

# Alachua County Board of County Commissioners Performance Evaluation

## County Attorney

Name: Sylvia Torres	Title: County Attorney
Evaluation Period: 11/22 to 9/23	

This form shall be completed by each member of the Board to evaluate the designated Administrating Official's performance in each of the areas noted below. Performance levels can be noted based on the following scale:

- 5 – **Excellent** (almost always exceeds expectations and performs at very high standard)
- 4 – **Above average** (generally exceed performance expectations)
- 3 – **Satisfactory** (meets performance expectations)
- 2 – **Below average** (generally does not meet performance expectations)
- 1 – **Unsatisfactory** (almost always fails to meet minimum performance expectations)

Each member of the Board should sign the form and forward it to the Human Resources Director.

### 1. PROFESSIONAL SKILLS AND STATUS

- a. Legal advice provided has proven to be accurate and technically correct.
- b. Is respected within the legal profession.  
Possesses an efficient and effective knowledge of the County's Code of Laws
- c. and regulations, state statutes and federal laws.  
Possesses an efficient and effective knowledge of case law and other
- d. government's regulations regarding local governments and issues facing the County.

PERFORMANCE LEVEL				
1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS

- a. Communicates effectively with the Board, staff and the community.
- b. Responds in a timely manner to requests made by the Board.  
Proactively anticipates and identifies potential legal consequences to proposed
- c. Board action.  
Maintains the Board's and County staff's confidence in the performance
- d. of his/her duties.

PERFORMANCE LEVEL				
1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 3. LEGAL REPRESENTATION

- a. Aggressively represents the County's interests as directed by the Board.  
Approach is effective in achieving the best possible legal outcomes for the
- b. County's interests given the issues that arise.
- c. Represents the County in a professional and ethical manner.
- d. Impartially and objectively performs his/her duties and responsibilities.
- e. Estimates of legal impacts are reasonably accurate on a regular basis.  
Regularly provides the scope of legal expertise necessary to meet the County's
- f. needs on issues that arise, either himself/herself, through staff, or other  
available resources.
- g. Maintains confidentiality with regard to all matter discussed with the Board and  
County staff.

PERFORMANCE LEVEL				
1	2	3	4	5
				✓
				✓
				✓
				✓
				✓
				✓
				✓

### 4. REPORTING

- a. Provides the Board with reports concerning matters of importance to the  
County.
- b. Reports are accurate, comprehensive, and produced in a timely manner.

PERFORMANCE LEVEL				
1	2	3	4	5
			✓	
			✓	

### 5. STAFFING

- a. Recruits and retains competent personnel.
- b. Accurately informed and concerned about employee relations.
- c. Promotes training and development opportunities for attorneys and staff.

PERFORMANCE LEVEL				
1	2	3	4	5
				✓
				✓
				✓

### 6. SUPERVISION

- a. Encourages staff to make decisions within their own areas of responsibility and  
job descriptions, yet maintains general control of all legal operations.
- b. Instills confidence and initiative in subordinates and emphasizes support rather  
than restrictive controls for the completion of their assignments.
- c. Has developed a friendly and informal relationship with the work force as a  
whole, yet maintains the prestige and dignity of the County Attorney's Office.
- d. Evaluates personnel periodically and addresses any needed improvements, as  
well as recognizes accomplishments.
- e. Encourages teamwork, innovation, and effective problem-solving among the  
attorneys and staff.

PERFORMANCE LEVEL				
1	2	3	4	5
				✓
				✓
				✓
				✓
				✓

### 7. FISCAL MANAGEMENT

- a. Prepares a balanced budget to provide services at a level directed by the  
Board.
- b. Appropriately monitors and manages the fiscal activities of the County  
Attorney's Office.

PERFORMANCE LEVEL				
1	2	3	4	5
				✓
				✓

Total All Points: \_\_\_\_\_

Divide Total by: 39 categories

Average: \_\_\_\_\_

8. What strengths has the Administrating Official demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefited from the Attorney's leadership)?

When I go to the County Attorney's Office I feel confident in the responses I am given. If there is a question they are not able to fully answer, they will admit that and do the necessary research and get back with me. I trust the attorney's office and feel I can have fully honest and straightforward conversations about my concerns and ask any questions, and my concerns and questions are taken seriously and treated confidentially within their department. I have respect and admiration for all of the staff I have been able to work with and all of the attorneys and staff in the office not only seem happy to work there but to be willing to give it their best, and to do the work necessary to make that happen. I am sometimes surprised by the scenarios anticipated by the staff, and I appreciate their knowledge and breadth of experience to be able to anticipate all the different risks that the county faces.

9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the Administrating Official to improve these areas?

While I appreciate that attorneys are a lot more circumspect when providing a written opinion, sometimes that would be very useful. I take notes but sometimes would like to look back and better understand my notes or to look up an case law referenced in the discussion. So, I know this can't always happen, and I am likely the only one to want such a thing, but a written memo would be helpful in many cases where it can happen.

For projects taking a long time (such as the research into cemeteries and the codes that the county may be able to implement) I appreciate the regular updates, and I know the office is very busy, but it would be great to have some sort of timeline for completion.

10. Other comments?

Thank you. When anyone from the public wishes to disparage the County Attorney's Office, I assure them that I can't imagine having a better attorney's office to work with. I have had to have many dealings with corporate attorneys and I find them to often be condescending, obtuse, and unwilling to pin down except in the defense of corporate profit. It is so refreshing to work with this office and know that, not only are the financial interests of the county being considered but also the civil rights, human rights, environment, and all the many legal concerns of this commission and this county.

Signature:



Date:

10/10/23

Print name: Mary C. Alford