



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 checked="" type="checkbox"/>	<input type="checkbox"/>
Effectively assists the Board members in reviewing and updating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepares and provides adequate information for knowledgeable decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Makes well-considered recommendations to the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Projects a professional image as County Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments on Organization and Authority Consultation:

As a seasoned department manager with a large staff and budget, Mrs. Petito has been well trained and positioned for the role and responsibilities of County Administrator. I am pleased and appreciative of ~~to~~ her continued development as she grows and develops in the job. Always displays willingness to listen to others opinions and advice. ~~Never~~ I always deserve her behaving and comporting in a business like and professional manner

Mrs. Petito is a role model to the young professionals and managers in Flagler County government

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Communications	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Outstanding Performance
Demonstrates an understanding and appreciation for the provisions of Florida law regarding open meetings and maintenance of public records <i>Understands and respects the laws of Florida</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Communicates clearly and persuasively in writing and verbally, both within and outside the agency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Effectively informs Board members of industry trends and recent and pertinent legislative developments proposals and changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps the Board members apprised of issues and the status of programs and services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Comments on Communications:</p> <p><i>Mrs. Petito demonstrates strong formal communication skills during meetings both public and private non-public. Her writing skills, and timely timeliness on responses, and clear communications (emails, reports, presentations) exceed expectations.</i></p> <p><i>Strong presentation skills when presenting to public groups and organizations. I have used her well prepared and organized materials in my public presentations. One development need is for the future is to continue to develop formal and informal</i></p>				

relationships with local state and federal legislators. This will help in the County's lobbying efforts. I am confident this will happen as Mrs. Petito ~~grows~~ grows in the job.

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Leadership	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Outstanding Performance
Takes stands on complex and possibly controversial issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrates effectiveness and diplomacy in working with others and maintains productive relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrates the ability to make good judgments, rally support, and give clear direction when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Well organized and motivates staff members to work as a team and produce quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a leader in the industry, maintains a credible profile and a well-respected image for the agency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Leadership:

- Industry leadership will come over time and with more development in the job.
- Very pleased with the development of relationships with other local elected officials and city managers and ~~other~~ senior staff. I have observed many interactions of Mrs. Petito working with local city leadership. I receive very positive feedback from other local leaders, business leaders, and stakeholders of Mrs. Petito's willingness to understand their issues and desire to work together to solve problems and find common ground.
- Excellent job in organizing and promoting team building and training programs for the County staff and leadership

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Finances	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Outstanding Performance
Effectively manages the annual budget process and expenditures of County funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Develops realistic budgets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages necessary cash flow and maintains needed reserves to accomplish County's goals and objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Adheres to appropriate procurement procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments on Finances:</p> <p>Many of the descriptions above don't and warrant a rating of exceeds or outstanding because they are an either "yes" or "no" and such as "adheres to appropriate procurement procedures."</p> <p>Mrs. Petito's long-term experience in Flagler County government, and her training with former County Administrator Cameron, have equipped her with the skills to be a strong financial manager as County Administrator</p>				

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Overall Comments

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

I am very pleased with Mrs. Petito's first year as ~~the~~ Flagler County Administrator. I am confident she has the skill set, drive, determination, and temperament to continue to grow in the job and over time develop into one of the top administrators in the state. She has exceeded expectations in many categories. I am most appreciative of her teamwork (internally and externally), leadership, desire/willingness to learn and improve, and positive attitude.

County Administrator's Comments

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

I wanted to take a moment to express my sincere gratitude for your thoughtful feedback in my annual evaluation. Your insights and comments are truly appreciated, and I am grateful for the time and effort you invested in providing them. I am pleased to hear that my contributions have been recognized, and I am committed to continually improving and exceeding expectations. Your feedback will guide me in areas where there is room for growth, and I am eager to take on any challenges that will contribute to my professional development. I am proud to be part of this team and look forward to contributing even more in the coming year. Once again, thank you for your time, feedback and ongoing support. I am honored to work under your leadership and am committed to upholding the standards of excellence you have set. HPetito

Evaluation Completed By:

Donald O'Brien

Date:

January 3, 2024