Item # 11A

City of Carson City
Agenda Report

Date Submitted: January 5, 2007

Agenda Date Requested: January 17, 2008
Time Requested: 5 Minutes

To: Board of Supervisors

From: Linda Ritter, City Manager

Subject Title: Action to confirm the appointment of Nick Providenti to the position of Controller pursuant to the Carson City Charter, Chapter 3.073.

Staff Summary: The Carson City Charter requires that the City Manager appoint a Controller and that the Board confirm the appointment. Historically, the Controller has also served as the Finance Director. The Board was informed on December 27, 2007 that Mr. Providenti was being considered for appointment to the position of Finance Director. On January 3, 2008, that appointment was solidified.

Type of Action Requested: (check one)

(____) Resolution (____) Ordinance
(_XX__) Formal Action/Motion (____) No Action, Presentation Only

Does This Action Require A Business Impact Statement: (___) Yes (XX) No

Recommended Board Action: I move to confirm the appointment of Nick Providenti to the position of Controller pursuant to the Carson City Charter, Chapter 3.073.

Explanation for Recommended Board Action: Past appointments of the Controller has occurred after appointment to the position of Finance Director.

Applicable Statue, Code, Policy, Rule or Regulation: Carson City Charter 3.073

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Alternatives: None offered

Supporting Material: Carson City Charter 3.073
Resume for Nick Providenti

Prepared By: Linda Ritter, City Manager

Reviewed By: ______________________________ Date: ______________
(Department Head)

______________________________ Date: 1-8-08
(City Manager)

Melanie Bukotta ______________________________ Date: 1-8-08
(District Attorney)

______________________________ Date: 1/8/08
(Finance Director)

Board Action Taken:

Motion: ______________________ 1) ______________ Aye/Nay
2) ______________

____
(Vote Recorded By)

official duties.
(Ch. 213, Stats. 1969 p. 302; A—Ch. 672, Stats. 1969 p. 1470; Ch. 673, Stats. 1969 p. 1474; Ch. 690, Stats. 1979 p. 1861; Ch. 341, Stats. 1999 p. 1410))

Sec. 3.070 District Attorney: Duties; salary.
1. The provisions of chapter 252 of NRS apply to the Office of District Attorney for Carson City but:
(a) All deputy district attorneys serve at the pleasure of the District Attorney; and
(b) Deputy district attorneys shall not engage in the private practice of law after July 1, 1979.
2. The District Attorney shall perform such other duties as may be required by:
(a) The Board; or
(b) The provisions of Nevada Revised Statutes,
➥ which apply to county district attorneys.
3. The District Attorney may, subject to the approval of the Board, contract for the services of special deputy district attorneys.
4. The District Attorney is entitled to an annual salary in the amount specified in NRS 245.043.
5. The District Attorney shall not engage in the private practice of law or any other business or occupation that creates a conflict of interest between his personal interest in the business or occupation and his official duties.
(Ch. 213, Stats. 1969 p. 303; A—Ch. 672, Stats. 1969 p. 1470; Ch. 673, Stats. 1969 p. 1475; Ch. 690, Stats. 1979 p. 1861; Ch. 58, Stats. 1981 p. 152; Ch. 341, Stats. 1999 p. 1410)

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)

Sec. 3.075 Internal Auditor: Appointment; compensation; duties.
1. The Board shall appoint a part-time or full-time Internal Auditor and fix his compensation. The Internal Auditor shall report directly to the Board.
2. The Internal Auditor shall:
(a) Investigate each office and department of Carson City to determine compliance with the Accounting Procedures Manual.
(b) Recommend changes in accounting procedures which would, in the opinion of the Internal Auditor, improve efficiency of internal controls.
(c) Conduct special investigations at the direction of the Board into any financial matter of any office or department of Carson City.
(d) Perform other duties as directed by the Board.
(Added—Ch. 690, Stats. 1979 p. 1862)

