



## STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** May 6, 2021

**Staff Contact:** Melanie Bruketta, HR Director

**Agenda Title:** For Possible Action: Discussion and possible action regarding the appointment of a person to the office of Carson City Treasurer and the establishment of a start date. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Gayle Robertson, Carson City Treasurer, resigned with an effective date of 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 vacancy for the remainder of Ms. Robertson's unexpired term. On April 15, 2021, the Board directed staff to arrange for the following applicants to interview for the appointment: William Brewer, Dave Dawley, Dervis Mahmutcehajic and Andrew Rasor.

**Agenda Action:** Formal Action / Motion

**Time Requested:** 3 hours

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### **Proposed Motion**

I move to appoint \_\_\_\_\_ to the position of Carson City Treasurer with a start date of \_\_\_\_\_.

### **Board's Strategic Goal**

Efficient Government

### **Previous Action**

April 15, 2021 - the Board directed staff to arrange for all of the qualified candidates who had submitted a completed application to interview with the Board at its next meeting.

March 18, 2021 - the Board adopted a recruitment and application process to fill the vacancy in the office of Carson City Treasurer.

### **Background/Issues & Analysis**

Gayle Robertson, Carson City Treasurer, resigned with an effective date of April 8, 2021. Pursuant to NRS 245.170(1), the Board is required to appoint a person to fill the vacancy for the remainder of the 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 is fixed by NRS 245.043 and 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. At its March 18, 2021 meeting, the Board adopted a recruitment and application process to fill the

vacancy. At its April 15, 2021 meeting, the Board directed staff to to arrange for all candidates who had submitted a completed application to interview for the appointment at the next meeting of the Board on May 6, 2021. The following applicants submitted completed applications and are expected to interview with the Board for possible appointment to the office of Carson City Treasurer: William Brewer, Dave Dawley, Dervis Mahmutcehajic and Andrew Rasor.

The Board may appoint one of the applicants or, alternatively, direct staff to re-open recruitment.

**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?** Yes

**If yes, account name/number:** General Fund/Treasurer 1010300

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** The Treasurer position is budgeted each fiscal year in the amount allowed by NRS plus benefits.

**Alternatives**

Do not appoint any of the applicants and direct staff to re-open recruitment for additional candidates.

**Attachments:**

[W. Brewer Application.pdf](#)

[D. Dawley Application.pdf](#)

[D. Mahmutcehajic Application.pdf](#)

[A. Rasor Application.pdf](#)

**Board Action Taken:**

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


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

Aye/Nay

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

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

# THIS APPLICATION IN ITS ENTIRETY IS A PUBLIC RECORD

 <b>Carson City Employment Application</b>			<b>EXACT TITLE OF THE POSITION FOR WHICH YOU ARE APPLYING</b>	
			<b>Treasurer</b>	
<b>INSTRUCTIONS</b>				
<p><b>This application must be filled out completely. Please see job announcement for further instructions.</b></p> <p>Return application by hand-delivering to the address listed below or e-mailing to: <a href="mailto:cchr@carson.org">cchr@carson.org</a>              Human Resources • 201 N. Carson St., Suite 4 • Carson City, NV 89701</p>				
<b>APPLICANT INFORMATION</b>				
Last Name	First Name	Middle Initial		
Brewer	William	G		
Home Address	City	State	Zip	
2891 Panamint Rd	Carson City	NV	89706	
Mailing Address	City	State	Zip	
2891 Panamint Rd	Carson City	NV	89706	
Home Telephone Number	Work Telephone Number	Email Address		
( 775 ) 291-3496	( 775 ) 721-3814	wgrant.brewer17@gmail.com		
			YES	NO
Are you a qualified elector within Carson City? This means you must be over the age of 18 years and have actually, not constructively, resided in the state six months, and resided in Carson City for thirty days prior to the appointment.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you related to a Carson City elected official, department head, assistant/deputy department head, the City Manager or any member of a Carson City board, agency or commission established by the City or Nevada Revised Statutes? If yes, please list the name and relationship to you. If more room is needed, please use a separate sheet of paper.			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family Member's Name	Organizational Unit They Work For	Relationship To You		
_____	_____	_____		
_____	_____	_____		
Have you ever been employed by Carson City? If yes, please give date(s), job title(s), department location(s) and reason(s) for separation. If more room is needed, please use a separate sheet of paper.			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Date	Job Title	Department Location	Reason For Separation	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

## EDUCATION AND TRAINING

NAME OF SCHOOL/PROGRAM	LOCATION (City, County, State)	DEGREE, DIPLOMA OR CERTIFICATE OBTAINED (Include degree major and minor college course work)
High School Carson High School	Carson City, NV	General Education (2012)
Business, Technical or Vocational Programs		
College/University Grand Canyon University	Online	Sociology (Ongoing)
Other		

List certificates, licenses and registrations you possess:

Reno/Sparks Chamber of Commerce Leadership Course Graduate. Rotary Youth Leadership Academy Graduate. Eagle Scout.

## EMPLOYMENT HISTORY

Beginning with your present or most recent position, list your employment for at least the last seven (7) years. You may include volunteer and military experience. Use additional sheets if necessary. Please fill out completely.

Name of Employer Nevada Rural Housing Authority	Name Under Which You Were Employed Grant Brewer	Type of Business Housing
Address 3695 Desatoya Dr. Carson City, NV 89701		Phone ( 775 ) 887-1795
Title of Position Held Inpection Supervisor	Reason For Leaving Currentlly Employed	Employed June Mo. 2020 Yr. To: Current Mo. Current Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Schedule inspections for Housing Choice Voucher Recipients in 15 of the 17 Nevada Counties.	40%
Conduct inspections of Housing Choice Voucher units in 14 Nevada Counties	50%
Travel across the state	5%
Conduct one on ones and training with managed employee.	5%

Number of employees you supervised? One

Name of Employer Nevada Rural Housing Authority	Name Under Which You Were Employed Grant Brewer	Type of Business Housing
Address 3695 Desatoya Dr Carson City, NV 89701		Phone ( 775 ) 887-1795
Title of Position Held Mortgage and Marketing Specialist	Reason For Leaving Managerial position became available	Employed April Mo. 2016 Yr. To: June Mo. 2020 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Build relationships with lenders, realtors, homebuyers, and title representatives	20%
Generate revenue for the agency	20%
Teach courses about the agency's homebuying programs	20%
Check compliance for loans reserved with the homebuying programs.	20%
Develop marketing plans for the department	20%

Number of employees you supervised? 0

## EMPLOYMENT HISTORY

Name of Employer Carson City School District	Name Under Which You Were Employed Grant Brewer	Type of Business Education
Address 1402 W. King Street, Carson City, NV 89703		Phone ( 775 ) 283-2130
Title of Position Held Cook/Baker	Reason For Leaving Better paying position became available	Employed <u>September</u> Mo. 2015 Yr. To: <u>April</u> Mo. 2016 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Prepare food for the students and clean up after students.	40%
Take payments from students.	20%
Balance the cash registers at the end of the day	40%

Number of employees you supervised? 0

Name of Employer CIT Electronics	Name Under Which You Were Employed Grant Brewer	Type of Business Electronics Sales
Address Company changed locations. I worked there while located in Minden, NV		Phone ( 801 ) 692-1145
Title of Position Held Inventory/Shipper	Reason For Leaving Company moved to Utah	Employed <u>December</u> Mo. 2014 Yr. To: <u>June</u> Mo. 2015 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Kept track of inventory for thousands of phones and tablets	50%
Shipped out orders and made sure orders were correct.	50%

Number of employees you supervised? 5

Name of Employer North Carolina Raleigh Mission	Name Under Which You Were Employed Elder Brewer	Type of Business Ecclesiastical
Address 5060 Six Forks Rd Raleigh, NC 27609		Phone ( 919 ) 876-2091
Title of Position Held Missionary	Reason For Leaving Term of service was over	Employed <u>November</u> Mo. 2012 Yr. To: <u>December</u> Mo. 2014 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Provide service to all people in Eastern North Carolina	50%
Teach people about religion in Eastern North Carolina	50%

Number of employees you supervised? 6

## EMPLOYMENT HISTORY

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (     )
Title of Position Held	Reason For Leaving	Employed _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
Number of employees you supervised? _____		

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (     )
Title of Position Held	Reason For Leaving	Employed _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
Number of employees you supervised? _____		

**Please read the following statement carefully before signing and dating this application form.**

I hereby certify that all statements made in this application are true. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an appointment. I understand that neither this document, nor any offer of employment from the Carson City, constitutes an employment contract. I further understand that this document, in its entirety without redaction, will be made available to the public.

**I hereby acknowledge that I have read, understand, and agree to the above statements.**

X W. Grant Brewer  
Signature/Acknowledgement

X April 2, 2021  
Date Signed

**Carson City is an Equal Opportunity Employer.**

**Individuals requiring accommodation during the application and/or hiring process should notify Human Resources at (775) 887-2103 prior to the filing deadline, April 9, 2021. Applications must be hand-delivered to the address listed above or e-mailed to [cchr@carson.org](mailto:cchr@carson.org)**

Carson City Treasurer

W. Grant Brewer

2891 Panamint Rd. Carson City, NV 89706

Cell: (775)-291-3496, Email: wgrant.brewer17@gmail.com

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April 9, 2021

Melanie Bruketta

Human Resources Director

201 N. Carson St. #4

Carson City, NV 89701

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Dear Ms Bruketta:

Al Kramer, a former Carson City Treasurer, approached me regarding the vacancy for the Carson City Treasurer position. When learning about the position and hearing Mr. Kramer's faith in me, I want to make my interest in this position known. Given the opportunity, I know that the experience I have in compliance and record keeping can serve Carson City and its residents.

In all my professional positions, I have been required to understand and follow strict rules and guidelines from government entities or leadership. I have become an expert in record keeping. In my professional experience I have learned to maintain a positive and friendly demeanour with co-workers and customers alike. I am well versed in city and county government meetings. I am also a lifelong resident of Carson City. The success and advancement of Carson City is my biggest goal.

I am a complete amalgamation of experience and qualifications which are key to be a successful Treasurer for Carson City. I believe given the opportunity to meet and showcase my skills, I can show that I am the best fit for the Carson City Treasurer.

Thank you for your time and consideration.

Truly yours,



W. Grant Brewer

## W. Grant Brewer

2891 Panamint Rd. Carson City, NV 89706 – 775-291-3496 –  
wgrant.brewer17@gmail.com

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Objective	To serve the Carson City community and continue using my skills in compliance, public service, and leadership.
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Experience	<b>Inspection Supervisor</b>
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Nevada Rural Housing Authority, Carson City, NV

*July 2020 – Current*

- Scheduled inspections for 1,200 homes across 15 rural Nevada counties.
- Inspected homes of housing choice voucher recipients. Making sure each family had the essentials for a safe and sanitary home.
- Traveled across the state of Nevada.
- Worked with landlords to have items repaired in a timely manner.
- Stayed current with Housing and Urban Development guidelines regarding inspections.
- Managed the inspection team.

**Business Development Specialist**

Nevada Rural Housing Authority, Carson City, NV

*April 2016 – July 2020*

- Responsible for all marketing matters for the Homebuyer services department. My geographic responsibility was the entire state of Nevada.
- Responsible for instructing homebuyers, lenders, and realtors in workshops and other classroom-type settings, teaching them about Nevada Rural Housing Authority's homeownership programs.
- Responsible for the creation of marketing materials, such as PowerPoints and Flyers
- Visit with lenders and realtors on a daily basis to maintain program volume. I planned and scheduled which offices need to be targeted and travel the state for visits.
- I hosted the agency's half-hour AM radio show each week. As host, I coordinated guests and topics to speak about.
- Responsible for the creation and editing of the department's yearly marketing plan.
- Had to understand the concept of bond cap and financing types.

- During my time as Business Development Specialist, we had consecutive record-breaking years in loan reservations and revenue generated for the agency.

#### **Cook/Baker**

Carson City School District, Carson City, NV 89704

*August 2015- April 2016*

- Balanced the cash registers at the end of the day.
- Helped students understand the free and reduced lunch applications.
- Helped prepare food for the students.
- Assured all our records were accurate and compliant with school district guidelines.

#### **Education**

##### **High School Diploma**

Carson High School, Carson City, NV

May 2012

I served as vice president of our school's Future Farmers of America chapter. I was a member of our high school's leadership class. I earned my Eagle Scout honors while attending high school.

##### **Post-Secondary Education**

Grand Canyon University- Online, Phoenix, AZ

February 2022

I am currently attending Grand Canyon University's online program to attain my bachelor's degree in Sociology. I am on track to graduate February of 2022.

#### **Computer Skills**

- I am proficient at Microsoft Office. I am especially skilled in using PowerPoint for presentations and other graphic design tasks. I am often called on to assist with settings and presentations for other departments. (Any other programs – i.e. Adobe, Zoom, etc.?) You might want to tout your skill at using Excel since it will be a staple in the Treasurer's Office

#### **Hard working**

- While at Nevada Rural Housing Authority, I have received two "Stepping It Up Awards". These are awarded to employees who go above and beyond their own duties. I will not rest until a job is done properly.
- While at Nevada Rural Housing Authority, we were awarded two National Association of Local Housing Finance Agencies' Program Excellence awards for our Single Family Housing program. These are awarded to high performing agencies with innovative programs. Only one recipient is awarded each year. Being part of a team of only three, I played a pivotal role in this prestigious recognition.

### Public Speaking

- I am a former member of Toastmasters International. As a member I won 1st place for the humorous speaking competition held in our region. I have also won several awards for being the best speaker at club meetings.
- I was the host of Home Matters, a radio show on 1180AM KCKQ. As host of the radio show, I conduct interviews, find guests, and make sure our show is entertaining and fills our allotted time slot.
- At Nevada Rural Housing Authority, I have hosted and taught over 100 workshops for homebuyers, lenders, and realtors. I also generated materials for those courses.
- As a missionary for the Church of Jesus Christ of Latter-Day Saints, I spoke with many people of every walk of life.

### Customer Service

- It is always about the customer. During my tenure at Nevada Rural Housing Authority, we had record breaking years in volume each year I was in the department. We have nearly doubled the number of customers in our program.
- I taught more courses to future homebuyers, lenders and realtors than has ever been done in our program.

### Compliance

- As the Marketing Assistant, it was my responsibility to determine eligibility of applicants for the Mortgage Credit Certificate tax credit program.
- As a cook for the Carson City School District, I learned to follow regulations on how food was prepared. I also learned to how to document our compliance and correct issues.
- As Inspector I must follow rigid HUD guidelines.

### Community Oriented

- I was born and raised in Carson City.
- As my Eagle Scout project, I collected over one ton of food for Ron Wood Center, FISH, and Food for Thought organizations.
- I am a foster parent for the state.
- I have made several connections with county and city leaders.
- Completed the Reno-Sparks Chamber of Commerce leadership course in 2020.

- Have helped countless individuals from Carson City into homes via purchasing or renting with the Housing Choice Voucher program.
-

Al Kramer- Retired Carson City Treasurer and Retired State Representative.

- 775-721-5865
- [Al.Kramer@asm.state.nv.us](mailto:Al.Kramer@asm.state.nv.us)

Roger Mancebo- Retired two-time president of Nevada Association of Counties

- 775-273-2351
- [RMancebo24@gmail.com](mailto:RMancebo24@gmail.com)

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Diane Arvizo- Director of Homebuyer Services at the Nevada Rural Housing Authority

- 775-750-7208
- [DArvizo@NVRural.org](mailto:DArvizo@NVRural.org)



## ACKNOWLEDGEMENT AND RELEASE OF PUBLIC INFORMATION

The undersigned acknowledges acceptance of selection as a candidate for the position of Treasurer, Carson City, Nevada. The undersigned further acknowledges that he or she is hereby advised and accepts that:

(1) Carson City is a government entity or public entity under the Nevada Public Records Law (Ch. 239 of NRS) and the Nevada Open Meeting Law (Ch. 241 of NRS); and

(2) Pursuant to Nevada Laws, the names of the candidate finalists and their applications and supporting materials will become public records and thereby available to the public including being posted on the webpage of Carson City. The date of release of all applications and supporting materials will be done immediately upon receipt by the Carson City Human Resources Department without redaction; and

(3) The Board will interview the applicants of their choosing in a public meeting on May 6, 2021 during the Board's posted meeting at the Community Center, Robert "Bob" Crowell Board Meeting Room, 851 East William Street, Carson City, Nevada and live broadcast on the internet via Carson City's website.

The undersigned hereby waives any and all rights to further notice of the above-referenced public posting of information and interview in a public meeting, including, without limitation, any notices that may be required by the Nevada Open Meeting Law, specifically including NRS 241.034 and hereby consents to these actions.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment will end in January 2023. The office of Treasurer must be placed on the ballot in 2022 and the person elected therein will serve the regular 4-year term.

April 7, 2021

Date

William Grant Brewer

Printed Name

A handwritten signature in dark ink, appearing to read "W. G. B.", is written over a horizontal line.

Signature



**CONFIRMATION OF COMPLIANCE WITH OPEN MEETING LAW AND  
WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1)  
TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE  
OF PERSON TO HOLD POSITION OF TREASURER  
AT A PUBLIC MEETING**

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Carson City is accepting applications for qualified persons for an appointment to the elected position of Treasurer. Pursuant to NRS 241.033(1), in order to hold a meeting to consider the professional competence of any applicant, the Board of Supervisors must provide notice to that person of the time and place of the meeting in compliance with such statutory provisions.

The undersigned acknowledges that he/she has been personally provided at least five (5) working days written notice of the Board of Supervisors meeting to be held on May 6, 2021, commencing at 8:30 a.m. or other designated later time on that date, at which the character and competence of applicants for the position of Treasurer will be considered by the Carson City Board of Supervisors.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment will end in January of 2023. The office of Treasurer must be placed on the ballot in 2022 and the person elected therein will serve the regular 4-year term.

In addition to acknowledging actual notice in compliance with the Open Meeting Law, I hereby knowingly and voluntarily waive my rights to written notice required under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold the position of Treasurer, which appointment may be evaluated by the Board of Supervisors at any other scheduled regular and special meeting posted by Carson City relating to evaluation of applicants and the related appointment. If a regular or special meeting is scheduled, the date and time of such meeting will be provided to the applicant.

Notice is further provided to the undersigned that he/she may at any time withdraw both this waiver and related application for appointment to the position of Treasurer but withdrawing will not remove the application and documentation submitted by the applicant from the Carson City website.

Dated this 7 day of April, 2021.

W. J. B.  
(Signature of Applicant)

Grant Brewer  
(Printed Name of Applicant)

# THIS APPLICATION IN ITS ENTIRETY IS A PUBLIC RECORD



## Carson City Employment Application

EXACT TITLE OF THE POSITION  
FOR WHICH YOU ARE APPLYING

Treasurer

### INSTRUCTIONS

This application must be filled out completely. Please see job announcement for further instructions.

Return application by hand-delivering to the address listed below or e-mailing to: [cchr@carson.org](mailto:cchr@carson.org)

Human Resources • 201 N. Carson St., Suite 4 • Carson City, NV 89701

### APPLICANT INFORMATION

Last Name	First Name	Middle Initial
DAWLEY	DAVID	A
Home Address	City	State Zip
764 RASNER CT	CARSON CITY	NV 89701
Mailing Address	City	State Zip
764 RASNER CT	CARSON CITY	NV 89701
Home Telephone Number	Work Telephone Number	Email Address
(775)722-7490	(775)887-2140	Dave.Dawley@yahoo.com

	YES	NO																
Are you a qualified elector within Carson City? This means you must be over the age of 18 years and have actually, not constructively, resided in the state six months, and resided in Carson City for thirty days prior to the appointment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>																
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<table border="1"> <thead> <tr> <th>Date</th> <th>Job Title</th> <th>Department Location</th> <th>Reason For Separation</th> </tr> </thead> <tbody> <tr> <td>05/05/1993</td> <td>ASSESSOR</td> <td>ASSESSOR'S OFFICE</td> <td>STILL EMPLOYED</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Job Title	Department Location	Reason For Separation	05/05/1993	ASSESSOR	ASSESSOR'S OFFICE	STILL EMPLOYED										
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05/05/1993	ASSESSOR	ASSESSOR'S OFFICE	STILL EMPLOYED															

RECEIVED

APR 05 2021

## EDUCATION AND TRAINING

NAME OF SCHOOL/PROGRAM	LOCATION (City, County, State)	DEGREE, DIPLOMA OR CERTIFICATE OBTAINED (include degree major and minor college course work)
High School	SO TAHOE HIGH SOUTH LAKE TAHOE, CA	DIPLOMA
Business, Technical or Vocational Programs	BILOXI AFB, MS	AIR TRAFFIC CONTROL TECHNICAL SCHOOL
College/University	UNIVERSITY OF NV, RENO	BACHELORS OF SCIENCE, ACCOUNTING
Graduate School	UNIVERSITY OF NV, RENO	MBA CANDIDATE, EMPHASIS IN ACCOUNTING/INVESTING

List certificates, licenses and registrations you possess: CERTIFIED NEVADA APPRAISER, REAL AND PERSONAL PROPERTY

## EMPLOYMENT HISTORY

Beginning with your present or most recent position, list your employment for at least the last seven (7) years. You may include volunteer and military experience. Use additional sheets if necessary. Please fill out completely.

Name of Employer CITY OF CARSON CITY	Name Under Which You Were Employed DAVID A DAWLEY	Type of Business GOVERNMENT
Address 201 N CARSON ST #6, CARSON CITY, NV 89701		Phone (775)887-2130
Title of Position Held ASSESSOR	Reason For Leaving STILL EMPLOYED	Employed MAY 1993 TO: PRESENT

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
PLAN, ORGANIZE, DIRECT, MANAGE AND SUPERVISE THE FUNCTIONS, PROGRAMS AND OPERATIONS OF THE ASSESSOR'S OFFICE	60%
PROVIDE DIRECTION FOR MANAGEMENT AND SUPERVISORY STAFF IN THE DEVELOPMENT AND MAINTENANCE OF STANDARDS AND UNIFORM PROCEDURES FOR THE APPRAISAL OF REAL AND PERSONAL PROPERTY	10%
DEVELOP NEW ASSESSMENT PROCEDURES AND METHODS TO CONFORM TO CHANGES IN ASSESSMENT LAWS AND REGULATIONS	5%
COORDINATE INPUT AND PLANNING FOR LONG-TERM PROGRAMS AND OPERATIONAL POLICIES	5%
MEET WITH OTHER COUNTY DEPARTMENTS TO COORDINATE ACTIVITIES, SOLVE PROBLEMS AND DISCUSS CONCERNS	5%
PREPARE DEPARTMENT BUDGETS AND MONITOR FINANCIAL CONCERNS IN THE OFFICE	5%
PROVIDE SUPERVISION, DIRECTION, AND WORK EVALUATIONS FOR OTHER MANAGEMENT AND STAFF	10%

Number of employees you supervised? 8

Name of Employer COLDWELL BANKER	Name Under Which You Were Employed DAVID A DAWLEY	Type of Business REAL ESTATE SALES
Address 1987 N CARSON ST, CARSON CITY, NV 89701		Phone ( ) BUSINESS IS CLOSED
Title of Position Held REALTOR	Reason For Leaving HIRED BY THE CITY OF CARSON CITY	Employed MAY 1989 Yr. To: MAY 1993 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
ASSIST CLIENTS TO PURCHASE, SELL OR RENT PROPERTIES	10%
ADVISE CLIENTS ABOUT MARKET CONDITIONS	10%
CONDUCT WALK THROUGHS	10%
PROVIDE GUIDANCE AND ASSISTANCE THROUGH THE PROCESS OF BUYING OR SELLING PROPERTIES	10%
DETERMINE CLIENTS NEEDS AND FINANCIAL ABILITIES TO PROPOSE SOLUTIONS THAT SUIT THEM	20%
PERFORM COMPETATIVE MARKET ANALYSIS TO ESTIMATE PROPERTIES VALUES	30%
INTERMEDIATE NEGOTIATION PROCESSES	10%

Number of employees you supervised? 0

### EMPLOYMENT HISTORY

Name of Employer UNITED STATES AIR FORCE	Name Under Which You Were Employed DAVID A DAWLEY	Type of Business ARMED FORCES
Address TRAVIS AIR FORCE BASE, FAIRFIELD, CALIFORNIA		Phone (      )
Title of Position Held AIR TRAFFIC CONTROLLER	Reason For Leaving HONORABLY DISCHARGED	Employed      _MAY_ 1985_Yr. To:      _MAY_ 1989_Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
RESPONSIBLE FOR MANAGING THE FLOW OF AIRCRAFT THROUGH ALL ASPECTS OF THE FLIGHT		30%
ENSURE THE SAFETY AND EFFICIENCY OF AIR TRAFFIC ENROUTE, LANDING AND DEPARTING AIRPORTS/BASES		30%
MONITORING MANY VARIABLES TO KEEP BASES, AIRSPACE AND AIRMAN SAFE		30%
ALERT AIRPORT RESPONSE STAFF IN THE EVENT OF AN AIRCRAFT EMERGENCY		10%
Number of employees you supervised? <u>0</u>		
Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (      )
Title of Position Held	Reason For Leaving	Employed      Mo.      Yr. To:      Mo.      Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
Number of employees you supervised? <u> </u>		
Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (      )
Title of Position Held	Reason For Leaving	Employed      Mo.      Yr. To:      Mo.      Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time

Number of employees you supervised? \_\_\_\_\_

### EMPLOYMENT HISTORY

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (      )
Title of Position Held	Reason For Leaving	Employed _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time

Number of employees you supervised? \_\_\_\_\_

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone (      )
Title of Position Held	Reason For Leaving	Employed _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time

Number of employees you supervised? \_\_\_\_\_

**Please read the following statement carefully before signing and dating this application form.**

I hereby certify that all statements made in this application are true. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an appointment. I understand that neither this document, nor any offer of employment from the Carson City, constitutes an employment contract. I further understand that this document, in its entirety without redaction, will be made available to the public.

I hereby acknowledge that I have read, understand, and agree to the above statements.

X

Signature/Acknowledgement

X

04/02/21

Date Signed

**Carson City is an Equal Opportunity Employer.**

**Individuals requiring accommodation during the application and/or hiring process should notify Human Resources at (775) 887-2103 prior to the filing deadline, April 9, 2021. Applications must be hand-delivered to the address listed above or e-mailed to [cchr@carson.org](mailto:cchr@carson.org)**

# David A. Dawley

Carson City, NV

[Dave.Dawley@yahoo.com](mailto:Dave.Dawley@yahoo.com)

775.722.7490

## Candidate for Treasurer

April 2, 2021

Ms. Melanie Burketta  
Human Resources Director  
201 N. Carson St #4  
Carson City, NV 89701

Re: Letter of Intent—**Carson City Treasurer position**

Dear Ms. Burketta and Board of Supervisors:

Having served as Carson City's Assessor for the last 18 years, I have earned the trust of local elected officials and the public, with proven leadership skills and a strong track record of performance in the interests of our community and the taxpayers. Now, I feel prepared and ready to seek appointment to be Carson City's Treasurer.

If appointed, among my first priorities will be to lead the enhancement of our city's use of our reporting and financial software—a system I am intimately familiar with.

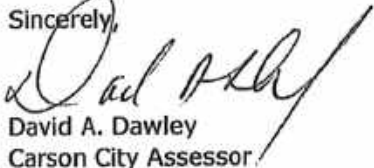
One of my proudest contributions as Assessor is the **implementation of a new computerized property tax and appraisal system**. I led the team of Nevada County Assessors who conducted the initial research, negotiated and contracted with the software provider, and worked to unify the software program across 10 counties.

These efforts have produced a robust and reliable system that serves as a platform for accurate reporting and financial transparency. The companion software in the Treasurer's office could benefit from similar attention.

My education, familiarity with Nevada statutes, and experience working with the Legislature and the Carson City's elected leaders to serve our community, while motivating others to do the same, would make me a positive addition to the Office of the Carson City Treasurer.

I want to build a legacy for Carson City to be among the leaders in Nevada for effective and efficient government services. Assuming the role of Treasurer will allow me to work toward that goal.

Sincerely,



David A. Dawley  
Carson City Assessor

# David A. Dawley

Carson City, NV

[Dave.Dawley@yahoo.com](mailto:Dave.Dawley@yahoo.com)

775.722.7490

## Candidate for Treasurer

*Hands-on leader and team player with decades-long record serving Carson City residents.  
Anchored by the fundamental principles of integrity, objectivity, and professional competence.  
Politically and socially sensitive; excellent communicator with elected leaders, media, and the public.  
Honorably Discharged Veteran, United States Air Force, Sergeant (E4).*

Government Accounting (GASB) • Budgeting & Financial Planning • Financial Analysis • Technology Management

## ACCOMPLISHMENT HIGHLIGHTS

*Elected to 5 four-year terms as Carson City Assessor,  
earning more votes in 2018 than any other unopposed local candidate.*

### Legislative Advocacy

- Provided expert testimony and promoted taxpayer interests in the last 10 Nevada legislative sessions.
- Championed **Property Tax Cap laws**—AB 489 and SB 509—to protect residents from foreclosure due to rapidly rising property values (2005).

### Change Management

- Collaborated with 15 County Assessor colleagues to create implementation procedures for the 2005 Property Tax Cap laws; implemented new laws within 45 days, in time for new tax season.
- Carefully monitored changes in property values during volatile periods, such as the Great Recession and the COVID-19 pandemic, and following unexpected natural disasters, such as the Waterfall Fire, to ensure changes in value were promptly reflected on tax rolls.

### Cost Savings, Process Innovations & Technology Improvements

- Spearheaded team of County Assessors for **software conversion** from decades-old proprietary system to commercially available Property Tax and Computer Aided Mass Appraisal (CAMA) system. Researched vendors, engaged in RFP process, negotiated contract, and convened fellow Assessors and programmers to unify software across 10 counties, resolve issues, and ensure accuracy and reliability of data and reporting.
- **Improved Assessment Roll transparency** by converting to online format.
- **Increased tax revenues and reduced staff time** by using aerial photography in assessments.
- Voluntarily reduced department budget 3% during Great Recession through staff attrition and streamlining essential processes while maintaining capacity. Maintained annual savings via continued attention to technological and staff efficiencies.

### Staff Management & Team Building

- Built "Dream Team" of 7 professional staff. Provided training, prompt and effective performance feedback, and coaching for career development.
- Currently grooming Chief Deputy Assessor as my potential replacement.

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## PROFESSIONAL EXPERIENCE

CITY OF CARSON CITY

1993–PRESENT

**Assessor**, 2003–Present

**Chief Deputy Assessor**, 1998–2003

**Appraiser**, 1993–1998

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## EDUCATION AND CERTIFICATION

UNIVERSITY OF NEVADA, RENO

**MBA candidate**, emphasis on Accounting and Investing, expected Spring 2022

**BS, Accounting**, 2010

NEVADA DEPARTMENT OF TAXATION

**Nevada Property Tax Appraiser Certification**—Real and Personal Property

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## RELATED ACADEMIC COURSEWORK

### GRADUATE COURSES

Investment Management • Statistics for Decision Making • Economics of the Firm  
Changing Environment of Business • Real Estate Finance • Seminar in Management Issues

### UNDERGRADUATE ACCOUNTING COURSES

Federal Taxation • Financial Reporting I, II and III  
Government / Not-for-Profit • Audit Assurance Services

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## PROFESSIONAL AFFILIATIONS

NEVADA ASSESSORS' ASSOCIATION

**Past President**, 2010–2011, 2016–2017

**Legislative Chair**, 2003–2017

INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

KIWANIS INTERNATIONAL, Carson City, NV



# David A. Dawley

Carson City, NV

[Dave.Dawley@yahoo.com](mailto:Dave.Dawley@yahoo.com)

775.722.7490

## Professional References

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**Mrs. Barbara D'Anneo**

Carson City, NV

775.721.9525

*Family friend since 1974*

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**Senator James Settelmeyer**

Minden, NV

775.450.6114

[James4Nevada@charter.net](mailto:James4Nevada@charter.net)

*I have worked with Senator Settelmeyer  
since the 2007 Nevada legislative session.*

**Mr. Brad Bonkowski**

Former Carson City Supervisor

Carson City, NV

775.721.2057

[Brandie@carsonbroker.com](mailto:Brandie@carsonbroker.com)

*I have known Brad  
since he was elected to the Board of Supervisors in 2012.*

**Mr. Jed Block**

Chair, County Board of Equalization

775.720.7313

[Jed@stateagent.com](mailto:Jed@stateagent.com)

*I have worked with Jed since 2009.*

**Mrs. Kimberly Adams**

Chief Deputy Assessor

Carson City, NV

775.283.7037

[kadams@carson.org](mailto:kadams@carson.org)

*I have worked with Kimberly  
in the Assessor's office for 21 years.*



**CONFIRMATION OF COMPLIANCE WITH OPEN MEETING LAW AND  
~~WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1)~~  
TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE  
OF PERSON TO HOLD POSITION OF TREASURER  
AT A PUBLIC MEETING**

Carson City is accepting applications for qualified persons for an appointment to the elected position of Treasurer. Pursuant to NRS 241.033(1), in order to hold a meeting to consider the professional competence of any applicant, the Board of Supervisors must provide notice to that person of the time and place of the meeting in compliance with such statutory provisions.

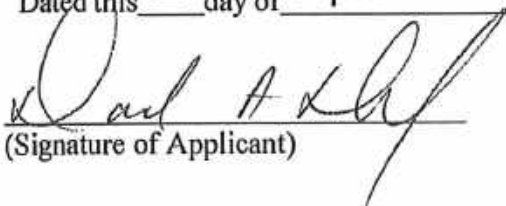
The undersigned acknowledges that he/she has been personally provided at least five (5) working days written notice of the Board of Supervisors meeting to be held on May 6, 2021, commencing at 8:30 a.m. or other designated later time on that date, at which the character and competence of applicants for the position of Treasurer will be considered by the Carson City Board of Supervisors.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment will end in January of 2023. The office of Treasurer must be placed on the ballot in 2022 and the person elected therein will serve the regular 4-year term.

In addition to acknowledging actual notice in compliance with the Open Meeting Law, I hereby knowingly and voluntarily waive my rights to written notice required under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold the position of Treasurer, which appointment may be evaluated by the Board of Supervisors at any other scheduled regular and special meeting posted by Carson City relating to evaluation of applicants and the related appointment. If a regular or special meeting is scheduled, the date and time of such meeting will be provided to the applicant.

Notice is further provided to the undersigned that he/she may at any time withdraw both this waiver and related application for appointment to the position of Treasurer but withdrawing will not remove the application and documentation submitted by the applicant from the Carson City website.

Dated this 2 day of April, 2021.

  
(Signature of Applicant)

David A Dawley  
(Printed Name of Applicant)



## ACKNOWLEDGEMENT AND RELEASE OF PUBLIC INFORMATION

The undersigned acknowledges acceptance of selection as a candidate for the position of Treasurer, Carson City, Nevada. The undersigned further acknowledges that he or she is hereby advised and accepts that:

(1) Carson City is a government entity or public entity under the Nevada Public Records Law (Ch. 239 of NRS) and the Nevada Open Meeting Law (Ch. 241 of NRS); and

(2) Pursuant to Nevada Laws, the names of the candidate finalists and their applications and supporting materials will become public records and thereby available to the public including being posted on the webpage of Carson City. The date of release of all applications and supporting materials will be done immediately upon receipt by the Carson City Human Resources Department without redaction; and

(3) The Board will interview the applicants of their choosing in a public meeting on May 6, 2021 during the Board's posted meeting at the Community Center, Robert "Bob" Crowell Board Meeting Room, 851 East William Street, Carson City, Nevada and live broadcast on the internet via Carson City's website.

The undersigned hereby waives any and all rights to further notice of the above-referenced public posting of information and interview in a public meeting, including, without limitation, any notices that may be required by the Nevada Open Meeting Law, specifically including NRS 241.034 and hereby consents to these actions.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment will end in January 2023. The office of Treasurer must be placed on the ballot in 2022 and the person elected therein will serve the regular 4-year term.

04/02/2021

Date

David A Dawley

Printed Name

Signature

# THIS APPLICATION IN ITS ENTIRETY IS A PUBLIC RECORD



## Carson City Employment Application

EXACT TITLE OF THE POSITION  
FOR WHICH YOU ARE APPLYING

Treasurer

### INSTRUCTIONS

This application must be filled out completely. Please see job announcement for further instructions.

Return application by hand-delivering to the address listed below or e-mailing to: [cchr@carson.org](mailto:cchr@carson.org)

Human Resources • 201 N. Carson St., Suite 4 • Carson City, NV 89701

### APPLICANT INFORMATION

Last Name	First Name	Middle Initial
Mahmutcehajic	Dervis	
Home Address	City	State Zip
1308 Northhill Drive	Carson City	NV 89706
Mailing Address	City	State Zip
1308 Northhill Drive	Carson City	NV 89706
Home Telephone Number	Work Telephone Number	Email Address
(775) 351-4213	( )	dervism@yahoo.com

YES NO

Are you a qualified elector within Carson City? This means you must be over the age of 18 years and have actually, not constructively, resided in the state six months, and resided in Carson City for thirty days prior to the appointment.

☒ ☐

Are you related to a Carson City elected official, department head, assistant/deputy department head, the City Manager or any member of a Carson City board, agency or commission established by the City or Nevada Revised Statutes? If yes, please list the name and relationship to you. If more room is needed, please use a separate sheet of paper.

Family Member's Name	Organizational Unit They Work For	Relationship To You

☐ ☒

Have you ever been employed by Carson City? If yes, please give date(s), job title(s), department location(s) and reason(s) for separation. If more room is needed, please use a separate sheet of paper.

Date	Job Title	Department Location	Reason For Separation

☐ ☒

## EDUCATION AND TRAINING

NAME OF SCHOOL/PROGRAM	LOCATION (City, County, State)	DEGREE, DIPLOMA OR CERTIFICATE OBTAINED (include degree major and minor college course work)
High School ETSC Electrician Business, Technical or Vocational Programs	Sarajevo, Bosnia	
College/University		
University of Nevada Reno	Reno, Washoe, Nevada	Masters of Science, Finance
Other		

List certificates, licenses and registrations you possess:

## EMPLOYMENT HISTORY

Beginning with your present or most recent position, list your employment for at least the last seven (7) years. You may include volunteer and military experience. Use additional sheets if necessary. Please fill out completely.

Name of Employer	Name Under Which You Were Employed	Type of Business
Department of Taxation	Dervis Mahmutcehajic	State
Address		Phone
4600 Kietzke Ln., L 235, Reno, NV 89502		( 775 ) 688-1295
Title of Position Held	Reason For Leaving	Employed
Auditor II	I was laid off due to COVID-19 crisis.	12 Mo. 2019 Yr.
		To: 11 Mo. 2020 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Planned complex financial audits and state compliance audits of small and medium companies exceeding \$50M+ revenues	20
Audited financial transactions and Sales and Use Tax reports, reviewed P&L statements and inventory reports, recorded variances and reported findings	40
Audited Modified Business Tax Returns for qualified deduction and accurate reporting	15
Compiled audit reports on weekly, monthly and on demand basis to	10
Executive Director of Department of Taxation and Governor's Office	
Thoroughly analyzed and interpret current regulation and policy on sales and use tax	15
Number of employees you supervised? 0	

Name of Employer	Name Under Which You Were Employed	Type of Business
Dakota Events	Dervis Mahmutcehajic	Event Management
Address		Phone
2470 St. Rose Parkway, Henderson, NV 89704		( 702 ) 900-1664
Title of Position Held	Reason For Leaving	Employed
Senior Financial Analyst	I found an opportunity with the Department of Taxation.	04 Mo. 2017 Yr.
		To: 12 Mo. 2019 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Planned, executed and monitored the company's operational budget in excess of \$7Mil.	30
Worked as a part of interdisciplinary team to plan and execute numerous projects resulting in over \$20M revenue on yearly basis	25
Performed analytics and data mining on complex and detailed financial data sets for creation and development of budget, forecasting, cost estimates, status reports, and project timelines	20
Monitored capital costs, projects workflow and made timeline adjustments as needed	10
Queried database and created reports to company President and Clients	15

Number of employees you supervised? 4

## EMPLOYMENT HISTORY

Name of Employer Division of Health Care Financing and Policy	Name Under Which You Were Employed Dervis Mahmutcehajic	Type of Business State of Nevada
Address 1100 E William St., Carson City, NV, 89701		Phone (775) 684-3676
Title of Position Held Auditor II	Reason For Leaving I found a better opportunity with Dakota Events.	Employed 04 Mo. 2016 Yr. To: 04 Mo. 2017 Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task	Approx % of Time	
Prepared comprehensive HIT audit strategy documents and plans in compliance Centers for Medicare and Medicaid (CMS) and Office of National Coordinator for Health IT (ONC)	20	
Performed financial and compliance audits of medical providers claims participating in the program.	35	
Analyzed provider attestation documents, reports and recorded variances on monthly and yearly basis	20	
Performed review of health provider claims record on-site and desk audits for statewide health providers	15	
Maintained knowledge of Federal policies, HITECH final rule, NIST, HIPAA, grant requirements, procurement standards, and regulations as they pertain to Health Information Technology and audits	10	
Number of employees you supervised?		

Name of Employer Clear Capital	Name Under Which You Were Employed Dervis Mahmutcehajic	Type of Business Real-Estate Valuation
Address 300 E 2nd Street, UNIT 1405, Reno, NV 89509		Phone (530) 550-2500
Title of Position Held Financial (BPO) Analyst	Reason For Leaving I found an opportunity with DHCFP	Employed 04 Mo. 2012 Yr. To: 04 Mo. 2016 Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task	Approx % of Time	
Actively researched and analyzed price trends in numerous real-estate markets	20	
Analyzed complex information of broker prices opinion (BPO) reports in order to provide accurate timely recommendations to for their submittal	35	
Developed and implemented new products increasing revenue and optimizing operations in cross-functional teams	20	
Analyzed and updated payroll information for accounting team	10	
Presented relevant info to mid and upper level management	15	
Number of employees you supervised? 0		

Name of Employer Harrah's Entertainment	Name Under Which You Were Employed Dervis Mahmutcehajic	Type of Business Gaming
Address 219 North Center Street		Phone ( )
Title of Position Held Table Games Dealer	Reason For Leaving I found an opportunity with Clear Capital.	Employed 06 Mo. 2006 Yr. To: 04 Mo. 2012 Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task	Approx % of Time	
Controlled and directed games in progress by providing clean and safe gaming	60	
Entertained numerous casino patrons	10	
Executed top level customer service by answering questions and resolving disputes for numerous casino patrons	5	
Created work environment that promotes teamwork, recognition and mutual respect.	10	
Notified shift manager and surveillance immediately of any unusual activity of high limit play	5	
Trained and sponsored new employees	10	
Number of employees you supervised? 0		

## EMPLOYMENT HISTORY

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone ( )
Title of Position Held	Reason For Leaving	Employed Mo. Yr. To: Mo. Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time

Number of employees you supervised? \_\_\_\_\_

Name of Employer	Name Under Which You Were Employed	Type of Business
Address		Phone ( )
Title of Position Held	Reason For Leaving	Employed Mo. Yr. To: Mo. Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

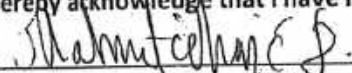
Description of Task	Approx % of Time

Number of employees you supervised? \_\_\_\_\_

**Please read the following statement carefully before signing and dating this application form.**

I hereby certify that all statements made in this application are true. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an appointment. I understand that neither this document, nor any offer of employment from the Carson City, constitutes an employment contract. I further understand that this document, in its entirety without redaction, will be made available to the public.

