

PAHRUMP TOWN BOARD AGENDA

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

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 of agendas and supporting materials may also be requested from Stephanie Massimino at the Town Office. Ms. Massimino may be reached 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.
October 14, 2014
AGENDA**

- 1. Call to Order**
- 2. Invocation by Pastor Ed Dreese of Heritage Bible Church.**
- 3. Pledge of Allegiance.**
- 4. Consideration to Move the Order of or Deleting an Agenda Item(s).**
- 5. 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).
- 6. 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).
- 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 September 23, 2014.
 - c. Action- Approval to transfer Ambulance Delinquent Fund July 2014 thru September 2014.
 - d. Action – Approval of John Pawlak to the Events Advisory Board.
 - e. Action- Approval of Salli Kerr to the Tourism Advisory Board.
 - f. Action- Approval of Proclamation for Breast Cancer Awareness Month.
 - g. Action- Approval of Certificates of Appreciation to the Arena Advisory Board, Pahrump Valley Quilters, KPVM, Joe's Sanitation, Search and Rescue, Tyann James, Nye County Sheriff Office and Town Staff for their hard work with the 2014 Pahrump Fall Festival.
- 9. Advisory Board Reports** from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards. (Non-Action Item)
- 10. Consideration** to appoint Gary Hollis as the official Pahrump Town Board lobbyist. (For Possible Action)
- 11. Consideration** to move forward and approve on year round aquatic center. (For Possible Action)
- 12. Consideration** to approve the Town of Pahrump sponsoring the 2014 Trunk or Treat.(For Possible Action)

13. **Consideration** to approve an extension of the Town Manager's employment contract to and including January 4, 2015 at which time any at will employment will be at the discretion of the Nye County Commissioners. (For Possible Action)
14. **Consideration** to move the Fall Festival dates to a different weekend in October. (For Possible Action)
15. **Consideration** to approve key control for the Town of Pahrump properties. (For Possible Action)
16. **Consideration** to approve Safety Policies and Procedures for all Town of Pahrump equipment and the creation of one multi-department Safety Team headed by the Town Manager. (For Possible Action)
17. **Consideration** to approve one consistent scheduling board for all areas of the Town of Pahrump activates. (For Possible Action)
18. **Consideration** and possible decision and/or direction to staff regarding the purchase of the Stephanie Parcel as an equestrian trailhead. (For Possible Action)
19. **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).

20. **Future Meetings/Workshops: Date, Time and Location:** regular meeting October 28, 2014. (Non-Action Item)
21. **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)
22. **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
9/30/2014

DATE OF DESIRED BOARD MEETING
10/14/2014

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:

Pahrump Town Board
Print Name

Pahrump Town Board
Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
09/30/2014	10/14/2014

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:

<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

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
09/30/2014	10/14/2014

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>
Mailing Address	Telephone Number

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
09/30/2014	10/14/2014

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

October 14th, 2014

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

- Events Advisory Board on October 20th at 4:00 pm.
- Parks & Recreation Advisory Board on October 15th at 6:30 pm
- Veterans' Memorial Advisory Board on October 16th at 6:00 pm
- Nuclear Waste and Environmental Board on November 7th at 11:00 am.
- Public Lands Advisory Board on November 4th at 7:00 pm
- Youth Advisory Board on November 12th at 2:30 pm
- Arena Advisory Board on November 13th at 7:00 pm

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

- Tourism Advisory Board on December 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 Horsford's Office is at the Bob Rudd Center every Monday from 9:00 am-Noon in Room A.

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
09/23/2014	10/14/2014

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

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
9/30/2014

DATE OF DESIRED BOARD MEETING
10/14/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to approve of Town Board minutes for September 23, 2014.

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

BRIEF SUMMARY OF ITEM:

See attached minutes

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Pahrump Town Board
Print Name

Pahrump Town Board
Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY CENTER
2100 E. Walt Williams Drive
TUESDAY – 6:00 P.M.
September 23, 2014
Minutes**

PRESENT:

Town Board:

Harley Kulkin
Dr. Tom Waters
Amy Riches

Staff:

Bret Meich, Legal Counsel
Michael Sullivan, Financial Director
Stephanie Massimino, Executive Assistant
Arlette Ledbetter, Tourism Director
Matt Luis, Building and Grounds Manager

Absent:

Robert Adams
Bill Dolan

1. Call to Order

Mr. Kulkin called the meeting to order.

2. Invocation by Pastor Ed Dreese of Heritage Bible Church.

3. Pledge of Allegiance.

Dr. Waters led the pledge of allegiance.

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

Dr. Waters pulled 9d for discussion.

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

Public comment was heard.

6. 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).

7. Department Head Status Update.

8. Announcements.

Dr. Waters read the Announcements.

9. Consideration to adopt Consent agenda items:
- a. Action – Approval of Town Vouchers.
 - b. Action – Approval of Town Board meeting minutes for September 09, 2014.
 - c. Action – Approval of Amber Byard to the Pahrump Tourism Advisory Board and the resignation of Kelly Buffi from the Tourism Advisory Board.
 - d. Action- Approval of Proclamation for National Public Lands Day September 27, 2014.
 - e. Action- Approval of Proclamation for National Prostate Cancer Awareness month of September.

Dr. Waters motioned to approve consent agenda items 9a, 9b, 9c, and 9e.
Mrs. Riches seconded.
Motion carried, 3-0.

Dr. Waters read the National Prostate Cancer Awareness Month proclamation.

Consent 9d-----

Mr. Robert Adams had Dr. Waters read a statement into the record that expressed his concern for wording in the National Public Lands Day proclamation.

Mr. Kulkin stated that he agreed with a few of Mr. Robert Adams comments.

No Action was taken.

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

The Veterans Advisory Board members brought an example of the War Memorial Plaques going up at the Veterans Section of the Chief Tecopa Cemetery.

Personnel from Braintrust and Ms. Arlette Ledbetter gave an update on the Tourism Marketing Recap.

All Board members thanked Braintrust personnel for their hard work.

11. Consideration and discussion to enclose the Pahrump Town Pool.

Mrs. Amy Riches stated she received several calls and thought it would be fair for conversation.

Mr. Matt Luis stated currently it was not an affordable item for the Town to do at this time.

Mrs. Riches asked what it would cost for the pool to be enclosed.

Mr. Luis stated that it would a one-time cost of \$100,000 and then the yearly cost.

Dr. Waters stated that he was in favor of an indoor pool but that there were no funds currently and it should be discussed closer to next July.

Mr. Sullivan stated that currently due to taxes the Town is unable to employ someone to work the pool year-round if it was enclosed.

Public comment was heard.

Mrs. Riches motioned to direct staff to bring back the true cost of an enclosed pool and the yearly operations cost and it be brought back by the meeting in November.

There was no second so No action was taken.

12. Consideration and discussion to purchase Holiday items.

Mr. Riches stated she was interested in making the Town look more festive.

Mr. Luis stated it had been tried a few times in the past and it did not work out.

This item was pushed till next meeting.

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).

14. Future Meetings/Workshops: Date, Time and Location: regular meeting October 14, 2014.

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).

Public comment was heard.

Mrs. Riches stated that she would request calls and emails regarding what citizens want from the board in the last 3 months of office.

16. Adjournment

Adjourned at 7:45 pm.

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 10/14/2014**

TO: Town Board

FROM: Melissa Raetz, Ambulance Billing Supervisor
Michael Sullivan, Finance Director

DATE: October 14, 2014

RE: Approval to Transfer Ambulance Fund Delinquent Accounts for July 2014 thru Sept 2014 for Further Collection and Related Accounting Adjustments.

1.) Background

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

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

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

2.) Fiscal Impact

The current FY 2015 Ambulance Fund Budget is sufficient to reflect these adjusting transactions.

3.) Staff Recommendation and Board Action Requested

The staff recommends that the Town Board *move to approve the Ambulance Fund charges to Allowance for Doubtful Accounts in the amount of \$207,898.00 for the period July thru Sept, 2014 as presented in the attached materials.*

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

**MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 10/14/2014**

(Attachment A – Town of Pahrump Fire-Rescue Service Ambulance Doubtful Accounts Chart for July, 2014 thru Sept, 2014.)

**TOWN OF PAHRUMP
 AMBULANCE FUND ACCOUNTS RECEIVABLE
 BAD DEBT WRITE OFFS
 FISCAL YEAR 2015
 FOR THE PERIOD JULY - SEPTEMBER 2014**

Jul-Sep 2014

1	CATEGORY	QTY	TOTAL CHARGES BILLED	CONTRACTUAL ADJUSTMENTS BY INSURANCE PROVIDERS	NET BILLABLE CHARGES	INSURANCE & PATIENT PAYMENTS RECEIVED	BALANCES RECOMMENDED FOR WRITE OFF & COLLECTIONS
2	BAD DEBTS	187	206,306	48,381	157,925	6,679	151,246
3	BANKRUPTCY	0	0	0	0	0	0
4	DECEASED	75	84,066	27,149	56,917	264	56,653
5	SMALL BALANCES	5	6,226	2,121	4,105	2,399	0
6	HARDSHIP	0	0	0	0	0	0
7	TOTALS	267	296,597	77,651	218,946	9,342	207,898

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED 09/23/2014	DATE OF DESIRED BOARD MEETING 10/14/2014
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to approve and appoint John Pawlak to the Events 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:

Mr. Pawlak has been involved in many communities events and would be a welcome addition.

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

PLEASE READ BACK OF APPLICATION BEFORE COMPLETING

Town Advisory Board (TAB) Application

Name of Board: EVENTS ADVISORY BOARD

Applicant Name: JOHN M. PAWLAK

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

Mailing Address: ↑ City: ↑ Zip: ↑

Home Phone: XXX 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:

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

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.

John M. Pawlak 23 SEP 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**

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

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
09/30/2014	10/14/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Consideration to approve Salli Kerr to the Tourism 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:
Salli would bring expertise to the Board.

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

PLEASE READ BACK OF APPLICATION BEFORE COMPLETING

Town Advisory Board (TAB) Application

Name of Board: Tourism Board

Applicant Name: Salli A Kerr

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

Mailing Address: same City: _____ Zip: _____

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

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

E-Mail Address: ceo@pahrumppchamber.com

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

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

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

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

Salli A Kerr
Signature

9/12/14
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.)

