City of Fernley

N E V A D A

AGENDA
Special Meeting
City Council
Tuesday, September 13, 2022 • 5:00 PM

Mayor
Roy Edgington

City Council
Ward 1 - Raymond Lacy
Ward 2 - Felicity Zoberski
Ward 3 - Stan Lau
Ward 4 - Albert Torres
Ward 5 - Fran McKay

City Manager
Patrick Marsh - Acting

Fernley City Council Chambers, 595 Silver Lace Boulevard, Fernley, NV 89408

Zoom information:
Please click the following link to join the webinar: https://us02web.zoom.us/j/82966343247, or one tap mobile: 12532158782, Dial: 669 900 9128, Webinar ID: 829 6634 3247

Public Notice: This agenda has been physically posted in compliance with 241.020 at Fernley City Hall, 595 Silver Lace Blvd. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at www.cityoffernley.org and NRS 232.2175 at https://notice.nv.gov/ To obtain further documentation regarding posting, please contact the City Clerk's Office at (775) 784-9830 or cityclerk@cityoffernley.org

Public Comment: Those wishing to address the City Council may submit public comment through the online public comment form found at https://www.cityoffernley.org/forms, or by sending an email to cityclerk@cityoffernley.org. Comments received prior to 4:00 pm the day of the meeting will be provided to City Council and added to the record but will not be read during the live meeting. Public comments received after 4 pm the day of the meeting will be included in the record by may not reach council members before action is taken. Public comment, whether on action items or public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda. Additionally, if you wish you can comment in person at the meeting or use the Raise your Hand feature in Zoom (*9 if you are participating via phone).

Accommodations: City Council and staff will make reasonable efforts to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the City Clerk's Office at (775) 784-9830 in advance so that arrangements can be made.

Supporting Material: Staff reports and supporting material for the meeting are available at the City Clerk's Office, and on the City's website at www.cityoffernley.org Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the City Council.

Order of Business: The presiding officer shall determine the order of the agenda. The Fernley City Council may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

1. INTRODUCTORY ITEMS

1.1. Roll Call

1.2. Public Forum

1.3. (For Possible Action) Approval of Agenda

2. STAFF REPORTS

2.1. Discussion and possible action to conduct interviews and appoint the City Manager with candidates being: Melissa Evans, Patrick Marsh and Robert Switzer.

3. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS

4. PUBLIC FORUM

5. ADJOURNMENT

Next Meeting: Fernley City Council 9/21/2022

CITY OF FERNLEY

City Council
AGENDA REPORT

Meeting Date: September 13, 2022

REPORT TO:	Mayor and City Council
REPORT FROM:	**Jacki Moxley, Human Resource Manager**

FINANCIAL IMPACT:		**CURRENTLY BUDGETED:**		**FUND/ACCOUNT:**
Yes: x	No:	Yes:x	No:	100-413-100

ACTION REQUESTED: Motion

AGENDA ITEM: (For Possible Action):

Discussion and possible action to conduct interviews and appoint the City Manager with candidates being: Melissa Evans, Patrick Marsh and Robert Switzer.

AGENDA ITEM BRIEF:

On July 6, 2022, the Mayor and City Council approved the recruiting of the City Manager to be done in house by the HR Manager. HR advertised the position on the City of Fernley website, the Fernley reader board, the ICMA website, and on Kolo8 News. The position was open from July 19, 2022 to August 19, 2022. HR received a total of seven applications. Applicants were screened according to qualifications per Section 2.02.02(b) of the Fernley Municipal Code and by using the Applicant Score Sheet. As a result, the top five applicants were selected for an internal interview. The interview panel consisted of both internal and external public service professionals who, through the interview process, selected the top three candidates. The candidates to be interviewed by the Mayor and Council are as follows: Melissa Evans, Patrick Marsh, and Robert Switzer. The candidates are scheduled to be interviewed before City Council on September 13th, 2022.

RECOMMENDED MOTION:

I consent with the Mayor's selection and I move to appoint _____ as City Manager for the City of Fernley and direct staff to move forward with salary and benefits negotiations.

BUSINESS IMPACT (per NRS Chapter 237):

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The Mayor may choose to repost the position if a suitable candidate is not selected.

BACKGROUND:

On July 6, 2022, the Mayor and City Council approved the recruiting of the City Manager to be done in house by the HR Manager. HR advertised on the City of Fernley website, the Fernley reader board, the ICMA website, and on Kolo8 News. The position was open from July 19, 2022 to August 19, 2022.

HR received a total of seven applications. All applicants were initially screened according to qualifications per Section 2.02.02(b) of the Fernley Municipal Code and by using the Applicant Score Sheet. As a result, the top five applicants were selected for an interview. The interview panel consisted of both internal and external public service professionals: The City's Director of Finance, the City's Director of Engineering, the City's Director of Public Works, the City's HR Manager, a local government CFO, a local government Comptroller and a local small business owner. The candidates selected through the internal interview process to go before the Mayor and Council meet the qualifications Per Section 2.02.02(b) of the Fernley Municipal Code.

The top three rated candidates are as follows: Melissa Evans, Patrick Marsh, and Robert Switzer. The candidates are scheduled to be interviewed before the Mayor and City Council on September 13th, 2022. The order of the candidate interviews shall be determined by random drawing on the day of the interviews. Each candidate will be asked a series of questions by staff and then the Mayor and City Council will have an opportunity to ask for clarifications. Each interview is limited to 50 minutes. Upon completion of the interviews, the Mayor and City Council will deliberate and the Mayor will make a recommendation for appointment. After the Mayor's recommendation for appointment, City Council may make a motion to consent or not consent. They may also continue to deliberate. Legal was not involved in the recruiting process, but reviewed the verbiage prior to posting the Agenda.

RELEVANT LAWS, STATUTES, AND REGULATIONS:

Fernley Municipal Code Section 2.02.02

FINANCIAL IMPLICATIONS:

The City Manager's salary and benefits are budgeted in the approved City Manager's budget FY22-23.

ATTACHMENTS:

1. Evan Application Packet for City Manager 2022 redacted - 1
2. Marsh Application Packet for City Manager 2022 redacted - 1
3. Switzer Application Packet for City Manager 2022 redacted - 1

Melissa Evans

[redacted]

Jacki Moxley
City of Fernley
595 Silver Lace Boulevard
Fernley, NV 89408

Dear Ms. Moxley:

I am excited to be applying for the position of City Manager. I am willing to relocate.

I am drawn to this role, because I have extensive experience with planning, design, administration, and evaluation of government programs and projects, fiscal management, and strategic planning. This experience was gained over 20 years of tribal, municipal, and state government experience. I have been a supervisor for over ten years leading a staff as small as three, and as large as 27 department heads while having indirect responsibly for a staff of 350 in two states. Currently, I work for the state of Nevada, under the Governor's Office, in the Office of Federal Assistance.

Currently, I serve the State of Nevada, under the Office of Federal Assistance - Office of the Governor, as a Senior Executive Grants Analyst. As the Tribal Administrator for the Washoe Tribe of Nevada and California, I lead an executive team of 27 staff and my annual salary was $150,000. In total, I have been providing servant leadership in a public capacity for more 20 years and I have represented government organizations as an economic development and marketing professional for over 10 years.

I believe my qualifications match the requirements of the position closely, and I hope you will pursue my interest further:

- Familiar with Word Press and Social Media sites to keep the public apprised of important issues and events. Responsible for city newsletters accompany monthly water billing as editor
- Currently enrolled in the Certified Public Manager Program with the State of Nevada; aspire to be of highest and best use to my community
- Served as the Director of Finance and Economic Development in Camp Verde, as noted above and Sr. Economic Development Specialist for the City of Las Vegas (4 years)
- Managed Special Events with the City of Glendale, Marketing and Special Events Department (2 years)
- Served as the Tribal Administrator and Deputy TANF Director for the Washoe Tribe of Nevada and California, (27 direct reports: organization of 350 employees)
- Completion of 3 regional leadership programs; Strong leader with a desire to build an efficient and cohesive team
- Extensive experience in auditing, community services, finance/purchasing, and organizational development, specializing in economic development
- Worked directly with city councils and county boards on economic development

strategies over the last eight years and lobbied state legislation impacting quality of life (including the widening of Highway 260)

- Demonstrated my ability to build consensus with community partners with multiple agencies in the development of a workforce development committee as well as obtaining accreditation for the City for Las Vegas, Nevada

My demeanor and rapport put people at ease. My interpersonal skills are polished, and I reflect competency and compassion for the citizens I serve. I have created long term strategies, by anticipating potential problems and ensuring maximum impact. I am organized, articulate, and communicate clearly both verbally and in written form. If hired, I would provide superior leadership and service to your organization, and exceptional customer service for the residents of Fernley.

I know that your organization expects the best, and it is in my character to strive for excellence. I am confident that I have the ambition, experience, and skills to meet your needs and look forward to sharing my ideas with you in greater depth.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me at [redacted].

