

City Clerk 360 Degree Performance Evaluation Summary

June 12, 2024



C I T Y O F
RENO

360 Degree Review Process

- Facilitated by Human Resources Department
- Stakeholder Responses:
 - External: 7
 - Internal: 39
 - Council: 5
- 11 days to complete

360 Degree Review Criteria

Rating Criteria

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

Five Areas Evaluated

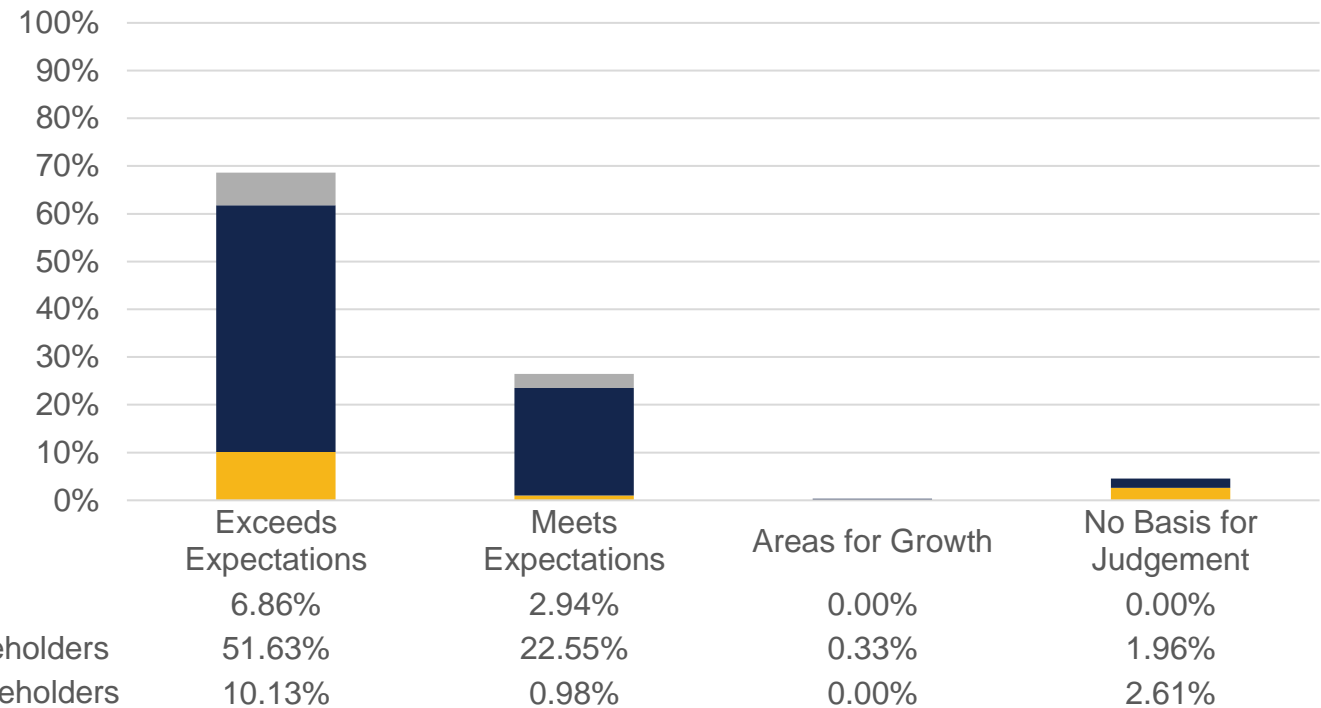
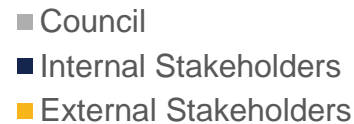
- Communication skills
- Interpersonal skills
- Leadership
- Innovation
- Management

The survey also included fields for comments.

