



Charter Officer Annual Performance Evaluation Form

Cynthia J. Chestnut

Fiscal Year: 2022	Evaluator: Zeria K. Folston
Charter Officer: Zeria K. Folston	Title: Interim Equal Opportunity Director

Goal(s) If needed use additional goals sheet (page 5):

***Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

***Charter to attach Accomplishments Report for Evaluation Period**

Describe Goal(s):

- Goal 1: Equitable Community
- Goal 2: More Sustainable Community
- Goal 3: A Great Place to Live & Experience
- Goal 4: Resilient Local Economy
- Goal 5: Best in Class Neighbor Services

As a reminder, we asked the commission to allow us time to focus our efforts for FY23 on Goal 5: Best in Class Neighbor Services with a specific focus on the following:

- GG Financial Services
- Employee Vacancies
- Technology & Facility Upgrades
- Organizational Culture

Commission Member: Check performance rating	1D	2 <input type="checkbox"/>	3D	4D <input checked="" type="checkbox"/>	SO	N/A <input type="checkbox"/>
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Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3D	4D		N/A <input type="checkbox"/>
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Charter Officer Comments:

Supports the duties and responsibilities of the Charter as the Interim Equal Opportunity Director, as well as, the overall support of the city commission. Works collaboratively with the other five (5) Charter Officers to achieve the goals established by the City commission. I was able to fill critical vacant positions, as well as create a new position, which better aligned with office needs. I worked to emphasize the need for citywide stability and an inclusive culture. I also took on new responsibilities in Immigrant Affairs and Fair Chance Hiring to make us a more welcoming city to a more inclusive group of our neighbors. The office also leads the coordination of the City's Journey to Juneteenth and Indigenous Peoples Day activities.

Competencies:

1. Business Acumen. Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

Commission Member: Check competency rating	1D	2D	3D	4D <input checked="" type="checkbox"/>	SD	N/A <input type="checkbox"/>
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Commission Member Comments:

Programs implemented late in 4th quarter. The budget work to be done 2023.

Charter Officer: Check self-evaluation rating

1D

2D

3D

4D

N/A

Charter Officer Comments:

I have demonstrated an ability to utilize my (planning, operations, finance, and strategy) skills for organizational success. I understand the business issues we face in general and in my area of responsibility. It's why I look at our strengths, weaknesses, opportunities, and threats when I make the decisions and/or recommendations.

2. Communication and Building Relationships. Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

Commission Member: Check competency rating

1D

2D

3D

4D

SO

N/A

Commission Member Comments:

Great work to effectively meet deadlines and implement programs early for the full benefit of citizens.

Charter Officer: Check self-evaluation rating

1D

2D

3D

4D

5

N/A

Charter Officer Comments:

I believe my ability to never meet a stranger and to communicate with people no matter their position, socio economics, ideology, race, gender, sexual orientation, etc. has benefited myself and the city. Through intentional conversations, community builders and neighbors have been able to share with me unfiltered their issues, needs, and ideas. I've worked with community builders throughout the city to promote we are better together than we are apart.

3. Fiscal Management. Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

Commission Member: Check competency rating

1D

2

3D

4D

SO

N/A

Commission Member Comments:

Charter Officer: Check self-evaluation rating

1D

2D

3D

4D

5

N/A



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Charter Officer Comments:

Managed a financially and fiscally responsible budget. At the end of the fiscal year, the office was able to come in under budget.

4. Integrity. Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.

Commission Member: Check competency rating	1D	2D	3D	4D	SO	N/A <input type="checkbox"/>
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Commission Member Comments:

5

Charter Officer: Check self-evaluation rating	1D	2 <input type="checkbox"/>	3D	4:8	SO	N/A <input type="checkbox"/>
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I believe I've built a level of humility, integrity, and ethical behavior, adhering to the City's code of conduct upholding the values of the City. I have confronted practices that do not build upon our goal of being an equitable and welcoming city. I have also brought solutions to the table where we can improve our practices. Helping develop our endeavors to become an equitable community across the City is an area of growth for us. I believe we're on the right track with our Operationalizing Equity plan but, it's just a map on our journey.

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5. **Leading and Supervision.** Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

Commission Member: Check rating 1D 2D 3D 4D SO N/A

Commission Member Comments:

Forrest work to hire and retain a full complement of staff

Charter Officer: Check self-evaluation rating 1D 2D 3D 4D N/A

Charter Officer Comments: After doing an assessment of the office, I reorganized the office to address gaps. I brought in new staff to strengthen the knowledge and skills of the office and promoted an employee from within. We have achieved more in almost every area of our office. We rolled out a new Operationalizing Equity Plan with support of the Charters. We cleared the backlog of old cases. We've brought on the City's first case management system. We provided more internal and external trainings. We increased our engagement with small businesses. Moreover, we continued our planning Journey to Juneteenth with community builders and our neighbors. We also planned Indigenous Peoples Day with our neighbors to name a few.

Our accomplishments list is a testament to us meeting the vision, mission and goals of our office.

Charter Officer Signature: *Paul F.*

Date: *11/8/22*

Commission Member Signature: *Cynthia J. Chestnut*

Date: *11/13/22*

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20