



# Town of Lake Park

## ANNUAL PERFORMANCE EVALUATION FORM

TOWN MANAGER

JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments. *(Please do not complete in pencil.)*

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Evaluator's Name

EVALUATION PERIOD

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5/1/2022 – 5/1/2023

### EVALUATION SCALE

|   |                      |   |
|---|----------------------|---|
| 5 | Outstanding          | Consistently achieves and exceeds all standards/objectives of work performance. |
| 4 | Very Effective       | Regularly meets and frequently exceeds standards of work performance.           |
| 3 | Effective            | Regularly meets standards of work performance.                                  |
| 2 | Marginally Effective | Often fails to meet standards of work performance.                              |
| 1 | Ineffective          | Clearly and consistently fails to meet standards of work performance.           |

## 1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

- \_\_\_ Maintains open and informative communications with the Town Commission
- \_\_\_ Knowledgeable of current developments affecting the local government management field.
- \_\_\_ Effectively implements and enforces Town policies and procedures
- \_\_\_ Demonstrates a capacity for innovation and creativity
- \_\_\_ Anticipates problems and develops effective approaches for solving them.
- \_\_\_ Maintains a work atmosphere conducive to productivity and efficiency
- \_\_\_ Takes responsibility for staff actions.
- \_\_\_ Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
- \_\_\_ Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
- \_\_\_ Properly controls the Town's operational and functional activities and motivates others to maximum performance
- \_\_\_ Effectively recruits professional staff

COMMENTS:

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## 2. FISCAL MANAGEMENT

- \_\_\_ Possesses knowledge of governmental accounting/budget procedures
- \_\_\_ Prepares a balanced budget to provide services at a level directed by the Town Commission
- \_\_\_ Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- \_\_\_ Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
- \_\_\_ Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

- \_\_\_ Expenditures are made within budget limitations according to established policy

COMMENTS:

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### 3. PERSONAL SKILLS/COMMUNICATIONS

- \_\_\_ Willing to commit time necessary to complete required tasks
- \_\_\_ Demonstrates high concern for ethical behavior
- \_\_\_ Skillful in verbal communication
- \_\_\_ Skillful in written communication
- \_\_\_ Informs the Commission of current issues and administrative developments
- \_\_\_ Encourages a positive attitude regarding the Town
- \_\_\_ Receptive to constructive criticism and advice
- \_\_\_ Manages stress effectively

COMMENTS:

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### 4. RELATIONS WITH THE TOWN COMMISSION

- \_\_\_ Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
- \_\_\_ Carries out the directives of the Commission as a whole, rather than those of any one member
- \_\_\_ Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
- \_\_\_ Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
- \_\_\_ Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

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**5. COMMUNITY RELATIONS**

- \_\_\_ Effectively addresses and accommodates citizen complaints
- \_\_\_ Shows a sensitivity to and appreciation of diversity of the Town's population
- \_\_\_ Responsive to issues of both commercial and residential populations
- \_\_\_ Takes a "hands-on" approach when necessary
- \_\_\_ Maintains an effective working relationship with other local governments
- \_\_\_ Takes a diplomatic approach to problem solving
- \_\_\_ Projects a positive image on behalf of the Town of Lake Park
- \_\_\_ Provides management support to Town Boards
- \_\_\_ Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

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ADDITIONAL SUMMARY COMMENTS:

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OVERALL RATING:

- |                    |                          |
|--------------------|--------------------------|
| 5 - Outstanding    | 2 - Marginally Effective |
| 4 - Very Effective | 1 - Ineffective          |
| 3 - Effective      |                          |

\_\_\_\_\_  
EVALUATOR'S SIGNATURE

\_\_\_\_\_  
DATE