



GARDNERVILLE TOWN BOARD

1407 Highway 395 N.
Gardnerville, Nevada 89410
(p)775-782-7134 (f): 775-782-7135
www.gardnerville-nv.gov

Meeting Agenda

Ken Miller, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Linda Slater, Board Member
Mary Wenner, Board Member

Tuesday, January 8, 2013

4:30 p.m.

Gardnerville Town Hall

MISSION STATEMENT

"The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."

Copies of the finalized agenda are posted at the following locations prior to meeting day in accordance with NRS Chapter 241: Gardnerville Town Offices, Gardnerville Post Office, Carson Valley Chamber of Commerce and Visitors Authority and the Douglas County 8th Street Historic Courthouse. The agenda is also posted on the Internet at www.gardnerville-nv.gov. All items shall include discussion and possible action to approve, modify, deny, or continue.

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Gardnerville Town Offices in writing at 1407 Highway 395, Gardnerville NV 89410, or by calling (775) 782-7134 at least 24 hours in advance.

Notice regarding NRS 237: The Gardnerville Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements. When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237-030 et seq. with respect to items on the agenda, and determines that each Rule which is on the agenda for which a BIS has been prepared does impose a direct and significant economic burden on a business or directly restricts the formation, operation or expansion of a business, and each Rule which is on the agenda for which a BIS has not been prepared does not impose a direct and significant economic impact on a business or directly restrict the formation, operation or expansion of a business.

Notice: Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

4:30 P.M. Call to Order and Determination of a Quorum

PLEDGE OF ALLEGIANCE- Tom Dallaire

1. For Possible Action:

- a. **Election of Gardnerville Town Board Chairman for the 2013 calendar year; with public comment prior to Board action.**
- b. **Election of Gardnerville Town Board Vice-Chairman for the 2013 calendar year; with public comment prior to Board action. (approx 10 minutes).**

FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

- December 4, 2012 Regular Board meeting, with public comment prior to Board action.**
December 14, 2012 Special Board meeting, with public comment prior to Board action.

PUBLIC INTEREST COMMENTS (No Action)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

CONSENT CALENDAR FOR POSSIBLE ACTION

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

2. Correspondence
3. Health and Sanitation & Public Works Departments Monthly Report of activities
4. Approve December 2012 claims
5. Approve Town policies
 - a. Park Use Policy
 - b. Street Closure/Special Events Policy
 - c. Park Use/Street Closure Application

ADMINISTRATIVE AGENDA

(Any agenda items pulled from the Consent Calendar will be heard at this point)

6. **For Possible Action:** Discussion on Development Application (DA) 12-054, for Frank Lepori, Sierra Nevada SW Enterprises, a Major Design Review for Golden Gate Petroleum consisting of a 3,200 sq. ft. convenience store with gasoline sales (7-11) and attached 1,200 sq. ft. restaurant (Port of Subs) on approximately 1.25 acres. The subject property is located within the Marketplace at Virginia Ranch, with zoning GC/PD (General Commercial with Planned Development Overlay), located at 1161 U.S. Hwy 395, within the Town of Gardnerville and the Minden/Gardnerville Community Plan. (APN's: 1220-10-110-007, 1220-10-501-006 & 008), with public comment prior to Board action. (approx 30 minutes)
7. **For Possible Action:** Discussion on a request to abandon an existing public utility easement as previously approved during the Stone Creek Planned Development project review and replacement of a new public utility easement for Parkway Vista Apartments (PD) 12-001, New Beginnings Housing, LLC parcel map application. The new easement will be located over the existing storm drain and extend the main storm drain line into the adjacent parcel for future connection. The subject property is located at 1331 Stodick Parkway in the MFR/PD (Multi-Family, 9,000 square foot lot size with Planned Development Overlay zoning district within the Town of Gardnerville and Minden/Gardnerville Community Plan (APN: 1220-03-202-001), with public comment prior to Board action. (approx 15 minutes)
8. **For Possible Action:** Discussion on Town Board member appointments to represent the Town of Gardnerville and to be the Town Board liaison for the following boards:
 - a. Main Street Gardnerville Board of Directors
 - b. Carson Valley Arts Council
 - c. Nevada League of Cities,with public comment prior to Board action. (approx. 10 minutes)
9. **For Possible Action:** Discussion on Town events for the 2013 fiscal year, including but not limited to;
 - a. The July 4th Red, White and Blue Celebration
 - b. Movies in the Park June thru September
 - c. Rock-A-Thon
 - d. Carson Valley Days – Friday Night Block Party
 - e. Old Town Days
 - f. 8th annual Christmas Kickoff
 - g. Parade of Lights, with public comment prior to Board action. (approx 15 minutes)
10. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for December 2012. (approx 10 minutes)
11. **For Possible Action:** Discussion on a request to promote Craig Tuthill, Maintenance Technician II (Grade 30) to a Maintenance Specialist II (Grade 37) with a 10% increase in compensation, and include the time served in acting capacity towards the 12 month probationary period for the promoted position, with public comment prior to Board action. (approx. 10 minutes)
12. **For Possible Action:** Approve Resolution No. 2013R-005 augmenting the Town of Gardnerville budget for fiscal year 2012-2013, with public comment prior to Board action. (approx. 5 minutes)



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

13. **For Possible Action:** Discussion and direction to staff on how and under what circumstances the town owned equipment may be borrowed or otherwise utilized by other governmental entities; with public comment prior to Board action. (approx 10 minutes)
14. **For Possible Action:** Discussion on Town Resolution 2012-03, and support of County Resolution 2012R-90 in support of the consolidated tax bill draft generated by the interim subcommittee to study the allocation of money distributed from the Local Government Tax Distribution Account; with public comment prior to Board action. (approx 5 minutes)
15. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for December 2012. (approx 10 minutes)
16. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for December 2012. (approx 10 minutes)
17. **Not For Possible Action:** Reports and or update discussion from Town Board Members concerning the various boards they are a member of or a liaison to, or meetings and functions they have attended. These may include but not be limited to Main Street Gardnerville, Arts Council, and Nevada League of Cities. No action will be taken on these reports. (approx 5 minutes)

Adjourn

Next Regular Board Meeting February 5, 2013



GARDNERVILLE TOWN BOARD

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Meeting Minutes

Paul Lindsay, Chairman
Ken Miller, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Linda Slater, Board Member

Tuesday, December 4, 2012

4:30 p.m.

Gardnerville Town Hall

4:30 P.M. Chairman Lindsay called the meeting to order at 4:30 p.m. and made the determination of a quorum.

PRESENT:

**Paul Lindsay, Chairman
Ken Miller, Vice-Chairman
Linda Slater
Mike Philips
Lloyd Higuera**

**Tyler Altom, Town Counsel
Tom Dallaire, Town Manager
Paula Lochridge, Main Street Program Manager
Carol Louthan, Office Manager Sr.**

PLEDGE OF ALLEGIANCE- Vice-Chairman Miller led the pledge of allegiance.



FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Mrs. Slater would like item 2 pulled for discussion.

Motion Philips/Slater to approve agenda with item 2 pulled for discussion.

No public comment.

Upon call for the vote, motion carried.



**FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:
November 6, 2012 Regular Board meeting, with public comment prior to Board action.**

Motion Philips/Miller to approve the minutes of November 6, 2012.

No public comment.

Upon call for the vote, motion carried.



PUBLIC INTEREST COMMENTS (No Action)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

No public comment.



CONSENT CALENDAR FOR POSSIBLE ACTION

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- 1. Correspondence
Read and noted**
- 2. Health and Sanitation Department Monthly Report
Accepted**

3. **Approve November 2012 claims**
Approved
4. **Approve H & S write-offs**

Motion Miller/Higuera to approve as changed.

No public comment.

Upon call for the vote, motion carried.

ADMINISTRATIVE AGENDA

(Any agenda items pulled from the Consent Calendar will be heard at this point)

***(From Consent Calendar) Item 2 Health and Sanitation Department Monthly Report.**

Mrs. Slater asked about the boom truck being loaned out to Douglas County Communications for equipment repair, as well as to Town of Genoa for Christmas lights. Could you give a little further explanation on that?

Mr. Dallaire explained Douglas County tried using the parks department equipment. Park's boom truck was out of service. We loaned them ours so they could get their work taken care of.

Mrs. Slater asked if our staff time was used.

Mr. Dallaire answered no, just the truck. The same with Genoa. Genoa has been trained on the truck. They take it and put up their lights and bring it back.

Mrs. Slater asked if we are getting any kind of reimbursement.

Mr. Dallaire replied no. We were trying to help them out.

Mrs. Slater brought this up in October when we were out sweeping the streets of Genoa, which is a state highway.

Mr. Dallaire clarified it was for a specific event.

Mrs. Slater just doesn't think we should be loaning out our equipment. I don't think it is a good policy.

Mr. Dallaire asked about borrowing equipment from Douglas County. We used their equipment (street sweeper) for the Parade of Lights. We won't be paying for that.

Mrs. Slater believed they have a benefit to join in with us on that.

Mr. Dallaire asked if the Board wants this brought back as a specific item in January. Right now we have been trying to cooperate with other agencies. If that is not how we are going to run the town then we need to come up with a billing amount and hourly rate.

Mrs. Slater asked what they had been loaning out before.

Mr. Dallaire answered just the boom truck. Minden used to use it back when we didn't have time or didn't need to use it for our lights.

Mrs. Slater stated there is a reciprocal agreement there because of Sunset Park. That I can understand. When that little park was created in front of Frontier, they designed it and maintain it. It is on their property as well as ours. That is a community park. So there is the reciprocal there.

Mr. Dallaire has let them use the truck to install their street lights across the street on Esmeralda, which is not part of Sunset. That is historically what we have been doing.

Mrs. Slater doesn't have a problem with that one. The one I have a problem with is going out to Genoa. If we need a piece of equipment, my feeling is we go out and we rent it. Why can't the other entities do the same? How do I justify to someone when I get a call that says I really need to have something done out here in the street and I have

to say I'm sorry our people aren't available. They are out in Genoa. You and I discussed something the other night. I just can't justify loaning our staff out.

Chairman Lindsay pointed out it wasn't staff, it was just the equipment.

Mr. Dallaire clarified the street sweeping was using the Douglas County street sweeper. We borrowed the county street sweeper with our staff running it after the Parade of Lights.

Mrs. Slater is talking about Genoa as well.

Mr. Dallaire stated Genoa used our truck to put up their lights. I billed Genoa \$200 for the street sweeping in Genoa.

Mrs. Slater does not have a problem with that as long as there is give and take. It's when we get in a habit of starting to do this and not take care of our own issues first.

Mr. Dallaire explained Sheryl asked us for the street sweeper for the Candy Dance. I told her we were going to bill her. She was fine with that. She has always asked to use it. It used to be a staff member going out, but they have had their staff trained now so they operate the truck now. They are just borrowing the truck. They come and get it from the yard and they bring it back. Same with Douglas County Communications, there was an emergency situation out at the airport. We let them use it. It was the night of our Christmas Kickoff event.

Mrs. Slater believed emergencies come up. When we get reimbursed I have no problem. Ken and I discussed this the other night. He had someone give him a call and ask about an issue. It's hard to justify tax dollars went someplace else.

Mr. Philips suggested bringing this back as an item.

Mr. Dallaire would like some direction. He has been given direction in the past to cooperate with other agencies. I think this is part of that.

Mr. Higuera asked if this was predicated based on if we lend them something and we have a need they would lend back to us.

Mr. Dallaire didn't have a problem with it. Staff didn't need the equipment. Minden is going to be buying their own. Every day our guys are putting up different lights because these are going out. We need the boom truck to do that.

Mr. Higuera didn't think there was that much lending going on.

Mr. Dallaire advised there were these two incidents. If that is not the direction the Board wants to go, then we will follow your direction.

Mrs. Slater does not want to get in the habit of doing that.

Mr. Philips believed if it is reciprocal then he doesn't see a problem.

Mr. Dallaire clarified this was Douglas County's maintenance staff. They will help us and we will help them when we can. I really hated billing Genoa \$200 for the sweeper.

Mrs. Slater had heartburn with sweeping a state highway.

Mr. Dallaire did the same thing during the Parade of Lights.

Mrs. Slater believed that was different.

Chairman Lindsay asked if they wanted it to come back.

Ms. Slater would like it brought back for discussion.

Public comment.

Mrs. Jeanne Lamb felt this town projects such a caring attitude that I think that it is significant that we loan things like that. It really shows. If I was living in Genoa and you guys were uptight about loaning us anything I would never come over here. But it projects a very caring neighborly image of Gardnerville.

No further public comment.

5.  **For Possible Action: Discussion on Planned Development Application (PD) 12-001, for Greg Urrutia, New Beginnings Housing, LLC, a Planned Development on a 8.26 acre parcel to include a 30 unit affordable senior housing complex with associated amenities and parking on a 2.02 acre parcel, a detention pond on a 1.21 acre parcel with a future phase on the remaining 5.02 acre parcel. The subject property is located at 1331 Stodick Parkway in the MFR/PD (Multi-Family, 9,000 square foot lot size with Planned Development Overlay zoning district within the Town of Gardnerville and Minden/Gardnerville Community Plan (APN: 1220-03-202-001), with public comment prior to Board action.**

Mr. Dallaire will turn the time over to the applicant and then I will address some of the concerns when they finish.

Ms. Marie Hulse, Anderson Engineering, here with Greg and Eleanor Urrutia, Keith Ruben and Jeremy Hutchings. We are here to present this multifamily project. It is in the old Oakwood specific plan area. Ms. Hulse gave an overview of the project.

Mr. Miller asked how the open space will be maintained.

Ms. Hulse stated the private area will be maintained by the property owner. It will not be fenced.

Mrs. Slater asked if they would have sidewalks that will connect down Stodick Parkway

Ms. Hulse answered yes.

Mrs. Lamb asked about a stop sign because there will be more traffic and more people. The street by the pond people speed through.

Mr. Higuera asked why the town is maintaining the detention pond.

Mr. Dallaire explained it was part of the original development that we would maintain it. The plans from Stone Creek originally had a fence and looked like Stodick Estates. I've asked for a wrought iron fence to be installed from Heritage Bank clear across to the development side to fence it off from public access onto private property. There are concrete picnic tables. They had identified a trail at the time. There was another access off Stodick that was identified. Since then Heritage Bank has been built.

Mr. Philips explained previous Boards decided it was easier for the town to maintain by getting the weeds out, putting irrigation, grass and just mowing it once in a while and make it into a park area for the local people to use.

Mr. Higuera's question is how much staff time and how much money is involved because we have so much to maintain right now, do we want to take anything else on?

Mr. Dallaire shared the improvements will help with the money situation. I don't think we will be able to hire another individual. All the requirements from the town have asked it look like Stodick Estates. The only problem with that detention pond is the slopes are so steep they had to fence it. There was a request from the engineers to put in a wood fence and that was turned down. No brick walls. We will have to have signs that say stay out if there is water. If there is a 4 to 1 slope we don't need a fence. It will be a multiuse area. The trail needs to be DG, concrete, or asphalt; some kind of hard surface. We can get a vehicle down there if we need to. This way it gives people a place to walk. This will be slightly bigger than the park at Arbor Gardens.

Mr. Higuera asked if it has been the rule that if the town doesn't take over the maintenance and the developer is in charge of it, that things don't get done.

Mr. Dallaire answered Stodick Estates was the first one. Chichester Estates isn't a park like area. We did a nature park around it after the fact. It was just a detention pond full of weeds. We have to maintain it. It is our storm drain that we are in charge of storm drain maintenance.

Mr. Philips gave Crestmore as a prime example.

Chairman Lindsay added we are not in control of it. We are not in control of what it looks like. We are not in control of whether it is maintained or not.

Mr. Dallaire stated we end up having to maintain it because it is a health hazard.

Mrs. Slater asked if there would be an HOA.

Ms. Hulse responded there is no HOA.

Mr. Urrutia, with New Beginnings Housing, is the project developer. We will also be the long term general partner and owner of the property. The way the property is established, it is a 30 unit apartment complex under one single ownership. Parkway Vista Limited Partnership will be the long term owner of the property. We have an operating budget. It is rental property. We would have the rents and expenses, and part of those expenses is the maintenance of the property.

Mr. Miller's concern is not so much the drainage, because I agree drainage should be our problem. But the part that bothers me is that part of town will change drastically. The impact on your property, which is one of the nicer ones going in, will be quite large. That's why I'm concerned about the maintenance of the private open space.

Mr. Urrutia explained they are subject to a 50 year rent restriction on the property. For 30 years the Nevada Housing Division oversees the property. If it is not maintained or if there are issues, the housing division will notify the IRS.

Mr. Dallaire shared there some problems with access for the trash trucks and number of dumpsters required. They have been working with staff on those issues. We will still have to provide them with a couple of cans for the ADA accessibility aspect of the requirements. They will revise that with the improvement plans. We did not have a problem with the storage being reduced down to 23 units. Item 7 was the storm drainage facility. The pond that will be dedicated to the town takes half of Arbor Gardens' storm drainage directly through the pipe that goes through their site. We will be maintaining that main on site but we will not be maintaining the laterals. They have proposed another lateral going into a catch basin behind the planter and stubbing out for future development to dump their storm drainage into. Unless it is some sort of main we would not be maintaining that. We do need to have some sort of document that allows us to put in our records this is what the property owner needs to maintain and when. This has been a condition the town has had for years. The other half of Arbor Gardens drains into Stodick Parkway, into the Crestmore storm drain system and into this system. We do have public waters going into the Crestmore pond on private property. That is why we don't have an issue with cleaning up that area with the brush hog every once in a while. The rest are just standard conditions. This is unique that we have a low income project off a planned development that has expired. Originally it was planned and everybody pushes it off to the last guy. Unfortunately this is the project for the last guy. It is better in the long run we maintain it. We aren't going to have to mow it like we do the parks.

Mrs. Slater asked if there is adequate room for the sanitation trucks to get in and out.

Mr. Dallaire had a condition on the parcel map to do this type of design. Staff figured the dead end with a radius into the development would be better.

Ms. Hulse added Steve Eisele has looked at this plan and he has approved it.

Mrs. Slater asked when you reduce the parking spaces down how many will you have per unit.

Ms. Hulse advised there is a little over one per unit. There are 57 proposed. There is one covered space for each unit and seventeen for visitor parking.

Public comment.

Mr. Urrutia wanted to clarify a couple conditions. On the pathway around the pond we would prefer DG. But we are comfortable with asphalt. Hopefully we have addressed the issue of maintenance. There is no HOA. We would comply with any public right-of-way requirements. All of the property is accessible.

No further public comment.

Mr. Dallaire asked if the Board is okay with the AC. I don't have a problem if you are okay with AC in place of concrete. You would need to change that in the motion to change #2 to allow AC instead of concrete.

Motion Miller/Slater to approve under conditional approval of the matters discussed here tonight a planned development application PD12-001 Parkway Vista Apartments based on the findings, conditions and conclusions of this staff report and the project subject to the following conditions that we have discussed here.

No public comment.

Upon call for the vote, motion carried.

6.  **Not For Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for November 2012.**

Mrs. Lochridge congratulated the Board, Tom and staff for a very successful Carson Valley Christmas Kickoff. This morning at our monthly morning coffee meeting several people that did attend said they have been hearing nothing but excitement from people who didn't attend because of what they heard. They are looking forward to it next year. Also, great job in the parade. We had Tom and his family do a lot of extra helping with the decorations on Saturday. We did win government entry. Officially I am now a graduate of Leadership Douglas County 2012. Lloyd, thank you for the assistance on the community project. I mentioned last month doing an interview for Northern Nevada Business Weekly. It did come out November 12th online, then in the Nevada Appeal on November 18th. Two of our loan applicants were featured in it: Rick Ackerson with No Place Like Home, who is also the owner now of this little park and sell location at the old Enterprise location; and Troy Phillips from Battle Born Wine. I included both of those copies in the packet.

Our organization is really moving forward. We created a subcommittee which focused on fundraising. They are focusing on getting more sponsors for all of our projects and events to help cut down on our costs. We are still moving forward on gathering information, putting together some bylaws to further pursue the possibility of creating a C3. The monthly morning coffee has been going great. No meeting in January. The attendees had some great suggestions on our past events and also some future events. Unfortunately we have three businesses that are closing this month: Aladdin Flowers, Heirloom Antiques and Angler's Edge. Their reason is basically because of the economy. I brought up the vacancies during the meeting. One of the attendees has been looking for storefront property. She will go ahead and pass along information to the people she works with.

Promotions holiday shopping bazaar went well. There was a lower turnout because of the snow that day. The vendors were excited about the event and had some good sales. The cash mobs are going well. We just wrapped up the third one at Country Carousel. Depending on how things go when we try it in January that will determine if we are going to continue doing this every month. Our design committee has cleaned and prepared the gardens for winter. They have been researching designs for the labyrinth. Once they come up with a design that we can agree on they will bring it to the Main Street Board and the Town Board for approval .

No public comment.

7.  **For Possible Action: Discussion on revising the following Town policies;**

- a. **Park Use Policy**
- b. **Heritage Park Reservation Policy**
- c. **Street Closure/Special Events Policy;**
with public comment prior to Board action.

Mr. Altom noted in the packet the first policy is the general park use policy and the application that follows is the Heritage Park application. That should be after the Heritage Park policy. And the application after the Heritage Park policy should be after the park use policy. The two park use policies were switched. At the October meeting Tom brought forward possibly changing the policies to get rid of the time periods and to reduce or eliminate fees. I went through my notes as well as the minutes from that meeting in October. Anything you see in yellow were the things that were addressed. In addition, on the application the additional highlighted items indicate things that are in the policy that weren't necessarily included in the application. I just tried to make the application consistent with the policy. The main issue: what is the Board going to want for a time period. I would suggest nothing less than seven days, maybe 7 to 10 days prior to the next Board meeting, if the Board chooses to keep the authority to approve these. The fees can be reduced as the Board sees fit.

Mrs. Slater did find a few things that did not get updated. In the old book 7b5 under #1 you had two paragraphs that didn't get put over to the new one.

Mr. Altom asked if those were on the October proposed policies. My understanding in reading the minutes and my notes from the October meeting the Board wanted to keep in place the current policies without taking into consideration those proposed policies, except for changing fees and time periods. I did not even consider those October proposed policies. I used the current policies and added what the Board was addressing at the October meeting.

Mrs. Slater continued, in the new book 7-21 #1 after highlighted or Town Manager the rest of the sentence doesn't quite make sense. I think that needs to be clarified. Probably should read "to conduct a special event and/or street closure."

Mr. Altom felt it made sense either way. But if you think "to conduct" sounds better that is great.

Mrs. Slater stated on 7-25 item 11 "cleaning deposit will" should be "shall." The other one in the Minden Park policy the notice area was supposed to be incorporated.

Mr. Altom's understanding was that we weren't taking into consideration Minden's policies or our proposed policy then. We were using the current policy that we have now. I thought that was clear from the October meeting that we were going to use our present current policy and just change the time and fees. The easiest way to go through this is to hit each of those main issues. On time periods we could make it uniform for all three policies the days and deadlines for applications.

Chairman Lindsay preferred 10 days.

Mr. Miller and Mrs. Slater agreed 10 working days.

Mr. Miller added if we leave the approval with the Board they can still take it on the consent calendar.

Mr. Altom advised there are a lot of issues that fall in favor of having the Board maintain that authority.

Mr. Dallaire had talked about having a special meeting if they needed it. Usually we waive all the fees. Historically we have waived the fees for these events. The fees will be the issue. We are pricing ourselves out of renting the park out. You can go to Minden and get the park for \$25 an hour. Also we have CVI coming in with their amphitheater which will be competitive for the events we do have at Heritage Park that we hand out for free. We are going to have that to consider down the road.

Mr. Altom asked if the Board agrees with ten business days prior to the next Board meeting.

The Board agreed.

Mr. Altom included on the street closure special event application, page 7-28 at the top, "if more than 500 people are expected an outdoor festival permit is required" We can generalize it and say "applicant is responsible to obtain any other county permits, including but not limited to any Douglas County Outdoor Festival Permit." They can add that type of language for all three of the policies.

The Board agreed that language would make it clearer.

Mr. Altom asked about the deposit fee amount.

Mr. Dallaire believed the security deposit has been working well. We could leave the security deposit at \$300. Just change the cleaning deposit in the one policy to security.

Mr. Altom asked if they wanted the hourly rate to be \$25 an hour up to a maximum of \$300.

Chairman Lindsay didn't believe the way this policy is written they have the ability to waive any fees.

Mr. Altom asked if the \$25 an hour up to \$300 maximum per day is addressing fees.

The Board agreed.

Mr. Altom clarified that is for using any park, including Heritage. The Heritage Park policy is divided into classes where it's \$1,000 maximum.

Chairman Lindsay asked why wouldn't we just get rid of the Heritage Park policy.

Mr. Altom suggested making the Heritage Park policy the park policy.

Chairman Lindsay agreed one park policy.

Mr. Miller commented having one set of instructions for all parks makes things easier.

Mr. Altom reminded the Board that's what Tom was getting at at the October meeting.

Mr. Miller was not at the October meeting.

Mrs. Slater asked Mr. Miller to quit coping out.

Mr. Altom felt if we use the Heritage Park policy as the basis for the general park policy then you are getting into changing the classes. Starting at page 7-15 the fees are divided by class, including no fee for county youth groups, half of the fee for recreational charitable fundraising activities. Generally a government entity should have some rational guidelines. I think we can use the same classes using the new rate. You can leave it the way it is without the dollar amounts. I can make the changes and we can add this to the consent calendar next month. If the Board agrees then you just pass it. If you don't we can pull it out.

Mr. Dallaire would like to make class four, the percentage of proceeds, be 25 percent.

The Board agreed with 25 percent for class four.

Mr. Altom clarified the general park policy will stick with the \$300 security/cleaning deposit and the applicant would get that back depending on town staff's recommendations or determinations.

Mr. Dallaire added they are changing the use of Heritage Park to just Park Policy.

Mr. Altom will have to change some things in the policy to apply it to all parks. As long as the Board approves it on the consent calendar at the next meeting that's all that matters. There are no fees on the street closure policy except the cleaning deposit.

Mr. Dallaire didn't believe we had ever closed a street and charged for it. With the Farmers Market we had a street closure for Ezell. I think that is it. There is a refundable application fee of \$100.

Mr. Altom asked about cancellation of reservations. We can make that three business days for a full refund. All of those under cancellation on 7-4 the Board will need to make a decision.

Mrs. Slater would prefer five business days.

The Board agreed.

Mr. Altom reviewed full refund five days or more, and will add "except in cases of extreme weather, natural disasters, act of God."

Mr. Miller asked if they cancel after the five days we still refund the security deposit?

The Board agreed they would.

Mrs. Slater asked if on the Heritage Park application you are going to change where it says "requesting use of Heritage Park?"

Mr. Altom will just add "requesting use of which park." As far as the cleaning/security deposit for street closures, will that be absorbed into the park policy if it is a street closure/Heritage Park or other park use, so they are not paying two security deposits.

The Board and Mr. Dallaire agreed.

Mr. Altom will add that into the street closure policy as well.

Mrs. Slater asked if any of the applications could be condensed into one.

Mr. Altom reviewed Tom prepared one in October. We could do that if the Board wants to do that.

Chairman Lindsay asked do they combine the park use policy and the street closure policy if you are combining the application. To be clear, in October this is what came to us and we said no. And now we just worked ourselves in 20 minutes back to two policies.

Mr. Altom can combine the two applications. How often do you do street closures?

Mr. Dallaire filled one out for the Farmers Market.

Mr. Miller remembered they filled one out for a Main Street event which didn't happen on Douglas Avenue.

Mr. Dallaire felt there were a lot of the same types of questions. We could combine them and just have a check box whether it is park use, street closure or both.

Mr. Altom didn't think combining the application was a problem.

Mr. Dallaire would prefer to keep two policies.

Mr. Altom summarized we will make two policies out of the three. There will be one park policy and one street closure/special event policy, and then one application for everything. One final note is that on the classes of fees, I think we need to enforce those now that we are saying these are the concrete policies. The Board has the authority to waive fees but as of now we are willy nilly on how they are enforcing them.

Mrs. Slater reviewed the Board will retain jurisdiction over the approval of it.

Mr. Altom agreed.

Motion Miller to table the action on this policy for parks and street closure until January's meeting.

Chairman Lindsay did not think they wanted to table it. We want them to revise the policies as discussed.

Motion Miller/Slater to give Tyler direction to draw up the new policies and application as directed tonight for the January meeting.

No public comment.

Upon call for the vote, motion carried.

8.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for October 2012.**

Mr. Altom reported he worked on the town policies. There was a brief issue on the alleyway at the French Bar. The gas company wants to put a line in and they are asking who owns it. We are saying we don't own it. Until somebody says you own it, we don't own it. There is nothing recorded. It is their liability to find out who owns it. They will have to do a title search.

Mr. Dallaire stated the county issued the encroachment permit. With the interlocal agreement the County has with Southwest Gas they can still provide this hand drawn paper. I was informed that this is a huge improvement from what they used to give us.

Mr. Altom also worked on regular monthly items, helped prepare the agenda and advised on open meeting law items.

No public comment.

9.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for November 2012.**

Mr. Dallaire reported the Eddy Street lighting is all installed. It is still not on. There was another permit that Nevada Energy needed to have from the county to sign off on the meter. So when you apply for an encroachment permit, not a site improvement permit, it's not included. Dave Lundergreen went over and put the sticker on the meter so they will install the power. Zack was out of town and has been coordinating with Nevada Energy to get them turned on. Hopefully the lights will be on in the next week or two. Nevada Energy is having a hard time getting back here to turn back on the lights around Heritage Park after the Christmas event.

We collected a few bids to remove all the material and grass from where we stopped at Lampe and Toler to GES. Impact got the bid and they are working on it today. He started this morning and they will be dumping all the dirt material in the garden. I got a hold of Christine from the Army Corp to find out what is going on so we can get that dirt spread out in the garden area. She will look into the file. She was surprised when I called her today about it. Hopefully we will get a resolution on the gardens. I have a couple service organizations that want to come in and plant on the weekend of the 15th of December. In the meantime they are bringing in DG in the morning. They will bring in DG and spread the material at Lampe and Toler. The entryway will be totally finished tomorrow. I am not cutting down any more trees. We are not removing any of the marked ones that are out there. All the red ones we were planning on taking out. There are still issues with the trees that are growing into the power lines. We will have to deal with this over the next four to five years. Once the new plants get established we will go back and cut one here and one there. We had a lot of issues with Christmas lights and decorations. We have spent quite a bit of money in redoing a lot of the rope lighting. The Lampe section is what I am focusing on. I am hoping to have it done by the 15th, depending on the nurseries and availability of plants. There is an area that will be planted with flowers.

Mrs. Slater thought it sounded like they are making good progress.

Mr. Dallaire advised the 395/Kingslane agreement is executed but NDOT does not have any money. They have put it on hold. It is approved but waiting to hear what is going on.

Mrs. Slater asked if they need to make notification to the Kingslane HOA

Mr. Dallaire will notify them. NDOT has taken eight months to review this. The Toiyabe sidewalk is on hold. I had an item on the CIP but didn't plan on spending this much money on Toler. Also we have to consider the other projects, Hellwinkel. The plans should be out soon. Once we get that we have to start construction by June. We need the funds in order to supplement the \$307,000 from Q1. Next month is the official larger than anticipated. They are behind. The audit is just now done. It will go before the county commission in January and will come next month to us. The unofficial numbers look good.

I attended the Carson Valley Vision meeting last week. I am starting to see the procedure that will happen. The next meeting will be a public workshop in January. That will be important for the Board to attend. They want to get public input and then do another public presentation and keep it public from now on.

Does the Board want to have a discussion on the Christmas Kickoff; the fireworks and if we want to do July 4th? We will need to know now so we can start getting sponsors for July. It sounds like a long time but it's like tomorrow. Or do you want to just keep the Christmas Kickoff? It was a big hit. A lot of people enjoyed it.

Mrs. Slater was impressed when we had somebody that came in the next day and made a donation. Put it on the agenda for next month for discussion.

Mr. Dallaire pointed out Steve Eisele is extremely nervous about fireworks in July. If it is too dry it could be cancelled even if there is no wind. Down a little further on the trail we have control of the wetlands and if everything goes right we will pump more water through the ponds. So it benefits our ponds, the wetlands and Minden's ponds. So they will get together with Bruce Scott and talk with the state water master. We can get it wet. But until I can actually get it wet and guarantee the area will be wet I just see having a bigger liability.

Mrs. Slater heard positive feedback. Congratulations to Lloyd and Paula. They did a wonderful job.

Mr. Higuera suggested they get going on this. I would like to see, if the Board likes the idea, a group getting together and putting together some ideas before we have the next meeting so you have something. I would volunteer to be on that. Get together and put together formal ideas for a presentation to the Board. If we think we need money it will need to be early in the year.

Mr. Dallaire has been asked by Bill Chernock not to make the event competitive with Tahoe. For the locals like me who have done it and won't do it again, right now we go to Carson and watch it at the Galaxy theater in the parking lot. So this is who that is catering to, the folks that don't want to deal with the crowds. I am hoping to bring in the high school group. There is a leadership class. This was one of the ideas from AJ at the Visitors Authority. They got the high school group involved where he lived and they went around and did a lot of the leg work to get the fireworks to stay in the community. We can coordinate it with them. Get them involved to help get sponsors. But it depends on the size of the show. I think Lantis was great.

We just met with the business owners on the parking issue out on Southgate. Staff has called the sheriff's office numerous times. Had a meeting last week and we decided to go out face-to-face with Sheriff Howell, his deputy that will be handing out tickets in January and the code enforcement officer. We went to all the businesses and there are several things. Candace has been working with me on the CDBG funds. We can get some funding and see if that would be a doable project. They need parking out there. The problem is Douglas County approved and the Town built a development with a 27 foot wide pavement section. The development is just not a very good one. We have to deal with what we have. We can add a vacant parcel and turn it into a parking lot. I'm not sure if that is the best alternative. Protec had an agreement with the owner previously but when the boat repair business came in they just used the parcel without permission. The owner of the property eventually booted everybody off. So nobody can use it now. They are in an industrial area. They will be sending a letter to the business and property owners of all the violations and in mid January they will have a special enforcement group who will go out and start writing citations. We can come up with some solutions and offer some suggestions. It's really our road. It's too narrow. We have already put up no parking signs but didn't paint the curb. We are going to leave the signs up and paint the curb. There is some damage on the sidewalk from parking on the backside. We will need to look at some sort of fix. I am working with the county on it. The code enforcement officer will author a letter and Community Development, Town of Gardnerville and the sheriff will sign it and send it out. I will go with them in January and start writing tickets. We gave the businesses a month to get everything cleaned up. The boat repair business out there was not an intended use when the building came in for design review. When we review the projects what is the intended use. There is no business license procedure in the county. Another thing, with Wal Mart there will be a lot of crime: theft and break-ins that follow Wal Mart.

January 2nd at 10:00 o'clock in Judge Gibbons chambers is the swearing in ceremony. I will be discussing with Minden and Genoa the combined training for board members. The ethics is not mandatory. I will talk to them at the next town manager meeting to see if we can get that planned.

I had a short conversation with Rob Anderson about the Ranch at Gardnerville. I authorized a couple of tests of the soil out there to see if it is worthy of structural fill. If they get the approval from the soils engineer they will probably want to excavate their 10 acres now and use that material for fill on the Ranch site so they don't have all the trucking.

We ordered the cameras. Spent \$4,900 and we will install them. Never heard back from POOL/PACT on the grant I applied for. Josh will be installing them.

Talked to Frontier about doing a wi-fi connection, a public or private one, but having that accessible on the phone would be fantastic. It would be another internet charge. Just having a private connection is still an additional cost. Having a hot spot during movies in the park would be beneficial for the moms and dads that are down there. I will bring that back when I get more information. We will be backing it up with a hard drive.

No public comment.

10.  **For Possible Action: Discussion to approve Proclamation 2012P-03 recognizing Paul Lindsay for his dedicated service to the Town of Gardnerville, with public comment prior to Board action.**

Mr. Miller read into the record the proclamation for Paul Lindsay.

Mr. Dallaire presented Chairman Lindsay with the proclamation and a plaque with gavel.

Mrs. Lochridge stated on behalf of the Main Street Board, it has been an honor and a privilege having you serve as the Town Board liaison to our board and working with you since I have been here. It will be a sad day when we say goodbye to you at our next board meeting. Thank you very much for everything.

Mrs. Slater thanked Mr. Lindsay. You have been a good example to this board and a good leader for the board. On behalf of everybody we appreciate you.

Mr. Miller has seen Mr. Lindsay on both boards and it has been great to serve with you.

Chairman Lindsay shared it has been a pleasure. I am very interested in Denny's report.

Public comment.

Ms. Wenner is sorry she will not get to work with Mr. Lindsay.

Motion Slater/Higuera to approve Proclamation 2012P-03 recognizing Paul Lindsay for his dedicated service to the Town of Gardnerville.

No public comment.

Upon call for the vote, motion carried.

Motion Higuera/Slater to adjourn the meeting at 7:15 p.m.

No public comment.

Upon call for the vote, motion carried.

Respectfully submitted,

Ken Miller
Vice-Chairman

Tom Dallaire
Town Manager



GARDNERVILLE TOWN BOARD

1407 Highway 395
Gardnerville, Nevada 89410
775-782-7134 FAX: 775-782-7135
www.gardnerville-nv.gov

Special Meeting Minutes

Paul Lindsay, Chairman
Ken Miller, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Linda Slater, Board Member

Friday, December 14, 2012

12:00 p.m.

Gardnerville Town Hall

Call to Order and Determination of a Quorum

Vice Chairman Miller called the meeting to order and made the determination of a quorum.

PRESENT:

Ken Miller, Vice-Chairman
Linda Slater
Mike Philips
Lloyd Higuera

Tom Dallaire, Town Manager
Paula Lochridge, Main Street Manager
Carol Louthan, Office Manager Sr.

ABSENT:

Paul Lindsay, Chairman

PLEDGE OF ALLEGIANCE- Linda Slater

For Possible Action: APPROVAL OF AGENDA, with public comment prior to Board action.

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Motion Higuera/Slater to approve the agenda. Motion carried by those present.

PUBLIC INTEREST COMMENTS (No Action)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

No public comment.

ADMINISTRATIVE AGENDA

- For Possible Action: Recognize Dan Grimes for his service to the Town of Gardnerville, with public comment prior to Board action.**

Mr. Grimes thanked the Board for all the things they have done. I will miss everyone. I have had a good time here. People have been good to me, especially the Board and all his friends. I will miss them all. Thank you.

Vice Chairman Miller thanked Mr. Grimes and told him the door is always open to visit.

Vice-Chairman Miller presented Mr. Grimes with a certificate of appreciation for his eight years of service to the Town.

Mrs. Slater will miss Mr. Grimes and is glad he is here today with everyone.

No public comment.

Motion Slater /Higuera to approve the award. Motion carried by those present.

Motion Higuera/Philips to adjourn the meeting at 12:17 p.m.

No public comment.

Upon call for the vote, motion carried by those present.

Respectfully submitted,

Ken Miller
Vice-Chairman

Tom Dallaire
Town Manager

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:**
 - a. Election of Gardnerville Town Board Chairman for the 2013 calendar year; with public comment prior to Board action.
 - b. Election of Gardnerville Town Board Vice-Chairman for the 2013 calendar year; with public comment prior to Board action.

2. **Recommended Motion: Based on Board discussion.**
Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: January 8, 2013 Time Requested: 10 minutes**

5. **Agenda:** Consent Administrative

Background Information:

6. **Other Agency Review of Action:** Douglas County N/A

7. **Board Action:**

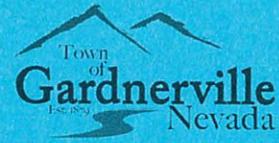
Approved

Denied

Approved with Modifications

Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Correspondence

2. **Recommended Motion:** Receive and File

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** January 8, 2013

Time Requested: n/a

5. **Agenda:** Consent Administrative

Background Information:

This section provides copies of letters or other correspondence received, that Staff feels are noteworthy for the Board members to review.

6. **Other Agency Review of Action:** Not Required

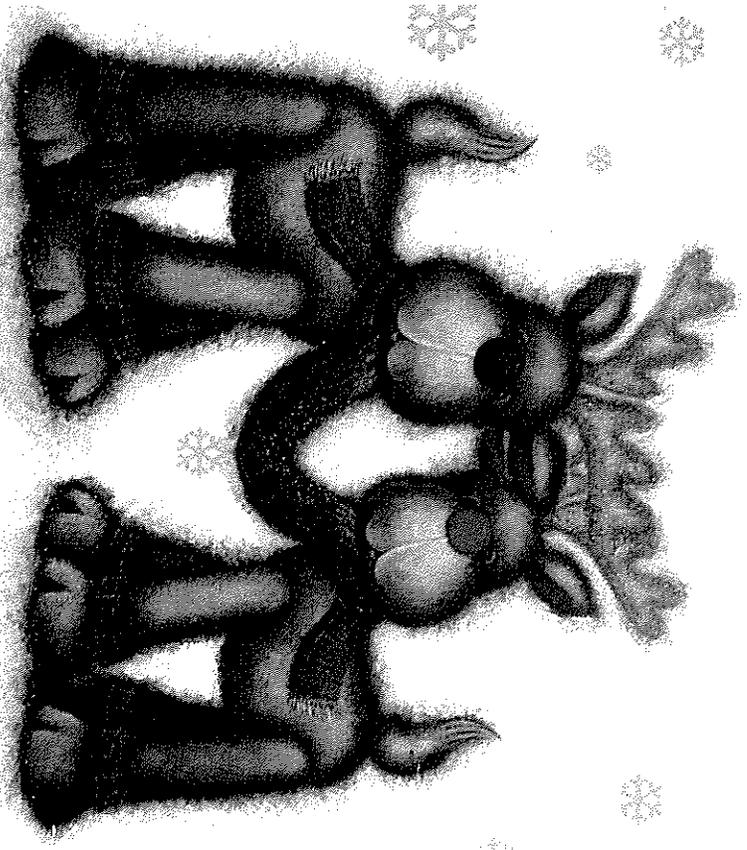
7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



Season's Greetings

Sending you warm tidings
for a happy holiday

Thank you for all
your wonderful
service

Sue Biagini

Gardnerville Town Board



AGENDA ACTION SHEET

1. **Title:** Health and Sanitation Monthly Report

2. **Recommended Motion:** Accept as submitted

Funds Available: Yes N/A

3. **Department:** Health and Sanitation

Prepared by: Carol Louthan

Phone Number: 782-7134

4. **Meeting Date:** January 8, 2013

Time Requested: none

5. **Agenda:** Consent

Administrative

6. **Background Information:**

Residential Accounts	1692
Commercial Accounts	216
Green Waste Accounts	1132
Cleanup Dumpsters	4
X-cans	636
# of new residential accounts	2 accts transferred to new owners and 2 new accts
# of new commercial accounts	0
Total tons of trash	351.17

7. **Other Agency Review of Action:**

8. **Board Action:**

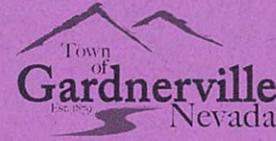
Approved

Approved with Modifications

Denied

Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Approve December 2012 claims
2. **Recommended Motion:** Approve claims as submitted

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Carol Louthan

4. **Meeting Date:** January 8, 2013 **Time Requested:** none

5. **Agenda:** Consent Administrative

6. **Background Information:**

This report is generated through claims submitted to the Douglas County Comptroller by the Town. If backup material is necessary for your review it can be found on file at the Town office.