Sec. 3.077 Office of Purchasing and Contracts; Director.
1. The Board may create in Carson City an Office of Purchasing and Contracts to be administered by a Director of Purchasing and Contracts appointed by the Manager. If there is no Manager, the Board may appoint the Director of Purchasing and Contracts. The salary of the Director must be fixed by the Board.
2. If an Office of Purchasing and Contracts is created, the Director of Purchasing and Contracts shall:
(a) Administer the purchasing and contracts programs of Carson City, including the preparation, award and acceptance of formal contracts, agreements and construction bids and the purchase of materials, equipment, supplies and professional services for all offices and departments of Carson City.
(b) Comply with the provisions of the Local Government Purchasing Act.
(c) Within the limits of available money, maintain an inventory of supplies that are used on a repeated basis.
(d) With the assistance of the Controller, establish procedures for emergency purchases of materials, equipment and supplies by individual offices and departments.
(e) Perform other duties as directed by the Manager.
(Added—Ch. 690, Stats. 1979 p. 1863; A—Ch. 535, Stats. 1993 p. 2240; Ch. 72, Stats. 2001 p. 521)

Sec. 3.080 Officers: Duties imposed by Nevada Revised Statutes. Wherever any provision of Nevada Revised

Nickolas A. Providenti CPA

141 Heidi Circle
Carson City, Nevada 89701
775-882-4150
Nprovidenti@sbcglobal.net

Objective

Seeking a responsible position with a progressive organization that offers professional opportunity, where my experience/background will be of benefit to the organization and to the community.

Qualifications

Twenty years of experience in financial management and property appraisal in the public sector and public accounting. Strengths include financial analysis, budgeting, auditing, cash management and internal and external reporting. Excellent written and presentation skills.

Education

The University of Texas - El Paso **1981 - 1985**
Bachelor of Business Administration – Accounting

Relevant Experience

CITY OF CARSON CITY **Carson City, NV** **1998 - Present**

Senior Accounting Manager - Nine years of experience with Nevada's capital city as a Senior Accounting Manager for all proprietary funds, the Redevelopment Authority, and other governmental funds relating to the city's public works departments. Responsibilities include:

- Preparing the annual budgets for the above funds which includes preparing and reviewing revenue forecasts, labor estimates, capital expenditures and services and supplies estimates. This also includes preparing multi year income statement and working capital projections and defending the budgets before the City's Board of Supervisors.
- Compiling and reporting financial data, which includes auditing year end closure procedures including all accruals for revenues and expenditures and preparing the financial statements for inclusion in the city's Comprehensive Annual Financial Report.
- Supervise the accounts payable and payroll functions for the city.
- Perform special fund research and analysis for departments and city staff and conduct financial research and provide data for utility rate analysis and studies.
- Provide a variety of management reports including the annual cost allocation analysis, Debt Management Policy, Multi year Capital Plan, and other quarterly fund reports.

CITY OF CARSON CITY **Carson City, NV** **1991 - 1998**

Senior Property Appraiser - Conduct field investigations and appraisals including inspecting, measuring, plotting and classifying real and personal property improvements. Research and produce necessary reports and defend appraisals before the Local and State Boards of Equalization.

DOUGLAS COUNTY **Minden, NV** **1990-1991**

Personal Property Appraiser - Responsible for finding and appraising commercial equipment, airplanes and mobile homes. Prepare cases for presentation and defend appraisals before the Local and State Boards of Equalization.

MAX E. NELSON, CPA **Carson City, NV** **1989-1990**

Certified Public Accountant - Prepared and reviewed individual, partnership and corporate income tax returns. Performed various accounting functions including inventory control, fixed asset management and computer functions for manufacturing client. Led conversion of new accounting software.

DEAN NOLTENSMEYER & BARRACLOUGH, CPA'S **Ruidoso, NM** **1987-1989**

Certified Public Accountant - Prepared and reviewed individual, partnership and corporate income tax returns. Supervised staff accountants in the preparation of compiled and audited financial statements.

COOPERS & LYBRAND CPA'S **El Paso, TX** **1986-1987** **$22,200**

Staff Accountnant - Prepared and reviewed individual, partnership and corporate income tax returns. Reconciled various detailed bank statements in special project for mortgage banking client. Performed other various accounting functions including projections and compilations.

Certifications

Certified Public Accountant in Nevada since 1989.