**I hereby acknowledge that I have read, understand, and agree to the above statements.**

x   
Signature/Acknowledgement

x 04/11/2021  
Date Signed

**Carson City is an Equal Opportunity Employer.**

Individuals requiring accommodation during the application and/or hiring process should notify Human Resources at (775) 887-2103 prior to the filing deadline, April 9, 2021. Applications must be hand-delivered to the address listed above or e-mailed to [cchr@carson.org](mailto:cchr@carson.org)

Phone: (775) 351-4213

dervism@yahoo.com

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April 9th, 2021

To whom it may concern:

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My name is Dervis Mahmutcehajic, and I recently found out about an opening for the Treasurer at Carson City. During my formal years, I acquired working experience and education; which would qualify me as a good match for the position of Treasurer.

During my professional career, I acquired a set of skills in finance and accounting that helped me to achieve a high degree of success while performing various roles. I am also a well-organized person able to multi-task and manage parallel projects while driving the agenda to meet organizational goals.

At the State of Nevada's office of the Department of Healthcare Finance and Policy, I was involved with a federally funded program, the HIT Payment Incentive Program. The program promotes better cost analysis of the healthcare provider services. This position demanded a keen eye for details, and a substantial amount of planning, while effectively administering hard-earned, taxpayer dollars invested into the program. I successfully increased healthcare providers' participation for 25%.

As a Senior Financial Analyst at Dakota Events, I perform several roles in the accounting and finance departments. My previous experience and education landed me into a management position; I successfully led a small team of dedicated professionals that plans operations and runs the financials of the company. There, I grew the business 20% on a yearly basis.

My last position as a taxation auditor was also a challenging one. I effectively performed numerous sales tax audits. These varied from simple audits for small businesses to the most complex projects for the largest companies. I thrived in this challenging environment and was able to complete a record number of audits.

I am a highly driven person and fully believe that would be a good match for the position. Once you have reviewed my enclosed résumé, I would appreciate discussing with someone from your organization why I believe I have all the qualifications necessary for this position.

Sincerely,

Dervis Mahmutcehajic.

# DERVIS MAHMUTCEHAJIC, MSF, MSIS

(775) 351-4213 - Carson City, Nevada - dervism@yahoo.com

## SUMMARY

Independent, resourceful, and highly analytical finance professional skilled in planning operations and maintaining schedules and complex budgets to ensure maximum client satisfaction and business revenue. Effectively examined, monitored, audited and reported budgetary matters to achieve financial accountability and transparency.

## EDUCATION

Master of Science, Finance, University of Nevada, Reno, May 2017

Master of Science, Information Systems, University of Nevada, Reno, August 2015

Bachelor of Science, Finance, University of Nevada, Reno, August 2010

Bachelor of Arts, Economics, University of Nevada, Reno, May 2009

## PROFESSIONAL EXPERIENCE

Department of Taxation, State of Nevada, Reno, NV

Auditor II December 2019 – November 2020

- Planned and completed complex financial audits and state compliance audits of small and medium companies exceeding \$50M+ revenues
- Audited financial transactions and Sales and Use Tax reports, reviewed P&L statements and inventory reports, recorded variances and reported findings
- Audited Modified Business Tax Returns for qualified deduction and accurate reporting
- Conducted analytical procedures and analyses to detect unusual financial relationship
- Submitted audit cases for revenue collection to Department of Taxation in excess of \$500k
- Reduced tax credit request of regional hospital in excess of \$1M
- Testified as Subject Matter Expert (SME) and defend audit findings in case reviewed by the Nevada Tax Commission
- Compiled audit reports on weekly, monthly and on demand basis to Executive Director of Department of Taxation and Governor's Office
- Worked with Director to identify, recommend, and implement operational improvements to audit strategy
- Thoroughly analyzed and interpret current regulation and policy on sales and use tax
- Drafted Audit Standard Operating Procedures (SOP) for the Department
- Ensured efficient use of departmental and company resources

Dakota Events, Reno, NV

Financial Analyst April 2017 – December 2019

- Planned, executed and monitored the company's operational budget in excess of \$7Mil.
- Worked as a part of interdisciplinary team to plan and execute numerous projects resulting in over \$20M revenue on yearly basis
- Performed fieldwork, market research and negotiate pricing on partner and vendor contracts at events to maximize profits and accomplish objectives as outlined by clients
- Performed analytics and data mining on complex and detailed financial data sets for creation and development of budget, forecasting, cost estimates, status reports, and project timelines
- Monitored capital costs, projects workflow and made timeline adjustments as needed
- Reduced operating cost for 5% by renegotiating vendor contracts and lodging prices
- Created dashboards displaying key performance indicators (KPIs) by compiling data from diverse sources

- Queried database and created reports to company President and Clients

**State of Nevada, Division of Health Care Financing and Policy, Carson City, NV**  
**Auditor II** April 2016-April 2017

- Responsible for the overall direction, coordination, implementation, execution, control, and completion of Health Information Technology (HIT) audits and compliance policy implementations in accordance to HITECH Act
- Prepared comprehensive HIT audit strategy documents and plans in compliance Centers for Medicare and Medicaid (CMS) and Office of National Coordinator for Health IT (ONC)
- Performed financial and compliance audits of medical providers claims participating in the program.
- Analyzed provider attestation documents, reports and recorded variances on monthly and yearly basis
- Monitored and reviewed health provider performances and billing by looking for duplicate, inconsistent and excessive charge according to previously established risk criteria
- Performed review of health provider claims record on-site and desk audits for statewide health providers
- Acted as primary State subject matter expert on HIT audits
- Maintained knowledge of Federal policies, HITECH final rule, NIST, HIPAA, grant requirements, procurement standards, and regulations as they pertain to Health Information Technology and audits

**Clear Capital, Truckee, CA**  
**BPO Analyst** April 2012-April 2016

- Actively researched and analyzed price trends in numerous real-estate markets.
- Analyzed complex information of broker prices opinion (BPO) reports in order to provide accurate and timely recommendations to for their submittal
- Developed and implemented new products increasing revenue and optimizing operations in cross-functional teams
- Analyzed and updated payroll information for accounting team
- Presented relevant info to mid and upper level management

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## CORE COMPETENCIES & SKILLS

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### Fiscal/Audit:

- Financial Analysis, Fiscal Management, Auditing, Budget Analysis, Corporate Accounting, Business Information Systems, Databases, GAAP Financial Reporting, Private Sector Accounting, Government Accounting, Compliance, Taxation, and Health Care Finance

### Additional Skills:

- Experienced with SQL, Oracle, SAP, .NET Programming, C++, Minitab, E-Views
- Proficiency in Microsoft Office Suite and MS Project
- Spanish language intermediate
- Serbo-Croatian language fluent

## References

### Department of Taxation

Robert Lopez, Auditor II, rlopez@tax.state.nv.us, 650-346-2239

### Dakota Events

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Daniel Vicini, CEO, daniel.vicini@dakotaeventslc.com, 415-609-5484

### Division of Health Care Financing and Policy

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Davor Milicevic, HIT Strategist, d.milicevic@admin.nv.gov, 775-354-4753



## ACKNOWLEDGEMENT AND RELEASE OF PUBLIC INFORMATION

The undersigned acknowledges acceptance of selection as a candidate for the position of Treasurer, Carson City, Nevada. The undersigned further acknowledges that he or she is hereby advised and accepts that:

(1) Carson City is a government entity or public entity under the Nevada Public Records Law (Ch. 239 of NRS) and the Nevada Open Meeting Law (Ch. 241 of NRS); and

(2) Pursuant to Nevada Laws, the names of the candidate finalists and their applications and supporting materials will become public records and thereby available to the public including being posted on the webpage of Carson City. The date of release of all applications and supporting materials will be done immediately upon receipt by the Carson City Human Resources Department without redaction; and

(3) The Board will interview the applicants of their choosing in a public meeting on May 6, 2021 during the Board's posted meeting at the Community Center, Robert "Bob" Crowell Board Meeting Room, 851 East William Street, Carson City, Nevada and live broadcast on the internet via Carson City's website.

The undersigned hereby waives any and all rights to further notice of the above-referenced public posting of information and interview in a public meeting, including, without limitation, any notices that may be required by the Nevada Open Meeting Law, specifically including NRS 241.034 and hereby consents to these actions.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment will end in January 2023. The office of Treasurer must be placed on the ballot in 2022 and the person elected therein will serve the regular 4-year term.

04/09/2021

Date

Dervis Mahmutcehajic

Printed Name

A handwritten signature in black ink, appearing to read "Dervis Mahmutcehajic", is written over a horizontal line.

Signature



**CONFIRMATION OF COMPLIANCE WITH OPEN MEETING LAW AND  
WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1)  
TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE  
OF PERSON TO HOLD POSITION OF TREASURER  
AT A PUBLIC MEETING**

Carson City is accepting applications for qualified persons for an appointment to the elected position of Treasurer. Pursuant to NRS 241.033(1), in order to hold a meeting to consider the professional competence of any applicant, the Board of Supervisors must provide notice to that person of the time and place of the meeting in compliance with such statutory provisions.

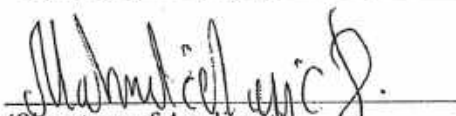
The undersigned acknowledges that he/she has been personally provided at least five (5) working days written notice of the Board of Supervisors meeting to be held on May 6, 2021, commencing at 8:30 a.m. or other designated later time on that date, at which the character and competence of applicants for the position of Treasurer will be considered by the Carson City Board of Supervisors.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment will end in January of 2023. The office of Treasurer must be placed on the ballot in 2022 and the person elected therein will serve the regular 4-year term.

In addition to acknowledging actual notice in compliance with the Open Meeting Law, I hereby knowingly and voluntarily waive my rights to written notice required under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold the position of Treasurer, which appointment may be evaluated by the Board of Supervisors at any other scheduled regular and special meeting posted by Carson City relating to evaluation of applicants and the related appointment. If a regular or special meeting is scheduled, the date and time of such meeting will be provided to the applicant.

