

ANNUAL PERFORMANCE EVALUATION
CITY CLERK KERI O'BRIEN

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: During her first year of service as Clerk for the City, Ms. O'Brien has ~~worked extremely well with other staff and members of the commission to help facilitate meetings and perform duties of her office.~~

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 N/A – did not observe this area during the evaluation period.

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: Excellent work during the first year as City Clerk. The work she has done with the City Boards including the advisory boards has been very important and productive. For the next evaluation period, I would like to see even more time spent developing relationships with the chairs and members of the city boards so the processes can be even more effective. Each board member should have access to agenda forming with an emphasis on progress towards the mission of their respective boards. Advisory boards should be guided with positive direction to place advisory opinions in the form of resolutions to be placed on a City Commission agenda. Integration of staff input with the various boards can help facilitate even greater results.

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 Clerk and her staff do a wonderful job in responding to these requests. It take a lot of work and the work of the Clerk is greatly appreciated for this vital government function.

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: The Clerk has been incredibly responsive to all requests for records. This is very important for the orderly and efficient process to develop policy and decision-making. This work is much appreciated.

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: Public noticing is essential and the Clerk has accomplished these tasks very well so the City business can proceed.

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 N/A Did not observe during this evaluation period.

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: This section is inapplicable – this area was not observed during the evaluation period.

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: The Clerk has organized her office very well and efficiently. The Clerk is outwardly very positive in carrying out her duties which is much appreciated. She consistently has a positive attitude and we thank her for that!

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 N/A did not observe this during the evaluation period.

:COMMENTS: The Clerk is always professional in her communications and interactions with the public and members of staff. This is excellent.

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:The clerk has exhibited great professionalism during her first year. She consistently demonstrates willingness to improve and meet the challenges of her office. She always seems to have a positive attitude while doing so. She has done an excellent job during her first year as City Clerk. Keep up the great work!

GENERAL COMMENTS:

CITY CLERK STRENGTHS:

SUGGESTED IMPROVEMENTS/RECOMMENDED FUTURE GOALS:

Rated by: *Samuel Kaufman*

Date: 6/6/24