

PAHRUMP TOWN BOARD AGENDA

Harley Kulkin Chair	Bill Dolan Vice-Chair	Tom Waters Clerk	Robert Adams Member	Amy Riches Member
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TOWN OF PAHRUMP MISSION STATEMENT

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

NOTICE TO MEMBERS OF THE AUDIENCE

The Pahrump Town Board meets the second and fourth Tuesday of each month at in the Nye County Building, 2100 E. Walt Williams Drive. Agendas are available at the Town Office (400 Highway 160) on the Thursday prior to each Board meeting and are posted on the Town website at www.pahrumpnv.org. Copies may also be requested from Stephanie Massimino at the Town office at (775) 727-5107. Please find a video of our Pahrump Town Board meetings at the following link - URL **Granicus Instructions:**
http://nyecounty.granicus.com/MediaPlayer.php?view_id=3&clip_id=330

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

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

SPECIAL NOTES:

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

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

MEETING CONDUCT:

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

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY CENTER
2100 E. Walt Williams Drive
TUESDAY – 6:00 P.M.
July 22, 2014
AGENDA**

- 1. Call to Order**
- 2. Invocation by Pastor Thomas Gilbert of Truth in Life Ministries International, Inc. and Pledge of Allegiance.**
- 3. Consideration** to Move the Order of or Deleting an Agenda Item(s).
- 4. Public Comment:** Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3). (Non-Action Item).
- 5. Board and Staff Comments:** Action may not be taken upon matters considered during this item until specifically included on an agenda for action. NRS 241.020(2)(c)(3). (Non-Action Item).
- 6. Presentation** of Department Head Status Update. (Non-Action Items)
- 7. Announcements** (Non-Action Item)
- 8. Consideration to adopt** Consent agenda items: (For Possible Action)
 - a. Action – Approval of Town Vouchers.
 - b. Action – Approval of Town Board meeting minutes for July 08, 2014.
 - c. Action – Approval of the Youth Advisory Board By-Laws.
 - d. Action- Approval of Heather Edwards, Rebecca Casey, Ashlee Taylor, and Tyler Edwards as an alternate to the Youth Advisory Board.
 - e. Action- Approval of Leo Blundo to the Events Advisory Board.
- 9. Advisory Board Reports** from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards. (Non-Action Item)
- 10. Presentation** and discussion regarding Town Manager’s performance evaluation. (Non-Action Item)
- 11. Consideration** to approve waived fees of the Liberty Festival Fees to the Pahrump Valley Chamber of Commerce. (For Possible Action)
- 12. Consideration** to award Fall Festival Stage Contract to Bogus Productions. (For Possible Action)
- 13. Closed Session(s).**

Discussion and Possible Decision regarding a Closed Session, to receive information and advice from the Town Attorney regarding potential or existing litigation pursuant to NRS 241.015(2)(b)(2). (For Possible Action).

14. Future Meetings/Workshops: Date, Time and Location: regular meeting August 12, 2014. (Non-Action Item)

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

16. Adjournment.

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

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
07/08/2014	07/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Consideration of 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:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

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

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
07/08/2014	07/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Town Board/Staff 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:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

<u>400 N. Hwy 160</u>	<u>(775) 727-5107</u>
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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 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED
07/08/2014

DATE OF DESIRED BOARD MEETING
07/22/2014

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:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Pahrump Town Board
Print Name

Pahrump Town Board
Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
07/08/2014 07/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Fire Department Status Updates for the month of July

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:
Attached is Fire Chief Scott Lewis statues update.

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107
Telephone Number

Pahrump Fire - Rescue Service



Monthly Report Jun-14

Scott F. Lewis
Fire Chief

Department Responses:

Monthly Response Total:

	<u>June</u>
Fire:	111
EMS:	509
Total:	620

Response Type:

Fire Incident Type:

	Month
1 Fires (structures, vehicles, brush, etc.)	6
3 Rescue/MVAs/Medical Assists	44
4 Hazardous Conditions/No Fire:	3
5 Service Assignments:	40
6 Good Intent Calls:	4
7 False Calls(alarms & intentional)	11
9 Special Incidents (miscellaneous)	3
Total:	111

EMS Responses:

	Month
911 Responses	395
Interfacility Transf.	114
Totals:	509
Civilian Fire Deaths:	0
Civilian Fire Injuries	0
Firefighter Injury	0
Other Public Servants:	0

Mutual Aid Provided: 3 (Clark, Inyo, and Amargosa)
Mutual Aid Received: 0

Apparatus and Facilities:

Apparatus Issues:

* (2) Refurbished Engines awarded

Facility Issues:

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

Activities:

Completed:

- * Successfully received \$500 Grant for EMS training travel expenses
- * Successfully received \$2000 EMS Grant for EMS transition text books
- * Received 10 Cyanokits and 2 CO Detection monitors from a LV Grant
- * Chief preparing for a upcoming HAZ Mat Table Top w/ Clark and Nye County
- * Fire and EMS crews patrolled the recent motorcycle event. No calls for service
- * Mandatory EMS Transition Course held at Station 1.
- * Crews completed MERRTT HAZ Mat Training for Transportation Incidents
- * Crews preparing for an upcoming Red Cross Drive at Station 1.
- * Chief attended a No to Abuse Meeting at Station 1
- * Chief met with NDOT and NHP regarding Hwy 160 center cables.

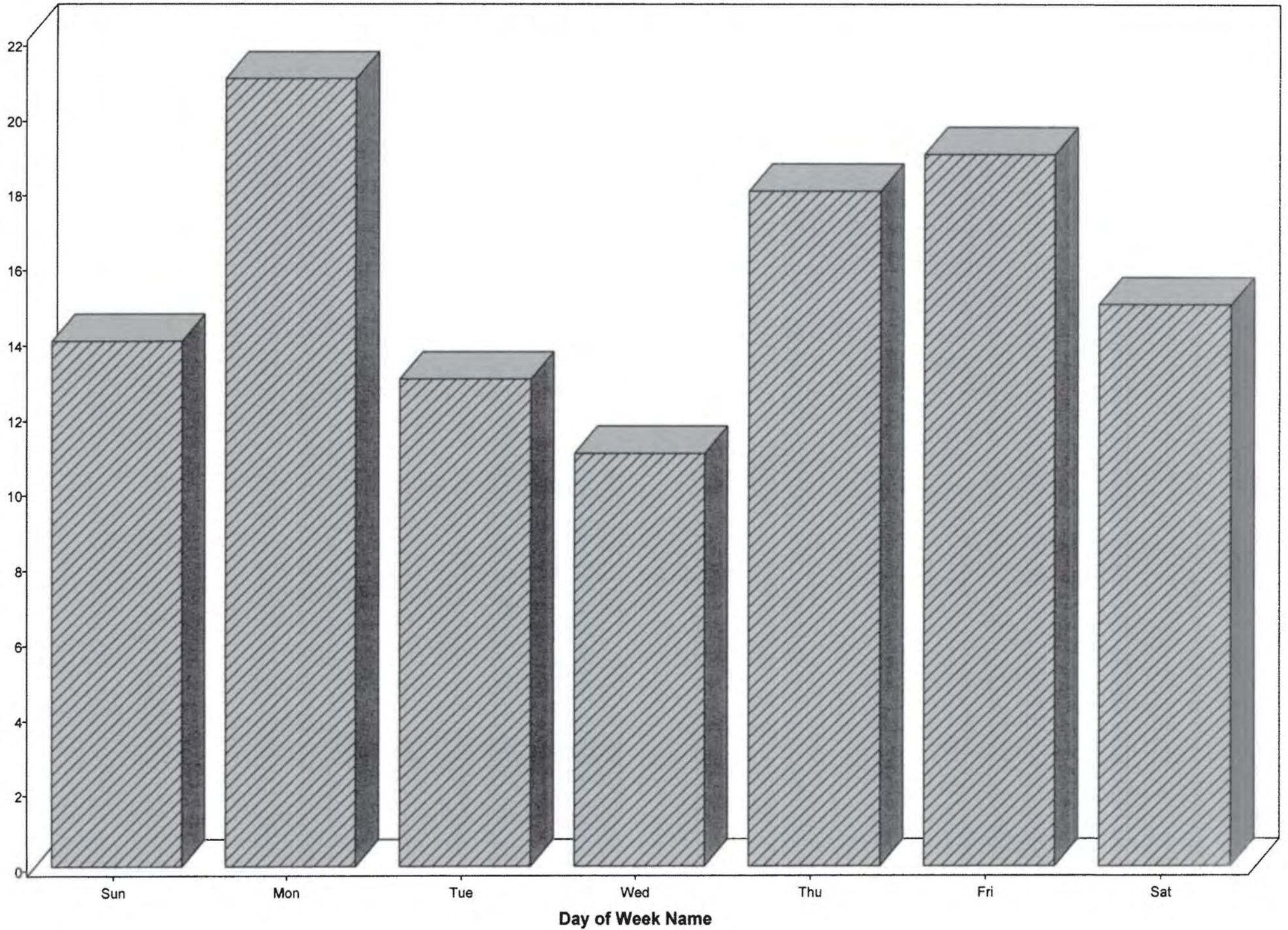
Upcoming:

- * Fire Chief attended numerous meetings with Nye Planning, Buildings and Safety, VEA/Utility, DV Hospital, etc.

