

**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) \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(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.

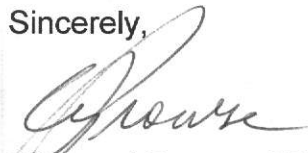
I enjoyed my service on the Audit Committee and I believe we have made some progress in defining the Committee and its appropriate functions. However, there is a great deal still to do to enable the Committee to be a positive contributor to the financial health and efficient and effective operation of 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](mailto:rgardner@ci.carson-city.nv.us)*