



COUNTY ADMINISTRATOR EVALUATION

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"/> |

Comments on Organization and Authority Consultation:
 High marks for quickly moving on the Strategic Plan update - Looking forward to utilizing this tool to measure performance moving forward.
 High marks for creating an exceptional working environment with the other government leaders

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

Works to keep the public informed of agency goals, objectives, and services and actively seeks public input for decision-making

Communicates clearly and persuasively in writing and verbally, both within and outside the agency

Listens carefully, is respectful of others, welcomes new ideas and maintains a credible open door policy

Promotes the interests and welfare of the agency within the community and industry

Effectively informs Board members of industry trends and recent and pertinent legislative developments proposals and changes

Keeps the Board members apprised of issues and the status of programs and services

Comments on Communications:

Adequate Communications is always highly scrutinized within organizations. The internal newsletters, the digital magazine and utilization of social media are positives. I would like to see our departments highlighted more frequently, getting the message out about the services the County provides, and having department updates during commission meetings would be helpful, similar to the new quarterly airport updates. Communications surrounding the Bull Creek Fishcamp closure and red-tag were clumsy and I believe will be used as a learning exercise to improve external communication when dealing with highly sensitive topics.

Leadership

Does Not
Meet
Expectations

Meets
Expectations

Exceeds
Expectations

Outstanding
Performance

Takes stands on complex and possibly controversial issues

Acts in a manner that motivates others to high standards of fairness, enthusiasm, honesty, integrity, and accomplishment

Demonstrates effectiveness and diplomacy in working with others and maintains productive relationships

Demonstrates the ability to make good judgments, rally support, and give clear direction when needed

Well organized and motivates staff members to work as a team and produce quality work

Is a leader in the industry, maintains a credible profile and a well-respected image for the agency

Comments on Leadership:

Working with the other constitutional officers during budget process has been a learning curve. Although new to County Administration as the top administrator, Ms. Petito has an extensive organizational knowledge base that serves her well. She is respected by staff and has crafted an exceptional working relationship with the Palm Coast/Bunnell/Flagler Beach administrative teams.

Finances

Does Not
Meet
Expectations

Meets
Expectations

Exceeds
Expectations

Outstanding
Performance

Effectively manages the annual budget process and expenditures of County funds

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

Develops realistic budgets

Manages necessary cash flow and maintains needed reserves to accomplish County's goals and objectives

Demonstrates a thorough understanding of funding sources, and appreciates applicable regulatory constraints and financial reporting requirements

Adheres to appropriate procurement procedures

Comments on Finances:

Ms. Petito walked into a budget that needed work, so there are growing pains as the County tries to catch up on deferred projects and needs while still meeting new pressures, such as inflation and beach repairs.

Overall Comments

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

Evaluation Period from 10-4-21 to 10-18-22

Ms. Petito has fit into her new role quickly and it taking charge to address deferred issues while simultaneously dealing with budgetary issues such as inflation and the challenges of storm damage needs.

External working relationships with the other local government administrative teams has never been better.

I was impressed with how quickly she addressed the strategic plan update and included opportunities for public input and also making sure the Comp Plan EAR amendment was addressed.

The first budget process was a little clumsy, but that was to be expected, and I am impressed with the improvements incorporated into the second budget process.

County Administrator's Comments

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

Thank you for taking the time to provide such a positive evaluation. Your feedback and support mean a great deal to me. I'm excited to continue contributing to the Flagler team's success and working towards our shared goals.

HPetito 6/15/23

Evaluation Completed By: Andrew S. Dance

Date: 5/14/23