

**Carson City
Agenda Report**

Date Submitted: 4/7/15

Agenda Date Requested: 4/16/15

Time Requested: 1.5 hours

To: Board of Supervisors

From: City Manager

Subject Title: (For possible action:) To interview applicants John F. McKenna, Nickolas A. Providenti and Gayle H. Robertson and to appoint one of the applicants as Carson City Treasurer for a term ending January 2017.

Staff Summary: The Board of Supervisors is responsible for filling the vacancy by appointing a suitable person who is an elector of Carson City. A thirty (30) day recruitment took place and the City received three applications from the following individuals: John F. McKenna, Nickolas A. Providenti & Gayle H. Robertson.

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 appoint _____ as Carson City Treasurer for a term ending January 2017.

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.

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: \$76,013.00 plus benefits

Explanation of Impact: Salary plus benefits (Account #: 101-0300)

Supporting Material: Application packets received from John F. McKenna, Nickolas A. Providenti & Gayle H. Robertson

Alternatives: The Board of Supervisors elect to re-open the position and make an appointment at a later date.

Prepared By: Melanie Bruketta, HR Director

Reviewed By: Nichols Masano
(City Manager)

Date: 4/7/15

Nancy Paulson
(Finance Director)

Date: 4/7/15

[Signature]
(District Attorney)

Date: 4/7/15

Board Action Taken:

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

(Vote Recorded By)

John F. McKenna CPA

RECEIVED

March 6, 2015

MAR 06 2015
ed

**Carson City
Human Resources**

Honorable Mayor and Board Members
Carson City Board of Supervisors
Carson City, Nevada

Mayor and Members of the Board;

This is my letter of interest and request to be appointed to the position of Carson City Treasurer and a statement of my intent to faithfully fulfill the duties of the office.

I have resided in Carson City for 27 years and am a Qualified Elector. My experience and background offered in support of this request for appointment is summarized in the attached documents.

Carson City has an unprecedented opportunity to review its investment and financial policies and procedures, supervised by the Treasurer. In addition to fulfilling the duties of the office of Treasurer at a high level I plan to conduct a review. I have the independence, professional qualifications, and the ability to conduct such a management review.

A primary goal of the review is suggesting to the Board and City Manager modifications to existing practices and identify future opportunities which will increase the overall efficiency of City business systems. My review and modification of the Treasurer's office operations will be conducted using the principles of Lean Enterprise Management.

Appointing me as Treasurer will allow for the operations to be independently reviewed without disrupting operations or incurring additional costs. There are external forces that make this review timely. The handling of funds worldwide has changed in the last ten years and is dramatically changing today. The citizens of Carson City expect modern billing and cash management methods. The Treasurer's office review of existing and future practices would make the fiscal management of the City more efficient. It could lead the entire City in developing enhanced modern practices. Consolidated billing, collection and cash flow management will safely increase the return on taxpayer's funds.

Additionally, I plan to provide information to the Board concerning the duties of the Treasurer and forward appropriate suggested modifications to the minimum qualifications needed to meet the duties of the office. The Treasurer is a mandated position but perhaps there are additional duties that can be added to the office to improve the efficiency of overall City government.

John F. McKenna CPA

The information on my experience and background is provided. Multiple aspects of my experience take place in the chronological same time. As a CPA my work is generally on a task or project delivery basis for one or more of a diverse clientele.

I welcome the opportunity to discuss these or other aspects of my interest, experience and background with individual members of the Board of Supervisors, privately, and with the Board as a public body in a legally noticed open meeting.

References are listed below.

Sincerely,

A handwritten signature in blue ink that reads "John McKenna". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

John McKenna CPA

References:

Peter D. Sinnott
5432 Lynnett Lane
Carson City, 89701-6716
775-690-8738
nevadamaverick@aol.com

Alan Glover
901 N. Richmond Ave
Carson City, NV 89703

Richard Stokes
1402 W. King St. / PO Box 603
Carson City, NV 89702
775-283-2100
rstokes@carson.k12.nv.us



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	
McKenna	John	F	
Home Address	City	State	Zip
4 Charleston Ct.	Carson City	NV	89706-7676
Mailing Address	City	State	Zip
PO Box 695	Carson City	NV	89702-0695
Home Telephone Number	Work Telephone Number	Email Address	
(775) 883-2908	(775) 883-2908	John@McKennaCPA.com	

	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 checked="" type="checkbox"/>

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 Carson City for thirty days prior to the appointment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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 checked="" 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									
_____	_____	_____									
_____	_____	_____									

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 checked="" 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>11/16/2011</td> <td>SUPERVISOR</td> <td></td> <td>TERM ENDED</td> </tr> <tr> <td>01/04/2015</td> <td></td> <td>BOARD OF SUPERVISORS</td> <td></td> </tr> </table>	Date	Job Title	Department Location	Reason For Separation	11/16/2011	SUPERVISOR		TERM ENDED	01/04/2015		BOARD OF SUPERVISORS			
Date	Job Title	Department Location	Reason For Separation											
11/16/2011	SUPERVISOR		TERM ENDED											
01/04/2015		BOARD OF SUPERVISORS												

THIS APPLICATION IN ITS ENTIRETY IS PUBLIC RECORD.

