

Alachua County Board of County Commissioners
Performance Evaluation
Administrating Official

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 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.	Knowledgeable of current developments affecting the management field and county governments.	5 - Excellent
	Comment 1.a. Ms Lieberman is involved at county, state and federal levels of administrative commissions that keep her abreast of movements nationwide.	
b.	Respected in management profession.	5 - Excellent
	Comment 1.b. She works to include our local city managers under the county umbrella of services	
c.	Has a capacity for and encourages innovation.	5 - Excellent
	Comment 1.c. One of the pleasures of working with Ms. Lieberman is her daring ability to think “out of the box”	
d.	Anticipates problems and develops effective approaches for solving them.	5 - Excellent
	Comment 1.d. I would say that she is also creative in her approaches to solving problems	
e.	Willing to try new ideas proposed by Board Members or staff.	5 - Excellent

	Comment 1.e. Ms. Lieberman is willing to try, but is also able to put forth cautions to help more carefully clarify and implement plans	
f.	Interacts with the Board in a collegial and straightforward manner.	5 - Excellent
	Comment 1.f. Each board member has his/her unique relationship with the manager as in any work environment. I have always found our CM to be available for that straight conversation with humor and good nature.	

2.	RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	
a.	Carries out directives of the Board as a whole rather than those of any one Board member.	5 - Excellent
	Comment 2.a. I see our CM as very careful to keep the Board as a whole as the guide for her work.	
b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5 - Excellent
	Comment 2.b. My experience is that this is true.	
c.	Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5 - Excellent
	Comment 2.c. Absolutely	
d.	Responds to requests for information or assistance by the Board.	5 - Excellent
	Comment 2.d. Yes, CM has always been quick to respond to my concerns and often directly "on the spot"	

3.	POLICY EXECUTION	
a.	Implements Board action in accordance with the intent of the Board.	5 - Excellent
	Comment 3.a. Always	
b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5 - Excellent
	Comment 3.b. Faithfully	
c.	Enforces County policies.	5 - Excellent
	Comment 3.c. Absolutely	
d.	Understands County's laws and ordinances.	5 - Excellent
	Comment 3.d. I am always impressed by her ability to recall and locate information so readily	
e.	Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.	5 - Excellent
	Comment 3.e. Click or tap here to enter text.	
f.	Professionally executes Board policies and programs through county workforce.	5 - Excellent
	Comment 3.f. Ms. Lieberman is ready and able to make the hard decisions about policy issues and hires professionals to help integrate county work into the community.	
4.	REPORTING	
a.	Provides the Board with reports concerning matters of importance to the County.	5 - Excellent

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	Comment 4.a. The county currently has a wide range of very large projects that have many moving parts. We are engaged with big contracts with large businesses that often make it hard to provide preliminary information. Upon request the information is provided with the most current updates.	
b.	Reports are accurate, comprehensive and produced in a timely manner.	5 - Excellent
	Comment 4.b. Reports are given as requested if not initially	
c.	Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations.	5 - Excellent
	Comment 4.c. We count on agenda reviews that have been produced in coordination with her outstanding staff	
d.	Promotes transparency in the documents and affairs of the County government.	5 - Excellent
	Comment 4.d. Click or tap here to enter text.	

5.	SUPERVISION	
a.	Employs a professional, knowledgeable staff.	5 - Excellent
	Comment 5.a. absolutely	
b.	Maintains a healthy and productive organizational culture.	5 - Excellent
	Comment 5.b. Click or tap here to enter text.	
c.	Employees are recognized for best practices in the industry.	5 - Excellent
	Comment 5.c. I see real effort to promote our employees' successes	
d.	Employees have training and professional growth opportunities within the organization	5 - Excellent
	Comment 5.d. Opportunities are provided and encouraged	
e.	Encourages teamwork, innovation, and effective problem-solving among the staff members.	5 - Excellent
	Comment 5.e. She works to find a balance in hiring staff that are not only professional in their areas of expertise, but are creative and able to work together to handle problems and offer collaborative solutions.	
f.	Institutes in employees a culture that is focused on customer service and responsible stewardship.	5 - Excellent
	Comment 5.f. Absolutely	

6.	FISCAL MANAGEMENT	
a.	Prepares a balanced budget to provide services at a level directed by the Board.	5 - Excellent
	Comment 6.a. Absolutely. She has gathered a team of professionals to help guide this process as well.	
b.	Makes the best possible use of available funds, to operate the County efficiently and effectively.	5 - Excellent
	Comment 6.b. She's good at this and careful to advise the board as needed to maintain efficiency and effectiveness	
c.	Prepares a budget which is well formatted.	5 - Excellent

2/1/16

	Comment 6.c. Click or tap here to enter text.	
d.	Fiscal management reflects sound financial planning and controls.	5 - Excellent
	Comment 6.d. CM has strong working relationship with our finance staff.	
e.	Appropriately monitors and manages the fiscal activities of the organization	5 - Excellent
	Comment 6.e. Click or tap here to enter text.	
7. CITIZEN/COMMUNITY RELATIONS		
a.	Responsive to complaints from citizens.	5 - Excellent
	Comment 7.a. CM has competent and reliable assistant managers to respond to citizens who have complaints specific to their assigned areas. If she is not responding personally, her assistant county managers are. She does not micromanage her team though she has excellent communication with the staff who cover county concerns.	
b.	Demonstrates a dedication to service to the community and its citizens.	5 - Excellent
	Comment 7.b. Click or tap here to enter text.	
c.	Skillful with the news media, avoiding political positions and partisanship.	5 - Excellent
	Comment 7.c. Manager Lieberman has two of the best spokespersons possible for our county communication. She utilizes them to address day to day activities and concerns, but is perfectly capable of speaking for our county progress and/or concerns and often does so.	
d.	Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation.	5 - Excellent
	Comment 7.d. She does this continuously	
e.	Willing to meet with members of the community to discuss their concerns.	5 - Excellent
	Comment 7.e. CM is always willing to meet with community.	
f.	Engages with community partners on local initiatives.	5 - Excellent
	Comment 7.f. This is one of her strengths.	
g.	Avoids unnecessary controversy.	5 - Excellent
	Comment 7.g. Click or tap here to enter text.	
h.	Respected as a community leader.	5 - Excellent
	Comment 7.h. Ms. Lieberman makes every effort to engage in community events and activities that promote the welfare of the county and its citizens. She is in regular contact with other local authorities and makes it known that our county resources are available to the citizens of the county as needed.	

Total All Points: 195 Divide Total by 39 (#of 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 Administrator's leadership)?

7/27/24

Ms. Lieberman has shown great stamina in developing and managing the many projects that have projected this county into a new economic dynamic. Her ability to engage with the business community as we move into this reality has helped us grow countywide. The shifting workforce has been a concern as we engage in many of these projects, but the manager's ability to adapt to change have made it possible for us to stay on course as the county expands its development.

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 have appreciated Ms. Lieberman's acknowledgement of the scope of projects we currently have in process and agree that we need to complete and fortify these before we extend much further. I hope that our county manager will be bold to continue to advise Board regarding the scope of our current commitments. We are all individuals with our own goals and commitments, but as a whole we need guidance about what our unified goals should be for the county's best interest. I encourage her to be clear about her concerns.

10. Other comments?

We are fortunate to have the working relationships we have on our current BOCC and I believe that the successes we have enjoyed thus far are a result of the ability of our County Manager to provide the best staff available to advise this Board along with her willingness to support that staff as we all work together.

Signature: Marihelen Wheeler

Date: September 24, 2024 _____

Printed Name: Marihelen Wheeler _____

