

**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.

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

Initiator:	Village Manager	Agenda	Village Council
	Approval:	Date:	Action:

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Village Attorney

May 20, 2021

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# Village of Royal Palm Beach, Florida

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Diane DiSanto, MMC  
Village Clerk

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

FROM: Mayor Fred Pinto

DATE: April 20, 2021

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 May 20, 2021. I would recommend that we each evaluate our manager on an individual basis and synthesize 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

1. Employee Relations: The handling of human resources correctly and getting the optimum from those resources;
2. Image: Village and Intergovernmental;
3. Long Range Planning: Future needs of our Village;
4. Financial Management: The management of all cash resources of our Village;
5. Communications with the Village Council; and
6. 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

Richard Valuntas  
Vice Mayor

Jeff Hmara  
Councilman

Selena Samios  
Councilwoman

Jan Rodusky  
Councilwoman

Raymond C. Liggins P. E.  
Village Manager