

PAHRUMP TOWN BOARD AGENDA

Vicky Parker Chair	Harley Kulkin Vice-Chair	Tom Waters Clerk	Mike Darby Member	Robert Adams Member
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NOTICE TO MEMBERS OF THE AUDIENCE

The Pahrump Town Board meets the second and fourth Tuesday of each month at 7:00 PM in the Nye County Building, 2100 E. Walt Williams Drive. Agendas are available at the Town Office on the Thursday prior to each Board meeting and are posted on the Town website at www.pahrumpnv.org

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

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

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

TOWN OF PAHRUMP MISSION STATEMENT

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

SPECIAL NOTE: Any member of the public who is disabled and requires accommodation, 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.

"Audience members and speakers may not use provocative, rude, obnoxious, abusive, inflammatory, slanderous, or offensive comments. Any person who makes such remarks or otherwise disrupts the meeting with loud outbursts, shouting, threats or other disruptive behavior will be warned by the Chair that his or her behavior is unacceptable. If after receiving a warning, any person persists in disrupting the meeting, the Chair shall order that person to leave and may utilize law enforcement to enforce that order. These rules are specifically permitted under Nevada Open Meeting Law and do not violate anyone's constitutional rights."

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY ADMINISTRATIVE COMPLEX
2100 E WALT WILLIAMS DRIVE
TUESDAY – 7:00 P.M.
December 11, 2012
AGENDA**

- 1. Call to Order, Moment of Silence, and Pledge of Allegiance.**
- 2. Discussion and Possible Decision** regarding Moving the Order of or Deleting an Agenda Item(s). (For Possible Action)
- 3. Presentation** of the Pahrump Citizen of the Year and Organization of the Year Awards. (Non-Action Item)
- 4. Presentation** of Certificates to the Pahrump Valley High School Girls Soccer Team 4A State Champions. (Non-Action Item)
- 5. Announcements** (Non-Action Item)
- 6. Public/Board/Staff Comment:** 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. Discussion and Possible Decision** Consent agenda items: (For Possible Action)
 - a. Action – Approval of Town Vouchers.
 - b. Action – Approval of Town Board meeting minutes for November 13, 2012.
 - c. Action – Approval of the Resignation of Mr. Robert Adams from the Public Lands Advisory Board.
 - d. Action – Approval of the Resignation of Mr. Bill Dolan from the Convention Center/Community Center Advisory Board.
 - e. Action – Approval of three-year agreement with Internet Service Provider WaveDirect in an amount not to exceed \$15,000.
 - f. Action – Approval of three-year Renewal Agreement with Trittech.com for Ambulance Billing Software in an amount not to exceed \$23,000.
 - g. Action – Approval of three-year Renewal Agreement with Gateway Inc. for Electronic Billing & Collection Services in an amount not to exceed \$15,000.
 - h. Action – Approval of three-year Agreement for Acquisition and Implementation of ePCR Ambulance Billing software in an amount not to exceed \$23,000.
- 8. Advisory Board Reports** from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards. (Non-Action Item)
- 9. Discussion and Possible Decision** to Proceed with a Proposal from Roadshows Inc., to create an event in the Town of Pahrump during the Spring of 2014 entitled the Pahrump Motorcycle Rally 2014. (For Possible Action)
- 10. Discussion and Possible Decision** Approval to Review and Approve the semi-annual “Progress Report” for the Pahrump Town Manager, William A. Kohbarger pursuant to Section 12 of the Town Manager contract. (For Possible Action)

11. Closed Session(s).

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

12. Future Meetings/Workshops: Date, Time and Location (Non-Action Item)

- a. January 09, 2013 @ 1:00 p.m. – OML & Ethics Training Course at the County Complex.

13. Town Manager’s report. (Non-Action Item)

14. 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)

15. 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. 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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

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

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

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

Requests and backup must be into the Town Office by **3:00 p.m. 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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Presentation of the Pahrump Citizen of the Year and Organization of the Year Awards.

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:
On August 28, 2012 the Town Board unanimously voted to initiate a Citizen and Organization of the Year. Staff placed announcements in both local newspapers and received excellent nominations.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u><i>Pahrump Town Board</i></u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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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 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/26/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

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

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

BRIEF SUMMARY OF ITEM:
See attached copy of a certificates.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

Soccer Player

The Pahrump Town Board, on this date of December 11, 2012, recognizes you for your tremendous accomplishments as a member of the Pahrump Valley High School Soccer Team.

You, as a true Team member, have set the example that with hard work, determination, perseverance, and drive you can reach your goals.

These memories will live on throughout the remainder of your high school career and well beyond into the future.

Thank you for being such a positive role model to our community.

**Congratulations on winning the
2012 4A State Championship Title!**

The Pahrump Town Board

Vicky Parker, Chairman

Harley Kulkin, Vice Chair

Tom Waters, Clerk

Mike Darby, Member

Robert Adams, Member

Coach

The Pahrump Town Board, on this date of December 11, 2012, recognizes you for your tremendous accomplishments as Coach of the Pahrump Valley High School Girls Soccer Team.

You, as a truly successful coach, have helped to set the example that with hard work, determination, perseverance, and drive we can reach our goals.

Your contributions and accomplishments as a Coach will always be remembered by your team, school, and community. The tireless efforts you have put forth as a coach are inspiring.

Thank you for helping shape such positive role models for our community.

**Congratulations on winning the
2012 4A State Championship Title!**

The Pahrump Town Board

Vicky Parker, Chairman

Harley Kulkin, Vice Chair

Tom Waters, Clerk

Mike Darby, Member

Robert Adams, Member

AGENDA ITEM REQUEST

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<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Announcements.

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

BRIEF SUMMARY OF ITEM:
See Attached.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

December 11, 2012

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

- Parks & Recreation AB on December 19th at 6:30pm
- Veterans' Memorial AB on December 20th at 6:00pm
- Civic Center Advisory Board on January 2nd at 5:00pm
- PTCC on February 1st at 8:00am

- The following advisory boards are currently scheduled to meet in Town Annex:

- Youth Advisory Board on December 14th at 2:30pm
- Arena AB on December 13th at 7:00pm
- Public Lands AB on January 1st at 7:00pm
- Nuclear Waste and Environmental AB on January 4th at 1:00pm

- The Social Security Administration will be in the 'A' and 'B' Rooms of the Bob Ruud Community Center on December 18th from 9am-11am.

- The Breast Cancer Support Group will meet December 21st from 11:00am – 12:30pm at the Nathan Adelson Hospice.

- Nye Communities Coalition will be hosting the annual Community Christmas dinner on Christmas, December 25th, from 12pm to 4pm at the NyeCC Building on Wilson.

- An online class for well owners has been made available by the U.S. Environmental Protection Agency. Information can be found in the backup behind "Announcements".

The Private Well Class



A free online course that helps homeowners understand and care for their water well.

Sign up for ten weekly email lessons and monthly webinar events to learn the basics of protecting your source of drinking water.

This training is a free service funded by the U.S. Environmental Protection Agency.

How it Works



Visit our website to enroll in class. We just need your name and email address.



Lesson will arrive by email. The first and last week will test your knowledge.



Register for webinar sessions to reinforce your learning and get questions answered.

THIS CLASS IS A PROJECT of the RURAL COMMUNITY ASSISTANCE PARTNERSHIP and the ILLINOIS STATE WATER SURVEY / ILLINOIS WATER RESOURCES CENTER at the UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

sign up for your free class at
www.privatewellclass.org

Need help? Email us at info@privatewellclass.org with questions about the class, our website, or your private well. We're here to help you!

AGENDA ITEM REQUEST

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<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Public/Board/Staff Comment

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

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

Pahrump Town Board
Print Name

Pahrump Town Board
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. 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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/12
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Approval of Town Board Meeting Minutes for November 13, 2012

CONSENT AGENDA Item 7b.
If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
See attached Town Board Meeting Minutes for November 13, 2012.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u>Pahrump Town Board</u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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**PAHRUMP TOWN BOARD MEETING
NYE COUNTY ADMINISTRATIVE COMPLEX
2100 E WALT WILLIAMS DRIVE
TUESDAY – 7:00 P.M.
November 13, 2012
MINUTES**

PRESENT:

Town Board:

Vicky Parker
Dr. Tom Waters
Harley Kulkin

Staff:

Bill Kohbarger, Town Manager
Scott Lewis, Fire Chief
Matt Luis, Buildings & Grounds Manager
Samantha Carns, Executive Assistant
Stephanie Massimino, Business License Technician

ABSENT:

Town Board:

Mike Darby

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

Vicky Parker called the meeting to order.

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

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

There were no changes.

3. Announcements

Announcements were read by Dr. Waters.

Paula Elefante announced the annual Powwow would take place the following weekend at Petrack Park.

She also shared a proclamation from President Obama declaring November Native American History month.

4. Public/Board/Staff Comment

Public comment was heard.

Dr. Waters corrected a member of the public stating citizens were able to speak on every action item.

He said he and Mr. Kulkin would not be resigning and even if they did, their positions would still be open for two years.

He also spoke of the Veterans section of the Chief Tecopa Cemetery and the columbarium which was now accepting reservations and of the Vietnam Veteran Celebration which took place, organized by Jose Telles, stating it was done wonderfully.

Harley Kulkin referenced an article from the LA Times and other online information concerning Pahrump which shed a negative light on the Town. He said it had bitten them to turn the other cheek in situations. He directed a comment to the newspapers stating they did not educate

Pahrump but went along with extremists who wanted to hold back Pahrump adding that something was wrong in Pahrump and people needed to know the facts. He said they as Board members put in a lot of time volunteering as Town Board members and suggested if anyone had issues with another individual they talk to that person and get the facts straight so we as a community could move forward.

5. Discussion and Possible Decision Consent agenda items:

- a. *Action – Approval of Town Vouchers.*
- b. *Action – Approval of Town Board meeting minutes for October 23, 2012 and October 25, 2012.*
- c. *Action – Approval to Authorize the Signing Committee to approve the Accounts Payable for November 27, 2012 and December 25, 2012 due to the cancellation of the November 27, 2012 and December 25, 2102 Town Board meeting.*

**Harley Kulkin motioned to approve consent agenda items 'a', 'b', and 'c'.
Dr. Waters seconded.**

Motion carried, 3-0.

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

Dr. Waters said the Veterans Memorial Advisory Board was doing well and that the Youth Advisory Board was looking for members.

Mr. Kulkin encouraged individuals who wanted to make a difference to apply for advisory boards. He said he was not sure of the future of the advisory boards because he wasn't sure of the future of the Town Board.

Mrs. Parker said it was a shame there were many more people complaining than volunteering for advisory boards.

She spoke of a survey which the Parks and Recreation Advisory Board had done a survey at the Fall Festival.

Mr. Kohbarger stated Mr. Darby did call before the meeting stating he was not feeling well and was therefore excused.

7. Closed Session(s).

- a. *Discussion and Possible Decision regarding a Closed Session pursuant to NRS 288.220 for purposes of conferring with the Town's Management Representatives Regarding Labor Negotiations.*

**Dr. Waters motioned to proceed with closed session.
Mr. Kulkin seconded.**

Motion carried, 3-0.

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

9. Town Manager's Report.

Dr. Water asked about graffiti in Town. Mr. Kohbarger said he hadn't had any complaints by members of the public concerning graffiti.

Dr. Waters asked if the Town Manager's six month review would soon take place considering two new Town Board members would be seated at the beginning of January.

Mr. Kohbarger said he believed Mr. Kulkin and Dr. Waters had made it so they could do the assessment in December however provided he, the Town Manager consented, the Board could do the evaluation at any time.

Mrs. Parker suggested Dr. Waters could direct staff to get the information together for the current members to evaluate the Town Manager.

Mr. Kulkin asked if there were any updates on the RFP for the Fall Festival or the motorcycle event.

Mr. Kohbarger said he had not received response from the gentlemen involved in the motorcycle event. He also stated the RFP was in the paper locally in southern Nevada as well as northern Nevada.

Dr. Waters asked about the bathrooms on Field C of Petrack Park.

Mr. Kohbarger said they would take care of the issue after the lighting improvements to the field were complete. He also stated Kellogg Park would have bathrooms installed in the future.

10. Public/Board/Staff Comment

Public comment was heard.

Dr. Waters stated the Town Board would be around for two more years with Mrs. Amy Riches and Mr. Bill Dolan who were anxious to take their seats.

He thanked Mrs. Parker and Mr. Darby for all of their volunteerism and all the things they had done.

Mr. Kulkin thanked everyone who ran for office and congratulated those who won, adding that the fact that citizens ran for office showed they cared. He thanked all in attendance.

Miss Carns wished everyone a Happy Thanksgiving.

Mr. Kohbarger said they were setting up a workshop for advisory board members in the near future. He also stated Mrs. Riches had already come into the office and collected her binder of information for being a newly elected member of the Town Board and Mr. Dolan had done the same. He said each of the newly elected members now had emails set up and would have phone numbers transferred upon Mrs. Parker and Mr. Darby's departure.

He said he was getting ready to plan a retreat for the Town Board in March of the following year with the three new board members including the one which Governor Sandoval would appoint.

11. Adjournment

Mrs. Parker adjourned the meeting at 8:13pm.

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

<u>DATE AGENDA ITEM SUBMITTED</u> 12/4/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Approval of the Resignation of Mr. Robert Adams from the Public Lands Advisory Board.

Consent Agenda Item 7c.
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. Adams was appointed to the Town Board on Monday, December 03, 2012 therefore must resign from the Public Lands Advisory Board.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

AGENDA ITEM REQUEST

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<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval of the Resignation of Mr. Bill Dolan from the Convention Center/Community Center Advisory Board.

Consent Agenda Item 7d.

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. Dolan was elected to the Town Board therefore must resign from the Convention Center/Community Center Advisory Board.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

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

AGENDA ITEM REQUEST

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<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval of three-year agreement with Internet Service Provider WaveDirect not to exceed \$15,000.

CONSENT AGENDA Item 7e.

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

BRIEF SUMMARY OF ITEM:

See attached Town Manager memo.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: William A. Kohbarger, Town Manager

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name

Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext 305
Telephone Number

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-11-2012

TO: Town Board

FROM: William A. Kohbarger, Pahrump Town Manager

DATE: November 15, 2012

RE: Approval of Internet Service Provider Agreement

1.) Background

Due to a variety of operational requirements, the Town office and remote facilities need to expand their internet bandwidth services. Those of you who use technology can appreciate that ISP speed and reliability are key to operating efficiently and effectively within required deadlines. As the Town uses more internet based services, including web, internet, and graphic content, this becomes an increasing critical business need.

