

# PAHRUMP TOWN BOARD AGENDA

Harley	Bill	Tom	Robert	Amy
Kulkin	Dolan	Waters	Adams	Riches
Chair	Vice-Chair	Clerk	Member	Member

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## TOWN OF PAHRUMP MISSION STATEMENT

*Our mission is to balance our history as a rural community with our need to provide appropriate and sustainable services to our citizens and those who visit our community. We will do this by demonstrating honest, responsive leadership and partnering and when appropriate to augment our resources.*

## **NOTICE TO MEMBERS OF THE AUDIENCE**

The Pahrump Town Board meets the second and fourth Tuesday of each month at in the Nye County Building, 2100 E. Walt Williams Drive. Agendas are available at the Town Office on the Thursday prior to each Board meeting and are posted on the Town website at [www.pahrumpnv.org](http://www.pahrumpnv.org) Also Please find a video of our Pahrump Town Board meetings at the following link - URL **Granicus Instructions:**

[http://nyecounty.granicus.com/MediaPlayer.php?view\\_id=3&clip\\_id=330](http://nyecounty.granicus.com/MediaPlayer.php?view_id=3&clip_id=330)

BOARD MEMBER	PHONE	EMAIL	TERM EXPIRES
			DECEMBER 31
Harley Kulkin	727-1525	<a href="mailto:hkulkin@pahrumpnv.org">hkulkin@pahrumpnv.org</a>	2014
Bill Dolan	910-1617	<a href="mailto:bdolan@pahrumpnv.org">bdolan@pahrumpnv.org</a>	2016
Dr. Tom Waters	764-0949	<a href="mailto:twaters@pahrumpnv.org">twaters@pahrumpnv.org</a>	2014
Robert Adams	910-1965	<a href="mailto:radams@pahrumpnv.org">radams@pahrumpnv.org</a>	2014
Amy Riches	764-0751	<a href="mailto:ariches@pahrumpnv.org">ariches@pahrumpnv.org</a>	2016

A quorum of Advisory Board members may be present at any Town Board meeting, but they will not take any formal action.

## **SPECIAL NOTES:**

Public comment is limited to 3 minutes, unless extended by the Town Board Chair. It is requested that advisory reports and or presentations be kept to 15 minutes.

Any member of the public who is disabled and requires accommodation, assistance or a wireless microphone at this meeting is requested to notify the Pahrump Town Office in writing or call 775-727-5107, prior to the meeting. Assisted listening device is available at Town Board Meetings upon request with 24 hour advance notice.

## **MEETING CONDUCT:**

Audience members and speakers may not use provocative, rude, obnoxious, abusive, inflammatory, slanderous, or offensive comments. Any person who makes such remarks or otherwise disrupts the meeting with loud outbursts, shouting, threats or other disruptive behavior will be warned by the Chair that his or her behavior is unacceptable. If after receiving a warning, any person persists in disrupting the meeting, the Chair shall order that person to leave and may utilize law enforcement to enforce that order. The Town Board shall have the power to prevent, punish and restrain any disorderly conduct. NRS269.215.

**PAHRUMP TOWN BOARD MEETING  
NYE COUNTY CENTER  
2100 E. Walt Williams Drive  
TUESDAY – 5:00 P.M.  
January 28, 2014  
AGENDA**

- 1. Call to Order, Moment of Silence, and Pledge of Allegiance.**
- 2. Consideration** to Move the Order of or Deleting an Agenda Item(s) (For Possible Action)
- 3. Public Comment:** Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3). (Non-Action Item).
- 4. Board and Staff Comments:** Action may not be taken upon matters considered during this item until specifically included on an agenda for action. NRS 241.020(2)(c )(3). (Non-Action Item).
- 5. Presentation** by Wes Henderson of the Nevada League of Cities (Non-Action Item).
- 6. Announcements** (Non-Action Item)
- 7. Consideration to adopt** Consent agenda items: (For Possible Action)
  - a. Action – Approval of Town Vouchers.
  - b. Action – Approval of Town Board meeting minutes for January 14, 2014.
  - c. Action – Approval of Audit prepared by Dan McArthur for FY 2012-2013
- 8. Advisory Board Reports** from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards. (Non-Action Item)
- 9. Consideration** to approve Advisory Board Liaison Appointments by the Chairman of the Pahrump Town Board pursuant to Town Board Policy Article 5 and 6. (For Possible Action).
- 10. Consideration** to apply for the Recreation Trails Program Grant (For Possible Action).
- 11. Consideration** to approve updated Job Descriptions and Salary ranges (For Possible Action).
- 12. Consideration** to approve de-annexation of 10 acres within the Town of Pahrump boundaries (For Possible Action).
- 13. Consideration** to approve Resolution 2014-02 and 2014-03 adopting a fee structure for use by local organizations of the use of Town of Pahrump Parks and implementing park user fees for Special Events (For Possible Action).
- 14. Consideration** to move the November 11, 2014 Town Board Meeting, and/or move or cancel the November 25, 2014 and the December 23, 2014 Town Board meeting (For Possible Action).
- 15. Consideration** to approve the hiring of a part-time Code Enforcement Officer (For Possible Action).

**16. Closed Session(s).**

- a. **Discussion and Possible Decision** regarding a Closed Session pursuant to NRS 288.220 for purposes of conferring with the Town’s Management Representatives Regarding Labor Negotiations. (For Possible Action)
- b. **Discussion and Possible Decision** regarding a Closed Session, to receive information and advice from the Town Attorney regarding potential or existing litigation pursuant to NRS 241.015(2)(b)(2). (For Possible Action)

**17. Future Meetings/Workshops: Date, Time and Location:** Regular Town Board Meeting February 11, 2014; Citizens Coffee February 19, 2014 (Non-Action Item)

**18. Public/Board/Staff Comment:** Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3). (Non-Action Item)

**19. Adjournment**

A quorum of Advisory Board members may be present at any Town Board meeting but they will not take any formal action.  
*Any member of the public, who wishes to speak during public comment on any item, will be limited to three (03) minutes. Items may be taken out of order. Items may be combined. Items may be pulled or removed from the agenda at any time.*  
*Any member of the public who is disabled and requires accommodations or assistance at this meeting is requested to notify the Pahrump Town Office in writing, or call 775-727-5107 prior to the meeting. Assisted listening devices are available at Town board meetings upon request.* This notice and agenda has been posted on or before 9:00 a.m. on the third working day before the meeting at the following locations: PAHRUMP TOWN OFFICE, COMMUNITY CENTER, TOWN ANNEX, COUNTY COMPLEX, and CHAMBER OF COMMERCE

**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
1/15/2014	1/28/2014

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**CIRCLE ONE:**    Action Item                  Non-Action Item                  Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Consideration for possible action of moving the order of or deleting an Agenda  
Item(s).

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*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:

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STAFF COMMENTS/RECOMMENDATIONS:

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BACKUP ATTACHED:     YES                   NO

NAME OF PRESENTER(S) OF ITEM:    Pahrump Town Board

SPONSORED BY:

<u>Pahrump Town Board</u>	<u>Pahrump Town Board</u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107 ext.</u>
Mailing Address	Telephone Number



**AGENDA ITEM REQUEST**

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DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
1/15/2014	1/28/2014

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**CIRCLE ONE:**    Action Item                      Non-Action Item                      Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Town Board/Staff Comments

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*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:

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STAFF COMMENTS/RECOMMENDATIONS:

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BACKUP ATTACHED:     YES                       NO

NAME OF PRESENTER(S) OF ITEM:    Pahrump Town Board & Staff

SPONSORED BY:

<u>Pahrump Town Board</u>	<u>Pahrump Town Board</u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107</u>
Mailing Address	Telephone Number

**AGENDA ITEM REQUEST**

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<u>DATE AGENDA ITEM SUBMITTED</u> 1/15/2014	<u>DATE OF DESIRED BOARD MEETING</u> 1/28/2014
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**CIRCLE ONE:**    Action Item                      Non-Action Item                      Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Presentation by Wes Henderson of the Nevada League of Cities

*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:  
Mr. Henderson is the Executive Director of the Nevada League of Cities and wishes  
To update the Town Board on the activities of the League.

STAFF COMMENTS/RECOMMENDATIONS:

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BACKUP ATTACHED:     YES                       NO

NAME OF PRESENTER(S) OF ITEM:    Susan Holecheck, Town Manager

SPONSORED BY:

<u>Susan Holecheck, Town Manager</u> Print Name	 Signature
<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number

**AGENDA ITEM REQUEST**

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<u>DATE AGENDA ITEM SUBMITTED</u> 1/15/2014	<u>DATE OF DESIRED BOARD MEETING</u> 1/28/2014
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**CIRCLE ONE:**    Action Item                      Non-Action Item                      Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Announcements

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*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:  
See attached announcements.

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED:        X YES                       NO

NAME OF PRESENTER(S) OF ITEM:    Pahrump Citizens, Town Board & Staff

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u>Pahrump Town Board</u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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# Announcements

January 28<sup>th</sup>, 2014

- The following advisory boards are currently scheduled to meet in the 'A' Room of the Bob Ruud Community Center:

- Public Lands Advisory Board on February 4<sup>th</sup>, 2014 at 6:30 pm
- Nuclear Waste and Environmental Advisory Board on February 7<sup>th</sup>, 2014 at 11:00 am
- Community Center/Civic Center Advisory Board on February 7<sup>th</sup>, 2014 at 4:00 pm
- Youth Advisory Board on February 12<sup>th</sup> at 2:30 pm
- Arena Advisory Board on February 13<sup>th</sup> at 7:00 pm
- Parks & Recreation Advisory Board on February 19<sup>th</sup> at 6:30 pm
- Veterans' Memorial Advisory Board on February 20<sup>th</sup> at 6:00 pm

- The following advisory boards are currently scheduled to meet in the 'B' Room of the Bob Ruud Community Center:

- Tourism Advisory Board on March 6<sup>th</sup>, 2014 at 8:00 am

- The Social Security Office meets the last Tuesday of the month at the Bob Ruud Community Center starting at 9:00 am.

**AGENDA ITEM REQUEST**

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<u>DATE AGENDA ITEM SUBMITTED</u> 1/15/2014	<u>DATE OF DESIRED BOARD MEETING</u> 1/28/2014
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**CIRCLE ONE:**    Action Item            Non-Action Item            Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Consideration for possible action of approving Town Vouchers (Consent Agenda Item A)

*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:

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STAFF COMMENTS/RECOMMENDATIONS:

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BACKUP ATTACHED:     YES             NO

NAME OF PRESENTER(S) OF ITEM:    Pahrump Town Board

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u>Pahrump Town Board</u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107 ext.</u> Telephone Number
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## AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED 1/15/2014	DATE OF DESIRED BOARD MEETING 1/28/2014
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**CIRCLE ONE:**      Action Item                    Non-Action Item                  Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval of Town Board meeting minutes for January 14, 2013 (Consent Agenda Item B).

*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:

See attached minutes

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED:     YES                   NO

NAME OF PRESENTER(S) OF ITEM:    Pahrump Town Board

SPONSORED BY:

Pahrump Town Board

Print Name

Pahrump Town Board

Signature

400 N. Hwy 160

Mailing Address

(775) 727-5107 ext.

Telephone Number

**PAHRUMP TOWN BOARD MEETING  
NYE COUNTY CENTER  
2100 E. Walt Williams Drive  
TUESDAY – 5:00 P.M.  
January 14, 2014  
Minutes**

*PRESENT:*

*Town Board:*

*Harley Kulkin  
Bill Dolan  
Dr. Tom Waters  
Robert Adams  
Amy Riches*

*Staff:*

*Susan Holecheck , Town Manager  
Tracy Difillippo, Legal Counsel  
Michael Sullivan, Finance Director  
Scott Lewis, Fire Chief  
Matt Luis, Buildings & Grounds Manager  
Arlette Ledbetter, Tourism Coordinator  
Stephanie Massimino, Executive Assistant*

**1. Call to Order, Moment of Silence, and Pledge of Allegiance.**

*Mr. Kulkin called the meeting to order.*

*Dr. Waters led the Pledge of Allegiance and Moment of Silence.*

**2. Consideration to elect a Chair, Vice Chair and Town Clerk for the 2014 Pahrump Town Board pursuant to Town Board Policy Section 6.1**

*Dr. Waters stated that regarding these positions. Last year there was discussion about changing those positions every year; however he felt that it took a year to become comfortable in these positions. He felt that the Chair and Vice Chair should stay as they are but he was willing to change Town Clerk if other members felt they wanted the positions.*

*Mr. Adams stated that he felt all positions should have their own vote.*

*Mrs. Riches stated she felt that Mr. Adams should be vice chair and Mr. Kulkin as chair.*

*Public comment was heard.*

**Dr. Waters motioned for Mr. Kulkin to remain as Chair.**

**Mr. Dolan seconded.**

**Motion carried, 5-0.**

**Dr. Waters motioned for Mr. Dolan to remain Vice Chair.**

**Mr. Dolan seconded.**

**Motion carried, 3-2 with Mrs. Riches and Mr. Adams voting nay.**

**Mr. Dolan motioned for Dr. Waters to remain Clerk.**  
**Mr. Adams seconded.**  
**Motion carried, 5-0.**

3. Consideration to Move the Order of or Deleting an Agenda Item(s)

*Dr. Waters pulled consent agenda item e, g, and h for further discussion.*

*Mr. Dolan pulled consent agenda item d for discussion.*

*Mr. Adams moved item 16 to right after item 9.*

*Mr. Kulkin pulled item 14 from the agenda.*

4. Public Comment: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3).

*Public comment was heard.*

5. Board and Staff Comments: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. NRS 241.020(2)(c)(3).

*Mrs. Riches thanked everyone for their comments.*

*Dr. Waters stated that he felt the Town needed a code enforcement officer because it would have helped local business to make sure they were not losing to weekend sellers (mostly from outside of Pahrump) who did not have business licenses.*

*Ms. Holecheck stated that the idea of code enforcement will be brought back to the board shortly. She stated that they would like to see this position working Thursday-Saturday as a part-time employee.*

*Mr. Kulkin also stated that by bringing tourism events to Pahrump the board is hoping that it brings tax dollars in so that citizens do not pay more taxes. These events such as the motorcycle event and balloon event bring in revenue. He stated he also received a letter from a local citizen who stated he would like to see more events in Pahrump. He also clarified a newspaper article statement regarding the fairgrounds and the Town abandoning it was not true and the Town had not abandoned the project, as they are looking into the next phase of development. He also stated the statement in the paper about calling the people of the Cannabis event potheads was offensive.*

*Ms. Holecheck stated that when speaking with Planning and Zoning they discussed RSVP receiving \$100,000 in a funding for transportation of its people. She also stated she had been meeting with Randy Burke and Golden Gaming and they were hoping to move about moving events from Town property to other property to lessen sponsorship by the Town.*

*Ms. Holecheck also announced the Town's first citizen coffee.*

6. Presentation by Dan McArthur regarding completion of the 2013 audit and summary of findings and approval of Resolution 2014-02 .

*Ms. Holecheck stated that Mr. McArthur would give his presentation and then on the January 28th meeting the Resolution would be voted for.*

*Mr. McArthur stated that on page 7 of the audit, the auditor's opinion did explain the audit and the importance of the audit. The opinion statement says that this was a clean audit. He then went over the pages that he felt valuable to the audit. He stated there has been no budget violation in the general fund. He stated that the Fall Festival fund does have to be reported as an NRS violation because it became a negative which in his opinion is because the Town did not budget for this event due to the assumption this event would not be put on by the Town and then had been picked up at the last minute. This will be reported to the stated as an NRS violation, and this has now been changed because this event has been budgeted for this year.*

*Mr. Dolan thanked Mr. McArthur for answering all questions and for having this audit in early.*

*Dr. Waters asked what letter grade Mr. McArthur would give the Town.*

*Mr. McArthur stated A but with the one problem fund an "A-".*

## **7. Announcements**

*Dr. Waters read the announcements. He also reminded everyone that all boards meet in the Bob Ruud Center from now on. He also stated that the Veterans Clinic site should be announced soon as reposted by Assemblyman Oscarson.*

*Mr. Kulkin reminded everyone of the Special Town Board Meeting on January 15<sup>th</sup>, 2014.*

## **8. Consideration to adopt Consent agenda items:**

- a. Action – Approval of Town Vouchers.
- b. Action – Approval of Town Board meeting minutes for December 10, 2013.
- c. Action – Approval of Special Town Board meeting minutes for December 17, 2013.
- d. Action – Approval of Town Board meeting minutes for November 8, 2013 Retreat.
- e. Action – Amending submission date for Agenda Item Request Form and any backup documentation.
- f. Action – Approval to accept the resignation of Kenneth Shockley from the Veterans Memorial Advisory Board.
- g. Action – Approval of the acquisition of Ambulance Billing Field Tablets and Related Installation and Training Costs to implement phase 4 of the ePCR Software.
- h. Action – Approval to enter into Engagement Proposal and Professional Services Agreement for Environmental and Technical Support Services with Maryellen Giampoli.

**Mr. Dolan motioned to approve consent agenda items a,b,c,f.**

**Mrs. Riches seconded.**

**Motion carried, 5-0.**

### Item D Discussion:

**Mr. Dolan stated he needed motioned for a correction on the page 2 and paragraph 3 instead of OWL it needs to be OML and with this change accepted the minutes.**

**Mr. Adams seconded.**

**Motion carried, 5-0.**

Item E Discussion:

*Dr. Waters pulled this item for clarification on this item asking if it meant 10 business days or 10 calendar days.*

*Ms. Holecheck stated that it would be easier for the staff to have it changed to 10 business days. She felt this would give staff more time to proof documents, to make sure the agenda was posted on time, and to also make sure the board and public received the backup in a more timely fashion.*

*Dr. Waters agreed with the 10 business day change.*

*Mr. Kulkin stated that saying 12 days before the next meeting also helped to include the weekend.*

*Ms. Tracy Difillippo stated days should be clarified as calendar or business days.*

*Mrs. Riches stated that did this did not leave a lot of time to get things on the agenda. Ms. Holecheck stated that this would take some time to get used too but would make some things easier for the staff to maintain.*

*Dr. Waters stated that it may help the residents to also have things on the agenda more timely.*

*Mr. Dolan said this was tried and it did not work, and was changed back to the 5 business day rule. He stated he would like to see it left alone.*

*Mrs. Riches asked is the 5 days not working.*

*Ms. Holecheck stated that the 5 days was not working. She stated that holidays created issues and that it did not allow enough time for Staff or legal to check the agenda nor check and receive for all necessary documents in a timely fashion.*

*Mr. Dolan stated he did not think that the backup would get in any sooner.*

*Public comment was heard.*

**Mr. Adams motioned to establish policy that Agenda Item request and any Backup Items must be submitted Ten (10) Business Days before the next meeting.**

**Dr. Waters seconded.**

**Motioned carried, 5-0.**

Item G Discussion:

*Dr. Waters stated he would just like the cost explained a little more.*

*Mr. Michael Sullivan explained these were tablets but were much stronger and more durable due to what they were used in the field of. This also would allow reports to unload*

*to the software the billing department uses instead of manual uploads. He stated they have looked at other products and the current choice was the best and most cost effective.*

*Dr. Waters asked if this is this Phase 4.*

*Mr. Sullivan stated that yes this was Phase 4, this was the last step needed.*

*Mr. Kulkin stated in review this stated these contracts would not exceed 25,000.*

*Mr. Sullivan stated that one contract is 35,000 and one is 25,000.*

*Mr. Adams stated he supported this because it would make the process more effective.*

*Mr. Dolan asked the overall cost for all four phases.*

*Mr. Sullivan stated it was roughly 25,000 each.*

*Mr. Dolan stated he was happy to look in the budget and see that by updating the billing departments software it was able to decrease the bad debt right offs.*

**Mr. Adams motioned approval of the acquisition of Ambulance Billing Field Tablets and Related Installation and Training Costs to implement phase 4 of the ePCR Software.**

**Dr. Waters seconded.**

**Motion carried, 5-0.**

*Item H Discussion:*

*Dr. Waters asked for this to be explained also.*

*Ms. Holecheck stated this item has not changed from last year and the contract has not changed, and this is an as needed basis payment.*

*Mrs. Riches asked why the contract went from January 2014- June 2014 and not December 2015.*

*Mr. Sullivan stated because the Town ran on Fiscal Years Budget.*

*Mr. Dolan stated that he felt there should have been a fee schedule attached and also did not like that this was only for 18 months.*

*Ms. Holecheck stated because this is the same contract has always been the same the board had already seen the same fee schedule for the last few years.*

*Dr. Waters stated this contract does go through the Town Manager and Attorney so he assumed there was nothing for the board to be concerned about.*

**Dr. Waters motioned to approve approval to enter into Engagement Proposal and Professional Services Agreement for Environmental and Technical Support Services with Maryellen Giampoli using the current fee schedule.**

**Mr. Dolan seconded.**

**Motion carried, 4-1 with Mr. Dolan voting nay.**

**9. Advisory Board Reports from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards**

*Dr. Waters stated that all advisory boards need attendees and members. He stated that the Youth Board could use members.*

*Mr. John Pawlak from the NWEAB stated the Earth Day event has been moved from April 26th at Ian Deutch Park to April 19th.*

*Ms. Arlette Ledbetter stated that the Tourism Board has new by-laws and also has changed meeting times to every other month. She updated that RFQ was up for this department for a Public Relations Firm.*

*Mr. Richard Goldstein from the Vets board said the nitch covers have been engraved on the Columbarium.*

*Dr. Waters asked have the families been contacted to see them.*

*Ms. Stephanie Massimino replied yes, the families have been contacted and are pleased with the results.*

**10. Consideration to appoint a Pahrump Town Board member to the Nye County Water Board**

*Ms. Holecheck stated that a Commissioner called and this is a Liaison nonvoting position.*

*Mr. Dolan stated after talking with ye County the Basin and 162 liaisons and the Water Board liaison should be the same liaison to keep it consistent.*

**Mr. Adams motioned Mr. Kulkin serve as the liaison to the Nye County Water Board**

**Dr. Waters seconded.**

**Motion carried, 5-0.**

**11. Consideration to revise Town Manager contract to include Performance Evaluation**

*Ms. Difillippo stated this item was only for voting for the amendment and that any amendment requires the Town Manager's consent as well.*

*Dr. Waters stated this was not added to the extended contract.*

*Ms. Holecheck stated she assumed this was left out because her contract is only a year and as of next year she will no longer be here. She stated that she is fine with this amendment but she felt that it was unnecessary considering the time limit of her contract.*

*Dr. Waters stated that he felt this should be included just in case the Supreme Court did approve the Board to stay and also this could help the Town Manager look for a new job if she needed too.*

*Mrs. Riches stated that the Goals and Objectives were her evaluations and this was unnecessary.*

*Mr. Dolan agreed with Dr. Waters.*

*Public comment was heard.*

**Mr. Adams motioned to approve amendment.**  
**Dr. Waters seconded.**  
**Motion carried, 4-1 with Mrs. Riches voting nay.**

**12. Consideration to adopt Resolution 2014-01 supporting Nevada's Veterans and the Nevada Department of Veterans Services' Green Zone Initiative**

*Mr. Kulkin read Resolution 2014-01 into the record.*

**Mr. Dolan motioned to approve Resolution 2014-01 supporting Nevada's Veterans and the Nevada Department of Veterans Service's Green Zone Initiative.**  
**Mr. Adams seconded.**  
**Motion carried, 5-0.**

**13. Consideration to approve expenditures for renovation of Petrack Park restroom facilities**

*Ms. Holecheck stated the board had already approved the project as a whole but this was to clarify to the board the cost of the restoration.*

*Dr. Waters asked when this project will be completed.*

*Mr. Matt Luis stated currently his department is running short staff because of illness but by March it should be finished.*

*Mr. Adams asked if the work being done in house.*

*Mr. Luis stated yes this project is being completed by staff.*

*Mrs. Riches asked why the toilets are being replaced.*

*Mr. Luis stated due to look, vandalism, and other issues. These removed toilets will be held for parts and reusable things.*

*Mr. Dolan asked the price.*

*Mr. Luis stated that the \$14,400 is the estimate and the extra \$5,000 is for any unforeseen over runs if needed.*

**Mr. Dolan motioned to approve item expenditures for renovation of Petrack Park restroom facilities**  
**Mr. Adams seconded.**  
**Motioned carried, 5-0.**

**14. Consideration to approve the fire department's acquisition of three refurbished engines in lieu of current fleet size**

*This item was removed from the agenda.*

**15. Consideration of implementing policy requiring prior Board approval for seminar and/or travel reimbursement by Board members**

*Dr. Waters stated that turning in the form with an estimate before leaving and then giving receipts after returning was what he felt was normally done.*

*Ms. Holecheck stated there was no procedure created and this is an item for discussion. This is so the Town can know why, when and how the board may be traveling. The current cost*

*has far exceeded the amount assumed the Town had budgeted and there is another 6 months left in the fiscal year.*

*Mr. Kulkin stated this was so the board and town manager could get a handle on the cost of approving board expenditures.*

*Dr. Waters stated he felt the Town Manager should be able to approve or not approve the expenditures.*

*Ms. Holecheck then stated this was mostly to get a registration cost down or look for similar classes that could be more cost effective.*

*Ms. Riches asked if anyone had abused this.*

*Mr. Kulkin replied that this is just to get the budget in control since the board is already over budget.*

*Mrs. Riches asked does the budget need to be increased.*

*Dr. Waters stated that the past budget was passed by what previous boards spent and this time around the Town is concerned about why it went over budget.*

*Mr. Dolan stated that the board has gone to the Chair for approval of conferences. He stated the members patrolled themselves. He also remembers saying to the Mr. Kohbarger that the \$ 5,000 dollar budget was not enough.*

*Dr. Waters stated that he felt the Town Manager should be handling approval or rejection not the chairman.*

*Mr. Dolan stated this should be brought back to change town board policy. He questioned if this was for travel and/ or seminars. He stated this should not include travel.*

*Mr. Kulkin stated this is so that staff can do what is best to keep cost down.*

*Mrs. Riches stated she felt it should say 20 days for seminar and 10 days for meetings.*

*Mr. Kulkin reminded everyone that at any time the board member felt they were right even though the Town Manager rejected the cost could bring the rejection to the board to have it changed by the board.*

**Dr. Waters motioned item 15 with approval by the Town Manager with a 20 days in advance.**

**Mr. Adams seconded.**

**Motion carried, 3-2 with Mrs. Riches and Mr. Dolan voting nay.**

**16. Consideration of an event specific board of limited duration formed for the proposed motorcycle event in June**

*This item was heard after item 9.*

*Mr. Adams stated this was not to reconsider the Motorcycle rally, he stated this was to help events to plan easier.*

*Dr. Waters asked if Mr. Adams wanted a board for every event.*

*Mr. Adams stated that may be needed but for this particular event there are several issues and having a group put together for this could help this event be handled or even an ad hoc committee would be helpful.*

*Dr. Waters stated he did feel that an events advisory board would be a good idea but that an event advisory board for every event was unrealistic.*

*Mrs. Riches stated she felt this was not something she supported.*

*Mr. Dolan stated that the Tourism Board and Staff have advised that the Town not be involved in the events business. He stated he did not think an events advisory board should be created.*

*Dr. Waters agreed with Mr. Dolan.*

*Mr. Kulkin stated that an events advisory board would be good and it also does not mean that the Town spends the money but at least there is an advisory board to help handle these things.*

*Ms. Holecheck agreed that an event advisory board would be good for the Town but the motorcycle does not need an advisory board considering this particular event is done in several places so the people involved know what is supposed to be done.*

*Mr. Adams states this could be for any event.*

*Dr. Waters stated that this agenda item needed to be voted on.*

*Public comment was heard.*

*Mr. Adams thanked everyone for their opinion and withdrew the agenda item.*

**17. Closed Session(s).**

- a. Discussion and Possible Decision regarding a Closed Session pursuant to NRS 288.220 for purposes of conferring with the Town's Management Representatives Regarding Labor Negotiations. (For Possible Action)
- b. Discussion and Possible Decision regarding a Closed Session, to receive information and advice from the Town Attorney regarding potential or existing litigation pursuant to NRS 241.015(2)(b)(2).

