



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>Comments on Organization and Authority Consultation: COUNTY ADMINISTRATOR HAS ACTED OUTSTANDINGLY BOTH IN UPDATED WRITEN POLICIES & PROCEDURES FOR THE BOCC, BUT ALSO HAS GREATLY IMPROVED THE COUNTIES RELATIONSHIPS WITH OTHER LOCAL GOVERNMENTS AND PROFESSIONAL ORGANIZATIONS. SHE IS WELL-LIKED IN THE COMMUNITY AND HAS ESTABLISHED HERSELF AS A PROFESSIONAL LEADER.</p>				

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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	<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>Comments on Communications: COMMUNICATIONS IN GENERAL CAN ALWAYS BE DIFFICULT WHEN DEALING WITH ELECTED OFFICIALS. BOTH CONSTITUTIONAL AND BOCC MEMBERS, AS WELL AS PROFESSIONAL STAFF AND THE PUBLIC. MS. PETITO HAS SIGNIFICANTLY IMPROVED THIS SITUATION IN FLAGLER COUNTY THROUGH PERSONAL CONTACT, REGULAR NEWSLETTER LIKE PUBLICATIONS, INTERVIEWS, WORKSHOP MEETINGS AND PATIENCE WHEN DEALING WITH ALL INDIVIDUALS.</p>				

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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 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 <u>NA</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments on Leadership:</p> <p>MS PETITO'S LEADERSHIP IS DEMONSTRATED THROUGH QUIET EXAMPLE, PROFESSIONAL KNOWLEDGE, ABILITY TO LISTEN AND STRONG DETERMINATION TO FOLLOW THROUGH ON DECISIONS. SHE TRIES HARD TO GET THE DIVERSE GROUP OF HER LEADER'S, BOTH COMMISSIONERS AND CONSTITUTIONAL OFFICERS TO GET ON THE SAME PAGE AND MAKE SURE THE 400 MEMBER STAFF IS WORKING FOR THE SAME GOALS.</p>				

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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 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>Comments on Finances:</p> <p>COUNTY ADMINISTRATOR PETITO HAS IMPROVED THE BUDGET PROCESS THROUGH COORDINATION WITH THE COUNTY FINANCE DEPARTMENT, THE CLERK OF COURT AND COUNTY COMMISSIONERS, ANNUAL AUDITS AND THE FACT THAT THE COUNTY MILLAGE RATES HAVE STABILIZED WITH SLIGHT REDUCTIONS EACH YEAR IS INDICATIVE OF THIS. THIS RESULT WAS DONE IN SPITE OF HIGH INFLATION RATES FOR THE PAST TWO YEARS INCLUDING INCREASED HIGH COSTS OF CONSTRUCTION AND SERVICES.</p>				

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Overall Comments

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

BECAUSE OF COUNTY ADMINISTRATOR PETITO'S OUTSTANDING PERFORMANCE SO FAR IT WILL BE IMPORTANT TO RETAIN HER IN HER CURRENT POSITION. THERE ARE SIGNIFICANT CHANGES COMING IN THE BOCC AND CONSTITUTIONAL MEMBERSHIP DUE TO THE 2024 ELECTIONS. HER EXTENSIVE LONG-TIME KNOWLEDGE ON THE COUNTY STAFF WILL BE CRITICAL TO KEEP COUNTY BUSINESS ON TRACK.

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 inspired 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.

H. Petito

Evaluation Completed By:

David C. Sullivan

Date:

01/01/2024