2014 Breast Cancer Awareness Month

WHEREAS, October 2014 is the National Breast Cancer Awareness Month; and

WHEREAS, October 17, 2014 is National Mammography Day; and

WHEREAS, breast cancer is the most common cancer among women, except for skin cancer;

WHEREAS, breast cancer is the second leading cause of cancer death in women, after lung cancer;

WHEREAS, the chance of developing invasive breast cancer at some time in a woman's life is about 1 in 8;

WHEREAS, men are also diagnosed and die from breast cancer;

WHEREAS, death rates from breast cancer have been declining, and this change is believed to be result of earlier detection and improved treatment; and

WHEREAS, mammography-an "x-ray" of the breast- is recognized as the single most effective method of detecting breast changes that may be cancer long before physical symptoms can be seen or felt;

NOW, THEREFORE, Town of Pahrump hereby proclaims the month of October 2014 as National Breast Cancer Awareness Month and October 17, 2014 National Mammography Day.

Dated this 14th day of October, 2014.

Harley Kulkin, Chairman

Bill Dolan, Vice Chair

Dr. Tom Waters, Clerk

Robert Adams

Amy Riches

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
09/30/2014 10/14/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to approve issuances of Certificates of Appreciation to the Pahrump Arena Advisory Board, PV Quilters, KPVM, Joe's Sanitation, Search and Rescue, Tyann James, Nye County Sheriff Office and Town Staff for their hard work with the 2014 Pahrump Fall Festival.

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:

All groups mentioned worked tirelessly to ensure the 2014 Pahrump Fall Festival was successful.

STAFF COMMENTS/RECOMMENDATIONS:

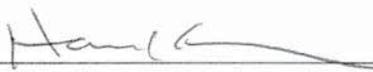
Staff would recommend approval.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Harley Kulkin, Chairman

SPONSORED BY:

Harley Kulkin, Chairman
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

Certificate of Appreciation

presented to

PV Arena Advisory Board

for their time and services with the

2014 Pahrump Fall Festival

Thank you for your dedication and hard work,

Only through the help of caring and knowledgeable individuals can we progress.

Presented By: The Pahrump Town Board

Dated the 14th of October, 2014

Chair: Harley Kulkyn

Vice chair: Bill Dolan

Clerk: Dr. Tom Waters

Amy Riches

Robert Adams

Certificate of Appreciation

presented to

Pahrump Valley Quilters

for their time and services with the

2014 Pahrump Fall Festival

Thank you for your dedication and hard work,

Only through the help of caring and knowledgeable individuals can we progress.

Presented By: The Pahrump Town Board

Dated the 14th of October, 2014

Chair: Harley Kulkin

Vice chair: Bill Dolan

Clerk: Dr. Tom Waters

Amy Riches

Robert Adams

Certificate of Appreciation

presented to

KPVM

for time and services with the

2014 Pahrump Fall Festival

Thank you for your dedication and hard work,

Only through the help of caring and knowledgeable individuals can we progress.

Presented By: The Pahrump Town Board

Dated the 14th of October, 2014

Chair: Harley Kulkyn

Vice chair: Bill Dolan

Clerk: Dr. Tom Waters

Amy Riches

Robert Adams

Certificate of Appreciation

presented to

Joe's Sanitation

for their time and services with the

2014 Pahrump Fall Festival

Thank you for your dedication and hard work,

Only through the help of caring and knowledgeable individuals can we progress.

Presented By: The Pahrump Town Board

Dated the 14th of October, 2014

Chair: Harley Kulkin

Vice chair: Bill Dolan

Clerk: Dr. Tom Waters

Amy Riches

Robert Adams

Certificate of Appreciation

presented to

Search and Rescue

for their time and services with the

2014 Pahrump Fall Festival

Thank you for your dedication and hard work,

Only through the help of caring and knowledgeable individuals can we progress.

Presented By: The Pahrump Town Board

Dated the 14th of October, 2014

Chair: Harley Kulkin

Vice chair: Bill Dolan

Clerk: Dr. Tom Waters

Amy Riches

Robert Adams

Certificate of Appreciation

presented to

Tyann James

for her time and services with the

2014 Pahrump Fall Festival

Thank you for your dedication and hard work,

Only through the help of caring and knowledgeable individuals can we progress.

Presented By: The Pahrump Town Board

Dated the 14th of October, 2014

Chair: Harley Kulkin

Vice chair: Bill Dolan

Clerk: Dr. Tom Waters

Amy Riches

Robert Adams

Certificate of Appreciation

presented to

Nye County Sheriff's Office

for their time and services with the

2014 Pahrump Fall Festival

Thank you for your dedication and hard work,

Only through the help of caring and knowledgeable individuals can we progress.

Presented By: The Pahrump Town Board

Dated the 14th of October, 2014

Chair: Harley Kulkin

Vice chair: Bill Dolan

Clerk: Dr. Tom Waters

Amy Riches

Robert Adams

Certificate of Appreciation

presented to

Town Staff

for time and services with the

2014 Pahrump Fall Festival

Thank you for your dedication and hard work,

Only through the help of caring and knowledgeable individuals can we progress.

Presented By: The Pahrump Town Board

Dated the 14th of October, 2014

Chair: Harley Kulkin

Vice chair: Bill Dolan

Clerk: Dr. Tom Waters

Amy Riches

Robert Adams

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 09/30/2014	DATE OF DESIRED BOARD MEETING 10/14/2014
--	---

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to appoint Gary Hollis as the official Pahrump Town Board lobbyist.

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

BRIEF SUMMARY OF ITEM:

Mr. Hollis was once a Town Board member and a Commissioner and has volunteered his services as the Town's lobbyist. Payment would not exceed \$5,000.00.

STAFF COMMENTS/RECOMMENDATIONS:

Unfortunately the Town is not a granted any BDR request so staff is unsure how successful Mr. Hollis would be to advance the desire of the Town.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Susan Holecheck, Town Manager

Print Name



Signature

400 N. Hwy 160

Mailing Address

(775) 727-5107 ext.

