PORT ORANGE CITY COUNCIL WORKSHOP

Council Chambers

Tuesday, February 27, 2018 @ 6:30 PM

WORKSHOP AGENDA

Pursuant to Section 3.06 of the Charter of the City of Port Orange, the Mayor has called a **Workshop** of the City Council to be held for the following purposes:

OPENING

1. Silent Invocation
2. Pledge of Allegiance
3. Roll Call

DISCUSSION ITEMS

4. Monthly Financial Report
5. Parks and Recreation Fee Philosophy
6. City Manager Evaluation

ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, CITYCLERK@PORT-ORANGE.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-8771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

ANY INVOCATION THAT IS OFFERED BEFORE THE OFFICIAL START OF THE CITY COUNCIL MEETING SHALL BE THE VOLUNTARY OFFERING OF A PRIVATE PERSON, TO AND FOR THE BENEFIT OF THE CITY COUNCIL. THE VIEWS OR BELIEFS EXPRESSED BY THE INVOCATION SPEAKER HAVE NOT BEEN PREVIOUSLY REVIEWED OR APPROVED BY THE CITY COUNCIL OR THE CITY STAFF, AND THE CITY IS NOT ALLOWED BY LAW TO ENDORSE THE RELIGIOUS BELIEFS OR VIEWS OF THIS, OR ANY OTHER SPEAKER. PERSONS IN ATTENDANCE AT THE CITY COUNCIL MEETING ARE INVITED TO STAND DURING THE OPENING INVOCATION AND PLEDGE OF ALLEGIANCE. HOWEVER, SUCH INVITATION SHALL NOT BE CONSTRUED AS A DEMAND, ORDER, OR ANY OTHER TYPE OF

COMMAND. NO PERSON IN ATTENDANCE AT THE MEETING SHALL BE REQUIRED TO PARTICIPATE IN ANY OPENING INVOCATION THAT IS OFFERED. A PERSON MAY EXIT THE CITY COUNCIL CHAMBERS AND RETURN UPON COMPLETION OF THE OPENING INVOCATION IF A PERSON DOES NOT WISH TO PARTICIPATE IN OR WITNESS THE OPENING INVOCATION.

The City of Port Orange
Finance Department

MEMORANDUM

TO: Michael H. Johansson, City Manager
FROM: Tracey Riehm, Finance Director
DATE: February 19, 2018
SUBJECT: **Highlights of the January 2018 Financial Report**

This financial report is being provided as an overview of the City's financial status including associated highlights for the City's major operating activities through January 31, 2018, representing 33% of the fiscal year. Except as noted throughout this report, revenues and operating expenditures are as expected for the fiscal year. Also attached are the financial reports from Cypress Head Golf Course and the YMCA. Detailed reports for all funds are available on the City's website at: http://www.port-orange.org/finance/?p=budget_and_financial_reports.

GENERAL FUND (Fund 001)

With 33% of the fiscal year complete, the General Fund revenues are 43% of budget and expenditures are 30% of the adjusted budget as summarized below:

2018 GENERAL FUND	FYTD Actual	Total Current Budget	% of Budget
REVENUE	$17,280,658	$39,904,695	43%
EXPENSES	$12,098,811	$39,904,695	30%
Change in Fund Balance	$5,181,847	$0	

Revenues: Of the total $17,280,658 in revenues, $16,728,520 reflect operating revenue and $552,138 account for contributions from enterprise funds. Ad-valorem taxes are the largest source of general fund revenues and represent roughly 37% of the annual estimated general fund revenue. Ad-valorem taxes on property are collected on an annual basis beginning November 1st for the tax year January through December. As a result, the majority of ad-valorem taxes are collected in the first few months of the fiscal year with 90% collected to date. Ad-valorem taxes account for the majority of the change in revenue when compared with this time last year.

Expenditures: With 33% of the fiscal year behind us, operating expenditures amounted to $12,098,811 or 30% of the estimated expenditures for the year, with an additional encumbered amount of $6,988,602. Actual operating expenditures are $940,359 lower than this time last year, due primarily to expenditures associated with storm events each year and the purchase of land this fiscal year.

Please also see the attached financial statement for additional detail.

BUILDING SPECIAL REVENUE FUND (Fund 109)

With 33% of the fiscal year complete, the Building Special Revenue Fund is reporting total revenues at 34% of budget while expenditures are 23% of the budget as summarized below:

2018			
Building Special Revenue	**FYTD Actual**	**Total Current Budget**	**% of Budget**
REVENUE	**$600,442**	**$1,743,368**	**34%**
EXPENSES	**$405,954**	**$1,743,368**	**23%**
Change in Fund Balance	**$194,488**	**$0**	

Revenues: Of the total $600,442 in revenues, the Building Special Revenue Fund received $591,668 in operating revenues related to permits, fees, and miscellaneous items with the remainder, $8,774, representing interest income. Operating revenues are at 48% of the estimated budget, and is $78,798 lower than this time last year. Revenues in this fund are typically received in a sporadic nature.

Expenditures: Year-to-date expenditures in the Building Special Revenue fund are $405,954 or approximately 23% of estimated expenditure for the year. On a percent of budget basis, year-to-date expenditures are 4% lower than this time last year; with actual expenditures $66,474 higher than this time last year.

Year to date, the Building Special Revenue Fund is reporting an increase in net position of $194,488.

Please also see the attached financial statement for additional detail.

WATER & SEWER FUND (Fund 401)

With 33% of the fiscal year complete, the Water and Sewer Fund is reporting total revenues at 23% of budget while expenditures are 26% of the budget as summarized below:

2018			
Utilities Operating Fund	**FYTD Actual**	**Total Current Budget**	**% of Budget**
REVENUE	**$7,168,890**	**$30,649,211**	**23%**
EXPENSES	**$7,882,502**	**$30,649,211**	**26%**
Change in Fund Balance	**-$713,612**	**$0**	

Revenues: Generally, revenues in this fund are based on charges for services that are billed after services are rendered and are recorded when billed. Charges for services, which account for $7,100,405 of the revenue source in the Water and Sewer Fund, reported an overall increase of $324,935 over the prior fiscal year. Factors influencing the revenue behavior in this fund are primarily related to changes in growth, consumption patterns, and timing of cycle billings during the reporting period.

Expenses: The first four months operating expenses excluding depreciation amounted to $4,156,083 or 27% of estimated expenses for the year, with an additional $1,937,624 encumbered. Non-operating activity reports a net decrease of $144,188, compared to a net gain of $4,958 reported at the same time last year.

Currently, the water and sewer fund is reporting an income of $2,800,134, and after transfers the fund is posting a decrease in net position of $713,612, compared to a decrease in net position of $679,976 from this time last year.

The attached financial statement provides additional detail.

SOLID WASTE FUND (Fund 410)

With 33% of the fiscal year complete, the Solid Waste Fund is reporting total revenues at 28% of budget while expenditures are 26% of the budget as summarized below:

	2018		
Solid Waste Fund	FYTD Actual	Total Current Budget	% of Budget
REVENUE	$2,012,321	$7,249,324	28%
EXPENSES	$1,856,417	$7,249,324	26%
Change in Fund Balance	$155,904	$0	

Revenues: Charges for services, which account for $2,001,244 of the revenue source in the Solid Waste Fund, reported an overall increase of $121,497 over the prior fiscal year. Factors influencing the revenue behavior in this fund are primarily related to changes in growth, seasonal service patterns, and timing of cycle billings during the reporting period.

Expenses: The Solid Waste Fund's first four months operating expenses excluding depreciation total $1,788,931 or 25% of estimated expenses for the year, with an additional encumbered amount of $4,576,070. The majority of expenditures in this fund are for contractual services relating to garbage collection and recycling.

The Solid Waste Fund currently is reporting an income before transfers of $223,390 and a change in net position of $155,904 after allowing for transfers. The change in net position is $122,599 more than this time last year.

The attached financial statement provides additional detail.

STORMWATER UTILITY FUND (Fund 412)

With 33% of the fiscal year complete, the Stormwater Utility Fund is reporting total revenues at 58% of budget while expenditures are 18% of the budget as summarized below:

	2018		
Stormwater Operating Fund	FYTD Actual	Total Current Budget	% of Budget
REVENUE	$3,871,665	$6,724,107	58%
EXPENSES	$1,204,276	$6,724,107	18%
Change in Fund Balance	$2,667,389	$0	

Revenues: Drainage fees, which account for $3,856,171 of the revenue source in the Stormwater Utility Fund, reported an overall increase of $505,349 over the prior fiscal year and $586,886 than in 2016. Revenues in this fund primarily rely on the collection of drainage fees by the non-advalorem method, which are collected beginning in November for the tax year January through December. As a result, the majority of non-advalorem taxes are collected in the first few months of the fiscal year with 85% collected to date. An increase in the drainage fees and timing of the receipts collected by the County on the annual tax bill account for the majority of the change in revenue when compared with this time last year.

