

City Clerk Self-Evaluation Response

Communication Skills:

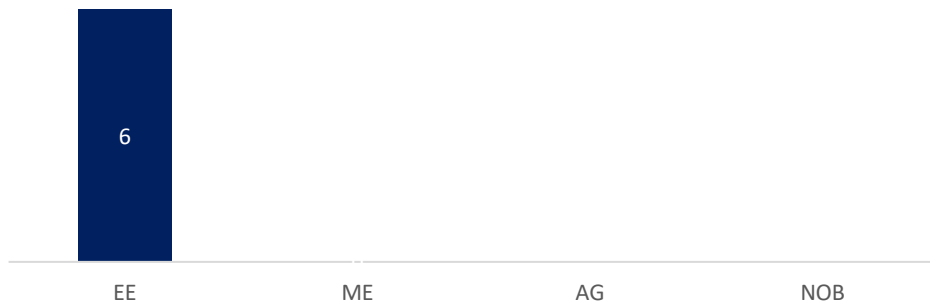
Rating	EE	ME	AG	NOB
General Communication Skills				
Good command of oral expression.	X			
Good command of written expression.	X			
Expresses ideas clearly and concisely.	X			
Easily comprehends ideas expressed by others.	X			
Ability to explain and understand difficult and complex subjects.	X			
Presentation Skills				
Ability to present effective, quality presentations in public settings appealing to a variety of audiences.	X			
Total				

EE - Exceeds Expectations (EE)

ME - Meets Expectations (ME)

AG - Area for Growth (AG)

NOB - Not Observed/No Basis for Judgement (NOB)



Comments for Communication Skills:

I have consistently demonstrated exceptional communication in oral, written, and presentation formats throughout my tenure as City Clerk. These skills are vital in fostering effective relationships with internal and external stakeholders, immediate staff, and the community to ensure transparency, clarity, and efficiency in operations.

I have effectively delivered presentations at City Council and various educational public speaking events and community forums over the past 12 months. Articulating complex issues in an engaging and straightforward manner has been instrumental in keeping the public informed on issues like public records, elections, and other various topics. I am always utilizing feedback from each experience to clarify and refine information for future presentations.

Communication, both oral and written are crucial to the success of myself and my team. Within the organization and externally to colleagues, I strive to maintain open lines of communication. I prefer to take a proactive approach to communication which fosters necessary collaboration and reduces miscommunication.

Interpersonal Skills/Relationships:

Rating	EE	ME	AG	NOB
Ability to relate well to others and to make people feel at ease, even in difficult situations.	X			
Ability to gain the trust and confidence of the staff and public.	X			
Fosters contact and cooperation among citizens, community organizations, and other government agencies.	X			
Fosters cooperative communication and positive working relationships with the Council.	X			
Total				

EE - Exceeds Expectations (EE)

ME - Meets Expectations (ME)

AG - Area for Growth (AG)

NOB - Not Observed/No Basis for Judgement (NOB)



Comments for Interpersonal Skills/Relationships:

In my role as City Clerk, I have focused on developing exceptional interpersonal skills to create positive relationships within the community and among my colleagues.

I strive to create a welcoming environment where both the public and my staff feel at ease when interacting with me. By communicating transparently and responding promptly to inquiries, I work to establish trust and reliability within the community. I actively engage with other Clerks, Registrars, and other public officials across the state, promoting collaboration and knowledge sharing through regular communication, which enhances the effectiveness of our civic processes.

Additionally, I maintain open and respectful communication with council members, seeking their input and organizing informal gatherings to strengthen our ties and ensure they feel valued in the decision-making process.

By promoting team cohesion, resolving conflicts thoughtfully, and mentoring my staff, I aim to create a supportive atmosphere in my office that empowers everyone. Overall, I believe that my focus on these interpersonal skills significantly contributes to the success of the City Clerk's office and strengthens the community's connection with local government.

Leadership:

Rating	EE	ME	AG	NOB
Uses sound judgment in decision making.	X			
Seeks out all relevant and necessary data.	X			
Makes decisions in a timely manner.	X			
Stays current on management practices and techniques and seeks to increase his/her value to the City.	X			
Total				

EE - Exceeds Expectations (EE)

ME - Meets Expectations (ME)

AG - Area for Growth (AG)

NOB - Not Observed/No Basis for Judgement (NOB)



Comments for Leadership:

As the City Clerk, I believe that fostering a collaborative work environment is essential for enhancing our team's effectiveness and achieving our common goals. To create and sustain collaboration, I prioritize open communication, encouraging team members to share their ideas and feedback freely. By setting clear goals and expectations, I ensure that everyone understands their roles in contributing to our mission, which fosters a sense of ownership and accountability.

I organize team-building activities to strengthen relationships and trust among colleagues, and I leverage the diverse skills within our team through cross-functional collaboration to bring varied expertise to our projects. I strive to create a supportive atmosphere where successes are recognized, and constructive feedback is provided, motivating individuals and enhancing team dynamics.

Utilizing collaborative tools, such as project management software and communication platforms, helps facilitate real-time collaboration and keeps us aligned. I encourage problem-solving together during challenges, promoting teamwork and innovative thinking. By leading by example and demonstrating openness to feedback, I aim to inspire my colleagues. Furthermore, I support professional development opportunities focused on collaboration skills and foster inclusivity to ensure all team members feel valued and respected. Through these efforts, I am committed to cultivating a collaborative work environment that maximizes our effectiveness, enhances creativity, and strengthens our sense of community within the city clerk's office.

Innovation:

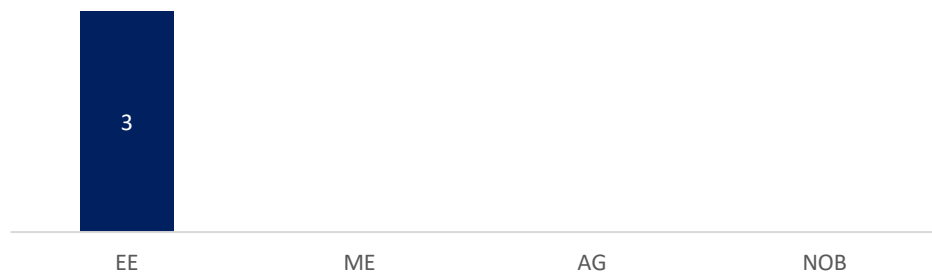
Rating	EE	ME	AG	NOB
Receptive to new ideas, suggestions and approaches to make the Clerk's Office a better place.	X			
Exhibits a short-term and long- term forward- thinking approach to the State of the City.	X			
Receptive to a changing environment.	X			
Total				

EE - Exceeds Expectations (EE)

ME - Meets Expectations (ME)

AG - Area for Growth (AG)

NOB - Not Observed/No Basis for Judgement (NOB)



Comments for Innovation:

In my role as City Clerk, I actively pursue innovation in records management to enhance our efficiency and service delivery. I regularly assess our current processes to identify opportunities for implementing new technologies that streamline operations, improve accessibility, and ensure secure data management.

By collaborating closely with our IT department and the City Manager's Office (CMO), I evaluate potential software solutions that meet our needs while considering both the long-term impacts and immediate benefits. Understanding how these changes affect our team and the community we serve is crucial. For example, when exploring new parking management software, I analyze how it can improve citation processing times, enhance data retrieval and management, and support compliance with regulations.

I prioritize training and support for staff during the transition to new systems, ensuring that everyone feels comfortable and confident in using the new tools. Involving my colleagues in the decision-making process fosters a sense of ownership and gathers valuable insights that lead to more informed choices.

This innovative approach not only enhances the effectiveness of our office but also strengthens our focus on serving the public better. By anticipating future needs and embracing new technologies, I aim to position our records management system as a model of efficiency and responsiveness that can adapt to the evolving demands of our community.

Management:

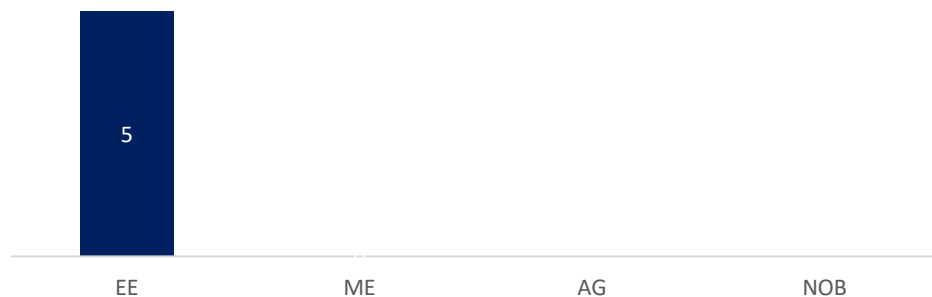
Rating	EE	ME	AG	NOB
Roles of Charter				
Knowledgeable, effective and efficient use of authority granted by the City Charter to the City Manager, the City Council, and other elected or appointed positions.	X			
Respectful of the delegation of powers described in the Charter.	X			
Conduct of City Council Meetings				
Initiates responses to issues and concerns that the Council and/or public poses.	X			
Ability to delegate authority, granting proper authority at the proper times.	X			
Sound judgment in the evaluation of when delegation is appropriate.	X			
Total				

EE - Exceeds Expectations (EE)

ME - Meets Expectations (ME)

AG - Area for Growth (AG)

NOB - Not Observed/No Basis for Judgement (NOB)



Comments for Management:

I focus on effective operations management, particularly in delegation. Empowering my team to take ownership of their responsibilities is essential to our success. By clearly defining roles and assigning tasks appropriately, I enable each member to contribute their strengths, leading to more efficient operations.