EDUCATION AND TRAINING

NAME OF SCHOOL/PROGRAM	LOCATION (City, County, State)	DEGREE, DIPLOMA OR CERTIFICATE OBTAINED <small>(Include degree major and minor college course work)</small>
High School Pueblo Catholic High	Pueblo, Colorado	High School Diploma
Business, Technical or Vocational Programs		
College/University Southern Colorado	Pueblo, Colorado	B.S. Accounting
Other State College		

List certificates, licenses and registrations you possess:

Certified Public Accountant 2331R - see attached Certificate of Good Standing

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 Self Employed	Name Under Which You Were Employed John F. McKenna CPA	Type of Business Certified Public Accountant
Address 469 Basque Way, Carson City NV 89703		Phone (775) 883-2908
Title of Position Held Certified Public Accountant	Reason For Leaving Continuing	Employed From: _____ Mo. 1979 Yr. To: _____ Mo. 2015 Yr.

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

Description of Task	Approx % of Time
See attached -	
Certified Public Accountant in an independent business. Provide business knowledge and services for compensation to individuals, business organizations, non-profit organizations, governments and special projects. Skills range from simple accounting to high level analysis to verification of massive accounting records systems (including forensic determination of the likely hood and materiality of missing records). Analysis of various information. Reporting the results of the analysis. Certification of the results and methods of the analysis. Management of associates, contractors, advisors, the time lines and other factors to deliver a high level useful product on time within budget.	
Number of employees you supervised? <u>NONE</u>	

Name of Employer Carson City Nevada	Name Under Which You Were Employed John F. McKenna	Type of Business Municipal Government
Address		Phone ()
Title of Position Held Supervisor	Reason For Leaving Term ended	Employed From: <u>Nov</u> Mo. 2010 Yr. To: <u>Jan</u> Mo. 2015 Yr.

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

Description of Task	Approx % of Time
A Supervisor is an elected member of a group consisting of elected members, charged with administering the County Government of Carson City Nevada a Consolidated Municipality. This Board (by majority of its members) acts as the Executive of the local government, levies taxes, administers county governmental services, and other acts as provided by the Nevada Legislature. The most important task of the individual Supervisor is to work with other members of the Board to achieve the goals of the community.	
Number of employees you supervised? <u>None</u>	

EMPLOYMENT HISTORY

Name of Employer Carson School Board of Trustees	Name Under Which You Were Employed John F. McKenna CPA	Type of Business GOVERNMENT
Address		Phone ()
Title of Position Held TRUSTEE	Reason For Leaving TERM ENDED	Employed From: _____ Mo. 1993 Yr. To: _____ Mo. 2009 Yr.

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

Description of Task	Approx % of Time
Trustee is a member of the Executive Board of the governing body of the Government (Political subdivision of the State of Nevada)	_____
As a body the members make all decisions for the Government.	_____

Number of employees you supervised? none

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 *John McKenna*
Signature/Acknowledgement

X 03 06 2015
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.



Search License Database

(enter last name or firm name)

>> enter name here

Board Information

- Contact Information
- Board Member & Staff Info
- Meeting Schedule & Minutes
- Financial Report
- Newsletter Archive
- Complaints
- Approved Regulations

Exam

- CPA Exam Instructions
- CPA Exam Scores
- CPA Exam Application
- Re-Print Your NTS **NEW**
- NASBA Payment Coupon
- Candidate Exam Tips
- 150 Hour Education Req.
- Foreign Evaluation Providers
- CPA Exam Guide
- Exam Score Timeline FAQ

Licensing

- License Application Status
- Licensing & Certification Req.
- Firm Registration
- Practice Privilege
- Fingerprinting

Renewal / Compliance

- Account Login
- CPE Audit
- License Renewal
- Continuing Education Req.
- Peer Review Req.
- Online Peer Review
- Ethics Requirement

Miscellaneous

- Forms & Applications
- Contractors Board Affidavit
- Related Websites
- State of Nevada Website
- Privacy Policy

Nevada CPA Licensee Information

JOHN F. MCKENNA, JR.
PO BOX 695
CARSON CITY, NV 89702-0695

License #: CPA-2331R
Current Status: Active

Original License Date: 09/23/1992
Valid Through 12/31/2015

License Status Definition:

Active - The license is current and in good standing. The licensee can engage in the practice of public accountancy prior to the license expiration date.

For more information regarding this Licensee contact the Nevada State Board

Phone: 775 786-0231
Email: cpa@nvaccountancy.com



Search multiple State Boards at once
[Click here for more information.](#)



Summary:

A Certified Public Accountant, licensed in Nevada with more than thirty years in accounting and business management. My experience includes twenty years of upper management executive experience in local government. Simultaneous with my local government activities my private sector business experience has provided me with a vast body of knowledge. My knowledge base is kept current and expanded through tested study each year.

Management Experience:

- Elected Carson City Supervisor – Four years.
- Elected Carson City School Trustee – Sixteen years.
- Owner – John F. McKenna CPA – Fourteen years.
- Partner – Freeman and Williams CPA's Carson City, NV - Thirteen years.
- NEXXUS Products Company Goleta, CA – General Manager.

Business Skills:

- Accounting
- Auditing
- Forensic Accounting
- Information Technology
- Investments
 - Assisting clients
 - Making decisions for clients
- Risk Management
- Human Resource Management
- Valuation
 - Business Operations
 - Real Property
 - Income streams or rights not to pay
 - Expert Witness
- Communication
- Regulatory Compliance
 - Income Tax
 - Sales Tax
 - Other
 - Personal Property
 - Franchise
 - License
 - Foreign
- Executive search and training

Business Experience:

- Provide decision making information and training to business owners and employees.
- Risk management and analysis.
- Developing and implementing accounting processes.
- Developing and implementing employee practices.
- Acquiring, disposing, maintaining, and safeguarding assets.
- Automate business processes and financial controls.
- Negotiate business and financial matters.

