



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Human Resources

Agenda Title: Discussion - Town Manager Annual Performance Evaluation

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

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

Account Number: 001-408-597 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: SMART Goal performance evaluation and EMNIU performance evaluation (draft)

Please initial one:

_____ Yes, I have notified everyone.

DP Not applicable in this case

Summary Explanation/Background:

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

Two (2) evaluation options have been 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.). Both options would require the joint 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.

Recommendation:

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