Sincerely,

Melissa Evans

Melissa Evans

[redacted]

SUMMARY OF QUALIFICATIONS:

- Marketed Las Vegas, NV to international companies, as the Sr Economic Development Specialist with the City of Las Vegas, NV
- Worked daily with the Town Manager and promoted the Town of Camp Verde, AZ to national site selectors and created marketing campaigns for the Verde Valley Wine Trail as the Director of Economic Development for the Town of Camp Verde, AZ
- Marketed Super Bowl XLII and annual Fiesta Bowl, as a Sr. Management Assistant with the Dept. of Economic Development, City of Glendale, AZ
- M.Ed. in psychology/human relations and a B.S degree in human resource management
- 15 years of tourism and economic development expertise, which included event management, grant administration, redevelopment for both urban and rural communities, and organizational management consulting
- 10 years of grant writing and administration via tribal, state and local government
- HR experience over 10 years: hiring, coaching, benefits generalist, discipline, and performance reviews
- Extensive experience working with Workforce Innovation and Opportunity Act, Title 1, partners in Arizona, New Mexico, and Nevada
- Lead a staff of 350 employees for the Washoe Tribe of Nevada and California; 27 department directors
- Strong management, leadership, and budget background: Capital improvement projects and operational, grant management and Community Development Block Grant monies
- Graduate of civic leadership group in Yavapai County, Verde Valley Leadership and City of Las Vegas SEAL Leadership program and Glendale, AZ Leadership Academy
- 10 years of program development, applying ordinances, statutes and laws and evaluating risks, strengths, opportunities, and potential exposure for business retention, expansion and redevelopment
- Skilled at building relationships between elected officials and business partners within the community, as well as strategizing to facilitate the movement of controversial projects by gaining Council support through designated influencers and project champions
- 8 years budget management in executive capacity/10 years in support capacity – as large at $26 million annually
- Responsible for seeking and obtaining the Accredited Economic Developer Organization (AEDO) designation for the City of Las Vegas Economic and Urban Development Department through IEDC
- 15 years of municipal government experience in Finance, Marketing, and Community Services

- Experience with local, state, and federal ordinances and statutes and strategic goal planning, 8 years of economic and workforce development

RELEVANT WORK HISTORY:

State of Nevada, Office of Federal Assistance, Carson City, Nevada
Senior Executive Grants Analyst, November 2021 to present
Responsible to recruit, coach and training grant analysts. I work as an engaged, proactive, and supportive member of a dynamic, collaborative, flexible, driven, and professional teleworking team; actively contribute toward achieving office objectives by making and articulating data- and policy; informed recommendations and coordinating the implementation of projects and initiatives; Proactively seek out and capitalize on areas of opportunity, removing barriers, and solving problems through application of strong research, reasoning, creative, critical thinking, and analytic abilities; I enthusiastically lead, motivate, and empower team members to apply and achieve positive change, agile adaptability, creative problem-solving, and forward-thinking. I lead teams and hold meetings to discuss and move forward progress and deliverables based on program requirements; Thoughtfully, clearly, and engagingly present information tailored to a variety of stakeholder groups such as leadership, councils, committees, legislative bodies, agencies, members of the public, etc.; Research, interpret, communicate, monitor, and apply relevant federal, state and program policy and requirements; Engage stakeholders and provide effective customer service, complaint resolution, and support through kindness, competence, and professionalism; Concurrently manage multiple tasks of varying priority and independently determine a course of action to meet deadlines; Apply exceptional written and verbal communication, administrative, and organizational skills.

Washoe Tribe of Nevada and California, Gardnerville, Nevada
TANF Deputy Director/Tribal Administrator, August 2019 to August 2020
Hired, coached, and disciplined 27 directors in two states. I developed and maintained the organization's $36 million annual budget, and created positive working relationships and communications with elective, administrative and program officials, maintaining and promoting cultural sensitivity and inclusivity. Reviewed and enhanced employee benefits systems as organizational lead. I focused on developing and strengthening relationships with governmental stakeholders, policy makers and legislators. I ensured cooperative and effective management within Tribal Governmental operations. I was responsible for the timely evaluations of program directors and supervisors, and for the day-to-day administration and organizational compliance with the Washoe Tribe. I developed personnel policies and procedures as well as directed the activities of all Tribal Council approved programs by achieving the program's objectives. I was responsible for the compliance with laws, rules, regulations, and policies. I developed operating procedures and performance standards for Tribal programs. I directed the organization and operation of all Tribal activities and report regularly to the Tribal Chairperson concerning the status of all assignments, duties, project and functions of the various programs, activities, and personnel. I assisted in the annual preparation and review process of annual budgets for all Tribal programs. I am responsible for the submissions of financial reports and budgets to the Tribal Council and to funding agencies. I provided clear and concise monthly reports to the Tribal Chairperson and Tribal Council of administration activities. I assisted Program Directors

and Supervisors in all areas of management including but not limited to problem solving, grant funds planning and compliance, property inventory, implementing of new Tribal Council agenda procedures, and development of those agendas for discussion/approval at scheduled Tribal meetings.

Evanly Consulting, Carson City/Las Vegas, Nevada

Principal, December 2017 to 2021

As the principal for a consulting firm, I am an expert in human resources, change management and organizational restructuring. I am adept at analyzing potential risk areas, mitigating loss, and creating alternate solutions to problems. I evaluated human resources benefits packages and made recommendations as part of overall analysis. I am under NDAs with several private U.S. companies, but all contracts have been completed successfully and I am working exclusively with the Tribe currently. Under the framework of Christian principles, I drew upon on 23 years of municipal and workforce experience, paired with a passion to better the lives of communities by creating economic opportunities. By demonstrating the highest and best use of tax-payer dollars within an entity, clients benefited from my organizational development and transitional management expertise. I taught executives and staff how to be the best stewards of tax-payer dollars, and to work with the highest level of integrity by remembering that every action within a government setting is subject to the headline test. I am an efficacy expert who maximizes operational processes while enhancing quality assurance and eliminating unnecessary labor costs. Incorporating theoretical knowledge from a master's degree in educational psychology and bachelor's degree in human resources, I have drawn on real-world application from my years of expertise. I specialize in environmental/cultural analyses and operational efficiencies, as well as strategy and consensus building within diverse populations.

City of Las Vegas, Nevada

Sr. Economic Development Specialist, Economic and Urban Development, March 2014 – December 2017

Created marketing campaigns to entice international businesses and site selectors, administered workforce development efforts including managing community partner initiatives for tech training and market demand analysis. I worked daily with the business licensing department to process applications and licenses to help expedite recruitment of new businesses. Coordinated with budget management team to create departmental annual budget. I focused on developing and strengthening relationships with governmental stakeholders, policy makers and legislators. Collaborated with multiple WIOA partners including Workforce Connections to identify skills gaps and coordinated education at the private and public level to meet those needs. Facilitated implementation of design and implementation of the Clark County ACT WorkReady initiative, providing the WorkKeys assessment to businesses and job seekers in the greater Las Vegas area. Instrumental in bringing Iron Yard, TechImpact, and RedFlint to the downtown market. Awarded employee of the month, March 2017, for seeking out and obtaining AEDO accreditation from IEDC, the first agency in the state of Nevada. Graduated from Leadership Training Program in December 2017 and sought promotional opportunities. Worked with Redevelopment Division to identify affordable housing needs within Ward 5 in relation to downtown projects. Assisted division with CRM databases: ExecutivePulse and MS Dynamics. Coordinated recruitment for department and liaised with

human resources to provide information on workforce within the city. Utilized Excel to create meaningful reporting and trends in the tech and energy workforce sector.

Initiated, planned, coordinated and lead various large, complex, multi-funded, private and public marketing and economic development and redevelopment projects and special research projects; represented the city's interest in projects; works directly with companies to diversify and expand the city's economic base and provide retention, relocation, expansion and recruitment services. Developed and negotiated incentive packages. Evaluated private development proposals for financial and technical feasibility; negotiated agreements for property transfer based on evaluations; assists in the structuring of development and loan agreements. Monitored program budget. Collected and analyzed statistics for a variety of research projects. Developed, reviewed, and analyzed plans, reports, and applications. Evaluated the effectiveness of marketing materials and approaches. Developed advertisements, press releases, and strategic marketing campaigns to expand businesses within the city. Served as liaison between the city and businesses, civic organizations, and other stakeholders. Networked with businesses, trade groups, civic organizations, realtors, and leaders to learn of new economic development and redevelopment opportunities.

Town of Camp Verde, Arizona

Economic Development Director/Finance Director, Department, March 2011 – December 2012

Marketed town to site selectors and businesses considering expansion into the Verde Valley. Planned community events and organized volunteer efforts. I focused on developing and strengthening relationships with governmental stakeholders, policy makers and legislators. Implemented changes in process or procedure in response to policy changes, multi-tasked and prioritized multiple projects while meeting deadlines, and responded to daily unanticipated changes. Worked with Human Resources to implement high deductible health insurance plan saving the town thousands of dollars each year. Developed, monitored, and reconciled operating budgets, utilized Excel and other financial reporting software, and managed development and agreements. Partnered with external organizations while managing staff internally. Identified and make recommendations as it related to affordable housing needs within the community. Responsible for marketing and business attraction, redevelopment, and business retention. Event management and tourism promotion responsibilities to include creation of monthly downtown event, marketing the wine industry, and management of stakeholder buy-in for Highway 260 widening effort as well as a business incubator assistance center project. Lead efforts in researching relevant legislation regulations and assured documents produced were complete and accurate; translated and implemented recommendations of policy issuance; interpreted state laws and legislation to produce policies and procedures. Performed quantitative and qualitative analyses to evaluate the effectiveness, productivity and efficiency of programs and operations and made recommendations on ways to improve administrative operations and procedures. Researched and investigated new or improved systems and management practices; evaluated and reported findings and developed statistical and narrative data to support recommendations and/or options. Lead work groups addressing a variety of policy, procedural, and operational administrative issues. Prepared analyses, summaries, and recommendations, responsible for budget management, CIP project planning, community outreach, strategic planning, and demographic research. Business

retention and expansion programs created and implemented. Created press releases and worked directly with media to update community on current projects.

City of Glendale, Arizona

Sr. Management Assistant, Economic Development Department, April 2009 to March 2011

Managed $3 million in Capital Improvement Project and PayGo funding and $600,000 department operational funds, analyzed and recommended supplemental projects for upcoming fiscal year, managed redevelopment plans for affordable housing projects, negotiated terms and tracked development agreements and purchase contracts, conducted research on taxation and zoning rules, served on Diversity, United Way, Employee Recognition, Property Management, and Downtown Redevelopment committees, and coordinated all efforts for the business retention and expansion program. I focused on developing and strengthening relationships with governmental stakeholders, policy makers and legislators. Created council communication reports and presentations. Conducted client, demographic, project, and property research and tracked the Greater Phoenix Economic Council leads.

Management Assistant, Marketing and Communications Department, May 2007 to April 2009

Edited newsletter with subscriber base of 250,000, planned and managed campaigns promoting the downtown and Westgate shopping districts, coordinated media efforts and conducted extensive research for Super Bowl XLII promotion components, created and managed the operational, Super Bowl XLII and Fiesta Bowl budgets, created voter pamphlets, requests for proposals, council reports, grant applications, and was awarded funding for multiple projects including video productions focusing on diverse ethnicities and historic figures within Glendale. Administered grants and governmental contracts and expenditures. Analyzed and resolved complex accounting issues.

Finance Administrative Coordinator, Finance Department, July 2005 to May 2007

Managed finance department budget and responsible for the annual output of the award winning Certified Annual Financial Report. Analyzed personnel benefits costs and shopped insurance providers under RFP process. Managed CDBG grant programs, Citizen Bond Election Committee which involved advertising and recruitment of members, supervised a team of 16 administrative and finance staff, coordinated council report and agenda submissions, performed administrative liaison duties for city manager's office, facilitated staff meetings of 80+ and represented the Chief Financial Officer at various committee meetings. Managed operational budget, reviewed financial proposals, and managed all fiscal activities for the administrative division. Applied sound revenue and expenditure methodologies using standard accounting and statistical principles.

EDUCATIONAL BACKGROUND:

- Master's in Education degree – Northern Arizona University, Paradise Valley, AZ – 2005
- Bachelor of Science degree in Applied Management - Grand Canyon University, Phoenix, AZ – 2002 and Authored "Changing Perceptions about Affordable Housing" thesis
- IEDC, completion of six courses required for CEcD
- Graduate of civic servant Verde Valley Leadership organization, 2012
- Graduate of City of Las Vegas' management training program (SEAL), 2017

PERSONAL INTERESTS AND COMMUNITY INVOLVEMENT:

- Worked with Seniors at YMCA in Las Vegas, NV, 2014-2019, teaching beginner Yoga as well as Kid Yoga
- 200 hours Registered Yoga Training –20 hours Registered Yoga Training– yoga for victims of trauma, 2016
- "Big Sister" to three teenage girls - Big Brothers/Big Sisters of Northern Nevada, NV, Yavapai County, AZ, and Greater Las Vegas, NV, 2011-2020
- Usher/Server – Life Point Church, Minden, NV, 2019-2020
- Middle School Tutor – Language Arts, Grade Point Potential, 2015
- Sunday school teacher, Shadow Hills Baptist Church/Canyon Ridge Church, Las Vegas, NV, 2014-2018
- Foster mom, Glendale, AZ, 2009

Professional References * Melissa Evans * [redacted]

Rich Atkins, Redevelopment Officer, Economic & Urban Development, City of Las Vegas, [redacted], [redacted] (former peer and my supervisor prior to re-org)

Rob Beltramo, Tribal Planer, Washoe Tribe of Nevada and California, [redacted] (former subordinate)

Denise Frohlich, Nevada State Dept. of Administration, Interim Administrator-Grants Office, (now at NSLAPR), [redacted] (former supervisor)

Hon. Judge Patricia Lenzi, Washoe Tribe of Nevada and California, [redacted] (former peer)

Russ Martin, City Manager, Town of Camp Verde, AZ, [redacted] (former supervisor)

Roberta Reed, former CFO, Washoe Tribe of Nevada and California, [redacted] (former subordinate)

Patrick Sinnott, former Business Development Manager, Economic and Urban Development, [redacted] (former supervisor)

City of Fernley

Employment Application

An Equal Opportunity Employer

OFFICE USE ONLY DATE RECEIVED

The City of Fernley is a wonderful place to work, and we look forward to receiving your application. We only accept applications for jobs currently posted. The website, www.cityoffernley.org features a listing of current job openings. Please contact Human Resources at (775) 784-9863 for more information.

This application must be filled out completely.
To return applications by mail, send to:
City of Fernley, Human Resources
595 Silver Lace Blvd., Fernley, NV 89408

Applications may be dropped off in person at:
City Hall, Human Resources
595 Silver Lace Blvd., Fernley, NV 89408

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name Melissa Evans **Date** 08/15/2022

Address [redacted]

City Minden **State** NV **Zip Code** 89423

Email address: [redacted]

Telephone(s) **Home** [redacted] **Cell** [redacted] **Work** [redacted]

Position Applied for City Manager

How did you hear about this position? ☐ Advertisement ☐ Walk-In ☐ Referral (by whom?) icma.org

☐ Other (explain)

If offered employment, when will you be available to begin? two weeks or less

What type of employment will you accept? ☑ Full-Time ☐ Part-Time ☐ Temporary

Will you be available for shift work? ☐ Yes ☑ No

Will you be available to work weekends and/or holidays if necessary? ☑ Yes ☐ No

Have you been given a job description or had the requirements of the job explained to you? ☑ Yes ☐ No

Do you understand the job requirements? ☑ Yes ☐ No

Can you perform the essential functions of this job with or without reasonable accommodation? ☑ Yes ☐ No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? ☑ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the United States? ☑ Yes ☐ No

List other names, if any, you have used. Preston, Preston-Benitez

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EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? ☑ Yes ☐ No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.	SPSCC, Olympia, WA	120 qtr	AA	Office Admin
2.				
College/University (Undergraduate) 1.	NAU, Flagstaff, AZ	60	M.Ed.	Ed. Psych, Human Relations
2.	Grand Canyon Univ, Phx, AZ	60	B.S.	Applied Business
Graduate School				

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? ☑ Yes ☐ No

If so, license expires 01/17/2025 Class C Restrictions (if any) _____

For positions that require typing: I certify that I can type at a speed of 70 WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

graduate of 3 leadership programs, familiar with all standard office equipment and MS Office Suite

OTHER INFORMATION

Have you ever been disciplined in your employment related to workplace violence?..... ☐ Yes ☑ No

If yes, please explain.

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Do you presently use illegal drugs? ..... ☐ Yes ☑ No

Have you ever been employed by **City of Fernley?** ..... ☐ Yes ☑ No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by **City of Fernley?** ..... ☐ Yes ☑ No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

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THIS SECTION IS TO BE COMPLETED ONLY IF YOU ARE APPLYING FOR A POSITION:

- **AS A PEACE OFFICER OR FIREFIGHTER.**
- **WHICH HAS ACCESS TO THE NEVADA CRIMINAL JUSTICE INFORMATION SYSTEM OR THE NATIONAL CRIME INFORMATION CENTER.**
- **WHICH A STATE OR FEDERAL LAW REQUIRE CRIMINAL HISTORY INFORMATION.**

Have you ever been convicted of, pled guilty or nolo contendre to, or been granted deferred adjudication for a felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction?..... ☐ Yes ☑ No

Do you have any pending court charges that have not been adjudicated?..... ☐ Yes ☑ No

If you have answered yes to either question, list all such offenses and provide date, name of court, and disposition (if any). You may omit minor traffic violations for which you paid a fine of $50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

FOR POSITIONS, OTHER THAN THOSE IDENTIFIED ABOVE:

- The criminal history of an applicant will only be considered after the final interview which is conducted in person or an offer of employment has been made, whichever occurs first.
- **City of Fernley** may, before selecting an applicant as a finalist or extending a conditional offer, notify the applicant of any provisions of law that disqualify a person with a particular criminal history from employment in a particular position.
- A record of conviction will not necessarily bar the applicant from employment. Factors to be considered when looking at records of criminal history include:
  - Length of time passed since the offense;
  - Age of applicant at the time of the offense;
  - Severity and nature of the offense;
  - Relationship of the offense to the position applying for; and
  - Evidence of rehabilitation of the applicant.
- The following will not be considered:
  - Arrests which did not result in a conviction;
  - Record of convictions that were dismissed, expunged, or sealed; and
  - Infractions or misdemeanors for which a sentence of imprisonment in a county jail was not imposed.

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EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.) ☒ Yes ☐ No

Present Employer: State of Nevada-Office of the Gov — Present Position: Sr Executive Grant Analyst ,Office of Federal Assistance

Address: 200 S Stewart St., Suite 200 — From (Mo/Yr): 11/21 — To (Mo/Yr): present

City: Carson City — ☒ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State: NV — Zip Code: 89706 — Salary:

Supervisor's Name/Title: Kristen Stout current/Denise Frohlich previous — Telephone: (702)-612-6358

Related Duties:

Project management, contract oversight, grant administration and technical assistance, compliance and regulatory updates, data collection and tracking.

Reason for Leaving: Seeking role with more responsibility. I want to give more to a community as a servant leader.

Employer: Washoe Tribe of Nevada and California — Position: Tribal Administrator

Address: 919 US Hwy 395 North — From (Mo/Yr): 8/19 — To (Mo/Yr): 8/20

City: Gardenerville — ☒ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State: NV — Zip Code: 89410 — Salary: $150,000

Supervisor's Name/Title: Serrell Smokey, Chairman — Telephone: (775)-400-0914

Related Duties: I developed and maintained the organization's $36 million annual budget, and created positive working relationships and communications with elective, administrative and program officials, maintaining and promoting cultural sensitivity and inclusiveness. I focused on talent acquisition and reviewed and enhanced employee benefits systems as organizational lead. I focused on developing and strengthening relationships with governmental stakeholders, policy makers and legislators. I lobbied for local initiatives with municipalities and counties.

Reason for Leaving: Position eliminated by Acting Chairman, who was subsequently fired.

City of Fernley

Employment Application

An Equal Opportunity Employer

OFFICE USE ONLY DATE RECEIVED

Employer: City of Las Vegas, NV | Position: Sr Econ Dev Specialist
Address: 495 S. Main St, 6th Fl | From (Mo/Yr): 03/2014 | To (Mo/Yr): 12/2017
City: Las Vegas | ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State: NV | Zip Code: 89101
Supervisor's Name/Title: Rich Atkins, RDA Officer | Telephone: (702) 229-6551

Related Duties:
Created marketing campaigns to entice international businesses and site selectors, administered workforce development efforts including managing community partner initiatives for tech training and market demand analysis as an expert in business development. I worked daily with the business licensing department to process applications and licenses to help expedite recruitment of new businesses.

Reason for Leaving: started consulting firm for high tech companies in downtown

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Employer: Town of Camp Verde | Position: Econ Dev Director
Address: 395 S. Main St | From (Mo/Yr): 03/2011 | To (Mo/Yr): 12/2012
City: Camp Verde | ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State: AZ | Zip Code: 86322
Supervisor's Name/Title: Russ Martin, Town Mgr | Telephone: (928) 239.0356

Related Duties:
Marketed town to site selectors and businesses considering expansion into the Verde Valley. Planned community events and organized volunteer efforts. I focused on developing and strengthening relationships with governmental stakeholders, policy makers and legislators. Implemented changes in process or procedure in response to policy changes, multi-tasked and prioritized multiple projects while meeting deadlines, and responded to daily unanticipated changes.

Reason for Leaving: left state to care for terminally ill parent

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Employer: City of Glendale, Az | Position: Sr Mgmnt Asst
Address: 5850 W. Glendale Ave | From (Mo/Yr): 07/2005 | To (Mo/Yr): 03/2011
City: Glendale | ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State: AZ | Zip Code: 85301
Supervisor's Name/Title: Dave McAlindin, Ray Shuey | Telephone: (623) 930-2270

Related Duties:
Managed $3 million in Capital Improvement Project and PayGo funding and $600,000 department operational funds, analyzed and recommended supplemental projects for upcoming fiscal year, managed redevelopment plans for affordable housing projects, negotiated terms and tracked development agreements and purchase contracts, and conducted research on taxation and zoning rules.

Reason for Leaving: promoted; offered position as director with small community

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City of Fernley

Employment Application

An Equal Opportunity Employer

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Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

-24 yrs of municipal and tribal experience; 10 with senior level capacities
-Graduate of 3 leadership programs
-Masters in Education, B.S. in Applied Business
-Worked for both rural and urban communities
-Trained economic development professional, able to recruit businesses to rural areas
-Community focused as a church member, Big Sister and YMCA yoga teacher
-Skilled in strategy building and community planning
-Excellent in building partnerships and trust with community businesses and orgs
-1 hour away, and willing to relocate

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Human Resources at 775-784-9863.

ME All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

ME This application is the property of **City of Fernley** and will become part of my personnel file if I am hired.

ME I authorize **City of Fernley** to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with **City of Fernley**. In addition, I authorize **City of Fernley** to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize **City of Fernley** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize **City of Fernley** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

ME In exchange for **City of Fernley's** consideration of my employment application, and/or any continued employment with **City of Fernley**, I authorize anyone possessing information to furnish it to **City of Fernley** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **City of Fernley**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

City of Fernley

Employment Application

An Equal Opportunity Employer

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MC I further understand this consent will apply during the entire course of my employment with **City of Fernley** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

MC I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **City of Fernley**. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from **City of Fernley** constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that **City of Fernley** is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to **City of Fernley**. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

MC Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, *if qualifications of applicants are equal*: a) first, to a honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant _____ **Date** 8·15·22

City of Fernley

Employment Application

An Equal Opportunity Employer

OFFICE USE ONLY DATE RECEIVED

The City of Fernley is a wonderful place to work, and we look forward to receiving your application. We only accept applications for jobs currently posted. The website, www.cityoffernley.org features a listing of current job openings. Please contact Human Resources at (775) 784-9863 for more information.

This application must be filled out completely.
To return applications by mail, send to:
City of Fernley, Human Resources
595 Silver Lace Blvd., Fernley, NV 89408

Applications may be dropped off in person at:
City Hall, Human Resources
595 Silver Lace Blvd., Fernley, NV 89408

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name Patrick S. Marsh **Date** July 29, 2022

Address [redacted]

City Fernley **State** NV **Zip Code** 89408

Email address: [redacted]

Telephone(s) **Home** ( ) **Cell** [redacted] **Work** [redacted]

Position Applied for City Manager

How did you hear about this position? ☐ Advertisement ☐ Walk-In ☐ Referral (by whom?)

☐ Other (explain) I am a current city employee

If offered employment, when will you be available to begin? within one week of notification

What type of employment will you accept? ☑ Full-Time ☐ Part-Time ☐ Temporary

Will you be available for shift work? ☐ Yes ☑ No

Will you be available to work weekends and/or holidays if necessary? ☑ Yes ☐ No

Have you been given a job description or had the requirements of the job explained to you? ☑ Yes ☐ No

Do you understand the job requirements? ☑ Yes ☐ No

Can you perform the essential functions of this job with or without reasonable accommodation? ☑ Yes ☐ No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? ☑ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the United States? ☑ Yes ☐ No

List other names, if any, you have used. n/a

City of Fernley

Employment Application

An Equal Opportunity Employer

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EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? ☑ Yes ☐ No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1.	Augustana College - Rock Island, IL	160	B.A.	Business/Public Administration
2.				
Graduate School	Northern Illinois Univ. - DeKalb, IL	80	Master's	Public Administration

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

ICMA - Credentialed Manager

Answer only if position requires.