Expenses: For the first four months, operating expenses excluding depreciation total $493,509 which is 22% of the annual budget and $20,637 less than last year. An additional $1,000,437 is encumbered.

After allowing for non-operating expenses and transfers, the Drainage Fund is reporting an increase in net position for the first four months of $2,667,389 which is $571,705 more than this time last year.

The attached financial statement provides additional detail.

GOLF COURSE REPORT

The consolidated financial reports for the period ending January 31, 2018 for the Cypress Head Golf Course are attached. Detailed statements are available in the Finance Department.

YMCA REPORT

The financial report for the period ending January 31, 2018 for the YMCA is attached.

IN SUMMARY:

As appropriations lapse at the end of each year, City Council re-appropriates funding for open purchase orders and existing funded projects. Total budget projections as they are presented in the attached reports incorporate current year appropriations plus prior year carryover pertaining to open and in process projects. Available liquid equity has been evaluated and is adequate to meet or exceed revenue policies as established by City Council.

Should you have any questions as they relate to this report or its attachments, please feel free to contact me.

Thank you,

Tracey Riehm
Finance Director

TR/lb

2018/P04

City of Port Orange

Revenue Comparison - General Fund (001)

Period Ending: January 31 (33% of the Fiscal Year)

Sub Activity	**2016**			**2017**			**2018**		
	FYTD Actual	**Audited Annual Receipts**	**% of Total**	**FYTD Actual**	**Unaudited Annual Receipts**	**% of Total**	**FYTD Actual**	**Total Current Budget**	**% of Budget**
ADVALOREM TAXES	9,769,298	10,979,872	89%	10,641,840	11,919,198	89%	11,532,478	12,816,660	90%
SALES & USE TAXES	-	741,261	0%	-	-	0%	-	-	0%
UTILITY SERVICE TAXES	1,316,086	5,270,749	25%	1,333,377	5,332,884	25%	1,489,118	5,374,218	28%
COMMUNICATIONS SERVICE TX	315,646	1,784,375	18%	278,980	1,656,402	17%	295,384	1,618,112	18%
LOCAL BUSINESS TAX	38,943	148,250	26%	28,294	120,151	24%	32,736	150,000	22%
FEES & PERMITS	555,457	3,243,221	17%	517,822	3,264,494	16%	594,174	3,179,934	19%
INTER GOVT	1,198,257	5,379,844	22%	1,243,818	12,208,897	10%	1,351,693	6,051,226	22%
CHARGES FOR SERVICE	757,068	2,696,483	28%	824,589	2,958,720	28%	996,961	2,925,238	34%
FINES & FORFEITS	138,140	230,003	60%	25,627	33,529	76%	31,765	145,000	22%
MISC REVENUE	569,670	2,529,347	23%	566,551	2,509,962	23%	404,211	962,496	42%
INTERFUND TRANSFER	-	259,193.47	0%	-	24,225	0%	-	-	0%
CONTRB FROM ENTERPRISE FD	538,134	1,614,401	33%	537,219	1,611,658	33%	552,138	1,656,413	33%
APPROPRIATED EQUITY	-	-	0%	-	-	0%	-	5,025,398	0%
GENERAL FUND REVENUE:	**$15,196,699**	**$34,877,001**	**44%**	**$15,998,115**	**$41,640,120**	**38%**	**$17,280,658**	**$39,904,695**	**43%**

City of Port Orange

Expense Comparison - General Fund (001)

Period Ending: January 31 (33% of the Fiscal Year)

Department Description	**2016**			**2017**			**2018**		
	FYTD Actual	**Audited Annual Expenditures**	**% of Total**	**FYTD Actual**	**Unaudited Annual Expenditures**	**% of Total**	**FYTD Actual**	**Total Current Budget**	**% of Budget**
NON DEPARTMENTAL	633,144	4,386,966	14%	3,833,953	*12,925,150*	30%	2,006,791	5,960,249	34%
MAYOR & COUNCIL	67,592	212,693	32%	70,916	189,550	37%	61,264	186,135	33%
CITY MANAGER	182,594	588,524	31%	149,336	556,130	27%	172,607	665,420	26%
LEGAL SERVICES	162,088	563,991	29%	161,517	622,236	26%	183,348	666,151	28%
CITY CLERK	97,188	327,846	30%	109,564	331,773	33%	104,669	341,110	31%
FINANCE	308,391	968,625	32%	310,418	1,116,527	28%	358,541	1,217,609	29%
PERSONNEL	110,927	338,284	33%	98,954	354,651	28%	141,450	433,893	33%
COMMUNITY DEVELOPMENT	432,710	1,388,546	31%	453,343	1,477,367	31%	434,732	1,668,025	26%
FIRE SERVICES	2,707,906	8,267,873	33%	2,529,237	8,024,303	32%	2,769,964	8,746,245	32%
POLICE	3,600,903	11,668,827	31%	3,684,912	11,679,527	32%	4,090,161	13,115,944	31%
PUBLIC WORKS	526,609	2,252,723	23%	732,540	2,487,416	29%	610,932	2,687,682	23%
PARKS MAINTENANCE	523,306	2,031,817	26%	579,383	2,106,024	28%	775,028	2,664,836	29%
RECREATION	190,705	830,040	23%	196,735	844,345	23%	241,015	972,909	25%
ATHLETICS	140,747	441,446	32%	127,520	446,549	29%	148,309	578,487	26%
POGTV	938	3,462	27%	842	-	0%	-	-	-
GENERAL FUND EXPENSES:	**$9,685,747**	**$34,271,663**	**28%**	**$13,039,170**	**$43,161,548**	**30%**	**$12,098,811**	**$39,904,695**	**30%**
Excess of Revenue over(under) Expenditures	**$5,510,952**	**$605,338**		**$2,958,945**	**-$1,521,428**		**$5,181,847**	**$ -**	

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUILDING SPECIAL REVENUE FUND (109)
Period Ending: January 31 (33% of the Fiscal Year)

	FY2016			FY2017			FY2018		
	FYTD Actual	**Audited Annual**	**%**	**FYTD Actual**	**Unaudited Annual**	**%**	**FYTD Actual**	**Budgeted Annual**	**%**
Revenues									
Permits and fees	382,080	961,415	40%	670,325	1,873,911	36%	591,402	1,241,500	48%
Miscellaneous	-	126	0%	141	271	52%	266	-	0%
Total operating revenues	**382,080**	**961,541**	**40%**	**670,466**	**1,874,182**	**36%**	**591,668**	**1,241,500**	**48%**
Expenditures									
General government:									
Planning and community development	315,732	1,094,899	29%	339,480	1,251,756	27%	405,954	1,743,368	23%
Total operating expenses - w/o depreciation	**315,732**	**1,094,899**	**29%**	**339,480**	**1,251,756**	**27%**	**405,954**	**1,743,368**	**23%**
Operating income (loss)	**66,348**	**(133,358)**	**-50%**	**330,986**	**622,426**	**53%**	**185,714**	**(501,868)**	**-37%**
Non-operating revenues (expenses)									
Interest earnings	2,901	14,363		3,372	9,969		8,774	9,000	
Other income (expense)									
Interest and amortization expense									
Total nonoperating revenue (expenses)	**2,901**	**14,363**	**20%**	**3,372**	**9,969**	**34%**	**8,774**	**9,000**	**97%**
Income (loss) before contributions and transfers	**69,249**	**(118,995)**	**-58%**	**334,358**	**632,395**	**53%**	**194,488**	**(492,868)**	**-39%**
Appropriated Fund Balance								492,868	
Transfers									
Transfers in		-			-				
Transfers (out) - In Lieu of Tax									
Transfers (out) - Debt Service									
Change in net position	**69,249**	**(118,995)**		**334,358**	**632,395**		**194,488**	**-**	

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE

BUDGET AND ACTUAL - UTILITIES OPERATING FUND (401 - ONLY)

Period Ending: January 31 (33% of the Fiscal Year)

