



# COUNTY ADMINISTRATOR EVALUATION

Heidi Petito - October 18, 2022 - October 18, 2023


**INSTRUCTIONS:** The evaluation form should be completed based upon the personal knowledge of the person completing the evaluation taking into consideration performance over the entire rating period. **It is not necessary to respond to all evaluation criteria.** The criteria can be left blank. Note that there is room to provide comments. The evaluation criteria are not ranked in any particular order of importance and are not weighted.

Choose the rating that best reflects your perception of the County Administrator's performance over the last year.

Organization and Authority	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Outstanding Performance
Has in place and implements clear, written policies and procedures for the operation of the Countys long-range and strategic plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Effectively assists the Board members in reviewing and updating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prepares and provides adequate information for knowledgeable decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Makes well-considered recommendations to the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works effectively with outside professionals and participating local governments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negotiate leases, contracts, and other agreements, including consultant services and makes recommendations concerning County operations and improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Projects a professional image as County Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Comments on Organization and Authority Consultation:</b> I AM ALWAYS PREPARED FOR COMMISSION MEETINGS BECAUSE OF HER FORSIGHT AND FINE TUNING OF THE COMMISSION AGENDA PROCESS. SHE WAS GONE FOR TWO WEEKS AND WE DID NOT MISS A BEAT. SHE HAS THE COUNTY STAFF OPERATING IN AUTOMATIC.</p> <p style="text-align: right;">MPA</p>				

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<b>Communications</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Outstanding Performance</b>
Demonstrates an understanding and appreciation for the provisions of Florida law regarding open meetings and maintenance of public records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works to keep the public informed of agency goals, objectives, and services and actively seeks public input for decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicates clearly and persuasively in writing and verbally, both within and outside the agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Listens carefully, is respectful of others, welcomes new ideas and maintains a credible open door policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Promotes the interests and welfare of the agency within the community and industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Effectively informs Board members of industry trends and recent and pertinent legislative developments proposals and changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keeps the Board members apprised of issues and the status of programs and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Comments on Communications:</b> IN PREPARATION FOR <del>A</del> MEETINGS WITH THE HAYMOOD DUNES HOME OWNERS ASSOCIATION AND THE RESORT CONDOMINIUM OWNERS ASSOCIATION SHE AUTHORED A COMPREHENSIVE PRESENTATION OF OUR <del>THE</del> BEACH MANGENT PLAN AND THE CURRENT STATUS OF OUR EMERGENCY BEACH PLAN, SHE HAS BEEN INNOVATIVE IN DRIVING SOLUTIONS FOR FUNDING OUR ONGOING BEACH MANAGEMENT.</p> <div style="text-align: right; margin-top: 20px;">  </div>				

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<b>Leadership</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Outstanding Performance</b>
Takes stands on complex and possibly controversial issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Acts in a manner that motivates others to high standards of fairness, enthusiasm, honesty, integrity, and accomplishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrates effectiveness and diplomacy in working with others and maintains productive relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrates the ability to make good judgments, rally support, and give clear direction when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Well organized and motivates staff members to work as a team and produce quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is a leader in the industry, maintains a credible profile and a well-respected image for the agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Comments on Leadership:</b> SHE HAS LEAD THE EFFORT TO ESTABLISH WORKING RELATIONSHIPS WITH OUR CITY MANAGERS. OUR COUNTY STAFF CONTINUES TO IMPRESS ME WITH THEIR ABILITY <sup>TO</sup> SOLVE PROBLEMS AND ANSWER THE BELL. THIS IS A DIRECT REFLECTION OF HER LEADERSHIP STYLE. IN MEETINGS WITH OUTSIDE AGENCIES, I AM ALWAYS PROUD OF THE WAY SHE REPRESENTS FLAGLER COUNTY!</p> <div style="text-align: right; margin-top: 10px;"> </div>				

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<b>Finances</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Outstanding Performance</b>
Effectively manages the annual budget process and expenditures of County funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understands finances, institutes sound accounting procedures that ensures fiscal confidence, integrity and a reasonable balance among the competing interests of compensation, capital expenditures, and reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Develops realistic budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manages necessary cash flow and maintains needed reserves to accomplish County's goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrates a thorough understanding of funding sources, and appreciates applicable regulatory constraints and financial reporting requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adheres to appropriate procurement procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Comments on Finances:</b> HER BUDGETARY PROWESS IS UNSURPASSED. WE ARE CONTINUALLY FACED WITH TOUGH DECISIONS REGARDING FUNDING ISSUES AND SHE ALWAYS LEADS US TO THE CORRECT <del>DE</del> ROAD TO SUCCESS. THERE IS NEVER ENOUGH MONEY TO FUND OUR <del>NEEDS</del>, BUT THROUGH HER LEADERSHIP AND MANAGEMENT <del>TREATS</del> SHE GETS US TO THE <del>CORRECT</del> FISCALLY SOUND RESULT,</p> <div style="text-align: right; margin-top: 20px;"><i>MSH</i></div>				

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## Overall Comments

Any overall comments based upon review and evaluation of all evaluation factors.

MY DISTRICT IS UNIQUE, IN THAT FOR PART OF IT I AM THE ONLY GOVERNMENT. THIS REQUIRES CONSTANT COMMUNICATIONS WITH MY CONSTITUENTS. SHE IS INVALUABLE IN THIS PROCESS. SHE KEEPS ME WELL INFORMED AND ON MANY OCCASIONS DEALS DIRECTLY WITH ~~THE~~ CITIZENS WITH QUESTIONS & PROBLEMS. SHE MAKES MY JOB EASY!

## County Administrator's Comments

Comments by County Administrator. My performance has been discussed with me as described in this appraisal.

I wanted to express my sincere gratitude for taking the time to provide thoughtful comments in my annual evaluation. Your feedback is truly valuable to me, and I appreciate the insights you shared. I am grateful for the constructive criticism and positive remarks that will undoubtedly help me grow both personally and professionally. Your guidance inspires me to continually strive for excellence and contribute my best to our team. Thank you once again for your time, consideration, and support. I look forward to applying your feedback and making meaningful contributions to our shared goals.

HPetito

Evaluation Completed By: Gregory S Hansen

Date: 1/24/2024