

City Clerk 360 Degree Performance Evaluation Summary

June 11, 2025



C I T Y O F
RENO

360 Degree Review Process

- Facilitated by Human Resources Department
- Stakeholder Responses:
 - External: 2
 - Internal: 26
 - Council: 7

360 Degree Review Criteria

Rating Criteria

- Exceeds expectations
- Meets expectations
- Areas of growth
- No basis for judgement

Five Areas Evaluated

- Communication skills
- Interpersonal skills
- Leadership
- Innovation
- Management

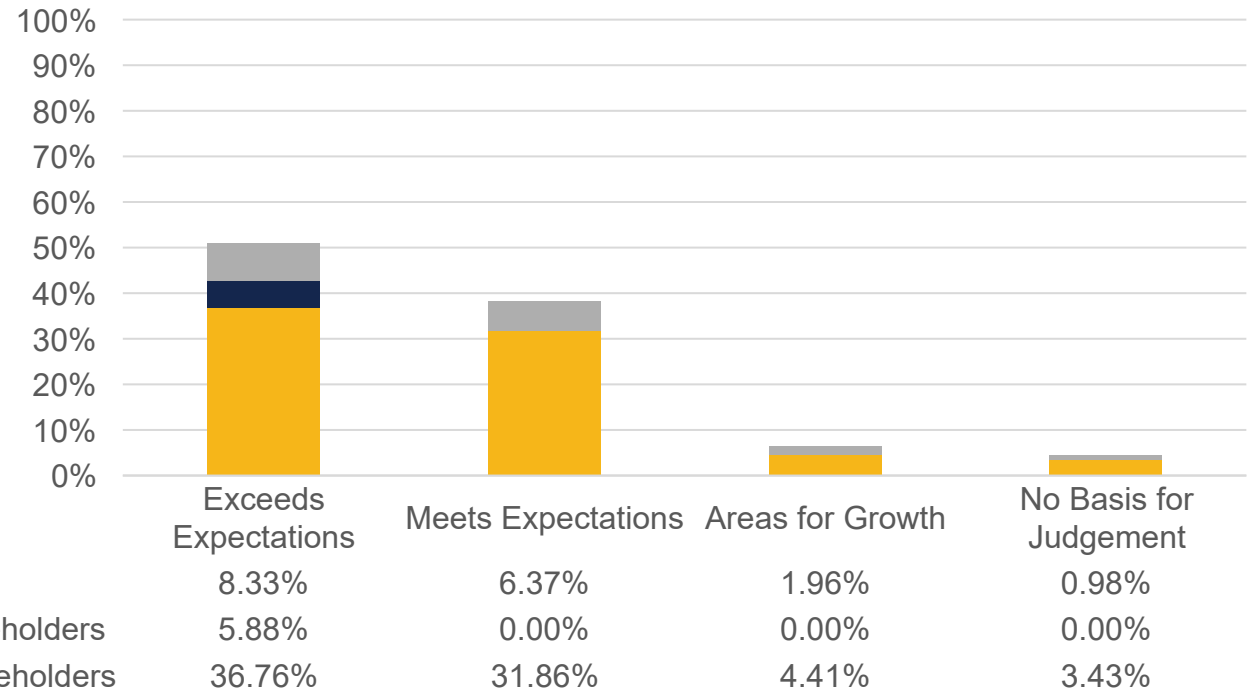
The survey also included fields for comments.