	FY2016			FY2017			FY2018		
	FYTD Actual	Audited Annual	%	FYTD Actual	Unudited Annual	%	FYTD Actual	Budgeted Annual	%
Operating revenues									
Charges for services:									
Water sales	2,927,794	11,600,185	25%	2,891,535	11,523,919	25%	2,983,187	10,600,000	28%
Hydrant rentals	36,865	46,423	79%	36,584	45,885	80%	37,116	46,010	81%
Sewer charges	3,695,609	14,346,973	26%	3,645,362	14,319,633	25%	3,836,002	13,635,114	28%
Connections service, and cut-off charges	225,572	736,621	31%	190,120	941,828	20%	236,554	576,000	41%
Other revenues[2]	7,268	104,876	7%	11,869	112,985	11%	7,546	36,253	21%
Total operating revenues	**6,893,108**	**26,835,078**	**26%**	**6,775,470**	**26,944,250**	**25%**	**7,100,405**	**24,893,377**	**29%**
Operating expenses[2]									
Personal services (plus travel per diem)	1,797,161	5,994,691	30%	1,896,315	6,000,736	32%	1,987,193	6,664,444	30%
Contractual services (Professional & Other)	802,509	2,622,163	31%	744,714	2,446,828	30%	759,080	3,008,890	25%
Utilities	303,952	1,183,948	26%	389,768	1,240,643	31%	444,332	1,366,200	33%
Maintenance and repairs	589,801	1,389,132	42%	457,038	1,343,619	34%	416,470	1,579,212	26%
Other supplies and expenses	529,716	2,118,171	25%	600,468	2,095,254	29%	549,008	2,574,316	21%
Total operating expenses - w/o depreciation	**4,023,139**	**13,308,105**	**30%**	**4,088,303**	**13,127,080**	**31%**	**4,156,083**	**15,193,062**	**27%**
Operating income (loss)	**2,869,969**	**13,526,973**	**21%**	**2,687,167**	**13,817,170**	**19%**	**2,944,322**	**9,700,315**	**30%**
Non-operating revenues (expenses)									
Interest earnings[2]	38,253	105,720		24,676	69,133		68,485	74,448	
Other income (expense)	(126,101)			(19,718)	63,421		(212,673)	(4,914,912)	
Interest and amortization expense[2]	(1,267)	(141,187)		-	(294,173)			-	
Total nonoperating revenue (expenses)	**(89,115)**	**(35,467)**	**251%**	**4,958**	**(161,619)**	**-3%**	**(144,188)**	**(4,840,464)**	**3%**
Income (loss) before contributions and transfers	**2,780,854**	**13,491,506**	**21%**	**2,692,125**	**13,655,551**	**20%**	**2,800,134**	**4,859,851**	**58%**
Appropriated Fund Balance				-			-	5,681,386	
Transfers									
Transfers in	0	-		-	542,609		-	-	
Transfers (out) - In lieu of tax	(408,468)	(1,225,404)	33%	(406,356)	(1,219,069)	33%	(419,620)	(1,258,858)	33%
Transfers (out) - debt service[1,2]	(2,886,454)	(8,659,363)	33%	(2,965,745)	(8,897,235)	33%	(3,094,126)	(9,282,379)	33%
Change in net position	**(514,068)**	**3,606,739**		**(679,976)**	**4,081,856**		**(713,612)**	-	

[1] Proprietary Debt Service transfers zero out as part of the year-end funds consolidation process. Included here for historical comparison.

[2] Some classifications are restated for use as a management tool to 1) remove "roll-up" of funds and 2) provide consistency in classifications for comparison purposes

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE

BUDGET AND ACTUAL - SOLID WASTE OPERATING FUND (410 - ONLY)

Period Ending: January 31 (33% of the Fiscal Year)

	FY2016			FY2017			FY2018		
	FYTD Actual	Audited Annual	%	FYTD Actual	Unaudited Annual	%	FYTD Actual	Budgeted Annual	%
Operating revenues[1]									
Charges for services:									
Waste disposal fees	1,899,170	7,169,080	26%	1,879,742	7,128,674	26%	2,001,237	7,090,017	28%
Other revenues	-	809	0%	5	5	100%	7	-	
Total operating revenues	**1,899,170**	**7,169,889**	**26%**	**1,879,747**	**7,128,679**	**26%**	**2,001,244**	**7,090,017**	**28%**
Operating expenses									
Personal services	73,063	254,305	29%	85,285	193,117	44%	50,106	230,165	22%
Contractual services (Professional & Other)	1,595,570	6,441,284	25%	1,694,863	6,748,349	25%	1,733,282	6,793,265	26%
Utilities	206	741	28%	397	1,980	20%	809	2,904	28%
Maintenance and repairs	997	4,608	22%	2,209	8,167	27%	3,802	13,890	27%
Other supplies and expenses	8,067	9,435	86%	292	2,153	14%	932	5,543	17%
Total operating expenses (w/o depreciation)	**1,677,903**	**6,710,373**	**25%**	**1,783,046**	**6,953,766**	**26%**	**1,788,931**	**7,045,767**	**25%**
Operating income (loss)	**221,267**	**459,516**	**48%**	**96,701**	**174,913**	**55%**	**212,313**	**44,250**	**480%**
Non-operating revenues (expenses)									
Interest earnings	7,110	24,128		4,881	14,055		11,077	20,000	
Other income (expense)					5,443			(1,100)	
Interest and amortization expense		-			-				
Total nonoperating revenue (expenses)	**7,110**	**24,128**	**29%**	**4,881**	**19,498**	**25%**	**11,077**	**18,900**	**59%**
Income (loss) before contributions and transfers	**228,377**	**483,645**	**47%**	**101,582**	**194,411**	**52%**	**223,390**	**63,150**	**354%**
Appropriated fund balance								139,307	
Transfers									
Transfers in	-	-		-	-		-	-	
Transfers (out) - In lieu of taxes	(68,142)	(204,425)		(68,277)	(204,831)		(67,486)	(202,457)	
Transfers (out) - debt service									
Change in net position	**160,235**	**279,219**		**33,305**	**(10,419)**		**155,904**	**-**	

[1] For comparison purposes FY16 operating revenue classifications adjusted to FY15 audit classifications

[2] Some classifications are restated for use as a management tool to 1) remove "roll-up" of funds and 2) provide consistency in classifications for comparison purposes

Note: minor variances in totals may exist due to rounding

CITY OF PORT ORANGE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - STORMWATER OPERATING FUND (412 - ONLY)
Period Ending: January 31 (33% of the Fiscal Year)

	FY2016			FY2017			FY2018		
	FYTD Actual	Audited Annual	%	FYTD Actual	Unaudited Annual	%	FYTD Actual	Budgeted Annual	%
Operating revenues									
Charges for services:									
Drainage fees	3,269,285	3,846,382	85%	3,350,562	3,923,603	85%	3,855,789	4,514,348	85%
Other revenues[2]	-	37,795	0%	260	260	100%	382	-	0%
Total operating revenues	**3,269,285**	**3,884,177**	**84%**	**3,350,822**	**3,923,863**	**85%**	**3,856,171**	**4,514,348**	**85%**
Operating expenses[2]									
Personal services	219,831	735,974	30%	234,516	737,109	32%	184,332	905,364	20%
Contractual services (Professional & Other)	187,085	605,906	31%	235,349	718,451	33%	239,677	1,011,829	24%
Utilities	361	2,516	14%	708	2,063	34%	838	3,245	26%
Maintenance and repairs	23,058	89,546	26%	25,830	136,204	19%	49,225	159,478	31%
Other supplies and expenses	10,595	55,150	19%	17,743	86,032	21%	19,437	126,510	15%
Total operating expenses (w/o depreciation)	**440,930**	**1,489,092**	**30%**	**514,146**	**1,679,859**	**31%**	**493,509**	**2,206,426**	**22%**
Operating income (loss)	**2,828,355**	**2,395,085**	**118%**	**2,836,676**	**2,244,004**	**126%**	**3,362,662**	**2,307,922**	**146%**
Non-operating revenues (expenses)									
Interest earnings[2]	36,144	20,992	172%	3,921	15,623	25%	15,494	26,700	58%
Other income (expense)	(616,418)	-		(166,182)	87,114		(125,872)	(2,762,997)	
Interest and amortization expense	-	(11,515)		-	(7,548)		-	-	
Total nonoperating revenue (expenses)	**(580,274)**	**9,477**		**(162,261)**	**95,189**		**(110,378)**	**(2,736,297)**	**4%**
Income (loss) before contributions and transfers	**2,248,081**	**2,404,562**	**93%**	**2,674,415**	**2,339,193**	**114%**	**3,252,284**	**(428,375)**	**-759%**
Appropriated fund balance								1,704,542	
Capital Grants[3]		700,858		-	467,559		-	478,517	
Transfers									
Transfers in	-	677,000		-	476,560		-	-	
Transfers (out) - General Fund	-	-		-	-		-	-	
Transfers (out) - In Lieu of Tax	(61,524)	(184,572)	33%	(62,586)	(187,758)	33%	(65,033)	(195,098)	33%
Transfers (out) - debt service[1,2]	(512,332)	(1,536,997)	33%	(516,145)	(1,548,434)	33%	(519,862)	(1,559,586)	33%
Change in net position	**1,674,225**	**2,060,851**		**2,095,684**	**1,547,120**		**2,667,389**	**-**	

[1] Proprietary Debt Service transfers zero out as part of the year-end funds consolidation process. The remaining balance of Transfer (Out) - Debt Service represents governmental debt.

