



N E V A D A

AGENDA  
Special Meeting  
City Council

Wednesday, March 15, 2023 • 2:00 PM

Mayor  
Neal E. McIntyre

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

City Manager

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

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**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](http://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](mailto: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](mailto: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](http://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 regarding the appointment and interview of the three candidates for potential employment for the City Manager position. Those candidates being Dawn Collins, George Zoukee, and Michael Toombs.**

**3. PUBLIC FORUM**

**4. ADJOURNMENT**

**Next Meeting: March 15th @ 5pm**



# CITY OF FERNLEY

## City Council AGENDA REPORT

Meeting Date: March 15, 2023

**REPORT TO:** Mayor and City Council

**REPORT FROM:** Jacki Moxley, Human Resource Manager

**FINANCIAL IMPACT:**

Yes:  X

No:

**CURRENTLY BUDGETED:**

Yes:  X

No:

**FUND/ACCOUNT:**

100-413-600

**ACTION REQUESTED:**

**AGENDA ITEM: (For Possible Action):**

Discussion and Possible Action regarding the appointment and interview of the three candidates for potential employment for the City Manager position. Those candidates being Dawn Collins, George Zoukee, and Michael Toombs.

**AGENDA ITEM BRIEF:**

On January 30, 2023, the Mayor approved the recruiting of the City Manager. HR advertised the position on the City of Fernley website, the ICMA website, Nevada City and County Manager's Association website, Next City Jobs website, and Nevada League of Cities website. The position was open from January 30, 2023, to February 14, 2023. HR received a total of ten applications. The candidates selected to be interviewed by the Mayor and Council are as follows: George Zoukee, Michael Toombs, and Dawn Collins.

**RECOMMENDED MOTION:**

I move to approve the Mayor's appointment of \_\_\_\_\_ 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 January 30, 2023, the Mayor approved the recruiting of the City Manager. HR advertised the position on the City of Fernley website, the ICMA website, Nevada City and County Manager's Association website, Next City Jobs website, and Nevada League of Cities website. The position was open from January 30, 2023, to February 14, 2023. HR received a total of ten applications. At the March 01, 2023, Council meeting, City Council requested the top three candidates selected through the internal interview process go before the Mayor and Council for final interviews. The top three rated candidates are as follows: George Zoukee, Dawn Collins, and Michael Toombs. The candidates are scheduled to be interviewed before the Mayor and City Council on March 15, 2023 Council meeting. Each candidate will be asked a series of questions by the Mayor. The City Council and Mayor will have an opportunity to ask for clarifications. Each interview is limited to 45 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.

**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. Michael Toombs redacted-1
2. George Zoukee redacted -1
3. Dawn Collins redacted -1

**Michael R. Toombs**

February 12, 2023

City Council, City of Fernley, NV  
595 Silverlace Blvd  
Fernley, NV 89408

Dear Mr. Mayor and City Council,

I was excited to see your listing for the City Manager position. I am an experienced and dynamic leader and administrator. I possess over 20 years of successful and documented experience in leading large complex staffs across various government agencies. Upon learning you were recruiting for new City Manager; I was eager to contact you regarding my interest. I am a local candidate who possesses the experience, skills, training, and education required to be successful in this critical position in our city. Having been the previous Deputy City Manager, I am fully aware of what this position requires, and I can walk into the position with minimal time required to become educated on issues, concerns and needs of the staff.

My prior performance as the Deputy City Manager was recognized as innovative and community oriented. I am fully aware of the issues currently facing the city and the staff as they respond to increase demands being placed on our city because of growth. Furthermore, I offer the tools to continue carrying out the mayor's vision for the staff and the city as outlined in his previous press releases. I will lead the staff with empathy, collaboration, and transparency while restoring trust and confidence in the City Manager's office.

I provide you the best qualified candidate who is also a resident of the city. I have resided in Fernley for over nine years, and I possess the skills, knowledge, education, and prior experience enabling me to start making an impact immediately without requiring an enormous amount of time learn about the city. The position as City Manager is not just a job to me, every decision we make effects our families, neighbors, friends, and the future of this city for generations to follow.

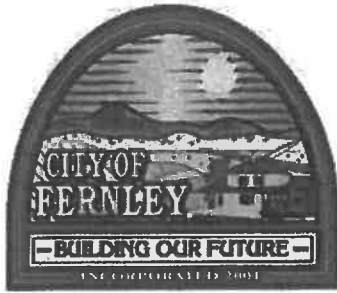
I look forward to hearing from you on a time when you would like to meet and discuss my qualifications for the position as the City Manager for the City of Fernley.

Thank you for your time and consideration.

Sincerely,  
Michael R. Toombs

Enclosure:

- (1) City of Fernley Job Application Form
- (2) Professional References
- (3) Salary background
- (4) Authorization to Conduct Employment Investigation
- (5) Resume
- (6) Additional Employment History



**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](http://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 Michael Ray Toombs Date February 13, 2023  
Address [REDACTED]  
City Fernley State NV Zip Code 89408  
Email address: [REDACTED]  
Telephone(s) Home ( ) Cell [REDACTED] Work ( )  
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? Required to give two-week notice  
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. None



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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
<small>Business/Technical/Vocational</small> 1. Cornell University	Ithaca, NY		Certificate	Executive Leadership
2.				
<small>College/University (Undergraduate)</small> 1. Limestone College	Gaffney, SC	120	Bachelors	Liberal Studies
2. American Military Univ.	Charlestown, WV	30	Masters Degree	Homeland Security
<small>Graduate School</small> National University	San Diego, CA	54	Masters Degree	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 7/2/2023 Class C 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 \_\_\_\_\_

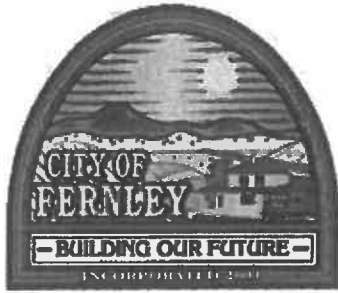
List any special skills you possess and/or equipment or office machines you can operate.

MS Office Suite, CoF Payroll System, CoF Budget System, CoF Employee Evaluation Process, Computers,  
Phone system, Zoom, and computers and Multifunctioning Devices

**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 City Manager Position Title Deputy City Manager

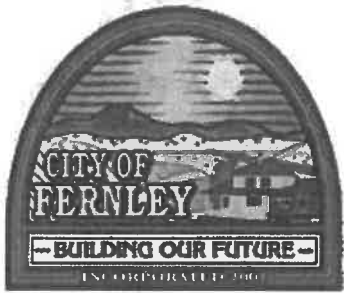
Dates of Employment 11/23/2020-10/1/2021 Reason for Separation Resignation

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.

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Have you ever been convicted of, pled guilty or nolo contendere 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.

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**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:
  - o Length of time passed since the offense;
  - o Age of applicant at the time of the offense;
  - o Severity and nature of the offense;
  - o Relationship of the offense to the position applying for; and
  - o Evidence of rehabilitation of the applicant.
- The following will not be considered:
  - o Arrests which did not result in a conviction;
  - o Record of convictions that were dismissed, expunged, or sealed; and
  - o 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 Department of the Navy Present Position Installation Program Integrator  
 Address 4755 Pasture Road From (Mo/Yr) 11/2021 To (Mo/Yr) Present  
 City Fallon  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
 State NV Zip Code 89496-5000 Salary \_\_\_\_\_  
 Supervisor's Name/Title Captain Shane Tanner, Commanding Officer Telephone (775)426-2700

Related Duties:

Principle advisor to the Commanding Officer on shore installation management, base operating support, resourcing, personnel management, strategic planning and program integration.

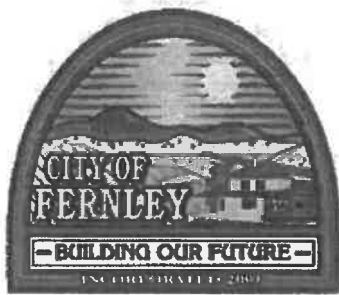
Reason for Leaving: Desire to be the City Manager in my community

Employer City of Fernley Position Deputy City Manager  
 Address 595 Silver Lace Blvd From (Mo/Yr) 11/2020 To (Mo/Yr) 10/2021  
 City Fernley  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
 State NV Zip Code 89408 Salary \_\_\_\_\_  
 Supervisor's Name/Title Daphne Hooper, City Manager Telephone (775) 784-9864

Related Duties:

Served as the deputy chief administrative officer overseeing day-to-day operations of the city and its 70 employees while ensuring efficient and effective implementation of policies and programs serving a population over 20,000 citizens.

Reason for Leaving: Resigned



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Employer Naval Systems, Inc. Position Management Analyst  
 Address 4755 Pasture Road From (Mo/Yr) 01/2020 To (Mo/Yr) 11/2020  
 City Fallon  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
 State NV Zip Code 89496 Salary \_\_\_\_\_

Supervisor's Name/Title Kathy Talton (retired), Program Manager Telephone (301) 643-2002

Related Duties:

Negotiated for the utilization of contracted adversary aircraft to support naval exercises and training at Naval Air Station Fallon and other training areas across the country.

Reason for Leaving: To accept the Deputy City Manager position with the City of Fernley

Employer Fallon Paiute Shoshone Tribe Position Tribal Administrator  
 Address 565 Rio Vista Drive From (Mo/Yr) 07/2018 To (Mo/Yr) 11/2019  
 City Fallon  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
 State NV Zip Code 89406 Salary \_\_\_\_\_

Supervisor's Name/Title Len George, Tribal Chairman Telephone (775) 666-8166

Related Duties:

Chief Administrative Officer for the management of day-to-day tribal operations leading 14 Directors and 140 employees.

Reason for Leaving: Newly elected Tribal Council majority did not want a non-native as the TA.

Employer Department of Veterans Affairs Position Management & Program Analyst  
 Address 5460 Reno Corporate Drive From (Mo/Yr) 12/2017 To (Mo/Yr) 07/2018  
 City Reno  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
 State NV Zip Code 89511 Salary \_\_\_\_\_

Supervisor's Name/Title Teria Dowdy, Acting Station Manager Telephone (414) 732-8288

Related Duties:

Served as a Management Analyst, Public Affairs Officer, and member of the Regional Office's Leadership Team. Primary responsibility was to advise the Director in effectively planning, controlling, and accomplishing established goals and or objectives.

Reason for Leaving: To accept the Tribal Administrator position, and no longer desired to commute to Reno.





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MRT 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.

MRT 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.

MRT 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

13 FEB 2023

# Michael R. Toombs

Fernley, NV

## Professional Summary

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Accomplished and energetic results oriented professional and US. Military veteran with over 20 years of proven success in leading dynamic teams in government settings. Excels at public speaking, fostering impersonal relations, and achieving results through leading with empathy and encouraging open communications. Motivated leader and master generalist with strong organizational and prioritization abilities. Areas of expertise include super-efficient multi-tasking, efficient budgeting, and motivational leadership.

## Skills

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Leadership	Human Resource Management	Self-Starter
Financial Management	Emergency Management	Team Building
Planning and Coordination	Problem Solving	Policy Development
Strategic Planning	Community Engagement	Negotiation
Coaching and Mentoring	Active Listening	Decision Making

## Education

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<b>Master of Public Administration (MPA)</b> Focus in Organizational Development National University - San Diego, CA.	9/2021
<b>Master of Homeland Security</b> American Military University - Charles Town, WV	12/2009
<b>Certificate in Executive Leadership</b> Cornell University - Ithaca, NY	3/2016
<b>Bachelor of Arts</b> Limestone College - Gaffney, SC.	12/2004

## Experience

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<b>Installation Plans, Programs and Readiness Integrator</b> Naval Air Station Fallon - Fallon, NV	11/2021 to Present
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Principle advisor to the Commanding Officer to facilitate the integration of shore strategic resource planning efforts across the installation. Provides the Commanding Officer advice and counsel on shore installation management. Interacts with department heads and staff, customers, tenant commands and

stakeholders regarding evaluation and assessment of shore installation programs and services. Advises the Commander on civilian personnel management issues.

- Coordinates across the installation to anticipate and determine future force structure changes as well as evolutionary modifications to integrated tactical Naval air warfare training support.
- Maintains the base's readiness-reporting database to reflect degradations and/or deficiencies in personnel, equipment, supply, training, ordnance, and facilities. Compiles recurring updates to other readiness tools and dashboards providing awareness to all levels of the Navy on status of current installation issues and future strategic positioning of resources.
- Integrates short and long-range planning, development and execution of the command's strategic plan, integration of budgets into command strategy and reporting on installation program financial, manpower and personnel readiness, operations, and program performance.
- Successfully provided oversight and guidance to program managers during the Integration and Assessment Phase of the Department of the Navy's ongoing Strategic Laydown and Dispersal, these integration efforts were key to identify planning issues and incremental resourcing requirements critical to Shore Installation Management.
- Serves as the senior civilian for providing the Commander advice and counsel on managing 89 civil servant and 132 Non-Appropriated Fund employees employed across more than 10 business lines.

**Deputy City Manager**

11/2020 to 10/2021

City of Fernley – Fernley, NV

Served as the deputy chief administrative officer overseeing the day-to-day operations of the city and its 70 employees while ensuring efficient and effective implementation of policies and programs serving a population over 20,000 citizens.

- Led, guided, and provided solutions to the city's Development Team and their staffs while ensuring development permits and applications were reviewed, processed, and considered equally.
- Represented the city at community meetings to provide information to the city's residents and addressed issued effecting citizens.
- Coordinated staff's input in the city's largest ever public-private partnership to work through the development process for a 4,000-acre parcel into an inland port facility with capacity for rail switching and a new transload facility and for assisting with a federal grant submission.
- During a contracted Efficiency Study of the city staff, received laudatory comments from the staff and the public on improvements implemented including a greater level of communication from the city.

**Management Analyst**

1/2020 to 11/2020

Naval Systems, Inc. – Naval Air Station Fallon, NV

Negotiated for the utilization of contracted adversary aircraft to support naval exercises and training at Naval Air Station Fallon and other training areas across the country.

- Provided day-to-day administrative and contract oversight as the US Navy's onsite representative for a government contract exceeding \$100M USD.
- Coordinated with government entities to synchronize contractor support to Navy training missions.
- Provided contractor performance updates to contracting agency and the customer.
- Reviewed contractor invoices and worked through discrepancies with contractor prior to input into government invoicing system.
- Supported the government in monitoring contract execution, tracking funds expended, and developed documentation in support of future planning in support of the contract.

**Tribal Chief Administrative Officer**

7/2018 to 11/2019

Fallon Paiute-Shoshone Tribe – Fallon, NV

Chief Administrative Officer for the management of day-to-day tribal operations leading 14 Directors and 140 employees.

- Ensured effective and efficient administration of overall tribal operations, served as the principle-operating executive for implementation of the Tribal policies and legislative.
- Diligently ensured all requirements for executing over 25 federal grants were adhered to including audits were conducted as outlined by granting agency, all expenditures were as outline in federal regulations and grant requirements., and coordinated with granting agency to resolve any issues with proper spending of grant funds.
- Oversaw and directed the tribe's human capital management efforts including recruiting, workers compensation, benefits, and disciplinary process.
- Advised the Tribal Council on social and economic issues, programs, and financial status; prepared and recommended long and short-term plans for tribal service provisions, capital improvements, and funding.
- During multiple vacancies of critical positions, was Acting Human Resources Director, Acting Health Services Director, Acting Social Services Director, and Acting Education Director for four months while performing all duties associated with permanent position.

**Management Analyst**

12/2017 to 7/2018

Department of Veterans Benefits Administration – Reno, NV

- Advisor to the Director in effectively planning, controlling, and accomplishing established goals and objectives.
- Focal point for receiving and reviewing inquiries from the White House, VA Central Office, and Congressional Offices. Expertly tracked and completed over 900 inquiries to the station by creating deadlines, ensured each inquiry was routed to the appropriate office for completion, reviewed submission for accuracy, and submitted to requesting office.

- Developed an easy-to-understand dashboard to provide the Director a daily update on the station's claims and appeals status.

**Associate District Manager (Deputy Director)**

5/2016 to 12/2017

Bureau of Land Management – Winnemucca, NV

- Supervised 3 senior managers and over 120 employees responsible for the development and implementation of a District strategy which integrated key national and State program goals, priorities, values, economic, social, technological, and administrative factors in the management of over 8.4 million acres of public lands.
- Created new, and improved existing partnerships while maintaining positive relations with stakeholders, interest groups, organizations, and the public.
- Chair for an interagency dispatch center Board of Directors responsible for overseeing and approving operating criteria supporting two separate federal agencies and a state agency in wildland fire suppression efforts.
- Provided executive oversight for the issuance of the 2017 Burning Man Special Recreation Permit during a year with considerable challenges to include the possibility of relocating the event because of the location being flooded.
- As Fire and Aviation Program Agency Administrator, implemented a responsive Fire and Aviation Program within the District. Efforts resulted in the program assessed as "A Model District Fire Program" during a large fire audit.
- Served as the District's Chief Budget Officer, compiling, presenting, and monitoring the district's annual operating budget totaling over \$13M in federally appropriated funds. Provided direction and guidance to managers and supervisors on proper implementation of funds.

**Management and Program Analyst**

4/2015 to 5/2016

Bureau of Land Management – Reno, NV

Primary technical consultant and advisor to the State Director, managers, and supervisors for planning, developing, and executing the state's safety, security, and emergency management program for the state office, six geographically dispersed district offices, various field offices, remote rural wild land firefighting facilities, dispatch centers, and other bureau sites throughout the state of Nevada.

**Budget Analyst**

7/2014 to 4/2015

Bureau of Land Management – Reno, NV

Oversaw the consolidation of lower level annual and multi-year budget estimates and justification for funding. Provided budgetary guidance to managers, supervisors, and program coordinators in the analysis, interpretation, and projection of data for their programs. Reviewed and analyzed budget request submitted by various program elements to ensure consistency, accuracy, and adherence to

instructions. Reviewed historical data to determine trends in funding.

**Associate District Manager, Support Services**

3/2014 to 7/2014

Bureau of Land Management – Winnemucca, NV

Responsible for management and supervision of the Administrative Services division which included Human Resources, budget oversight; collection, utilization, and control of funds; procurement and contracting actions; administrative support of resource management programs; time and attendance; travel card program; facilities and property management; supply and warehousing; records management; personnel processing; vehicle management; safety and public health; oversight and management of Public Room functions; and Engineering services.

**Military Experience**

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**Active-Duty U.S. Navy**

10/1986 to 10/2011

Various worldwide assignments during 25-year and 8-month career. Honorable Discharge. Disabled Veteran based on 30% or greater disability.

**Additional Training Relevant to the Position**

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18 Federal Emergency Management Agency (FEMA) training courses including Intermediate and Advanced Incident Management courses, and Disaster Management for Water and Wastewater Utilities course through Texas A&M University Extension Office.

Financial Risk Management courses including Auditing and Internal Controls for Federal Funds, and Federal Appropriations Law Course.

**Salary History**  
**ICO Michael R. Toombs**

Installation Program Director, US Navy. \$105,062 annually

Deputy City Manager, City of Fernley. \$47.24 hourly

Management Analyst, Naval Systems Inc. \$83,000 annually

Tribal Administrator, Fallon Paiute Shoshone Tribe. \$95,000 annually.

Management Analyst, Veterans Benefits Administration. \$89,009 annually

Associate District Manager, Bureau of Land Management. \$104,000 annually

Management Analyst, Bureau of Land Management. \$74,873 annually

Budget Analyst, Bureau of Land Management. \$69,597 annually

Associate District Manager, Support Services, Bureau of Land Management. \$69,597 annually

**Professional References**  
**ICO Michael R. Toombs**

Captain Shane Tanner, NAS Fallon Commanding Officer; Commander Joshua Jones, NAS Fallon Executive  
[REDACTED]

Mr. Albert Torres, Councilman Ward 1, City of Fernley. [REDACTED]

Ms. Colleen Unterbrink, Rural Outreach Liaison, Nevada Department of Transportation. Formerly,  
Assistant to the City Manager, City of Fernley. [REDACTED]

Kathleen Talton (retired), Project Manager, Naval Systems Inc. [REDACTED]

Yvonne Mori, Vice Chairwoman, Fallon Paiute Shoshone Tribe. [REDACTED]

Ms. Marci Todd, Bureau of Land Management, Associate State Director, Nevada. [REDACTED]

Enclosure (2)

George M. Zoukee



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

Dear Ms. Moxley:

I would like to apply for the City Manager position with the City of Fernley, as posted on the International City/County Management Association's web site. Attached are my resume and a list of professional references. I can send a sample of my analytical writing on request.

As you will note, my entire career has been in public sector and not-for-profit finance and executive management. After my economics and urban studies education at Hampshire College, I received my Master of Business Administration from the Boston University Graduate School of Management with a concentration in finance. My first professional position was Senior Financial Analyst with the Office of the Finance Director of the City of Boston. From there I was Capital Finance Manager at the Commonwealth of Massachusetts Department of Revenue, Division of Local Services. I then spent more than twelve years as Executive Director of the New Hampshire Municipal Bond Bank. In that role I was responsible for financing public improvements statewide and also I advised municipalities on budgeting, capital planning, capital budgeting and debt issuance and management.

