



City Manager's Office

MEMORANDUM

DATE: May 8, 2024

TO: Mayor and City Council

THROUGH: Doug Thornley, City Manager **Approved Electronically**

FROM: Norma Santoyo, Director of Human Resources

SUBJECT: City Clerk FY 24 Performance Evaluation

The annual performance evaluation for City Clerk, Mikki Huntsman, is scheduled for the Council Meeting on June 12, 2024. Mikki Huntsman was appointed the City Clerk in August of 2021. Resolution No. 8351 requires the City Council to conduct an annual evaluation of the City Clerk's performance. The evaluation period covers performance from July 1, 2023, through June 30, 2024. The performance evaluation is a planning process to review accomplishments, establish goals and objectives, and provide feedback and direction to the City Clerk on performance goals for the upcoming year.

In preparation, I am seeking your feedback to determine if you support utilizing the same process used in the previous year. You will have an opportunity to provide your comments and any improvements you would like to see. The process last year included a 360-degree performance evaluation where the City Clerk, each Councilmember, subordinate staff, and colleagues from inside and outside of the organization received an invitation to complete an online performance evaluation. Your feedback regarding the process or request to include specific stakeholders can be directed to Cody Freeman, Human Resources Business Partner, at freemanc@reno.gov or 775-895-2540.

Human Resources will only facilitate the annual evaluation process. This includes gathering the data into a comprehensive format and presenting it to the City Council. The City Clerk will present their self-evaluation as well.

Please take a moment to review the below performance evaluation categories and share your suggestions for improvement. **Please provide your feedback by May 15, 2024.**

If you have any questions, please contact Cody Freeman at freemanc@reno.gov or 775-895-2540.



City Clerk Annual Performance Evaluation for FY24

Rating Criteria

For each performance criteria, please use the following rating scale:

- E – Exceeds your expectations
- M – Meets your expectations
- AG – Areas for Growth
- NOB – Not Observed/No Basis for Judgement

Communication Skills:

General Communication:

- _____ Good command of oral expression.
- _____ Good command of written expression.
- _____ Expresses ideas clearly and concisely.
- _____ Easily comprehends ideas expressed by others.
- _____ Ability to explain and understand difficult and complex subjects.

Presentation Skills

- _____ Ability to present effective, quality presentations in public settings appealing to a variety of audiences.

Comments for Communication Skills:

Interpersonal Skills/Relationships:

_____ Ability to relate well to others and to make people feel at ease, even in difficult situations.

_____ Ability to gain the trust and confidence of the staff and public.

_____ Fosters contact and cooperation among citizens, community organizations, and other government agencies.

_____ Fosters cooperative communication and positive working relationships with the Council.

Comments for Interpersonal Skills/Relationships:

Leadership:

_____ Uses sound judgment in decision making.

_____ Seeks out all relevant and necessary data.

_____ Makes decisions in a timely manner.

_____ Stays current on management practices and techniques and seeks to increase his/her value to the City.

Comments for Leadership (Culture):

Innovation:

_____ Receptive to new ideas, suggestions and approaches to make the Clerk's Office a better place.

_____ Exhibits a short-term and long-term forward-thinking approach to the State of the City.

_____ Receptive to a changing environment.

Comments for Innovation:

Management:

Roles of Charter

_____ Knowledgeable, effective, and efficient use of authority granted by the City Charter to the City Manager, the City Council, City Clerk, and other elected or appointed positions.

_____ Respectful of the delegation of powers described in the Charter.

Conduct of City Council Meetings

_____ Initiates responses to issues and concerns that the Council and/or public poses.

_____ Ability to delegate authority, granting proper authority at the proper times.

_____ Sound judgment in the evaluation of when delegation is appropriate.

Comments for Management (Operations):

General Comments:

In a brief narrative, please describe:

What are you most pleased with in the City Clerk's performance?

What areas for growth would you like to see? Please provide specific suggestions on how the City Clerk may improve the areas for growth.

Please provide any additional feedback not previously captured.