## 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."

RELATIONSHIP WITH MAYOR AND CITY COMMISSION

	Don		- X.F		Committee to the control of the cont
a.	VCS	ровая с	o mayo	or and (	Commissioners concerns and answers questions promptly.
	1	2	3	4	5
b.	Pro	vides re	search	upon re	equest.
	1	2	3	4	5
c.	Han	dles rou	ıtine co	nrespo	ndence as required after Commission meetings.
	1		3		
COM	MEN	TS:_(	her	Smit	had her staff are truly outstanding in the water all that they do to assist the Coly is and assistance quantum her have.
4	maci	/W 241	715 (3	NEUIT.	s and assuming granters we large.
п.	INT	ERGO	VERN	MENT	FALINTERDEPARTMENTAL RELATIONS
	INT	ERGO	VERN	MENT	
п.	INT	ERGO	VERNI and sup	MENT	CALINTERDEPARTMENTAL RELATIONS City policies.
п.	INT) Imple	ERGO\ ements 2 onstrate	VERNI and sup 3	MENT pports (	CALINTERDEPARTMENTAL RELATIONS City policies.
<b>II.</b>	INT	ERGOV ements 2 onstrate taff.	VERNI and sup 3	MENT  pports (  4  working	City policies.  Solutions are relationships with other City officials, department directors,
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IL. a. b.	INT) Imple 1 Dementands 1 Work	ements 2 onstrate taff.	VERN and sup 3 s good 3	MENT  pports (  4  workin  4  Superv	City policies.  (5)  Ing relationships with other City officials, department directors,  (5)  visor of Elections

d.		present isdictio		in a	professional	manner	when	dealing	with	other	agencies	or
	1	2	3	4	<b>(5)</b>							
e.	Sch	edules	meetin	gs in C	ommission C	hambers						
	1	2	3	4	(5)							
CO.	MMEN	NTS:	AII	Cut	(3) standing	) !						·
m.	PUI	BLIC I	RECUR	EDS RI	EQUEST							
<b>a.</b>					provide re l citizens.	equested	inform	ation an	ud oth	er do	cuments	to
	1	2	3	4	(5)							
CON	AMEN SIL P	TS: The individual of the control of	This is	remal	y careful	tant of	ask a	wigned tale	t 1	The Co	ty (les	<u>IC</u>
IV.	REC	ORDS	MAN	AGEM	ENT PROG	RAM						
a.	Mair	ntains a	Il offici	al City	documents i	n organiza	ed and a	ccessible	mann	er.		
	1	2	3	4	(5)							
b.					ecords on re State law.	outine ba	șis in a	accordan	ce wit	h City	r's Record	ds
	1	2	3	4	3							
c.	Assis recor		officia	als, Cit	y employees	and the	public	in retrie	val an	ıd revi	ew of Cit	t <b>y</b>
	1	2	3	4	(5)							

<b>C</b> 0	MME	NTS:	•			
v.	LE	GAL R	ESPO	NSIBII	ITTES	×
a.	Pre	pares ad	lvertisir	ıg for o	rdinances,	, public hearings, elections, etc.
	1	2	3	4	(5)	
b.		ets lega rter.	l advert	ising d	eadlines in	n accordance with State Statutes, City Code and City
	1	2	3	4	(5)	
c.	Issu	es publ	ic notice	es to co	mply with	Sunshine Law.
	1	2	3	4	5	
COI	MMEN	TS:				
VI.	COI	DIFICA	ATION	OF OF	RDINANC	CES
a.		ls new ient ma		ices to	the publis	sher and distributes supplement to City Code in an
	1	2	3	4	5	
COM	MEN:	rs:	← Wy			
VII.	ELE	CTION	<u>IS</u>			
l.					on relative ion forms.	e to elections, polling places, registration deadlines
	1	2	3	4	5	

c. Prepares all legal advertising and public notices for elections.  1				mare and	Panen	for all regular and special City elections.	
d. Qualifies candidates for City elections and assists in filing appropriate forms and rep  1		1	2	3	4	5	
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d. Delegates responsibility and authority to subordinates.	a.	OFFI Maint 1 Reflex	CE M. tains of 2 ts posi	ANAGI	EMEN efficier 4 tude a	NT/PROFESSIONALISM  Int, neat and organized manner.	
	a. b.	OFFI Maint  1 Reflect  1 Ensure official	CE M.  tains of  2  ts posi  2  es that als, City	ANAGI fice in e 3 tive atti	EME?  Efficier  4  tude a  4	ort, neat and organized manner.  5  and encourages office employees to do the same.  5  the trained to provide accurate and timely information to	
1 0 0	a. b.	OFFI Maint  1 Reflex  1 Ensure official Clerk	ice Marins of  2  ets posit  2  es that als, City	ANAGI fice in e  3 tive atti	efficier  4  tude a  4  eees ar	ort, neat and organized manner.  5  Independent of the same of the public and handle office affairs in absence of the same of	
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e.	Sup	ports a	nd facil	litates p	professional growth and development.
	1	2	3	4	(5)
COI	MIMEN	NTS:	(50	eat.	job on this critera as well!
			<b>26</b> 1	graves pup	
IX.	Pill	BLIC F	RELAT	TONS	NAME OF THE PARTY
a.		- · · · · · · · · · · · · · · · · · · ·			nd helpful attitude when dealing with the public.
	1	2	3		(5)
b.	Res	ponds to	o routin	e reque	ests for information.
	1	2	3	4	5
c.	Prov	v <b>ide</b> s no	tary se	rvice.	
	1	<b>2</b>	3	4	5
CON	MEN	TS:	Sept. App. 1	ليانيوسون داره المتحاليب أد دم واد	
	e kandilla osai karokisi				
ethopin surhapping in	agamma, maramanda a F el ministra	a sana dipina arabidi kali	reterri de summerandos	lagh our dy de little et e e e e e e e e e e e e e e e e	THE STATE OF THE S
<u>X.</u>	PER	SONA	L TRA	ITS	
a.		tude: S s; willin			asm and interest in the job; willing to accept challenges and new
	1	2	3	4	5
b.	Profesor		lism:	strives	to improve the professional image of the City as well as the
	1	2	3	4	5
C.	Depe	endabil	ity: Is	depend	lable, trustworthy and reliable.
	1	2	3	4	(5)

		- Andrew State of Sta			
ENER	<u>ẠL COMM</u>	ENTS:			
ITY CI	ERK STR	engths:			
				9	
			RECOMMEND		DALS: