



Town Manager
Annual Performance Evaluation
DRAFT

Employee Name & Title: **Richard J. Reade, Town Manager**

Evaluator's Name

(Mayor & Commission):

Evaluation Date:

Evaluation Period: **January 9, 2025 to January 8, 2026**

Evaluation Instructions:

This for shall be completed by each member of the Town Commission to evaluation and provide comments as applicable of the Town Manager's performance in each of the sections below. This annual performance evaluation form contains eleven (11) categories sections of evaluation criteria. Each category section contains a statement [sixty-two (62) total metrics] to describe a behavior standard in that evaluation sectioncategory. For each statement metric, please utilize the rating scale provided below to indicate your rating of the Town Manager's performance for the evaluation period identified above. All scores will be totaled and divided by the total number of metrics to determine a final performance evaluation score on the last page of the evaluation document.

5 - Excellent (consistently exceeds expectations and performs at a 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 (consistently fails to meet minimum performance expectations)

This annual performance evaluation form also contains an opportunity for the Mayor and Commission to include narrative comments and/or Specific, Measurable, Achievable, Realistic and Timing S.M.A.R.T. (Specific, Measurable, Achievable, Realistic and Timing) Goals for the upcoming performance year.

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.

ONE-ON-ONE MEETING – Town Mayor and Commissioners are encouraged to meet directly with the Town Manager to review the finalized annual evaluation and discuss identified S.M.A.R.T. Goals that are recommended for the next performance year.

Please type all scores within the area provided and type all comments and/or S.M.A.R.T. Goals within the section provided. If additional space is needed, please attach within the additional page(s) provided.

All fully completed and signed performance evaluations are requested to be provided to the Town Manager's Office by Wednesday, December 31, 2025 or Wednesday, January 14, 2026.

SECTION 1. ETHICS, JUDGEMENT AND DECISION MAKING:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Diligent and thorough in the discharge of duties, "self-starter"						0
• Exercise good judgement						0
• Displays enthusiasm, cooperation, and willingness to adapt						0
• Mental and physical stamina appropriate for the position						0
• Exhibits composure, appearance and attitude appropriate for the executive position						0
• Makes decisions that are well thought out and in the best interest of the Town; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner						0

Total Section 1 Performance Evaluation Review Score (30 25 Available Points):

