

## 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> Click or tap here to enter text.	
b.	Is respected within the legal profession.	5 - Excellent
	<b>Comment 1.b.</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
	<b>Comment 1.c.</b> 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
	<b>Comment 1.d.</b> Click or tap here to enter text.	
<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>	

	<a href="#">Click or tap here to enter text.</a>	
b.	Responds in a timely manner to requests made by the Board.	5 - Excellent
	<b>Comment 2.b</b> I have noticed an improvement in the speed by which requests are handled, and contracts are processed. I hope to continue to see efficient gains, especially with land and real estate deals that require timely effort to ensure success.	
c.	Proactively anticipates and identifies potential legal consequences to proposed Board action.	5 - Excellent
	<b>Comment 2.c.</b> <a href="#">Click or tap here to enter text.</a>	
d.	Maintains the Board's and County staff's confidence in the performance of his/her duties.	5 - Excellent
	<b>Comment 2.d.</b> <a href="#">Click or tap here to enter text.</a>	
<b>3. LEGAL REPRESENTATION</b>		
a.	Aggressively represents the County's interests as directed by the Board.	5 - Excellent
	<b>Comment 3.a.</b> I appreciate the proactive approach to protecting our interests and giving advice on matters pertinent to the board.	
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> <a href="#">Click or tap here to enter text.</a>	
c.	Represents the County in a professional and ethical manner.	5 - Excellent
	<b>Comment 3.c.</b> Sylvia is a consummate professional and has a high standard of ethics.	
d.	Impartially and objectively performs his/her duties and responsibilities.	5 - Excellent
	<b>Comment 3.d.</b> <a href="#">Click or tap here to enter text.</a>	
e.	Estimates of legal impacts are reasonably accurate on a regular basis.	5 - Excellent
	<b>Comment 3.e</b> <a href="#">Click or tap here to enter text.</a>	
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> I appreciate that the legal team has good, contracted support to handle specialized issues and to ensure that we have good coverage when needed.	
g.	Maintains confidentiality with regard to all matters discussed with the Board and County staff.	5 - Excellent
	<b>Comment 3.g.</b> <a href="#">Click or tap here to enter text.</a>	
<b>4. REPORTING</b>		
a.	Provides the Board with reports concerning matters of importance to the County.	4 - Above Average
	<b>Comment 4.a.</b> Sometimes we have to find out about issues from the community or push for an issue to be resolved before we are able to get a report. I would like to see management and legal have a process for handling big issues and inter-office discrepancies so that things do not linger	
b.	Reports are accurate, comprehensive, and produced in a timely manner.	4 - Above Average
	<b>Comment 4.b.</b> See above.	
<b>5. STAFFING</b>		
a.	Recruits and retains competent personnel.	5 - Excellent
	<b>Comment 5.a.</b> We have a top-notch staff, and I am excited about our recent hires!	
b.	Accurately informed and concerned about employee relations.	5 - Excellent

	<b>Comment 5.b.</b> <a href="#">Click or tap here to enter text.</a>	
c.	Promotes training and development opportunities for attorneys and staff.	5 - Excellent
	<b>Comment 5.c.</b> <a href="#">Click or tap here to enter text.</a>	
<b>6.</b>	<b>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> <a href="#">Click or tap here to enter text.</a>	
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> <a href="#">Click or tap here to enter text.</a>	
c.	Has developed a friendly and informal relationship with the workforce as a whole yet maintains the prestige and dignity of the County Attorney's Office.	5 - Excellent
	<b>Comment 6.c.</b> <a href="#">Click or tap here to enter text.</a>	
d.	Evaluates personnel periodically and addresses any needed improvements, as well as recognizes accomplishments.	5 - Excellent
	<b>Comment 6.d.</b> <a href="#">Click or tap here to enter text.</a>	
e.	Encourages teamwork, innovation, and effective problem-solving among the attorneys and staff.	4 - Above Average
	<b>Comment 6.e</b> I think that process of resolving varying opinions on a matter that requires multiple departments that work may be needed. .	
<b>7.</b>	<b>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> <a href="#">Click or tap here to enter text.</a>	
b.	Appropriately monitors and manages the fiscal activities of the County Attorney's Office.	5 - Excellent
	<b>Comment 7.b</b> <a href="#">Click or tap here to enter text.</a>	

Total All Points: 132 Divide Total by 27 (#of categories) Average: 4 . 8

**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 appreciate Sylvia's thoughtful approach to her work, and the opportunity to work with other attorneys in the office when the issue is in their expertise area. I feel that she has a strong and broad knowledge set and is good at doing the research needed to get answers to questions as they come up.

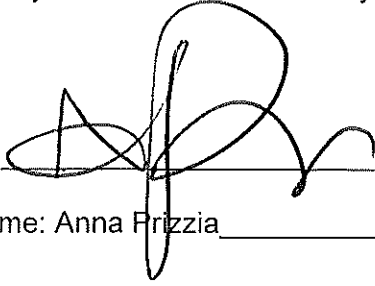
**9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Attorney to improve these areas?**

See above

**10. Other comments?**

Thank you for your service to our County. It is a pleasure to work with you.

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

A handwritten signature in black ink, appearing to be 'Anna Frizzia', written over a horizontal line. The signature is stylized with loops and a vertical stroke.

Date: 9/8/2025 \_\_\_\_\_

Printed Name: Anna Frizzia \_\_\_\_\_