



Charter Officer Annual Performance Evaluation Form

Fiscal Year: 2202	Evaluator: Adrian Hayes-Santos
Charter Officer: Zeria Folston	Title: 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):

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

Folston has worked to support the commissions goals and helped push to bring the city together.

Charter Officer: Check self-evaluation rating	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:

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	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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Commission Member Comments:

Folston has worked to keep the office moving forward and inline with the budget. He has made a push for making data based deccsions.

Charter Officer: Check self-evaluation rating	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.

Commission Member: Check competency rating 1 2 3 4 5 N/A

Commission Member Comments:

Folston has communicated well in trying to bring the city together

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

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.

Commission Member: Check competency rating 1 2 3 4 5 N/A

Commission Member Comments:

Folston has worked to keep the office moving forward and inline with the budget.

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

Charter Officer Comments:



Charter Officer Annual Performance Evaluation Form

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:
Folston has the best the interest of the city as whole, and conducts himself that way.

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:
Folston has worked to bring high standards to the office and make it more efficcantt.

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

Charter Officer Comments:

Charter Officer Signature: _____ Adrian Hayes-Santos _____

Date: 11/28/22

Commission Member Signature: _____

Date: _____



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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):

Commission Member: Check performance rating	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:

Charter Officer: Check self-evaluation rating	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):

Commission Member: Check performance rating	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:

Charter Officer: Check self-evaluation rating	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: