

2023 Charlotte County Administrator Evaluation

Commissioners	Categories								
	Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Support of BCC Focus Areas	Judgment and Decision Making	TOTAL
Constance, Christopher	4	4	4	4.5	4	4.5	4.5	4.5	34
Deutsch, Stephen	4.25	5	5	4.75	4.75	5	5	4.75	38.5
Doherty, Ken	4.5	4.5	5	5	5	5	5	5	39
Tiseo, Joseph	4.5	4.2	4.5	4.5	4.5	4.3	4.5	4.3	35.3
Truex, Bill	4.83	5	5	4.75	5	4.875	4.75	4.83	39.035
								TOTAL:	185.84
							AVERAGE:		37.167

COUNTY ADMINISTRATOR EVALUATION

ADMINISTRATOR'S NAME: Hector Flores

COMMISSIONER'S NAME: Christopher G. Constance, MD

Evaluation Period: 09/15/2022 to 09/15/2023 Date: 09/25/2023

EVALUATION INSTRUCTIONS:

- **PERFORMANCE CATEGORIES**

The Performance Categories that comprise this evaluation tool may be considered subjective, but they are closely aligned with the duties that are performed regularly by the incumbent. With each Performance Category are listed a few key elements for the evaluator to consider. Please score each Performance Category based on the elements listed and other relevant criteria.

Rating Scale for Quality of Performance:

The following rating scale should be used to rate each specific statement under each of the performance dimensions of the Personnel Performance Assessment and Evaluation, and to rate overall performance in each of the categories.

- 5 **EXCELLENT:** The incumbent consistently demonstrates performance that significantly surpasses reasonable expectations related to the performance dimension.
- 4 **GOOD:** The incumbent consistently demonstrates performance that often surpasses reasonable expectations related to the performance dimension. The individual demonstrates no appreciable performance deficiencies.
- 3 **SATISFACTORY:** The incumbent consistently achieves the reasonable expectations related to the performance dimension. The individual demonstrates an acceptable degree of competence and performance.
- 2 **FAIR:** The incumbent achieves the minimum of expectations related to the performance dimension. The individual requires development in specific areas in order to meet the reasonable expectations for the performance dimension.
- 0-1 **UNSATISFACTORY:** The incumbent occasionally achieves minimum expectations related to the performance dimension and may be unsuited for the position.

ADMINISTRATION

18500 Murdock Circle | Port Charlotte, FL 33948
Phone: 941.743.1944 | Fax: 941.743.1554

1. ABILITY TO COMMUNICATE

Provide effective level of communications to Commissioners and the public and follow up regarding issues and services.

- Expresses information orally in a clear and concise manner when making presentations to groups or individuals
- Ensures open lines of communication with the Commissioners and all levels of the organization by providing updates related to policy changes, project status, and other items of importance
- Maintains effective communications with the media, and is proactive in providing information that is important to the public

OVERALL RATING FOR ABILITY TO COMMUNICATE	4
Comments: 	

2. LEADERSHIP

Provide leadership and supervision for Departments under my authority to insure accountability and productivity.

- Leads by example by adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board of County Commissioners
- Gains commitment from others on new or unpopular policies, methods, and procedures
- Capable and composed in high pressure situations

OVERALL RATING FOR LEADERSHIP	4
Comments: 	

ADMINISTRATION

3. INTEGRITY

Build credibility, confidence, and a reputation for professionalism with the public, co-workers, and Commissioners.

- Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads the organization by example in adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same
- Ensures that all business conducted by the County is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional

OVERALL RATING FOR INTEGRITY	4
Comments:	

4. ORGANIZATIONAL AND PROJECT OVERSIGHT

Provide oversight and insure progress continues toward completing high priority capital projects.

- Establishes a sense of purpose
- Follows through on issues
- Structures direct reports work appropriately
- Brings people together successfully around tasks
- Manages the process of decision making well; knows who to involve on what issue
- Sets priorities and manages time well

OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT	4.5
Comments:	

ADMINISTRATION

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5. INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS

Establish and maintain productive Intergovernmental Relationships (IGR).

- Consistently acts in a manner that is courteous and professional, including attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments
- Maintains effective working relationships with members of the County Commission, with citizens, community leaders, other outside agencies and the media
- Acknowledges the efforts of others, and gives appropriate credit for their accomplishments
- Works effectively with others over whom he has no direct authority
- Skilled at relating to many different types of people

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS	4
Comments:	

6. BUDGET PLANNING AND OVERSIGHT

Organize and present recommendations to the Board of County Commissioners to meet financial challenges facing the organization.

- Ensures that the annual budget process meets the operational needs of the organization, and is submitted in a timely manner that allows appropriate review and modification
- Develops effective monitoring mechanisms to ensure that the organization is meeting its committed deadlines and timetables

OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	4.5
Comments:	

7. SUPPORT OF COUNTY COMMISSION FOCUS AREAS AND OVERALL GOALS

Support the County Commission priority focus areas and overall goals.

- Attached are the eight Board of County Commissioners focus areas

OVERALL RATING FOR SUPPORT OF COUNTY COMMISSION FOCUS AREAS AND OVERALL GOALS	4.5
Comments: 	

8. JUDGMENT AND DECISION MAKING

- Exercises sound judgment in determining those issues that should appropriately be submitted to the Commission for consideration or approval
- Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources, but is also able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain
- Assumes command of tasks presenting difficult or unusual circumstances and effectively assumes charge of field situations or incidents, when necessary. Able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate; and when it is necessary to only provide guidance and support.

OVERALL RATING FOR JUDGMENT AND DECISION MAKING	4.5
Comments: 	

ADMINISTRATION

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SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Support of BCC Focus Areas	Judgment and Decision Making
4	4	4	4.5	4	4.5	4.5	4.5
OVERALL SCORE							34

EVALUATOR'S COMMENTS: (if any)

(SEE ATTACHED)

Evaluator's Signature: _____

Date: _____

ADMINISTRATOR'S COMMENTS: (if any)

Appreciate your continued support of our team + staff.

Administrator's Signature: _____

Date: _____

ADMINISTRATION

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Charlotte County Government

"To exceed expectations in the delivery of public services."

www.CharlotteCountyFL.com

2023 County Administrator's Evaluation

Hector Flores continues to perform well, serving as County Administrator for the past three and a half years. This year's annual review from Hector Flores is one third longer, containing a 14-page addendum on the Hurricane Ian response. So much can be shared about the county's exceptional and unprecedented response to this major hurricane. The level of dedication, purpose, and mission were evident every day, whether it was preparation for the storm, the coordination and information while the storm was actively impacting our area, or the response during the aftermath. Our emergency management team did an exceptional job. During all phases of response, recovery and reconstruction, every level of county government pitched in, every department pitched in, and in the end, just one year later, Charlotte County is working to make sure that building permits to repair roofs and homes, as well as those needed to facilitate new construction move smoothly through our system.

With regard to the longer-term recovery, Mr. Flores has been responsive to getting us better answers with regard to the Mid County Library. He heard our requests to speed up the determination as to whether or not it needed to be replaced or could be reconstructed. Fortunately, the latter can be performed at a more reasonable cost compared to replacement at over \$30 million.

Even though it was rendered unusable, through focused attention and quick efforts, the Charlotte sports park has been fast tracked in order to ensure that the missed spring training of 2023 will not be repeated in 2024.

Unfortunately, the storm has rendered the Charlotte County Cultural Center, completely unusable. This critical piece of infrastructure to the community needs to be re-imagined and quickly put back on line. This, along with many other pieces of infrastructure that have been damaged by the storm, must be addressed as soon as possible. He has done well in handling issues during the emergency responsibilities given to him by the commission.

Mr. Flores continues to advance the Board's strategic focus areas, goals, and initiatives. Sound strategic planning and conservative fiscal approaches have served to maintain that the organization is financially solvent. He has pledged to ensure the county will follow that directive. The two-year budget cycle has ended, and yielded a significant improvement in the overall financial health of the county. Mr. Flores continues to collaborate well with Mr. Burger, our Budget Director, in setting up the next two-year budget cycle.

During our monthly workshops and regular meetings, Mr. Flores continues to be responsive, respectful, and professional, with initiatives that have continued to strengthen credibility and trust in County departments and with our citizens. With 28 years as a Charlotte County employee in finance and administration, Mr. Flores continues to be open to tightening our expenditures in anticipation of revenues falling.

Christopher Constance, MD
Vice Chairman and District 2 Commissioner
Charlotte County Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS

18500 Murdock Circle, Suite 536 | Port Charlotte, FL 33948-1068
Phone: 941.743.1300 | Fax: 941.743.1310

COUNTY ADMINISTRATOR EVALUATION

ADMINISTRATOR'S NAME: HECTOR FLORES

COMMISSIONER'S NAME: STEPHEN R. DEUTSCH

Evaluation Period: 9-17-2022 to 9-18-2023 Date: 9-18-2023

EVALUATION INSTRUCTIONS:

- **PERFORMANCE CATEGORIES**

The Performance Categories that comprise this evaluation tool may be considered subjective, but they are closely aligned with the duties that are performed regularly by the incumbent. With each Performance Category are listed a few key elements for the evaluator to consider. Please score each Performance Category based on the elements listed and other relevant criteria.

Rating Scale for Quality of Performance:

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ADMINISTRATION

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1. ABILITY TO COMMUNICATE

Provide effective level of communications to Commissioners and the public and follow up regarding issues and services.

- Expresses information orally in a clear and concise manner when making presentations to groups or individuals.
- Ensures open lines of communication with the Commissioners and all levels of the organization by providing updates related to policy changes, project status, and other items of importance.
- Maintains effective communications with the media and is proactive in providing information that is important to the public.

OVERALL RATING FOR ABILITY TO COMMUNICATE	4.25
Comments: Would still appreciate printed back-up information for One-on-ones when they are prepared (usually several days ahead of our meeting)	

2. LEADERSHIP

Provide leadership and supervision for Departments under my authority to insure accountability and productivity.

- Leads by example by adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board of County Commissioners
- Gains commitment from others on new or unpopular policies, methods, and procedures
- Capable and composed in high pressure situations.

OVERALL RATING FOR LEADERSHIP	5.0
Comments: Continues to provide strong leadership and key staffing through a difficult And challenging time.	

ADMINISTRATION

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3. INTEGRITY

Build credibility, confidence, and a reputation for professionalism with the public, co-workers, and Commissioners.

- Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads the organization by example in adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same.
- Ensures that all business conducted by the County is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional.

OVERALL RATING FOR INTEGRITY	5.0
Comments:	

4. ORGANIZATIONAL AND PROJECT OVERSIGHT

Provide oversight and insure progress continues toward completing high priority capital projects.

- Establishes a sense of purpose.
- Follows through on issues.
- Structures direct reports work appropriately.
- Brings people together successfully around tasks.
- Manages the process of decision making well; knows who to involve on what issue.
- Sets priorities and manages time well.

OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT	4.75
Comments: Great storm recovery effort!	

ADMINISTRATION

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5. INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS

Establish and maintain productive Intergovernmental Relationships (IGR).

- Consistently acts in a manner that is courteous and professional, including attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.
- Maintains effective working relationships with members of the County Commission, with citizens, community leaders, other outside agencies and the media.
- Acknowledges the efforts of others and gives appropriate credit for their accomplishments.
- Works effectively with others over whom he has no direct authority.
- Skilled at relating to many different types of people.

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS	4.75
Comments: Exceptional. Continuing doing a good job.	

6. BUDGET PLANNING AND OVERSIGHT

Organize and present recommendations to the Board of County Commissioners to meet financial challenges facing the organization.

- Ensures that the annual budget process meets the operational needs of the organization and is submitted in a timely manner that allows appropriate review and modification.
- Develops effective monitoring mechanisms to ensure that the organization is meeting its committed deadlines and timetables.

OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	5.0
Comments: Exceptional. A good job.	

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7. SUPPORT OF COUNTY COMMISSION FOCUS AREAS AND OVERALL GOALS

Support the County Commission priority focus areas and overall goals.

- Attached are the Board of County Commissioners eight focus areas.

OVERALL RATING FOR SUPPORT OF COUNTY COMMISSION FOCUS AREAS AND OVERALL GOALS	5.0
Comments: We are keeping on track in spite of hurricane and staffing challenges	

8. JUDGMENT AND DECISION MAKING

- Exercises sound judgment in determining those issues that should appropriately be submitted to the Commission for consideration or approval.
- Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources, but is also able to effectively make decisions rapidly in situations where information is limited, and the outcome might be uncertain.
- Assumes command of tasks presenting difficult or unusual circumstances and effectively assumes charge of field situations or incidents, when necessary. Able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate; and when it is necessary to only provide guidance and support.

OVERALL RATING FOR JUDGMENT AND DECISION MAKING	4.75
Comments:	

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SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Support of BCC Focus Areas	Judgment and Decision Making
4.25	5.0	5.0	4.75	4.75	5.0	5.0	4.75
OVERALL SCORE							38.5

EVALUATOR'S COMMENTS: (if any)

Hector continues to provide strong leadership through a most challenging staffing time.

We need creative ideas to help meet our staffing challenges; combining and realigning of

Positions should be considered.

Evaluator's Signature: Sheela Tew Date: 9/18/23

ADMINISTRATOR'S COMMENTS: (if any)

Thank you for your support of our office and the whole team.

Administrator's Signature: Hector Torres Date: 9/18/23

ADMINISTRATION

18500 Murdock Circle | Port Charlotte, FL 33948
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COUNTY ADMINISTRATOR EVALUATION

ADMINISTRATOR'S NAME: HECTOR FLORES

COMMISSIONER'S NAME: KEN DOHERTY

Evaluation Period: SEPT, 2022 to SEPT, 2023 Date: 9/12/2023

EVALUATION INSTRUCTIONS:

- **PERFORMANCE CATEGORIES**

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ADMINISTRATION

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Phone: 941.743.1944 | Fax: 941.743.1554

1. ABILITY TO COMMUNICATE

Provide effective level of communications to Commissioners and the public and follow up regarding issues and services.

- Expresses information orally in a clear and concise manner when making presentations to groups or individuals.
- Ensures open lines of communication with the Commissioners and all levels of the organization by providing updates related to policy changes, project status, and other items of importance.
- Maintains effective communications with the media and is proactive in providing information that is important to the public.

OVERALL RATING FOR ABILITY TO COMMUNICATE	4.5
Comments:	

2. LEADERSHIP

Provide leadership and supervision for Departments under my authority to insure accountability and productivity.

- Leads by example by adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board of County Commissioners
- Gains commitment from others on new or unpopular policies, methods, and procedures
- Capable and composed in high pressure situations.

OVERALL RATING FOR LEADERSHIP	4.5
Comments:	

ADMINISTRATION

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3. INTEGRITY

Build credibility, confidence, and a reputation for professionalism with the public, co-workers, and Commissioners.

- Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads the organization by example in adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same.
- Ensures that all business conducted by the County is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional.

OVERALL RATING FOR INTEGRITY	5.0
Comments:	

4. ORGANIZATIONAL AND PROJECT OVERSIGHT

Provide oversight and insure progress continues toward completing high priority capital projects.

- Establishes a sense of purpose.
- Follows through on issues.
- Structures direct reports work appropriately.
- Brings people together successfully around tasks.
- Manages the process of decision making well; knows who to involve on what issue.
- Sets priorities and manages time well.

OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT	5.0
Comments:	

ADMINISTRATION

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Phone: 941.743.1944 | Fax: 941.743.1554

5. **INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS**

Establish and maintain productive Intergovernmental Relationships (IGR).