Telephone Number

AGENDA ITEM REQUEST

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

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
09/30/2014	10/14/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to move forward and approve a year round aquatic center.

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

BRIEF SUMMARY OF ITEM:

This matter reviewed prior to the FY 2014-2015 budget session and there was no desire to move forward. There is already CIP expense of \$40,000 to resurface the pool.

STAFF COMMENTS/RECOMMENDATIONS:

Staff would recommend denial as this is a mid-cycle expense and funds are not available.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Amy Riches, Town Board Member

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

AGENDA ITEM REQUEST

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

DATE AGENDA ITEM SUBMITTED
09/30/2014

DATE OF DESIRED BOARD MEETING
10/14/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to approve an extension of the Town Manager's employment contract to and including January 4, 2015 at which time any at-will employment will be at the discretion of the Nye County Commissioners.

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:
Please see attached comments.

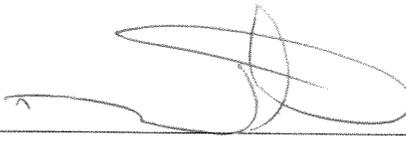
STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Dr. Tom Waters, Town Board Clerk

SPONSORED BY:

Dr. Tom Waters, Town Board Clerk
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

Brief Summary:

Because the Board of County Commissioners does not assume the duties of the governing authority for the Town of Pahrump until January 5, 2015, and because the Fifth Judicial District Court entered a preliminary injunction barring the Town Board from entering into any employment contracts beyond the date of dissolution of the elected town board form of government and because the Town of Pahrump will require a town manager following the dissolution, the extension is suggested to ensure continuity of management until a determination is able to be made by the Nye County Commissioners upon transference of the governing authority. .

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
09/30/2014 10/14/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Consideration to move the Fall Festival event to a different weekend in October.

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:
Some businesses and patrons have stated that due to the Festival being the last weekend of September it has caused issues with attendance or availability of money so late in the month. It suggested moving the event to the middle of October may be more accommodating.

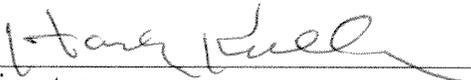
STAFF COMMENTS/RECOMMENDATIONS:
Staff would recommend if the Festival is moved it be moved to the second weekend in the month of October so as to not cause conflict with the Grape stomp.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Harley Kulkin, Chairman

SPONSORED BY:

Harley Kulkin, Chairman
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

On September 6th, 2014 at about 7:30 PM while driving down Basin I noticed a mobile catering truck (private business) in the back of Arena Area that had been left unsecured and gates standing wide open.

As I approached the truck I noticed a male disconnecting the water hose from the truck. I asked them what they were doing and they told me nothing, I told them I saw them filling up their water tanks using the Towns water.

The female stated oh Matt knows we fill up a few times a week, I told them I highly doubt that Matt would allow anyone from a private company to come into town property and fill up their water tanks and what they were doing amounted to stealing from the Town of Pahrump.

If we allow one business to do this we must allow all business to do it, and I doubt if the Town Board would allow that to happen.

The female then went on to say oh we feed all the cowboys during the rodeo so it is ok. I advised her up until this year my wife ran the rodeo and she was right there in my truck. The female then simply said "oh".

I asked them to please leave right now and if I saw them doing this again I would call the NCSO and report it as a theft of property. They departed the area and I secured the gate and then called Matt, Susan and Kevin (code enforcement) to let everyone know what had happened.

Attached is a photo of the private business truck in the arena area.

There is key control for most of the Towns Property; however, the Arena Area is one area that has almost no key control, if any at all. There are so many keys floating around out there and when someone needs a key they just take the one they have and make copies at Wal-Mart & or at Home Depot for their friends.

I am asking for this board to vote and to direct staff to change all the locks in and for the Arena Area, equipment areas and any other areas that should be secured and have the keys that are made to be stamped "Do Not Duplicate".

If someone wants to use the Arena after hours they can come into the Town Office and sign out a key for 12 to 24 hours and then return it to the town office. We can also attach a key deposit to ensure the key is returned.

There is no need for any AB member to have a key out for any reason unless it is signed out from the Town Office. Staff will have keys assigned by the Director of Buildings and Grounds to complete their required assignments.

The theft and damages to and around the Arena Area should see a decrease in both of these areas. Right on the Arena AB agenda is a monthly item "Regarding Arena Fixes" so let's stop any more problems now.



After reviewing safety records with Matt Luis, it was learned that the current safety procedures are lacking.

The safety records show not one person either staff or volunteer is signed off to use the new \$70,000.00 plus tractor. Not one staff or volunteer is signed off to use the water truck and very few staff or volunteers are signed off to use the older equipment either.

As per Mr. Luis at building and grounds they use the manuals and if any CD's that come with the equipment to do any safety training, which as I just stated is very lacking.

When I asked Mr. Luis if the current very lacking policies & procedures have ever been approved by the Risk Management Department at our insurance company Pool N Pact, I was told no not to his knowledge.

There have been concerns brought up at Arena AB meetings by AB members and by members of the audience where volunteers have admitted to drinking beer while using town equipment, having young children on their laps and on the equipment.

There was also an incident during the last car show at Petrick Park, that the new tractor was buried if not up to then almost up to the drive axle in the warm up area after the water truck was brought in and way too much water was dumped on the ground to control dust.

I happened to be displaying my antique car at that car show and was ashamed and sickened to see what took place with that new \$70,000.00 plus tractor. The operator did get it unstuck, and many members of our community were sitting in the park laughing at the event.

And according to the Arena AB Master Log of Events there was nothing set to be in the arena that weekend, yet an event was held and prizes were awarded, you could not help but hear because the volume was turned up way to loud that it drowned out our area of the car show in the park.

If God forbid a volunteer is hurt or killed using this equipment without having these approved policies and procedures in place, then we the residents of Pahrump will be on the hook for all payouts and after the county takes over all the residents of the county will be paying up in higher taxes.

Therefore I would like to make a motion to direct staff to allow no one except Town Staff to use any town equipment until a Multi-department Safety Team is created (as I asked for months ago) and Safety Policies and Procedures are drafted and approved by the Risk Management Department at our Insurance Company Pool N Pact.

According to the Pahrump Arena AB Fee Schedule (approved by the Town Board 07/08/2012 at the request of the Arena AB) their Non-Refundable Reservation Fee for use of the Arena is \$150.00 per day for the first two (2) days, and \$100 per day for each other day thereafter.

It also has a statement at the bottom of that Fee Schedule for Fee Waivers; it is listed in the next paragraph, pulled right from the Arena AB site on the Town of Pahrump Web-site.

Fee Waivers: The PAAB can grant an approval or denial of a request for waived arena fees upon approval from the Town Manager or his/her designee. Waived fees will be considered for any non-profit organization that is not charging a gate fee. Each request will be evaluated on a case by case basis. The party seeking the waiver shall submit a formal written request and appear before the Board to explain the reason for the waiver. Any decision regarding waiver requests by the PAAB may be reviewed by appeal to the Pahrump Town Board. Requests for appeal shall be submitted in writing to the Town Office within ten days of the PAAB decision and will be scheduled on the next available Town Board meeting agenda.

Now I ask you to look at that fee form, and I draw your attention to the top right part of the form titled Non-Refundable column, where you can see \$50.00 all the way down showing no one has paid more than \$50.00 no matter how many days they reserved the Arena for. I also checked with the Town Manager and she advised me she has not waived any fees for the Arena AB, nor has any requests come to this Town Board requesting any waivers.

I now draw your attention to April 26 & 27 2014 the car show held in Petrick Park, which was moved from March 22 & 23, 2014 due to rain and thus moved to the April date. As I stated under the Safety agenda item there was nothing in the Arena so what happened to all those fees from the event that was held in the Arena?

Also please see under the title of Sponcer (which should be spelled Sponsor) many lines in Blue that have no fees charged 11 events listed in the Arena Area over the year.

Now all of the Town Board members are to be sent all agendas and items to be on those agendas from every AB as asked for by this Town Board over 18 months ago. The last Event / Fee Schedule received from the AB was this one dated June 26, 2014.

As you can also see there has been thousands of dollars listed under the Refundable column. An listed on October 25 & 26, 2014 there is an Obedience and Rally Trails Show set to take place with no fees assessed at all?

I think you can see that I have pointed out what appears to be a rouge AB doing as they want to instead of following their own approved policies, procedures and fees.

I cannot help but think back to when they asked for a new Liaison be assigned and removing this Town Board member from being their Liaison all awhile knowing I would never allow this type of action to happen.

I feel I have shown that this AB has abused their duties assigned to them by the Town Board and it also appears this abuse has caused the Town and its residents thousands of dollars all in an attempt to give friends special treatment.

Therefore, I motion to still allow the AB to except date assignments but that the assessment of fees and collection of those fees be handled through the Town Office as all other AB who deal with fees are handled now.

Month	Saturday	Sunday	Sponser	Start Time	Cook shack Arena	Preparation	Reservation Paid	Non-Refundable	Refundable	Reservation #
January	4	5								
	11	12								
	18	19								
	25	26	WIRA							
February	1	2								
	8	9								
	15	16								
	22	23	PVRR Jackpot Barrel Race	9AM	X		RODEO	50	2225	301
March	1	2								
	8	9	Balloon Festival							
	15	16	PVRR	9AM	X		RODEO	50	2225	301
	22	23								
	29	30	POSS	8am	X			50	1725	304
April	5	6								
	12	13								
	19	20	PVRR/ Can Pot	6PM	X		RODEO	50	2225	302
	26	27	CAR SHOW							
May	3	4								
	10	11								
	17	18	PVRR	6PM	X		RODEO	50	2225	302
	24	25	POSS	8am	X			50	1725	304
June	31	1								
	7	8								
	14	15								
	21	22	PVRR/ Bike Rally							
	28	29	PVRR					50	2225	
July	5	6	FIRE WORKS							
	12	13								
	19	20	PVRR	6PM	X		RODEO	50	2225	302
	26	27								
August	2	3								
	9	10								
	16	17	PVRR	6PM	X		RODEO	50	2225	302
	23	24	POSS	8am	X			50	1725	304
	30	31								
September	6	7								
	13	14	WIRA							
	20	21	PVRR	6PM	X		RODEO	50	2225	302
	27	28	FALL FESTIVAL							
October	4	5								
	11	12	POSS	8am	X			50	1725	304
	18	19	PVRR	9AM	X		RODEO	50	2225	301
	25	26	Obedience and Rally Trials show							
November	1	2	PVRR	9AM	X		RODEO	50	2225	301
	8	9	POSS	8am	X			50	1725	304
	15	16								
	22	23								
	29	30								
December	6	7								
	13	14								
	20	21								
	27	28								

CANCELED DUE TO RAIN

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 09/30/2014	DATE OF DESIRED BOARD MEETING 10/14/2014
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration and possible direction to staff regarding the purchase of the Stephanie Parcel as an equestrian trailhead.