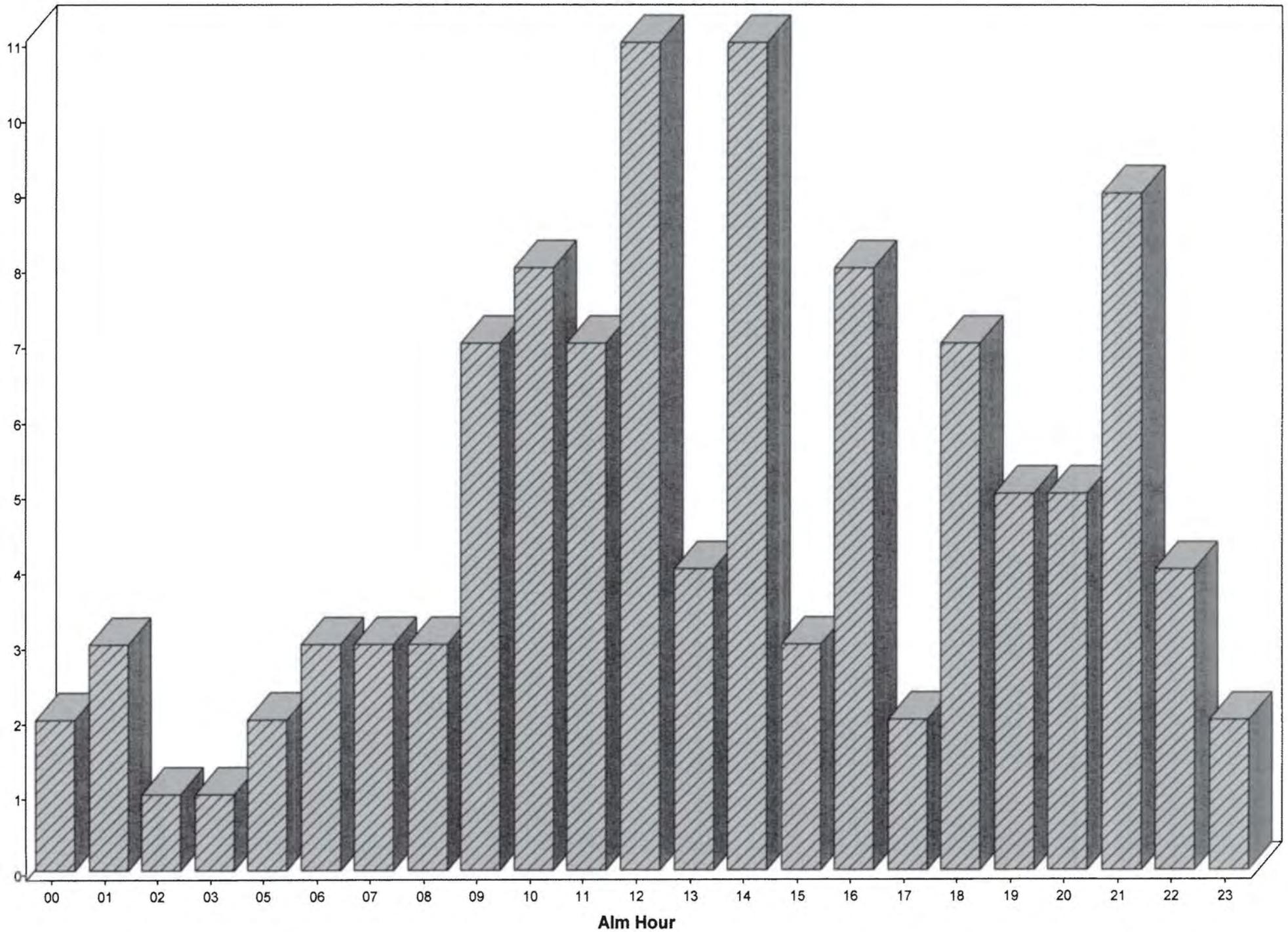
Miscellaneous:

- * Continue Pre-Fire Plans

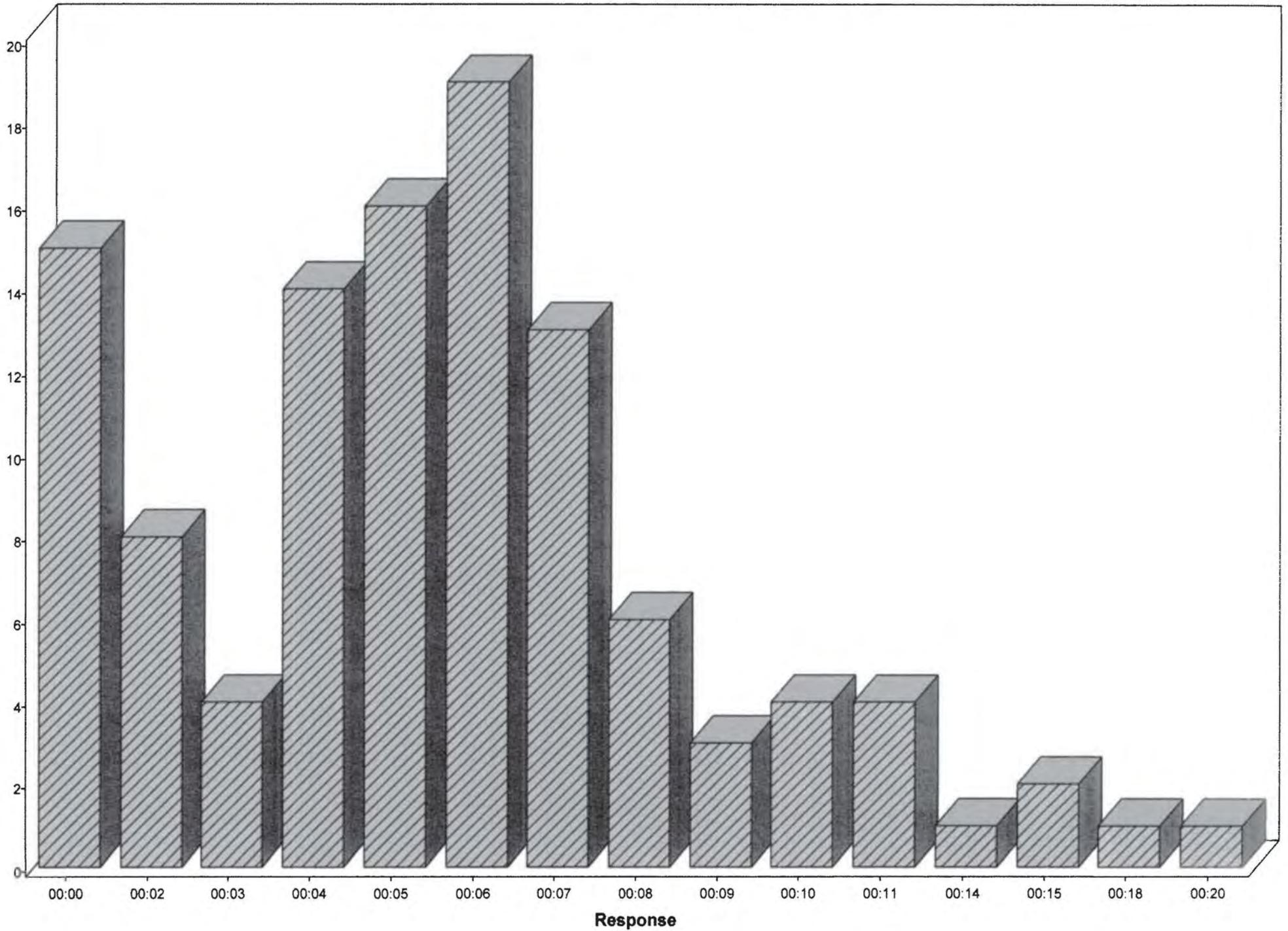
Incident Responses by Day of Week
Alarm Date Between {06/01/2014} And {06/30/2014}



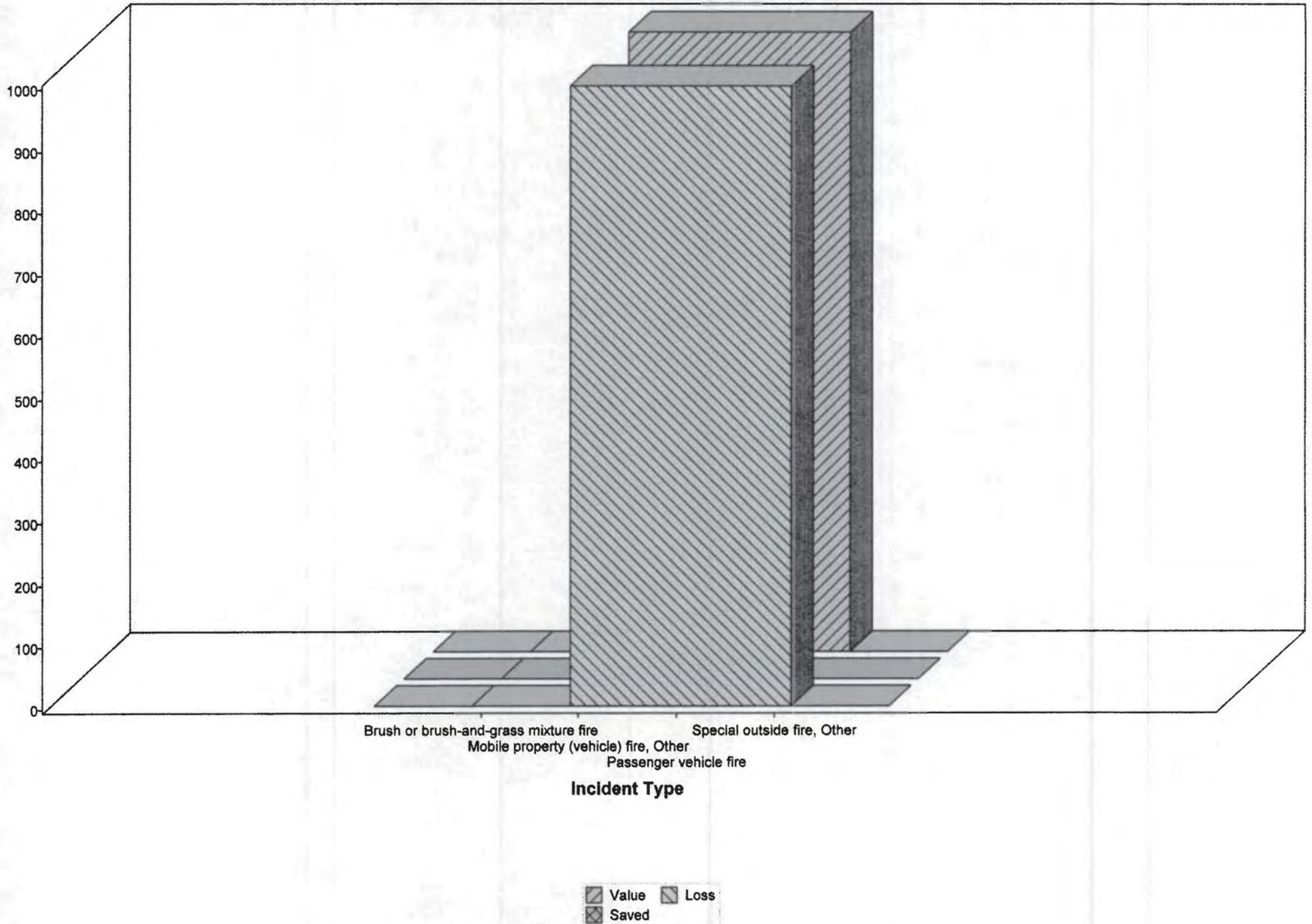
Count of Incidents by Alarm Hour
Alarm Date Between {06/01/2014} And {06/30/2014}



NFIRS Incidents by Response Time (in minutes)
Alarm Date Between {06/01/2014} And {06/30/2014}



Fire Loss Analysis
Alarm Date Between {06/01/2014} And {06/30/2014}



AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
07/08/2014	07/22/2014

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 announcements.

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: X YES NO

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

SPONSORED BY:

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

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

Announcements

July 22nd, 2014

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

- Nuclear Waste and Environmental Board on August 1st at 11:00 am.
- Convention Center and Civic Center on August 1st 4:00 pm.
- Public Lands Advisory Board on August 5th at 7:00 pm
- Youth Advisory Board on July 26th and August 13th at 2:30 pm
- Arena Advisory Board on August 14th at 7:00 pm
- Parks & Recreation Advisory Board on at August 20th 6:30 pm
- Veterans' Memorial Advisory Board on August 21st at 6:00 pm
- Events Advisory Board on August 18th 2014 at 4:00 pm.

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

- Tourism Advisory Board on September 4th, 2014 at 8:00 am.

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

-A representative from Steven Horseford's Office is at the Bob Rudd Center every Monday from 8:00 am-Noon in Room A.

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 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
07/08/2014	07/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

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

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

BRIEF SUMMARY OF ITEM:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

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

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY CENTER
2100 E. Walt Williams Drive
TUESDAY – 6:00 P.M.
July 08, 2014
Minutes**

PRESENT:

Town Board:

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

Staff:

Susan Holecheck, Town Manager
Bret Meich, Legal Counsel
Scott Lewis, Fire Chief
Michael Sullivan, Financial Director
Matt Luis, Buildings & Grounds Manager
Arlette Ledbetter, Tourism Director
Stephanie Massimino, Executive Assistant
Alexandra Crow, Business License Tech

1. Call to Order

Mr. Kulkin called the meeting to order.

2. Invocation by Pastor John Biggs of Saved by Grace Lutheran and Pledge of Allegiance.

Pastor John Biggs led the invocation.

Dr. Waters led the Pledge of Allegiance.

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

Ms. Holecheck asked that item 16 to be discussed after item 11.

Mr. Dolan asked to moved item 15 and item 13 to follow 16.

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

Public comment was heard.

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

Mrs. Riches thanked everyone for their public comment.

Mr. Adams stated he hoped everyone had a good Fourth of July and reminded everyone to think of the sacrifices the past generations have made.

Mr. Dolan stated he also thought Zambelli did a great job and thanked KNYE making the CD used at the celebration.

Dr. Waters stated he also felt the fireworks were wonderful and thanked the generations before him for their service.

Mr. Kulkin stated he wished people would know about the services the Town controlled because they were all exceptional services.

Fire Chief Lewis stated that Dr. Alex Vaisman wanted to let the board know that three defibrulators have saved three people that he knows of personally.

6. Announcements (Non-Action Item)

Announcements were read by Dr. Waters.

Dr. Waters also announced the Veteran stand down October 16th. Any questions, call the VFW.

7. Consideration to adopt Consent agenda items: (For Possible Action)

- a. Action – Approval of Town Vouchers.
- b. Action – Approval of Town Board meeting minutes for June 24, 2014.
- c. Action – Approval of the Events Advisory Board By-Laws.

Mr. Dolan motioned to approve consent agenda item 7a-7c.

Dr. Waters seconded.

Motion carried, 5-0.

8. Advisory Board Reports from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards. (Non-Action Item)

Mr. Dolan stated that if one had any ideas about Bill Draft Request please contact the Town Manager prior to noon.

Ms. Arlette Ledbetter and Mr. Michael Coldwell from Braintrust gave an update on the advertisement of Pahrump.

The board started it looked wonderful and they were very supportive of it.

Mr. Kulkin asked why it was Southern California was not being advertised?

Mr. Michael Coldwell stated in FY15 had only a small amount of out of market advertisement for that area.

Ms. Robin Podel and Ms. Cameron Lynch announced a movie night would be in the Community Center for all people and it would July 25th.

9. Presentation by Town Board awarding Vicky Parker a plaque for her volunteerism to the 2014 Spring Mountain Run. (Non-Action Item)

This item was pulled due to Mrs. Parker being unavailable.

Presentation by Marlene Laurette of Addus Healthcare about the new Veterans Deserve Program. (Non-Action Item)

This item was pulled due to be Ms Laurette being unavailable.

10. Consideration to approve of FY15 Marketing Projects for the Pahrump Tourism Department and Pahrump Tourism Advisory Board with matching grants from NCOT grants. (For Possible Action).

Ms. Holecheck stated the Tourism budget was increased and these allocations were within budget.

Mr. Dolan stated he thought this was great job and reminded everyone this was money paid out of Room Tax not residential tax dollars.

Mr. Adams stated that the reason the budget went up is the room space is expanding which meant more tourism dollars would need to be spent to bring more people to Pahrump.

Mr. Kulkin stated that last year \$150,000 was brought in but was concerned that more is being spent than brought in, he also asked that the Town Board be made more involved of what projects were being paid for as he was concerned.

Mr. Adams also stated that the Tourism board made quarterly reports of what the projects were and where the money was going.

Dr. Waters stated that the projects show where the money is going and he didn't feel the board needed to be involved in every contract.

Ms. Holecheck confirmed that she would make the board aware of everything via memo to ease any concern.

Mr. Dolan stated that the advisory boards should have to give the quarterly reports because it does help the Town Board be aware. He stated the Town Board use to receive reports every other week from department head reports, and asked that this happen again.

Public comment was heard.

Mr. Dolan motioned to approve of FY15 Marketing Projects for the Pahrump Tourism Department and Pahrump Tourism Advisory Board with matching grants from NCOT grants.

Dr. Waters seconded.

Motion carried, 5-0.

11. Consideration to approve the creation of a policy, drafting of an ordinance and implementation of business licensing fee for the sale of marijuana and marijuana products within the Town of Pahrump (For Possible Action).

Ms. Holecheck stated this item had been removed from an earlier agenda requested by the county, since then county has approved marijuana licenses. Ms. Holecheck stated if the board was still interested in a Marijuana Business License what fees and rules were they interested in establishing. She stated that any rules should be similar to the county as to not cause confusion.

Mrs. Riches asked if this was a privileged license then could the Town charge 5% of the first year instead of a set fee.

Mr. Meich stated he could not answer that at this time.

Mr. Adams asked has the district attorney been working with the Code Enforcement Officer to enforce the codes, so the board could confirm this license would be effective.

Mr. Dolan stated he would like to see this business license enacted. He stated the application fee should not be refundable and be \$3000.00 and the fire department inspection should be \$500.00.

Mr. Meich stated that to change the PTO 46 would need an ordinance to change the current business license ordinance.

Mr. Dolan asked Susan to bring this item back with an ordinance, stating the stipulations by the board. There was "general" but unstated consensus from the other TB members.

12. Consideration to approve the Memorandum of Understanding between the Nye County Sheriff's Office and Town of Pahrump for services provided June 20, 2014 - June 22, 2014 at Petrack Park with cost not to exceed \$12,750.00. (For Possible Action)

This item was discussed after item 15.

Mr. Luis stated the day before the event Sheriff Demeo had come to the Town Office with concerns about security for the Bike Rally and from Mr. Luis' understanding of the contract between the Town and Roadshows Inc, security was part of the Town of Pahrump's responsibility. After further research by Mr. Luis he stated he also had serious concern. He then contacted the Chair of the Town Board and informed Mr. Kulkin, along with contacting Sheriff Demeo and Mr. Sullivan about a possible contract for the Sheriff's office to be present for security reasons. The Friday of the event an MOU was worked out between the Town of Pahrump and Nye County Sheriff's Office.

Mr. Kulkin stated he that had been an avid bike rider for many years. He stated that at the time of the contract he felt there would not be enough people to have police presents and felt this was unnecessary. He continued that when Mr. Luis called he was concerned there would be other issues should the sheriff's office not been included and thought that may have been motive by Sheriff Demeo to "create" a problem.

Sheriff Demeo stated that he had information from other agencies that motorcycle clubs were coming to the Pahrump Rally, which is why he had originally contacted the Town.

Under Sheriff Rick Marshall stated that several sources had stated that several gang motorcycle groups would be attending. He stated the revised bill was for 129 hours at \$50.00 dollars an hour the bill would be \$6450.00, and they would submit a new bill to the Town since the MOU was for a higher amount than necessary.

