



## Charter Officer Annual Performance Evaluation Form

|   |                                       |
|---|---------------------------------------|
| <b>Fiscal Year: 2022</b>                | <b>Evaluator: Adrian Hayes-Santos</b> |
| <b>Charter Officer: Omichele Gainey</b> | <b>Title: City Clerk</b>              |
|   |                                       |

**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):

|  |                            |                                       |                            |                            |                            |                              |
|--|----------------------------|---------------------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| <b>Commission Member: Check performance rating</b> | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|--|----------------------------|---------------------------------------|----------------------------|----------------------------|----------------------------|------------------------------|

Commission Member Comments:

Gainey needs to improve in this area to ensure that city commissions goals are not held up because of scheduling issues.

|  |                            |                            |                            |                            |                            |                              |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| <b>Charter Officer: Check self-evaluation rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|

Charter Officer Comments:

**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.

|   |                            |                            |                                       |                            |                            |                              |
|---|----------------------------|----------------------------|---------------------------------------|----------------------------|----------------------------|------------------------------|
| <b>Commission Member: Check competency rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input checked="" type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|---|----------------------------|----------------------------|---------------------------------------|----------------------------|----------------------------|------------------------------|

Commission Member Comments:

Gainey meets expectations in this area

|  |                            |                            |                            |                            |                            |                              |
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| <b>Charter Officer: Check self-evaluation rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|



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Charter Officer Comments:

**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.

|   |                                       |                            |                            |                            |                            |                              |
|---|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| <b>Commission Member: Check competency rating</b> | 1 <input checked="" type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|---|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|

Commission Member Comments:

Gainey needs to improve communication with the commission

|  |                            |                            |                            |                            |                            |                              |
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| <b>Charter Officer: Check self-evaluation rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|

Charter Officer Comments:

**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.

|   |                            |                            |                                       |                            |                            |                              |
|---|----------------------------|----------------------------|---------------------------------------|----------------------------|----------------------------|------------------------------|
| <b>Commission Member: Check competency rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input checked="" type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|---|----------------------------|----------------------------|---------------------------------------|----------------------------|----------------------------|------------------------------|

Commission Member Comments:

Gainey has provided a balanced budget, but some of services to the commission do not meet the needs

|  |                            |                            |                            |                            |                            |                              |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| <b>Charter Officer: Check self-evaluation rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|

Charter Officer Comments:



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**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**    1     2     3     4     5     N/A

Commission Member Comments:  
Meets the standards

**Charter Officer: Check self-evaluation rating**    1     2     3     4     5     N/A

Charter Officer Comments:

**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**    1     2     3     4     5     N/A

Commission Member Comments:  
Gainiey needs to improve in this area to ensure that high standards are met for the office.

**Charter Officer: Check self-evaluation rating**    1     2     3     4     5     N/A

Charter Officer Comments:

Charter Officer Signature: \_\_\_\_\_ Adrian Hayes-Santos \_\_\_\_\_

Date: 11/30/22

Commission Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Charter Officer Annual Performance Evaluation Form

## Additional Goals Sheet

**\*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**

**Goal 2 - Describe Goal(s):**

|  |                            |                            |                            |                            |                            |                              |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| <b>Commission Member: Check performance rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
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Commission Member Comments:

|  |                            |                            |                            |                            |                            |                              |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| <b>Charter Officer: Check self-evaluation rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
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Charter Officer Comments:

**Goal 3 - Describe Goal(s):**

|  |                            |                            |                            |                            |                            |                              |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| <b>Commission Member: Check performance rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|

Commission Member Comments:

|  |                            |                            |                            |                            |                            |                              |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| <b>Charter Officer: Check self-evaluation rating</b> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | N/A <input type="checkbox"/> |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|

Charter Officer Comments: