

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
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Approval:	Date:	Action:
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Village Attorney	May 21, 2020
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Village of Royal Palm Beach, Florida

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MEMORANDUM

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

FROM: Mayor Fred Pinto

DATE: May 21, 2020

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 21, 2020. 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

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

Jeff Hmara
Vice Mayor

Selena Samios
Councilwoman

Jan Rodusky
Councilwoman

Richard Valuntas
Councilman

Raymond C. Liggins P. E.
Village Manager