

October 24, 2009

**3.
Employee Evaluation Process**

**4.
Top Priorities**

**5.
Officer Elections**



NOTICE OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF BRUSHY CREEK MUNICIPAL UTILITY DISTRICT

October 24, 2009

A meeting of the Board of Directors of Brushy Creek Municipal Utility District will be held on Saturday October 24, 2009, beginning at 9:00AM at the Water Treatment Facility, 2300 Great Oaks Drive, Round Rock, Texas, to consider, and act on the matters set forth below.

- 1. Call to order, roll call, establish quorum and pledge of allegiance.
2. Welcome, Introductions and Opening Remarks.
3. Discussion and action concerning the new employee evaluation process.
4. Identify and discuss top priorities of Board of Directors and Staff for 2010 and the goal measurements of each.
5. Officer Elections:
a. Discussion and action regarding officer positions of the Board of Directors; and
b. Discussion and action regarding appointment and election of public officers.

6. Adjournment.

Dated this 20th day, October, 2009
Brushy Creek Municipal Utility District

Tom Clark
Tom Clark, General Manager

FILED FOR RECORD

3:20 PM
OCT 20 2009

Nancy E. Ruten
County Clerk, Williamson Co. TX

The Board of Directors may go into Executive Session, if necessary, pursuant to the applicable section of Subchapter D, Chapter 551, Texas Government Code, of the Texas Open Meetings Act, on any of the above matters. No final action, decision or vote will be taken on any subject or matter in Executive Session. Please note that this notice supplants the District's previous policy of specifically identifying those agenda items that would be discussed in Executive Session.

The District is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Margie Anthes at 512-255-7871 for further information.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of Brushy Creek Municipal Utility District, is a true and correct copy of said Notice; that a true and correct copy of said notice was posted at a place convenient and readily accessible to the general public at all times, in its administrative office at 16318 Great Oaks Drive; that said Notice was posted on October 20, 2009 at 2:30 p.m., and that a true and correct copy of said Notice was furnished to the County Clerk of Williamson County, the only county in which Brushy Creek Municipal Utility District is located.

Brushy Creek Municipal Utility District

Margie Anthes
Margie Anthes, Deputy Secretary

**Board Packet
October 24, 2009**

**Executive Summary
Agenda Item 3**

Discussion and Action regarding the Employee New Evaluation Process

BACKGROUND:

District staff was directed to develop a new evaluation system that incorporates the Board goals and approved budget into the performance appraisal process. The overall concept is to be able to determine if staff, management, and the Board are in agreement as to the progress of the District and when there is disagreement, time and direction are provided in quarterly reviews.

Fiscal year 2010 will be a transition year for the new evaluation process, so staff will be evaluated on their anniversary date using the existing process and forms in addition to the new system. The funds available for pay increase will be split evenly for each process. For fiscal year 2011, only the new process will be used to evaluate staff.

FINANCIAL:

There are no costs associated with changing the process. A pay increase pool of 3% was included in the FY2010 budget.

RESOURCE: Mike Petter

LEGAL:

Legal has not reviewed the new process or forms.

STAFF RECOMMENDATION:

Staff recommends the Board approve the new process and forms.

COMMITTEE PARTICIPATION:

None

ATTACHMENT:

Description of the new process
Individual evaluation forms
Department evaluation forms
Team Evaluation forms
District Pay Raise Policy

RECOMMENDED MOTION:

Motion to approve the new evaluation process

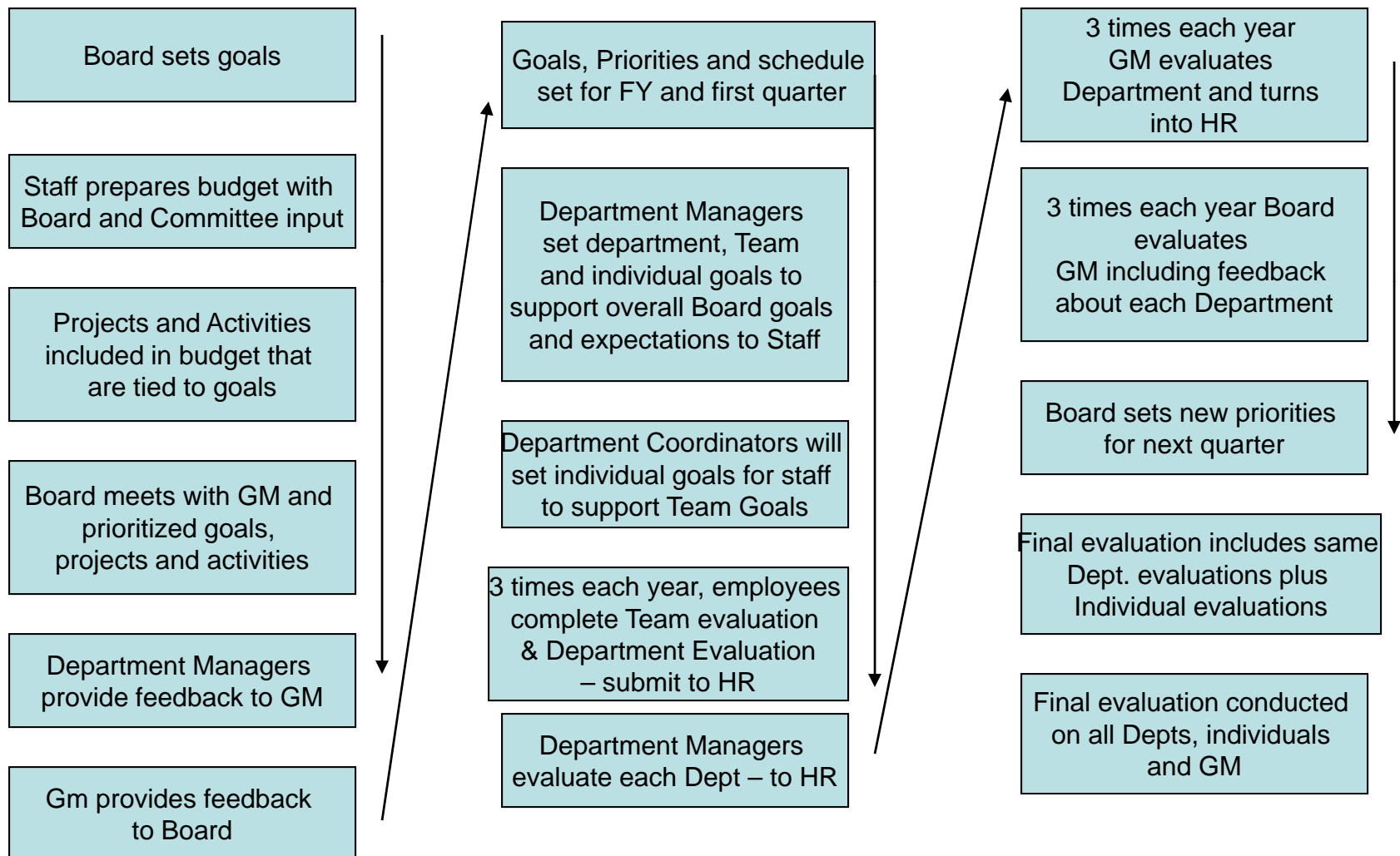
Goals for new Evaluation Process

- Includes the Goals established by the Board
- Ensures that the Board, GM, Managers, and Staff are on the “same page”
- Identifies for staff how they will be evaluated, and by what criteria
- Ties individual goals to district goals
- Incorporates budget performance
- Incorporates projects

Components that should be included

- Four review periods during the fiscal year, December, March, June, August (Final)
- High Level reviews by Board, GM, and Managers by department (flow chart) before individual reviews
- Very specific reviews of individual employee goals and tasks
- Reporting to the Board, tied to reporting of quarterly financial reports
- The “competencies” from the current evaluation will be included in an annual review
- Wage increases based on aggregated scores from all three reviews plus competencies, plus GM and Board scores
- Simpler scoring scale; 1-fails to meet, 2- meets, 3- exceeds

Evaluation process



BCMUD PERFORMANCE EVALUATION PROCEDURES

The Board of Directors establishes District goals for the fiscal year and provides direction for all employee performance evaluations to be based on these goals. By using these District wide goals as a foundation for individual goals, all employees are working together to reach the same objective.

Evaluations of departments and teams (a work group within a department, i.e. fitness, programs, parks) will be conducted three times during the fiscal year; December, March, and June.

A departmental cumulative score will consist of
the Individual employees department evaluation,
the Board scored department evaluation,
the General Manager scored department evaluation,
and the Department Manager scored department evaluation.

A fourth and final evaluation will occur in August of each year to include department evaluations plus individual employee evaluations based on the specific goals and tasks assigned at the beginning of the fiscal year.

An individual cumulative score for each employee will include the rating of the individual's evaluation, the Board scored final department evaluation, the General Manager scored final department evaluation, and the Department Manager scored final department evaluation.

Competency in the areas of communication, continuous improvement, customer service, initiative, leadership, organizational effectiveness, and team skills will be rated at the time of the August evaluation. This rating along with the individual cumulative scores will be combined for an aggregate score. Wage increases will be based on the aggregate score.

The rating scale has been simplified to rate each goal based performance as (1) does not meet, (2) meets, and (3) exceeds expectations. The evaluation form includes a tally for the trimester scores and a guide for computing the aggregate score.

This evaluation process is for all permanent full and part-time employees

BCMUD PERFORMANCE EVALUATION PROCEDURES

April / May

The Board and Managers will develop broad District goals that will be incorporated into the subsequent year's budget. Those goals for FY2010 are listed below.

- Enhance the overall appearance of the District by focusing on the following objectives:
- Maintain and/or enhance the quality of life for all residents within the District:
- Improve Public Safety and the sense of security our residents feel living in Brushy Creek.
- Complete Long Range Operational Plan
- Prepare a budget based on detailed costs of operations and maintenance with consideration of the financial impact on district assets and property values.

BCMUD PERFORMANCE EVALUATION PROCEDURES

October

The Board will meet with the General Manager and provide specific individual goals and objectives to be met during the fiscal year as they relate to the overall District Goals as established in April / May and incorporated into the budget.

Department Managers will meet with Coordinators to explain the District goals and budget. The Department Manager presents the department objectives based on the District goals set by the Board and as approved by the General Manager. These objectives are focused on each team within the department and the department as a whole. These objectives can be described as smaller steps needed to reach the larger more broad goals of the District.

Coordinators determine objectives for each employee on their team. These individual goals are the smallest steps necessary to reach the broad goals for the District. Each employee is to have fifteen (15) personal goals with at least one addressing each of the 5 broad District goals. It is important for all employee to have the same number of goals for scoring purposes. An evaluation form with a rating scale has been created to facilitate with this process. Coordinators will review and receive approval from Department Managers for each employee's personal goals.

Coordinators meet with individual employees to review personal goals. Employees receive a copy of the evaluation form with personal goals.

BCMUD PERFORMANCE EVALUATION PROCEDURES

December

All employees complete a Team evaluation form rating their team on progress made toward reaching each District goal. The Team Evaluations are not used in calculating the employee individual performance scores but to be used as a discussion tool during the evaluation process with their supervisor.

Each employee, including Department Managers, Coordinators and supervisors complete a Departmental evaluation and submit them to HR. HR will consolidate the scores and provide them to the Department Managers. The Departmental Evaluation forms are used to determine if the Department Manager and employees are in agreement as to the progress of the department.

The General Manager completes a Department evaluation for all departments and turns it in to HR.

Each member of the Board of Directors completes a Department evaluation for each of the three departments in the District (Administration, Recreation, Public Works) and submits the evaluation to the Board President or designee. The ratings from each Director for each department are then combined into one comprehensive evaluation for each department. The aggregate Departmental evaluation is turned into HR.

HR will consolidate all the Departmental evaluations (from the Board, GM, Managers, and employees) so that Managers can determine if everyone is in agreement as to the progress on goals and to follow up on areas where there is disagreement.

BCMUD PERFORMANCE EVALUATION PROCEDURES

March

Repeat process from December.

June

Repeat process from March.

August

Repeat process from June

Employees will rate themselves on how well they completed their individual goals and tasks as directed at the start of the fiscal year. Supervisors will also rate the employees and review the results with them. The supervisors final rating will be consolidated with the departmental evaluations and included in the aggregate score.

Each employee will receive additional ratings on competency in the areas of communication, continuous improvement, customer service, initiative, leadership, organizational effectiveness and team skills.

All levels of evaluations are completed for the year, submitted to HR where scores are compiled. Those employees with an overall score of 2.01 or higher are eligible for Merit pay increases as determined by District policy and as budgeted by the Board each fiscal year.

HR notifies Department Managers of scores so Personnel Action Forms may be prepared for wage adjustments for employees. Wage adjustments are processed with the employee receiving wage changes with the first paycheck in September.

If a Manager has any employee that has an overall score less than 2.0, they are required to complete a performance improvement plan.

INDIVIDUAL PERFORMANCE EVALUATION

Employee:

Department:

Annual Evaluation: August 2010

Fiscal Year 2010 Goals

1. Enhance the overall appearance of the District by focusing on the following objectives:
 - a) Identify and address the maintenance shortfalls of District owned property
 - b) Establish a plan to address unkempt property that is not owned by the District.
 - c) Make a significant capital improvement to at least one park and identify the next park for the following budget year.
 - d) Identify new ways to improve the look of the District in cost effective ways.
 - e) Develop an awards program to recognize staff for documented money saving ideas.

Personal Goals

Exceeds Meets Does Not Meet

<p>Goal 1a:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 1b:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 1c:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 1d:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 1e:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Areas of positive growth:

Areas for improvement:

2. Maintain and/or enhance the quality of life for all residents within the District:
- a) Fund projects that improve the quality of life and also provide the tax payers a return on their investments within the BCMUD.
 - These projects shall focus on those that maintain or advance the overall quality of the District owned property that grossly affects the overall value of the resident’s home.
 - These projects include but not limited to safety, recreational enhancements
 - and community-building events.

Personal Goals **Exceeds** **Meets** **Does Not Meet**

<p>Goal 2a:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 2b:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 2c:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 2d:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 2e:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Areas of positive growth:

Areas for improvement:

3. Improve Public Safety and the sense of security our residents feel living in Brushy Creek.
- a) Establish a program that protects the districts assets while promoting a safe environment for all of our residents.
 - b) Establish a presence for WilCo by setting up a separate police type substation within the District.

Personal Goals

Exceeds Meets Does Not Meet

<p>Goal 3a:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 3b:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 3c:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 3d:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 3e:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Areas of positive growth:

Areas for improvement:

4. Complete Long Range Operational Plan

- a) Establish long range operational plan for each of our major departments or areas. Define revenue stream to pay for them.
- b) By department address impact of build out.
- c) Establish plan to continue projects after revenue stream created by new growth ends.
- d) Establish plan of what we would do if we had the 5 years of no growth that TCEQ requires us to look at with each bond issue.
- e) Determine and document the level of services provided to the residents.

Personal Goals

Exceeds Meets Does Not Meet

<p>Goal 4a:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 4b:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 4c:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 4d:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 4e:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Areas of positive growth:

Areas for improvement:

5. Prepare a budget based on detailed costs of operations and maintenance with consideration of the financial impact on district assets and property values.
 - a) Establish a detailed operating budget for each department that complies with the District's 5 year financial plan by May 31, 2010.
 - b) Fund an annual replacement program for the Districts assets.
 - c) Invest at least 5% of the budgeted water revenues each year in new capital projects related to parks and recreation.
 - d) Hold the tax rate flat when the assessed valuation is 3 percent or greater.

Personal Goals

Exceeds Meets Does Not Meet

<p>Goal 5a:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 5b:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 5c:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 5d:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Goal 5e:</p> <p>Employee Comments:</p> <p>Evaluator Comments:</p>	<p>Employee Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Evaluator Rating</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Areas of positive growth:

Areas for improvement:

Employee Signature

Supervisor Signature

Department Manager Signature

DEPARTMENT PERFORMANCE EVALUATION

Employee:	Manager:	GM	Board:	
Department:	FY 2010 Evaluation: Quarter 1 2 3 4			

Fiscal Year 2010 Goals

1. Enhance the overall appearance of the District by focusing on the following objectives:
 - a) Identify and address the maintenance shortfalls of District owned property
 - b) Establish a plan to address unkempt property that is not owned by the District.
 - c) Make a significant capital improvement to at least one park and identify the next park for the following budget year.
 - d) Identify new ways to improve the look of the District in cost effective ways.
 - e) Develop an awards program to recognize staff for documented money saving ideas.

Rating Scale		
Exceeds	Meets	Does Not Meet
Comments:		

2. Maintain and/or enhance the quality of life for all residents within the District:
 - a) Fund projects that improve the quality of life and also provide the tax payers a return on their investments within the BCMUD.
 - These projects shall focus on those that maintain or advance the overall quality of the District owned property that grossly affects the overall value of the resident's home.
 - These projects include but not limited to safety, recreational enhancements and community-building events.

Rating Scale		
Exceeds	Meets	Does Not Meet
Comments:		

3. Improve Public Safety and the sense of security our residents feel living in Brushy Creek.
 - a) Establish a program that protects the districts assets while promoting a safe environment for all of our residents.
 - b) Establish a presence for WilCo by setting up a separate police type substation within the District.

Rating Scale		
Exceeds	Meets	Does Not Meet
Comments:		

4. Complete Long Range Operational Plan

- a) Establish long range operational plan for each of our major departments or areas. Define revenue stream to pay for them.
- b) By department address impact of build out.
- c) Establish plan to continue projects after revenue stream created by new growth ends.
- d) Establish plan of what we would do if we had the 5 years of no growth that TCEQ requires us to look at with each bond issue.
- e) Determine and document the level of services provided to the residents.

Rating Scale		
Exceeds	Meets	Does Not Meet
Comments:		

5. Prepare a budget based on detailed costs of operations and maintenance with consideration of the financial impact on district assets and property values.

- a) Establish a detailed operating budget for each department that complies with the District's 5 year financial plan by May 31, 2010.
- b) Fund an annual replacement program for the Districts assets.
- c) Invest at least 5% of the budgeted water revenues each year in new capital projects related to parks and recreation.
- d) Hold the tax rate flat when the assessed valuation is 3 percent or greater.

Rating Scale		
Exceeds	Meets	Does Not Meet
Comments:		

Department Manager

President, Board of Directors

General Manager

BCMUD DEPARTMENT PERFORMANCE EVALUATION

Employee:	Manager:	GM	Board:
Department:	FY 2010 Evaluation: Quarter 1 2 3 4		

Exceeds = 3 Meets = 2 Does Not Meet = 1

Goal	Rating
1	
2	
3	
4	
5	
TOTAL	

<h1 style="margin: 0;">TEAM</h1> <h2 style="margin: 0;">PERFORMANCE EVALUATION</h2>

Team:	Department:
Team Member:	FY 2010 Evaluation: Quarter 1 2 3 4

Fiscal Year 2010 Goals

1. Enhance the overall appearance of the District by focusing on the following objectives:
 - a) Identify and address the maintenance shortfalls of District owned property
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 - d) Identify new ways to improve the look of the District in cost effective ways.
 - e) Develop an awards program to recognize staff for documented money saving ideas.

Rating Scale
Exceeds Meets Does Not Meet
Comments:

2. Maintain and/or enhance the quality of life for all residents within the District:
 - a) Fund projects that improve the quality of life and also provide the tax payers a return on their investments within the BCMUD.
 - These projects shall focus on those that maintain or advance the overall quality of the District owned property that grossly affects the overall value of the resident's home.
 - These projects include but not limited to safety, recreational enhancements and community-building events.

Rating Scale
Exceeds Meets Does Not Meet
Comments:

3. Improve Public Safety and the sense of security our residents feel living in Brushy Creek.
 - a) Establish a program that protects the districts assets while promoting a safe environment for all of our residents.
 - b) Establish a presence for WilCo by setting up a separate police type substation within the District.

Rating Scale
Exceeds Meets Does Not Meet
Comments:

4. Complete Long Range Operational Plan

- a) Establish long range operational plan for each of our major departments or areas. Define revenue stream to pay for them.
- b) By department address impact of build out.
- c) Establish plan to continue projects after revenue stream created by new growth ends.
- d) Establish plan of what we would do if we had the 5 years of no growth that TCEQ requires us to look at with each bond issue.
- e) Determine and document the level of services provided to the residents.

Rating Scale		
Exceeds	Meets	Does Not Meet
Comments:		

5. Prepare a budget based on detailed costs of operations and maintenance with consideration of the financial impact on district assets and property values.

- a) Establish a detailed operating budget for each department that complies with the District's 5 year financial plan by May 31, 2010.
- b) Fund an annual replacement program for the Districts assets.
- c) Invest at least 5% of the budgeted water revenues each year in new capital projects related to parks and recreation.
- d) Hold the tax rate flat when the assessed valuation is 3 percent or greater.

Rating Scale		
Exceeds	Meets	Does Not Meet
Comments:		

Team Member

TEAM PERFORMANCE EVALUATION	
Team:	Department:
Team Member:	FY 2010 Evaluation: Quarter 1 2 3 4

Exceeds = 3 Meets = 2 Does Not Meet = 1

Goal	Rating
1	
2	
3	
4	
5	
TOTAL	

WAGES, SALARIES, AND PAY INCREASES

Hourly and salary wages for employees are established and modified only by the Board of Directors. The General Manager is responsible for administering the annual performance review process for all District employees. The General Manager also is expected to perform a comparative salary study of District positions every three years to ensure that the District is providing a competitive wage, and to bring requests for needed adjustments to the Board. The General Manager will present a recommendation on an annual basis to the Board for consideration and approval for wage and salary adjustments, pay range adjustments and merit pay increases for the upcoming fiscal year. This recommendation may or may not include cost-of-living raises.

- A. Merit pay increases are based strictly on the performance of the individual as based on the introductory or annual performance review conducted by that employee's manager and with the employee's participation. This allows the District to reward its employees for their performance and achievement and provides incentive for employees to contribute their skills and talents to the District.

Funding for Merit pay increases will be established on an annual basis by the Board of Directors during the budget approval process and as a general rule be awarded using the following criteria depending on the rating received on the employee's annual performance evaluation subject to the availability of funds for this purpose:

Meets Expectations – Percent increase as established by the Board. Merit pay increases will be awarded following the employees evaluation.*

Exceeds Expectations - An amount in addition to that established by Board for Meets Expectations. Merit pay increases will be awarded following the employees evaluation.

- (i) An employee who receives an *unsatisfactory performance* rating on an annual performance evaluation will be ineligible for any merit pay increases until at a minimum, a *meets expectations* rating is received on a future evaluation. Any employee receiving an unsatisfactory performance review shall be placed on probation and a Performance Improvement Plan shall be developed to ensure performance is improved to a satisfactory level.
- (ii) Staff who are at the maximum pay level in a salary range for their job description are ineligible for merit pay increases but may be eligible for a performance bonus.
- (iii) Funding for pay increases for those staff that exceeds expectations shall be allocated to their department in the amount established by the board as a percentage of total eligible payroll in that department. The General Manager must approve pay increases for staff that exceed expectations.

- B. Performance Bonus

After completing an introductory period, an employee may be eligible to receive a performance bonus based on the achievement of a pre-determined goal(s) as established by the employee's supervisor and approved by the General Manager. This pre-determined goal must be stated in writing and include sufficient detail to provide a clear understanding of the expectations and deliverables required as well as the completion date. If the goal is achieved by the completion date, then the performance bonus will be awarded. Bonuses will be awarded as follows:

- (i) not more than the amount or percent established by the Board under paragraph 'A' above per year of the employee's annual salary;
- (ii) will be payable as a lump sum payment and not added to the employee's base salary; and
- (iii) no more than two performance bonuses will be awarded within a 12-month period.

*For fiscal year 2008, a 2% merit pay increase based on meeting expectations will be awarded to staff on October 1, 2007 based on the staff member's most recent evaluation. A 1.5% increase will be given to staff that meet expectations after their 2008 evaluation and those staff that exceed expectations based on their 2008 evaluation, will be eligible for increases from the "meets expectations" pool.

**Board Packet
October 24, 2009**

**Executive Summary
Agenda Item 4**

Identify and discuss top priorities of Board of Directors and Staff for 2010 and the goal measurements of each

BACKGROUND: In an attempt to help the discussion of prioritizing goals for the year, Staff has compiled a list of tasks and projects included in the budget that will be implemented during the Fiscal Year. The attached sheets identify the project, goal, staff and the budget amount. The sheets are organized in the following fashion:

Sheet Number One lists all tasks requested by the Board to be included in the budget and includes a separate list of items in the budget that will be implemented in addition to the items requested by the Board that will require staff time.

Sheet Number Two reorganizes the list (by sorting) by quarter in which the staff proposes to implement the tasks and goals.

Sheet Number Three combines the list of items specifically requested by the Board with the other budgeted items and sorts them by quarter.

Please note that none of the lists include the day-to-day operational items.

At the meeting, Staff will request the Board to amend the list as needed setting the priority by quarter so staff can move forward with implementing the budget.

FINANCIAL: N/A

RESOURCE: All Staff

LEGAL: Not Consulted

STAFF RECOMMENDATION: Staff is requesting guidance and priority from the Board to set priority for the 4-quarters of FY 2010 with emphasis on the first quarter.

COMMITTEE PARTICIPATION: N/A

ATTACHMENT: List of Projects, activities and tasks

RECOMMENDED MOTION: Staff will implement the Board's direction.

Sheet Number One-List

<u>TASK</u>	<u>COST CENTER</u>	<u>GOAL #</u>	<u>COSTS</u>	<u>STAFF</u>	<u>Quarter</u>	<u>Other Key Staff Involvement</u>
1 Increase funding of community activities	Executive	2	\$ 5,000	Board	all 4	Tom
2 Funding of Staff PC replacements	Administration	2	\$ 16,000	Mark Palmer	all 4	Tom
3 Repair median irrigation	Grounds	2	\$ 10,000	Mike Wheeler	all 4	
4 Tree trimming	Grounds	2	\$ 35,000	Mike Wheeler	all 4	
5 Tables and BBQ pits in the parks	Parks Maintenance	1,2	\$ 8,000	Mike Wheeler	1	
6 Aerator for duck pond	Parks Maintenance	1,2	\$ 10,000	Mike Wheeler	2	Tom
7 Expand lift station maintenance program	Wastewater	2	\$ 28,000	Mike Wheeler	1	
8 Well Repairs	Water	2	\$ 200,000	Mike Wheeler	2	Tom
9 Replace 500 meters	Water	2	\$ 100,000	Mike Wheeler	all 4	Mike p
10 Bulk chemical containment at WTF	WTF	2,3,5	\$ 40,000	Mike Wheeler	2	Tom
11 Paint floors at WTF	WTF	2	\$ 10,800	Mike Wheeler	3	
12 Lobby Kiosk	Community Center	2	\$ 1,500	Tim Ishman	1	Mark
13 Replace Sendero Pool Cover	Pool Maintenance	2	\$ 25,000	Tim Ishman	1	Mike w
14 Repair Cat Hollow Skimmers	Pool Maintenance	2	\$ 7,500	Tim Ishman	2	Mike w, Simon
15 Roof over pumps and heater at Sendero pool	Pool Maintenance	2	\$ 12,000	Tim Ishman	1	Mike w
16 Shade Cover for Creekside pool	Pool Programs	2	\$ 18,500	Tim Ishman	3	Mike w
17 Complete Recreation operations audit	Community Center	2,4,5	\$ 30,000	Tim Ishman	1	Tom
18 Replace fitness equipment	Community Center	2	\$ 14,580	Tim Ishman	1	
19 Paint the community center	Facility Maintenance	2	\$ 15,000	Tim Ishman	1	
20 Resurface cat hollow deck	Pool Maintenance	2	\$ 26,000	Tim Ishman	2	Mike w
21 Roof at Cat Hollow Restroom	Pool Maintenance	2	\$ 7,000	Tim Ishman	2	Mike w
22 Refurbish Restroom at Creekside pool	Pool Maintenance	2	\$ 2,000	Tim Ishman	3	Mike w
23 Fire Proof filing cabinets	Administration	2	\$ 14,400	Margie Anthes	1	
24 Five Year Financial Plan	Administration	5	\$ -	Mike Petter	2	Tom, Tim, Mike w, Mark, Margie
25 Accounting Operations Plan	Administration	5	\$ -	Mike Petter	2	Tom
26 Arbitrage Audit	Administration	5	\$ -	Mike Petter	1	Tom
27 Bond Audit	Administration	5	\$ -	Mike Petter	1	Tom
28 Third Defined Area Bond	Administration	5	\$ -	Mike Petter	2	Tom
29 Complete Review of old impact fees	Administration	5	\$ -	Mike Petter	3	Tom
30 Complete new evaluation process	Administration	1,2,3,4,5	\$ -	Mike Petter	2	Tom
31 Rate Study	Administration	5	\$ 15,000	Mike Petter	2	Tom
32 Leak detection	Water Distribution	2	\$ 15,000	Mike W		
33 <u>Carry over or ongoing items</u>						
34 Complete Disc Golf Parking lot	PW / Parks	3	\$ 78,000	Mike w	1	Tom
35 Complete Pilot at WTF	PW / Utility	2	\$ 95,000	Mike w	2	Tom
36 Storm Water Permit staffing and annual report	PW / Storm water	2	\$ 86,140	Mike w	1	Tom
37 Water Facility Upgrades Engineering	PW WTF	2	\$ 250,000	Mike w	1	Tom
38 Regional Wastewater Agreement	Admin	2		Tom	1	Mike p
39 Scanning and documentation	Admin / IT	4		Mark	all 4	Tom
40 Back-up System and server replacements	Admin / IT	4	\$ 95,000	Mark	1	Tom
41 IT Audit / Management Action Plan	Admin / IT	4		Mark	4	
42 Payment Card Industry Compliance	Admin / IT	4		Mark	all 4	Mike p
43 Network re-configuration	Admin / IT	4		Mark	all 4	
44 Phase II District signs	PW / Recreation / IT	3	\$ 67,000	Tim Ishman	2	Mike w
45 Emergency Action Plan	Community Center	3	\$ -	Tim Ishman	2	
46 Wet well lid replacement	PW / wastewater	2	\$ 42,000	Mike Wheeler	3	Tom
47 WTF and 901 security	PW	3	\$ 25,000	Mike Wheeler	1	Tom, Mark, Tim
48 Reconnect PA system	Community Center	3	\$ 2,970	Tim Ishman	2	
49 Maintenance yard improvements and 901	PW	2	\$ 90,000	Mike w	1	Tom
50 Intake repairs engineering	PW	2	\$ 55,000	Mike w	all 4	Tom
51 Hairy man Festival	PW / Recreation	2	\$ 5,000	Mike w / Tim Ishman	4	All
52 back yard BBQ	Recreation / PW	2	\$ 15,000	Tim Ishman	2	Ashley, Mike w, All
53 emergency shelter at community center	Recreation	3	\$ -	Tim Ishman	1	Tom, Legal
54 Elections	Recreation	2	\$ -	Tim Ishman	1,2,3	Margie, Dona
55 end of year pool party	Recreation	2	\$ 1,200	Tim Ishman	4	Ashley, Simon
Total			\$ 1,573,590			

Sheet Number Two- By Quarter

<u>TASK</u>	<u>COST CENTER</u>	<u>GOAL #</u>	<u>COSTS</u>	<u>STAFF</u>	<u>Quarter</u>	<u>Other Key Staff Involvement</u>
1 Tables and BBQ pits in the parks	Parks Maintenance	1,2	\$ 8,000	Mike Wheeler	1	
2 Expand lift station maintenance program	Wastewater	2	\$ 28,000	Mike Wheeler	1	
3 Lobby Kiosk	Community Center	2	\$ 1,500	Tim Ishman	1	Mark
4 Replace Sendero Pool Cover	Pool Maintenance	2	\$ 25,000	Tim Ishman	1	Mike w
5 Roof over pumps and heater at Sendero pool	Pool Maintenance	2	\$ 12,000	Tim Ishman	1	Mike w
6 Complete Recreation operations audit	Community Center	2,4,5	\$ 30,000	Tim Ishman	1	Tom
7 Replace fitness equipment	Community Center	2	\$ 14,580	Tim Ishman	1	
8 Paint the community center	Facility Maintenance	2	\$ 15,000	Tim Ishman	1	
9 Fire Proof filing cabinets	Administration	2	\$ 14,400	Margie Anthes	1	
10 Arbitrage Audit	Administration	5	\$ -	Mike Petter	1	Tom
11 Bond Audit	Administration	5	\$ -	Mike Petter	1	Tom
12 Leak detection	Water Distribution	2	\$ 15,000	Mike W	1	Tom
13 Aerator for duck pond	Parks Maintenance	1,2	\$ 10,000	Mike Wheeler	2	Tom
14 Well Repairs	Water	2	\$ 200,000	Mike Wheeler	2	Tom
15 Bulk chemical containment at WTF	WTF	2,3,5	\$ 40,000	Mike Wheeler	2	Tom
16 Repair Cat Hollow Skimmers	Pool Maintenance	2	\$ 7,500	Tim Ishman	2	Simon
17 Resurface cat hollow deck	Pool Maintenance	2	\$ 26,000	Tim Ishman	2	Simon
18 Roof at Cat Hollow Restroom	Pool Maintenance	2	\$ 7,000	Tim Ishman	2	Mike w
19 Five Year Financial Plan	Administration	5	\$ -	Mike Petter	2	Tom, Tim, Mike w, Mark, Margie
20 Accounting Operations Plan	Administration	5	\$ -	Mike Petter	2	Tom
21 Third Defined Area Bond	Administration	5	\$ -	Mike Petter	2	Tom
22 Complete new evaluation process	Administration	1,2,3,4,5	\$ -	Mike Petter	2	Tom
23 Rate Study	Administration	5	\$ 15,000	Mike Petter	2	Tom
24 Paint floors at WTF	WTF	2	\$ 10,800	Mike Wheeler	3	
25 Shade Cover for Creekside pool	Pool Programs	2	\$ 18,500	Tim Ishman	3	Mike w
26 Refurbish Restroom at Creekside pool	Pool Maintenance	2	\$ 2,000	Tim Ishman	3	Mike w
27 Complete Review of old impact fees	Administration	5	\$ -	Mike Petter	3	Tom
28 Increase funding of community activities	Executive	2	\$ 5,000	Board	all 4	Tom
29 Funding of Staff PC replacements	Administration	2	\$ 16,000	Mark Palmer	all 4	Tom
30 Repair median irrigation	Grounds	2	\$ 10,000	Mike Wheeler	all 4	
31 Tree trimming	Grounds	2	\$ 35,000	Mike Wheeler	all 4	
32 Replace 500 meters	Water	2	\$ 100,000	Mike Wheeler	all 4	Mike p
<u>33 Carry over or ongoing items</u>						
34 Complete Disc Golf Parking lot	PW / Parks	3	\$ 78,000	Mike w	1	Tom
35 Storm Water Permit staffing and annual report	PW / Storm water	2	\$ 86,140	Mike w	1	Tom
36 Water Facility Upgrades Engineering	PW WTF	2	\$ 250,000	Mike w	1	Tom
37 Regional Wastewater Agreement	Admin	2	\$ -	Tom	1	Mike p
38 Back-up System and server replacements	Admin / IT	4	\$ 95,000	Mark	1	Tom
39 WTF and 901 security	PW	3	\$ 25,000	Mike Wheeler	1	Tom, Mark, Tim
40 Maintenance yard improvements and 901	PW	2	\$ 90,000	Mike w	1	Tom
41 emergency shelter at community center	Recreation	3	\$ -	Tim Ishman	1	Tom, Legal
42 Complete Pilot at WTF	PW / Utility	2	\$ 95,000	Mike w	2	Tom
43 Phase II District signs	PW / Recreation / IT	3	\$ 67,000	Tim Ishman	2	Mike w
44 Emergency Action Plan	Community Center	3	\$ -	Tim Ishman	2	
45 Reconnect PA system	Community Center	3	\$ 2,970	Tim Ishman	2	
46 back yard BBQ	Recreation / PW	2	\$ 15,000	Tim Ishman	2	Ashley, Mike w, All
47 Wet well lid replacement	PW / wastewater	2	\$ 42,000	Mike Wheeler	3	Tom
48 IT Audit / Management Action Plan	Admin / IT	4	\$ -	Mark	4	
49 Hairy man Festival	PW / Recreation	2	\$ 5,000	Mike w / Tim Ishman	4	Ashley, Mike W, All
50 end of year pool party	Recreation	2	\$ 1,200	Tim Ishman	4	Ashley, Simon
51 Elections	Recreation	2	\$ -	Tim Ishman	1,2,3	Margie, Dona
52 Scanning and documentation	Admin / IT	4	\$ -	Mark	all 4	Tom
53 Payment Card Industry Compliance	Admin / IT	4	\$ -	Mark	all 4	Mike p
54 Network re-configuration	Admin / IT	4	\$ -	Mark	all 4	
55 Intake repairs engineering	PW	2	\$ 55,000	Mike w	all 4	Tom

Total

\$ 1,573,590.00

Sheet Number Three-Combined

<u>TASK</u>	<u>COST CENTER</u>	<u>GOAL #</u>	<u>COSTS</u>	<u>STAFF</u>	<u>Quarter</u>	<u>Other Key Staff Involvement</u>
1 Tables and BBQ pits in the parks	Parks Maintenance	1,2	\$ 8,000	Mike Wheeler	1	
2 Expand lift station maintenance program	Wastewater	2	\$ 28,000	Mike Wheeler	1	
3 Lobby Kiosk	Community Center	2	\$ 1,500	Tim Ishman	1	Mark
4 Replace Sendero Pool Cover	Pool Maintenance	2	\$ 25,000	Tim Ishman	1	Simon
5 Roof over pumps and heater at Sendero pool	Pool Maintenance	2	\$ 12,000	Tim Ishman	1	Mike w, Simon
6 Complete Recreation operations audit	Community Center	2,4,5	\$ 30,000	Tim Ishman	1	Tom
7 Replace fitness equipment	Community Center	2	\$ 14,580	Tim Ishman	1	
8 Paint the community center	Facility Maintenance	2	\$ 15,000	Tim Ishman	1	
9 Fire Proof filing cabinets	Administration	2	\$ 14,400	Margie Anthes	1	
10 Arbitrage Audit	Administration	5	\$ -	Mike Petter	1	Tom
11 Bond Audit	Administration	5	\$ -	Mike Petter	1	Tom
12 Leak detection	Water Distribution	2	\$ 15,000	Mike W	1	Tom
13 Complete Disc Golf Parking lot	PW / Parks	3	\$ 78,000	Mike w	1	Tom
14 Storm Water Permit staffing and annual report	PW / Storm water	2	\$ 86,140	Mike w	1	Tom
15 Water Facility Upgrades Engineering	PW WTF	2	\$ 250,000	Mike w	1	Tom
16 Regional Wastewater Agreement	Admin	2		Tom	1	Mike p
17 Back-up System and server replacements	Admin / IT	4	\$ 95,000	Mark	1	Tom
18 WTF and 901 security	PW	3	\$ 25,000	Mike Wheeler	1	Tom, Mark, Tim
19 Maintenance yard improvements and 901	PW	2	\$ 90,000	Mike w	1	Tom
20 Emergency Shelter / Community Center	Recreation	3	\$ -	Tim Ishman	1	Tom, Legal
21 Aerator for duck pond	Parks Maintenance	1,2	\$ 10,000	Mike Wheeler	2	Tom
22 Well Repairs	Water	2	\$ 200,000	Mike Wheeler	2	Tom
23 Bulk chemical containment at WTF	WTF	2,3,5	\$ 40,000	Mike Wheeler	2	Tom
24 Repair Cat Hollow Skimmers	Pool Maintenance	2	\$ 7,500	Tim Ishman	2	Simon
25 Resurface cat hollow deck	Pool Maintenance	2	\$ 26,000	Tim Ishman	2	Mike w
26 Roof at Cat Hollow Restroom	Pool Maintenance	2	\$ 7,000	Tim Ishman	2	Mike w
27 Five Year Financial Plan	Administration	5	\$ -	Mike Petter	2	Tom, Tim, Mike w, Mark, Margie
28 Accounting Operations Plan	Administration	5	\$ -	Mike Petter	2	Tom
29 Third Defined Area Bond	Administration	5	\$ -	Mike Petter	2	Tom
30 Complete new evaluation process	Administration	1,2,3,4,5	\$ -	Mike Petter	2	Tom
31 Rate Study	Administration	5	\$ 15,000	Mike Petter	2	Tom
32 Complete Pilot at WTF	PW / Utility	2	\$ 95,000	Mike w	2	Tom
33 Phase II District signs	PW / Recreation / IT	3	\$ 67,000	Tim Ishman	2	Mike w, Mark
34 Emergency Action Plan	Community Center	3	\$ -	Tim Ishman	2	
35 Reconnect PA system	Community Center	3	\$ 2,970	Tim Ishman	2	
36 Backyard BBQ cook off	Recreation and PW	2	\$ 15,000	Tim Ishman	2	Ashley, Mike W, All
37 Paint floors at WTF	WTF	2	\$ 10,800	Mike Wheeler	3	
38 Shade Cover for Creekside pool	Pool Programs	2	\$ 18,500	Tim Ishman	3	Mike w
39 Refurbish Restroom at Creekside pool	Pool Maintenance	2	\$ 2,000	Tim Ishman	3	Mike w
40 Complete Review of old impact fees	Administration	5	\$ -	Mike Petter	3	Tom
41 Wet well lid replacement	PW / wastewater	2	\$ 42,000	Mike Wheeler	3	Tom
42 IT Audit / Management Action Plan	Admin / IT	4		Mark	4	
43 Hairy man Festival	PW / Recreation	2	\$ 5,000	Mike w / Tim Ishman	4	All, Ashley, Mike W
44 End of year pool party	Recreation	2	\$ 1,200	Tim Ishman	4	Ashley, Simon
45 Elections	Recreation	2	\$ -	Tim Ishman	1,2,3	Margie, Dona
46 Increase funding of community activities	Executive	2	\$ 5,000	Board	all 4	Tom
47 Funding of Staff PC replacements	Administration	2	\$ 16,000	Mark Palmer	all 4	Tom
48 Repair median irrigation	Grounds	2	\$ 10,000	Mike Wheeler	all 4	
49 Tree trimming	Grounds	2	\$ 35,000	Mike Wheeler	all 4	
50 Replace 500 meters	Water	2	\$ 100,000	Mike Wheeler	all 4	Mike p
51 Scanning and documentation	Admin / IT	4		Mark	all 4	Tom
52 Payment Card Industry Compliance	Admin / IT	4		Mark	all 4	Mike p
53 Network re-configuration	Admin / IT	4		Mark	all 4	
54 Intake repairs engineering	PW	2	\$ 55,000	Mike w	all 4	Tom

Total \$ 1,573,590.00

**Board Packet
October 24, 2009**

**Executive Summary
Agenda Item 5**

Officer Elections (a) Discussion and acting regarding officer positions of the Board of Directors; and (b) Discussion and action regarding appointment and election of public officers.

BACKGROUND: As a result of appointment of Jeff Goldstein to replace Paul Tisch who resigned from the Board, new officer position elections are necessary at this time.

FINANCIAL: N/A

RESOURCE: Board of Directors

LEGAL: Not consulted.

STAFF RECOMMENDATION: N/A

COMMITTEE PARTICIPATION: N/A

ATTACHMENT: None

RECOMMENDED MOTION: None