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:

Last chance park is currently designated as an equestrian possibility but it is suggested the Stephanie Parcel might make a better location.

STAFF COMMENTS/RECOMMENDATIONS:

Staff would suggest that if purchase is contemplated remediation and related cost be thoroughly researched.

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

Improvement List for Parcel # 028-251-18								
	Grp #	Impr #	Description	Year	Cnt/ Size	Replacement Cost	Assessment Date	RCNLD
Open	1	1	WATER SYSTEM	1994	1	8,763	06/25/13	6,134
Open	1	2	SEPTIC SYSTEM	1994	1	2,675	06/25/13	1,873
Open	1	3	HOOKUP ELECTRIC	1994	1	3,123	06/25/13	2,186
Open	1	4	FENCE FW TPOST	1994	1,307	2,771	06/25/13	1,940
RCNLD: Replacement Cost New, Less Depreciation								
								Go Back

LAND USE APPLICATION

Pahrump Regional Planning District

See Reverse for Submittal Requirements

AREA BETWEEN DOUBLE LINES FOR STAFF USE ONLY

APPLICATION TYPE:	DATE FILED:	APPLICATION NUMBER:
<input type="checkbox"/> ZONE CHANGE	PROCESSED BY:	MEETING DATES: RPC: BOCC:
<input checked="" type="checkbox"/> CONDITIONAL USE PERMIT	FEE:	ADVERTISE DATE:
<input type="checkbox"/> TEXT AMENDMENT	RECEIPT #:	PROPERTY OWNERS NOTIFIED:
<input type="checkbox"/> WAIVER	SECTION / TOWNSHIP / RANGE:	
<input type="checkbox"/> VACATION and ABANDONMENT	RELATED CASE NOS:	
<input type="checkbox"/> STREET NAME CHANGE	FINAL ACTION MEMORANDUM ISSUED:	DOES THIS USE CONFORM TO THE MASTER PLAN?

(CLEARLY PRINT ALL INFORMATION USING INK OR TYPE)

PROPERTY OWNER: Nye County Sheriff
 APPLICANT: Nye County Planning Dept. on behalf of the Town of Pahrump

ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO:

NAME: Susan Holecheck, Pahrump Town Manager
 ADDRESS: 400 N. Hwy 160
 CITY: Pahrump STATE: NV ZIP CODE: 89060
 TELEPHONE: 775-727-5107 FAX / CELL: 775-727-0345

ASSESSOR'S PARCEL NUMBER(S): 028-251-18
 LEGAL DESCRIPTION: Bell Vista Unit 6, Block D, Lot 7
 PROPERTY ADDRESS AND NEAREST CROSS STREETS: 3761 N. Stephanie Street (Stephanie south of Simkins Rd.)
 GROSS/NET ACREAGE: 5.00 PRESENT ZONE CLASSIFICATION: RH-4.5
 DESIRED ZONE CLASSIFICATION: n/a CURRENT LAND USE: vacant, existing domestic well/ISDS

DESCRIBE YOUR REQUEST IN DETAIL. YOU MUST CITE ANY RELEVANT CODE SECTIONS, WAIVERS, OR CONDITIONAL USE PERMITS (USE ADDITIONAL PAGES IF NEEDED)

Conditional Use Permit pursuant to NCC 17.04.215 E to facilitate the proposed development of the parcel as a public recreation area (trail-head) for the Last Chance Park in order to access the BLM property aka: Last Chance Range, from a parcel that is located in the northwest area of the Pahrump Valley, with readily available access (via Stephanie Street, a Nye County maintained 60-foot right-of-way) to the subject property (proposed trail-head) as well as the Last Chance Range.

DESCRIBE THE SOURCE OF WATER/SEWER: existing domestic well/ISDS DO YOU HAVE A WILL SERVE LETTER? YES NO

* * * Prior to submitting this application, please call (775) 751-4249 to schedule an appointment * * *

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of record on the tax rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Nye County Code; that the information on the plans and drawings attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted. (I, We) also authorize the Nye County Planning Department and its designee, to enter the premises of the property subject to this application for the purposes of gathering information for the purpose of advising the public of the proposed application. **FURTHER, THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT HE/SHE IS AWARE OF AND HAS READ THE ATTACHED "LIST OF POTENTIAL NYE COUNTY DEVELOPMENT REQUIREMENTS."**

Property Owner Signature _____

Print or Type Property Owner Name _____

Notary

State of _____

County of _____

This instrument was acknowledged before me on _____ by _____
Date Name of person

Signature of Notarial Officer _____

Documents Required for Submitting Land Use Applications

APPLICATION TYPE	Application	Conceptual Site Plan	Site Plans	Deed	Legal Description	Justification Letter	Traffic Impact Analysis	Straight-line Drawing	Supplemental Information	Application Fees
Conditional Use Permit	1	1	4	1 ⁹		1 ¹¹	4 ¹²	1 ¹³	1 ¹⁴	Refer to Fee Schedule
Text Amendment	1					1 ¹¹				\$750.00
Zone Change	1	1	4	1 ⁹	1 ⁸	1 ¹¹	4 ¹²		1 ¹⁴	\$550.00 plus \$25.00 per acre
Waiver	1	1	4			1 ¹¹				\$350.00
Vacation and Abandonment	1		4	1 ⁹	1 ⁸	1 ¹¹				\$500.00
Street Name Change*	1					1 ¹¹				Refer to Fee Schedule

