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)
- 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. | | |
| | Click or tap here to enter text. | | |
| 2. | RELATIONS WITH BOARD OF COUNTY COMMISSIONERS | | |
| a. | Communicates effectively with the Board, staff and the community. | 5 - Excellent | |
| | Comment 2.a. | • | |

| | Click or tap here to enter text. | | | |
|------------|---|---------------|--|--|
| h | Responds in a timely manner to requests made by the Board. | 5 - Excellent | | |
| b. | Comment 2.b | O EXOCITED IN | | |
| | Sylvia is always Extremely responsive whenever I call. | | | |
| C. | Proactively anticipates and identifies potential legal consequences to | 5 - Excellent | | |
| 0. | proposed Board action. | C Execution | | |
| | Comment 2.c. | 1 | | |
| | Click or tap here to enter text. | | | |
| d. | Maintains the Board's and County staff's confidence in the | 5 - Excellent | | |
| u. | performance of his/her duties. | LAGOIGIT | | |
| | Comment 2.d. | | | |
| | Click or tap here to enter text. | | | |
| 3. | LEGAL REPRESENTION | | | |
| - | Aggressively represents the County's interests as directed by the | 5 - Excellent | | |
| a. | Board. | o - excellent | | |
| | Comment 3.a. | 1 | | |
| | Click or tap here to enter text. | | | |
| b. | Approach is effective in achieving the best possible legal outcomes | 5 - Excellent | | |
| | for the County's interests given the issues that arise. | | | |
| | Comment 3.b. | 1 | | |
| | Click or tap here to enter text. | | | |
| C. | Represents the County in a professional and ethical manner. | 5 - Excellent | | |
| | Comment 3.c. | 1 | | |
| | Click or tap here to enter text. | | | |
| d. | Impartially and objectively performs his/her duties and responsibilities. | 5 - Excellent | | |
| | Comment 3.d. | <u>I</u> | | |
| | Click or tap here to enter text. | | | |
| e. | Estimates of legal impacts are reasonably accurate on a regular basis. | 5 - Excellent | | |
| | Comment 3.e | 1 | | |
| | Click or tap here to enter text. | | | |
| f. | Regularly provides the scope of legal expertise necessary to meet the | 5 - Excellent | | |
| | County's needs on issues that arise, either himself/herself, through staff, | | | |
| | or other available resources. | | | |
| | Comment 3.f. | | | |
| | Click or tap here to enter text. | 1 | | |
| g. | Maintains confidentiality with regard to all matter discussed with the | 5 - Excellent | | |
| | Board and County staff. | | | |
| | Comment 3.g. | | | |
| | Click or tap here to enter text. | | | |
| 4. | REPORTING | | | |
| a. | Provides the Board with reports concerning matters of importance to the | 5 - Excellent | | |
| | County. | | | |
| | Comment 4.a. | | | |
| | Click or tap here to enter text. | | | |
| | Reports are accurate, comprehensive, and produced in a timely manner. | 5 - Excellent | | |
| | Comment 4.b. | | | |
| | Click or tap here to enter text. | | | |
| 5 . | STAFFING | 1 | | |
| a. | Recruits and retains competent personnel. | 5 - Excellent | | |
| | Comment 5.a. | | | |
| - | I am extremely impressed with the depth and knowledge of Ms Torre | | | |
| 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 | | |
| 7 | Comment 5.c. | | | |
| | Click or tap here to enter text. | | | |
| 6. | SUPERVISION | | | |

| a. | Encourages staff to make decisions within their own areas of | 5 - Excellent | | |
|----------|--|---------------|--|--|
| | responsibility and job descriptions, yet maintains general control of all | | | |
| | legal operations. Comment 6.a. | | | |
| | Ms Torres has a high level of trust and respect with her Staff. | | | |
| b. | | 5 - Excellent | | |
| | rather than restrictive controls for the completion of their assignments. | | | |
| | Comment 6.b. | | | |
| | Click or tap here to enter text. | | | |
| C. | Has developed a friendly and informal relationship with the work force as | 5 - Excellent | | |
| | a whole, yet maintains the prestige and dignity of the County Attorney's | | | |
| | Office. | | | |
| | Comment 6.c. | | | |
| <u> </u> | Click or tap here to enter text. | E. Errallant | | |
| 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 | 5 - Excellent | | |
| | among the attorneys and staff. | | | |
| | Comment 6.e | | | |
| | Click or tap here to enter text | | | |
| 7. | FISCAL MANAGEMENT | | | |
| a. | Prepares a balanced budget to provide services at a level directed by the | 5 - Excellent | | |
| | Board. | | | |
| | Comment 7.a. | | | |
| | Click or tap here to enter text. | | | |
| b. | Appropriately monitors and manages the fiscal activities of the County | 5 - Excellent | | |
| | Attorney's Office. | | | |
| | Comment 7.b | | | |
| | Click or tap here to enter text. | | | |

Total All Points: 135 Divide Total by 27 (#of categories) Average: 5.0

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)

Ms. Torres has developed a deep and highly qualify attorney department that represents the Board very well across a number of different disciplines.

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?

Continue pushing your team to further their expertise and knowledge.

10. Other comments?

Excellent public servant, thank you Sylvia!

| | Ku Cornel | | |
|------------|-----------|---------------|--|
| Signature: | por con | Date: 10/1/24 | |

| Printed Name: Ken Cornell | |
|---------------------------|--|
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