

PAHRUMP TOWN BOARD AGENDA

Mike	Vicky	Carolene	Tom	Harley
Darby	Parker	Endersby	Waters	Kulkin
Chair	Vice-Chair	Clerk	Member	Member

NOTICE TO MEMBERS OF THE AUDIENCE

The Pahrump Town Board meets the second and fourth Tuesday of each month at 7:00 PM 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

BOARD MEMBER	PHONE	EMAIL	TERM EXPIRES DECEMBER 31
Mike Darby	764-0751	mdarby@pahrumpnv.org	2012
Vicky Parker	764-8809	vparker@pahrumpnv.org	2012
Carolene Endersby	764-8791	cendersby@pahrumpnv.org	2014
Dr. Tom Waters	764-0949	twaters@pahrumpnv.org	2014
Harley Kulkin	727-1525	hkulkin@pahrumpnv.org	2014

NOTE: Town Board agendas will be posted online at www.pahrumpnv.org.

There may be a quorum of Pahrump Advisory Board members present at Town Board meetings.

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, when appropriate, to augment our resources.”

SPECIAL NOTE: Any member of the public who is disabled and requires accommodation 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 device is available at Town Board Meetings upon request with 24 hour advance notice.

"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. These rules are specifically permitted under Nevada Open Meeting Law and do not violate anyone's constitutional rights."

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY ADMINISTRATIVE COMPLEX
2100 E WALT WILLIAMS DRIVE
TUESDAY – 7:00 P.M.
December 13, 2011
AGENDA**

- 1. Call to Order, Moment of Silence, and Pledge of Allegiance.**
- 2. Discussion and Possible Decision** regarding Moving the Order of or Deleting an Agenda Item(s). (For Possible Action)
- 3. Presentation** of Certificates to the Pahrump Valley High School Girls Soccer Team 4A State Champions. (Non-Action Item)
- 4. Presentation** of Certificates of Appreciation to the Individuals Responsible for Conducting the “Halloween Safe Night” held annually at the Pahrump Nugget. (Non-Action Item)
- 5. Announcements** (Non-Action Item)
- 6. Public Comment:** Action may not be taken on matters considered during this period until specifically included on an agenda as an action item – NRS241.020(2)(c)(3). (Non-Action Item)
- 7. Advisory Board Reports** from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards. (Non-Action Item)
- 8. Discussion** on Town of Pahrump Economic Development Report. (Non-Action Item)
- 9. Discussion and Possible Decision** to Select, Award, and Approve Funding for RFP#2011-02, Creation of a Tourism Website. (For Possible Action)
- 10. Discussion and Possible Decision** to Approve expending funds for Phase I of the Columbarium Project at the Veterans Section of Chief Tecopa Cemetery not to exceed \$10,500. (For Possible Action)
- 11. Discussion and Possible Decision** to Approve Change Order #1 in the Amount of \$4,860.00 to provide 72-sheets of 5-ply CD Plywood, install new 2x4’s (Approximately 100’ x 2’) to support new T-111 siding and Install 3-new Cooper Roof Drains for Bob Ruud Community Center Roof Construction Project and All Matters Properly Related Thereto. (For Possible Action)
- 12. Discussion and Possible Decision** to Approve Funding for Kitchen Repairs/Upgrades for the Bob Ruud Community Center. (For Possible Action)
- 13. Discussion and Possible Decision** to Approve Staff Placing a Bid in the local and regional newspapers for one (01) Ambulance to be funded from the Capital Outlay Ambulance Fund. (For Possible Action)

- 14. Discussion and Possible Decision** to Amend Pahrump Town Ordinance# 35 and Providing for Other Matters Properly Related Thereto. (For Possible Action)
- 15. Discussion and Possible Decision** to Approve Resolution #2011-12, A Resolution Adopting a Fee Structure Pursuant to Pahrump Town Ordinance No 35, as Amended.. (For Possible Action)
- 16. Discussion and Possible Decision** to Amend Pahrump Town Ordinance #32 and Providing for Other Matters Properly Related Thereto. (For Possible Action)
- 17. Discussion and Possible Decision** to Approve Amending the By-laws of all Advisory Boards. (For Possible Action)
- 18. Discussion and Possible Decision** Regarding the future of the Pahrump Community Center Advisory Board. (For Possible Action)
- 19. Discussion and Possible Decision** Regarding the future of the Fall Festival (Fair & Festival). (For Possible Action)
- 20. Discussion and Possible Decision** to Approve the Town to Sponsor a Community Yard Sale at the Bob Ruud Community Center and/or Petrack Park in February 2012. (For Possible Action)
- 21. Discussion and Possible Decision** to Approval to Transfer Ambulance Fund Delinquent Accounts for July through November 2011 for Further Collection and Related Accounting Adjustments. (For Possible Action)
- 22. Discussion and Possible Decision** Consent agenda items: (For Possible Action)
 - a. Action – Approval of Town Vouchers.
 - b. Action – Approval of Town Board Minutes for November 08, 2011.
 - c. Action –Approval to Amend Job Descriptions for the Executive Assistant and Tourism Coordinator positions within the Administration Department.
 - d. Action – Approval to Accept Mr. David Yoder’s resignation from the Pahrump Community Center Advisory Board.
 - e. Action – Approval to Accept Ms. Wendy Beilby’s resignation from the Pahrump Tourism and Convention Council.
 - f. Action – Approval to Accept Ms. Deborah Davis to the Pahrump Tourism and Convention Council.
- 23. Future Meetings/Workshops: Date, Time and Location** (Non-Action Item)
 - a. January 09, 2012 @ 5:30 p.m. Workshop – Town Board & Advisory Boards
 - b. Town Board Retreat – TBD
- 24. Staff’s Comments** (Non-Action Item)
 - a. Town Manager Report
- 25. Town Board Member’s Comments** (Non-Action Item)

26. 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 or on an agenda item, at the appropriate time, 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, FLOYD'S ACE HARDWARE, 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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/28/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion and Possible Decision regarding Moving the Order of or Deleting an
Agenda Item(s).

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:

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

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED 11/28/2011	DATE OF DESIRED BOARD MEETING 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Presentation of Certificates to the Pahrump Valley High School Girls Soccer Team 4A State Champions.

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:

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
Telephone Number



Town of Pahrump 400 N. Hwy 160 Pahrump, NV 89060 Phone:775.727.5107 Fax: 775.727.0345

PVHS Girls Soccer Team,

The Town of Pahrump staff, on behalf of the Pahrump Town Board, would like to invite you to attend the December 13, 2011 Pahrump Town Board Meeting at 7:00pm for recognition of your tremendous efforts and accomplishments this season as a Trojan athlete.

We hope to see you all in attendance to be recognized by the Pahrump Town Board. Again, congratulations on your tremendous accomplishments.

Best regards,

A handwritten signature in black ink that reads "William A. Kohbarger". The signature is written in a cursive style with a large initial "W".

William A. Kohbarger
Pahrump Town Manager

PVHS Soccer Player

The Pahrump Town Board, on this date of December 13th 2011, recognizes you for your tremendous accomplishments as a member of the Pahrump Valley High School girls' soccer team.

Your performance as an individual and as a team member throughout this season has been outstanding and inspiring. You have shown that with hard work, perseverance, dedication, and teamwork you can obtain your goals and reach the stars. These memories will follow you and the community of Pahrump as you graduate high school a true leader.

Congratulations on winning the 2011 Girls Soccer 4A State Title!

The Pahrump Town Board

Mike Darby, Chairman

Vicky Parker, Vice Chair

Carolene Endersby, Clerk

Tom Waters, Member

Harley Kulkin, Member

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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/28/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Presentation of Certificates of Appreciation to the Individuals Responsible for
Conducting the "Halloween Safe Night" held annually at the Pahrump Nugget.

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:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

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

Volunteer

For your outstanding volunteer efforts with your involvement in the Halloween Safe Night the Pahrump Town Board, on behalf of the citizens of Pahrump, would like to extend an appreciation to you for your tremendous volunteerism. Your efforts have helped to ensure the safety of our children and youth during the Halloween festivities.

The Pahrump Town Board

Mike Darby, Chairman

Vicky Parker, Vice Chair

Carolene Endersby, Clerk

Tom Waters, Member

Harley Kulkin, Member

AGENDA ITEM REQUEST

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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Announcements.

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.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u><i>Pahrump Town Board</i></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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Announcements

December 13, 2011

- The Youth Advisory Board will meet on December 14th at 2:30pm in the Town Annex.
- The Veterans Memorial Advisory Board will meet on December 15th at 6pm in the Town Annex.
- Parks and Recreation Advisory Board will meet on December 21st at 6:30pm in the Town Annex.
- Incorporation Advisory Board will meet on December 29th at 6pm in the Town Annex.
- The Community Center Advisory Board is currently scheduled to meet on December 23rd at 7:00pm in the Town Annex.
- Public Lands Advisory Board will meet on January 4th at 7pm in the Town Annex.
- The Pahrump Tourism & Convention Council will meet on January 5th at 8am in the Town Annex.
- The Nuclear Waste and Environmental Advisory Board will meet on January 6th at 2pm in the Town Annex.
- The Arena Advisory Board will meet on January 12th at 7pm in the Town Annex.
- Pahrump Boundary Line Advisory Board will meet on January 12th at 6:30pm in the Town Office Conference Room
- The Pahrump Tourism & Convention Council will meet on January 5th at 8am in the Town Annex.
- Public Lands Advisory Board will meet on January 4th at 7pm in the Town Annex.
- The Nuclear Waste and Environmental Advisory Board will meet on January 6th at 2pm in the Town Annex.
- The Breast Cancer Support Group will meet December 16th from 11:00am-12:30am at the Nathan Adelson Hospice.
- Us-TOO Prostate Cancer Support Group will meet on January 26th in the Hospital Training Room at 6:00pm
- The Social Security Administration will be in the Town Annex on December 27th at 9am.

AGENDA ITEM REQUEST

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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Public Comment

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:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u><i>Pahrump Town Board</i></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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AGENDA ITEM REQUEST

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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Advisory Board Reports.

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 meeting schedule.

BACKUP ATTACHED: YES NO

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

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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Advisory Board Meeting Schedule

Town of Pahrump

Current as of December 2011

<u>1st Monday</u>	<u>1st Tuesday</u>	<u>1st Wednesday</u>	<u>1st Thursday</u>	<u>1st Friday</u>
		Public Lands Advisory Board Mr. Kulkin Town Annex 6:30	Tourism Convention Counsel Mrs. Parker Town Annex 8am	Nuclear Waste & Environ. AB Dr. Waters Town Annex 2pm
<u>2nd Monday</u>	<u>2nd Tuesday</u>	<u>2nd Wednesday</u>	<u>2nd Thursday</u>	<u>2nd Friday</u>
	Town Board Meeting County Chamber 7pm	Youth Advisory Board Mrs. Endersby Town Annex 2:30pm	Arena Advisory Board Mr. Darby Town Annex 7pm Boundary Line Advisory Board Mr. Kulkin Town Office Conference Room 6:30pm	Community Center AB Mrs. Parker Town Annex 7pm
<u>3rd Monday</u>	<u>3rd Tuesday</u>	<u>3rd Wednesday</u>	<u>3rd Thursday</u>	<u>3rd Friday</u>
		Parks & Recs Advisory Board Mr. Darby Town Annex 6:30pm	Veteran's Mem. Advisory Board Dr. Waters Town Annex 6pm	
<u>4th Monday</u>	<u>4th Tuesday</u>	<u>4th Wednesday</u>	<u>4th Thursday</u>	<u>4th Friday</u>
	Town Board Meeting County Chamber 7pm	Incorporation Advisory Board Mrs. Endersby Town Annex 6pm	Boundary Line Advisory Board Mr. Kulkin Town Annex 6:30pm	Community Center AB Mrs. Parker Town Annex 7pm



*All advisory boards should be scheduled to meet in the Town Annex unless there is a prior scheduling issue.

AGENDA ITEM REQUEST

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<u>DATE AGENDA ITEM SUBMITTED</u> 11/28/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/11
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion on Town of Pahrump Economic Development Report.

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 ED Report

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(s) OF ITEM: Town Manager & 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 ext.</u> Telephone Number
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Economic Development Status Report for Pahrump Town Manager 6 December 2011

Starting new report will add activity as it occurs.

Company Code	Contact	Date	Type of Contact	Referral	Discussion Company Needs	Need Funds	Info Provided	ED Response Action	Follow-Up	Status	% Success
AMO10 CO0911	PM	11/9/2011	Phone Email Mtg	Business	Company Selected Pahrump & Nye County location for renewable energy Project	TBD PPP	Town Information Package	Holding position Company completing Due Diligence on selected sites	Contact 11/9/2011	Active	60 60
HEL10 CO911	CEO	12/3/2011 12/6/2011	Email Phone Mtg	Business	Company interested in Partnering with Town (Energy Project)	TBD	Meeting being set with partnership of other companies over next 2 weeks	Arranging joint meetings facilitating common goals	Contact 12/14/2011	Active	70 70
HKSVK 3P0711	CEO	12/4/2011 12/5/2011	Phone Email	Business	Consultant for Foreign Gov/Business interested in Town for locating of manufacturing & green energy.	No	Meetings & introduction have been set.	Set meeting with two potential companies to partner with on Pahrump Project	Contact 12/14/2011	Active	50 **60
MBW UNK0911	Consul		Phone Email	NV Energy	Uncommitted. Requiring additional more information on Pahrump	UNK	Everything Provided Nothing further requested	No response from company plan to provide additional info	Contact Pending	Place Inactive	UNK UNK
BPI10 CO0711	COO	10/31/2011	Phone	NCED	Company still considering expansion Performing Internal Evaluations Transportation cost concern	UNK	Everything Provided Nothing further requested	No longer sense of urgency Seeking additional incentives currently nothing to offer	11/7/2011	Place Inactive	**UNK Down
WSR8 CO910	CEO CEO	12/6-8/2011 12/5-9/2011	Mtg Phone	Business	Funding! Still needs Incentives from Town or County. Working on locating a Facility within the Town	Yes	Funding in discussions	Qualified Investor presented terms during recent meeting. Awaiting BP completion	Contact 12/8/2011	Active	**65 65

BP= Business Plan ** Mark in the % of success box indicates change in rating

CEO= Chief Operating Officer, COO= Chief Operations Officer

Mtg= Meeting

TBD = To Be Determined

NCED= Nevada Commission Economic Development

UNK= Unknown, Business= Economic Development Peer/Friend Personal Referral

Consul= Consultant

FTZ= Free Trade Zone

MOU= Memorandum of Understanding

PPP= Public Private Partnership

PM= Project Manager, CMO= Chief Marketing Officer

Economic Development Status Report for Pahrump Town Manager 6 December11

Starting new report will add activity as it occurs.

Company Code	Contact	Date	Type of Contact	Referral	Discussion Company Needs	Need Funds	Info Provided	ED Response Action	Follow-Up	Status	% Success
EE8CO 1109	CEO	11/22/2011	Phone	Business	Company interested in Pahrump for new site Relocate facility for expansion	YES	Motivation dropping lack of support for Pahrump site Business assistance needed	Have done everything possible. Need public financial assistance to relocate	Contact	Active	**25
			Email			PPP			11/28/2011	Place	**0
			Mtg							Inactive	
NAPC 2P-0609	CEO	11/21/2011	Email	Business	Getting closer to completing product adjustment Need site - discussed requirements Internal Challenges	YES	None required at this time	Referred business contacts to assist work needed to complete Business assistance helpful	Contact	Active	**25
			Phone						11/7/2011	Place	**0
			Mtg							Inactive	**0
IPVEC 7CO-1210	CEO	11/28/2011	Phone	Business	Contacted Town to update status of development	No	None at this time	None just maintaining relationship Pahrump longer in Plan	Contact	Place	50
			Email						11/22/2011	Inactive	**0
WLR 8P 510	CEO	11/23/2011	Phone	Town	Renewed interest in Town Had prior challenges in establishing operation Lack of defined local incentives	UNK	Contacted with New potential Town site Extended Incentives options	Agreed to face to face meeting. Next time in Las Vegas. Project first of new year	1st of Year	Active	**UNK
			Email			PPP				Made	
										Contact	
FRI 10CO 708	CEO	12/1/2011	Phone	Business	Company still considering establishing operation in Pahrump. Numerous arrangements & funding	UNK	None needed at this time	Maintain Contact & Offer help Still pending	12/19/2011	Active	50
										Waiting	50
WD10CO 111	Owner	11/23/2011	Email	Town	Re-valuated & decided to self fund a Town site lost of selected site	Yes	Decide on Pahrump	Site location fell out. Seeking new Site . By first of new year.	Contact		**90
			meeting						11/23/2011	Active	**80
AMX7CO 811	CEO	11/25/2011 12/9/2011	Email Meeting	Business	Conducting Site Review Evaluation	YES	Provided all requested Information	Introduced to Potential Partner Conducting due diligence	Contact 12/9/2011	Active	UNK

BP= Business Plan ** Mark in the % of success box indicates change in rating

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TBD = To Be Determined

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AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED 11/12/2011	DATE OF DESIRED BOARD MEETING 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion and Possible Decision to Select, Award, and Approve Funding for RFP
#2011-02, Creation of a Tourism Website.

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.

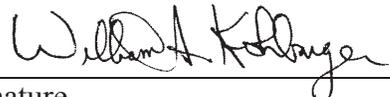
BRIEF SUMMARY OF ITEM:
See attached Memo from Mrs. Kelly Buffi, Chairman PTCC, General Provisions RFP
No. 2011-02, the Request for Proposal and Scope of Work.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mrs. Kelly Buffi, Chairman, PTCC

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-13-11

TO: Town Board

FROM: William A. Kohbarger, Town Manager
Kelly Buffi, Chairperson, Pahrump Tourism and Convention Council

DATE: 12/13/11

RE: Recommendation from the PTCC to the Town Board to approve Noble Studios for Website Design and Maintenance of the Tourism Website according to RFP 2011-02.

1.) Background

The PTCC has reviewed and recommended Noble Studios for the design and maintenance of the Tourism Website. This website will be designed to promote tourism to the area by showcasing amenities and attractions within the valley and by highlighting regional attractions within a 1-2 hour drive of Pahrump.

The selection committee reviewed 6 proposals and narrowed the choices to three submissions. Of the three submissions the pricing ranged from \$27,500 to \$28,965. Noble Studios was chosen for their extensive experience within the tourism industry and their all inclusive proposal.

Noble Studios presented the most complete proposal in agreement with the RFP specifications. Professionally written copy is vital to the specifications in order to appeal to the travel savvy consumer. Noble Studios has offices in both Carson City and Las Vegas with a staff capable of handling our requirements. Social Media is an additional benefit offered by the staff of Noble Studios to meet our future needs. Additionally, Noble Studios has extensive tourism experience and currently works with Nevada Magazine, Virginia City, Lake Tahoe, City of Reno, Inyo County websites and more.

Please refer to the attached rating spreadsheet.

2.) Fiscal Impact

This project will be partially funded from a \$5,400 NCOT matching grant and \$25,600 provided by the State Tourism Room Tax Fund. There are sufficient funds available in the State Tourism Room Tax Fund.

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-13-11

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to approve the PTCC recommendation to award RFP 2011-02 to Noble Studios per their Tourism Website proposal for Website Design and Maintenance, for an amount not to exceed \$31,000, to be paid from the State Tourism Room Tax Fund and NCOT grant award.*

If you have any additional questions, we would be happy to answer them.

Attachments – Bid Specifications for Pahrump Area Tourism Website.
Tourism Promotional Video Rating Chart

GENERAL PROVISIONS
RFP NO. 2011-02

Multi-Year Tourism Web Site Design and Maintenance Services

The unincorporated Town of Pahrump, hereinafter the "Town", is soliciting proposals for Website design and maintenance services. The selection process for the above will be by review and evaluation of written proposals and work samples. If necessary, finalists will be interviewed and committee-evaluated. Individuals and/or firms will be notified of date, time, and location if interviews are required.

1. ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to you. The Town is not bound by any oral representation, clarifications, or changes made in the written specifications by the Town's agents, unless such clarification or change is provided to you in written addendum form from the Town's Board Members.

2. PUBLIC RECORDS

The RFP document and all proposals submitted in response thereto are public records. You are cautioned not to put any material into the proposal that is proprietary in nature. All proposals submitted become the property of the Town.

3. PERFORMANCE OF WORK

The selected individual and/or firm shall perform all work as may be necessary to complete the contract in a satisfactory and acceptable manner, and unless otherwise provided, shall furnish all transportation, materials, equipment, labor and incidentals necessary to complete the work in the best possible and most expeditious manner.

4. FORM OF CONTRACT

A legal agreement will be signed by both parties incorporating all of the terms of the Request for Proposal documents and the selected individual or firm's Proposal. All contracts are subject to the review and approval by the attorney for the unincorporated Town of Pahrump.

REQUEST FOR PROPOSAL
RFP NO. 2011-02

Multi-Year Tourism Web Site Design and Maintenance Services

1. DESIGNATED CONTACT

Arlette Ledbetter, Tourism Coordinator, will respond to questions concerning the scope of work and the selection process of this RFP. No phone calls please. You may e-mail her at:

aledbetter@pahrumnv.org.

2. PROPOSAL COSTS

There shall be no obligation on behalf of the Town to compensate individuals or firms for any costs of responding to this Request for Proposal.

3. METHOD OF EVALUATION AND AWARD

A selection committee consisting of Town staff will review all proposals. Interviews may be conducted with some or all bidders. Final award will be made by the Town Board.

4. SUBMITTAL REQUIREMENTS

Submit one original and six copies of the Proposal to:

Town of Pahrump
c/o Tourism Coordinator
400 N. Highway 160
Pahrump, NV 89060

Proposals must be received at the above location prior to:

4:00 p.m. PDT
September 15, 2011

Proposals received after the deadline will be returned unopened.

All proposals must be submitted in a sealed envelope plainly marked, "RFP No. 2011-02 with the name and address of the responding firm in the upper left-hand corner. No responsibility will attach to the Town, any official or agent thereof, for the pre-opening of, post-opening, or the failure to open a proposal not properly addressed and identified.

All proposals shall be on 8-½' x 11" paper, with tabbed dividers labeled by section: to correspond with the format indicated below:

Section A

Experience with similar clients and projects

Section B

Staff qualifications and availability

Section C

Exceptions to Scope of Work

Section D

Your firm's understanding of our project

Section E

Samples of similar projects

Section G

Cost for services on an annual basis

5. **ASSIGNMENT OF CONTRACTUAL RIGHTS**

It is agreed that this contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party.

6. **AGREEMENT MODIFICATIONS**

Any contract resulting from this Proposal will include the following clause: "No provision will be deemed waived, amended, or modified by either party unless such waiver, amendment or modification is in writing and signed by the authorized agents of both parties.

7. **CONTRACT TERM**

This Agreement will be for a minimum term of five (5) years from the date of award, contingent on mutual agreement for annual renewal. This Agreement may be terminated however, by either party, with notice specified by contract.

8. **INDEPENDENT CONTRACTOR**

The firm selected is deemed to be an independent contractor for all purposes and no agency, either expressed or implied, exists.

9. **PROFESSIONAL LIABILITY INSURANCE**

Provide certificate of liability coverage consistent with industry standards.

10. **AWARD OPTIONS**

The Town reserves the right to award this RFP on any basis which is in its best interest.

TOWN OF PAHRUMP TOURISM WEB SITE DEVELOPMENT SPECIFICATIONS

GENERAL CONSIDERATIONS

1. Site is designed to promote tourism with Pahrump, as per the Pahrump Tourism and Convention Council's ("PTCC") mission
2. The willingness to work closely with PTCC staff to receive detailed input on the site's desired elements is paramount, bearing in mind that the specifications herein are only an outline

DESIGN AESTHETICS

1. Site is not excessively cluttered or visually "busy"
2. Simple, intuitive navigation
3. Color and design scheme must be pre-approved by the PTCC
4. Site should be visually appealing and should utilize numerous, current photos

WRITTEN COPY

1. All written copy must be professionally written and proofread
2. All written copy should be developed in conjunction with the PTCC, especially the basic marketing tactics, and the PTCC reserves the right of final approval

HOME PAGE ELEMENTS AND CHARACTERISTICS

1. Must be quick to load and easy to use
2. Minimal scrolling for essential content – up/down; left/right
3. Quick, easy link to the town's videos with an embedded viewer
4. A virtual brochure rack (in PDF file format, with an embedded PDF viewer and simple "save to desktop" script) clearly grouped into:

(including links to the respective properties)

- Local attractions
- Regional attractions
- Accommodations (hotels, RV parks, B&B's)
- Things to see and do
- Hiking and ATV trails
- Dining
- Golf

Note: All interested properties will create and submit their own PDF brochures. Additionally, the pages for each of the major groups above will contain generic information and resources for additional information (including links to the applicable properties and attractions)

5. Current photos – either several as a group or some sort of slide show format
6. A visually prominent button for deals, specials and coupons
 - The content for any such travel deals will be submitted, and possibly input, by the respective properties
 - Possibly code in a database format to allow the properties to fill in pre-set fields and upload a photo(s)
 - The display order of all such offers and specials should be randomized so that no particular property is given a preferential listing, and the list refreshed with each new view
7. A summary table for the week's special events, with a quick link to events that follow in the next 30-60 days
 - With a link to the Chamber of Commerce's events calendar
8. Visually prominent buttons linking to the town's Facebook, Twitter and other social media applications
9. A "links" page that may be duplicates of links found on other pages, organized into clear areas of interest, and to include:
 - Chamber of Commerce
 - Nevada Commission on Tourism
 - Town of Pahrump
 - And a host of others including "moving here," "starting a business," "community," etc.
10. Current weather information and weather forecast details
11. A statement that the site is sponsored by the PTCC and Nevada Commission on Tourism

OTHER REQUIRED ELEMENTS / PAGES

(in no particular order)

1. Photo gallery
2. Database feature to sign up for special offers, event notices, etc. (e-mail and mailing address)
3. Ability to host paid advertisements (such as banners)
4. Directory and map (to clearly answer the question "Where is Pahrump?")
5. Interactive "plan your trip" tool
6. Dedicated page for web cam feeds (which may be held offline until any such feeds are available)
7. Incorporate Web 2.0 tools into site (e.g. Hotel Finder)
8. History of Pahrump
9. Meetings and conventions page

10. Blog accessibility (which may be moderated by PTCC staff and authored by various business properties and community groups)

TECHNICAL CONSIDERATIONS

1. Professionally search engine optimized per the primary areas of focus established by the PTCC, in conjunction with input from the site developer

-Primary goal is to ensure that any search for "Pahrump" nets this site with the top listing

2. Content management system that allows the PTCC to easily and efficiently make updates to the web site, 24/7, without extensive training, which would also allow the PTCC to create new web pages based on re-organized content/sections

3. Site design must scalable and sufficiently flexible to evolve as new technologies and opportunities arise

ONGOING REQUIREMENTS

1. Proposal must include ongoing periodic software updates and technical maintenance, billed monthly or quarterly

2. Proposal must also include web site hosting, billed quarterly or annually

TOURISM WEBSITE CRITERIA AND RATING

COMPANY	PRICE	EASE OF USE	CREATIVITY	OVERALL PRESENTATION/ PERSONALIZATION	PROFESSIONAL AND TECHNICAL COMPETENCY	RELATED EXPERIENCE	COMMENTS	TOTAL
Brian K Media	\$27,500	5	5	3	5	3	Professional written copy extra but did not include in bid cost. Concerns about one staff member from continuity standpoint.	21
Noble Studios	\$28,965	5	4	5	5	5	<u>Extensive</u> tourism experience. Nevada Magazine, Virginia City, Lake Tahoe, City of Reno, Inyo County websites.	24
Team AMC	\$28,500	5	2	3	2	2	Static pages, too simplistic. Price value relationship questionable.	14

EASE OF USE: navigation

CREATIVITY: artistic aspect, content, connectivity, visuals

OVERALL PRESENTATION/PERSONALIZATION: overall professional look of RFP proposal, adhered to guidelines

PROFESSIONAL AND TECHNICAL COMPETENCY: regarding website creation

EXPERIENCE: client list, similar projects, length of time in business

RATING SCALE: based on 1 to 5, 1 being lowest and 5 being highest

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 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
11-29-11 12/13/2011

CIRCLE ONE: Action Item Non-Action Item Presentation

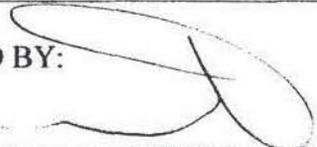
ITEM REQUESTED FOR CONSIDERATION:
Funds approval for a columbarium at Veterans Section of Chief Tecopa Cemetery

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 PVMAB requests funds of \$10,344.00 from the cemetery dedicated funds for construction of the first phase of the columbarium at the Veterans Section of the Chief Tecopa Cemetery. The backup and presentation will show how the first phase will be constructed. The presentation will give you the break down of how the funds will be used.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Carl Jones

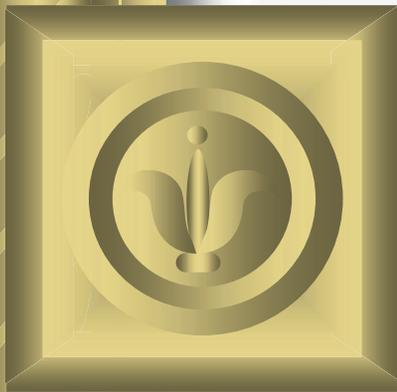
SPONSORED BY: 

LtCol Waters Town Board member
Print Name

Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number



COLUMBARIUM PROJECT PHASE 1

**PRESENTED BY THE
PAHRUMP VETERANS
MEMORIAL ADVISORY BOARD**

Summary of Bids Received

- **Four providers of Columbarium's were contacted to provide pricing.**
- **1. PREMIER COLUMBARIA**
- **800-426-5973**
- **2. SALEM STONES**
- **866-834-1219**
- **3. HOMECOMING COLUMBARIUM**
- **800-866-8343**
- **4. EICKHOF COLUMBARIA**
- **800-2530457**

COLUMBARIUM PRICING

- **PREMIER COLUMBARIA**

72 NICHEs \$6,999.00

SHIPPING \$ 945.00

TOTAL \$7,944.00

APPROXIMATE COST PER NICH IS \$110.33.

COLUMBARIUM PRICING

SALEM STONES

72 NICHES \$8,500.00 %5 Discount

Minis - \$425.00

Shipping \$2,400.00

Total \$10,475.00

APPROXIMATE COST PER NICH IS \$145.48.

HOMECOMING COLUMBARIUM

100 NICHES \$21,000.00

Shipping \$950.00

Total \$21,000.00

APPROXIMATE COST PER NICH IS \$219.50.

COLUMBARIUM PRICING

- **EICKHOF COLUMBARIA INC**

64 NICHEs \$22,836.00

SHIPPING INCLUDED

TOTAL \$22,836.00

APPROXIMATE COST PER NICH IS \$356.81

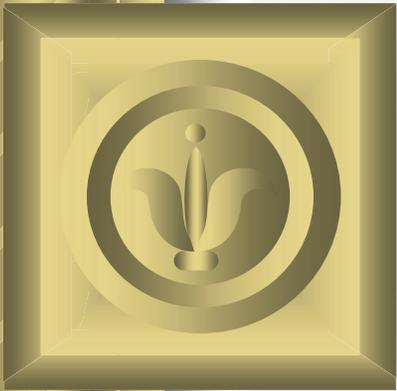
CRANE & HOIST AT SITE

- **The following companies were contacted:**
- **Lewis Equipment Crane Pahrump
No Response**
- **Murlock Crane Las Vegas
Does not service Pahrump**
- **Butler Crane Service
Does not service Pahrump**

CRANE & HOIST AT SITE

- **ATLAS Crane Las Vegas - 30 Ton Boom Truck 6hrs @ \$150.00 per hour for a total estimate of \$900.00.**
- **DIELCO Crane Las Vegas – 40 Ton Crane @ \$180.00 hr at straight time. 1.5 hours travel time each way. Total estimate \$810.00 to \$900.00.**

LABOR AND CEMENT COST TO SET COLUMBARIUM



ESTIMATED LABOR COST- \$800.00

ESTIMATED CEMENT COST- \$700.00

TOTAL ESTIMATED COST - \$1,500.00



RECOMENDATIONS

- **Based on the above pricing it is recommended that we proceed with PREMIER COLUMBARIA at a cost of \$7,944.00.**

RECOMENDATIONS

- **CRANE SERVICES FOR: \$900.00**
- **LABOR AND CEMENT: \$1,500.00**

- **REQUEST \$10,344.00 TO COMPLETE PHASE 1 OF THIS PROJECT.**

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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/12/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Discussion and Possible Decision to Approve Change Order #1 in the Amount of \$4,860.00 to provide 72-sheets of 5-ply CD Plywood, install new 2x4's (approximately 100' x 2') to support new T-111 siding and Install 3-new Cooper Roof Drains for the Bob Ruud Community Center Roof Construction Project and All Matters Properly Related Thereto.

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 a copy of Anthony Roofing & Waterproofing Change Order #1 Date: December 08, 2011 - Roofing Project Description. The funding for the additional payment will be payable from the Insurance Claim and BoCC BRCC Roof Funds.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mr. Luis, Buildings & Ground Manager

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

ANTHONY ROOFING & WATERPROOFING

3190 W. BASIN AVE. PAHRUMP, NV. 89060-2838

PH. (775) 751-0837 * (877) 207-3388

MONETARY LIMIT \$200,000 * LIC. # 70415

www.anthonroofing-waterproofing.com

CHANGE ORDER

DATE: December 8th 2011

SUBMITTED TO:

Town of Pahrump
400 N. Hwy 160
Pahrump, NV. 89060
Ph. 775-764-0436
Fax 775-751-4669

JOB ADDRESS:

Bid #2011-04
Bob Raud Community Ctn.
150 No. Hwy 160
Pahrump, NV. 89060

We hereby submit specifications and estimates for:

ROOFING PROJECT AS FOLLOWS:

- Supply and install (3) three new copper roof drains with baskets.
- Tear out and replace 72 sheets 5-ply CD plywood and nail to specs.
- Tear out and install west side T-111 (rotted) and install new 2" x 4" lumber as needed to support new T-111 siding. (Approx 100' x 2')
- Tear-out (3) three swamp cooler down draft vents and re-sheet with plywood.
- Cover (6) six roof holes (not in use) with plywood.

**** Work completed on 12/08/2011

PRICE: \$4,860.00 **TERMS:** Total due upon completion of roofing.

ACCEPETED BY _____ **DATE** ____ / ____ 2011

Anthony Roofing & Waterproofing

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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 10/24/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion and Possible Decision to Approve Funding for Kitchen Repairs/Upgrades for the Bob Ruud Community Center.

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.

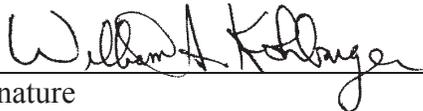
BRIEF SUMMARY OF ITEM:
See attached copy of a Memo from the Town Manager and Buildings & Ground Manager

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Town Manager/Building & Grounds Mgr

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12/13/11

TO: Town Board

FROM: William A. Kohbarger, Pahrump Town Manager
Matt Luis, Buildings & Grounds Manager

DATE: 12/13/11

RE: **Discussion and Possible Decision** to Approve Funding for Kitchen Repairs/Upgrades for the Bob Ruud Community Center. (For Possible Action)

1.) Background

After completion of the re-roofing, mold remediation and Room A, B and Hallway restoration of the Bob Ruud Community Center staff would like to complete some upgrades to the Kitchen area.

These estimated costs are outlined on the attached chart, and include Energy-efficient lighting, natural Oak cabinets, new counter tops, sink faucet & plumbing, and electrical/circuit upgrades.

2.) Fiscal Impact

There are sufficient funds available in the Town Capital Fund and BoCC BRCC Roof/Kitchen Grant for this project. The amount of this project is \$31,450.

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to approve funding for the Kitchen Repairs/Upgrades of the Bob Ruud Community Center project in an amount not to exceed \$32,000 from proposed funding sources as outlined in this memo.*

If you have any additional questions, we would be happy to answer them.

Attachment – Summary Chart of Proposed Costs

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12/13/11

1	A	B	C
	PROJECTED PROJECT COSTS		
	Description	Amount	
2	Energy-efficient lighting	6,750	
3	Natural Oak Cabinets	15,000	
4	New counter tops	4,000	
5	Kitchen Faucet & Plumbing	1,200	
6	Outlets & Circuits Upgrade	1,500	
7	Contingency	3,000	
8	Estimated Kitchen Costs		31,450
9			
10			
11	Kitchen Remodel	31,450	
12	Roof	38,860	
13	Mold Remediation	17,906	
14	Restoration	14,229	
15	Air sampling	2,500	
	Estimated Total BRCC Project Costs		104,945
16	FUNDING SOURCES		
	Description		
17	BoCC BRCC Roof/Kitchen Grant	75,000	
18	Insurance Claim	14,229	
19	Town of Pahrump Town Capital Fund	15,716	
			104,945

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 7:00 p.m. in the County Complex.

DATE AGENDA ITEM SUBMITTED 11/21/2011	DATE OF DESIRED BOARD MEETING 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Discussion and Possible Decision to Approve Placing a Bid in the local and regional newspapers for (01) Ambulance to be funded from the Capital Outlay Ambulance Fund and Insurance Claim Funds.

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 Memo from Chief Lewis.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Scott Lewis, Fire Chief

SPONSORED BY:

William A. Kohbarger, Town Manager

Print Name

Signature



400 N. Hwy 160

Mailing Address

(775) 727-5107

Telephone Number

*Pahrump Valley **Fire-Rescue** Services*

Administrative Offices

300 North Highway 160

Pahrump, Nevada 89060

Date: December 5, 2011

To: W. Kohbarger
Pahrump Town Manager

From: Scott F. Lewis
Fire Chief

Subject: *Consideration for the Purchase of One Ambulance*

Proposal Summary

In an on-going effort to provide the best service possible, I we seek permission to seek bid requests for one new ambulance with a total cost not to exceed \$140,000. The ambulance will replace a high mileage unit (300,000 miles) that was recently involved in an accident.

Budget:

The new ambulance would be funded under the Enterprise Fund and offset through monies collected through the insurance claim.

Schedule:

If acceptable to the Town Board, we would utilize the exiting bid specifications and instructions which are available for immediate distribution.

Recommendation:

I believe that it is in the Town's best interest to approve the purchase of a new ambulance. Risk assessment and cost benefit analysis support this recommendation.

I am available for any questions that you may have.

Scott

Telephone (775) 727-5658

Fax: (775) 751-4010

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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 10/25/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Discussion and Possible Decision to Amend Pahrump Town Ordinance #35 and
Providing for Other Matters Properly Relating Thereto.

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 amended PTO #35 plus a red-line version of PTO #35. This is the final
reading of PTO #35. PTO #35 can be approved with changes. Once approved, PTO
#35 shall be in full force and effect from and after its passage, adoption and second
publication in a publication having general circulation within the Town.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mr. Kohbarger, Pahrump Town Manager

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

PAHRUMP TOWN ORDINANCE NO. 35

AN AMENDMENT TO ORDINANCE NO. 35 OF THE UNINCORPORATED TOWN OF PAHRUMP, TO REVISE AND RESTATE THE TOWN'S LICENSING OF BUSINESSES, INCLUDING BUT NOT LIMITED TO: LICENSE REQUIRED; STATE LICENSE REQUIRED; QUALIFICATIONS OF APPLICANTS; LICENSE APPLICATION AND PROCEDURE; EXCEPTIONS; LICENSE TERM; NONPROFIT PERMITS; APPLICABLE BUSINESSES; REPEAL OF PAHRUMP TOWN ORDINANCES NO. 31 AND 52, AND OTHER MATTERS PROPERLY RELATING THERETO.

WHEREAS, the Town Board of the unincorporated Town of Pahrump is desirous of licensing and keeping accurate statistics on businesses in the unincorporated Town of Pahrump; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump is desirous of insuring that citizens and customers will not be subject to illegal or unethical business practices; and

WHEREAS, the Town Board of the unincorporated Town of Pahrump realizes that the licensing of businesses will contribute to the health, safety and welfare of the citizens and consumers of Pahrump; and

WHEREAS, to accomplish this it is appropriate to replace current rules regarding the licensing of businesses within the Town of Pahrump in their entirety.

NOW, THEREFORE, the Town Board of the unincorporated Town of Pahrump, Nye County, Nevada, does hereby ordain as follows:

**BUSINESS LICENSES
PAHRUMP TOWN ORDINANCE NO. 35**

SECTION:

35.000	Declaration of Town Policy
35.010	Purpose of Ordinance
35.020	Short Title
35.030	Scope
35.040	Definitions
35.050	License Required
35.060	License Officer, Powers and Duties; Investigation of Applicants
35.070	State License Required
35.080	Qualifications of Applicants
35.090	License Application and Procedure

35.100	Exemptions
35.110	License Restrictions
35.120	License Posting
35.130	Change of Location
35.140	Change of Ownership
35.150	One Act Constitutes Doing Business
35.160	Separate License for Branch Establishments
35.170	Separate License for Different Business Names Located in Same Building
35.180	License Term
35.190	License Renewal
35.200	Solicitors, Peddlers, and Temporary Merchants
35.210	Enforcement
35.220	Appeal
35.230	Civil Penalties
35.240	Applicable Businesses
35.250	Criminal Penalty
35.260	Responsibilities of Event Organizers
35.270	Constitutionality
35.280	Repeal of Conflicting Ordinances
35.290	Severability
35.300	Effective Date

35.000 DECLARATION OF TOWN POLICY: It is declared to be the policy of the Town of Pahrump to license the operation of businesses in a manner that is consistent with the Nevada Revised Statutes.

35.010 PURPOSE OF ORDINANCE: The business license provisions as set forth herein have been established to license and regulate all lawful trades, callings, industries, occupations, professions and businesses, as more fully set forth in NEV. REV. STAT. 269.170, conducted within the unincorporated limits of the Town and to protect the health, safety and general welfare of the public.

35.020 SHORT TITLE: This ordinance shall be known and may be cited as PAHRUMP, NEVADA, BUSINESS LICENSE ORDINANCE.

35.030 SCOPE: It shall be unlawful for any person, either directly or indirectly, to engage in or carry on any business, trade, profession or calling, within the limits of the Town without first applying for and obtaining a license or permit as hereinafter set forth.

35.040 DEFINITIONS: For the purposes of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein, unless the context clearly indicates a different meaning:

APPLICANT:	A person who has applied for a Town business license.
BUSINESS	Vocations, occupations, performance of services wherein a charge is made or compensation accepted, as set forth in Section 35.260 herein, professions and enterprises carried on or conducted for profit or benefit within the Town, specifically excluding, however, employees of another with wages and or commissions as the sole compensation.
LICENSE OR PERMIT:	Permission granted by the licensing authority to engage in the business or activity for which the license or permit is granted.
LICENSE FEE OR PERMIT FEE:	Money required by Town ordinances or resolutions to be paid to obtain, renew, or maintain a license or permit.
LICENSE OFFICER:	The Town Manager or the Town Manager's designee.
NONRESIDENT:	Places of business located outside of Town.
RESIDENT:	Places of business located within the Town.
PEDDLER/MERCHANT:	Any person or vendor who performs any of the acts defined as peddling, soliciting or as a temporary merchant.
PEDDLE OR SOLICIT:	Means selling, offering for sale or soliciting orders for goods or services upon the streets, sidewalks or alleys of the Town, or by going from dwelling to dwelling or place to place whether by foot or by other means of transportation.
PERSON:	Natural persons, partnerships, joint ventures, societies, associations, clubs, trustees, trusts or corporations; or any officers, agents, employees, factors or any kind of personal representatives of any thereof, in any capacity, acting either for himself or for any other person, under either personal appointment or pursuant to law.
PREMISES:	Lands, structures, places and any personal property which is either affixed to or is otherwise used in connection with any such business conducted on such premises.
PRINCIPAL:	(A) Any person who is an officer, director, trustee, personal representative or general partner or who has an ownership interest in, or voting control of, the business equal to or greater than ten percent (10%) of the entire ownership or voting control

of such business. If the ownership interest or voting control is held by a person other than an individual, then each representative or general partner of such person is principal.

(b) Any person who is or will be directly engaged in the administration or supervision of the business; and

(c) Any other person if, in the License Officer's opinion, exercises, or is capable of exercising, significant influence over the business.

TEMPORARY MERCHANT: Any person who engages in the temporary business of selling, offering for sale or soliciting orders for goods or services from a permanent or fixed location. A business shall be deemed temporary if its fixed location is for a period of thirty one days or less.

TRADE: The performance of a person's means of livelihood for pay without being an employee of a person who holds a valid license within the Town for such occupation.

TRADESMAN: A person residing in the Town, who for his livelihood, operates a business that does not require commercial office space and travels to the job site to perform the service or contract.

TOWN: The unincorporated Town of Pahrump, County of Nye, State of Nevada.

LICENSEE: A person who has been granted a license or permit.

35.050 LICENSE REQUIRED: It is unlawful for any person to commence, carry on, engage in, or continue in the Town any business without holding a valid, unexpired license issued pursuant to this Ordinance. Each day or portion thereof in which a violation is committed, continued or permitted constitutes a separate offense.

35.060 LICENSE OFFICER, POWERS AND DUTIES; INVESTIGATION OF APPLICANTS: The License Officer shall be responsible for the collection of all license fees and shall issue licenses in the name of the Town to all persons qualified under the provision of this Ordinance.

The License Officer shall:

(A) Adopt Forms. Adopt all forms and prescribe the information to be given therein as to character and other relevant matters for all necessary papers.

- (B) Require Affidavits. Require applicants to submit all affidavits and oaths necessary to the administration of this Ordinance.
- (C) Investigate. Investigate and determine the eligibility of any applicant for a license as prescribed herein and the compliance by the applicant with all Town regulations.
- (D) Give Notice. Notify any applicant of the acceptance or rejection of his application and shall, upon his refusal of any license or permit, at the applicant's request, state in writing the reasons thereof and deliver them to the applicant.

35.070 STATE LICENSE REQUIRED: No license to conduct any business shall be issued unless the required State license has been obtained therefore.

35.080 QUALIFICATIONS OF APPLICANTS: The general standards below prescribe the qualifications to be considered and applied by the License Officer to every applicant for a license:

- (A) License History. The license history of the applicant in this or another state. Whether a prior license has been revoked or suspended, the reasons therefore, and the demeanor of the applicant subsequent to such action.
- (B) Federal Personal History. Such other facts relevant to the general personal history of the applicant as shall be found necessary to a fair determination of the eligibility of the applicant for a license.
- (C) No Obligation to the Town. The applicant shall not be in default under the provisions of this Ordinance or indebted or obligated in any manner to the Town except for current utilities.

35.090 LICENSE APPLICATION AND PROCEDURE: Every person required to procure a license under the provision of this Chapter shall submit an application to the License Officer as follows:

- (A) Form. A written statement upon forms provided by the License Officer, to include an affidavit to be sworn to by the applicant, before a notary public of this State or the License Officer.
- (B) Contents Required:
 1. A current copy of their business license issued by the State of Nevada
 2. A description of their permanent location
 3. Identification of the fictitious name of operation, if applicable
 4. A fire inspection by the Pahrump Valley Fire-Rescue Service of any and all real property to be utilized by the licensee in the Town.

35.100 EXCEPTIONS:

The following are not subject to licensing requirements under this Ordinance:

- (A) governmental entity.
- (B) nonprofit religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. § 501(c).
- (C) person who operates a business from his or her home and whose net earnings from that business are not more than 66 2/3 percent of the average annual wage, as computed for the preceding calendar year pursuant to chapter 612 of NEV. REV. STAT. and rounded to the nearest hundred dollars.
- (D) natural person whose sole business is the rental of four or fewer dwelling units to others.
- (E) business organized pursuant to chapters 82 or 84 of NEV. REV. STAT.

Upon demand by the Town Manager or designee, all persons and entities operating within the Town as an excepted person or entity pursuant to this section must evidence their qualifications for exempt status by competent documentation.

Persons wrongfully claiming exemption are subject to the civil and criminal penalties under this Ordinance.

35.110 LICENSE RESTRICTIONS: No license shall be issued if:

- (A) The conduct of any business or performance of any act in connection thereto would involve a violation of any Ordinance of the Town or the business has engaged in a pattern of unethical business practices..
- (B) An unsatisfactory report is received from the Nye County Health Department in connection with the care and handling of food and the preventing of nuisances and the spread of disease, for the protection of health.
- (C) The conduct of any business or performance of any act would involve a violation of any statute of the State of Nevada or other licensing authority, including the County of Nye.

35.120 LICENSE POSTING:

- (A) It shall be the duty of a person conducting a licensed business in the Town to keep his license posted at all times in a prominent place on the premises used for such business. Failure to post the license may be grounds for revocation of the license.
- (B) In the event a license is revoked or terminated prior to its expiration date, it shall be removed from display and may be picked up by the License Officer or designee.

35.130 CHANGE OF LOCATION: The permanent location of any licensed resident business or occupation, or of any permitted act, may be changed, including a resident home business; provided that ten (10) days written submission of a revised application, together with any required fees. Failure to comply with this Section will result in the assessment of a penalty fee.

35.140 CHANGE OF OWNERSHIP: No license may be assigned or transferred to any person other than those named therein to carry on the business. In the event that the ownership of the

business changes, a new application must be submitted by the new owner. Any prepaid license fee by the prior owner will be retained by the Town. Failure to comply with this Section will result in the closing of the business and a penalty assessed.

35.150 ONE ACT CONSTITUTES DOING BUSINESS: For the purposes of this Ordinance, a person shall be deemed to be in business or engaging in a profit enterprise, and thus subject to the requirements of this Ordinance, if that person does one of the following acts within the Town:

- (A) Selling any goods or service, excluding a private sale between individuals of real and/or personal property which private sale is unique, exclusive and singular in nature, such as the sale of a private residence or a “garage sale” at a private residence and which sale cannot be construed as a continuous sale of goods or services to the general public at large.
- (B) Soliciting business or offering goods or services for sale or hire.
- (C) Acquiring or using any vehicle or any premises for business purposes.
- (D) Advertising by sign, exhibit, publication, displaying on a motor vehicle or business card indicating that such person is engaged in a business, trade or profession.

35.160 SEPARATE LICENSE FOR BRANCH ESTABLISHMENTS: A license shall be obtained for each branch or location staffed with at least one full-time employee as if each such branch or location is a separate business, provided that warehouses, storage yards and distributing plants used in connection with and incidental to a licensed business shall not be deemed to be separate places of business or branches, but the addresses of such warehouses, storage yards and distributing plants must be included on the business license application.

35.170 SEPARATE LICENSE FOR DIFFERENT BUSINESS NAMES LOCATED IN THE SAME BUILDING: If more than one business is conducted in the same building, with different business names, the license fee shall be assessed separately for each business at such location.

35.180 LICENSE TERM: All licenses issued pursuant to the provisions of this Ordinance shall be subject to payment of the required licensing fees and shall be renewed each year on or before the last day of the anniversary month the license was issued.

35.190 LICENSE RENEWAL:

- (A) The License Officer shall mail a notice of renewal to all licensees not later than thirty (30) days prior to the expiration of such license.
- (B) License fees shall be paid on or before the anniversary month of each license issued. Failure to make such payment shall be grounds for revocation of one’s license, in addition to other penalties imposed in accordance with this Ordinance.
- (C) Failure to mail a renewal notice by the Town or the failure of the licensee, for any reason, to receive the notice shall not serve as an excuse or justification for the licensee to fail to

obtain a license or renewal thereof, nor shall it constitute a defense in any civil or criminal action for operation of a business without a license or refusal to pay the penalties as provided in this Ordinance.

- (D) If a business license is cancelled due to failure to make payment of required fees and a subsequent application for a license is made, the applicant shall pay the required fee plus any penalties before the requested license may be issued.

35.200 SOLICITORS, PEDDLERS, AND TEMPORARY MERCHANTS: Any solicitor, peddler, or temporary merchant engaging in or transacting business within the Town for the sale of any goods, wares, or merchandise, or for the purpose of selling the same must first obtain a business license as provided herein.

35.210 ENFORCEMENT:

- (A) Notice to Comply. When an inspection report indicates a violation of this Ordinance or of any law or ordinance, the License Officer shall issue to the affected person a notice to comply.

1. The notice issued in compliance with this Ordinance, shall be in writing and shall apprise the person affected of his specific violations, including allegations of unethical business practices. In the absence of the person affected or his agent or employee, copy of such notice shall be affixed to some structure on the same premises. Depositing such notice in the United States mail shall constitute service thereof.

- (B) Compliance Required.

1. The notice shall require compliance within seven (7) calendar days of service on the affected person.
2. If the affected person was found to be operating a business without the proper license, the notice will so state that the business is to cease operations immediately and remain closed until such time that a proper license has been obtained.

35.220 APPEAL:

- (A) An applicant who has been denied a license, or whose license has been suspended or revoked, may appeal such denial, suspension or revocation to the Town Board. The Town Clerk will place the appeal on the next available Town Board agenda. The decision of the Town Board will be final.

- (B) The Town reserves any and all civil remedies and authority available to it, including the authority to seek an injunction or restraining order for the prevention of any threatened violation and for the recovery of any damages suffered.

35.230 CIVIL PENALTIES: Any person violating the provisions of this Ordinance shall be liable for the penalties provided herein or adopted by resolution. Every day of violation of this Ordinance constitutes a separate offense.

35.240 APPLICABLE BUSINESSES: This ordinance shall be applicable to all professions, trades or businesses that the Town has the power to license according to NEV. REV. STAT. 269.170, as amended.

35.250 CRIMINAL PENALTY:

In addition to the civil fines imposed pursuant to this Ordinance, any person violating any of the provisions of this Ordinance shall be guilty of a misdemeanor and subject to the following penalties:

1. Upon conviction of a first offense shall be sentenced to pay a fine of not less than two hundred (\$200.00) dollars nor more than one thousand (\$1,000.00) dollars, or by imprisonment for not more than six months, or by both such fine and imprisonment.

2. Upon conviction of a second offense shall be sentenced to a pay a fine of not less than five hundred (\$500.00) dollars nor more than one thousand (\$1,000.00) dollars or by imprisonment for not more than six months, or by both such fine and imprisonment.

3. Upon conviction of a third offense shall be sentenced to pay a fine of not less than one thousand (\$1,000.00) dollars and be imprisoned for a minimum of ten days and not to exceed six months.

Every day of violation of this Ordinance constitutes a separate offense.

35.260 RESPONSIBILITIES OF EVENT ORGANIZERS: Persons, even if they qualify as an exempt business pursuant to Section 35.100, that organize events within the Town with multiple vendors subject to this Ordinance are required to communicate the licensing requirements and forms adopted pursuant to this Ordinance to those vendors and ensure their compliance with this Ordinance before the start of the event.

35.270 CONSTITUTIONALITY: If any section, clause, or phrase of this ordinance shall be declared unconstitutional by a court of competent jurisdiction, the remaining provisions of this ordinance shall continue in full force and effect.

35.280 REPEAL OF CONFLICTING ORDINANCES: All former ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance hereby adopted are hereby repealed. Ordinances 31 and 52 are repealed in their entirety.

35.290 SEVERABILITY: Every Section of this Ordinance, and every part of each section hereof is hereby declared to be independent of each other and parts of sections, and the holding of any section or any part thereof to be voided or ineffective for any reason, shall not be deemed to affect, nor shall it affect, any other section or part of section in this Ordinance contained.

35.300 EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage, adoption and second publication in a publication having general circulation within the Town.

PAHRUMP TOWN ORDINANCE NO. 35

AN AMENDMENT TO ORDINANCE NO. 35 OF THE UNINCORPORATED TOWN OF PAHRUMP, TO REVISE AND RESTATE THE TOWN'S ~~REGULATIONS CONCERNING THE PURPOSE, SCOPE, DEFINITIONS, LICENSING OF BUSINESSES, INCLUDING BUT NOT LIMITED TO:~~ LICENSE REQUIRED; STATE LICENSE REQUIRED; QUALIFICATIONS OF APPLICANTS; LICENSE APPLICATION AND PROCEDURE; EXCEPTIONS; LICENSE TERM; NONPROFIT PERMITS; APPLICABLE BUSINESSES; ~~AND REPEALING REPEAL OF~~ PAHRUMP TOWN ORDINANCES NO. 31 ~~AND 52~~, AND OTHER MATTERS PROPERLY RELATING THERETO.

~~WHEREAS, current regulations regarding business license management within the Town of Pahrump must be updated to reflect, among other things, additional definitions; and~~

~~WHEREAS, the Town Board of the unincorporated Town of Pahrump is desirous of regulating, licensing, controlling and keeping accurate statistics on businesses in the unincorporated Town of Pahrump; and~~

~~WHEREAS, the Town Board of the unincorporated Town of Pahrump is desirous of insuring that citizens and customers will not be subject to illegal or unethical business practices; and~~

~~WHEREAS, the Town Board of the unincorporated Town of Pahrump realizes that the licensing of businesses will contribute to the health, safety and welfare of the citizens and consumers of Pahrump; and~~

~~WHEREAS, to accomplish this it is appropriate to replace current regulations rules regarding the licensing of businesses within the Town of Pahrump in their entirety with updated regulations.~~

~~NOW, THEREFORE, the Town of Pahrump, Nevada does ordain:~~

~~35.000 Declaration of Town Policy:~~

~~It is declared to be the policy of this town to regulate the management of Business License in a manner that is consistent with the Nevada Revised Statutes:~~

~~NOW, THEREFORE, the Town Board of the unincorporated Town of Pahrump, Nye County, Nevada, does hereby ordain as follows:~~

**BUSINESS LICENSES
PAHRUMP TOWN ORDINANCE NO. 35**

SECTION:

1 |

35.000 Declaration of Town Policy

- 35.010 Purpose of Ordinance
- 35.020 Short Title
- 35.030 Scope
- 35.040 Definitions
- 35.050 License Required
- 35.060 License Officer, Powers and Duties; Investigation of Applicants
- 35.070 State License Required
- 35.080 Qualifications of Applicants
- 35.090 License Application and Procedure
- 35.100 Exemptions
- 35.110 License Restrictions
- 35.120 License Posting

~~35.130 Conducting Business at Location Other than Licensed~~

- 35.1340 Change of Location
- 35.1450 Change of Ownership
- 35.1560 One Act Constitutes Doing Business
- 35.1670 Separate License for Branch Establishments
- 35.1780 Separate License for Different Business Names Located in Same Building
- 35.1890 License Term
- 35.19200 License Renewal

~~35.210 Nonprofit Permits~~

- 35.20120 ~~Solietors~~Solicitors, Peddlers, and Temporary Merchants
- 35.21320 Enforcement
- 35.22430 Appeal
- 35.23450 Civil Penalties
- 35.24560 Applicable Businesses

~~35.2680 Existing Businesses~~

~~35.2570 Criminal Penalty~~

35.260 Responsibilities of Event Organizers

- 35.276890 Constitutionality
- 35.3028790 Repeal of Conflicting Ordinances
- 35.3102980 Severability
- 35.32129300 Effective Date

~~35.000 DECLARATION~~35.0000 DECLARATION OF TOWN POLICY: It is declared to be the policy of the Town of Pahrump to regulate license the operation of businesses in a manner that is consistent with the Nevada Revised Statutes.

35.010 -PURPOSE OF ORDINANCE: The business license provisions as set forth herein have been established to license and regulate all lawful trades, callings, industries, occupations, professions and businesses, as more fully set forth in ~~Section 35.270~~NEV. REV. STAT. 269.170.

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conducted within the unincorporated limits of the Town and to protect the health, safety and general welfare of the public.

35.020 ~~-SHORT TITLE~~: This ordinance shall be known and may be cited as PAHRUMP, NEVADA, BUSINESS LICENSE ORDINANCE.

35.030 ~~-SCOPE~~: It shall be unlawful for any person, either directly or indirectly, to engage in or carry on any business, trade, profession or calling, ~~as more fully set forth in Section 35.270,~~ within the limits of the Town without first applying for and obtaining a license or permit as hereinafter set forth.

35.040 ~~-DEFINITIONS~~: For the purposes of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein, unless the context clearly indicates a different meaning:

- APPLICANT: A person who has applied for a Town business license.
- BUSINESS Vocations, occupations, performance of services wherein a charge is made or compensation accepted, as set forth in Section 35.270 ~~hereof~~ 260 herein, professions and enterprises carried on or conducted for profit or benefit within the Town, specifically excluding, however, employees of another with wages and or commissions as the sole compensation.
- LICENSE OR PERMIT: Permission granted by the licensing authority to engage in the business or activity for which the license or permit is granted.
- LICENSE FEE OR PERMIT FEE: Money required by Town ordinances or resolutions to be paid to obtain, renew, or maintain a license or permit.
- LICENSE OFFICER: The Town Manager or ~~designee of the Town of Pahrump~~ Manager's designee.
- NONRESIDENT: Places of business located outside of Town ~~limits.~~
- RESIDENT: Places of business located within the Town ~~limits.~~
- PEDDLER/MERCHANT: Any person or vendor who performs any of the acts defined as peddling, soliciting or as a temporary merchant.
- PEDDLE OR SOLICIT: Means selling, offering for sale or soliciting orders for goods or services upon the streets, sidewalks or alleys of the Town, or by going from dwelling to dwelling or place to place whether by foot or by other means of transportation.

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PERSON: Natural persons, partnerships, joint ventures, societies, associations, clubs, trustees, trusts or corporations; or any officers, agents, employees, factors or any kind of personal representatives of any thereof, in any capacity, acting either for himself or for any other person, under either personal appointment or pursuant to law.

PREMISES: Lands, structures, places and any personal property which is either affixed to or is otherwise used in connection with any such business conducted on such premises.

PRINCIPAL: (A) Any person who is an officer, director, trustee, personal representative or general partner or who has an ownership interest in, or voting control of, the business equal to or greater than ten percent (10%) of the entire ownership or voting control of such business. If the ownership interest or voting control is held by a person other than an individual, then each representative or general partner of such person is principal.

(b) Any person who is or will be directly engaged in the administration or supervision of the business; and

(c) Any other person if, in the License Officer's opinion, exercises, or is capable of exercising, significant influence over the business.

TEMPORARY MERCHANT: Any person who engages in the temporary business of selling, offering for sale or soliciting orders for goods or services from a permanent or fixed location. A business shall be deemed temporary if its fixed location is for a period of thirty one days or less.

TRADE: The performance of a person's means of livelihood for pay without being under the supervision an employee of a person who holds a valid license within the Town for such occupation.

TRADESMAN: A person residing in the Town, who for his livelihood, operates a business that does not require commercial office space and travels to the job site to perform the service or contract.

TOWN: The unincorporated Town of Pahrump, County of Nye, State of Nevada.

LICENSEE: A person who has been granted a license or permit.

35.050 LICENSE REQUIRED:

~~(A)~~ It is unlawful for any person to commence, carry on, engage in, or continue in the Town any business, ~~as set forth in Section 35.270 hereof,~~ without holding a valid, unexpired license issued pursuant to this Ordinance. Each day or portion thereof in which a violation is committed, continued or permitted constitutes a separate offense.

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~~(B) A business license shall only be issued if the applicant identifies a physical location of the business has a fixed place of business from which the business will actually be conducted.~~

~~(C) A license may be issued for a tradesman using an existing business address. A tradesman may use his residential address for conducting business or for advertising purposes and may use the address and phone number of the existing business or for advertising purposes and may use the address and phone number of the existing business or a post office box. An answering service, cellular phone, or pager number may be used for advertising.~~

35.060 LICENSE OFFICER, POWERS AND DUTIES; INVESTIGATION OF APPLICANTS:

The License Officer shall be responsible for the collection of all license fees and shall issue licenses in the name of the Town to all persons qualified under the provision of this Ordinance.

The License Officer shall:

~~(A) Make Rules. Promulgate and enforce all reasonable rules and regulations necessary to the operation and enforcement of this Ordinance.~~

~~(B)~~(A) Adopt Forms. Adopt all forms and prescribe the information to be given therein as to character and other relevant matters for all necessary papers.

~~(C)~~ Require Affidavits. Require applicants to submit all affidavits and oaths necessary to the administration of this Ordinance.

~~(B)~~

~~(A)~~(C) Investigate. Investigate and determine the eligibility of any applicant for a license as prescribed herein and the compliance by the applicant with all Town regulations.

~~(B)~~(D) Give Notice. Notify any applicant of the acceptance or rejection of his application and shall, upon his refusal of any license or permit, at the applicant's request, state in writing the reasons thereof and deliver them to the applicant.

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35.070 -STATE LICENSE REQUIRED:

~~(A) No license to conduct any business which is regulated and licensed under any provision of the Nevada Revised Statutes shall be issued unless the required State license has been obtained therefore.~~

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~~(B) No license to engage in business as a seller of tangible personal property may be granted unless the applicant for the license presents written evidence that:~~

- ~~1) The department of taxation has issued or will issue a permit for this activity, and this evidence clearly identifies the business by name; or~~
- ~~2) Another regulatory agency of the state has issued or will issue a license required for this activity.~~

35.080. QUALIFICATIONS OF APPLICANTS: The general standards below prescribe the qualifications to be considered and applied by the License Officer to every applicant for a license:

- (A) License History. The license history of the applicant in this or another state. Whether a prior license has been revoked or suspended, the reasons therefore, and the demeanor of the applicant subsequent to such action.
- (B) Federal Personal History. Such other facts relevant to the general personal history of the applicant as shall be found necessary to a fair determination of the eligibility of the applicant for a license.
- (C) No Obligation to the Town. The applicant shall not be in default under the provisions of this Ordinance or indebted or obligated in any manner to the Town except for current utilities.

35.090. LICENSE APPLICATION AND PROCEDURE: Every person required to procure a license under the provision of this Chapter shall submit an application to the License Officer as follows:

(A) Form. A written statement upon forms provided by the License Officer, to include an affidavit to be sworn to by the applicant, before a notary public of this State or the License Officer.

~~(B) Contents Required. This section is satisfied by providing:~~

- ~~1. A current copy of their business license issued by the State of Nevada~~
- ~~2. A description of their permanent location~~
- ~~3. Provide identification of the fictitious name of operation, if applicable~~

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~~(C) Obtain a fire inspection by the Pahrump Valley Fire-Rescue Service of any and all real property the property to be utilized by the licensee through the Pahrump Valley Fire Reseue Service in the Town.~~

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~~4.~~

~~(B)~~ disclosure of all information required by this Chapter and any other information which the License Officer determines to be necessary to the fair administration of this Chapter, including but not limited to:

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~~— If a special permit or license from a Federal, State, or County agency is required for the business, proof that such permit or license has been obtained. An application cannot be accepted without the aforementioned documents.~~

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~~— Provide fictitious name of operation.~~

~~1) Obtain fire inspection of property to be utilized by the Pahrump Valley Fire Rescue Service,~~

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~~(D) After compliance with the provisions of subsections 35.090(A) and (B) a license, if approved, can be issued.~~

~~2) This section is to satisfy efforts by a person providing a current copy of their business license issued by the State of Nevada and a description of their Town location. Provide fictitious name of operation.~~

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~~(E)~~

35.100 EXCEPTIONS:

The following are not subject to licensing requirements under this Ordinance:

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~~The following are not subject to this Ordinance:~~

~~(A) A governmental entity.~~

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~~(B) A nonprofit religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. § 501(c).~~

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~~(C) A person who operates a business from his or her home and whose net earnings from that business are not more than 66 2/3 percent of the average annual wage, as computed for the preceding calendar year pursuant to chapter 612 of NEV. REV. STAT. and rounded to the nearest hundred dollars.~~

~~(D) A natural person whose sole business is the rental of four or fewer dwelling units to others.~~

~~(E) A business organized pursuant to chapters 82 or 84 of NEV. REV. STAT.~~

Upon demand by the Town Manager or designee, all persons and entities operating within the Town as an excepted person or entity pursuant to this section must evidence their qualifications for exempt status by competent documentation.

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Persons wrongfully claiming exemption are subject to the civil and criminal penalties under this Ordinance.

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~~(F) 35.100 EXCEPTIONS:~~

~~A person under the age of eighteen (18) years and a Town resident for thirty (30) days performing any service or offering any product on a casual basis and not as a full-time~~

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occupation, such as sale and/or delivery of newspapers, magazines and greeting cards shall not be deemed to be in business or soliciting business.

Federal, State or County agencies including the Town shall be exempt from provision of this Chapter.

A person performing any service or offering any product on a casual basis and not as a full time occupation which business in total gross income and whose estimate of gross income for the next calendar year is less than \$6,000.00.

The following are not subject to this Ordinance:

~~A governmental entity.~~

~~A nonprofit religious, charitable, fraternal or other organization that qualifies as a tax exempt organization pursuant to 26 U.S.C. § 501(c).~~

~~A person who operates a business from his or her home and whose net earnings from that business are not more than 66 2/3 percent of the average annual wage, as computed for the preceding calendar year pursuant to chapter 612 of NEV. REV. STAT. and rounded to the nearest hundred dollars.~~

~~A natural person whose sole business is the rental of four or fewer dwelling units to others.~~

~~A business organized pursuant to chapters 82 or 84 of NEV. REV. STAT.~~

35.110- LICENSE RESTRICTIONS: No license shall be issued if:

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- (A) The conduct of any business or performance of any act in connection thereto would involve a violation of any Ordinance of the Town or the business has engaged in a pattern of unethical business practices, and/or County.
- (B) An unsatisfactory report is received from the Nye County Health ~~Dept.~~ Department in connection with the care and handling of food and the preventing of nuisances and the spread of disease, for the protection of health.
- (C) The conduct of any business or performance of any act would involve a violation of any statute of the State of Nevada or other licensing authority, including the County ~~or the Town of Nye.~~

35.120- LICENSE POSTING:

- (A) It shall be the duty of a person conducting a licensed business in the Town to keep his license posted at all times in a prominent place on the premises used for such business. Failure to post the license may be grounds for revocation of the license.
- (B) In the event a license is revoked or terminated prior to its expiration date, it shall be removed from display and may be picked up by the License Officer or designee.

~~35.130- CONDUCTING BUSINESS AT A LOCATION OTHER THAN LICENSED: In the event that a licensee shall conduct his business at a location other than the place for which the license was issued or shall fail to conduct his business at the place for which the license was issued, the License Officer shall revoke such license forthwith, and a license shall not be issued~~

~~subsequently to such licensee until a revised application, along with payment of assessed penalty fees, is received.~~

35.1340 ~~————~~ -CHANGE OF LOCATION: The ~~location~~ permanent location of any licensed resident business or occupation, or of any permitted act, may be changed, including a resident home business; provided that ten (10) days written submission of a revised application, together with any required fees. Failure to comply with this Section will result in the assessment of a penalty fee.

35.1450 ~~————~~ -CHANGE OF OWNERSHIP: No license may be assigned or transferred to any person other than those named therein to carry on the business. In the event that the ownership of the business changes, a new application must be submitted by the new owner. Any prepaid license fee by the prior owner will be retained by the Town. Failure to comply with this Section will result in the closing of the business and a penalty assessed.

35.1560 ~~————~~ -ONE ACT CONSTITUTES DOING BUSINESS: For the purposes of this Ordinance, a person shall be deemed to be in business or engaging in a profit enterprise, and thus subject to the requirements of this Ordinance, if that person does one of the following acts within the Town ~~consisting of:~~

- (A) Selling any goods or service, excluding a private sale between individuals of real and/or personal property which private sale is unique, exclusive and singular in nature, such as the sale of a private residence or a “garage sale” at a private residence and which sale cannot be construed as a continuous sale of goods or services to the general public at large.
- (B) Soliciting business or offering goods or services for sale or hire.
- (C) Acquiring or using any vehicle or any premises ~~in the Town~~ for business purposes.
- (D) Advertising by sign, exhibit, publication, displaying on a motor vehicle or business card indicating that such person is engaged in a business, trade or profession.

~~35.1670 -SEPARATE LICENSE FOR BRANCH ESTABLISHMENTS: A license shall be obtained for each branch or location staffed with at least one full-time employee as if each such branch or location is a separate business, provided that warehouses, storage yards and distributing plants used in connection with and incidental to a licensed business shall not be deemed to be separate places of business or branches, but the addresses of such warehouses, storage yards and distributing plants must be included on the business license application.~~
~~35.170- SEPARATE LICENSE FOR BRANCH ESTABLISHMENTS: A license shall be obtained in the manner prescribed herein for each branch establishment or location of the business engaged in, as if each such branch establishment or location is a separate business; provided, that warehouses, storage yards and distributing plants used in connection with and incidental to a licensed business shall not be deemed to be separate places of business or branch establishments;~~

~~but the addresses of such warehouses, storage yards and distributing plants must be included on the business license application. (Employee requirementsEmployee Requirements)~~

~~35.1780~~ SEPARATE LICENSE FOR DIFFERENT BUSINESS NAMES LOCATED IN THE SAME BUILDING: If more than one business is conducted in the same building, with different business names, the license fee shall be assessed separately for each business at such location.

~~35.1890~~ LICENSE TERM: All licenses issued pursuant to the provisions of this Ordinance shall be subject to payment of the required licensing fees and shall be renewed for the period specified. ~~All licenses issued pursuant to the provisions of this Ordinance shall be subject to payment of the required licensing fees and shall be renewed~~ each year, ~~by on or before the last day of the~~ anniversary ~~month of the start date of each individual~~ the license was issued.

~~35.20190~~ LICENSE RENEWAL:

- (A) The License Officer shall mail a notice of renewal to all licensees not later than thirty (30) days prior to the expiration of such license.
- (B) License fees shall be paid on or before the anniversary ~~date-month~~ of each ~~individual~~ license issued. Failure to make such payment ~~timely and the continuation of doing business~~ shall be grounds for revocation of ~~one's~~ license, in addition to ~~the other~~ penalties ~~as provided in subsection 35.220(E) below~~ identified herein imposed in accordance with this Ordinance.
- (C) Failure to mail a renewal notice by the Town or the failure of the licensee, for any reason, to receive the notice shall not serve as an excuse or justification for the licensee to fail to obtain a license or renewal thereof, nor shall it constitute a defense in any civil or criminal action for operation of a business without a license or refusal to pay the penalties as provided in this Ordinance.
- (D) If a business license is cancelled due to failure to make payment of required fees and a subsequent application for a new license is made ~~within the prescribed license period~~, the applicant shall pay the required fee plus ~~the any~~ penalties ~~provide in subsection 35.220(E) below~~ as provided herein or by resolution or by resolution before the requested license may be issued.

~~(D)~~

~~35.210~~ NONPROFIT PERMITS:

~~(A)~~ Nonprofit permits may be issued to any person or organization operating pursuant to IRS Publication 557 designation.

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~~(B) — An applicant for a nonprofit permit shall submit an application to the License Officer along with the appropriate IRS designation certificate(s) and shall furnish such additional information and affidavits as the License Officer shall reasonably require.~~

~~(C) — Should the License Officer determine that the applicant cannot submit the proper IRS designation certificate then the regular license fee shall be applicable.~~

~~35.220 Solicitors, peddlers, and temporary merchants:~~

~~35.2210 SOLICITORS, PEDDLERS, AND TEMPORARY MERCHANTS:~~

~~(A) Any solicitor, peddler, or temporary merchant ~~of merchandise to~~ engage in or transacting business within the Town ~~of Pahrump~~ for the sale of any goods, wares, or merchandise, or for the purpose of selling the same ~~must without~~ first ~~having~~ obtained a permit ~~from the Town Manager~~ business license as provided herein.~~

~~35.2230 — -ENFORCEMENT:~~

(A) Notice to Comply. When an inspection report indicates a violation of this Ordinance or of any law or ordinance, the License Officer shall issue to the affected person a notice to comply.

1. The notice issued in compliance with this Ordinance, shall be in writing and shall apprise the person affected of his specific violations, including allegations of unethical business practices. In the absence of the person affected or his agent or employee, copy of such notice shall be affixed to some structure on the same premises. Depositing such notice in the United States mail shall constitute service thereof.

(B) Compliance Required.

1. The notice shall require compliance within seven (7) calendar days of service on the affected person.
2. If the affected person was found to be operating a business without the proper license, the notice will so state that the business is to cease operations immediately and remain closed until such time that a proper license has been obtained.

~~35.2240 — -APPEAL:~~

(A) An applicant who has been denied a license, or whose license has been suspended or revoked, may appeal such denial, suspension or revocation to the Town Board. The Town

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Clerk will place the appeal on the next available Town Board agenda. The decision of the Town Board will be final.

- (B) The Town reserves any and all civil remedies and ~~rights authority~~ available to it, including the ~~right authority~~ to seek an injunction or restraining order for the prevention of any threatened violation and for the recovery of any damages suffered.

35.2~~34~~⁵⁰ ~~—~~ -CIVIL PENALTIES: ~~Any person violating the provisions of this Ordinance shall be guilty of a misdemeanor; and, upon conviction thereof, shall be punished as the Nevada Revised Statutes allow for a misdemeanor crime. Whenever in this Ordinance any act is prohibited, or is made or declared to be unlawful, or an offense or a misdemeanor, or whenever in such Ordinance the doing of any act is required, or the failure to do any act is made or declared to be unlawful, or an offense or misdemeanor, the doing of any such prohibited act, or the failure to do any such required act, shall constitute a violation of this Ordinance. Every day of violation of this Ordinance constitutes a separate offense liable for the penalties provided herein or adopted by resolution. Every day of violation of this Ordinance constitutes a separate offense.~~

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35.2~~4~~⁵⁶ ~~0~~ -APPLICABLE BUSINESSES:- This ordinance shall be applicable to ~~the following businesses:~~

- (A) Artisans, artists, assayers, auctioneers, bakers, banks and bankers, barbers, boilermakers, cellars and places where soft drinks are kept or sold, clothes cleaners, foundries, laundries, lumberyards, manufacturers of soap, soda, borax or glue, markets, newspaper publishers, pawnbrokers, funeral directors and wood and coal dealers.
- (B) Boot makers, cobblers, dressmakers, milliners, shoemakers, tailors.
- (C) Boardinghouses, hotels, lodging houses, restaurants and refreshment saloons.
- (D) Barrooms, gaming, manufacturers of liquors and other beverages, saloons.
- (E) Billiard tables, bowling alleys caravans, circuses, concerts and other exhibitions, dance houses melodeons, menageries, shooting galleries, skating rinks, theaters.
- (F) Corrals, hay yards, livery and sale stables, wagon yards.
- (G) Electric light companies, illuminating gas companies, power companies, telegraph companies, telephone companies, water companies.
- (H) Carts, drays, express companies, freight companies, job wagons, omnibuses and stages.
- (I) Brokers, commission merchants, factors, general agents, mercantile agents, merchants and traders, stockbrokers.
- (J) Drummers, hawkers, peddlers, solicitors.
- (K) Insurance agents, brokers, analysts, adjusters and managing general agents within the limitations and under the conditions prescribed in NRS 680B3020.

~~All~~ professions, trades or ~~business within businesses that~~ the Town ~~not specified in Section 35.260 (A) above.~~ has the power to license according to NEV. REV. STAT. 269.170, as amended.

~~35.2670~~ EXISTING BUSINESSES: All businesses currently existing and operating within the unincorporated Town of Pahrump shall comply with the provisions of this Ordinance prior to the first day of July of the year of the passage of this Ordinance.

~~35.256780~~ Criminal Penalty CRIMINAL PENALTY:

In addition to the civil fines imposed pursuant to this Ordinance, any person violating any of the provisions of this Ordinance shall be guilty of a misdemeanor and subject to the following penalties:

1. Upon conviction of a first offense shall be sentenced to pay a fine of not less than two hundred (\$200.00) dollars nor more than one thousand (\$1,000.00) dollars, or by imprisonment for not more than six months, or by both such fine and imprisonment.

2. Upon conviction of a second offense shall be sentenced to a pay a fine of not less than five hundred (\$500.00) dollars nor more than one thousand (\$1,000.00) dollars or by imprisonment for not more than six months, or by both such fine and imprisonment.

3. Upon conviction of a third offense shall be sentenced to pay a fine of not less than one thousand (\$1,000.00) dollars and be imprisoned for a minimum of ten days and not to exceed six months.

Every day of violation of this Ordinance constitutes a separate offense.

~~35.260~~ RESPONSIBILITIES OF EVENT ORGANIZERS: Persons, even if they qualify as an except business pursuant to Section 35.100, that organize events within the Town with multiple vendors subject to this Ordinance are required to communicate the licensing requirements and forms adopted pursuant to this Ordinance to those vendors and ensure their compliance with this Ordinance before the start of the event.

~~35.276780~~ CONSTITUTIONALITY: If any section, clause, or phrase of this ordinance shall be declared unconstitutional by a court of competent jurisdiction, the remaining provisions of this ordinance shall continue in full force and effect.

~~35.287890~~ REPEAL OF CONFLICTING ORDINANCES: All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance hereby adopted are hereby repealed. Ordinances 31 and 52 are repealed in their entirety.

~~35.3029890~~ SEVERABILITY: Every Section of this ordinance, and every part of each section hereof is hereby declared to be independent of each other and parts of sections, and the holding of any section or any part thereof to be voided or ineffective for any reason, shall not be deemed to affect, nor shall it affect, any other section or part of section in this ordinance contained.

~~35.31029300~~ EFFECTIVE DATE: This ordinance shall be in full force and effect from and after its passage, adoption and second publication in the Pahrump Valley Times, a

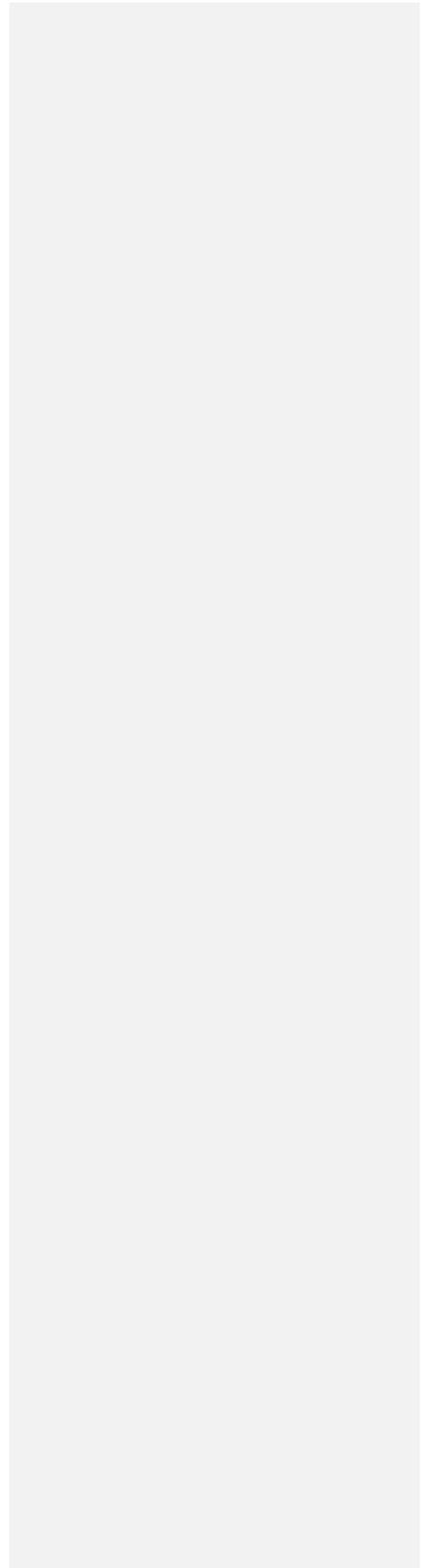
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newspaper printed and published within the County of Nye, State of Nevada. publication having general circulation within the Town.



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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/12/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion and Possible Decision to Approve Resolution #2011-12, A Resolution
Adopting a Fee Structure Pursuant to Pahrump Town Ordinance No 35, as Amended.

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 Resolution 2011-12.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mr. Kohbarger, Pahrump Town Manager

SPONSORED BY:

<u>William A. Kohbarger, Town Manager</u> Print Name	<u></u> Signature
<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107 ext. 305</u> Telephone Number

RESOLUTION #2011-12

TOWN OF PAHRUMP, NEVADA

A RESOLUTION ADOPTING A FEE STRUCTURE PURSUANT TO PAHRUMP TOWN ORDINANCE NO. 35, AS AMENDED.

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

WHEREAS, the Town Board of the unincorporated Town of Pahrump has found that the following fees are necessary for the adequate implementation of Pahrump Town Ordinance No. 35.

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby specifically creates the following fee structure pursuant to Pahrump Town Ordinance No. 35, as amended:

- | | |
|---|----------|
| 1. Sole Proprietorships | \$ 50.00 |
| 2. Partnerships | \$ 60.00 |
| 3. LLC or Corporations | \$ 75.00 |
| 4. LLC or Corporations
with 100 or more employees | \$100.00 |
| 5. Businesses without a
fixed location within
the Town of Pahrump | \$150.00 |
| 6. Temporary Merchants | \$ 25.00 |

The foregoing fee structure is effective from and after the passage, adoption and second publication of Pahrump Town Ordinance No. 35, as amended on or after the date of this Resolution.

Motion proposed by Town Board Member:

Motion seconded by Town Board Member:

Vote: Ayes: Nays: Absent:

Approved on the 13th day of December, 2011.

Mike Darby, Chairman
Pahrump Town Board

Carolene Endersby, Clerk
Pahrump Town Board

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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 10/25/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Discussion and Possible Decision to Amend Pahrump Town Ordinance #32 and
Providing for Other Matters Properly Relating Thereto.

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 amended PTO #32 plus a red-line version of PTO #32. This is the final
reading of PTO #32. PTO #32 can be approved with changes. Once approved, PTO
#32 shall be in full force and effect from and after its passage, adoption and second
publication in a publication having general circulation within the Town.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mr. Kohbarger, Pahrump Town Manager

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

**MEMO
TOWN OF PAHRUMP
AGENDA ITEM UPDATE
MEETING DATE: December 13, 2011**

TO: Town Board

FROM: William A. Kohbarger, Town Manager
Michael Sullivan, Finance Director

DATE: December 13, 2011

RE: **Discussion and Possible Decision** to Amend Pahrump Town Ordinance #32 and Providing for Other Matters Properly Related Thereto. (For Possible Action)

1) Background

The Town of Pahrump has been working toward building the Proposed Pahrump Valley General Aviation Airport for the past 13-years. The Town is currently in the middle of Phase I(b) of the Environmental Impact Statement (EIS) and just recently received an FAA Grant to move forward with Phase II of the EIS.

Within the past three months the BLM has expressed concerns about the financial stability of the Town to construct and operate the proposed airport as well as the legality of the Town to enter into a lease with the BLM. Since both the FAA and Town believe the Town has the ability to enter into a lease, the FAA has requested the Town to create a financial plan of action to address what they believe to be the only valid concern of the BLM. NOTE: On December 01, 2011 the Town, FAA and BLM received a legal opinion from Nye County District Attorney, Mr. Brian Kunzi, which advised that the Town had the ability to own and operate an airport along with having the ability to receive conveyed property pursuant to several NRS's. (The Town Board received a copy of the legal opinion created by Mr. Kunzi via email on December 01, 2011)

In order to satisfy the requirement of the FAA and address one of the concerns of the BLM the Town must show a revenue stream for the Proposed Pahrump Valley General Aviation Airport sufficient to provide the Town's matching Grant share as well as operational cost once the airport is completed.

Upon reviewing this matter, staff is recommending to create a valid revenue stream for the proposed airport by utilizing the current Room Tax formula.

One way to utilize the Room Tax procedure would be by raising the Room Tax from 9% to 11% with the 2% increase being designated to the Airport for the construction and operation of same. This option would create a revenue stream of approximately \$100,000 annually depending on the state of the economy. However, this option would cause the hotels and RV Parks to either raise their rates by 2% or decrease their bottom line.

Another way to utilize the Room Tax procedure without causing an increase would involve reallocating the existing Room Tax percentages. The Town currently has five funds within the Room Tax formula: Parks (.05%); Arena (.05%); Economic Development (1%); Tourism (3%); and Fairgrounds (3%).

**MEMO
TOWN OF PAHRUMP
AGENDA ITEM UPDATE
MEETING DATE: December 13, 2011**

NOTE II: The Town has recently collected eighty-one (81) letters of commitment from three Pahrump businesses and from individuals utilizing those businesses who are pilots who have advised that they will utilize the proposed Pahrump Valley General Aviation Airport upon completion.

In utilizing the reallocation option, the Town Board has the option to reallocate one or more of the above listed five Room Tax funds to create a new fund designated for the construction and operation of the Proposed Pahrump Valley General Aviation airport.

Staff is recommending the following option:

1. Reallocate 2% from the Fairgrounds Room Tax Fund to create a 2% Airport Room Tax Fund. This 2% reallocation will create a revenue stream of \$100,000.00 annually for the airport. NOTE III: This reallocation option will still leave 1% or \$50,000 annually being brought into the Fairgrounds Room Tax Fund.

NOTE IV: Any change or reallocation can have a 10-year sunset clause attached on the reallocation. In other words, the Town can place a 10-year cycle on the reallocation. Ten years should be long enough to ensure that the Proposed Pahrump Valley General Aviation Airport will be self sustaining (landing fees, hanger rentals, sales, etc...), which is the goal of the proposed Airport. On the ninth year a report will be commissioned to study the Airport funding and that report will be submitted to the Town Board before the ten-year mark. At the end of the ten-year mark the reallocated percentage can be placed back into the Room Tax Fund from which it was reallocated or moved to a different Fund.

3) Fiscal Impact

The 2% reallocation will create \$100,000.00 annually for the Airport.

4) Town Manager Recommendation and Board Action Requested

The Town Manager respectfully requests that the Town Board **approve PTO 32 as amended which will Reallocate 2% from the Fairgrounds Room Tax Fund to create a 2% Airport Room Tax Fund for the construction and operation of the Pahrump Valley General Aviation Airport with a 10-year sunset clause** for the following reason(s):

1. The Town needs to show a revenue stream for the Proposed Pahrump Valley General Aviation Airport to meet the requirement of the FAA and address the remaining concern of the BLM.
2. Staff feels this is the best overall option. The Fairgrounds Room Tax Fund will still collect 1% which will generate \$50,000 annually to continue moving that project forward.
3. If the Town cannot show a designated revenue stream, it will greatly place the Proposed Pahrump Valley General Aviation Airport in jeopardy.

If the Town Board should have any additional questions, we would be happy to answer them.



CASINOS • VIDEO POKER • TAVERNS

GOLDEN CASINO GROUP - COLORADO

GOLDEN MARDI GRAS, BLACK HAWK, CO
GOLDEN GATES, BLACK HAWK, CO
GOLDEN GULCH, BLACK HAWK, CO

GOLDEN CASINO GROUP - NEVADA

HARD ROCK HOTEL & CASINO, LAS VEGAS, NV
PAHRUMP NUGGET, PAHRUMP, NV

GOLDEN TAVERN GROUP

PT'S ENTERTAINMENT GROUP, LAS VEGAS, NV
SIERRA ENTERTAINMENT GROUP, RENO, NV

GOLDEN ROUTE OPERATIONS

LAS VEGAS, NV
RENO, NV

November 30, 2011

William A. Kohbarger
Pahrump Town Manager
400 N. Hwy 160
Pahrump, NV 89060

RE: Letter of Support for the Pahrump Valley General Aviation Airport

Dear Mr. Kohbarger,

Golden Gaming, Inc. ("Golden") is pleased to support the proposed Pahrump Valley General Aviation Airport ("PVGAA").

Golden (www.goldengaminginc.com) is a multi-faceted gaming and entertainment company that is currently the largest tavern operator in the state of Nevada, one of the largest slot route operators in Nevada and owns and operates four casinos in Nevada and Colorado. As you're probably aware, Golden owns and operates the Pahrump Nugget Hotel & Casino ("Pahrump Nugget") which was the fourth casino added to the Golden Casino Group portfolio. The Pahrump Nugget was built in 2001 and features 70 guest rooms, 570 gaming machines, 10 table games, a sports book and poker room. Additional amenities include fine and casual dining, two casino bars, live entertainment, bowling center, banquet space, bingo and childcare facilities. Golden is one of the largest employers in Nye County, Nevada.

The proposed PVGAA will provide a great service to the entire Pahrump Valley. The PVGAA would provide a hub for additional customer traffic to our properties and other businesses in the Pahrump Valley, including but not limited to Front Sight Firearms Training Institute, Spring Mountain Motorsports Ranch and Mountain Falls Golf Club. Additionally, the PVGAA would provide easier access to the entire area and in doing so, potentially attract and drive investment in the Pahrump Valley from individuals and businesses outside Southern Nevada. The increased consumer traffic to Pahrump, combined with attracting outside investment in the area, would provide an economic boost to the Pahrump Valley and provide a sufficient revenue stream to match the grant share.

Therefore, Golden gives its fullest support and commitment to the proposed PVGAA. In addition, Golden supports reallocating the existing room tax percentages to include a new fund designated for the construction and operation of the airport. The increase in revenue, over the long term, will more than compensate for this reallocation and will not be a detriment to entities for which the room tax fund currently provides.

Please feel free to contact me at (702) 891-4269, if we can be of further assistance.

Sincerely,

Steve Arcana
Chief Operating Officer

AMENDMENT TO PAHRUMP TOWN ORDINANCE NO. 32

ORDINANCE TO AMEND THE IMPOSITION OF THE ROOM TAX AND OTHER MATTERS PROPERLY RELATED THERETO.

WHEREAS, the Town of Pahrump desires to allocate room tax monies for the construction and operation of an airport; and

WHEREAS, Pahrump Town Ordinance No. 32 concerns the imposition of room taxes within the Town of Pahrump.

NOW, THEREFORE, the Town Board of the unincorporated Town of Pahrump, Nye County, Nevada, does hereby ordain as follows:

Section 1. Amendment

Pahrump Town Ordinance No. 32 is hereby amended by repealing Section 32.110(c) through (f) and replacing said section with the following:

- (c) One percent (1%) shall be designated for the economic development of the Town; and
- (d) One percent (1%) shall be designated for the Fairgrounds; and
- (e) One-half of one percent ($\frac{1}{2}$ of 1%) shall be designated for the Pahrump Parks and Recreation Board; and
- (f) One-half of one percent ($\frac{1}{2}$ of 1%) shall be designated for the Pahrump Arena Board; and
- (g) Three percent (3%) shall be designated for the Town to promote tourism; and
- (h) Two percent (2%) shall be designated for the Airport.

Section 2. Severability

If any section, sentence, clause, or phrase of this Ordinance is held invalid or unconstitutional by any court of competent jurisdiction, it shall in no way affect the validity of any remaining portions of this Ordinance.

Section 3. Effective Date

This Ordinance shall be in full force and effect from and after its passage, adoption, and second publication in a newspaper printed and published within the Town of Pahrump, County of Nye, State of Nevada.

32.110 **Tax Proceeds.** All taxes collected by the Tax Administrator shall be deposited in a separate fund to be designated and known as the "ROOM TAX FUND" and shall be expended there from in the same manner as other claims against the Town, for the following purposes only:

(a) Three-eighths of one percent ($3/8$ of 1%) of the amount collected shall be sent to the State of Nevada as required by law in NRS 269.170 and amendments thereto; and

(b) Five-eighths of one percent ($5/8$ of 1%) of the amount collected shall be used to promote tourism in the Town of Pahrump; and

(c) One percent (1%) shall be designated for the economic development of the unincorporated Town of Pahrump; and

(d) One-percent (~~1.3%~~) shall be designated for the Fairgrounds: and

(e) One-half of one percent ($1/2$ of 1%) shall be designated for the Pahrump Parks and Recreation Board; and

(f) One-half of one percent ($1/2$ of 1%) shall be designated for the Pahrump Arena Board; and

(g) The balance of the fund, amounting to three percent (3%) shall be used by the Tourism Board, as it deems proper, to promote tourism in, advertising of, or activities in the Town of Pahrump, or for the management of the Board and its funds.

(h) Two percent (2%) shall be designated for the Airport.

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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion and Possible Decision to Approve Amending the By-laws of all Advisory Boards.

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:
Amendments: 1) Individual Advisory Board members will only represent the Advisory Board on items and/or matters decided on by the Advisory Board as a whole.
2) Advisory Board members must follow all Town of Pahrump Ordinances/Resolutions when conducting events within the Town of Pahrump. Advisory Board members must be respectful to invited guests/citizens/Town Board members.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mr. Kohbarger, Pahrump Town Manager

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

William Kohbarger

From: Robert Adams [bobadamspahrump@yahoo.com]
Sent: Monday, November 14, 2011 8:54 AM
To: Bill Kohbarger TOP; Town Office TOP
Subject: Town Board Agenda

PROPOSED PLAB BY-LAW ADDITION: PLAB members represent PLAB only on items or matters decided by PLAB.

Above was brought up as NEW BUSINESS 10-2-11, put on 11-2-11 PLAB agenda, discussed and passed, per PLAB By-laws per PLAB by-laws Section IX (B).

It is referred to Town Board for approval Per PLAB By-laws, Section IX, (A).

Respectfully submitted,

Robert Adams, PLAB Chairperson

PAHRUMP ADVISORY BOARD BY-LAWS

I. NAME

- A. The name of this board shall be the Pahrump Advisory Board. (PAB)

II. PURPOSE

- A. To act in an advisory capacity to the Pahrump Town Board and/or the Pahrump Town Manager with regard to the promotion of (fill-in purpose here).
- B. To make recommendations to the Pahrump Town Board and/or the Pahrump Town Manager with requests (fill-in purpose here).

III. MEMBERSHIP

- A. The number of active board members shall be not less than five (05) or more then seven (07) with two (02) alternates.
- B. Members of the Advisory Board must be Town of Pahrump residents.
- C. Vacancies in the Advisory Board shall be advertised when a vacant seat becomes available. Interested individuals must complete a Town Advisory Board application.
- D. Membership to the Advisory Board shall be by appointment and approval of the Pahrump Town Board. Nomination for membership to the Advisory Board shall be made by majority vote of all active Advisory Board Members.
- E. The term of each Advisory Board member shall commence upon the approval for appointment by the Town Board. Each term will be for a two-year period.
- F. It is the responsibility of an Advisory Board member to attend all meetings or notify the Chairperson or Vice-Chairperson when he or she will be absent.
- G. Unexcused absences by an Advisory Board member for three consecutive meetings or four out of six meetings shall be grounds for removal of said member.
- H. Recommendation for removal of an Advisory Board member shall be submitted in writing to the Town Board, after a majority of the Advisory Board members vote in favor of said removal. Final disposition of removal from the Advisory Board shall be at the discretion of the Town Board.
- I. Advisory Board members serve their appointed terms without any compensation.
- J. Advisory Boards shall not be involved in the administration or operation of Town Departments nor shall they direct administrative staff to initiate programs, conduct major studies or establish official policy.
- K. Individual Advisory Board members will only represent the Advisory Board on items and/or

matters decided on by the Advisory Board as a whole,

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L. Advisory Board members must follow all Town of Pahrump Ordinances/Resolutions when conducting events within the Town of Pahrump. Advisory Board members must be respectful to invited guests/citizens/Town Board members,

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~~J.~~

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IV. OFFICERS OF THE COMMITTEE

A. Officers shall be the Chairman, Vice-Chairman, and Secretary

~~A.~~

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V. DUTIES OF OFFICERS

A. Members of the Advisory Board shall nominate and elect officers in January of each year.

B. The Chairman shall conduct all meetings of the Advisory Board. The Chairman or designee shall be the Advisory Board's spokesperson and shall appoint sub-committees. Quarterly, the Chairperson shall submit or cause to be submitted to the Town Board an activity report summarizing the Advisory Board's accomplishments and objectives for the next quarter. The Chairman or designee shall present all board recommendations and other matters to the Town Board.

C. The Vice-Chairman shall assume the duties of the Chairman in his/her absence.

D. The Secretary shall be responsible for all minutes, reports, agendas, correspondence, and records of the Advisory Board.

VI. MEETINGS

A. All Advisory Board meetings will be held in accordance with NRS 241.

B. The Advisory Board shall meet once a month or as necessary.

C. Meetings may be attended by a Town Board Member acting in the capacity of liaison to the Advisory Board. The liaison shall be an advisor to the Advisory Board and shall make recommendations from time to time as may be necessary to facilitate the purposes of the Advisory Board.

VIII. VOTING RIGHTS OF MEMBERS

~~K.~~ Each seated Advisory Board member is entitled to one vote, on all matters, at any meeting attended. Alternate do not have any voting rights.

IX. EXPENDITURES/REVENUE

A. All expenditures, revenues and/or donations incurred and received by the Advisory Board shall be further subject to approval by the Pahrump Town Board, unless approval has been previously granted by said Pahrump Town Board.

B. No advisory Board members shall sign any contracts or documents obligating the Town and/or Advisory Board members to any responsibility financial or otherwise.

X. AMENDMENTS

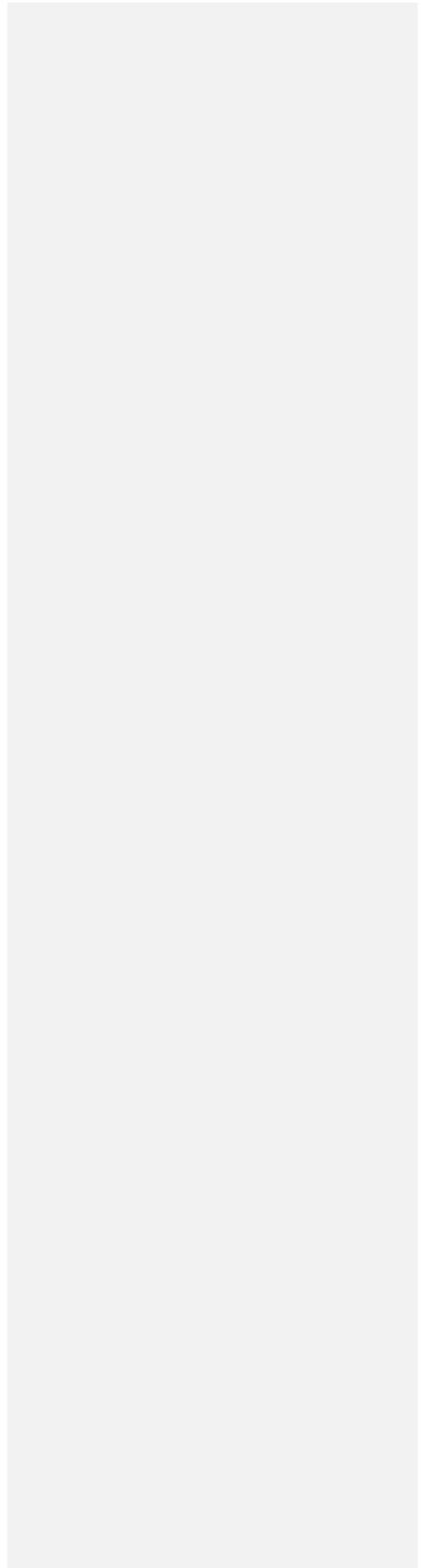
A. These By-Laws may be amended from time to time as required by the Pahrump Tourism and

|
Convention Council. Said amendments shall be subject to approval by the Pahrump Town Board.

B. Proposed amendments to these by-laws shall require a two-thirds vote of the entire Board.

PAHRUMP TOURISM AND CONVENTION COUNCIL:

SAMPLE



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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/12/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion and Possible Decision Regarding the future of the Community Center
Advisory Board.

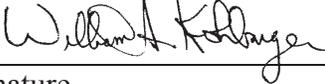
If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
See attached copies of the AB By-Laws.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

<u>William A. Kohbarger, Town Manager</u> Print Name	 Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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**PAHRUMP COMMUNITY CENTER
ADVISORY BOARD
BY-LAWS**

I. NAME

- A. The name of this board shall be the Pahrump Community Center Advisory Board (PCCAB)

II. PURPOSE

- A. To act in an advisory capacity to the Pahrump Town Board and/or the Pahrump Town Manager with regard to identifying and developing possible solutions for a future course of action for the Bob Ruud Community Center building.
- B. To develop one or more recommendations to the Pahrump Town Board and/or the Pahrump Town Manager after review of information pertaining to the investigation, forensic analysis, building assessments, final reports, documentation, interviews, expert recommendations, cost considerations, development proposals, public needs and county/state regulations..

III. MEMBERSHIP

- A. The number of active board members shall be not less than five (05) or more then seven (07) with two (2) alternates.
- B. Members of the Advisory Board must be Town of Pahrump residents.
- C. Vacancies in the Advisory Board shall be advertised when a vacant seat becomes available. Interested individuals must complete a Town Advisory Board application.
- D. Membership to the Advisory Board shall be by appointment and approval of the Pahrump Town Board. Nomination for membership to the Advisory Board shall be made by majority vote of all active Advisory Board Members.
- E. The term of each Advisory Board member shall commence upon the approval for appointment by the Town Board.
- F. It is the responsibility of an Advisory Board member to attend all meetings or notify the Chairperson or Vice-Chairperson when he or she will be absent.
- G. Unexcused absences by an Advisory Board member for three consecutive meetings or four out of six meetings shall be grounds for removal of said member.
- H. Recommendation for removal of an Advisory Board member shall be submitted in writing to the Town Board, after a majority of the Advisory Board members vote in favor of said removal. Final disposition of removal from the Advisory Board shall be at the discretion of the Town Board.
- I. Advisory Board members serve their appointed terms without any compensation.
- J. Advisory Boards shall not be involved in the administration or operation of Town Departments nor shall they direct administrative staff to initiate programs, conduct major studies or establish official policy.

IV. OFFICERS OF THE COMMITTEE

- A. Officers shall be the Chairman, Vice-Chairman, and Secretary

V. DUTIES OF OFFICERS

- A. Members of the Advisory Board shall nominate and elect officers in January of each year.
- B. The Chairman shall conduct all meetings of the Advisory Board. The Chairman or designee shall be the Advisory Board's spokesperson and shall appoint sub-committees. Quarterly, the Chairperson shall submit or cause to be submitted to the Town Board an activity report summarizing the Advisory Board's accomplishments and objectives for the next quarter. The Chairman or designee shall present all board recommendations and other matters to the Town Board.
- C. The Vice-Chairman shall assume the duties of the Chairman in his/her absence.
- D. The Secretary shall be responsible for all minutes, reports, agendas, correspondence, and records of the Advisory Board.

VI. MEETINGS

- A. All Advisory Board meetings will be held in accordance with NRS 241.
- B. The Advisory Board shall meet once a month or as necessary.
- C. Meetings may be attended by a Town Board Member acting in the capacity of liaison to the Advisory Board. The liaison shall be an advisor to the Advisory Board and shall make recommendations from time to time as may be necessary to facilitate the purposes of the Advisory Board.

VII. VOTING RIGHTS OF MEMBERS

- A. Each seated Advisory Board member is entitled to one vote, on all matters, at any meeting attended. Alternates do not have any voting rights.

VIII. EXPENDITURES/REVENUE

- A. All expenditures, revenues and/or donations incurred and received by the Advisory Board shall be further subject to approval by the Pahrump Town Board, unless approval has been previously granted by said Pahrump Town Board.
- B. No advisory Board members shall sign any contracts or documents obligating the Town and/or Advisory Board members to any responsibility financial or otherwise.

IX. AMENDMENTS

- A. These By-Laws may be amended from time to time as required by the Pahrump Community Center Advisory Board. Said amendments shall be subject to approval by the Pahrump Town Board.
- B. Proposed amendments to these by-laws shall require a two-thirds vote of the entire Board.

PAHRUMP COMMUNITY CENTER ADVISORY BOARD

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-13-2011**

TO: Town Board

FROM: William Kohbarger, Town Manager
Michael Sullivan, Finance Director

DATE: December 13, 2011

RE: Recommendation Regarding the Future of Fall Festival

1.) Background

For thirty years the annual Harvest Festival was operated by a community group who distributed their profits to a variety of selected causes. The festival is currently operated by another community non-profit group, PAVED, who assumed hosting the event in 2009.

The Town is not the primary financial or logistical sponsor for any other community special events such as the Cancer walks, animal rescue organizations, Halloween Pumpkin Patch, United Way, Freedom Festival, Pow Wow, Business Expo, Mardi Gras, Oktoberfest, Cinco de Mayo, or Luau. These events are sponsored and operated by non-profit organizations to raise money for their particular organizations which generally provide for the betterment to community. The Town does expend staff resources to maintain the infrastructure for the park during the event, such as field lights, restrooms, and water connectivity, but does not manage or contribute funding to operate it.

As the community calendar clearly shows, anyone can organize and host an event, and as a governmental agency we do not select who is qualified or exclude anyone from an equal opportunity to use Town facilities. Use of the Park and facilities is on a first-come-first served basis, subject to payment of related rental fees and insurance provisions.

PAVED currently has a park reservation for 2012 their festival event. Clearly it makes no common sense for the community or the non profits, much less financial or operational sense, to use taxpayer funding for a competing event. It is unclear on what basis the Town feels it can commandeer someone else's event, or to rescue a failing one. Several events over the years have been unable, for a variety of reasons, to continue, while others, such as the Halloween Patch, have emerged and been extremely successful without public resources.

Selection of funding for charities or non profits by a governmental agency has inherent risks. In this economy, family incomes are stretched. So attendance and participation are

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-13-2011**

discretionary income choices they make to attend an event, a fundraiser or make a charitable contribution to non profit community groups such as Food For Thought or Toys for Tots.

The real intangible value for sponsoring any special event is the volunteers, who actually make an event a success every year. If the Town Board members or this community is truly interested in improving or expanding the festival event, then they should join the organization which works tireless hours producing and hosting it. Or they can join similar committees who raise their own funding to operate other special events in the community, such as the Cancer Walk, Chamber of Commerce, and United Way benefits.

An Advisory Board model is not conducive to hosting an event, due to the legal and financial limitations which operating under the Town creates. These non-profit organizations can make unencumbered operating and financial decisions free of political interference, meeting delays, internal approval requirements and financial control requirements. Being an independent group actually makes their jobs easier, allowing greater flexibility to market, select and solicit sponsorships and make financial business decisions in a rapidly changing business environment.

Additionally there is a wealth of non profit agencies that can bring marketing and sales experience, along with organizational skills from having been in the fundraising business a long time, allowing them to invest their proceeds into services to the community without the cumbersome and delaying steps of the NRS or OML.

4.) Fiscal Impact

Based on the continuing poor local and regional economy, the Town Board most likely will be facing a difficult FY13 budget preparation cycle. Staff resources and funding priorities will continue to present challenges, and a festival event doesn't seem an appropriate use of tax funded staff resources to produce or manage a non essential service.

As Las Vegas newspapers have reported, most municipal governments have cancelled or suspended popular events such as Red, White & Boom, Tastes & Tunes and Balloon Palooza festivals to save money and also as a result of less staffing in the budget.

As most non-profits have realized, reduction of costs and changes in the event is a natural evolution. It can provide an opportunity to expand and incorporate new features and become more profitable.

For the benefit of those Town Board members, we attached are the two Town Board Memos from 2009, which clearly outlines, the Town had nothing to grant or give to anyone, in terms of a festival.

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-13-2011**

5.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board allow the community non profit organizations to continue to plan and operate all of their own events and charity fundraisers like they currently do, without endorsement or involvement of the Town beyond what has customarily been provided in terms of facilities.

If you have any additional questions, I would be happy to answer them.

-

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 08-11-2009**

TO: Town Board

FROM: William Kohbarger, Town Manager
Michael Sullivan, Finance Director

DATE: August 6, 2009

RE: Update on Fall Festival Financial Issues

1.) Background

As part of the FY10 budget discussions, both the staff and Town Board expressed concern over the continuing decline of Town revenues for this and succeeding fiscal years. In order to obtain long term sustainability beyond FY10, it will be necessary to actively monitor and manage budget spending to survive the current economic downturn. Based on recent Department of Taxation reports through May, Nevada continues to experience declining revenues from gaming and sales tax, and more recently a change in the projected property tax revenues too.

As part of the process, it appears that we will need to consider, in the future, the financial impact of Fall Festival on Town resources. The long term issues could also involve the Town's financial and legal liability in continuing to host the annual Fall Festival and the economic challenges it faces. As the Town embarks on several major pool and park capital projects its funding priorities may need to be clarified in the future

The Town is not the primary financial or logistical sponsor for other community special events such as the Cancer walks, fundraisers for various organizations, Freedom Festival, Pow Wow, Business Expo, Mardi Gras, Oktoberfest, Cinco de Mayo, or Luau. These events are sponsored and operated by non-profit organizations for the betterment of the community.

Adoption of the Fall Festival by the Town in 2003, after a private group discontinued underwriting the event, was enacted without any serious assessment of the long term operational costs and liabilities. The times have changed, and in the near future it should be re-evaluated in light of the Town's budgetary needs and resource allocations. We can't fully make these judgments tonight about what exactly it's going to take, but we should plan to do so in early October.

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 08-11-2009**

Potential Financial & Budget Issues

a. Economic Trends

The local, regional, and national economy especially housing and job market losses in the Valley may adversely impact the Fall Festival finances this year. As outlined below, over the last year, the festival and fair industry has suffered as families' disposable income shrinks. Whether the Fall Festival event can remain self supporting remains to be seen, but the indications over the last six months suggests some very large financial challenges.

b. Carnival Income

Results of the turnout and related ticket sales obviously won't be known until after the event and are always dependent on the weather. But this year the economy is an additional concern.

c. Vendor Income

Nationally and regionally the festival industry has seen substantial reductions in income and participation. Clark County Fair lost hundreds of thousands of dollars last April as attendance fell off. Other industry reports show many vendors have curtailed their participation in events due to lower retail sales.

Our own vendor renewals currently lag from prior years, and could be below prior years and, if so, will also impact Fall Festival financial performance.

d. Sponsorships & Advertising

Another source of revenue to support the logistical overhead comes from the Fall Festival Magazine. Again the economy has reduced the ad and sponsorship revenues this year. Like NASCAR and PGA, corporate sponsorships due to the economy have been either reduced or eliminated.

e. Rodeo

The cost for hosting previous PRCA rodeos required a commitment of approximately \$85,000 which included a \$20,000 purse. Rodeo ticket sales raise approximately \$26,000. This year the FF Rodeo Committee has worked hard to economize but still current projections indicate approximately a \$17,000 gap.

All of the other rodeo logistical costs must be covered by the Town if fund raising is insufficient. In the past this \$50,000 gap was primarily raised by sponsorship pledges from merchants in the community. Fundraising in these economic times for such an event to make it self-sustaining is an increasing challenge for the Fall Festival. The committee has made necessary reductions, but it may not be sufficient.

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 08-11-2009**

2.) Fall Festival Advisory Board Recommendations

The Fall Festival Advisory Board plans to meet on Monday, August 10th to discuss and make recommendations to the Town Board. Any recommendations or comments will be available for distribution at the Town Board meeting.

3.) Fiscal Impact

The approved FY10 Budget as adopted has no provision for covering any future losses. By Town Board Resolution, the event net proceeds are equally allocated to the Fairgrounds and Parks Room Tax Funds for capital improvement projects.

Based on current revenue and expense projections prepared for the pending September 24-27, 2009 event, the potential projected losses range from \$25,000 - \$50,000, depending on final ticket sales, vendor registrations, and weather related impacts.

4.) Town Manager Recommendation and Board Action Requested

No staff recommendation at this time, but non-Town alternatives need to be considered in the near future regarding the funding and operation of special events, including the Fall Festival. Hard choices remain in all the Town's endeavors, and this is one of them.

If you have any additional questions, I would be happy to answer them.

Attachment A – Fall Festival Advisory Board Financial Update Memo 08-10-09.

Attachment B – Six Year Summary of the Fall Festival Financial Results 2003-2008.

Attachment C – FF Rodeo Committee Projected Budget

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 01-26-2010**

TO: Town Board

FROM: William Kohbarger, Town Manager
Michael Sullivan, Finance Director

DATE: December 8th, 2009

RE: Recommendation for Endorsement of an Alternative Fall Festival Operator

1.) Background

As part of the FY10 budget discussions, both the staff and Town Board expressed concern over the continuing decline of Town revenues for this and succeeding fiscal years. In order to obtain long term sustainability beyond FY10, it will be necessary to actively monitor and manage budget spending to survive the current economic downturn, as Nevada continues to experience declining revenues from gaming and sales tax.

As part of the process, it was agreed to issue a request for proposals to seek an alternative operator. This was done during December, and we received two submittals: one from the Pahrump Valley Chamber of Commerce and one from PAVED.

The Town is not the primary financial or logistical sponsor for other community special events such as the Cancer walks, fundraisers for various organizations, Freedom Festival, Pow Wow, Business Expo, Mardi Gras, Oktoberfest, Cinco de Mayo, or Luau. These events are sponsored and operated by non-profit organizations for the betterment of the community.

2.) Request for Proposal General Criteria

There really isn't much to award to an alternative non-profit operating agency. The Fall Festival has few assets beyond some banners and electrical extension cords. The intention would be that Town Board would cooperate and continue to make the park facilities available to a non profit just like it does to others during the year, such as the Pow Wow, Fourth of July, and Cancer Walk.

The real intangible value for sponsoring any special event is the volunteers, who actually make an event a success every year. Those "people assets" can continue to operate under the umbrella of any non-profit board, just like similar committees operate other special

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 01-26-2010**

events in the community, such as the Cancer Walk, Chamber of Commerce, and United Way benefits. It may actually make their jobs easier, have greater flexibility to market, select sponsorships and make financial business decisions.

Additionally there is a wealth of non profit agencies who can bring marketing and sales experience, along with organizational skills from having been in the fundraising business and investing their proceeds into services to the community.

These were the recommended goals and criteria that the Town indicated would be desirable:

- a. Community Based
- b. Financial Capacity
- c. Special Events Operational Experience
- d. Marketing and Sponsorship Experience.

4.) Staff Comments and Recommendations

In unique situations like this, it is understood that an RFP process may not produce a candidate who fully meets all of the stated objectives, and that the intent would be to identify a proposal which will implement this vision to the greatest degree.

After reviewing the materials submitted, a staff group has provided their observations and highlighted the advantages and disadvantages that in their experience of having run the Fall Festival for seven years would be important for consideration.

Since the PVCC has previously announced to the Town Board and community via the newspapers that it intends to host a similar event in October, and additionally based on our review of the proposal submittals, the staff recommendation would be for the Town Board to endorse their efforts and direct the Town Manager to assist in making as smooth a transition as possible to the PVCC.

Clearly it makes no common sense, much less financial or operational sense, to continue using taxpayer funding for a competing event. The recommended approach would be to support PVCC in establishing the Pahrump Heritage Days as a successor community event to the Fall Festival, just like the Fall Festival was a successor event to the Harvest Festival. This way the community benefits and the operations will continue nearly seamlessly by a well established, broad based, and financially strong organization that

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 01-26-2010**

has served this community for over 35 years and were historically the original founders of the event.

Some communities like North Las Vegas have suspended the popular Tastes & Tunes and BalloonaPalooza festivals to save money. We see the Heritage Festival as a unique opportunity to continue and maintain the community's historical festival roots without taking similar measures. Reduction of costs and changes in the event is a natural evolution, which provides an opportunity to expand and incorporate new features. I don't think there is a better community based group to do that in Pahrump.

4.) Fiscal Impact

There is no direct impact at this time to General Fund, although there will be as staff resources are released.

Like all other special events, the sponsors can submit a grant funding request to the PTCC for consideration and funding as part of the adopted grant guidelines which includes accountability and reporting requirements for those public funds.

5.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to endorse The PVCC as the alternative operator for a community festival event, and to direct the Town Manager to work with them to establish a transition of appropriate related Fall Festival materials and history.*

If you have any additional questions, I would be happy to answer them.

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 01-26-2010**

Attachment A – Staff RFP Comments and Recommendations.

Attachment B – Proposal Submittals

Attachment C - RFP

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**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-13-2011**

TO: Town Board

FROM: William A. Kohbarger, Pahrump Town Manager
Michael Sullivan, Finance Director

DATE: December 2, 2011

RE: Approval to Transfer Ambulance Fund Delinquent Accounts for July thru November, 2011 for Further Collection and Related Accounting Adjustments.

1.) Background

To ensure timely and accurate recording of our revenues, Generally Accepted Accounting Principles (GAAP) requires that the outstanding delinquent Ambulance accounts receivable balances be reviewed periodically so that appropriate accounting entries are recorded to reflect the probability of collecting the amounts due.

After a reasonable effort has been made to collect an outstanding balance by the Ambulance office staff, then we turn the delinquent accounts over to an outside professional collection agency to pursue. This transaction involves charges to the allowance for doubtful accounts; accounts receivable, and bad debt expense. This is so that our accounts receivable balance reflects the true value of our future revenues available for expenses, and not an inflated or unrealistic level.

If the additional efforts by the collection agency are successful, then a recovery of the write off is made. This involves two basic parts: first, there is a reversal of the write-off entry, and secondly, the payment is posted to the receivable just as if it had never been written off.

2.) Fiscal Impact

The current FY 2011 Ambulance Fund Budget is sufficient to reflect these adjusting transactions.

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town *Board move to approve the Ambulance Fund charges to Allowance for Doubtful Accounts in the amount of \$323,698 for the period July thru November, 2011 as presented in the attached materials.*

If you have any additional questions, we would be happy to answer them.