Superscript notes on this table refer to the same item number on the Explanation of the Document Submittal Requirements for Planning Applications

* Plus all sign costs

Procedures for Filing Land Use Applications:

- A. After assembling the required materials as outlined above, schedule an appointment by calling the Nye County Planning Department at (775) 751-4249. Filing an application without an appointment may delay your application processing and/or scheduled hearing(s). Only completed applications shall be accepted for filing.
- B. Review the Summary of Required Reviews or Hearings for your application type. ATTENDANCE AT ALL SCHEDULED MEETINGS IS MANDATORY – you may assign an agent to speak on your behalf. Failure to appear at any meeting may result in delays.
- C. Staff Report: To discuss a report or recommendation, contact the Planning Department to resolve concerns prior to the hearing.
- D. A letter indicating the Commission's decision and all conditions of approval will be sent to the correspondent address on the application. All conditions must be met before an occupancy permit or a business license will be issued. In many cases, the Planning Commission is considered to be final action unless appealed, refer to the Summary of Required Reviews or Hearings.
- E. Any person may appeal, in writing, to the Board within 30 calendar days from the date the Notice of Final Action was sent. The office of the Zoning Administrator must physically receive the appeal by 4:00 p.m. on the 30th calendar day.
- F. The Planning Commission has the authority to impose conditions, restrictions, safeguards and date of expiration on any land use application that is granted to ensure the health, safety and welfare of the neighborhood. Failure to comply with such conditions shall be deemed as a violation. Any such person who knowingly continues the violation after receiving written notification of the violation is guilty of a misdemeanor.

Nye County Planning Department
250 N. Hwy 160, Suite 1
Pahrump, NV 89060
Phone: (775) 751-4249
www.nyecounty.net

Explanation of the Document Submittal Requirements for Planning Applications

The required documentation must be provided as indicated for the application to be accepted

1. **Copies.** All documents accompanying applications must be legible and suitable for image reproduction, all map submittals on 24" x 36" sheets shall include one (1) reproducible copy of each sheet, and sizes suitable for reproduction are: 8.5" X 11" or 11" X 17". All applications submitted to the Planning Dept., are available to the public for inspection and copying. All plans must be accurate & drawn to a standard scale. Copies of maps must be submitted with each application as required on the table on the back of the application type that is being submitted. **PLEASE NOTE THAT ALL MAPS (except mylar) MUST BE FOLDED SO THEY CAN BE PLACED IN A LEGAL SIZE FILE.**
2. **Application.** A signed application, notarized when required by the Zoning Administrator, must be submitted. If signing authority must be provided a corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity.
3. **Filing Fee:** See table on the back of the application for the application-type you are submitting.
4. **Title Report:** The required Title Report must be from a reputable title company, dated less than 3 months prior to the time of map submittal, showing the names of the parties who may be required to sign the map, list all encumbrances on the property. You must also include a copy of each document that creates an encumbrance or easement on the property.
5. **Site Plans.** Shall show: north arrow, property dimensions, existing and proposed structures/uses, setbacks, open space, size and number of required and provided parking spaces, routes of vehicular access, driveway sizes/locations, the location of signs & landscaping, trash enclosures, group mail delivery boxes, loading spaces, sight zones, well, septic, water, public sewer, public or private easements for streets and utilities, names of adjoining streets, and any other information that is necessary for the Zoning Administrator to evaluate the request. Plans may be conceptual; however, approvals may require compliance to the plan of development submitted with the application.
6. **Floor Plans.** Floor plans indicating the use of bldg. floor space. Plans may be conceptual; however, approvals may require compliance to the plan of development submitted with the application.
7. **Landscape Plans.** A landscape plan must be submitted indicating where any landscaping will be located in areas that are dedicated to the public. Plans shall show:
 - a. Landscaped areas in relation to property lines, pavement, streets and buildings.
 - b. The common name, botanical name, size, number and location of existing and proposed plant materials and non-living ground cover.
 - c. Water-features, fences and retaining walls.
 - d. Total landscaped area in square feet.
8. **Legal Description.** For Zone Changes where multiple zoning districts are requested with a single application, the legal description for the area of each zoning boundary shall be typed on a clean sheet of paper, together with maps showing the proposed district boundaries. A digital copy of the legal description shall be provided, if available.
9. **Deed.** The most recent recorded deed is required. For any extension of time, the deed is required only if ownership of the property has changed since the original application's approval.
10. **Parking Analysis.** An analysis of required parking for all multiple-family, commercial and industrial developments demonstrating adequate parking. The analysis may be included on the site plan. For any variance that proposes to reduce the required parking, a traffic study justifying the reduction shall also be submitted.
11. **Justification Letter.** A letter explaining the purpose of the land use application, providing a description of the intended uses, the impact on adjacent properties, the need for any public utilities/public services, actions taken to minimize any detrimental impacts and an analysis of how the proposal is consistent with the standards of approval listed in the Zoning Ordinance for the various applications.
12. **Traffic Impact Analysis.** Required for any Land Use application proposing to generate over 750 Average Daily Trips (ADT), or any Division of Land application proposing to generate 100 ADT or greater.
13. **Certificates and Straight-line Drawing.** Required for bars or other establishments intending on selling liquor (retail), a site plan prepared by an engineer, surveyor or architect depicting any community use that is located within 1,500 feet of the subject property boundaries. A community use is defined as: a place of worship, school, day care facility, public library, community recreation centers and parks. Property location, building size & height, off-street parking, and ingress/egress must be included on the certificate and straight-line drawing.
14. **Supplemental Information.** Required only for highly hazardous substances as defined by NRS 459.3816, bulk fuel stations, chemical manufacturing, landfills, sand and gravel operations, mining, milling, ore dumps, paint manufacturing, plastics production or rock crushing operations.
15. **Construction Plans.** Required for all improvements, drawn to a scale of not more than one (1) inch equals fifty (50) feet. Street profile plans must show: project title, name, address, stamp and signature of the engineer & surveyor and revisions dates, existing and proposed elevations along the center-line of all roads and at all intersections and within 100 feet of the intersection, topography (at 2-foot intervals), curbs, gutters, sidewalks, easements, manholes, landscaping, street lights & signs, invert elevations and locations of sewers, storm water drains, fire hydrants, and all underground utilities. Radii of all curves, lengths of tangents and central angles on all streets shall be shown. Where steep slopes exist the Public Works Director may require cross-sections of all proposed streets at 100-foot stations. Applicants may need to refer to the Standard Details and Specifications.

