

**Carson City  
Agenda Report**

**Date Submitted:** 1/27/15

**Agenda Date Requested:** 2/5/15

**Time Requested:** 30 minutes

**To:** Board of Supervisors

**From:** City Manager

**Subject Title:** (For possible action:) Discussion and possible action to establish the process to be used for the appointment of the Carson City Treasurer as outlined in this staff report.

**Staff Summary:** The Board of Supervisors is responsible for filling the vacancy by appointing a suitable person who is an elector of Carson City.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other (specify)

**Does this Action Require a Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to establish the process to be used for the appointment of the Carson City Treasurer as outlined in this staff report.

**Explanation for Recommended Board Action:** The Carson City Treasurer resigned on Monday, January 12, 2015. Pursuant to Nevada Revised Statute (NRS) 245.150, the Clerk notified the Secretary of State of the vacancy on January 12, 2015. The term of the Board of Supervisors' Treasurer appointment will end in January of 2017. The Office of the Treasurer must be placed on the ballot in 2016 and the person elected therein will serve the remainder of the unexpired term until the next election in 2018. Thereafter, the elected Treasurer will serve the regular 4-year term. Carson City Charter Section 3.045 and NRS Chapter 249 set forth the duties and responsibilities of the Treasurer. NRS 245.043 establishes the salary for the Carson City Treasurer at \$76,013.00.

Staff recommends the following process for the appointment of the Treasurer:

- Application Packets from interested persons will be accepted by Human Resources from February 9, 2015 to March 9, 2015, 5:00 p.m. The Application Packets and supporting material submitted by interested persons will be placed on the Carson City website, [www.carson.org](http://www.carson.org), for public viewing.
- Board Members will receive a list of all applicant names on March 10, 2015. The names will be listed in alphabetical order. Each Board Member may select his/her top five applicants from the list, without discussing his/her selection with other Board Members. The lists will be returned to the Human Resources Department by March 20, 2015. The Board Members will receive the lists as support material for the April 2, 2015 Board meeting. At the April 2<sup>nd</sup> meeting, the Board will identify who will receive an interview for the position.
- April 16, 2015- the Board will conduct interviews, appoint a Treasurer and administer the oath of office or set a date for the administration of the oath of office. The term of the appointment will expire in January, 2017.

**Applicable Statute, Code, Policy, Rule or Regulation:** Nevada Revised Statute (NRS) 245.170; NRS Chapter 249; NRS Chapter 241; Carson City Charter Section 3.045.

**Fiscal Impact:** None at this time.

**Explanation of Impact:** N/A

**Supporting Material:** NRS 245.170; Carson City Charter Section 3.045; Carson City Treasurer Application Process; Carson City Treasurer Application; Acknowledgement and Release of Public Information; Secretary of State Notification; Confirmation of Compliance with Open Meeting Law and Waiver of Notice Required Under NRS 241.033(1) to Consider Character, Misconduct, or Competence of Person to Hold Position of Treasurer at a Public Meeting

**Alternatives:** The Board of Supervisors can direct staff to establish a different appointment process.

**Prepared By:** Melanie Bruketta, HR Director

Reviewed By: Lucho Hernandez  
(City Manager)

Date: 1/27/15

Urbil Afurita  
(Finance Director)

Date: 1/27/15

[Signature]  
(District Attorney)

Date: 1/27/2015

**Board Action Taken:**

Motion(s): \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nays  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## CARSON CITY TREASURER APPLICATION PROCESS

**Salary:** \$76,013/year The salary is set by Nevada Revised Statute (NRS) 245.043.

---

**Position Summary:** Pursuant to NRS 245.170, the Carson City Board of Supervisors is accepting applications for the position, which will be filled by appointment by the Board of Supervisors. Pursuant to NRS 245.170(1)(a), the term of this position will end in January, 2017. The Office of the Treasurer must be placed on the ballot in 2016 and the person elected therein will serve the remainder of the unexpired term until the next election in 2018. Thereafter, the elected Treasurer will serve the regular 4-year term. To be considered for appointment, the applicant must reside in and be a qualified elector of Carson City, Nevada. A qualified elector is a person over the age of 18 years that has actually, not constructively, resided in the state six months, and has resided in Carson City for thirty (30) days prior to the appointment. Provisions of the Constitution of the State of Nevada, Carson City Charter and applicable case law pertaining to term limits apply to this appointment.