*No closed session.*

**18. Future Meetings/Workshops: Date, Time and Location**

*Ms. Holecheck reminded everyone about the citizen's coffee tomorrow and the special Town Board meeting tomorrow at 2pm.*

**19. Public/Board/Staff Comment: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3). (Non-Action Item)**

*No comments were made.*

**20. Adjournment**

*Meeting adjourned at 8:55 pm.*

**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 1/17/2014	<u>DATE OF DESIRED BOARD MEETING</u> 1/28/2014
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**CIRCLE ONE:**    Action Item                  Non-Action Item                  Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Consideration to approve audit prepared by Dan McArthur for FY 2012-2013.

*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:  
Mr. McArthur gave a presentation at the January 14, 2014 meeting, however, to ensure compliance a motion for acceptance and approval is requested.

STAFF COMMENTS/RECOMMENDATIONS:  
Staff would recommend approval.

BACKUP ATTACHED:     YES                   NO

NAME OF PRESENTER(S) OF ITEM:    Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager  
Print Name

  
Signature

400 N. Hwy 160  
Mailing Address

(775) 727-5107 ext.  
Telephone Number

**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
1/15/2014	1/28/2014

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**CIRCLE ONE:**    Action Item                      Non-Action Item                      Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Advisory Board Reports

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*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:

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STAFF COMMENTS/RECOMMENDATIONS:

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BACKUP ATTACHED:     YES                       NO

NAME OF PRESENTER(S) OF ITEM:    Town Board & Advisory Boards

SPONSORED BY:

<u>Pahrump Town Board</u>	<u>Pahrump Town Board</u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107</u>
Mailing Address	Telephone Number

# Town of Pahrump Advisory Board Meeting Schedule

Current as of December 2013

<b><u>1<sup>st</sup> Monday</u></b>	<b><u>1<sup>st</sup> Tuesday</u></b>  Public Lands Advisory Board <i>Community Center Room 'A' 6:30pm</i>	<b><u>1<sup>st</sup> Wednesday</u></b>	<b><u>1<sup>st</sup> Thursday</u></b>  Tourism Advisory Board <i>Community Center Room 'B' 8:00am</i>	<b><u>1<sup>st</sup> Friday</u></b>  Nuclear Waste & Environ. AB <i>Community Center Room 'A' 11:00 am</i>  Civic Center Advisory Board <i>Community Center Room 'A' 4:00pm</i>
<b><u>2<sup>nd</sup> Monday</u></b>	<b><u>2<sup>nd</sup> Tuesday</u></b>  Town Board Meeting <i>County Chamber 7pm</i>	<b><u>2<sup>nd</sup> Wednesday</u></b>  Youth Advisory Board <i>Community Center Room 'A' 2:30pm</i>	<b><u>2<sup>nd</sup> Thursday</u></b>  Arena Advisory Board <i>Community Center Room 'A' 7:00pm</i>	<b><u>2<sup>nd</sup> Friday</u></b>
<b><u>3<sup>rd</sup> Monday</u></b>	<b><u>3<sup>rd</sup> Tuesday</u></b>	<b><u>3<sup>rd</sup> Wednesday</u></b>  Parks & Recs Advisory Board <i>Community Center Room 'A' 6:30pm</i>	<b><u>3<sup>rd</sup> Thursday</u></b>  Veteran's Mem. Advisory Board <i>Community Center Room 'A' 6pm</i>	<b><u>3<sup>rd</sup> Friday</u></b>
<b><u>4<sup>th</sup> Monday</u></b>	<b><u>4<sup>th</sup> Tuesday</u></b>  Town Board Meeting <i>County Chamber 7pm</i>	<b><u>4<sup>th</sup> Wednesday</u></b>	<b><u>4<sup>th</sup> Thursday</u></b>	<b><u>4<sup>th</sup> Friday</u></b>



**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 1/14/2013	<u>DATE OF DESIRED BOARD MEETING</u> 1/28/2014
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**CIRCLE ONE:**    Action Item                  Non-Action Item                  Presentation

**ITEM REQUESTED FOR CONSIDERATION:**

Consideration to approve Advisory Board Liaison Appointments by the Chairman of the Board pursuant to Town Board policy Articles 5 and 6.

*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

**BRIEF SUMMARY OF ITEM:**

At the beginning of each calendar year the Chair makes liaison appointments to each Advisory Board.

**STAFF COMMENTS/RECOMMENDATIONS:**

Staff would concur.

BACKUP ATTACHED:     YES                   NO

NAME OF PRESENTER(S) OF ITEM:    Susan Holecheck, Town Manager

**SPONSORED BY:**

Susan Holecheck, Town Manager  
Print Name

  
Signature

400 N. Hwy 160  
Mailing Address

(775) 727-5107 ext.  
Telephone Number

**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 1/15/2014	<u>DATE OF DESIRED BOARD MEETING</u> 1/28/2014
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**CIRCLE ONE:**    Action Item                      Non-Action Item                      Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Consideration to apply for FY 2014 Nevada Recreational Trails Grant

*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:  
The Board previously approved our seeking a \$150,000 50/50 match grant from the Nevada State Parks. We have been advised that we are unable to be a recipient for that grant, but they are affording another opportunity and indicated they will work with the Town of Pahrump on this upcoming grant. The grant is an 80/20 match.

STAFF COMMENTS/RECOMMENDATIONS:  
Staff would recommend approval. Applications are due March 7, 2014.

BACKUP ATTACHED:     YES                       NO

NAME OF PRESENTER(S) OF ITEM:    Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager  
Print Name

  
Signature

400 N. Hwy 160  
Mailing Address

(775) 727-5107 ext.  
Telephone Number

BRIAN SANDOVAL  
Governor

LEO M. DROZDOFF, P.E.  
Director  
Department of Conservation and  
Natural Resources

ERIC M. JOHNSON  
Administrator  
Nevada State Parks

STATE OF NEVADA



901 S. Stewart Street,  
Suite 5005  
Carson City, NV 89701-5248

Phone: (775) 684-2770  
Fax: (775) 684-2777  
stparks@parks.nv.gov  
http:parks.nv.gov

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
DIVISION OF STATE PARKS

FOR IMMEDIATE RELEASE

CONTACT: Jenny Scanland, 775-684-2787, [jscanland@parks.nv.gov](mailto:jscanland@parks.nv.gov)

## 2014 Grants available from the Recreational Trails Program

CARSON CITY, Nev. – The Nevada Division of State Parks administers grant funds from the Recreational Trails Program of the Federal Highway Administration. Approximately \$1.2 million in funding is available for the 2014 fiscal year. Applications are due Friday, March 7, 2014 by 5 p.m. Federal, state, city and county governments, special governmental districts, trail organizations and private individuals are potentially eligible for the grants.

“This is a great opportunity to create or improve trails so more people can get out and appreciate Nevada’s natural beauty,” said Eric Johnson, administrator of Nevada State Parks.

Previous projects have included the development of the Nevada Outdoor School Outdoor Ethics Training Program, Spring Mountain trails, and the Peavine mountain bike trail.

The 2014 Grants Manual and application packages are available at [www.parks.nv.gov](http://www.parks.nv.gov) or at the Division of State Park’s office, at 901 S. Stewart Street, Suite 5005, Carson City, NV 89701.

The 2013 motorized grant applications are also still online and are due January 31, 2014.

For further information or questions, please contact Jenny Scanland at 775-684-2787 or email [jscanland@parks.state.nv.gov](mailto:jscanland@parks.state.nv.gov).

###

The Nevada Division of State Parks plans, develops and maintains a system of parks and recreation areas for the use and enjoyment of more than 3.3 million visitors a year. The division was established in 1963 by the Nevada Legislature to form a new state park agency within the Department of Conservation and Natural Resources. The division manages and maintains 23 parks, historic sites and recreation areas in Nevada.

**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 1/14/2014	<u>DATE OF DESIRED BOARD MEETING</u> 1/28/2014
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**CIRCLE ONE:**      Action Item              Non-Action Item            Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Consideration to approve updated Job Descriptions and Salary ranges

*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:  
The HR Director and the Town Manager have been able to review staff job descriptions and feel that verbage and salary range adjustments need to be made to several to better reflect work being performed and appropriate compensation for the performance of such duties.

STAFF COMMENTS/RECOMMENDATIONS:  
Staff would concur approval of the proposed language and salary range adjustments.

BACKUP ATTACHED:     YES             NO

NAME OF PRESENTER(S) OF ITEM:    Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager  
Print Name

  
Signature

400 N. Hwy 160  
Mailing Address

(775) 727-5107 ext.  
Telephone Number

# Town of Pahrump

## Job Description Form

Job Title: **Financial Assistant**

Department: **Administration**

Location: **Town Office**

Reports to: **Finance Director**

Salary Range:

**\$44,497 - \$55,000**

Type of position:

Full-time

Part-time

Contractor

Volunteer

Hours\_40\_/week

**FLSA Nonexempt**

### General Description:

Under direction, performs administrative and technical accounting duties involving accounts payable, budgeting, auditing, payroll, fixed assets, bank statement reconciliation and purchase card control; participates in the development of automated financial records and tracking and reporting systems.

Confidentiality is essential to this position.

