages employees to make decisions within their jurisdictions without the Clerk's approval, yet maintains general control of the office of the Clerk of Council.

3.7 Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their work.

3.8 Has developed a friendly and informal relationship with the workforce as a whole, yet maintains the prestige and dignity of the Clerk of Council.

3.8 Evaluate personnel periodically and point out staff weaknesses and strengths.

Comments:

8. Fiscal Management

3.7 Prepares a balanced budget to provide services at a level intended by the Council.

3.7 Makes the best possible use of available funds, conscious of the need to operate the city efficiently and effectively.

Comments:

Council Member _____

9 What have been the finest accomplishments of the Clerk of Council this past year?

10 What areas need the most improvement? Why? What constructive, positive ideas can you offer the Clerk of Council to improve these areas?

2025 EVALUATION COMMENTS

MARK MASSEY, CITY CLERK

1. The Clerk is attentive to tasks and always responsive to requests.
Extremely proficient, organized and effective.
2. Keep Council apprised of group and individual responsibilities.
The Clerk has led several innovations including methods of transparency and efficiency respected and lauded by the public and his peers.
3. Clerk is professional in his interactions with Councils.
Our City Clerk is extremely diligent and dedicated to his duties.
Very appreciative of the Council agenda notebooks and the effort used to make the agenda more legible.
4. Whenever I call on the Clerk's office with questions, concerns, or in the need of information to assist constituents, the information requested is always given in a timely and accurate manner.
Our City Clerk does a fantastic job – and exceeds expectations frequently. All duties are carried out with efficiency and professionalism.
5. Works well with others. Provides information as required.
He responds to issues and concerns that our constituency has in a timely manner.
Our City Clerk deserves the highest marks in each of these categories.
Well done.
6. Works to develop staff.
The staff in the Clerk's Office is very knowledgeable, effective and efficient and a pleasure to work with.
Staff are effective, professional, and happy. Well done.

Unsure of how the Clerk evaluates or monitors the personal time of Clerk's office staff.

7. Unsure of how the Clerk evaluates or supervises the Clerk's office staff.

8. Our Clerk is a very responsible steward of public dollars.

9. Professionalism displayed in managing office and recognition by his peers. The efficiency of our Open Records request process for our citizens.

It has been a fine accomplishment of the Clerk to edit, soncronize (sp), and Council Meeting Notebooks.

Documenting meetings as well as administering the oaths of office with professionalism.

Mr. Massey has very effectively grown his team following the retirement of a long-standing member of his staff. He has also done a wonderful job rolling with the punches as offices have shifted and moved throughout the year and our Council has not suffered any loss of service. In addition, most of his duties now must take place off-site at the School Board while City Hall undergoes extensive restoration. They has been no disruption in his professional services whatsoever and is a credit to his extraordinary skills and professionalism.

Mr. Massey has brought our Clerk's Office and all that he has been doing and continue to do in the area "modernization" in all of his work along with his great staff!!

10. The office space needs to be upgraded immediately and welcoming to our citizens.

Doing a great job!!