After a staff committee of users completed a review of their needs, options and costs with our IT service company, the Town Manager is recommending that the best vendor and pricing would be WaveDirect for an estimate cost of \$13,000 over a three-year period.

The monthly subscription fees are a few dollars less per month; however we will realize an additional \$6,200 over the term of the agreement by terminating related ATT charges. In addition to the cost savings, the Town will realize substantially increased telecommunications delivery speed. By agreeing to a three year term, WaveDirect will waive any installation and equipment costs for an additional cost saving of approximately \$1,000.

The \$15,000 amount requested is a not to exceed amount, which is slightly larger than the current contract, to allow for additional service opportunities based on future bandwidth or feature needs over the three year term at various locations.

2.) Fiscal Impact

There are sufficient funds are available and budgeted in the FY13 General Fund. The new service will allow the Town to discontinue \$6,200 in related phone charges.

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to approve a three year agreement with the WaveDirect for internet provider services, in an amount not to exceed \$15,000 at Town facilities and further authorizes the Town Manager to execute appropriate documents, subject to Town Attorney review and approval.*

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

AGENDA ITEM REQUEST

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DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
11/14/2012	12/11/2012

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval of a three-year Renewal Agreement with Trittech.com for Ambulance Billing Software in an amount not to exceed \$23,000.

CONSENT AGENDA Item 7f.

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

BRIEF SUMMARY OF ITEM:

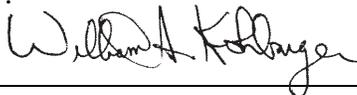
See attached Town Manager memo.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: William A. Kohbarger, Town Manager

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext 305
Telephone Number

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-11-2012

TO: Town Board

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

DATE: December 11, 2012

RE: Approval of Renewal Agreement with Trittech.com for Ambulance Billing Software Licenses with Related Features Upgrade and Training.

1.) Background

The TriTech's Sweet software product has been the Town's ambulance billing software vendor for the last decade. This request will renew the annual licenses we currently hold and upgrade the software suite to an online version with expanded management analytical tools and features. Like all industries, accounts receivable financial software has migrated to more electronic billing applications with offsite security and storage of data.

The Town's current plan is to increase the Ambulance billing operational and collection effectiveness and this will be a first step in that direction. The office software will establish the management and operational portion of the transition, allowing us to subsequently complete electronic data capture in the field during FY14. Currently the field data is hand written with duplicative or redundant data entry steps necessary to generate invoices. The annual fee will be approximately \$6,000 per year under a three year contract and will result in cost savings of approximately \$1,500/year.

The \$23,000 amount requested is a not to exceed amount which includes onsite installation and training, and allows some flexibility to turn on additional features as they become available or useful to address the Ambulance billing issues.

2.) Fiscal Impact

There are sufficient funds are available and budgeted in the FY13 Ambulance Fund.

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to approve a three year agreement with TriTech.com software services, in an amount not to exceed \$23,000 for ambulance billing software licenses and services as outlined, and further authorizes the Town Manager to execute appropriate documents, subject to Town Attorney review and approval.*

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

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

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
11/14/2012	12/11/2012

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval of a three-year Renewal Agreement with Gateway Inc. for Electronic Billing & Collection in an amount not to exceed \$15,000.

CONSENT AGENDA Item 7g.

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

BRIEF SUMMARY OF ITEM:

See attached Town Manager memo.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: William A. Kohbarger, Town Manager

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext 305
Telephone Number

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-11-2012

TO: Town Board

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

DATE: December 11, 2012

RE: Approval of Service Agreement Renewal with GatewayEDI for Ambulance Electronic Billing and Filing Services with Insurance Providers.

1.) Background

In an efficiency driven business world, insurance and credit card companies increasingly are going paperless in order to save costs. If you file your tax returns electronically, you are familiar with electronic gateway filing companies. GatewayEDI has been authorized by commercial and federal insurance programs to accept reimbursement claims electronically on our behalf. GatewayEDI has been our electronic billing interface provider since 2007.

This request will authorize the Town Manager to renew and amend our existing annual service agreement, allowing us to expand our services by consolidating our Medicare and patient billing services with one vendor, and enhance our collection capacity. The fee structure is tiered, based on monthly volumes needed, and generally run cents per transaction based on volume. Considering our historical billing volumes, we estimate that fees would be approximately \$1,000/month, including increased collection services, and will be an important element to insure we get timely collection actions started.

The \$15,000 amount requested is a not to exceed amount which includes onsite installation and training, and allows some flexibility to turn on additional features as they become available or useful to address the Ambulance billing issues.

2.) Fiscal Impact

There are sufficient funds are available and budgeted in the FY13 Ambulance Fund.

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to approve an addendum agreement with GatewayEDI services, in an amount not to exceed \$15,000 for ambulance electronic filing, collection and billing services as outlined, and further authorizes the Town Manager to execute appropriate documents, subject to Town Attorney review and approval.*

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

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

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval of a three-year Agreement for Acquisition and Implementation of ePCR
Ambulance Billing software in an amount not to exceed \$23,000.

CONSENT AGENDA Item 7h.

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

BRIEF SUMMARY OF ITEM:

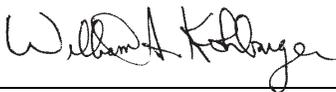
See attached Town Manager memo.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: William A. Kohbarger, Town Manager

SPONSORED BY:

William A. Kohbarger, Town Manager
Print Name



Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext 305
Telephone Number

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 12-11-2012

TO: Town Board

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

DATE: December 11, 2012

RE: Approval of Agreement with Tritech.com for ePCR Ambulance Billing Software Licenses and Related Training.

1.) Background

The Town ambulance service issues over \$5,000,000 in annual billings, with much of the billing data provided from the ambulance crews' field reports or PCR's. Currently the PCR's are entered into a separate software system, necessitating that the data be re-entered again into our TriTech Sweet billing software. Obviously this is a redundant and inefficient use of resources. We are recommending installing a TriTech companion software package, ePCR, which will provide a seamless crosswalk from patient reports into the billing system.

ePCR is the first step to eventually, in FY14, acquiring iPad type tablets for use in the responding ambulance, so that we can capture required patient and billing data electronically in a "one write" system. The ePCR annual software licensing fee will be approximately \$6,000 per year under a three year contract.

The \$23,000 amount requested is a not to exceed amount which includes onsite installation and training, and allows some flexibility to turn on additional features as we move to the tablet phase.

2.) Fiscal Impact

There are sufficient funds are available and budgeted in the FY13 Ambulance Fund.

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to approve a three year agreement with TriTech.com for ePCR software, in an amount not to exceed \$23,000 for software licenses and services as outlined, and further authorizes the Town Manager to execute appropriate documents, subject to Town Attorney review and approval.*

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

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

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Advisory Board Reports.

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

BRIEF SUMMARY OF ITEM:
See attached meeting schedule.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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Town of Pahrump Advisory Board Meeting Schedule

Current as of December 2012

<u>1st Monday</u>	<u>1st Tuesday</u> Public Lands Advisory Board <i>Mr. Kulkin</i> Annex 6:30pm	<u>1st Wednesday</u> Civic Center Advisory Board <i>Mr. Kulkin</i> Community Center Room 'A' 5:00pm	<u>1st Thursday</u> Tourism Convention Counsel <i>Mrs. Parker</i> Community Center Room 'A' 8:00am	<u>1st Friday</u> Nuclear Waste & Environ. AB <i>Mrs. Parker</i> Annex 1:00pm
<u>2nd Monday</u>	<u>2nd Tuesday</u> Town Board Meeting County Chamber 7pm	<u>2nd Wednesday</u> Youth Advisory Board <i>Dr. Waters</i> Annex 2:30pm	<u>2nd Thursday</u> Arena Advisory Board <i>Mr. Darby</i> Community Center Annex 7:00pm	<u>2nd Friday</u>
<u>3rd Monday</u>	<u>3rd Tuesday</u>	<u>3rd Wednesday</u> Parks & Recs Advisory Board <i>Mr. Darby</i> Community Center Room 'A' 6:30pm	<u>3rd Thursday</u> Veteran's Mem. Advisory Board <i>Dr. Waters</i> Community Center Room 'A' 6pm	<u>3rd Friday</u>
<u>4th Monday</u>	<u>4th Tuesday</u> Town Board Meeting County Chamber 7pm	<u>4th Wednesday</u>	<u>4th Thursday</u>	<u>4th Friday</u>



November 23, 2012

Hi William,

Based on SWOT here is our take on the feasibility for a 2014 motorcycle rally in Pahrump:

Strength:

- 2 wineries
- Front Sight Firearms Training Institute
- Spring Mountain Raceway
- RV Parks
- 2 Great Grassy Parks
- Fireworks Pit
- Gateway to Death Valley
- 4 brothels nearby
- Spring Mountain Range of Mountains
- Silverton Casino
- Rodeo Arena
- 6 Local Casinos
- Strong City Management
- Proactive City Council
- Heidi Fleiss (colorful figure)
- Art Bell
- Red Sky Cafe
- Lakes
- Parades (i.e. 1 mile)
- indoor skate rink (maybe closed)
- 37,000 residents
- Amphitheaters

Weakness:

- Tentative relationship with Nye County
- 352 rooms
- Hot weather
- Discord between local groups

Opportunity:

- Distance from Las Vegas (60 miles)
- New Event
- Most of Strength Column
- Gateway to Death Valley
- Produce between Arizona Bike Week and Laughlin River Run dates
- NV State Tourism Grant

Threat:

- Hot Weather
- Discord between local groups
- Winds
- Other local/regional events
- Security costs

The strengths greatly out-weigh the negatives.

A stand alone motorcycle rally could have a positive future. The unique features of the area are a real plus.

Roadshows, Inc proposes to market the event in 2013 for a 2014 spring launch. We suggest that the event be produced between Arizona Bike Week and Laughlin River Run to enable the vendors to move from Arizona to Nevada with a stop in Pahrump. This makes good business sense for vendor routing.

Pahrump Motorcycle Rally 2014 - Proposed Budget

Income		Budget
	Concessions	6,000.00
	Participant Registration	5,000.00
	Specialty Sales	10,000.00
	Sponsors/ Grants	45,000.00
	Vendor Registration	10,500.00
Income Total		76,500.00
Expenses		
	Advertising/Promotion	10,000.00
	Awards/Trophies	500.00
	Donations	1,000.00
	Entertainment	7,500.00
	Equipment Rental	2,500.00
	Event Supplies/Expense	1,000.00
	Fees and Licenses	500.00
	Fuel	500.00
	Insurance	3,000.00
	Payroll/ Labor Expense	7,500.00
	Printing/Copying	1,000.00
	Office Expense	500.00
	Medical	500.00
	Security	10,000.00
	Sound/ Staging	3,000.00
	Specialty Sales	5,000.00
	Sponsors/ VIP	1,000.00
	Vehicle Rental	500.00
	Waste Management	1,000.00
	RSI Management	20,000.00
Expense Total		76,500.00

Roadshows, Inc. proposes to begin a national marketing campaign in January, 2013. This new event will be listed on all of Roadshows, Inc. national and regional advertising. In addition, Roadshows, Inc. staff will travel to all major motorcycle rallies to promote this new 2014 rally.

The concept name "Death Valley Rally" seems to be romantic, edgy and geographically identifiable at the same time. The tag line could be "Pahrump ~ Nevada's Gateway to the Valley"

Roadshows, Inc. welcomes the opportunity to meet with your group to discuss financial options associated with this project. We also have a seasoned grant writer on staff with an excellent track record.

Respectfully submitted,

Ran



601 Kuenzli Ave.

Reno, NV 89502
775-329-7469 (Tel)
775-329-1364 (Fax)
Admin@roadshowsreno.com

8/7/12

Randy Burke Bio

Randy Burke was born in Reno, NV in 1947. He was raised in Reno and graduated from the University of Nevada Reno in 1970.

He served in the Nevada Air National guard from 1970 to 1976.

After his college graduation Randy worked at Mt. Rose sporting goods, a family run sporting goods store in the Reno area.

He was the President of the Nevada state fair for 4 years.

After his time at the fair he joined Hot August nights as the President and Executive Director from 1985 to 1994.

In 1994 Randy left Hot August Nights and started Roadshows, Inc.

Roadshows, Inc. is a entertainment production company best know for Street Vibrations motorcycle rally in Reno, Sparks and Virginia City, Nevada.

Randy Burke and Roadshows, Inc. have worked for 18 years producing special events and bringing entertainment to many.

Some Roadshows, Inc. events include:

- Street Vibrations Motorcycle Rally
- Midnight at the Oasis in Arizona
- Rumble to the Summit
- American Heat in Palm Springs, CA
- Big Bike Week in Redding, CA
- Good Vibrations in Salem, OR
- Milwaukee Rally – RSI has helped with the 100th, 105th and will be helping produce the 110th anniversary Milwaukee rally
- Cherish Jubilee
- Virginia City Camel Races
- Robbie Knieval's stunt jump at Spotlight 29 Casino in 2011
- Silver Collector Car Auctions
- Broken Spoke Saloon – Daytona Beach FL, Laconia NH, and Sturgis, SD
- Veteran's Day Parade – Palm Springs, CA
- Festival of Lights Christmas Parade – Palm Springs, CA

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

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Decision and Possible Decision Approval to Review and Approve the semi-annual "Progress Report" for the Pahrump Town Manager, William A. Kohbarger pursuant to Section 12 of the Town Manager contract.

