



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:

Seems highly effective implementing the goals and policies adopted by the Commission Board.

☐ 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: Monitored and tracked the individual Commissioners' expenditures and processes the reimbursements in a timely manner. Stayed within the budget of the City Clerk's office. Still has to digitize 1200 boxes of paper records.

☐ 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: It is necessary to polish/update a policy of removing members from advisory committees/advisory boards due to their absences. Currently there is no appeal process if a member is removed.

☐ 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: During my term, the charter officer displayed exceptional conduct.

☒ 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:

Very accessible and replies in a timely manner. Displays great communication skills.

☒ 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:
Responds in a timely manner to public 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:
Displays professionalism when interacting with the Commission Board and individual commissioners. Resolves any issue upon request. Accessible and very helpful.

☒ 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: Don't have enough information to assess this category.

☐ 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: Don't have enough information to assess this category in full extent.

☐ 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: Don't have enough information to assess this category.

☐ 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)

It is a pleasure to work/interact with the City Clerk's office.

(EMPLOYEES COMMENT)

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CITY CLERK SIGNATURE / DATE:

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

(INSERT SIGNATURE)Demetrius Petrow	(INSERT DATE) 10/14/2025
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