



## 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

- The ability to structure the City Clerk's Office
  - 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

#### COMMENTS:

- *Your department consistently strives to improve how to do things more efficiently. Draft minutes are usually presented to us for review in a very short time (usually within a week or two) – that is a huge improvement compared to a year ago. I am always grateful for the additional time to review agenda items instead of following the minimum posting requirement; not only does this benefit me, but the citizens we are here to serve.*

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

### 2. Budgeting and Financial Management

- The ability to develop and monitor budgets for:
  - City Commission
  - City Clerk's Office

#### COMMENTS:

- *You do a great job in preparing your department's budget and the Commission's budget.*

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>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li><i>I have received positive feedback on the training you provide to advisory board members and their respective chairs. This training will be beneficial in retaining our volunteer boards.</i></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>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li></li> </ul>

- 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>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li><i>I appreciate the swift responses to my questions and your availability to meet.</i></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>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li><i>Public record requests are answered as timely as possible. Whenever I see you and your team interact with the public it is always professional and they are always willing to answer or find the answer to the citizens questions. You have set the example.</i></li> </ul>

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

<b>7. Interaction With Commission</b>
<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> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>Plays a supportive role to the Commission in their responsibilities as elected officials, without getting involved in partisan politics</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li><i>Your department is one of the few departments I interact with the most. You and your staff are always willing to help. KUDOS to you and all of them.</i></li> </ul>

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

<p><b>8. Interaction With Intergovernmental And Professional Agencies</b></p> <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>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li><i>While you always represent the city well, I don't know much about your interaction with outside agencies.</i></li> </ul>

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

<p><b>9. Interaction With Charter Officers And Department Directors</b></p> <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>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li><i>Working with departments is another area I am unfamiliar with. There are times it appears your department is "one of the last to know" – this comment is not a reflection on you or your department. It is only an observation on how communication is paramount about upcoming topics, programs and services to enable all departments to offer input prior to implementation.</i></li> </ul>

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

<p><b>10. Leadership/Supervision</b></p> <ul style="list-style-type: none"> <li>Portray a healthy tolerance for the uncertainties which are inherent in municipal management</li> <li>Demonstrate a friendly and supportive attitude toward City Clerk staff, encouraging them to seek guidance in resolving problems related to the city organization</li> <li>Challenge City Clerk staff to perform at their highest level</li> <li>Exhibit effectiveness at leading, directing and developing City Clerk staff</li> <li>Demonstrates the ability to set a high standard of performance for City Clerk's office</li> <li>Fosters a sense of commitment to provide a high level of public service to the citizens</li> <li>Maintains a positive and fair work environment that supports City Clerk employees to ensure their professional success</li> <li>Encourages staff development</li> </ul>
---

**COMMENTS:**

- *Appearances matter and it appears your department is fully functional after years of lack of personnel. You and your staff are respectful and friendly – regardless if you are interacting with each other or the public. I have witnessed you assisting our citizens and your efforts are impeccable. You lead by example and have no higher expectations of your staff than you do for yourself. You have a high level of commitment.*

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

**OVERALL RATING**

Score 4.5

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

**(CITY COMMISSIONERS COMMENT)**

- *In the short time you have been our City Clerk, I can see the growth in your role and in the entire department. Many outstanding things have been accomplished or are well underway to being completed. You encourage your staff to strive for more which benefits the city and their careers. The increased level of confidence, accomplishments, and willingness to try new ways of doing old tasks is to be commended. You and your team are to be applauded.*

**(EMPLOYEES COMMENT)**

--

**CITY CLERK SIGNATURE / DATE:**

(INSERT SIGNATURE)	(INSERT DATE)
--------------------	---------------

**CITY COMMISSIONER SIGNATURE / DATE:**

(INSERT SIGNATURE) <i>Debbie McDowell</i>	(INSERT DATE) <i>3/6/2023</i>
--	----------------------------------