



Nye County

Town Advisory Board Operating Guidelines



Town Advisory Board Operating Guidelines

Document and Contact Information

Guidelines Manager:	Nye County Administration (775) 482-8191 / (775) 751-7075 nveadmin@co.nye.nv.us
File Name:	Town Advisory Board Operating Guidelines
To obtain this document or to make inquiries:	Tonopah Administration Office (775) 482-8191 nveadmin@co.nye.nv.us Pahrump Administration Office (775) 751-7075 nveadmin@co.nye.nv.us
Requirements for Document acceptance and changes:	Acceptance of, and changes to this document must be reviewed and approved by the Nye County Manager and subsequently the Nye County Board of County Commissioners (BOCC).

History of Revision

Date	Version	Comments
April 6, 2010	1-2010	Approved and accepted by BOCC
February 7, 2012	2-2012	Approved and accepted by BOCC
November 5, 2013	3-2013	Approved and accepted by BOCC



1. GENERAL PROVISIONS

1.1 Purpose

It is the intent of the Board of County Commissioners (hereinafter referred to as "Commissioners") by approval of these guidelines to establish operating guidelines for all unincorporated Town Advisory Boards (TAB) in Nye County, Nevada.

1.2 Scope

These guidelines serve generally to provide procedures for Budgets and Expenditures, Revenue, Travel, Hours of Operation, Human Resources, Purchasing, Utilities, Swimming Pools, and mandatory training for members.

1.3 Budgets and Expenditures

The budget preparation schedule and document formats will be communicated to the TAB Town Support Staff (or, for towns without Town Support Staff, the point of contact designated by the TAB) annually by the Nye County Comptroller or designee. The Comptroller will include the due dates for the budget process, and coordinate the dates for approval by the Commissioners and timely submittal to the Department of Taxation (DTAX). The Comptroller will also convey the revenue information received from DTAX for use in the preparation of the TAB annual operating budgets. The Comptroller will be the point of contact for any budget preparation questions.

It is the responsibility of the Town Support Staff to coordinate the budget preparation for the TAB, arrange for approval by the TAB of the operating budget, and ensure a balanced budget document is prepared. After receiving TAB approval of the budget, the Town Support Staff will submit the budget to the Comptroller in compliance with the schedule distributed by the analyst, and the Comptroller will coordinate the approval of the Commissioners and the submittal to DTAX.

After the budget is approved, the TAB may authorize expenditures for standard operating expenses, such as utilities, office supplies, approved equipment lease agreements, etc., for purchases up to and including \$2,500.00 with the exception of capital items. All expenditures over \$2,500.00 must be ratified by the Commissioners, after being approved by the TAB. Capital purchases are items, projects, or systems, over \$3,000.00 in value with a useful life of more than one year. Each TAB may establish the procedure for processing invoices through their approval cycle, and then submitted to Nye County Accounting. Each TAB



may also establish the procedure for departments or committees within the TAB to process invoices for payment, including approval of the expenditure, and processing for payment.

For example, a TAB has an entity funded through the general fund of the TAB that has a director or chairman. When the director/chairman of the entity has an invoice for processing, the TAB may elect to have the director/chairman sign off on the invoice indicating the work has been completed or the supply or service has been received, then have the director forward the invoice to the Town Support Staff to be placed on a future agenda for the TAB to approve. After approval, the TAB may authorize the Town Support Staff to send the invoice to Nye County Accounting to prepare the check for payment. The check may be directly mailed to the vendor, or the TAB may request the Town Support Staff request the check returned for direct handling by the Town Support Staff. This procedure is entirely at the discretion of the TAB to develop and implement.

Reporting of budget adherence will be prepared by the Nye County Comptroller quarterly. The reports depicting budgeted revenue and actual expenditures will be prepared by fund and major category/account, and sent to the Town Support Staff for inclusion in the agenda for the next TAB meeting and presentation to the TAB.

It is the responsibility of the Town Support Staff to convey to the various entities within the budget, information that is part of the TAB budget, and to do so in a timely manner.

The Nye County Comptroller is the point of contact for the TABs for all budget and expenditure related questions.

1.4 Revenue Collection

Monies received must be remitted to the Nye County Treasurer no less than once a month.

1.5 Travel

Each TAB may establish the procedure whereby travel is authorized for TAB members and town employees, but it must adhere to the Nye County Personnel Policy Manual, and may only be authorized if it is in compliance with the approved budget.



Travel reimbursement will be made according to the Nye County Personnel Policy Manual and will be approved by a designated TAB member in the procedure established by the TAB.

1.6 Hours of Operation

Each TAB may set hours of operation for the Town Office and Town Support Staff availability to the public. Hours of operation should be made available to the public and posted in the Town Office.

