



City Clerk Evaluation

Please rate the City Clerk using the following scale:

5	Exceptional	Performance is consistently superior and significantly exceeds expectations.
4	Highly Effective	Performance frequently exceeds expectations.
3	Proficient	Performance consistently meets expectations.
2	Inconsistent	Performance meets some, but not all expectations.
1	Unsatisfactory	Performance consistently fails to meet minimum expectations; employee lacks skills required or fails to utilize necessary skills.
N/A	Not Applicable	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.

1. Administration and Organization Management
<ul style="list-style-type: none"> • The ability to structure the City Clerk's Office <ul style="list-style-type: none"> ▪ Plans and organizes work in such a way as to effectively and efficiently meet the municipal service needs of City Commission, charter officers, department heads, employees, advisory board members and citizens ▪ Carries out goals and policies adopted by the City Commission
<p>COMMENTS:</p> <ul style="list-style-type: none"> • The Clerk's department continues to produce agendas well in advance of the city's 48-hour requirement. City Commission and Advisory Board agendas are typically posted at least 5 days prior to the meeting. This has been successful by reorganizing the timeframe for which we generate agendas and request agenda approval by Charter Officers and staff liaisons. This ultimately provides board members and the public additional time to review agenda items and back up documentation. • The department has implemented the use of eComment which has proven to be a great tool for offering online comment to those who are unable to attend meetings in person as well as provides ease for tracking online comment. • Throughout the year, the Clerk's department has carried out the goals and policies as adopted by City Commission. In addition to the previous years, new policies include the City Seal policy, Commission travel expenses policy, Commission supplies policy, Rules of Order and Rules of Decorum policy, minutes and records policy, Commission meeting schedule, notices, and agendas policy, historical archive policy, purchase of flowers, gifts and food policy, and hybrid meetings policy.

5-Exceptional
 4-Highly Effective
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 N/A-Not Applicable

2. Budgeting and Financial Management
<ul style="list-style-type: none"> • The ability to develop and monitor budgets for: <ul style="list-style-type: none"> ▪ City Commission ▪ City Clerk's Office
<p>COMMENTS:</p> <ul style="list-style-type: none"> • Working with staff in the department, we presented a City Commission budget that required no changes. Our department FY21 approved budget was \$787,130 for a 1% decrease of operational expenses and a 3% overall budget decrease. • I have continued to provide monthly updates to Commission for Commission spending tracking based on line items and overall budget balance. • Staff within the department, including myself, have been working on a records management project to retrieve all department documents that are housed off-site. This will ultimately save staff time and city funds. To date, the department has retrieved 100 boxes from Access, with only 23 boxes remaining off-site.

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3. Policy and Program Development
<ul style="list-style-type: none"> • Demonstrates the ability to recommend policies related to City Clerk function to enhance the city's goals and objectives
<p>COMMENTS:</p> <ul style="list-style-type: none"> • During this evaluation period I have presented the Use of the City Seal, Commission Travel, Commission Supply, Archive Collection, Art Advisory Board Duties, Commission Decorum, Commission Meetings, and Commission Minutes and Records to Commission, which were approved. • I have continued to bring Advisory board issues/concerns to Commission for possible resolution and/or solution.

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4. Ethics and Integrity
<ul style="list-style-type: none"> • Conducts self in accordance with the ethical standards of the office of a Charter Officer
<p>COMMENTS:</p> <ul style="list-style-type: none"> • During this evaluation period I have conducted myself in accordance with the ethical standards of a Charter Officer and have carried myself in a professional manner.

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5. Communication Skills
<ul style="list-style-type: none"> • Demonstrates effective oral and written communication skills
<p>COMMENTS:</p> <ul style="list-style-type: none"> • I demonstrate effective oral and written communication skills with staff, Charter Officers, and Commission. I try to keep all informed of information in a timely and professional manner and look for ways the department can improve whether it be relative to Commission calendars, updating public records request customers or internally. • During this evaluation period, I have been trying to focus on better communication skills with staff and adjusting to the different communication styles of each. As well, I have been focused on setting boundaries to ensure there is a clear understanding of my role. • I believe that I have improved in my communication skills and confidence while presenting items during Commission meetings, but this is an area that I would like to focus on in the upcoming year.

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6. Interaction With The Public
<ul style="list-style-type: none"> • Maintains a positive relationship with the public • Timely response to public records requests • Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings
<p>COMMENTS:</p> <ul style="list-style-type: none"> • I understand the importance of maintaining a positive relationship with the public and continue to utilize each opportunity to at least listen to concerns, and when possible, help correct the concern. I have received both positive communications as well as constructive criticism from the public and have used both for reflection and potential improvement for myself and within the department. • During this evaluation period, the city received 2,039 public records requests. We have hired and trained a new public records tech II who hasn't skipped a beat with ensuring requests are filled in a timely manner. I continue to review requests prior to release to ensure items are redacted according to Florida Statutes. I monitor requests to ensure departments are filling their activities timely and follow up as needed. • During this review period I have attended events including the City's Halloween event and the Poinsettia Parade. I have represented the city in a professional manner in person, as well as other social settings, to include social media.