I am dedicated to working within the parameters of the Reno City Charter, ensuring that our processes and decisions comply with established policies and regulations. I take the time to ensure that my team understands these requirements and the importance of adhering to them.

I approach these responsibilities with respect for both the charter and my colleagues, encouraging open dialogue about our obligations. This culture of respect and collaboration allows my team to feel valued and promotes effective communication.

Through effective delegation and a solid understanding of the Reno City Charter, I aim to optimize our operations while upholding the integrity of our office. This approach enhances our productivity and reinforces our commitment to transparency and accountability in serving the residents of Reno.

General Comments:

In a brief narrative, please describe:

What are you most pleased with in your performance?

I take great pride in the resilience and adaptability my team has shown during recent staff transitions and retirements, especially in light of the position freezes that have led to a reduction in staff. Despite these challenges, we have successfully maintained our commitment to providing excellent service to the community. By leveraging the strengths of our remaining team members and fostering a supportive environment, we ensured a smooth workflow and continuity in our operations. This experience has underscored our ability to work collaboratively, adapt to new dynamics, and continually meet the needs of the residents of Reno, all of which reflect the dedication and professionalism of my team.

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

As I reflect on our achievements, I recognize areas for growth that could enhance our effectiveness further. One key focus will be to create more opportunities for our current team members to level up their skills through various training programs and professional development initiatives. By investing in their growth, I aim to empower them to take on new challenges and responsibilities within the office. Additionally, I will work on fostering more proactive communication with the council to ensure that we are aligned on priorities and initiatives. This improvement will facilitate a better understanding of our needs and allow for a more collaborative approach to addressing the challenges we face as a city.

Please provide any additional feedback not previously captured.

In closing, I want to express my sincere gratitude to the City Council Members and City Manager Bryant for their unwavering support and guidance throughout the past year. Your commitment to approaching issues with a collaborative spirit has been instrumental in my success. I look forward to another year of working together to enhance our operations and serve the residents of Reno effectively. With your continued support, I am excited about the opportunities ahead and am confident that we can overcome any challenges we may face while providing exceptional service to our community.

Thank you for your ongoing trust and partnership.

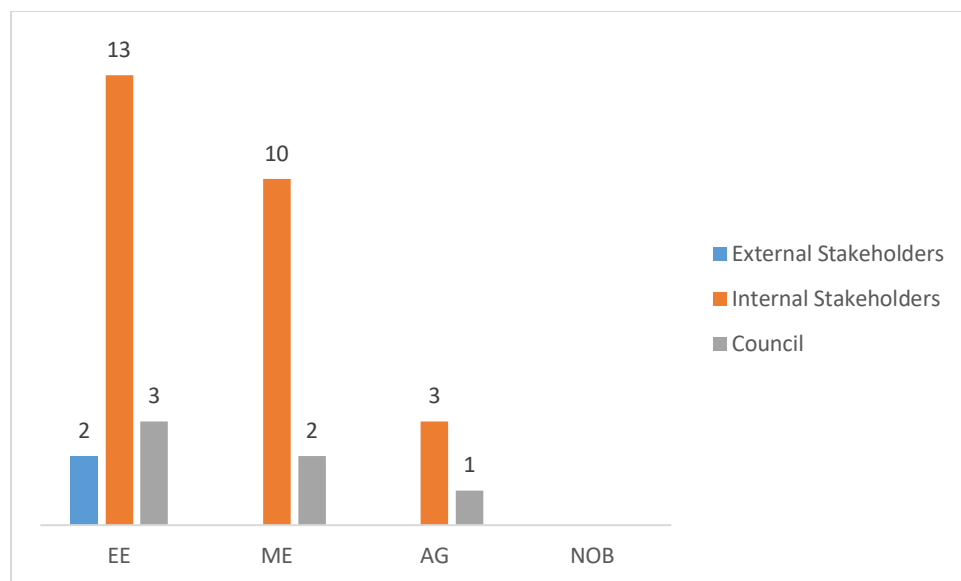
Internal Stakeholders, External Stakeholders, & Council Responses

Communication Skills:

General Communication:

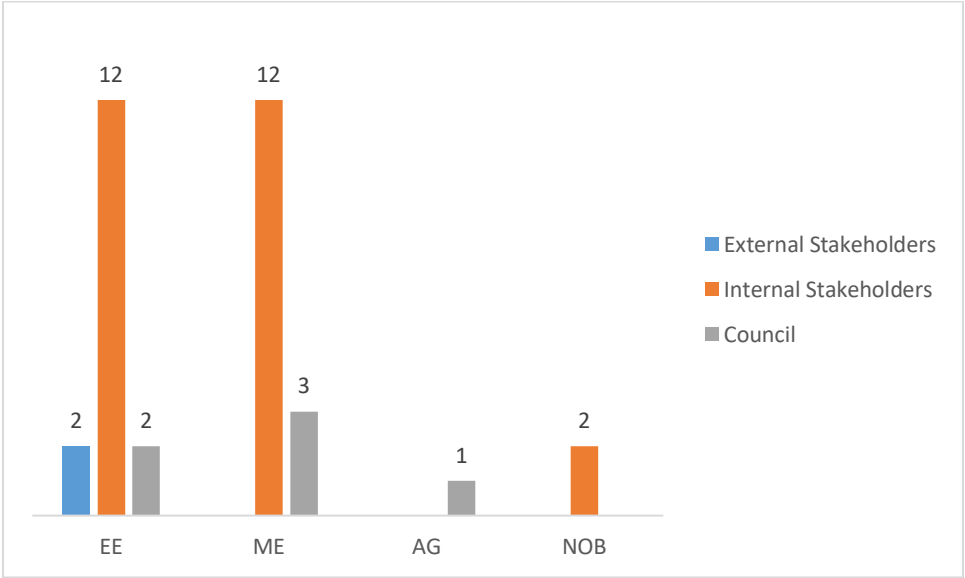
Good command of oral expression.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	13	3	18	52.9%
Meets Expectations (ME)	0	10	2	12	35.3%
Area for Growth (AG)	0	3	1	4	11.8%
Not Observed/ No Basis for Judgement (NOB)	0	0	0	0	0.0%



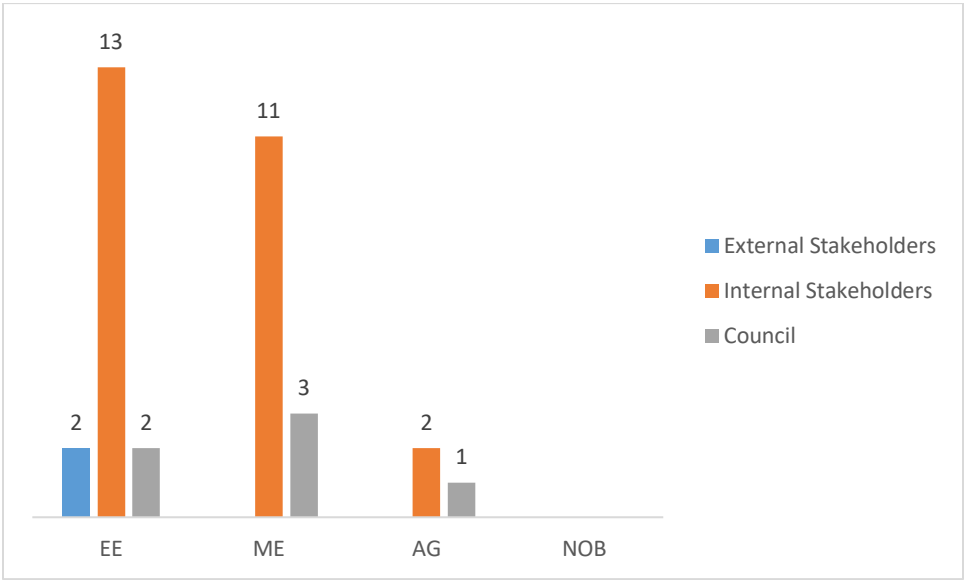
Good command of written expression.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	12	2	16	47.1%
Meets Expectations (ME)	0	12	3	15	44.1%
Area for Growth (AG)	0	0	1	1	2.9%
Not Observed/ No Basis for Judgement (NOB)	0	2	0	2	5.9%



