



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** January 7, 2025  
**Originating Department:** Human Resources  
**Agenda Title:** Discussion - Town Manager Annual Performance Evaluation

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \_\_\_\_\_ **Funding Source:** \_\_\_\_\_  
**Account Number:** \_\_\_\_\_ **Finance**  
**001-408-597** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Advertised:**  
**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Numerical Scores Performance Evaluation (draft)  
SMART Goals - Annual Performance Evaluation Guide - December 2025  
\_\_\_\_\_  
\_\_\_\_\_

**Please initial one:**  
\_\_\_\_\_  
DP \_\_\_\_\_

Yes, I have notified everyone.  
Not applicable in this case

#### **Summary Explanation/Background:**

The Town Commission is requested to consider, discuss and provide additional input/direction on proceeding with the upcoming evaluation for the Town Manager (January 9, 2025 to January 8, 2026).

During the December 17, 2025 Town Commission Meeting, the Town Commission selected the numerical scores performance evaluation option, which was developed utilizing evaluations from a number of Florida municipalities and counties (i.e., Lauderhill, Long Boat Key, Palm Beach County, North Palm Beach, Coral Springs, Pembroke Pines, Tequesta, etc.). This option would require the development of S.M.A.R.T. (Specific, Measurable, Achievable, Realistic and Timing) Goals (Mayor and Commission with the Town Manager) for the upcoming performance year.

Note: S.M.A.R.T. Goals provide a clear framework for setting and achieving goals effectively.

Additionally, this method helps ensure that goals are structured and attainable, making it easier to track progress and stay accountable. Please see attached S.M.A.R.T. Goals Guide Sheet for additional information on developing Goals under this method.

The proposed evaluation includes various proposed amendments from the initial version that was considered by the Town Commission on December 17, 2025 (and previously presented on November 14, 2025).

**Recommendation:**

The Town Commission consider, discuss and provide input/direction on proceeding with the Town Manager's Annual Performance Evaluation.