



Meeting Date: 009.20.2017  
Agenda Item: # \_\_\_\_\_

**Mission Statement**  
To provide our growing dynamic community excellent municipal services to make Fernley a great place to live, work, and play.  
Together, we enhance the desirability, safety, friendliness, aesthetics and quality of life in our city.

**FERNLEY CITY COUNCIL MEETING - STAFF REPORT**

**REPORT TO:** Mayor & City Council  
**REPORT THRU:** Daphne Hooper, City Manager   
**REPORT FROM:** Shannon McKnight, Human Resources   
**REVIEWED BY:** Brandi Jensen, City Attorney   
**REVIEWED BY:** Denise Lewis, Finance Director   
**AGENDA ITEM:** Discussion and Possible Action regarding the City Clerk’s past year’s employment performance, and the City Council and Mayor’s satisfaction with the City Clerk’s employment performance and general performance as the City Clerk.

**ACTION REQUESTED:** \_\_\_Consent \_\_\_Ordinance \_\_\_Resolution  Motion \_\_\_Receive/File

**RECOMMENDED ACTION BY CITY COUNCIL**  
Staff recommends the following action:

**“I move to approve the City Clerk’s evaluation”**

**Key Points:**

1. The City Clerk was appointed on September 6, 2012 by the Mayor with the consent of the City Council.
2. The City Clerk’s annual evaluation was provided to the Mayor and City Council for completion.

**POLICY REFERENCE**

*Nevada Statutes:* NRS 266.470

*Fernley Municipal Code:* FMC 1.07.02

*Policies & Procedure Manual:* N/A

*Community Assessment:* N/A

*Other:* N/A

**SUPPORTING INFORMATION**

Attached is an evaluation form for the City Clerk’s Annual Evaluation provided for approval by the Mayor and City Council.

The evaluation form requests a rating of 5 (exceeds expectations) to 1 (needs improvement).

The evaluation form was submitted to the Mayor and each City Council Member for rating on Tuesday, August 16, 2016, with a deadline for submission of Wednesday, August 31, 2016. The ratings were averaged and compiled for presentation to the City Clerk at the City Council Meeting on Wednesday, September 21, 2016 for Council Approval.

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

- 1. Is There A Fiscal Impact? YES
- 2. Is it Currently Budgeted? YES
- 3. If Budgeted, Which Line Item/Account?

**FISCAL SYNOPSIS:**

**2% increase budgeted in approved Position Control through FY 2017-18 budget process.**

**BACKGROUND INFORMATION**

The City Clerk was appointed by the Mayor with the consent of the City Council on September 6, 2012, and in accordance with the Personnel Manual, must be evaluated on an annual basis. The current evaluation form was approved by Council on February 3, 2016.

The City Clerk previously served as the Deputy City Clerk and has been an employee of the City of Fernley since 2001.

**PRIOR COUNCIL ACTION/REVIEW**

September 2, 2015 – City Clerk’s evaluation completed and approved by City Council.

October 2, 2014 – City Clerk’s evaluation completed and approved by City Council.

September 6, 2012 – City Clerk appointed by the Mayor with the consent of the City Council.

**ATTACHED INFORMATION**

Evaluation form.