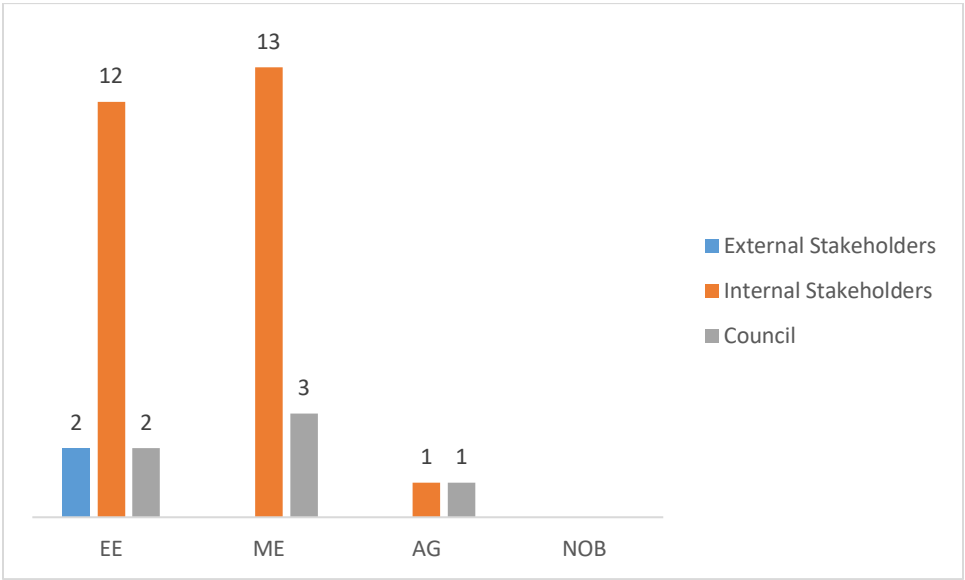
Expresses ideas clearly and concisely.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	13	2	17	50.0%
Meets Expectations (ME)	0	11	3	14	41.2%
Area for Growth (AG)	0	2	1	3	8.8%
Not Observed/ No Basis for Judgement (NOB)	0	0	0	0	0.0%



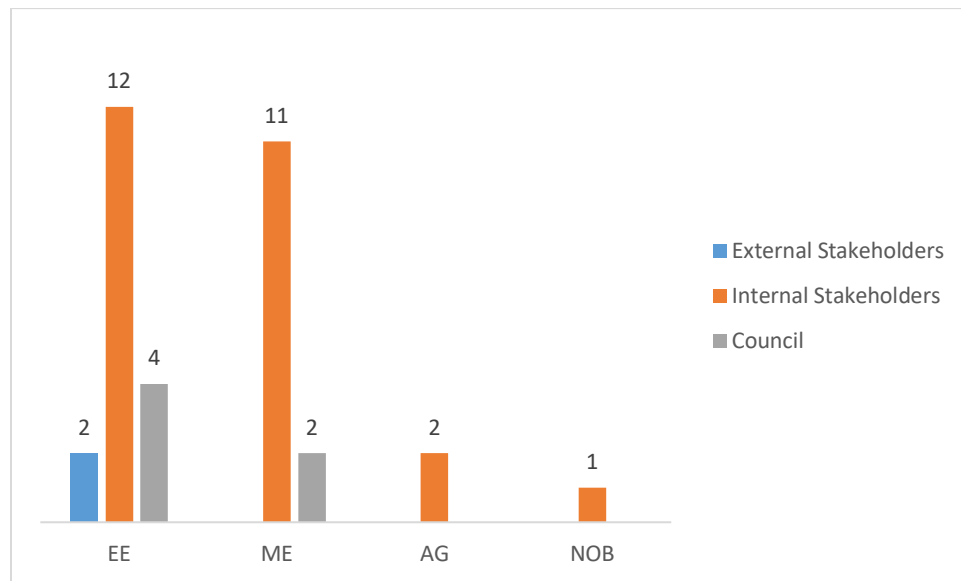
Easily comprehends ideas expressed by others.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	12	2	16	47.1%
Meets Expectations (ME)	0	13	3	16	47.1%
Area for Growth (AG)	0	1	1	2	5.9%
Not Observed/ No Basis for Judgement (NOB)	0	0	0	0	0.0%



Ability to explain and understand difficult and complex subjects.

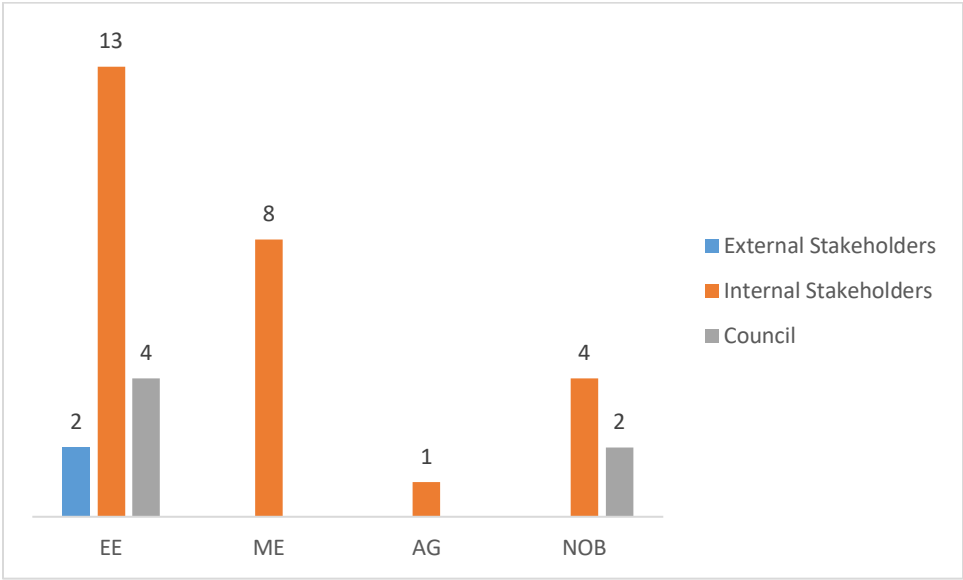
Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	12	4	18	52.9%
Meets Expectations (ME)	0	11	2	13	38.2%
Area for Growth (AG)	0	2	0	2	5.9%
Not Observed/ No Basis for Judgement (NOB)	0	1	0	1	2.9%



Presentation Skills

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

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	13	4	19	55.9%
Meets Expectations (ME)	0	8	0	8	23.5%
Area for Growth (AG)	0	1	0	1	2.9%
Not Observed/ No Basis for Judgement (NOB)	0	4	2	6	17.6%



Comments for Communication Skills:

External Stakeholders:

- *She does a very good job and is helpful.*
- *Mikki demonstrates excellent communication skills, consistently conveying information clearly and professionally.*

Internal Stakeholders:

- *She is always striving to improve herself and those around her.*
- *Mikki is able to express any ideas/thoughts in a manner that everyone can comprehend. She will always take the time to go in depth if there is a question or issue. Mikki maintains a neutral tone in any conversation no matter the underlying tone of the situation.*
- *Mikki is an excellent communicator in all forms.*
- *None.*
- *Mikki is a great communicator. She understands the nuances of her department and encourages open dialogue with her team. I appreciate that she asks questions to ensure she understands the scope of the topics being discussed and provides thoughtful responses. Her communication style is balance between being concise and comprehensive—she delivers information efficiently without leaving out crucial details that others need to perform their roles effectively. In meetings, Mikki creates a structured yet welcoming atmosphere where ideas can flow freely. She has mastered the art of guiding conversations toward productive outcomes while still allowing space for necessary discussion and debate. When complex issues arise, she excels at distilling the core points and keeping the team focused on finding solutions rather than dwelling on problems.*
- *I've had positive interactions with Mikki on Clerk related needs.*

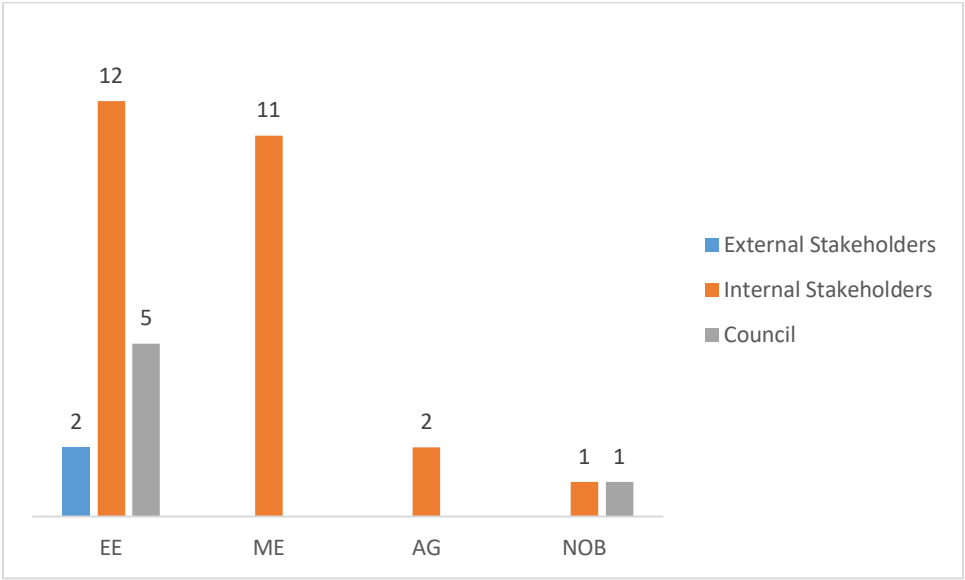
Council:

- *In all areas that I have required information and support from Mikki or her team, she has been quick, or in most cases knows what I need before I do, gets me the information and I am able to focus on my work for the city.*
 - *Mikki Huntsman continues to demonstrate exceptional communication skills. Her written communication is clear, precise, and timely. She is an articulate and confident public speaker who presents complex information with professionalism and clarity, making her an asset to both internal staff and the public.*
 - *I am concerned that the lack of communication in general is problematic. It's hard to ascertain when the level of communication is extremely poor*
 - *City Clerk Huntsman and team do incredible work for the City of Reno and its constituency. I would like to see the City Clerk's office provide more frequent updates to the City Council and City Manager's staff regarding the type of work being completed, the volume of requests received internally and from the public, and the areas where the Clerk's office works with and relies on staff from departments outside of the City Clerk's office. I see the Clerk's office working hard to get the job done without looking for recognition, but I would like the council and the City of Reno staff to have a better understanding of the work the Clerk's department does, and for City Clerk Huntsman and the City Clerk staff's hard work to be better acknowledged and appreciated.*
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Interpersonal Skills/Relationships:

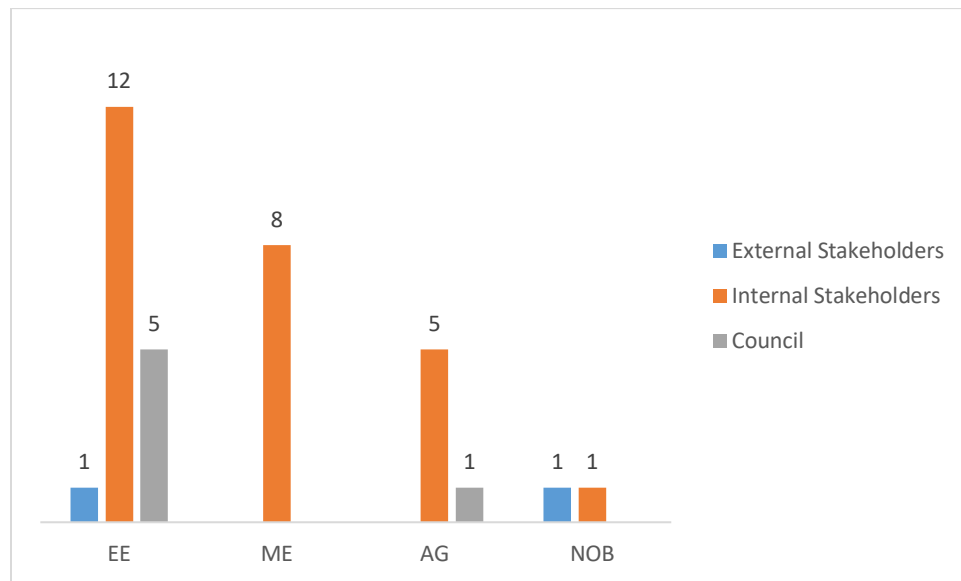
Ability to relate well to others and to make people feel at ease, even in difficult situations.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	12	5	19	55.9%
Meets Expectations (ME)	0	11	0	11	32.4%
Area for Growth (AG)	0	2	0	2	5.9%
Not Observed/ No Basis for Judgement (NOB)	0	1	1	2	5.9%



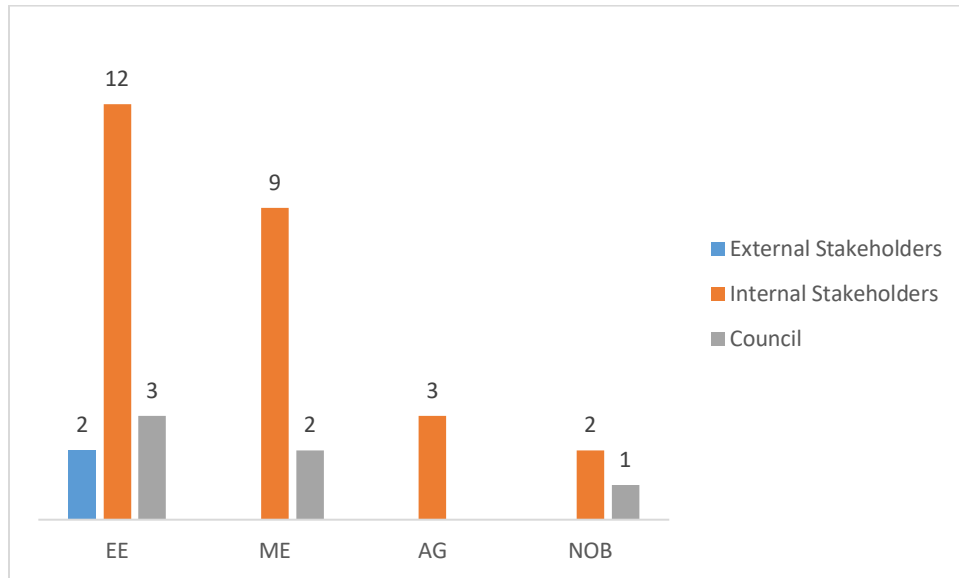
Ability to gain the trust and confidence of the public.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	1	12	5	18	52.9%
Meets Expectations (ME)	0	8	0	8	23.5%
Area for Growth (AG)	0	5	1	6	17.6%
Not Observed/ No Basis for Judgement (NOB)	1	1	0	2	5.9%



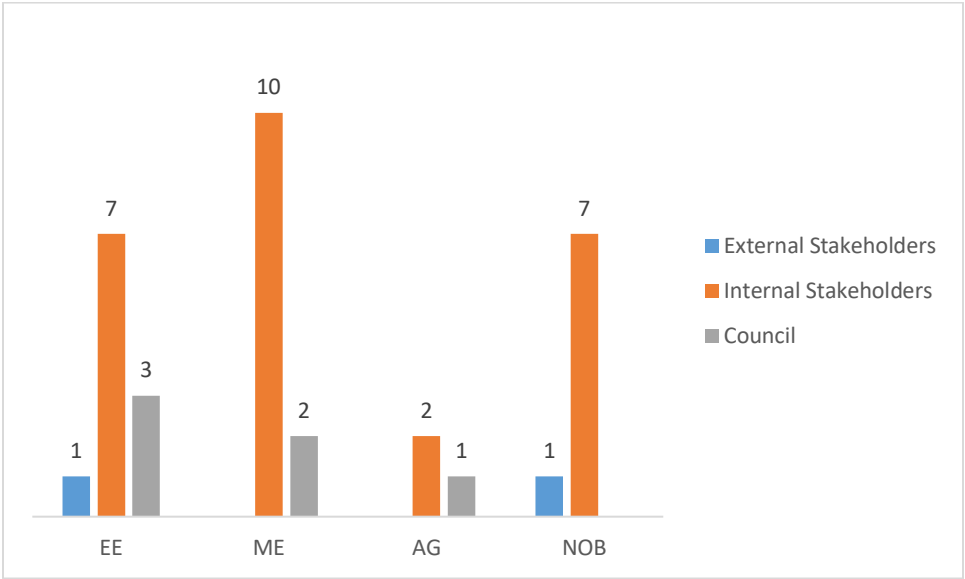
Fosters contact and cooperation among citizens, community organizations and other government agencies

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	12	3	17	50.0%
Meets Expectations (ME)	0	9	2	11	32.4%
Area for Growth (AG)	0	3	0	3	8.8%
Not Observed/ No Basis for Judgement (NOB)	0	2	1	3	8.8%



Fosters cooperative communication and positive working relationships with the Council.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	1	7	3	11	32.4%
Meets Expectations (ME)	0	10	2	12	35.3%
Area for Growth (AG)	0	2	1	3	8.8%
Not Observed/ No Basis for Judgement (NOB)	1	7	0	8	23.5%



Comments for Interpersonal Skills/Relationships:

External Stakeholders:

- *Mikki excels in fostering positive relationships with city clerks throughout Nevada.*

Internal Stakeholders:

- *The time that I have been here I have witnessed Mikki engage with many individuals from all different departments - the rapport she has with everyone is admirable. Whenever there is a situation(escalations) that requires her, she always connects with the constituent/public and offers solutions. Mikki has a way of engaging with everyone and always making them laugh or smile.*
- *She has the ability to make others feel at ease, therefore allowing for good conversation.*
- *None*
- *Mikki comes into situations from a neutral stance and uses plain language to communicate. This approach provides clarity to the team and promotes a transparent environment where everyone can understand goals and expectations without confusion. She empowers her team to be successful by giving them the autonomy to make decisions while remaining accessible for guidance. Her balanced approach to delegation shows trust in her team members' capabilities while providing the support structure for them to excel. When team members face challenges, Mikki offers constructive feedback focused on growth rather than criticism. She consistently acknowledges accomplishments and recognizes individual contributions boosting motivation. By establishing clear priorities and removing obstacles, she creates an environment where her team can focus on delivering quality work without unnecessary disruptions.*
- *Good interpersonal skills.*