My next role was Treasurer of the New York City Municipal Water Finance Authority. I was responsible for the investment of funds and a \$15 billion debt program that was growing by \$2 billion per year. I then joined a small investment bank/financial advisory firm (NW Financial) in which my primary focus was an international practice in environmental infrastructure development (water, sewer and landfill). I next was Director of Finance of the Transportation Corridor Agencies, a toll road authority in Orange County, California. My most recent role was Associate Administrator for Business and Finance Development with the U.S. Department of Transportation's Maritime Administration (salary over \$166,100). The position was part of the Senior Executive Service (S.E.S.) of the Federal Government. I managed five offices with over sixty employees. I left that role in 2013 in order to pursue real estate investments full-time. I have invested personal, family and investor's funds in real estate successfully since 1998. Although it has been financially rewarding, I have decided that I am going to return to my career for many more years. I am planning on making a 10+ year commitment to my next opportunity. I would like to return to Nevada permanently.

I have always operated with the highest degree of integrity, ethics and transparency and I would continue that in Fernley.

I would like to point out that my position with the federal government was part of the Senior Executive Service (S.E.S.), 0.75% of federal career employees. Rigorous screening is required before being admitted to the S.E.S. The concept behind S.E.S. is that its members can be transferred with minimal notice to any high-level management position within the federal government that does not require a medical, law or highly specialized degree. With my management and financial background I would be able to easily make the transition to the City of Fernley.

I have a great deal of experience in strategic planning, operating budgets (including zero-based budgets and budgeting during financially challenging times), capital planning and budgeting, debt issuance and management, tax and revenue collection, the bond/credit rating process, investments, human resources, managing change, improving morale, leading by example, short- and long-term financial modeling, facilities management, information technology, insurance and risk management, policy, and innovative management and planning within a diverse and inclusive environment.

If you have any questions, please call me at [REDACTED] Thank you for your consideration and I look forward to hearing from you.

Sincerely,

George M. Zoukee

# George M. Zoukee

## EDUCATION

### Boston University Graduate School of Management

**Master of Business Administration** Concentration: Finance

### Hampshire College

Amherst, Massachusetts

**Bachelor of Arts**

Concentration: Economics & Urban Studies

**Summer Internships with The World Bank, Washington, DC**

### Princeton Day School

Princeton, New Jersey

## EXPERIENCE

1998 to Present

### Real Estate Investor

**Darien, CT, Washington, DC, Fort Lauderdale, FL, Boston and Cape Cod, Mass., Denver, CO, Columbia, Newbury, Rye, NH, Princeton, NJ, New York, NY, Pittsburgh, PA, Knoxville, TN and Las Vegas, Nevada.**

- Successfully invested personal, family and investors' funds in real estate
- Investments have been made in single family homes, condominiums, vacant land, commercial & rental properties in the cities & towns mentioned above
- Performed complex financial analysis and feasibility studies

2011 to 2013

### U.S. Department of Transportation (DOT), Maritime Administration Washington, D.C.

#### Associate Administrator for Business and Finance Development

- Senior Executive Service (SES) position, the top (less than) 1% of federal government career employees. Position held a security clearance.
- Managed 5 offices with over 60 employees:
  - Marine Financing** (including Title XI Federal Shipbuilding Loan Guarantees, a multi-billion dollar ship financing program that guarantees loans for ships built in the U.S. and loans to improve domestic shipyards)
  - Cargo Preference & Domestic Trade** (including Jones Act enforcement)
  - Marine Insurance and Financial Approvals** (War Risk Insurance & two multi-billion dollar tax deferral programs that promote US shipbuilding)
  - Shipyard Engineering** (including the Small Shipyard Grants program)
  - Workforce Development** (monitor the education programs at the six state Merchant Marine Colleges, enforcement of service obligations and monitor industry employment trends & the availability of mariners to staff vessels)
- Managed Credit Analysis and Credit Monitoring for the Title XI program
- Coordinated efforts with colleagues to finance the US marine highway system and finance efficient and cleaner repowered vessels
- Maintained relationships with investment banks, US shipbuilders, shipping firms, attorneys, financial consultants to the maritime industry and ports
- Member of Marine Transportation Systems National Advisory Committee
- Presentations to the U.S. Department of Transportation Credit Council

2009 to 2011

### Transportation Corridor Agencies - The Toll Roads

**Irvine, California**

#### Director of Finance

- The Transportation Corridor Agencies (The Toll Roads) developed and operate four toll roads totaling 51 miles in Orange County, California
- Plan, organize and direct all financial functions of the Agencies including accounting, audit, budget (\$340+ million annually), treasury management, bond financing, cash flow, insurances, debt management & human resources

- Coordinate the activities of the TCA's financial advisors, investment banking firms, bond counsel, auditor, corporate trust bank, rating agencies, insurance, commercial banks and toll road feasibility and traffic consultants
- Manage communications with bondholders, investors and board members
- Oversee the development and monitoring of the annual budget
- Member of group working to restructure existing debt and covenants
- Investment of reserve funds and other funds. Portfolio of almost \$1 Billion
- Research and analyze methods of financing the final 16 miles of toll roads
- Department of 31 with 22 reporting directly and indirectly

2006 to 2008

**NW Financial Group, LLC**

**Newbury, New Hampshire & Jersey City, New Jersey**

**Senior Vice President**

- Developed and marketed a domestic and international consulting practice in the fields of pooled financing, water and sewer infrastructure financing, and drinking water and clean water revolving funds and other forms of tax-exempt and taxable bond issuance
- Provided financial advisory services to hotel/retail/stadium complex in VT
- Researched methods of funding OPEBs for public entities
- Created a financial model and related documents for the proposed Republic of Montenegro Environmental Revolving Fund (RMERF)
- Presented financial model and recommendations to Montenegrin officials
- Edited and co-authored a policies and procedures manual for the RMERF

2005 to 2006

**New York City Municipal Water Finance Authority,**

**New York City Office of Management and Budget**

**Treasurer**

- Managed and implemented bond issuances including fixed rate debt, variable rate debt and derivatives (over \$15 billion of debt outstanding)
- Issued new money debt totaling \$2.0 billion in one fiscal year including \$686 million issued through the New York State Environmental Facilities Corporation State Revolving Fund (SRF) program
- Issued Commercial Paper totaling over \$800 million in one fiscal year
- Issued refunding bonds totaling \$655 million, resulting in net present value savings of more than \$40 million (NPV savings of over 6.1%)
- Investment of funds/Managed a staff of 6
- Analyzed and reviewed numerous financing proposals
- Assisted in the planning of the Authority's annual Investors Conference
- Coordinated efforts of the financial advisors, investment banks, remarketing agents, bond counsel, inside counsel, trustees, arbitrage rebate consultant, rate consultant, rating agencies, New York City Department of Environmental Protection, NYC Office of the Comptroller and others
- Prepared annual budget (\$2 B) and cash flow certifications for the Authority
- Participated in the rate setting process with the Authority's Rate Consultant and the New York City Water Board, including attending public hearings
- Updated the Management's Discussion & Analysis (MD&A) section of the Authority's annual audit; maintained and updated various financial models