0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 2. JOB SKILLS, KNOWLEDGE, COMMUNICATION, PUBLIC RELATIONS:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Maintains knowledge of current development affecting the practice of local government						0
• Demonstrates a capacity for innovation and creativity						0
• Anticipates and analyzes problems to develop effective approaches for solving them						0
• <u>Willing to try new ideas proposed by governing body members and/or staff</u>						0
• Sets a professional example by handling affairs of the public office in a fair and impartial manner						0
• <u>Handling of disputes and/or complaints involving citizens and/or stakeholders in an effective, equitable and timely manner</u>						0
Total Section 2 Performance Evaluation Review Score (25 <u>25</u> Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 3. RELATIONS WITH RESPONSIVENESS WITH TOWN COMMISSIONERS:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Openly communicates with members of the Commission promptly and properly responds to requests; keeps Commission informed of current issues						0
• Carries out directives of the Town's elected body as a whole as opposed to those of any one member or minority group						0
• Sets meeting agendas that reflect the guidance of the governing body						0
• Disseminates complete and accurate information equally to all members in a timely manner						0
• Assists by facilitating Town Commission policy decision making						0
• Responds well to requests, advice and constructive criticism						0
• <u>Willing to try new ideas proposed by governing body members and/or staff</u>						0
• <u>Gives an appropriate effort to maintain citizen satisfaction with Town Services</u>						0
• <u>Demonstrates sensitivity to the opinions and concerns of others in an outside of the Town organization</u>						0
• <u>Presenting Council policies and positions on issues to the citizens and/or stakeholders accurately, equitably and effectively</u>						0
Total Section 3 Performance Evaluation Review Score (30 <u>50</u> Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 4. POLICY EXECUTION:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Implements governing body actions in accordance with the intent of the Commission						0
• Supports the actions of the governing body after a decision has been reached						0
• Understands, supports and enforces local government's laws, policies and Ordinances						0
• Reviews Ordinance and policy procedures periodically to suggest improvements to their effectiveness						0
• Offers workable alternatives to the governing body for changes in law or policy when an existing policy or Ordinance is no longer practical						0
Total Section 4 Performance Evaluation Review Score (25 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 5. REPORTING & TRANSPARENCY:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Provides regular information and reports to the governing body concerning matters of importance						0
• Responds in a timely manner to requests from the government body						0
• Takes the initiative to provide information, advice and recommendations to the governing body of matters that are non-routine and not administrative in nature						0
• Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience						0
• Produces and handles reports in a way to convey the message that the efforts and services of the Town are transparent						0
Total Section 5 Performance Evaluation Review Score (25 Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 6. CITIZEN RELATIONS:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Responsive to request from citizens concerning matters of importance						0
• Demonstrates a dedication to service to the community and its citizens						0
• Maintains a nonpartisan approach in dealing with the news media						0
• Meets with and listens to members of the community to discuss their concerns and strives to understand their interests						0
• <u>Gives an appropriate effort to maintain citizen satisfaction with Town Services</u>						0
• <u>Ability to interact and communicate positively with the public and promote public input and</u>						0
• <u>Demonstrates a clear understanding of customer needs (internal and external) and responds in a</u>						0
Total Section 6 Performance Evaluation Review Score (25 <u>30</u> Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 7. STAFFING & RECRUITING:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Recruits and retains competent personnel (including reviewing and amending the hiring process to bring in the best available candidates and reduce costs)						0
• Professionally manages the compensation and benefit plans						0
• Stays accurately informed and appropriately concerned about employee relations						0
• Motivates and develops personnel through leadership opportunities and training so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public						0
• <u>Applies an appropriate level of supervision (including assessing progress and providing feedback, coaching/mentoring, establishing goals, disciplinary actions, etc.) to improve any areas of substandard performance</u>						0
Total Section 7 Performance Evaluation Review Score (20 <u>25</u> Available Points):						0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 8. SUPERVISION MANAGEMENT & EMPLOYEE RELATIONS:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Encourages department directors to make professional-driven decisions within their department						0
• Instills confidence and promotes initiative in subordinates through supportive (rather than restrictive) controls for their programs while still monitoring Town operations						0
• Develops and maintains a friendly and informal relationship with the staff and the workforce						0
• Encourages teamwork, communication, innovation and effective problem solving among staff members						0
• Treats all Town personnel in a fair and equitable manner and applies an appropriate level of supervision (including assessing progress and providing feedback, coaching/mentoring, establishing goals, disciplinary actions, etc.) to improve any areas of substandard performance						0

Total Section 8 Performance Evaluation Review Score (25 Available Points):**0****COMMENTS &/OR S.M.A.R.T. GOALS:**

- 1.
- 2.
- 3.

SECTION 9. BUDGET & FISCAL MANAGEMENT:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Prepares/Presents a balanced annual Town budget in a practical, intelligent, transparent (provides numerous opportunities for community input) and accessible format that ensures Town service levels as directed by the Town Commission						0
• <u>Submit and provide annual Town Budget in a timely manner allowing for adequate review by the Town Commission</u>						0
• Ensures the Town's budget reflects an adopted level of service department responsibility for financial planning and accountability						0
• Makes the best possible use of available funds, while remaining conscious of the need to operate the local government efficiently and effectively (i.e., judicious/economical utilization of funding to support needed manpower, material(s) and equipment, etc.)						0
• Appropriately monitors and manages fiscal activities of the Town throughout the budget year						0
• Provide staff procurement and budget training to ensure proper oversight of funding for capital projects/equipment, personnel operations						0

Total Section 9 Performance Evaluation Review Score (25 Available Points):**0****COMMENTS &/OR S.M.A.R.T. GOALS:**

- 1.
- 2.
- 3.

