



Meeting Date: 03.06.2019
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	<input type="text"/>
REPORT THRU:	Daphne Hooper, City Manager	<input type="text"/>
REPORT FROM:	Shannon McKnight, Human Resources	<input type="text"/>
REVIEWED BY:	Brandi Jensen, City Attorney	<input type="text"/>
REVIEWED BY:	Denise Lewis, Finance Director	<input type="text"/>
AGENDA ITEM:	<p>Discussion and Possible Action to approve the City Attorney’s past year’s employment performance, and the City Council and Mayor’s satisfaction with the City Attorney’s employment performance including but not limited to:</p> <p>A. City Attorney Contract Compliance</p> <p>B. General Performance as the City Attorney</p> <p>C. Compensation</p>	

ACTION REQUESTED: __Consent __Ordinance __Resolution __Motion __Receive/File

RECOMMENDED ACTION BY CITY COUNCIL

Staff recommends the following action:

“I move to approve the City Attorney’s Evaluation.”
“I move to approve the City Attorney’s 2% increase effective March 9, 2019.”

POLICY ALTERNATIVE(S)

The City Council could take the following alternative actions:

- Direct staff to include additional modifications and bring item back at a future City Council Meeting.
- Defer the item and request additional information.

Key Points:

1. City Attorney, Brandi Jensen was hired on March 22, 2010.
2. As a Statutory Officer, the City Attorney is evaluated by the Mayor and City Council annually.
3. An evaluation form was provided to the Mayor and City Council Members for rating and compiled and presented to the City Council for final review, discussion, and approval.

POLICY REFERENCE

- Nevada Statutes:* NRS 266.470
- Fernley Municipal Code:* FMC 1.06.02
- Policies & Procedure Manual:* City of Fernley Personnel Manual
- Community Assessment:* N/A
- Other:* City Attorney Employment Services Agreement and Amendment A

SUPPORTING INFORMATION

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

Pursuant to the terms of the City Attorney’s Contract, the City Attorney shall be provided an annual performance evaluation. The evaluation form requests a rating of 5 (exceeds expectations) to 1(needs improvement).

The evaluation form was provided to the Mayor and each City Council Member for rating on February 6, 2019. The ratings are averaged and compiled for presentation to the City Attorney’s evaluation at the City Council meeting on Wednesday, March 6, 2019 for City 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?
100.414.100

FISCAL SYNOPSIS:

**Pursuant to the Employment Services Agreement, Amendment A “Upon an average rating of satisfactory or higher, Jensen shall be entitled to the same increase given to other employees, or as otherwise agreed upon by Jensen and Council, until Jensen has reached the top of the currently approved salary range.”
For fiscal year 2018-19, a 2% increase has been budgeted.**

PRIOR COUNCIL ACTION/REVIEW

- April 6, 2011 – City Attorney’s annual evaluation approved by City Council.
- June 6, 2012 – City Attorney’s annual evaluation form revised and approved by City Council.
- June 20, 2012 – City Attorney’s annual evaluation approved by City Council.
- March 20, 2013 – City Attorney’s annual evaluation approved by City Council.
- March 8, 2014 – City Attorney’s annual evaluation approved by City Council.
- March 18, 2015 – City Attorney’s annual evaluation approved by City Council.
- February 3, 2016 – City Attorney’s annual evaluation form revised and approved by City Council.
- March 1, 2017 – City Attorney’s annual evaluation approved by City Council.
- March 7, 2018 – City Attorney’s annual evaluation approved by City Council.

ATTACHED INFORMATION

- Employment Services Agreement dated March 3, 2010
- Employment Services Agreement, Amendment A, dated February 6, 2019