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 Evaluation scores.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107 ext 305</u> Telephone Number
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**2012 TOWN MANAGER PERFORMANCE EVALUATIONS
WILLIAM A. KOHBARGER**

	EVALUATORS' SCORES				
	Vicky Parker	Dr. Waters	Harley Kulkin	Mike Darby	
I. RELATIONS WITH BOARD	1	2	3	4	5
A. Open communications?	5	4	4	3	
B. Keeps Board apprised of Town business?	5	4	4	3	
C. Exercises sound judgment?	5	4	4	3	
II. PLANNING					
A. Anticipates needs/problems?	5	4	4	3	
B. Proposes effective solutions/alternatives?	5	5	4	3	
C. Considers facts and long-term implications?	5	4	5	3	
D. Provides Board w/ all information for decision?	5	4	4	3	
E. Town Board goals incorporated in plans?	3	5	4	4	
III. ORGANIZATION SKILLS					
A. Able to arrange work and apply resources?	5	4	4	4	
B. Makes decisions / implements action at appropriate time?	4	4	4	3	
C. Ability to come up w/ creative solutions?	5	4	4	3	
D. Best possible value for money spent?	5	5	4	3	
E. Smooth running departments, internal communications?	5	4	4	4	
IV. BUDGET / FINANCE					
A. Reports Town's financial position timely?	4	4	4	4	
B. Practices/policies designed to maintain sound finances?	5	4	4	3	
C. Short and long term goals for asset mgmt?	4	4	4	3	
D. Pursues / suggests creative financial solutions?	4	4	4	3	
V. COMMUNITY RELATIONS					
A. Customer svc oriented; approachable to public?	4	4	4	3	
B. Communicates clearly and honestly with public?	4	5	4	3	
C. Do departments reflect "customer first" attitude?	5	4	4	3	
VI. PERSONNEL RELATIONS					
A. Builds and motivates a team?	4	4	4	3	

B. Earns cooperation and respect of subordinates?	4	4	5	3		
C. Encourages employees to update skills/training?	5	4	4	3		
D. Promotes teamwork among Department Heads?	4	4	4	3		
E. Recognizes excellence in employees?	3	4	5	3		
F. Overall management style in dealing w/ employees?	4	4	4	3		
VII. MANAGEMENT SKILLS						
A. Ability to resolve conflicts inherent in public agency?	5	5	5	3		
B. Good negotiator?	5	5	5	4		
C. Listens, understands and communicates that understanding?	4	4	4	3		
D. Handles stress well?	4	5	5	3		
E. Exhibits resilience; maintains motivation?	4	5	5	2		
F. Follows through in a timely manner?	3	4	4	3		
G. Proactive in recognizing issues and initiating action?	4	4	4	3		
H. Handles people well in difficult situations?	5	4	5	3		
I. Communicates expectations clearly?	5	4	4	3		
VIII. LEADERSHIP						
A. Inspires a shared vision and enlists support?	4	4	5	3		
B. Seeks / pursues opportunities to improve organization?	4	4	5	3		
C. Enables others to succeed by instilling trust/collaboration?	5	4	5	3		
D. Creates standard of excellence and models behavior?	4	4	4	3		
E. Conforms to high ethical standards of profession?	5	4	5	3		
F. Follows through in a timely manner?	3	4	4	4		
IX. COMMUNICATION BEHAVIORS						
A. Encourages different ideas and perspectives?	5	5	5	3		
B. Is open to changing his position when appropriate?	5	4	4	3		
C. Open to negative and/or constructive feedback?	5	5	4	4		
D. Informs Board of work status and organizational updates?	4	4	4	3		
E. Provides open and constructive feedback?	5	4	4	3		
F. Effectively deals with conflict?	4	4	5	3		
G. Provides feedback on how the Town Board is performing?	5	5	4	3		
H. Involves the Town Board in decision-making?	5	4	4	3		
I. Sets a clear direction for our Town?	3	4	4	3		
	TOTALS	221	211	214	156	
	DIVIDED BY # OF ANSWERS	50	50	50	50	0

AVERAGES | 4.42 | 4.22 | 4.28 | 3.12 | 0.00 |

16.04

4

OVERALL AVERAGE

4.01

SEE COMMENTS BELOW

I. RELATIONS WITH BOARD

A. Maintains effective communication with Board?

1. Regular phone calls and emails; 2. He keeps in constant contact; 3. Yes, he has an "open door" policy and makes himself available in person, email, etc.

B. Keeps Board apprised of Town business?

1. Always, except a single case when the Town lost grant dollars because of imposed "Red Tape". The Board was not kept informed; 2. He is proactive in keeping us informed.

C. Exercises sound judgment?

1. He hasn't steered me wrong once in the past four years; 2. Yes, his sound judgment in advising the Board has greatly benefited the Town.

II. PLANNING

A. Anticipates needs/problems?

1. Yes, a very high percentage of the time; 2. Yes. Airport and Fairgrounds.

B. Proposes effective solutions?

1. He gets the facts and keeps the Board informed of implications to the Town; 2. Yes. Always considers long-term implications.

C. Obtains facts/considers implications in decision making?

1. He has handled identified problems such as Personnel, Fire Department, and Room Tax for Airport; 2. Yes. Airport and Fairgrounds.

D. Provides Board w/ all information for decision?

1. He has never failed to provide me with needed information; 2. There has been a BIG improvement. Sometimes we have more information than needed. Well done.

E. Town Board goals incorporated into plans?

1. Never completed 5 year plan; 2. There has been a BIG improvement. All G&O's are incorporated into plans. Well done.

III. ORGANIZATION SKILLS

A. Exhibits ability to arrange work/efficiently apply resources?

1. Improvement noted from previous evaluation; 2. Yes, according to staff.

B. Makes decisions / implements action at appropriate time?

1. Usually; 2. Decisions for success are made when sufficient information is available.

C. Ability to come up w/ effective and creative solutions?

1. Improvement noted from previous evaluation; 2. He always finds the way to best solve problems.

D. Obtains best possible end result for money spent?

1. I've found him to be very frugal with the Town's money; 2. He tries very hard here. And he takes responsibility for the results even when there are disagreements. Very frugal with taxpayer funds.

E. Departments run smoothly, adequate communication?

1. Comments from staff & my observations confirm improvement since last evaluation. Well done.; 2. Regular staff mtgs allow input from all.

IV. BUDGET / FINANCE

A. Adequate/accurate reporting of Town's financial condition?

1. Would have liked more frequent accounting on the Enterprise fund; 2. Improvement from previous evaluation and he continues to work hard to accomplish this.

B. Policies/practices to maintain sound financial position?

1. Listens to Finance Director; 2. Improvement from previous evaluation and he continues to work hard to accomplish this.

C. Short/long term goals for asset management?

1. Listens to Finance Director; 2. Improvement from previous evaluation and he continues to work hard to accomplish this.

D. Pursues creative solutions to financial issues?

1. Yes, I like his changes to Room Tax funds; 2. Improvement from previous evaluation and he continues to work hard to accomplish this.

V. COMMUNITY RELATIONS

A. Approachable/available to public?

1. Business License Workshops; 2. He works hard on this but has some residents he could never please. He is polite to everyone.

B. Communicates clearly and honestly with public?

1. He works hard on this but has some residents he could never please. He is polite to everyone; 2. Open door policy. Willing to meet with everyone who requests a meeting.

C. Do departments reflect a "customer first" attitude?

1. Change in staff has made a big difference; 2. The departments accomplish this well. My only concern is the phone is not always answered promptly.

VI. PERSONNEL RELATIONS

A. Does Town Manager build and motivate a team?

1. Fall Festival; 2. His "team" works with him to accomplish Town goals. BIG improvement.

B. Earns cooperation/respect of subordinates?

1. Comments from Staff and my observations confirm obedience and 'friendly' respect.

C. Encourages employees to update skills/training?

1. If better training means better results, he's all for it; 2. Comments from Staff and my observations show a BIG improvement.

Much encouragement.

D. Promotes teamwork/cooperation among Dept Heads?

1. Through staff meetings; 2. The department heads are professionals that will get the job done. They work as a team.

E. Recognizes value of excellence in employees?

1. Comments from staff and my observations confirm low turnover. He is quick to praise a job well done.

E. Overall management style in dealing with employees?

1. He is well liked by staff; 2. There has been a BIG improvement in management style. More visible to employees.

VII. MANAGEMENT SKILLS

A. Ability to resolve conflicts inherent to public agencies?

1. Good people skills; 2. He has the ability and the compassion to resolve conflicts.

B. Is the Town Manager a good negotiator?

1. Negotiation is one of his strongest points; 2. Yes, with entities and agencies and has shown vast improvement with the public.

C. Listens to others and communicates that understanding?

1. Yes, very good here but there still must be consistency and follow-thru.

D. Does the Town Manager handle stress well?

1. Yes, very well...on the outside. He also takes the 'hits' that others deserve. He also "took on" the stress of the Fall Festival and handled it very well.

E. Exhibits resilience; maintains motivation/energy?

1. Yes, and this is a great improvement over the previous evaluation.

F. Follows through on commitments/requests timely?

1. Doing better; 2. This was a serious problem in the past and discussed many times. It is getting MUCH better.

G. Recognizes issues and initiates action proactively?

1. There was only ONE issue that the Town Board was not aware of. The TM handled this and other issues because "it was his job."

H. Does the Town Manager handle people well in difficult situations?

1. Especially at Town Board Meetings; 2. Most of the time and he is steadily improving in this area.

I. Communicates expectations to organizations/personnel for Town goals/policy implementation?

1. Yes, and he is much better at paying attention to details and following-up.

VIII. LEADERSHIP

A. Inspires a shared vision; enlists Staff/Town Board support?

1. He is a good leader; 2. This is a difficult area. He tries hard and has shown improvement. Success with unifying the Board, letter to the Editor, etc.

B. Seeks/pursue opportunities to improve the organization?

1. He looks for better/easier ways to do things; 2. He uses every opportunity available to allow and encourage the Board and

employees to reach top potential.

C. Enables others to act by creating trust and collaboration?

1. Through staff meetings and listening to staff; 2. Comments from staff and my observations confirm improvement in this area. Staff feels enabled by his leadership and by each other.

D. Creates standards of excellence and model behavior?

1. He has greatly improved in modeling standards of excellence and behavior.

E. Conforms to high ethical standards of the profession?

1. Again, he tries hard and continues to improve.

F. Follows through on commitments/requests timely?

1. Sometimes; 2. He tries hard to please FIVE bosses. He follows up on the G&O's and keeps a journal of TB member requests to ensure accomplishment.

IX. COMMUNICATION BEHAVIORS

A. Encourages different ideas and perspectives?

1. Always open to listening; 2. Comments from staff and my observations confirm open encouragement.

B. Is the Town Manager willing to change his position with compelling information?

1. Always open to listening; 2. Yes, when presented with compelling and factual information.

C. Open to negative and/or constructive feedback?

1. Very coachable; 2. He gets it all the time and gives the impression that he is listening.

D. Informs Town Board on work status and organizational updates?

1. Through email, phone calls and Town Manager report; 2. This is vastly improved with the presentation of G&O's. Updates are timely and informative.

E. Provides open and constructive feedback?

1. Very helpful to me personally; 2. Comments from Staff and my observations confirm open and constructive feedback.

F. Effectively deals with conflict?

1. Uses negotiating skills; 2. Remains calm and rationally deals with conflict. Emotion is removed to diffuse conflict.

G. Lets the Town Board know how they are doing?

1. Gives me a lot of feedback; 2. This was difficult for him. He has scheduled a 2nd Retreat to ensure this is accomplished. The 1st Retreat was very successful.

H. Involves the Town Board in decision-making when appropriate?

1. Always; 2. Yes, when appropriate.

I. Sets a clear direction for our Town?

1. No 5 year strategic plan; 2. He tries this but he requires clear direction from the TB. The G&O's have helped.

X. ADDITIONAL COMMENTS

1. As stated, there was only ONE instance where the TM failed to keep the TB informed. I would like the Town Manager to be

more cognizant of the Town Board members and strive to keep us from hearing about incidents that impact the Town from other sources (such as media reporters).

- 2. Pleasure to work with. Great person to talk and share ideas with. Dedicated to job and the Town's best interest. Comes up with great ideas and sources to solve problems and move Town forward.*

XI. ACTION PLAN

- 1. MAJOR STRENGTHS: Knowledge of job and sources available to complete goals and needs. Strong personality preventing being manipulated by others. Open mind - willing to listen and accept other ideas. Works well with others.*

AREAS OF IMPROVEMENT: Occasionally forgets a request to do something.

GOALS FOR NEXT RATING PERIOD: Make sure requests are completed and notify requester it has been done.

- 2. MAJOR STRENGTHS: Care and concern for the Town and the residents; Willingness to stand up to those opposed to the Town functioning as a Town entity; Participation in Town functions and rapport with business owners; Knowledge of NRS', union negotiations, personnel issues and overall Town functions; Ensures Town Board members receive necessary training to be effective Town Board members.*

AREAS OF IMPROVEMENT: More 'openness' to the ideas from Department Heads; Continue to ensure Town Board members receive the necessary training to be effective Town Board members; Continue to improve image of Town Manager with the media. Send positive reports for publication or public announcements; Continue to improve image of Town Manger with the residents. Item #3 would be beneficial here as well; Continue to work to make STAFF a team that functions out of loyalty and respect for TM and each other.

GOALS FOR NEXT RATING PERIOD: Ensure the Town Board accomplishments are visible on the Town Web Page; Accomplish more things that TB members can see. It would allow the citizens to "see" the positive things he does; Continue to ensure training is completed for Advisory Board members. Plan another effective RETREAT for Town Board members; There are still several items on the list of Goals and Objectives that could use focused attention.

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

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Closed Session(s)

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

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

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

Requests and backup must be into the Town Office by **3:00 p.m. 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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Future Meetings/Workshops: Date, Time and Location

a. January 09, 2013 @ 1:00 p.m. - OML & Ethics Training at the County Complex.

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

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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

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

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

<u>DATE AGENDA ITEM SUBMITTED</u> 10/24/2012	<u>DATE OF DESIRED BOARD MEETING</u> 11/13/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Town Manager's Report.

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

BRIEF SUMMARY OF ITEM:
See attached TM Report.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Town Manager

SPONSORED BY:

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

Town Manager Report

12/11/12

1. Town Board Directives

- a. None.

2. Petrack Park (Update)

- a. Field "C" lighting project –The placing of the light stands have started. (See below photo) One problem has occurred. The "switchgear" is on back order and should arrive on or about February 8, 2013, which is moving the completion date back on this project until the end of February 2013. The following is the remaining work that needs to be completed:
 - i. Switchgear installation and installation of lighting panels: 1 day
 - ii. Installation of protective bollards, removal of existing park electrical and installation of new pad/j-box: 2 days
 - iii. Wire pull to all field lights and to VEA transformer: 1 day (terminations at transformer by VEA)
 - iv. Electrical terminations and energizing: 1 day (Dependent upon VEA to energize their transformer)



3. PARC/Fairgrounds (Update)

- a. The fairgrounds project is moving along. A lot of dirt is being moved. The Town is awaiting a progress report from GC Wallace.

Town Manager Report

12/11/12

4. BLM Projects

- a. Last Chance Park – Still no update. An update was requested via email on 11/28/12. A new Pahrump Regional Field Manager has been chosen.
- b. Airport Cost Recovery Account –Still waiting for the BLM to move on this project. Emails have been sent by both the Town and FAA requesting movement.

5. Ian Deutch Park

- a. Building & Ground spruced up the area between the playground and the Shelter. See attached email from Mr. Luis. IN addition, see below before and after photos.



Town Manager Report

12/11/12

6. **Airport (Update)**

- a. See above BLM Projects #2.

7. **Columbarium (Update)**

- a. Two reservations have been made and ashes placed. Nice job staff and Pahrump Veterans Memorial Advisory Board.