Communication Skills Summary



**Exceeds or Meets
Expectations**



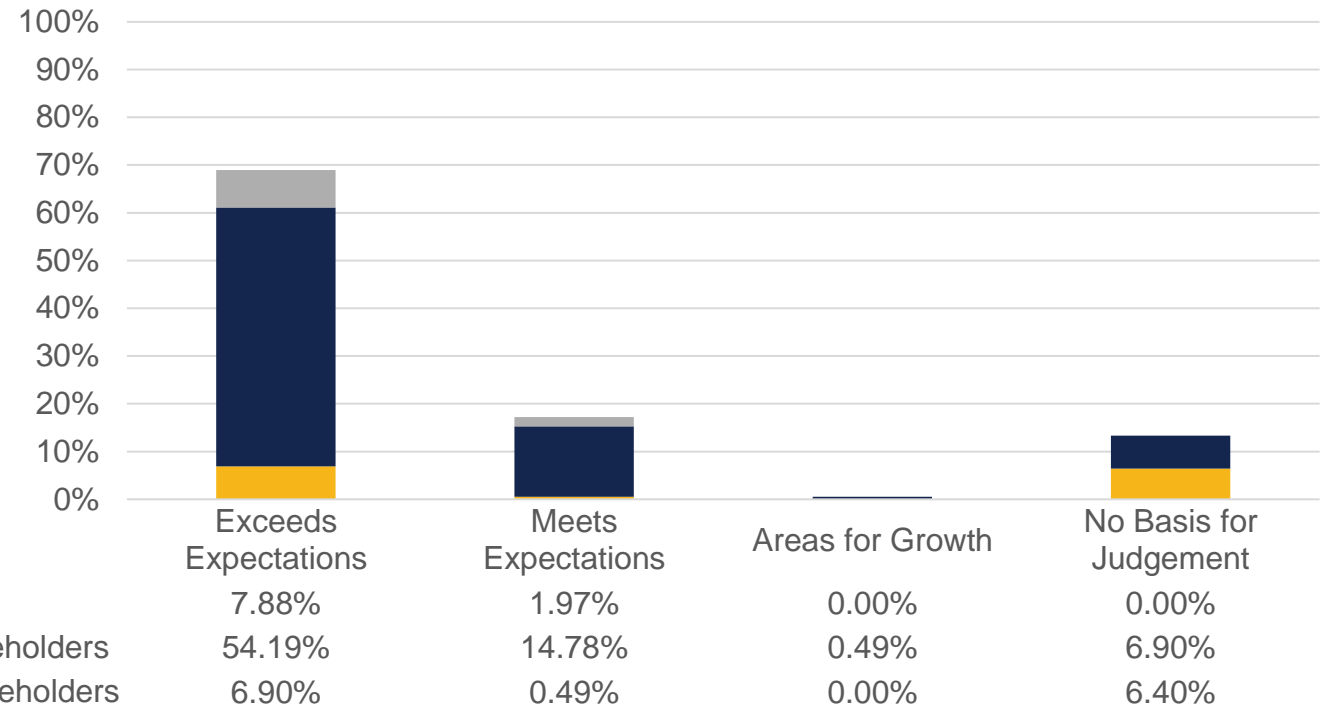
“The City Clerk overall has exceptional communication skills. She communicates clearly, respectfully all while being direct and honest.”

Interpersonal Skills/Relationships Summary



**Exceeds or Meets
Expectations**

■ Council
■ Internal Stakeholders
■ External Stakeholders



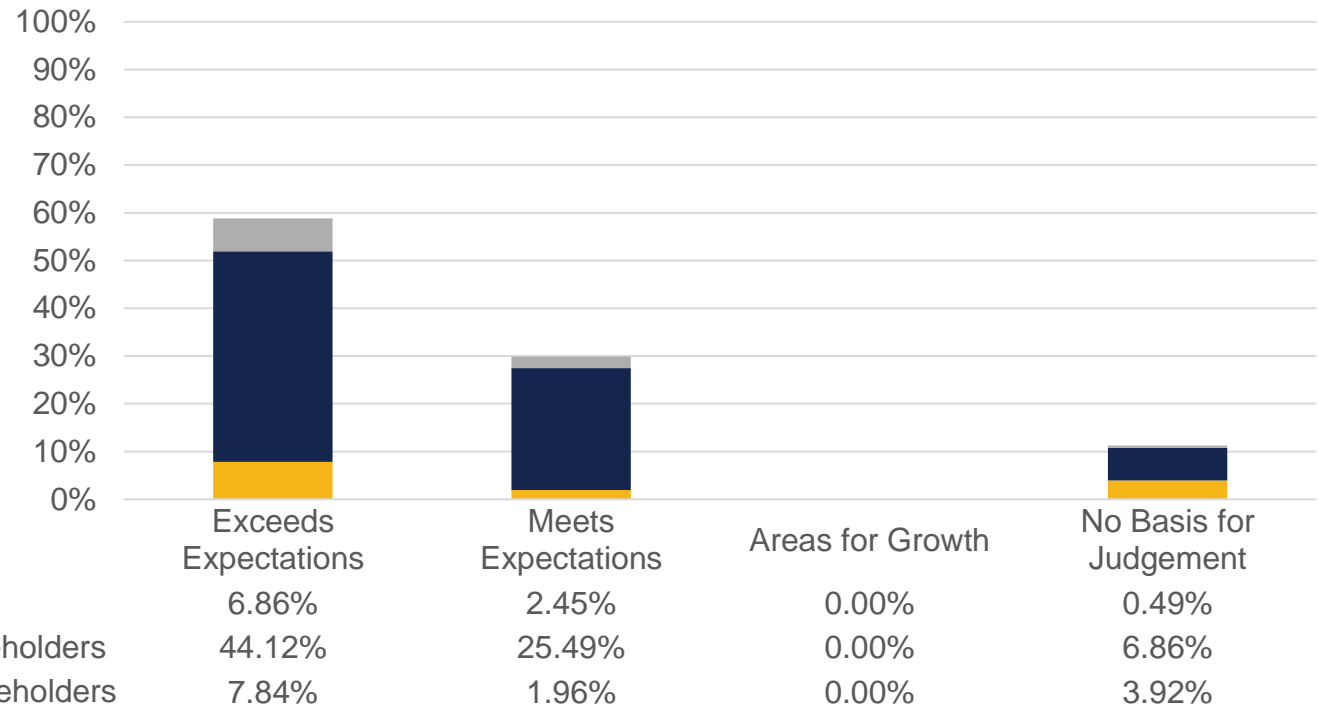
“The City Clerk's interpersonal skills and relationships thrive and are a good representation of her integrity and values.”