- Create business plans and implement these plans.
- Assist business owners, employees and other individuals in making objective effective decisions.
 - Life goals
 - Risk tolerance
 - Time frame
 - Resource availability

Carson City School Trustee - 16 years - dealing with budgets, bargaining units, Carson City, and the Community to provide the best education affordable.

- Worked to restore citizens faith in Fiscal management
- Worked to create effective parent centered management in the District
- Lead effort to acquire adequate facilities
 - Tax rate ballot
 - Bond issue
 - Debt Repayment
 - Facilities construction
- Focus on joint use of facilities to maximize the utilization of taxpayers' money
- Working with Superintendent and Board to implement efficient staffing

Committees as a Supervisor:

RTC - Regional Transportation Committee: Chairperson - Build and maintain roads, streets, walkways and related structures in Carson City. Provides the operations and equipment of the Jump Around Carson City transportation system. Work to acquire funds for the above purposes.

CAMPO – Carson Area Metropolitan Planning Organization – a multi county organization that coordinates transportation and roadway activities.

Parks and Recreation Commission – Citizen Committee that advises Carson City of Parks and Recreation activities and facilities.

Carson City (internal) Audit Committee – Recommends and works with the City and its Internal Auditor on studies, management improvement, Areas of Concern, productivity, and performance improvement. The purpose is to have knowledgeable trained citizens overseeing City operations.

Regional Legislative Committee – Board member (of two) assigned to work with other counties and Lobbyist to monitor Legislative session.

Community Involvement:

Brewery Arts Center - Director

Carson City Rotary Club - Member for 18+ years.

Tahoe Rim Trail Association - Master Trail Builder.

Work on Carson City trails.

2009 - 2010 Carson City School District Master Plan Committee, member

Community Council on Youth

Carson City Chamber of Commerce

Carson City Cable Commission

Education:

1972 B. S. Accounting – Southern Colorado State College (now -University of Southern Colorado)

40 hours of Professional Education (CPE) yearly.

National Defense - 1965 to 1968

Alan Glover
901 N. Richmond Ave
Carson City, NV 89703

February 25, 2015

Mayor Robert Crowell
Members of the Board of Supervisors
201 N. Carson Street
Carson City, NV 89701

Dear Mayor and Supervisors:

It is my great pleasure to write this letter of recommendation for John McKenna for appointment to the position of Carson City Treasurer. It goes without saying that he is very qualified for the position. His background as a CPA, School Board member, and a city supervisor speaks for itself. As you make this important decision it is good to keep in mind John's commitment to the citizens of Carson. John has always been involved and is always volunteering with so many different groups and making a difference in our community.

You could not find a better candidate to fill the position of Carson City Treasurer.

Sincerely

A handwritten signature in black ink that reads "Alan Glover". The signature is written in a cursive style with a large, looped initial "A".

Alan Glover



Honorable Robert Crowell, Mayor
Board of Supervisors
City Hall/201 N. Carson Street, Suite 2
Carson City, Nevada 89701

February 20, 2014

Dear Mayor Crowell and Board of Supervisors,

I recently learned that Mr. John McKenna is applying for the vacant position of Treasurer in Carson City and wanted to show my support for him through this letter. I have known and worked with Mr. McKenna for the past 14 years in a variety of civic functions and projects and I am proud to add my endorsement on his behalf.

Mr. McKenna owns and operates an accounting firm locally and provides expert advice and skill to clients here and abroad. However, I believe he is best known in our community as a perennial civil servant. When I think of the influential individuals in Carson City or those who are always working to make our town better, John McKenna is one who tops my list. Mr. McKenna served three terms as a Trustee of the Carson City School Board and one term as a member of the Board of Supervisors. During his tenure on both Boards, Mr. McKenna always took a leadership role and proved his worth as a savvy, committed, and fearless member. Mr. McKenna has the unique gift of being able to quickly grasp the salient point(s) of complex issues and then synthesizes and restates these points for colleagues and the public in an understandable manner. He is well known for being able to courageously state his position clearly and provide a decision based in the good of the organization. I am most familiar with Mr. McKenna's work with the Carson City School Board where his efforts culminated in providing safe, efficient, and comfortable buildings, sustaining a content and competent staff, creating a strong fiscal base, and expecting an ever-improving educational system that will serve the citizens of our community well into the future.

In addition to the formal work he has done within governmental agencies, Mr. McKenna has generously given his time, talent, and treasure to a host of worthwhile and charitable organizations in Carson City. He has assisted the Brewery Arts Center, the Boys and Girls Club of Western Nevada, the Carson City Noon Rotary Club, and in his spare time, works to build and improve wilderness access trails in and around the Lake Tahoe area.

