



Deputy City Clerk Evaluation

Please rate the Deputy 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 maintain the structure of the City Clerk’s Department • Effectively manage procedures for selection of City Board members because of expirations, terms or resignations • The ability to perform advanced clerical work in preparation of agenda, minutes and special programs • The ability to authenticate official documents, counter sign warrants for payment obligations, notarize documents and administer oaths
<p>COMMENTS: I cannot evaluate you on this because I don't know how you fulfilled your responsibilities as DCC.</p>

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

5. 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 • Effectively represents the City Clerk in his/her absence
COMMENTS: I appreciate your quick responses to emails phone calls and availability to meet with me

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

6. 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 • Takes an active role in professional organizations
COMMENTS: I have no knowledge of your interaction with other govt agencies as the DCC

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

7. 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
COMMENTS: I have no knowledge of your interaction with directors as the DCC

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

OVERALL RATING

Score

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

(CITY COMMISSIONERS COMMENT)

Please see attached.

(EMPLOYEES COMMENT)

DEPUTY CITY CLERK SIGNATURE / DATE:

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

(INSERT SIGNATURE) <i>Debbie McDowell</i>	(INSERT DATE) <i>1/9/2020</i>
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January 9, 2020

Heather Taylor
Deputy City Clerk Annual Evaluation

I can't believe you've been with the city for only one year! Your role in the Clerk's Department could not be reflected accurately in this annual evaluation. You were our Deputy City Clerk for less than five months. During that time, you were finding your place in a department that was already filled with friction. Suddenly, you had to cover the absence of the City Clerk and eventually became the Interim City Clerk.

I am disappointed I need to conduct your annual evaluation based on your role as a Deputy City Clerk. I believe it is grossly unfair to you. If I could do your evaluation based on the various roles you fulfilled in one year, this evaluation would be completely different. During the absence of the City Clerk and as the Interim City Clerk, you tackled all of the new responsibilities head on. You made hard decisions. You sought guidance from your peers, when it was appropriate. You made department changes, created new processes which increased efficiencies and built a cohesive team. You did this and a lot more with the utmost level of professionalism.

You have proven yourself to be a leader. With your leadership, I see a cohesive team environment and the work is getting done in a timely manner. You have fresh ideas that have been implemented and you are quick to resolve many issues that arise. You consistently give your staff praise and credit for their role in the department's positive transformation.

I understand you have many fires that need to be extinguished, including the full implementation of GovQA and the records management system. I'm confident you will continue to work on cross training your staff, so they exceed their full potential, especially with the upcoming election cycle.

Overall, I recognize what you have overcome in the past 6 months. You and your team are to be commended.

Sincerely,

Debbie McDowell

Debbie McDowell
Mayor, City of North Port