

## STAFF REPORT

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**Date:** June 12, 2024

**To:** Mayor and City Council

**Through:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Performance evaluation for the City Clerk, including discussion of goals, objectives, accomplishments, and compensation.

**From:** Norma Santoyo, Director of Human Resources

**Department:** City Manager's Office – HR

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**Summary:**

Resolution 8351 requires Council to conduct an annual review of the City Clerk's performance in the last quarter of each fiscal year, or more often as directed by Council. 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.

**Alignment with Strategic Plan:**

Not Applicable

**Previous Council Action:**

June 7, 2023 – City Clerk Huntsman presented a staff report highlighting accomplishments and received performance feedback from Council. Council authorized a performance salary increase effective July 2023.

June 8, 2022 - City Clerk Huntsman presented a staff report highlighting accomplishments and received performance feedback from Council. Council authorized a performance salary increase effective July 2022.

August 25, 2021 - Council appointed Mikki Huntsman as City Clerk.

April 26, 2017 - Council adopted Resolution 8351, repealed Resolution 8104 and established the City Clerk's salary range, annual salary, management benefits, annual performance review, and severance benefit in accordance with Reno City Charter, Article III, Section 3.040(2).

**Background:**

On June 7, 2023, City Clerk Huntsman presented a staff report highlighting accomplishments and received performance feedback from Council. Council authorized a performance salary increase of 25% effective July 2023. The salary for the City Clerk is established by the City Council as outlined in Resolution 8351. The City Clerk's current salary is \$220,667.20.

**Discussion:**

The City of Reno Charter identifies many key responsibilities for the City Clerk, including duties related to the three divisions within the Clerk's Office: Central Cashiering, Records Management, and Council Support. The City Clerk is responsible for maintaining the official record of all City Council, Redevelopment Agency Board, Sub-Committees of the Council, and Reno City Charter Committee meetings, as well as oversight of the municipal elections. All City records are kept and maintained by the Clerk's Office, and public record requests are fulfilled by the City Clerk. The City Clerk is the official filing clerk for the City accepting Declaration of Candidacy Forms, subpoenas and/or summons, and all City appeals. The City Clerk also acts as the official collector of all City revenues to include: business license fees and penalties, development services fees and penalties, as well as the collection of parking citation appeals and fees.

The review is recommended to include: evaluation of compliance with laws and regulations, the overall performance of the City Clerk in completing her statutory duties, efficiencies, improving customer and community service, and furtherance of other goals and matters established by the Reno City Council.

The Human Resources Department facilitated a 360 degree performance evaluation process. The process included a self-evaluation from the City Clerk, a review from each Council Member, reviews from subordinate staff, and invitation for reviews from colleagues from in and out of the organization. The Clerk's self-evaluation and summary results are provided as supporting material.

**Financial Implications:**

Any increase will be incurred by the General Fund for fiscal year (FY) 24/25.

**Legal Implications:**

Nevada Revised Statutes (NRS) 241 requires the performance review of certain appointed public officers to be conducted in an open public meeting in compliance with Nevada's Open Meeting Law.

**Recommendation:**

Staff recommends Council complete the annual performance evaluation of the City Clerk for the past year of employment, provide direction to the City Clerk on performance goals for the upcoming fiscal year, and determine any changes to annual compensation for the City Clerk and updates to corresponding Resolution 8351.

**Proposed 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.

**Attachments:**

Resolution 8351

360 Performance Evaluation Summary

2024 Huntsman OML Waiver