

Alachua County Board of County Commissioners Performance Evaluation

County Attorney

This form shall be completed by each member of the Board to evaluate the designated County Attorney'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 exceeds 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

EVALUATION PERIOD: **OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024**

Performance Level
 (Directions – for each item, click on
 “Performance Level” and Choose one
 of the drop down items on the right)

1.	PROFESSIONAL SKILLS AND STATUS	
a.	Legal advice provided has proven to be accurate and technically correct.	5 - Excellent
Comment 1.a. Click or tap here to enter text.		
b.	Is respected within the legal profession.	5 - Excellent
Comment 1.b. Click or tap here to enter text.		
c.	Possesses an efficient and effective knowledge of the County's Code of Laws and regulations, state statutes and federal laws.	5 - Excellent
Comment 1.c. Click or tap here to enter text.		
d.	Possesses an efficient and effective knowledge of case law and other government's regulations regarding local governments and issues facing the County.	5 - Excellent
Comment 1.d. Sylvia says when she is unsure about case law and does her research before offering an opinion. I have the highest respect for her legal advice, and believe she does a stellar job protecting the resources and interests of the County.		
2.	RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	

a.	Communicates effectively with the Board, staff and the community.	5 - Excellent
	Comment 2.a. Sylvia's communication is clear, concise and effective. She also communicates with care and compassion when appropriate, which I appreciate.	
b.	Responds in a timely manner to requests made by the Board.	5 - Excellent
	Comment 2.b In some cases I feel she is sometimes too available. When she had a family issue that required her time she was still coming into the office and providing support. However, she does trust her excellent staff and she leans on them appropriately.	
c.	Proactively anticipates and identifies potential legal consequences to proposed Board action.	5 - Excellent
	Comment 2.c. Click or tap here to enter text.	
d.	Maintains the Board's and County staff's confidence in the performance of his/her duties.	5 - Excellent
	Comment 2.d. I do not see Sylvia being second guessed by the Board or by staff. I have found no reason to question her work.	
3. LEGAL REPRESENTATION		
a.	Aggressively represents the County's interests as directed by the Board.	5 - Excellent
	Comment 3.a. Click or tap here to enter text.	
b.	Approach is effective in achieving the best possible legal outcomes for the County's interests given the issues that arise.	5 - Excellent
	Comment 3.b. She helps us understand the legal ramifications of our decisions.	
c.	Represents the County in a professional and ethical manner.	5 - Excellent
	Comment 3.c. Click or tap here to enter text.	
d.	Impartially and objectively performs his/her duties and responsibilities.	5 - Excellent
	Comment 3.d. Click or tap here to enter text.	
e.	Estimates of legal impacts are reasonably accurate on a regular basis.	5 - Excellent
	Comment 3.e Click or tap here to enter text.	
f.	Regularly provides the scope of legal expertise necessary to meet the County's needs on issues that arise, either himself/herself, through staff, or other available resources.	5 - Excellent
	Comment 3.f. Click or tap here to enter text.	
g.	Maintains confidentiality with regard to all matter discussed with the Board and County staff.	5 - Excellent
	Comment 3.g. Click or tap here to enter text.	
4. REPORTING		
a.	Provides the Board with reports concerning matters of importance to the County.	5 - Excellent
	Comment 4.a. Click or tap here to enter text.	
b.	Reports are accurate, comprehensive, and produced in a timely manner.	5 - Excellent
	Comment 4.b. Again, Sylvia's reports are clear, concise and effective. I feel that I understand the implications and can make effective decisions based on the information provided.	
5. STAFFING		
a.	Recruits and retains competent personnel.	5 - Excellent
	Comment 5.a. I have a hard time imagining a more qualified and dedicated staff. Her staff are a team and	

	support her unflinchingly. My only concern is that if we ever lose Sylvia, we may lose the people that are here because of her.	
b.	Accurately informed and concerned about employee relations.	5 - Excellent
	Comment 5.b. Click or tap here to enter text.	
c.	Promotes training and development opportunities for attorneys and staff.	5 - Excellent
	Comment 5.c. Click or tap here to enter text.	
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.	5 - Excellent
	Comment 6.a. She has staff that are deep experts in their field yet are reasonably cross trained in other areas of legal specialty. When her staff present an opinion I hold that opinion in the same regard as an opinion from Sylvia herself.	
b.	Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for the completion of their assignments.	5 - Excellent
	Comment 6.b. Click or tap here to enter text.	
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.	5 - Excellent
	Comment 6.c. I always enjoy a foray into the legal offices. They do have a friendly and respectful camaraderie with each other and also seem to have a bit of appropriate fun. However, the atmosphere is always appropriate.	
d.	Evaluates personnel periodically and addresses any needed improvements, as well as recognizes accomplishments.	5 - Excellent
	Comment 6.d. I was told of one incident where some work had languished on a desk for a bit too long and as soon as she found out about it, it was dealt with and she came to me to discuss. I appreciated the transparency.	
e.	Encourages teamwork, innovation, and effective problem-solving among the attorneys and staff.	5 - Excellent
	Comment 6.e. .	
7.	FISCAL MANAGEMENT	
a.	Prepares a balanced budget to provide services at a level directed by the Board.	5 - Excellent
	Comment 7.a. Click or tap here to enter text.	
b.	Appropriately monitors and manages the fiscal activities of the County Attorney's Office.	5 - Excellent
	Comment 7.b. Click or tap here to enter text.	

Total All Points: [Click or tap here to enter TOTAL POINTS](#) Divide Total by **27** (#of categories)
Average: 5

8. What strengths has the County Attorney 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)

Her communication style is measured, and she communicates risk with the appropriate gravity, and communicates clearly and in layman's terms as appropriate. She has provided me with case law in the past when I asked and was willing to discuss legal intricacies to help me better understand the political nuances

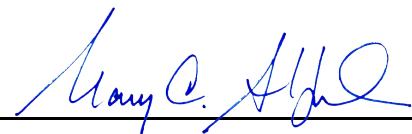
of an issue. Mostly, I appreciate that she is not willing to be intimidated or cowed by the bullying political tactics that we sometimes are subject to by our state government. She clearly knows and understands our home rule rights and helps us defend them effectively. She is willing to go above and beyond the borders of our county to protect our county's interests, and had garnered respect regionally for her efforts.

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

Sylvia has the most competent and skilled staff that I can imagine for a County Attorney's Office. The only improvement that I can suggest is that Sylvia be willing and able to step away to take needed time away from the office for her own health and for her family.

10. Other comments?

When I see Sylvia's number come up on my phone, or I see her face at my office door, I always smile. While her communication is not always the best news, I know that whatever the challenges, they will be handled effectively and well, and working with Sylvia is always pleasant. I consider Sylvia a friend and a colleague in County Government and am honored to share the dais with her. Alachua County is fortunate to have her legal leadership.

Signature: 

Date: 10/2/2024 _____

Printed Name: Mary Alford _____