

Gardnerville Town Manager Evaluation	Mike Henningsen, Chairman	Lloyd Higuera, Vice-Chairman	Bill Chernock Board Member	Jim Park Board Member	Mary Wenner Board Member
PERFORMANCE STATEMENTS					
GENERAL ADMINISTRATION					
Staff Development: Does he/she appoint and train effective subordinates? Is he/she able to recruit and retain quality employees? Does he/she have a plan to effectively develop the workforce? Does he/she execute the workforce development plan?	3	2	2	N/E	2
Leadership - internal: Does he/she motivate others to maximum performance? Is he/she respected as demanding but fair? Does he/she get enthusiastic response to his/her new ideas and needed reorganizations?	1	3	2	N/E	3
Supervision: Does he/she adequately and appropriately supervise and direct the activities of the staff? Is he/she able to control the operational activities of the Town through others? Is he/she available to his/her employees for guidance and counseling?	2	3	3	N/E	3
Job Organization: Does he/she delegate responsibility effectively? Does he/she use his/her time productively? Does he/she program activities in an orderly and systematic way?	2	3	2	N/E	3
Execution of Policy: Does he/she understand and comply with the overall policies, laws and philosophy of the Town? Does he/she translate policies and objectives into specific and effective programs?	2	3	3	N/E	3
Budget: Does he/she adequately and appropriately coordinate budget development with the Board? Does he/she execute the budget satisfactorily and control expenses within the levels set in the budget?	3	3	3	1	3
Communication: Does he/she keep appropriate people informed? Does he/she present his/her thoughts in an orderly and understanding manner? Is he/she able to be persuasive?	1	2	3	1	3
Reporting: Does he/she submit accurate and complete staff reports on schedule? Do the reports adequately convey information on the Town?	1	3	3	1	3
Board Communication: Does he/she provide the Board with adequate information to make decisions?	2	3	2	1	3
Response to Board: Does the Manager respond in a positive way to suggestions and guidance from the Board? Is the Manager attuned to the Board's attitudes, feelings, and needs?	2	3	3	1	2
Written Communication: How effective are his/her letters, memoranda, and other forms of written information?	2	3	2	1	3
Productivity: Can the Manager be depended on for sustained productive work? Does the Manager readily assume responsibility? Does the Manager meet time estimates within his/her control?	2	3	3	1	3

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Stress Management: Is the Manager able to resolve problems under strain and unpleasant conditions? How well does the Manager tolerate conditions of uncertainty? Does the Manager respond well to stressful situations and adequately deal with the stress inherent to the position?	1	3	3	1	3
Total General Administration	24	37	34	8	37
Lloyd Higuera: I know the employee situation has been difficult post Covid, but maybe there needs to be a different approach to workforce development. I am impressed that you are taking a communication class.					
Bill Chernock: In my short time with the board, Erik has demonstrated a consistent willingness to lead by example.					
Jim Park: Evaluation 1 January 2023 - end of rating period					
Mary Wenner: I find Erik to have leadership, and communication skills. The board packets are easy read and understand.					
EXTERNAL RELATIONSHIPS					
Community Relations: Is the Manager skillful in his/her dealing with the news media? Does he/she properly avoid politics and partisanship? Does he/she show an honest interest in the community? Does he/she properly	1	3	2	1	2
Community Reputation: What is the general attitude of the community to the Manager? Is he/she regarded as person of high integrity and ability?	2	3	2	1	2
Professional Reputation: How does the Manager stand among his/her colleagues? Does he/she deal effectively with other public managers? Is he/she respected by professional and staff representatives of other counties and cities? Does he/she attend and participate in seminars and conferences for professional development?	2	3	2	1	3
Intergovernmental Relations: Does the Manager work effectively with federal, state, and other local government representatives? Is the relationship with other local government officials beneficial to the Town? Is he/she able to facilitate cooperative efforts among various local agencies and the Town? Does he/she exhibit appropriate leadership with other entities and agencies?	2	3	2	1	3
Total External Relationships	7	12	8	4	10
Lloyd Higuera: You have a good reputation in the community and you are a great representative for the Town of Gardnerville					