- Consistently acts in a manner that is courteous and professional, including attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.
- Maintains effective working relationships with members of the County Commission, with citizens, community leaders, other outside agencies and the media.
- Acknowledges the efforts of others and gives appropriate credit for their accomplishments.
- Works effectively with others over whom he has no direct authority.
- Skilled at relating to many different types of people.

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS	5.0
Comments:	

6. **BUDGET PLANNING AND OVERSIGHT**

Organize and present recommendations to the Board of County Commissioners to meet financial challenges facing the organization.

- Ensures that the annual budget process meets the operational needs of the organization and is submitted in a timely manner that allows appropriate review and modification.
- Develops effective monitoring mechanisms to ensure that the organization is meeting its committed deadlines and timetables.

OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	5.0
Comments:	

ADMINISTRATION

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7. SUPPORT OF COUNTY COMMISSION FOCUS AREAS AND OVERALL GOALS

Support the County Commission priority focus areas and overall goals.

- Attached are the Board of County Commissioners eight focus areas.

OVERALL RATING FOR SUPPORT OF COUNTY COMMISSION FOCUS AREAS AND OVERALL GOALS	5.0
Comments:	

8. JUDGMENT AND DECISION MAKING

- Exercises sound judgment in determining those issues that should appropriately be submitted to the Commission for consideration or approval.
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OVERALL RATING FOR JUDGMENT AND DECISION MAKING	5.0
Comments:	

ADMINISTRATION

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SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Support of BCC Focus Areas	Judgment and Decision Making
4.5	4.5	5.0	5.0	5.0	5.0	5.0	5.0
OVERALL SCORE							39.0

EVALUATOR'S COMMENTS: (if any) *MR. FLORES AND HIS MANAGEMENT TEAM CONTINUE TO PERFORM VERY WELL. THE CHALLENGES TO THE ORGANIZATION FROM HURRICANIAN HAVE BEEN SIGNIFICANT AND THE RECOVERY IS GOING WELL. IT IS A PLEASURE WORKING WITH MR. FLORES AND HIS TEAM*

Evaluator's Signature: *[Signature]* Date: *9/12/2023*

ADMINISTRATOR'S COMMENTS: (if any)

Always appreciate your support of our team.

Administrator's Signature: *[Signature]* Date: *9/12/23*

ADMINISTRATION

18500 Murdock Circle | Port Charlotte, FL 33948
Phone: 941.743.1944 | Fax: 941.743.1554

COUNTY ADMINISTRATOR EVALUATION

ADMINISTRATOR'S NAME: Hector Flores

COMMISSIONER'S NAME: Joe Tiseo

Evaluation Period: 10/2022 to 09/2023 **Date:** 9/15/23

Attached - 2023 Annual Review includes accomplishments 10/2022-09/2023.

EVALUATION INSTRUCTIONS:

- **PERFORMANCE CATEGORIES**

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1. ABILITY TO COMMUNICATE

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- Maintains effective communications with the media, and is proactive in providing information that is important to the public

OVERALL RATING FOR ABILITY TO COMMUNICATE	4.5
Comments:	

2. LEADERSHIP

Provide leadership and supervision for Departments under my authority to insure accountability and productivity.

- Leads by example by adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board of County Commissioners
- Gains commitment from others on new or unpopular policies, methods, and procedures
- Capable and composed in high pressure situations

OVERALL RATING FOR LEADERSHIP	4.2
Comments:	

ADMINISTRATION

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3. INTEGRITY

Build credibility, confidence, and a reputation for professionalism with the public, co-workers, and Commissioners.

- Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads the organization by example in adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same
- Ensures that all business conducted by the County is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional

OVERALL RATING FOR INTEGRITY	4.5
Comments:	

4. ORGANIZATIONAL AND PROJECT OVERSIGHT

Provide oversight and insure progress continues toward completing high priority capital projects.