Leadership Summary



**Exceeds or Meets
Expectations**

■ Council
■ Internal Stakeholders
■ External Stakeholders



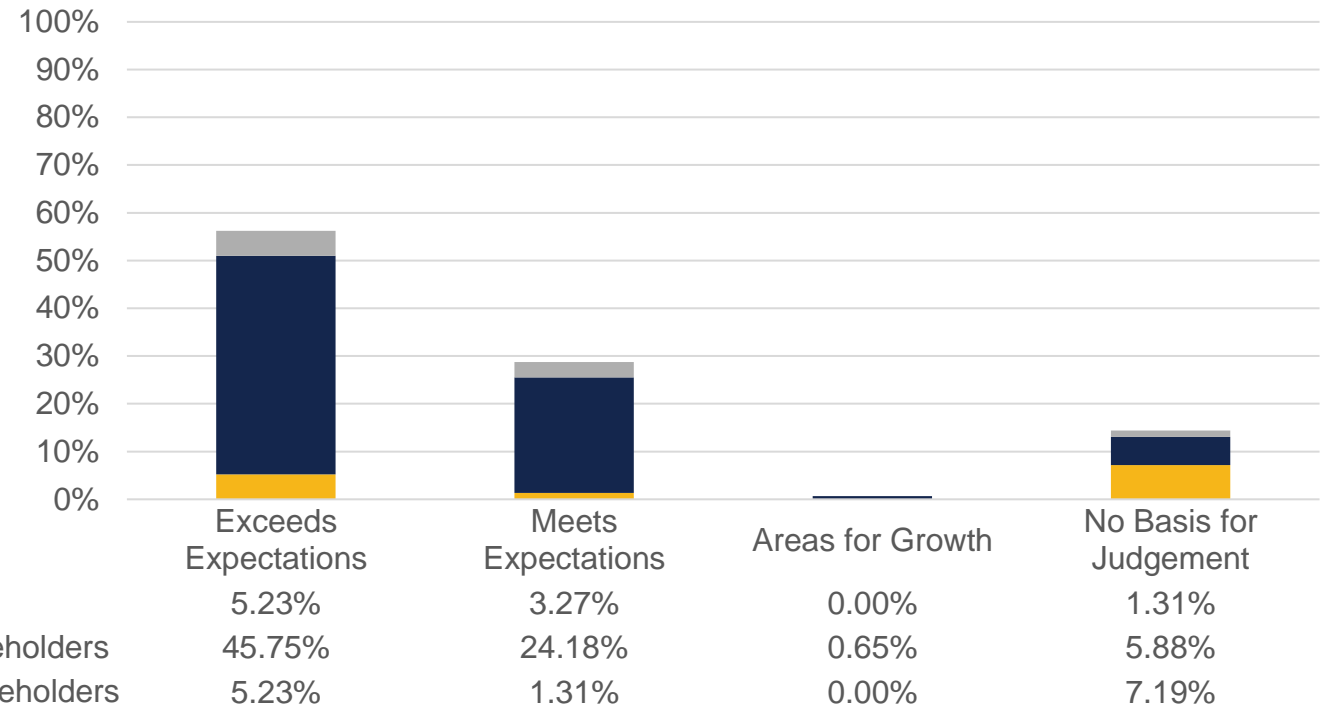
“The City Clerk is a leader who represents, practices, and performs with grace, confidence, and awareness. She has shown dedication to growing and inspiring not only her direct team but also those around her.”

