

**DEPARTMENT DIRECTOR
SELF-EVALUATION**

Name Bev Jasinski Department CLERKS

Anniversary Date 3-28-78
" " As City Clerk 11-94

You are encouraged to supplement your performance appraisal for the most recent annual performance period (based on the anniversary date of your appointment as director) with responses to the questions listed below. This self-evaluation will be placed in your personnel file along with the appraisal document. Feel free to submit additional pages with this form.

1. List your major accomplishments for the twelve-month appraisal period.
See ATTACHED

2. What obstacles or setbacks did you encounter during the twelve-month period?

3. Do you have any additional comments to supplement your performance appraisal?

4. List your major goals and performance factors/objectives for the next performance appraisal period.

5. What can the City Council or others do to help you accomplish these goals?

1. List your major accomplishments for the twelve-month appraisal period.

Elections:

1. Completed redistricting for CC with notification to all affected per state election law.
2. Election staff reconditioned all 250 voting booths saving the city approximately \$4,000 as the repairs eliminated the need to order 20 new voting booths at \$200 each.
3. Successfully conducted 2 city elections; results in record time of 9:20 and 10:13 PM (earlier than ever before).
4. Completed file match: 47,000 records which compared the State of MI Qualified Voter File (QVF) to the city's master file.

Clerk:

1. Worked with city departments to develop a records retention schedule.
2. Completed 2nd year of passports – 300 received/processed in 2003.
3. Continued research on a city records management program. Attended Records Management Conference in Boston in Oct. 2003.
4. Completed file match to assure that all birth and death records were in the system, accurate and backed-up for restorations and/or conversion as needed since the current imaging system has software that no longer has licensed technical support.

Cemetery:

1. Drafted an RFP for columbariums.
2. Served on the Cemetery Committee.
3. Fence & electronic gate installed; landscaping at entrance.
4. Surveyed other cemeteries on revenue producing ideas.

Accounting:

1. Implemented GASB 34 with Fiscal.
2. Designed new water and sewer bills to provide residents necessary information to easily decipher the content.
3. Implemented Optio software (laser checks).
4. Implemented Go-System Software (audit software).

City Council:

1. Implemented paperless packets for 5 CC Committees.
2. Assisted CC in setting up Youth Representatives in Government Program including swearing in ceremony, MML Legislative Day & MML Conference.
3. Completed agendas, synopsis, minutes, follow-up & web posting for 55 CC Meetings & 44 Council Communication Committees. In addition, CC held 15 Closed Sessions.
4. Completed the preparation, analysis and work flow process for the implementation of the legislative tracking system, Legistar.

2. What obstacles or setbacks did you encounter during the twelve-month period?

No, real obstacles but concerns:

1. Training Out of State – RH is one of the largest cities in the state. While state conferences (MAMC) are a means of receiving points for continuing education for the most part RH is the leader in many programs throughout the state. When we attend state conferences, we gain from networking but we are often requested to be the presenter which means we impart knowledge to others and come away with little new knowledge for the city. The International Institute of Municipal Clerk (IIMC) Conference and the American Records Management Association (ARMA) Conference although out of state should be attended.
2. Staffing - The Clerk's Department lost 2 FT employees in 2003: one in CC and one in the Clerks areas. We currently have an employee on short term disability return date unknown. We have been asked and have complied with replacing the FT position in CC area with a permanent PT employee (non-union position) and the FT position in Clerk's with a PT employee with up to 480 hours (union position) as opposed to 2080 hours.

The volume of work continues to grow as do the services we provide such as passport issuance. Each application for a passport takes between 30 & 45 minutes to process. 2004 is a Presidential Election year. We expect a 75 to 85% election turnout in November. Overtime is limited for FT employees. The question of FT staffing will need to be addressed in 2005 due to recent election law changes which calls for the consolidation of elections (up to 4 elections/yr) & the city handling school elections.

3. Do you have any additional comments to supplement your performance appraisal?

Mayor Somerville and myself acknowledge that we have a communication problem and we are working at resolving it.

That said, the City Clerk's position as an appointee of CC but under the Mayor on a daily basis, is and has been a difficult situation since 1984. The clerk's job is defined by state statute and the charter. I am a Certified Municipal Clerk. The RH Clerk faces many challenges not found in other municipalities; namely that the City Clerk is often caught in the middle trying to serve two masters when the Mayor and CC are at odds over an issue.

3. List your major goals and performance factors/objectives for the next Performance appraisal period.

Elections:

1. Successfully conduct two major elections with returns before 11 p.m.

Records Management:

1. Complete needs analysis in 2nd quarter of 2004.
2. Train staff and have staff then train others on the basics of records retention & management of records to comply with Federal & State laws.
3. Membership in ARMA; attendance at annual conference.
4. Determine if and when the city wishes to implement a records management program or is status quo acceptable, acknowledging lack of in depth knowledge by anyone currently employed.

Accounting:

1. JDE report writing.
2. Solid Waste billing could impact staffing. Unknown to date, the impact of bi-monthly water/sewer billing and if we would consider doing solid waste billing.

Cemetery:

1. City Attorney John Staran has consented to the city using Perpetual Care Funds to plat the remainder of the cemetery (Sections 2, 4 & 5), to prepare plans and build an addition to the current building to house equipment and provide an improved working environment for staff.
2. Purchase two matching columbariums for Section 2B – monies received to be returned to Perpetual Care Fund.

4. What can the City Council or others do to help you accomplish these goals?

The City Clerk's Dept. has one need; provide us with the staff to meet the needs of the Administration, CC and the residents while upholding the many layers of laws of government.

Thank you for this opportunity to share my thoughts with you.