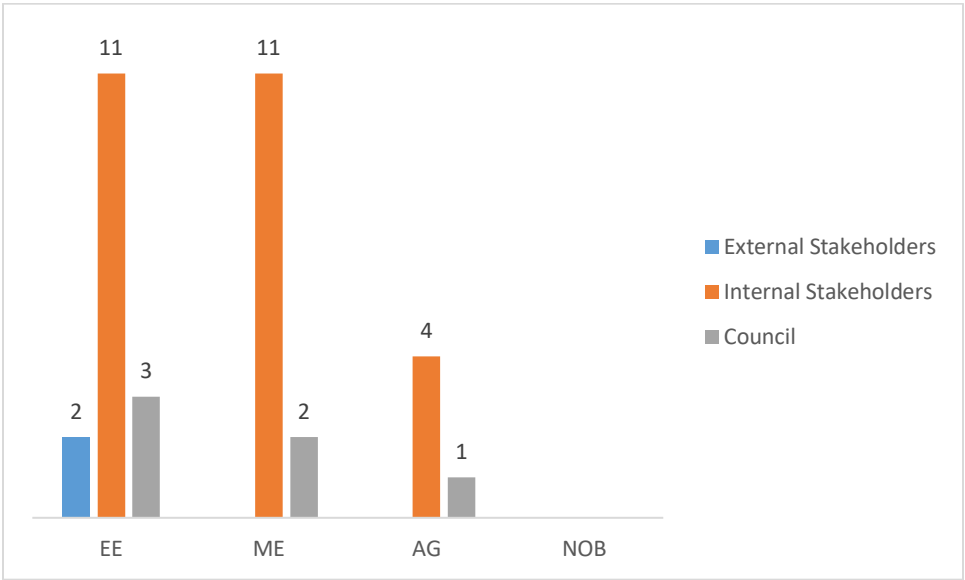
Council:

- *Mikki 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.*
 - *Mikki builds trust effortlessly and treats all individuals with respect and warmth. Her integrity and transparency make her a reliable leader and a valued member of the City's leadership team. She fosters a culture of accountability and openness in the Clerk's Office.*
 - *I am not sure how interactions are with other colleagues or community members other than the very little feedback others share. I do know that my experience has been lacking in communication on an individual level.*
 - *I hear frequently from members of the public that City Clerk Huntsman is professional, personable, helpful, and available when needed. Clerk Huntsman is doing a great job in helping the public with their requests, while also maintaining document compliance for the City of Reno.*
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Relationships:

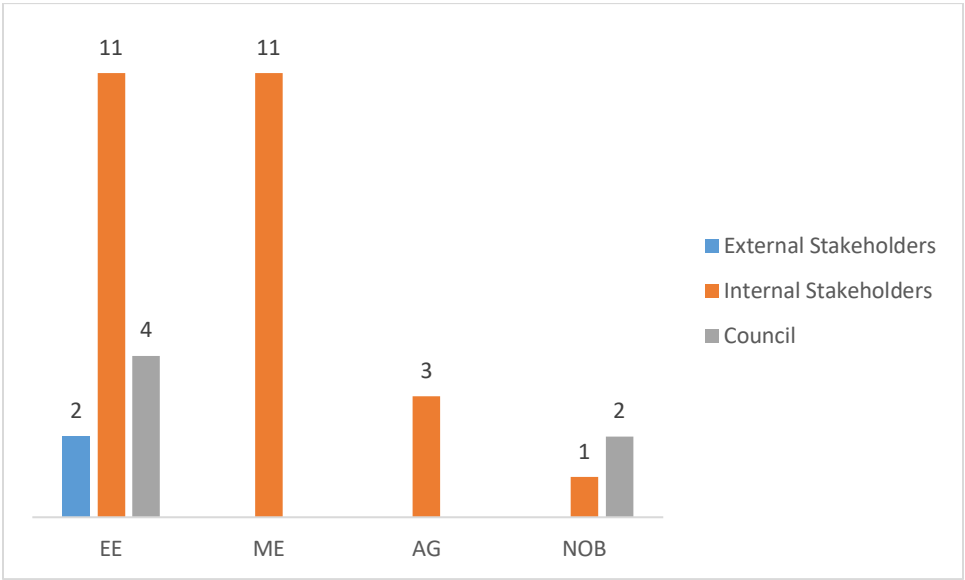
Uses sound judgment in decision making.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	11	3	16	47.1%
Meets Expectations (ME)	0	11	2	13	38.2%
Area for Growth (AG)	0	4	1	5	14.7%
Not Observed/ No Basis for Judgement (NOB)	0	0	0	0	0.0%



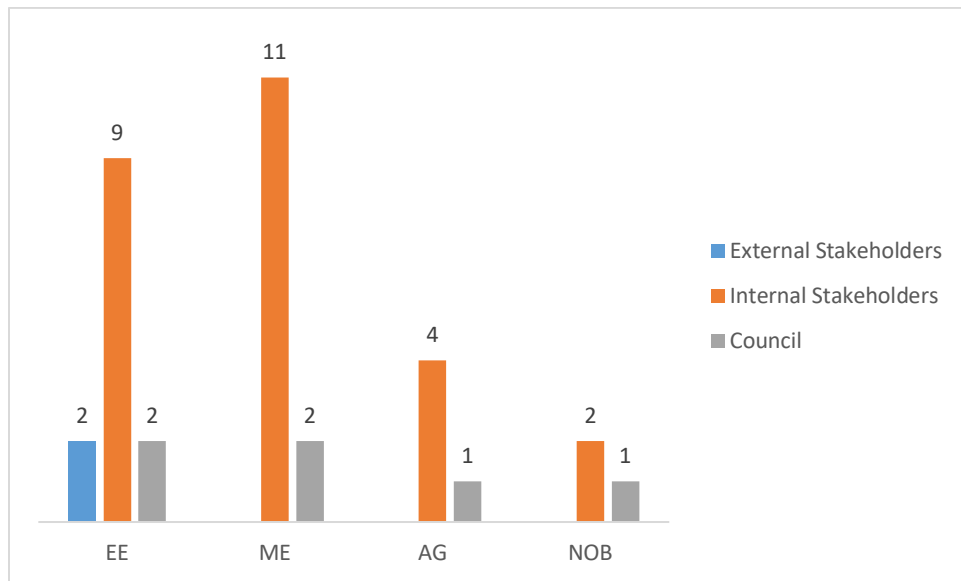
Seeks out all relevant and necessary data.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	11	4	17	50.0%
Meets Expectations (ME)	0	11	0	11	32.4%
Area for Growth (AG)	0	3	0	3	8.8%
Not Observed/ No Basis for Judgement (NOB)	0	1	2	3	8.8%



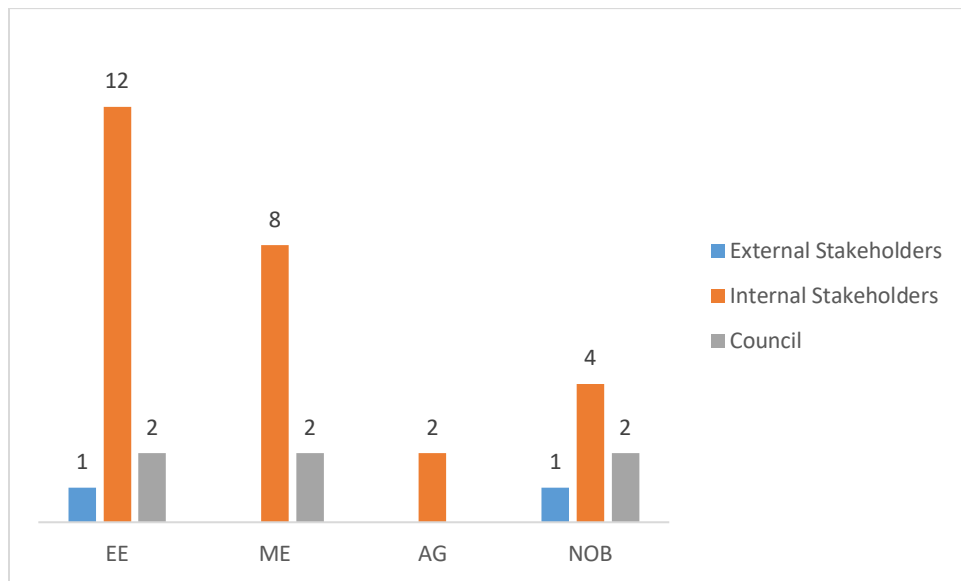
Makes decisions in a timely manner.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	9	2	13	38.2%
Meets Expectations (ME)	0	11	2	13	38.2%
Area for Growth (AG)	0	4	1	5	14.7%
Not Observed/ No Basis for Judgement (NOB)	0	2	1	3	8.8%



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

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	1	12	2	15	44.1%
Meets Expectations (ME)	0	8	2	10	29.4%
Area for Growth (AG)	0	2	0	2	5.9%
Not Observed/ No Basis for Judgement (NOB)	1	4	2	7	20.6%



Comments for Leadership (Culture):

External Stakeholders:

- *Mikki provides outstanding leadership and promotes collaboration amongst Nevada city clerks.*

Internal Stakeholders:

- *She is always willing to hear of new ideas.*
- *Mikki is great at including the entire team when it comes to making decisions that will directly impact us. She takes into consideration our input before making her final decision and I think this is a valuable trait. As a leader she is not afraid to ask for the good and bad. She will always go the extra mile to do her research before implementing anything. Mikki is always ensuring she is on top of any changes to relay the information and ensure we are all on the same page.*
- *None*
- *Mikki is an exceptional leader. She leads from the front while also providing support to her team. She creates a vision for the team which helps us know if we are going in the right direction. When priorities shift, she takes the time to explain it to the team, ensuring we are still on the right track. Along with this she fosters leadership in the team, allowing us to be autonomous while giving us projects that will push our current limits. She encourages the team to cross-train, allowing us to develop the necessary skills to advance, and share knowledge across roles. She has an MO of being proactive, and handles unexpected challenges with composure and practical solutions. Her baseline calm under pressure which sets the tone for the entire team, preventing panic and keeping everyone focused on finding solutions. This approach of guidance has created a effective team that consistently delivers while continuing to grow professionally.*
- *She seems to really care about her team and wants to improve City culture where she can.*

