



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 3, 2023

Agenda Item No.

Agenda Title: Distribution of the Town Manager Performance Evaluation Form to the Town Commission

- [] SPECIAL PRESENTATION/REPORTS [x] **CONSENT AGENDA**
[] BOARD APPOINTMENT [] OLD BUSINESS
[] PUBLIC HEARING ORDINANCE ON FIRST READING
[] NEW BUSINESS
[] OTHER: _____

Approved by Town Manager

Date:

4-20-23

Name/Title

ASSISTANT TOWN MGR/
HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$ 0.00 Funding Source: Acct. # [] Finance _____	<u>Attachments:</u> Town Manager Annual Evaluation Form for the Period of 5/1/2022 to 5/1/2023; and, Town Manager Job Description
Advertised: Date: _____ Paper: _____ [x] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>BMT</u> or Not applicable in this case ____ Please initial one.

Summary Explanation/Background:

At its April 19, 2023 meeting, the Town Commission directed that the previous Town Manager evaluation form be utilized this year for the Town Manager's evaluation. The most recently completed Town Manager evaluation was for the period of 5/1/2020 to 5/1/2022.

The purpose of this agenda item is to distribute to the Commission the Town Manager's annual evaluation form for 2023 which covers the period of 5/1/2022 to 5/1/2023 (which simultaneous with the publishing of the agenda for this Commission meeting will be sent in fillable PDF format to each member of the Commission via email). A copy of the Town Manager's job description is also attached.

Please complete the attached annual evaluation form and return the signed evaluation form via email directly to the Human Resources Director no later than May 24, 2023 for inclusion in the agenda packet for the June 21, 2023 Commission meeting.

Recommended Motion: There is no recommended motion.