John McKenna has the knowledge, skill, and capacity to serve as our City's Treasurer. His experience in accounting and finance coupled with his public service experience and his ability to work well with others to help solve problems makes John McKenna a natural choice to fill the position of City Treasurer. If I can be of further assistance or provide additional information please call me at 283-2100 or email me at rstokes@carson.k12.nv.us

Sincerely,



Richard W. Stokes
Superintendent

Melanie Bruketta

From: Nevadamaverick@aol.com
Sent: Wednesday, March 18, 2015 9:19 AM
To: Melanie Bruketta
Subject: John McKenna

Melanie Bruketta
Director Human Resources
Carson City, NV

I would like to give a recommendation for John McKenna for Carson City Controller:
3/16/2015

My father worked for the state of Nevada over a span of thirty years. He had wonderful jobs ranging from Chairman of the Gaming Control Board under Governor Charles Russell, and, Special Assistant to Paul Laxalt during the time Paul was both Governor and US Senator. Throughout his tenure on these jobs he always thought of himself as a public servant and went to work each and every day with the knowledge that he served and worked for the people of this state. He performed with dedication and loyalty to all Nevadans and worked daily to insure that their lives might be a little better because of his service. Because of my fathers service I have great respect and admiration for public servants.

I have worked with John McKenna on a number of projects ranging from the construction of the Carson Sports Facility at Carson High School to building trails in the Sierra Nevada. Carson City has no better public servant. He is willing to fight for all causes that benefit the people he represents and has great insight into how to make government work for the people. His terms on the school board were marked by tough but fair decisions and vigilant oversight of the public purse.

Thanks to Johns' support and oversight we have the finest public high school sports facility in the state. Last year we hosted the 2014 State Championship Track Meet. The first time here in over 50 years. Thousands came to Carson to be part of this event. We are being considered as the permanent host site for this event. This is a tremendous success for Carson City and John made it happen. His efforts for many years, both before, and during his time on the Board of Supervisors, he was greatly responsible for the building of our new recreation center. We will benefit from his contributions for decades.

I support him completely in his bid for City Controller. I feel he has every technical qualification and a lifetime history of getting things done.

Thank you for your service and your consideration!

Pete Sinnott

Owner Western Environments Landscaping
Head Coach Carson High School Cross Country
775 883 1420



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.

March 6 2015
Date

JOHN F. MCKENNA
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 ~~6th~~ day of MARCH, 2015.


(Signature of Applicant)

JOHN F. MCKENNA
(Printed Name of Applicant)

Nickolas A. Providenti
141 Heidi Circle
Carson City, NV 89701

RECEIVED

FEB 20 2015

**Carson City
Human Resources**

February 20, 2015

Melanie Bruketta
Human Resources Director
201 North Carson St., Suite 4
Carson City, Nevada 89701

Dear Ms. Bruketta:

Enclosed please find my resume and application for the Treasurer position for Carson City, Nevada. I believe that my City government experience, my professionalism and work ethic make me a perfect fit for this position.

I have worked for Carson City for the past 24 years and am currently the Carson City Finance Director. I am responsible for all budgetary and financial reporting for Carson City and the Carson City Redevelopment Authority. I am very familiar with the current systems in place and know I could "hit the ground running" if offered the position. Prior to my work in Finance, I was a Senior Property Appraiser for the Assessor's office.

As the Finance Director of Carson City for the past seven years, I have developed outstanding working relationships with the City Manager, Department Directors and Elected Officials. My work requires me to perform complex analytical assignments timely with a high degree of accuracy and within prescribed deadlines. My most recent accomplishments include:

- Worked closely with Carson City's former Treasurer in establishing the Investment Policy of the City as I am required by the Policy to maintain and review the records of the transactions and record appropriate gains and losses monthly.
- Responsible for refunding various bond issuances throughout my tenure as Finance Director that will save ratepayers and taxpayers millions of dollars in interest for the next 20+ years.
- Worked closely with City staff, the Board of Supervisors, the City's financial advisors and bond counsel to secure the Infrastructure Sales Tax bonds. The funds will be used to finish the Multi-Purpose Athletic Center, build the new Animal Shelter and fund the various corridor projects throughout the City.

- Maintaining the Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) and a balanced budget maintaining an ending general fund balance at board approved levels. We also maintained our debt rating of AA- from S&P and A1 from Moody's.
- Working closely with the City's lobbyist, Mary Walker and the "Western Nevada Legislative Coalition" monitoring legislation during the current and past four legislative sessions. This requires extensive fiscal analysis and strategies with the other counties allowing us to minimize the fiscal effects of state government legislation and expense pass downs to the counties.
- Helped establish the Internal Finance Committee, which has allowed top management to closely monitor department requests for personnel, capital needs and other unfunded requests during the unprecedented "Great Recession".
- Created the Government Accounting and Budgeting 101 course to not only help educate Supervisors and Co-workers about the complexities of government accounting and budgeting, but also the general public and organizations like the Chamber of Commerce.
- Maintained excellent working relationships with the City's Financial Advisors, Bond Counsel and other consultants – this allows us to get questions answered timely - typically whether or not certain capital projects are feasible in this economic environment and/or the type of rate increases necessary in enterprise funds to fund the capital programs.

Finally, I take great pride in the professional relationship I have with former Treasurer Al Kramer. I do believe if offered the position of Carson City Treasurer, that the learning curve will be short – and that Al would only be a phone call away should I seek his counsel on an issue. I am eligible to retire as Finance Director on July 15, 2015 and could start working as the Carson City Treasurer soon thereafter. I look forward to talking with you soon to discuss my qualifications in greater detail.

Sincerely,



Nickolas A. Providenti

Nickolas A Providenti

141 Heidi Circle, Carson City Nevada 89701
Home: 775-882-4150 Cell: 775-230-0960
Nprovidenti@charter.net

Executive Profile

Finance professional skilled in financial management and property appraisal in the public sector and public accounting. Strengths include financial analysis, budgeting, cash management, internal and external reporting and customer relations.