### Essential Duties and Responsibilities:

*The duties listed below are examples of work typically performed by an employee in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.*

1. Reconciles vendor invoices and statements; assigns expenditure codes; posts data into the on-line accounting software; generates required reports and forms; files related materials; interacts with the public, Town staff, other government agencies and vendors to provide information; answers questions and resolves problems associated with vendor payments, reimbursements, revenues, expenditures and inventories.
2. Compiles and prepares appropriate data for accounts receivable billing to outside agencies; verifies accuracy of data for billing purposes; receives and enters monthly journal entries from various sources; sets up new accounts on computer data base; explains program or policy changes to affected users.
3. Utilizes various computer programs and applications; enters and maintains data; records, codes and verifies accuracy; generates financial reports from a database; creates spreadsheets and generates reports using spreadsheet software; creates documents using word processing software; compiles and prepares appropriate data for accounts receivable billing to outside agencies; ensures accuracy of data for billing purposes.
4. Assists with the preparation of forms and materials related to budget, fixed assets, petty cash, receipts and related financial transactions; assists in preparing and proofing monthly and yearly financial reports.
5. Assists in the Town's financial operations by reconciling cash receipts, bank statements and expenditure accounts; processing accounts payable and accounts receivable; making bank deposits; retrieving financial documents; and keeping records of business licenses, delinquent accounts, fixed assets and related matters.
6. Establishes schedules for payments and receipts and coordinates with the Nye County Comptroller's Office.

7. Assists in developing written procedures for a variety of financial transactions; assists with the development of computer-generated reports and information; tests the accuracy of the information generated; troubleshoots program problems.
8. Provides technical assistance to Town staff in matters related to financial record keeping; assists departments in the proper classification of revenues and expenditures.
9. Provides technical assistance to Town staff in matters related to IT; plans and implements software and hardware acquisitions and upgrades; resolves computer and telephone system problems; serves as liaison to outside technical support providers.
10. Performs other duties as assigned or required.

#### **Education and Experience Requirements:**

*Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Completion of a high school education or possession of a GED supplemented by specialized training in bookkeeping or related field and four years of increasingly responsible technical or clerical accounting experience.

#### **Knowledge, Skills and Abilities Requirements:**

Knowledge of:

- Routine accounting principles and practices used in financial record keeping and reporting;
- Basic governmental accounting principles and procedures;
- Basic budgetary practices and terminology;
- Basic practices of reviewing financial documents for completeness and accuracy;
- Principles, methods and techniques of coding, verifying, balancing, and reconciling accounting records;
- Practices used to establish and maintain files and information retrieval systems, including those used in the maintenance of confidential and sensitive materials;
- Document formats;
- Correct English usage including spelling, grammar and punctuation;
- Methods to deal effectively with co-workers, supervisors, other government entities and the public;
- Office procedures, methods, and equipment including computers and applicable accounting software applications such as word processing, spreadsheets, and databases.

Ability to:

- Operate a computer for financial and word processing including creating and maintaining spreadsheets, databases and directories using Microsoft Office, Excel, Access, Power Point and Word software, QuickBooks, Peachtree, HTE, Fundware or similar software;
- Provides effective and efficient customer service;
- Accurately type at a rate sufficient to perform assigned duties;
- Use specific computer applications including word processing and design and manage databases or spreadsheet files and develop special report formats;
- Operate standard office equipment, e.g. fax, copier, calculator, multi-line telephone, computer with word processing, spreadsheets and/or databases;
- Organize and maintain accurate files and records;
- Communicate clearly and concisely both orally and in writing;
- Compile data and statistics accurately;
- Plan and organize work to meet changing priorities and deadlines;
- Perform a variety of accounting, fiscal, and statistical record keeping duties including to maintain and reconcile a variety of records and files;
- Review financial records, reports, and related documents; identify discrepancies, and resolve

- problems related to assigned are of responsibility;
- Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment;
- Perform mathematical calculations quickly and accurately;
- Understand and follow oral and written instructions;
- Analyze and interpret financial records;
- Organize work, set priorities and meet critical deadlines;
- Work independently;
- Communicate courteously and effectively with superiors, co-workers and members of the general public.

**Special Requirements:** Possession of a valid Nevada driver's license is required at time of appointment.

**Physical Demands:**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Strength and dexterity; vision to use keyboard and video display, strength and stamina to bend, stoop, sit and stand for long periods of time; lift files, stacks of paper or reports; reach for items above and below desk level, some bending; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone.

*In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

**Working Conditions:**

*Work is performed under the following conditions:*

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events.

**I can perform the essential functions of this job with or without reasonable accommodation:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Town Board:**

**Chairman:** \_\_\_\_\_ **Clerk:** \_\_\_\_\_

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

# Town of Pahrump

## Job Description Form

Job Title: **Executive Assistant**

Department: **Administration**

Location: **Town Office**

Reports to: **Town Manager**

Title: **Executive Assistant**

Level/Grade:  
**Grade 11**

Salary Range:  
**\$35,360 - \$46,190**

Type of position:

- Full-time
- Part-time
- Contractor
- Volunteer
- Temporary

Hours\_40\_/week

- Exempt
- Nonexempt

### General Description:

Under general supervision of the Town Manager, this employee serves as assistant to the Town Manager, prepares and maintains all Town Board documents and advisory board information, assists Town Board with travel arrangements, performs various front office operations including customer relations, cemetery sexton duties, and facility reservations, maintains social media accounts, orders supplies, and other duties as assigned by the Town Manager. Considerable tact and finesse are required in this position when working with the public, other governmental agencies and other employees. **Confidentiality is essential to this position.**

### Essential Duties and Responsibilities:

Serves as a representative of the Town of Pahrump, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy and the appropriate tact and discretion in all interactions with other employees and with the public. **Confidentiality is essential to this position.**

- Attends all Town Board meetings and other meetings, as required;
- **Makes note of Town Board directives requiring follow-up and posts to Town Manager calendar;**
- Aids in the preparation and posts agendas, prepares back up materials for meetings and for the public, ensuring compliance with Nevada Open Meeting Laws;
- Maintains all Town Board records and other municipal documents;
- **Maintains a copy of all Town Board Resolutions and Ordinances;**
- Transcribes minutes;
- Proofreads documents and correspondence;
- Manages the schedule of the Town Manager **and anticipates needs for scheduled meetings;**
- Receives and records payments;
- Schedules the use of Town parks and facilities;
- Manages cemetery reservations, records, and burial planning;
- Manages online social media/networking accounts for the Town;
- Exercises considerable initiative, independent judgment and discretion in screening calls/visitors;
- Answers and disposes of requests for information and performs general public relations duties;
- Plans and maintains an adequate supply of office materials and supplies;
- Responsible for retrieving e-mail correspondence, answering e-mail or referring to appropriate personnel;
- **Maintains and monitors Town's website, including Community Calendar;**
- **Serves as Notary Public within State of Nevada guidelines;**
- **Researches and prepares grant proposals as directed by Town Manager;**
- **Tracks timelines for grant monies received; maintains accurate records;**
- Posts agenda and minutes to web site as well as other documents as necessary;

- Registers Town vehicles with Department of Motor Vehicles: maintains titles and related records;
- Performs other duties as assigned by the Town Manager.

**Education and Experience Requirements:**

Any combination equivalent to training, education and experience that would provide the required knowledge and abilities. Completion of a high school diploma or equivalent and operational knowledge of inter-office workings such as computer skills (Word/Excel/Power Point), customer services, general math skills, social media, etc.

**Knowledge and Abilities:**

- Knowledge of executive secretarial practices and procedures;
- Knowledge of business English, spelling, arithmetic and vocabulary;
- Knowledge of modern office practices, procedures, systems and equipment;
- Skill in interacting effectively with co-workers and the public and in dealing with public relations problems courteously and tactfully;
- Skilled in the operation of computers, recording equipment and other standard office equipment;
- Ability to maintain confidentiality;
- Ability to anticipate and provide for Town Manager's scheduling needs;
- Ability to compose correspondence on routine matters;
- Ability to plan and prioritize work with minimal supervision;
- Ability to properly access and operate all social media accounts;
- Ability to communicate effectively both orally and in writing on matters relating to department policies and operations.

**Physical Demands:**

Strength and dexterity; vision to use keyboard and video display, strength and stamina to bend, stoop, sit and stand for long periods of time; lift files, stacks of papers or reports; reaching for items above and below desk level, some bending; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone.

**Working Conditions:**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events.

**Comments:**

The position may require work outside of normal business hours. Possess a valid Nevada driver's license and appointment as Notary Public.

**I can perform the essential functions of this job with or without reasonable accommodation:**

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

**Approved by Town Board:**

Chairman: \_\_\_\_\_ Clerk: \_\_\_\_\_

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

# Town of Pahrump

## Job Description Form

Job Title: **Business License Technician and HR Assistant**

Department: **Ordinance Enforcement**

Location: **Town Office**

Reports to: **Town Manager**

Salary Range:

**\$35,360 - \$46,190**

Type of position:

- Full-time
- Part-time
- Contractor
- Volunteer

Hours\_40\_/week

- Exempt
- Nonexempt

### General Description:

Under general supervision, performs specialized technical and clerical duties for accepting and processing applications for licensing businesses operating in the Town of Pahrump; supports enforcement and compliance activities within the guidelines of Town ordinances and regulations; **serves as administrative support to Town Manager and Human Resources. Confidentiality is essential to this position.**

### Essential Duties and Responsibilities:

*The duties listed below are examples of work typically performed by an employee in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.*

1. Identifies and provides the appropriate forms, applications and documentation to obtain a business license and instructs clients in the application process;
2. Assures completeness and accuracy on required business license documentation and accepts payment for business license; issues license;
3. Updates and maintains accurate business license database;
4. Prepares business license reports and mailings; maintains accurate records and files for licensed and non-compliant businesses;
5. Processes license renewals; determines payment including late fees where applicable; prints renewed license and provides to client either in person or by mail;
6. **Receives and processes ambulance billing payments in person and over the phone; balances and deposits ambulance payments;**
7. **Provides appropriate response to a wide variety of customer inquiries;**
8. **Registers vacant buildings and maintains accurate vacant building database;**
9. **Serves as administrative support to the Town Manager as needed;**
10. **Assists HR Director with recruitment processes, scheduling and testing;**
11. **Submits online investigation requests and assists with new hire background checks;**
12. **Manually/electronically codes, processes and tracks various personnel actions, including FMLA actions and workers compensation claims;**
13. **Composes and publishes various advertisements;**
14. **Assists HR Director with various research projects and/or special projects;**
15. **Serves as Notary Public within State of Nevada guidelines;**
16. Performs other duties as assigned or required.