8. **Kellogg Park (New)**

- a. The Clean-up of the Salt and Cedar Trees has started. (See below photos)



Town Manager Report

12/11/12



9. **Park and Recreation (Reminder)**

- a. Park User Fees: The P&RAB will bring the Park User Fees forward at the January 2013 Town Board meeting. They are still putting the final touches on the fees.

10. **Town Board Goal and Objectives (Update)**

- a. See attached December 2012 update report.

11. **Correspondence**

- a. The Town has received numerous Merry Christmas Cards.

12. **Department Head Reports (New)**

- a. Fire-Rescue Service November 2012.

13. **Town Manager Calendars (New)**

- a. December 2012
- b. January 2013

Goals & Performance Objectives 2011-2012 Monthly Update

Date Started/ Activity	Goal	Dec-12	Projected Completion Date
	#1 (MD #1)	<p>Groundbreaking for fair ground to include arena soccer fields, parking lot, well and septic as Town's first utility which would include having to press State Legislature for waiver from UINC service area this would not have to be more than 60 to 80 acre possible north west side off of Ironwood Street and could be or should be a joint venture with Nye County as this land has been labeled Nye County Fair Grounds.</p> <p>Large outdoor amphitheatres could be made out of the large ravines with some creative grading and conform to flood control in mind. There should be enough high ground to flatten off for a large carnival to set up and if construction companies will trade work for in-kind grading, then work could begin shortly after plans are drawn up. The concept is much like Logandale/Clark County fairgrounds flat land and large steel buildings for events and auctions/show of livestock events, barn dances, etc. Keep it simple, many places today host western theme events and draw large crowds, such as county fairs/rodeos.</p>	
10/18/2011		Staff (Finance Director & Town Manager) met with County staff to discuss moving forward with a well and soccer field development. Set another meeting w/County Staff for early November to involve Town's Engineer.	24-months
11/14/2011		Staff (Finance Director, Buildings & Grounds Mgr and Town Manager) met with County staff to discuss moving forward with a well, soccer fields and Detention Basin development. Discussed where these areas could be constructed.	
12/7/2011		Staff (Finance Director and B & G Mgr) met with County staff to continue discussions pertaining to this project.	
1/18/2012		Staff (TM, B&G Mgr, FD, and CB&DS Mgr) met to discuss moving forward with plans. FD will be requesting drainage plans from GC Wallace to assist in moving forward.	
4/19/2012		Town Manager discussed moving forward with Road development into Fair Grounds area off of Gamebird with County staff. Set addition meetings for April 20th & 23rd to meet again on issues.	
4/20/2012		Town Manager met with County staff and Environmental Consultant (MEG) to discuss moving the process forward to expend two of the HUD grants that the Town and County obtained. Set another meeting for April 26, 2012 in addition to the April 23, 2012 meeting.	
4/23/2012		Staff (TM, B&G Mgr, and FD) met with County staff and MEG put the final pieces together to move forward in expending the HUD grants.	
4/23/2012		Staff (B&G Mgr) met with GC Wallace to create the plans for the 27-acre sport complex.	
4/27/2012		Staff (TM & FD) met with MEG to discuss the 27-acre sport complex and discuss EA.	
5/7/2012		Staff (TM, B&G Mgr, and FD) reviewed the final EA paperwork as submitted by MEG and approved sending same to HUD for permission to move forward.	
5/10/2012		Staff (TM, B&G Mgr, and FD) received and reviewed the 27-acre sport complex plans and approved same.	
5/14/2012		Town Manager contacted HUD (Anupama Abhyankar (Pam) CPD Specialist Congressional Grants Division)	
5/15/2012		All paperwork was sent to HUD for approval to move forward.	
5/18/2012		Staff (TM, B&G Mgr and FD) will meet with the County staff to discuss plans pertaining to the well.	

6/8/2012	The Town published a Notice of Intent to Request Release of Funds.
6/12/2012	Town Board Approved the Scope of Work for GC Wallace to provide Engineering Services for a Fairgrounds Topographic Survey in an amount not to exceed \$35,000 payable from the Fairgrounds Room Tax Fund
6/22/2012	Town Manager received email from MEG pertaining to USFWS paperwork that needed to be completed.
6/28/2012	Town Manager completed USFWS paperwork and sent same to USFWS Representative (Mr. Senn)
7/2/2012	Town Manager received email from Mr. Senn indicating that USFWS signed off on the paperwork.
7/10/2012	USFWS Endangered Species Act Informal Consultation Form
7/16/2012	Staff (Asst Finance) sent all completed paperwork (Request for Release of Funds) to HUD.
8/14/2012	Unfortunately there are no extensions given on these grants. HUD does not have the authority to grant an extension. The Treasury recaptures any unused funds at the end of the fiscal year. Thank you, Anupama Abhyankar (Pam) CPD Specialist Congressional Grants Division Office of Community Planning and Development US Department of Housing and Urban Development
8/15/2012	Town Manager contacted Senator Reid's Office for assistance.
8/27/2012	Hi Bill: As promised I had our DC office review your request for an extension of the HUD grant, but I do not have good news. Because the town hasn't used the money over the past six or seven years, HUD is rescinding their unused funds. Unfortunately, as HUD indicated in their April 2012 letter to you, the requirement to rescind unspent funds is in statute and cannot be waived or extended by the Department. We cannot overrule statutory requirements here. Let me know any thoughts you have. Robert Elliott Southern Nevada Director for HARRY REID
8/29/2012	Town Manager and GC Wallace sent a Notice to Proceed Letter to Patriot Construction \$30,000.00 was submitted
10/29/2012	The Dirt work at the Fairgrounds started.
10/31/2012	Town staff received the following email: <i>Gentlemen: This e-mail is to let you know that as of October 26th, 2012 (last Friday) at 5:00 pm PDT, Darling Environmental & Surveying, Ltd. completed its clearance of the Fairgrounds parcel and fence line. The site was cleared by examining and excavating all burrows along and within the boundaries of the planned fence line. The construction fence was completed, intact, and no tortoises or their sign were encountered during the pre-construction clearance. Regards MaryEllen C. Giampaoli,</i>
11/1/12	Town Manager received a "cc" email from Ms. Darling, Town Consultant in which Ms. Darling was sending Progress Reports to the Fish & Wildlife as per the agreement.

#2 (MD#2) Bring back graffiti Clean-Up as a monthly volunteer day to help clean up Pahrump, use time in between dates to contact property owner for release to be signed, setup paint collection/donation maybe Home Depot, Ace or Wal*Mart will contribute. It is important that this has a very low/no impact cost to the Town. Mr. Darby would be happy to be the point person for this with you.

10/20/2011

Town Manager contacted Sheriff Office to determine where what level the Graffiti program is currently operating. Cpt. Becht advised that the program is still in operation and that the S.O. has not received any requests within the past month or two to remove graffiti.

11/2/2011

Staff (TM, B & G Mgr & Fire Chief) to discuss being proactive with this program. We Having their staff report on areas that contain graffiti while they are out interacting within the community.

12/19/2011

During a Dept Head meeting Staff (Fire Chief and B & G Mgr) advised that their staff members are checking as they drive around Town.

1/18/2012

B & G Mgr submitted a property with graffiti on their block wall. TM will be contacting the S.O. to report the property and further requesting mediation of same. (400 Block Courtney @ Point Dr)

11/19/2012

Town Manager received an email from an Advisory Board member advising on two properties that contain Graffiti.

12/4/2012

After numeorus attempts the Town Manager finally contacted the prospective owners via Telephone requesting permission to either clean the graffiti from the tank or have them cleaned. The Town has requested permission to paint a Mural on the Tank.

On-Going

#3 (VP#1) Revise Business License Program

10/18/2011

Staff (Town Manager & Town Attorney) placed the Business License Ordinance (PTO 35) on the October 25, 2011 Town Board agenda to start the legal procedure for Changing the Ordinance

11/8/2011

Town Manager placed a copy of the Re-line version of PTO 35 in the Town Manager report. Is working with the Chamber to sent out notices to the business community pertaining to workshops.

11/28/2011

Town Manager conducted the first of four workshops on the revisions to PTO 35. The workshops are scheduled for 11/28, 11/29, 11/30 and 12/06. The 11/29 workshops is set for 6:00 p.m. The other three are set for noon.

11/29/2011

Staff (Town Manager & Town Attorney) created Resolution 2011-12 to adopt a Fee Structure for PTO #35. Resolution 2011-12 will be on the December 13, 2011 Town Board agenda for possible approval.

11/29/2011

Town Manager conducted the second of four workshops on the revisions of PTO 35. Only one person showed up. However, it was a good chance to really go over the PTO in that individual who had many questions.

11/30/2011

Town Manager conducted the third of four workshops on the revisions of PTO 35. Numerous businesses

2/1/2012

	show-up. It was a very good comprehensive meeting. Many suggestions were brought up and numerous changes were made to the PTO after conferring with the Town Attorney.	
12/8/2011	Town Manager conducted the fourth of four workshops on the revisions of PTO 35. Numerous businesses/ individuals showed up. There was a lot of back and forth on many items within the PTO. Considering many of the suggestions several changes were made to the PTO after conferring with the Town Attorney.	
12/8/2011	Town Manager placed two copies of PTO 35 in the Town Board backup for the December 13, 2011 meeting. One copy was a final product while the other was a red-line version.	
12/13/2011	The Town Board tabled both PTO 35 and Resolution 2012-01 until the 2nd Town Board meeting in January 2012.	
1/9/2012	Staff (Town Attorney & Town Manager) placed PTO 35 on the 01/24/12 Town Board agenda for possible approval.	
1/24/2012	Town Board tabled both PTO 35 and Resolution 2012-01 until the 02/14/12 Town Board meeting.	
1/27/2012	Town Manager received changes from Mr. Darby and Mr. Kulkin pertaining to PTO 35.	
2/6/2012	Staff (Town Attorney & Town Manager) placed PTO 35 and Resolution 2012-01 on the 02/14/12 Town Board agenda for possible approval with provided changes .	
2/14/2012	Town Board approved both PTO 35 and Resolution 2012-01.	
2/15/2012	Staff (Executive Assistant) advised PTO 35 in the Pahrump Valley Times for two consecutive weeks in it's entirety.	
3/10/2012	PTO 35 became law. (This goal has been completed)	3/10/2012
6/12/2012	Town Board approved Closing this Goal.	6/12/2012

	#4 (VP#2) Complete Last Chance Park	
10/13/2011	Town Manager and Mr. Adams, PLAB met with BLM staff to discuss Trails Program and Last Chanced Park. BLM advised that they have funds to mitigate the Last Chance property in question. A teleconference has been arranged for October 25, 2011 involving Town staff (Town Manager and Mr. Adams), BLM (Mr. Spencer, Field Manager and Ms. Sprowl, BLM Archeologist) and Ms. Palmer, State Historical Preservation Office staff.	7/1/2012
10/25/2011	Town Manager participated in a telephone conference with Ms. Palmer, SHPO and Mr. Spencer, BLM to discuss the status of Last Chance Park. The consensus was that the LCP was going to move forward and that the BLM had obtained funds to complete the mitigation. The Town and BLM would be meeting soon to set a schedule to proceed with the mitigation of LCP.	
11/14/2011	Town Manager sent an email to Mr. Spencer, Pahrump Field Manager requesting a meeting to set the timeline for LCP. A meeting has been set for December 02, 2011.	
12/2/2011	Staff (Town Manager & Mr. Adams, PLAB) met with BLM staff to discuss LCP. The BLM advised staff the funding that was set aside for mitigation on the property might be on the chopping block due to the Federal budget. The BLM further advised they would know more on December 16, 2011.	
12/20/2011	Received an email from the BLM advising that they will know more about the funding pertaining to the mitigation	

by February 2012.

12/23/2012

Town Manager emailed BLM requesting information pertaining to the BLM Budget, Mitigation Funds and possible start date for Mitigation to occur on LCP. The Town Manager received the following email response from the BLM: We have a line item that may cover Last Chance now contingent on us being able to cover shortages elsewhere. Regarding a schedule of doing a RFP and issuing the contract, Kathleen will need to take the lead on that and I'll need to talk to her She has several renewable energy projects she is coordinating now on her end including Bright Source-Hidden Hills in Nye County, which is a district priority. Will keep you posted.

6/4/2012

Town Manager sent an email to the BLM (Mr. Spencer) requesting an official status update of LCP.

6/12/2012

Received an email from the BLM (Mr. Spencer) that LCP is still alive. See Below Email Statement.

Last Chance: the statement of work (SOW) for the required archeological work at Last Chance was just completed and submitted. This required considerable coordination and time on Kathleen's part with our State Office and SHPO to ensure that all contracted tasks are covered. As soon as the PR is approved, the SOW is released to interested parties and we select a qualified contractor to do the work. We'll keep you posted on our progress and once a contractor is selected, we will have a handle on the project schedule, which we will share with you.

7/24/2012

Town Manager sent an email to the BLM (Ms. Schumacher, Interim Pahrump Regional Manager) requesting an official status update of LCP. Included in the Town's email was the past email from the BLM explaining where they (BLM) were at in the process.

7/26/2012

Town Manager received a response from the BLM: The PR has been approved. We are now waiting for contractors to bid and then a list compiled for BLMs review and selection. Once the selection has been made we will keep you in the loop on contractor's schedule.

10/15/2012

Town Manager sent an email to BLM (Ms. Schumacher) requesting an status update on this project.

10/15/2012

Town Manager received a response as to the update from the BLM (Ms. Schumacher): Contractor has been selected waiting on report, once the report is received we will have timeline and let you know. I hope we can update you sometime 1-2 week of Nov

11/28/2012

Town Manager sent an email to the BLM (Ms. Schumacher, Interim Pahrump Regional Manager) requesting an official status update of LCP. As of the writing of this report, the Town has yet to received a response back.

