

CITY OF EAGLE LAKE

Salaries/Wages & Benefits	154,305	165,000	165,000
Overtime	0	0	0
<b>Operating Expenses</b>			
Professional Svcs - Engineering	5,000	1,000	1,000
Education and Training	0	500	500
Legal Services	0	0	0
Reimburse Polk County re: Utility Tax	0	0	0
Bad Debt	0	0	0
Accounting & Auditing	3,500	5,000	4,000
Contractual Svcs	0	1,700	0
Communications Services	4,963	4,000	5,000
Postage	3,078	3,000	3,000
Utility - Electric	20,057	20,000	20,500
Repair/Maintenance/Tank Maintenance	48,127	24,000	25,000
Printing and Binding	0	1,000	1,000
Other Current Charges	0	0	0
Fuel	18,309	17,000	18,000
Operating Expenses	37,348	31,000	36,000
Operating Supplies - Uniforms & Shoes	1,945	1,500	2,000
Subscriptions & Memberships	545	500	500
<b>Capital Outlay</b>			
Lease of Truck	0	3,000	3,000
Capital Outlay hand Held device	3,149	6,000	0
Green Acres Water Improvement	0	350,000	0
<b>Transfers</b>			
Transfer to General Fund	155,000	155,000	155,000
<b>Debt Service</b>			
Citrus and Chemical - Interim Financing	0	0	0
USDA- RUS	54,000	55,000	55,000
<b>Total Water Operations</b>	<b>509,326</b>	<b>844,200</b>	<b>494,500</b>

Total Expenditure for Utilities                      \$1,216,029    \$2,536,670    \$1,110,070

CITY OF EAGLE LAKE

CITY OF EAGLE LAKE  
 SUMMARY REVENUE PROJECTIONS FOR FY 2009  
 FOR ALL ENTERPRISE FUNDS

REVENUES	FY2013 ACTUAL	FY2014 BUDGET	FY 2014-15 PROPOSED BUDGET
SANITATION	\$215,028	\$228,000	\$228,000
UTILITIES OPERATIONAL	777,282	2,309,000	882,100
<b>TOTAL OPERATIONAL REVENUES (Enterprise Funds)</b>	\$992,310	\$2,537,000	\$1,110,100

CITY OF EAGLE LAKE  
 SUMMARY EXPENDITURES PROJECTIONS FOR FY 2007  
 FOR ALL ENTERPRISE FUNDS

EXPENDITURES	FY 2012 Actual	FY 2012-13 Budget	FY 2014-15 PROPOSED BUDGET
SANITATION	\$185,476	\$185,000	\$185,000
UTILITIES OPERATIONAL	1,030,553	2,351,670	925,070
	\$1,216,029	\$2,536,670	\$1,110,070

<b>Actual/Budgeted Income (loss)</b>	<u>(\$223,719)</u>	<u>\$330</u>	<u>\$30</u>
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**CITY OF EAGLE LAKE CRA**

	REVENUES	FY 2013 Actual	FY 2013-14 Budget	2014-15 Proposed
	<b>Revenue</b>			
1	Ad Valorem - City	\$20,000	\$20,000	\$21,000
2	Ad Valorem - County	22,727	20,000	21,000
3	Special Events - Mistle Toe Marketplace			
4	Mistletoe Booths	0	0	0
5	Mistletoe Hayrides	0	0	0
6	Chili Cookoff	0	0	0
7	Interest Income	193	50	100
9	County Grant	0		0
11	Reappropriation of Fund Balance	0	14,000	14,000
12	<b>Total Revenue</b>	<b>\$42,920</b>	<b>\$54,050</b>	<b>\$56,100</b>

