



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** 06/21/18

**Staff Contact:** Nancy Paulson, Interim City Manager

**Agenda Title:** For Possible Action: To confirm the appointment of Sheri Russell to the position of Controller pursuant to the Carson City Charter, Section 3.073 effective June 22, 2018. (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. Sheri Russell will be appointed to fill the Chief Financial Officer position on June 22, 2018.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

I move to confirm the appointment of Sheri Russell to the position of Controller pursuant to the Carson City Charter, Section 3.073 effective June 22, 2018.

## **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 Sheri Russell to the position of Controller.

**Board Action Taken:**

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

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

Aye/Nay

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(Vote Recorded By)

**Sheri Russell**  
**SRussell@Carson.Org**

**SKILLS SUMMARY** I am a Certified Public Accountant with over 18 years of experience primarily in Governmental Accounting and benefit plans. I also performed some gaming audits, and tax preparation. Skilled in analyzing data, performing and managing audits, financial statement (CAFR) preparation, budget preparation, grant reconciling and examining internal control procedures. Solid background in, and knowledge of various financial accounting systems.

**COMPUTER SKILLS** GMBA/SunGuard, Excel, Word, QuickBooks, Adobe Standard & Professional, PowerPoint, Engagement, Estate Valuation, T-Value, etc.

**EDUCATION** Bachelor's Degree from University of Nevada - Reno

## ACCOUNTING EXPERIENCE

May 2011 to      **Deputy Chief Financial Officer**  
Current              City of Carson City, Nevada  
                         Carson City, NV

Manage the Finance Departments day to day operations, heavily involved in the issuance and management of Debt, Insurance Committee, OPEB Trust Management, CAFR Preparation, and Budget Preparation.

- Worked with CFO to establish the OPEB Trust Fund, and currently managing it, preparing all board items and organizing meetings.
- Working closely with various departments during budget preparation, budget augmentations, and CAFR Preparation throughout the year.
- Working closely with Component Units and Agency Funds as necessary.
- Managing the day to day operations of the Finance Department.
- Implemented the current purchase order processing and its internal control system.
- Coordinate the annual CAFR audit and OPEB audit.

January 2000  
to May 2011 **Senior Manager**  
Kafoury, Armstrong & Co.(bought by Eide Bailly LLP)  
Reno, NV

Manage concurrently running engagements, including planning, performance and completion of various audit engagements.

- Specialized in governmental audit engagements, including State of Nevada, Washoe County, Tahoe Regional Planning Agency, Sparks, Regional Transportation Commission, to name a few.
- Specializing in auditing multi-employer, single employer, and 401(k) benefit plans, including defined benefit, defined contribution and health and welfare arrangements.
- Experience in audits of construction companies, gaming, non-profit, and title companies, as well as reviews and compilations.
- Heavy supervision, training and review responsibilities.

- Prepare and/or aid the client in preparing an annual financial statement or Certified Annual Financial Report.
- Prepare audit adjustment reports and findings.
- Act as a liaison between the client, the Partner/Shareholder, and audit team.
- Various tax preparation responsibilities including Form 5500, Form 1040, Form 1120 and 1120S, and Form 990's.

March 1999 – **Full Time Accountant**

January 2000      Greg Gilbert, CPA  
Reno, NV

Performing analysis of data and exhibit preparation in connection with litigation support services, mainly related to divorce proceedings.

- Performed reviews and analysis of client and/or spouse taxes, including businesses valuation and net disposable income calculations.
- Conduct inventory observations of fixed assets owned
- Tax preparation responsibilities including Form 1040 and Form 1120.

May 2007 – **Full Time Bookkeeper**  
March 1999      **Mike Evans, CPA**  
**Reno, NV**

Performed bookkeeping responsibilities for a business owned by Mike Evans.

- Performed Payroll, AR, AP, and tax preparation for the Lakeside Crossing Shell Station, which included a deli, 7 slot machines, and convenience store.

#### **Professional Organizations/Volunteer Work**

- Nevada State Board of Accountancy – Member since 2003
- Nevada Society of CPA's – Board Member 2 years
- Reno Active 20-30 Club – was involved for 11 years – aged out.
- Association of Governmental Accountants – Board Member 1 year