



March 18, 2019

To the Board of County Commissioners,

The Registrar of Voters has confirmed that Laura Bayer

who resides at

1935 G St, Sparks, NV 89431



Meets the below requirements



Does not meet the below requirements

Namely, the applicant:

Actually, as opposed to constructively, resides at the physical address listed above, which is within the boundaries of Assembly District 30;

Is a registered member of the Democratic Party;

Is at least 21 years old and a qualified elector pursuant to Section 1 of of Article 2 of the Constitution of the State of Nevada

The applicant does not meet the above requirements for the following reason(s)

*Deanna Spikula*

Deanna Spikula, Registrar of Voters

*3/18/19*  
Date

## NEVADA ASSEMBLY SEAT DISTRICT 30 APPLICATION OF INTEREST

(Note: This document and accompanying materials will become public record as part of the Washoe County Board of County Commissioners March 26, 2019 meeting.)

**Only complete applications will be forwarded to the Board of County Commissioners for consideration.**

### General Information

**Applicant Name:** Laura Bayer  
**Physical Address:** 1935 G Street  
**City:** Sparks **Zip:** 89431  
**Mailing Address:** 1935 G Street, Sparks, NV 89431  
**Best Contact Phone Number:** 775-315-6644  
**Email Address:** laurabnv@yahoo.com



**I certify, by signing below, the following:**



That I actually, as opposed to constructively, reside at the physical address listed above, which is **WITHIN THE BOUNDARIES of Assembly District 30;**

*You can verify that you live within the boundaries of Assembly District 30 by referencing this map: [https://www.leg.state.nv.us/Division/Research/Districts/Reapp/2011/Final/Assembly/ASM2011\\_District30\\_11x17.pdf](https://www.leg.state.nv.us/Division/Research/Districts/Reapp/2011/Final/Assembly/ASM2011_District30_11x17.pdf)*



That I am registered as a member of the **Democratic Party;**



That I am at least **21 YEARS OLD** and a **QUALIFIED ELECTOR** pursuant to Section 1 of Article 2 of the Constitution of the State of Nevada;



That there is no legal condition, status, or other matter which would prevent me from taking the oath of office as a Nevada Legislator or from holding such an office.

*Laura Bayer*

Signature

*3/18/19*

Date

### **ADDITIONAL INFORMATION**

**Along with this application, you may attach information regarding your background and education such as a letter of interest, a resume, or a statement of qualifications. (For example, you may include information about political activities, community work, and memberships in various organizations.)**

### **SUBMITTING APPLICATION**

Your completed application may be submitted by email to Dana Searcy at [dsearcy@washoecounty.us](mailto:dsearcy@washoecounty.us) or delivered in-person to the County Manager's Office, 2nd Floor, Room 201, Washoe County Administrative Complex, 1001 E. 9th St, Reno, 89512 by **5 PM, March 19, 2019.**

March 18, 2019

Washoe County Commission  
1001 E. Ninth Street  
Reno, Nevada 89512

Re: Nevada State Legislature Vacancy  
Assembly District No. 30

Dear Chair Hartung and Honorable Members of the Washoe County Commission,

It is with great pride that I submit my application for the Nevada State Legislature Vacancy in Assembly District No. 30. As a lifelong Democrat and current resident of District 30 who is well over 21 years of age, I meet the necessary requirements.

I have served the City of Sparks citizens as a Parks and Recreation Commissioner since December 2016. I was also appointed by former Sparks Mayor Geno Martini to serve as a representative of the City of Sparks on the Airport Noise Advisory Panel from December 2016 to September 2018. I am a member of the Nevada Municipal Clerks Association. I have vast knowledge of Nevada Open Meeting Law having clerked for the Truckee River Flood Management Authority Board of Directors as well as the Reno-Tahoe Airport Authority Board of Trustees.

Further qualifications I offer include the following:

- Associates Degree with Distinction, Truckee Meadows Community College, May 2012
- Twenty-two years of increasingly responsible administrative experience in local government
- Fifteen years as a Notary Public in the State of Nevada

I would be honored to have the opportunity to serve the citizens of the Great State of Nevada's Assembly District 30. Thank you for your kind consideration.

