

# LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL (FY 21)

## SECTION I: ASSISTING BOARD WITH ITS POLICY-MAKING ROLE

	Needs Improvement	Meets Expectations	Exceeds Expectations
<b>The County Manager:</b>			
Is accessible and responsive		D1, D2, D3	D4, D5
Is thoughtful, clear, and to the point		D2, D3	D1, D4, D5
Listens well, and is open to the perspectives of others		D1, D2, D3, D4, D5	
Provides all information needed for the Board to make informed decisions		D1, D2, D3, D5	D4
Provides timely updates regarding significant incidents, developments, and issues		D2, D3	D1, D4, D5
Keeps trivial administrative matters from reaching the Board so that the Board may focus on its policy-making role		D1, D2, D5	D3, D4
Is candid and forthright when discussing matters with the Board		D2, D5	D1, D3, D4

<b>The County Manager:</b>			
Has adequate knowledge of local government affairs and applicable laws			D1, D2, D3, D4, D5
Carefully considers potential options, weighing the pros and cons of each option		D1, D2	D3, D4, D5
Plans ahead, anticipates needs, and recognizes potential problems before they arise		D1	D2, D3, D4, D5
Understands the Board's priorities; provides advice that is consistent with these priorities		D1, D2, D3	D4, D5
Effectively balances short-term needs with big-picture needs and/or long-term planning		D1	D2, D3, D4, D5
Brings well-prepared recommendations to the Board		D2	D1, D3, D4, D5
Recommends course correction when needed		D1, D2	D3, D4, D5

**Comments:**

D1 - Having had the opportunity to work with many county managers in Nevada, there is no C.M. that knows NRS better than Jeff. He is highly respected among his counterparts and often looked to by them for advice and information.

D2 - Jeff has evolved in a positive manner this last year, taking in the responsibility of the BOCC and our decision making which can be daunting at times for elected officials. I believe he has grown in the understanding not only in his own position but in considering the BOCC position.

We as a board need to work harder in taking responsibility and giving clear direction to our County

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Manager, personal growth in this position weighs heavily on all of us working together for the betterment of our county. Time constraints are evident with the lack of staff in some areas of the county, so until we fund additional positions we need to take into consideration the amount of work we expect from our county manager and realize the amount of hours that are being demanded of him.

D4 - Jeff has worked very hard to take care of all the board members concerns and requests.

D5 - Jeff has great knowledge of what is going on in Lyon County and is very informative on all issues concerning the county and the Board. I love his to the point attitude.

### SECTION II: OPERATIONS AND MANAGEMENT

	Needs Improvement	Meets Expectations	Exceeds Expectations
<b>The County Manager:</b>			
Ensures County operations are conducted efficiently and effectively		D2, D3	D1, D4, D5
Pays attention to detail and prevents avoidable errors		D1, D2, D3	D4, D5
Effectively solves problems and deals with emergency situations when they arise			D1, D2, D3, D4, D5
Aligns operations with the policies and direction of the Board		D1, D2, D3	D4, D5
Involves all appropriate stakeholders in significant operational decisions or actions		D1, D2, D3	D4, D5

<b>Are you satisfied with the County Manager's:</b>			
Approach to budget preparation and review		D2	D1, D3, D4, D5
Use of standard financial management procedures to meet Commission's policy guidelines		D1, D2, D3	D4, D5
Cost control through economical use of labor, materials, and equipment		D1, D2	D3, D4, D5
Information on the financial status of County government		D1, D2	D3, D4, D5
Knowledge of financial matters		D1, D2, D3	D4, D5
Information pertaining to long or short-term financing for capital projects or equipment purchases		D1, D2, D5	D3, D4
Information on opportunities for federal and state grant funding		D1, D2, D3	D4, D5