Dr. Waters stated that he would recommend denial of this MOU because he wanted the Town to receive a more accurate bill as Under-Sheriff. Marshall had stated. He continued he was at the park and did see Sheriff DeMeo present and once the accurate accounting was sent to the Town the bill should be paid.

Mr. Adams stated that would he have known no security plan was in place then he would have felt the event should have been stopped or at least the security plan should have been made in advance.

Mrs. Riches stated thank you both Sheriff Demeo and Under Sheriff Marshal for being present at the event.

Mr. Dolan stated that he had questions and did appreciate that a lot those questions were answered. He felt that the Sheriff would have been more willing to attend the meetings and communicate with the board that this issue could have been avoided. He stated that this MOU should be rejected but that the hours worked, once submitted to the Town, should be paid.

Mr. Kulkin stated that he still felt the Sheriff's Department could have better worked with the Town however would support the \$6450.00 when the bill is submitted.

Mr. Dolan motioned to deny the MOU but that the Board would pay the \$6450.00 upon receipt of bill.

Mrs. Riches seconded.

Motion carried, 5-0.

13. Consideration to approve recommendation for Award of RFP #2014-003 for two refurbished fire pumpers. (For Possible Action)

Chief Lewis and Lieutenant Perry requested approval of award of RFP #2014-003 for two refurbished fire pumpers. He stated the commissioners had approved \$190,000 dollars to be awarded to the Fire Department as money for the Safety Tax for additional equipment. This equipment would cost \$380,00 and so the Fire Department would need an additional \$170,000 dollars which is already budgeted. This would be completed within 90-120 days.

Mr. Adams motioned to approve recommendation for Award of RFP #2014-003 for two refurbished fire pumpers not to exceed \$170,000.

Mr. Dolan seconded.

Motion carried, 5-0.

14. Consideration to review and revisit motion approving COLA increase for staff and possible approval of amendment to motion. (For Possible Action)

This item was discussed after item 16.

Mr. Dolan stated the reason he had it placed this on the agenda was for certain staff. He stated during the original approval of COLA some department head contracts received it while other department heads did not along with one staff member (supervisor by name only) did not receive it either.

Mrs. Riches stated she was against this because she had assumed that the COLA had only been for hourly and did not believe the salary staff should receive the raise.

Mr. Kulkin asked does the retroactive COLA cause any issues.

Mr. Meich stated no and he encouraged all staff to be treated equally.

Mr. Dolan motioned that all town employees be included in the COLA, along with Mr. Villa 2% cola be retroacted from January 2014.
Mr. Kulkin seconded.
Motion carried, 4-1 with Mrs. Riches voting nay.

15. Consideration to approve AIP grant submission for Phase II of the EIS Tasks 13-25 for the Pahrump General Aviation Airport in an amount not to exceed \$132,000, which is 6.25% of the total \$2.1 million total for this phase. (For Possible Action)

This discussed after item 11.

Ms. Holecheck stated this item was agendized quickly and attached is the cost analysis. She stated that after discussion with FAA the grant will be \$616,995 and the Town would pay \$38,716.

Mr. Dolan asked Commissioner Borasky if the County was on board with the airport. Commissioner Borasky stated, " yes, as of today "indicating that there has been no change from the county's previous approval.

Public comment was heard.

Mr. Adams motioned to approve AIP grant submission for Phase II of the EIS Tasks 13-25 for the Pahrump General Aviation Airport tasks 13-19 in an amount not to exceed \$39,000.

Mr. Dolan seconded.

Motion carried, 5-0.

16. Closed Session(s).

Discussion and Possible Decision regarding a Closed Session, to receive information and advice from the Town Attorney regarding potential or existing litigation pursuant to NRS 241.015(2)(b)(2). (For Possible Action).

17. Future Meetings/Workshops: Date, Time and Location: regular meeting July 22, 2014. (Non-Action Item)

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

Public comment was heard.

Mr. Dolan stated when widening the road the County had made the fairgrounds inaccessible, he stated he would like to staff to draft a letter to the county about giving the access back.

Ms. Holecheck stated she has already spoken with the county and they will be correcting this problem.

Mr. Holecheck thanked Sheriff Demeo for being here tonight and stated that tonight showed how easy things can work.

19. Adjournment.

Meeting adjourned 9:55 pm

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
07/08/2014	07/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Consideration and approval of the Youth Advisory Board By-Laws.

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

BRIEF SUMMARY OF ITEM:
At the last Youth Advisory Board these were the By-laws the board elected to change.

STAFF COMMENTS/RECOMMENDATIONS:
Staff would recommend approval.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

PAHRUMP YOUTH ADVISORY BOARD BY-LAWS

I. NAME

A. The name of this committee shall be the Pahrump Youth Advisory Board (YAB)

II. PURPOSE

A. To act in an advisory capacity to the Pahrump Town Board and/or the Pahrump Town Manager with regard to YOUTH issues affecting the Town of Pahrump.

B. To make recommendations to the Pahrump Town Board and/or the Pahrump Town Manager with respect to requests for information regarding youth issues in Southern Nevada and within the Town of Pahrump.

III. MEMBERSHIP

A. The number of active board members shall be not less than five (05) or more than 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. 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.

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. A quorum consisting of a minimum of four (04) members (including alternates who are acting as members) is required for official meetings (when number of members justify a four member quorum).

D. Alternates have the right to vote in the absence of a regular member or to create a quorum.

E. 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 Youth Advisory Board. Said amendments shall be subject to approval by the Pahrump Town Board.
Proposed amendments to these by-laws shall require a two-thirds vote of the entire Advisory 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 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
07/08/2014	07/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Approval of Heather Edwards, Rebecca Casey, Ashlee Taylor, and Tyler Edwards as Edwards as an alternate to the Youth 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:
These members were approved at the last Youth Advisory Board Meeting.

STAFF COMMENTS/RECOMMENDATIONS:
Staff recommends approval.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

PLEASE READ BACK OF APPLICATION BEFORE COMPLETING

Town Youth Advisory Board (TAB) Application

Name of Board: Youth Advisory Board

Applicant Name: Ashlee Smith-Taylor

Home Address: [REDACTED] City: Pahrump Zip: 89048

Mailing Address: [REDACTED] City: Pahrump Zip: 89048

Home Phone: _____ Unlisted? Yes Fax: _____

Cell Phone: [REDACTED] Work #: _____

E-Mail Address: [REDACTED]

Signature of Parent of Guardian for Consent: [Signature]

Please provide a brief description of your qualifications, experience, or interests that would be considered an asset to this Advisory Board: I am interested in helping the town board make decisions concerning the town for a better future.

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 between 14 to 19 years of age, that my primary RESIDENCE is WITHIN THE BOUNDARIES of the Town Pahrump to which I am applying, and that the information provided is true and accurate to the best of my knowledge.

[Signature] _____ Date 4-28-2014

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**

PLEASE READ BACK OF APPLICATION BEFORE COMPLETING

Town Youth Advisory Board (TAB) Application

Name of Board: Town Youth Advisory

Applicant Name: Heather Edwards

Home Address: [REDACTED] City: Pahrump Zip: 89048

Mailing Address: [REDACTED] City: Pahrump Zip: 89048

Home Phone: [REDACTED] Unlisted? Yes Fax: _____

Cell Phone: [REDACTED] Work #: _____

E-Mail Address: [REDACTED]

Signature of Parent of Guardian for Consent: Debra J. Kline

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 between 14 to 19 years of age, that my primary RESIDENCE is WITHIN THE BOUNDARIES of the Town Pahrump to which I am applying, and that the information provided is true and accurate to the best of my knowledge.

Heather Edwards
Signature

6/11/14
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**

PLEASE READ BACK OF APPLICATION BEFORE COMPLETING

Town Youth Advisory Board (TAB) Application

Name of Board: Town Youth Advisory
Applicant Name: Tyler Edwards
Home Address: [REDACTED] City: Pahrump Zip: 89048
Mailing Address: [REDACTED] City: Pahrump Zip: 89048
Home Phone: [REDACTED] Unlisted? Yes Fax: _____
Cell Phone: [REDACTED] Work #: _____
E-Mail Address: [REDACTED]
Signature of Parent of Guardian for Consent: Debra J. Grene

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

see back page

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 between 14 to 19 years of age, that my primary RESIDENCE is WITHIN THE BOUNDARIES of the Town Pahrump to which I am applying, and that the information provided is true and accurate to the best of my knowledge.

[Signature] Tyler Edwards 6/11/14
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**

PLEASE READ BACK OF APPLICATION BEFORE COMPLETING

Town Advisory Board (TAB) Application

Name of Board: EVENTS AB

Applicant Name: LEONARDO BLUNDO

Home Address: [REDACTED] City: PAHRUMP Zip: 89048

Mailing Address: " " " " City: " " " " Zip: " " " "

Home Phone: — Cell #: [REDACTED]

Work #: [REDACTED] Preferred # for Public Use: [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:

COMMUNITY SVC ORIENTED INDIVIDUAL. MEMBER OF MANY SERVICE ORGS IN TOWN. CHAIR OF CCCAB

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.

[Signature]
Signature

6/14/14
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.)

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 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
07/08/2014	07/22/2014

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:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

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

AGENDA ITEM REQUEST

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

DATE AGENDA ITEM SUBMITTED
7/8/2014

DATE OF DESIRED BOARD MEETING
7/22/2014

CIRCLE ONE: Action Item

Non-Action Item

Presentation

ITEM REQUESTED FOR CONSIDERATION:

Presentation and discussion regarding Town Manager's performance evaluations.

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:

Attached are the board member evaluations.