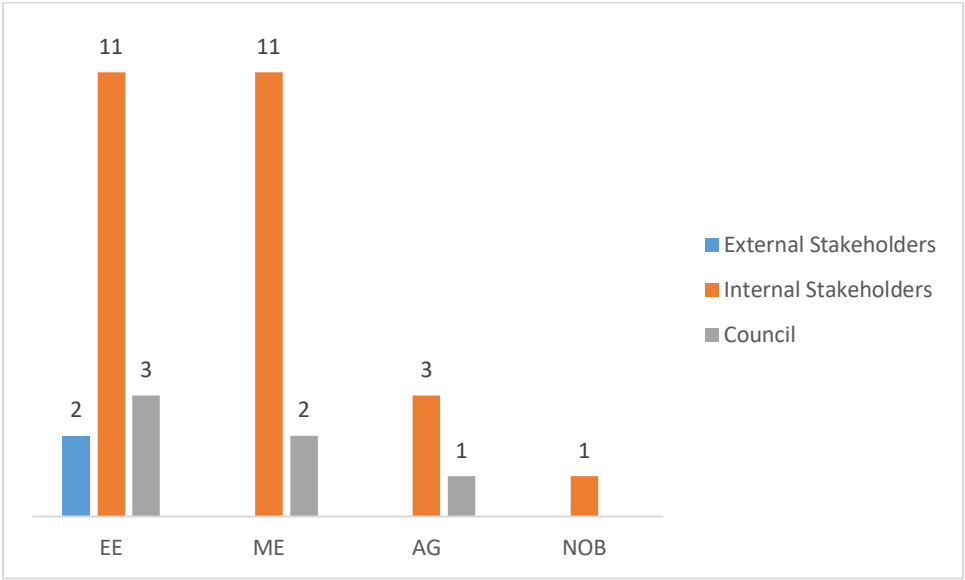
Council:

- *A lot of the areas listed are not areas I have observed her work style or process. What I do know is she has a professional and capable team and her management and decision making style could be attributed to that fact.*
 - *Over the past several years, Mikki has grown tremendously as a leader. She has built a strong team, broadened her expertise, and become a go-to resource for Council and other departments. She approaches challenges with maturity and sound judgment.*
 - *I feel like this might be hard to gage since I don't reside in her office to know the leadership style. I will say I think she likes to build a good report within her team.*
 - *City Clerk Huntsman has shown her work to be thoughtful by comparing best practices across similar sized municipalities in the state, and has used that information to make improvements at the City of Reno, and identify some areas that may need support from council to make necessary changes at a policy and potentially administrative level.*
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Innovation:

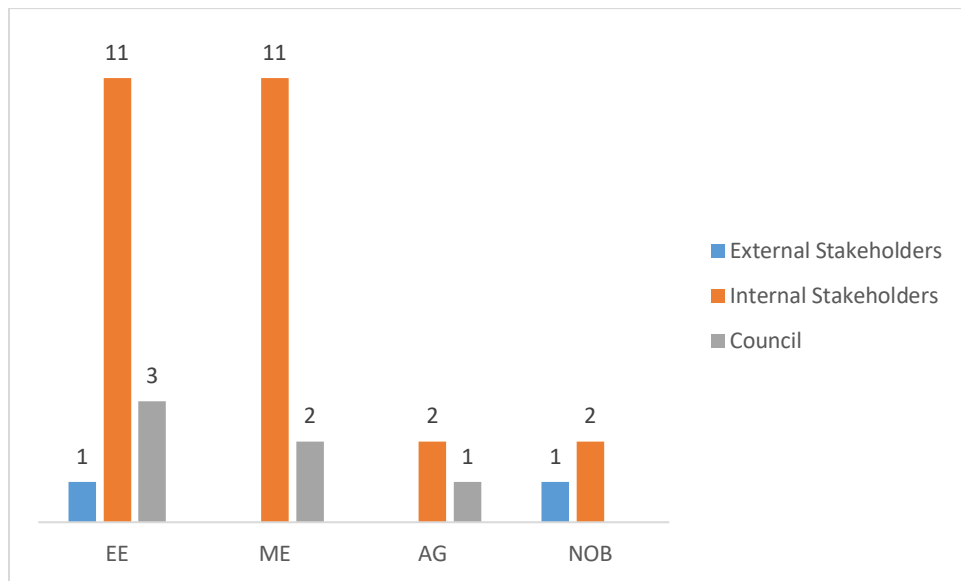
Receptive to new ideas, suggestions and approaches to make the Clerk’s Office a better place.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	11	3	16	47.1%
Meets Expectations (ME)	0	11	2	13	38.2%
Area for Growth (AG)	0	3	1	4	11.8%
Not Observed/ No Basis for Judgement (NOB)	0	1	0	1	2.9%



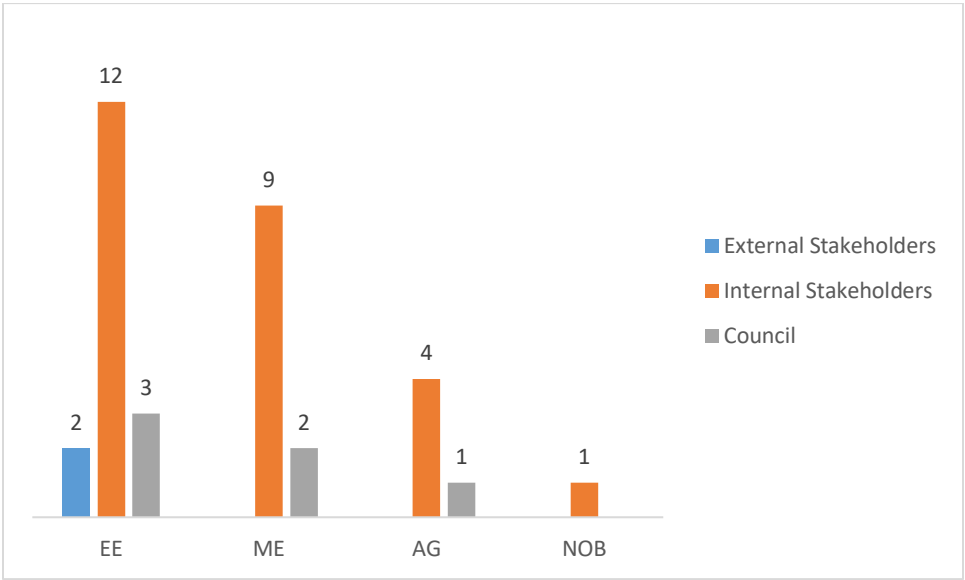
Exhibits a short-term and long- term forward- thinking approach to the State of the City.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	1	11	3	15	44.1%
Meets Expectations (ME)	0	11	2	13	38.2%
Area for Growth (AG)	0	2	1	3	8.8%
Not Observed/ No Basis for Judgement (NOB)	1	2	0	3	8.8%



Receptive to a changing environment.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	2	11	3	16	47.1%
Meets Expectations (ME)	0	11	2	13	38.2%
Area for Growth (AG)	0	4	1	5	14.7%
Not Observed/ No Basis for Judgement (NOB)	0	0	0	0	0.0%



External Stakeholders:

- Mikki continuously seeks creative solutions to improve efficiency with the Nevada Municipal Clerks Association.

Internal Stakeholders:

- a great grasp of the short term and well as the long term results and considerations.
- None
- Mikki strives to make processes effective and efficient. She encourages the team to explore different solutions and provides support when better approaches are possible. I frequently hear ""How can I help?"" and ""What do you need?"" from Mikki as she actively supports her staff. From Boards and Commissions to Records Management and Parking Enforcement, she consistently drives the City forward with practical improvements. Her approach to efficiency is about finding smarter ways to accomplish our goals while maintaining quality. She creates an environment where team members feel comfortable suggesting new ideas, knowing she'll give thoughtful consideration to their proposals. When a promising solution emerges, Mikki provides the resources and backing needed to implement it successfully, removing obstacles that might prevent progress.

