



**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 Treasurer’s past year’s employment performance, and the City Council and Mayor’s satisfaction with the City Treasurer’s employment performance and general performance as the City Treasurer.**

**B. Discussion and Possible Action to approve the City Treasurer’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 Treasurer’s evaluation.”
- B. “I move to approve the City Treasurer’s increase of 2% effective September 6, 2018.”

**Key Points:**

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

**POLICY REFERENCE**

*Nevada Statutes:* NRS 266.470  
*Fernley Municipal Code:* FMC 1.08.02  
*Policies & Procedure Manual:* N/A  
*Community Assessment:* N/A  
*Other:* N/A

**SUPPORTING INFORMATION**

Attached is an evaluation form for the City Treasurer’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 Treasurer at the City Council Meeting on Wednesday, September 5, 2018 for Council Approval.

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

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

**FISCAL SYNOPSIS:**  
**2% increase budgeted in approved Position Control through FY 2018-19 Budget process.**

**BACKGROUND INFORMATION**

The City Treasurer 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.

**PRIOR COUNCIL ACTION/REVIEW**

September 20, 2017 – City Council completed and approved the City Treasurer’s Annual evaluation.  
September 21, 2016 – City Council completed and approved the City Treasurer’s Annual evaluation.  
September 2, 2015 – City Council completed and approved the City Treasurer’s Annual evaluation.  
October 2, 2013 – City Council completed and approved the City Treasurer’s Annual evaluation.  
September 6, 2012 – City Treasurer appointed by the Mayor with the consent of the City Council.

**ATTACHED INFORMATION**

Evaluation form.