1.7 Human Resources

Each year the TAB shall select a TAB member to act as work director for the town employees, and an alternate to assume the duties when the primary member is not available. The selected TAB member may not be related to or have a financial interest with any of the employees. The selected member(s) will be responsible for work direction, approving time off, ensuring the accurate reporting of time, signing time cards, and preparing annual performance reviews for each employee, maintaining compliance with the Nye County Personnel Policy Manual. Town employees will report directly to a designated manager in the County for administrative purposes, but will have a TAB member as a dotted line report for work direction purposes. The Town Support Staff Members will report to the Manager of Administration in the County, and the utility employees will report to the Director of Public Works in the County for administrative purposes. Station Superintendent/Emergency Responders are addressed in the Nye County Directive "Clarification and direction pertaining to Volunteer Fire Departments".

Employees hired by the TABs are Nye County employees and are entitled to all benefits awarded to Nye County employees and are bound by the rules and regulations contained in the Nye County Personnel Policy Manual and appropriate collective bargaining unit agreements when applicable.

The Nye County Human Resources Department shall be the point of contact for all employee related issues, including but not limited to job description development/changes, pay scales, offer letters to new employees, disciplinary actions at all levels, including termination, salary adjustments, benefits, etc. HR will be the focal point for all recruitment activities. When a position becomes vacated, HR will post the position within County departments and advertise the position in appropriate periodicals and web sites to attract applicants. HR will screen and test applicants as requested by the TAB, and participate in the interview process. The TAB will designate an interview panel (which may include



up to 2 TAB members). The administrative manager within the County for the position will also be a member of the interview panel. HR will participate in the interview, but not be part of the selection process. Each TAB may determine whether the panel may be the final authority for selection of the successful applicant, or merely scale down the applicants to finalists subject to the final selection by the TAB. HR will prepare and issue the letter of offer to the selected candidate, and conduct the new hire process.

Under no circumstances should a town employee participate as a member of a TAB, however, employees may serve on committees, boards or other groups under the authority of the TAB.

1.8 Purchasing

The Nye County Purchasing Policy and Procedures shall be followed at all times.

Supplies and services used by the TAB must be procured in compliance with NRS regulations.

The TAB may approve budgeted supplies and services for purchase up to and including \$2,500.00. The Nye County Purchasing Department will process all purchases. Purchases over \$2,500.00 must have at least 2 quotes for the purchase. Purchases over \$25,000 require an advertised competitive procurement and must be coordinated through an RFP/RFQ with the Purchasing Department.

Items with a unit price of \$3,000.00 or greater with a useful life of more than 1 year will be capitalized. The Town Support Staff position is responsible for informing the Fixed Asset Coordinator of all capital purchases and providing supporting information to create the fixed asset in the financial system. A purchase order and Board of County Commissioner approval is required for all capital items.

All projects the value of which is greater than \$100,000.00 shall be bid at the published prevailing labor rates for Nye County.

The TAB(s) will notify the County Purchasing Department of the designated approver of purchase requisitions (PR)s for processing purchases. The designated person may be the Town Support Staff.



1.9 Utilities

Towns with public utilities that fall under the jurisdiction of a General Improvement Districts are exempt from guideline 1.8.

Utility operations are the responsibility of the Nye County Public Works Director. The Public Works Director will ensure the oversight of the day to day operations at both water and sewer utility locations, either through the employment of a Nye County employee, or the contracting of a service.

Rates for utility services will be set by Ordinance by the Board of County Commissioners. Rates may only be changed by a modification or reissuance of the Ordinance. The TAB may analyze the rates and determine a rate change is required, and establish a recommended rate(s) to be submitted to the Board of County Commissioners for action. However the Board of County Commissioners must vote to enact any rate changes or modified rate structure that might include discounts for special interest parties.

Expenses to maintain the utility infrastructure shall be charged to the utility, including any debt service, replacement hardware and operating reserve requirements.

1.10 Swimming Pools

Towns with Public Swimming Pools that fall under the jurisdiction of a General Improvement District (GID) are exempt from guideline 1.9.

Town swimming pool maintenance and safety standards are the responsibility of the Nye County Public Works Director. The Public Works Director may delegate day to day oversight of the swimming pool maintenance to a town employee or TAB member, as necessary.

The maintenance and safety standards of all town swimming pools will be in compliance with the NRS requirements. PoolPACT offers training for swimming pool operators and is available annually. The Public Works Director shall set the maintenance and safety standards which will be followed for swimming pool operation.

Hours of operation, hiring of seasonal employees, and day to day operations of the town swimming pools are the responsibility of the TAB.



1.11 Mandatory Training for Members

Each member of a town advisory board shall, at least once during the first year of the member's initial term of office and at least once during every subsequent year that the member serves in office, attend training relating to:

State statutes and regulations and local ordinances, resolutions and regulations concerning land use planning, development and any other subject matter that the Board of County Commissioners deems necessary; and

The provisions of Chapter 241 of NRS – Open Meeting Law

The training must be completed within 90 days of the ratification of the Town Advisory Board Members by the Board of County Commissioners. If training provided by the County is not completed within the 90 day time period, the Board of County Commissioners may find that the removal of members is in the best interest of the residents of the unincorporated town, and may appointment a member to serve the unexpired term of the member so removed.