1993 to 2005

**New Hampshire Municipal Bond Bank** Concord, New Hampshire

**Executive Director**

- Coordinated the daily financial & administrative functions of the Bond Bank
- Issued over \$1.25 billion of long-term debt on behalf of New Hampshire cities, towns, counties, school districts and special districts
- Issued \$440 million of refunding and advanced refunding bonds, returning more than \$13.5 million of present value savings to past participants

- Marketed the Bond Bank to all potential participants, including speaking at conferences and seminars, attended Board of Selectmen, City Council and School Board meetings and made frequent presentations
- Invested reserve funds and other funds. Total portfolio over \$100 million
- Authored annually the Bond Bank's marketing brochure and Annual Report
- Authored annually the Bond Bank's Management's Discussion & Analysis (MD&A) section of the annual audit
- Represented the Bond Bank at conferences and trade shows
- Financed Private School bond issues and small scale power developments
- Prepared for approval by the Board of Directors annual operating budgets during thirteen budget cycles
- Improved the scope and quality of services delivered while maintaining average annual budget growth of 0.25% over thirteen fiscal years
- Managed investor and press relations; Created and maintained the web site
- Analyzed the credit of participants
- Monitored the financial markets and interest rate trends and forecasts
- Received two upgrades each from Moody's Investors Service and Standard & Poor's ('Aa2' and 'AA') and received 'AAA' rating from Fitch Ratings
- Successfully defended market share against aggressive attempts by banks
- Increased utilization of the Bond Bank's services
- Expanded the Bond Bank's short-term debt program for communities
- Developed innovative financing method for public schools to accelerate state school building aid by issuing "synthetic" capital appreciation bonds (CABs), allowing the schools to issue CABs and receive the benefits of the accelerated state building aid, but at lower serial bond interest rates
- Functioned as financial advisor for debt management and as an advocate for many of New Hampshire's communities and school districts
- Human Resources Director for the agency

1988 to 1993

**Massachusetts Department of Revenue Boston, Massachusetts**  
**Capital Finance Manager, Division of Local Services**

- Provided advisory/regulatory services and information to local officials, Finance Directors and financial institutions regarding debt management, long- and short-term debt issuance, investments and other fiscal affairs
- Conducted analysis of cash flows, financial documents and budgets
- Evaluated and certified borrowings by towns, cities, counties, school districts and other districts, averaging over \$1 billion per year
- Analyzed towns' borrowing capacity & evaluated ability to repay loans
- Taught classes on public financial management to public officials and others
- Co-authored legislation on municipal debt/Managed a staff of 6
- Designed and implemented computerized system for certifying borrowings, financial record keeping and municipal debt management

1986 to 1988

**Office of the Finance Director/Treasurer/Tax Collector**  
**City of Boston, Massachusetts**

**Senior Financial Analyst** (City Budget over \$3.0 Billion)

- Managed a staff of six professionals and led special projects team
- Issued general obligation bonds and maintained the City's bond ratings
- Member of Boston City Hospital Reconstruction Financial Working Group
- Co-authored investment policy manual and policies & procedures manual
- Performed monthly & annual budget & cash flow analysis and trust analysis

**AFFILIATIONS**

- Past Member of the Government Finance Officers Association (GFOA) & past memberships in regional chapters in N.H., New England, N.Y. & CA.
- Past Member New Hampshire Municipal Management Assoc. & NHASBO
- Past Member (and former member of Board of Directors) of the Council of Infrastructure Financing Authorities (CIFA) (1993-2008) and other groups.



**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](http://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 George M. Zoukee Date February 9, 2023

Address [REDACTED]

City [REDACTED] State [REDACTED] Zip Code [REDACTED]

Email address: [REDACTED]

Telephone(s) Home ( [REDACTED] ) Cell [REDACTED] Work [REDACTED]

Position Applied for Deputy City Manager

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

Other (explain) ICMA

If offered employment, when will you be available to begin? \_\_\_\_\_

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

Will you be available for shift work? .....  Yes  No Yes

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

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

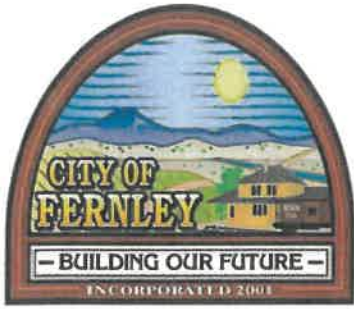
Do you understand the job requirements? .....  Yes  No Yes

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

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 Yes

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

List other names, if any, you have used. None



**City of Fernley**  
**Employment Application**  
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**EDUCATION RECORD**

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

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1. Hampshire College	Amherst, Mass.		B.A.	Economics and Urban Studies
2.				
Graduate School				
Boston University	Boston, Mass.		M.B.A.	Finance

**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.

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Answer only if position requires.

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

If so, license expires 11/04/2030 Class C Restrictions (if any) None

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 French

Written fluency in French

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

word, Excel, PowerPoint

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**OTHER INFORMATION**

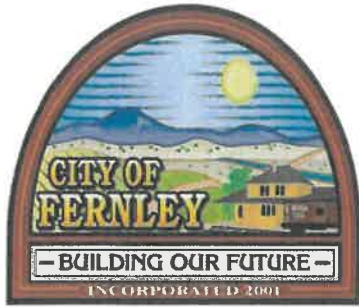
Have you ever been disciplined in your employment related to workplace violence?.....  Yes  No **No.**

If yes, please explain.

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**City of Fernley**  
**Employment Application**  
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Do you presently use illegal drugs? .....  Yes  No No

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

If yes, please provide the following information:

Department \_\_\_\_\_ Position Title \_\_\_\_\_

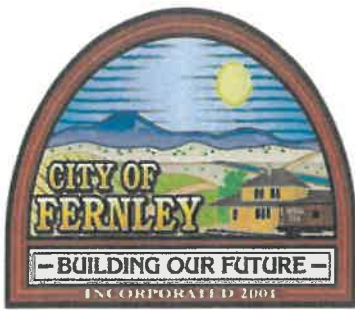
Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

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

If yes, please provide the following information:

Related person's name \_\_\_\_\_ Department \_\_\_\_\_

Relationship \_\_\_\_\_



**City of Fernley**  
*Employment Application*  
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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 contendere 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  X

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

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.

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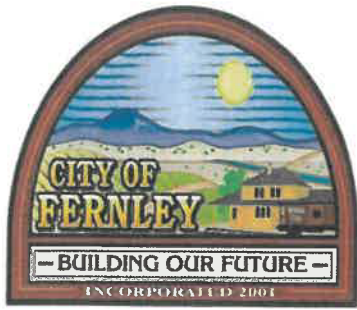
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**FOR POSITIONS, OTHER THAN THOSE IDENTIFIED ABOVE:**

- 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**  
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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  Yes

Present Employer Self-Employed Present Position Real Estate Investor  
 Address [REDACTED] From (Mo/Yr) 4/1998 To (Mo/Yr) Present  
 City [REDACTED]  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
 State [REDACTED] Zip Code [REDACTED]

Supervisor's Name/Title Self Telephone [REDACTED]

Related Duties: Invested personal, family and investors' funds in residential and commercial real estate. Performed complex financial analysis.

