

**ANNUAL PERFORMANCE EVALUATION**  
**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 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:** Ms. Smith is always very prompt and thorough in responding to requests to questions or research. She is well organized, thoroughly trains her staff on a regular basis to consistently meet the needs of the Commission. Her office follows up appropriately and as necessary with the items approved at commission meetings.

**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**

- 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

I have observed that Ms. Smith has an excellent relationship with other city employees. My experience is that Ms. Smith has worked well with the Supervisor of Elections. Her department is responsible for schedule the meetings in the commission chambers for all of the City's board and for other purposes – this has been well organized. There is room for improvement in her office in the implementation/supporting city policies. Because the commission addresses a large volume of issues/agenda items, there are times when the commission requires more follow up to see policy decisions completed and implemented.

### **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:** Ms. Smiths' office handles a large volume of public records requests, hundred of requests every year. She implemented the new online request system which is very good for public access.

### **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:** Ms. Smith work diligently to complete the organizing of these records. The inadvertent loss of historic video recordings of city meetings by her department was very unfortunate.

## **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:** There are numerous City meetings which need to be advertised on a weekly basis and this is well organized.

## **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:** \_\_\_\_\_  
\_\_\_\_\_

## **VII. ELECTIONS This section is no longer applicable**

- 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:** \_\_\_\_\_

**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 turn-over in the Department has made training ever more important for new employees. Improving retention rates for employees is an issue across City departments. Overall, Ms. Smith does a very good job in this area. Some improvement and training may be useful for employees especially in supporting city boards especially with new employees.

## **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**

## **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**

## **CITY CLERK STRENGTHS:**

Ms. Smith is always willing to pitch in and assist as needed or requested with city business. She is extremely responsive to requests by commissioners. She organizes the city records which is a very large task. She is always pleasant and is a joy to interact with in City Hall.

## **SUGGESTED IMPROVEMENTS/RECOMMENDED FUTURE GOALS:**

A focus for her department should be continued training to improve our systems to be as efficient and productive a government as possible.

**Rated by:** 

**Date:** 2-18-2020