**Education and Experience Requirements:**

*Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Completion of a high school education or possession of a GED and three years of financial office experience including one year of experience explaining codes and regulations and in document processing.

**Knowledge, Skills and Abilities Requirements:**

Knowledge of:

- English usage, spelling, grammar punctuation and vocabulary;
- Terminology and concepts related to business license function and code enforcement;
- Codes and regulations related to the work;
- Basic computer applications related to work;
- Business arithmetic;
- Standard office practices and procedures, including filing and the operation of standard office equipment;
- Record keeping principles and practices;
- Techniques for dealing with the public, in person and over the telephone;
- Basic interviewing techniques;
- Basic bookkeeping procedures;
- Basic knowledge of the Pahrump Valley geographical area;
- Business letter writing and standard format for typed material;

Ability to:

- Type with sufficient speed and accuracy to enter license data into a computer system;
- Read, interpret, apply and explain laws, rules, ordinances, regulations, policies and procedures;
- Plan and organize own work load within constraints;
- Cash receipt and account for daily transactions;
- Review applications and related documents for completeness and accuracy;
- Understand and follow oral and written instructions;
- Create/maintain extensive filing system;
- Work independently;
- Meet deadlines;
- Communicate courteously and effectively with superiors, co-workers and members of the general public.
- **Maintain confidentiality of sensitive information.**

**Special Requirements:** Possession of a valid Nevada driver's license is required at time of appointment. Appointment as Notary Public within first ninety days of employment is required as condition of continued employment.

**Physical Demands:**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Mobility to work in a typical office setting, use standard office equipment and to drive a motor vehicle in order to visit inspection sites and attend meetings; vision to read printed materials; hearing and speech to communicate in person or over the telephone. Performs physically demanding work including lifting, bending, stooping, climbing and reaching, along with the normal office environment.

*In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

**Working Conditions:**

*Work is performed under the following conditions:*

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events.

**I can perform the essential functions of this job with or without reasonable accommodation:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Town Board:**

**Chairman:** \_\_\_\_\_ **Clerk:** \_\_\_\_\_

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

# Town of Pahrump

## Job Description Form

Job Title: **Human Resources Director**

Department: **Administration**

Location: **Town Office**

Reports to: **Town Manager**

Salary Range:

**\$59,134 - \$74,090**

Type of position:

Full-time

Part-time

Contractor

Volunteer

Hours **40** /week

**FLSA Exempt**

### General Description:

Under general direction, performs a variety of professional, technical and analytical human resources functions including recruitment, classification of jobs and recommending compensation levels, benefits and insurance administration, training, employee and organizational development, contract administration, and labor/employee relations. Coordinates the processing of liability claims.

Confidentiality is essential to this position.

### Essential Duties and Responsibilities:

*The duties listed below are examples of work typically performed by an employee in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.*

1. Confers with supervisors and managers regarding recruitment requests; identifies and collects recruitment background information; coordinates and conducts recruitment process including scheduling, advertising, reviewing applicant qualifications, and testing; identifies qualified individuals to serve on oral boards; prepares written tests and compiles test results; may participate in the interview process; obtains employment verifications by telephone and written correspondence.
2. Coordinates with Nye County Payroll and Human Resource departments in the area of wages and benefits; responds to salary surveys; analyzes data; prepares reports and makes recommendations.
3. Assists in resolving difficult and sensitive inquiries and complaints both internally and externally; interprets human resources policies and procedures and collective bargaining agreements; responds to requests for information and assistance from employees, management, outside agencies and the public.
4. Collects information and provides support to consultants and attorneys during negotiations with employee organizations and/or responding to grievances; conducts grievance and disciplinary investigations; makes recommendations and provides related technical support.
5. Participates in the drafting and implementation of administrative policies and procedures.
6. Serves as a resource to managers responsible for implementing human resource policies, practices and procedures; interprets and applies rules, procedures, and provisions of collective bargaining agreements to resolve problems, grievances and complaints.
7. Oversees and manages the work of reporting Human Resources staff.
8. Implements human resources strategies, including staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health,

employee relations, risk management, EEO Compliance and labor relations.

9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resource management and remains current on new and proposed labor laws.
10. Performs other duties as assigned or required.

**Education and Experience Requirements:**

*Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

A bachelor's degree from an accredited college or university with major coursework in human resources, business administration, public administration or a related field;

OR

An associate's degree from an accredited college with major coursework in human resources, business administration, public administration or a related field and three years of professional experience in a centralized personnel system;

OR

**Seven** years of technical level public or private sector personnel experience which included responsibility for one or more of the following areas of assignment: recruitment, selection, position classification, salary administration, employee relations, risk management or equal employment opportunity **and possession of a certificate in human resource management.**

**Knowledge, Skills and Abilities Requirements:**

Knowledge of:

- Modern principles and practices of human resource management and administration;
- Functional responsibilities of a human resources department;
- Research and data analysis methods and techniques;
- Pertinent federal, state and local laws, codes and regulations;
- Basic labor relations principles and practices in a collective bargaining environment;
- Basic techniques of report writing;
- Business English, including spelling, grammar, punctuation and sentence structure;
- Terminology and concepts related to personnel procedures;
- Basic computer applications, standard office practices and procedures, including filing and the operation of standard office equipment;
- Business arithmetic;
- Record keeping principles and practices;
- Techniques for dealing with the public, in person and over the telephone;
- Telephone procedures and etiquette;
- Common office computer hardware and software, including word processing, spreadsheets and e-mail.

Ability to:

- Gather, organize and analyze statistical data;
- Use initiative and independent judgment within established guidelines;
- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend the best options and implement approved solution in support of goals;
- Interact with a variety of individuals from different socio-economic, ethnic and cultural backgrounds;

- Effectively administer assigned programmatic responsibilities;
- Work independently;
- Analyze technical information, evaluate alternatives and make sound, independent judgments within established guidelines;
- Interpret and apply laws, regulations and policies;
- Prepare clear, concise and effective written reports, correspondence and other materials;
- Maintain accurate records and files;
- Establish effective working relationships with those contacted in the course of work;
- Coach and counsel employees and department managers on employee relations matters;
- Utilize personal computer, software and other equipment related to business license and other programs;
- Oversee and participate in the management of a comprehensive human resources program;
- Participate in the development and administration of Town goals, objectives, and procedures;
- Research, analyze, and evaluate new service delivery methods and techniques;
- Communicate courteously and effectively with superiors, co-workers and members of the general public.

**Special Requirements:** Possession of a valid Nevada driver's license is required at time of appointment.

**Physical Demands:** *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Strength and dexterity; vision to use keyboard and video display; strength and stamina to bend, stoop, sit and stand for long periods of time; lift files, stacks of paper or reports; ability to reach for items above and below desk level, some bending, manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone.

*In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

**Working Conditions:** *Work is performed under the following conditions:*

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events.