[2] Some classifications are restated for use as a management tool to 1) remove "roll-up" of funds and 2) provide consistency in classifications for comparison purposes

[3] Added for FY2016

Note: minor variances in totals may exist due to rounding

Financial Reports for period ending January 2018

Golf Course

City of Port Orange, Florida
Statement of Net Position
January 31, 2018
Consolidated Golf Course

ASSETS		
Cash	$	264,962.66
Accounts Receivable	$	3,938.52
Inventory	$	17,918.49
Inventory - Restaurant	$	9,660.25
Prepaid Items	$	13,869.51
Other Assets - Deposits	$	3,000.00
Total Current Assets	$	313,349.43
Land	$	979,806.54
Buildings & Improvements	$	5,273,164.11
Equipment	$	92,796.79
Accum Depr	$	(2,713,903.81)
Total Non-Current Assets	$	3,631,863.63
TOTAL ASSETS	**$**	**3,945,213.06**
LIABILITIES		
Accounts Payable	$	49,961.39
Unearned Revenue	$	186,046.37
Total Current Liabilities	$	236,007.76
Advances from Other Funds	$	3,288,551.86
Total Non-current Liabilities	$	3,288,551.86
TOTAL LIABILITIES	**$**	**3,524,559.62**
NET POSITION		
Net Investment In Capital Assets	$	419,845.41
Income (Loss)	$	808.03
TOTAL NET POSITION	**$**	**420,653.44**

City of Port Orange, Florida

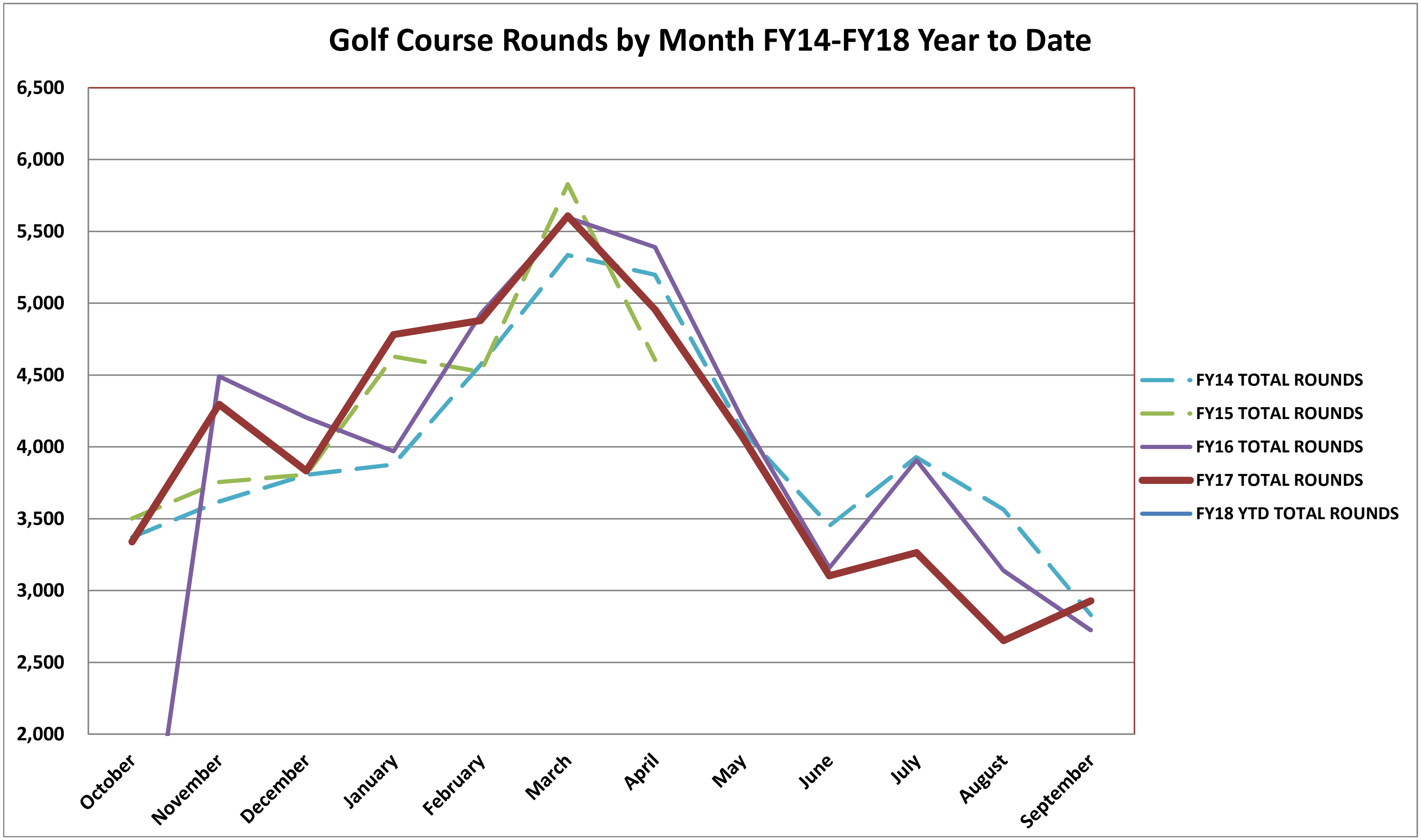
Statement of Revenue, Expenses and Changes in Net Position

Fiscal YTD as of January 31

Consolidated Golf Course

Operating Revenues		Current Year	Prior Year
Golf Course	$	395,901.40	$ 425,108.00
Golf Course Surcharge		12,066.78	13,408.74
Restaurant-Rent	$	-	$ 9,063.17
Restaurant Operations		79,550.51	
Total Operating Revenues	$	487,518.69	$ 447,579.91
Operating Expenses			
Golf Course	$	394,417.10	$ 446,780.59
Golf Course Repair & Replacement	$	-	
Restaurant Operations		102,573.96	
Total Operating Expenses	$	496,991.06	$ 446,780.59
Operating Income (Loss)	**$**	**(9,472.37)**	**$ 799.32**
Nonoperating revenues (expenses)			
Interest & Misc.	$	280.40	$ 388.71
Capital	$	-	
Transfers in (out)	$	10,000.00	
Change in Net Position	**$**	**808.03**	**$ 1,188.03**
			$ -

Note: Capital Assets have not been reclassified &
Depreciation expense is not yet recorded



Golf Course Rounds by Month FY14-FY18 Year to Date
6,500
6,000
5,500
5,000
4,500
4,000
3,500
3,000
2,500
2,000
October
November
December
January
February
March
April
May
June
July
August
September
FY14 TOTAL ROUNDS
FY15 TOTAL ROUNDS
FY16 TOTAL ROUNDS
FY17 TOTAL ROUNDS
FY18 YTD TOTAL ROUNDS

The Golf Club at Cypress Head
Comparative Income Statement
For the Four Months Ending January 31, 2018