---

**Application Deadline:** For full consideration, please complete and return the Application Packet by **Monday, March 9, 2015 at 5:00 p.m.**

---

**How to Apply:** Application Packets may be obtained from the Carson City website: [www.carson.org](http://www.carson.org) or the Human Resources Department: 201 N. Carson St., Suite 4, Carson City, NV 89701, (775) 887-2103. Applications must be submitted to:

Carson City Human Resources  
201 N. Carson St., Suite 4  
Carson City, NV 89701

---

**Application Packet:** Interested persons are invited to fill out an Application Packet. The Application Packet consists of the following:

1. Carson City Treasurer Application
2. Letter of Interest and Intent to be supplied and completed by the applicant detailing experience, including but not limited to, experience and background which would support consideration of the applicant's appointment.
3. Resume with three (3) references. Note that the resume does not replace the Carson City Treasurer Application
4. Waiver of Open Meeting Law Requirements regarding notice of intent to discuss character and competency.
5. Acknowledgement and Release of Public Information



Carson City is an Equal Opportunity Employer

---

**Application and Selection Process:** The application and selection process will include the following:

1. Completion and return of the Application Packet no later than 5:00 p.m. on Monday, March 9, 2015, which must include an e-mail address for all communications.
  2. All information provided in the Application Packet is considered to be public record and open to public inspection.
  3. Applicants may withdraw their application from consideration at any time. Please note, however, that the Application Packet will be made available to the public immediately upon submittal to the Human Resources Department.
  4. Once an Application Packet is received, it will be posted on the City's website at: [www.carson.org](http://www.carson.org).
  5. Each applicant may meet with the Mayor and Board Members, on an individual basis, to discuss his/her qualifications and interest in the position. Please be advised that any request for a meeting may be declined by the Mayor and/or each of the Board Members, at their sole discretion.
  6. Each individual member of the Board of Supervisors, without discussion with other Board Members, will return the names of their top 5 applicants to the Human Resources Department by 12:00 p.m. on March 20, 2015.
  7. On April 2, 2015, the Board of Supervisors, at their regularly scheduled meeting, will consider taking action to narrow the applicant pool to a list of finalists. All applicants are invited to attend the meeting as the action by the Board of Supervisors to narrow the applicant pool to a list of finalists will be conducted in a public meeting.
  8. On April 16, 2015, the Board of Supervisors, at their regularly scheduled meeting, will conduct interviews and make an appointment to the vacant Treasurer position. The Board of Supervisors will either administer the oath of office immediately after the appointment or set a date for administration of the oath of office.
  9. If an appointment is not made by the Board of Supervisors, the Board may, in its sole discretion, hold one or more additional meetings to consider applicants and to make the appointment for the vacant Treasurer position, which agendas will be posted in compliance with Nevada's Open Meeting Law.
  10. The person appointed to the Treasurer position must be prepared to take the oath of office, file a bond and commence the duties of the position.
- 

**Questions:** Questions should be directed to Melanie Bruketta, Human Resources Director at: (775) 283-7088.

---

**Benefits:** Benefits are determined by the Board of Supervisors and are subject to change. The benefits currently include:

- Employer paid Nevada PERS retirement
- No Social Security participation, but Medicare deduction required (1.45%)
- City paid medical, dental, vision and life insurance
- Deferred Compensation
- Smartphone stipend



# Carson City Employment Application

**EXACT TITLE OF THE POSITION  
FOR WHICH YOU ARE APPLYING**

Treasurer

## INSTRUCTIONS

**This application must be filled out completely. Please see job announcement for further instructions.**

To return application by mail, send to:

Human Resources • 201 N. Carson St., Suite 4 • Carson City, NV 89701

Applications may be dropped off in person at the address listed above.

## APPLICANT INFORMATION

Last Name	First Name	Middle Initial	
Home Address	City	State	Zip
Mailing Address	City	State	Zip
Home Telephone Number (     )	Work Telephone Number (     )	Email Address	

	YES	NO
Have you ever been convicted of a crime other than minor traffic citations (minor, for which the fine was \$150.00 or less)? If yes, please give date(s) and place(s), the specific charge(s) and fully explain the situation. A conviction is not necessarily a bar to employment. If more room is needed, please use a separate sheet of paper.	<input type="checkbox"/>	<input type="checkbox"/>
_____		
_____		

	YES	NO
Are you a qualified elector within Carson City? This means you must be over the age of 18 years and have actually, not constructively, resided in the state six months, and resided in the Carson City for thirty days prior to the appointment.	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO									
Are you related to any Carson City elected official, department head, assistant/deputy department head, the City Manager or any member of a Carson City board, agency or commission established by Nevada Revised Statutes? If yes, please list their name, the organizational unit they work with and their family relationship to you. If more room is needed, please use a separate sheet of paper.	<input type="checkbox"/>	<input type="checkbox"/>									
<table border="0"> <tr> <td>Family Member's Name</td> <td>Organizational Unit They Work For</td> <td>Relationship To You</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Family Member's Name	Organizational Unit They Work For	Relationship To You	_____	_____	_____	_____	_____	_____		
Family Member's Name	Organizational Unit They Work For	Relationship To You									
_____	_____	_____									
_____	_____	_____									

	YES	NO												
Have you ever been employed by the Carson City? If yes, please give date(s), job title(s), department location(s) and reason(s) for separation. If more room is needed, please use a separate sheet of paper.	<input type="checkbox"/>	<input type="checkbox"/>												
<table border="0"> <tr> <td>Date</td> <td>Job Title</td> <td>Department Location</td> <td>Reason For Separation</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Date	Job Title	Department Location	Reason For Separation	_____	_____	_____	_____	_____	_____	_____	_____		
Date	Job Title	Department Location	Reason For Separation											
_____	_____	_____	_____											
_____	_____	_____	_____											

**THIS APPLICATION IN ITS ENTIRETY IS PUBLIC RECORD.**

## EDUCATION AND TRAINING

NAME OF SCHOOL/PROGRAM	LOCATION (City, County, State)	DEGREE, DIPLOMA OR CERTIFICATE OBTAINED (Include degree major and minor college course work)
High School		
Business, Technical or Vocational Programs		
College/University		
Other		

List certificates, licenses and registrations you possess:

## EMPLOYMENT HISTORY

Beginning with your present or most recent position, list your employment for at least the last seven (7) years. You may include volunteer and military experience. Use additional sheets if necessary. Please fill out completely.