Do you possess a valid driver's license? ☑ Yes ☐ No

If so, license expires 9/9/28 Class D Restrictions (if any) eye lenses

For positions that require typing: I certify that I can type at a speed of 60 WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

Have you ever been disciplined in your employment related to workplace violence?..... ☐ Yes ☑ No

If yes, please explain.

n/a

City of Fernley

Employment Application

An Equal Opportunity Employer

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Do you presently use illegal drugs? ..... ☐ Yes ☑ No

Have you ever been employed by **City of Fernley?** Currently employed by Fernley ☑ Yes ☐ No

If yes, please provide the following information:

Department City Managers Office Position Title Acting City Manager

Dates of Employment 1/17/22 Reason for Separation n/a

Are you related to anyone who is currently employed by **City of Fernley?** ..... ☐ Yes ☑ No

If yes, please provide the following information:

Related person's name n/a Department n/a

Relationship n/a

City of Fernley

Employment Application

An Equal Opportunity Employer

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THIS SECTION IS TO BE COMPLETED ONLY IF YOU ARE APPLYING FOR A POSITION:

- **AS A PEACE OFFICER OR FIREFIGHTER.**
- **WHICH HAS ACCESS TO THE NEVADA CRIMINAL JUSTICE INFORMATION SYSTEM OR THE NATIONAL CRIME INFORMATION CENTER.**
- **WHICH A STATE OR FEDERAL LAW REQUIRE CRIMINAL HISTORY INFORMATION.**

Have you ever been convicted of, pled guilty or nolo contendre to, or been granted deferred adjudication for a felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction?..... ☐ Yes ☑ No

Do you have any pending court charges that have not been adjudicated?..... ☐ Yes ☑ No

If you have answered yes to either question, list all such offenses and provide date, name of court, and disposition (if any). You may omit minor traffic violations for which you paid a fine of $50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

FOR POSITIONS, OTHER THAN THOSE IDENTIFIED ABOVE:

- The criminal history of an applicant will only be considered after the final interview which is conducted in person or an offer of employment has been made, whichever occurs first.
- **City of Fernley** may, before selecting an applicant as a finalist or extending a conditional offer, notify the applicant of any provisions of law that disqualify a person with a particular criminal history from employment in a particular position.
- A record of conviction will not necessarily bar the applicant from employment. Factors to be considered when looking at records of criminal history include:
  - Length of time passed since the offense;
  - Age of applicant at the time of the offense;
  - Severity and nature of the offense;
  - Relationship of the offense to the position applying for; and
  - Evidence of rehabilitation of the applicant.
- The following will not be considered:
  - Arrests which did not result in a conviction;
  - Record of convictions that were dismissed, expunged, or sealed; and
  - Infractions or misdemeanors for which a sentence of imprisonment in a county jail was not imposed.

City of Fernley

Employment Application

An Equal Opportunity Employer

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EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.) ☐ Yes ☐ No

Present Employer: City of Fernley — Present Position: Acting City Manager

Address: 585 Silver Lace Blvd — From (Mo/Yr): 1/22 — To (Mo/Yr): Present

City: Fernley — ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State: NV — Zip Code: 89408

Supervisor's Name/Title: Mayor Edginton — Telephone: (775) 784-9800

Related Duties:

Manage the day-to-day operations of the city, including the direct supervision of all department heads and 78 staff. Specific work in economic development, finance, budgeting. Also serve as the liaison between the city council and the staff. Assist the city council with policy development and implementation.

Reason for Leaving: n/a

Employer: CWIowa, LLC — Position: Consultant

Address: 2800 5th Avenue — From (Mo/Yr): 1/1/21 — To (Mo/Yr): 1/12/22

City: Rock Island — ☐ Full-Time (30+ hrs/wk) ☑ Part-Time (<30 hrs/wk)

State: IL — Zip Code: 61201

Supervisor's Name/Title: Craig Wagner, CEO/Owner — Telephone: (309) 314-4620

Related Duties:

Responsible for all property/land acquistion, grant writing, grant administration, relationship building with local, state, and federal government agencies. Managed the operating budget.

Reason for Leaving: Moved to Fernley for full-time position and wanted to get back in the public sector.

City of Fernley

Employment Application

An Equal Opportunity Employer

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Employer: City of Fitchburg | Position: City Administrator
Address: 5520 Lacy Road | From (Mo/Yr): 09/15 | To (Mo/Yr): 01/21
City: Fitchburg | ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State: WI | Zip Code: 537111
Supervisor's Name/Title: Mayor Jason Gonzalez | Telephone: (608) 270-4200

Related Duties:
Managed the day-to-day operations of the city, including the direct supervision of 18 department heads. Also responsible for all community relations, economic development initiatives and the hiring of all department heads. Wrote an extensive number of grants and handled grant administration. Initiated policy development and implementation. Responsibel for succession planning and team motivation and training. Also served in the role of acting public works director for 18 months.

Reason for Leaving: Voluntary Resignation

Employer: City of Monona | Position: City Adminstrator and Economic Dev. Dir
Address: 5211 Schluter Road | From (Mo/Yr): 11/07 | To (Mo/Yr): 09/15
City: Monona | ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State: WI | Zip Code: 53765
Supervisor's Name/Title: Mayor Robb Kahl | Telephone: (608) 222-2525

Related Duties:
Managed the day-to-day operations of the city, including the direct supervision of 12 department heads. Also served in the role of economic development director and HR director. Responsible for budgeting, budget implementation, business recruitment, retention and all development. Also responsible for all relations with local, regional, state and federal agencies.

Reason for Leaving: Career Advancement - Went to a larger city.

Employer: Village of Coal Valley | Position: Village Administrator
Address: 900 First Street | From (Mo/Yr): 06/04 | To (Mo/Yr): 11/07
City: Coal Valley | ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State: IL | Zip Code: 61264
Supervisor's Name/Title: Village President - Stan Engstrom | Telephone: (309) 781-2769

Related Duties:
Managed the day-to-day operations of the village. Also served in the role of HR director, planning director, finance director, liquor commissioner, and economic development director. Responsible for policy initiatives and direction, engaging and motivating team members, budgeting, budget implementions, and all relations with local, state, and federal agencies.

Reason for Leaving:

City of Fernley

Employment Application

An Equal Opportunity Employer

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Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

In addition to the positions outline above, I have worked for a regional planning commission for 11 years. During that time I worked with local governments in two states, five counties and 48 different municipalities.

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Human Resources at 775-784-9863.

pm All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

pm This application is the property of **City of Fernley** and will become part of my personnel file if I am hired.

pm I authorize **City of Fernley** to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with **City of Fernley**. In addition, I authorize **City of Fernley** to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize **City of Fernley** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize **City of Fernley** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

pm In exchange for **City of Fernley's** consideration of my employment application, and/or any continued employment with **City of Fernley**, I authorize anyone possessing information to furnish it to **City of Fernley** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **City of Fernley**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

City of Fernley

Employment Application

An Equal Opportunity Employer

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pm I further understand this consent will apply during the entire course of my employment with **City of Fernley** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

pm I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **City of Fernley**. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from **City of Fernley** constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that **City of Fernley** is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to **City of Fernley**. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

pm Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, *if qualifications of applicants are equal*: a) first, to a honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant Patrick S. Marsh **Date** 7/29/22

Authorization to Conduct Employment Investigations

I, Patrick Marsh (print name), authorize the City of Fernley to contact my employer or individuals to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits, or other qualifications for employment and/or continued employment with the City of Fernley. In addition, I authorize the City of Fernley to conduct a background search which includes criminal history and military history. If the position for which I am applying requires driving a vehicle, I authorize the City of Fernley to conduct a DMV search. I further authorize the City of Fernley to contact any institution and/or licensing authority for job-related information regarding my education, licenses, and/or certificates which I may currently hold or may have held in the past.

In exchange for the City of Fernley's consideration of my employment application and/or my continued employment with the City of Fernley, if any, I authorize anyone possessing this information to furnish it to the City of Fernley upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information, including the City of Fernley, from all claims, liability, and damages whatsoever in furnishing, obtaining, or using said information including, but not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

I further understand this consent will apply during the course of my employment with the City of Fernley, should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.

Name (printed) Patrick Marsh

List any other names you have used N/A

Driver's License Number [redacted] State Wi Expiration Date 9/9/2028

Patrick S. Marsh — Signature

8-1-22 — Date

Patrick Marsh

ICMA- Credentialed Manager

[redacted] [redacted] [redacted]

July 28, 2022

City of Fernley
Human Resources Department
Attn: Jacki Moxley, HR Manager
595 Silver Lace Blvd.
Fernley, NV 89408

Ms. Moxley,

It is with great pleasure that I submit my application for the City of Fernley's city manager position. As a dynamic city manager with over thirty years of professional experience in the public sector, including eighteen in local government management, I am confident that I will continue to be a valuable asset to Fernley.

I am an experienced, visionary leader with strong leadership and management skills. I believe in being proactive and creative in achieving solutions to all local government issues, and rely on strong communication skills in working with staff, elected officials, and members of the community. As you are aware, I am currently serving in the role of "acting city manager" in the community and would like to make Fernley my permanent home.

My last local government management position was with the City of Fitchburg, Wisconsin, where I honed my skills as a team leader. While employed there, I successfully managed a balanced budget while playing an active role in growing the equalized value of the community through various economic development initiatives. The City of Fitchburg is one of the fastest growing communities in Wisconsin and is also the most diverse.

I am confident that my proven track record of excellent work ethic, unparalleled attention to detail, and knack for team building will allow me to continue to contribute to the team's success in the City of Fernley. I look forward to discussing the city manager position and my qualifications with you in more detail. I am available to talk at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

Patrick S. Marsh PSM

ICMA-Credentialed Manager

Patrick Marsh

[redacted]

PROFESSIONAL SUMMARY

To utilize my public sector and local government experience, including local government management and economic development expertise, to provide exceptional community leadership, in an effort to increase quality of life for residents, business, and visitors to the community.