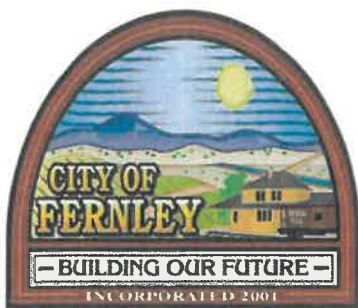
Reason for Leaving: Relocation

Employer US DOT, Maritime Administration Position Associate Administrator  
 Address 11870 Gecko Drive From (Mo/Yr) 11/2011 To (Mo/Yr) 3/2013  
 City Knoxville  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
 State TN Zip Code 37932

Supervisor's Name/Title David Matsuda, Maritime Administrator Telephone (202) 366-4000

Related Duties: I managed a staff of 60+ in 5 offices.

Reason for Leaving: I relocated



**City of Fernley**  
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Employer Transportation Corridor Agencies Position Director of Finance  
Address 125 Pacifica From (Mo/Yr) 2/2009 To (Mo/Yr) 6/2011  
City Irvine  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State CA Zip Code 92618  
Supervisor's Name/Title Brenda Shott, CFO Telephone (949) 754-3400  
Related Duties:

I managed a staff of 31. Audit, accounting, budget, bond ratings, investments, debt issuance and management, capital planning, human resources, IT, public relations, investor relations, etc.

Reason for Leaving: New position

Employer NW Financial Group Position Senior Vice President  
Address 10 Exchange Place From (Mo/Yr) 10/2006 To (Mo/Yr) 12/2008  
City Jersey City  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State NJ Zip Code 07103  
Supervisor's Name/Title Daniel Maraniello, President Telephone (201) 526-2810  
Related Duties:

Reason for Leaving: New position

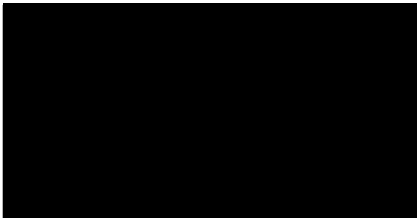
Employer NYC Municipal Water Finance Authority Position Treasurer  
Address 235 Greenwich Street From (Mo/Yr) 9/2005 To (Mo/Yr) 10/2006  
City New York  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State NY Zip Code 10007  
Supervisor's Name/Title Alan Anders, CEO Telephone (212) 788-5872  
Related Duties:

Capital planning, investments, budget, audit, accounting, bond ratings, debt issuance and management, investor relations, land use and management, etc.

Reason for Leaving: New position



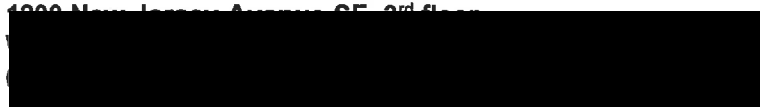




**John Lisica, Managing Director  
D.A. Davidson Company - Public Finance**



**Michael Yarrington, Director, Office of Marine Insurance  
US Department of Transportation, Maritime Administration**



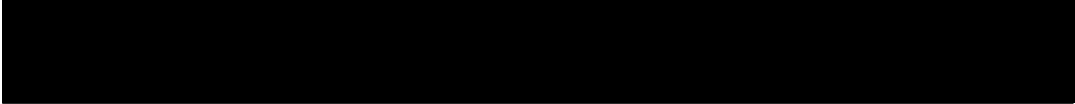
**Gilbert Moreno, Enterprise Account Executive, Anaplan**



**Jo Ann Klatskin, Vice President, Municipal Banking  
Newburyport Five Cent Savings Bank**



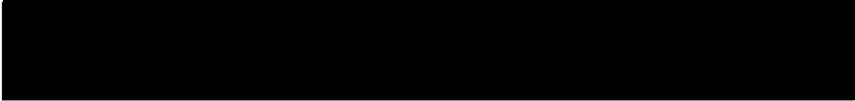
**Admiral Gerard Achenbach, President/Superintendent  
Great Lakes Maritime Academy at Northwestern Michigan College**



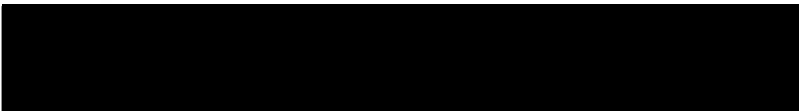
**Mrs. Georgie Thomas  
Retired New Hampshire State Treasurer (1984-2002)**



**Tony Rassias, Deputy Director  
Massachusetts Department of Revenue, Division of Local Services**



**Peter Chamberlin**



February 13, 2023

Attn: Ms. Jensen  
City of Fernley  
595 Silver Lace Blvd  
Fernley NV 89408

RE: Position of City Manager/Chief Administrative Officer

It is with gratitude that I submit my resume for the position of City Manager. With more than twelve years of experience in local government, I am an enthusiastic qualified individual for this opportunity.

I am a professional individual with utmost integrity, committed to quality service for all customers and work extremely well with others as well as independently. I am well organized and continuously adapt, anticipating change as an opportunity to collaborate with an approachable, grounded, communicative manner. My years in local government have taught me the importance of tactful transparency, collaborative engagement, to respect all individuals at all levels of interaction, and to effectively build rapport with officials, personnel and public to reach common goals. I believe in routine inventory of internal and external assets, continuous improvement, and strategic planning for the success of the organization and the community. My experience as a former business owner taught me to be a proactive advocate for the organization, a team player, a forward thinker, to be flexible to wear the appropriate hat necessary to get the job done well, and to develop others around me by holding them accountable to reach common goals. I actively model servant leadership in the workplace.

I previously applied for the Deputy City Manager position and understand the modification that has taken place for the City Manager position. I am well suited for the position considering my administrative professionalism, outstanding customer service, successful rapport building with officials and community engagement, proficiency with Microsoft Office products and technology tools, and hands-on supervisor experience ranging from front line personnel through department directors. I apply strong attention to detail, excellent communication skills, and foster constructive relationship building at all levels.

My current position is managing a small front range community of nearly 3,000 population. I have established the importance of foundational procedures as well as planning for future success - engaging department supervisors to collaborate with each other, town officials and town citizens. Prior to this, my municipal clerk role in Wisconsin varied in communities ranging from a city of 3,000 population, including a Human Resource role, to a city of 75,000 population managing the five-member City Clerk office, serving legal services as well as a liaison role to a 15-member City Council. I am currently working on ICMA credentialing.

It is with sincere interest that I submit my resume for the position of City Manager with Fernley. I do request, however, that my interest remain CONFIDENTIAL at this time due to my current position.

At your convenience, I am available by phone at [REDACTED] or email below. I look forward to discussing my fit to this key position with the City of Fernley.