SECTION 10. COMMUNITY & CUSTOMER SERVICE:

	5 Excellent	4 Above average	3 Satisfactory	2 Below average	1 Unsatisfactory	Total
Ability to interact and communicate positively with the public and promote public input and transparency						0
Demonstrates a clear understanding of customer needs (internal and external) and responds in a timely manner						0
Handling of disputes and/or complaints involving citizens and/or stakeholders in an effective, equitable and timely manner						0
Demonstrates sensitivity to the opinions and concerns of others in an outside of the Town organization						0
Presenting Council policies and positions on issues to the citizens and/or stakeholders accurately, equitably and effectively						0

Total Section 10 Performance Evaluation Review Score (25 Available Points):

0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 11. PLANNING & ECONOMIC DEVELOPMENT:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
Planning and execution of the short and long-term goals and objectives of the Town Commission						0
Organizes a process of planning in anticipation of future needs and issues						0
Participates in the establishing reasonable goals and objectives of the Town and its departments						0
Assists in coordinates/directs the implementation of Town projects to effectively achieve desired results						0
Works along side staff, the Town Attorney and the Town Commission to develop effective working relationships with development professionals and property owners to ensure that new development within the Town provides the highest opportunity to improve the community's quality of life and financial security						0
Promotes/Develops ideas to increase the visibility of the Town						0

Total Section 11.10 Performance Evaluation Review Score (30 Available Points):

0

COMMENTS &/OR S.M.A.R.T. GOALS:

- 1.
- 2.
- 3.

SECTION 12 11. INTERGOVERNMENTAL:

	5 Excellent	4 Above Average	3 Satisfactory	2 Below Average	1 Unsatisfactory	Total
• Effectively works/cooperates with other regional, state, federal governmental agencies at all levels in representing the Town of Lake Park						0
• Developing and administrating cooperative interlocal agreements and contracts when appropriate						0
• Staying abreast of issues, concerns and trends affecting the Town of Lake Park as well as other local municipalities						0
• Advise the Commission on relevant legislation and developments that may impact the quality of life within the Town of Lake Park						0

Total Section 12 11 Performance Evaluation Review Score (20 Available Points):**0****COMMENTS &/OR S.M.A.R.T. GOALS:**

- 1.
- 2.
- 3.

SUMMARY - ELEVEN (11) PERFORMANCE SECTIONS [SIXTY-TWO (62) METRICS]:	RATING	
SECTION 1. ETHICS, JUDGEMENT AND DECISION MAKING	0	of 25 Total Points
SECTION 2. JOB SKILLS, KNOWLEDGE, COMMUNICATION, PUBLIC RELATIONS	0	of 25 Total Points
SECTION 3. RELATIONS WITH RESPONSIVENESS WITH TOWN COMMISSIONERS	0	of 50 Total Points
SECTION 4. POLICY EXECUTION	0	of 25 Total Points
SECTION 5. REPORTING & TRANSPARENCY	0	of 25 Total Points
SECTION 6. CITIZEN RELATIONS	0	of 30 Total Points
SECTION 7. STAFFING & RECRUITING	0	of 25 Total Points
SECTION 8. MANAGEMENT & EMPLOYEE RELATIONS	0	of 25 Total Points
SECTION 9. BUDGET & FISCAL MANAGEMENT	0	of 30 Total Points
SECTION 10. PLANNING & ECONOMIC DEVELOPMENT	0	of 30 Total Points
SECTION 11. INTERGOVERNMENTAL	0	of 20 Total Points
Total Annual Performance Evaluation Review Score - All Sections:	0	
Total Available Points - All Sections:	310	
Total Average Annual Performance Evaluation Score:	0.00	
[Total Available Points - All Sections - Divide by Sixty-Two (62) Evaluation Metrics]		

Town Manager Signature

Date

Evaluator (Mayor & Commission) Signature

Date