Council:

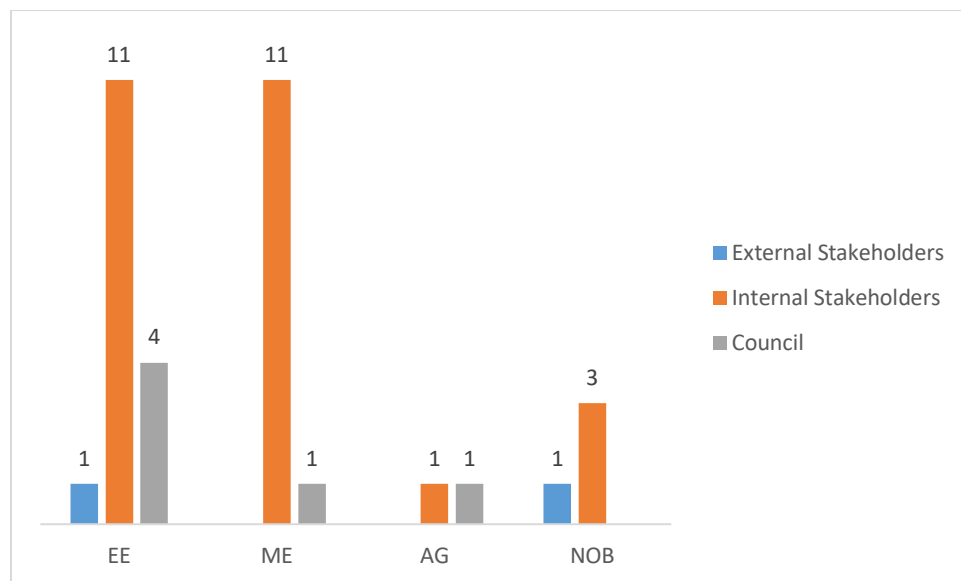
- I have shorter history at the City so my comments come from very limited exposure to Mikki's process. What I do know is that she has been with the city growing through challenging times with us, she brings a calm and kind nature to challenging personalities, I can only assume she does the same regarding the goals, objectives and priorities of her team and department.
 - Mikki embraces innovation and continuously improves her processes. Her modernization of records management and ability to handle increasing volumes of public records requests reflects her dedication to transparency and service.
 - I have experienced a receptiveness to change but then very little communication on said changes so very hard to gage implementation of the change.
 - City Clerk Huntsman has demonstrated that she is willing to take big steps to move the City of Reno towards new innovation in processes to meet both short term and long term strategic and financial goals by reevaluating the necessity of many processes that may have become cumbersome over time due to turnover, loss of institutional knowledge, inadequate processes auditing, etc. Clerk Huntsman has demonstrated she is not afraid to take daunting and potentially unpopular challenges head on for the betterment of the City of Reno.
-

Management:

Roles of Charter

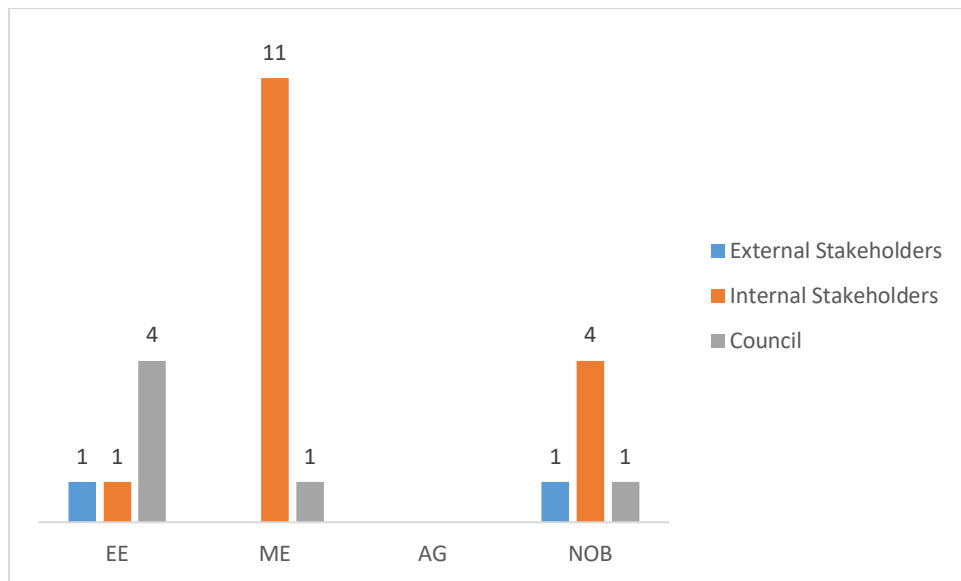
Knowledgeable, effective and efficient use of authority granted by the City Charter to the City Manager, the City Council, City Clerk, and other elected or appointed positions.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	1	11	4	16	47.1%
Meets Expectations (ME)	0	11	1	12	35.3%
Area for Growth (AG)	0	1	1	2	5.9%
Not Observed/ No Basis for Judgement (NOB)	1	3	0	4	11.8%



Respectful of the delegation of powers described in the Charter.

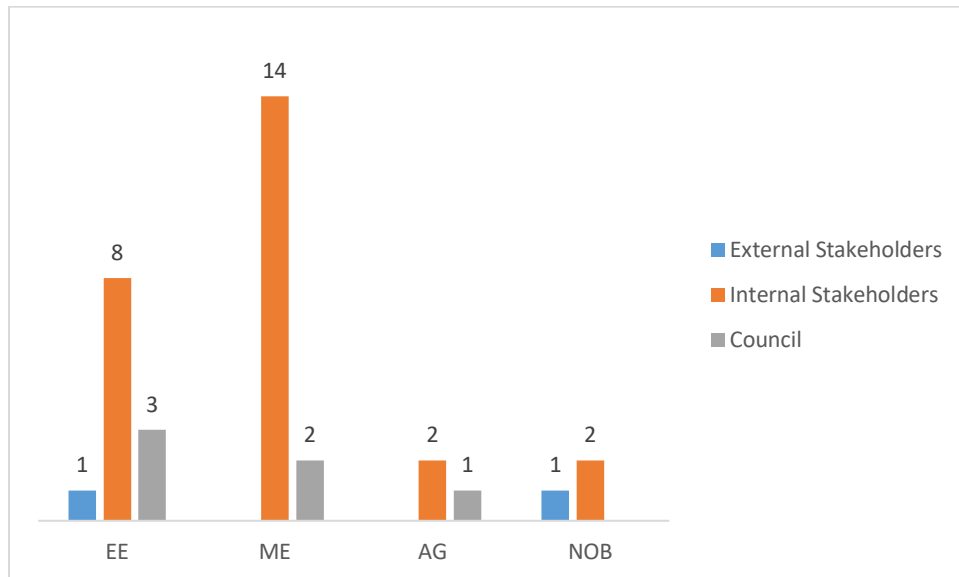
Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	1	1	4	6	25.0%
Meets Expectations (ME)	0	11	1	12	50.0%
Area for Growth (AG)	0	0	0	0	0.0%
Not Observed/ No Basis for Judgement (NOB)	1	4	1	6	25.0%



Conduct of City Council Meetings

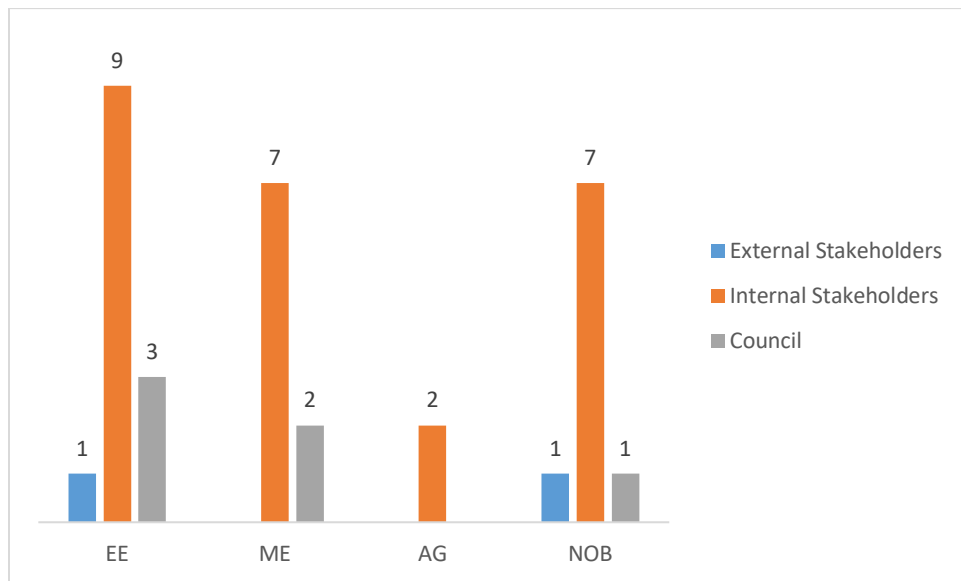
Initiates responses to issues and concerns that the Council and/or public poses.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	1	8	3	12	35.3%
Meets Expectations (ME)	0	14	2	16	47.1%
Area for Growth (AG)	0	2	1	3	8.8%
Not Observed/ No Basis for Judgement (NOB)	1	2	0	3	8.8%



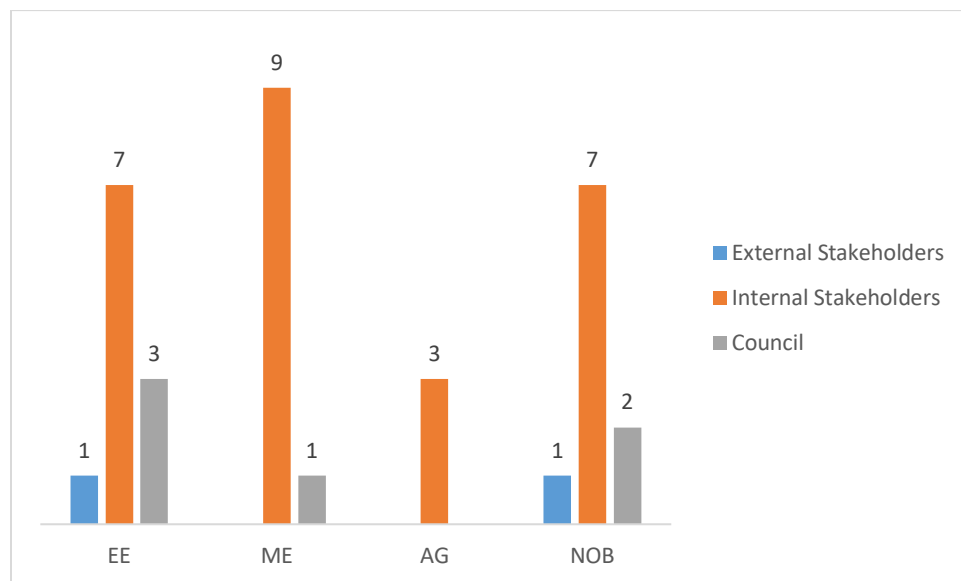
Ability to delegate authority, granting proper authority at the proper times.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	1	9	3	13	39.4%
Meets Expectations (ME)	0	7	2	9	27.3%
Area for Growth (AG)	0	2	0	2	6.1%
Not Observed/ No Basis for Judgement (NOB)	1	7	1	9	27.3%



Sound judgment in the evaluation of when delegation is appropriate.