7. **Other Agency Review of Action:** N/A

8. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	12/12 BOARD	G'VILLE	Paid by Check # 599748		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	220.00
17403 - Lindsay Paul A	12/12 BOARD	G'VILLE	Paid by Check # 599780		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	250.00
28960 - Miller Kenneth	12/12 BOARD	G'VILLE	Paid by Check # 599790		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	237.50
18629 - Philips Michael	12/12 BOARD	G'VILLE	Paid by Check # 599825		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	220.00
2969 - Slater Linda	12-12 BOARD	G'VILLE	Paid by Check # 599861		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	220.00
			Account 510.150 - Board Compensation Totals					Invoice Transactions 5		<u>\$1,147.50</u>
20219 - NV ST Public Employees	Account 511.201 - PEBS-Ret.Medical 12-12 PREMIUMS	731	Paid by Check # 600696		12/18/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	19.05
			Account 511.201 - PEBS-Ret.Medical Totals					Invoice Transactions 1		<u>\$19.05</u>
26465 - Diamond Printing Inc	Account 520.060 - Postage/Po Box Rent 6079	G'VILLE	Paid by Check # 600260		12/03/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	253.99
			Account 520.060 - Postage/Po Box Rent Totals					Invoice Transactions 1		<u>\$253.99</u>
12997 - Do Co Procurement Program	Account 520.064 - Travel 11-12 LOUTHAN	G'VILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	487.20
			Account 520.064 - Travel Totals					Invoice Transactions 1		<u>\$487.20</u>
26465 - Diamond Printing Inc	Account 520.072 - Advertising 6071	G'VILLE	Paid by Check # 600260		11/26/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	395.22
			Account 520.072 - Advertising Totals					Invoice Transactions 1		<u>\$395.22</u>
13485 - Ahern Rentals Inc	Account 520.084 - Replacement & Repair 11555434-1	205304	Paid by Check # 599916		12/04/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	15.49
11985 - Ace Hardware	078446/1	1236	Paid by Check # 600197		11/13/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	8.87
11985 - Ace Hardware	078496/1	1236	Paid by Check # 600197		11/15/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	12.50
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 3		<u>\$36.86</u>
2924 - NV Energy	Account 520.089 - Power 791804 11-12	791804	Paid by Check # 600089		11/28/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	143.22
			Account 520.089 - Power Totals					Invoice Transactions 1		<u>\$143.22</u>

4-90

Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Vendor Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 12 -12	2410015779022	Paid by Check # 600747		12/14/2012	12/28/2012	12/28/2012		12/28/2012	49.57
3021 - Southwest Gas-Las Vegas	0012224004 12 -12	2411072224004	Paid by Check # 600747		12/14/2012	12/28/2012	12/28/2012		12/28/2012	76.40
3021 - Southwest Gas-Las Vegas	1188600002 12 -12	2411188600002	Paid by Check # 600747		12/14/2012	12/28/2012	12/28/2012		12/28/2012	72.62
Account 520.136 - Rents & Leases Equipment										
3519 - Xerox Corporation	065267332	716307012	Paid by Check # 600189		12/01/2012	12/14/2012	12/14/2012		12/14/2012	221.09
Account 520.170 - Memberships										
8450 - NV ST Board Of Professional	15195 12-13	DALLAIRE	Paid by Check # 599811		11/27/2012	12/07/2012	12/07/2012		12/07/2012	100.00
Account 520.187 - Internet Expense										
15887 - Charter Communications	0012509 12/12	8354110060012509	Paid by Check # 600244		12/02/2012	12/21/2012	12/21/2012		12/21/2012	36.00
Account 520.200 - Training & Education										
12997 - Do Co Procurement Program	11-12 DALLAIRE	G'VILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012		12/21/2012	232.45
2549 - Dallaire Tom-Petty Cash	12-12 G'VILLE	PETTY CASH	Paid by Check # 600569		12/19/2012	12/28/2012	12/28/2012		12/28/2012	20.00
Account 533.800 - Office Supplies										
8450 - NV ST Board Of Professional	STAMP 12*13	DALLAIRE	Paid by Check # 599811		11/27/2012	12/07/2012	12/07/2012		12/07/2012	50.00
11558 - Costco-Comptroller	7273 11/12.	7003731100017273	Paid by Check # 599969		11/26/2012	12/14/2012	12/14/2012		12/14/2012	27.48
7770 - Nicholson Marie	12-4-12 STAPLES	REIMBURSE	Paid by Check # 600085		12/04/2012	12/14/2012	12/14/2012		12/14/2012	27.87
12997 - Do Co Procurement Program	11-12 DALLAIRE	G'VILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012		12/21/2012	90.70
12997 - Do Co Procurement Program	11-12 LOUTHAN	G'VILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012		12/21/2012	70.67
6089 - A-#1 Chemical Inc	4514061	296958	Paid by Check # 600509		12/12/2012	12/28/2012	12/28/2012		12/28/2012	85.59
Account 533.800 - Office Supplies Totals										
Department 921 - Gardnerville Admin Totals										
										<u>\$352.31</u>
										<u>\$3,643.48</u>

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 520.084 - Replacement & Repair										
5785 - AlSCO Inc	LREN760476	000330			11/20/2012	12/07/2012	12/07/2012		12/07/2012	10.00
27820 - Plant It Nursery	771091	GVILLE	Paid by Check # 599654		11/01/2012	12/07/2012	12/07/2012		12/07/2012	188.54
13485 - Ahern Rentals Inc	11538154-1	205304	Paid by Check # 599828		11/30/2012	12/14/2012	12/14/2012		12/14/2012	87.84
13485 - Ahern Rentals Inc	11538165-1	205304	Paid by Check # 599916		11/30/2012	12/14/2012	12/14/2012		12/14/2012	45.94
13485 - Ahern Rentals Inc	11555434-1	205304	Paid by Check # 599916		12/04/2012	12/14/2012	12/14/2012		12/14/2012	33.75
5273 - Minden Electric	3242	GVILLE	Paid by Check # 600068		11/20/2012	12/14/2012	12/14/2012		12/14/2012	349.17
11985 - Ace Hardware	078799/1	1236	Paid by Check # 600197		11/29/2012	12/21/2012	12/21/2012		12/21/2012	5.00
2510 - Parts House	476775	4170	Paid by Check # 600379		11/21/2012	12/21/2012	12/21/2012		12/21/2012	25.24
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 8		<u>\$745.48</u>
2924 - NV Energy	791804 11-12	791804	Paid by Check # 600089		11/28/2012	12/14/2012	12/14/2012		12/14/2012	322.05
			Account 520.089 - Power Totals					Invoice Transactions 1		<u>\$322.05</u>
3814 - Flyers Energy LLC	CFS0576570	8308	Paid by Check # 599728		11/15/2012	12/07/2012	12/07/2012		12/07/2012	166.82
			Account 532.003 - Gas & Oil Totals					Invoice Transactions 1		<u>\$166.82</u>
13485 - Ahern Rentals Inc	Account 533.802 - Small Equipment 11538157-1	205304	Paid by Check # 599916		11/29/2012	12/14/2012	12/14/2012		12/14/2012	419.95
			Account 533.802 - Small Equipment Totals					Invoice Transactions 1		<u>\$419.95</u>
656 - Carson Valley Chamber Of	Account 533.817 - Small Projects 6860	GVILLE	Paid by Check # 599680		11/19/2012	12/07/2012	12/07/2012		12/07/2012	20.00
7617 - Lantis Fireworks & Lasers	12303	GVILLE	Paid by Check # 599776		09/25/2012	12/07/2012	12/07/2012		12/07/2012	8,000.00
2646 - Radio Shack	10168166	5	Paid by Check # 599837		11/19/2012	12/07/2012	12/07/2012		12/07/2012	12.99
2646 - Radio Shack	10168159	5	Paid by Check # 599837		11/19/2012	12/07/2012	12/07/2012		12/07/2012	135.91
7362 - C C Iron Inc	989	GVILLE	Paid by Check # 599948		10/31/2012	12/14/2012	12/14/2012		12/14/2012	120.00
18821 - Fastenal Industrial/Cons Suppl	NVMIN31376	NVMIN0011	Paid by Check # 599996		11/06/2012	12/14/2012	12/14/2012		12/14/2012	37.83

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Vendor: Fund 610 - Gardnerville Town Department 923 - Parks & Recreation Account 533.817 - Small Projects										
14747 - Home Depot (Gville)	9242718	7513	Paid by Check # 600026		11/26/2012	12/14/2012	12/14/2012		12/14/2012	31.92
14747 - Home Depot (Gville)	9242710	7513	Paid by Check # 600026		11/26/2012	12/14/2012	12/14/2012		12/14/2012	89.80
74 - Jay Aldrich Photographer	1331	G'VILLE	Paid by Check # 600035		12/03/2012	12/14/2012	12/14/2012		12/14/2012	240.00
2121 - Meeks Lumber	720201	06G1570	Paid by Check # 600063		11/16/2012	12/14/2012	12/14/2012		12/14/2012	88.27
2121 - Meeks Lumber	721875	06G1570	Paid by Check # 600063		11/30/2012	12/14/2012	12/14/2012		12/14/2012	7.14
21680 - Mountain View Tree Farm	70016750	G'VILLE	Paid by Check # 600075		12/04/2012	12/14/2012	12/14/2012		12/14/2012	161.91
17717 - Sierra Canopy Rentals	369	G'VILLE	Paid by Check # 600142		11/28/2012	12/14/2012	12/14/2012		12/14/2012	271.25
11985 - Ace Hardware	078283/1	1236	Paid by Check # 600197		11/05/2012	12/21/2012	12/21/2012		12/21/2012	13.43
11985 - Ace Hardware	078347/1	1236	Paid by Check # 600197		11/07/2012	12/21/2012	12/21/2012		12/21/2012	9.96
11985 - Ace Hardware	078517/1	1236	Paid by Check # 600197		11/16/2012	12/21/2012	12/21/2012		12/21/2012	42.95
12997 - Do Co Procurement Program	11-12 DALLAIRE	G'VILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012		12/21/2012	89.99
12997 - Do Co Procurement Program	11-12 LOUTHAN	G'VILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012		12/21/2012	1,568.99
24745 - Nevada Johns LLC	A-21579	MAIN01	Paid by Check # 600356		12/06/2012	12/21/2012	12/21/2012		12/21/2012	236.68
9081 - Genoa Trees & Landscape Inc	3390	G'VILLE	Paid by Check # 600606		12/12/2012	12/28/2012	12/28/2012		12/28/2012	85.00
27147 - Impact Construction	429	G'VILLE	Paid by Check # 600632		12/11/2012	12/28/2012	12/28/2012		12/28/2012	10,500.00
Account 533.817 - Small Projects Totals Invoice Transactions 21 Department 923 - Parks & Recreation Totals Invoice Transactions 32										<u>\$21,764.02</u> <u>\$23,418.32</u>

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works										
Account 520.084 - Replacement & Repair										
5785 - Alisco Inc	LREN760476	000330	Paid by Check # 599654		11/20/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	10.00
13485 - Ahern Rentals Inc	11555434-1	205304	Paid by Check # 599916		12/04/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	50.62
11985 - Ace Hardware	078347/1	1236	Paid by Check # 600197		11/07/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	14.49
2510 - Parts House	476269	4170	Paid by Check # 600379		11/17/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	17.98
27975 - Pape' Material Handling Exchan	6968889	5100363	Paid by Check # 600700		12/13/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	48.08
				Account 520.084 - Replacement & Repair Totals				Invoice Transactions 5		\$141.17
2924 - NV Energy	791804 11-12	791804	Paid by Check # 600089		11/28/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	5,757.08
				Account 520.095 - Street Lights Totals				Invoice Transactions 1		\$5,757.08
16002 - Cruz Const Co Inc	7674	G'VILLE	Paid by Check # 599705		09/28/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	57,874.55
13485 - Ahern Rentals Inc	11485360-1	205304	Paid by Check # 599916		11/19/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	681.50
11985 - Ace Hardware	078606/1	1236	Paid by Check # 600197		11/21/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	34.45
12997 - Do Co Procurement Program	11-12 PLUT	G'VILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	431.11
5619 - Aervoe-Pacific Company Inc	755526	44191	Paid by Check # 600517		12/13/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	254.35
13485 - Ahern Rentals Inc	11527802-1	205304	Paid by Check # 600518		11/28/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	429.50
726 - Central Systems Electric Inc	144069	TOWNGA	Paid by Check # 600559		12/07/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	107.70
				Account 520.103 - Maint Road Totals				Invoice Transactions 7		\$59,813.16
6321 - Safety-Kleen Inc	59274400	3043731	Paid by Check # 599844		11/13/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	103.43
				Account 520.107 - Maint Equip Totals				Invoice Transactions 1		\$103.43
2702 - Resource Concepts Inc	12-01462	G'VILLE	Paid by Check # 600721		12/18/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	796.50
				Account 521.200 - Engineering Totals				Invoice Transactions 1		\$796.50

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 926 - Other Public Works										
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CF50576570	8308	Paid by Check # 599728		11/15/2012	12/07/2012	12/07/2012		12/07/2012	242.51
3814 - Flyers Energy LLC	CF50578226	8308	Paid by Check # 600283		11/30/2012	12/21/2012	12/21/2012		12/21/2012	272.56
Account 532.003 - Gas & Oil Totals										
										\$515.07
Account 532.028 - Uniforms										
5785 - AlSCO Inc	LEN755155	000330	Paid by Check # 599654		11/06/2012	12/07/2012	12/07/2012		12/07/2012	3.86
5785 - AlSCO Inc	LEN756935	000330	Paid by Check # 599654		11/13/2012	12/07/2012	12/07/2012		12/07/2012	3.86
5785 - AlSCO Inc	LEN758665	000330	Paid by Check # 599654		11/20/2012	12/07/2012	12/07/2012		12/07/2012	3.86
5785 - AlSCO Inc	LEN760476	000330	Paid by Check # 599654		11/20/2012	12/07/2012	12/07/2012		12/07/2012	3.86
13485 - Ahern Rentals Inc	11544867-1	205304	Paid by Check # 599916		11/30/2012	12/14/2012	12/14/2012		12/14/2012	41.25
										\$56.69
Account 532.116 - Crack Seal Maintenance										
3953 - Eastern Sierra Feed	506452	19530	Paid by Check # 599991		11/07/2012	12/14/2012	12/14/2012		12/14/2012	34.50
12997 - Do Co Procurement Program	11-12 LOUTHAN	G'VILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012		12/21/2012	65.00
										\$99.50
Account 562.000 - Capital Projects										
8603 - Applied Engineering Consultant	2568	G'VILLE	Paid by Check # 599658		11/16/2012	12/07/2012	12/07/2012		12/07/2012	507.50
13485 - Ahern Rentals Inc	11502093-1	205304	Paid by Check # 599916		11/16/2012	12/14/2012	12/14/2012		12/14/2012	31.98
27260 - Whisler Engineering	2	G'VILLE	Paid by Check # 600185		11/24/2012	12/14/2012	12/14/2012		12/14/2012	170.00
5331 - Signs of Excitement Inc	2830	G'VILLE	Paid by Check # 600421		12/14/2012	12/21/2012	12/21/2012		12/21/2012	20.00
										\$729.48
										\$68,012.08
										\$95,073.88

Account 562.000 - Capital Projects Totals Invoice Transactions 4
 Department 926 - Other Public Works Totals Invoice Transactions 28
 Fund 610 - Gardnerville Town Totals Invoice Transactions 87