**Expenses**

14	Legal Services	\$1,816	\$3,500	\$3,000
15	Engineering Services	\$0	\$500	\$500
16	Planning Services	\$0	\$2,000	\$2,000
17	Accounting & Auditing	\$1,500	\$1,500	\$3,000
18	Utilities - Street Lighting	\$2,084	\$2,500	\$2,500
19	Printing and Binding	\$0	\$500	\$500
20	Marketing & Promotion	\$188	\$3,000	\$3,000
21	Repairs/Maintenance	\$281	\$0	\$0
22	Office Supplies	\$0	\$500	\$500
23	Operating Supplies	\$467	\$500	\$500
24	Postage	\$0	\$100	\$100
25	Education & Training	\$0	\$500	\$500
26	Books, Pubs, Subs and Memberships	\$175	\$100	\$200
27	Economic Development	\$0	\$0	
28	Contributions			\$0
29	Mistle Toe Marketplace	\$0	\$0	\$0
30	Façade Grant Applications	\$0	\$2,000	\$4,000
33	Reservation of Fund Balance		\$0	
34				
35	Transfer to City	\$20,004	\$20,000	\$20,000
36				
37	Capital Outlay	\$15,315	\$15,500	\$15,500
38	<b>Total Expenses</b>	<b>\$41,830</b>	<b>\$52,700</b>	<b>\$55,800</b>

<b>Budgeted / Actual Profit (Loss)</b>	\$1,090	\$1,350	\$300
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City Manager  
Performance Evaluation  
2013/2014

**1. Communications**

- |  |          |
|--|----------|
| A. Maintains constructive relations with the press       | <u>5</u> |
| B. Communicates clearly with Department Heads            | <u>5</u> |
| C. Communicates clearly with Employees                   | <u>5</u> |
| D. Communicates clearly with Other City Charter Officers | <u>5</u> |
| E. Demonstrates effective listening                      | <u>5</u> |
| F. Demonstrates Oral and written communication skills    | <u>5</u> |

Overall rating 5

**Comments:**

**2. Relationship with City Commission**

- A. Openly communicates with City Commissioners 5
- B. Promptly and properly responds to requests 5
- C. Keeps City Commissioners informed of current Issues and remains accessible 5
- D. Provides recommendations and support in carrying Out City Commission decisions 5
- E. Provides timely agendas 5

Overall rating 5

**Comments:**

**3. Budgeting and Fiscal Management**

- A. Provides capital improvement plans or other plans that anticipates the needs of the community 5
- B. Presents a timely annual budget which is well documented 5
- C. Presents a timely annual budget which is well organized 5
- D. Presents a timely annual budget which represents the goals of the Commission 5
- E. Provides timely and clear financial reporting to include Year-end reporting 5
- F. Manages the City's operations within the budget 5
- G. Makes recommendations related to the fiscal needs of the City 5

Overall rating 5

**Comments:**

**4. Asset Management**

- A. Oversees appearance and condition of City-owned facilities, equipment and vehicles 5
- B. Reviews equipment and property for the purpose of future development/replacement 5
- C. Does he/she review city equipment and property for the purpose of future planning and for replacement 5
- D. Has he/she developed new ideas for reorganizing or redirecting city equipment for more efficient and effective operations 5
- E. Has he/she worked to update technology in order to save work time and/or money 5
- F. Does he/she properly manage city property and facilities 5

Overall rating 5

**Comments:**

**5. Planning and Organization**

- A. Works with the City Commission in developing the City's long and short term goals and objectives 5
- B. Makes efforts to carry out the goals, policies and programs of the City Commission 5
- C. Demonstrates the ability to anticipate the needs of the City and recommends options to appropriately respond to those needs 5

Overall rating 5

**Comments:**

**6. Decision Making**

- A. Makes decisions in a timely manner that are well thought out and in the Best interest of the City 5
- B. Accepts responsibility for outcomes 5
- C. Handles difficult situations in a professional and Proactive manner 5