Rating	External Stakeholders	Internal Stakeholders	Council	Total	Total%
Exceeds Expectations (EE)	1	7	3	11	32.4%
Meets Expectations (ME)	0	9	1	10	29.4%
Area for Growth (AG)	0	3	0	3	8.8%
Not Observed/ No Basis for Judgement (NOB)	1	7	2	10	29.4%



Comments for Management:

External Stakeholders:

- *This area has not been observed by me.*

Internal Stakeholders:

- *She is great at delegating authority when applicable.*
- *Mikki demonstrates exceptional understanding of municipal governance. She consistently respects the delegation of powers while showing remarkable initiative in addressing Council and public concerns. While I have not directly observed her delegation practices, her grasp of governance principles and sound judgment in other aspects of her role suggest she approaches all responsibilities with the same level of competence.*

Council:

- *I see Mikki working and empowering her team at Council meetings.*
 - *Mikki 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.*
 - *Hard to gage when my department doesn't reside in her department to witness interactions with others. I will include what I have observed is there is a level of frustration with other departments.*
 - *City Clerk Huntsman has demonstrated a strong understanding of the City of Reno Charter, and NRS codes, particularly during boards and commissions meetings, including city council meetings. Clerk Huntsman has also shown a tremendous ability to delegate to staff when appropriate, and knows when to step in and address issues that may arise with the public and the press. Clerk Huntsman has shown an incredible ability to wear many hats in the face of a significant staffing shortage for her department. The Clerk department's ability to continue meeting the public's needs, and complying with legal requirements is a testament to Clerk Huntsman's ability to delegate as needed and use her limited resources as efficiently as possible.*
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General Comments:

In a brief narrative, please describe:

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

External Stakeholders:

- Easy to talk to and shares knowledge.
- Mikki's outstanding performance and dedicated involvement with the Nevada Municipal Clerks Association is a reflection of her professionalism, leadership, and a strong commitment to advancing the profession.

Internal Stakeholders:

- Approachability
- Her ability to listen, take feedback and suggestions to make sound decisions on a nonbiased level and always put the best interest of the public and City.
- City Clerk is always open to new ideas and ways to implement them.
- Efficient with role in council meetings
- Mikki is an excellent communicator, is great at building relationships and promotes growth and innovation often. Mikki is knowledgeable, respectful, and open to feedback and new ideas. She is flexible and great at problem solving.
- Mikki represents the City well and strives to ensure that her office is meeting the high bar of excellence that the City Council expects.
- I think Mikki does an excellent job with thinking big picture and identifying what steps can be taken to achieve the goal.
- In public, the City Clerk displays a professional demeanor.
- Ability to stay calm and focused during council meetings.
- Her responsiveness and sound judgement.
- The City Clerk has demonstrated an understanding of the short and long term implications of her actions and those of Council.
- Mikki is one of the most responsive Directors within the COR. I appreciate her willingness to assist anytime I have asked for help.
- I am please and impressed with her knowledge of both the Clerks Office and the City as a whole. She has created a remarkably cohesive work environment that I've rarely encountered throughout my career. This unity enables her department to function efficiently while maintaining positive working relationships.
- She's easy to work with and very responsive.

Council:

- Excellent knowledge of City Charter.
- I am confident that I will have all of the legal and necessary information required to be able to prepare for, participate in, and make sound decisions in my job because the work that the City Clerk's department does sets me up for success in this role. Mikki makes it easy for me to do my job legally and ethically.
- I am most pleased with Mikki's professional growth and leadership. She has become a highly capable, collaborative, and respected figure in City Hall. Her team-building skills and commitment to service excellence have strengthened the Clerk's Office significantly.
- The City Clerk has demonstrated a strong commitment to ensuring the success of the City of Reno by providing exceptional oversight, public requests, and engagement with city council.
- She's always extremely polite one on one. She gets information to council members timely upon request.
- I appreciate Clerk Huntsman's respect for her position. She understands how very important her roll is at the City of Reno and I appreciate her willingness to continue providing the same level of respect for the position no mater the budget or staffing situation. She is in the trenches getting the work done, looking for better solutions, open to suggestions, and is always gracious when providing feedback. I appreciate Clerk Huntsman's dedication to the City of Reno and her team.

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

External Stakeholders:

Internal Stakeholders:

- Holding direct reports accountable for their actions.
 - If we could clone the City Clerk, that would be great.
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- *Based on my personal experience, from the time I have been here I do not see any areas for improvement. I would suggest the City Clerk keep the great communication with her team and individuals in all departments as it has created a great relationship.*
 - *Over the last year, the clerk has missed many key meetings where she volunteered to lead or participate in key city initiatives. There was little or no communication prior to missing meetings. She failed to keep her commitment to others team members. Suggestions for improvement include: Keep commitments (show up). Missing meetings or not participating should be the exception not the norm. Communicate ahead of time when and if commitments can't be made. Provide insights and share in the work even when attending meetings is not possible. Be an engaged leader not only for the clerks office but as a model for others.*
 - *NOB*
 - *Finding more support so she can delegate more tasks.*
 - *In order to continue to excel in records management and maintaining the public trust, improve understanding of the uses of artificial intelligence for possible inclusion in workload leveling as well as limitations that may exist.*
 - *We're in a rapidly changing environment and often in the position of being very reactive. It's not always avoidable, but I'd like to see additional dedicated effort to long term solutions for issues on the horizon.*
 - *More ownership over areas that they are tasked with - parking garage and the collection of fines/fees.*
 - *None that I can think of.*
 - *N/A*
 - *I honestly cannot identify any significant areas where Mikki needs improvement. In my short time here, she consistently demonstrates impressive performance across all aspects of her role as City Clerk. Her knowledge, communication skills, leadership abilities, and commitment to excellence are already at an outstanding level. The way she manages her office, supports her team, and serves the public sets a high standard. Rather than suggesting areas for growth, I would encourage maintaining the trajectory towards her vision. If opportunities for professional development arise, I'm confident she'll pursue them with the same dedication she brings to all her responsibilities.*
 - *I think that baseline Boards and Commissions responsibilities should be supported by the clerk for consistency and compliance.*

Council:

- *From a distance, it looks like there is room for growth with other City divisions regarding communication and collaboration.*
- *I haven't been here long enough to identify areas of growth if I am being fair and honest.*
- *Mikki should continue expanding her leadership presence citywide and mentoring the next generation of public service professionals. She is already on a strong path and should continue innovating and leading with transparency and integrity.*
- *I would like to see the City Clerk work on cross training staff to better prepare for seasons of flux; exemplified by the current financial situation for the City. The clerks ability to prepare herself and staff in this manner will help ensure superb services to the community.*
- *Provide more transparency and daily decisions to all departments necessary and council members. Must understand that criticism information should be shared with council and departments so it doesn't put City at risk. She needs to take initiatives to keep communication flowing between departments and council. She needs to provide her current work products and leadership to show she's advancing the department. I feel like something has changed dramatically since her last review. I want to help but lack of communication leaves others feeling in the dark.*
- *I would like to see Clerk Huntsman be more vocal about the work that she and her team do. Both in volume and in scope. I believe they are all deserving of more credit and praise and I would love to have an opportunity to provide that to Clerk Huntsman and her team.*

Please provide any additional feedback not previously captured.

External Stakeholders:

- *Although I have not directly observed the city clerk's role in Reno, I have witnessed her professionalism and dedication through her work with the Nevada Clerks Association, which gives me full confidence in her abilities and leadership. Thank you!*

Internal Stakeholders:

- *I have never worked anywhere, where there is so much support for all.*
 - *None*
 - *Mikki is an excellent leader and is very supportive of her staff. She takes upholding the City's values seriously and leads in a way that reflects that.*
 - *Mikki is a wonderful team leader. It's great to have someone as capable and caring as her on our team.*
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- None.
 - *The Clerk does of great job of developing her team and empowering them. Her team serves the City well.*

Council:

- *I enjoy working with Mikki and her team. My interactions with Mikki aren't frequent, so my feedback is limited. She is professional and provides me with what I need.*
 - *Mikki is professional, prepared, expects and is not detoured by obstacles, and leads her team with a calm integrity. I am very impressed so far.*
 - *Mikki has my full support and highest recommendation. She represents the very best of public service, and I trust her judgment, leadership, and character completely.*
 - *I think there needs to be a reset on expectations and the role the clerk plays with all departments and council. I think that there isn't much accountability and lack of structure. This could be due to the lack of communication with all departments and council representatives. I really enjoy her and hope that we can work on turning the ship around.*
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