Sincerely,  
Dawn A. Collins

[REDACTED]

**DAWN A. COLLINS**

**Municipal Administration**

Monument CO

**SKILLS**

**Ethical/Professional** – demonstrates integrity and respect for all people

**Initiative/Organization** – committed to multiple levels of work, detail of work and focus on being solution-minded

**Engagement/Teamwork** – facilitates stewardship and collaborative effort to execute work; responds positively and works harmoniously

**Interpersonal Skills** – excellent listening and written/verbal communication – promotes empathy and self-awareness

**EDUCATION**

ICMA Credentialed Candidate  
Certified Municipal Clerk, IIMC  
Business Management (ongoing), Lakeland College

**AWARD**

Management Women:  
Nancy Felhofer Leadership Award

**OBJECTIVE**

A proven self-starter with more than twelve years serving municipal government, as well as over ten years operating a small business, I am a servant leader seeking to contribute and further develop my experience in municipal administration.

**EXPERIENCE**

**TOWN ADMINISTRATOR/CLERK**

*Town of Palmer Lake, Palmer Lake CO / October 2020 – Present*

Appointed by the Town Board of Trustees, primarily responsible for administering directives of the Board and oversee town operations including Administration, Police, Fire, Public Works including Roads and Parks maintenance, and Water departments. Manage functions including Municipal Clerk role, Human Resources, Risk Management, Planning, Land Use and Zoning, Budgeting, Grant Administration, Liaison and Citizen Communication. Projects include reorganize town departments; implement employee policies and evaluation process; conduct ongoing elected/appointed official training; initiate rewrite of the Community Master Plan and a land use code analysis; complete recodification of municipal code; facilitate Board of Trustee vision, strategic, and revenue planning.

**TOWN CLERK/DEPUTY MANAGER**

*Town of Palmer Lake, Palmer Lake CO / May 2020 – October 2020*

Reporting to the Town Board of Trustees, responsible for Town Clerk statutory duties and administrative services to the Town including all meeting proceedings, election administration, Human Resource functions. Projects included updated the employee handbook and supporting policies, new hire process and orientation, rounded out employee benefits, revised municipal code for codification, created master fee schedule, aligned town permit and application forms to code.

**CITY CLERK**

*City of Lodi, Lodi WI / August 2018 – May 2020*

Responsible for records management, meeting proceedings, municipal election administration, licensing, Human Resource functions including insurances, employee hiring and benefits administration, back up for City Treasurer duties, supervise customer service staff. Special projects included streamlining municipal meetings to municipal code, implementing new hire process and orientation, and revised employee handbook and supporting policies.

**REGIONAL VICE PRESIDENT**

*SIA of the Great Lakes, Green Bay WI / August 2015 – August 2018*

Responsible for recruiting property and casualty insurance agents to a National independent insurance alliance, SIAA, throughout regions of Wisconsin and Minnesota.

**CITY CLERK**

*City of Appleton, Appleton WI / July 2014 – August 2015*

Responsible for statutory duties including election administration, financial management, records management, all meeting proceedings, supervise clerk office personnel, and general administrative services for the City Council and Legal Services.

**VILLAGE CLERK**

*Village of Ashwaubenon, Ashwaubenon WI / May 2007 – July 2014*

Responsible for statutory duties including custodian of records, municipal licensing, election administration, municipal code maintenance, supervise clerk office personnel. Accomplishments included recodification of municipal code, facilitated internal Technology Resource Committee, developed new personnel manual, created volunteer and employee recognition programs, initiated a new hire orientation process.

**OWNER/OPERATOR**

*Laser Works Printer Technology, Ashwaubenon WI / October 1996 – August 2007*

Responsible for growing a start-up toner manufacturing business into a complete sales, service and authorized reseller for Hewlett Packard printing and imaging products and supplies.

February 13, 2023

Attn: Ms. Jensen  
City of Fernley  
595 Silver Lace Blvd  
Fernley NV 89408

RE: Position of City Manager/Chief Administrative Officer

It is with gratitude that I submit my resume for the position of City Manager. With more than twelve years of experience in local government, I am an enthusiastic qualified individual for this opportunity.

I am a professional individual with utmost integrity, committed to quality service for all customers and work extremely well with others as well as independently. I am well organized and continuously adapt, anticipating change as an opportunity to collaborate with an approachable, grounded, communicative manner. My years in local government have taught me the importance of tactful transparency, collaborative engagement, to respect all individuals at all levels of interaction, and to effectively build rapport with officials, personnel and public to reach common goals. I believe in routine inventory of internal and external assets, continuous improvement, and strategic planning for the success of the organization and the community. My experience as a former business owner taught me to be a proactive advocate for the organization, a team player, a forward thinker, to be flexible to wear the appropriate hat necessary to get the job done well, and to develop others around me by holding them accountable to reach common goals. I actively model servant leadership in the workplace.

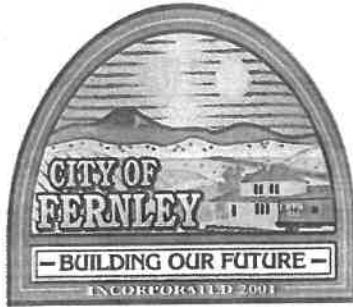
I previously applied for the Deputy City Manager position and understand the modification that has taken place for the City Manager position. I am well suited for the position considering my administrative professionalism, outstanding customer service, successful rapport building with officials and community engagement, proficiency with Microsoft Office products and technology tools, and hands-on supervisor experience ranging from front line personnel through department directors. I apply strong attention to detail, excellent communication skills, and foster constructive relationship building at all levels.

My current position is managing a small front range community of nearly 3,000 population. I have established the importance of foundational procedures as well as planning for future success - engaging department supervisors to collaborate with each other, town officials and town citizens. Prior to this, my municipal clerk role in Wisconsin varied in communities ranging from a city of 3,000 population, including a Human Resource role, to a city of 75,000 population managing the five-member City Clerk office, serving legal services as well as a liaison role to a 15-member City Council. I am currently working on ICMA credentialing.

It is with sincere interest that I submit my resume for the position of City Manager with Fernley. I do request, however, that my interest remain CONFIDENTIAL at this time due to my current position.

At your convenience, I am available by phone at [REDACTED] or email below. I look forward to discussing my fit to this key position with the City of Fernley.

Sincerely,  
Dawn A. Collins  
[REDACTED]



**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](http://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 Dawn A. Collins Date 2/24/2023

Address [REDACTED]

City [REDACTED] State [REDACTED] Zip Code [REDACTED]

Email address: [REDACTED]

Telephone(s) Home ( ) Cell [REDACTED] Work ( )

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? 60-90 days following accepted offer

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

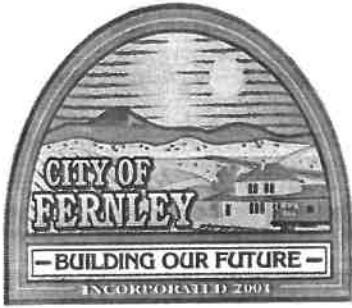
Do you understand the job requirements? .....  Yes  No

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**  
**Employment Application**  
An Equal Opportunity  
Employer

OFFICE USE ONLY DATE RECEIVED

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 \_\_\_\_\_

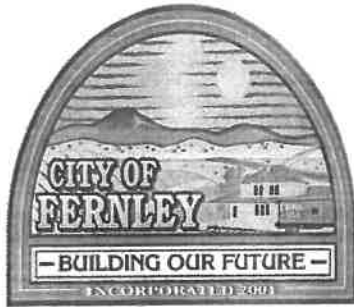
Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

