

Annual Performance Evaluation
City Clerk Keri O'Brien by Mayor Teri Johnston 05/29/24

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: Keri and her department provide exceptional service to my office. Requested research and information are responded to in minutes. Resolutions are on my desk for signing after the morning session of our commission meetings by 3:00 that afternoon and the remaining resolutions and ordinances are completed and awaiting my signature by 10:00 the next day

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 Do not have first hand information to evaluate

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: Keri has brought a new level of professionalism to the position from conducting public meetings to her professional relationships within the City of Key West. Keri has managed to remain apolitical in her role and is establishing herself as a vital member of our Charter Officials. She is a staunch supporter of policy and procedure and treats every situation equitably.

III. Public Records Requests

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

1 2 3 4 5

Comments: Keri has been diligent responding to public records requests continually following up with staff and elected officials to be able to respond in a timely fashion to public requests.
I would like Keri to develop a policy to address anonymous public requests and a fee procedure associated with public requests.

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

Do not have personal experience to evaluate Keri in this area.

c. Assists City officials, City employees and the public in retrieval and review of City records.

1 2 3 4 5

Comments: Record maintenance has been performed with efficiency.

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: No issues have been noted during Keri's first year as City Clerk. Deadlines and notices have been performed without issue. The business of the Clerks office is functioning efficiently and without conflict.

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: Handles codification of ordinances efficiently. Per Keri's 5/25/24 memo to the Commission, she will be initiating the re-codification of our code which is required every 20 years during budget cycle 25/26. It is encouraging to see these proactive measures from the Clerk's department. I receive code updates on a quarterly basis to keep volumes 1 & 2 of our Code of Ordinances relevant.

VII. Elections Not applicable to Keri's job description or responsibilities with the exception of ballot language.

a. Provides routine information relative to elections, polling places, registration deadlines and provides voter registration forms.

1 2 3 4 5 See comments

- b. Prepares ballot language for all regular and special City elections.
1 2 3 4 5 See comments
- c. Prepares all legal advertising and public notices for elections.
1 2 3 4 5 See comments
- d. Qualifies candidates for City elections and assists in filing appropriate forms and reports.
1 2 3 4 5 See comments
- e. Prepares informational booklet for candidates; monitors campaign treasurer's reports.
1 2 3 4 5 See comments
- f. Coordinates with Supervisor of Election and handles City elections.
1 2 3 4 5 See comments
- g. Maintains all records on elections, candidates, treasurer's reports.
1 2 3 4 5 See comments

Comments: The only official that I have dealt with regarding City elections has been the Supervisor of Elections. I did sign my election certifications during the swearing in ceremony and was sworn in by the previous City Clerk but am unaware of any other election responsibilities performed by our City Clerk.
Keri will work with her other Charter Officials to prepare ballot language for Nov.

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: Keri has been instrumental in training our Board Chairs and board members this year to create more productive, professional meetings. She is actively pursuing additional professional education working to secure her Master Municipal Clerk certification and has completed "Introduction to Parliamentary Procedures" through the University of Wisconsin. Her staff function effectively in her absence.

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. Do not have personal knowledge of this

1 2 3 4 5

:Comments: Keri has developed respect from the Commission, staff and other Charter Officials. She has fulfilled every promise that she made during our interview for this position. Her staff is well trained and professional and the public has noted the improvement in our meeting procedures due to Keri's commitment.

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: Now that Keri's first year is over, I would like her to implement the new and innovative ideas that she conveyed to grow the Clerks office contributions to our community. We can always improve on the effectiveness of our public meetings whether it is a volunteer board, a workshop or the City Commission.

General comments: Have been very pleased with our City Clerk. I have heard nothing but positive comments on how professional Keri handles public meetings. I believe that there are several other improvements that the Clerk and City Manager can institute to keep our public meetings transparent, efficient with ample time for our citizens to garner information and ask questions.

City Clerk Strengths: Keri is bright, articulate, committed to improving her department and staff, willing to try new ideas and programs to continue to move the city forward, presents a professional image to our community and handles her responsibilities to help run smooth, conflict free public meetings in the sunshine.

Suggested improvements/Recommended future goals:

I would like for Keri to work with HR to develop an evaluation form that captures her responsibilities. Perhaps the FACC has form recommendations. This current form is antiquated and asks us to evaluate Keri on areas that we have no working knowledge of. I would like to see Keri take a more prominent role as a Charter Official of the City of Key West. Would like to see her continue to develop talent in her office and institute the ideas that she shared with me during her interview for the position.

As far as future goals, the entire City Commission should agree on Keri's 24/25 goals to eliminate confusion and to provide clear direction.

Employees suggested improvements and future goals.

eBidding


Reviewed with:



City Clerk Keri O'Brien

5/31/2024

Date:



Mayor Teri Johnston

5/31/2024

Date: