

LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL (FY 20)

SECTION I: ASSISTING COMMISSION WITH ITS POLICY-MAKING ROLE

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Providing Information			
The County Manager provides information that is:			
Detailed and reliable		D2, D3	D1, D4
Explained in a thorough manner and includes alternatives or recommendations		D2, D3	D1, D4
Timely		D1, D2, D3	D4
Helpful in preventing trivial administrative matters from being reviewed by the Commission	D2	D1, D3	D4
Helpful and adequate to assist County Commission in making sound decisions	D2	D3	D1, D4
The County Manager:			
Provides members of County Commission with the opportunity to set long-term organizational goals and to establish the future direction of County policy	D3	D2	D1, D4
Keeps County Commission informed, in a timely manner, of the things Commission wants to know	D3	D1, D2, D3	D4
Keeps County Commission well informed with concise written and oral communications	D2	D3	D1, D4
Provides County Commission members with information on an equal basis		D1, D2, D3	D4
Informs the County Commission of administrative developments		D2, D3	D1, D4
Follows up in a timely manner on County Commission requests for information or action	D3	D2	D1, D4
B. Providing Advice			
The County Manager:			
Has adequate knowledge of local government affairs, including the County's laws and ordinances			D1, D2, D3, D4
Considers alternatives before making recommendations	D2	D1	D3, D4
Plans ahead, anticipates needs and recognizes potential problems		D2	D1, D3, D4
Has a good sense of timing in bringing issues to the Commission for action		D1, D2, D3	D4
Comments:			
<u>District 1:</u> Jeff is an extremely knowledgeable individual on state law.			
<u>District 2:</u> County Manager is very knowledgeable, but I feel he uses that knowledge at times to reflect his personal opinion. Recommendations should be based on facts only and not political. His position allows him to be neutral where the elected officials deal with the politics.			
<u>District 3:</u> During my time in office there has not been any kind of long term or strategic planning session to develop long term governmental goals. I have sent the County Manager and at least one of his staff members several requests for information or action with no response or execution. I believe that some items are brought to the Board for action not based on when they should be brought but based on when the County Manager will get a desired outcome.			
<u>District 4:</u> Jeff Page is the best manager I have worked with. (City and County)			

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SECTION II: INTERNAL ADMINISTRATION

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Implementation of Commission Policies			
The County Manager is effective in the following areas:			
Carrying out Commission directives	D2	D1, D3	D4
Assigning work so that it is performed efficiently and effectively	D2		D1, D3, D4
Paying sufficient attention to detail to avoid error or things "slipping through the cracks"	D2	D1, D3	D4
Analyzing problems or issues and identify causes, reasons, and implications		D2	D1, D3, D4
Accurately interpreting the direction given by Commission		D2, D3	D1, D4
Carrying out the directives of Commission as a whole rather than those of any one Commission member, but recognizes the concerns of the minority		D1, D2, D3	D4
Supporting the actions of the County Commission after a decision is made		D1, D2, D3	D4
Assuming responsibility for staff performance	D2		D1, D3, D4
Providing members of County Commission with periodic status reports on projects or tasks which may overlap months or years in implementation		D1, D2	D3, D4
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations			D1, D2, D3, D4

B. Financial Management			
Are you satisfied with the County Manager's:			
Approach to budget preparation and review		D2, D3	D1, D4
Use of standard financial management procedures to meet Commission's policy guidelines		D1, D2	D3, D4
Implementation of Commission's policy regarding the expenditure of budgeted funds		D1, D2	D3, D4
Cost control through economical use of labor, materials and equipment		D1, D2	D3, D4
Information on the financial status of County government		D2	D1, D3, D4
Use of available funds and his ability to operate the County efficiently and effectively		D1, D2	D3, D4
Knowledge of financial matters		D2	D1, D3, D4
Information pertaining to long or short-term financing for capital projects or equipment purchases		D1, D2	D3, D4
Information on opportunities for federal and state grant funding		D2	D1, D3, D4

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	Needs Improvement	Meets Expectations	Exceeds Expectations
C. Personnel Management			
The County Manager is:			
Successful in guiding people as a team toward common objectives		D2	D1, D3, D4
Effective in selecting qualified and highly competent staff members	D2	D1, D4	D3
Effective in maintaining professional relationships with Department Directors		D1, D2	D3, D4
Effective in assuring that staff members make a positive impression on citizens	D2, D3		D1, D4
The County Manager:			
Insures that the County's personnel policies and practices are administered by County Department Directors and management staff in an equitable manner		D1, D2	D3, D4
Develops and motivates employees so that they are increasingly effective		D1, D2, D3	D4
Addresses disciplinary problems and takes action when warranted	D2	D3	D1, D4
Monitors performance of employees and initiates corrective action as needed	D2	D1, D3	D4
Comments:			
<u>District 1:</u> I appreciate Jeff's ability to oversee and, when necessary, discipline staff.			
<u>District 2:</u> County Manager has too many duties, which is affecting the proper oversight of some personnel allowing things to fall through the cracks. Budget restraints have increased this situation but a solution needs to be identified.			
<u>District 3:</u> I have had several complaints recently of the County Manager, and a staff member being condescending or downright rude to members of the community.			
<u>District 4:</u> [No comment]			

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SECTION III: EXTERNAL RELATIONS

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Citizen Relations			
The County Manager:			
Makes a positive impression on citizens	D3	D1, D2, D4	
Has appropriate visibility or identity in the community		D1, D2, D3	D4
Assists the Commission in resolving problems at the administrative level to avoid unnecessary Commission action		D2, D3	D1, D4
Is willing to meet with members of the community and discuss issues of concern	D2	D1, D3	D4
Is skillful with the news media, avoiding political positions and partisanship		D2, D3	D1, D4
Provides information to the public in a timely fashion on matters which will cause public reaction		D1, D2, D3	D4
Represents Commission positions and policies accurately and effectively		D1, D2, D3	D4
Thinks and acts in a manner reflecting an attitude that client (Commission, staff or citizens) perceptions and satisfactions are important		D1, D2, D3	D4
Responds completely and in a timely manner to citizen complaints		D1, D2, D3	D4
B. Intergovernmental Relations			
The County Manager is:			
Effective representing the County's interests in dealing with other agencies	D2		D1, D3, D4
Participative in enough intergovernmental activity to have an impact on behalf of the County			D1, D2, D3, D4
Cooperative with the county, state and federal governments			D1, D2, D3, D4
Comments:			
<u>District 1:</u> Jeff is highly respected and often consulted by other counties.			
<u>District 2:</u> County Manager allows too many outside sources to influence him.			
<u>District 3:</u> [No comment]			
<u>District 4:</u> Jeff informs people through the internet or the press of important information. He does a great job of this whether people like what he says or not.			

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SECTION IV: PERSONAL ACCOMPLISHMENTS

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Communications			
With regard to communications, the County Manager is:			
Easy to talk to and a good listener	D2	D1, D3	D4
Thoughtful, clear and to the point	D3	D1, D2	D4
Sensitive to the concerns of others	D3	D1, D2, D4	
Candid and forthright in discussing County business matters with members of County Commission		D2	D1, D3, D4
B. Management Style			
The County Manager			
Demonstrates interest and enthusiasm in performing his duties		D1, D2	D3, D4
Commands respect and good performance from staff	D2	D3	D1, D4
Shows initiative and creativity in dealing with issues, problems and unusual situations		D1, D2	D3, D4
Is open to new ideas and suggestions for change		D1, D2, D3	D4
Works well under pressure		D2	D1, D3, D4
Consistently puts aside personal views and implements Commission policy and direction	D2	D1, D3	D4
Displays the ability to resolve the numerous conflicts inherent in municipal government		D1, D2	D3, D4
Responds well to a changing world and local conditions; is adaptive		D1, D2	D3, D4
Is accessible to County Commission members	D2	D1, D3	D4
Conforms to the high standards of the profession; follows the "ICMA Code of Ethics"		D1, D2, D3	D4
Exhibits a commitment to continuing education in order to encourage his professional development		D1, D2	D3, D4
Is receptive to constructive criticism and advice	D2	D1, D3	D4
C. Job Effectiveness			
The County Manager:			
Demonstrates interest and enthusiasm about the Commission's Vision for the County	D2, D3	D1	D4
Gives his staff the tools necessary to provide efficient, responsive County services		D2, D3	D1, D4
Coordinates the implementation of County goals and objectives		D2, D3	D1, D4
Creates a positive atmosphere for successful economic development in the County	D2	D1, D3	D4
Supports responsible infrastructure expansion and maintenance	D2	D1, D3	D4
Emphasizes the need for employee training and technological improvements		D1, D2, D3	D4
Comments:			
<u>District 1:</u> [No comment]			
<u>District 2:</u> Needs to be more accessible to Commissioners with their concerns.			