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**  
**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 Town of Palmer Lake Present Position Town Administrator/Clerk  
 Address 42 Valley Crescent From (Mo/Yr) 10/20 To (Mo/Yr) present  
 City Palmer Lake  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
 State CO Zip Code 80133  
 Supervisor's Name/Title Town Board of Trustees Telephone ( )

Related Duties:  
 Responsible to administer directives of the Town Board and oversee town operations, including depts: Administration, Police, Fire, Public Works (Roads and Parks) and Water. Responsible for HR management, grant administration, budget and finances, election administration, land use and development, town liaison

Reason for Leaving: Consider increased size municipality and continue development

Employer Town of Palmer Lake Position Town Clerk/Deputy Manager  
 Address 42 Valley Crescent From (Mo/Yr) 05/20 To (Mo/Yr) 10/10  
 City Palmer Lake  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
 State CO Zip Code 80133  
 Supervisor's Name/Title Town Board of Trustees Telephone ( )

Related Duties:  
 Statutory municipal clerk duties and manage administrative service personnel, with HR management. Initiated and completed revised employee handbook, align departments, restructure advisory committees

Reason for Leaving: Transition to Town Administrator/Clerk



**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.

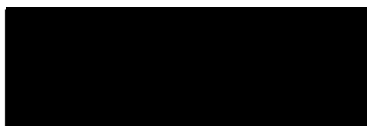
Additionally, I held the office of Village Clerk, an elected position, in the Village of Ashwaubenon for 7 years (2007-14). Accomplishments over the years included: recodified municipal code(s); revised personnel handbook(s) and supporting policies; aligned department structure(s); implemented new hire and orientation programs and employee benefit enrollment and health events; streamlined and upgraded technology; updated municipal forms, SOPs, applications; implemented supervisor training and local officials training; facilitated planning meetings with department heads and officials; restructured municipal budget; facilitate rewriting community master/comprehensive plan and a land use code analysis; facilitate water rate analysis; implement volunteer, vendor and employee acknowledgement programs

**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.

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

**Lorrie M. Blaylock**



February 8, 2019

**Re: Dawn Collins Reference**

To Whom It May Concern:

Please accept my letter of personal recommendation for Dawn Collins. I have had the good fortune of knowing Dawn for over 15 years and am familiar with her professional work, as well as the honorable way in which she lives her life.

Dawn is a calm, organized and relational person. She has a firm handshake and looks you in the eyes when you meet. And she really cares about people. When I first met Dawn, she was a very successful local business owner who serviced the needs of my small business with printer supplies, cartridges, etc. She was intuitive, responsive, and always kept the needs of her customers at the forefront.

In the years that followed, Dawn was elected to a post in local government where she was successful, well-respected and effective. Again, in this role, her polished and calm demeanor allowed her to work with the many different types of personalities that such a post warrants.

During this timeframe, Dawn and I were also members of a women's professional group (Management Women Inc.) in Green Bay. Dawn was a member of the Board of Directors and also a recipient of the Nancy A. Felhofer Professional Achievement Award.

To Whom it may concern,

It is my pleasure to recommend Dawn Collins for your management position.

I had the opportunity to see Dawn work in a variety of ways while serving as a Trustee and her direct supervisor for the Town of Palmer Lake.

I thoroughly enjoyed my time working with Dawn and came to know her as a valuable asset to our board and the community. She is honest, dependable, and incredibly hardworking. Beyond that she is an impressive problem solver who can address complex issues strategically and confidently. Dawn is inspired by challenges and never intimidated by them.

Her calm nature, and management expertise was an asset to me, and the entire council. She kept us, and the town staff organized and on track, allowing us to accomplish several large initiatives.

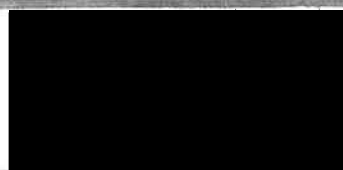
Dawn was always professional and a pleasure to work with. She fostered positive discussions, and always brought the best out of her team.

Without a doubt, I confidently recommend Dawn to join your team. As a dedicated and knowledgeable team member and all around great person, I know that she will be a beneficial addition to your organization.

Please feel free to contact me at [REDACTED] if you would like to discuss Dawn's qualifications and experience further. I would be happy to expand on my recommendation.



**Eric J. Dunning**  
Chief



February 8, 2019

To whom it may concern:

I have known Dawn Collins for over fifteen years both personally and professionally. In 2007 Dawn was appointed the Clerk for the Village of Ashwaubenon. That same year I was promoted to the position of Public Safety Director for the Village of Ashwaubenon. During the seven years that Dawn was the Clerk for the Village of Ashwaubenon, I had contact with her daily to work on projects including drafting Village ordinances, the approval of alcohol licenses, and the application process for direct sellers permits.

When Dawn was appointed to Village Clerk, she replaced an employee who had previously held the position for over twenty years. At the time, the Clerk's Office lacked technology and processes for the office to run efficiently and effectively. In a short order of time Dawn had developed processes that cut down on office redundancy and allowed documents to flow through the office more smoothly.

While Dawn was at the Village, she participated in employee committees such as: Employee Wellness Committee, Insurance Committee, and helped in organizing the Village employee Christmas socials.

Outside of work Dawn gives back to her community by participating in running events that raises money for local charities. When she lived in the Green Bay area Dawn participated on the Team Triumph racing team for people with disabilities.

Dawn is a self-motivated person and runs with a high energy level that is contagious in the work environment. She is a sincere and genuine person inside and out and would be an asset to any team that she becomes a part of.

Sincerely,

Eric J. Dunning  
Chief

*Serving our community with P.R.I.D.E.*

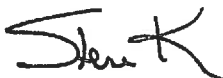
TO WHOM IT MAY CONCERN---LETTER OF RECOMMENDATION –  
2/8/2019

I have had the pleasure of working with Dawn Collins while she served as Village Clerk at the Village of Ashwaubenon, Wisconsin for a number of years. There, we had a very dynamic and energetic staff that worked on myriad of complex and interesting projects. She was a valued contributor and team player. She worked well internally with Village Staff, Elected Officials and Consultants and externally with Business Stakeholders and Village Citizens and Residents. She was a consummate professional who treated citizens very diplomatically with a great degree of compassion and feeling. Over the years in my career as a Municipal Administrator, I have worked with many dedicated and talented staff members and Department Heads, Dawn is at the top of my list.

She would be a positive and welcome addition to any organization, municipality or business. She works well with others, takes pride in her work and is always willing to help and assist others. Knowing that your staff makes an organization, it is essential that all that contribute to the success of the greater good are talented, loyal, dependable, trustworthy and consistently exceed expectations. Dawn is that type of person. She would be an asset to any organization and a contributor who makes a difference.

If I can be of further assistance or you would like to discuss Dawn's talent, abilities and background, please feel free to contact me at your convenience.

Sincerely



Steve Kubacki – Village Administrator – Village of Suamico - [REDACTED] or  
[REDACTED]