10/17/2011	Town Manager submitted a Financial Action Plan (FAP) to the FAA and BLM which stated the Town was attempting to create a revenue stream for the construction and operation of the Airport.	12/31/2015
10/19/2011	Town Manager had a conversation with an FAA representative pertaining to the FAP. FAA advised that the Town's FAP has been sent up the flagpole and that we should be hearing soon if it gets approved.	
10/24/2011	Processed and sent back to the FAA the Federal Aviation Administration's (FAA) Interim Policy on Residential Through-the-Fence (RTTF) Access to federally obligated airports.	
11/17/2011	Town Manager received a letter from the FAA requesting the Pahrump (New) Airport Fiscal Year 2013-2017 Airport Capital Improvement Plan (ACIP). Town Manager contacted FAA (Mr. Pomeroy & Mr. Kumar) to discuss the ACIP.	
Nov-11	Town Manager has been requesting and obtaining "Letters of Commitment" to utilize the airport from local and out of town businesses, citizens and visitors that are pilots. So far to date the Town has received 69 commitment letters from licensed pilots.	
12/1/2011	Town Manager received an Opinion Letter from Mr. Kunzi, Nye County DA. The letter advised that the Town had the authority pursuant to the NRS's to own and operate an airport. The letter was sent directly to the BLM by Mr. Kunzi.	
12/2/2011	Town Manager forwarded Mr. Kunzi's Legal Opinion to the FAA (Ms. Hunt & Mr. Pomeroy).	
12/9/2011	Town Manager received a letter from the BLM, advising that they concur with Mr. Kunzi's Legal Opinion. This letter was forwarded to the FAA (Ms. Hunt & Mr. Pomeroy).	
12/14/2011	Town Manager contacted FAA (Ms. Hunt & Mr. Pomeroy) via email to advise them that the Town Board approved the Amended PTO 32 which has created a 2% Room Tax Fund for the construction and Operation of the Pahrump General Aviation Airport. The Town Manager also forwarded all "Letter of Commitment" received to the FAA.	
12/14/2011	Town Manager sent a letter, via email, to the BLM (Mark Spencer, Pahrump Field Manager) requesting a refund of the Airport Cost Recovery Fund pursuant to a request from the BLM.	
12/27/2011	Town Manager forwarded the FAA (Ms. Hunt & Mr. Pomeroy) all the Commitment Letters that the Town has obtained.	
1/23/2012	Town Manager spoke with the FAA (Ms. Hunt) via telephone. The FAA is requesting more information from the Town pertaining to the Financial Plan. The Town will be receiving a letter from the FAA shortly	
1/31/2012	Town Manager conducted a meeting with Congressional staff from Senator Reid and Senator Heller offices pertaining to issues involving the Town v BLM. NOTE: Mr. Kulkin and Dr. waters attended this meeting.	
2/1/2012	Town Manager received Cost Recovery Account (CRA) information from the BLM. Upon reviewing same the Town Manager contacted the BLM and requested a more detailed CRA i.e. breakdown of the costs. Note: The CRA was for \$49,938.28	
2/9/2012	Town Manager conducted a meeting with BLM to discuss the CRA for the Airport. The meeting was very informative.	
2/10/2012	Town Manager contacted Senator Reid' staff to gather information about the Southern Nevada Lands Management Plan (SNLMP) as a possible way to cover the costs for the Recovery Cost Account that the BLM is seeking from the Town. Unfortunately, the CRA cannot be covered by SNLMP funds due to the fact Nye	

	County is not part of the SNLMP.
2/16/2012	Town Manager received Phase I(c) information from FAA (Mr. Pomeroy)
2/23/2012	Town Manager received a revised CRA. The cost of which went up significantly. (\$71,922.44 an increase of \$21,984.16) Town Manager contacted the BLM requesting an explanation. The BLM (Mr. Spencer) advised that they would again look at the CRA in an attempt to cut costs.
3/5/2012	Town Manager received another revised CRA from the BLM. (\$61,651.83) The costs went down from the second CRA (decrease of \$10,270.61) but was still higher than the first CRA (an increase of \$11,713.55). After reviewing same, the Town Manager contacted the BLM staff (Mr. Spencer & Mr. Marcell) to arrange meetings with BLM staff and Town Board members before this item is brought forth.
3/20/2012	Town Manager spoke with FAA (Ms. Hunt) pertaining to Phase I(c).
4/20/2012	Town Manager spoke with L&B (Mrs. Potter) pertaining to Phase I(c)
5/14/2012	Town Manager started negotiations with L&B pertaining to Phase I(c)
5/15/2012	Town Manager continued negotiations with L&B pertaining to Phase I(c). In addition, the Town Manager finally was able to get the BLM to come to Pahrump and work on the CRA. The CRA is scheduled to be on the Town Board June 12th agenda.
5/16/2012	Town Manager continued negotiations with L&B pertaining to Phase I(c).
5/18/2012	Town Manager and L&B agreed on a final numbers for Phase I(c) and notified the FAA (Mr. Pomeroy) of this fact.
5/23/2012	Town Manager contacted FAA (Mr. Novak) and advised him the Town wanted to go forward on obtaining a consultant to draft a FAA Financial Plan for the Town.
6/12/2012	The Town Board approved creating a CRA with the BLM for the Airport.
8/7/2012	Town Manager met with BLM staff (Marcell) to discuss the airport lease and CRA account.
8/14/2012	The Town Board approved Phase I(c) of the Environmental Impact Statement (EIS) for the Proposed Pahrump Valley Airport in the amount of \$667,687.00 in which the Town's contribution is 8% or \$53,414.96.
9/11/2012	Town Manager submitted a letter requesting a new Airport Lease application under an EIS designation.
9/11/2012	The Town Manager received an email from the BLM (Ms. Schumacher)
9/25/2012	The FAA (Mr. Pomeroy) sent an email to the BLM (Ms. Schumacher) requesting the status of the CRA. Later the same day the Ms. Schumacher responded, <i>"Doug; We received the letter today finalizing the request for the Airport. I will discuss with our team next steps and timelines. I will get back to you next week. Erika Erika Schumacher Pahrump Field Manager"</i>
10/10/2012	The FAA (Mr. Pomeroy) sent an email to the BLM (Ms. Schumacher) again requesting a status update on the CRA. Later the same day Ms. Schumacher responded, <i>"Doug, We have some personnel changes occurring and we just received the cost recovery for this project. I plan on coordinating with staff by the end of the month to have a plan in place. I am on travel status next week, so once I return we will share with you our changes and timeline. Erika Schumacher Pahrump Field Manager"</i>
11/8/2012	Town Manager sent an email to the BLM (Ms. Schumacher) <i>Pursuant to the email chain below, the Town and FAA should have received a timeline and status on the CRA and FAA/BLM EIS Memorandum of Understanding. Can we please get an update on these projects? The Town is waiting to move forward with Phase II of the EIS. Thanks. William A. Kohbarger, ICMA – CM Pahrump Town Manager</i> Later the same day, Ms. Schumacher

responded, *I am waiting to hear back from FAA to coordinate with us. An email was sent last week to Doug. Erika Schumacher Pahrump Field Manager*

	<p>responded, <i>I am waiting to hear back from FAA to coordinate with us. An email was sent last week to Doug. Erika Schumacher Pahrump Field Manager</i></p>	
<p>11/17/2011 12/19/2011</p>	<p>#6 (VP#4) Complete 5-Year Strategic Plan</p> <p>Town Manager contacted the DH's (CS&D Mgr, HR, Finance Director, Fire Chief & B&G Mgr) and advised them all to start putting together the financial documentation for a five year Strategic Plan.</p> <p>Town Manager conducted a Department Head meeting and received updates from all DH's as to how far along their plans were.</p>	<p>6/1/2012</p>
	<p>#7 (CE#1) Rewrite and obtain passage of a new Nuisance Abatement Code working with both Town and County to assist in the development and enforcement of Town and County nuisance abatement regulations and compliance ordinances.</p>	<p>Unknown</p>
<p>12/19/2011 1/18/2012</p>	<p>#8 (CE#2) Expand on the implementation of a 'Communication Package' for information sharing between the Town Board, Town Staff, and Citizens of Pahrump. The purpose is to meet Sunshine Act laws and State NRS regulations.</p> <p>Staff (Department Heads & Town Manager) discussed composing more Press Releases for items occurring within the Town and involving staff.</p> <p>Staff (Department Heads & Town Manager) discussed more options such as utilizing the Nugget & Saddle West Reader signs.</p>	<p>On-going</p>
<p>Oct-11</p>	<p>#9 (CE#4) Place economic development as a number one priority to promote commercial business development, job development, light industry, etc., by working with the County Administration, County and State Economic Development Agencies, Town staff, and public/private resources.</p> <p>Staff (Town Manager/Community Services Development Manager/Finance Director) has met with</p>	<p>On-going</p>

<p>Nov-11</p> <p>Dec-11</p> <p>1/9/2012</p> <p>Jan-12</p> <p>2/7/2012</p> <p>Feb-12</p> <p>Mar-12</p> <p>Apr-12</p> <p>May-12</p> <p>Jun-12</p> <p>Jul-12</p> <p>Aug-12</p> <p>Sep-12</p> <p>Oct-12</p> <p>Nov-12</p>	<p>County staff and County ED agencies on several ED opportunities.</p> <p>Staff (Town Manager & CSD Mgr) has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Staff (Town Manager & CSD Mgr) has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Staff (Town Manager/CSD Mgr/Finance Director) placed an item on the 01/24/12 Town Board agenda requesting permission to move forward with asking Nye County to remove Tax Delinquent properties from the roles to be later purchased by the Town of Pahrump for Economic Development & Recreational purposes.</p> <p>Staff (Town Manager/CSD Mgr/Finance Director) has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Town Manager attended the Governor's Press Conference via video conferencing.</p> <p>Staff (Town Manager/CSD Mgr/Finance Director) has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Staff (Town Manager/CSD Mgr/Finance Director) has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Town Manager has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Town Manager has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Town Manager has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Town Manager has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Town Manager has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Town Manager has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Town Manager has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p> <p>Town Manager has met with and attended all meetings pertaining to Eco Dev within the Town and County.</p>	
<p>11/8/2011</p> <p>3/13/2012</p> <p>Apr-12</p> <p>Dec-12</p>	<div data-bbox="226 1003 1810 1122" style="border: 1px solid black; padding: 5px;"> <p>#10 (CE#5) Create a "One Stop Shop" for incoming businesses/residents that will identify Community Contacts, Community Development, Workforce Development, Infrastructure Development (utilities), and Education Resources. This "One Stop Shop" will be placed on the Town's website.</p> </div> <p>Staff (Mr. Balloqui) attended the monthly joint Utilities meeting and started to gather information for the "One Stop Shop".</p> <p>Staff (Mr. Balloqui) attended the monthly joint Utilities meeting and started to gather information for the "One Stop Shop".</p> <p>Town Manager has started to gather material to create a One-Stop Shop document.</p> <p>No progress has been made on this item.</p>	<p>12/31/2012</p>
	<div data-bbox="226 1430 1810 1542" style="border: 1px solid black; padding: 5px;"> <p>#11 (CE#6) Implement a back up training program for staff. The purpose is to designate a back up employee to be trained in the primary employee's critical job duties. Prepare manuals which include critical elements of each position.</p> </div>	

10/21/2011	Staff (Building & Grounds Mgr) contacted GC Wallace to request Petrack Park Lighting Design cost analysis. GCW provided a cost analysis of \$15,000.00 for the engineering which will be placed on the November 08, 2011 Town Board agenda for approval.	12/31/2012
11/8/2011	Staff (Building & Grounds Mgr) placed the GC Wallace cost analysis on the 11/08/11 Town Board agenda. The Town Board approved moving forward.	
11/9/2011	Town Manager signed and sent forward to GC Wallace the Letter of Authorization for the Petrack Park Lighting Design via email.	
12/19/2011	Plans are being drawn up and staff (Mr. Luis) feels this project will be completed by Spring 2012.	
1/18/2012	Staff (B & G Mgr) advised that he will be placing this item on one of the February 2012 Town Board agendas requesting to go to rfp.	
2/21/2012	Staff (B&G Mgr) advised that this project has been submitted to the County's Planning Dept and the Town is awaiting approval before going to RFP. Hopefully this item will be on the first Town Board agenda in March 2012.	
3/14/2012	Staff (B&G Mgr.) advised that the plans were approved by Nye County and that we need to take the next step in placing an item on the Town Board agenda for pre-bid and administrative services.	
3/27/2012	Staff (B&G Mgr.) placed an item on the Town Board agenda to move forward with approving a proposal from GC Wallace to conduct the Pre-bid process and for Construction Administrative services.	
3/27/2012	The Town Board approved the above mentioned proposal and GC Wallace is following through.	
5/15/2012	Staff (TM, B&G Mgr, FD and HR) reviewed and approved the bidding documentation as submitted by GC Wallace. The bidding documentation will be placed out for bidding next week.	
5/18/2012	The Field "C" Lighting project bid 2012-01 was posted in the local newspaper.	
5/31/2012	The Town Engineers (GC Wallace) conducted a pre-bid meeting. Several prospective bidders attended this meeting.	
6/12/2012	Town Board selected, awarded and approved funding for Bid 2012-01 to LaHaye Electrical for \$250,000.00	
6/13/2012	Staff (Town Manager) sent a "Letter to Proceed" to LaHaye Electrical.	
Jul-12	After much discussion with GC Wallace, LaHaye Electric and staff it was determined that this project will need to be re-bid due to problems obtaining bonding.	
8/14/2012	The Town Board approved to re-bid this project.	
9/16/2012	The Field "C" Lighting project bid 2012-01A was posted in the local newspaper.	
9/20/2012	The Town Engineers (GC Wallace) conducted a pre-bid meeting. Four prospective bidders attended this meeting.	
9/27/2012	The Bids were opened @ 1:00 p.m. at the Town Office by staff (Building & Grounds Manager, Town Manager and GC Wallace representatives.) Four bids were received.	
10/9/2012	The Town Board selected, awarded and approved funding for Bid 2012-01A to Industrial Light & Power in an amount of \$239,800.00	
10/11/2012	Staff (Town Manager) sent a "Letter to Proceed" to Industrial Light & Power.	
10/15/2012	Industrial Light & Power along with VEA started work on this project. Projected completion date is January 31, 2013.	
Nov-12	The work on Field "C" is progressing and all target dates are being met. Updates have been sent to the Town	

Board via email on various stages of work.

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

Dec-11 Buildings & Grounds have already started refurbishing the inside of the restrooms. They have applied garage floor coating to the floors.

May-12 NOTE: This project has been placed in a holding pattern until the Field "C" Lighting project is completed.

3/31/2013

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

10/24/2011 Processed and sent back to the FAA the Federal Aviation Administration's (FAA) Interim Policy on Residential Through-the-Fence (RTTF) Access to federally obligated airports.

11/17/2011 Town Manager received a letter from the FAA requesting the Pahrump (New) Airport Fiscal Year 2013-2017 Airport Capital Improvement Plan (ACIP). Town Manager contacted FAA (Mr. Pomeroy & Mr. Kumar) to discuss the ACIP. The ACIP must be returned to the FAA no later than January 16, 2012.

1/13/2012 Town Manager completed and forwarded the Airport Capital Improvement Plan (ACIP) to the FAA.

