

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, 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.	Knowledgeable of current developments affecting the management field and county governments.	5 - Excellent
	Comment 1.a. Click or tap here to enter text.	
b.	Respected in management profession.	5 - Excellent
	Comment 1.b. Michele is well respected at the State and National level	
c.	Has a capacity for and encourages innovation.	5 - Excellent
	Comment 1.c. Click or tap here to enter text.	
d.	Anticipates problems and develops effective approaches for solving them.	3 - Satisfactory
	Comment 1.d. In the recent National search for an IT Director, I wish you would have anticipated the problems with interviewing the staff that were being supervised by one of the candidates. With the exception of this, Michele exceeded expectations throughout the year.	
e.	Willing to try new ideas proposed by Board Members or staff.	5 - Excellent

	Comment 1.e. Click or tap here to enter text.	
f.	Interacts with the Board in a collegial and straightforward manner.	5 - Excellent
	Comment 1.f. Click or tap here to enter text.	

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. Michele does an excellent job of Managing the various priorities of the Board and works tirelessly to build consensus before expending County resources.	
b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5 - Excellent
	Comment 2.b. Click or tap here to enter text.	
c.	Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5 - Excellent
	Comment 2.c. Michele's unique background of previously serving as the County Attorney gives her additional insight on helping the Board establish policy.	
d.	Responds to requests for information or assistance by the Board.	5 - Excellent
	Comment 2.d. Amazingly responsive.	

3.	POLICY EXECUTION	
a.	Implements Board action in accordance with the intent of the Board.	5 - Excellent
	Comment 3.a. Click or tap here to enter text.	
b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5 - Excellent
	Comment 3.b. Click or tap here to enter text.	
c.	Enforces County policies.	5 - Excellent
	Comment 3.c. Click or tap here to enter text.	
d.	Understands County's laws and ordinances.	5 - Excellent
	Comment 3.d. See comment 2.c.	
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. 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. Click or tap here to enter text.	

b.	Reports are accurate, comprehensive and produced in a timely manner.	5 - Excellent
Comment 4.b. Click or tap here to enter text.		
c.	Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations.	5 - Excellent
Comment 4.c. Click or tap here to enter text.		
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. Michele empowers and supervises some of the best staff in the State!		
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. Michele is quick to give credit and take the blame.		
d.	Employees have training and professional growth opportunities within the organization	5 - Excellent
Comment 5.d. Click or tap here to enter text.		
e.	Encourages teamwork, innovation, and effective problem- solving among the staff members.	5 - Excellent
Comment 5.e. Click or tap here to enter text.		
f.	Institutes in employees a culture that is focused on customer service and responsible stewardship.	5 - Excellent
Comment 5.f. Click or tap here to enter text.		

6. FISCAL MANAGEMENT		
a.	Prepares a balanced budget to provide services at a level directed by the Board.	5 - Excellent
Comment 6.a. Click or tap here to enter text.		
b.	Makes the best possible use of available funds, to operate the County efficiently and effectively.	5 - Excellent
Comment 6.b. Click or tap here to enter text.		
c.	Prepares a budget which is well formatted.	5 - Excellent
Comment 6.c. Click or tap here to enter text.		
d.	Fiscal management reflects sound financial planning and controls.	5 - Excellent
Comment 6.d. Click or tap here to enter text.		
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. Click or tap here to enter text.		
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. Michele is rarely in the news and leaves the politics to the elected body.		
d.	Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation.	5 - Excellent
Comment 7.d. Click or tap here to enter text.		
e.	Willing to meet with members of the community to discuss their concerns.	5 - Excellent
Comment 7.e. Click or tap here to enter text.		
f.	Engages with community partners on local initiatives.	5 - Excellent
Comment 7.f. Click or tap here to enter text.		
g.	Avoids unnecessary controversy.	5 - Excellent
Comment 7.g. See 7.c.		
h.	Respected as a community leader.	5 - Excellent
Comment 7.h. Has received awards and been recognized by our Community as an incredible public servant and leader.		

Total All Points: 193 Divide Total by **39** (#of categories) Average: 4 . 9 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)?

Recognized as one of the best Managers in the State.

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?

Please focus on high level HR functions for hiring.

10. Other comments?

Once again, excellent job across the board.

Signature:  _____

Date: August 25, 2025 _____

Printed Name: Ken Cornell _____