

**VILLAGE OF ROYAL PALM BEACH**

Agenda Item Summary

**AGENDA ITEM:**

**Annual review, evaluation and merit pay determination for the Village Manager.**

**ISSUE:**

In accordance with Village Code Sec. 2-2 (b) and the Village Manager’s contract, the Council shall review, and evaluate the performance of the Manager at least once annually, and shall determine the amount of merit pay to be granted to the Manager during the annual performance review.

**RECOMMENDED ACTION:** Motion to approve merit pay, if granted for the Manager based on the past year’s performance.

<b>Initiator</b>	<b>Village Manager</b>	<b>Agenda</b>	<b>Village Council</b>
	<b>Approval</b>	<b>Date</b>	<b>Action</b>

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<b>Village Attorney</b>	<b>4/18/24</b>
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# Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard Royal Palm Beach, Florida 33411  
Telephone (561) 790-5103 Fax (561) 790-5174 E-mail: fpinto@royalpalmbeachfl.gov

Fred Pinto  
Mayor

## MEMORANDUM

TO: Vice Mayor Jeff Hmara  
Councilwoman Selena Samios  
Councilwoman Jan Rodusky  
Councilman Richard Valuntas

FROM: Mayor Fred Pinto

DATE: April 12, 2024

RE: **Village Manager's Evaluation**

The Village Manager's Evaluation is scheduled as an agenda item for the Village Council's regular meeting to be held on April 18, 2024. I would recommend that we each evaluate our manager on an individual basis and synopsize our comments at the Council Meeting.

The evaluation standards that we have utilized in the Manager's evaluation are set forth below. These standards are simply submitted as an outline. Please rate Evaluation Standards from 1 – 5 with five being the highest and one being the lowest and explain.

### EVALUATION STANDARDS

Employee Relations: The handling of human resources correctly and getting the optimum from those resources;

Image: Village and Intergovernmental;

Long Range Planning: Future needs of our Village;

Financial Management: The management of all cash resources of our Village;

Communications with the Village Council; and

Completion/Direction of Capital Projects.

As always, this outline is not meant to be the final authority but to serve as a guideline for your discussion with our Village Manager, Raymond Liggins.

Fred Pinto  
Mayor

Jeff Hmara  
Vice Mayor

Selena Samios  
Councilwoman

Jan Rodusky  
Councilwoman

Richard Valuntas  
Councilman

Raymond C. Liggins P. E.  
Village Manager