



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: March 18, 2021

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action on the selection of a process by which to fill an anticipated vacancy in the office of Carson City Treasurer. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The current office of the Carson City Treasurer is held by Gayle Robertson. Ms. Robertson has tendered her resignation as Treasurer, to be effective prospectively on April 8, 2021. In accordance with Nevada Revised Statutes ("NRS") 245.170, the Board of Supervisors ("Board") is required to appoint a person to fill the anticipated vacancy for the remainder of Ms. Robertson's unexpired term. This agenda item is for the Board to select the process by which the vacancy will be filled.

Agenda Action: Formal Action / Motion

Time Requested: 20 Minutes

Proposed Motion

Depends on the process selected by the Board.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Gayle Robertson is the current Carson City Treasurer, but she has tendered her resignation with a prospective effective date of April 8, 2021. Pursuant to NRS 245.170(1), the Board is required to appoint a person to fill the anticipated vacancy for the remainder of Ms. Robertson's unexpired term, which runs until the first Monday of January after the next ensuing biennial election (January 2, 2023). The office of Treasurer must be placed on the ballot at that biennial election. The duties, term of office, salary and other provisions of law governing the Treasurer are set forth in art. 3, sec. 3.045 of the Carson City Charter and NRS Chapter 249. The current salary for the Treasurer, which is fixed by NRS 245.043, is \$85,553.

There are no provisions in state law or the Carson City Charter that require the vacancy to be filled by a date certain. Similarly, there are no provisions establishing the appointment process other than the general requirement that the appointment be made by the Board. Accordingly, the Board has discretion to select a process. However, to assist the Board, the Carson City Human Resources Department ("HR") recommends the following process - substantively similar to the last time a vacancy in the office of Treasurer was filled by appointment - for consideration by the Board:

1. Vacancy announcement to be posted for the submission of application packets from interested persons, to be accepted by HR from the period of March 19, 2021 to 5:00 p.m. on April 19, 2021. Completed application

packets and supporting material submitted by candidates to be published as public records on the Carson City website at www.carson.org.

2. The Board to receive all candidate information on April 20, 2021.
3. At its May 6, 2021 meeting, the Board to determine which candidates will be invited for an interview.
4. At its May 20, 2021 meeting, the Board to hold interviews for the selected candidates and appoint a Treasurer to fill the vacancy, at which time the oath of office will also be administered.

A draft vacancy announcement is attached to this agenda item for the Board's consideration.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 245.043 and 245.170; NRS Chapter 249; art. 3, sec. 3.045 of the Carson City Charter

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Provide alternative direction for the appointment process.

Attachments:

[CC Treasurer Application Process.docx](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



CARSON CITY TREASURER APPLICATION PROCESS

Salary: \$85,553.00/year 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. The term of this position will end in January 2023. (See NRS 245.170(1)(a)) The Office of the Treasurer will be placed on the general ballot in 2022 for a 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, April 19, 2021 at 5:00 p.m.

How to Apply: Application Packets may be obtained from the Carson City website: www.carson.org or the Human Resources Department: 201 N. Carson St., Suite 4, Carson City, NV 89701, (775) 887-2103. Applications can be hand-delivered or e-mailed to:

Carson City Human Resources
201 N. Carson St., Suite 4
Carson City, NV 89701
or
E-mail: cchr@carson.org

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 submitted 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. Please do not include personal identifying information on the resume that the references do not wish to have released to the public.
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, April 19, 2021, 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. Please do not include a social security number on any documents submitted.
 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.
 5. On May 6, 2021, the Board of Supervisors, at its 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.
 6. On May 20, 2021, the Board of Supervisors, at its regularly scheduled meeting, will conduct interviews and may 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.
 7. 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.
 8. 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.
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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