

**GENERAL MANAGER**  
**ANNUAL PERFORMANCE OBJECTIVES**  
**For Evaluation Year 2021**

**January 2021**

<b>Expectation, Goal or Objective</b> <b>Ongoing Management Objectives</b> <b>January 1, 2021 – December 31, 2021</b>	<b>Rating</b> (Met/Did not meet)	<b>Comments</b>
1. Advises the Board on issues, programs and financial status		Ongoing
2. Develops for Board consideration: short/long range plans; capital improvement plans and funding (including grant funding options)		Completed pavement management, weed abatement, infrastructure reserve
3. Manages District Investment funds		Ongoing
4. Directs the development of specific proposals for action regarding current and future District needs		Developed encroachment permit and weed abatement procedures
5. Oversees preparation of the annual District budget for Board review and approval		Ongoing, prepared annual budget preparation policy
6. Seeks advance input from Board members in development of meeting agendas. Delivers meeting materials to Board Members at least three (3) days in advance of Board meetings		Ongoing
7. Meets regularly with Board President regarding District matters and receives input regarding community issues		Met in person sporadically and by phone as needed
8. Updates, improves and maintains District website based on Board direction		Ongoing
9. Oversees and evaluates CSD staff, updates job descriptions and defines individual responsibilities		Ongoing, modified salary schedules in response to recruitment issues
10. Works with CV Partners, LLC on the development of new roads and landscaping to ensure compliance with CSD standards & requirements		Hired new District Engineer, engaged in review and inspection of project, preparing encroachment permit, prepared related agreements
11. Works closely with and develops relationships with CV Partners, LLC, County, CCWD, & District Engineer		Ongoing
12. Establishes and maintains equipment & infrastructure fiscal reserve accounts		Reserve programs established, complete reserve report in 2022
13. Oversees maintenance of: storm drains; District ponds; and mosquito abatement		Ongoing
14. Works with District engineering firm to develop and implement an ongoing pavement maintenance and condition assessment program		Program developed, first updated pavement index report due 2022/23
15. Provides orientations to new Board Members		ongoing, only change involved an experienced board member
<b>Expectation, Goal or Objective</b> <b>Short Term</b> <b>(First 6 Months, i.e., Jan. 1, 2021 - June 30, 2021)</b>	<b>Rating</b> (Met/Did not meet)	<b>Comments</b>

1. Complete the pavement maintenance and condition assessment program		Completed
2. Complete implementation of RFID main gate access system		Completed
3. Establish a hyperlink between the Resolution Index & referenced Resolution; add a "Resolution" page to the website		in progress
4. Complete the development improvement standards in conjunction with CV Partners, LLC		Completed
5. Establish a project priority list at the beginning of the fiscal year for Board approval		modified budget to include longer term CIP and replacements, including priorities for 21/22
<b>Expectation, Goal or Objective Long Term (12 - 18 MONTHS, i.e., 1/1/2021 – 6/30/2022)</b>	<b>Rating (Met/Did not meet)</b>	<b>Comments</b>
1. Finalize the Memorandum of Understanding (MOU) with CV Partners, LLC		Extended without completion, expect completion by December 2022
2. Complete the infrastructure reserve assessment/study for: storm drain system, street lighting and electrical conduits, irrigation systems, and entrance building gatehouse; and establish fiscal reserve		Assessment completed and accepted by board Reserve report prepared by 6/30/2022
3. Develop cost effective plan for drought tolerant landscaping and invasive plant control, in lieu of a CV Partners, LLC landscape design		No activity, need further Board direction

<b>Expectation, Goal or Objective Additional Expectations Not In Original Ongoing, And Sort Term Goals Or Objectives</b>	<b>Rating (Met/Did not meet)</b>	<b>Comments</b>
1. To Be Determined During 2021		Hire replacement District Engineer Updated budget format to include rolling CIP