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-13-2011**

(Attachment A – Town of Pahrump Fire-Rescue Service Ambulance Doubtful Accounts Chart for June thru November, 2011)

**TOWN OF PAHRUMP
FIRE-RESCUE SERVICE**

AMBULANCE WRITE OFFS = JULY 2011 - NOVEMBER 2011

	BILLABLE CHARGES	REVENUE COLLECTED	AMOUNT OF WRITE-OFF
SM BALANCE	\$ 39,081	\$ 38,497	\$ 584
DEATHS	\$ 34,063	\$ 20,930	\$ 13,133
BAD DEBTS	\$ 477,471	\$ 179,797	\$ 297,674
BANKRUPTCY	\$ 2,877	\$ 1,894	\$ 983
HARDSHIP	\$ 16,121	\$ 4,797	\$ 11,324
TOTALS	\$ 569,613	\$ 245,915	\$ 323,698

Write off amounts are from previous time frames which are written off in the 5 months indicated above

LEGEND

BILLABLE CHARGES - ACTUAL CHARGES BILLED

CONTRACTUAL ADJUSTMENTS - FEDERALLY AND/OR STATE MANDATED ADJUSTMENTS

NET BILLABLE - ADJUSTED BILLING DUE TO CONTRACTUAL ADJUSTMENTS

REVENUE COLLECTED - ACTUAL MONEY TAKEN IN

BALANCE OUTSTANDING - MONEY STILL BEING COLLECTED

SMALL BALANCE - ACCTS WITH OPEN BALANCE OF LESS THAN \$30.00

DEATHS - DEATH WHERE INSURANCE HAS PAID AND NO ESTATE

BAD DEBTS - ACCTS W/BALANCES & NO PAYMENTS IN 120 DAYS - SENT TO COLLECTIONS

BANKRUPTCY - AFTER DISCHARGED

HARDSHIP - INDIGENT

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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/28/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Approval to accept Town Board minutes for November 08, 2011

Consent Agenda Item 22b
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 copy of the above listed minutes.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u><i>Pahrump Town Board</i></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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**PAHRUMP TOWN BOARD MEETING
NYE COUNTY ADMINISTRATIVE COMPLEX
2100 E WALT WILLIAMS DRIVE
TUESDAY – 7:00 P.M.
November 08, 2011
MINUTES**

PRESENT:

Town Board:

Mike Darby
Vicky Parker
Carolene Endersby
Dr. Tom Waters
Harley Kulkin

Staff:

Bill Kohbarger, Town Manager
Brett Meich, Attorney
Scott Lewis, Chief
Matt Luis, Buildings & Grounds Manager
Al Balloqui, Community Business and Development Services Manager
Samantha Carns, Executive Assistant

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

Mike Darby called the meeting to order.

Tom Waters led in the moment of silence and Pledge of Allegiance.

2. Discussion and Possible Decision regarding Moving the Order of or Deleting an Agenda Item(s).

Dr. Waters asked item 12 be a floating agenda item pending the arrival of Mr. John Pawlak, Chair of the Nuclear Waste and Environmental Advisory Board.

With no objections, this request was granted.

2.5 Presentation of Pahrump Valley Rescue Service Medal of Valor to Five (5) PVFRS Firefighter/EMTs.

Fire Chief Scott Lewis spoke of the August fire at the AmeriGas facility which had a great. He proceeded to go over the elements to receive the Pahrump Valley Rescue Service Medal of Valor and asked the Town Board to help him award this medal to Lieutenant Steve Moody, James Monroe, Dan Ultich, John Ashcraft, and Nate Alexander.

3. Presentation by Dr. Nancy Yu, Southwest Medical on the Services they Offer in Pahrump.

Amanda Penn, manger of public and community relations for Southwest Medical, thanked the Board for welcoming them back and proceeded to give the presentation with the assistance of Dr. Yolanda Flores.

Mr. Darby asked if Southwest Medical used electronic devises for transcription.

Dr. Flores said they had several methods of transcription including outsourcing to medical transcription specialists.

Mr. Kulkin asked if the company could do drivers license physicals.
Dr. Flores said specialists would fill out any information required from a doctor to the best of their ability.

Mrs. Endersby asked about the pending note on the acceptance of military health in insurance.

Ms. Penn said it was her understanding this had already been approved on the corporate level and they were only waiting on final paperwork to be processed before removing the pending label.

Dr. Waters asked if they had an idea on when military insurance would officially be accepted.
Ms. Penn replied she had spoken with the network prior to the meeting and had been given the impression it would go through very soon.

Mrs. Endersby and Mr. Darby thanked Ms. Penn, Dr. Flores, and the rest of Southwest Medical for their presentation and for bringing their services to Pahrump.

4. Presentation by Mr. Ken Shockley, Director of Veteran Services Nye & Esmeralda Co. Veterans Services on Veteran Services within the Town of Pahrump and Other Matters Related to Veterans Living in and Around the Town of Pahrump.

Mr. Shockley introduced himself and spoke of some of the services the Veteran Services office offered to local Veterans and proceeded to give a presentation.

Mr. Darby asked Mr. Kohbarger if the veteran information Mr. Shockley had prepared concerning benefits could be included on the Town of Pahrump website, to which Mr. Kohbarger said yes.

Mrs. Parker thanked Mr. Shockley for his presentation and for working with the Fire Department on different initiatives. She also commended him for bringing in around \$18.5 million in veteran services into the community from outside sources.

Mr. Kulkin thanked Mr. Shockley for helping those who had served our nation. He said he was sure more Veterans had been utilizing the Veterans services offered by Mr. Shockley considering the economic downturn however Mr. Shockley was still the only person in the department with no additional help.

Mrs. Endersby, Dr. Waters, and Mr. Darby thanked Mr. Shockley for all of his efforts.

Dr. Waters reminded citizens that Nye County had occasionally looked at cutting Veterans services when looking at the budget therefore citizens needed to stress the importance of this office should they consider it again.

5. Announcements

Announcements were read by Mrs. Endersby.

Dr. Waters mentioned the Veterans Memorial Advisory Board meeting as it had not been listed in the announcements.

He also announce a guest speaker who had been at some of the Prostate Cancer Support Group meetings, Dr. Vogel song, would be at the Senior Center on November 19th at 1:00pm.

Mrs. Parker announced the Community Center Advisory Board would meet November 18th as November 11th was Veterans Day. She also mentioned the League of Women Voters.
Kenny Bent clarified the CCAB would meet on November 15th.

6. Public Comment:

Public comment was heard.

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

Mrs. Parker said she and Mr. Kohbarger had attended a meeting with the solar company which would be locating just over the California border near Pahrump and proceeded to detail information on the project.

She mentioned the PTCC was looking forward to Quartzside and also mentioned Bob Adams and Claire Toomey of the PLAB had put in countless hours GPS-ing various trails on the Wheeler Wash.

Mr. Kulkin said he had attended the Veterans sign dedication ceremony and thanked the Veterans Memorial Advisory Board and all involved for putting the plan into action and Matt Luis for bringing a trailer, chairs, and flags to the ceremony.

Dr. Waters said advisory boards were looking for member applications from citizens.

Butch Clendenen, Chair of the Community Center Advisory Board, said they asked to change the meeting to the 15th in order to address issues which would be pending for the next Town Board meeting.

8. Discussion on Town of Pahrump Economic Development Report.

Mr. Kulkin asked if staff had heard from Contour.

Mr. Kohbarger said they would be getting him information concerning Phase 2 by the end of the week.

Mrs. Endersby thanked staff for working hard putting more input into the report.

Dr. Waters thanked staff for the report and said Mr. Balloqui had said he would add some additional information to help make it clearer however the report was becoming very understandable helping them have a better grasp on it.

Mr. Darby said he too thought the report looked tremendous and thanked staff.

9. Discussion and Possible Decision to Approve Scope of Work for GC Wallace to provide for Engineering & Surveying Services for the Petrack Park Lighting Design (Field C) not to Exceed \$15,000 payable from Park Impact Fees.

Mr. Kohbarger said this had been one of the goals and objectives the Town Board had given to staff saying Mr. Luis had worked on the project for quite some time.

Mr. Kulkin asked Mr. Luis to explain the need for this lighting.

Mr. Luis said the existing system had been set up by volunteers and was no longer adequate. He said it had been quite a mess and they were trying to accomplish getting lighting on the C Field so it could be established as a multipurpose field. He stated they were also trying to address issues which would likely soon come to light on fields A & B.

Mr. Kulkin said it was his understanding monetary issues were the reason Kellogg Park could not be completed. He added that he wanted the public to know the itemized project was for safety issues and needed to be done rather than just something to spend money on.

Mr. Luis said he thought it would be a few more years until there was a functional park on the south end of town but there were looking into it quite a bit. He added that the itemized project would open the field up as a usable space for many more organizations and events.

Mr. Darby asked for clarification that \$15,000 would cover all expenses.
Mr. Luis confirmed.

Mrs. Parker motioned to approve.
Dr. Waters seconded.

No members of the public chose to comment.

Motion carried, 5-0.

10. Discussion and Possible Decision to Select, Award, and Approve Funding for RFP#2011-04, New Roof for the Bob Ruud Community Center.

Mr. Kohbarger said this selection was part of the goals and objectives set by the Town Board. He said after the Community Center Advisory Board had decided upon and presented information and the Town Board gave the go-ahead, Matt Luis, Buildings and Grounds Manager, worked very diligently on this RFP and information concerning the roof project.

Mr. Kulkin said he had confidence Mr. Luis would address any concerns as he had done so upon Town Board members expressing some concerns earlier in the day. He mentioned the suggested company was local and that Mr. Luis would work very closely with Anthony Roofing throughout the process.

Dr. Waters clarified it was normal procedure to disqualify any bids which did not suit the rules as was done with one of the three submitted proposals.

Mr. Darby thanked Mr. Luis for all of the hard work and time he had put into the item.

Dr. Waters motioned to award and approve funding for RFP #2011-04 to Anthony Roofing and Waterproofing in the amount of \$34,000 to reroof the community center per the bid specifications.
Mr. Kulkin seconded.

Mrs. Parker said she felt the reason the project had taken so long to get done was because there was no program or process in Nye County for getting rid of asbestos.

Mr. Kulkin pointed out Anthony Roofing, a local company, was over \$18,000 less and in favor of the Town.

Public comment was heard with three (3) speaking for the motion, one (1) speaking against it, and one (1) speaking neither for nor against.

Motion carried, 5-0.

11. Discussion and Possible Decision to Approve Funding for the Interior Restoration of the Bob Ruud Community Center.

Mr. Kohbarger mentioned the upgrades and environmental testing saying Mr. Luis was present to answer any questions.

Mrs. Endersby commented that there was no quote for retrofitting for energy efficiency in the report from Bec Environmental.

Mr. Luis said energy efficiency was one of the options the CCAB would look at during their meeting the following week as some things were still unanswered by the insurance company and would remain unclear until the day before said meeting.

Mrs. Endersby said there was no clarity on the amount and therefore she did not feel comfortable making a decision on the item. Although she understood we did not wish to delay the process, she did not feel it would be a good idea to move on without all of the information.

Mr. Kohbarger stated they had wanted to move the process along as quickly as possible in order to reopen the building.

Mr. Luis said he understood the concern however they had given all information which they currently had.

Mrs. Endersby asked Butch Clendenen, Chair of the CCAB, if December was a goal which had been set by the advisory board.

Mr. Clendenen responded that the CCAB had asked for accurate information however they had not been obliged. He said the information they had received had been pulled from the air and were false therefore they could not provide accurate evaluations or decisions due to the inability to know the correct amount of available funding. He said all of the information they and Mr. Luis had spend countless hours working on was now void due to these incorrect figured they were presented with. He added that while they had discussed upgrades, the main focus of the advisory board was to reopen the building.

Mrs. Endersby said she saw there needed to be more clarity on everyone's part concerning the finances. She asked if Mr. Kohbarger could give the all of the CCAB's requested information to them as soon as it became available adding she felt the item should be tabled until there was more clarity.

Dr. Waters said he had some questions on the funding but also wanted to see the Bob Ruud Community Center opened as soon as possible. He added that he trusted Mr. Luis' judgment on the project and funding.

Mr. Darby asked if the numbers could be filled in as the only missing number was the settlement amount.

Michael Sullivan, Finance Director, said the settlement amount was estimated to be between \$20,000 and \$25,000 and would be an additional to the \$73,000 in pet funds allocated from the County. He stated that nay other needed supplementation would need to come from the Town Capital Fund.

Mrs. Parker said that in looking at the figures, \$35,000 was the projected cost to open the building with remediation and other items. She emphasized funding needed to be approved that night in order to ensure the community center was reopened as soon as possible.

Mr. Kulkin asked for verification that the requested amount was \$52,000 and an explanation of the environmentally friendly upgrades.

Mr. Luis proceeded to confirm and detail key items which were being considered for the upgrades.

Mr. Kulkin motioned to approve.

Mrs. Parker seconded.

Public comment was heard with one (1) speaking for the motion, and seven (7) speaking neither for nor against the motion.

Mrs. Parker made a statement that the damage done to the interior of the center was due to a design flaw in the roof.

Mr. Kulkin said he was sure the buildings and grounds staff would work closely with the contractors however he also knew staff had many duties and were quite busy. He added all needed to look to the future while working on this project so the Town wouldn't end up spending more money later on. He said he was confident staff had done and would do as much as possible.

Mrs. Endersby said she definitely did not see that the information submitted gave enough clarity to make a sound and responsible decision. She stated she was not sure she could move forward with the project at that time due to the lack of information.

Dr. Waters said he agreed with all Mrs. Endersby had said however he felt the Community Center needed to open as soon as possible therefore he trusted staff to use due diligence and complete the project correctly.

Mr. Darby said there had been a lot of allegations made during the evening however the current matter at hand was the restoration of the community center.

Motion carried, 4-1, with Mrs. Endersby voting nay.

12. Discussion and Possible Decision to Approve Resolution #2011-10, A Resolution Supporting Completion of the Nuclear Regulatory Commission's Review of the Yucca Mountain License Application.

Dr. Waters clarified the resolution was not a suggestion to open Yucca Mountain but to some support in order for the completion of the scientific review of the process.

John Pawlak, Chairman of the Nuclear Waste & Environmental Advisory Board, introduced himself and Dr. Michael Voegele, speaking briefly about Yucca Mountain and the proposed Resolution.

Mr. Kulkin asked what would happen should the Town Board choose to approve the Resolution. Dan Schinhofen, County Commissioner, spoke saying the Resolution would be sent to higher levels of government in order to try to show the desire for the review to continue.

Mrs. Endersby said she was intrigued the item was coming before and knew the County had recently passed a resolution pertaining to the topic. She said personally she had looked into Yucca Mountain and attempted to follow the science and politics associated with the site since locating to Pahrump. Having the belief the entire nation was conflicted on what to do with the project, she had attempted to weigh the pros and cons of opening the mountain or not opening it and could not be sure which option outweighed the other. She added it would take a lot of tax payers' dollars in order to re-open Yucca Mountain. Mrs. Endersby also asked if the NW&EAB was aware of the Blue Ribbon Commission on America's Nuclear Future draft report to the Secretary of Energy.

Dr. Voegele said they had had quite a bit of input in this report concerning Yucca Mountain adding it would not take much to re-open Yucca Mountain mentioning, also, that the Nuclear Waste Fund would go to pay for this and it already had approximately \$29 billion in the account. He also said the report was prepared by Senator Reid's offices and they did not receive the response they had hoped for when researching as he had wanted to report the facility was multifunctional where it was not due to issues including ventilation.

Mrs. Endersby referenced a comment Mr. Pawlak had made and stated Pahrump was not on any maps concerning Yucca Mountain but rather Beatty and Armargosa Valley were. She asked where Pahrump's recognition was concerning this project.

Commissioner Schinhofen said the county would benefit a huge tax base from Yucca Mountain and that although Pahrump had previously been overlooked he felt this was due to the previous commissioners not pushing to gain that recognition. He added this Resolution mirrored those passed by five other Counties. He said that Harry Reid was the only Nevada voice which had been heard in Washington to represent Nevada however as the locals, our opinions should be recognized.

Dr. Voegele stated Nye County would receive payment equivalent to tax fees from the facility which could be comparable to the Palo Verde facility in Arizona which had \$50 million a year going toward their County.

Mrs. Endersby said she felt it was very important all know there were two sides to supporting or not supporting the opening of the facility. She spoke of the need for disaster preparedness planning for any community near such a facility.

Dr. Voegele said many who were opposed to the idea of Yucca Mountain were not aware the project could in fact be safe and that those questions would be heard and answered after the licensing process which would help become initiated by the resolution.

Dr. Waters motioned to approve.

Mr. Kulkin seconded.

Mr. Darby said he spend most of his life he had lived around nuclear reactors and was not particularly favorable for it however the people he had spoken to continued to speak about the number of jobs which would be created in support work for operations should the project continue. He stated the next logical step was to move forward.

Public comment was heard with two (2) speaking for the motion and one (1) speaking against it.

Mr. Kulkin stated the tunnel at Yucca Mountain was amazing as he had been able to tour the facility once. He added operational costs would not be high in order to re-open the mountain and that the US was behind in nuclear energy technology. He said the resolution would simply show Pahrump's support in moving forward to gather further information on the project and hopefully provide more opportunities for the community.

Mrs. Endersby stated she intended to vote for the voices who were not present however were opposed to opening Yucca Mountain. She said she hoped other renewable resources would be vitalized in the future.

Motion carried, 4-1, with Mrs. Endersby voting nay.

13. Discussion and Possible Decision Consent agenda items:

- a. *Action – Approval of Town Vouchers.*
- b. *Action – Approval of Town Board Minutes for October 25, 2011.*
- c. *Action – Approval to Accept Mr. Nick Moore's resignation from the Pahrump Parks & Recreation Advisory Board.*

Dr. Waters motioned to approve.

Mr. Kulkin seconded.

Motion carried, 5-0.

14. Future Meetings/Workshops: Date, Time and Location

- a. *January 2012 Workshop – Town Board & Advisory Boards*
- b. *Town Board Retreat – TBD*

Mrs. Endersby asked if a specific date had been set for the January workshop.
Mr. Kohbarger said as it was being developed, staff would be contacting advisory board members for availability.

15. Staff's Comments

a. Town Manager Report

Mr. Kohbarger said he would take any questions. He mentioned they had held five (5) workshops pertaining to PTO 35 and would hold more in conjunction with the Chamber of Commerce.

Dr. Waters asked when PTO 35 would be on the agenda.

Mr. Kohbarger said it would be ready for a vote at the December 13th meeting.

Mrs. Endersby asked if the room tax proposition for the airport could have the words “and other transportation” added.

Mr. Kohbarger stated this was done specifically due to the need by the FAA for a specific funding source for the airport.

Mrs. Parker brought up there had been a 3-2 vote against public transportation a few months prior.

16. Town Board Member's Comments

Mr. Kulkin said they had heard a lot of things concerning the community and stated he was sure staff and the Board would work very closely together for the best funding options.

He added that some citizens seemed to believe conspiracies were going on however this thought was only a result of a lack of knowledge and communication.

Mrs. Endersby addressed a letter from Lakeview Executive Golf Course in which they expressed concern that they had been omitted as a key attraction of Pahrump in the Contour preliminary report.

Mr. Kohbarger stated Mrs. Parker had written and sent a letter apologizing for the oversight and invited them to become part of the community tourism business partners group which they accepted. He said the group had supplied the Town with information which they would be taking to Quartzsite.

Mr. Darby thanked all for attending the meeting.

17. Adjournment

Mr. Darby adjourned the meeting at 10:28pm.

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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 10/25/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Discussion and Possible Decision to Approve the Job Descriptions for the Executive Assistant & Tourism Coordinator positions within the Administration Department
Consent Agenda Item

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 copy of the Executive Assistant & Tourism Coordinator positions.
These job description were re-written to coincide with the new job duties being performed by these positions. The Executive Assistant old job description was outdated. The Tourism Coordinator job description is a new Title with updated duties
Note: The salary range is concurrent with the old job descriptions.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mr. Kohbarger, Pahrump Town Manager

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-13-11

TO: Town Board

FROM: William Kohbarger, Town Manager
Michael Sullivan, Finance Director

DATE: December 13, 2011

RE: Discussion and possible decision to approve amended job descriptions for the Executive Assistant and Tourism Coordinator positions within the Administration Department.

1.) Background

These are both housekeeping items to amend the job descriptions for two positions that currently exist and are budgeted in FY12. No additional positions are being created. Both positions have been budgeted in previous fiscal years.

The amendments and reclassification are meant to reflect the revised work duties which the existing employees have been performing for an extended period of time. It is common to update tasks to keep the job classifications current with actual duties. The Executive Assistant job description was last updated in 2007 and the Tourism Coordinator job classification replaces job duties that the employee no longer performs. Both of the job descriptions have been discussed and mutually agreed upon by the current employees, Human Resources, and the Town Manager.

- The Executive Assistant description reflects a re-organization of the position duties and the addition of new duties for this position upon the retirement of a former employee. The position, for example, will be implementing new cemetery and facilities management software as well as handling social media projects.

- The Tourism Coordinator description reflects the reclassification of an existing position which occurred during the FY11 and FY12 budget process, and reflects the commitment of the Town Board to supporting, on a full time basis, the efforts of the PTCC in the Town's tourism marketing initiatives and programs, as well as integration with the NCOT operations and grants, and participation in the regional Nevada Silver Trails activities.

.2.) Fiscal Impact

There currently are sufficient funds available in the General Fund and Town Tourism Room Tax Fund respectively for these positions in the FY12 budget. No increase in funding is being requested.

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-13-11

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to approve the job descriptions for the Executive Assistant and Tourism Coordinator positions as presented.*

If you have any additional questions, I would be happy to answer them.

(ATTACHMENT – TOWN OF PAHRUMP JOB DESCRIPTION FORMS)

Town of Pahrump

Job Description Form

Job Title: Executive Assistant

Department: Administration

Location: Town Office

Reports to: Town Manager

Level/Grade: N/A

Salary Range:

\$23,962 - \$34,112

Type of position:

Full-time

Part-time

Contractor

Volunteer

Temporary

Hours: 40 / week

Exempt

Nonexempt

General Description:

Under the general supervision of the Town Manager, the employee performs various front office operations including customer relations, cemetery sexton duties, facility reservations, preparation and maintenance of all Town Board documents, maintains social media accounts and advisory board information, orders supplies, and other duties as assigned by the Town Manager. Considerable tact and finesse are required when working with the public, other governmental agencies and other employees.

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.

- Aids in the preparation and posting of agendas and back up materials for meetings, ensuring compliance with Nevada Open Meeting Laws;
- Maintains all Town Board records and other municipal documents;
- Transcribes minutes;
- Proofreads documents and correspondence;
- 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;
- Manages the schedule of the Town Manager;
- Attends all Town Board meetings and other meetings, as required;
- 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;
- Posts monthly calendar of Town events to web site; posts agenda and minutes to web site as well as other documents as necessary;
- 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 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 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.

Reviewed by Town Manager:

Name: _____ **Date:** _____

Approved by Town Board:

Chairman: _____ **Clerk:** _____

Date: _____ **Date:** _____

This Job Description supersedes previous version dated: _____

Town of Pahrump

Job Description Form

Job Title: Tourism Coordinator

Department: Administration

Location: Town Office

Reports to: Finance Director

Level/Grade: N/A

Salary Range:

\$31,497 - \$44,726

Type of position:

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

Hours 40+ / week

- Exempt
- Nonexempt

General Description:

Under the general supervision of the Finance Director, the employee performs various Tourism related operations including administrative support for PTCC; tourism development; tourism marketing efforts; development of marketing materials; planning, coordination, and attendance at tourism related events, including conferences, and promotional opportunities, customer relations, develops and coordinates website and social media accounts for Tourism. Considerable tact and finesse are required when working with the public, other governmental agencies, vendors, hospitality and tourism related businesses and other employees.

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.

- Promote Pahrump as a tourist destination;
- Builds relationships with group travel planners and others in the tourism industry;
- Builds relationships with Pahrump's tourism community including attractions, hoteliers and restaurants;
- Develop and supports marketing plan, assisting with mix of advertising, promotions, direct mail, trade shows and social media;
- Personally host tour groups and conduct tours of the town;
- Follows state and regional tourism trends and keeps Pahrump on the leading edge in attracting tourists;
- Maintains knowledge of tourism industry publications, books and resources, and Tourism email updates to keep current with latest news, trends, and opportunities.
- Attends all PTCC meetings and other meetings, as required;
- Exercises considerable initiative, independent judgment and discretion in working with confidential property or contractual information.
- Responds appropriately in a professional manner to all tourism related requests for information with public, vendors, governmental agencies, at local, regional, or national levels.
- Plans and maintains materials and equipment related to PTCC activities;
- Responsible for correspondence on behalf of the PTCC in a timely and professional manner.
- Coordinates Tourism web site design, upgrades, and maintenance as necessary;
- Manages online social media/networking tourism related accounts for the Tourism;
- Responsible for preparation and posting of PTCC agendas, back up materials for meetings and minutes ensuring compliance with Nevada Open Meeting Laws;

- Maintains all PTCC records and other related marketing and meeting documents;
- Proofreads documents and correspondence;
- Performs other duties as assigned by the Finance Director.