Overall rating 5

**Comments:**

**7. Professional and Leadership Skills**

- A. Represents the City in a professional manner 5
- B. Demonstrates a high degree of integrity 5
- C. Displays ability to handle crises 5
- D. Accepts constructive criticism 5
- E. Demonstrates courtesy, tact and skills in dealing with sensitive matters and dealing with others 5
- F. Maintains and overall personable and warm attitude 5
- G. Does the city manager have a management style that compliments the effective operations of our city 5
- H. Communicates clearly with Intergovernmental Agencies 5

Overall rating 5

**Comments:**

**8. Community Relations**

- A. Maintains positive relations with community groups and organizations 5
- B. Attends community functions 5
- C. Promotes City Commission directions through speaking engagements at civic, etc. meetings 4
- D. Properly handles complaints from citizens 5
- E. What is the general attitude of the community of the City Manager 5
- F. When complaints are not valid, does he/she properly explain why they are not valid to the citizen 5
- G. Does he/she properly avoid politics and partisanship 5
- H. Communicates clearly with the general public 5
- I. Provides Opportunities for communications from citizens 5

Overall rating 5

**Comments:**

**9. Management of Employees**

- A. Properly supervises subordinates 5
- B. Appears to be aware of the operations within the departments 5
- C. Recruits and retains quality personnel 5
- D. Fosters a commitment to provide a high level of service to the citizens 5
- E. Sets an atmosphere of fairness and equal treatment to employees 5
- F. Is accessible and remains visible to employees 5
- G. Encourages the development of employees 5

Overall rating 5

**Comments:**

**10. Program Development and Follow Through**

- A. Does he/she use initiative to develop new programs to meet the problems facing city government 5
- B. Does he/she understand city ordinances and state laws pertaining to municipal operations 5
- C. Does he/she cause them to be vigorously enforced 4
- D. Does he/she review procedures and programs from time to time to improve effectiveness and efficiency 5
- E. Does he/she promptly make changes in programs or procedures when it proves impractical or when changes would enhance city operations or public service 4

Overall rating 4.6

**Comments:**

11. Other

A. During the current year what can the city manager take the greatest pride in?

COMPLETION OF 3 PUBLIC WORKS CAPITAL PROJECTS

B. What do you feel are his/her strongest points and his/her finest accomplishments this year?

CONSISTENT COMMUNICATION WITH THE BOARD

C. What areas do you feel most needs improvement? Why?

N/A PETE IS RETIRING AND HAS SERVED THE NEEDS OF THE CITIZENS EXTREMELY WELL

D. Do you have any constructive, positive ideas how the city manager can improve these areas?

ENJOY THE NEXT PHASE OF YOUR LIFE.

E. Do you have suggestions of how this performance appraisal procedure or form can be improved to better measure the performance of the City Manager?

THIS FORM IS BALANCED AND PROVIDES A GOOD MEASURE OF SPECIFICS IN EACH FUNCTIONAL AREA OF PERFORMANCE.

Performance Evaluation

Pete Gardner, City Manager

- 5 1. Communication
- 5 2. Relations with City Commission
- 5 3. Budgeting and Fiscal Management
- 5 4. Asset Management
- 5 5. Planning and Organization
- 5 6. Decision Making
- 5 7. Professional and Leadership Skills
- 5 8. Community Relations
- 5 9. Management of Employees
- 4.6 10. Program Development and Follow Through

Overall Rating 5.0

  
\_\_\_\_\_  
(Signature of Commissioner)

9-27-14  
\_\_\_\_\_  
(Date)

Performance Evaluation Summary Sheet

Pete Gardner, City Manager

Commissioner Terry Pittman	<u>5</u>
Vice-Mayor Suzy Wilson	_____
Commissioner Bobbi Hosegood	_____
Mayor J.R. Sullivan	_____
Commissioner Cory Coler	_____
Overall Rating by Commissioners	_____

Rating Scale:

- 1 - Unsatisfactory;
- 2 - Needs Improvement;
- 3 - Good
- 4 - Very Good;
- 5 - Outstanding

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Performance Evaluation  
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