



Meeting Date: 09.05.2018
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: **A. 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.**

B. Discussion and Possible Action to approve the City Clerk’s salary.

ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

RECOMMENDED ACTION BY CITY COUNCIL
Staff recommends the following action:

- A. "I move to approve the City Clerk’s evaluation."
- B. "I move to approve the City Clerk’s increase of 2% effective September 6, 2018."

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 Wednesday, August 1, 2018, with a deadline for submission of Wednesday, August 15, 2018. The ratings were averaged and compiled for presentation to the City Clerk at the City Council Meeting on Wednesday, September 5, 2018 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 2018-2019 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 20, 2017 – City Clerk’s evaluation completed and approved by City Council.
- September 21, 2016 – City Clerk’s evaluation completed and approved by City Council.
- 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.