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7. Interaction With Commission
<ul style="list-style-type: none"> • Maintains an open and trusting relationship with the City Commission, both collectively and individually <ul style="list-style-type: none"> ▪ Responds to their concerns in an effective and timely manner ▪ Plays a supportive role to the Commission in their responsibilities as elected officials, without getting involved in partisan politics
<p>COMMENTS:</p> <ul style="list-style-type: none"> • I have taken this past year to work more closely with Commission. Learning that each Commissioner is different in how they manage their tasks as well as how they would like the Clerk's Department to manage our related tasks. • I have met one on one with Commissioners who found it beneficial to ensure continued improvements within the department and to ensure both myself and the Commissioner's needs were being met. • I feel that I have improved on my communication skills with Commissioners over the past year with emphasis on upcoming agenda items and meeting processes which have helped in the meetings running more smoothly.

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8. Interaction With Intergovernmental And Professional Agencies
<ul style="list-style-type: none"> • Maintains a positive relationship with other governmental agencies • Fosters a high level of respect for the City of North Port • Effectively serves as the Election Official for the City of North Port
<p>COMMENTS:</p> <ul style="list-style-type: none"> • My relationships with other governmental agencies to include, but not limited to, the Supervisor of Elections, Division of Elections, neighboring municipalities regarding elections and scheduling/coordination of meetings has been very positive. I have gained working relationships that have allowed me the ability to seek information and assistance to help my success in this position. • During the past year, I have effectively served as the Election Official. The March 2021 election was my first Special Election. I did my research and worked closely with the Supervisor of Elections to ensure the success of the election. Elections is a continuous learning adventure for me. I have been researching surrounding municipalities to determine if there are any procedures that they utilize that may enhance the City's election process. • We are on the front end of the 2022 Primary and General election I have documents ready for prospective candidates and have met with two citizens to date. I have made tweaks to the Candidate Handbook that links to all information and forms needed during the campaign process. I continue to process documentation for the West Villagers for Responsible Government PAC.

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9. Interaction With Charter Officers And Department Directors
<ul style="list-style-type: none"> Establishes and maintains a positive working relationship with Charter Officers and Department Directors displaying support and concern for their role in City Government
<p>COMMENTS:</p> <ul style="list-style-type: none"> I continue to have positive working relationships with Charter Officers and Department Directors. I still have a desire to improve in this area with more in-person interaction. I work well with department directors and staff within the departments which assists in the smooth processing of public records requests, advisory board minutes and agendas, and commission calendars.

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10. Leadership/Supervision
<ul style="list-style-type: none"> Portray a healthy tolerance for the uncertainties which are inherent in municipal management Demonstrate a friendly and supportive attitude toward City Clerk staff, encouraging them to seek guidance in resolving problems related to the city organization Challenge City Clerk staff to perform at their highest level Exhibit effectiveness at leading, directing and developing City Clerk staff Demonstrates the ability to set a high standard of performance for City Clerk's office Fosters a sense of commitment to provide a high level of public service to the citizens Maintains a positive and fair work environment that supports City Clerk employees to ensure their professional success Encourages staff development
<p>COMMENTS:</p> <ul style="list-style-type: none"> I hold staff productivity to a high standard. During this evaluation period I have updated all staff competencies to ensure their evaluations are reflective of the tasks they are assigned and that they are held accountable for their productivity. During down time, Staff (including myself) continues to work on projects within the department that will continue to increase the efficiency. I continue to promote a positive and fair work environment. Staff have been afforded remote work options that are conducive to current circumstances with the pandemic, with set standards of performance for all, and ensures the department is performing at the highest level of service to Commission, citizens and the departments. Level of service continues to be top priority. Through the annual budget process, staff have been provided the opportunity to attend in-person and online training. Within the department 5 of the 7 staff have utilized this opportunity. I continue to stress the importance of training and career progression for all staff, regardless of their tenure in the department.

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OVERALL RATING

Score

- 5-Exceptional 4-Highly Effective 3-Proficient 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

(CITY COMMISSIONERS COMMENT)

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(EMPLOYEES COMMENT)

<p>I continue to be grateful for the opportunities provided to me this past year. I have obtained my Master Municipal Clerk certification, continued my education which continues to teach me new ways and ideas that ultimately make me a better leader and City Clerk for North Port. I would not be able to have such growth without the support of each Commissioner. I look forward to the next year and finding new improvements! Thank you.</p>
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CITY CLERK SIGNATURE / DATE:

(INSERT SIGNATURE)	(INSERT DATE)
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CITY COMMISSIONER SIGNATURE / DATE:

(INSERT SIGNATURE)	(INSERT DATE)
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