Communication Skills Summary

93%

Of respondents
Exceeds or Meets
Expectations

■ Council
■ Internal Stakeholders
■ External Stakeholders



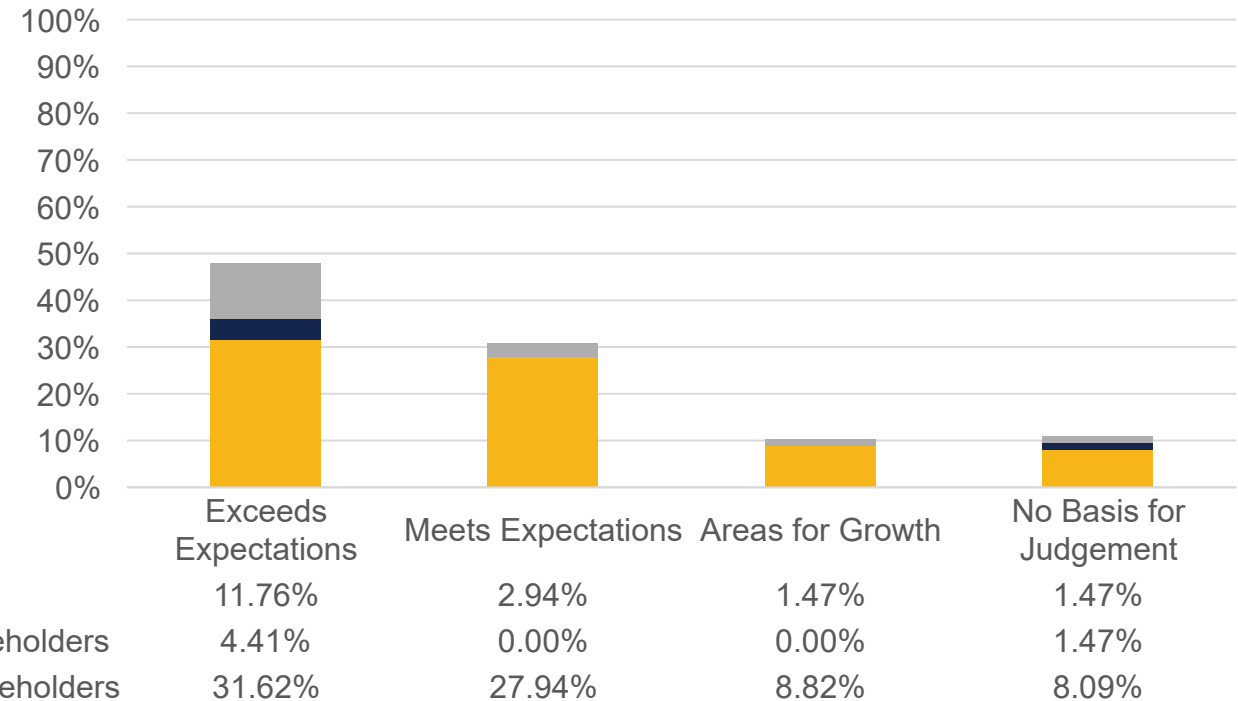
“[The City Clerk] demonstrates excellent communication skills, consistently conveying information clearly and professionally.”

Interpersonal Skills/Relationships Summary

89%

Of respondents
Exceeds or Meets
Expectations

■ Council
■ Internal Stakeholders
■ External Stakeholders



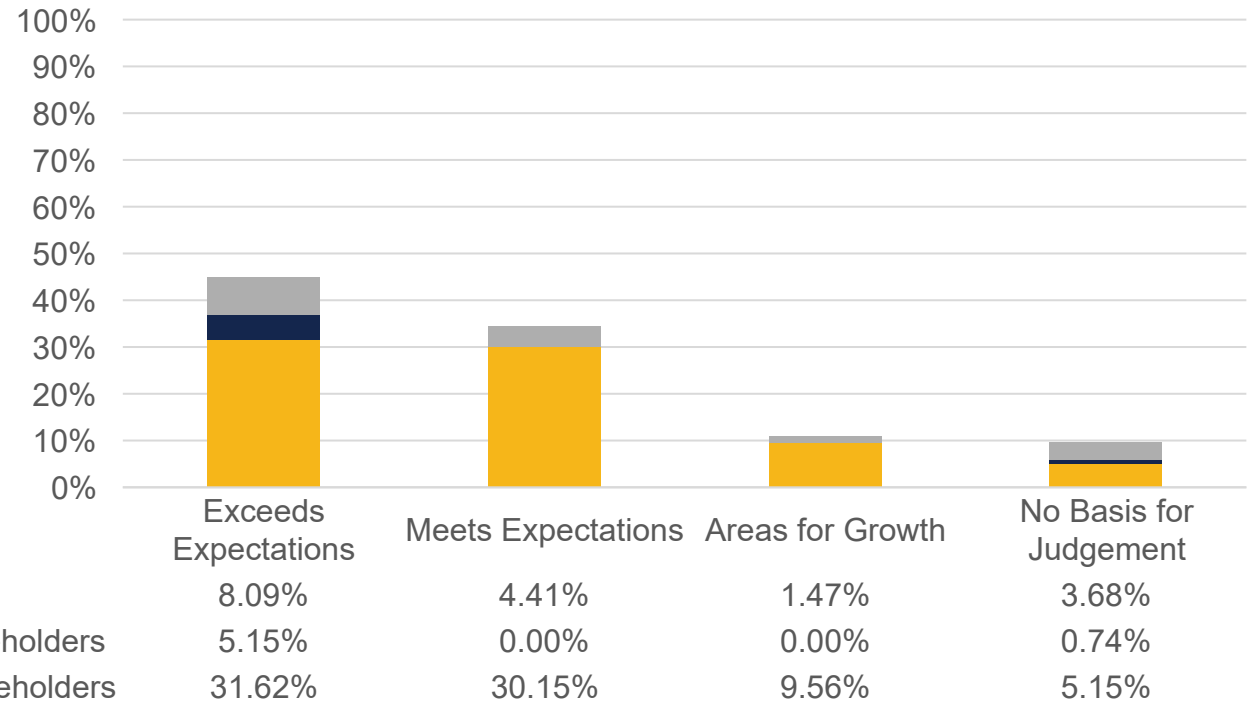
“[The City Clerk] does a great job being a neutral, professional, facilitator no matter if she is working with a peer, a member of the public or with an elected member of the City.”

