



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** 10/19/17

**Staff Contact:** Nancy Paulson, Deputy City Manager / Acting CFO (npaulson@carson.org)

**Agenda Title:** For Possible Action: To confirm the appointment of Jason Link to the position of Controller pursuant to the Carson City Charter, Section 3.073 effective November 1, 2017. (Nancy Paulson, npaulson@carson.org)

**Staff Summary:** The Carson City Charter requires the City Manager to appoint a Controller with Board confirmation. Historically, the Chief Financial Officer has been appointed as the Controller. Jason Link will be appointed to fill the Chief Financial Officer position on November 1, 2017.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

I move to confirm the appointment of Jason Link to the position of Controller pursuant to the Carson City Charter, Section 3.073 effective November 1, 2017.

## **Board's Strategic Goal**

Organizational Culture

## **Previous Action**

N/A

## **Background/Issues & Analysis**

Pursuant to Carson City Charter, Section 3.073:

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 Section 3.073

**Financial Information**

Is there a fiscal impact? ☒ Yes ☐ No

If yes, account name/number: 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

Is it currently budgeted? ☒ Yes ☐ No

Explanation of Fiscal Impact: \$130,000 plus benefits

**Alternatives**

Not confirm the appointment of Jason Link to the position of Controller.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

# JASON LINK

## EMPLOYMENT GOAL

Looking for employer striving for excellence, integrity, accountability and innovative culture.

## DISTINGUISHED PUBLIC MANAGEMENT EXPERIENCE

- Direct and manage administrative, legislative, fiscal, and managerial operations.
- Executive leadership, managerial and organizational effectiveness, fiscal planning and budget accountability, human resource development, public service and communication.
- Assist departments in areas such as development of operational plans, achievement of Board goals and priorities, long range financial and capital improvement plans, organizational development, by providing policy direction, technical assistance, legislative support, managerial expertise.
- Manage relationships with economic development agencies, partner with departments, other governments, nonprofits and private businesses to achieve Board goals.
- Design and manage employee benefit plans, including health insurance, defined benefit and contribution retirement plans.
- Supervise professional, technical and clerical staff.
- A two-time attendee of Governing Magazine's Summit on Financial Leadership.

## SIGNIFICANT ACCOMPLISHMENTS

- Elected twice in general election with over fifty percent of the vote.
- Maintain an A- gpa in highly ranked public administration and policy program.
- Recommend cost saving measures including efficient and effective uses of technology.
- Coordinate fiscal affairs for thirty-eight departments.
- Serve as executive director for county service district.
- Implement changes that significantly reduce time for budget hearings, year-end close and financial statement processes.
- Design investment policy statements, including defined benefit and contribution pension plans and create policy manuals for cash management and fiscal policies.
- Complete five-year projection for general fund. Assist departments with capital and major fiscal plans.
- Recommend and implement economic development grant program, manage tourism grant program.

# JASON LINK

## Work Experience

### KLAMATH COUNTY, MARCH 2012 TO CURRENT

#### TREASURER (elected)

Responsible for all cash receipting, banking relationships, debt issuances, property tax distribution, cash and investment management functions, and recruiting, supervising and training of staff. Oregon statutory position of county treasurer. Portfolio of \$140 million.

### KLAMATH COUNTY, JANUARY 2011 TO CURRENT

#### CHIEF FINANCIAL OFFICER

Responsible for all finance functions of accounts payable, payroll, general ledger, budgeting, financial computer systems, financial reporting functions, and recruiting, supervising and training of staff. Advisor to defined benefit and contribution retirement and health insurance plans. Financial planning and rate setting for self-insured risk management plans. General Fund of \$34 million, all funds \$189 million. Oregon statutory position of county accountant.

### KLAMATH COUNTY, MARCH 2011 TO JANUARY 2012

#### TAX COLLECTOR

Responsible for property and transient lodging tax collection, including property tax foreclosure and transient lodging tax distribution, and recruiting, supervising and training of staff. Oregon statutory position of tax collector. Property tax assessment of \$66 million, transient room tax of \$2 million.

### MOLATORE, SCROGGIN, PETERSON & CO, JULY 1999 TO DECEMBER 2010

#### SENIOR AUDIT MANAGER

Responsible for audit practice of regional CPA firm, including supervising and training of staff. Industries served include government, nonprofit, temporary employment agency, insurance agency, manufacturing (door & window), and natural resource management (timber & minerals). Clients include: JELD-WEN, revenue of \$2 billion; City of Klamath Falls, revenue bond issue of \$330 million. Peer-review of all CPA firms in Guam.

## Credentials

- CERTIFIED PUBLIC ACCOUNTANT (CPA), MUNICIPAL AUDITOR
- CHARTERED GLOBAL MANAGEMENT ACCOUNTANT (CGMA)
- CERTIFIED COUNTY TREASURER AND FINANCE OFFICER

# JASON LINK

## Education

- AMERICAN UNIVERSITY
  - Masters of Science, August 2018
  - Public Administration and Policy
- UNIVERSITY OF OREGON | Eugene, Oregon
  - Bachelor of Science, June 1999
  - Accounting
- UMPQUA COMMUNITY COLLEGE
  - Associate of Arts, June 1997
  - Business Administration

## PROFESSIONAL AND COMMUNITY SERVICE

OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION, OCTOBER 2014 TO CURRENT

EDUCATION COMMITTEE MEMBER

Responsible for obtaining speakers and scheduling for semi-annual conferences.

OREGON ASSOCIATION OF COUNTY TREASURERS AND FINANCE OFFICERS, OCTOBER 2013 TO CURRENT

BOARD MEMBER

Responsible for finances, management and general leadership of the association.

KLAMATH COMMUNITY COLLEGE FOUNDATION, JUNE 2009 TO FEBRUARY 2015

TREASURER AND SECRETARY

Responsible for finances, management and general leadership of the foundation.

KLAMATH COMMUNITY COLLEGE, JANUARY 2009 TO JUNE 2009

BOARD MEMBER

Responsible for overall management and administration of the College.