

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)

1.	PROFESSIONAL SKILLS AND STATUS	
a.	Legal advice provided has proven to be accurate and technically correct.	5 - Excellent
	Comment 1.a. I have not reason to believe otherwise. I trust her judgement and her intelligence	
b.	Is respected within the legal profession.	5 - Excellent
	Comment 1.b. Absolutely!	
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. She is quick to access information as needed.	
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. I believe our County Attorney to be quite brilliant and an avid student of everchanging issues.	
2.	RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	
a.	Communicates effectively with the Board, staff and the community.	5 - Excellent

	Comment 2.a. She is timely, clear and direct in her responses.	
b.	Responds in a timely manner to requests made by the Board.	5 - Excellent
	Comment 2.b I believe it's a matter of honor for her to be so diligent. She is extremely available for problem solving.	
c.	Proactively anticipates and identifies potential legal consequences to proposed Board action.	5 - Excellent
	Comment 2.c. This is one of her strengths.	
d.	Maintains the Board's and County staff's confidence in the performance of his/her duties.	5 - Excellent
	Comment 2.d. She is always on duty.	
3.	LEGAL REPRESENTATION	
a.	Aggressively represents the County's interests as directed by the Board.	5 - Excellent
	Comment 3.a. She is fearless in gathering support for county interests and has built a team equally diligent	
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. This is another of her strengths.	
c.	Represents the County in a professional and ethical manner.	5 - Excellent
	Comment 3.c. She is always professional and a stickler for ethical manners.	
d.	Impartially and objectively performs his/her duties and responsibilities.	5 - Excellent
	Comment 3.d. She always has County's best interests at heart.	
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. She and her team have placed the county in the best possible legal position	
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 will report in the early morning or late evening or leave messages to call at the earliest possible opportunities. I don't believe she sleeps.	
b.	Reports are accurate, comprehensive, and produced in a timely manner.	5 - Excellent
	Comment 4.b. Click or tap here to enter text.	
5.	STAFFING	
a.	Recruits and retains competent personnel.	5 - Excellent
	Comment 5.a. This is one of Sylvia's strongest superlatives. Her team is top notch.	
b.	Accurately informed and concerned about employee relations.	5 - Excellent
	Comment 5.b. She has built a strong working relationship among her team because of her care for them and their families.	

c.	Promotes training and development opportunities for attorneys and staff.	5 - Excellent
Comment 5.c. Click or tap here to enter text.		
6.	SUPERVISION	
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. Sylvia is very good about redirecting me to those who have their assignments that relate to my questions and concerns. She does not feel the need to address those concerns that are not in her special area of expertise.		
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. Click or tap here to enter text.		
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. As stated above, she cares about the individuals that make up her team and cares about their working and familial welfare. The health of her staff increases its efficiency and success.		
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 Her team is strong and works together based on the strengths each one brings to the mix.		
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)

Attorney Torres is diligent in watching to make sure I don't overstep in my enthusiasm to connect to the outside community. She is always available to counsel and offer perspectives that I do not have and returns answers to my questions in short order. Sylvia is direct and specific in her advice and I have had no experience that would indicate that she has anything but the best interests of the county in her work.

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 share here. My hope is that she will continue to hire the great team she has assembled so that she has staff who will continue to share the workload this county has placed on her and the ones who

work with her. The County demands much and is often in the crosshairs of our state government.

10. **Other comments?**

I greatly enjoy working with our County Attorney Sylvia Torres and believe the County is in good legal hands with her leading the department.

Signature: Marihelen Wheeler

Date: Sept. 8, 2025 _____

Printed Name: Marihelen Wheeler _____