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

**2014 TOWN MANAGER PERFORMANCE EVALUATION
SUMMARY OF FINDINGS
Susan Holecheck**

	Harley Kulkin	Bill Dolan	Dr. Tom Waters	Amy Riches	Robert Adams
AVERAGES	4.23	2.93	4.40	5.00	3.50

OVERALL AVERAGE 4.1

Harly Kulkid



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

I. RELATIONS WITH THE TOWN BOARD		5	4	3	2	1	Examples
A.	Does the Town Manager maintain effective and open lines of communication with the Board as a body and with individual members?		✓				constant Emails etc keeping Board informed, always available
B.	Is the Board kept apprised of all ongoing and current situations involving Town business?	✓					
C.	Does the Town Manager exercise sound judgment when advising Board?	✓					Experience & research to give sound judgment
II. PLANNING		5	4	3	2	1	Examples
A.	Does the Town Manager anticipate needs and recognize potential problems?		✓				
B.	Does the Town Manager propose effective solutions and provide alternatives to identified problems?		✓				
C.	In making decisions, does the Town Manager obtain the facts and consider the long-term implications?		✓				
D.	Does the Town Manager provide the Town Board with all information necessary to make decisions?		✓				Does a good job of gathering information helpful in decisions
E.	Are the goals of the Town Board incorporated into plans for implementation?		✓				
III. ORGANIZATION SKILLS		5	4	3	2	1	Examples
A.	Does the Town Manager exhibit the ability to arrange work and efficiently apply resources?		✓				
B.	Does the Town Manager make decisions when sufficient information is available, and implement action when conditions are ripe for success?		✓				
C.	Does the Town Manager exhibit the ability to reach for effective and, when necessary, creative solutions?		✓				
D.	Does the Town Manager obtain the best possible end result for the money spent?	✓					Very conscious of spending wisely
E.	Do the departments run smoothly, and is there adequate internal communication among staff, and between staff and the Town Manager?	✓					works well with staff, well involved with departments



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

IV. BUDGET / FINANCE		5	4	3	2	1	Examples
A.	Does the Town Manager adequately and accurately report and project the financial condition of the Town in a timely manner?	✓					
B.	Are management practices and policies designed to maintain a sound long-range financial position?		✓				
C.	Are plans for the long-term replacement and maintenance of equipment updated regularly?		✓				
D.	Does the Town Manager implement effective programs to limit liability and loss?		✓				
E.	Are there short and long-term goals for asset management?		✓				
F.	Does the Town Manager suggest and pursue creative solutions to financial issues?		✓				
V. COMMUNITY RELATIONS		5	4	3	2	1	Examples
A.	Does the Town Manager have a customer service orientation; is he approachable, available and responsive to the public?	✓					
B.	Does the Town Manager communicate openly, clearly and honestly with the public, recognizing their right and need to be well informed?	✓					
C.	Do each of the Departments reflect a "customer first" attitude?		✓				
VI. PERSONNEL RELATIONS		5	4	3	2	1	Examples
A.	Does the Town Manager build and motivate a team?		✓				
B.	Does the Town manager earn the cooperation and respect of subordinates?		✓				
C.	Does the Town Manager encourage employees to update their skills and training?		✓				
D.	Does the Town Manager promote teamwork and cooperation among the Department Heads?		✓				



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

VI. PERSONNEL RELATIONS (continued)		5	4	3	2	1	Examples
E.	Does the Town Manager recognize the value of excellence in employees, and use all reasonable efforts to ensure that the best available individuals are recruited, hired and continue to work for the Town?		✓				
F.	Does the Town Manager maintain adequate job descriptions for employees?	✓					updates when necessary
G.	Does the Town Manager ensure annual evaluations for all employees?		✓				
H.	How do you rate the Town Manager's overall management style in dealing with employees?		✓				good management and disciplines when necessary
VII. MANAGEMENT SKILLS		5	4	3	2	1	Examples
A.	Does the Town Manager have the ability to resolve conflicts inherent in a public agency?		✓				recognizes issues and address them
B.	Is the Town Manager a good negotiator?		✓				
C.	Does the Town Manager listen to and understand the positions and circumstances of others, and communicate that understanding?		✓				
D.	Does the Town Manager handle stress well?		✓				
E.	Does the Town Manager exhibit resilience; i.e. maintains motivation and energy in spite of constant demands?	✓					
F.	Does the Town Manager follow through in a timely manner on commitments and requests?		✓				
G.	Is the Town Manager proactive in recognizing issues and initiating action?		✓				
H.	Does the Town Manager handle people well in difficult situations?	✓					tracks the hard issues when necessary
I.	Does the Town Manager clearly communicate expectations to contract organizations/personnel to implement Town goals and policies?		✓				



Town Manager Evaluation Form

Performance Standards

Outstanding performance
 Exceeded expectations
 Met expectations
 Marginally met expectations
 Does not meet expectations

VIII. LEADERSHIP 5 4 3 2 1 Examples

A. Does the Town Manager inspire a shared vision and enlist staff and Town Board support?		✓				
B. Does the Town Manager seek and pursue opportunities to improve the organization?		✓				
C. Does the Town Manager enable others to act by creating an atmosphere of trust and collaboration?		✓				
D. Does the Town Manager create standards of excellence and model behavior?		✓				
E. Does the Town Manager conform to the high ethical standards of the profession?	✓					above reproach
F. Does the Town Manager follow through in a timely manner on commitments and requests?		✓				

IX. LAW ENFORCEMENT 5 4 3 2 1 Examples

A. Does the Town Manager maintain regular communication with the contract enforcement agency?		✓				
B. Does the Town Manager enforce all laws and ordinances of the Town?		✓				

X. ADDITIONAL COMMENTS

Town manager has brought a very positive community support for her office. She is very skilled in the position and her previous experience shows in her ability to take command and control of town or Pahrump's business in a very effective, positive way. She has been "won over" towns tough critics, a pleasure to work with and a great "teammate".



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

I. RELATIONS WITH THE TOWN BOARD		5	4	3	2	1	Examples
A.	Does the Town Manager maintain effective and open lines of communication with the Board as a body and with individual members?			X			I have seen improvement over time.
B.	Is the Board kept apprised of all ongoing and current situations involving Town business?			X			
C.	Does the Town Manager exercise sound judgment when advising Board?			X			
II. PLANNING		5	4	3	2	1	Examples
A.	Does the Town Manager anticipate needs and recognize potential problems?			X			
B.	Does the Town Manager propose effective solutions and provide alternatives to identified problems?			X			
C.	In making decisions, does the Town Manager obtain the facts and consider the long-term implications?			X			
D.	Does the Town Manager provide the Town Board with all information necessary to make decisions?			X			
E.	Are the goals of the Town Board incorporated into plans for implementation?			X			Would like to see better tracking on over all G&O's.
III. ORGANIZATION SKILLS		5	4	3	2	1	Examples
A.	Does the Town Manager exhibit the ability to arrange work and efficiently apply resources?			X			
B.	Does the Town Manager make decisions when sufficient information is available, and implement action when conditions are ripe for success?			X			
C.	Does the Town Manager exhibit the ability to reach for effective and, when necessary, creative solutions?			X			
D.	Does the Town Manager obtain the best possible end result for the money spent?			X			
E.	Do the departments run smoothly, and is there adequate internal communication among staff, and between staff and the Town Manager?				X		Some Dept Heads need to work closer on keeping TM in the loop on their activities.



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

IV BUDGET / FINANCE	5	4	3	2	1	Examples
A. Does the Town Manager adequately and accurately report and project the financial condition of the Town in a timely manner?						N/A (X), CFO needs to keep the TB more up to date on financials.
B. Are management practices and policies designed to maintain a sound long-range financial position?			X			N/A
C. Are plans for the long-term replacement and maintenance of equipment updated regularly?			X			N/A
D. Does the Town Manager implement effective programs to limit liability and loss?			X			N/A
E. Are there short and long-term goals for asset management?						N/A (X) I feel this on the CFO to present to the TB
F. Does the Town Manager suggest and pursue creative solutions to financial issues?			X			
V COMMUNITY RELATIONS	5	4	3	2	1	Examples
A. Does the Town Manager have a customer service orientation; is she approachable, available and responsive to the public?			X			
B. Does the Town Manager communicate openly, clearly and honestly with the public, recognizing their right and need to be well informed?			X			
C. Do each of the Departments reflect a "customer first" attitude?				X		I would like to see customer service skills improve greatly in this area.
VI PERSONNEL RELATIONS	5	4	3	2	1	Examples
A. Does the Town Manager build and motivate a team?			X			
B. Does the Town manager earn the cooperation and respect of subordinates?			X			
C. Does the Town Manager encourage employees to update their skills and training?			X			
D. Does the Town Manager promote teamwork and cooperation among the Department Heads?			X			



Town Manager Evaluation Form

Performance Standards

Outstanding performance
 Exceeded expectations
 Met expectations
 Marginally met expectations
 Does not meet expectations

VI PERSONNEL RELATIONS (continued)		5	4	3	2	1	Examples
E.	Does the Town Manager recognize the value of excellence in employees, and use all reasonable efforts to ensure that the best available individuals are recruited, hired and continue to work for the Town?				X		I feel more needs to be done with some employees to see if this kind of work is a good fit for them or not.
F.	Does the Town Manager maintain adequate job descriptions for employees?			X			
G.	Does the Town Manager ensure annual evaluations for all employees?			X			
H.	How do you rate the Town Manager's overall management style in dealing with employees?			X			
VII MANAGEMENT SKILLS		5	4	3	2	1	Examples
A.	Does the Town Manager have the ability to resolve conflicts inherent in a public agency?			X			
B.	Is the Town Manager a good negotiator?						N/A (X)
C.	Does the Town Manager listen to and understand the positions and circumstances of others, and communicate that understanding?			X			
D.	Does the Town Manager handle stress well?			X			
E.	Does the Town Manager exhibit resilience; i.e. maintains motivation and energy in spite of constant demands?			X			
F.	Does the Town Manager follow through in a timely manner on commitments and requests?			X			
G.	Is the Town Manager proactive in recognizing issues and initiating action?			X			
H.	Does the Town Manager handle people well in difficult situations?			X			
I.	Does the Town Manager clearly communicate expectations to contract organizations/personnel to implement Town goals and policies?			X			