Professional Experience

Consolidated Municipality of Carson City

January 2008 to Current

Finance Director/Risk Manager

Carson City, Nevada

- Oversee, direct and coordinate the operation of the Finance, Risk Management and Purchasing Departments.
- Coordinate preparation of the City's Comprehensive Annual Financial Report including maintaining the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Advise the City Manager in the formulation of the annual City Budget, including compiling, researching, forecasting and analyzing revenue and expenditure data.
- Authorize and monitor City budgets and long-range financial forecasts; review and approve special and recurring reports; provide financial direction on capital project financing including working with financial advisors and bond counsel to obtain debt financing.
- Assess the City's risk environment, including developing and implementing strategies to reduce exposure; administer the general liability and worker's compensation insurance programs for the City.
- Direct the City's procurement function; responsible for the procurement of goods, services and construction contractors.

Consolidated Municipality of Carson City

November 1998 to January 2008

Senior Accounting Manager

Carson City, Nevada

- Prepare the annual budgets for City proprietary funds and the Redevelopment Authority, which include preparing and reviewing revenue forecasts, labor estimates, capital expenditures and services and supplies estimates.
- Generate multi-year income statement and working capital projections and present the budgets before the City's Board of Supervisors.
- Compile and report financial data, which includes auditing year end closure procedures including all accruals for revenues and expenditures for inclusion in the City's Comprehensive Annual Financial Report.
- Perform special fund research and analysis for departments and City staff including providing data for utility rate analysis and studies.
- Provide a variety of management reports including the annual cost allocation analysis, Debt Management Policy, and other quarterly fund reports.

Consolidated Municipality of Carson City

February 1991 to November 1998

Senior Property Appraiser

Carson City, Nevada

- Conduct field investigations and appraisals including inspecting, measuring, plotting and classifying real and personal property improvements.
- Research and produce necessary reports and prepare cases for presentation and defend appraisals before the Local and State Boards of Equalization.
- Explain appraisal procedures and policies to taxpayers.

January 1986 to February 1991

Prior Positions

- Personal Property Appraiser - Douglas County, Nevada.
- Various staff and senior accountant positions at various CPA firms in Texas, New Mexico and Nevada.

Education

University of Texas - El Paso

1985

Bachelor of Business Administration: Accounting

El Paso, Texas

Certifications

Certified Public Accountant

Chartered Global Management Accountant

References

ALVIN P. KRAMER

Investment Deputy Treasurer

State of Nevada

101 North Carson Street, Suite 4 Carson City, Nevada 89701

Office: (775) 684-5600

Akramer@nevadatreasurer.gov

JOHN PETERSON

Vice President

JNA Consulting Group, LLC

410 Nevada Way, Suite 200

Boulder City, Nevada 89005

Office: (702) 294-5100

john@jnaconsultinggroup.com

JENNIFER STERN

Attorney

Sherman and Howard

50 West Liberty Street, Suite 1000

Reno, Nevada 89501

Office: (775) 323-1980

jsstern@shermanandhoward.com



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		
Providenti	Nickolas	A		
Home Address	City	State	Zip	
141 Heidi Cir	Carson City	NV	89701	
Mailing Address	City	State	Zip	
141 Heidi Cir	Carson City	NV	89701	
Home Telephone Number	Work Telephone Number	Email Address		
(775) 882-4150	(775) 283-7143	nprovidenti@charter.net		

	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 checked="" type="checkbox"/>

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 Carson City for thirty days prior to the appointment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
--	-------------------------------------	--------------------------

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 checked="" type="checkbox"/>									
<table border="0"> <tr> <td style="text-align: center;">Family Member's Name</td> <td style="text-align: center;">Organizational Unit They Work For</td> <td style="text-align: center;">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									
_____	_____	_____									
_____	_____	_____									

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 checked="" type="checkbox"/>	<input type="checkbox"/>																
<table border="0"> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">Job Title</td> <td style="text-align: center;">Department Location</td> <td style="text-align: center;">Reason For Separation</td> </tr> <tr> <td>02/1991</td> <td>Property Appraiser</td> <td>Assessor</td> <td>Moved to Finance</td> </tr> <tr> <td>11/1998</td> <td>Accounting Manager</td> <td>Finance</td> <td>Appointed Finance Director</td> </tr> <tr> <td>01/2008</td> <td>Finance Director</td> <td>Finance</td> <td>Current position</td> </tr> </table>	Date	Job Title	Department Location	Reason For Separation	02/1991	Property Appraiser	Assessor	Moved to Finance	11/1998	Accounting Manager	Finance	Appointed Finance Director	01/2008	Finance Director	Finance	Current position		
Date	Job Title	Department Location	Reason For Separation															
02/1991	Property Appraiser	Assessor	Moved to Finance															
11/1998	Accounting Manager	Finance	Appointed Finance Director															
01/2008	Finance Director	Finance	Current position															

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 Clint High School Business, Technical or Vocational Programs	Clint, Texas	Diploma
College/University Univ. of Texas at El Paso	El Paso, Texas	Bachelor of Business Administration
Other		

List certificates, licenses and registrations you possess:

Certified Public Accountant, Chartered Global Management Accountant

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 Carson City	Name Under Which You Were Employed Nickolas A. Providenti	Type of Business Government
Address 201 N. Carson St. STE 3		Phone (775) 283-7143
Title of Position Held Director of Finance/Risk Management	Reason For Leaving N/A	Employed From: 01 Mo. 2008 Yr. To: Present Mo. Yr.

