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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. Ms. Torres is always watching out for issues that might compromise our legal credibility. | |
| 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. Im impressed by her ability to quickly retrieve information and provide counsel | |
| 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. She is very quick to access the information needed for countywide decisions | |
| 2. | RELATIONS WITH BOARD OF COUNTY COMMISSIONERS | |
| a. | Communicates effectively with the Board, staff and the community. | 5 - Excellent |
| | Comment 2.a. | |

| | | |
|-----------|---|---------------|
| | Ms. Torres is straightforward in her explanations needed by board and citizens | |
| b. | Responds in a timely manner to requests made by the Board. | 5 - Excellent |
| | Comment 2.b She is vigilant in contacting and responding to contacts from board members | |
| c. | Proactively anticipates and identifies potential legal consequences to proposed Board action. | 5 - Excellent |
| | Comment 2.c. Absolutely | |
| d. | Maintains the Board's and County staff's confidence in the performance of his/her duties. | 5 - Excellent |
| | Comment 2.d. There has never been any doubt | |
| 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 is sensitive to the needs of the public and the boards response to those needs | |
| c. | Represents the County in a professional and ethical manner. | 5 - Excellent |
| | Comment 3.c. Always | |
| 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. Ms. Torres has equipped our staff with the most outstanding team of legal staff. | |
| 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. She is on the job 24/7 and is quick to initiate conversations of concern for our board | |
| b. | Reports are accurate, comprehensive, and produced in a timely manner. | 5 - Excellent |
| | Comment 4.b. Absolutely | |
| 5. | STAFFING | |
| a. | Recruits and retains competent personnel. | 5 - Excellent |
| | Comment 5.a. We have outstanding staff thanks to her discerning ability to hire | |
| b. | Accurately informed and concerned about employee relations. | 5 - Excellent |
| | Comment 5.b. She cares deeply for her team. | |
| c. | Promotes training and development opportunities for attorneys and staff. | 5 - Excellent |
| | Comment 5.c. She cares about the professional development and maintenance of her staff. | |
| 6. | SUPERVISION | |

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|---|--|---------------|
| 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 full confidence in her staff and refers us to them for their strengths and assignments | | |
| 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. Absolutely | | |
| 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. Absolutely | | |
| d. | Evaluates personnel periodically and addresses any needed improvements, as well as recognizes accomplishments. | 5 - Excellent |
| Comment 6.d Click or tap here to enter text.. | | |
| e. | Encourages teamwork, innovation, and effective problem-solving among the attorneys and staff. | 5 - Excellent |
| Comment 6.e Yes indeed. | | |
| 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: 135 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)

I am grateful to have the communication that allows me to call for advice at any time. I believe that Ms. Torres understands my sentiments about issues and offers direction or redirection based on that understanding. I know I can count on her clear and direct opinion with regard to the legality of actions taken by our Board or by me as a County Commissioner.

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?

I have nothing to offer that might improve the performance of Ms. Torres.

10. Other comments?

Alachua County is fortunate to have such strong leadership at the lead of our legal team.

Signature: Marihelen Wheeler

Date: September 25, 2024 _____

Printed Name: Marihelen Wheeler _____