Leadership Summary

89%

Of respondents
Exceeds or Meets
Expectations

■ Council
■ Internal Stakeholders
■ External Stakeholders



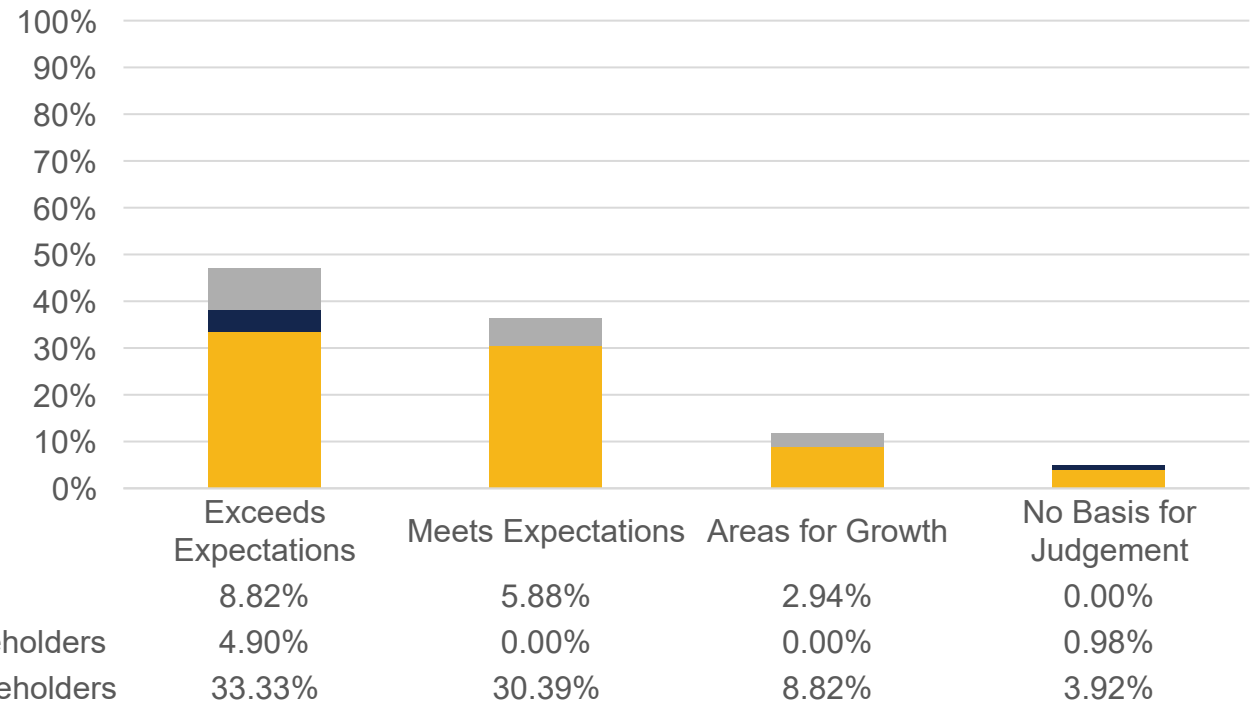
“[The City Clerk] provides outstanding leadership and promotes collaboration amongst Nevada city clerks..”

