

ANNUAL PERFORMANCE EVALUATION Last evaluation: 8/20/2018  
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 = "unacceptable"
- 2 = "below standards"
- 3 = "meets standards"
- 4 = "exceeds standards"
- 5 = "outstanding"

I. RELATIONSHIP WITH MAYOR AND CITY COMMISSION

- ④ a. Responds to Mayor and Commissioners concern and answers questions promptly. Cheri responds within hours of my requests.
- ④ b. Provides research upon request. Research requests are responded to in a timely, thorough, professional manner.
- ③ c. Handles routine correspondence as required after Commission meetings. There is very little correspondence required from the City Clerks office directed by the Commission. In the past I have requested that the Clerk's office document all City Commission requests during CC meetings for follow up and resolution which did not happen. Since the hiring of our Mayor/Commission Executive Assistant those responsibilities have been effectively moved to our department.

II. INTERGOVERNMENTAL/INTERDEPARTMENTAL RELATIONS

- ③ a. Implements and supports City policies. After promoting a new management team, Cheri has struggled with the new accountability levels instituted for payroll procedures. I would hope that Cheri as a Department head will see the value of improved accountability levels requested within City Hall. It is important that we are accurately documenting and paying employees for actual hours worked in City Hall.
- ③ b. Demonstrates good working relationships with other City officials, department directors and staff.
- ③ c. Works closely with Supervisor of Elections. Do not have extensive personal information on this area. I have had the opportunity to interact with Cheri and the Supervisor of Elections working together on (2) occasions in the past 12 years. There appeared to be a respectful working relationship between them.
- ④ d. Represents City in a professional manner when dealing with other agencies or jurisdictions. My experience here is primarily at our City Commission meetings, agenda setting meetings, City workshops and budget workshops and hearings. I have asked Cheri to begin appointing some of

the newer City Commissioners to experience more of the election process by serving on the canvassing board or serving to verify signatures,.

- ③ e. Schedules meetings in Commission Chambers. Handles scheduling effectively with no noted conflicts. Meets all expectations

COMMENTS:

### III. PUBLIC RECORDS REQUEST

- ④ a. Responds promptly to provide requested information and other documents to departments, agencies and citizens. Do not know of the speed in which Cheri's department responds but I do know that her department responded to 1,380 public information requests in 2019. This year I have received (1) citizen complaint regarding a public records search procedure.

COMMENTS:

### IV. RECORDS MANAGEMENT PROGRAM

- ③ a. Maintains all official City documents in organized and accessible manner. City documents need to be checked constantly for accuracy. I pointed out to Cheri that my Code of Ordinance Binder (issued in November of 2018) listed an appointed official who had left City Hall over 10 years ago under "current officials".
- ③ b. Scans and disposes of records on routine basis in accordance with City's Records Management Program and State law. Cheri will be conducting a webinar on Records Management in March of this year.
- ④ c. Assists City officials, City employees and the public in retrieval and review of City records. Have no reason to believe that Cheri has not been responsive to the retrieval and review of City records.

COMMENTS:

### V. LEGAL RESPONSIBILITIES

- ③ a. Prepares advertising for ordinances, public hearings, elections, etc. This is an area where Cheri and I have disagreement. I believe that for consistency sake, the Clerks department should take responsibility for advertising all city meetings whether that meeting originated by a City Commissioner or Mayor. Direction has been given to reflect this responsibility of the Clerk.
- ③ b. Meets legal advertising deadlines in accordance with State Statutes, City Code and City Charter. Have had agenda items postponed due to late noticing in the past. This is an area to continue to improve on.
- ③ c. Issues public notices to comply with Sunshine Law. Would like the Clerks office to take more responsibility here. Most of our requests to notice new meetings come at the suggestion of legal and since more and more meetings have the possibility of more than (1) Commission member in

attendance I would like Cheri to be responsible for obtaining meeting schedules and properly noticing these meetings in an abundance of caution for the Sunshine Law.

COMMENTS:

VI. CODIFICATION OF ORDINANCES

- ③ a. Sends new ordinances to the publisher and distributes supplement to City Code in an efficient manner. The last supplements that I have received as Mayor in Volume 1 and 2 of my code of ordinances books are dated September 19, 2019.

COMMENTS: There is always room for improvement here: Code of Ordinances updated by the Clerk has an outdated title page listing current public officials. Website needs to be reviewed periodically for incomplete or out-dated information, city agendas and backup materials still have typographical errors and we have a had a couple of improperly noticed agenda items requiring a postponement in the item proceeding on a timely basis.