1/31/2012 Town Manager conducted a meeting with Congressional staff from Senator Reid and Senator Heller offices pertaining to issues involving the Town v BLM. NOTE: Mr. Kulkin and Dr. waters attended this meeting.

2/1/2012 Town Manager received Cost Recovery Account (CRA) information from the BLM. Upon reviewing same the Town Manager contacted the BLM and requested a more detailed CRA i.e. breakdown of the costs. Note: The CRA was for \$49,938.28

2/9/2012 Town Manager conducted a meeting with BLM to discuss the CRA for the Airport. The meeting was very informative.

2/10/2012 Town Manager contacted Senator Reid' staff to gather information about the Southern Nevada Lands Management Plan (SNLMP) as a possible way to cover the costs for the Recovery Cost Account that the BLM is seeking from the Town. Unfortunately, the CRA cannot be covered by SNLMP funds due to the fact Nye County is not part of the SNLMP.

2/16/2012 Town Manager received Phase I(c) information from FAA (Mr. Pomeroy)

2/23/2012 Town Manager received a revised CRA. The cost of which went up significantly. (\$71,922.44 an increase of \$21,984.16) Town Manager contacted the BLM requesting an explanation. The BLM (Mr. Spencer) advised that they would again look at the CRA in an attempt to cut costs.

3/5/2012 Town Manager received another revised CRA from the BLM. (\$61,651.83) The costs went down from the second CRA (decrease of \$10,270.61) but was still higher than the first CRA (an increase of \$11,713.55). After reviewing same, the Town Manager contacted the BLM staff (Mr. Spencer & Mr. Marcell) to arrange meetings

12/31/2015

<p>3/20/2012</p> <p>4/20/2012</p> <p>5/14/2012</p> <p>5/15/2012</p> <p>5/16/2012</p> <p>5/18/2012</p> <p>5/23/2012</p> <p>6/12/2012</p> <p>8/7/2012</p> <p>8/14/2012</p> <p>9/11/2012</p> <p>9/25/2012</p> <p>10/10/2012</p> <p>11/8/2012</p>	<p>with BLM staff and Town Board members before this item is brought forth.</p> <p>Town Manager spoke with FAA (Ms. Hunt) pertaining to Phase I(c).</p> <p>Town Manager spoke with L&B (Mrs. Potter) pertaining to Phase I(c)</p> <p>Town Manager started negotiations with L&B pertaining to Phase I(c).</p> <p>Town Manager continued negotiations with L&B pertaining to Phase I(c). In addition, the Town Manager finally was able to get the BLM to come to Pahrump and work on the CRA. The CRA is scheduled to be on the Town Board June 12th agenda.</p> <p>Town Manager continued negotiations with L&B pertaining to Phase I(c).</p> <p>Town Manager and L&B agreed on a final numbers for Phase I(c) and notified the FAA (Mr. Pomeroy) of this fact.</p> <p>Town Manager contacted FAA (Mr. Novak) and advised him the Town wanted to go forward on obtaining a consultant to draft a FAA Financial Plan for the Town.</p> <p>The Town Board approved creating a CRA with the BLM for the Airport.</p> <p>Town Manager met with BLM staff (Marcell) to discuss the airport lease and CRA account.</p> <p>The Town Board approved Phase I(c) of the Environmental Impact Statement (EIS) for the Proposed Pahrump Valley Airport in the amount of \$667,687.00 in which the Town's contribution is 8% or \$53,414.96.</p> <p>Town Manager submitted a letter requesting a new Airport Lease application under an EIS designation.</p> <p>The FAA (Mr. Pomeroy) sent an email to the BLM (Ms. Schumacher) requesting the status of the CRA. Later the same day the Ms. Schumacher responded, <i>"Doug; We received the letter today finalizing the request for the Airport. I will discuss with our team next steps and timelines. I will get back to you next week. Erika Erika Schumacher Pahrump Field Manager"</i></p> <p>The FAA (Mr. Pomeroy) sent an email to the BLM (Ms. Schumacher) again requesting a status update on the CRA. Later the same day Ms. Schumacher responded, <i>"Doug, We have some personnel changes occurring and we just received the cost recovery for this project. I plan on coordinating with staff by the end of the month to have a plan in place. I am on travel status next week, so once I return we will share with you our changes and timeline. Erika Schumacher Pahrump Field Manager"</i></p> <p>Town Manager sent an email to the BLM (Ms. Schumacher) <i>Pursuant to the email chain below, the Town and FAA should have received a timeline and status on the CRA and FAA/BLM EIS Memorandum of Understanding Can we please get an update on these projects? The Town is waiting to move forward with Phase II of the EIS. Thanks. William A. Kohbarger, ICMA – CM Pahrump Town Manager</i> Later the same day, Ms. Schumacher responded, <i>I am waiting to hear back from FAA to coordinate with us. An email was sent last week to Doug. Erika Schumacher Pahrump Field Manager</i></p>	
	<p>#16 (CE#12) Complete goal established in 2006 to develop a 'Business Enterprise Zone' by completing Brownfield designation to significantly increase the probability of receiving State and Federal development grants.</p> <p>No work has started on this project.</p>	<p>Unknown</p>

12/19/2011	<p>#17 (CE#16) Improve public relations for the Town.</p> <p>Staff (Dept Heads and Town Manager) discussed this item in length during a DH meeting. One idea was to write more Press Releases detailing positive events and accomplishments of staff on a regular basis.</p>	On-going
9/26/2011 10/6/2011 10/24/2011 1/23/2012 2/14/2012 3/13/2012 3/14/2012 6/12/2012	<p>#18 (CE#18) Continue work toward question of Town Incorporation.</p> <p>Town Manager met with Mr. Hartman, Incorporation AB to answer questions pertaining to incorporation. We discussed several options to proceed forward including city of Henderson changing the CTX in 2001.</p> <p>Town Manager met with City of Henderson City Manager asking him questions on how the City of Henderson was able to effectively change the CTX in 2001. Henderson CM advised he would forward the report.</p> <p>Town Manger met with Mr. Hartman to discuss one issue pertaining to the IAB. The issue was solved and Mr. Hartman will be updating the IAB.</p> <p>Mrs. Murray, IAB Chair advised, via email, that the IAB has a meeting this Thursday evening (01/26/12) to possibly approve the presentation. If all goes well with the AB, they will be prepared to make a presentation to the Town Board at the February 28 meeting.</p> <p>Town Manager placed the Incorporation Final Report on the Town Board agenda for 02/28/12.</p> <p>Town Manager placed the IAB recommendation on the Town Board agenda for possible approval.</p> <p>The Town Board approved the IAB recommendation and requested staff (Town Attorney) to bring back the next step of Incorporation to the next Town Board meeting.</p> <p>Resolution #2012-11, A Resolution pertaining to the process for Incorporating the Town was placed on the Town Board agenda for possible approval.</p>	On-going
1/18/2012 5/30/2012	<p>#19 (CE#21) Find and implement ways to help people who are disabled get to Town Board meetings.</p> <p>Currently the Town Board meetings can be seen via the internet (Granicus). Staff (DH's & TM) came up with several ideas/suggestions. The TM is following through with the suggestions.</p> <p>Senior Center replays/head phones at meetings/wireless mic</p> <p>The Town was contacted by County staff and informed that the County had purchased a wireless microphone for the BoCC Chambers and that it was up and working.</p>	Unknown

<p>11/10/2011</p> <p>12/6/2011</p> <p>1/9/2012</p> <p>7/10/2012</p>	<p>#20 (CE#24) Hold workshops/training as to Advisory Board roles, policies, and procedures.</p> <p>Staff (Executive Secretary) sent out an email to all Advisory Board members requesting dates that are not good to meet in January 2012 further advising them that there will be a Workshop held in January 2012.</p> <p>Staff (Ms. Carns) sent out an email advising all that a date had been chosen to hold the workshop. That date being January 09, 2012 at 5:30 p.m.</p> <p>Town Manager conducted an Advisory Board workshop. Numerous items were discussed from Open Meeting laws to By-law changes to communication between Town Board, AB and staff members, etc.. NOTE: Each Advisory Board had at least one member in attendance.</p> <p>An Advisory Board Workshop was conducted on this date.</p>	<p>On-going</p>
<p>11/8/2011</p> <p>12/13/2011</p> <p>1/24/2012</p> <p>2/28/2012</p> <p>3/27/2012</p> <p>4/24/2012</p> <p>5/22/2012</p> <p>6/26/2012</p> <p>11/13/2012</p> <p>12/11/2012</p>	<p>#21 (TW#1) Brief status of all 'finalized' Goals monthly / Give estimated completion dates / State "closed" when completed.</p> <p>Town Board received an updated G&O status report.</p>	<p>On-going</p>
<p>12/23/2011</p>	<p>#22 (TW#2) Ensure TM has a continual review of all items on the selected Town Manager Evaluation Form.</p> <p>Town Manager received a copy of the completed Town Board evaluation.</p>	<p>On-going</p>

Dec-11	<p>#23 (TW#3) Ensure Town Board members are kept current on all items on the selected Town Manager Evaluation Form.</p> <p>Town Manager is submitting monthly reports to the Town Board on the approved Goals and Objectives.</p>	On-going
<p>Oct-11</p> <p>Nov-11</p> <p>Dec-11</p> <p>12/13/2011</p> <p>12/19/2011</p> <p>12/13/2011</p> <p>12/23/2011</p> <p>12/30/2011</p> <p>1/13/2012</p> <p>2/14/2012</p> <p>2/24/2012</p> <p>3/2/2012</p> <p>3/10/2012</p> <p>5/30/2012</p> <p>6/12/2012</p> <p>6/22/2012</p>	<p>#24 (TW#4) Review all Town Ordinances to assure practicality and currency and codify.</p> <p>Staff (Town Manager and Town Attorney) started the process to change two Ordinances (PTO 35 & PTO 32) placing both Ordinances on the October 25, 2011 Town Board agenda.</p> <p>Staff (Town Manager and Town Attorney) continued the process of re-writing two Ordinances (PTO 35 & PTO 32)</p> <p>Staff (Town Manager and Town Attorney) continued the process of re-writing two Ordinances (PTO 35 & PTO 32)</p> <p>Staff (Town Manager and Town Attorney) placed PTO 32 & 35 on the Town Board agenda for possible approval.</p> <p>Staff (Town Manager & Dept Heads) have decided the next PTO to be reviewed and possibly re-written will be PTO 56, which will begin as soon as PTO 35 is completed.</p> <p>Town Board approved PTO 32</p> <p>PTO 32 was published in the local newspaper</p> <p>PTO 32 was published in the local newspaper</p> <p>PTO 32 became law.</p> <p>Town Board approved PTO 35.</p> <p>PTO 35 was published in the local newspaper</p> <p>PTO 35 was published in the local newspaper</p> <p>PTO 35 became law</p> <p>Staff (Town Manager and Town Attorney) reviewed PTO 46 and agreed that PTO 46 needs to be repealed for several reasons. Mrs. Parker agreed with staff and placed same on the June 12, 2012 Town Board agenda to repeal.</p> <p>Town Board approved repealing PTO 46.</p> <p>PTO 46 was published in the local newspaper</p>	On-going

	<p>#25 (TW#7) Incorporate all Town Board Goals into plans of action. In progress but no report to show at this time.</p>	Unknown
<p>9/27/2011 3/27/2012 6/12/2012</p>	<p>#26 (TW#8) Develop with TB, long- and short-term goals for the Town of Pahrump. Town Board and Town Manager agreed to twenty-nine (29) Goals during the September 27, 2011 Town Board meeting. (15 short-term & 14 long-term) Town Board created one additional Goal pertaining to Resolutions. (This goal has been completed) Town Board approved closing this Goal.</p>	<p>9/27/2011 (Closed) (Re-opened) 6/12/2012</p>
<p>10/10/2011 10/11/2011 Oct-11 1/4/2012 2/9/2012 2/22/2012 3/22/2012 4/5/2012 4/19/2012 5/3/2012 5/21/2012 5/22/2012 5/22/2012 7/18/2012 7/19/2012</p>	<p>#27 (HK#1) Keep on top of international tourist attraction project. Assisting Contour and Vercitas when and where ever Town Manager arranged meetings with Town Board members and Contour Entertainment to answer questions pertaining to Phase I Final Report Town Manager arranged meetings with Town Board members and Contour Entertainment to answer questions pertaining to Phase I Final Report Created AD Hoc Committee to review, assist and development strategies to ensure a successful outcome. Have two members agreed to participate and am working on more. Town Manager conducted the first meeting of the AD Hoc Committee for this item. The Ad Hoc members met with Contour Entertainment Representatives (Mr. Brown and Mr. Holbrook). Ad Hoc Committee met to discuss Phase II. Ad Hoc Committee met to discuss Phase II. Decision was made to place Phase II on the Town Board agenda for the May 22, 2012 meeting. Ad Hoc Committee met to discuss Phase II Contour Entertainment (Mr. Brown) attended the BoCC and gave a small presentation on this project. Meetings are arranged on the 21st and 22nd for Town Board members to meet with Mr. Brown to discuss Phase II. The Town Board approved moving forward with Phase II. The Town Manager met with Contour to discuss Phase II operations. The Town Manager sent questions and receive answers pertaining to Planning & Zoning from the County</p>	On-going

7/26/2012	Planning Department as they pertain to Adventure Springs. Town Manager sent Contour a map and information pertaining to property that can be utilized for Adventure Springs.	
Aug-12	Town Manager and Contour exchanges numerous emails throughout this month.	
9/6/2012	Town Manager met with Contour to review plans and concept drawings.	
10/9/2012	A BDR Presentation was given to the Town Board by former Governor List and several others. The Town Board approved giving their support to the BDR process.	
10/16/2012	A BDR Presentation was given to the BoCC by former Governor List and several others. The BoCC approved giving their support to the BDR process.	
10/23/2012	Town Manager gave a presentation to the Town Board and Citizens unveiling the Conceptual Drawings.	

10/25/2011	#28 (HK#3) Compile an information packet to be distributed to Town Board members as to the status of all Town/BLM projects.	12/31/2011
10/25/2011	Mark Spencer, BLM Pahrump Field Manager gave a presentation at the Town Board updating the status on all Town/BLM projects.	
10/27/2011	Town Manager created a list of all Town/BLM projects (Last Chance Park, Land Sales, RMP-Disposable Land, Trail-Wheeler Recreational Area, Bell Vista Shooting Range, and Proposed Pahrump Valley General Aviation Airport and forwarded same to the Town Board).	
12/21/2011	Town Manager submitted a list to the Town Board via email listing seven projects between the Town of Pahrump and the BLM. The Town Manager also provided a brief but detailed paragraph or two about each project and where that project stands currently.	
12/27/2011	Town Manager sent the Town Board a revised list via email. The revised list contained the BLM Southern NV Resources Management Plan.	On-going
6/8/2012	The Information Packet was updated and will be attached to the Town Manager's June Report.	

