

He'ti Petito



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 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"/>

Comments on Organization and Authority Consultation:
 COUNTY ADMINISTRATOR PETITO HAS BEEN OUTSTANDING IN THE ORGANIZATION OF THE COUNTY STAFF AND PAINSTAKINGLY MAKES SURE THAT ALL MEMBERS OF THE BOCC ARE FULLY INFORMED ON ALL MATTERS. SHE HAS ALSO IMPROVED SIGNIFICANTLY THE INTERCHANGE OF INFORMATION WITH THE OTHER GOVERNMENT ORGANIZATIONS WITHIN THE COUNTY (eg. PALM COAST, BUNNELL, FLAGLER BEACH, ETC.)

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"/>

Comments on Communications:

MS. PETITO IS A VERY EFFECTIVE COMMUNICATOR. SHE MAKES HER POINTS CLEARLY AND EASILY UNDERSTANDABLE AND DOES NOT USE EXCESS AMOUNT OF TIME TO MAKE HER STATEMENTS. SHE HAS INITIATED MONTHLY PUBLISHED UPDATES ON THE STATUS OF ALL MAJOR ACTIONS BY THE STAFF IN ADDITION TO THE STATUS OF THE STAFF IN REGARD TO EMPLOYEE DATA. SHE HAS EFFECTIVELY COMMUNICATED WITH OUTSIDE AGENCIES BY ACTIVELY PARTICIPATING IN SPECIAL ORGANIZATIONAL GROUPS FORMED TO PROVIDE GUIDANCE ON MAJOR ISSUES SUCH AS BEACH RENOVEMENT, AIA PROTECTION, AND FUTURE GROWTH OF THE COUNTY.

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on Leadership:

Ms PETITO IS NOT AFRAID TO TAKE THE LEAD WHEN DEALING WITH THE BOCC STAFF AS WELL AS OUR FIVE CONSTITUTIONAL OFFICIALS. IN THE LAST YEAR THERE WERE MANY SIGNIFICANT ISSUES THAT WERE TOUGH TO HANDLE. SHE TOOK THEM ALL ON WITHOUT WORRYING ABOUT HURT FEELING IN ORDER TO GET TO THE BEST DECISION. LEADERSHIP IS EASY WHEN EVERYONE IS IN AGREEMENT, NOT SO WHEN THERE ARE HARD DIFFERENCES. SHE HAS BEEN GREAT IN DEALING WITH THESE SITUATIONS.

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"/>

Comments on Finances:

FOR BOTH THE COUNTY COMMISSIONERS AND THE COUNTY ADMINISTRATOR THE COUNTY BUDGET IS THE MOST IMPORTANT TASK THAT IS FACED. MS PETITO HAS BEEN EXTREMELY PROFESSIONAL IN CARRYING OUT THIS PROCESS. THERE IS ALWAYS A DELICATE BALANCING ACT IN HER MANAGING THE STAFF AND CONSTITUTIONAL OFFICERS INPUTS AND THEN GOING THROUGH THE APPROVAL PROCESS WITH THE COMMISSIONERS. SOMETIMES VERY DIFFICULT LAST MINUTE CHANGES HAVE TO BE MADE AND SHE HAS HANDLED THIS WITHOUT COMPLAINT AND COMPLETED THE ACTION.

MOVEMENT OF FUNDS, RESERVES, AND ATTAINING GRANTS DURING THE FISCAL YEAR IS ALSO BEING HANDLED IN AN OUTSTANDING MANNER BY MS PETITO.

Overall Comments

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

IN ADDITION TO COMMENTS ALREADY INCLUDED ABOVE, MS PETTO HAS BEEN A STAUNCH DIRECTOR OF DEVELOPING A NEW COUNTY STRATEGIC PLAN, COMPREHENSIVE PLAN, AND MODERN ILA ARRANGEMENTS WITH THE CITY OF PALM COAST, SCHOOL BOARD. THESE ARE CRITICAL ACCOMPLISHMENTS FOR THE LONG TERM SUCCESS OF FLAGLER COUNTY.

FINALLY, THE COUNTY ~~CEO~~ ADMINISTRATOR POSITION DEMANDS BOTH THE DIFFICULT TASK OF MANAGING A STAFF OF 400 EMPLOYEES, WHILE HAVING TO ANSWER TO FIVE ELECTED COUNTY COMMISSIONS AND BEING THE PUBLIC FACE OF THE COUNTY TO OUR CITIZENS. MS. PETTO HAS BEEN NOTHING BUT OUTSTANDING IN HANDLING THESE MANY TASKS.

County Administrator's Comments

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

Thank you so much for your positive evaluation. It's been a fulfilling journey, and I'm grateful for the opportunities I've had to contribute to the Flagler team's success. Your support and guidance have played a significant role in my growth and development, and I'm grateful to be part of such an amazing organization.

H. Petto 6/15/23

David C Sullivan

Evaluation Completed By: DAVID C SULLIVAN

Date: 01/12/2023