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation										
Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	12/12 BOARD	G'VILLE	Paid by Check # 599748		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	220.00
17403 - Lindsay Paul A	12/12 BOARD	G'VILLE	Paid by Check # 599780		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	250.00
28960 - Miller Kenneth	12/12 BOARD	G'VILLE	Paid by Check # 599790		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	237.50
18629 - Phillips Michael	12/12 BOARD	G'VILLE	Paid by Check # 599825		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	220.00
2969 - Slater Linda	12-12 BOARD	G'VILLE	Paid by Check # 599861		11/27/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	220.00
				Account 510.150 - Board Compensation Totals				Invoice Transactions 5		\$1,147.50
Account 516.120 - Contract Salaries										
21697 - Blue Ribbon Personnel Services	13471	653202	Paid by Check # 599669		11/16/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	564.48
21697 - Blue Ribbon Personnel Services	13581	653202	Paid by Check # 599669		11/21/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	661.50
21697 - Blue Ribbon Personnel Services	13681	653202	Paid by Check # 599942		11/30/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	370.44
				Account 516.120 - Contract Salaries Totals				Invoice Transactions 3		\$1,596.42
Account 520.072 - Advertising										
26465 - Diamond Printing Inc	6071	G'VILLE	Paid by Check # 600260		11/26/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	395.21
26465 - Diamond Printing Inc	6079	G'VILLE	Paid by Check # 600260		12/03/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	253.99
				Account 520.072 - Advertising Totals				Invoice Transactions 2		\$649.20

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Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair										
5785 - AlSCO Inc	LREN760476	000330	Paid by Check # 599654		11/20/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	10.00
26482 - Peterbilt Truck Parts & Eq LLC	5162528	365290	Paid by Check # 599824		11/20/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	718.99
13485 - Ahern Rentals Inc	11555434-1	205304	Paid by Check # 599916		12/04/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	66.12
8043 - Mark Smith Tire Center Inc	71700012827	A17-14675	Paid by Check # 600055		11/05/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	26.75
2121 - Meeks Lumber	718487	06G1570	Paid by Check # 600063		11/06/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	96.87
11985 - Ace Hardware	078446/1	1236	Paid by Check # 600197		11/13/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	4.79
11985 - Ace Hardware	078496/1	1236	Paid by Check # 600197		11/15/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	12.49
11985 - Ace Hardware	078692/1	1236	Paid by Check # 600197		11/26/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	.25
2510 - Parts House	473597	4170	Paid by Check # 600379		10/31/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	45.70
2510 - Parts House	476548	4170	Paid by Check # 600379		11/20/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	22.99
25251 - TEC Equipment Inc	671085R	62348	Paid by Check # 600455		11/26/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	271.80
25251 - TEC Equipment Inc	671389R	62348	Paid by Check # 600455		12/04/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	135.76
25251 - TEC Equipment Inc	CM671085R	62348	Paid by Check # 600455		12/04/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	(149.52)
7100 - Amrep Inc	231199	GAR050	Paid by Check # 600523		12/06/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	30.48
7100 - Amrep Inc	231326	GAR050	Paid by Check # 600523		12/10/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	49.74
7100 - Amrep Inc	231331	GAR050	Paid by Check # 600523		12/10/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	99.43
3925 - Carson Valley Carquest	8092-76312	6965	Paid by Check # 600552		12/10/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	9.26
3925 - Carson Valley Carquest	8092-76688	6965	Paid by Check # 600552		12/18/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	123.48
2549 - Dallaire Tom-Petty Cash	12-12 GVILLE	PETTY CASH	Paid by Check # 600569		12/19/2012	12/28/2012	12/28/2012	12/28/2012	12/28/2012	.88
Account 520.084 - Replacement & Repair Totals Invoice Transactions 19										
2924 - NV Energy	791804 11-12	791804	Paid by Check # 600089		11/28/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	186.31
Account 520.089 - Power Totals Invoice Transactions 1										
49 <u>\$1,576.26</u> <u>\$186.31</u>										



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department: 925 - Health & Sanitation Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 12 -12	2410015779022	Paid by Check # 600747		12/14/2012	12/28/2012	12/28/2012		12/28/2012	49.57
3021 - Southwest Gas-Las Vegas	1072224004 12 -12	2411072224004	Paid by Check # 600747		12/14/2012	12/28/2012	12/28/2012		12/28/2012	76.41
3021 - Southwest Gas-Las Vegas	1188600002 12 -12	2411188600002	Paid by Check # 600747		12/14/2012	12/28/2012	12/28/2012		12/28/2012	217.84
				Account 520.092 - Heating Totals				Invoice Transactions 3		<u>\$343.82</u>
6321 - Safety-Kleen Inc	Account 520.107 - Maint Equip 59274400	3043731	Paid by Check # 599844		11/13/2012	12/07/2012	12/07/2012		12/07/2012	103.43
				Account 520.107 - Maint Equip Totals				Invoice Transactions 1		<u>\$103.43</u>
4268 - Do Co Vehicle Maintenance	Account 520.116 - Veh. Maint--Co Shop 11@12 TRANSFER	VARIOUS	Paid by Check # 600267		12/05/2012	12/21/2012	12/21/2012		12/21/2012	360.00
				Account 520.116 - Veh. Maint--Co Shop Totals				Invoice Transactions 1		<u>\$360.00</u>
3519 - Xerox Corporation	Account 520.136 - Rents & Leases Equipment 065267332	716307012	Paid by Check # 600189		12/01/2012	12/14/2012	12/14/2012		12/14/2012	221.10
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		<u>\$221.10</u>
15887 - Charter Communications	Account 520.187 - Internet Expense 0012509 12/12	8354110060012509	Paid by Check # 600244		12/02/2012	12/21/2012	12/21/2012		12/21/2012	35.99
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		<u>\$35.99</u>
15853 - Carson City Landfill	Account 520.197 - Landfill Expense 9998942	228079	Paid by Check # 599952		11/01/2012	12/14/2012	12/14/2012		12/14/2012	504.02
15853 - Carson City Landfill	9998981	228079	Paid by Check # 599952		11/01/2012	12/14/2012	12/14/2012		12/14/2012	339.30
15853 - Carson City Landfill	9999009	228079	Paid by Check # 599952		11/01/2012	12/14/2012	12/14/2012		12/14/2012	316.10
15853 - Carson City Landfill	9999245	228079	Paid by Check # 599952		11/02/2012	12/14/2012	12/14/2012		12/14/2012	419.92
15853 - Carson City Landfill	9999248	228079	Paid by Check # 599952		11/02/2012	12/14/2012	12/14/2012		12/14/2012	422.24
15853 - Carson City Landfill	9999853	228079	Paid by Check # 599952		11/05/2012	12/14/2012	12/14/2012		12/14/2012	589.28
15853 - Carson City Landfill	10000169	228079	Paid by Check # 599952		11/06/2012	12/14/2012	12/14/2012		12/14/2012	462.26
15853 - Carson City Landfill	10000457	228079	Paid by Check # 599952		11/07/2012	12/14/2012	12/14/2012		12/14/2012	446.60
15853 - Carson City Landfill	10000481	228079	Paid by Check # 599952		11/07/2012	12/14/2012	12/14/2012		12/14/2012	464.00

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G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.197 - Landfill Expense										
15853 - Carson City Landfill	10000533	228079	Paid by Check # 599952		11/07/2012	12/14/2012	12/14/2012		12/14/2012	358.44
15853 - Carson City Landfill	10000846	228079	Paid by Check # 599952		11/08/2012	12/14/2012	12/14/2012		12/14/2012	491.26
15853 - Carson City Landfill	10000866	228079	Paid by Check # 599952		11/08/2012	12/14/2012	12/14/2012		12/14/2012	490.10
15853 - Carson City Landfill	10000892	228079	Paid by Check # 599952		11/08/2012	12/14/2012	12/14/2012		12/14/2012	309.14
15853 - Carson City Landfill	10001044	228079	Paid by Check # 599952		11/09/2012	12/14/2012	12/14/2012		12/14/2012	402.52
15853 - Carson City Landfill	10001045	228079	Paid by Check # 599952		11/09/2012	12/14/2012	12/14/2012		12/14/2012	352.06
15853 - Carson City Landfill	10001289	228079	Paid by Check # 599952		11/12/2012	12/14/2012	12/14/2012		12/14/2012	514.46
15853 - Carson City Landfill	10001492	228079	Paid by Check # 599952		11/13/2012	12/14/2012	12/14/2012		12/14/2012	371.78
15853 - Carson City Landfill	10001741	228079	Paid by Check # 599952		11/14/2012	12/14/2012	12/14/2012		12/14/2012	475.60
15853 - Carson City Landfill	10001743	228079	Paid by Check # 599952		11/14/2012	12/14/2012	12/14/2012		12/14/2012	440.22
15853 - Carson City Landfill	10001784	228079	Paid by Check # 599952		11/14/2012	12/14/2012	12/14/2012		12/14/2012	417.02
15853 - Carson City Landfill	10001959	228079	Paid by Check # 599952		11/15/2012	12/14/2012	12/14/2012		12/14/2012	405.42
15853 - Carson City Landfill	10002064	228079	Paid by Check # 599952		11/15/2012	12/14/2012	12/14/2012		12/14/2012	412.38
15853 - Carson City Landfill	10002283	228079	Paid by Check # 599952		11/16/2012	12/14/2012	12/14/2012		12/14/2012	463.42
15853 - Carson City Landfill	10002285	228079	Paid by Check # 599952		11/16/2012	12/14/2012	12/14/2012		12/14/2012	377.00
15853 - Carson City Landfill	10002795	228079	Paid by Check # 599952		11/19/2012	12/14/2012	12/14/2012		12/14/2012	577.68
15853 - Carson City Landfill	10003087	228079	Paid by Check # 599952		11/20/2012	12/14/2012	12/14/2012		12/14/2012	458.78
15853 - Carson City Landfill	10003325	228079	Paid by Check # 599952		11/21/2012	12/14/2012	12/14/2012		12/14/2012	292.73
15853 - Carson City Landfill	10003327	228079	Paid by Check # 599952		11/21/2012	12/14/2012	12/14/2012		12/14/2012	395.56
15853 - Carson City Landfill	10003355	228079	Paid by Check # 599952		11/21/2012	12/14/2012	12/14/2012		12/14/2012	448.34
15853 - Carson City Landfill	10003536	228079	Paid by Check # 599952		11/23/2012	12/14/2012	12/14/2012		12/14/2012	291.74
15853 - Carson City Landfill	10003541	228079	Paid by Check # 599952		11/23/2012	12/14/2012	12/14/2012		12/14/2012	324.80

4-11

Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 520.197 - Landfill Expense										
15853 - Carson City Landfill	10004172	228079	Paid by Check # 599952		11/26/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	515.62
15853 - Carson City Landfill	1004530	228079	Paid by Check # 599952		11/27/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	405.42
15853 - Carson City Landfill	10004782	228079	Paid by Check # 599952		11/28/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	491.84
15853 - Carson City Landfill	10004808	228079	Paid by Check # 599952		11/28/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	512.72
15853 - Carson City Landfill	10004816	228079	Paid by Check # 599952		11/28/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	382.22
15853 - Carson City Landfill	10005005	228079	Paid by Check # 599952		11/29/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	495.90
15853 - Carson City Landfill	10005026	228079	Paid by Check # 599952		11/29/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	527.22
15853 - Carson City Landfill	10005049	228079	Paid by Check # 599952		11/29/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	349.74
15853 - Carson City Landfill	10005232	228079	Paid by Check # 599952		11/30/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	380.48
15853 - Carson City Landfill	10005235	228079	Paid by Check # 599952		11/30/2012	12/14/2012	12/14/2012	12/14/2012	12/14/2012	373.52
9016 - Douglas Disposal Inc	40990612 11/12	40990612	Paid by Check # 600271		12/01/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	961.91
Account 520.197 - Landfill Expense Totals										Invoice Transactions 42
Account 521.135 - Legal-Collection Cost										14.00
12997 - Do Co Procurement Program	11-12 LOUTHAN	GVILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	\$14.00
Account 521.135 - Legal-Collection Cost Totals										Invoice Transactions 1
Account 532.003 - Gas & Oil										1,939.84
3814 - Flyers Energy LLC	CF50576570	8308	Paid by Check # 599728		11/15/2012	12/07/2012	12/07/2012	12/07/2012	12/07/2012	1,939.84
3814 - Flyers Energy LLC	CF50578226	8308	Paid by Check # 600283		11/30/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	1,579.73
Account 532.003 - Gas & Oil Totals										Invoice Transactions 2
Account 532.003 - Gas & Oil Totals										\$3,519.57

4-2

Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/12 - 12/31/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 532.028 - Uniforms										
5785 - AlSCO Inc	LREN755155	000330	Paid by Check # 599654		11/06/2012	12/07/2012	12/07/2012		12/07/2012	3.86
5785 - AlSCO Inc	LREN756935	000330	Paid by Check # 599654		11/13/2012	12/07/2012	12/07/2012		12/07/2012	3.86
5785 - AlSCO Inc	LREN758665	000330	Paid by Check # 599654		11/20/2012	12/07/2012	12/07/2012		12/07/2012	3.86
5785 - AlSCO Inc	LREN760476	000330	Paid by Check # 599654		11/20/2012	12/07/2012	12/07/2012		12/07/2012	3.86
13485 - Ahern Rentals Inc	11544867-1	205304	Paid by Check # 599916		11/30/2012	12/14/2012	12/14/2012		12/14/2012	41.25
				Account 532.028 - Uniforms Totals				Invoice Transactions 5		\$56.69
7770 - Nicholson Marie		REIMBURSE	Paid by Check # 600085		12/04/2012	12/14/2012	12/14/2012		12/14/2012	27.88
12997 - Do Co Procurement Program		G'VILLE	Paid by Check # 600261		11/27/2012	12/21/2012	12/21/2012		12/21/2012	70.68
6089 - A-#1 Chemical Inc	4514061	296958	Paid by Check # 600509		12/12/2012	12/28/2012	12/28/2012		12/28/2012	85.59
				Account 533.800 - Office Supplies Totals				Invoice Transactions 3		\$184.15
				Department 925 - Health & Sanitation Totals				Invoice Transactions 90		\$28,425.20
				Fund 611 - Gardnerville Health & San Totals				Invoice Transactions 90		\$28,425.20
				Grand Totals				Invoice Transactions 177		\$123,499.08

* = Prior Fiscal Year Activity

4-13

Gardnerville Town Board
AGENDA ACTION SHEET



1. Approve Town policies
 - a. Park Use Policy and application
 - b. Street Closure/Special Events Policy
 - c. Park Use/ Street Closure application

2. Recommended Motion: To approve the revised,
 - a. Park use Policy and application
 - b. Street closure/Special Event policy, and
 - c. Park Use / Street Closure Application

Funds Available: Yes N/A

3. Department: Administration

Prepared by: Tom Dallaire

4. Meeting Date: January 8, 2012 Time Requested: N/A

5. Agenda: Consent Administrative

Background Information: Town Staff wanted to consolidate the park use and Heritage Park use policy into one document and combine the application forms into a single form in an effort to increase the park use requests. Mr. Altom has worked on the revisions as discussed during the board meeting and they are being included in this item of the consent section.

