

**City of Carson City
Agenda Report**

Date Submitted: 7.7.15

Agenda Date Requested: 7.16.15
Time Requested: 10 minutes

To: Board of Supervisors

From: Nick Marano, City Manager

Subject Title: Action to confirm the appointment of Nancy Paulson to the position of Controller pursuant to the Carson City Charter, Section 3.073 effective August 4, 2015. (Nick Marano, City Manager, nmarano@carson.org)

Staff Summary: The Carson City Charter requires the City Manager to appoint a Controller with Board confirmation. Historically, the Finance Director has been appointed as the Controller. Nancy Paulson, Deputy Finance Director, will be appointed to fill the Finance Director position on August 4, 2015.

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 confirm the appointment of Nancy Paulson to the position of Controller pursuant to the Carson City Charter, Chapter 3.073 effective August 4, 2015.

Explanation for Recommended Board Action: The Carson City Charter requires the City Manager to appoint a Controller with Board confirmation. Historically, the Finance Director has been appointed as the Controller. Nancy Paulson, Deputy Finance Director, will be appointed to fill the Finance Director position on August 4, 2015.

The Controller:

- (a) Is the chief fiscal officer of Carson City under the direction of the manager, or the board if there is no manager.
- (b) Shall perform all of the duties required by county auditors by chapter 251 of NRS and other applicable state law. Particularly he shall comply with the provisions of subsection 4 of NRS

251.030, it being the intention of the legislature that only one set of books be kept for Carson City.

- (c) Shall establish, with the approval of the board, such bookkeeping controls and accounting systems as are necessary to carry out effectively the duties of his office.
- (d) Shall keep an accurate account of all warrants and orders in such manner that the board can, at any time, ascertain the actual indebtedness of Carson City.
- (e) As directed by the board, shall audit all books and records of any fund or department and report the findings to the board.
- (f) Shall prepare and maintain an accounting procedures manual for all departments and offices of Carson City.
- (g) Shall assist in the preparation of the budget.
- (h) Shall prepare cash flow projections for the purpose of assisting the treasurer in investing excess funds.
- (i) Shall reconcile cash balances with the treasurer's cash balance monthly.
- (j) Shall perform other duties as directed by the manager.

Applicable Statute, Code, Policy, Rule or Regulation: Carson City Charter Sec. 3.073.

Fiscal Impact: \$125,056 plus benefits

Explanation of Impact: This is a budgeted position which is allocated between the following funds:

General Fund 60% - 101-0701-415-01-01
Workers' Compensation Fund 20% - 580-0704-415-01-01
Insurance Fund 20% - 590-0745-415-01-01

Supporting Material: Carson City Charter Sec. 3.073
Resume of N. Paulson

Prepared By: Melanie Bruketta, HR Director 

Reviewed By:

Wickman and
(City Manager)

Michael P. White
(Finance Director)

[Signature]
(District Attorney)

Date: 7/7/15

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Board Action Taken:

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

2) _____ _____

(Vote Recorded By)

Sec. 3.073 - Controller: Appointment; compensation; duties.



1. The manager, with the confirmation of the board, shall appoint a controller. If there is no manager the board shall appoint the controller. The controller's salary must be fixed by the board.
2. The controller:
 - (a) Is the chief fiscal officer of Carson City under the direction of the manager, or the board if there is no manager.
 - (b) Shall perform all of the duties required by county auditors by chapter 251 of NRS and other applicable state law. Particularly he shall comply with the provisions of subsection 4 of NRS 251.030, it being the intention of the legislature that only one set of books be kept for Carson City.
 - (c) Shall establish, with the approval of the board, such bookkeeping controls and accounting systems as are necessary to carry out effectively the duties of his office.
 - (d) Shall keep an accurate account of all warrants and orders in such manner that the board can, at any time, ascertain the actual indebtedness of Carson City.
 - (e) As directed by the board, shall audit all books and records of any fund or department and report the findings to the board.
 - (f) Shall prepare and maintain an accounting procedures manual for all departments and offices of Carson City.
 - (g) Shall assist in the preparation of the budget.
 - (h) Shall prepare cash flow projections for the purpose of assisting the treasurer in investing excess funds.
 - (i) Shall reconcile cash balances with the treasurer's cash balance monthly.
 - (j) Shall perform other duties as directed by the manager.

(Added-Ch. 690, Stats. 1979 p. 1862; A-Ch. 58, Stats. 1981 p. 152)

NANCY PAULSON, CPA

Objectives

To continue my career with Carson City as Finance Director where I can best utilize my twenty-three years of experience in governmental accounting, budgeting and financial reporting.

Experience

DEPUTY FINANCE DIRECTOR • 2008 - Present

Consolidated Municipality of Carson City • Carson City, NV

- Plan, prioritize, assign, supervise and review the work of professional and technical support staff performing accounting functions.
- Manage the preparation and implementation of the City's operating budget, the supplemental operating budget and the capital improvement plan.
- Manage the preparation of the City's Comprehensive Annual Financial Report, which includes maintaining the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Provide financial analysis and counsel to City Departments on revenues, expenditures and budget issues; train City staff in various budget and financial matters.
- Manage the grant reconciliation processes and procedures.

SENIOR ACCOUNTING MANAGER • 1998 - 2008

Consolidated Municipality of Carson City • Carson City, NV

- Perform cash and grant reconciliations for all City funds; coordinate efforts of Treasurer and City departments to ensure proper recording and reporting.
- Assist in the preparation of monthly and annual financial statements with subsequent review and analysis.
- Assist in the preparation of annual departmental budgets, which includes preparing salaries, benefits and services and supplies estimates; submit budget recommendations and monitor expenditures, focusing on General Government Fund Types.
- Assist in the preparation of budget revisions, modifications, and reorganizations as necessary.
- Primarily responsible for the administration of the Comprehensive Annual Financial Report and the Certificate of Achievement for Excellence in Financial Reporting Program.
- Direct and monitor, supervise and coordinate the work of the accounting professionals, technical and clerical staff.
- Manage the City's external auditing functions; provide assistance to contracted staff during auditing processes and oversee the preparation of final reports.
- Responsible for centralized grant administration.

MANAGER • 1992 - 1998

Kafoury, Armstrong and Co. • Carson City, NV

- Six years' experience in public accounting, auditing and tax preparation.
- Planned, performed and supervised audits of local governments, school districts and a community college foundation.

- Worked closely with several departments of a governmental entity to develop their annual Schedule of Expenditures of Federal Awards.
- Extensive experience in working with clients and their employees.
- Worked with clients to develop accounting policies and procedures for their businesses.
- Involved in the hiring and evaluation of employees.

Education

UNIVERSITY OF NEVADA, RENO

1992 • Bachelor of Science in Business Administration

- Major: Accounting

Certifications

State of Nevada – Certified Public Accountant Certificate #2633

Chartered Global Management Accountant

Professional Memberships

American Institute of Certified Public Accountants

Nevada Society of Certified Public Accountants

Treasurer – Elect, Northern NV Chapter of the Association of Govt Accountants