Town Manager Evaluation Form

Performance Standards

Outstanding performance
 Exceeded expectations
 Met expectations
 Marginally met expectations
 Does not meet expectations

VIII. LEADERSHIP	5	4	3	2	1	Examples
A. Does the Town Manager inspire a shared vision and enlist staff and Town Board support?			X			
B. Does the Town Manager seek and pursue opportunities to improve the organization?			X			
C. Does the Town Manager enable others to act by creating an atmosphere of trust and collaboration?			X			I feel the TM gets blow-back from some employees because of Dept Heads.
D. Does the Town Manager create standards of excellence and model behavior?			X			
E. Does the Town Manager conform to the high ethical standards of the profession?			X			
F. Does the Town Manager follow through in a timely manner on commitments and requests?			X			
IX. LAW ENFORCEMENT	5	4	3	2	1	Examples
A. Does the Town Manager maintain regular communication with the contract enforcement agency?						N/A (X)
B. Does the Town Manager enforce all laws and ordinances of the Town?			X			Yes, via the Code Enforcement Officer.
X. ADDITIONAL COMMENTS						
<p>I feel the TM came on board after the departure of the last TM and she had some really large shoes to fill. However I feel through trial and error she has improved during her short time here. It is hard to project the future with the removal of the Pahrump Town Board Elected form of Government forced on the town's residents by the Nye County Commission. She has some areas that need improvement and I feel she will progress towards those achievements.</p>						



Town Manager Evaluation Form

Performance Standards

Name: Susan Holecheck

Significantly Above Average
Above Average
Average
Below Average
Significantly Below Average
Not Observed

	5	4	3	2	1	0	Examples
I. RELATIONS WITH THE TOWN BOARD							
A. Does the Town Manager maintain effective and open lines of communication with the Board as a body and with individual members?		X					She continues to make herself available through her "open door" policy.
B. Is the Board kept apprised of all ongoing and current situations involving Town business?		X					She uses the Memo to ensure all Town Board members are kept informed on all Town business.
C. Does the Town Manager exercise sound judgment when advising Board?	X						Extremely SOUND judgement. She scheduled two Town Board Retreats to ensure her "advice" was understood.
II. PLANNING							
A. Does the Town Manager anticipate needs and recognize potential problems?		X					No doubt. She has ensured that needs are met and any potential problems are minimized.
B. Does the Town Manager propose effective solutions and provide alternatives to identified problems?	X						She offers solutions and provide several alternatives so the Town Board can make informed decisions.
C. In making decisions, does the Town Manager obtain the facts and consider the long-term implications?	X						Yes, she obtains and provides these facts to the Town Board so all can consider the long-term implications.
D. Does the Town Manager provide the Town Board with all information necessary to make decisions?		X					If not all, then enough to make smart and informed decisions. This area continues to improve.
E. Are the goals of the Town Board incorporated into plans for implementation?		X					I know that she is working on this as a Goal & Objective.
III. ORGANIZATION SKILLS							
A. Does the Town Manager exhibit the ability to arrange work and efficiently apply resources?		X					I am truly amazed that she get so much accomplished. As I review her results, the only answer is YES.
B. Does the Town Manager make decisions when sufficient information is available, and implement action when conditions are ripe for success?		X					Absolutely. Decisions for success of Town issues are made when sufficient information is available.
C. Does the Town Manager exhibit the ability to reach for effective and, when necessary, creative solutions?		X					The creativity comes from her and the staff. Team work shows and keeps getting better.
D. Does the Town Manager obtain the best possible end result for the money spent?	X						Absolutely. I believe she tries very hard here. And, she gives credit to the Finance Director for this team effort.
E. Do the departments run smoothly, and is there adequate internal communication among staff, and between staff and the Town Manager?		X					Comments from staff and my observations confirm that he has an outstanding staff. They tend to work in unison along with the Town Manager.



Town Manager Evaluation Form

Performance Standards

Name: Susan Holecheck

Significantly Above Average
Above Average
Average
Below Average
Significantly Below Average
Not Observed

IV. BUDGET / FINANCE	5	4	3	2	1	0	Examples
A. Does the Town Manager adequately and accurately report and project the financial condition of the Town in a timely manner?		X					She and the Budget Director work together and ensure everything is timely unless hindered by County problems.
B. Are management practices and policies designed to maintain a sound long-range financial position?	X						Absolutely. The annual audit confirmed a sound long-range financial position for the Town.
C. Are plans for the long-term replacement and maintenance of equipment updated regularly?	X						Yes, she and the Directors ensure needed items are brought before the Town Board on a regular basis.
D. Does the Town Manager implement effective programs to limit liability and loss?	X						Yes, her background as a former City Mayor to understand and implement these programs.
E. Are there short and long-term goals for asset management?		X					Goals and Objectives are "fine-tuned" for short & long Term asset management
F. Does the Town Manager suggest and pursue creative solutions to financial issues?	X						Her background as a former City Mayor allows her and her staff to pursue creative solutions.
V. COMMUNITY RELATIONS	5	4	3	2	1	0	Examples
A. Does the Town Manager have a customer service orientation; is he approachable, available and responsive to the public?	X						Yes. She is adored by over 90% of the community. That is quite an accomplishment. Good customer service practice in-place.
B. Does the Town Manager communicate openly, clearly and honestly with the public, recognizing their right and need to be well informed?	X						Yes. She is respected and trusted by the community. Good communication and media service.
C. Do each of the Departments reflect a "customer first" attitude?		X					Definitely. The Town Manager encourages it. The departments strive to accomplish this with the Town Manager.
VI. PERSONNEL RELATIONS	5	4	3	2	1	0	Examples
A. Does the Town Manager build and motivate a team?		X					Yes. She trusts her "team" and they feel comfortable enough to sometimes merely do what they think is best.
B. Does the Town manager earn the cooperation and respect of subordinates?		X					In less than a year, she has earned the cooperation and respect of her subordinates, the Town Board, and the community.
C. Does the Town Manager encourage employees to update their skills and training?		X					Yes. This may be hindered somewhat by the budget. I see and hear about the encouragement and I see no hinderance to training.
D. Does the Town Manager promote teamwork and cooperation among the Department Heads?	X						Yes. The Dept Heads are professionals that will get the job done. They work as a team for the betterment of the Town.



Town Manager Evaluation Form

Performance Standards

Name: Susan Holecheck

Significantly Above Average
Above Average
Average
Below Average
Significantly Below Average
Not Observed

VI. PERSONNEL RELATIONS (continued)	5	4	3	2	1	0	Examples
E. Does the Town Manager recognize the value of excellence in employees, and use all reasonable efforts to ensure that the best available individuals are recruited, hired and continue to work for the Town?	X						Outstanding. Comments from staff and my observations confirm low turn-over. She is quick to praise a job well done.
F. Does the Town Manager maintain adequate job descriptions for employees?	X						Yes, this remains high on her list of priorities. Recent reviews and updates reflect the care and concern.
G. Does the Town Manager ensure annual evaluations for all employees?	X						Absolutely, she is getting them done with the Human Resources Director.
H. How do you rate the Town Manager's overall management style in dealing with employees?		X					Very supportive in every area. Management style is "inclusive" but will make the "tough decisions" when required.
VII. MANAGEMENT SKILLS	5	4	3	2	1	0	Examples
A. Does the Town Manager have the ability to resolve conflicts inherent in a public agency?		X					Yes. She has the ability, the education, expertise, and the training. And, she is getting it done.
B. Is the Town Manager a good negotiator?		X					Yes. She has the ability, the education, expertise, and the training. And, we see the positive impact of her skills.
C. Does the Town Manager listen to and understand the positions and circumstances of others, and communicate that understanding?	X						Yes, very good here. Excellent communicative skills.
D. Does the Town Manager handle stress well?		X					Yes, very well ... on the outside. As a "perfectionist" she takes some criticism personally. That shows she is only human.
E. Does the Town Manager exhibit resilience; i.e. maintains motivation and energy in spite of constant demands?	X						Absolutely. As we (the Town Board) place more demands on her, she continues to rise to the occasion with excellent results.
F. Does the Town Manager follow through in a timely manner on commitments and requests?		X					She is good at this. We (the Town Board) get weekly updates on all matters she is working. My requests are handled promptly.
G. Is the Town Manager proactive in recognizing issues and initiating action?	X						Yes. There are some issues that the Town Board is informed of "after the fact." The Town Manager handled these issues because "it was her job."
H. Does the Town Manager handle people well in difficult situations?		X					Yes, she is an excellent manager of people in all situations.
I. Does the Town Manager clearly communicate expectations to contract organizations/personnel to implement Town goals and policies?		X					Yes, her dedication and commitment excels here as this is one of her very strong areas.



