



# CITY OF FERNLEY

## CITY COUNCIL

### AGENDA REPORT

**Meeting Date: September 1, 2021**

<b>REPORT TO:</b>	Mayor and City Council
<b>REPORT THRU:</b>	Daphne Hooper, City Manager
<b>REPORT FROM:</b>	<b>Shannon McKnight, HR Manager</b>
<b>REVIEWED BY:</b>	Brandi Jensen, City Attorney
<b>REVIEWED BY:</b>	Denise Lewis, City Treasurer

<b>FINANCIAL IMPACT:</b> Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	<b>CURRENTLY BUDGETED:</b> Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	<b>FUND/ACCOUNT:</b>
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<b>ACTION REQUESTED:</b> <input type="checkbox"/> Consent <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Receive/File
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<b>AGENDA ITEM: Staff Report (For Possible Action):</b> A. Discussion and Possible Action regarding the City Clerk's past year's 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.
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<b>Business Impact (per NRS Chapter 237):</b> <input type="checkbox"/> A Business Impact Statement is Attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).
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<b>Agenda Item Brief:</b>  The City Clerk was appointed on September 6, 2012 by the Mayor with the consent of City Council. The City Clerk's annual evaluation was provided to the Mayor and City Council for completion.
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**See attached report for background, analysis, alternatives.**

**RECOMMENDED MOTION:**

- A. "I move to approve the City Clerk's evaluation."
- B. "I move to approve the City Clerk's increase of 5% effective September 4, 2021."

**ALTERNATIVES:**

**PROJECT SUMMARY:**

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 3, 2021, with a deadline for submission of Monday, August 9, 2021. The ratings were averaged and compiled for presentation to the City Clerk at the City Council Meeting on Wednesday, September 1, 2021, for Council Approval.

**BACKGROUND:**

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.

**ANALYSIS:**

**FINDINGS:**

**LEGAL IMPLICATIONS:**

NRS 266.470  
FMC 1.07.02

**FINANCIAL IMPLICATIONS:**

A 5% increase was budgeted in approved position control through the FY 2021-22 budget process.

**ATTACHMENTS:**