6. Other Agency Review of Action: Douglas County N/A

7. Board Action:

Approved Approved with Modifications
 Denied Continued

**TOWN OF GARDNERVILLE
PARK USE AND RESERVATION POLICY
RULES AND REGULATIONS**

(Revised in January 2013)

1. Park Use and Reservation Policy:

The Gardnerville Town Board ("Board") defines and declares that, with the completion of the improvements to Heritage Park, including the pavilion and related public facilities, and the requests for public and private exclusive use of Heritage Park and/or other parks within the Town, Town park use requires a reservation policy for all persons desiring to use, promote, encourage or sponsor activities within Town parks regarding reservation of Town parks.

The Board will for events within Town parks allow for a public or private group or person to reserve parks for such use, for limited amounts of time, pursuant to this policy and the following rules and regulations.

No person or entity shall use Town parks without compliance with this Park Use and Reservation Policy ("Policy"). Any person desiring to use a Town park for an event must first apply to the Town office for a permit issued by the Board for the conduct of the event within the park. Any completed application will be placed on the next available Board agenda for consideration and possible approval by the Board after its review and approval by the Gardnerville Town Manager ("Manager").

2. Board Findings:

The Board has found that certain activities to be conducted within Town parks should be subject to a park reservation fee based upon the following findings:

- a. Youth activities are to be supported and subsidized to ensure an open and inviting park-use environment. The Town will not charge a fee for youth activities except for minimum fees necessary for security and/or cleaning of Town park facilities.
- b. Adult activities are also to be supported, but are subject to fees based on a greater ability to support and pay for use of Town parks.
- c. Youth-oriented community organizations should be allowed to maximize fund-raising efforts in support of a non-profit youth activity organization.
- d. All requests are subject to the Manager's priority ranking to ensure reservation of Town parks.

- e. Deposits and insurance requirements will be required according to the schedule set forth in this Policy to ensure continuing availability and security of Town parks.
- f. Additional fees may be charged beyond the minimum fees, at the discretion of Town staff, when the impact on the Town in accommodating the park use is beyond normal operations, such as Town staff overtime and cleanup costs.
- g. Uses of Town parks which are for commercial purposes, or other uses creating major impacts on the park facilities, will be reviewed by the Manager on a case-by-case basis. The Manager's recommendation shall be provided to the Board prior to approval of such park use.

3. Definitions:

An application for Town park use, which may or may not involve the entire Town park facility, shall be construed as a use of that portion of the Town park to the exclusion of all other public and private users for the reserved period of time ("use" or "park use"). Park use shall be arranged by the Manager according to this policy. A park use includes any event conducted within a Town park, whether organized or promoted for commercial purposes or non-commercial purposes, whether or not an admission fee or donation is requested or required, and shall include any exclusive use of a Town park.

A use of the park includes the park and all of its facilities. Where applicable, the Town's template for location of temporary facilities, such as booths, shall be utilized.

4. Permit Required:

No person or entity shall be entitled to reserve any area or the entire area of a Town park for the operation, maintenance, conduct, or advertisement of any activity, or advance ticket sales related thereto, unless a permit from the Town is first obtained by submitting an application, described below, to the Town and the Board, and the Board approving such application.

5. Priority of Uses:

The Board establishes, in the first instance, that reservation of Town parks shall be on a first come, first served basis. If an application is received, reviewed and approved, the application to use a Town park shall take precedence over any other applications even if a later received application requests use of the park for the same time period.

For applications received, but not yet approved, that request the same period of time of use of a Town park, then park use will be based on a priority pursuant to the Board's findings and the following priorities:

- a. Town-Sponsored Activities.
- b. Student groups sponsored by the Douglas County School District.
- c. Youth, family or adult community recreation activities open to the public sponsored or conducted by a recognized community organization.
- d. Governmental agency meetings open to the public.
- e. Douglas County-based groups or individuals conducting activities restricted to members of the group or entity, and are otherwise closed to the public.
- f. Religious, sectarian or political meetings.
- g. Commercial uses for financial gain.
- h. Out-of-county group or organizational uses.

6. Application:

A completed “Reservation Form and Release of Liability and Indemnification Agreement” (“application”) for use of a Town park to conduct an activity or event, which may or may not involve the closure of a street or alleyway within the Town, must be submitted in writing to the Town at least 10 business days prior to the next Board meeting preceding the time indicated for the commencement of the planned use and shall be accompanied by any fees and/or deposits established or required pursuant to this Policy. The following information related to the specific use shall be contained in the application prior to its submission to the Town.

- a. The name, age, residence and mailing address of the person or entity making the application. If the application is made by an entity, the names and addresses of the principals of the entity must appear. Where the applicant is a corporation, the application must be signed by the president, vice-president and secretary of the corporation and must contain the residence addresses of the corporate officers and a certified copy of the Articles of Incorporation as a part of the application.
- b. A statement of the kind, character or type of use which the applicant proposes to conduct, operate or carry on, and the name(s) of the street(s), park(s) or alleyway(s) within the Town for which permission to close such street, park or alleyway is sought.
- c. The home, office and/or work telephone numbers of the applicant, and if the application is by an entity, the home, office and/or work telephone numbers of the principals. If the application is made by a corporation, the home, office and/or work telephone numbers of the president, vice-president, and secretary shall be supplied.
- d. The date or dates and hours during which the use is proposed to be conducted.
- e. An estimate of the number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted.

- f. If applicable, proof that the applicant is seeking, or has sought and received the requisite approvals and/or permits from Douglas County, including, without limitation, and if required, a liquor license and/or an outdoor festival and entertainment event license, and that the applicant has received any and all other approvals and/or permits from Douglas County. Failure to submit the requisite proof of Douglas County approval(s) and/or permits shall be deemed to be an automatic determination that the application is incomplete, and shall not be heard by the Board until complete.
- g. Where applicable, if an application proposes the erection of temporary facilities to be used for the event to be conducted in the Town park, the application shall utilize the Town's template for location of temporary facilities, such as booths, and demonstrate to the satisfaction of the Manager that all temporary facilities are located in conformity with the template.
- h. The Board may, in limited and special circumstances, waive any fee(s) and/or deposit(s) required by this Policy, provided that the applicant has complied with all other requirements of this Policy, and provided that any such waiver of fees or deposits was done at a Board meeting complying with NRS Chapter 241.

7. **Insurance:**

As part of the application, each applicant shall supply proof of insurance as required below, unless the applicant is a local government entity sharing the same liability insurance as the Town, in which latter instance Town staff shall verify the status of the local government entity and the liability insurance of such entity. Subject to the immediately preceding sentence, comprehensive general liability insurance naming the Town as an additional insured and certificate holder with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate will be required for any Town park use when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or the number of applicants require(s) liability insurance; 4) alcoholic beverages are to be sold; and/or 5) as recommended by the Town Manager to the Board and/or as determined by the Board. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

8. **Explanation of Use:**

Included with the application shall be a detailed explanation of the applicant's plans to provide security and fire protection, water supply and facilities, food supply and facilities, sanitation facilities, medical facilities and services, vehicle parking spaces, vehicle access and onsite traffic control, and what provision shall be made for numbers of participants in excess of the applicant's estimated attendance. The applicant shall also provide for cleanup of the premises and removal of garbage and refuse at the Town park after the event has

concluded.

9. Time of Operation:

- a. All park uses which are the subject of this policy are available for individual or group use during normally scheduled hours of operation. Exceptions are subject to review by the Manager and review and approval by the Board. Additional hours of operation may be allowed and approved by the Board.
- b. No group or individual may reserve a Town park more than four times per month, two of which may be weekends, including Friday, Saturday and Sunday. Additional use beyond these periods shall be subject to the regulations set forth in Paragraph c below.
- c. Extended park use involving multiple dates within a one month period may be granted for a maximum of one calendar year. All permits shall expire on December 31 of each year. Town park use is subject to the priority ranking schedule of this Policy. Reservations may be cancelled for a full refund of fees and/or deposits up to 5 business days prior to the scheduled use. If a reservation is cancelled with less than 5 business days remaining prior to the scheduled use, no refund of fees will be given, except in extraordinary circumstances, extreme weather, natural disasters, or other acts of God, but any deposits made will be refunded.

10. Alcohol and Food:

Should the applicant desire to dispense alcoholic beverages, or to permit the consumption of alcoholic beverages as part of a Town park use, the applicant must request permission from the Board on the application. Only beer or wine may be consumed at an event and/or during a Town park use. The applicant shall obtain any other permits required for the dispensing or consumption of alcoholic beverages, including but not limited to any liquor permits required by Douglas County, and proof of compliance with such permit requirements must be submitted with the completed application within the time for submitting the application as set forth in this Policy. The applicant shall ensure that no participant in the park use shall use or possess any liquid container made wholly or partially of glass or metal, and demonstrate, as a part of the application, the measures to be taken to restrict alcoholic beverage containers and to ensure that no alcoholic beverage will be consumed or dispensed outside of the area of the park.

The applicant shall provide facilities for the washing of hands for persons who prepare food at a special event.

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11. **Smoking Prohibited:**

Smoking is prohibited in the park except where specifically authorized.

12. **Security/Law Enforcement Protection:**

Security and law enforcement protection may be required for certain uses of a Town park, subject to the Board's discretion and the Douglas County Code. The Board shall consider the following when determining whether security and/or law enforcement protection is required: 1) where an event makes a major impact on a Town park and/or Town park facilities; 2) when alcohol is served; and/or 3) when additional precautions are deemed necessary due to the nature of the event. If required by the Board or by Douglas County Code, the applicant shall employ at his, their or its own expense, law enforcement protection or private security personnel. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the park. If security and/or law enforcement protection is required, the applicant shall demonstrate to the satisfaction of the Board that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the Town park use. The applicant shall be responsible for all costs of security which shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee, or to a private security firm if applicable. Security shall be subject to the complete direction and control of the Sheriff's Office.

13. **Sanitation Facilities:**

The park facilities include limited sanitation facilities. The applicant shall comply with the Douglas County Code and Nevada Administrative Code 444.825 regarding providing toilet facilities, which may include, but is not limited to, providing enclosed portable chemical toilets or enclosed flush type water closet facilities, marked "Men" and "Women" as appropriate, the type and quantity of such toilets and/or facilities to be determined by the Town Manager and approved by the Board pursuant to Nevada.

Every applicant shall be required to provide for solid waste disposal. All solid waste disposal shall be provided by the Gardnerville Health and Sanitation Department which, based upon the application, shall determine the number and type of containers, and pickup and removal of refuse, trash, garbage and rubbish, subject to Board approval. Removal of all trash and refuse shall be at the applicant's expense.

The applicant shall provide adequate assurance to the Board that, at the conclusion of the use, the park shall be cleaned, and all refuse and garbage removed within twenty-four (24) hours of the time of the conclusion of the use.

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14. Cleaning and Security Deposit:

A cleaning and security deposit (“deposit”) of \$300.00 will be required to be paid upon submission of each application. The \$300.00 deposit applies one time to one event, so that if an applicant is also applying for a Town street closure and/or special event permit, only one \$300.00 cleaning deposit shall be paid per event. If the application is denied by the Board, the deposit will be refunded to the applicant within 30 days of the application being denied.

Upon recommendation by the Town Manager, the deposit may be waived subject to the Board’s discretion, and based upon the use proposed and the Board's consideration of the matters set forth within a completed application, including, without limitation, the planned use, the number of attendees anticipated, whether or not alcohol will be dispensed or consumed, the hours of operation, and the sanitation facilities required. Even if the Board waives the deposit, the applicant may be responsible for payment of cleanup and/or other expenses as set forth in the Policy if such expenses are necessary of the applicant’s use.

The deposit, once paid, may be refunded to the applicant, in whole or in part, subject to the Board’s discretion, at the conclusion of the Town park use after inspection by Town staff for any additional clean-up and/or damages other than normal wear and tear. Cleanup by Town staff will be billed at \$25.00 per hour and will be applied to the deposit, with any remaining portion of the deposit refunded as consistent with this Policy. The applicant will remain responsible for any additional damages or repair expenses as a result of the use. A full or partial refund of the deposit, if Town staff determines it is due, will be returned to the applicant within thirty (30) days of the park use.

If the application is approved, prior to the event the applicant will be given instructions for cleaning the Town park to be used. An applicant shall clean the Town park to be used after the event. If, after the event has concluded, additional cleaning is required, it will be provided by the Town, which will bill at the rate of \$25.00 per hour as described in the paragraph immediately above.

15. Damage to Facilities:

Any applicant whose use of the park causes damage or excessive wear and tear to the park or its fixtures shall be required to reimburse the Town for all costs to repair, replace, restore, repaint or clean up the affected area to its original condition prior to the use. Any damage caused by a park use beyond normal wear and tear shall cause any future application submitted by the same person or entity to be reviewed to determine if the applicant will be allowed to use the park and its facilities in the future.

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16. **Reservation Fee:**

A basic reservation fee at the rate of \$25.00 per hour, up to \$300.00 maximum per day ("basic rate") is established by Board. At the time an applicant submits the completed written application, the Town Manager shall require a reservation fee based on the basic rate, the proposed use and classification of uses set forth below, and the proposed length of time of use, subject to final approval of the Board. The reservation fee set forth in this paragraph does not include the cleaning and security deposit described above.

17. **Classification of Uses and Charges:**

- A. When two or more applications for use of a Town park are received by the Town, and each requests use of the park for the same time period, approval of an application for the requested time period shall be based upon the following classification of uses.

No application to use a Town park for a period of time shall be granted by the Town if the Board has previously approved an application for use of the park during the same period of time. The Town Board's policy is that the classification of uses established in this section of the Policy is to be applied when two or more applications are received, and each requests use of the park for the same period of time.

- B. Class I: No fee (0% of basic rate)
- a. Non-profit county youth groups when the activity is open to the public for activities and meetings for recreational purposes.
 - b. Groups or community organizations providing adult or youth group recreation activities which are free and open to the public.
 - c. All governmental meetings and fund-raising activities sponsored by a government agency when a reciprocal agreement exists with the governmental applicant.

Class I users include, without limitation, county youth groups or agencies serving youth which are non-profit, tax exempt or not-for-profit activities whose primary purpose is to provide for recreation for Douglas County residents. A majority of participants must be Douglas County residents. Any fee charged for the activity must be used for the support of the activity. For governmental agencies, the fund-raising activity must relate to the governmental operations.

- C. Class II: One-half (50%) of basic rate

Recreational or charitable fund-raising activities for local, community youth serving groups and non-recreational groups when all funds raised support community,

charitable and/or recreational activities.

This rate pertains primarily to fund-raising activities by county community organizations and youth serving agencies in support of recreation and/or community activities. Fund-raising activities must have as a main purpose the generation of funds to support the youth or community activities.

D. Class III: 100% of basic rate

Groups included within this classification are religious, political or union groups conducting meetings; private parties, individual uses and family uses which are not open to the general public; and closed and open dances and fund-raising events where the funds which are raised are not used to support a community or local recreational activity.