**Reviewed by Town Manager:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Town Board:**

**Chairman:** \_\_\_\_\_ **Clerk:** \_\_\_\_\_

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

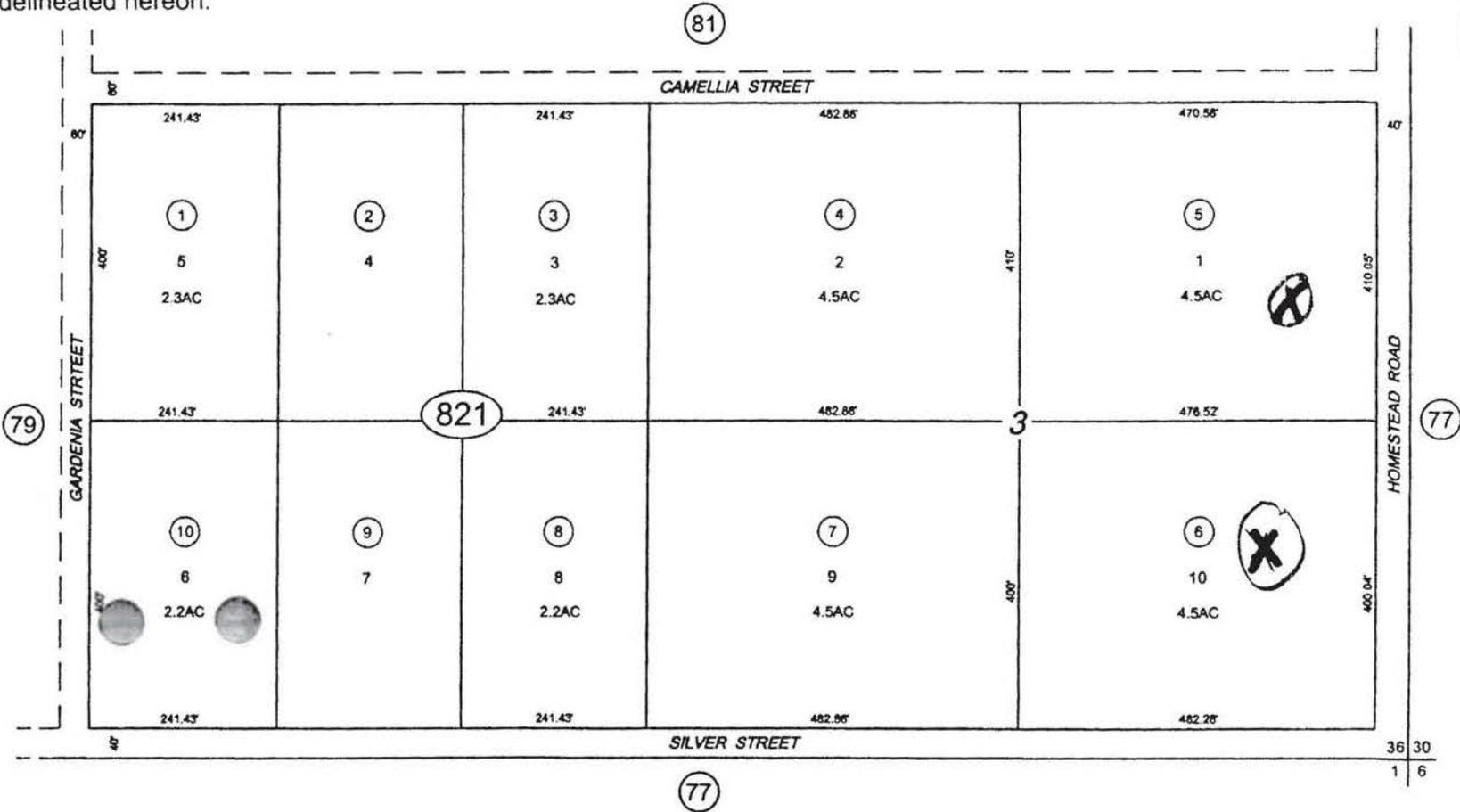
**This Job Description supersedes previous version dated:** \_\_\_\_\_



NOTE: This plat is for assessment use only and does not represent a survey. No liability is assumed as to the accuracy of the data delineated hereon.

T.21S.,R.53E.  
POR. SEC. 36

44-82



SEPT. 82/JH  
CAD FILE 08-03-01/CM  
NYE COUNTY ASSESSOR

HOMESTEAD GARDEN

T.22S., R.53E.  
POR. SEC. 1

BK  
44

41-36



REV. 07-12-95

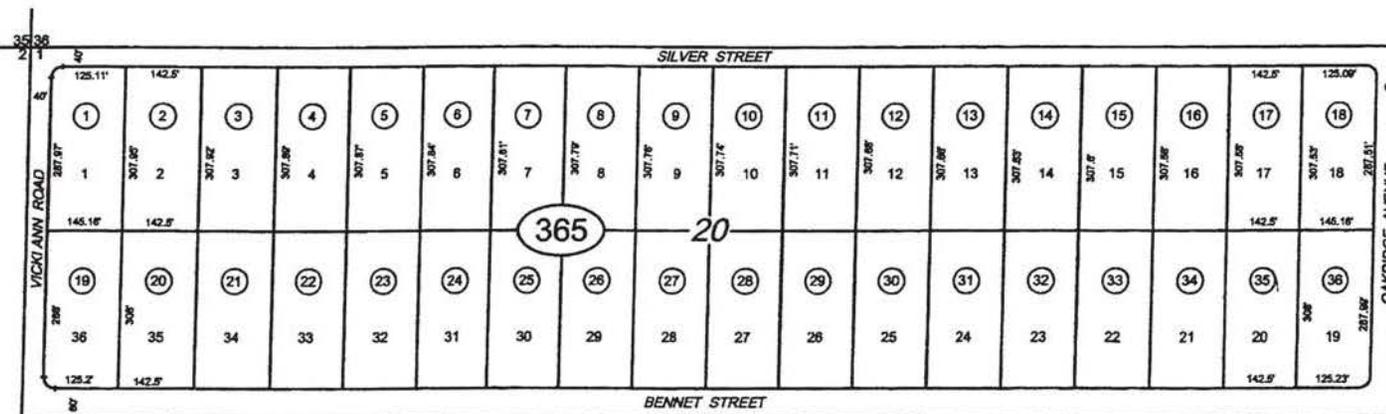
SHICKEN  
FRANCHISE  
YSHERIS



BK  
44



BK  
44



37

# CALVADA VALLEY UNIT 14

SEPT.87/SMM  
CAD FILE 04-12-01/CM  
NYE COUNTY ASSESSOR

Nye County  
NOTE: This plat is for assessment use only and does not represent a survey. No liability is assumed as to the accuracy of the data delineated hereon.



**RESOLUTION 2014-02**  
**A RESOLUTION ADOPTING A FEE STRUCTURE**  
**FOR THE USE OF TOWN OF PAHRUMP PARKS BY LOCAL**  
**YOUTH ORGANIZATIONS OR REGULARLY SCHEDULED EVENTS**

**WHEREAS**, the Pahrump Town Board is responsible for protecting the health, welfare and safety of the citizens of the Town of Pahrump; and

**WHEREAS**, the Pahrump Town Board has found that the following fees are necessary for the adequate maintenance, upkeep and upgrades of the Town-owned and managed parks;

**NOW, THEREFORE, BE IT RESOLVED**, that the Pahrump Town Board hereby specifically creates the following fee schedule;

1. Individuals Fields           \$25.00 monthly/field/organization  
    Petrack Park Fields A, B & C  
  
    Ian Deutch Park Fields 1, 2, 3, & 4  
  
    Simpkins Park Field 1
  
2. Concession Stands           \$100.00 Deposit Fee  
    Deposits will be returned within 30 days if no damage is found

Such fees are to be tendered on a monthly basis to the Town of Pahrump.

**BE IT FURTHER RESOLVED**, that the foregoing fees shall not increase by more than two percentage (2%) per year.

DATED this \_\_\_ day of January 2014.

VOTE:AYES: \_\_\_           NAYS:     \_\_\_           ABSENT:    \_\_\_

Attest:

\_\_\_\_\_  
Harley Kulkin, Chair

\_\_\_\_\_  
Dr. Tom Waters, Town Board Clerk

**RESOLUTION NO 2014-03**  
**A RESOLUTION AMENDING RESOLUTION 2006-05**  
**AND TO ESTABLISH USER FEES**  
**FOR SPECIAL EVENTS**

**WHEREAS**, the Town of Pahrump desires to establish user fees for events other than those scheduled by local youth organizations and/or those regularly scheduled activities at Pahrump Town Parks;

**WHEREAS**, the Town of Pahrump desires to revoke Resolution 2006-05 regarding previous fees for “special events”;

**NOW, THEREFORE, BE IT RESOLVED** the Pahrump Town Board sets forth the policy as follows:

A Special Event is defined as any group reservation other than those generated by local youth organizations or those scheduled on regular basis;

Parks Deposit: \$300.00

User Fee \$100.00 for portions of ballfields or \$300.00 for parks in their entirety. See reservation form for more detail. If an event exceeds one day’s duration (i.e. 24-hours) the user fee is \$500.00 for the entire event.

Deposits shall be by certified check or money order, made payable to the Town of Pahrump. Deposits shall be refunded upon verification that no damage has occurred. All costs relating to damage or loss shall be assessed to the signatory of the reservation. Upon completion of the event, all food, waste, dumpsters, portable toilets, and any event equipment or structures must be removed within 4 hours of the event’s ending.

Prohibited Activities: Any criminal or illegal activities, consumption, possession, sale or serving of alcohol unless the sponsor is the holder of a Special Nye County alcohol permit or 72 Hour Liquor License has been obtained from Nye County.

**Resolutions 2006-05 is hereby revoked in its entirety.**

Motion proposed by Town Board Member: \_\_\_\_\_

Motion seconded by Town Board Member: \_\_\_\_\_

Approved and adopted this \_\_\_\_ day of \_\_\_\_\_ 2014

AYES:

NAYS:

\_\_\_\_\_  
Harley Kulkin, Town Board Chairman

Attest:

\_\_\_\_\_  
Dr. Tom Waters, Town Board Clerk

Resolution #2006 – 05  
PAHRUMP TOWN BOARD

**A RESOLUTION TO ESTABLISH A POLICY FOR MAJOR EVENTS AND  
RESERVATION AND USE OF TOWN FACILITIES**

**WHEREAS** the Town of Pahrump desires to establish a policy for major events and reservation and use by the public of Town facilities including but not limited to Honeysuckle, Petrach, and Simkin's parks; and the Pahrump Community Pool; to assist the Town staff in authorizing the use of the subject facilities, proscribe fees, provide notice when necessary to public safety agencies, and set restrictions and rules for control, maintenance, and preservation of the Town facilities; now

**THEREFORE BE IT RESOLVED** the Town policy for major events and reservation and use by the public of Town facilities shall be as follows:

**Applicable Users**

Any group of 500 persons or more

**Reservations**

All reservations for Town facilities shall be accepted on a "first come – first served" basis. An application shall be completed, all fees paid, compliance with this policy confirmed, and proof of insurance shall be provided prior to use of any Town facility by applicable users.