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

10/20/2011

Town Manager delegated this project to Ms. Carns. Ms. Carns contacted the company that created the Plaque and ordered the necessary material and updates.

1/18/2012

B & G Mgr advised that his staff created a board similar to the one that was on the wall, taking same to Awards Plus for the creation of and mounting of the plaques. Should have results within three weeks.

2/8/2012

The Plaque was completed and placed on the Town Office wall by Building & Grounds staff.
(This goal has been completed)

6/12/2012

Town Board approved closing this Goal.

2/8/2012
6/12/2012

#30 (TW#9) Review all Town Resolutions to assure practicality and currency and codify.

3/27/2012

Town Board added this G&O to the list.

4/6/2012

Volunteer writing down titles of all resolutions.

May-12

Volunteer still writing down titles of all resolutions. She is almost complete at which time the Committee will meet to review all titles.

6/11/2012

The volunteer has completed writing down all Resolution Titles. The Committee can now meet to discuss and review all Resolutions.

Pahrump Fire - Rescue Service



Monthly Report Nov-12

Scott F. Lewis
Fire Chief

Department Responses:

Monthly Response Total:

	<u>November</u>
Fire:	144
EMS:	473
Total:	617

Response Type:

Fire Incident Type:

	Month
Fires (structures, vehicles, brush, etc.)	11
Rescue/MVAs/Medical Assists	52
Hazardous Conditions/No Fire:	2
Service Assignments:	61
Good Intent Calls:	8
False Calls(alarms & intentional)	8
Special Incidents (miscellaneous)	2
Total:	144

EMS Responses:

	Month
911 Responses	261
Interfacility Transf.	140
AMA:	72
Totals:	473
Civilian Fire Deaths:	0
Civilian Fire Injuries	1
Firefighter Injury	1
Other Public Servants:	0

Mutual Aid Provided:	3	(BLM, Clark County)
Mutual Aid Received:	0	

Apparatus and Facilities:

Apparatus Issues:

* All apparatus in service

Building Issues:

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

Activities:

Completed:

- * Career and Volunteer firefighters completed the FF II course.
- * PVFRS hosted an EMT-I refresher course.
- * Annual pump testing completed by a cert. independent third party.
- * Arranged for SCBA annual testing to be completed week of 12/10/12.
- * Received all new "Grant" funded EMS cots and stair chairs. Training was completed and the equipment placed into service.
- * PVFRS completed annual Live Fire Training.
- * PVFRS participated in a large scale HAZ Mat/WMD drill with Las Vegas Metro PD (Armor) and National Guard CST Team. The drill was evaluated by external resources (former military personnel). Chief Lewis was Incident Command.
- * PVFRS career and volunteers delivered Thanksgiving dinners to seniors.
- * PVFRS crews participated in a local TV reality show at Station 1.
- * Fire Chief attended numerous meetings with Nye Planning, Buildings and Safety, VEA/Utility, DV Hospital, etc.

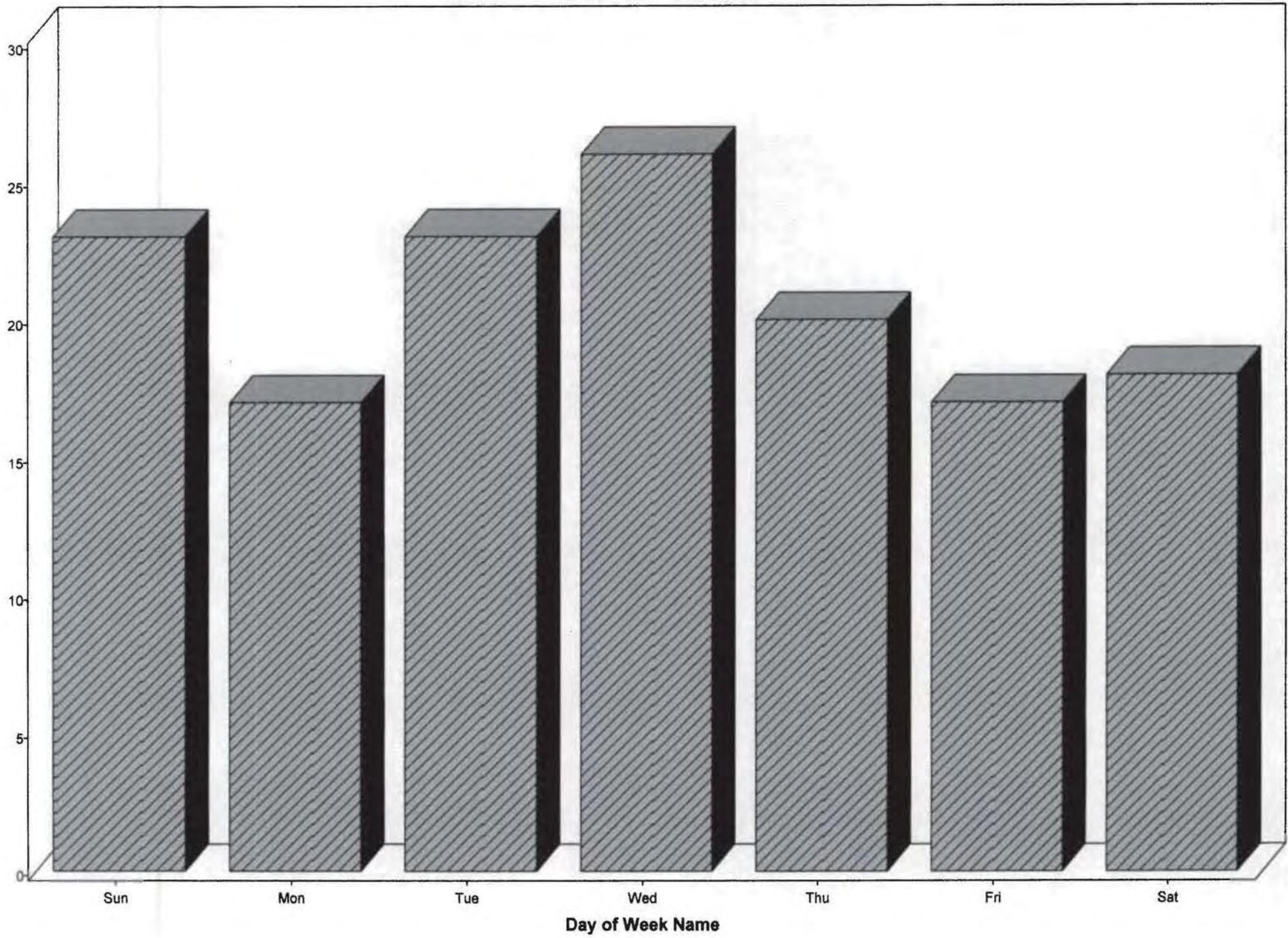
Upcoming:

- * Continue Pre-Fire Plans

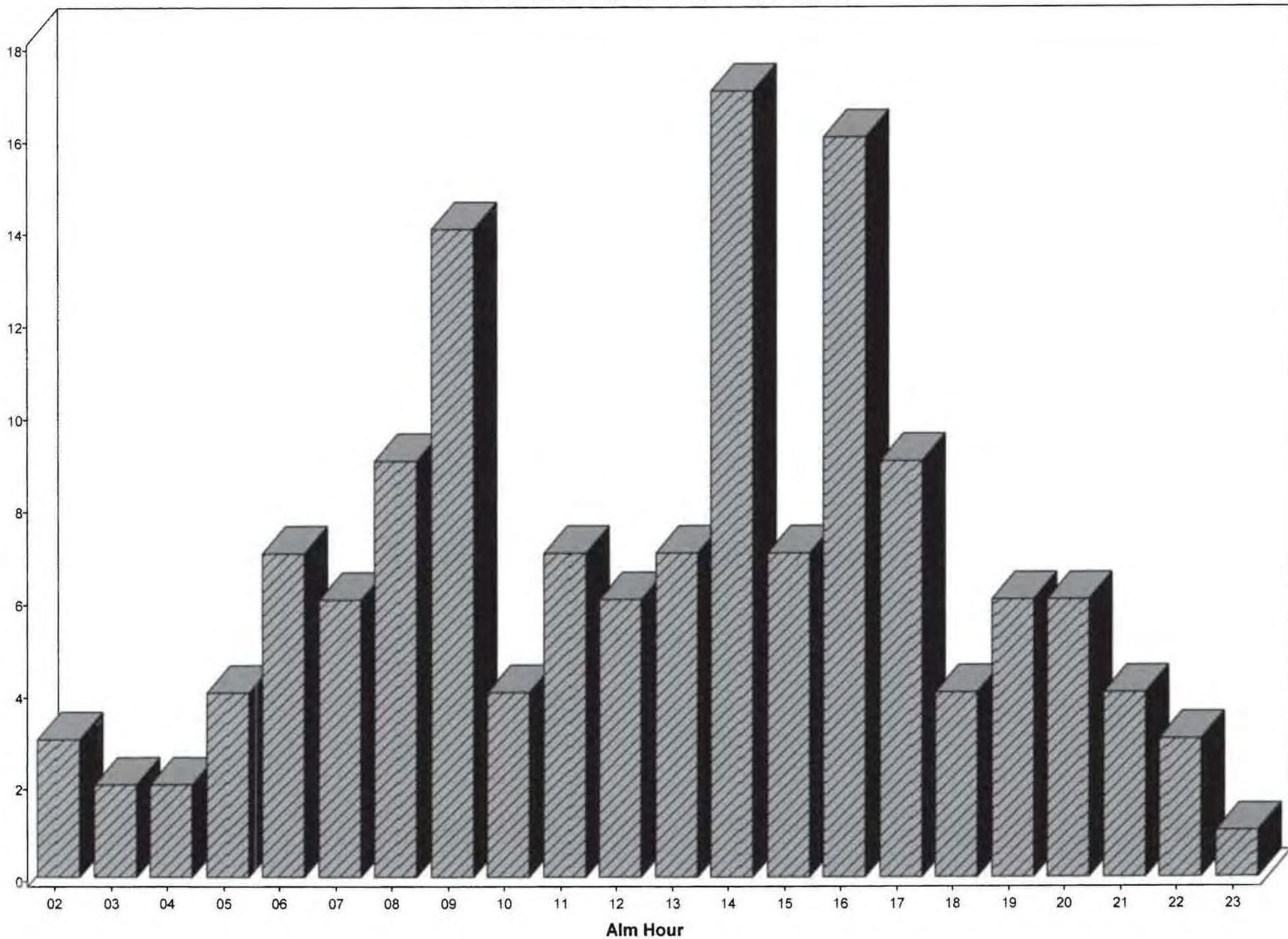
Miscellaneous:

- * The attached "Thank You" letter(s) were received.

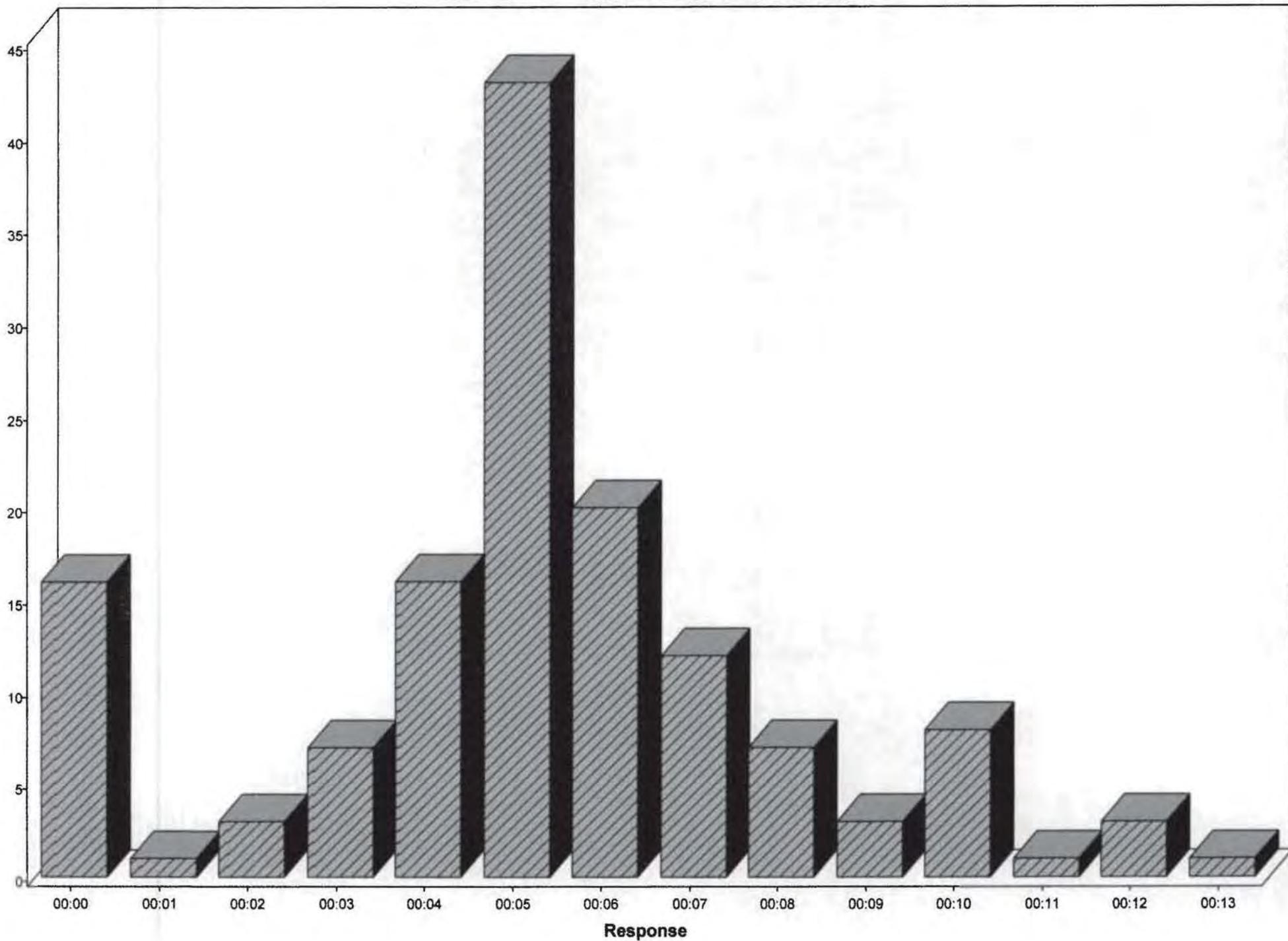
Incident Responses by Day of Week
Alarm Date Between {11/01/2012} And {11/30/2012}