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 tourism, marketing, hospitality marketing, grant development and administration, and support services with related boards, commissions, or agencies. Exhibits appropriate computer skills with office software including web products and social media marketing. Have strong customer services, general math and communication skills, including written and oral presentations.

Knowledge and Abilities:

- Knowledge of 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 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 and includes some overnight travel. Possess a valid Nevada driver's license.

Reviewed by Town Manager:

Name: _____ **Date:** _____

Approved by Town Board:

Chairman: _____ **Clerk:** _____

Date: _____ **Date:** _____

This Job Description supersedes previous version dated: _____

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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/28/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval to accept the resignation of Mr. David Yoder from the Pahrump Community Center Advisory Board (CCAB).

Consent Agenda Item 22d

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 the respective resignation email.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Pahrump Town Board

Print Name

Pahrump Town Board

Signature

400 N. Hwy 160

Mailing Address

(775) 727-5107 ext.

Telephone Number

David Yoder
830 Flag Street
Pahrump, NV 89048

Town of Pahrump
400 N Hwy 160
Pahrump, NV 89060

To Whom it May Concern:

I, hereby, tender my resignation from the Community Center Advisory Board. While I thank you for the opportunity to be on this board, I find that the Friday meetings conflict with my schedule.

Sincerely,

A handwritten signature in cursive script that reads "David E. Yoder".

David Yoder

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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/28/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval to accept the resignation of Ms. Wendy Beilby from the Pahrump Tourism and Convention Council Advisory Board

Consent Agenda Item 22e

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 the respective resignation email.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Pahrump Town Board

Print Name

Pahrump Town Board

Signature

400 N. Hwy 160

Mailing Address

(775) 727-5107 ext.

Telephone Number

September 23, 2011

Pahrump Town Manager/Pahrump Tourism & Convention Council
400 North Hwy 160
Pahrump, NV 89060

To Whom It May Concern,

I, Wendy Beilby, must resign from the PTCC, though I have enjoyed being on this council personal circumstances prevent me from continuing my participation. I have successfully sought employment in Las Vegas and will be moving.

Thank you for letting me participate in the grant decision making processes.

Best of luck in the future decisions of the Community!!

Regards,

Wendy Beilby
Pahrump Nugget Hotel and Casino

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 7:00 p.m. in the County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
11/10/2011	12/13/2011

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval to accept Ms. Deborah Davis to the Pahrump Tourism & Convention Council Advisory Board.
Consent Agenda Item 22f.

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 application for Ms. Davis

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107
Telephone Number

Rec'd 10-17-11

October 14, 2011

Pahrump Town Board
Bill Kohbarger, Pahrump Town Manager
400 North Highway 160
Pahrump, Nevada 89060

Dear Board,

Enclosed you will find my application for the position of member of the Pahrump Tourism and Convention Council. The Sales and Marketing Vice President of William Lyon Homes, Linda Kemper, has attended a number of the Council's meeting and suggested I apply for the position. I embrace the idea wholeheartedly. In my position as Sales Agent at Mountain Falls, I deal daily with tourists and find I must not only sell them our homes, but also on the idea of moving to Pahrump and the town itself.

Pahrump already has become a tourist destination with such offerings as Spring Mountain Motorsports Ranch, Front Sight Firearms Training Institute, both Sanders' Family Winery and the Pahrump Valley Winery and of course, the Mountain Falls Golf Course and Master Planned Community. I would think more will follow with input from this Council to the Town Board. I believe in the promotion of Pahrump as a means of stimulating its growth and would like to be an integral part of it.

Thank you for your consideration,

Deborah R. Davis

Deborah R. Davis

[Redacted signature block]



William Lyon Homes, Inc.

October 12, 2011

To Whom It May Concern:

I am pleased to recommend Debbie Davis for a seat on the Pahrump Tourism and Convention Council or for any other community service position she so desires. I have known Debbie personally and professional for over 5 years and have a great deal of respect for her ethics, professionalism and downright good business sense. She is also amiable, reliable and possesses great people skills

Since relocating to Pahrump in 2007 to sell our homes, Debbie has fully embraced the community lifestyle and stands out as a great ambassador for Pahrump. She regularly participates in community events and has represented our company as well as others, in the local Chamber of Commerce. She gives freely of her time and attentions for causes that benefit the community and would be a great asset for your Council.

If you have any further questions, please feel free to telephone me at (702) 407-7452.

Sincerely,

Linda Kemper
Vice President Sales and Marketing

PLEASE READ BACK OF APPLICATION BEFORE COMPLETING

Town Advisory Board (TAB) Application

Name of Board: PAHRUMP TOURISM & CONVENTIONAL COUNCIL

Applicant Name: DEBORAH R. DAVIS

Home Address: [REDACTED] PAHRUMP Zip: 890 [REDACTED]

Mailing Address: [REDACTED] PAHRUMP Zip: 890 [REDACTED]

Home Phone: [REDACTED] Unlisted? Yes No Fax: [REDACTED]

Cell #: [REDACTED] Work #: [REDACTED]

E-Mail Address: [REDACTED]

Please provide a brief description of your qualifications, experience, or interests that would be considered an asset to this Advisory Board:

Are you currently employed by a public entity? Yes No If yes, which entity? _____

I have attached my resume/letter of interest: Yes No

I certify that I am a QUALIFIED ELECTOR, that my primary RESIDENCE is WITHIN THE BOUNDARIES of the Town Advisory Board area to which I am applying, and that the information provided is true and accurate to the best of my knowledge.

Deborah R. Davis 10/10/11
Signature Date

The Pahrump Town Manager will receive and have all applications placed on the Pahrump Town Board's Agenda. You may mail or deliver this application to the Pahrump Town Manager's Office, Pahrump Town Office at the following address:

**Pahrump Town Manager
400 North Highway 160
Pahrump, Nevada 89060**

(This document becomes a public record once it has been received by the Town of Pahrump.)

Deborah R. Davis

[REDACTED]

Objective **Pahrump Tourism & Convention Council Member –**
To assist is in the effort of selling Pahrump to prospective visitors
and businesses

Education **College**
University of Nevada Las Vegas 1 year
Major: Accounting
California Polytechnic University San Luis Obispo 2 years
Major: Business Administration
Additional Courses
Leadership Training by ShoreSelect 2006 to 2010
Southern Nevada School of Real Estate
Nevada Real Estate License – February 2006

Work Experience William Lyon Homes – November 2010 to present
Beazer Homes – March 2010 to November 2010
Resigned to return to William Lyon Homes.
William Lyon Homes – August 2006 to February 2010
Laid off due to employer reduction of work force.
Real Estate Temps – October 2005 to August 2006
Temped for many homebuilders in Clark County.
Resigned to accept a full time position with William Lyon
Homes.
Armor-Germain Packaging – April 1984 to August 2007
Sales Representative – Outside sales of retail and industrial packaging.
Resigned position to work as full-time agent for William Lyon Homes.
Russ Berrie & Co. – August 1995 to December 2005
Sales Executive – Outside sales of home décor and gift items.
Sales territory eliminated in corporate restructuring.
Robert Deiro & Associates – 1985 to 1999
Coordinator – Part-time manager of sales, employees and organization
of auctions. Company changed owners.
Son of Britches, Inc. – 1982 to 1985
Owner/Operator of discount clothing business. Sold business.
Rebel Britches, Inc. – Co-owner/Operator of clothing chain. Sold interest.

Skills

Sales – Sold new homes in the Pahrump market for the past 4 years.
Averaged over \$1,250,000 annually in combined sales for Armor-
Germain Packaging and Russ Berrie, Inc. dealing with customers and
inventories. Received sales awards from both companies.
Communications – Dealt well with prospective buyers in finding the best
products for their needs. Cold called on retail, wholesale and real
estate agencies. Developed own marketing tools.
Organizational – Set up Series 1 and Entrata sales office at Mountain Falls
in Pahrump, NV. Ran home office since 1984 using office, bookkeeping
and computer skills, while carving out the Armor-Germain Packaging
and Russ Berrie, Inc. markets.
Managerial – managed daily business at local sales office.
At Rebel Britches/Son of Britches, Inc. managed employees and daily
business operations required of a retail operation including, but not
limited to selling, managing, accounting, purchasing, inventory control,
customer service, problem solving and marketing .
Computer – Microsoft Works, Microsoft Words, Microsoft Excel, Internet
Explorer and other programs.

Volunteer Experience

Pahrump Valley Rotary – 2011 to present

Pahrump Valley Chamber of Commerce – 2010 to present

Junior League of Las Vegas – 1984 to present

Past President 1993-94, served in a variety of other offices.

Awarded Heart of Gold, voted by the membership.

USTA/Nevada Tennis Association – 2000 to 2010

Served as Vice President, Secretary and Treasure

GFWC Junior Mesquite Club – 1970 to 2003

Past President 1976-77, served in a variety of other offices.

Received the JOY Award, voted by the membership.

Assistance League of Las Vegas – 1979 to 1986

Served in a variety of offices on Executive Board.

GFWC Intermountain Director of Junior Clubs – 1978 to 1980

GFWC National Board – Nevada Junior Director – 1976 to 1978

References available upon request.

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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/28/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Future Meetings/Workshops: Date, Time and Location

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:
January 9, 2012 @ 5:30pm. Town Board & Advisory Board Workshop
Town Board Retreat - TBD

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</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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/28/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Staff's Comments

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 Town Manager's Report

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(s) OF ITEM: Pahrump Staff

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u><i>Pahrump Town Board</i></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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Town Manager Report

12/13/11

1. **Bob Ruud Community Center (BRCC)**
 - a. The Roof Reconstruction was started on December 2nd and is scheduled to be completed by December 08th.
 - b. The Mold Remediation was started on December 08th and is scheduled to be completed by December 16th.
 - c. The Restoration of Room A, B and the Hallway is scheduled to start two days (December 19th) after the mold remediation is expected to be completed within one to two weeks.
 - d. The Kitchen upgrade is on this current Town Board agenda Item #12.
2. **PTO 32: Amendment to the Room Tax Ordinance**
 - a. On current Town Board agenda for possible approval.
3. **PTO 35: Amendment to the Business License Ordinance**
 - a. On current Town Board agenda for possible approval.
4. **Pool**
 - a. The Town, GC Wallace and Gothic Landscaping will be completing the final walk through of the Pool project on Friday, December 09, 2011.
5. **BLM Projects**
 - a. The Town Manager along with Mr. Bob Adams, PLAB met with the BLM on Friday, December 2nd to discuss three projects: Wheeler Recreational RMP, Pahrump Airport and Last Chance Park.
 - i. Wheeler Recreational RMP: Mr. Adams submitted routes/trails to the Vegas Office. The Vegas office accepted the routes/trails. The Vegas office advised they would work with Mr. Adams.
 - ii. Pahrump Airport: The Town and BLM discussed Mr. Kunzi legal opinion. The BLM told the Town that the Town will receive an official letter from the BLM stating that they concur with Mr. Kunzi's legal opinion. We further discussed the cost recovery report, road access to the airport and FAA monthly meetings.
 - iii. Last Chance Park: The BLM told the Town that the funds for the mitigation are on the chopping block due to the Federal budget. The BLM would know by December 16, 2011 if the funds remain.
6. **Fire Department**
 - a. Occupational Safety & Health Administration (OSHA) is in Town interviewing staff members pertaining to more complaints filed by a former employee. As previously stated the Town is very confident that all reported violations will be unfounded.
7. **2011-2012 Goals & Objectives**
 - a. See attached updated Worksheet.

8. Correspondence

- a. State of Nevada Office of the Attorney General

9. Department Head Reports:

- a. Fire-Rescue Service (November 2011)

10. Town Manager Calendars:

- a. December 2011
- b. January 2012

Goals & Performance Objectives 2011 Monthly Update

Date Started/ Activity	Goal	Dec-11	Projected Completion Date
<p>10/18/2011</p> <p>11/14/2011</p>	<p>#1 (MD #1) Groundbreaking for fair ground to include arena soccer fields, parking lot, well and septic as Town's first utility which would include having to press State Legislature for waiver from UINC service area this would not have to be more than 60 to 80 acre possible north west side off of Ironwood Street and could be or should be a joint venture with Nye County as this land has been labeled Nye County Fair Grounds. Large outdoor amphitheaters could be made out of the large ravines with some creative grading and conform to flood control in mind. There should be enough high ground to flatten off for a large carnival to set up and if construction companies will trade work for in-kind grading, then work could begin shortly after plans are drawn up. he concept is much like Logandale/Clark County fairgrounds flat land and large steel buildings for events and auctions/show of livestock events, barn dances, etc. Keep it simple, many places today host western theme events and draw large crowds, such as county fairs/rodeos.</p>	<p>Finance Director and Town Manager met with County staff to discuss moving forward with a well and soccer field development. Set another meeting w/County Staff for early November to involve Town's Engineer.</p> <p>Finance Director, Buildings & Grounds Mgr and Town Manager met with County staff to discuss moving forward with a well, soccer fields and Detention Basin development. Discussed where these areas could be constructed.</p>	<p>24-months</p>
<p>10/20/2011</p> <p>11/2/2011</p>	<p>#2 (MD#2) Bring back graffiti Clean-Up as a monthly volunteer day to help clean up Pahrump, use time in between dates to contact property owner for release to be signed, setup paint collection/donation maybe Home Depot, Ace or Wal*Mart will contribute. It is important that this has a very low/no impact cost to the Town. Mr. Darby would be happy to be the point person for this with you.</p>	<p>Town Manager contacted Sheriff Office to determine where what level the Graffiti program is currently operating. Cpt. Becht advised that the program is still in operation and that the S.O. has not received any requests within the past month or two to remove graffiti.</p> <p>Town Manager met with Building & Grounds Mgr & Fire Chief to discuss being proactive with this program. Having their staff report on areas that contain graffiti while they are out interacting within the community.</p>	<p>On-Going</p>
	<p>#3 (VP#1) Revise Business License Program</p>		

10/18/2011	Town Manager and Town Attorney placed the Business License Ordinance (PTO 35) on the October 25, 2011 Town Board agenda to start the legal procedure for Changing the Ordinance	2/1/2012
11/8/2011	Town Manager placed a copy of the Re-line version of PTO 35 in the Town Manager report. Is working with the Chamber to sent out notices to the business community pertaining to workshops.	
12/28/2011	Town Manager conducted the first of four workshops on the revisions to PTO #35. The workshops are scheduled for 11/28, 11/29, 11/30 and 12/06. The 11/29 workshops is set for 6:00 p.m. The other three are set for noon.	
12/29/2011	Staff (Town Manager & Town Attorney) created Resolution 2011-12 to adopt a Fee Structure for PTO #35. Resolution 2011-12 will be on the December 13, 2011 Town Board agenda for possible approval.	

#4 (VP#2) Complete Last Chance Park

10/13/2011	Town Manager and Mr. Adams, PLAB met with BLM staff to discuss Trails Program and Last Chanced Park. BLM advised that they have funds to mitigate the Last Chance property in question. A teleconference has been arranged for October 25, 2011 involving Town staff (Town Manger and Mr. Adams), BLM (Mr. Spencer, Field Manager and Ms. Sprowl, BLM Archeologist) and Ms. Palmer, State Historical Preservation Office staff.	7/1/2012
10/25/2011	Town Manager participated in a telephone conference with Ms. Palmer, SHPO and Mr. Spencer, BLM to discuss the status of Last Chance Park. The consensus was that the LCP was going to move forward and that the BLM had obtained funds to complete the mitigation. The Town and BLM would be meeting soon to set a schedule to proceed with the mitigation of LCP.	
11/14/2011	Town Manager sent an email to Mr. Spencer, Pahrump Field Manager requesting a meeting to set the timeline for LCP. A meeting has been set for December 02, 2011.	
12/2/2011	Staff (Town Manager & Mr. Adams, PLAB) met with BLM staff to discuss LCP. The BLM advised staff that the funding that was set to mitigate the property might be on the chopping block due to the Federal budget. The BLM will know more on December 16, 2011.	

#5 (VP#3) Continue working with FAA, BLM, Fish and Wildlife, etc., on Airport

10/17/2011	Town Manager submitted a Financial Action Plan (FAP) to the FAA and BLM which stated the Town was attempting to create a revenue stream for the construction and operation of the Airport.	12/31/2015
10/19/2011	Town Manager had a conversation with an FAA representative pertaining to the FAP. FAA advised that the	

10/24/2011	Town's FAP has been sent up the flagpole and that we should be hearing soon if it gets approved. Processed and sent back to the FAA the Federal Aviation Administration's (FAA) Interim Policy on Residential Through-the-Fence (RTTF) Access to federally obligated airports.
11/17/2011	Town Manager received a letter from the FAA requesting the Pahrump (New) Airport Fiscal Year 2013-2017 Airport Capital Improvement Plan (ACIP). Town Manager contacted FAA (Mr. Pomeroy & Mr. Kumar) to discuss the ACIP.
Nov-11	Town Manager has been requesting and obtaining "Letters of Commitment" to utilize the airport from local and out of town businesses, citizens and visitors that are pilots. So far to date the Town has received 69 commitment letters from licensed pilots.
12/1/2011	Town Manager received an Opinion Letter from Mr. Kunzi, Nye County DA. The letter advised that the Town had the authority pursuant to the NRS's to own and operate an airport. The letter was sent directly to the BLM by Mr. Kunzi.

#6 (VP#4) Complete 5-Year Strategic Plan

#7 (CE#1) Rewrite and obtain passage of a new Nuisance Abatement Code working with both Town and County to assist in the development and enforcement of Town and County nuisance abatement regulations and compliance ordinances.

#8 (CE#2) Expand on the implementation of a 'Communication Package' for information sharing between the Town Board, Town Staff, and Citizens of Pahrump. The purpose is to meet Sunshine Act laws and State NRS regulations.

#9 (CE#4) Place economic development as a number one priority to promote commercial business development, job development, light industry, etc., by working with the County Administration, County and State Economic Development Agencies, Town staff, and public/private resources.

Oct-11 Town staff (Town Manager/Community Services Development Manager/Finance Director) has met with County staff and County ED agencies on several ED opportunities.

On-going

#10 (CE#5) Create a "One Stop Shop" for incoming businesses/residents that will identify Community Contacts, Community Development, Workforce Development, Infrastructure Development (utilities), and Education

Resources. This "One Stop Shop" will be placed on the Town's website.

11/8/2011 Staff (Mr. Balloqui) attended the monthly joint Utilities meeting and started to gather information for the "One Stop Shop". 12/31/2012

#11 (CE#6) Implement a back up training program for staff. The purpose is to designate a back up employee to be trained in the primary employee's critical job duties. Prepare manuals which include critical elements of each position.

11/2/2011 Town Manager met with all Dept. Heads to discuss this project and place a timeline on the completion of same. 3/31/2012

#12 (CE#7) Complete Ruud Community Center roof repairs and/or construction of new Community Center.

Oct-11 Staff (Building & Grounds Manager) has been research and putting together an RFP to replace both roof on the Ruud Community Center. 3/31/2012
10/18/2011 Staff (Human Resources) placed the above mentioned RFP in the local and regional newspapers
11/8/2011 Staff (Building/Grounds Mgr & Town Manager) placed this item on the 11/08/11 Town Board agenda. The Town Board approved awarding RFP 2011-04 to Anthony Roofing & Waterproofing.
11/9/2011 Town Manager issued a "Notice to Proceed" to Anthony Roofing & Waterproofing. Building/Grounds Mgr. hand delivered the "Notice to Proceed."
11/10/2011 Building/Grounds Mgr. met with Anthony Roofing to walk the BRCC Roof and set a timeline for the project.

#13 (CE#8) Complete Field C Park lighting project.

10/21/2011 Staff (Building & Grounds Mgr) contacted GC Wallace to request Petrack Park Lighting Design cost analysis. GCW provided a cost analysis of \$15,000.00 for the engineering which will be placed on the November 08, 2011 Town Board agenda for approval. 12/31/2012
11/8/2011 Staff (Building & Grounds Mgr) placed the GC Wallace cost analysis on the 11/08/11 Town Board agenda. The Town Board approved moving forward.
11/9/2011 Town Manager signed and sent forward to GC Wallace the Letter of Authorization for the Petrack Park Lighting Design via email.

#14 (CE#9) Refurbish public restrooms at Petrack Park.

#15 (CE#10) Oversee, guide, and work diligently to ensure the Pahrump Airport is completed in a timely manner.

10/24/2011	Processed and sent back to the FAA the Federal Aviation Administration's (FAA) Interim Policy on Residential Through-the-Fence (RTTF) Access to federally obligated airports.	12/31/2015
11/17/2011	Town Manager received a letter from the FAA requesting the Pahrump (New) Airport Fiscal Year 2013-2017 Airport Capital Improvement Plan (ACIP). Town Manager contacted FAA (Mr. Pomeroy & Mr. Kumar) to discuss the ACIP. The ACIP must be returned to the FAA no later than January 16, 2012.	

#16 (CE#12) Complete goal established in 2006 to develop a 'Business Enterprise Zone' by completing Brownfield designation to significantly increase the probability of receiving State and Federal development grants.**#17 (CE#16) Improve public relations for the Town.**

On-going

#18 (CE#18) Continue work toward question of Town Incorporation.

9/26/2011	Town Manager met with Mr. Hartman, Incorporation AB to answer questions pertaining to incorporation. We discussed several options to proceed forward including city of Henderson changing the CTX in 2001.	On-going
10/6/2011	Town Manager met with City of Henderson City Manager asking him questions on how the City of Henderson was able to effectively change the CTX in 2001. Henderson CM advised he would forward the report.	
10/24/2011	Town Manager met with Mr. Hartman to discuss one issue pertaining to the IAB. The issue was solved and Mr. Hartman will be updating the IAB.	

#19 (CE#21) Find and implement ways to help people who are disabled get to Town Board meetings.**#20 (CE#24) Hold workshops/training as to Advisory Board roles, policies, and procedures.**

11/10/2011	Staff (Executive Secretary) sent out an email to all Advisory Board members requesting dates that are not good to meet in January 2012 further advising them that there will be a Workshop held in January 2012.
------------	--

#21 (TW#1) Brief status of all 'finalized' Goals monthly / Give estimated completion dates / State "closed" when completed.

On-going

#22 (TW#2) Ensure TM has a continual review of all items on the selected Town Manager Evaluation Form.

#23 (TW#3) Ensure Town Board members are kept current on all items on the selected Town Manager Evaluation Form.

Oct-11 #24 (TW#4) Review all Town Ordinances to assure practicality and currency and codify. Staff (Town Manager and Town Attorney) started the process to change two Ordinances (PTO 35 & PTO 32) placing both Ordinances on the October 25, 2011 Town Board agenda.

On-going

#25 (TW#7) Incorporate all Town Board Goals into plans of action. In progress but no report to show at this time.

9/27/2011 #26 (TW#8) Develop with TB, long- and short-term goals for the Town of Pahrump. Town Board and Town Manager agreed to twenty-nine (29) Goals during the September 27, 2011 Town Board meeting. (15 short-term & 14 long-term)

9/27/2011

10/10/2011 #27 (HK#1) Keep on top of international tourist attraction project. Assisting Contour and Vercitas when and where ever
Town Manager arranged meetings with Town Board members and Contour Entertainment to answer questions pertaining to Phase I Final Report
10/11/2011 Town Manager arranged meetings with Town Board members and Contour Entertainment to answer questions pertaining to Phase I Final Report
Oct-11 Created AD Hoc Committee to review, assist and development strategies to ensure a successful outcome. Have two members agreed to participate and am working on more.

On-going

#28 (HK#3) Compile an information packet to be distributed to Town Board members as to the status of all Town/BLM projects.

- | | | |
|------------|---|------------|
| 10/25/2011 | Mark Spencer, BLM Pahrump Field Manager gave a presentation at the Town Board updating the status on all Town/BLM projects. | 12/31/2011 |
| 10/27/2011 | Town Manager created a list of all Town/BLM projects (Last Chance Park, Land Sales, RMP-Disposable Land, Trail-Wheeler Recreational Area, Bell Vista Shooting Range, and Proposed Pahrump Valley General Aviation Airport and forwarded same to the Town Board. | |

#29 (HK#5) Name badges for office personnel. Make current the Town Board member list/plaque on wall in Town office.