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

Description of Task	Approx % of Time
Oversee, coordinate and direct the financial affairs of the City including overseeing the preparation of the City's Comprehensive Annual Financial Report	35
Oversee, coordinate and direct the development of the annual City Budget	30
Directs the City's Risk Management Department	10
Directs the City's Purchasing and Contracts Department	10
Manages the City's debt policies	10
Assist the City Manager and Board of Supervisors in forming and implementing the City's strategic business and operational plans	5

Number of employees you supervised? 8

Name of Employer Carson City	Name Under Which You Were Employed Nickolas A. Providenti	Type of Business Government
Address 201 N. Carson St. STE 3		Phone (775) 283-7143
Title of Position Held Senior Accounting Manager	Reason For Leaving Appointed Finance Director/Risk Manager	Employed From: 11 Mo. 1998 Yr. To: 01 Mo. 2008 Yr.

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

Description of Task	Approx % of Time
Prepared budgets, audits, financial statements and varied fiscal reports primarily for the City's Enterprise Funds	50
Provided a variety of management reports including the annual cost allocation analysis, Debt Management Policy and other quarterly fund reports	20
Maintained expenditure and budgetary control accounts and records; reviewed, analyzed and adjusted budgets for departmental and City Funds	10
Performed special fund research and analysis for departments and City staff including conducting financial research and providing data for utility rate analysis and studies	10
Reviewed and analyzed accounting procedures for conformance with laws, regulations and accepted accounting practices	10

Number of employees you supervised? 2

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 2/20/2015
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.



**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 20 day of February, 2015.

Handwritten signature of Nickolas A. Providenti in black ink.

(Signature of Applicant)

Nickolas A. Providenti

(Printed Name of Applicant)



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.

2/20/2015

Date

Nickolas A. Providenti

Printed Name

Nickolas A. Providenti

Signature

RECEIVED

MAR 09 2015

**Carson City
Human Resources**

Gayle H. Robertson
650 Chelsea Place
Carson City, Nevada 89703
(775) 883-6458

March 8, 2015

Mayor Robert Crowell
Members of the Board of Supervisors
Carson City, Nevada

Dear Mr. Mayor and Members,

Please find enclosed my application packet for the position of Carson City Treasurer. I am confident that I have the qualifications and experience to fulfill the duties of this position. I look forward to the opportunity of meeting personally with each of you to further discuss my qualifications. I am excited for this opportunity and assure you that I am committed to perform it well.

I have worked for many years in the public accounting arena. Four years ago, I decided that I wanted to transition to a position utilizing my financial and administrative experience as a Certified Public Accountant to an arena other than public accounting. I feel that the experience I gained in my position as Captive Controller at Pro Group Captive Management (Pro Group) broadened my knowledge and has given me new skills that will be very useful in the Carson City Treasurer position.

A captive insurance company is a closely held insurance company formed to insure the risks of its parent company and related entities. Basically, very large companies form their own insurance company. This allows them to control their risks better than if they went with a traditional insurance company. With the captive, they can write their own policies to cover the risks unique to their industry, determine how much they want to pay in premiums into their captive, and have more control over the claims submitted to the captive for payment. These companies are highly regulated by the Division of Insurance in their state of domicile.

The captive insurance companies that we managed at Pro Group had annual premium income of over \$49 million dollars. They also had cash and investments of over \$206 million dollars. As Captive Controller, I was responsible for monitoring the cash flow

and reconciling the investment accounts each company had at various brokerages. The investment goals focused on safety, liquidity, and return on investment.

Pro Group managed approximately forty five captive insurance companies which ranged from small "pure" captives to multi-state Risk Retention Groups. Each company is required to have an annual audit by a C.P.A. firm and is required to have two actuarial studies done each year. The Board of Directors of each captive is also required to have at least one meeting a year in their state of domicile. I attended all of the meetings held in Nevada. I worked closely with the auditors and actuaries. I reviewed the audited financial statements prepared by the various C.P.A. firms that we worked with as well as the tax returns which they prepared. I enjoyed these professional relationships and working with the captive owners as well.

Pro Group Captive Management Services was awarded the 2013 "Captive Manager of the Year" by *Captive Review*, the international leading publication for risk management and captive insurance. In 2014 Pro Group was awarded the "Best in Customer Care in Captive Management". My supervisors recognized me as having a significant impact in winning these two awards.

Again, I welcome the opportunity to meet individually with each of you to discuss my qualifications and interest in being appointed the Carson City Treasurer.

Thank you for your time and consideration.

Sincerely,



Gayle H. Robertson, C.P.A.
Enclosures

RECEIVED

MAR 09 2015



Carson City Human Resources

EXACT TITLE OF THE POSITION FOR WHICH YOU ARE APPLYING

Treasurer

Carson City Employment Application

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
Robertson	Gayle	H.
Home Address	City	State Zip
650 Chelsea Place	Carson City	NV 89703
Mailing Address	City	State Zip
650 Chelsea Place	Carson City	NV 89703
Home Telephone Number	Work Telephone Number	Email Address
(775) 883-6458	(775) 721-1560	g.h.robertson@hotmail.com