Notice is further provided to the undersigned that he/she may at any time withdraw both this waiver and related application for appointment to the position of Treasurer but withdrawing will not remove the application and documentation submitted by the applicant from the Carson City website.

Dated this 9th day of April, 2021.

  
(Signature of Applicant)

Dervis Mahmutcehajic  
(Printed Name of Applicant)

Andrew Rasor  
1568 Kingsley Lane  
Carson City, Nevada 89701

April 5, 2021

Mayor Lori Bagwell, Supervisor Stacey Giomi, Supervisor Maurice White, Supervisor Stan  
Jones, Supervisor Lisa Schuette  
201 N. Carson Street, Suite 2  
Carson City, Nevada 89701

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Dear Mayor Bagwell, Supervisor Giomi, Supervisor White, Supervisor Jones, and Supervisor Schuette:

Please accept this letter as my intention for consideration for the position of Treasurer of Carson City. I am a resident of Carson City, having lived in Carson City for a combined total of 31 years, and am a qualified elector of Carson City as well. On 5/31/19, I retired from the Nevada Department of Public Safety after 20 years and 10 months of service as a sworn law enforcement officer. At the time of my retirement, I served as the Director of the Nevada Threat Analysis Center (NTAC), the state operated fusion/intelligence center operated by the Nevada Department of Public Safety, Investigation Division (NDI), where I supervised and managed the budget, grants, personnel, and activities for NTAC. Prior to that assignment, I served as the Headquarters Commander for NDI, and helped supervise and manage NDI's budget, grants, vehicles and equipment, investigative activities, and personnel assigned to the Headquarters Command area.

Because of my experience as both the NTAC Director and the NDI Headquarters Commander, I developed and demonstrated the professional and leadership abilities necessary for the position of Treasurer, such as: executive leadership; fiscal and budget management; understanding the legal authority and requirements to spend and manage public funds; strategic planning; policy development, review and implementation; personnel and resource management; project research, development, and management; implementing changes to organizational workloads, resources, and priorities; employee development; review of organizational efficiencies; enhancement of interagency and public relations; and the achievement of organizational goals and objectives.

Currently, I work part-time for the Carson City Department of Alternative Sentencing as a sworn officer; however, I work under the direction of the Carson City Treasurer's Office as the city's money courier. As the city's courier, I collect the daily cash, check, and coin deposits from the various city offices, and then take these money deposits to the bank used by Carson City on behalf of the Treasurer's Office for deposit into the city's bank account. As such, I have become familiar with the staff and some of the daily functions and responsibilities of the Carson City Treasurer's Office. When I learned about Treasurer Gayle Robertson's upcoming retirement, I began to speak with Treasurer Robertson and the staff of the Treasurer's Office about many of the daily activities performed by the Treasurer's Office, such as the collection and posting of taxes and utility payments; the various data systems used by the Treasurer's Office to manage Carson City's funds; Carson City's investment policy; how the Treasurer's Office invests and

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Carson City

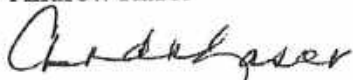
manages city funds through the Local Government Investment Pool and Zion's Bank; how the Treasurer's Office handles such issues as tax delinquencies; and how the Treasurer's Office works with the City Finance Office to manage the city's revenue and cash flow.

In addition to speaking with Treasurer Robertson and the staff of the Treasurer's Office, I have further begun to research the applicable Nevada Revised Statutes as it relates to the legal authority and requirements for the Carson City Treasurer's Office, such as the collection of tax revenue; the investment of public funds; the processing of tax delinquencies; and the Treasurer's Office reporting requirements. In reviewing the statutory authority and responsibilities of the Treasurer's Office, along with its daily functions, I have seen many similarities between the duties of the Treasurer and those of my previous positions as the NTAC Director and the NDI Headquarters Commander, such as: understanding legal authority and responsibilities; personnel and resource management; adhering to legal and agency deadlines; project management; policy review and development; interagency and public interaction; employee development; and the use and skill development of data systems.

Accompanying this letter, please find my resume and application for the position of Carson City Treasurer, both of which provide a summary of my professional career, experience, and responsibilities as it relates to executive level management, the management of public funds, the supervision and leadership of employees, project management, the interaction with the public and other agencies, education, and professional references. Based on my professional experience and training in executive leadership and organizational management, I believe that I have the necessary budgetary management skills, temperament, and leadership abilities to lead and serve as the Treasurer for the Consolidated Municipality of Carson City, its citizens, and the Board of Supervisors.

Sincerely,

Andrew Rasor



ATTACHMENTS:

- A: Professional resume that includes executive and budgetary experience.
- B: Application for the position of Carson City Treasurer.
- C: Acknowledgement and Release of Public Information
- D: Confirmation of Compliance with Open Meeting Law/ Waiver of Notice.

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Carson City

Andrew Rasor  
P.O. Box 1311  
Carson City, Nevada 89702  
Cell: (775)-690-6633  
E-mail: [andrew.rasor@nevada.unr.edu](mailto:andrew.rasor@nevada.unr.edu)

### SUMMARY OF EXECUTIVE AND SUPERVISORY EXPERIENCE:

On 5/31/19, I retired from the Nevada Department of Public Safety after 20 years and 10 months of service as a sworn law enforcement officer. From 8/19/98 to 5/30/19, I served as a law enforcement officer with the Nevada Department of Public Safety, and worked a variety of assignments that included executive level management, first line supervisor, academy commander, training officer, detective, and officer. These opportunities and experiences have developed and emphasized my personal and professional abilities as it relates to a variety of areas important to many types of organizations, such as: executive leadership; fiscal and budget management; strategic planning; policy development, review and implementation; personnel and resource management; project research, development, and management; implementing changes to organizational workloads, resources, and priorities; employee development; review of organizational efficiencies; enhancement of interagency and public relations; ensuring achievement of organizational goals and objectives; investigations; communication skills; public presentations; and teaching and lesson plan development.

As it relates to my professional certifications, I hold several certificates from the Nevada Commission on Peace Officers' Standards and Training (P.O.S.T.) along with numerous training and instructor certificates. In addition, I attended and graduated from Session 267 of the Federal Bureau of Investigation's National Academy (FBI-NA) in Quantico, Virginia, and also attended and graduated from Class 362 of Northwestern University's School of Police Staff and Command in Meridian, Idaho, both of which were 10 week-long programs, and provided coursework and study in executive leadership and professional development. Finally, I hold a Master of Arts in Foreign Language and Literature (Spanish) from the University of Nevada, Reno, and also hold Bachelor of Arts degrees from the University of Nevada, Reno in Foreign Language and Literature (Spanish) and Criminal Justice.

The following provides a brief summary of my professional career, experience, and responsibilities as it relates to executive level management and first-line supervision, and also provides a summary of my personal certifications and achievements. Please note that this summary does not contain my current or entire employment history, but I can make those available to you along with any other information or references which you would require for review. Based on my professional experience and training in executive leadership and organizational management, I believe that I have the necessary budgetary management skills, temperament, and abilities to lead and serve as the Treasurer for the Consolidated Municipality of Carson City, its citizens, and the Board of Supervisors.

**Director, Nevada Threat Analysis Center (NTAC Lieutenant):** December 4, 2017 to May 30, 2019. As the Director for the Nevada Threat Analysis Center (NTAC)—the state operated fusion and criminal intelligence center in Carson City—I directed and managed the daily operations for the 27 individuals assigned to the three major areas of NTAC: the SafeVoice Communication Center (school safety program), the Analytical Section, and the Operations Section which included the Fusion Liaison Officer program and public outreach, the Critical Infrastructure/Key Resources program, and the Privacy Officer. Many of my responsibilities in this area included, but were not limited to the following:

- Supervision of SafeVoice Nevada Communication Center
- Prepare/ review SafeVoice weekly activity reports/stats
- Securing \$691,337.19 in grant funding for FFY2018
- Securing \$712,541.72 in grant funding for FFY2019
- Attendance at legislative and IFC hearings
- Review/ response to public records requests
- Assist Nevada Dept. of Ed. with direction/ development of SafeVoice program
- Assignment to various commissions and groups
- Review/ revision of policies and procedures
- Assistance with Assembly Bill 45 (passed) for 2019 legislature
- Assist in managing various federal grants for NTAC
- Attend/ provide secret level intelligence briefings
- Review and revision of NTAC's Strategic Plan
- Issuance of administrative subpoenas
- Provide public presentations regarding SafeVoice program, NTAC, prescription drug abuse, and other public safety topics
- Review of intelligence/information products and bulletins

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- Review of OD Maps (drug overdose database) for updates/reports of drug overdoses reported in Nevada
- Regular meetings with law enforcement command staff

- Review drug overdose deaths reported to the Nv. Dept. of Behavioral Health for 2017 and 2018
- Personnel hiring and development

**NDI Northern Area Commander, Headquarters Commander (Lieutenant):** July 22, 2013 to December 4, 2017. As the Northern Command and Headquarters Commander for the Nevada DPS Investigation Division (NDI), I had the responsibility and oversight of the 28 individuals (on average) assigned to the Division's various offices throughout this command region, such as the TriNet Narcotic Task Force, Major Crimes Unit-North, Major Crimes Unit-Las Vegas, Records Section, and NDI Headquarters. Many of my responsibilities in this area included, but were not limited to the following:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Responsibility/ oversight of 28 individuals (on average)</li> <li>• Assistance in developing Division biennial budget</li> <li>• Assistance in managing Division budget</li> <li>• Assistance in developing Division Strategic Plan</li> <li>• Program management, both short and long term</li> <li>• Review/ analyze Division statistics and data</li> <li>• Identify areas/ways to promote/enhance Division</li> <li>• Grant management and reporting</li> <li>• Prepare/ submit various investigative and project reports</li> <li>• Provide public presentations on department programs</li> <li>• Response to legislative/ IFC questions re: NDI</li> </ul> | <ul style="list-style-type: none"> <li>• Identify/ purchase needed vehicles, and equipment</li> <li>• Obtain grant funding to purchase equipment</li> <li>• Develop/enhance relationships with allied agencies</li> <li>• Use of force reviews and shooting review boards</li> <li>• Review/ develop policies and procedures</li> <li>• Assistance in developing DPS Narcan/ Naloxone policy</li> <li>• Personnel hiring, development, and discipline</li> <li>• Assignment to departmental committees</li> <li>• Manage vehicle fleet and Division radio inventory/licenses</li> <li>• Represent agency on various executive boards or groups</li> <li>• Securing approximately \$181,993 in various federal grant funds</li> </ul> |
|--|--|

