



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: C.C. office has consistently provided support and assistance, to the commission. Agendas are provided and updated as needed.
Minutes of meetings are taken accurately.
Communication is provided from Commission to other Charter officers.
Schedules are kept track of and adjustments needed are made as needed.
Advisory boards are monitored and improvements are being made where needed.
Records requests are being handled timely.
The interface between citizens and Commission is managed to the advantage of both.
Travel has been easy because of this offices efforts.

☒ 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: Consistently this office has kept modest the budget to operate.

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

3. Policy and Program Development
Demonstrates the ability to recommend policies related to City Clerk function to enhance the city's goals and objectives
COMMENTS: Work on tracking and monitoring Commission boards is a help to the Commission.

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

4. Ethics and Integrity
Conducts self in accordance with the ethical standards of the office of a Charter Officer
COMMENTS: maintaining the City records and office staff are done in a professional manner and help in running city meetings and boards is always done professionally.

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

5. Communication Skills
Demonstrates effective oral and written communication skills
COMMENTS: C.C. has provided me with written communications of Public Comments, to make up for my hearing disability. I am thankful.

☐ 5-Exceptional
☒ 4-Highly Effective
☐ 3-Proficient
☐ 2-Inconsistent
☐ 1-Unsatisfactory

☐ N/A-Not Applicable

6. Interaction With The Public
• 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
COMMENTS: C.C. and staff represent at many City functions and do so well. Staff responds timely to records requests.

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

7. Interaction With Commission
• Maintains an open and trusting relationship with the City Commission, both collectively and individually ▪ 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
COMMENTS: I agree completely.

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

8. Interaction With Intergovernmental And Professional Agencies
• 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
COMMENTS: I have seen a number of times the C.C. interacts with other City offices and other government offices whenever an issue arises.

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

9. Interaction With Charter Officers And Department Directors

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 can only speak to what I see at City meetings and there seems to be an easy rapport with all.

☒ 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: Runs an efficient and helpful staff, making difficult adjustments where needed, yet maintains an open and professional office.

☒ 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)

We have the best.

(EMPLOYEES COMMENT)

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CITY CLERK SIGNATURE / DATE:

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

(INSERT SIGNATURE) David Duval	(INSERT DATE) 10/13/2025
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