

STAFF REPORT

Date: June 14, 2023

To: Mayor and City Council

Thru: Doug Thornley, City Manager

Subject: Staff Report (For Possible Action): Annual City Manager's performance evaluation, including discussion of impressions, accomplishments, and goals; discussion regarding amending the City Manager's employment contract.

From: Cody Freeman, Human Resources Business Partner

Department: City Manager's Office – HR

Summary:

The City Manager's Second Amended and Restated Employment Agreement requires the City Manager's annual performance review be held in the last quarter of each fiscal year, or more often as directed by Council. Further, the Council and City Manager shall jointly define goals and performance objectives deemed necessary for proper operation of the City in the attainment of Council's policy objectives and shall establish the relative priority among the various goals and objectives.

Previous Council Action:

- June 8, 2022 - Council conducted the City Manager's annual performance evaluation and moved to amend the employment agreement to include a longevity benefit. See attached Second Amended and Restated Employment Agreement.
- October 27, 2021 – Council conducted the City Manager's annual performance evaluation and moved to amend the employment agreement and increase the annual compensation. See attached First Amended and Restated Employment Agreement.
- August 26, 2020 - Council entered into an employment agreement with Douglas Thornley to serve as Reno's City Manager effective October 12, 2020. See attached Employment Agreement.

Discussion:

As outlined in the Employment Agreement, the City Manager is responsible for performing the functions and duties specified in Section 3.020 of the Reno City Charter, City ordinances, resolutions, rules and policies, and any other functions and duties determined by the City Council, provided such functions and duties are not inconsistent with or in conflict with the

provisions of the Employment Agreement, the Reno City Charter or any other applicable law or regulation.

The City Manager's annual performance review will be held in the last quarter of each fiscal year, or more often as directed by Council. Council and the City Manager shall jointly define goals and performance objectives which they deem necessary for proper operation of the City in the attainment of Council's policy objectives and shall establish the relative priority among the various goals and objectives.

In May 2023, the Human Resources Department facilitated a 360 degree stakeholder performance evaluation process. The process included a self-evaluation from the City Manager, a review from Councilmembers, reviews from subordinate staff, and reviews from community leaders.

Financial Implications:

A 2.5% cost of living increase is included in the FY 23/24 budget. Additional compensation will be incurred by the General Fund.

Legal Implications:

NRS 354.626(2)(e) indicates employment contracts may not exceed two years, without a separately approved and executed amended contract. Additionally, Council must approve the contract in a public meeting.

Recommendation:

Staff recommends Council complete the annual performance evaluation of the City Manager for the past year of employment and provide direction to the City Manager on performance goals for the upcoming fiscal year.

Proposed Motion:

I move to approve staff recommendation.

Attachments:

Second Amended and Restated Employment Agreement Reno City Manager (PDF)