



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 checked="" type="checkbox"/>	<input type="checkbox"/>
Prepares and provides adequate information for knowledgeable decision-making	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Comments on Organization and Authority Consultation:</p> <p>Evaluation in this are remains consistent with last year. Continues to foster positive relationships with outside professionals and local government leaders. The overall agenda process have improved greatly for the regular BOCC business meetings. In the past, agenda and backup material were typically posted the Thursday prior to the Monday meeting. We currently post Agendas and backup material 7 days or more prior to the meeting date. One area for improvement is getting workshop material posted in advance of the meeting. Currently, workshop material is presented at the workshop.</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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates clearly and persuasively in writing and verbally, both within and outside the agency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments on Communications: Communications continues to be a concern, especially with the absence of a communications director. Hiring for this position has been troublesome and it affects our ability to get our story out.</p> <p>Internal communications meets expectation, with certain publications like the Coast to Country digital magazine being a bright star.</p> <p>Meeting processes have improved as "special meetings" after workshops are now frowned upon and only published if situations require immediate action. Items that require additional vetting are now more frequently workshoped.</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 checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Comments on Leadership:</p> <p>It bears repeating, Ms. Petito has an extensive knowledge of county operations history and this serves her well.</p> <p>The continuous improvement that I see is Ms Petitos respect among all levels of staff and her ability to rally the team around her directives.</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 checked="" 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 checked="" type="checkbox"/>	<input 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>There are tow different areas of the budget that need analysis.</p> <p>One is the internal budgeting and compliance area. Staff is developing internal metrics at her direction, allowing us to compare our performance with similar counties in Florida. The effectiveness of this work product can be evaluated next year for efectiveness.</p> <p>High marks go to developing realistic and properly vetted legislative requests that get approved and add value to the County</p> <p>The second is the joint budgeting process with the commissioners The second budget process was better than the first year, and I am looking forward to contiued improvements in the third year.</p>				

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Overall Comments

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

Evaluation period from 10-18-22 to 10-18-23

Ms. Petito continues to grow in her role as the county's top administrator.

The county is addressing prior issues of poor planning and decision-making and putting in place processes that should limit these from happening in the future.

External working relationships continues to be a positive, such as project collaborations with the other municipalities reaping benefits for the residents, specifically Park Planning and Infrastructure (Flagler Central Commerce Parkway and Beach resiliency projects)

Budget processes are continually improving.

We need to resolve the communication organization issue (or reorganization).

County Administrator's Comments

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



Evaluation Completed By: Andrew S. Dancy

Date: 01/08/2024