Class III uses are usually with private functions and are not open to the public, including private parties, individual uses and family uses. Class III includes community organizations where the event will not generate funds for the organization or will not be open to the public.

E. Class IV: 100% of basic rate plus 25% of gross receipts

Class IV uses will include commercial or personal use of the park for financial gain.

The full basic rate plus 25% of gross receipts received by applicant during the applicant's use of the Town park and for the specified Town park use.

Class IV includes a significant activity whose purpose is a commercial use and/or which constitutes a major impact upon the public. Any request for a Class IV use must be approved by the Board, which may review, among other factors, the nature of the profit-making organization, company or enterprise.

F. The Board's policy is that, for competing applications for the same period of time, the Manager shall rate the competing applications based upon the classification of uses set forth within this section so long as no other approved application has requested use of the park for the same period of time.

18. Additional Charges:

Additional charges may be levied over the basic rate charged when any one or more of the following occur:

- a. When the facility would not normally be open and Town staff are required to be on

duty or to perform a service.

- b. When the applicant requests Town staff to assist in set-up, breakdown, clean-up, park preparation or other maintenance duties when required during other than normal operating hours.
- c. When Town staff are required for control of the event.
- d. When the proposed use requires park renovation or facility repair as a result of the proposed activity.
- e. When damage to the park and its facilities is reasonably foreseeable, or has occurred, and includes without limitation all material costs, supplies and labor.

The determination of requirements for additional charges shall be made by the Manager. The applicant will be charged at the rate of \$25.00 per hour when use of Town staff is required, such use as determined by the Manager.

A total of the basic rate and any additional deposit, as required by this Policy, shall be paid in full at the time of the submission of the application. In no event shall any fee or deposit required by the Town be paid later than 10 business days prior to the date of the event. If the fees are not paid in full prior to 10 business days prior to the event, the permit shall be revoked.

19. Refunds:

Any applicant may cancel an application prior to its approval and receive a full refund minus a \$25.00 administrative fee.

An approved applicant may cancel its reservation 5 business days prior to the event with a full refund of the reservation fee minus a \$25.00 administrative fee. In the event an applicant cancels its reservation for Town park use at any time prior to the event, the cleaning and security deposit will be refunded regardless of when the cancellation is made.

If an approved applicant cancels its reservation less than 5 business days prior to the event, the reservation fee will not be refunded, except in extraordinary circumstances, extreme weather, natural disasters, or other acts of God.

A cleaning and security deposit of \$300.00 is set forth in Section 14 above. Deposits may be refundable subject to the terms of this Policy.

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20. **Miscellaneous Park Use Rules:**

Street Closures or Special Events: In the event that the applicant proposes to close any streets or alleyways within the Town, the applicant shall also comply with the Town's Street Closure / Special Events Policy.

Dumpster Fee and Litter: The applicant will be charged a fee of \$25.00 per garbage dumpster for groups of 50 or more people. Litter must be placed in appropriate garbage containers and/or wastebaskets and/or removed by park users from the Town park being used.

Winter Restroom Use: The applicant will be charged \$50.00 if park restroom use is required from the time period of the day immediately after Thanksgiving until March 31 of the next year.

Damage or Destruction of Town Property: No person shall intentionally damage, destroy, remove or modify any Town property. No person shall operate any vehicle, including but not limited to motorcycles, all-terrain vehicles, dune buggies, or other motor vehicles, within a Town park, except on designated paved roads. Vehicles may not be driven on any lawn or surface other than the designated parking areas without the express permission of the Board and as recommended to the Board by the Town Manager.

Music: The Board must authorize any amplified music.

Tents, Canopies, Awnings, etc.: The Board must authorize the erection of tents, canopies, awnings, or other like structures. Bounce houses, dance floors, or tents larger than 20 ft. by 20 ft. may be subject to additional security deposits and/or insurance coverage, at the discretion of the Board and as recommended to the Board by the Town Manager. Stakes are not permitted for use in securing tents, etc.

Signs: Signs are not allowed within the park without the express permission of the Board and as recommended to the Board by the Town Manager.

Dogs: Dogs, except seeing eye guide dogs, police dogs or service dogs, are not allowed in Town parks. The Board may allow other animals in Town parks when part of an event at its sole discretion.

Hunting, Trapping, and/or Fishing: Hunting and trapping in Town parks are strictly prohibited. Fishing is not permitted, except in areas specifically designated for that use in the manner provided for. All fishing is subject to and in conformance with Nevada Revised Statutes and Nevada Division of Wildlife regulations.

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Firearms, Crossbows, Air Rifles, and Fireworks: The discharge of firearms, crossbows, air rifles or fireworks is strictly forbidden.

Camping: Camping is not permitted in Town parks. Exceptions may be granted at the sole discretion of the Board.

All Other Laws: An applicant requesting to use a Town park for an event is responsible for complying with all federal, state, and county laws and ordinances, including the Nevada Revised Statutes, the Nevada Administrative Code, and the County Code for Douglas County, Nevada (“Douglas County Code”). This includes but is not limited to any outdoor festival permits, liquor licenses, etc. required by the U.S. government, the State of Nevada, Douglas County - Nevada, or the Town of Gardnerville.

The Town shall provide a copy of this Policy to the applicant at the time of furnishing an application.



**TOWN OF GARDNERVILLE
STREET CLOSURE / SPECIAL EVENTS POLICY
RULES AND REGULATIONS**

1. Street Closure/Special Events Policy:

The Gardnerville Town Board ("Board") finds and declares that the public health, safety and welfare of the inhabitants of the Town of Gardnerville ("Town") requires the regulation and control of all persons desiring to promote, encourage or sponsor special events which may include closure of certain streets or alleyways within the Town for limited amounts of time. The Board will, for special events within the Town, allow for the closure of certain streets for limited amounts of time for the purpose of conducting special events. No person or entity shall conduct a special event within the Town without first applying to the Town office for a permit issued by the Board for the conduct of the special event and/or street closure. Any completed application submitted will be placed on the next available Town Board agenda for review and consideration by the Board.

2. Definition:

A special event, which may or may not involve the closure of a street or alleyway within the Town, is defined to include any entertainment event which is organized or promoted for commercial purposes whether or not an admission fee or donation is requested or required. A special event shall also include any music festival, dance festival, parade, rock festival, similar music activity, or any other activity which may involve the use of the Town streets, alleyways and/or parks. The Town Board's permission shall also be first sought when a special event includes music provided by paid or amateur performers or by pre-recorded means, which is held at any place other than a permanent building or permanent installation which has been constructed for the purpose of conducting such activities or similar activities. The Town Board's approval of any event to which members of the public are invited or admitted for a charge or free of cost shall be obtained prior to the event.

A special event is also defined to mean any event where the sponsor of the event conducts any activity related to the event on a street, alleyway or park within the Town of Gardnerville requiring its/their complete or partial closure.

The term "street" as used in this policy includes U.S. Hwy. 395 in the Town of Gardnerville.

3. Permit Required:

No person or entity shall operate, maintain, conduct, advertise or sell or furnish tickets for a special event in the Town unless a permit from the Board is first obtained after public hearing before the Board.

4. **Application:**

A completed "Reservation Form and Release of Liability and Indemnification Agreement" ("application") for permission to conduct a special event, which may or may not involve the closure of a street, park or alleyway within the Town, shall be made in writing to the Town Manager at least 10 business days prior to the time indicated for the commencement of the planned event; shall be accompanied by a refundable application fee of \$100.00; and shall contain the following information to be considered complete and eligible for consideration by the Board:

- A. The name, age, residence and mailing address of the person or entity making the application. If the application is made by an entity, the names and addresses of the principals of the entity must appear. Where the applicant is a corporation, the application must be signed by the president, vice-president and secretary of the corporation and must contain the residence addresses of the corporate officers and a certified copy of the Articles of Incorporation as a part of the application.
- B. A statement of the kind, character or type of special event which the applicant proposes to conduct, operate or carry on, and if applicable, the name(s) of the street(s), park(s) or alleyway(s) within the Town for which permission to close such street, park or alleyway is sought.
- C. The home, office and/or work telephone numbers of the applicant, and if the application is by an entity, the home, office and/or work telephone numbers of the principals. If the application is made by a corporation, the home, office and/or work telephone numbers of the president, vice-president, and secretary shall be supplied.
- D. The address or legal description of the place where the proposed special event is to be conducted, operated or carried on, and the name(s) of the street(s), park(s) and alleyway(s), and the length of such street(s), park(s) or alleyway(s) sought to be closed. The applicant shall also submit proof that the fee owner of the property where the special event is to be conducted consents, in writing, that the site may be used for the proposed special event.
- E. The date or dates and hours during which the special event is proposed to be conducted.
- F. An estimate of the number of patrons, customers, spectators, participants and/or other persons expected to attend the special event for each day it is proposed to be conducted.

- G. Proof that the applicant has sought and received the requisite approvals from Douglas County, including, without limitation, and if required, a liquor license and/or an outdoor festival and entertainment event license, and that the applicant has received all approvals from Douglas County. Failure to submit the requisite proof of Douglas County approval(s) shall be deemed to be an automatic determination that the application is incomplete, and shall not be heard by the Board until complete.

The application fee for a complete application will be refunded if an applicant cancels a street closure and/or special event, as set forth in this Policy, at least 5 business days prior to the event. In any event, the cleaning and security deposit set forth in this Policy will be refunded if the applicant cancels a street closure and/or special event prior to such closure or event, regardless of when the applicant cancels. All refunds will be given within 30 days of cancellation.

5. **Festival Plans:**

Included with the application shall be a detailed explanation of the applicant's plans to provide security and fire protection, water supply and facilities, food supply and facilities, sanitation facilities, medical facilities and services, vehicle parking spaces, vehicle access and on-site traffic control, and what provision shall be made for numbers of spectators in excess of the applicant's estimated attendance. The applicant shall also provide for clean-up of the premises and removal of garbage and refuse after the event has concluded.

If the applicant requests the closure of a street, park or alleyway within in the Town, the applicant shall provide a detailed plan of the event including signs, barricades, traffic control and parking.

Should the Board approve of the applicant's request to close a street or alleyway, the applicant shall be required to provide notice to all residents and tenants affected by the closure at least 10 business days in advance and provide notice to the Town Manager that such residents and tenants have consented to the closure of the street and/or alleyway. Such consent(s) is not required for park use.

Should the application for a special event/street closure be for a site which is contiguous to U.S. Hwy. 395, or which involves the closure of a street or alleyway intersecting U.S. Hwy. 395, the applicant shall submit with the application written evidence of approval of the special event/street closure by the Nevada Department of Transportation.

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6. **Insurance:**

As part of the application, each applicant shall supply proof of insurance. Comprehensive general liability insurance naming the Town of Gardnerville as an additional insured and certificate holder will be required for any special event/street closure with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

7. **Alcohol:**

Should the applicant desire to dispense alcoholic beverages, or to permit the consumption of alcoholic beverages as part of the special event and/or street closure, the applicant must request permission to consume or dispense alcoholic beverages from the Board. The applicant shall ensure that no participant in the special event/street closure shall use or possess any liquid container made wholly or partially of glass or metal, and demonstrate, as a part of the application, the measures to be taken to restrict alcoholic beverage containers and to ensure that no alcoholic beverage will be consumed or dispensed outside of the area of the site where the special event/street closure will occur. The applicant is also responsible for obtaining any other alcohol or liquor permits required by the Douglas County Code or other laws or regulations.

8. **Security/Law Enforcement Protection:**

For every special event/street closure permit, the applicant shall employ, at its own expense, security and/or law enforcement protection. The number and type of officers shall be determined and specified by the Douglas County Sheriff's Office to provide for the preservation of order and protection of property in and around the place of the special event/street closure. The applicant shall demonstrate to the satisfaction of the Town Board that the applicant has obtained the approval of the Douglas County Sheriff of all arrangements for security for the special event/street closure. The applicant shall be responsible for all costs of security which shall be determined by, and paid to, the Douglas County Sheriff's Office or its designee, or to a private security firm. Security shall be subject to the complete direction and control of the Sheriff.

9. **Hours of Operation:**

All special events which are subject to this policy shall close and cease operation continuously between the hours of 12:00 a.m. and 9:00 a.m. of each and every day of the special event, unless different hours of operation of the special event are approved by the Board.

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10. Sanitation Facilities:

Every applicant shall provide at least one enclosed portable, chemical toilet, or one enclosed flush type water closet facility marked "Men" and one facility marked "Women" at the site of the special event/street closure on the basis of one such facility for each forty (40) males and one such facility for each forty (40) females expected to be in attendance. This paragraph is subject to the Douglas County Code and NAC 444.825, and toilet facility requirements may vary depending on the event being conducted.

Every applicant shall be required to provide for solid waste disposal. All solid waste disposal shall be provided by the Gardnerville Health and Sanitation Department which, based upon the application, shall determine the number and type of containers, and pickup and removal of refuse, trash, garbage and rubbish. Removal of all trash and refuse shall be at the applicant's expense.

The applicant shall provide adequate assurance to the Town that, at the conclusion of the special event, the site of the special event shall be cleaned, and all refuse and garbage removed within twenty-four (24) hours of the time of the conclusion of the special event/street closure.

11. Cleaning and Security Deposit:

A cleaning and security deposit ("deposit") of \$300.00 will be required to be paid upon submission of each application. The \$300.00 deposit applies one time to one event, so that if an applicant is also applying for a Town park use reservation, only one \$300.00 cleaning deposit shall be paid per event. If the application is denied by the Board, the deposit will be refunded to the applicant within 30 days of the application being denied.

Upon recommendation by the Town Manager, the deposit may be waived subject to the Board's discretion, and based upon the event and/or use proposed and the Board's consideration of the matters set forth within a completed application, including, without limitation, the planned event and/or use, the number of attendees anticipated, whether or not alcohol will be dispensed or consumed, the hours of operation, and the sanitation facilities required. Even if the Board waives the deposit, the applicant may be responsible for payment of cleanup and/or other expenses as set forth in the Policy if such expenses are necessary of the applicant's use.

The deposit, once paid, may be refunded to the applicant, in whole or in part, subject to the Board's discretion, at the conclusion of the street closure and/or special event after inspection by Town staff for any additional clean-up and/or damages other than normal wear and tear. Cleanup by Town staff will be billed at \$25.00 per hour and will be applied to the deposit, with any remaining portion of the deposit refunded as consistent with this Policy. The applicant will remain responsible for any additional damages or repair expenses as a result of the use. A full or partial refund of the deposit, if Town staff determines it is due, will be

returned to the applicant within thirty (30) days of the park use.

If the application is approved, prior to the event the applicant will be given instructions for cleaning the area used. An applicant shall clean the area used after the event. If, after the event has concluded, additional cleaning is required, it will be provided by the Town, which will bill at the rate of \$25.00 per hour as described in the paragraph immediately above.

12. Park Use:

In the event that the special event/street closure application contemplates use of a Town park, the applicant shall comply with all of the Town's rules and regulations relating to park use.



