

# Alachua County Board of County Commissioners Performance Evaluation

## County Attorney

Name: Sylvia	Title: Torres
Evaluation Period: September 30, 2022 to September 30, 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.
- c. Possesses an efficient and effective knowledge of the County's Code of Laws and regulations, state statutes and federal laws.
- d. Possesses an efficient and effective knowledge of case law and other 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.
- c. Proactively anticipates and identifies potential legal consequences to proposed Board action.
- d. Maintains the Board's and County staff's confidence in the performance 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: 195

Divide Total by: 39 categories

Average: 5

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)?

Attorney Torres performs her duties with the utmost professionalism, representing not only the best interests of the BOCC, but the entire County as well. She is diligent in watching out for issues that might become problematic and is oncall 24/7 for any questions that I might have. I appreciate her guidance and trust that she will not hesitate to correct me when necessary to keep me mindful of legalities. She is knowledgeable and quick to thoroughly research information that is helpful for the solutions we sort out on the Board. Sylvia has hired the best support professionals possible to fill out her team and has full confidence in their abilities. I have confidence in them all and am reassured when I see her or any of that team in the room.

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?

I see none.

10. Other comments?

Alachua County is fortunate to have Sylvia Torres as our County Attorney. Her solid performance as a gifted legal mind is balanced by a kind heart that provides the best service possible to our County and makes her a pleasure to work with.

Signature: *Marihelen Wheeler*

Date: Sept. 19, 2023

Print name: Marihelen Wheeler