	YES	NO												
<p>Have you ever been convicted of a crime other than minor traffic citations (minor, for which the fine was \$150.00 or less)?</p> <p>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.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
<p>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 Carson City for thirty days prior to the appointment.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
<p>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.</p> <table border="1"> <thead> <tr> <th>Family Member's Name</th> <th>Organizational Unit They Work For</th> <th>Relationship To You</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Family Member's Name	Organizational Unit They Work For	Relationship To You							<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Family Member's Name	Organizational Unit They Work For	Relationship To You												
<p>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.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Job Title</th> <th>Department Location</th> <th>Reason For Separation</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Job Title	Department Location	Reason For Separation									<input type="checkbox"/>	<input checked="" type="checkbox"/>
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 Miramonte High School	Moraga, CA	diploma
Business, Technical or Vocational Programs		
College/University UC Davis	Davis, CA	Bachelors degree in Economics
Other Univ of Nevada Reno	Reno, NV	1 year in the MBA program

List certificates, licenses and registrations you possess:

Certified Public Accountant June 1978

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 Pro Group Captive Management	Name Under Which You Were Employed Gayle Robertson	Type of Business Management
Address 575 S. Saliman Road Carson City, NV 89701		Phone (775) 887-2480
Title of Position Held Captive Controller	Reason For Leaving I resigned	Employed From: <u>Dec</u> Mo. <u>2011</u> Yr. To: <u>March</u> Mo. <u>2015</u> Yr.

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

Description of Task	Approx % of Time
Preparation of and review of financial statements prepared by department accountants	70%
Investment reconciliations and review of reconciliations done by department accountants	20%
Coordination of regulatory compliance and regulatory filings	10%

Number of employees you supervised? average of 4

Name of Employer Neddenriep & Associates, LLC	Name Under Which You Were Employed Gayle Robertson	Type of Business Public Accounting
Address 1693-A County Road Minden, NV 89423		Phone (775) 782-3900
Title of Position Held C.P.A.	Reason For Leaving Took a full time job	Employed From: <u>Feb</u> Mo. <u>2011</u> Yr. To: <u>Mar</u> Mo. <u>2012</u> Yr.

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

Description of Task	Approx % of Time
Preparation of tax returns for individuals and entities	85%
Review of tax returns prepared by other staff	5%
Preparation of corporate financial statements	10%

Number of employees you supervised? None

EMPLOYMENT HISTORY

Name of Employer Self	Name Under Which You Were Employed Gayle H. Robertson	Type of Business C.P.A. practice
---------------------------------	---	--

Address 650 Chelsea Place Carson City, NV 89703	Phone ()
---	-------------------

Title of Position Held C.P.A.	Reason For Leaving Took full time job	Employed From: <u>Aug</u> Mo. <u>2007</u> Yr. To: <u>Mar</u> Mo. <u>2012</u> Yr.
---	---	---

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

Description of Task	Approx % of Time
Preparation of tax returns	50%
Preparation of corporate financial statements	40%
Court accounting for a guardianship	10%

Number of employees you supervised? n/a

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? _____

GAYLE H. ROBERTSON

650 Chelsea Place Carson City, Nevada 89703
Home: 775-883-6458 Cell: 775-721-1560
g.h.robertson@hotmail.com

CERTIFIED PUBLIC ACCOUNTANT

Over thirty five years experience in all areas of public accounting. Detail oriented with strong organizational skills, analytical skills, and the ability to manage concurrent assignments efficiently and meet deadlines. Excellent written and oral communication skills.

CAREER EXPERIENCE

Pro Group Captive Management Services – Carson City, Nevada
Captive Controller December 2011 to March 2015

- Managed approximately 45 captive insurance companies to ensure their compliance with State regulations
- Prepared monthly or quarterly financial statements
- Reconciled investment accounts and managed cash flow
- Supervised 3 – 4 accountants and 1 – 2 administrative staff

Neddenriep & Associates, L.L.C. – Minden, Nevada
Senior Accountant February 2011 to March 2012

- Prepared Federal and State income tax returns for individuals and business entities
- Compiled financial statements for corporations
- Reviewed workpapers and tax returns prepared by other staff members
- Researched issues to support both tax law compliance and planning

Self-employed - Carson City, Nevada
Certified Public Accountant August 2007 to March 2012

- Prepared Federal and State income tax returns for individuals and business entities
- Prepared compiled financial statements
- Prepared court accountings for a guardianship
- Worked as an independent contractor with two public accounting firms

Allbritten/Slates C.P.A.s, L.L.C. – Carson City, Nevada
Independent Contractor September 2002 to August 2007

- Prepared and reviewed Federal and State income tax returns for individuals, trusts, business entities, and estates
- Prepared and reviewed both compiled and reviewed financial statements
- Corresponded with Federal and State taxing authorities
- Prepared court accountings for a guardianship

Freeman & Williams, L.L.P. – Carson City, Nevada

Tax Senior - Partner

September 1997 to May 2002

- Prepared and reviewed Federal and State income tax returns for individuals, trusts, business entities, and estates
- Researched issues to support both tax law compliance and planning
- Corresponded with Federal and State taxing authorities
- Prepared and reviewed both compiled and reviewed financial statements for individuals and business entities
- Hired, trained, coached, supervised and evaluated staff members

Nevada State Board of Equalization – Carson City, Nevada

Member

April 1999 to August 2000

Sat on a five member panel which heard grievances related to property tax issues and issued rulings regarding same

Resource Concepts, Inc. – Carson City, Nevada

Accounting Manager

May 1994 to September 1997

- Prepared monthly and annual financial statements
- Analyzed financial information related to cash flow needs
- Monitored employee chargeability and project manager billings
- Supervised accounting department staff
- Set up new time and billing system and accounting software which improved financial information available to principals of the firm
- Set up and monitored company 401(k) plan and employee accounts