	MTD Prior Year	YTD Prior Year	Audited Prior Year	Percent of Total	MTD Actual	YTD Actual	Annual Budget	Percent of Total
REVENUES								
Green Fees & Cart Fees	119,071	389,335	1,146,664	34%	95,010	361,724	1,180,861	31%
Merchandise	4,935	20,568	63,915	32%	3,383	20,333	59,537	34%
Other Pro Shop	1,480	3,234	13,751	24%	967	2,082	11,927	17%
Range	3,619	11,971	35,853	33%	2,917	11,762	36,706	32%
Food and Beverage	0	0	15,788		14,764	79,551	146,600	54%
Other Operating Revenues	3,968	13,409	39,356	34%	2,897	12,067	39,944	30%
TOTAL REVENUE	133,073	438,517	1,315,327	33%	119,938	487,519	1,475,576	33%
COST OF SALES								
Merchandise	2,894	11,988	37,436	32%	1,887	12,301	38,699	32%
Food & Beverage	0	0	6,042		5,918	30,285	53,858	56%
TOTAL COGS	2,894	11,988	43,478	28%	7,805	42,586	92,557	46%
COGS - Merchandise %	58.6%	58.3%	58.6%	99.5%	55.8%	60.5%	65.0%	93.1%
COGS - Food %			38.3%		40.1%	38.2%	36.7%	103.9%
PAYROLL								
Course and Grounds	31,258	122,676	341,675	36%	20,948	95,342	375,767	25%
Carts, Range, Starters, Etc.	8,001	28,221	86,435	33%	7,113	30,589	99,348	31%
Pro Shop	3,982	15,069	42,904	35%	3,889	13,418	52,439	26%
Food and Beverage	0	0	9,850		11,153	55,038	74,205	74%
General and Administrative	11,184	43,329	133,923	32%	13,185	46,987	152,526	31%
Marketing	3,870	16,334	49,654	33%	4,051	17,037	49,611	34%
TOTAL PAYROLL	58,294	225,629	664,441	34%	60,339	258,412	803,897	32%
OPERATING EXPENSES								
Course and Grounds	16,748	73,852	252,335	29%	12,965	56,264	280,678	20%
Carts, Range, Starters, Etc.	6,625	27,326	80,327	34%	6,391	28,033	83,934	33%
Pro Shop	150	1,213	6,324	19%	249	59	7,954	1%
Food and Beverage	0	0	1,413		4,754	13,824	18,372	75%
General and Administrative	18,189	84,370	210,751	40%	14,837	75,328	209,750	36%
Marketing	2,000	6,820	22,941	30%	1,569	6,478	30,260	21%
TOTAL OPERATING EXPENSES	43,711	193,581	574,091	34%	40,764	179,986	630,948	29%
TOTAL EXPENSES	104,898	431,199	1,282,010	34%	108,908	480,984	1,527,402	31%
OTHER INCOME (EXPENSE)								
MANAGEMENT FEES	(5,713)	(22,851)	(69,411)	33%	(6,684)	(26,736)	(73,696)	36%
Depreciation & Amortization	(154)	(612)	(1,146)	53%	79	(382)	(4,572)	8%
TOTAL OTHER INCOME (EXPENSE)	(5,866)	(23,464)	(70,557)	33%	(6,605)	(27,118)	(78,268)	35%
NET INCOME	22,308	(16,145)	(37,241)	43%	4,425	(20,583)	(130,094)	16%
Paid Rounds	3,645	12,223	36,904	7%	2,704	11,392	37,150	31%
Annual Pass Rounds	904	3,109	8,095	8%	556	2,283	8,542	27%
Other Rounds	233	918	2,719	7%	202	889	2,924	30%
Total Rounds	4,782	16,250	47,718	7%	3,462	14,564	48,615	30%
Revenue/Paid Rounds	37	36	35.64	94%	44	43	40	108%
Revenue/Total Rounds	28	27	27.56	91%	35	33	30	110%

Financial Report for period ending January 2018 Provided by YMCA

Statement Of Activities Report

Volusia Flagler Family YMCA

Period 1 January 2018

Branch Port Orange 07

		Period 1 January 2018					Year to Date 2018				
Account Group	**Account Group Name**	**Actual**	**Budget**	**$ Variance**	**Last Year**	**$ Variance**	**Actual**	**Budget**	**$ Variance**	**Last Year**	**$ Variance**
Revenue											
01	Contributions	22,507.31	14,080.00	8,427.31	12,097.37	10,409.94	22,507.31	14,080.00	8,427.31	12,097.37	10,409.94
03	Special Events	14,732.75	18,800.00	-4,067.25	17,047.83	-2,315.08	14,732.75	18,800.00	-4,067.25	17,047.83	-2,315.08
08	United Way	414.98	414.98	0.00	3,466.10	-3,051.12	414.98	414.98	0.00	3,466.10	-3,051.12
10	Grants	2,215.62	2,065.00	150.62	1,106.68	1,108.94	2,215.62	2,065.00	150.62	1,106.68	1,108.94
11	Membership	110,507.90	111,400.00	-892.10	107,273.03	3,234.87	110,507.90	111,400.00	-892.10	107,273.03	3,234.87
13	Program Fees	43,835.81	59,361.43	-15,525.62	52,063.46	-8,227.65	43,835.81	59,361.43	-15,525.62	52,063.46	-8,227.65
14	Other - Merchandise/Vending	5,025.57	1,600.00	3,425.57	3,858.65	1,166.92	5,025.57	1,600.00	3,425.57	3,858.65	1,166.92
16	Late Fees/Misc Income	200.00	100.00	100.00	100.00	100.00	200.00	100.00	100.00	100.00	100.00
19	Release from Restriction	-1,011.61	-383.58	-628.03	-730.00	-281.61	-1,011.61	-383.58	-628.03	-730.00	-281.61
	Total Unrestricted Revenue	198,428.33	207,437.83	-9,009.50	196,283.12	2,145.21	198,428.33	207,437.83	-9,009.50	196,283.12	2,145.21
	Total Revenue	198,428.33	207,437.83	-9,009.50	196,283.12	2,145.21	198,428.33	207,437.83	-9,009.50	196,283.12	2,145.21
Expenses											
21	Salaries & Wages	61,389.36	65,417.63	4,028.27	58,168.80	-3,220.56	61,389.36	65,417.63	4,028.27	58,168.80	-3,220.56
22	Employee Benefits	3,376.37	3,959.85	583.48	2,895.36	-481.01	3,376.37	3,959.85	583.48	2,895.36	-481.01
23	Payroll, Taxes & W/C	5,598.65	6,127.44	528.79	5,492.08	-106.57	5,598.65	6,127.44	528.79	5,492.08	-106.57
24	Contract Services	5,092.32	6,005.01	912.69	4,017.37	-1,074.95	5,092.32	6,005.01	912.69	4,017.37	-1,074.95
25	Supplies	2,469.07	2,642.15	173.08	237.44	-2,231.63	2,469.07	2,642.15	173.08	237.44	-2,231.63
26	Telephone	675.39	720.00	44.61	908.84	233.45	675.39	720.00	44.61	908.84	233.45
27	Postage & Shipping	0.00	30.00	30.00	0.00	0.00	0.00	30.00	30.00	0.00	0.00
28	Facility Costs	47,755.94	36,516.40	-11,239.54	36,452.17	-11,303.77	47,755.94	36,516.40	-11,239.54	36,452.17	-11,303.77
29	Equipment Costs	2,239.11	6,496.62	4,257.51	5,762.71	3,523.60	2,239.11	6,496.62	4,257.51	5,762.71	3,523.60
30	Program Expenses	5,557.43	10,800.81	5,243.38	12,287.81	6,730.38	5,557.43	10,800.81	5,243.38	12,287.81	6,730.38
31	Marketing & Promotion	533.73	0.00	-533.73	0.00	-533.73	533.73	0.00	-533.73	0.00	-533.73
32	Travel & Mileage	0.00	58.25	58.25	86.94	86.94	0.00	58.25	58.25	86.94	86.94
33	Conference & Training	61.91	10.00	-51.91	60.00	-1.91	61.91	10.00	-51.91	60.00	-1.91
35	National & Other Dues	2,285.00	2,100.00	-185.00	2,176.09	-108.91	2,285.00	2,100.00	-185.00	2,176.09	-108.91
38	Insurance	2,248.21	2,340.00	91.79	2,254.72	6.51	2,248.21	2,340.00	91.79	2,254.72	6.51
39	Miscellaneous Expense	186.14	550.00	363.86	934.16	748.02	186.14	550.00	363.86	934.16	748.02
40	Depreciation & Amortization	1,749.36	1,752.20	2.84	2,231.36	482.00	1,749.36	1,752.20	2.84	2,231.36	482.00
48	Metro Services	27,479.00	27,479.00	0.00	27,479.00	0.00	27,479.00	27,479.00	0.00	27,479.00	0.00
	Total Unrestricted Expenses	168,696.99	173,005.36	4,308.37	161,444.85	-7,252.14	168,696.99	173,005.36	4,308.37	161,444.85	-7,252.14
	Total Expenses	168,696.99	173,005.36	4,308.37	161,444.85	-7,252.14	168,696.99	173,005.36	4,308.37	161,444.85	-7,252.14
	Change in Net Assets	**29,731.34**	**34,432.47**	**-4,701.13**	**34,838.27**	**-5,106.93**	**29,731.34**	**34,432.47**	**-4,701.13**	**34,838.27**	**-5,106.93**

CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 02/27/2018

Consent item: No

SUBJECT: (5) Parks and Recreation Fee Philosophy

DEPARTMENT: Parks & Recreation

GOAL: 5 - Fiscal Sustainability

RECOMMENDED MOTION:

SUMMARY:

Cities across the country apply user charges to many parks, recreation and special event activities mainly to put more of the cost burden on those using the amenities instead of charging all residents and businesses for the cost of operations in which they do not participate. The City of Port Orange is no exception.