Innovation Summary



**Exceeds or Meets
Expectations**

■ Council
■ Internal Stakeholders
■ External Stakeholders



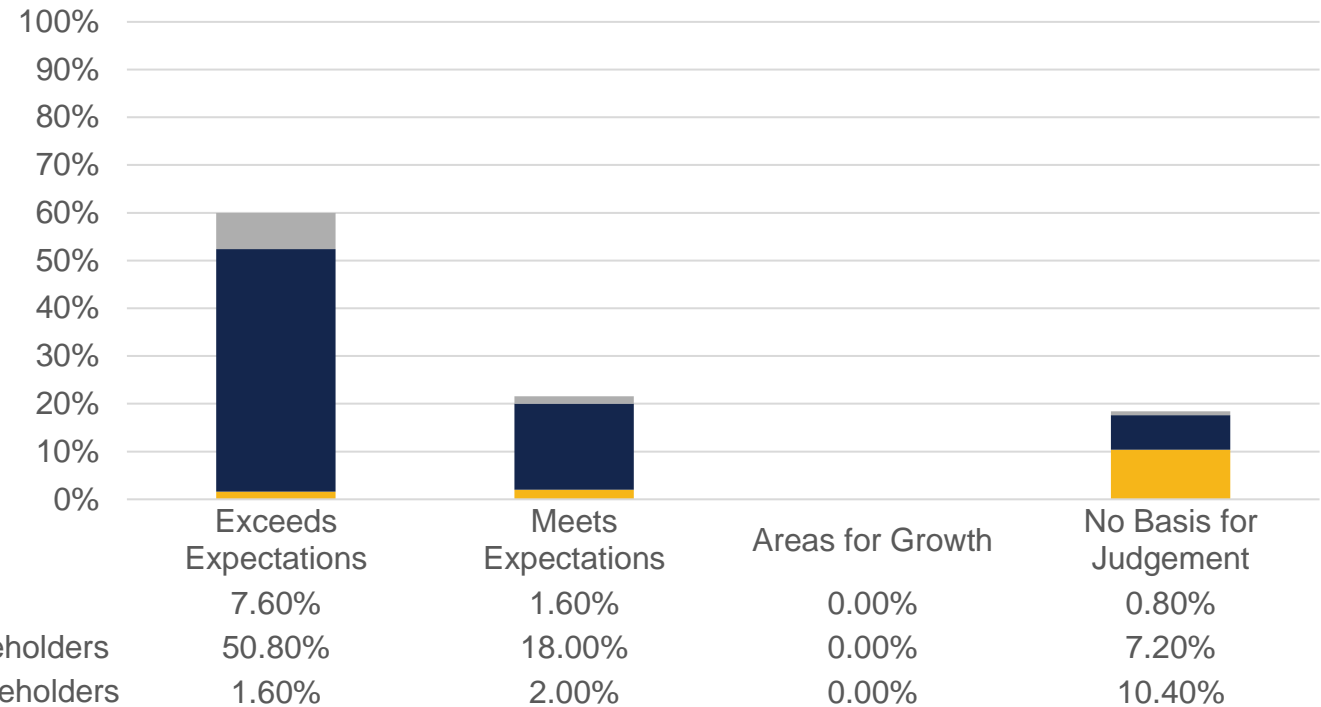
“[City Clerk] is an innovator and not only is open to new ideas, but actively encourages her staff and others to find new and more efficient ways to do things.”

Management Summary



**Exceeds or Meets
Expectations**

■ Council
■ Internal Stakeholders
■ External Stakeholders



“[City Clerk] has a deep understanding of the Charter, and uses that understanding to ensure Council Meetings stay in the bounds of the law, and to help Council achieve their strategic priorities.”


City Clerk Annual Performance Review

Mikki Huntsman

June 12, 2024



C I T Y O F
RENO

A rustic, industrial-style interior. In the foreground, a wooden table with a laptop and a white cup sits on a dark floor. Behind it, a black leather sofa is visible. The background features a large, dark wooden bookshelf filled with books and lit with warm, glowing lights. A large window on the left side of the frame allows natural light to enter the space.

"Tomorrow is
the first blank
page of
a 365-page
book.
Write a good
one."
- Brad Paisley

23/24 Goals

| | |
|----|----------------------|
| 01 | Enhancing Services |
| 02 | Equity in Government |
| 03 | Improved Technology |

23/24 Accomplishments

| | | | |
|-----------------------------|-----------------------------|---------------------------------|-------------------------|
| 22,350 Record Requests | 29 Council Meetings | 25 Candidate Filings | 54 Oaths |
| 24 Candidate Declarations | 550 Appeals (Admin/Council) | \$124,632,493 Revenue Processed | 2 Technologies Launched |
| 151,000 Documents Converted | 518 Signatures Processed | 5,000+ Customer Interactions | 530 Residential Permits |

City of Reno Clerkchella

55th Annual Professional Municipal Clerks Week



24/25 Focus Areas



24/25 Goals

| | |
|----|--------------------------|
| 01 | Change Management |
| 02 | Continuity in Government |
| 03 | Technology Enhancements |

Next Steps

1. Identify direction to the City Clerk on performance goals for the upcoming fiscal year.
2. Identify any change to annual compensation.

Recommended Motion

I move to approve the performance evaluation for the City Clerk, including performance goals for the upcoming fiscal year, and any changes to annual compensation for the City Clerk provided by Council today.