

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)

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| 1. | PROFESSIONAL SKILLS AND STATUS | |
| a. | Knowledgeable of current developments affecting the management field and county governments. | 5 - Excellent |
| | Comment 1.a. CM avails herself to many opportunities to learn and to share our successes with other professionals throughout the state and nation (i.e. FACM and NACO) | |
| b. | Respected in management profession. | 5 - Excellent |
| | Comment 1.b. CM Lieberman is known for her professionalism and drive even when her decisions may not always be understood or appreciated by the public | |
| c. | Has a capacity for and encourages innovation. | 5 - Excellent |
| | Comment 1.c. Manager Lieberman is willing to take risks if it improves the functions of the county and encourages her staff to be creative in problem solving | |
| d. | Anticipates problems and develops effective approaches for solving them. | 5 - Excellent |
| | Comment 1.d. M Lieberman generally has a “plan B” and sometimes “C.” | |

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| e. | Willing to try new ideas proposed by Board Members or staff. | 5 - Excellent |
| Comment 1.e. "If the Board wants it, we'll get it done". | | |
| f. | Interacts with the Board in a collegial and straightforward manner. | 5 - Excellent |
| Comment 1.f. CManager does this and has managed to help keep our board functioning in a like manner. | | |

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| 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. There are no favorities here. | | |
| b. | Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action. | 5 - Excellent |
| Comment 2.b. "We'll take care of it" is often the CManager response. | | |
| c. | Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board. | 5 - Excellent |
| Comment 2.c. She lets us know if we are getting to far off base. | | |
| d. | Responds to requests for information or assistance by the Board. | 5 - Excellent |
| Comment 2.d. C Manager takes notes for Board direction and often requests information while we are in session to answer questions before the meeting ends. | | |

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| 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. Click or tap here to enter text. | | |
| 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. | | |

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| 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. | |

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| 5. | SUPERVISION | |
| a. | Employs a professional, knowledgeable staff. | 5 - Excellent |
| | Comment 5.a. Click or tap here to enter text. | |
| 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. Click or tap here to enter text. | |
| 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. | |

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| 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. | |

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| 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. Click or tap here to enter text. | |
| 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. Click or tap here to enter text. | |
| h. | Respected as a community leader. | 5 - Excellent |
| | Comment 7.h. Click or tap here to enter text. | |

Total All Points: 145 Divide Total by 39 (#of categories) Average: 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)?

County Manager Lieberman has many major projects that are happening on her watch. She has managed to juggle them all with the help of the highly professional and creative staff she has assembled to help her. Her courage to engage with the DOD to build the armory meant to open this fall is only one example of her ability to see what will be of value to this community. The Sports Event Center that is now under our control was a risk that the county was willing to take under her leadership even though there were many local skeptics voicing opposition.. She has faith in her staff and together the County has been able to accomplish huge projects for the benefit of our county. It is CManager Lieberman's confidence in her decisions and her ability to communicate her enthusiasm that has made it easier for me to listen and follow her lead.

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?

I know CManager Lieberman agrees that we have been zealous in seeking out economic opportunities for our

county. She also knows that it is time to slow down until we can catch up on these big projects :new courthouse and the movement of our offices throughout the area on top of the DOD facility and Event Center, etc. We both agree that the next year is one of completions and focus for her and us should be that.

10. Other comments?

There have been times when I have absolutely not agreed with the direction the Manager has taken. I am perfectly comfortable expressing myself in opposition and know that she will respect my position. It is during those times that we agree to go along with the will of the Board majority and still maintain respect for each others opinions.

Signature: *Marihelen Wheeler*

Date: Sept.2, 2025 _____

Printed Name: Marihelen Wheeler _____