Town Manager Evaluation Form

Performance Standards

Name: Susan Holecheck

Significantly Above Average
Above Average
Average
Below Average
Significantly Below Average
Not Observed

VIII. LEADERSHIP	5	4	3	2	1	0	Examples
A. Does the Town Manager inspire a shared vision and enlist staff and Town Board support?		X					Yes, as indicated by the TB approval of her agenda recommendations. Clarity of the Town Manager's Memo is the key to the success.
B. Does the Town Manager seek and pursue opportunities to improve the organization?		X					Yes. She has the ability, the education, expertise, and the training. And, she is getting it done.
C. Does the Town Manager enable others to act by creating an atmosphere of trust and collaboration?		X					I have received only positive comments from staff and residents. It "appears" everyone wants to work with her to get the job done.
D. Does the Town Manager create standards of excellence and model behavior?	X						Yes, by her dress, her attitude, and her demeanor. She also does this as a Rotarian and as an Executive Member of the Nevada League of Cities.
E. Does the Town Manager conform to the high ethical standards of the profession?		X					Yes she does. This confirmation comes from my personal observation and from staff, citizens, and the local media.
F. Does the Town Manager follow through in a timely manner on commitments and requests?		X					She really tries to please FIVE bosses, the staff, and the community. She makes it look easy and, with a "full plate" she still gets the job done.
IX. LAW ENFORCEMENT	5	4	3	2	1	0	Examples
A. Does the Town Manager maintain regular communication with the contract enforcement agency?		X					Yes, she regularly meets with the County Sheriff or his Under-Sheriff regarding Town issues.
B. Does the Town Manager enforce all laws and ordinances of the Town?	X						Absolutely. She hired a Code Enforcement Officer to ensure enforcement.
X AVERAGE SCORE							

4.40

XI. ADDITIONAL COMMENTS
<p>I know how tough it is to communicate everything to the FIVE Town Board members but the effort MUST continue to be there. I make comments on all ratings of 5, 4, 2, or 1. Although there were no 3-rating in this report, any comments would be merely to clarify the rating.</p>

AMY RICHES



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

I. RELATIONS WITH THE TOWN BOARD	5	4	3	2	1	Examples
A. Does the Town Manager maintain effective and open lines of communication with the Board as a body and with individual members?	X					
B. Is the Board kept apprised of all ongoing and current situations involving Town business?	X					
C. Does the Town Manager exercise sound judgment when advising Board?	X					
II. PLANNING	5	4	3	2	1	Examples
A. Does the Town Manager anticipate needs and recognize potential problems?	X					
B. Does the Town Manager propose effective solutions and provide alternatives to identified problems?	X					
C. In making decisions, does the Town Manager obtain the facts and consider the long-term implications?	X					
D. Does the Town Manager provide the Town Board with all information necessary to make decisions?	X					
E. Are the goals of the Town Board incorporated into plans for implementation?	X					
III. ORGANIZATION SKILLS	5	4	3	2	1	Examples
A. Does the Town Manager exhibit the ability to arrange work and efficiently apply resources?	X					
B. Does the Town Manager make decisions when sufficient information is available, and implement action when conditions are ripe for success?	X					
C. Does the Town Manager exhibit the ability to reach for effective and, when necessary, creative solutions?	X					
D. Does the Town Manager obtain the best possible end result for the money spent?	X					
E. Do the departments run smoothly, and is there adequate internal communication among staff, and between staff and the Town Manager?	X					



Town Manager Evaluation Form

Performance Standards

Outstanding performance
 Exceeded expectations
 Met expectations
 Marginally met expectations
 Does not meet expectations

IV. BUDGET / FINANCE		5	4	3	2	1	Examples
A.	Does the Town Manager adequately and accurately report and project the financial condition of the Town in a timely manner?	X					N/A
B.	Are management practices and policies designed to maintain a sound long-range financial position?	X					N/A
C.	Are plans for the long-term replacement and maintenance of equipment updated regularly?	X					N/A
D.	Does the Town Manager implement effective programs to limit liability and loss?	X					N/A
E.	Are there short and long-term goals for asset management?	X					N/A
F.	Does the Town Manager suggest and pursue creative solutions to financial issues?	X					
V. COMMUNITY RELATIONS		5	4	3	2	1	Examples
A.	Does the Town Manager have a customer service orientation; is he approachable, available and responsive to the public?	X					
B.	Does the Town Manager communicate openly, clearly and honestly with the public, recognizing their right and need to be well informed?	X					
C.	Do each of the Departments reflect a "customer first" attitude?	X					
VI. PERSONNEL RELATIONS		5	4	3	2	1	Examples
A.	Does the Town Manager build and motivate a team?	X					
B.	Does the Town manager earn the cooperation and respect of subordinates?	X					
C.	Does the Town Manager encourage employees to update their skills and training?	X					
D.	Does the Town Manager promote teamwork and cooperation among the Department Heads?	X					



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

VI PERSONNEL RELATIONS (continued)		5	4	3	2	1	Examples
E.	Does the Town Manager recognize the value of excellence in employees, and use all reasonable efforts to ensure that the best available individuals are recruited, hired and continue to work for the Town?	X					
F.	Does the Town Manager maintain adequate job descriptions for employees?	X					
G.	Does the Town Manager ensure annual evaluations for all employees?	X					
H.	How do you rate the Town Manager's overall management style in dealing with employees?	X					
VII MANAGEMENT SKILLS		5	4	3	2	1	Examples
A.	Does the Town Manager have the ability to resolve conflicts inherent in a public agency?	X					
B.	Is the Town Manager a good negotiator?	X					
C.	Does the Town Manager listen to and understand the positions and circumstances of others, and communicate that understanding?	X					
D.	Does the Town Manager handle stress well?	X					
E.	Does the Town Manager exhibit resilience; i.e. maintains motivation and energy in spite of constant demands?	X					
F.	Does the Town Manager follow through in a timely manner on commitments and requests?	X					
G.	Is the Town Manager proactive in recognizing issues and initiating action?	X					
H.	Does the Town Manager handle people well in difficult situations?	X					
I.	Does the Town Manager clearly communicate expectations to contract organizations/personnel to implement Town goals and policies?	X					



Town Manager Evaluation Form

Performance Standards

Outstanding performance
 Exceeded expectations
 Met expectations
 Marginally met expectations
 Does not meet expectations

VIII. LEADERSHIP	5	4	3	2	1	Examples
A. Does the Town Manager inspire a shared vision and enlist staff and Town Board support?	X					
B. Does the Town Manager seek and pursue opportunities to improve the organization?	X					
C. Does the Town Manager enable others to act by creating an atmosphere of trust and collaboration?	X					
D. Does the Town Manager create standards of excellence and model behavior?	X					
E. Does the Town Manager conform to the high ethical standards of the profession?	X					
F. Does the Town Manager follow through in a timely manner on commitments and requests?	X					
IX. LAW ENFORCEMENT	5	4	3	2	1	Examples
A. Does the Town Manager maintain regular communication with the contract enforcement agency?	X					N/A Not sure
B. Does the Town Manager enforce all laws and ordinances of the Town?						N/A Not sure
X. ADDITIONAL COMMENTS						

I am Amy Riches
 And I feel Susan has been a perfect town manager
 Amy Riches



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

I. RELATIONS WITH THE TOWN BOARD						Examples
	5	4	3	2	1	
A. Does the Town Manager maintain effective and open lines of communication with the Board as a body and with individual members?	←————→					SEE COMMENTS (I)
B. Is the Board kept apprised of all ongoing and current situations involving Town business?	←————→					"
C. Does the Town Manager exercise sound judgment when advising Board?						SEE II. C.
II. PLANNING						Examples
	5	4	3	2	1	
A. Does the Town Manager anticipate needs and recognize potential problems?						SEE II A.
B. Does the Town Manager propose effective solutions and provide alternatives to identified problems?	←————→					
C. In making decisions, does the Town Manager obtain the facts and consider the long-term implications?			X			
D. Does the Town Manager provide the Town Board with all information necessary to make decisions?	←————→					
E. Are the goals of the Town Board incorporated into plans for implementation?		X				
III. ORGANIZATION SKILLS						Examples
	5	4	3	2	1	
A. Does the Town Manager exhibit the ability to arrange work and efficiently apply resources?						
B. Does the Town Manager make decisions when sufficient information is available, and implement action when conditions are ripe for success?						?
C. Does the Town Manager exhibit the ability to reach for effective and, when necessary, creative solutions?						SEE II. C.
D. Does the Town Manager obtain the best possible end result for the money spent?		X				
E. Do the departments run smoothly, and is there adequate internal communication among staff, and between staff and the Town Manager?						SEE COMMENTS (I) B.



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

IV. BUDGET / FINANCE	5	4	3	2	1	Examples
A. Does the Town Manager adequately and accurately report and project the financial condition of the Town in a timely manner?			X			
B. Are management practices and policies designed to maintain a sound long-range financial position?			X			
C. Are plans for the long-term replacement and maintenance of equipment updated regularly?			X			
D. Does the Town Manager implement effective programs to limit liability and loss?			X			
E. Are there short and long-term goals for asset management?			X			
F. Does the Town Manager suggest and pursue creative solutions to financial issues?						
V. COMMUNITY RELATIONS	5	4	3	2	1	Examples
A. Does the Town Manager have a customer service orientation; is he approachable, available and responsive to the public?		X				
B. Does the Town Manager communicate openly, clearly and honestly with the public, recognizing their right and need to be well informed?			X			
C. Do each of the Departments reflect a "customer first" attitude?			X			
VI. PERSONNEL RELATIONS	5	4	3	2	1	Examples
A. Does the Town Manager build and motivate a team?						SEE COMMENTS (VI)
B. Does the Town manager earn the cooperation and respect of subordinates?						
C. Does the Town Manager encourage employees to update their skills and training?						
D. Does the Town Manager promote teamwork and cooperation among the Department Heads?						



Town Manager Evaluation Form

Performance Standards

Outstanding performance
Exceeded expectations
Met expectations
Marginally met expectations
Does not meet expectations

VI. PERSONNEL RELATIONS (continued)						Examples
	5	4	3	2	1	
E. Does the Town Manager recognize the value of excellence in employees, and use all reasonable efforts to ensure that the best available individuals are recruited, hired and continue to work for the Town?			X			
F. Does the Town Manager maintain adequate job descriptions for employees?		X				
G. Does the Town Manager ensure annual evaluations for all employees?						?
H. How do you rate the Town Manager's overall management style in dealing with employees?			X			
VII. MANAGEMENT SKILLS						Examples
	5	4	3	2	1	
A. Does the Town Manager have the ability to resolve conflicts inherent in a public agency?						
B. Is the Town Manager a good negotiator?		X				
C. Does the Town Manager listen to and understand the positions and circumstances of others, and communicate that understanding?		X				
D. Does the Town Manager handle stress well?		X				
E. Does the Town Manager exhibit resilience; i.e. maintains motivation and energy in spite of constant demands?	X					
F. Does the Town Manager follow through in a timely manner on commitments and requests?			X			
G. Is the Town Manager proactive in recognizing issues and initiating action?						
H. Does the Town Manager handle people well in difficult situations?			X			
I. Does the Town Manager clearly communicate expectations to contract organizations/personnel to implement Town goals and policies?						?