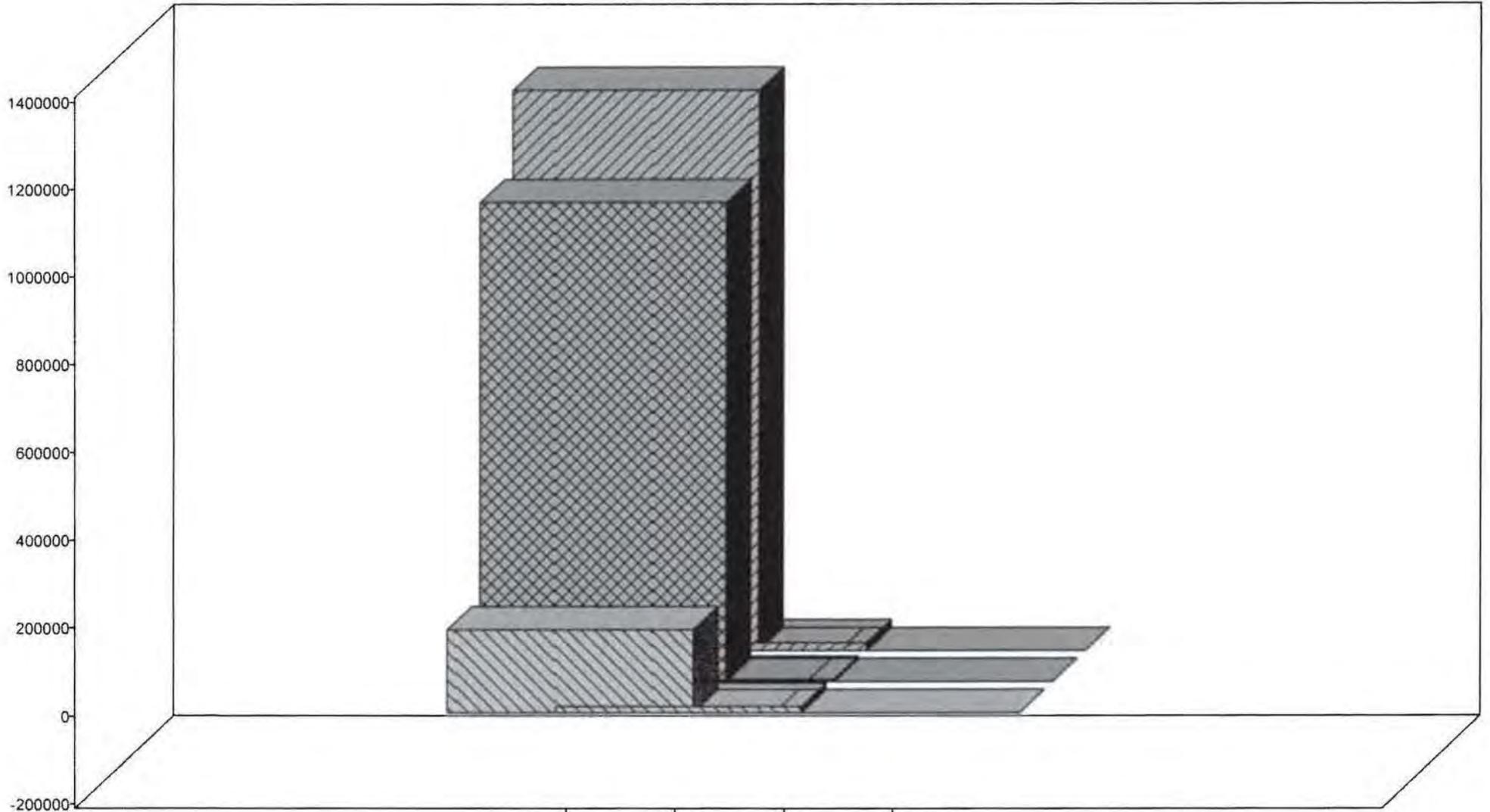
Count of Incidents by Alarm Hour
Alarm Date Between {11/01/2012} And {11/30/2012}



NFIRS Incidents by Response Time (in minutes)
Alarm Date Between {11/01/2012} And {11/30/2012}



Fire Loss Analysis
 Alarm Date Between {11/01/2012} And {11/30/2012}

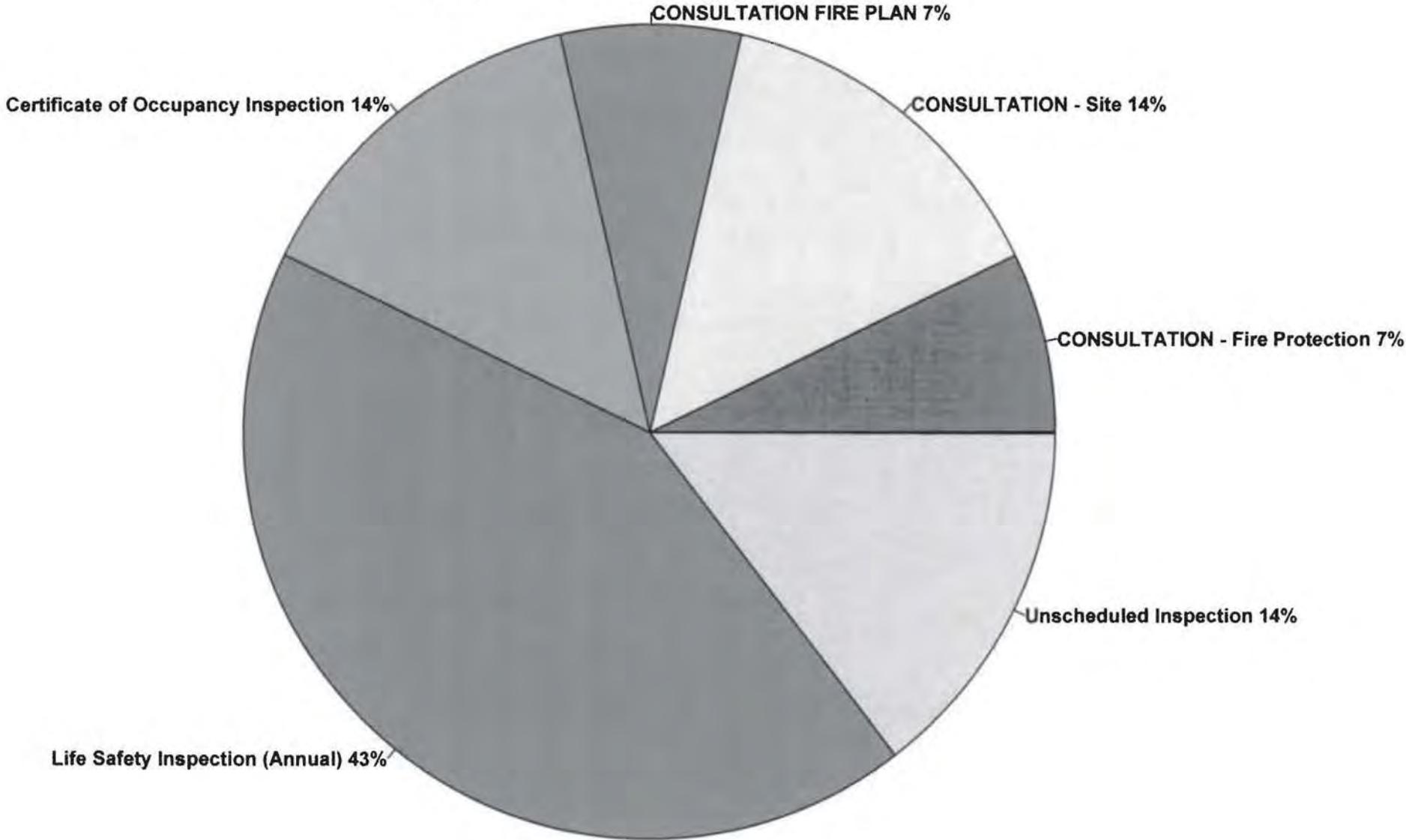


Building fire Passenger vehicle fire
 Fire in mobile home used as fixed residence Fire, Other

Incident Type

Value
 Loss
 Saved

Top 10 Inspection Types
Date Completed Between {11/01/2012} And {11/30/2012}



Scott Lewis

From: Compston, Brett D MAJ USARMY NG NVARNG (US [REDACTED])
Sent: Friday, November 30, 2012 3:23 PM
To: Scott Lewis
Subject: Thank you (UNCLASSIFIED)

Classification: UNCLASSIFIED
Caveats: FOUO

Chief,

I wanted to thank you for allowing the 92ND CST to come out and train with your department and especially for the use of your station as a target.

We sincerely appreciate the hospitality and look forward to see you again.

BRETT D.COMPSTON
MAJ, AV, ARNG
Deputy Commander

92nd (WMD) Civil Support Team
4511 W. Cheyenne Ave [REDACTED]
Las Vegas, NV 89032
[REDACTED]
[REDACTED]
[brett.d.\[REDACTED\]](mailto:brett.d.[REDACTED])

Classification: UNCLASSIFIED
Caveats: FOUO

November 12, 2012

Station 5 – Northtown
461 E. Harris Farm Road
Pahrump, NV 89060

Alan/Matt:

Has anyone told you today how wonderful you are? You are wonderful; now go have a great life.

You were there to help Jim when he fell out of the RV on Thursday, you were there to make sure he was doing ok and you were there to help me. How does one say enough "thank you"?

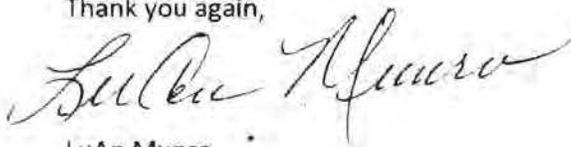
The hospital was just fantastic and I couldn't believe how fast everything happened, completed and he was released to go back to the RV by 7:30.

Thank you for letting me hitch a ride with you and for keeping me calm and relaxed. Thank you for visiting with Jim in the back and keeping him unaware of any strong discomfort he might have been experiencing.

He's doing good, had a fun weekend, ugly staples but he's not only got a HUGE body, he had a big head, so it takes big staples, right?

Jim will be seeing his primary doctor tomorrow just as a follow up, but he's doing good and thanks to you two, he's doing wonderfully well. Thank you for your gentleness and consideration and thank you for finally getting my attention to TURN OFF THE STEPS OF THE RV. Oh lordy, was I being stupid or what? Thanks guys for everything and thank you Rescue 5 for being there. Blessings and good health to you all. Drive carefully and stay safe.

Thank you again,

A handwritten signature in cursive script that reads "LuAn Munro". The signature is written in black ink and is positioned above the printed name.

LuAn Munro

A Special Note...

Alan / Matt -

Jim has his staples
out and he's doing good.

Hope you didn't see
your teacher trying to pick
him up -

All of you Have a Blessed
Thanksgiving ~~and~~ a very Merry
Christmas -

God bless you all

W. A. MURD



December 2012

December 2012							January 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Nov 25	26	27	28	29	30	Dec 1
11/25 - 30							
	2	3	4	5	6	7	8
12/2 - 7			9:00am 10:00am 9 AM Meeting Tom and Bill (VEA) - Rebecca Oscarson	10:00am 11:00am Mrs. Riches/Sullivan/Lewi 11:30am 1:00pm Wend 6:00pm 7:30pm Rotary	9:30am 2:00pm Mark-GC Wallace (Las Vegas)		
	9	10	11	12	13	14	15
12/9 - 14		11:00am 1:00pm Mtn Falls Dolan/Simmons/Kulkin	9:00am 9:30am Utility 10:00am 11:00am CCA (2:00pm 7:00pm GOED (7:00pm 11:00pm TB Me	10:00am 11:00am BLM 6:00pm 7:30pm Rotary 6:00pm 6:30pm Regional Planning C	7:00am 8:00am Tourism	8:30am 9:30am Bi-Weekly Economic Development Update Mtg (Admin	
	16	17	18	19	20	21	22
12/16 - 21			9:30am 10:00am City Managers Conference Call (229-1048) - Betsy Fr	6:00pm 7:30pm Rotary	1:00pm 2:00pm LEPC		
	23	24	25	26	27	28	29
12/23 - 28			Holiday	6:00pm 7:30pm Rotary		8:30am 9:30am Bi-Weekly Economic Development Update Mtg (Admin	
	30	31	Jan 1, 13	2	3	4	5
12/30 - 1/4		5:00pm 6:00pm Nevada Outreach (NOTO)					

January 2013

January 2013							February 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Dec 30	31	Jan 1, 13	2	3	4	5
Dec 30 - Jan 5			9:00am 10:00am 9 AM Meeting Tom and Bill (VEA) - Rebecca Oscarson	6:00pm 7:30pm Rotary			
	6	7	8	9	10	11	12
Jan 6 - 12			9:00am 9:30am Utility Meeting 7:00pm 11:00pm TB Meeting (County Complex)	6:00pm 7:30pm Rotary 6:00pm 6:30pm Regional Planning Commission	7:00am 8:00am Tourism 11:00am 12:00pm Ad Hoc Mtg (Admin office) - Pamela Webster	8:30am 9:30am Bi-Weekly Economic Development Update Mtg (Admin Office) - Pamela Webster	
	13	14	15	16	17	18	19
Jan 13 - 19		9:30am 12:00pm Ash Mirchandani (Admin office) - Pamela Webster		6:00pm 7:30pm Rotary			
	20	21	22	23	24	25	26
Jan 20 - 26			7:00pm 11:00pm TB Meeting (County Complex)	6:00pm 7:30pm Rotary	11:00am 12:00pm Ad Hoc Mtg (Admin office) - Pamela Webster	8:30am 9:30am Bi-Weekly Economic Development Update Mtg (Admin Office) - Pamela Webster	
	27	28	29	30	31	Feb 1	2
Jan 27 - Feb 2		5:00pm 6:00pm Nevada Outreach (NOTO)	2:00pm 3:30pm Capital Improvements Plan Advisory Committee meeting (Board of County Commissioners Cha	6:00pm 7:30pm Rotary			

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

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Public/Board/Staff Comment

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

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u><i>Pahrump Town Board</i></u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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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 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 11/14/2012	<u>DATE OF DESIRED BOARD MEETING</u> 12/11/2012
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Adjournment

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

BRIEF SUMMARY OF ITEM:
Good Night Town Board, Citizens and Staff.

BACKUP ATTACHED: YES NO

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

SPONSORED BY:

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