

**Carson City
Agenda Report**

Date Submitted: 1-7-14

Agenda Date Requested: 1-16-14

Time Requested: 15 minutes

To: The Board of Supervisors

From: Heather Renschler, Ralph Andersen Associates

Subject Title: For Possible Action: To provide to Ralph Andersen the names of the organizations the Board members want represented on the Citizen's Committee and to direct Ralph Andersen to establish the committee.

Staff Summary: The Board of Supervisors entered into a contract with Ralph Andersen to conduct the City Manager search. The Board has indicated that they wish to create a Citizen's Committee to assist with the selection of the City Manager. Each Board member will be asked to provide the name(s) of the organizations they believe should be represented on the Citizen's Committee.

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other

Does this Action Require a Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve the Citizen's Committee composition consisting of members from: _____ and to direct Ralph Andersen to establish the committee.

Explanation for Recommended Board Action: The Board of Supervisors entered into a contract with Ralph Andersen to conduct the City Manager search. The Board has indicated that they wish to create a Citizen's Committee to assist with the selection. Each Board member will be asked to provide the name(s) of the group they believe should be represented on the Citizen's Committee. Ralph Andersen will reach out to the organizations and ask for a representative to serve on the committee. The committee will be subject to the provisions of the Open Meeting Law. Attached is a list of possible organizations the Board members may wish to use.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A- this service is provided in the Ralph Andersen contract approved by the Board of Supervisors on December 5, 2013.

Explanation of Impact: N/A

Supporting Material: List of suggested organizations

Prepared By: Melanie Bruketta, HR Director *MB*

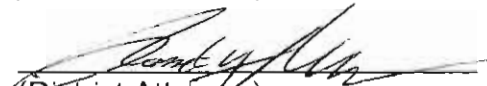
Reviewed By:


(Interim City Manager)

Date: 1-7-14


(Finance Director)

Date: 1/7/14


(District Attorney)

Date: 1/7/14

Board Action Taken:

Motion(s): _____ 1) _____ Aye/Nays
2) _____

(Vote Recorded By)

City Manager Search Process
Suggested Composition/Stakeholders for Interview Panel
(Panel Size: Assume potential of 18 participants or less)

External Participants (One Representative from each Organization):

- Arts Community
- Board of Realtors
- Builders Association of Western Nevada (BAWN)
- Carson City Downtown 20/20
- Carson City School District
- Carson City Convention and Visitors Bureau (CCCVB)
- Carson Tahoe Hospital
- Chamber of Commerce
- Courts
- Downtown Business Association
- Northern Nevada Development Authority (NNDA)
- Western Nevada College

Regional Participants (Assume at least 2 Participants based on Applicant Pool):

- Cities of Reno ***and/or*** Sparks
- Counties of Douglas, Lyon, Storey ***and/or*** Washoe

General Public/Community Member Participant (Assume 1 Participant):

- Member of the Public – Selection by Lottery based on Interest Submitted to Human Resources Department via Announcement/Advertisement

Carson City (Internal) Participants (Assume Full Participation of 3 Groups as noted):

- Appointed Department Director (One Seat Reserved – Nominate ***or*** Selection by Lottery)
- Elected Department (One Seat Reserved - Alan Glover, Clerk Recorder)
- Union Representative (One Seat Reserved – Nominate ***or*** Selection by Lottery)