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<b>The County Manager:</b>			
Can successfully guide a team toward accomplishing organizational objectives		D2, D3	D1, D4, D5
Selects qualified and competent personnel		D1, D2, D3, D4	D5
Maintains functional and productive relationships with departmental directors		D2	D1, D3, D4, D5
Maintains functional and productive relationships with elected officials		D1, D2, D3	D4, D5
Creates an environment in which staff can effectively carry out their job functions and/or work toward their departmental goals		D2, D3	D1, D4, D5
Develops, motivates, and coaches employees so that they are increasingly effective over time		D1, D2, D3, D5	D4
Addresses disciplinary problems and takes decisive action when warranted		D1, D2	D3, D4, D5

**Comments:**

D1 - Based on the provided 360 review of direct reports it is obvious Jeff is respected and supports his staff. That leads to a highly effective staff. I am a little concern with turnover in positions happening more than I am comfortable with (i.e. . Compliance).

D2 - Jeff effectively lays out the direction of the board when the board gives him clear direction (BOCC needs to do a better job giving that direction when requested)

Grants are something that have been put in Mr. Pages lap and with his schedule we need to pursue a relief mechanism. He is very knowledgeable of the process but the demanding hours to submit grants needs to be delegated to an outside source.

D3 - We have had a hard time selecting and retaining a long term Code Enforcement Officer. They have been recruited from out of the area or are overqualified and quickly look for another position. This has created continuity problems as well as other issues.

D4 - This year has been very difficult with Covid 19 and Jeff's emergency management training was a huge benefit to the county. We had an issue with an employee and our construction projects. Jeff straighten this issue out immediately.

D5 - Jeff did an exceptional job this year especially during the Budget process and the trying process of the over budget projects.

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## SECTION III: COMMUNITY, INTERGOVERNMENTAL, AND BUSINESS RELATIONS

	Needs Improvement	Meets Expectations	Exceeds Expectations
<b>The County Manager:</b>			
Has appropriate visibility in the community, and makes a positive impression on citizens		D1, D2, D3, D4	D5
Is willing to meet with members of the community and discuss issues of concern	D1	D2, D3	D4, D5
Is skillful with the news media, presenting County-related issues in a fair and appropriate manner		D1, D2	D3, D4, D5
Provides important information to the public in a timely fashion		D1, D2	D3, D4, D5
Represents Board's positions and policies accurately and effectively to the public		D1, D2, D3	D4, D5

<b>The County Manager:</b>			
Effectively represents the County's interests on multi-jurisdictional issues		D1, D2	D3, D4, D5
Understands the needs and motivators of other entities with whom the County has business relationships		D1, D2	D3, D4, D5
Works constructively and collaboratively with other entities		D1, D2	D3, D4, D5
Uses intergovernmental cooperation to serve the best interests of Lyon County		D1, D2	D3, D4, D5
Coordinates appropriately with other entities in the event of an emergency			D1, D2, D3, D4, D5

<b>The County Manager:</b>			
Works cooperatively with developers, business owners, and others in a manner consistent with Lyon County's interests and priorities		D2, D3	D1, D4, D5
Is fair and consistent in enforcing applicable laws, regulations, and codes		D1, D2	D3, D4, D5
Effectively balances local business interests with resource availability, long-term planning, and other relevant considerations		D1, D2	D3, D4, D5

**Comments:**  
 D1 - I recently spoke with a business person who does significant work in the county. They stated "Jeff is a straight shooter. Not all county managers are like that. Some people get upset by Jeff's directness. I find it refreshing. I always know where I stand and what he is thinking". Citizens often complain that governments don't tell the truth or hide things. That is not Jeff's M.O. Everyone should appreciate that approach.  
 Being more visible to citizens outside of Yerington would be beneficial.

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"The greatest leader is not necessarily the one who does the greatest things. He's the one who gets the people to do the greatest things" – Ronald Reagan

D2 - Community visibility has been hampered with COVID-19, and should improve as restrictions are lifted.

D4 - Jeff has been very well respected by the surrounding counties and is looked up to for input and knowledge.

