

## **City Clerk Evaluation**

Performance is consistently superior and significantly exceeds

Performance frequently exceeds expectations.

Please rate the City Clerk using the following scale:

expectations.

Exceptional

☐ N/A-Not Applicable

**Budgeting and Financial Management** 

**City Commission** 

The ability to develop and monitor budgets for:

Highly Effective

5

4

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.		
		6. con aper acce.		
1. Administration and Organization Management  The ability to structure the City Clark's Office  Output  Description:				
<ul> <li>Plans and organizes work in such a way as to effectively and efficiently meet</li> </ul>				
the municipal service needs of City Commission, charter officers, department				
heads, employees, advisory board members and citizens				
<ul> <li>Carries out goals and policies adopted by the City Commission</li> </ul>				
		, , , , , , , , , , , , , , , , , , , ,		
COM	MENTS:			
Seems h	nighly effective impler	nenting the goals and policies adopted by the Commission Board.		
$\square$ 5-Exceptional X 4-Highly Effective $\square$ 3-Proficient $\square$ 2-Inconsistent $\square$ 1-Unsatisfactory				

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 X 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 X 3-Proficient □ 2-Inconsistent □ 1-Unsatisfactory □ N/A-Not Applicable				
4. Ethics and Integrity				
<ul> <li>Conducts self in accordance with the ethical standards of the office of a Charter</li> <li>Officer</li> </ul>				
COMMENTS: During my term, the charter officer displayed exceptional conduct.				
X 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.				
X 5-Exceptional □4-Highly Effective □3-Proficient □2-Inconsistent □1-Unsatisfactory □ N/A-Not Applicable				
6. Interaction With The Public				
<ul> <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>				
COMMENTS: Responds in a timely manner to public records requests.				
□ 5-Exceptional X 4-Highly Effective □ 3-Proficient □ 2-Inconsistent □ 1-Unsatisfactory □ N/A-Not Applicable  7. Interaction With Commission				
<ul> <li>Maintains an open and trusting relationship with the City Commission, both collectively and individually</li> </ul>				
<ul> <li>Responds to their concerns in an effective and timely manner</li> </ul>				
<ul> <li>Plays a supportive role to the Commission in their responsibilities as elected officials, without getting involved in partisan politics</li> </ul>				
COMMENTS: Displays professionalism when interacting with the Commission Board and individual commissioners. Resolves any issue upon request. Accessible and very helpful.				
X 5-Exceptional $\Box$ 4-Highly Effective $\Box$ 3-Proficient $\Box$ 2-Inconsistent $\Box$ 1-Unsatisfactory $\Box$ 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 X 4-Highly Effective □ 3-Proficient □ 2-Inconsistent □ 1-Unsatisfactory □ N/A-Not Applicable				
9. Interaction With Charter Officers And Department Directors				
<ul> <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>				
COMMENTS: Don't have enough information to assess this category in full extent.				
□ 5-Exceptional X 4-Highly Effective □ 3-Proficient □ 2-Inconsistent □ 1-Unsatisfactory □ N/A-Not Applicable  10. Leadership/Supervision				
<ul> <li>Portray a healthy tolerance for the uncertainties which are inherent in municipal management</li> </ul>				
<ul> <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: Don't have enough information to assess this category.				
□ 5-Exceptional X 4-Highly Effective □ 3-Proficient □ 2-Inconsistent □ 1-Unsatisfactory □ N/A-Not Applicable				

Score					
☐ 5-Exceptional X 4-Highly Effective ☐ ☐ N/A-Not Applicable	3-Proficient □2-Inconsistent □1-Unsatisfactory				
(CITY COMMISSIONERS COMMENT)					
It is a pleasure to work/interact with the C	ity Clerk's office.				
(EMPLOYEES COMMENT)					
CITY CLERK SIGNATURE / DATE:					
(INSERT SIGNATURE)	(INSERT DATE)				
CITY COMMISSIONER SIGNATURE / DATE:					
(INSERT SIGNATURE)Demetrius Petrow	(INSERT DATE) 10/14/2025				