EXPERTISE

- 31 years of public sector experience
- 18 years as a local government manager/administrator
- 18 years of budgeting and financial planning leadership
- 11 years as lead economic development director
- 15 years of planning/zoning experience
- 11 years as primary human resources manager
- 3.5 years in the role of finance director

EDUCATION

ICMA - Credentialed Manager – Since 09/2011

Northern Illinois University - DeKalb, IL | Master's Degree (MPA)
Public Administration, 06/2005

Northern Illinois University – DeKalb, IL – Certificate of Public Management
Public Administration, 05/1998

Augustana College - Rock Island, IL | Bachelor of Arts
Business/Public Administration & Political Science, 11/1988

WORK HISTORY

ACTING CITY MANAGER | 05/2022 to Present
City of Fernley, NV – Fernley, NV

- Managed the day-to-day operations of the city.
- Serve as the primary contact between the Mayor/Council and City Staff
- Directly responsible for all operations in the Planning/Zoning, Engineering, Public Works, Animal Control, and Building Operations departments of the city. Over 70 employees.

- Responsible for managing the development team on economic development projects for one of the fastest growing communities in the State of Nevada.
- Coordination of the development of the emergency management plan in conjunction with Lyon County.
- Liaison with local businesses, Lyon County, regional economic development authorities, and state-wide development leaders.

DEPUTY CITY MANAGER – 01/2022 TO 05/2022
City of Fernley – Fernley, NV

*All duties and responsibilities as noted in the above "Acting City Manager" role.

CONSULTANT | 01/2021 to 01/2022
CWIowa, LLC - Rock Island, IL

- Local, regional, state, federal government due diligence and coordination
- Facilitated property acquisition for all company expansion initiatives
- Implemented long-term growth initiatives by developing sustainable and profitable strategies.
- Responsible for all grant writing and administration
- Coordinated development efforts with CEO

CITY ADMINISTRATOR | 09/2015 to 01/2021
City Of Fitchburg - Fitchburg, WI

- Chief appointed official for the City of Fitchburg
- Managed 275 employees, including 18 department heads
- Primary Contact for business recruiting, retention, expansion, and development
- Lead staff person annual budget preparation and implementation.
- Liaison between local organizations and the city.
- Responsible for the implementation of policy initiatives of the common council

CITY ADMINISTRATOR AND ECONOMIC DEVELOPMENT DIRECTOR | 11/2007 to 09/2015
City Of Monona - Monona, WI

- Chief Appointed Official for the City of Monona
- Managed 98 FTE and 12 department heads
- Primary contact for elected officials (Mayor and six Common Council members).
- Primary contact for business recruiting, retention, expansion, and development
- Facilitated all strategic planning initiatives
- Lead staff for annual budget preparation and management
- Served in the role of Deputy Clerk to assist with local elections along with other statutory responsibilities

VILLAGE ADMINISTRATOR & ECONOMIC DEVELOPMENT DIRECTOR | 06/2003 to 11/2007
Village of Coal Valley - Coal Valley, Illinois

- Chief appointed official for the Village
- Served in the role of finance director, human resources director, planning/zoning director, and economic development director
- Managed 25 FTE, 4 department heads, and a $6 million budget
- Primary contact for elected officials (Village President and six Trustees)
- Primary contact for all planning and economic development activities.
- Responsible for the annual budget and implementation

ASSISTANT CITY MANAGER | 11/2003 to 06/2004
City of Eldridge - Eldridge, Iowa

- Assisted the city manager with day-to-day operation of the city
- Assisted the city manager with budget preparation and management
- Lead staff for all economic development, planning and zoning initiatives
- Primary contact for all nuisance complaints
- Liaison between elected officials and city staff

DIRECTOR OF OPERATIONS | 09/2000 to 11/2003
IPower Distribution Group - Rock Island, IL

- Lead staff member for a multi-disciplinary, twelve-member business conglomerations focused on providing one-stop opportunities for industrial market replacement and operation (MRO)
- Oversight of day-to-day production activities in accordance with business objectives.
- Lead staff liaison between members companies and industrial clients (Case IH, John Deere, and Honeywell)
- Reported to a twelve-member Board of Directors
- Managed twenty employees

SENIOR PLANNER | 02/1989 to 07/2000
State Regional Commission - Rock Island, Illinois

- Lead staff for all transit and park/recreational initiatives in a two-state, five-county, and forty-four local governments in western Illinois and eastern Iowa
- Assisted local governments with grant writing and administration
- Lead staff with land and right-of-way acquisition for regional trails and park developments
- Coordinated comprehensive planning and park and recreation master plan initiatives with local governments
- Lead staff in the coordination of multi-use trail development with state-wide network of regional trail systems in northern Illinois
- Assisted local governments with affordable housing and community development block grants (CBDG's)

INTERN | 09/1987 to 03/1988

Duane Olivier Associates & City of Moline - Moline, IL

- Assisted local governments with planning documents and asset management inventory systems.
- Assisted business consultant with various planning and economic development projects for local governments.
- Reviewed local government ordinances for compliance.
- Attended city council and village board meetings to experience governing operations of local government.

VOLUNTEER & SERVICE ACTIVITIES

- Board of Directors - Illinois City/County Managers Association (ILCMA) 2005 - 2007
- Board of Directors - Wisconsin City/County Manager Association (WCMA) 2008 - 2012
- Board of Directors - Cities and Villages Mutual Insurance Company (CVMIC) 2014 - 2015
- Volunteer Youth Coach - City of Monona Parks and Recreation (Baseball, Wrestling, Flag Football, & Soccer)
- Active Church Member
- Active in Social Organizations (Rotary, Optimist Club, Kiwanis, Moose Club)
- Member of the Monona and Fitchburg, Wisconsin Chambers of Commerce

ROBERT SWITZER
[redacted]

Mayor Roy Edgington
Fernley City Council
595 Silver Lace Blvd.
Fernley, NV 89408

August 15, 2022

Mayor Edgington and Council Members,

Thank you in advance for taking the time to review my Resume and please consider this as my Letter of Interest for the position of City Manager. As the City Manager for the City of Yerington, I fulfill several roles including project leadership, policy development, risk management, and overall administration of City Council policies. Additionally, my public career includes six years as Mayor and six years as City Councilman for a rural Oregon community of twelve thousand population. I certainly understand the political environment in which elected leaders and administrative staff must operate.

My strong local government background includes initiating an annual budget, preparation of tentative and final budget documents for submission to the Department of Taxation and managing the entire budget process. I produce and discuss with the Council on a monthly basis the current status and financial health of the City. I bring several strengths to this position including strategic planning, active listening to alternate thoughts and ideas, and a passion for involvement in the community such as membership in civic groups and public speaking before diverse audiences.

I also enjoy fostering intergovernmental relationships which I have accomplished with the City of Yerington and Lyon County. We have working cooperation between street departments on some projects including sharing of equipment, materials, and labor in which no funds are exchanged. The City worked alongside County emergency response to fire dangers by offering our Community Center as a potential staging location for medical and temporary residential facilities.

I have expanded my academic credentials with completion of a Master of Public Administration (MPA) degree with a perfect GPA from American Public University to complement a Master of Business Administration (MBA) degree from Western Governors University.

I would enjoy sharing my further management experiences in an interview. Please contact me at [redacted] or via email at [redacted]. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Robert Switzer

ROBERT SWITZER

[redacted]

WORK EXPERIENCE

City of Yerington **Yerington, NV**
City Manager *Jan 2019 – Present*

- Initiated, planned, and placed into action the acquisition of a new City Hall building within six months as the new City Manager.
- Converted utility billing statements from envelope delivery to postcard sized mailings saving several hundred dollars per month.
- Implemented a program to invest cash funds to the Local Government Investment Pool earning over $132,000 in additional General Fund revenue.
- Streamlined Building Permit process to a maximum turn-around time of 14 days.
- Facilitated strategic planning meetings with City Council and Staff.
- Research, analyze data, and prepare reports to the City Council.
- Assembled data and prepared speeches highlighting some of the City's accomplishments and approach to handling present issues. Have given speeches to Yerington Rotary Club, Yerington Lions Club, Chamber of Commerce, and other civic organizations.
- Plan, direct, and monitor policies to determine efficacy and ongoing costs.
- Executive lead for a United States Department of Agriculture comprehensive water and wastewater distribution replacement project requiring the ability to ascertain facts, formulate a response to an issue, and make quick decisions. Estimated project cost is $34 million.
- Establish performance standards for department heads through annual evaluations and performance improvement plans when needed.
- Introduced and implemented a program to enhance morale and recognize everyday achievements.
- Board of Directors member with the Nevada Aviation Association.
- Working with Northern Nevada Development Authority on economic development opportunities.
- Partnering with the Yerington Chamber of Commerce to bring enhanced economic momentum for holiday activities.
- Supervision responsibility for 33 FTE's and a $10.2 million budget.