**Training Officer/ Academy Commander (Sergeant):** November 30, 2009 to July 22, 2013. Prior to my promotion as lieutenant, I served as both a training officer and the academy commander for the Nevada DPS Training Division in Carson City. During my time at the DPS Training Division, I supervised a cadre of four training officers as well as each class of academy cadets, which could range from 15 cadets to 50 cadets depending on the class size. Many of my responsibilities as a training officer and academy commander included, but were not limited to the following:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Developing, revising, and implementing training curricula</li> <li>• Covering instructional goals and objectives for each course</li> <li>• Issuing and reviewing letters of instruction and progressive discipline</li> <li>• Preparing, reviewing, and approving personnel training records, cadet progress reports, and cadet and training staff evaluations</li> </ul> | <ul style="list-style-type: none"> <li>• Ensuring Nevada P.O.S.T. standards</li> <li>• Supervision of academy training officers and cadets</li> <li>• Dismissal of cadets who did not meet or follow academy or department qualifications and/or policies</li> <li>• Participation on DPS Firearms and Defensive Tactics/ Use of Force Committees</li> </ul> |
|---|--|

As an academy training officer, I instructed a variety of classes such as, but not limited to the following:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Report Writing</li> <li>• Laws of Arrest</li> <li>• Search Warrant Affidavit Preparation</li> <li>• Instructor Development</li> <li>• Narcotic Law</li> <li>• Sources of Information</li> </ul> | <ul style="list-style-type: none"> <li>• Use of Force</li> <li>• Defensive Tactics</li> <li>• Firearms</li> <li>• Active Assailants</li> <li>• Building Searches</li> <li>• Physical Fitness/ administration of P.O.S.T PPFT exam</li> </ul> |
|--|--|

Following my transfer from the DPS Academy, I continued to provide instruction and public presentations on such topics as SafeVoice Nevada, the Nevada Threat Analysis Center, Opioid and Pharmaceutical Drug Diversion, such as the following:

<http://www.ktvn.com/clip/14773175/face-the-state-nevada-threat-analysis-center>  
<https://www.youtube.com/watch?v=yQ8nvrX3tq0>

**Detective/ Detective Sergeant:** March 20, 2000 to November 29, 2009: As a detective and detective sergeant for the Nevada DPS Investigation Division (NDI), my responsibilities in this area included, but were not limited to:

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- Conducting criminal investigations
- Preparing and receiving over 70 search warrants
- Testifying in numerous court proceedings such as preliminary hearings, suppression hearings, and jury trials
- Providing presentations regarding drug identification, signs, symptoms, and the effects of drug activities
- Assisting in the seizure of numerous pounds of illegal drugs such as Methamphetamine, Marijuana, MDMA, Psilocybin Mushrooms, Cocaine, and Heroin
- Participating in numerous investigations involving the use, possession, sales, trafficking, and manufacturing of controlled substances
- Coordinating resources, equipment, and personnel
- Supervising a multi-jurisdictional drug task force
- Participating in the investigation, arrest, and prosecution of individuals involved with drug trafficking groups
- Participating/ supervising drug enforcement activities warrant executions, surveillances, and controlled purchases
- Providing drug awareness to civic groups, religious organizations, school district and law enforcement personnel, and private industry
- Instructing at the Drug Task Force Investigation training courses presented by the Nevada Department of Public Safety

### **EDUCATION AND PROFESSIONAL CERTIFICATIONS:**

- Master of Arts in Spanish/ Foreign Language and Literature, University of Nevada, Reno December, 2015
- Bachelor of Arts in Spanish/ Foreign Language and Literature, University of Nevada, Reno, May, 2001
- Bachelor of Arts in Criminal Justice, University of Nevada, Reno, December, 1996
- Federal Bureau of Investigation National Academy, Session 267, March, 2017
- Northwestern University School of Police Staff and Command, Class 362, August, 2014
- Nevada DPS Defensive Tactics/ Use of Force Instructor-Trainer, November, 2012
- Nevada DPS Firearms and Rifle Instructor, August, 2010/ November, 2010
- Nevada P.O.S.T. Management Certificate, December, 2014
- Nevada P.O.S.T. Supervisory Certificate, September, 2014
- Nevada P.O.S.T. Advanced Certificate, February, 2009
- Nevada P.O.S.T. Intermediate Certificate, February, 2009
- Nevada P.O.S.T. Basic Certificate, June, 1999
- Intermediate Instructor Development, September, 2012
- Various instructor and training certifications upon request

### **COMMUNITY INVOLVEMENT/ VOLUNTEER SERVICE:**

September 2010 to present: Parish Council, St. Teresa of Avila Catholic Church, Carson City, Nevada. During my time with the parish council for St. Teresa of Avila, I have served as the chairman, vice-chairman, and secretary, and have worked on a variety of parish council sponsored events and functions such as the Feast of St. Teresa of Avila and the annual Christmas Ball.

September 2019 to Present: Reno Catholic Diocese, Diocesan School Board member, to include work on various other related diocesan school committees such as: Diocesan Schools Technology Committee, Diocesan Schools Safety Committee, and Diocesan Schools Reopening Committee.

October 2019 to May 2020: First Year Confirmation Teacher, St. Teresa of Avila Catholic Church

October 2010 to May 2013: First and Second Year Confirmation Teacher, St. Teresa of Avila Catholic Church, Carson City, Nevada.

### **REFERENCES:**

Caleb Cage, State of Nevada Covid-19 Response Director  
Office of the Governor, State of Nevada

Patrick Conmay, Chief  
Nevada Department of Public Safety, Investigation Division (NDI)

Dr. Selby Marks, PhD., Deputy Director  
Nevada Threat Analysis Center

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APR 05 2021

Carson City  
Human Resources

# THIS APPLICATION IN ITS ENTIRETY IS A PUBLIC RECORD



## Carson City Employment Application

EXACT TITLE OF THE POSITION  
FOR WHICH YOU ARE APPLYING

Treasurer

### INSTRUCTIONS

This application must be filled out completely. Please see job announcement for further instructions.

Return application by hand-delivering to the address listed below or e-mailing to: [cchr@carson.org](mailto:cchr@carson.org)

Human Resources • 201 N. Carson St., Suite 4 • Carson City, NV 89701

### APPLICANT INFORMATION

Last Name	First Name	Middle Initial
Rasor	Andrew	J.
Home Address	City	State Zip
1568 Kingsley Lane	CARSON CITY	NV 89701
Mailing Address	City	State Zip
P.O. Box 1311	CARSON CITY	NV 89702
Home Telephone Number (775) 690-6633	Work Telephone Number (775) 283-7508	Email Address <a href="mailto:andrew.rasor@nevada.unr.edu">andrew.rasor@nevada.unr.edu</a>

	YES	NO								
Are you a qualified elector within Carson City? This means you must be over the age of 18 years and have actually, not constructively, resided in the state six months, and resided in Carson City for thirty days prior to the appointment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Are you related to a Carson City elected official, department head, assistant/deputy department head, the City Manager or any member of a Carson City board, agency or commission established by the City or Nevada Revised Statutes? If yes, please list the name and relationship to you. If more room is needed, please use a separate sheet of paper.	<input type="checkbox"/>	<input checked="" type="checkbox"/>								
<table border="0"> <tr> <td>Family Member's Name</td> <td>Organizational Unit They Work For</td> <td>Relationship To You</td> </tr> <tr> <td>Not Applicable</td> <td>Not Applicable</td> <td>Not Applicable</td> </tr> </table>	Family Member's Name	Organizational Unit They Work For	Relationship To You	Not Applicable	Not Applicable	Not Applicable				
Family Member's Name	Organizational Unit They Work For	Relationship To You								
Not Applicable	Not Applicable	Not Applicable								
Have you ever been employed by Carson City? If yes, please give date(s), job title(s), department location(s) and reason(s) for separation. If more room is needed, please use a separate sheet of paper.	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
<table border="0"> <tr> <td>Date</td> <td>Job Title</td> <td>Department Location</td> <td>Reason For Separation</td> </tr> <tr> <td>01/13/2020 to present</td> <td>Alternative Sentencing Officer- Hourly (pt)</td> <td>Department of Alternative Sentencing</td> <td>Still Employed</td> </tr> </table>	Date	Job Title	Department Location	Reason For Separation	01/13/2020 to present	Alternative Sentencing Officer- Hourly (pt)	Department of Alternative Sentencing	Still Employed		
Date	Job Title	Department Location	Reason For Separation							
01/13/2020 to present	Alternative Sentencing Officer- Hourly (pt)	Department of Alternative Sentencing	Still Employed							

## EDUCATION AND TRAINING

NAME OF SCHOOL/PROGRAM	LOCATION (City, County, State)	DEGREE, DIPLOMA OR CERTIFICATE OBTAINED (include degree major and minor college course work)
High School Carson High School	1111 N. Saliman Road, Carson City, NV 89701	6/1991- High School Diploma
Business, Technical or Vocational Programs FBI National Academy #267	FBI Academy, Quantico, VA 22135	3/2017- Certificate of 10 Week Course Completion
College/University University of Nevada, Reno	1664 N. Virginia St., Reno, NV 89557	12/2015- Master's Degree (Spanish); Bachelor's (Spanish- 2001/ Criminal Justice- 1996)
Other Northwestern University SPSC	Idaho State Police Academy, Meridian, Idaho 83642	8/2015 - Certificate of 10 Week Course Completion

List certificates, licenses and registrations you possess:

Nevada P.O.S.T. Management Certificate, Nevada P.O.S.T. Supervisor Certificate, Nevada P.O.S.T. Advanced Certificate, Nevada P.O.S.T. Intermediate Instructor Development, various law enforcement training certifications

## EMPLOYMENT HISTORY

Beginning with your present or most recent position, list your employment for at least the last seven (7) years. You may include volunteer and military experience. Use additional sheets if necessary. Please fill out completely.

