



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> <p>There has been good leadership in the course of the Clerk’s Department over the past year, even while still going through the pandemic. There has been a continuation of improvements to the procedures and processes in meetings, the Commission and the Clerk’s department.</p>

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"> • 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"> • Both of the budgets are within the parameters that are needed to fulfill the duties of each and balance the yearly budget. When costs savings are found, they are implemented... such as off-site retention files.

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 1-Unsatisfactory

N/A-Not Applicable

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
COMMENTS: <ul style="list-style-type: none">• Handling the need to address commission policies continues to improve the quality of the Commissions duties and the public meetings. It is the work within the Advisory Boards that, now, needs attention. This is an effort that started a while back, but still needs improvement. It will need the Clerk's office and Commission to work together on, to get it accomplished.

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

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
COMMENTS: <ul style="list-style-type: none">• This is an area that I've seen the Clerk grow in over the past year, and I'm proud of her for doing so. Integrity and Professionalism is the mark of a true Charter Officer and I would encourage her to continue her path of education and application.

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

5. Communication Skills
<ul style="list-style-type: none">• Demonstrates effective oral and written communication skills
COMMENTS: <ul style="list-style-type: none">• Confidence does play a part in this skill, and with experience comes confidence. The Clerk has demonstrated improvements in this area, though she knows this is an area of improvement for her. Slowing communication down helps the recipient to comprehend more and allowing time for the recipient to digest and respond completes communication.

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

6. Interaction With The Public
<ul style="list-style-type: none">• Maintains a positive relationship with the public• Timely response to public records requests

<ul style="list-style-type: none"> • 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 believe the largest part of this skill is related to PRR, and I believe the Clerk and her department do an outstanding job with them. Every request is met with the same professionalism of duty. The timing of them is perfect and I'm proud of how this department has developed in the handling of them over the past couple of years, with this year being the best!

5-Exceptional
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 2-Inconsistent
 1-Unsatisfactory
 N/A-Not Applicable

<p>7. Interaction With Commission</p>
<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 am going to review this skill from the position that I filled for most of this review period, as the mayor. The communication and interaction that I had with the Clerk was outstanding. She and I conversed before each meeting and prepped for 'everything'! I made her aware of my expectations and gave heads up to when I would call on her for explanations during a meeting, and she never hesitated. In fact, I believe she appreciated the communication as much as I did, as it enhanced our public meetings in quality and time. I couldn't have asked for anything more from the position that I filled.

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 N/A-Not Applicable

<p>8. Interaction With Intergovernmental And Professional Agencies</p>
<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"> • The Clerk maintains a positive relationship with other governmental agencies, as well as the Election Office.

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 N/A-Not Applicable

<p>9. Interaction With Charter Officers And Department Directors</p>

<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"> Though, there is a good relationship between the Clerk and the other Officers, I would encourage the Clerk to make sure she is part of all Director meetings and regularly meets with the other two charter officers, one on one.

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 N/A-Not Applicable

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"> The Clerk encourages her team to be the best they can be and has offered classes for them to enhance their skill sets. The overall environment is more conducive to promote a level of professionalism that one would expect from such an important department to the City, then what I've witnessed over my tenure with the City.

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OVERALL RATING

Score

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 N/A-Not Applicable

(CITY COMMISSIONERS COMMENT)

The average score is 4.3. I'm grateful for the advancement of the Clerk and her department over this past year. As stated in an above section, I'm particularly thankful for the cooperation that was given over this past year to enhance our policies and public meetings. I witnessed productive leadership and I'm proud of it. Thank you.

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(EMPLOYEES COMMENT)

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CITY CLERK SIGNATURE / DATE:

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

<i>Jill Luke</i>	2/16/2022
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