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Bill Chernock: Certainly exceeds the norms for this position.					
Jim Park: Evaluation 1 January 2023 - end of rating period					
Mary Wenner: Erik stands behind the policies and design guidelines the Town has put into place. He understands how to communicate and explain to other County and State officials what the Town of Gardnerville's future plans and goals are. Erik is doing a great job participating with Main Street Gardnerville and the community to help bring more Art and activities to our Town.					
PERSONAL CHARACTERISTICS					
Imagination: Does he/she show originality in approaching problems? Does he/she create effective solutions? Is he/she able to visualize the implications of various alternatives?	1	3	2	1	3
Objectivity: Is he/she unemotional and unbiased? Does he/she take the rational and impersonal viewpoint based on facts and qualified opinions? Is he/she able to divide his/her personal feelings from those which would most effectively convey the Town's interest?	1	3	2	1	3
Drive: Is the Manager energetic and willing to spend the time necessary to do a good job? Does he/she have good initiative and is he/she a self-starter?	2	3	2	1	3
Judgment and Decisiveness: Is he/she able to reach quality decisions in a timely fashion? Are his/her decisions generally good? Does he/she exercise good judgment in making decisions and in his/her general conduct?	2	3	2	1	3
Attitude: Is he/she enthusiastic? Cooperative? Willing to adapt? Does he/she have an enthusiastic attitude toward the Town, both professionally and personally?	3	3	2	1	3
Initiative: Does he/she independently recognize problems, develop relative facts, formulate alternate solutions, and take appropriate action or make appropriate recommendations?	3	3	2	1	3
Integrity: Does the Manager fulfill his/her responsibilities and duties in accordance with the ICMA Code of Ethics? Is he/she honest and forthright in his/her professional capacities? Is he/she trustworthy? Does he/she have a reputation in the community for honesty and integrity?	1	3	3	1	3
Self-Assurance: Is the Manager self-assured of his/her abilities? Is he/she able to be honest with him/herself and take constructive criticism? Does he/she take responsibility for mistakes which are his/hers? Is he/she confident enough to make decisions and take actions as may be required without undue supervision from the Board?	2	3	2	1	3
Total Personal Characteristics	15	24	17	8	24

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Personal characteristics comments.											
Lloyd Higuera: Your personal characteristics are a strong point.											
Bill Chernock: Again, my my short time with the board, Erik has risen to every challenge, be it staffing, finances or weather driven issues.											
Jim Park: Evaluation 1 January 2023 - end of rating period											
Mary Wenner: I commend Erik for working along side his employees. He has worked weekends and holidays so his staff can have time off. Even when the Town was short staffed he made sure the work got done.											
<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Performance Statements</td> <td colspan="5"></td> </tr> </table>						Performance Statements					
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Job Specific Goals											
<p>1) Gardnerville Station Outlet Piping – this will be the major capital project for 2022/2023. The Nevada Department of Transportation (NDOT) has provided notification of their intent to repave US 395 through the Town of Gardnerville in Spring 2023. With the pavement work, NDOT has agreed to install new storm drain to connect to the underground basin at the Gardnerville Station. The Town must have the outlet piping complete in Fall of 2022.</p>	2	3	1	1	3						
<p>2) Slurry Seal Arbor Gardens & Stodick Estates – This project is in the approved Capital Improvement Plan, however, is unfunded. With the acquisition of the ARPA funds to pay for a large portion of the Gardnerville Station Outlet Piping, it is anticipated this slurry seal will occur in late spring of 2023.</p>	2	3	1	N/E	2						
<p>3) Pep Circle and Service Drive Reconstruction – This project is in the approved Capital Improvement Plan for next year. The Town Manager would like to have the design started prior to July 1, 2023. Although unfunded thanks to the ARPA funds the Town Manager thinks a design contract should be underway prior to next fiscal year. Having a project designed and constructed within one year is a very difficult time frame. By starting design this fiscal year, construction next fiscal year is more likely.</p> <p>Although no money has been set aside for this project, the Town Manager believes by the end of the current fiscal year \$200,000 can be set aside to be rolled over toward construction in FY23. This is another “extra credit” opportunity. Any Federal Funds acquired for this project would be considered additional extra credit.</p>	3	3	1	N/E	2						

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4) Stocking of Mountain View Pond – The expansion of the Mountain View Pond is nearing completion. The pond is fed by groundwater and will be full year-round. The Gilman Ponds are dry the majority of the year. The Town Manager has a goal to work with the Nevada Department of Wildlife to have the pond stocked for fishing by July 4, 2023.	3	3	2	1	2
5) Arbor Gardens Park Xeriscape – Arbor Gardens Park uses a significant amount of water. Gardnerville Water Company increased their water rates last year. The extensive turf at Arbor Gardens Park makes it an expensive park to maintain and time consuming to mow. The Town Manager has a goal to replace the exterior turf with xeriscape material. We will remove all the “pop-up” sprinklers in favor of drip irrigation and the Town will save approximately 1-hour a week having to trim around all the trees.	2	3	2	1	2
6) Town Organization and Town Employees - I need to be out in the field as needed. I propose working a minimum of 22 field shifts or just under two a month over the next year	3	3	3	1	2
Total the numbers of the employee ratings for each category above and enter into the boxes on the right and below for the correct Overall Rating.	15	18	10	4	13
Job Specific Goal comments					
Bill Chernock: Self explanatory I think					
Career Goals					

