

Alachua County Board of County Commissioners Performance Evaluation

County Attorney

| | |
|-------------------------------------|------------------------|
| Name: Sylvia Torres | Title: County Attorney |
| Evaluation Period: 9/2022 to 9/2023 | |

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 type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 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 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)?
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?
10. Other comments?

The County Attorney has met all the criteria that the board as put before her. I believe she is doing an excellent job.

Signature: 

Date: 10/9/23

Print name: Charles S. Chestnut, IV