D5 - During this trying year Jeff has stepped up to be a great Manager. He has guided his staff to make the best decisions for our County. He has great knowledge of the other Government workings and brings the information to the Board in a timely manner.

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## SECTION IV: PERSONAL BEHAVIOR AND LEADERSHIP

	Needs Improvement	Meets Expectations	Exceeds Expectations
<b>The County Manager:</b>			
Acknowledges errors and holds himself accountable to the Board, staff, and the public		D1, D3	D2, D4, D5
Is receptive to constructive criticism and advice		D1, D2, D3, D4	D5
Is ethical, open, and honest when conducting all County business		D1, D2, D3	D4, D5
Has a strong work ethic, and works well under pressure		D1	D2, D3, D4, D5
Avoids political positions and partisanship when conducting County business		D1, D2	D3, D4, D5
Is committed to professional development and improvement		D3	D1, D2, D4, D5
Adapts well to changing circumstances		D1	D2, D3, D4, D5
Serves the position with enthusiasm, and earns the respect and support of colleagues and other stakeholders		D1, D3	D2, D4, D5
Maintains a clear vision for accomplishing projects and goals; effectively shares that vision with others and implements it		D1, D2, D3	D4, D5

### Comments:

D4 - Jeff is the best city/county manager I have had the privilege of working with. Thank you Jeff.

D5 - Jeff has impressed me with his ability to adapt to all situations that he has to deal with. He works hard and I have the utmost respect for him and his performance.

## SECTION V: GOALS

### How did the County Manager do on the performance objectives given last year?

D1 - The Master Plan update process is moving forward and public meetings are set. Policies and procures are updates and current. Fernley senior center is on track. Though not a "goal" from last year Jeff has shown great leadership moving through the unexpected COVID-19 crisis.

D2 - Very well, and with Covid-19 hitting last March everyone's positions have become more difficult. Mr. Page has taken all of this in stride and hasn't missed a step in protecting the county.

D3 - I had wanted to see a board retreat with him to develop a strategic plan with measureable goals and objectives. Because of Covid 19 this was not possible this year. I would like to carry that objective

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into next year.

D4 - I had no issues with Jeff. I know he has worked very hard on other commissioner's performance requests.

D5 - Jeff has done a great job getting the Senior Center in Fernley nearly Completed along with the animal shelter after having to deal with the cost change orders.

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

D1 - As there is a 60% change in the Commission upcoming I feel it would be best for them to set direction and policy. That said it will be up to the net board to remove personal feelings and realize that Lyon County staff is top notch and that starts with the County Manager's leadership.

D2 - Due to COVID we did not achieve the workshops/retreats that we had planned for this last year. My goal would be to re-schedule these in the coming year preparing an almost new board in properly relaying their direction for the county and the county manager. Our expectations of the county manager should be no more than the direction we have clearly conveyed.

D3 - He has really worked on his relationships with board members this year and would like to continue that into next year.

D4 - His desire to be as financially prudent as possible. Money is the number one issue on everything we do and I hope Jeff continues to push for technological improvements, capital improvement projects, and refill the important vacant positions.

D5 - Jeff impresses me with his ability to coordinate his Department heads and staff. Continue to be the Boss.

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

D1 - See above

D3 - I would like him to continue to work on his availability to the public. I would also like him to work on some of the comments he makes to the public and in public.

D4 - No

D5 - No

### **Please list any "SMART" goals you would like to see the County Manager accomplish next year. "SMART" means Specific, Measurable, Achievable, Relevant, and Time-Bound.**

D1 - See above

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## APPROVAL OF APPRAISAL

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Commissioner Bob Hastings, District 1

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Date

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Commissioner Vida Keller, District 2

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Date

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Commissioner Ken Gray, District 3

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Date

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Commissioner Joe Mortensen, District 4

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Date

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Commissioner Jay Dini, District 5

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Date