

ANNUAL PERFORMANCE EVALUATION
CITY CLERK CHERI SMITH

Please provide your comments regarding the City Clerk's performance in the following areas of responsibility. If the space provided is not sufficient, please feel free to attach additional pages. Rate each category of responsibility from 1 to 5 with 1 being "unacceptable," 2 being "below standards," 3 being "meets standards," 4 being "exceeds standards" and 5 being "outstanding."

I. RELATIONSHIP WITH MAYOR AND CITY COMMISSION

- a. Responds to Mayor and Commissioners concerns and answers questions promptly.

1 2 3 4 (5)

- b. Provides research upon request.

1 2 3 4 (5)

- c. Handles routine correspondence as required after Commission meetings.

1 2 3 4 (5)

COMMENTS: ^{HAS} CHERI AND HER STAFF SET A STANDARD OF PERFORMANCE EXCELLENCE IN THIS COMMISSIONER'S OPINION. ~~AS~~ I WILL CONTINUE THE REST OF THIS EVALUATION, EXPECTING LITTLE TO NOTHING THAT I CAN COMPLAIN ABOUT, ALTHOUGH ALWAYS LEAVING ROOM FOR IMPROVEMENT MOST PROBABLY IN AN AREA NOT CONSIDERED HERE.

II. INTERGOVERNMENTAL/INTERDEPARTMENTAL RELATIONS

- a. Implements and supports City policies.

1 2 3 4 (5)

- b. Demonstrates good working relationships with other City officials, department directors, and staff.

1 2 3 4 (5)

- c. Works closely with Supervisor of Elections

1 2 3 4 (5)

- d. Represents City in a professional manner when dealing with other agencies or jurisdictions.

1 2 3 4 5

- e. Schedules meetings in Commission Chambers

1 2 3 4 5

COMMENTS: I HAD THE PLEASURE OF WORKING CLOSELY WITH MS. SMITH DURING THE MOST RECENT ELECTION. I OBSERVED CONSIDERABLE KNOWLEDGE BY HER AND AN EQUALLY CONSIDERABLE LEVEL OF RESPECT DIRECTED HER WAY BY SUPERVISOR OF ELECTIONS STAFF AND OTHER AGENCIES.

III. PUBLIC RECORDS REQUEST

- a. Responds promptly to provide requested information and other documents to departments, agencies and citizens.

1 2 3 4 5

COMMENTS: THE ONLY REASON FOR #4 HERE IS BECAUSE OF SOMETIMES IMMEDIATE AVAILABILITY IS NEARLY IMPOSSIBLE. HOWEVER, AGAIN OUR CITY CLERK AND STAFF ARE DILIGENT UNTIL THE TASK IS COMPLETED.

IV. RECORDS MANAGEMENT PROGRAM

- a. Maintains all official City documents in organized and accessible manner.

1 2 3 4 5

- b. Scans and disposes of records on routine basis in accordance with City's Records Management Program and State law.

1 2 3 4 5

- c. Assists City officials, City employees and the public in retrieval and review of City records.

1 2 3 4 5

COMMENTS:

V. LEGAL RESPONSIBILITIES

- a. Prepares advertising for ordinances, public hearings, elections, etc.

1 2 3 4 (5)

- b. Meets legal advertising deadlines in accordance with State Statutes, City Code and City Charter.

1 2 3 (4) 5

- c. Issues public notices to comply with Sunshine Law.

1 2 3 4 (5)

COMMENTS: # 4 HERE AGAIN IS ONLY BECAUSE OF
A COUPLE OF INCIDENTS THIS PAST YEAR WHERE THIS WAS
A PROBLEM, ONE OF THOSE, I KNOW WAS NOT CITY CLERK'S
FAULT!

VI. CODIFICATION OF ORDINANCES

- a. Sends new ordinances to the publisher and distributes supplement to City Code in an efficient manner.

1 2 3 4 (5)

COMMENTS: _____

VII. ELECTIONS

- a. Provides routine information relative to elections, polling places, registration deadlines and provides voter registration forms.