EDUCATION AND TRAINING

- University of Nevada, Reno
Graduate classes in accounting and taxation
- University of California, Davis
Bachelor of Arts, Economics
- Eighty hours of continuing education bi-annually to maintain certification

ADDITIONAL INFORMATION

- Registered Securities Representative - Series 7 and Series 63 licenses – 2001/2002
- Member Nevada State Society of Certified Public Accountants
- Provided services to community and charitable organizations

REFERENCES

Letters attached



Shaheen Beauchamp

BUILDERS LLC

March 9, 2015

RE: Reference Letter for Gayle Robertson

To Whom It May Concern:

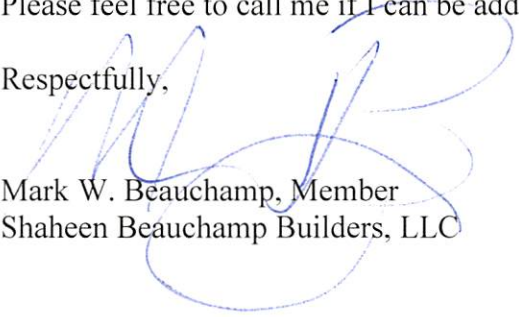
I am pleased to write this letter of recommendation for Gayle Robertson for the position of Carson City Treasurer. I have had the pleasure of knowing Gayle Robertson for approximately 15 years. I know Gayle on a personal level, but also in her professional capacity as a CPA. Gayle is a long term Carson City resident with a strong personal and family history of commitment to the betterment of Carson City. Professionally, as a CPA, I know Gayle is a person of hard work, she is committed to her position and has a broad knowledge of the accounting and financial fields.

Personally, I know Gayle as a person of high moral integrity and ethical standards.

Carson City would benefit greatly having Gayle Robertson as the City Treasurer, and I can state with the utmost confidence that she would do an outstanding job. Carson City can be assured of having a committed and trusted professional on their team.

Please feel free to call me if I can be additional assistance.

Respectfully,


Mark W. Beauchamp, Member
Shaheen Beauchamp Builders, LLC

3427 Goni Road Suite # 109 Carson City, NV 89702
NV Lic. # 47712 CA Lic. # 502803

775-885-2294

775-885-9791 fax

sbb@sbuilders.com

COMMERCIAL

FINE HOMES

TENANT IMPROVEMENT

CONSTRUCTION MANAGEMENT



Capitol Surgery
1525 Vista Lane
Carson City, NV, 89703
Phone: (775) 887.8885

5 March, 2015

Dear Mister Mayor and Board,

Letters of recommendation frequently become wars of words and moreover the reader has to have blind faith in the words of the writer. I would hire Gayle without further consideration. In the 15 yrs that I have had my solo surgical practice there has never been the need to fire anyone. I know what I want and see in a prospective employee and I would definitely hire Gayle.

During the 22 years that I have known Gayle I have witnessed a determination and dedication that few can parallel. As a private CPA, she has spent countless weekends under the pressure of timely filing of client's tax returns; there was no way she would disappoint. In her most recent position at Pro Group, she continued with her "Can Do" attitude managing people and multimillion dollar accounts. It has not been uncommon for her to spend weekend time in the office reviewing and polishing the work of the accountants she managed thereby assuring a quality product. This was done without compensation and of her own volition.

The final weekend at Pro Group Management was spent at the office completing her final project that most others would have left incomplete. When the door shut for that last time Pro Group lost a valuable employee that deserves all the kudos that her other letters of recommendation have highlighted. I would simply hire Gayle.

Mister Mayor and board members, I clearly am not an expert in accounting. I have reviewed the work responsibilities of the county treasurer and believe Gayle's experience in the private and, more importantly, commercial sector qualify her for the position. Her experience managing other accountants is also critical to the job of treasurer.

- Meticulous
- Relentless
- Tenacious

These can be added to all the other qualities that Gayle brings to her jobs and will bring to the office of treasurer. Hire Gayle and you will not be disappointed.

Sincerely,

Richard A. Bessette, M.D.

Kenneth D. Stokes
4400 Kings Canyon Rd.
Carson City, NV 89703
(775) 771-1177

March 9, 2015

Carson City Board of Supervisors
201 N. Carson Street, Suite 2
Carson City, NV 89701

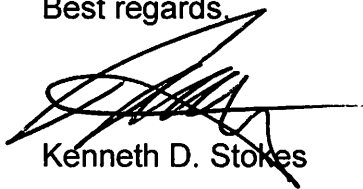
Re: Gayle Robertson / Carson City Treasurer Position

Dear Board of Supervisors,

I have known Gayle Robertson for over 40 years and I believe she would be a great choice to fill the vacant position of Carson City Treasurer. I have witnessed her long and successful career as a CPA, a mother (raising 2 boys) and a wife. Gayle is very dedicated, hard working, ethical and honest. She is organized, meticulous and precise and always gets the job done. That is just what we need in the Carson City Treasurer's Office. Gayle is a team player and will bring a refreshing perspective to the position. Her ability and reputation will be a great addition to our City Government and you will all enjoy working with her.

If you have any additional questions please feel free to contact me.

Best regards,



Kenneth D. Stokes



**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 9th day of March, 2015.

Gayle Robertson
(Signature of Applicant)

Gayle Robertson
(Printed Name of Applicant)



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.

03-09-15

Date

Gayle Robertson

Printed Name

Gayle Robertson

Signature