

## 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, 2024 THROUGH SEPTEMBER 30, 2025**

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

<b>1.</b>	<b>PROFESSIONAL SKILLS AND STATUS</b>	
a.	Legal advice provided has proven to be accurate and technically correct.	5 - Excellent
	<b>Comment 1.a.</b> I am confident in the advice I receive from Sylvia and her staff.	
b.	Is respected within the legal profession.	5 - Excellent
	<b>Comment 1.b.</b> I am routinely told that Sylvia is one of the best.	
c.	Possesses an efficient and effective knowledge of the County's Code of Laws and regulations, state statutes and federal laws.	5 - Excellent
	<b>Comment 1.c.</b> I have full confidence.	
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
	<b>Comment 1.d.</b> I am always amazed at the case law she has knowledge of and what she has at her fingertips.	
<b>2.</b>	<b>RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	
a.	Communicates effectively with the Board, staff and the community.	5 - Excellent

	<b>Comment 2.a.</b> <b>Always professional, thorough, accurate, thoughtful.</b>	
b.	Responds in a timely manner to requests made by the Board.	5 - Excellent
	<b>Comment 2.b</b> <b>She is sometimes TOO timely – when I make a request over the weekend, I can typically wait until the work week starts. Just because I work on the weekend, it does not mean I expect others too!</b>	
c.	Proactively anticipates and identifies potential legal consequences to proposed Board action.	5 - Excellent
	<b>Comment 2.c.</b> <b>Sylvia and her staff keep us on the straight and narrow.</b>	
d.	Maintains the Board's and County staff's confidence in the performance of his/her duties.	5 - Excellent
	<b>Comment 2.d.</b> I have full confidence.	
<b>3. LEGAL REPRESENTATION</b>		
a.	Aggressively represents the County's interests as directed by the Board.	5 - Excellent
	<b>Comment 3.a.</b> <b>The County's interests and the interests of our citizens are protected.</b>	
b.	Approach is effective in achieving the best possible legal outcomes for the County's interests given the issues that arise.	5 - Excellent
	<b>Comment 3.b.</b> <b>I find her recommendations to be thoughtful and strategic.</b>	
c.	Represents the County in a professional and ethical manner.	5 - Excellent
	<b>Comment 3.c.</b> <b>I have full confidence in our attorney and her staff.</b>	
d.	Impartially and objectively performs his/her duties and responsibilities.	5 - Excellent
	<b>Comment 3.d.</b> <b>I find the County Attorney's office to be impartial and objective as appropriate.</b>	
e.	Estimates of legal impacts are reasonably accurate on a regular basis.	5 - Excellent
	<b>Comment 3.e</b> <b>I find her analysis of potential impacts to be conservative but typically accurate – exactly what I need to make a careful decision.</b>	
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
	<b>Comment 3.f.</b> <b>We have a wonderful breadth of expertise in our County Attorney's office, and considerable depth of experience as well.</b>	
g.	Maintains confidentiality with regard to all matter discussed with the Board and County staff.	5 - Excellent
	<b>Comment 3.g.</b> <b>Confidentially has never been a concern.</b>	
<b>4. REPORTING</b>		
a.	Provides the Board with reports concerning matters of importance to the County.	5 - Excellent
	<b>Comment 4.a.</b> <b>We receive regular and timely reports on matters of importance, both solicited and unsolicited as needed.</b>	
b.	Reports are accurate, comprehensive, and produced in a timely manner.	5 - Excellent
	<b>Comment 4.b.</b> <b>I am routinely impressed by the comprehensiveness of the reports I receive within a relatively short time frame.</b>	
<b>5. STAFFING</b>		
a.	Recruits and retains competent personnel.	5 - Excellent
	<b>Comment 5.a.</b> <b>I'd measure the expertise in the County Attorney's office against any in the country.</b>	

b.	Accurately informed and concerned about employee relations.	5 - Excellent
<b>Comment 5.b.</b> I have received good and accurate information about employee concerns.		
c.	Promotes training and development opportunities for attorneys and staff.	5 - Excellent
<b>Comment 5.c.</b> Sylvia's employees seem happy and content as well as competent.		
<b>6. SUPERVISION</b>		
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
<b>Comment 6.a.</b> Sylvia provided an expertise guide to the staff in her office so we would know the best person to approach with specific questions. While we might approach an attorney within their area of expertise, I find that Sylvia is always well informed about the issues.		
b.	Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for the completion of their assignments.	5 - Excellent
<b>Comment 6.b.</b> Sylvia provided an expertise guide to the staff in her office so we would know the best person to approach with specific questions. While we might approach an attorney within their area of expertise, I find that Sylvia is always well informed about the issues.		
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
<b>Comment 6.c.</b> This is evident as you walk down the hall of the County Attorney – everyone is hard at work but not too busy, typically, to wave hello or be approached about a quick question. I appreciate the friendliness of all her staff as well as their professionalism.		
d.	Evaluates personnel periodically and addresses any needed improvements, as well as recognizes accomplishments.	5 - Excellent
<b>Comment 6.d</b> I know that Sylvia has had a couple of personnel concerns which she dealt with quickly and confidentially, only informing me after it was dealt with. The concerns did not affect me or any actions I was concerned about.		
e.	Encourages teamwork, innovation, and effective problem-solving among the attorneys and staff.	5 - Excellent
<b>Comment 6.e</b> I am always impressed by the teamwork and problem solving of all of our staff, including the County Attorney.		
<b>7. FISCAL MANAGEMENT</b>		
a.	Prepares a balanced budget to provide services at a level directed by the Board.	5 - Excellent
<b>Comment 7.a.</b> No reasons for concern.		
b.	Appropriately monitors and manages the fiscal activities of the County Attorney's Office.	5 - Excellent
<b>Comment 7.b</b> No reasons for concern.		

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

**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 value the careful thoughtfulness that Sylvia brings with her guidance. She radiates wisdom and care, and though I don't always hear what I wish to hear, I have full confidence in the advice I am given. I always

enjoy talking to Sylvia, and I almost always learn something new, and always walk away a better person for having talked with her.

**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?**

My biggest concern is that Sylvia take good care of herself – I don't want her to burn out or make herself sick or too tired. This is a hard time to be a county attorney. I hope she schedules a good retreat or something similar for her and her staff to address the challenges of serving in this role at this point in time.

**10. Other comments?**

I am so honored and lucky to serve with such amazing people.

Signature:  \_\_\_\_\_

Date: 9/8/25 \_\_\_\_\_

Printed Name: Mary Alford \_\_\_\_\_