City of Ely **Ely, NV**
City Administrator ***Sept 2014 – Jan 2019***

- Directed, planned, and implemented policies, objectives, and activities of the City to ensure continuing operations, maximizing returns on investments, and increase productivity.
- Prepared budgets for approval including funding or implementation of new programs.
- Conferred with City Council members and staff members to discuss issues, coordinate activities, and resolve problems.

- Delivered speeches, wrote articles, and presented information to civic and other organizations to promote services, exchange ideas, and accomplish objectives.
- Reviewed and analyzed legislation, public policy, and the impact to the City.
- Testified before State Senate and Assembly Committees regarding legislation detrimental to the interests of Ely.
- Directed and coordinated the City's financial and budget activities to fund operations, maximize investments, and increase efficiencies.
- Implemented corrective action plans to solve organizational and departmental issues.
- Supervision responsibility for 35 FTE's and a $12 million budget.

Navajo Express **Boise, ID**
Fleet Manager *Sept 2012 – Sept 2014*

- Planned work assignments and equipment allocations to meet transportation, operations, and production goals.
- Conferred with customers, supervisors, contractors, and other personnel to exchange information or to resolve problems.
- Directed workers in transportation or relate services such as moving, storing, or loading and unloading of materials.
- Recommended and implemented measures to improve worker motivation, equipment performance, work methods, or customer services.
- Interpreted transportation and tariff regulations, shipping orders, safety regulations, and company policies and procedures for employees.
- Supervision and responsibility for 40 FTE's.

EDUCATION

AMERICAN PUBLIC UNIVERSITY **CHARLES TOWN, WV**
Master of Public Administration, Aug 2015

WESTERN GOVERNORS UNIVERSITY **SALT LAKE CITY, UT**
Master of Business Administration, Mar 2008

WESTERN ILLINOIS UNIVERSITY **MACOMB, IL**
Bachelor, Liberal Arts, Jul 2004

ADDITIONAL SKILLS/AFFILIATIONS

- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Caselle accounting software
- Active member of the International Lions Club

ROBERT SWITZER

[redacted]

REFERENCES:

1) Mayor John Garry, 14 East Goldfield Ave., Yerington, NV 89447 - [redacted]
2) Sheema Shaw, City Clerk, 14 East Goldfield Ave., Yerington, NV 89447 – [redacted]
3) Jeff Page, Lyon Co. Manager, 27 S. Main St., Yerington, NV 89447 – [redacted]
4) Mayor Melody Van Camp, Ely, NV 89301 – [redacted]
5) Charles Odgers. Esq., 511 E. Robinson, Ste., 1, Carson City, NV 89701 – [redacted]

SALARY HISTORY:

1) City of Yerington – $107,070
2) City of Ely – $83,470
3) Navajo Express – $42,000

City of Fernley

Employment Application

An Equal Opportunity Employer

OFFICE USE ONLY DATE RECEIVED

The City of Fernley is a wonderful place to work, and we look forward to receiving your application. We only accept applications for jobs currently posted. The website, www.cityoffernley.org features a listing of current job openings. Please contact Human Resources at (775) 784-9863 for more information.

This application must be filled out completely.
To return applications by mail, send to:
City of Fernley, Human Resources
595 Silver Lace Blvd., Fernley, NV 89408

Applications may be dropped off in person at:
City Hall, Human Resources
595 Silver Lace Blvd., Fernley, NV 89408

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name Robert Switzer **Date** August 5, 2022

Address [redacted]

City Yerington **State** NV **Zip Code** 89447

Email address: [redacted]

Telephone(s) **Home** ( ) **Cell** [redacted] **Work** [redacted]

Position Applied for City Manager

How did you hear about this position? ☑ Advertisement ☐ Walk-In ☐ Referral (by whom?) _____

☐ Other (explain) _____

If offered employment, when will you be available to begin? September 12, 2022

What type of employment will you accept? ☑ Full-Time ☐ Part-Time ☐ Temporary

Will you be available for shift work? ☑ Yes ☐ No

Will you be available to work weekends and/or holidays if necessary? ☑ Yes ☐ No

Have you been given a job description or had the requirements of the job explained to you? ☑ Yes ☐ No

Do you understand the job requirements? ☑ Yes ☐ No

Can you perform the essential functions of this job with or without reasonable accommodation? ☑ Yes ☐ No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? ☑ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the United States? ☑ Yes ☐ No

List other names, if any, you have used. _____

City of Fernley

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EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? ☑ Yes ☐ No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1. Western Illinois	Macomb, IL	120	Bachelor	Liberal Arts
2. Western Governors	Salt Lake City, UT	42	Master	Business Administration
Graduate School American Public Univ	Charles Town, WV	36	Master	Public Administration

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? ☑ Yes ☐ No

If so, license expires 11/20/2022 Class A Restrictions (if any) Corrective lenses

For positions that require typing: I certify that I can type at a speed of _____ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

Proficient in Caselle Accounting, Microsoft Word, Outlook, Excel, and PowerPoint

OTHER INFORMATION

Have you ever been disciplined in your employment related to workplace violence?..... ☐ Yes ☑ No

If yes, please explain.

City of Fernley

Employment Application

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Do you presently use illegal drugs? ..... ☐ Yes ☑ No

Have you ever been employed by **City of Fernley?** ..... ☐ Yes ☑ No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by **City of Fernley?** ..... ☐ Yes ☑ No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

City of Fernley

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THIS SECTION IS TO BE COMPLETED ONLY IF YOU ARE APPLYING FOR A POSITION:

- **AS A PEACE OFFICER OR FIREFIGHTER.**
- **WHICH HAS ACCESS TO THE NEVADA CRIMINAL JUSTICE INFORMATION SYSTEM OR THE NATIONAL CRIME INFORMATION CENTER.**
- **WHICH A STATE OR FEDERAL LAW REQUIRE CRIMINAL HISTORY INFORMATION.**

Have you ever been convicted of, pled guilty or nolo contendre to, or been granted deferred adjudication for a felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction?..... ☐ Yes ☑ No

Do you have any pending court charges that have not been adjudicated?..... ☐ Yes ☑ No

If you have answered yes to either question, list all such offenses and provide date, name of court, and disposition (if any). You may omit minor traffic violations for which you paid a fine of $50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

FOR POSITIONS, OTHER THAN THOSE IDENTIFIED ABOVE:

- The criminal history of an applicant will only be considered after the final interview which is conducted in person or an offer of employment has been made, whichever occurs first.
- **City of Fernley** may, before selecting an applicant as a finalist or extending a conditional offer, notify the applicant of any provisions of law that disqualify a person with a particular criminal history from employment in a particular position.
- A record of conviction will not necessarily bar the applicant from employment. Factors to be considered when looking at records of criminal history include:
  - Length of time passed since the offense;
  - Age of applicant at the time of the offense;
  - Severity and nature of the offense;
  - Relationship of the offense to the position applying for; and
  - Evidence of rehabilitation of the applicant.
- The following will not be considered:
  - Arrests which did not result in a conviction;
  - Record of convictions that were dismissed, expunged, or sealed; and
  - Infractions or misdemeanors for which a sentence of imprisonment in a county jail was not imposed.

City of Fernley

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EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.) ☑ Yes ☐ No

Present Employer: City of Yerington — Present Position: City Manager

Address: 14 East Goldfield Avenue — From (Mo/Yr): 01/2019 — To (Mo/Yr): Present

City: Yerington — ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State: NV — Zip Code: 89447 — $107,057

Supervisor's Name/Title: John Garry, Mayor — Telephone: (775)430-6379

Related Duties:

Initiate, coordinate Council policy through administrative action, planning/budgeting, implementing projects/programs; responsible for overall budget process; monitor employee performance

Reason for Leaving: Seek more opportunities and challenges

Employer: City of Ely — Position: City Administrator

Address: 501 Mill Street — From (Mo/Yr): 09/2014 — To (Mo/Yr): 01/2019

City: Ely — ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State: NV — Zip Code: 89301 — $83,470

Supervisor's Name/Title: Melody Van Camp, Mayor — Telephone: (775)296-1524

Related Duties:

Responsible for overall budget process; manage human resource functions; served as public works director; initiated a full-service landfill recycling operation; gave presentations to community groups

Reason for Leaving: Accepted the City Manager position in Yerington

City of Fernley

Employment Application

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Employer: Navajo Express Position: Fleet Manager

Address: 1356 East Beechcraft Court From (Mo/Yr): 09/2012 To (Mo/Yr): 09/2014

City: Boise ☑ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State: ID Zip Code: 83716 $ 42,000

Supervisor's Name/Title: Steffiny Akers, Terminal Manager Telephone: (208)484-5328

Related Duties:

Planned/coordinated work activities for a fleet of over-the-road commercial drivers/vehicles; monitor/maintain customer service levels

Reason for Leaving: Accepted position with City of Ely

Employer: _____ Position: _____

Address: _____ From (Mo/Yr): _____ To (Mo/Yr): _____

City: _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State: _____ Zip Code: _____

Supervisor's Name/Title: _____ Telephone: ( )

Related Duties:

Reason for Leaving: _____

Employer: _____ Position: _____

Address: _____ From (Mo/Yr): _____ To (Mo/Yr): _____

City: _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State: _____ Zip Code: _____

Supervisor's Name/Title: _____ Telephone: ( )

Related Duties:

Reason for Leaving: _____

City of Fernley

Employment Application

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Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

One personal accomplishment was earning a Private Pilot License which has given me an excellent perspective on airport operations.