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District 3: The County Manager is too direct at times and does not consider his audience or the harshness of his tone or words.

District 4: Jeff continues to upgrade county information, technology, ordinances, etc.

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SECTION V: NARRATIVE RESPONSES

ACHIEVEMENTS FROM THIS PAST YEAR:

- **What were the Manager's most notable accomplishments during the past year?**

District 1: Smooth transition to new Human Services and Utilities directors. Successful labor negotiations, support of under manned department, Fernley Senior Center, moving the county to focus on the drug and homelessness issues, management of county growth.

District 2: The county manager exhibits an above and beyond when it comes to the County. However he is spread too thin to accommodate all the needs of the positions he has inherited.

District 3: Diligently working to get the Fernley Senior Center project off of the ground.

District 4: Getting the nickel fuel tax for the county commissioners to vote on pushed through the state legislature.

- **Which of the Manager's qualities were most instrumental in fulfilling the role of County Manager this past year?**

District 1: His knowledge of federal, state and county laws and how they are applied.

District 2: Effectiveness In maintaining a calm composure through good and bad situations

District 3: He is an extremely hard and dedicated worker.

District 4: The information Jeff provides us on the issues we are working on.

PERFORMANCE OBJECTIVES FOR COMING YEAR:

- **What does the Manager do that you would like him to continue?**

District 1: Manage departments, especially those understaffed and work to have them be efficient.

District 2: [No comment]

District 3: He is an exceptionally strong leader and does not think twice about accepting responsibility for his staff members' actions.

District 4: Pushing to improve Lyon County.

- **Is there anything that the Manager does that you would like him to do differently?**

District 1: Public opinion can sometime be negative regarding his style. Work to create a better/softer image.

District 2: Better communication, more oversight of planning and less outside guidance promoting other personal interests groups.

District 3: I would like him to ensure that he and members of his staff do not politic against / or in favor of commission members agenda items. They are there to provide guidance to us and not garner testimony from opponents against or in support of agenda items. They should also not advocate themselves for or against an item but provides facts to the commission in order to make the decision at hand.

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<p><u>District 4:</u> No</p>
<ul style="list-style-type: none"> ● In what areas should the Manager focus his attention in this coming year? <p><u>District 1:</u> Master plan update, appropriate county growth, infrastructure development.</p> <p><u>District 2:</u> Policies and Procedures that reflect the commission.</p> <p><u>District 3:</u> Assist the commission in having a workshop/retreat to develop long term goals and strategic plan for the organization.</p> <p><u>District 4:</u> Completion of the Fernley Senior Center.</p>
<ul style="list-style-type: none"> ● Do you have any other general comments to share with the County Manager? <p><u>District 1:</u> I appreciate Jeff’s support and leadership.</p> <p><u>District 2:</u> [No comment]</p> <p><u>District 3:</u> In my assessment the County Manager has done a 180 degree turn on development in Central Lyon County. This is in direct opposition to what most of the public in the area wants.</p> <p><u>District 4:</u> I would like to thank Jeff for his service to Lyon County and its citizens.</p>

APPROVAL OF APPRAISAL

Commissioner Bob Hastings, District 1	Date
Commissioner Vida Keller, District 2	Date
Commissioner Ken Gray, District 3	Date
Commissioner Joe Mortensen, District 4	Date
Commissioner Jay Dini, District 5	Date