



C I T Y O F
RENO
Memorandum

DATE: April 22, 2025
TO: Mayor and Council
THROUGH: Jackie Bryant, City Manager
FROM: Cody Freeman, Human Resources Business Partner
DEPT: Human Resources
SUBJECT: City Manager FY 25 Performance Evaluation

The annual performance evaluation for City Manager Jackie Bryant is scheduled for the June 4, 2025 Council meeting. The City Manager's Employment Agreement requires the City Council to conduct an annual evaluation of the City Manager's performance. In preparation, we are facilitating a 360-degree performance review process. The evaluation period covers performance from December 11, 2024, through June 30, 2025.

In preparation, I am seeking your feedback to determine if you support using a similar process used in previous years. You will have an opportunity to provide your comments, feedback, and any improvements you would like to see. The prior process included a 360-degree performance evaluation where the City Manager, Councilmembers, subordinate staff, and regional partners received an invitation to complete an online performance evaluation.

Human Resources will facilitate the annual evaluation process. This includes gathering the data into a comprehensive format and presenting it to the City Council. 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.

Please take a moment to review the performance evaluation categories below and share your suggestions for improvement. **Please provide your feedback by April 28, 2025**

City Manager Annual Performance Evaluation for FY25

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

Vision and Strategy:

_____ Supports the development of the Council’s vision.

_____ Communicates and fosters the Council’s vision throughout the organization and within the community.

_____ Supports Council’s development of a City-wide strategy, including strategic plan development.

_____ Strikes the right balance of dealing with day-to-day demands versus attending to long-term strategic interests of the City.

_____ Encourages the City to tackle difficult, but necessary, long-range challenges.

_____ Prevents crisis when possible but responds to crisis appropriately when necessary.

Comments for Vision and Strategy:

Communication Skills:

Verbal Communication Skills

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

Written Communication Skills

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

Presentation Skills

- _____ Ability to present effectively.
- _____ Quality presentations in public settings appealing to a variety of audiences.

Ability to Utilize Appropriate Communication Types

- _____ TV
- _____ Radio
- _____ Newspaper
- _____ Group Interaction
- _____ Individual Meetings

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 public.

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

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

_____ Skilled in negotiation techniques in a variety of scenarios including with employees, Council, public, interagency.

_____ Demonstrates sensitivity to individuals and groups, as appropriate.

_____ Is forthright and honest in all relationships.

Comments for Interpersonal Skills/Relationships:

Leadership (Culture):

- _____ Supports and manages in accordance with identified City Values and Council Priorities.
- _____ Provides City staff with direction and management according to the transparent and high performance government model.
- _____ Uses sound judgment in decision making.
- _____ Seeks out all relevant and necessary data.
- _____ Makes decisions in a timely manner.
- _____ Directs utilization of City resources effectively.
- _____ Consistently supports re- engineering efforts City-wide.
- _____ Crises and/or emergencies are handled in an effective, efficient, and professional manner.
- _____ Stays current on management practices and techniques and seeks to increase his/her value to the City.

Comments for Leadership (Culture):

Innovation:

- _____ Participates with Council and Staff in strategic planning.
- _____ Links strategic goals to the Strategic Plan and Council Priorities.
- _____ Sets objectives for performance and manages toward those objectives.
- _____ Promotes creative thinking and policy development that is suitable for the times.
- _____ Receptive to new ideas, suggestions and approaches to make our community 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 (Operations):

Roles of Charter

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

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

Setting the Agenda for City Council Meetings

_____ Presents issues for consideration by the Council in a timely manner.

_____ Creates logical sequence for items to be considered.

Preparation of Materials for City Council Meetings

_____ Materials are explanatory to the Council, with the pertinent facts and analysis for the Council to make informed decisions.

_____ Materials available for the general public and media to review and understand.

Conduct of City Council Meetings

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

_____ Contributes positively to Council deliberations.

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

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

_____ Utilizes a positive approach to direct work efforts of staff.

_____ Encourages and rewards initiative and promotes effective Human Resources programs and values.

_____ Utilizes effective project management techniques.

_____ Completes projects agreed upon with Council within a given time frame.

_____ Promotes cohesive teamwork with the Senior Management Team.

Comments for Management (Operations): **General Comments:**

In a brief narrative, please describe:

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

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

Please provide any additional feedback not previously captured.