

**City of Carson City  
Agenda Report**

**Date Submitted:** December 28, 2010

**Agenda Date Requested:** January 6, 2011

**Time Requested:** Consent

**To:** Mayor and Supervisors

**From:** Larry Werner, City Manager

**Subject Title:** Action to appoint William Prowse and Robert Parvin to serve on the Audit Committee as members-at-large for two year terms ending December 2012.

**Staff Summary:** Per Carson City Municipal Code Chapter 2.14 Section 2.14.030 and Bill No. 125, adopted on Oct. 1, 2009 "The Carson City Audit Committee shall be comprised of 5 members; 1 member from the Board of Supervisors and 4 members from the public-at-large. There are two vacancies to be filled for members at-large due to members' terms expiring. William Prowse has requested reappointment and Robert Parvin has applied to be appointed. There are no other applicants.

**Type of Action Requested:** (check one)  
 Resolution  Ordinance  
 Formal Action/Motion  Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to appoint William Prowse and Robert Parvin to serve on the Audit Committee as members at-large for two year terms ending December 2012.

**Explanation for Recommended Board Action:** See Staff Summary

**Applicable Statute, Code, Policy, Rule or Regulation:** C.C.M.C., Chapter 2.14, Section 2.14.030, Bill No. 125.

**Fiscal Impact:** None

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Alternatives:** Reopen the position announcement for additional applicants.

**Supporting Material:** Request for reappointment, application, membership roster, recruitment announcement, CCMC Chapter 2.14, and Bill No. 125.

**Prepared By:** Heidi Eskew-Herrmann, Grants Coordinator

Reviewed By: \_\_\_\_\_



(City Manager)

Date: \_\_\_\_\_

12/28/10

(District Attorney)



Date: \_\_\_\_\_

12/28/10

**Board Action Taken:**

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

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

Aye/Nay

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

November 22, 2010

NOV 22 2010

Carson City, Board of Supervisors  
Carson City Executive Offices  
201 N. Carson Street, Suite #2  
Carson City, NV 89701

Dear Supervisors,

I am a member of the Carson City Audit Committee, appointed to a term that expires this December. I herewith request reappointment to the Committee.

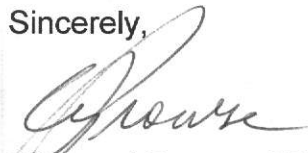
I enjoyed my service on the Audit Committee and I believe we have made some progress in defining the Committee and its appropriate functions. However, there is a great deal still to do to enable the Committee to be a positive contributor to the financial health and efficient and effective operation of Carson City.

With my experience and background, I can be a constructive contributor to the Committee's future success. I am a Nevada CPA with extensive experience in the internal audits of local and national governments. I am currently working as a sworn law enforcement officer, deceptive trade investigator with the Bureau of Consumer Protection, Nevada Attorney General's office.

I would appreciate the opportunity to continue to contribute in making Carson City a better place to live and grow.

If you have any questions, I can be reached at 775-684-1168 during regular business hours.

Sincerely,



William J Prowse CPA  
3279 Upland Court  
Carson City, NV 89703

## Carson City Application for Appointive/Volunteer Position

01 2010

Please print or type

**Title of Board or Commission:** CARSON CITY AUDIT COMMITTEE

**Title of Position:** CITIZEN AT LARGE

**Name:** PARVIN ROBERT  
Last First Middle Initial

**Address:** 218 CARVILLE CIRCLE CARSON CITY 89703  
Street City State Zip

**Occupation/Business:** Retired

**Telephone:** Work- \_\_\_\_\_ Home- <sup>775</sup> 841-7184 Cell- \_\_\_\_\_ E-mail- rparvin@gmail.com

**How long have you lived in Carson City:** 2 1/2 yrs **Are you an active Carson City Registered Voter:** YES

**NOTE: ONLY COMPLETE IF A DEGREE IS REQUIRED FOR THIS POSITION**

College, professional, vocational or other schools attended	Major Subject	Degree Conferred

**List any Professional License and/or Certifications you hold.**

(List license #'s with each license)

(EXP) State of Calif Prof. Industrial Engr I-37

**1. Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.**

Major work was in Management Systems, controlling and reducing operating costs

**2. List the Community Organizations in Which You Have Participated and Describe Participation.**

San Francisco Postal Credit Union - Supervisory committee  
Grass Valley Briar Patch Community market - Finance committee  
Nevada City CA Independence Trail - Treasurer.

3. List Your Affiliation With Professional or Technical Societies. (if required)

(exp) American Institute of Industrial Engineers - member.

4. Do You Anticipate Any Potential Conflicts of Interest? If Yes Please Explain

No

Business in Carson City Area:

Length of time in Business:

Personal/Professional References:

Name

Address

Telephone #

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Robert Parvin

Signature of Applicant

Nov 30, 2010

Date

You May Attach More Information

All Applications are Public Information

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Return directly to: Carson City Executive Offices  
201 N. Carson Street #2, Carson City NV 89701  
(775)887-2100, Fax 887-2286  
Email: rgardner@ci.carson-city.nv.us