



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 21, 2025

Originating Department: Human Resources

Agenda Title: Town Manager Annual Performance Evaluation Form (Current & Future Evaluations)

Approved by Town Manager: _____ **Date:** _____

Cost of Item: _____ **Funding Source:** _____

Account Number: 001-408-597 **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Numerical Scores Performance Evaluation (draft)

SMART Goals - Annual Performance Evaluation Guide - December 2025

Please initial one:

_____ Yes, I have notified everyone.

DP Not applicable in this case

Summary Explanation/Background:

The Town Commission is requested to consider proceeding with the proposed Town Manager's Annual Performance Evaluation form to be utilized by the Town Commission for the current (and future) annual evaluation(s) for the Town Manager (current annual evaluation dates - 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 January 7, 2026 (and previously presented on November 14, 2025 and December 17, 2025).

Recommendation:

I move to approve the Town Manager's Annual Performance Evaluation form to be utilized by the Town Commission (current and future annual evaluations).