



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 type="checkbox"/>
Effectively assists the Board members in reviewing and updating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepares and provides adequate information for knowledgeable decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes well-considered recommendations to the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works effectively with outside professionals and participating local governments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
Projects a professional image as County Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments on Organization and Authority Consultation:				

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 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 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 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 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 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 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 type="checkbox"/>

Comments on Communications:

Bull Creek: The public meeting with residents regarding Bull Creek, had at times, unprofessional behavior, that involved some anger from Administrator to the public. I recognize that the public that had gathered were angry; however, I wish the meeting had proceeded with reassurance from the Administrator that staff cared greatly about their community and would work to advocate for a replacement. I also took issue with the press release on the matter. I was not given notice that one was to be released on 01/25. Being in my district, I would have liked to have seen it first. Overall, I am looking to ensure the replacement is well received in the community given that it will be significantly less due to budget.

Legislative Requests example: Cattleman's Association should have been informed early on by Administration of the legislative request for Cattleman's Hall. Unfortunately, I had to attend a meeting and dispel rumors about the project. In the future, I think we need to have a communications team that identifies key parties in situations that involve specific public groups and reach out prior to ensure they have a clear understanding of any major decisions or announcements that could impact their quality of life, business or community activity.

1/2 cent sales tax: I felt it was clear the board did not have a consensus to send a letter of support to other municipalities. Commissioner Dance was not at the dais, Commissioner O'Brien and myself did not respond to Chair's call for one. So I was surprised that the letter was sent. I would concur that we should have been vocal to the Chair; however, perhaps in matters where it isn't clear, a confirmation that you are proceeding with a copy of the letter before it goes out, would help.

Overall Communications: We've been without a professional communications person for some time (to my knowledge). Its imperative that we staff the role so we have someone effectively managing Communications, especially on social media. Also, the board could benefit from more frequent updates on issues that are known to be problematic with the public via email, call or Administrator comments.

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 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 type="checkbox"/>
Demonstrates effectiveness and diplomacy in working with others and maintains productive relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 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:				

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 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 type="checkbox"/>
Develops realistic budgets	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>
Adheres to appropriate procurement procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments on Finances:				

Overall Comments

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

[Empty box for Overall Comments]

County Administrator's Comments

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

[Empty box for County Administrator's Comments]

Evaluation Completed By: _____

Date: _____

County Administrator's Comments (continued)

Addressing the issue of lingering negative culture within our organization is a priority for us. I acknowledge that certain aspects of our organizational culture may have contributed to a less-than-ideal work environment. However, I assure you that we have taken decisive actions to address these issues and foster a healthier workplace atmosphere.

Over the past two years, we have implemented various initiatives aimed at promoting a positive and inclusive culture. This includes the creation of an employee engagement committee, which has assisted with employee surveys and regular feedback channels, the creation of an annual *Employee/Family Picnic*, and *Bring Your Child to Work Day*. We have also revisited our operational policies to ensure they reflect our commitment to creating a respectful and equitable workplace, implementing flexible work schedules, telework schedules, development of comprehensive training programs, longevity pay, increased staff recognition, monthly employee newsletters, and increased support mechanisms for employees facing challenges.

Change is a continuous process, and I remain dedicated to ongoing improvement. Our goal is to build a workplace where everyone feels valued, respected, and able to contribute their best. I appreciate the input and patience of our members as we navigate this journey together, and we are committed to transparent communication and accountability in our efforts to create a positive organizational culture.

I am grateful for the constructive feedback provided, as it allows me to grow both personally and professionally. I am eager to implement improvements and work collaboratively with the team to strengthen our communication strategies moving forward.

Thank you once again for your guidance and support. I look forward to another year of growth and success.

A handwritten signature in blue ink, appearing to read "H. P. A. F." with a stylized flourish at the end.