- Establishes a sense of purpose
- Follows through on issues
- Structures direct reports work appropriately
- Brings people together successfully around tasks
- Manages the process of decision making well; knows who to involve on what issue
- Sets priorities and manages time well

OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT	4.5
Comments:	

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5. INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS

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- Works effectively with others over whom he has no direct authority
- Skilled at relating to many different types of people

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS	4.5
Comments:	

6. BUDGET PLANNING AND OVERSIGHT

Organize and present recommendations to the Board of County Commissioners to meet financial challenges facing the organization.

- Ensures that the annual budget process meets the operational needs of the organization, and is submitted in a timely manner that allows appropriate review and modification
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OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	4.3
Comments:	

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7. SUPPORT OF COUNTY COMMISSION FOCUS AREAS AND OVERALL GOALS

Support the County Commission priority focus areas and overall goals.

- Attached are the eight Board of County Commissioners focus areas

OVERALL RATING FOR SUPPORT OF COUNTY COMMISSION FOCUS AREAS AND OVERALL GOALS	4.5
Comments:	

8. JUDGMENT AND DECISION MAKING

- Exercises sound judgment in determining those issues that should appropriately be submitted to the Commission for consideration or approval
- Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources, but is also able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain
- Assumes command of tasks presenting difficult or unusual circumstances and effectively assumes charge of field situations or incidents, when necessary. Able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate; and when it is necessary to only provide guidance and support.

OVERALL RATING FOR JUDGMENT AND DECISION MAKING	4.3
Comments:	

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SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Support of BCC Focus Areas	Judgment and Decision Making
4.5	4.2	4.5	4.5	4.5	4.3	4.5	4.3
OVERALL SCORE							4.4125
							35.3

EVALUATOR'S COMMENTS: (if any)

well
Thank you for another year of service, as as your team. I look forward to finding solutions to the many challenges we face going forward.

Evaluator's Signature: _____

Date: 09/18/2023

ADMINISTRATOR'S COMMENTS: (if any)

Appreciate your support of our office & team

Administrator's Signature: _____

Date: 09/18/2023

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COUNTY ADMINISTRATOR EVALUATION

ADMINISTRATOR'S NAME: Hector Flores

COMMISSIONER'S NAME: Bill Truex

Evaluation Period: 10/2022 to 9/2023 **Date:** 09/06/2023

EVALUATION INSTRUCTIONS:

- **PERFORMANCE CATEGORIES**

The Performance Categories that comprise this evaluation tool may be considered subjective, but they are closely aligned with the duties that are performed regularly by the incumbent. With each Performance Category are listed a few key elements for the evaluator to consider. Please score each Performance Category based on the elements listed and other relevant criteria.

Rating Scale for Quality of Performance:

The following rating scale should be used to rate each specific statement under each of the performance dimensions of the Personnel Performance Assessment and Evaluation, and to rate overall performance in each of the categories.

- 5 **EXCELLENT:** The incumbent consistently demonstrates performance that significantly surpasses reasonable expectations related to the performance dimension.
- 4 **GOOD:** The incumbent consistently demonstrates performance that often surpasses reasonable expectations related to the performance dimension. The individual demonstrates no appreciable performance deficiencies.
- 3 **SATISFACTORY:** The incumbent consistently achieves the reasonable expectations related to the performance dimension. The individual demonstrates an acceptable degree of competence and performance.
- 2 **FAIR:** The incumbent achieves the minimum of expectations related to the performance dimension. The individual requires development in specific areas in order to meet the reasonable expectations for the performance dimension.
- 0-1 **UNSATISFACTORY:** The incumbent occasionally achieves minimum expectations related to the performance dimension and may be unsuited for the position.

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1. ABILITY TO COMMUNICATE

Provide effective level of communications to Commissioners and the public and follow up regarding issues and services.

- Expresses information orally in a clear and concise manner when making presentations to groups or individuals.
- Ensures open lines of communication with the Commissioners and all levels of the organization by providing updates related to policy changes, project status, and other items of importance.
- Maintains effective communications with the media and is proactive in providing information that is important to the public.

