



## 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"> <li>• The ability to structure the City Clerk’s Office               <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Carries out goals and policies adopted by the City Commission</li> </ul> </li> </ul>
COMMENTS: <ul style="list-style-type: none"> <li>• You have an uncanny ability to find ways to improve something I would never have thought needed improving. One example is public comment - you call the speakers vs the mayor calling the commenter. A simple little change has proven to be a perfect example of "why didn't we do that before". The meeting's "cheat sheets" have improved dramatically, making motions easier, especially for quasi procedures.</li> </ul>

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

2. Budgeting and Financial Management
<ul style="list-style-type: none"> <li>• The ability to develop and monitor budgets for:               <ul style="list-style-type: none"> <li>▪ City Commission</li> <li>▪ City Clerk’s Office</li> </ul> </li> </ul>
COMMENTS:

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

<b>3. Policy and Program Development</b>
<ul style="list-style-type: none"> <li>Demonstrates the ability to recommend policies related to City Clerk function to enhance the city's goals and objectives</li> </ul>
COMMENTS: <ul style="list-style-type: none"> <li>Training for Advisory Boards has proven to be invaluable.</li> <li>Communication of advisory boards recommendations, to the commission, appears to be lacking. I am hopeful this is something that can be improved so the Advisory Board members see and feel the value of their service to the Commission and City.</li> </ul>

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

<b>4. Ethics and Integrity</b>
<ul style="list-style-type: none"> <li>Conducts self in accordance with the ethical standards of the office of a Charter Officer</li> </ul>
COMMENTS:

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

<b>5. Communication Skills</b>
<ul style="list-style-type: none"> <li>Demonstrates effective oral and written communication skills</li> </ul>
COMMENTS: <ul style="list-style-type: none"> <li>Communication has always been one of your strong suits.</li> </ul>

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

<b>6. Interaction With The Public</b>
<ul style="list-style-type: none"> <li>Maintains a positive relationship with the public</li> <li>Timely response to public records requests</li> <li>Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings</li> </ul>
COMMENTS: <ul style="list-style-type: none"> <li>When I witness you and your entire team interact with the public, they are always professional, friendly and truly want to help our citizens.</li> </ul>

- I appreciated the conversation on the public records log and fixing the portal so the public to see the records requested by others. Gov QA's search feature continues to be very difficult to navigate compared with how it was original advertised. "Search" requires going through pages of requests if someone doesn't have a reference #. Maybe this is something that can resolved during the next year through system upgrades or additional training.

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

7. Interaction With Commission
<ul style="list-style-type: none"> <li>Maintains an open and trusting relationship with the City Commission, both collectively and individually               <ul style="list-style-type: none"> <li>Responds to their concerns in an effective and timely manner</li> <li>Plays a supportive role to the Commission in their responsibilities as elected officials, without getting involved in partisan politics</li> </ul> </li> </ul>
COMMENTS: <ul style="list-style-type: none"> <li>Everyone in your department is friendly and very responsive whenever I need assistance. Maybe it's because I interact with your department the most.</li> </ul>

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

8. Interaction With Intergovernmental And Professional Agencies
<ul style="list-style-type: none"> <li>Maintains a positive relationship with other governmental agencies</li> <li>Fosters a high level of respect for the City of North Port</li> <li>Effectively serves as the Election Official for the City of North Port</li> </ul>
COMMENTS:

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

9. Interaction With Charter Officers And Department Directors
<ul style="list-style-type: none"> <li>Establishes and maintains a positive working relationship with Charter Officers and Department Directors displaying support and concern for their role in City Government</li> </ul>
COMMENTS:

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

**10. Leadership/Supervision**

- 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

COMMENTS:

- You always have had high expectations of yourself and your staff. Those expectations are carried out in a friendly atmosphere. You lead by example. I'm thrilled you were accepted in the Florida Certified Professional Clerk (FCPC) program; I hope it will prove to be beneficial to you and your leadership role.

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

**OVERALL RATING**  
**Score 42/50**

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

(CITY COMMISSIONERS COMMENT)

You continue to be an asset to your department, the City and our citizens. I have appreciated your willingness to listen, brainstorm and/or find solutions on a wide variety of subjects. You and your entire team are a pleasure to work with every day. 😊😊

(EMPLOYEES COMMENT)

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**CITY CLERK SIGNATURE / DATE:**

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

(INSERT SIGNATURE)	(INSERT DATE)
<i>Commissioner McDowell</i>	<i>3/27/24</i>