A site map shall accompany any reservation indicating the location of temporary structures to be erected, food preparation and service areas, location of flammable gas sources, electrical needs, locations of other potential hazard, parking and traffic control, and points of ingress and egress.

**Deposits and Fees**

A deposit and user fee shall be required of any facility user except governmental agencies, non-profit organizations, and Town sponsored groups, or when waived by the Town Board. Fees must be paid no later than 90 days in advance of the event. Failure to pay required fees may result in cancellation of the planned event. User fees (if applicable) are non-refundable.

Deposits shall be paid by certified check or money order, or by personal check at the discretion of the Town Manager, made payable to the Town of Pahrump and shall be refunded if nothing is damaged or missing. All costs related to damage or loss shall be assessed to the signatory of the reservation.

Upon completion of the event the facility must be returned to same or better condition than it was found, with food stuffs and any waste removed. Dumpsters, portable toilets, and any event equipment or structures must also be removed immediately.

Pool	Deposit	\$500.00	User Fee	\$50.00
	Life Guards:	\$10.00 an hour for each lifeguard. Two (2) minimum for first 25 attendees. One (1) additional lifeguard for each additional 25 attendees.		
Parks	Deposit	\$300.00	User Fee	NA

### **Prohibited Activities**

Any criminal or illegal activities.

Consumption, possession, sale or serving of alcohol except as noted herein.

Private parties not open to the public.

Organizational events during which alcohol is sold or served and for which a Special Nye County or 72 Hour Liquor License has been obtained.

Profit making events by private entities.

### **Safety**

Buildings and Grounds, Law Enforcement and Fire/EMS agencies shall be notified of the event by the event sponsors 90 days in advance of the event. Confirmation of notification and compliance with all safety requirements shall be provided to the Town office by the event sponsors. Failure to do so may result in cancellation of the event.

### **Sanitation**

Portable toilets shall be provided at a rate consistent with State Public Health Department standards. Confirmation of contractual agreement with a portable toilet service shall be provided to the Town office 90 days in advance of the event. Failure to do so may result in cancellation of the event.

### **Insurance**

A Certificate of Liability Insurance (with minimum coverage limits as noted in the attached as part of this policy) shall be required naming the Town of Pahrump as “additionally insured” and shall accompany the application for reservation. Confirmation of liability coverage shall be provided to the Town office 30 days in advance of the event. Failure to do so may result in cancellation of the event.

**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 1/15/2014	<u>DATE OF DESIRED BOARD MEETING</u> 1/28/2014
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**CIRCLE ONE:**    Action Item                  Non-Action Item                  Presentation

**ITEM REQUESTED FOR CONSIDERATION:**

Consideration to move the November 11, 2014 Town Board Meeting and move/cancel the November 25, 2014 and the December 23, 2014 Town Board Meeting.

***If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.***

**BRIEF SUMMARY OF ITEM:**

November 11, 2014 is Veterans Days and a federal holiday. It is felt that moving this meeting is appropriate. Additionally, the second meeting in November and December has historically been cancelled, therefore, this matter is being brought before the Board to determine if they still wish to cancel.

**STAFF COMMENTS/RECOMMENDATIONS:**

Staff would concur.

BACKUP ATTACHED:     YES                   NO

NAME OF PRESENTER(S) OF ITEM:    Susan Holecheck, Town Manager

**SPONSORED BY:**

Susan Holecheck, Town Manager  
Print Name

  
Signature

400 N. Hwy 160  
Mailing Address

(775) 727-5107 ext.  
Telephone Number

**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 1/15/2014	<u>DATE OF DESIRED BOARD MEETING</u> 1/28/2014
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**CIRCLE ONE:**    Action Item                  Non-Action Item                  Presentation

**ITEM REQUESTED FOR CONSIDERATION:**

Consideration of approving the hiring of a part-time Code Enforcement Officer

*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

**BRIEF SUMMARY OF ITEM:**

The Town has previously employed an individual to help with compliance of Code issues. The Town Office and the Town Manager routinely get calls regarding businesses operating without a license.

**STAFF COMMENTS/RECOMMENDATIONS:**

Staff would recommend approval.

BACKUP ATTACHED:     YES                   NO

NAME OF PRESENTER(S) OF ITEM:    Susan Holecheck, Town Manager

**SPONSORED BY:**

Susan Holecheck, Town Manager  
Print Name

  
Signature

400 N. Hwy 160  
Mailing Address

(775) 727-5107 ext.  
Telephone Number

# Town of Pahrump

## Job Description Form

**Job Title:** Code Enforcement Officer

**Department:** Administration/Business Licenses

**Location:** Varied

**Reports to:** Town Manager

**Title:** Town Manager

**Level/Grade:**

**Salary Range:**

**\$24,000 - \$36,000 annually**

**Type of position:**

- Full-time
- Part-time
- Contractor
- Volunteer

**Hours** 24 /week

- Exempt
- Nonexempt

### General Description:

Performs Pahrump Town Ordinance enforcement activities both in the field and in the office to assure compliance. Performs within the guidelines, limitations of Town codes and regulations and performs related work as assigned.

### Essential Duties and Responsibilities:

Serve as a representative of the Town of Pahrump, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interactions with other employees and with the public.

1. Investigates complaints and conducts on-site inspections to ensure compliance with adopted codes and regulations, including roadside and event vendors, garage sales and other short-term activities; and provides factual information regarding such;
2. Enforces codes, presents violation notices/citations and conducts follow-up procedures including additional correspondence, site visits, communications with complainants, attorneys and property owners involved, conducts re-inspections when necessary;
3. Performs investigations of businesses operating illegally or in a manner inconsistent with the public's health, safety, morals or welfare;
4. Uses standard office equipment, including a computer, in the course of the work.
5. Valid Nevada driver's license required to inspect business sites and deliver documents.
6. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service;
7. Takes proper safety precautions, anticipates unsafe circumstances and acts accordingly to prevent accidents. Uses all required safety equipment;
8. Performs other duties as assigned.

**Education and Experience Requirements:**

Graduation from high school or the equivalent and three years code enforcement or an equal combination of closely related training and experience. Security or retired Police officer experience preferred.

**Knowledge:** Codes and regulations related to the work; basic computer applications related to the work; business arithmetic; basic computer applications related to the work; standard office practices and procedures; including filing and the operation of standard office equipment; business letter writing and standard format for typed materials; record keeping principles and practices; correct business English; basic knowledge of business structures and legal requirements, basic knowledge of the Pahrump Valley geographical area; techniques for dealing with the public, in person and over the telephone.

**Abilities:** Ability to communicate effectively verbally and in writing; to use discretion in enforcing codes and apply courtesy and tact when dealing with the public; use initiative and set priorities; schedule and coordinate work load; read, interpret, apply and explain laws, rules, ordinances, regulations, policies and procedures; read and interpret maps and legal descriptions; use and apply basic investigative techniques; conduct basic research and prepare written reports; maintain files and records; deal constructively with conflict; establish and maintain effective working relationships with those contacted in the course or work; skill in the use of office equipment including computers.

**Physical Demands:** Mobility to work in a typical office setting, use standard office equipment and to drive a motor vehicle in order to visit inspection sites; vision to read printed materials; hearing and speech to communicate in person or over the telephone. Performs physical demanding work including lifting, bending, stooping, walking, climbing and reaching along with the normal office environment.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

**Working Conditions:** Subject to adverse weather conditions for outside work. Work involves, but is not limited to: walking, talking, hearing, and seeing. Generally, outside work with exposure to extreme conditions such as dust, fumes, odors or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events.

**Comments:** Must possess a valid Nevada driver's license.

**I can perform the essential functions of this job with or without reasonable accommodation:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Town Board:**

**Chairman:** \_\_\_\_\_ **Clerk:** \_\_\_\_\_

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





**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
1/15/2014	1/15/2014

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**CIRCLE ONE:**      Action Item              Non-Action Item            Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to adjourn to Closed Sessions pursuant to NRS 288.220 for purposes of conferring with the Town's Management Representatives Regarding Labor Negotiations.

*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:

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STAFF COMMENTS/RECOMMENDATIONS:

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BACKUP ATTACHED:     YES             NO

NAME OF PRESENTER(S) OF ITEM:    Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager  
Print Name

  
Signature

400 N. Hwy 160  
Mailing Address

(775) 727-5107 ext.  
Telephone Number

**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
1/14/2014	1/28/2014

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**CIRCLE ONE:**    Action Item                      Non-Action Item                      Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Future Meetings/Workshops

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*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:

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STAFF COMMENTS/RECOMMENDATIONS:

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BACKUP ATTACHED:     YES                       NO

NAME OF PRESENTER(S) OF ITEM:    Susan Holecheck, Town Manager

SPONSORED BY:

<u>Pahrump Town Board</u>	<u>Pahrump Town Board</u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107</u>
Mailing Address	Telephone Number

**AGENDA ITEM REQUEST**

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
1/15/2014	1/28/2014

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**CIRCLE ONE:**    Action Item                      Non-Action Item                      Presentation

ITEM REQUESTED FOR CONSIDERATION:  
Concluding Public/Board/Staff comments

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*If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.*

BRIEF SUMMARY OF ITEM:

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STAFF COMMENTS/RECOMMENDATIONS:

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BACKUP ATTACHED:     YES                       NO

NAME OF PRESENTER(S) OF ITEM:    Pahrump Town Board

SPONSORED BY:

<u>Pahrump Town Board</u>	<u>Pahrump Town Board</u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107</u>
Mailing Address	Telephone Number