If the Zoning Administrator determines that any of the listed documents are not necessary for a particular application, he/she may waive the requirement for the document. Duplicate documents for multiple applications being considered at the same hearing are required.

LIST OF POTENTIAL NYE COUNTY DEVELOPMENT REQUIREMENTS

This is a list of potential land development requirements based on existing Nye County Code and other adopted regulations and policies that may be applicable to your development project. Not all requirements listed here will necessarily apply in all cases. The type and extent of the development will determine which requirements apply to your specific project. Please be advised this list is not intended to be all-inclusive; there may be other federal, state, county or local regulations not listed here that may be applicable to your development project.

1. Federal, state, county, or town regulations, laws, codes, standards or requirements not listed here may be applicable to your development project.
2. A liquor, gaming and/or fireworks license, permit, or other State, County or Town issued permit, license, or approval may be required for your intended use.
3. Drainage studies, construction plans, geotechnical reports and/or traffic studies may be required to be submitted and approved.
4. Development of the subject property may require the installation of an engineered septic system or connection to public utilities.
5. Prior to development of the site, approval may be required of a Site Development Plan, which may include review of parking layout, landscaping, lighting, public improvements, proposed signage, etc.
6. Property owner or developer may be required to make road or other improvements to the adjacent right-of-way(s) in accordance with Nye County standards.
7. Water rights may be required to be transferred to the Nevada State Water Engineer's Office in the amount of 2.0 acre-feet for each additional parcel created less than five (5) acres gross in size.
8. Plans for the construction of public improvements may be required to be submitted and approved in accordance with the Guidelines for Design & Review of Development Engineering Submissions, along with the calculations of the construction valuation, in addition to plans check and inspection fees.
9. Developer may be required, at their own cost, to perform and complete other improvements required by the Board of County Commissioners, state and county statutes, codes, regulations, etc., and those improvements set forth in the plans, documents and reports submitted by the Developer. Improvements may include, but are not limited to, road construction, installation of traffic signage, drainage improvements, and any extensions of utility lines.
10. The developer may be required to submit cost estimates prepared by a civil engineer licensed in the state of Nevada indicating the costs of all required improvements.
11. Developer may be required to provide Nye County with adequate financial security such as a performance bond or irrevocable letter of credit in an amount equal to 125% of the engineer's estimate, in order to ensure completion of the required improvements.

12. The submittal of an Adequate Public Facilities (APF) report applicable to the project for which such approval is sought may be required, containing background information that describes the proposed development, its location, and the adequacy and conditions of all surrounding public facilities; identification and analysis of development impacts to public facilities; and proposed program for mitigating impacts to the public facilities.
13. As deemed appropriate under applicable rules, the Director of Public Works may determine that certain public improvements are required as a condition of approval, but may be deferred upon technical review of owner's submissions. The owner of the property may be required to pay for his share of the deferred public improvements and such agreement may be required to be recorded by the owner on the title of the land.
14. The developer may be responsible for improvements, repairs, striping, re-striping, signage, reconstruction, rehabilitation, or resurfacing of roads.
15. The construction of various traffic improvements may be deemed necessary as a result of a Traffic Impact Analysis (TIA).
16. The Public Works Department may provide further comments upon review (if applicable) of sanitary, geotechnical, technical drainage studies and/or traffic impact analysis.
17. Any above-ground obstructions within an easement, right-of-way, roadway and/or street, such as trees, utility lines, utility poles, utility boxes, guy wires, mailboxes and similar items may be required to be removed or relocated from the easement, right-of-way, roadway and/or street.
18. Prior to construction of new buildings or structures, the property owner may be required to obtain approval of building, plumbing, electrical or other construction permit(s) through Pahrump Building & Safety.
19. Should any interior work to an existing building be proposed, applicant may be required to submit and obtain approval of a Tenant Improvement (TI) application through the Planning Department, followed by any required building, electrical or plumbing permits from Pahrump Building & Safety.
20. Prior to starting operation of a business, property owner may be required to obtain approval of a Business License from 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
09/30/2014	10/14/2014

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

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09/30/2014	10/14/2014

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:

<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

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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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