

**CITY CLERK  
PERFORMANCE EVALUATION**

**SUGGESTED INSTRUCTIONS**

Evaluate the City Clerk on the basis of standards you expect to be met for the job, considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/O" column next to the factor.

**RATING SCALE DEFINITIONS (1-5)**

Unsatisfactory (1)      The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.

Improvement  
Needed (2)              The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Meets Job  
Standard (3)            The employee's work performance consistently meets the standards of the position.

Exceeds Job  
Standard (4)            The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

Outstanding (5)        The employee's work performance is consistently excellent when compared to the standards of the job.

**I.      PERFORMANCE EVALUATION AND ACHIEVEMENTS**

<b>1.      City Commission Relationships</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
A.      Effectively attests and archives policies and programs approved by the City Commission.	_____	_____	_____	_____	_____	_____

<b>1.</b>	<b>City Commission Relationships—cont.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
B.	Reporting consistently to the City Commission on appointed advisory positions in a timely manner	_____	_____	_____	_____	_____	_____
C.	Accepts direction/instructions in a positive manner.	_____	_____	_____	_____	_____	_____
D.	Provides the City Commission with timely results of action taken at City Commission, and other City Foundations' Meeting Minutes.	_____	_____	_____	_____	_____	_____
E.	Effectively manages all legal Notices of City Commission meetings.	_____	_____	_____	_____	_____	_____
F.	Effectively attests to ordinances, resolutions contracts, bonds, leases and other legal instruments for the City.	_____	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>2.</b>	<b>Public Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
A.	Projects an open public image.	_____	_____	_____	_____	_____	_____
B.	Is courteous to the public at all times.	_____	_____	_____	_____	_____	_____
C.	Maintains effective relations with members of the public and Commission appointed members.	_____	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>3.</b>	<b>Effective Leadership of Staff</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/O</b>
A.	Delegates appropriate responsibilities.	_____	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_

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4.	Communication	1	2	3	4	5	N/O
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A.	Oral communication is clear, concise and articulate.	_____	_____	_____	_____	_____	_____
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B.	Written communications are clear, concise and accurate.	_____	_____	_____	_____	_____	_____
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Comments: \_\_\_\_\_  
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\_\_\_\_\_  
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5.	Personal Traits	1	2	3	4	5	N/O
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A.	Initiative.	_____	_____	_____	_____	_____	_____
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B.	Judgment.	_____	_____	_____	_____	_____	_____
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C.	Fairness and Impartiality.	_____	_____	_____	_____	_____	_____
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D.	Creativity.	_____	_____	_____	_____	_____	_____
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Comments: \_\_\_\_\_  
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6.	Intergovernmental Affairs	1	2	3	4	5	N/O
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A.	Maintains effective communication with local, state, and federal government agencies.	_____	_____	_____	_____	_____	_____
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B.	Contributions to good government through regular participation in local, regional and state associations and organizations.	_____	_____	_____	_____	_____	_____
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Comments: \_\_\_\_\_



**Accomplishments for Calendar Year February 2018-2019**  
**Asceleta Hammond, City Clerk**

- Coordinated the process for a Special Election held in March 2018 for the General Obligation (G.O.) Bond Issue that was successfully approved by the electorates.
- Coordinated the process for the General Election held in November 2018 to fill the positions of Mayor at Large and five district Commissioners. This involved qualifying 18 candidates and ensuring that the City, as well as the State laws are observed for financial reporting purposes.
- Successfully inducted into office the Mayor and the five City District Commissioners currently serving the City.
- Managed the transitioning of the City Contract Manager position from General Services to the City Clerk's Office.
- Reorganized the City Clerk's office by upgrading two crucial positions that has been contributing to the effective operations of the City Clerk's office, which is the Records Technician and the Secretary II positions.
- Coordinated and ensured that the report was completed and submitted in a timely manner regarding the City's participation in the Florida Benchmarking Consortium component of Civic Engagement by the City.
- Managed the appointments/reappointments of approximately 95% of all the Advisory Board/Committee members who serves the City through submission of agenda items to the City Commission for adoption.
- Attested to all official documents adopted by the City Commission throughout the year, which includes Ordinances, Resolutions, Contracts and Agreements.
- Supervised the purging of City official records as required by State law to be destroyed.
- Produced minutes of the City Commission meetings in a timely manner which had 100% accuracy rate of approval by the City Commission.
- Noticed the Palm Aire Special Recreation District Election process and inducted into office the newly elected Board of Supervisors.
- Prepared and submitted the budgeting documents for both the City Clerk and Election Accounts for Fiscal Year 2019.

- Managed the first setup of Closed Captioning of City Commission and Community Redevelopment Agency (CRA) meetings as mandated by the Broward County Court.
- Continued to supervise the preparation of all the items submitted for the City Commission Agenda process, which included items and its relevant backup are properly streamlined into the Granicus Legistar system designed to manage the City Commission agenda items as a paperless operation.