Sincerely,



Laura J. Bayer  
1935 G Street  
Sparks, Nevada 89431  
[laurabnv@yahoo.com](mailto:laurabnv@yahoo.com)  
775-315-6644

## ***Laura Bayer***

1935 G Street  
Sparks, NV 89431

775-315-6644  
[laurabnv@yahoo.com](mailto:laurabnv@yahoo.com)

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### **Public Service:**

- City of Sparks Parks and Recreation Commissioner
- Former City of Sparks Representative on the Airport Noise Advisory Panel

### **Public Agency Experience:**

- Provide executive level administrative support to the Executive Vice President/COO of the Reno-Tahoe Airport Authority and the nine members of the Board of Trustees including making travel arrangements and processing expense reports, producing monthly Board Agenda Packets including proofreading all Board Memos and Administrative Reports, posting multiple public meeting agendas each month and providing Municipal Clerk duties in accordance with NRS.241 Open Meeting Law, and producing official minutes and Board Resolutions. Coordination of special Board meetings and retreats at off-site venues.
- Preparation of the monthly CEO Report to the Board of Trustees as well as PowerPoint presentations and Board Memos for the President/CEO and Executive Vice President/COO.
- Prepare budget and track expenses for the Board of Trustees and COO Departments.
- Monthly Procurement Card reconciliation for Executive Vice President/COO.
- Provided complex administrative support for the Executive Director and General Counsel of the Truckee River Flood Management Authority (TRFMA). Coordinated travel arrangements and reimbursements, maintained calendar appointments, conducted special research assignments and produced reports regarding a variety of organizational and procedural data.
- Served as liaison to the six local elected officials serving on the TRFMA Board of Directors and the sixteen members of the Flood Control Project Needs Committee. Developed meeting agendas and prepared agenda packets for publicly noticed meetings; clerked for the meetings and prepared official minutes; developed and maintained Board Policies and Procedures. Arranged Board member travel and processed expense reports.
- Performed Human Resource Representative duties including timecard management, maintaining classified employee files, tracking performance reviews, leave usage and merit increases.
- Provided highly confidential administrative support for Washoe County's Undersheriff and two Assistant Sheriffs.
- Generated Annual Capital Improvement Plan for the City of North Las Vegas (CNLV).
- Prepared monthly construction progress reports for CNLV City Manager and Council Members including analysis of funds encumbered versus approved allocations.
- Responsible for record retention and recovery for CNLV Engineering Services Division using KoVis Software. Supervised two Office Assistants, supporting nine engineers.
- Monitored budget including five Park District accounts and two general fund accounts as Executive Secretary to the CNLV's Director of Parks and Recreation. Produced minutes of monthly Advisory Board meetings. Founding member of the Employees' Wellness and Motivation Committee.

**Laura Bayer**  
laurabnv@yahoo.com

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**Private Industry Experience:**

- Served as Construction Management Administrative Consultant for Lyon County and Carson City Capital Improvement Projects. Designed and updated spreadsheets, graphs, and Gantt charts to report the projects' progress to each entity's management and elected officials, produced RFPs, change orders, submittals, and meeting minutes.
- Trained Harris & Associates' staff throughout Nevada on Primavera's Expedition and Infomaker, the specialized software used to maintain detailed records of construction progress and document control.

**Education:** Associate of General Studies Degree with Distinction May 2012  
Truckee Meadows Community College, Reno, NV  
Member of Phi Theta Kappa National Honor Society

**Employment History:**

2018-Present	<b>Reno-Tahoe Airport Authority</b> Executive Assistant/Clerk of the Board
2006-2018	<b>Washoe County, Nevada</b> Administrative Assistant II, TRFMA (2008-2018) Administrative Secretary, Sheriff's Office (2006-2008)
2005-2006	<b>Harris &amp; Associates, Carson City, Nevada</b> Document Control Specialist
1995-2005	<b>City of North Las Vegas, Nevada</b> Office Supervisor, Public Works/Engineering Services (2000-2005) Executive Secretary, Parks and Recreation Department (1995-2000)

**Of Special Note:**

- Member of Nevada Municipal Clerk's Association
- Published as a freelance writer in the Chicago Tribune