Innovation Summary

88%

Of respondents
Exceeds or Meets
Expectations

■ Council
■ Internal Stakeholders
■ External Stakeholders



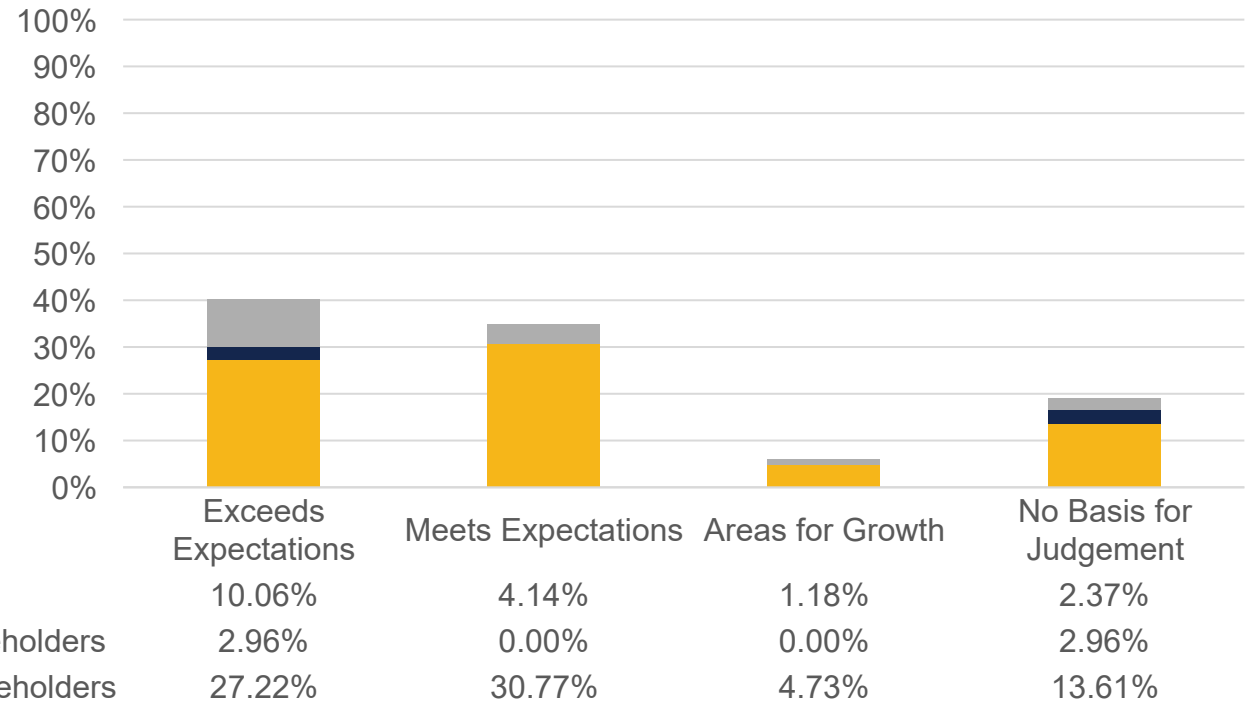
“[City Clerk] strives to make processes effective and efficient. She encourages the team to explore different solutions and provides support when better approaches are possible...”

Management Summary

94%

Of respondents
Exceeds or Meets
Expectations

■ Council
■ Internal Stakeholders
■ External Stakeholders



“[City Clerk] expertly fulfills her Charter duties and runs Council meetings with precision. Her handling of public records requests—especially under pressure or public scrutiny—has been outstanding. She balances transparency with legal compliance exceptionally well.

City Clerk Position & Benefits

Salary & Benefits

- Set by City Council through Resolution 8351
- FY26 PERS Rate Increase = 3.25%
 - 50% Covered by Employee = 1.625%
 - Reduction in City Clerk salary
- City Clerk is not seeking a salary increase at this time

Recommended Motion

I move to approve the annual performance evaluation of the City Clerk for the past year of employment and give direction for execution of the performance goals for the upcoming fiscal year.