

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)

<b>1.</b>	<b>PROFESSIONAL SKILLS AND STATUS</b>	
a.	Knowledgeable of current developments affecting the management field and county governments.	5 - Excellent
	<b>Comment 1.a.</b> Michelle does an excellent job of staying up to date on issues that affect county government in FL and being active in opportunities to get professional development and participate in state and national efforts to increase her education and our standing as a county.	
b.	Respected in management profession.	5 - Excellent
	<b>Comment 1.b.</b> Click or tap here to enter text.	
c.	Has a capacity for and encourages innovation.	4 - Above Average
	<b>Comment 1.c.</b> I think that this is strong in some areas of the county, such as Economic Development and Tourism, but it trails in other areas.	
d.	Anticipates problems and develops effective approaches for solving them.	4 - Above Average
	<b>Comment 1.d.</b> Click or tap here to enter text.	

e.	Willing to try new ideas proposed by Board Members or staff.	5 - Excellent
<b>Comment 1.e.</b> Click or tap here to enter text.		
f.	Interacts with the Board in a collegial and straightforward manner.	5 - Excellent
<b>Comment 1.f.</b>		

<b>2.</b>	<b>RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	
a.	Carries out directives of the Board as a whole rather than those of any one Board member.	4 - Above Average
<b>Comment 2.a.</b> Click or tap here to enter text.		
b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5 - Excellent
<b>Comment 2.b.</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
<b>Comment 2.c.</b> Click or tap here to enter text.		
d.	Responds to requests for information or assistance by the Board.	5 - Excellent
<b>Comment 2.d.</b> Click or tap here to enter text.		

<b>3.</b>	<b>POLICY EXECUTION</b>	
a.	Implements Board action in accordance with the intent of the Board.	4 - Above Average
<b>Comment 3.a.</b> 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
<b>Comment 3.b.</b> Click or tap here to enter text.		
c.	Enforces County policies.	5 - Excellent
<b>Comment 3.c.</b> Click or tap here to enter text.		
d.	Understands County's laws and ordinances.	5 - Excellent
<b>Comment 3.d.</b> Click or tap here to enter text.		
e.	Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.	5 - Excellent
<b>Comment 3.e.</b> Click or tap here to enter text.		
f.	Professionally executes Board policies and programs through county workforce.	5 - Excellent
<b>Comment 3.f.</b> Click or tap here to enter text.		
<b>4.</b>	<b>REPORTING</b>	
a.	Provides the Board with reports concerning matters of importance to the County.	4 - Above Average
<b>Comment 4.a.</b> I would like more regular interaction and communication of issues related to county business.		

b.	Reports are accurate, comprehensive and produced in a timely manner.	Performance Level: (choose one)
	<b>Comment 4.b.</b> Click or tap here to enter text.	
c.	Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations.	4 - Above Average
	<b>Comment 4.c.</b> Agenda back up varies from department to department.	
d.	Promotes transparency in the documents and affairs of the County government.	5 - Excellent
	<b>Comment 4.d.</b> Click or tap here to enter text.	

<b>5.</b>	<b>SUPERVISION</b>	
a.	Employs a professional, knowledgeable staff.	5 - Excellent
	<b>Comment 5.a.</b> We have an amazing team of people.	
b.	Maintains a healthy and productive organizational culture.	4 - Above Average
	<b>Comment 5.b.</b> Looking forward to the new strategic plan and the ways that this will help increase cross-departmental collaboration and provide more opportunities for staff input to policies and procedures.	
c.	Employees are recognized for best practices in the industry.	5 - Excellent
	<b>Comment 5.c.</b> Click or tap here to enter text.	
d.	Employees have training and professional growth opportunities within the organization	5 - Excellent
	<b>Comment 5.d.</b> Click or tap here to enter text.	
e.	Encourages teamwork, innovation, and effective problem- solving among the staff members.	4 - Above Average
	<b>Comment 5.e.</b> Sometimes we have to find out about issues from the community or push for an issue to be resolved before we 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	
f.	Institutes in employees a culture that is focused on customer service and responsible stewardship.	5 - Excellent
	<b>Comment 5.f.</b> Our team does a great job of being very responsive and providing opportunities for input. All our staff are focused on being good stewards of our county resource and tax dollars.	

<b>6.</b>	<b>FISCAL MANAGEMENT</b>	
a.	Prepares a balanced budget to provide services at a level directed by the Board.	5 - Excellent
	<b>Comment 6.a.</b> Budget process is clear, and well done. Michelle does a good job of reflecting the goals of the board and our residents within budget enhancements while ensuring essential and basic functions of the county are also funded.	
b.	Makes the best possible use of available funds, to operate the County efficiently and effectively.	5 - Excellent
	<b>Comment 6.b.</b> Click or tap here to enter text.	
c.	Prepares a budget which is well formatted.	5 - Excellent
	<b>Comment 6.c.</b> Click or tap here to enter text.	

d.	Fiscal management reflects sound financial planning and controls.	5 - Excellent
	<b>Comment 6.d.</b> <a href="#">Click or tap here to enter text.</a>	
e.	Appropriately monitors and manages the fiscal activities of the organization	5 - Excellent
	<b>Comment 6.e.</b> <a href="#">Click or tap here to enter text.</a>	

<b>7.</b>	<b>CITIZEN/COMMUNITY RELATIONS</b>	
a.	Responsive to complaints from citizens.	5 - Excellent
	<b>Comment 7.a.</b> <a href="#">Click or tap here to enter text.</a>	
b.	Demonstrates a dedication to service to the community and its citizens.	5 - Excellent
	<b>Comment 7.b.</b> <a href="#">Click or tap here to enter text.</a>	
c.	Skillful with the news media, avoiding political positions and partisanship.	4 - Above Average
	<b>Comment 7.c.</b> <a href="#">Click or tap here to enter text.</a>	
d.	Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation.	5 - Excellent
	<b>Comment 7.d.</b> Our efforts to expand community engagement have been really wonderful.	
e.	Willing to meet with members of the community to discuss their concerns.	5 - Excellent
	<b>Comment 7.e.</b> <a href="#">Click or tap here to enter text.</a>	
f.	Engages with community partners on local initiatives.	5 - Excellent
	<b>Comment 7.f.</b> <a href="#">Click or tap here to enter text.</a>	
g.	Avoids unnecessary controversy.	5 - Excellent
	<b>Comment 7.g.</b> <a href="#">Click or tap here to enter text.</a>	
h.	Respected as a community leader.	5 - Excellent
	<b>Comment 7.h.</b> We always get great comments from the municipalities about Michele's professionalism and her willingness to have a dialogue. Her staff work hard to find ways we can work with our partners to provide the best service possible.	

Total All Points: 181 Divide Total by **39** (#of categories) Average: 4 . 6 4

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)?

Michele has worked hard to protect county interests in the face of big changes and developed a great process for the new strategic plan that is underway.

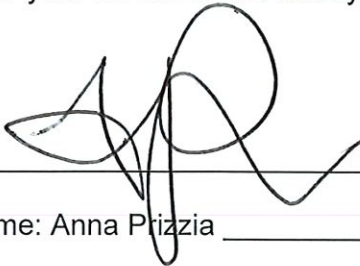
9. What performance areas would you identify as needing improvement? Why? What

constructive, positive ideas can you offer the Administrating Official to improve these areas?

Efforts to develop new programs, such as the IST and the re-work of Court Services, have taken a lot of time and have been without clear direction.

10. Other comments?

Thank you for your service to the county. It is a pleasure to work with you.

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

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

Printed Name: Anna Prizzia \_\_\_\_\_