OVERALL RATING FOR ABILITY TO COMMUNICATE	4.83
Comments:	

2. LEADERSHIP

Provide leadership and supervision for Departments under my authority to insure accountability and productivity.

- Leads by example by adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same
- Motivates people, sparks others to take action, and takes action himself to achieve goals and policies of the Board of County Commissioners
- Gains commitment from others on new or unpopular policies, methods, and procedures
- Capable and composed in high pressure situations.

OVERALL RATING FOR LEADERSHIP	5.0
Comments:	

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3. **INTEGRITY**

Build credibility, confidence, and a reputation for professionalism with the public, co-workers, and Commissioners.

- Sets and adheres to high ethical standards of behavior, both personally and professionally
- Leads the organization by example in adhering to the County's established policies, rules, and procedures, and ensuring that subordinates do the same.
- Ensures that all business conducted by the County is free of conflicts of interest or practices that might be construed as illegal, unethical, or un-professional.

OVERALL RATING FOR INTEGRITY	5.0
Comments:	

4. **ORGANIZATIONAL AND PROJECT OVERSIGHT**

Provide oversight and insure progress continues toward completing high priority capital projects.

- Establishes a sense of purpose.
- Follows through on issues.
- Structures direct reports work appropriately.
- Brings people together successfully around tasks.
- Manages the process of decision making well; knows who to involve on what issue.
- Sets priorities and manages time well.

OVERALL RATING FOR ORGANIZATIONAL AND PROJECT OVERSIGHT	4.75
Comments:	

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5. INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS

Establish and maintain productive Intergovernmental Relationships (IGR).

- Consistently acts in a manner that is courteous and professional, including attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.
- Maintains effective working relationships with members of the County Commission, with citizens, community leaders, other outside agencies and the media.
- Acknowledges the efforts of others and gives appropriate credit for their accomplishments.
- Works effectively with others over whom he has no direct authority.
- Skilled at relating to many different types of people.

OVERALL RATING FOR INTERGOVERNMENTAL RELATIONS AND INTERACTIONS WITH OTHERS	5.0
Comments:	

6. BUDGET PLANNING AND OVERSIGHT

Organize and present recommendations to the Board of County Commissioners to meet financial challenges facing the organization.

- Ensures that the annual budget process meets the operational needs of the organization and is submitted in a timely manner that allows appropriate review and modification.
- Develops effective monitoring mechanisms to ensure that the organization is meeting its committed deadlines and timetables.

OVERALL RATING FOR BUDGET PLANNING AND OVERSIGHT	4.875
Comments:	

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Support the County Commission priority focus areas and overall goals.

- Attached are the Board of County Commissioners eight focus areas.

OVERALL RATING FOR SUPPORT OF COUNTY COMMISSION FOCUS AREAS AND OVERALL GOALS	4.75
Comments: 	

8. JUDGMENT AND DECISION MAKING

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OVERALL RATING FOR JUDGMENT AND DECISION MAKING	4.83
Comments: 	

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SUMMARY SHEET

Communication	Leadership	Integrity and Professionalism	Organizational and Project Oversight	Intergovernmental Relations/Interaction with others	Budget Planning and Oversight	Support of BCC Focus Areas	Judgment and Decision Making
4.83	5.0	5.0	4.75	5.0	4.875 OK	4.75 OK	4.83 OK
OVERALL SCORE							39.035

EVALUATOR'S COMMENTS: (if any)

The last year has been filled with many challenges and you and the administrative team have done a fantastic job of leading the organization through some very challenging circumstances. The level of calm, integrity and willingness to do whatever necessary to be successful has not gone without notice. The organization is firing on all cylinders and it starts with the tone established you and your team, job well done!

Evaluator's Signature: Bill Truax Date: 09/06/2023

ADMINISTRATOR'S COMMENTS: (if any)

Always appreciate your support of our team!

Administrator's Signature: Heck Flores Date: 9/11/23

ADMINISTRATION

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