1 2 3 4 (5)

- b. Prepares ballot language for all regular and special City elections.

1 2 3 4 5

- c. Prepares all legal advertising and public notices for elections.

1 2 3 4 5

- d. Qualifies candidates for City elections and assists in filing appropriate forms and reports.

1 2 3 4 5

- e. Prepares informational booklet for candidates; monitors campaign treasurer's reports.

1 2 3 4 5

- f. Coordinates with Supervisor of Election and handles City elections.

1 2 3 4 5

- g. Maintains all records on elections, candidates, treasurer's reports.

1 2 3 4 5

COMMENTS: ~~XXXXXXXXXX~~

VIII. OFFICE MANAGEMENT/PROFESSIONALISM

- a. Maintains office in efficient, neat and organized manner.

1 2 3 4 5

- b. Reflects positive attitude and encourages office employees to do the same.

1 2 3 4 5

- c. Ensures that employees are trained to provide accurate and timely information to City officials, City departments and the public and handle office affairs in absence of City Clerk.

1 2 3 4 5

- d. Delegates responsibility and authority to subordinates.

1 2 3 4 5

- e. Supports and facilitates professional growth and development.

1 2 3 (4) 5

COMMENTS: A: DOES GREAT JOB UNDER CONDITIONS PROVIDED. B: OBSERVING Relationship IN CLERKS OFFICE, I BELIEVE THIS TO BE MUTUAL (WHICH WORKS MUCH BETTER IN MY OP). C+E: I BELIEVE THIS TO BE TRUE BASED ON OBSERVATION & WORKING RELATIONSHIPS. D: YES!

IX. PUBLIC RELATIONS

- a. Maintains professional and helpful attitude when dealing with the public.

1 2 3 4 (5)

- b. Responds to routine requests for information.

1 2 3 4 (5)

- c. Provides notary service.

1 2 3 (4) (5)

COMMENTS: THIS IS YET ANOTHER EVAL POINT THAT IS TRUE THROUGHOUT CLERK'S OFFICE. C: IS ACTUALLY A 5 BECAUSE IT TOOK ME A MOMENT TO RECALL HAVING OBSERVED!

X. PERSONAL TRAITS

- a. **Attitude:** Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate.

1 2 3 4 (5)

- b. **Professionalism:** strives to improve the professional image of the City as well as the office.

1 2 3 4 (5)

- c. **Dependability:** Is dependable, trustworthy and reliable.

1 2 3 4 (5)

COMMENTS: A PLEASURE TO WORK WITH. I LIKE ON CITY CLERK
ENOUGH ABOUT HER "QUIRKS" LIKE THE LOOK SHE GIVES YOU
WHEN IT'S SOMETHING SHE DOESN'T WANT TO DO. BUT THAT USUALLY ENDS
WITH A LAUGH & HER PUTTING THE VERY BEST EFFORT. COULD NOT
ASK MORE & FINDER. SORRY I HURT - HAD TO "TENSE" YOU AGAIN! (SMILE)

GENERAL COMMENTS:

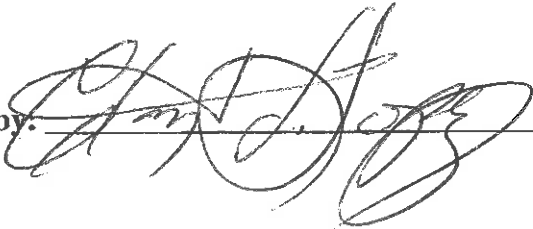
CITY CLERK STRENGTHS:

CLERK STRENGTHS ARE IN ALL EVALUATED AREAS
NOTED. ~~NO WEAKNESSES~~

SUGGESTED IMPROVEMENTS/RECOMMENDED FUTURE GOALS:

AS MENTIONED ANY WEAKNESSES OR IMPROVEMENTS ARE UNNOTICED
BY ME. I AM ~~CONFIDENT~~ CONFIDENT THAT UNCOVERED WEAKNESSES
WOULD BE ACTION UPON & CORRECT AS SOON AS THEY ARE UNCOVERED.

Rated by: _____



Date: _____

3/21/14