

**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: *while there has never been an issue with Cheri in this area, ... there has been a noticeable improvement...*

**II. INTERGOVERNMENTAL/INTERDEPARTMENTAL RELATIONS**

a. Implements and supports City policies.

1    2    3    4    ⑤ TO A "TEE"

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    ②

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: *Cheri + her dept. have marked "Magic" to make time and space to accommodate our meetings.*

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**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: *Only when there has been a delay from source has there been a delay from Cheri.*

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**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:**

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**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:**

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**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:**

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**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: SOME OF THIS HAS OR WILL BE CHANGING.  
BUT STILL, CHOKI IS METICULOUS + MAKING SURE  
ALL IS CORRECT!

**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: THIS STAFF IS EXCELLENT ACROSS THE BOARD... THAT BEING FACT... SPEAKS LOUDLY TO THE TEMPERMENT + ATMOSPHERE OF THE OFFICE. THIS IS ALWAYS SET BY THE DEPT. HEAD IN HOW HE OR SHE MANAGES!

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: ~~OVERSIGHT~~  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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) ALWAYS

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)

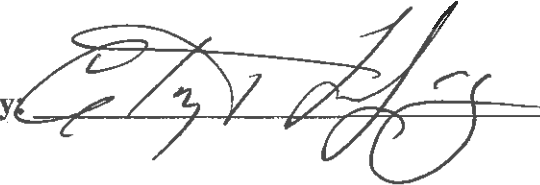
**COMMENTS:**  
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**GENERAL COMMENTS:**  
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\_\_\_\_\_  
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**CITY CLERK STRENGTHS:**  
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\_\_\_\_\_  
\_\_\_\_\_

**SUGGESTED IMPROVEMENTS/RECOMMENDED FUTURE GOALS:**

STAY THE COURSE! MAINTAIN THE HIGH BAR YOU SET! KEEP YOUR OFFICE STAFF AS HAPPY AS THEY ARE! YOU HAVE AN EXCELLENT TEAM THAT REFLECTS ON THEIR PERSONAL COMMITMENT + YOUR STANDARD OF EXCELLENCE!

Rated by:  \_\_\_\_\_

Date: 3/11/2015