- | | | |
|------------|---|------------|
| 10/20/2011 | Town Manager delegated this project to Ms. Carns. Ms. Carns contacted the company that created the Plaque and ordered the necessary material and updates. | 11/22/2011 |
|------------|---|------------|



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701-4717

CATHERINE CORTEZ MASTO
Attorney General

KEITH G. MUNRO
Assistant Attorney General

GREGORY M. SMITH
Chief of Staff

November 17, 2011

Frank J. Maurizio
581 China Street
Pahrump, Nevada 89048

Re: Open Meeting Law / AG File No. 11-027 and 11-028
Pahrump Town Council / Community Center Task Force

Dear Mr. Maurizio:

We have reviewed your Open Meeting Law (OML) complaints which alleged that a quorum of the Pahrump Town Board (Board) attended two Community Center Task Force meetings—one on August 1, 2011 and the other on August 12, 2011. It is alleged that the attendance of a Board quorum at the two meetings is a violation of NRS 241.015(4).

The Board, by and through its attorney, admits that a quorum of the Board was present at both meetings, although the Board also asserts that at neither meeting did a quorum discuss, decide, or otherwise deliberate on matters within the Board's supervision. NRS 241.015(2).

At the second meeting, Ms. Parker and Mr. Kulkin made a presentation regarding the condition of the Community Center. Dr. Waters had left the meeting by then so no quorum was present. Mr. Kulkin told this office he did not have any conversation with Dr. Waters.

The Board acknowledges that it should have included a statement on the Task Force agenda to notice the public that a quorum of the Board could be present, but that no Board business would be acted upon. The Board also acknowledged that it should have included a list of places in the community where the agenda had been posted. These were errors; however, the Task Force assures this office that steps have been taken to cure these two errors so that the Task Force remains in compliance with the OML.

It also appears that at the August 12, 2011 meeting, Dr. Waters left immediately after concluding his OML presentation, so that thereafter there were only two Board members present. Two members is not a quorum, so the balance of this meeting did not offend the OML.

Board member Vicky Parker had asked Town staff to incorporate a disclaimer that a quorum of the Board might be present and to list the locations of the posting of the Task Force agenda. Neither request appears to have been met. We have been provided with evidence that notice and agenda was posted at locations meeting the statutory requirement.

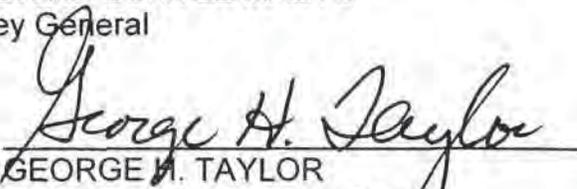
Based on these facts, we do not believe any corrective action is required. The Board has acknowledged its mistakes and has taken steps to ensure no further violations occur.

We are closing our files on these matters.

Sincerely,

CATHERINE CORTEZ MASTO
Attorney General

By:


GEORGE H. TAYLOR
Senior Deputy Attorney General
(775) 684-1230

GHT/CG

cc: William A. Kohbarger, Pahrump Town Manager
Bret Meich, Esq., Counsel for Town of Pahrump
Pahrump Town Board:
Mike Darby, Chair
Vicky Parker, Vice-Chair
Carolene Endersby, Clerk
Tom Waters, Member
Harley Kulkin, Member

Pahrump Fire - Rescue Service



Monthly Report Nov-11

Scott F. Lewis
Fire Chief

Department Responses: Monthly Response Total:

	<u>October</u>
Fire:	119
EMS:	443
Total:	562

Response Type:

Fire Incident Type:

	Month
Fires (structures, vehicles, brush, etc.)	9
Rescue/MVAs/Medical Assists	41
Hazardous Conditions/No Fire:	4
Service Assignments:	49
Good Intent Calls:	4
False Calls(alarms & intentional)	11
Special Incidents (miscellaneous)	1
Total:	119

EMS Responses:

	Month
911 Transports	239
Interfacility Transf.	128
AMA:	76
Totals:	443
Civilian Fire Deaths:	0
Civilian Fire Injuries	0
Firefighter Injury	0
Other Public Servants:	0

Apparatus and Facilities:

Apparatus Issues:

- * Medic 6 (Dodge) out-of-service
- * Tower Ladder 1 out-of-service

Building Issues:

- * Station 1: No changes
- * Station 5: No changes.
- * Station 3: No changes.
- * Station 2: No changes.

Activities:

Completed:

- * New FF/EMT-I hired and is currently precepting.
- * Testing is being scheduled for an open FF/EMT-I position
- * Fire Chief attended numerous meetings with Nye Planning, Buildings and Safety, VEA/Utility, DV Hospital, etc.

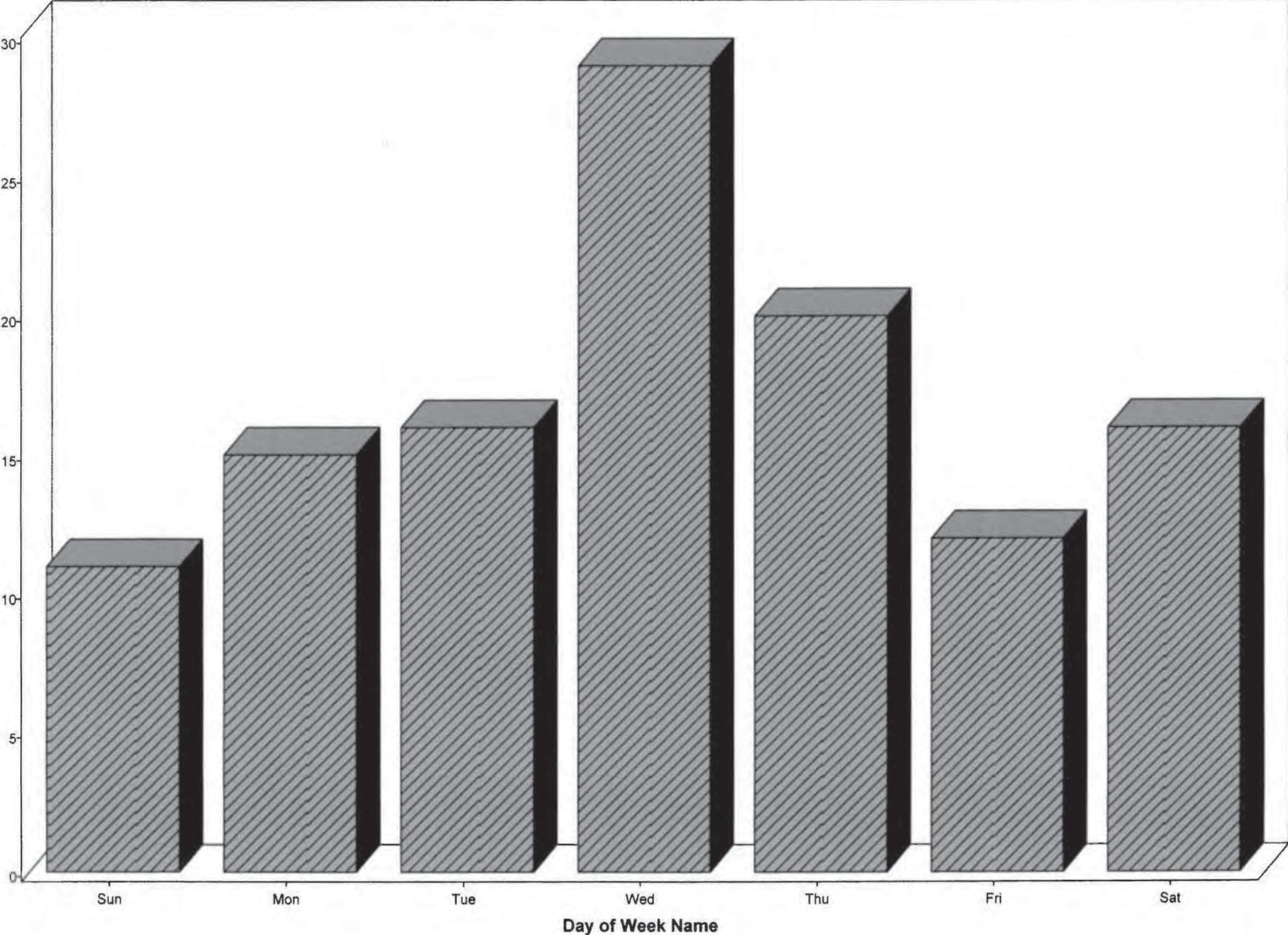
Upcoming:

- * Continue Pre-Fire Plans

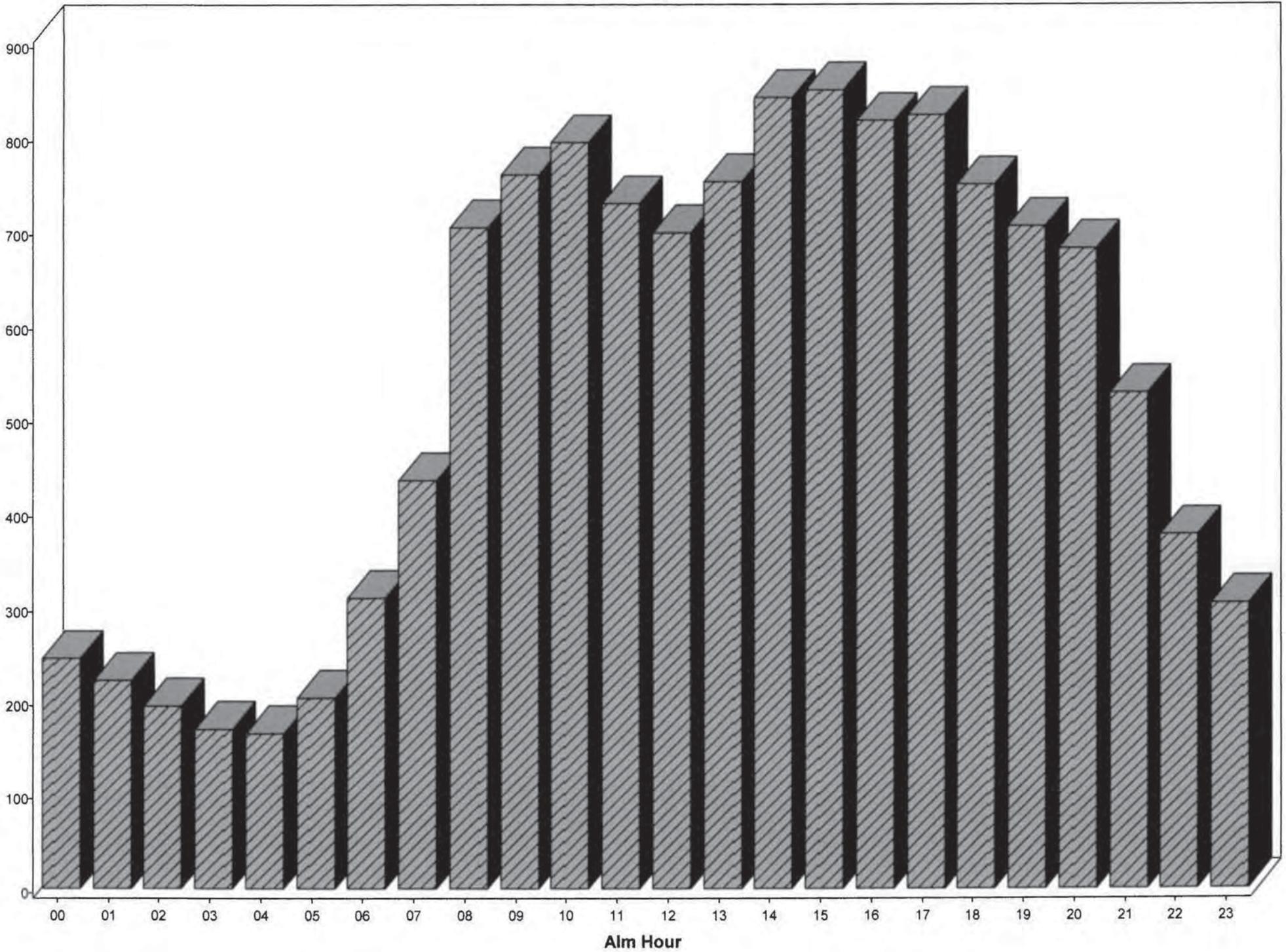
Miscellaneous:

- * The attached "Thank You" letters were received.

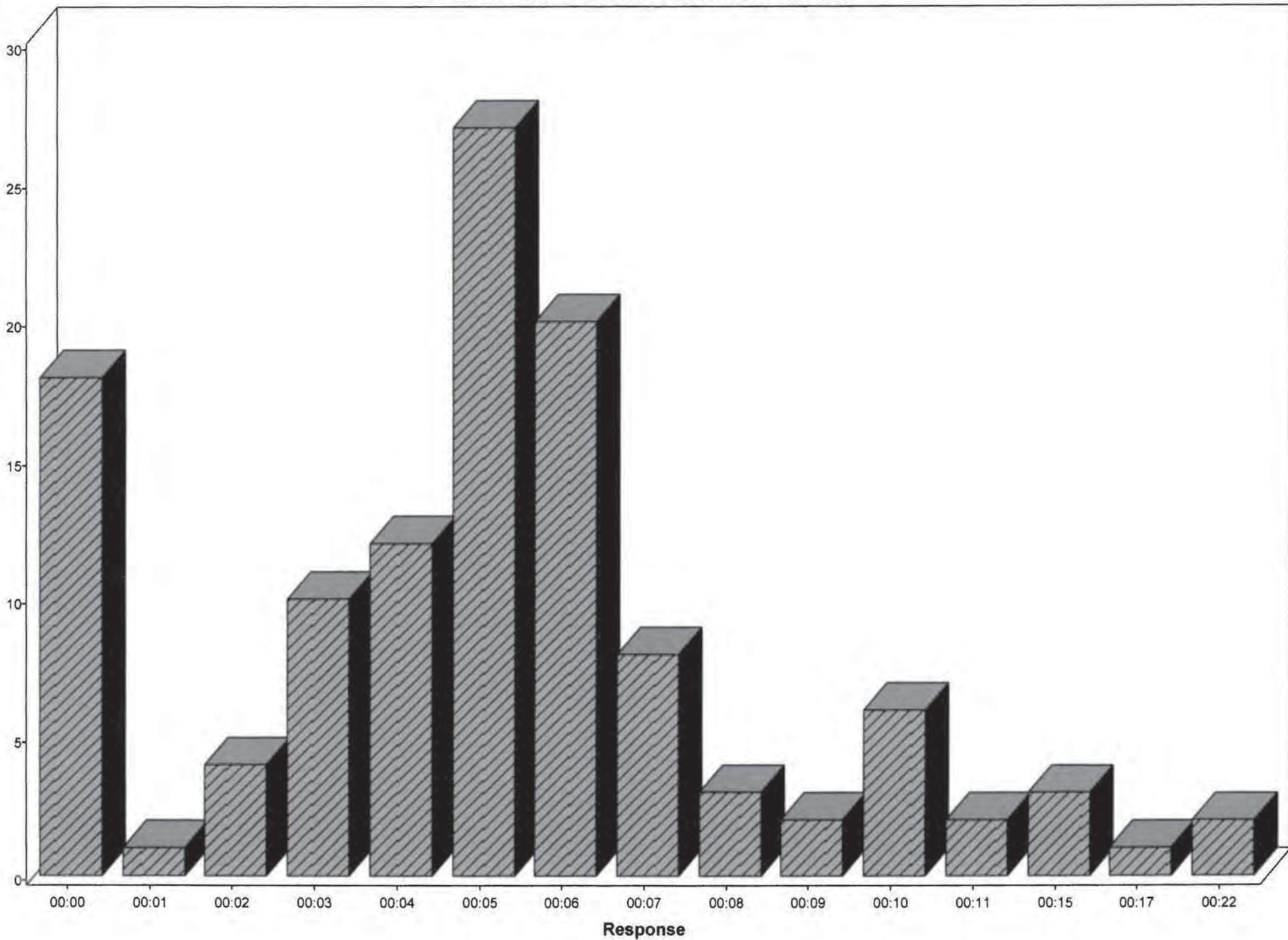
Incident Responses by Day of Week
Alarm Date Between {11/01/2011} And {11/30/2011}



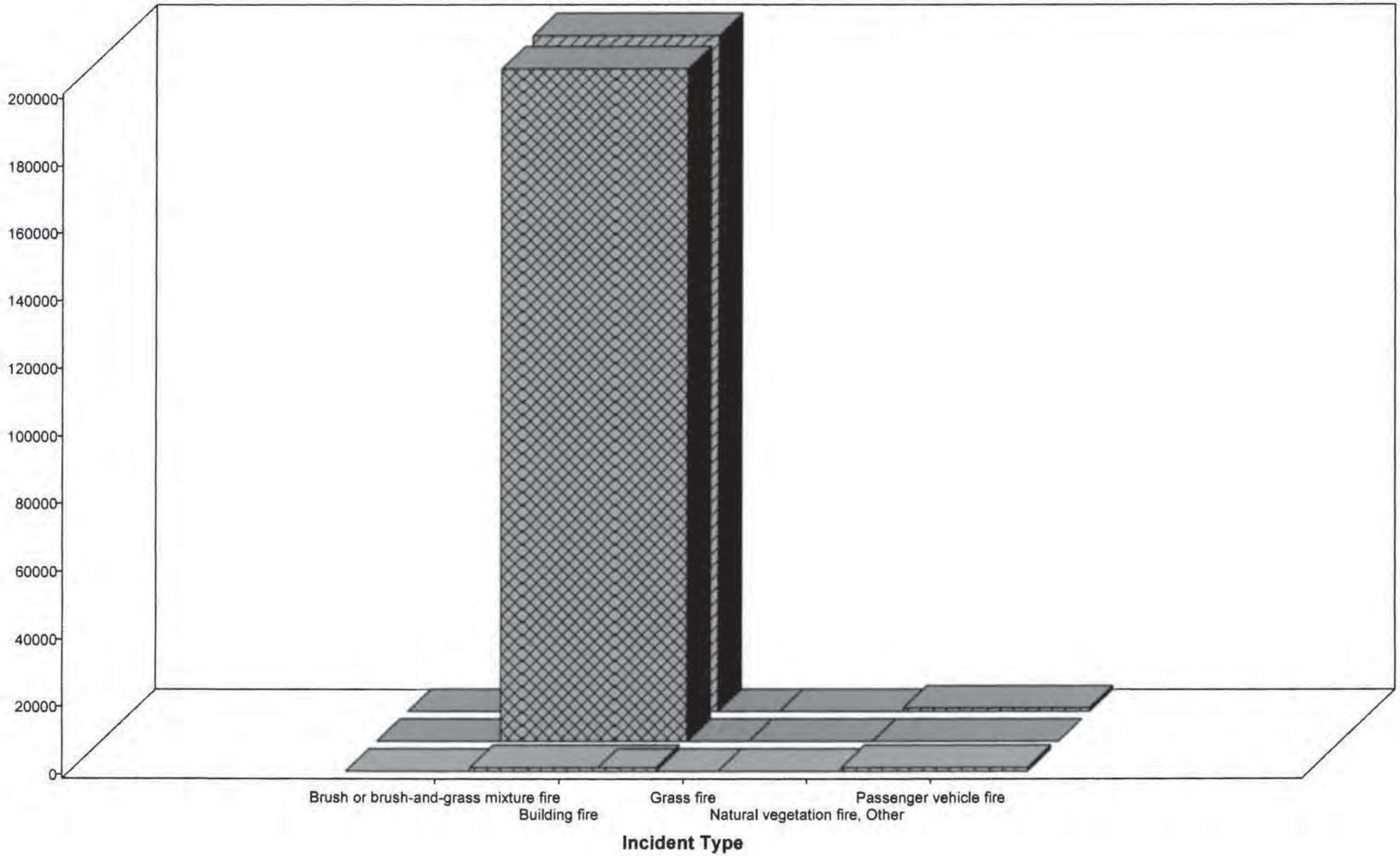
Count of Incidents by Alarm Hour



NFIRS Incidents by Response Time (in minutes)
Alarm Date Between {11/01/2011} And {11/30/2011}



Fire Loss Analysis
 Alarm Date Between {11/01/2011} And {11/30/2011}



Value Loss Saved



"REACHING FOR THE STARS, AND SETTLING FOR NOTHING LESS"

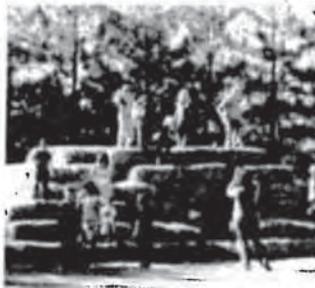
PDOP Pumpkin Days 2011 was a huge success and would not have occurred without your support.

We wanted you to know how much we appreciate all that you did for us.

Thank you for your dedication to our organization and to the children of this community.

Paula Cooper

www.pdop.info



December 2011

December 2011							January 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 27 - Dec 3	Nov 27	28	29	30	Dec 1	2	3
					10:00am Mark Godfiec 11:30am Mike Smith-P	10:30am Pahrump Tov 3:00pm Meeting with	
Dec 4 - 10	4	5	6	7	8	9	10
	POOL/PACT Retreat			11:30am CCA 2:00pm Flu Shots; FC 6:00pm Rotary 7:00pm Public Lands	7:00am Tourism 9:30am LEPC 5:00pm VEA Dinner;	2:00pm Pool Walk Th 2:00pm Community F	
Dec 11 - 17	11	12	13	14	15	16	17
		10:30am KPVM	9:00am Utility Meetin 7:00pm Town Board	10:00am NV Bike Plan 6:00pm Rotary 6:00pm Regional Plar	11:00am Ad Hoc Comr 11:30am Luncheon		
Dec 18 - 24	18	19	20	21	22	23	24
			9:00am City Manager 3:00pm Dept Head M	6:00pm Rotary			
Dec 25 - 31	25	26	27	28	29	30	31
		5:00pm Nevada Outri	7:00pm Town Board	6:00pm Rotary			

January 2012

January 2012							February 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29			
29	30	31											

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 1 - 7	Jan 1, 12	2	3 9:00am VEA Tom; VE 3:00pm Dept Head M	4 9:30am Realtor Meeti 6:00pm Rotary 7:00pm Public Lands	5	6	7
Jan 8 - 14	8	9 5:30pm TB AB Works	10 9:00am Utility Meetin 7:00pm Town Board	11 6:00pm Rotary 6:00pm Regional Plar	12 7:00am Tourism	13	14
Jan 15 - 21	15	16	17 9:30am City Manager 3:00pm Dept Head M	18 6:00pm Rotary	19	20	21
Jan 22 - 28	22	23 10:00am Public Safety	24 7:00pm Town Board	25 6:00pm Rotary	26	27	28
Jan 29 - Feb 4	29	30 5:00pm Nevada Outri	31	Feb 1	2	3	4

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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/28/2011	<u>DATE OF DESIRED BOARD MEETING</u> 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Town Board Member's Comments

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 attachment from Mrs. Endersby.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u><i>Pahrump Town Board</i></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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REPORT FROM
CAROLENE ENDERSBY
NEVADA STRONGER ECONOMIES TOGETHER WORKSHOP (SET)
NOVEMBER 9 & 10, 2011
CARSON CITY, NV

Wednesday, November 9, 2011

1:15pm-Economic Development Regionalization Overview-Tom Harris & Buddy Borden:

“Trends have forced change with need for increased efficiencies due to personal income and change in consumer demand which has had significant impact from changes in global economy. Mega-trends impacted are service industry, education, outsourcing value-chain functions, need for talented workforce, among others. Micro level need for movement to enterprise development, downtown revitalization efforts, workforce development training, building on local assets, goods producing going to service producing functions, mining and agriculture operations moving to more technological based processes, as well as others.

What is a ‘Region’?

- Functional regions-tourism
- Economic regions-alternative energy
- Political regions-legislative
- Administrative regions-Northern/Southern, etc.
- Data regions-collection & defining statistic
- Issue regions-water districts, land use, etc.

What is ultimate goal in defining an ED region?

Look beyond ‘traditional’ regions and boundaries to define areas that share interest and goals in order to develop ‘communities of interest’ to share resources such as people power in-order to drive ED.

Why a regional approach?

1. Helps local governments view their communities as part of an integrated economic area.
2. Promote 3 C’s: conversation, connection, capacity
3. Sharing of resources
4. Joining of assets

What are the principle policy goals?

Foster a regional competitive edge; transportation and telecommunication infrastructure; technologies to strengthen competitive edge; labor markets boost skills; delivery of public services. Economic Development and Community Development are essentially the same as one cannot happen without emphasis on both.

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 7:00 p.m. in the County Complex.

DATE AGENDA ITEM SUBMITTED 11/28/2011	DATE OF DESIRED BOARD MEETING 12/13/2011
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Adjournment

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:
Good Night Town Board, Citizens and Staff.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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