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1) Complete a communications class – My ability to communicate calmly and clearly is critical to my job. I am able to do this a majority of the time, however, under certain circumstances it becomes difficult. A communications class is a great refresher on better ways to communicate or new ideas on how to better manage communication.	1	3	1	1	2
2) Attend a national or regional conference – This could be Nevada League of Cities, National Main Street, International City/County Manager’s Association, American Public Works Association or other. I need to do this to network and build relationships with other local and national leaders.	2	3	1	1	2
3) Carson Valley Chamber of Commerce Luncheon – The Chamber of Commerce hosts monthly presentations and luncheons. These luncheons are a good opportunity to discuss issues which affect the Town. I would like to build better familiarity with our local businesses and I can do that by attending the Chamber luncheons. I have a goal to attend six of the next twelve starting in July 2022.	2	3	2	1	2
Total the numbers of the employee ratings for each category above and enter into the boxes on the right and below for the correct Overall Rating.	3	9	4	3	6
Goal comments					
Lloyd Higuera: Your career goals look good.					
Bill Chernock: I can vouch for Erik's attendance and participation in the Chamber luncheons					
Overall Performance Rating Summary					
Performance	46	73	59	20	71
Goals	18	27	14	7	19

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Total Evaluation Score (sum of the categories)	64	100	73	27	90
Total merit increase based on the average of the combined evaluation scores divided by the number of questions	2.17				

Evaluating Board member Comments	
Strong Points:	
Mike Henningsen: Leadership, communication skills, knowledge	
Lloyd Higuera: Budgeting, capital improvement plan and enforcing the design review of our Plan for Prosperity are all strong points.	
Bill Chernock: Organization, work ethic knowledge base, willingness to do what is necessary when it is necessary	
Mary Wenner: Good communication skills. Very high work ethic. Great team work with employees and Main Street Gardnerville. Shows his staff appreciation by recommending them for "Recognition of Excellence Awards."	
Weak Points:	
Lloyd Higuera: Sometimes you carry too heavy a work load.	
Bill Chernock: Long term planning, communications could receive more attention	
Suggestions and Specific Direction	
Mike Henningsen: Don't take issues personally	
Lloyd Higuera: I would like to see sidewalk and curb repairs become more of a priority.	
Bill Chernock: Continued growth in all aspects measured above, with staffing levels improved, a bit more attention to long term issues. Continue working on communication skills	
Jim Park: Consider taking ICMA management and leadership assessments as a goal for next year. Consider anICMA 360 / multi-rater assessment as a goal.	

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General Comments/Direction for Improvement					
<p>Mike Henningsen: I think Erik is an excellent manager and really helps the Board to understand and address the issues. Erik has really stepped up to keep the town functioning smoothly in spite of unforeseen events.</p>					
<p>Lloyd Higuera: Gardnerville Station and the Hellwinkel Barn projects need to be completed as soon as possible.</p>					
<p>Bill Chernock: I have dealt with literally dozens of city, town and GID managers over the years. Erik is in the very top of that group in job performance. His approach and skill set are an excellent fit for the Town of Gardnerville - We are in an envious position as a Board and a Town.</p>					
<p>Jim Park: I'm concerned with employee turnover, some apparently leaving after a very brief period of employment and others with lengthy records with the Town. In terms of verbal communication I hear more if "I/mine" vice "us/we/team" in general discussions during Town Board meetings. While personal ownership of issues and matters affecting the Town is a worthy position, the entire Town staff are co-owners in executing the mission. Erik does a solid job from what I have observed during the brief period I have been on board.</p>					
<p>Mary Wenner: It is hard to accomplish work goals with the cost of living and price of materials and labor going up so high and fast. Bids are two and three times higher than they used to be. I feel the State and Counties will have to adjust the taxes to keep our roads and infrastructure from failing. The fault of our roads being in bad condition is not just the Town of Gardnerville issue. The Towns will have to work with the County and State to create a plan for our never ending road repair.</p>					