VII. ELECTIONS: This responsibility has been assumed by the Supervisor of Elections

- NA a. Provides routine information relative to elections, polling places, registration deadlines and provides voter registration forms. This is the responsibility of the Supervisor of Elections.
- NA b. Prepares ballot language for all regular and special City elections.
- NA c. Prepares all legal advertising and public notices for elections.
- NA d. Qualifies candidates for City elections and assists in filing appropriate forms and reports. Supervisor of Elections handles this responsibility at the City election level.
- NA e. Prepares informational booklet for candidates; monitors campaign treasurer's reports. Supervisor of Elections handles this responsibility at the City election level now. In 2007 and 2011 I did receive election information from Cheri however that responsibility appears to have been transferred to the Supervisor of Elections since we have changed our election dates to coincide with County, State and Federal elections.
- NA f. Coordinates with Supervisor of Election and handles City elections.
- NA g. Maintains all records on elections, candidates, treasurer's reports.

COMMENTS: City Clerk does provide language to the Supervisor of Elections on City of Key West referendum items however the Supervisor of elections has been responsible for most of these above listed responsibilities

VIII. OFFICE MANAGEMENT/PROFESSIONALISM

- ③ a. Maintains office in efficient, neat and organized manner.
- ④ b. Reflects positive attitude and encourages office employees to do the same.

- ④ 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. I have never entered the Clerks office in Cheri's absence that I have not received timely, helpful and correct information.
- ④ d. Delegates responsibility and authority to subordinates. Cheri is responsible for staffing 9 separate boards for the City in addition to the City Commission. Every meeting that I have attended, the Clerks representative has been prepared.
- ⑤ e. Supports and facilitates professional growth and development. Cheri excels here. Her department is a leader in continuing education and certifications.

COMMENTS:

#### IX. PUBLIC RELATIONS

- ④ a. Maintains professional and helpful attitude when dealing with the public. Cheri has built a great relationship with the Commission who interact with her at a minimum of twice a month. She is truly liked and has always been a member of our "Tuesday evening" team.
- ④ b. Responds to routine requests for information.
- NA c. Provides notary service. Have no personal knowledge of this service.

COMMENTS:

#### X. PERSONAL TRAITS

- ③ a. **Attitude:** Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate. I believe that Cheri's willingness to accept challenges and new ideas will be important as we move forward in 2020. There will be changes with a new management team that I will expect Cheri to embrace and to provide all assistance possible to the City Manager and staff to be the most responsive city government team that we can be.
- ③ b. **Professionalism:** strives to improve the professional image of the City as well as the office. Would like Cheri to run through each agenda verbally to make sure pronunciations are correct and that her presentations at City Commission meetings are the most professional possible. She has a lot to read each meeting which may require some practice.
- ③ c. **Dependability:** Is dependable, trustworthy and reliable. Would like Cheri to stress the fact that our City Hall doors open at 8:00 AM and we should be fully staffed at that time through our published hours of 5:00 PM per the direction of the City Manager.

COMMENTS:

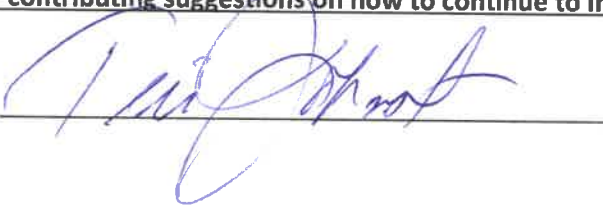
GENERAL COMMENTS:

CITY CLERK STRENGTHES: Continued education for herself and her employees, historical knowledge of City record keeping, effectively staffing numerous meetings scheduled here at City Hall.

SUGGESTED IMPROVEMENTS/RECOMMENDED FUTURE GOALS: Generate error-free agendas, keeping materials updated for the public, correct enunciation and pronunciation of words being read into the public record. As the new City Management team evolves, I would like Cheri to be a leader in support of changes that are going to help staff become more accountable and responsive to our resident's needs. Cheri's department will be heavily involved with our Strategic Planning process that will begin this year and I need her full cooperation.

Would like the entire City Commission to approve Cheri's goals and objectives for her next evaluation with Cheri contributing suggestions on how to continue to improve her departments performance.

RATED BY:



DATE:

2-18-20