On average, over the last 4 years, Parks and Recreation has recouped about 28% of their expenditures through user charges. These include summer recreation, athletics, lakeside center rentals and special events, among others.

If these types of activities are not subsidized by user charges, the rest of the expenditures are paid for by property taxes and other general fund revenue.

The attached PowerPoint presentation will provide more information on the basics of user charges and fee waivers. We will recommend a target for the percentage of costs recouped and we will also introduce a tool staff can use to provide recommendations on fee waivers to Council based on past practice.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Fee Philosophy	Fee Philosophy.pdf

Robin Fenwick — Created/Initiated - 01/11/2018
Susan Lovallo — Approved - 02/01/2018
Alan Rosen — Approved - 02/15/2018
Jake Johansson — Approved - 02/22/2018
Robin Fenwick — Final Approval - 02/22/2018

Charges for Service Philosophy

Alan Rosen

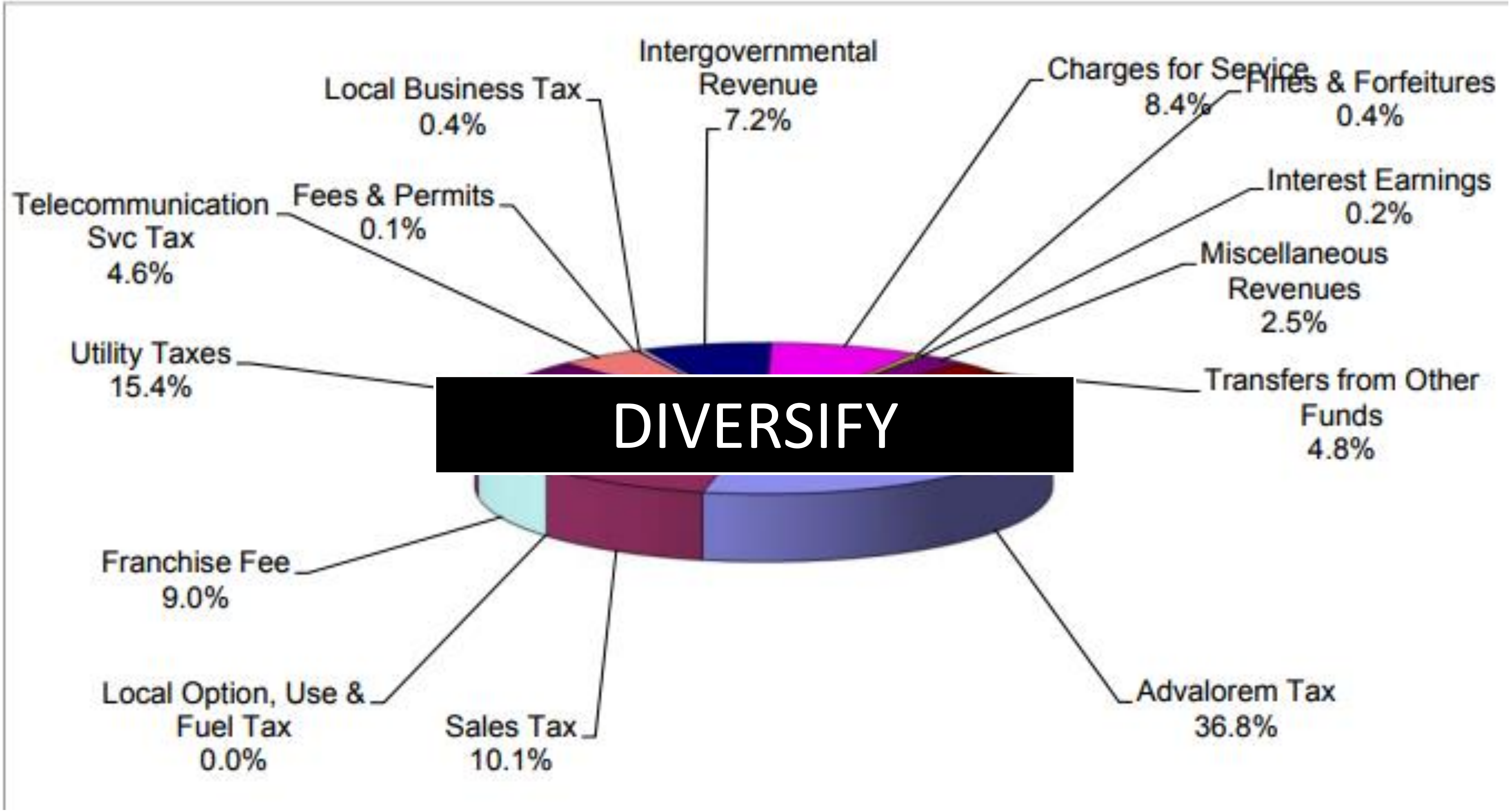
February 27, 2018

Agenda:

- Why Charges for Service in Local Government?
- Current Charges
- Philosophy – Balancing Act
- Waivers
- Recommendations

