

ANNUAL PERFORMANCE EVALUATION
CITY CLERK CHERI SMITH by Commissioner Johnston

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

Responds to Mayor and Commissioners concerns and answers questions promptly. 5
Provides research upon request. 5
Handles routine correspondence as required after Commission meetings. 4

RATING FROM 1 TO 5: 4

COMMENTS:

Would still like to see Commission Meeting minutes provided in a more timely manner. It is most often 6-8 weeks after a meeting when we are asked to approved the minutes. It is impossible to remember all of the details of each meeting after that long of time.

INTERGOVERNMENTAL/INTERDEPARTMENTAL RELATIONS

Implements and supports City policies. 5
Demonstrates good working relationships with other City officials, department directors, and staff. 5
Works closely with Supervisor of Elections 5
Represents City in a professional manner when dealing with other agencies or jurisdictions. 5
Schedules meetings in Commission Chambers 4
Responds promptly to provide requested information and other documents to departments, agencies and citizens. 5

RATING FROM 1 TO 5: 5

COMMENTS: Any request that I have had for Cheri has been promptly and efficiently handled in a very timely manner. Many Citizens have commented on how efficiently her dept. is run.

RECORDS MANAGEMENT PROGRAM

Maintains all official City documents in organized and accessible manner. 4
Scans and disposes of records on routine basis in accordance with City's Records Management Program and State law. 5
Assists City officials, City employees and the public in retrieval and review of City records. 5

RATING FROM 1 TO 5: 5

COMMENTS: Records located in Tampa sometimes take a couple of days but this is not Cheri's issue.

LEGAL RESPONSIBILITIES

Prepares advertising for ordinances, public hearings, elections, etc. 4
Meets legal advertising deadlines in accordance with State Statutes, City Code and City Charter. 4
Issues public notices to comply with Sunshine Law. 5

RATING FROM 1 TO 5: 4

COMMENTS: We have recently had a couple of meetings that have had to be rescheduled to due incorrect information in the public advertising. Although Cheri's dept does not author these notices, they should be reviewed for accuracy prior to going to press.

CODIFICATION OF ORDINANCES

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

RATING FROM 1 TO 5: 3

COMMENTS: Receive new ordinances only on a sporadic basis.

ELECTIONS

Provides routine information relative to elections, polling places, registration deadlines and provides voter registration forms. 4
Prepares ballot language for all regular and special City elections. 4

Prepares all legal advertising and public notices for elections. 4
Qualifies candidates for City elections and assists in filing appropriate forms and reports. 4
Prepares informational booklet for candidates; monitors campaign treasurer's reports. 4
Coordinates with Supervisor of Election and handles City elections. 4
Maintains all records on elections, candidates, treasurer's reports. 5

RATING FROM 1 TO 5: 4

COMMENTS: Has been very efficient in maintaining all records for elections and candidates and treasurers reports.

OFFICE MANAGEMENT/PROFESSIONALISM

Maintains office in efficient, neat and organized manner. 4
Reflects positive attitude and encourages office employees to do the same. 5
Ensures that employees are trained to provide accurate and timely information to City officials, 4
City departments and the public and handle office affairs in absence of City Clerk. 4
Delegate's responsibility and authority to subordinates. 4
Supports and facilitates professional growth and development. 4

RATING FROM 1 TO 5: 4

COMMENTS: Cheri is very diligent to stay educated in her profession by attending continuing educational courses. Her staff is well trained and can handle all requests when Cheri is out of the office. It appears that she delegates well since any request that I make can normally be handled by Cheri, Angela or Sue.

PUBLIC RELATIONS

Maintains professional and helpful attitude when dealing with the public. 5
Responds to routine requests for information. 5
Provides notary service. Do not know

RATING FROM 1 TO 5: 5

COMMENTS Have never personally experienced the Notary Service and do not know if the dept. provides.

PERSONAL TRAITS

Attitude: Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate. 4

Professionalism: strives to improve the professional image of the City as well as the office. 5

Dependability: Is dependable, trustworthy and reliable. 5

RATING FROM 1 TO 5: 5

COMMENTS: Cheri has spearheaded a number of projects in the past 2 years that have drastically improved our meetings and have made us more environmentally responsive such as our paperless meetings and now coordinating the public' access to meeting videos available for view almost immediately after the Commission Meeting. Cheri has accomplished a great number of these goals to improve the transparency of city government.

GENERAL COMMENTS

Cheri runs a very efficient, effective dept. She has hired and maintained a good, positive staff.

CITY CLERK STRENGTHS

Professional, active in community events, responsive to staff and community and very knowledgeable in her position.

I am very pleased with the level of automation and public access to information that Cheri has taken the lead on.

SUGGESTED IMPROVEMENTS/RECOMMENDED FUTURE GOALS

As a Commission, we could still make improvement in the quality of documents that we receive. I realize that Cheri is not the author of these documents but I would like her to take a more active role in improving:

Required signatures and documents requiring witness: Many documents that we receive have just a written signature that is most times illegible. All documents have to be accompanied by a typed name so that we can determine who is

authorizing the document. We have recently received a document that was not witnessed by the City employee where witnesses were required.

Many times dates are left off of a document making them difficult to fit into a timeline and on many of our documents the document pages are still not numbered making them very hard to discuss as we are making modifications and changes to the document.

Rated by: Commissioner Johnston

Date: 3/24/11