

**2013 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: 5**

**COMMENTS:**

The Clerk's office continues to improve in providing us minutes in a timely fashion. Cheri's entire staff has made the extra effort to provide me with copies of all meeting videos to keep current with the actions of the Planning Board, HARC commission, Code Compliance and the BVAC.

**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 5  
Responds promptly to provide requested information and other documents to departments, agencies and citizens. 5

**RATING FROM 1 TO 5: 5**

**COMMENTS:** The Clerk's office of Key West continues to function efficiently and effectively under Cheri's leadership. Public record requests are handled in a professional and timely manner.

Cheri's knowledge of the city election process is invaluable to new candidates. She makes it easy to navigate and comply with the numerous filing requirements.

## **PUBLIC RECORDS REQUEST**

Responds promptly to provide requested information and other documents to departments, agencies and citizens. 5

**RATING FROM 1 – 5 : 5**

## **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 to retrieve but this is not Cheri's issue. Hopefully we will be able to store more records on site when the City Hall on White Street is completed.

## **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:** Meetings appear publicly in the Citizen and on our City website.

## **CODIFICATION OF ORDINANCES**

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

**RATING FROM 1 TO 5: 4**

**COMMENTS:** Receive new ordinances and revisions consistently throughout the legislative year. They are a constant source of information for me.

### **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. As mentioned above, Cheri makes the election process much easier due to her experience in this area. Cheri has also trained her staff to handle election inquiries efficiently when she is not available.

### **OFFICE MANAGEMENT/PROFESSIONALISM**

Maintains office in efficient, neat and organized manner. 5

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: 5**

**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. These comments have not changed from last evaluation. It is to Cheri's credit that Angela Budde has worked on and received her Municipal Clerk certification awarded by the International Institute of Municipal Clerks this year.

Cheri, as well as every other diligent city employee, is hampered by the absence of a formalized evaluation based on goals and objectives that directly support the

**City's Strategic Plan.** Due to the fact that our Strategic Plan has not been approved or adopted by the City Commission, strong employees such as Cheri continue to contribute through their own set of objectives. Until a formalized evaluation system is put into place for our employees which is based on our agreed upon short and long term goals stemming from our Strategic Plan, quality employees like Cheri will continue to try and interpret the needs of the City. This issue has not changed since my last evaluation. I will note that until our recent evaluation process, Cheri did not have a formal evaluation in her file since 1998.

#### **PUBLIC RELATIONS**

Maintains professional and helpful attitude when dealing with the public. 5

Responds to routine requests for information. 5

Provides notary service Provides service for city documents and citizen requests. 4.

**RATING FROM 1 TO 5: 5**

**COMMENTS** Department does provide this service however I have not personally experienced.

#### **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 3 years that have drastically improved our meetings and have made us more environmentally responsive such as our paperless meetings and now coordinating the public's 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. Comments have not changed.

#### **GENERAL COMMENTS**

Cheri runs a very efficient, effective dept. She has hired and maintained a good, positive staff. In the new Habana Plaza building, Cheri's department is in a more prominent location which allows them to interact with more visitors to City Hall. Her department often times handles visitors to the City Commission. They are a very positive, helpful group for anyone looking for City services.

My evaluation comments have not changed dramatically. Cheri continues to represent the City as a department head with integrity and efficiency. She is well liked and respected by the Commission and the public. We are lucky to have retained such a valuable, long term employee who continues to strive to improve her skills as well as her staff's skills.

### CITY CLERK STRENGTHS

Professional, active in community events, responsive to staff and community and very knowledgeable in her position. Continues to place professional improvement as a priority. Cheri stays active in the Clerk's Associations to keep her skill level high.

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

Cheri has such solid knowledge of Commission meeting procedure that she is very effective in moving the meetings along.

### 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 the following prior to uploading into Legistar:

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. I have seen some improvement in the documents received. Most signatures on legal documents that we are reviewing are illegible. No page numbers on packets containing hundreds of pages make it very difficult to print, review and access prior to meetings. Since 5 of the 6 City Commissioners hold full time jobs outside of City Hall, there is a real need to make our process of reviewing important documents prior to voting on issues as clear and effective as possible. Since the lap tops containing our meeting agendas and backup materials are sometimes very sluggish and slow to respond I am still printing off certain items to refer to during our Commission discussions which move quickly at times.

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. Again, these are all documents that Cheri is receiving from other departments-however a new process or requirement for document

submission from Cheri would make meeting preparation for Commissioners much more effective. Perhaps a discussion during each agenda setting meeting would provide us with more legible documentation.

Cheri continues to be a very valuable member of the Key West City staff.

A handwritten signature in black ink, appearing to read "Tom Johnston". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Comments by: Commissioner Johnston

Date: 03/05/13