CHARGE USERS VS. EVERYONE

FISCAL YEAR 2018

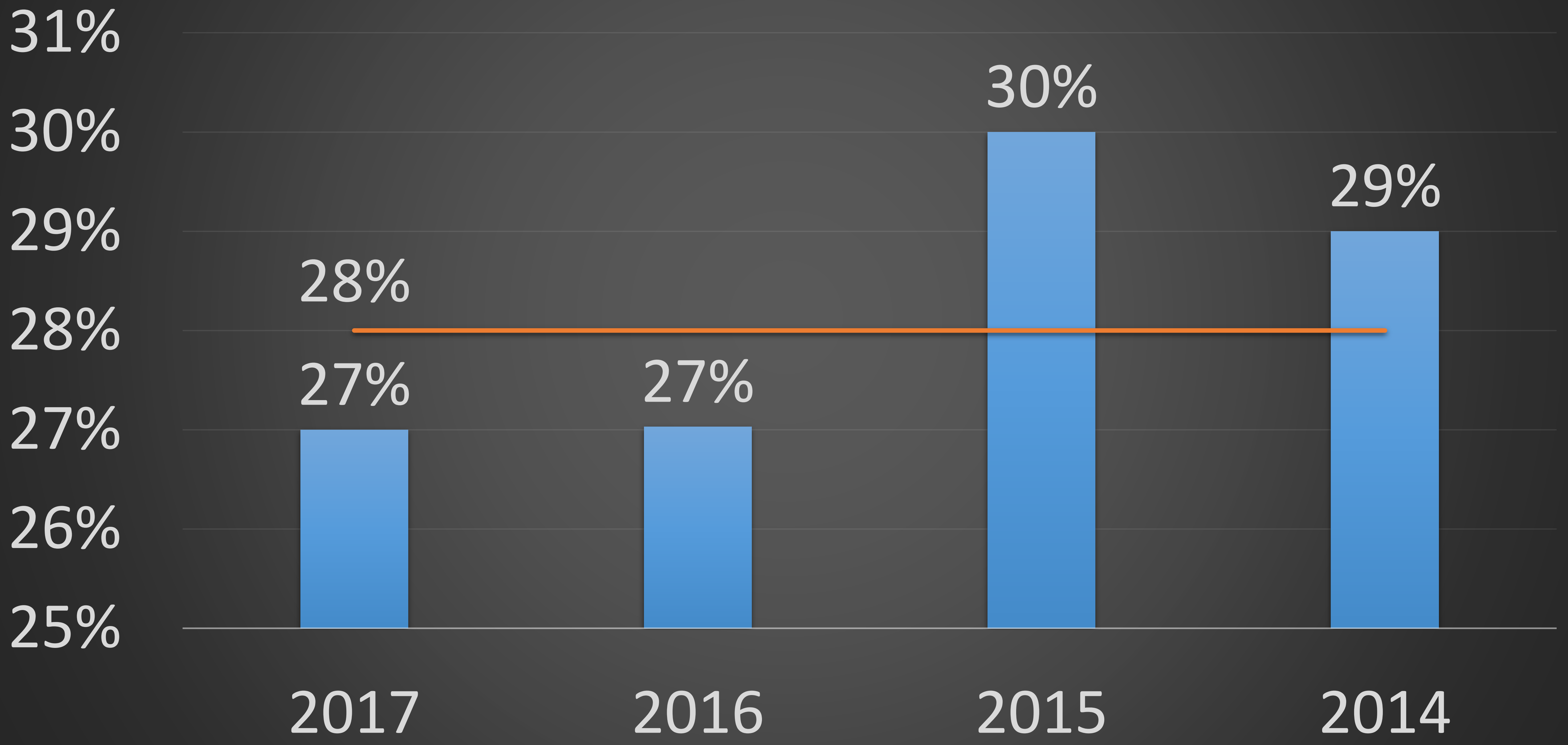


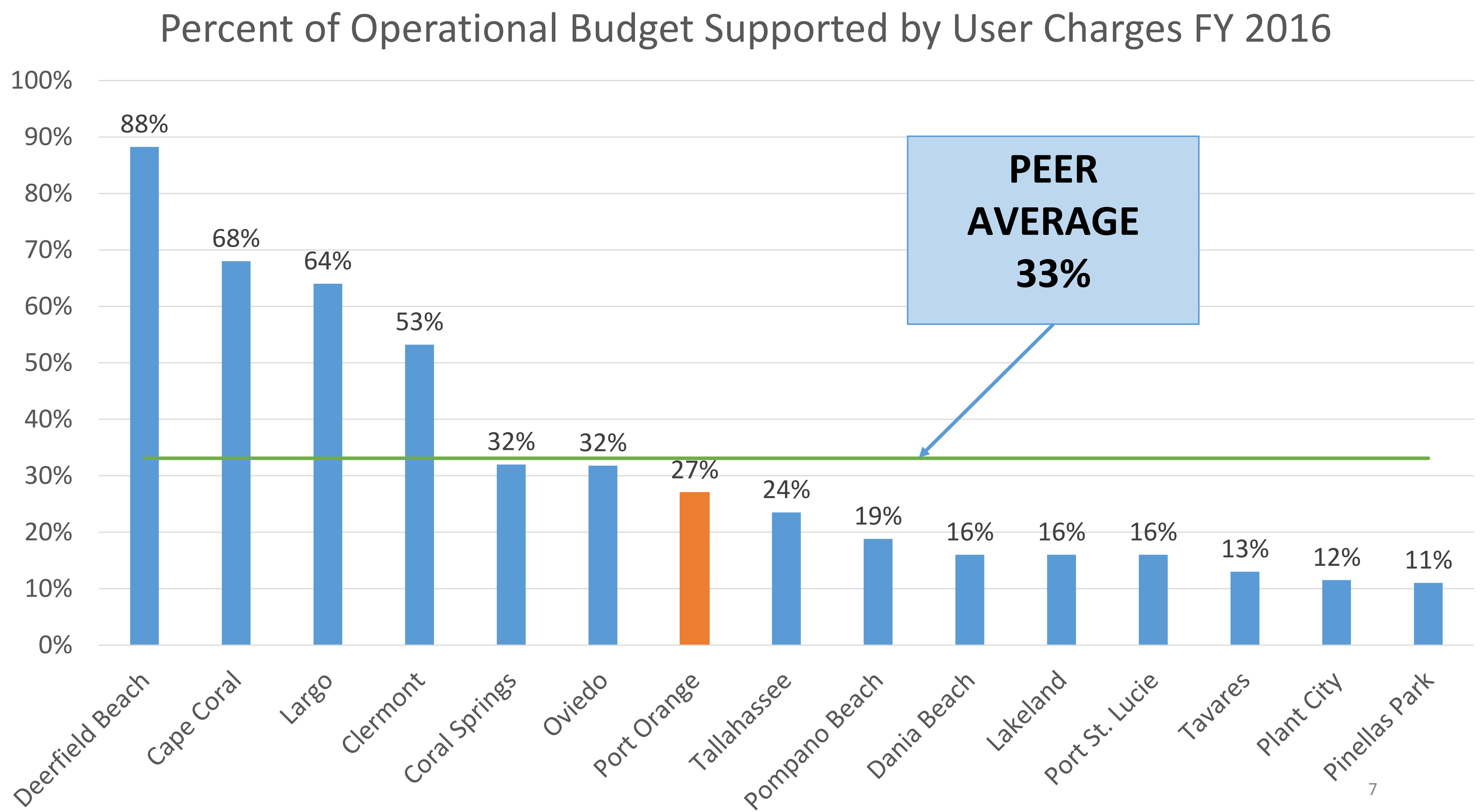

A resolution
adopted by The City Council
of the City of Chicago, Illinois

CITY OF PORT ORANGE
1867
FLORIDA

CITY OF PORT ORANGE
1867
FLORIDA

Cost Recouped Last 4 Years




Percent of Operational Budget Supported by User Charges FY 2016
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
88%
68%
64%
53%
32%
32%
27%
24%
19%
16%
16%
16%
13%
12%
11%
PEER AVERAGE 33%
Deerfield Beach
Cape Coral
Largo
Clermont
Coral Springs
Oviedo
Port Orange
Tallahassee
Pompano Beach
Dania Beach
Lakeland
Port St. Lucie
Tavares
Plant City
Pinellas Park


NEW SMYRNA BEACH
CITY OF PORT ORANGE
1867
FLORIDA
THE CITY OF DAYTONA BEACH
INCORPORATED JULY 1876
CITY OF ORMOND BEACH
FLORIDA

28%-30%

FEE WAIVER

Before Waivers

STAFF…

1. Shifts Schedules to Reduce Overtime

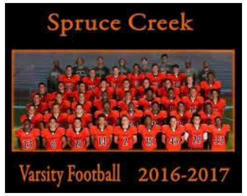
2. Works with all parties to ensure appropriate staffing levels

3. Reviews Resolution 15-31 for Possible Fee Reductions


CONTRACT
Signature


CONTRACT
Signature

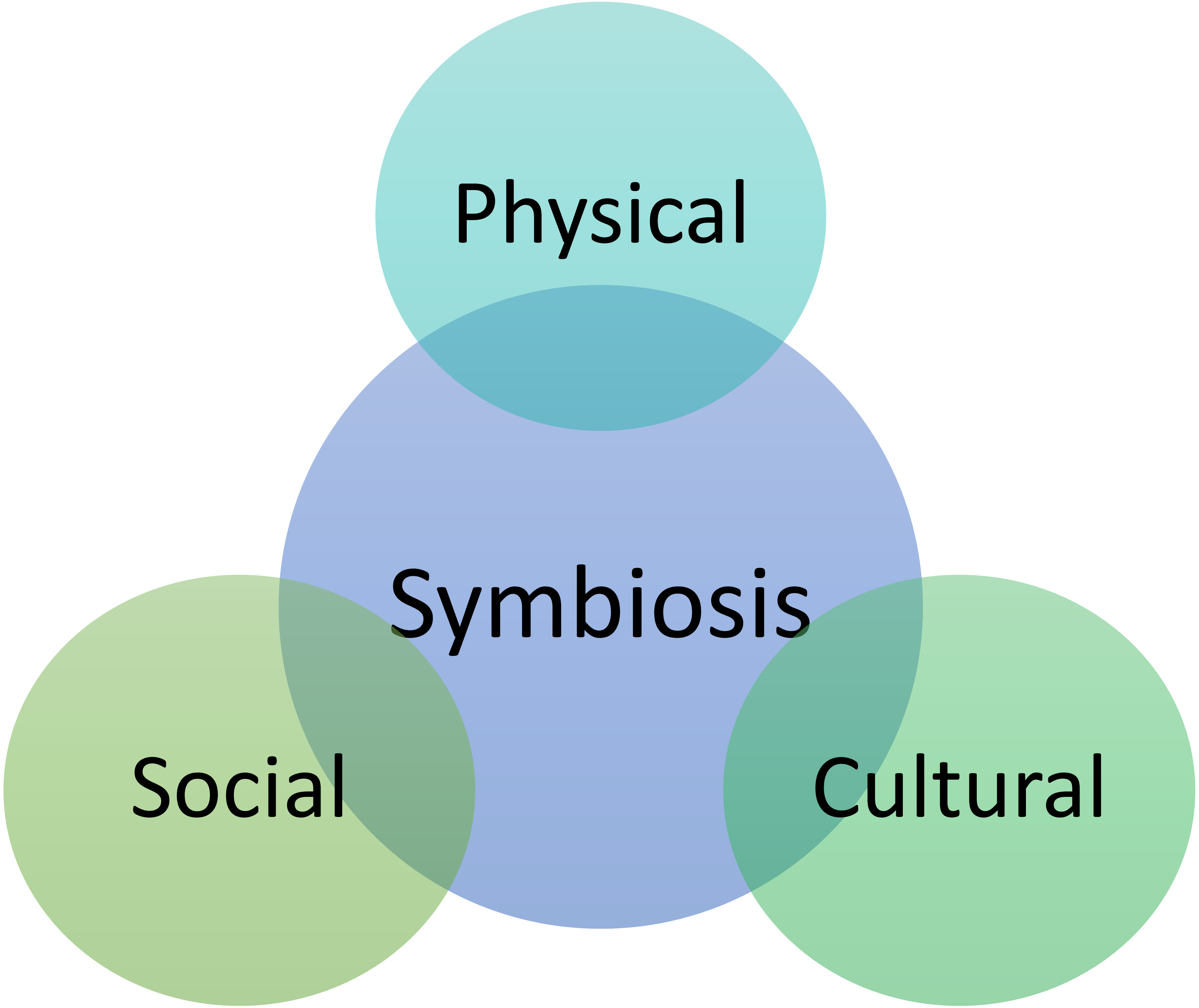

THE STARS



Girl Scouts®


VISION

OPEN
to the
PUBLIC


Physical
Symbiosis
Social
Cultural


FREE!


