



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: Created method for tracking Commission attendance at board/committee meetings; Modified tracking method based on pros and cons of Fiscal Year (FY) 25 to ensure more efficient process for FY 26; Reviewed department Standard Operating Procedures (SOP) for updates and completeness; Drafted and finalized 8 SOP's for Administrative Service Specialist position; Provided annual review and updates to staff job descriptions to ensure accuracy; Records Management: Completed the processing of approximately 800 signed documents including resolutions, ordinances, minutes, agreements, contracts, etc. Commission & Advisory Board Meetings: Drafted and reviewed agendas and meeting minutes for approximately 300 meetings ensuring posting of agendas one week in advance of the meetings.

☒ 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 Commission and City Clerk FY 25 spending ensuring expenditures stayed within the approved budget with the Commission and the Clerk's budget both coming in well under budget for the year; Completed FY 26 Commission and City Clerk budgets more than two weeks ahead of schedule with proposed areas for cuts; Continued to provide high level of service with no requested increase in personnel; Continued records management project ensuring proper disposition of records that have met retention with staff coordinating the retrieval of boxes from off-site location for purposes of digitalizing records reducing the cost of off-site storage leaving only 1200 boxes currently off-site.

☒ 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:

Recommended changes to advisory board criteria regarding dual office holding to increase board memberships; Created and managed Commission attendance tracking for appointed boards/committees; Reviewed and recommended changes for the streamlining of document recording for resolutions throughout city departments.

☐ 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:

Continued to conduct myself with the ethical standards of the city and of the office of a Charter Officer.

☒ 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:

Consistently demonstrates exceptional communication skills; Articulates ideas clearly and confidently in both verbal and written formats; Actively listens to others and adapts to the communication style to suit individual preferences; Continues to improve in being more receptive of ideas that differ.

☐ 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: Maintains a positive professional relationship with the public that allows for open communication and receipt of recommendations for improvement in processes related to the Clerk's Department, Advisory Boards, and Public Records Request; Staff receives both verbal and written accolades from the public; Completed the Florida Certified Professional Clerk Program with expected graduation on October 7, 2025; Currently serving as fourth year as a Big Sister with the Big Brother/Big Sister Beyond School Walls Program; Staff processed approximately over 2,600 public record requests in a timely manner with accolades received from outside attorney as well as the public regarding the timeliness of responses.

☐ 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: Provides a line of open communication with all Commissioners understanding their individual leadership styles and needs; Continues to respond to all questions and concerns expeditiously to ensure information is provided accurately and in a timely manner; Creates all Commission agenda item requests ensuring proper processing and assistance in placement on an upcoming agenda; Continues to support Commissioners individually and collectively with consistency across all interactions and without involvement in partisan politics.

☐ 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: Coordinated with the Sarasota County Supervisor of Election (SOE) Office for the 2024 General Election and the 2025 Special Election; Attended the IIMC Region III Conference and IIMC Annual Conference with City Clerks from local, national, and international municipalities.

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☐ 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: Continued the maintenance of positive working relationships with both the Interim City Attorney and City Manager with emphasis on agenda preparation and policies; Worked with the Police Public Records Division to draft 8 potential job descriptions for staff; Staff works closely with department personnel for the coordination of Commission calendar events.

☐ 5-Exceptional
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 ☐ 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: Created Board Specialist training schedule and training guide for current and new staff members; In conjunction with Human Resources conducted compensation studies of positions within the department leading to adjustments in two positions and one reclassification of the Staff Assistant II position to an Administrative Support Specialist.

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OVERALL RATING

Score

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

(CITY COMMISSIONERS COMMENT)

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(EMPLOYEES COMMENT)

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CITY CLERK SIGNATURE / DATE:

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

(INSERT SIGNATURE)	(INSERT DATE)
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