Town Manager Evaluation Form

Outstanding performance
 Exceeded expectations
 Met expectations
 Marginally met expectations
 Does not meet expectations

Performance Standards

VIII LEADERSHIP	5	4	3	2	1	Examples
A. Does the Town Manager inspire a shared vision and enlist staff and Town Board support?						SEE COMMENTS (VIII)
B. Does the Town Manager seek and pursue opportunities to improve the organization?		X				
C. Does the Town Manager enable others to act by creating an atmosphere of trust and collaboration?						SEE COMMENTS (VI)
D. Does the Town Manager create standards of excellence and model behavior?		X				
E. Does the Town Manager conform to the high ethical standards of the profession?		X				
F. Does the Town Manager follow through in a timely manner on commitments and requests?			X			
IX LAW ENFORCEMENT	5	4	3	2	1	Examples
A. Does the Town Manager maintain regular communication with the contract enforcement agency?						SEE COMMENTS (IX)
B. Does the Town Manager enforce all laws and ordinances of the Town?						
X ADDITIONAL COMMENTS						

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 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
07/08/2014	07/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to approve waiver of the Liberty Festival Fees for the Pahrump Valley Chamber of Commerce

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 Chamber of Commerce asked to have their \$400.00 user fees waived for the Pahrump Liberty Festival.

STAFF COMMENTS/RECOMMENDATIONS:

Staff recommends approval if the Events Advisory Board is unable to fund the requested amount.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

AGREEMENT FOR PRODUCTION RENTAL

Agreement made this ____ day of ____ 2014 by and between **BOGUS PRODUCTIONS**, (hereinafter referred to as the "CONTRACTOR") and, **THE TOWN OF PAHRUMP** (hereinafter referred to as the "RENTER") for the purpose of contracting sound reinforcement between the undersigned parties.

1. BASIC RENTER INFORMATION

1.01 Basic Rent Provisions

Date: September 26-28, 2014
Event: Pahrump Fall Festival

Address of Venue: 350 North Hwy 160
Pahrump NV. 89060

Venue Trade Name: Town of Pahrump

Rental Terms: Three (3) days, commencing Friday, Sept 26, 2014
And terminating Sunday, Sept 28, 2014
\$10,700.00 due at time of load in

Business Conducted: Live entertainment event / festival

Equipment Rental: Refer to Exhibit "A" (attached)

2. Contractor hereby agrees to provide all the equipment specified in **Equipment List**. Contractor warrants that the equipment listed in Exhibit "A" is in good working order and equal to the manufacturers operating specifications.
3. The Contractor shall provide the equipment specified in Equipment list to be set up and ready for operation exclusively at: **PAHRUMP FALL FESTIVAL**.
4. Renter is responsible for providing additional staff to assist with load in / set up of all equipment. Contractor agrees to provide competent staff to supervise installation and operate equipment ALL equipment in use.
5. Renter shall be responsible for expenses of any theft or physical damage to Contractors equipment. Buyer shall provide adequate security to protect the Contractors equipment during the terms of this Agreement. Any damage to speakers or microphones due to artist negligence will be at the sole responsibility of the Renter.
6. Renter shall provide proper electrical power and circuits' necessary for Contractor to perform his duties hereunder.
7. All payments are to be made in full with no deductions whatsoever. The Renter agrees to pay for all damages or lost or stolen property occurring on any premises and as a direct result of any activities of the Renter, employees, entertainers, or attendees of the Buyer. Property is to be compensated at **NEW** replacement value. Renter shall pay Contractor within 30 days for any damaged, lost, or stolen equipment. Renter acknowledges that there will be a 15% surcharge for all checks returned or non-cashable. Renter will also be responsible for any and all fees if legal actions are necessary for the collection of payment.

8. Renter at all times will keep in full force and effect a policy of general liability, property damage or fire insurance with respect to covering the rental equipment to be used on the premises.
Policy amounts shall be at least equivalent to a \$1,000,000.00 combined single limit policy in which the policy shall name Bogus Productions as insured and a contain a clause that the insurer will not cancel or change the insurance without first giving Bogus Productions written Ten (10) day notice.
9. Renter will be responsible for the labor costs involved in setting and removing said equipment from the premises.
10. Should Renter fail to obtain any and all licenses, permits, and/or approvals which may be necessary to hold or carry out the operation of the business, Renter shall be solely responsible for paying the full term of this contract any and all fees and costs associated with removing the equipment off the property.
11. In the event Contractor is required to pursue legal action for breach of this Contract by Renter, Renter will be responsible for covering all Contractor's attorneys' fees and costs incurred in connection with the proceedings.
12. Indemnification of Contractor. Notwithstanding the carrying of appropriate insurance coverage, Renter does hereby indemnify, save and hold harmless Bogus Productions, its members, agents, employees, officers, directors, attorneys and affiliates harmless from and against any and all losses, claims, obligations, demands, assessments, penalties, liabilities, costs, damages, and reasonable attorneys' fees and expenses asserted against or incurred by Renter by reason of or resulting from (a) any personal injury or property damage caused to any person or entity by a negligent or willful act or omission of buyer or his/her/its agents or employees, or (b) any breach by Renter of any of the terms or conditions of this Contract

13. **Attachments:** **Attached hereto and made part of this agreement:**
 Exhibit "A": Equipment List

The Undersigned Parties have read and understand the terms and conditions of this Agreement and do hereby set their hands.

RENTER

CONTRACTOR

Signature _____

Signature  _____

Name _____
Company _____
Address _____
City, State, Zip _____
Phone _____
Fax _____
Email _____

Name Brian Saliba
Company Bogus Productions
Address 8665 W. Flamingo Rd #131-201
City, State, Zip Las Vegas, NV 89147
Phone 702-798-3330
Fax 253-550-3755
Email info@bogusproductions.com

EXHIBIT "A"

LIST OF EQUIPMENT PAGE 1 of 1

Stage size - 24x12x4 for main stage, 12x8x5 for drum riser (same set up as Threadzfest)
- contractor will provide 2 staff to oversee set/strike on Thursday, Sept 25, 2014 for load in and will load out on Sunday Sept 28, 2014.

Stage lighting - 12-16 LED Par 64 1 watt lights mounted to qty 4 10ft vertical box truss w/ smart fade console.
- contractor will provide 2 staff to oversee set/strike on Thursday, Sept 25, 2014 for load in and will load out on Sunday Sept 28, 2013.

Stage roof - 24x20 w/ 4 genie lifts and shade scrim (same set up as Threadzfest)
- contractor will provide 2 staff to oversee set/strike on Thursday, Sept 25, 2014 for load in and will load out on Sunday Sept 29, 2014.

Sound/Audio Equipment specs - (same set up as Threadzfest)
- includes 2 staff to set/operate/strike for 4 days on Thursday Sept 25 with load out immediately following completion of the event

- 1-Yamaha 3212 mixing console with roadcase
- 1-FOH Rack-SKB 19" rack including the following:
 - 1-Furman Rackrider with lights
 - 1-Alesis Microverb III digital reverb processor
 - 1-Digitech 128 Digital Delay
- 2-Yamaha 2031 stereo equalizers-for 4 monitor mixes
- 2-JBL/Urie 31 Band Equalizers-for left and right mains
- 2-Subsnakes for patching all above
- 1-27 Pair - 250' snake
- 1-15 Pair - 200' return snake
- 4-JBL 4853 MidHigh speakers w/ 2 x 12" lows and 1 x 2' Horn per box
- 4-JOLO 218" subwoofers w/ 2 x 18" speakers per box
- 7-Yamaha 115 Monitor speakers
- 1-Amp rack for above speakers including the following:
 - 2-CREST Pro 5200 amps - for 4 passive monitor mixes
 - 1-Rane AC 23 electronic crossover - 3 way stereo
 - 1-CREST Pro 7200 amp - for horns
 - 1-CREST Pro 7200 amp - for mids
 - 1-CREST Pro 9200 amp - for subs
- 8-Assorted XLR cables for above patching
- 1-Microphone package including the following:
 - 4-Shure SM-58 vocal mikes
 - 4-Shure SM-57 instrument mikes
 - 4-Direct boxes(2 active, 2 passive)
- 1-AudioTechnica drum kit w/kick, 3 tom, and 1 snare mike, 2 AudioTechnica condensers for hihat and overhead
- 6-Tall Boom stands 4-Short boom stands 2-Tall straight stands 2-Short stands

Renter will provide all necessary Power Requirements
- Eight 20amp 110v circuits

Renter will provide local labor to set strike all equipment
- 4-5 people for load in and load out and 1-2 staff to help during band changeovers each performance day.

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 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
07/08/2014 07/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to adjourn to a closed session to receive information and advice from the Town's Attorney regarding potential or existing litigation pursuant to NRS 241.015(2)(b)(2)

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:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. five (05) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
7/8/2014 7/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Future Meetings/Workshops.

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:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107
Telephone Number

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
07/08/2014 07/22/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

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

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Pahrump Town Board Pahrump Town Board
Print Name Signature

400 N. Hwy 160 (775) 727-5107
Mailing Address Telephone Number

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 6:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
07/08/2014	07/22/2014

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 Citizens, Town Board, and Town Staff.

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

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