FUNDRAISING
Need a Helping Hand?


Money Matter

Family Days/Spring Fair

Checklist	Yes	No	Total Charge 100%
Open to public participation without regard to religious or other membership requirements	X		-20%
Activity or event is aimed at promoting and facilitating physical, social or cultural activities for the community	X		-25%
Free Admission (Leave Blank if Private event)	X		-15%
Proceeds benefit a non-profit, government or public educational institution (Select "No" if proceeds benefit a for-profit or individual) (Leave Blank if there are no proceeds)	X		-25%
TOTAL CHARGE			**15%**

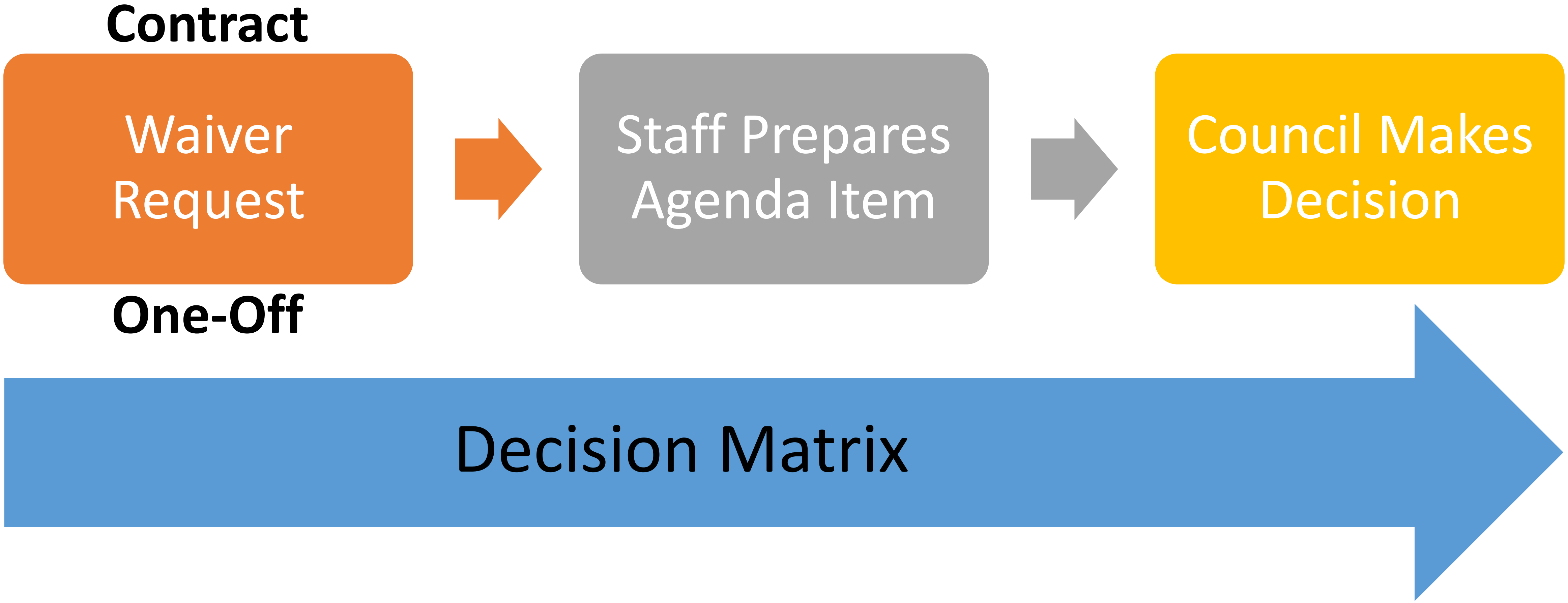
Wedding/B-Day Party

Checklist	Yes	No	Total Charge 100%
Open to public participation without regard to religious or other membership requirements		X	25%
Activity or event is aimed at promoting and facilitating physical, social or cultural activities for the community		X	25%
Free Admission (Leave Blank if Private event)			
Proceeds benefit a non-profit, government or public educational institution (Select "No" if proceeds benefit a for-profit or individual) (Leave Blank if there are no proceeds)			
TOTAL			**100%**

BEFORE

Waiver Request → Staff Prepares Agenda Item → Council Makes Decision

AFTER


Contract
Waiver Request
One-Off
Staff Prepares Agenda Item
Council Makes Decision
Decision Matrix

RECOMMENDATIONS

COST RECOVERY

WAIVERS

Process

Addition of Tool

CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE **02/27/2018**

Consent item: No

SUBJECT: (6) City Manager Evaluation

DEPARTMENT: Administrative Services

GOAL:

RECOMMENDED MOTION:

SUMMARY: The evaluation period is from February 28, 2017 to February 28, 2018.

Project No.: Funding Account No.:

ATTACHMENTS:

1.	Evaluation Form	City Manager Performance Evaluation.pdf

Robin Fenwick	Created/Initiated - 01/15/2018
Jamie Miller	Approved - 02/02/2018
Jake Johansson	Approved - 02/05/2018
Robin Fenwick	Final Approval - 02/15/2018

City Manager Performance Evaluation

City of Port Orange, Florida

Evaluation period: February 28, 2017 to February 28, 2018

Honorable Mayor and Council,

Each member of the governing may utilize this evaluation form to assist them with their evaluation of the City Manager, sign it in the space below, and return it to Administrative Services Director Jamie Miller. The deadline for submitting this performance evaluation is Friday, February 23, 2018.

Evaluator Information:

____

Signature

____

Print

____

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)
4 = Above average (generally exceeds the performance standard)
3 = Average (generally meets the performance standard)
2 = Below average (usually does not meet the performance standard)
1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"
_____ Exercises good judgment
_____ Displays enthusiasm, cooperation, and will to adapt
_____ Mental and physical stamina appropriate for the position (with or without a reasonable accommodation)
_____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

2. PROFESSIONAL SKILLS AND STATUS

_____ Maintains knowledge of current developments affecting the practice of local government management

_____ Demonstrates a capacity for innovation and creativity

_____ Anticipates and analyzes problems to develop effective approaches for solving them

_____ Willing to try new ideas proposed by governing body members and/or staff

_____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

_____ Carries out directives of the body as a whole as opposed to those of any one member or minority group

_____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions

_____ Disseminates complete and accurate information equally to all members in a timely manner

_____ Assists by facilitating decision making without usurping authority

_____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

4. POLICY EXECUTION

_____ Implements governing body actions in accordance with the intent of council

_____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization

_____ Understands, supports, and enforces local government's laws, policies, and ordinances

_____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

_____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

5. REPORTING

_____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide

_____ Responds in a timely manner to requests from the governing body for special reports

_____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature

_____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience

_____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

6. CITIZEN RELATIONS

_____ Responsive to requests from citizens

_____ Demonstrates a dedication to service to the community and its citizens

_____ Maintains a nonpartisan approach in dealing with the news media

_____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

_____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

7. STAFFING

_____ Recruits and retains competent personnel for staff positions

_____ Applies an appropriate level of supervision to improve any areas of substandard performance

_____ Stays accurately informed and appropriately concerned about employee relations

_____ Professionally manages the compensation and benefits plan

_____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

8. SUPERVISION

_____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

_____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

_____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office

_____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

_____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

9. FISCAL MANAGEMENT

_____ Prepares a balanced budget to provide services at a level directed by council

_____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

_____ Prepares a budget and budgetary recommendations in an intelligent and accessible format

_____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

_____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

10. COMMUNITY

_____ Shares responsibility for addressing the difficult issues facing the city

_____ Avoids unnecessary controversy

_____ Cooperates with neighboring communities and the county

_____ Helps the council address future needs and develop adequate plans to address long term trends

_____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal **_____ ÷ 5 = _____** score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? ____

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What performance area(s) would you identify as most critical for improvement? _____________

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What constructive suggestions or assistance can you offer the manager to enhance performance? ____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? ____