I owned a photography studio for over four years where I marketed, produced services, hired employees and had to meet payroll which gave me an appreciation and understanding of the private sector.

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Human Resources at 775-784-9863.

_____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

_____ This application is the property of **City of Fernley** and will become part of my personnel file if I am hired.

_____ I authorize **City of Fernley** to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with **City of Fernley**. In addition, I authorize **City of Fernley** to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize **City of Fernley** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize **City of Fernley** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

_____ In exchange for **City of Fernley's** consideration of my employment application, and/or any continued employment with **City of Fernley**, I authorize anyone possessing information to furnish it to **City of Fernley** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **City of Fernley**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

City of Fernley

Employment Application

An Equal Opportunity Employer

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AJ I further understand this consent will apply during the entire course of my employment with **City of Fernley** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

AJ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **City of Fernley**. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from **City of Fernley** constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that **City of Fernley** is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to **City of Fernley**. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

N/A Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, *if qualifications of applicants are equal*: a) first, to a honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant Robert Surter **Date** 8/5/2022

Authorization to Conduct Employment Investigations

I, Robert Switzer (print name), authorize the City of Fernley to contact my employer or individuals to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits, or other qualifications for employment and/or continued employment with the City of Fernley. In addition, I authorize the City of Fernley to conduct a background search which includes criminal history and military history. If the position for which I am applying requires driving a vehicle, I authorize the City of Fernley to conduct a DMV search. I further authorize the City of Fernley to contact any institution and/or licensing authority for job-related information regarding my education, licenses, and/or certificates which I may currently hold or may have held in the past.

In exchange for the City of Fernley's consideration of my employment application and/or my continued employment with the City of Fernley, if any, I authorize anyone possessing this information to furnish it to the City of Fernley upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information, including the City of Fernley, from all claims, liability, and damages whatsoever in furnishing, obtaining, or using said information including, but not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

I further understand this consent will apply during the course of my employment with the City of Fernley, should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.

Name (printed) Robert Switzer

List any other names you have used _____

Driver's License Number [redacted] State NV Expiration Date 11/20/22

Robert Switzer — Signature

8/2/2022 — Date

City of Yerington -1907-

14 East Goldfield Avenue, Yerington, Nevada 89447
PHONE: (775) 463-3511 WEBSITE: www.yerington.net FAX: (775) 463-2284
The City of Yerington is an Equal Opportunity Provider

Honorable Mayor Roy Edgington and
Esteem Members of Fernley City Council
595 Silverlace Boulevard, Fernley, NV 89406

August 8, 2022

Subject: Recommendation to Appoint Mr. Robert Switzer to Fernley City Manager

Dear Honorable Mayor Edgington and Esteemed Members of the City Council:

I wish to wholeheartedly recommend candidate, Mr. Robert Switzer, for your open position as City Manager. I do admit I have some trepidations in losing an invaluable City Manager but I must be a good steward of the truth. Therefore, I must recommend his candidacy to you.

Mr. Switzer is a consummate professional, innovative leader, extremely knowledgeable of governmental affairs, and a self-starter who in his short tenure here in Yerington has transformed the business practices of our city for both cost savings and efficiency. He was challenged from day one to find a new city hall to replace our dilapidated building of approximately 1,000 square feet. He also undertook an ongoing project to rehabilitate our water and sewer system that involved three jurisdictions and called the largest rural municipal infrastructure project in USDA history for the state of Nevada.

Due largely to Mr. Switzer's efforts we acquired the former Yerington Nevada National Guard Armory, remodeled it and now have a modern facility that will serve this community for the next 50 to 100 years. The City owns the parcel without additional debt being incurred. The water/sewer project is coming to an end and that too should serve this community needs for 30 to 50 years with scheduled maintenance.

Mr. Switzer made a review of existing contracts when assuming his office and identified agreements that the city was being shortchanged. He reviewed our water billing system and identified ways to cut our postage costs saving us $4-600 a month.

Mr. Switzer modernized our city webpage to enhance the abilities of citizens and visitors to negotiate city services and to get gifted views of many city attractions. We also have a new community bulletin board that provides information to the community on a host of city and service organization events as well as providing information in a timely manner to alert citizens to a variety of issues whether road closures or items of community interest.

I have touched on only a few items, but if you wish to contact me for further information, then please call my cell phone number, (775) 430-6379.

Sincerely,

John J. Garry

John J. Garry, Mayor for the City of Yerington

CITY OF ELY

501 Mill Street Ely, Nevada 89301
City Hall (775) 289-2430 - Fax (775) 289-1463

November 26, 2018

To Whom It May Concern:

I hired Mr. Switzer in September 2014 with the approval of the City Council. With his past experience in and knowledge of government as a city council member and mayor of Ontario, Oregon; his extensive education; and professionalism, I knew he was perfect for the City Clerk position.

Robert Switzer took the challenge of the City Clerk and subsequent Administrator positions seriously and demonstrated the ability to get the job done: Managing various departments, budgets, day to day operations and addressing any issues with the public. Robert Switzer is a man of character, knowledge and very talented. Mr. Switzer has also become very active in our community.

Please let me know if you need any additional information about this outstanding gentleman.

Sincerely,

Melody Van Camp, Mayor

The City of Ely is an equal opportunity provider and employer

CITY OF ELY

501 Mill Street Ely, Nevada 89301
City Hall (775) 289-2430 – Fax (775) 289-1463

November 26, 2018

George Dini, Mayor
City of Yerington
102 S. Main Street
Yerington, NV 89447

Re: Letter of Recommendation for Robert Switzer

To the Honorable George Dini, Mayor:

I have had the pleasure of working with Robert Switzer as the City's City Clerk and subsequently as the City's Administrator, since January 2015 when I joined the City. At that time Bob had been on the job a grand total of three months. Since that time we have successfully negotiated collective bargaining agreements for our employees, he has created three out of the last four budgets, he has managed to ensure each year the City's finances remain in the black, even though some of the decisions were tough to make. While the City is required to have a City Treasurer, he has functioned in that position as well for the majority of time he has been employed by the City, except for a period of approximately 1 year when the prior City Treasurer returned. Within that year, she left for her own reasons and Bob has continued to ensure the City's bills are paid, working with the audit firm and the accounting firm to perform most of the day to day accounting functions. Bob has been instrumental in the filing of CDBG applications and USDA applications for a new ambulance.

In addition to developing, managing and monitoring the City's budget, he is also the Public Works Director. He supervises the lead personnel for each of the public works departments, including streets, water/sewer, and landfill. His leadership, while resisted at first, has resulted in the City moving forward working on projects such as recycling, street improvements, intensive work with NDOT on the upcoming water/sewer, storm drain project due to begin in April 2019. Bob has been instrumental in ensuring the City had the finances in place to pay for the upgrades in the City's water and sewer system as part of the upcoming project. He spearheaded upgrading the Waste Water Treatment Plant caused by outdated equipment, replacing equipment which kept on breaking down with more modern equipment, which resulted in a reduction in expenses including electrical expenses. He has been responsible for short-term, mid-range and long term planning for the public works departments.

Importantly, Bob was instrumental in the City creating its first Strategic Plan. Unfortunately, and not as a result of anything Bob did or did not do, the new City Council effectively threw out the Strategic Plan.

As the City Attorney, Bob and I have addressed countless personnel issues, collective bargaining issues, rate increases, risk management issues, we have dealt with PETA and a number of civil litigation cases, renegotiated contracts, negotiated contracts, conducted Planning Commission, Utility Board and City Council meetings over the past almost four years. I find Bob to be very knowledgeable with a "can do" attitude. While it would be the City of Ely's loss, I have no problem strongly recommending Bob for the position of City Manager for Yerington. I have had the pleasure of visiting Yerington a number of times and it is my firm belief that he will be an asset to your management team. I know his temperament is especially well-suited for dealing with elected officials, constituents and employees based upon my personal observations of his performance.

It is with great pride and humbleness that I recommend Bob to you. If given the opportunity, I know you will be highly impressed with his credentials, but more importantly, you will be impressed with his knowledge, skills, and abilities as the City Manager for Yerington. Yerington's gain will be Ely's loss.

Thank you for taking the time to read this. If you have any questions, please do not hesitate to contact me.

Sincerely,

Charles H. Odgers. Esq.
City Attorney