Name of Employer Carson City Department of Alternative Sentencing	Name Under Which You Were Employed Andrew Rasor	Type of Business Government/law enforcement agency
Address 885 E. Musser Street, Suite 2080, Carson City, NV 89701		Phone (775) 283-7508
Title of Position Held Alternative Sentencing Officer- hourly/part-time	Reason For Leaving Still employed	Employed: 01 Mo. 2020 Yr. TO: n/a Mo. n/a Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Work under the direction of Carson City Treasurer's Office to collect the daily cash, check, and coin deposits received by the various Carson City government offices, such as Building/ Planning, the various Parks and Recreation offices, the various court offices (Justice Court, District Court, Juvenile Court), the Department of Alternative Sentencing, the Recorder's Office, the Carson City Sheriff's Office, the Juvenile Probation office, Public Works, the Carson City Landfill, the Carson City Public Library, and the Carson City Library. In addition, collect utility payments sent to the Carson City Treasurer's Office by U.S. Mail, and deliver and/or collect any interdepartmental mail items for delivery between Carson City government offices.	85%
Take combined daily deposits to the bank used by the City of Carson City for processing into the City's bank account; provide the Carson City Treasurer's Office with the banking receipts and paperwork from these money deposits.	10%
Attend/provide departmental or Nevada P.O.S.T training as required; provide assistance to DAS for other activities such as public gatherings or events, or patrol of City owned properties.	5%

Number of employees you supervised? 0

Name of Employer Glenbrook Homeowners Association	Name Under Which You Were Employed Andrew Rasor	Type of Business Private
Address 238 Old Highway 50, Glenbrook, Nevada 89413		Phone (775) 749-5266
Title of Position Held Community Relations Officer	Reason For Leaving Seasonal/Summer part-time position	Employed 06 Mo. 2020 Yr. To: 10 Mo. 2020 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Performing various duties to help ensure the safety and wellbeing of the Glenbrook Homeowners' Association (GHOA), a private community located on the East shore of Lake Tahoe, Nevada. Duties	95%

5%

Number of employees you supervised? 0

Name of Employer Retired, State of Nevada DPS	Name Under Which You Were Employed Andrew Rasor	Type of Business Retirement
Address 1568 Kingsley Lane, Carson City, Nevada 89701		Phone (775) 690-6633
Title of Position Held Retiree	Reason For Leaving Not applicable	Employed To: 09 Mo. 2019 Yr. 01 Mo. 2020 Yr.
Please identify most important tasks/duties performed and percentage of time spent on each task.		
Description of Task		Approx % of Time
Retired from service with the State of Nevada		100%
Number of employees you supervised?		0

Number of employees you supervised? 0

Name of Employer CACI International		Name Under Which You Were Employed Andrew Rasor	Type of Business Corporation/ Gov't contractor
Address 1100 North Glebe Road, Arlington, Virginia			Phone (703) 841-7800
Title of Position Held Special Investigator (Background Investigator)	Reason For Leaving The position with CACI as a background investigator was not what I had anticipated based on the information that I had learned/ received about the position.	Employed 07 Mo. 2019 Yr.  To: 09 Mo. 2019 Yr.	
Please identify most important tasks/duties performed and percentage of time spent on each task.			
Description of Task			Approx % of Time

Served as a contract Special Investigator retained by the United States National Background Investigation Bureau (NBIB) to conduct background investigations of individuals requiring security clearances to conduct work for or on behalf of the United States Government in positions involving national security or public trust. Duties as a background investigator included: scheduling and conducting interviews with individuals requiring a security clearance; obtaining records associated with an individual undergoing a security clearance, such as employment records, education records, law enforcement records, and criminal records and/or court documents; travelling to various locations to conduct interviews or obtain/review documents or information.

50%

Preparing and submitting investigative reports; reviewing data bases used by NBIB and CACI to determine investigative activities needed for each case assigned

40%

Preparing miscellaneous reports such as expense reports and case manifest reports

10%

Number of employees you supervised? 0

Name of Employer Retired, State of Nevada DPS	Name Under Which You Were Employed Andrew Rasor	Type of Business Retirement
Address 1568 Kingsley Lane, Carson City, Nevada 89701		Phone (775) 690-6633
Title of Position Held Retiree	Reason For Leaving Accepted Special Investigator position with CACI International	Employed 05 Mo. 2019 Yr. To: 07 Mo. 2019 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Retired from service with the State of Nevada.	100%

Number of employees you supervised? 0

### EMPLOYMENT HISTORY

Name of Employer State of Nevada, DPS Investigation Division (NDI)	Name Under Which You Were Employed Andrew Rasor	Type of Business Government/ law enforcement agency
Address 2478 Fairview Drive, Carson City, Nevada 89701		Phone (775) 687-0450
Title of Position Held DPS Lieutenant/ NTAC Director	Reason For Leaving Retired from State service on 5/30/19	Employed 12 Mo. 2017 Yr. To: 5 Mo. 2019 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Project Management: assist with development of daily operating procedures for SafeVoice Communication Center; assist NV Dept. of Education with direction/development of SafeVoice program; review/prepare of SafeVoice weekly activity reports/statistics;	40%
Supervision: responsibility/ supervision of 27 individuals assigned to NTAC; direct and manage daily operations of the three major areas of NTAC: SafeVoice Communication Center, Intelligence/ Analytical Section, Operations Section; review/revision of NTAC's strategic plan, policies, and procedures; review of intelligence products/ information bulletins; review of databases such as OD Maps (drug overdose database) re: updates/reports of drug overdoses; review of drug overdose	25%

death info in Nevada.

Fiscal Administration: assist in managing various federal grants for NTAC; tracking grant funding tied to SafeVoice personnel/ program; securing \$691,337.19 in grant funding for FFY 2018; securing \$712,541.72 in grant funding for FFY 2019 15%

Interagency/ Public Liaison: assignment to various commissions and groups, such as Homeland Security Resiliency Commission; regular meetings with law enforcement command staff; attend/ provide secret level intelligence briefings 10%

Other duties: issuance of administrative subpoenas; review/response to public records requests; provide public presentations regarding SafeVoice, NTAC, prescription drug abuse/ other public safety topics; attendance at legislative/ IFC hearings; personnel hiring and development; attend/ provide departmental or Nevada P.O.S.T training as required. (Please see the accompanying resume for more details regarding the duties as the NTAC Director.) 10%

Number of employees you supervised? 27 individuals

Name of Employer State of Nevada, DPS Investigation Division (NDI)	Name Under Which You Were Employed Andrew Rasor	Type of Business Government/ law enforcement agency
Address 555 Wright Way, Carson City, Nevada 89701		Phone (775) 684-7410
Title of Position Held DPS Lieutenant/ Headquarters Commander	Reason For Leaving Transfer within NDI to NTAC	Employed 7 Mo. 2013 Yr. To: 12 Mo. 2017 Yr.

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx % of Time
Fiscal Administration: assistance in developing and managing Division's biennial budget; grant management and reporting; identify/ purchase needed vehicles, equipment, and repairs; securing approximately \$181,993 in various federal grand funding;	35%
Supervision: responsibility/ supervision of 28 individuals assigned to NDI Headquarters/ Las Vegas office; review/ analyze Division statistics and data; review/ development of policies/ procedures; manage vehicle fleet and Division equipment and radio inventories; assist in development of Division's short/long term goals and strategic plans; personnel hiring, development, and discipline; review/ prepare/ approve employee evaluations;	35%
Investigations: assist with criminal investigations when needed; respond to officer involved shootings; prepare, submit, and review various investigative reports; review/ approve the use of or reports pertaining to cooperating individuals;	15%
Interagency/ Public Liaison: represent agency on various executive boards, groups, or conferences; attend interagency briefings; assignment to departmental committees; provide public presentations on department programs;	10%
Other duties: identify areas/ways to promote/ enhance Division; work on Division's public website; assist Chief's Office on various assignments/ projects; attend/provide departmental or Nevada P.O.S.T training as required;	5%


(Please see the accompanying resume for more details regarding duties as the NDI Headquarters Commander.)

Number of employees you supervised? 28 individuals

Please read the following statement carefully before signing and dating this application form.

I hereby certify that all statements made in this application are true. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an appointment. I understand that neither this document, nor any offer of employment from the Carson City, constitutes an employment contract. I further understand that this document, in its entirety without redaction, will be made available to the public.

I hereby acknowledge that I have read, understand, and agree to the above statements.

X 

Signature/Acknowledgement

X mon. 4.5.21

Date Signed

Carson City is an Equal Opportunity Employer.

Individuals requiring accommodation during the application and/or hiring process should notify Human Resources at (775) 887-2103 prior to the filing deadline, April 9, 2021. Applications must be hand-delivered to the address listed above or e-mailed to [cchr@carson.org](mailto:cchr@carson.org)



# ACKNOWLEDGEMENT AND RELEASE OF PUBLIC INFORMATION

The undersigned acknowledges acceptance of selection as a candidate for the position of Treasurer, Carson City, Nevada. The undersigned further acknowledges that he or she is hereby advised and accepts that:

(1) Carson City is a government entity or public entity under the Nevada Public Records Law (Ch. 239 of NRS) and the Nevada Open Meeting Law (Ch. 241 of NRS); and

(2) Pursuant to Nevada Laws, the names of the candidate finalists and their applications and supporting materials will become public records and thereby available to the public including being posted on the webpage of Carson City. The date of release of all applications and supporting materials will be done immediately upon receipt by the Carson City Human Resources Department without redaction; and

(3) The Board will interview the applicants of their choosing in a public meeting on May 6, 2021 during the Board's posted meeting at the Community Center, Robert "Bob" Crowell Board Meeting Room, 851 East William Street, Carson City, Nevada and live broadcast on the internet via Carson City's website.

The undersigned hereby waives any and all rights to further notice of the above-referenced public posting of information and interview in a public meeting, including, without limitation, any notices that may be required by the Nevada Open Meeting Law, specifically including NRS 241.034 and hereby consents to these actions.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment will end in January 2023. The office of Treasurer must be placed on the ballot in 2022 and the person elected therein will serve the regular 4-year term.

Mon., 4/5/21

Date

Andrew Rasor

Printed Name

Signature

**RECEIVED**

APR 05 2021

Carson City  
Human Resources



**CONFIRMATION OF COMPLIANCE WITH OPEN MEETING LAW AND  
WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1)  
TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE  
OF PERSON TO HOLD POSITION OF TREASURER  
AT A PUBLIC MEETING**

Carson City is accepting applications for qualified persons for an appointment to the elected position of Treasurer. Pursuant to NRS 241.033(1), in order to hold a meeting to consider the professional competence of any applicant, the Board of Supervisors must provide notice to that person of the time and place of the meeting in compliance with such statutory provisions.

The undersigned acknowledges that he/she has been personally provided at least five (5) working days written notice of the Board of Supervisors meeting to be held on May 6, 2021, commencing at 8:30 a.m. or other designated later time on that date, at which the character and competence of applicants for the position of Treasurer will be considered by the Carson City Board of Supervisors.

The undersigned acknowledges that, pursuant to NRS 245.170(1)(a), the term of the Board of Supervisors' Treasurer appointment will end in January of 2023. The office of Treasurer must be placed on the ballot in 2022 and the person elected therein will serve the regular 4-year term.

In addition to acknowledging actual notice in compliance with the Open Meeting Law, I hereby knowingly and voluntarily waive my rights to written notice required under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold the position of Treasurer, which appointment may be evaluated by the Board of Supervisors at any other scheduled regular and special meeting posted by Carson City relating to evaluation of applicants and the related appointment. If a regular or special meeting is scheduled, the date and time of such meeting will be provided to the applicant.

Notice is further provided to the undersigned that he/she may at any time withdraw both this waiver and related application for appointment to the position of Treasurer but withdrawing will not remove the application and documentation submitted by the applicant from the Carson City website.

Dated this 5 day of April, 2021.

  
(Signature of Applicant)

**Andrew Rasor**  
(Printed Name of Applicant)

**RECEIVED**

APR 05 2021

Carson City