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (      )
Title of Position Held	Reason For Leaving	Employed From: _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of employees you supervised? \_\_\_\_\_

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (      )
Title of Position Held	Reason For Leaving	Employed From: _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of employees you supervised? \_\_\_\_\_

## EMPLOYMENT HISTORY

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (      )
Title of Position Held	Reason For Leaving	Employed From: _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Number of employees you supervised? _____		

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (      )
Title of Position Held	Reason For Leaving	Employed From: _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Number of employees you supervised? _____		

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (      )
Title of Position Held	Reason For Leaving	Employed From: _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Number of employees you supervised? _____		



## EMPLOYMENT HISTORY

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (     )
Title of Position Held	Reason For Leaving	Employed From: _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Number of employees you supervised? _____		

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (     )
Title of Position Held	Reason For Leaving	Employed From: _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Number of employees you supervised? _____		

**Please read the following statement carefully before signing and dating this application form.**

I hereby certify that all statements made in this application are true. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an appointment. I understand that neither this document, nor any offer of employment from the Carson City, constitutes an employment contract .

**I hereby acknowledge that I have read and agree to the above statement.**

X \_\_\_\_\_  
Signature/Acknowledgement

X \_\_\_\_\_  
Date Signed

**Carson City is an Equal Opportunity Employer. Individuals requiring accommodation during the application and/or hiring process should notify Human Resources at (775) 887-2103 prior to the filing deadline.**



## ACKNOWLEDGEMENT AND RELEASE OF PUBLIC INFORMATION

The undersigned acknowledges acceptance of selection as a candidate finalist for the position of Treasurer, Carson City, Nevada. The undersigned further acknowledges that he or she is hereby advised and accepts that:

(1) Carson City is a government entity or public entity under the Nevada Public Records Law (Ch. 239 of NRS) and the Nevada Open Meeting Law (Ch. 241 of NRS).

(2) Pursuant to Nevada Laws, the names of the candidate finalists and their applications and supporting materials will become public records and thereby available to the public including being posted on the webpage of Carson City. The date of release of all applications and supporting materials will be done immediately upon receipt by the Carson City Human Resources Department; and

(3) The Board will interview the candidate finalists in a public meeting on April 16, 2015 during the Board's posted meeting at the Community Center, Sierra Room, 851 East William Street, Carson City, Nevada and live broadcast on public access television and the Internet via Carson City's website and cable television broadcast system.

The undersigned hereby waives any and all rights to further notice of the above-referenced public posting of information and interview in a public meeting, including, without limitation, any notices that may be required by the Nevada Open Meeting Law, specifically including NRS 241.034 and hereby consents to these actions.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment would end in January of 2017. The office of Treasurer must be placed on the ballot in 2016 and the person elected therein would serve the remainder of the unexpired term until the next election in 2018. Thereafter, the elected Treasurer would serve the regular 4-year term.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



**CONFIRMATION OF COMPLIANCE WITH OPEN MEETING LAW AND  
WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1)  
TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE  
OF PERSON TO HOLD POSITION OF TREASURER  
AT A PUBLIC MEETING**

Carson City is accepting applications for qualified persons for an appointment to the elected position of Treasurer. Pursuant to NRS 241.033(1), in order to hold a meeting to consider the professional competence of any applicant, the Board of Supervisors must provide notice to that person of the time and place of the meeting in compliance with such statutory provisions.

The undersigned acknowledges that he/she has been personally provided at least 5 working days written notice of the Board of Supervisors meeting to be held on April 16, 2015, commencing at 9:00 a.m. or other designated later time on that date, at which the character and competence of applicants for the position of Treasurer will be considered by the Carson City Board of Supervisors.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment would end in January of 2017. The office of Treasurer must be placed on the ballot in 2016 and the person elected therein would serve the remainder of the unexpired term until the next election in 2018. Thereafter, the elected Treasurer would serve the regular 4-year term.

In addition to acknowledging actual notice in compliance with the Open Meeting Law, I hereby knowingly and voluntarily waive my rights to written notice required under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold the position of Treasurer, which appointment may be evaluated by the Board of Supervisors at any other scheduled regular and special meeting posted by Carson City relating to evaluation of applicants and the related appointment. If a regular or special meeting is scheduled, the date and time of such meeting will be provided to the applicant.

Notice is further provided to the undersigned that he/she may at any time withdraw both this waiver and related application for appointment to the position of Treasurer.

Dated this      day of                      , 2015.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Printed Name of Applicant)