Reservation Form and Release of Liability and Indemnification Agreement

For Town Park Use, Street Closures, and/or Special Events

1407 Highway 395

Gardnerville, Nevada 89410

(775) 782-7134 (775) 782-7135 Fax

Date of Application: _____

(Application must be submitted 10 business days prior to the requested Town park use, street closure, and/or special event)

Location of Event/Activities: _____

(Submit letter of property owner's permission if event is to be held on private property)

Street(s) proposing to be closed: _____

(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes _____ No _____

If No, describe which Town park you are requesting to reserve: _____

If exclusive park use not being requested, describe which area of the Town park is being requested to be used: _____

Name of Applicant Organization or Business: _____ Corporation: Yes _____ No _____

(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: _____ Supervisor of Activity: _____

Home Telephone #: _____ Business Telephone # _____ Fax #: _____

(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: _____

(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: _____

Type of Activity Town Park will be used for: _____

Will alcohol be sold or served? Yes _____ No _____

(If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits)

Band or amplified music? Yes _____ No _____

This event is Non-Profit _____ For Profit _____ Closed to Public _____ Open to Public _____

Will a fee be charged to attend the event? Yes _____ No _____

Date(s) Requested (include setup and tear down time): _____

Event hours: _____

Describe proposed event, concessions, fund-raisers, etc.: _____

Town services, if any, required: _____

(Electrical outlets, restroom/toilet facilities, etc.)

Will you have tents, bounce houses, canopies, dance floors etc? Yes _____ No _____

If Yes, specify quantity, dimensions, etc.: _____

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: _____

*(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)
Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster)

Event Insurance Carrier & Telephone #: _____

(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: _____

(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: _____

Event Clean-up/Sanitation/Garbage Plan: _____

(Garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: _____

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: _____

(Heritage Park Parking MUST remain open for visitors at all times)

Event Layout: Applicants MUST provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.

WAIVER OF LIABILITY

The UNDERSIGNED, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville, and Douglas County, Nevada, from any and all claims, demands, suits or loss, including all costs connected therewith, including but not limited to reasonable attorney's fees, administrative costs, and court costs and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including but not limited to bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or is in any way connected or associated with this Reservation Form and Release of Liability and Indemnification Agreement.

I do hereby certify that, in representation of the above-named Applicant Organization or Business, I have received a copy of the Town's Park Use and Reservation Policy and the Town's Street Closure / Special Events Policy, that I have read those Policies, and that the above-named Applicant Organization or Business will observe all rules and regulations contained therein, including any conditions of approval of the Town Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Signature(s) of Authorized Representative(s) of Applicant: _____ Date: _____
_____ Date: _____
_____ Date: _____

(If applicant is a corporation, must include signature of president, vice president, and secretary of corporation)

Printed Name(s) of Authorized Representative(s) of Applicant above: _____

(Town Office Use Only)

Application Fees Paid: _____
Deposit amount Paid: _____ Date Processed: _____
Receipt Number: _____ Facility Reviewed: _____
Scheduled for Town Board Agenda: _____
Approved: _____
Scheduled for Douglas County Commissioner Agenda: _____
Approved: _____
Deposit Returned: _____

A copy of the approved application MUST be at the event

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on Development Application (DA) 12-054, for Frank Lepori, Sierra Nevada SW Enterprises, a Major Design Review for Golden Gate Petroleum consisting of a 3,200 sq. ft. convenience store with gasoline sales (7-11) and attached 1,200 sq. ft. restaurant (Port of Subs) on approximately 1.25 acres. The subject property is located within the Marketplace at Virginia Ranch, with zoning GC/PD (General Commercial with Planned Development Overlay), located at 1161 U.S. Hwy 395, within the Town of Gardnerville and the Minden/Gardnerville Community Plan. (APN's:1220-10-110-007, 1220-10-501-006 & 008); with public comment prior to Board action.

2. **Recommended Motion:**

Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** January 8, 2013 **Time Requested:** 30 minutes

5. **Agenda:** Consent Administrative

Background Information: This is a new, allowed use, development within the Marketplace at Virginia Ranch property on the corner of the new Grant Ave and US Highway 395. See attached report. The Grant Right-of-Way should be dedicated to the County soon. The parcel situation has not changed since it was before the Board in October 2012 with the overlay district boundary changing to include this parcel. Town staff has been working with the developer on revising the building elevations to fit more with the original concept of the Marketplace at Virginia Ranch that was approved with the Walmart. This information is within the staff report. The other issues we have with the project are the storm drain and protecting the ground water from a fuel spill or containment of the spill can be accomplished during the project review, if the town board conditions it.

6. **Other Agency Review of Action:** Douglas County N/A

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued



Ken Miller, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Linda Slater, Board Member
Mary Werner, Board Member

MEMORANDUM

Date: January 8, 2013

To: Gardnerville Town Board

From: Tom Dallaire, P.E., Town of Gardnerville

Subject: DA 12-054 (Development Application); Golden Gate Petroleum, Located within the Marketplace at Virginia Ranch; APNs: 1220-10-110-007, 1220-10-501-006 & 008.

I. TITLE:

1. Discussion on Development Application (DA) 12-054, for Frank Lepori, Sierra Nevada SW Enterprises, a Major Design Review for Golden Gate Petroleum consisting of a 3,200 sq. ft. convenience store with gasoline sales (7-11) and attached 1,200 sq. ft. restaurant (Port of Subs) on approximately 1.25 acres. The subject property is located within the Marketplace at Virginia Ranch, with zoning GC/PD (General Commercial with Planned Development Overlay), located at 1161 U.S. Hwy 395, within the Town of Gardnerville and the Minden/Gardnerville Community Plan. (APN's: 1220-10-110-007, 1220-10-501-006 & 008)

II. RECOMMENDATION

Staff recommends to the Gardnerville Town Board CONDITIONAL APPROVAL of the Development Application (DA) 12-054, Golden Gate Petroleum, based on the findings, conditions, and conclusions in the staff report and the project is subject to the following concerns followed by the recommended conditions:

III. DISCUSSION

The following is staff's concerns with the proposed project which have been itemized for county staff consideration. The following items can be part of the Town Board discussion of the item and may be transferred to the recommended conditions of approval by the Town Board.

1. Roads
 - a. The parcel boundaries have not been established for this site or for the adjacent road right of way.
 - b. The sidewalk up the 10:1 slope will need to be looked at as landings and railings may need to be provided to comply with ADA and PROWAG. The Plan for prosperity does require pedestrian access thru these developments. Pedestrian linkages should be coordinated with the Walmart provided pedestrian linkages located within the existing parking lot.

- c. The development shall comply with the most current requirements of ADA and PROWAG.
2. Planning/Lot Layout
 - a. Truck access to the site and how a fuel truck will get into the site. The site appears to be tight and require larger truck turning movements. We would suggest using the design vehicle WB-67D as these are commonly used locally to deliver fuel.
 - b. The current proposed elevations are not consistent with the adjacent development within the Marketplace at Virginia Ranch. See attached pictures of architectural accents from Walmart.
 - c. It appears that the trash enclosure is sized only for 2 – 2 yard bins. Will only one bin for the gas station and one for the sandwich shop be enough? Staff would recommend an enclosure sized for 3 – 2 yard bins.
3. Plan for Prosperity
 - a. Policy 5.3 (pg 10) “ New development should be designed to orient towards the street, hide parking, provide connected walking edges and respond to visibility created by the bend in 395” - Staff does not feel like this meets the intent of this requirement and does not match the approved and recorded development plan. The drive isle may be critical, but it would be worth exploring some alternative options to building placement to get rid of the side of the building look with parking in view from the highway. See the attached figures from the approved Marketplace at Virginia Ranch.
4. Drainage
 - a. The new curb inlet that connects to the storm drain under Grant Ave. will drain under the highway adjacent to the pond north of Ahern, and discharges directly into the Cottonwood Slough. Staff is concerned with the probability of a fuel spill on site and then not having the ability contain the spill prior to discharging into the storm drain and into the slough. The regional pond was designed and constructed with a clay liner to protect the ground water from contaminating fluids of an accident or onsite spill. See the attached Community Wellhead Protection Plan Map.
 - b. Staff concurs with Gardnerville Water Company’s Conditions related to Wellhead Protection. See attached Gardnerville Water Company’s letter, specifically items 3 A-G.

IV. CONDITIONS:

The following should be considered for recommendation to the County, the Conditions of Approval prior to the Final Map Submittal. These conditions contain the previously applicable conditions and those specified after the **Second Review** of the revised Development Application:

1. The final map and street dedication for the Marketplace at Virginia Ranch shall be completed prior to project approval and issuance of Certificate of Occupancy.
2. Drive entry off of Grant Ave and onsite drive isles shall be designed to accommodate a WB-67D to ensure safe fuel delivery.
3. Revise the building exterior elevations to be compatible with the Town of Gardnerville’s Plan for Prosperity and the Marketplace at Virginia Ranch preserving the character of the development by adding architectural accents similar to Walmart.

4. The development shall comply with the most current requirements of ADA and PROWAG.
5. Revise the site drainage to drain to the existing clay lined regional detention basin or provide clay lining of the existing detention basin north of Ahern to prevent fuel spills from entering and contaminating the ground water supply or directly contaminating the existing irrigation system that the existing pond connects to.
6. The following Standard Town Conditions of Approval shall apply:
 - a. All administrative, engineering, or legal fees incurred by the Town in connection with reviewing the project shall be reimbursed and paid to the Town.
 - b. Improvement plans shall be reviewed and approved by the Town's engineer.
 - c. Estimate of value for all offsite improvements dedicated to the Town is required before final acceptance of those improvements.
 - d. Trash enclosures shall be constructed to Town standards and access for service vehicles shall be approved by Town staff.
 - e. All drainage and agriculture irrigation facilities shall be piped and placed in the public right-of-way or an easement as approved by the Town Engineer.
 - f. Construction runoff and dewatering practices shall be in accordance with the appropriate permits obtained from the Nevada Division of Environmental Protection. Discharge into existing Town storm drain systems will only be allowed upon written approval from the Town, and will be subject to discharge quality and storm drain cleaning requirements as set forth by the Town.
 - g. Maintenance plans and level of service for landscape areas proposed for care by the development are required to be submitted for review and approval by the Town staff.
 - h. Any damage to the Town's existing infrastructure, including, but not limited to, streets, curb and gutter, sidewalks, or drainage systems caused by the development of the project shall be repaired or replaced by the developer.
 - i. One paper copy of the record drawings and an electronic file in AutoCAD format 2012 (or less) is required before final acceptance of improvements.

Board meeting Topics of Discussion / Notes:

- See Discussion questions.
NOTE's from Board Meeting:

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-
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V. DEVELOPMENT APPLICATION FINDINGS

Pursuant to County Code, Section 20.614.040, the following findings must be made for approval of a Development Application:

1. *The proposed development is consistent with the goals and policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations.*

Staff response: The development is consistent with the master plan and provided that the conditions of approval are met the development will be consistent with the Planned Development Overlay that it is a part of.

2. *The proposed development is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods. These improvements or modifications may include but shall not be limited to the placement or orientation of buildings and entryways, parking areas, buffer yards, and the addition of landscaping, walls, or both.*

Staff response: Provided that the conditions of approval are met the development will be compatible with and preserve the character of the adjacent development.

3. *The proposed development will not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood.*

Staff response: Provided that the conditions of approval are met the development will not generate hazardous or conflicting traffic.

4. *The proposed development incorporates roadway improvements, traffic control devices or mechanisms, or access restrictions to control traffic flow or divert traffic as needed to reduce or eliminate development impacts on surrounding neighborhood streets.*

Staff response: The development of each of the pads within the site will increase the amount of traffic on the adjacent roads. The proposed driveway is being added to address the increased traffic. The proposed driveway should be revised to accommodate a WB-67D to allow fuel trucks to make deliveries since Walmart's driveway is not designed for and doesn't allow for truck access. The proposed driveway should accommodate fuel trucks without blocking Grant Ave.

5. *The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties.*

Staff response: Provided the development incorporates the recommended changes to comply with the Town of Gardnerville Plan for Prosperity the development will minimize adverse visual impacts on the adjacent properties.

6. *The project is not located within an identified archeological/cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource*

reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report.

Staff response: The property is not located within an identified archeological or cultural study area recognized by Douglas County.

7. *The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed development and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of chapter 20.100; and.*

Staff response: Provided that the conditions of approval are met the development will provide adequate public facilities. Final design of these facilities shall be completed with the Site Improvement Permit (SIP).

8. The proposed development will not be materially detrimental to the public health, safety, convenience and welfare, or result in material damage or prejudice to other property in the vicinity.

Staff response: Provided that ours and Gardnerville Water Company's conditions of approval are met the development will not be detrimental to the public health or safety and will not result in material damage.

VI. CONCLUSIONS

The proposed Development Application with the proposed Conditions of Approval complies with the findings required by County Code, Chapter 20.614.040 *Development Application Findings*.

Based on the findings and conclusions in this staff report, staff recommends the Gardnerville Town Board approve the Development Application with the conditions previously stated in this report and any other conditions discussed during the item at the Town Board meeting. These conditions will be shared with County staff for the Planning Commission and Board of County Commissioners consideration.

VII. ALTERNATIVES/OPTIONS

The Gardnerville Town Board options for reviewing this Planned Development are as follows:

1. Recommend approval of the project to Douglas County, subject to the conditions found within the staff report:

Advantages: The Town Board would be recommending conditional approval of a project, which would meet the findings for a Development Application and Town Goals.

Disadvantages: None identified at this time.

2. Recommend denial of the proposed project to Douglas County:

Advantages: None identified at this time.

Disadvantages: Staff believes that a recommendation for a denial would not be consistent with current codes and policies.

3. Continue this request with the applicant's consent to address other items that may arise as a result of the public hearing that need to be addressed prior to granting approval or denial:

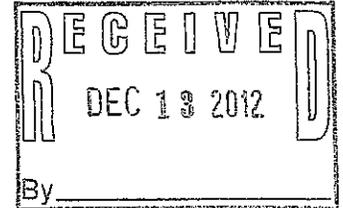
Advantages: If other issues are brought up at the meeting that were not addressed by staff or the applicant and the Town Board Members would like further review of the project, with the concurrence of the applicant, the Town Board should continue the item to a time certain in order for the issue to be explored and possibly resolved. This will result in a more informed decision.

Disadvantages: The final action by the Board on this project would be delayed.

Attachments:

1. Pictures of architectural features at Walmart.
2. Golden Gate Petroleum Elevations
3. Elevations from the approved Marketplace at Virginia Ranch
4. Community Wellhead Protection Plan Map

Town of Gardnerville
1407 Highway 395 North
Gardnerville, Nevada 89410
(775) 782-7134
(775) 782-7135 facsimile
www.gardnerville-nv.gov



PROJECT REVIEW APPLICATION

Location

Street Address: 1161 US Highway 395
Assessor's Parcel Number: 1220-10-110-007, 1220-10-501-008 & 1220-10-501-006
Current Zoning Designation: General Commercial

Project Description

The applicants are requesting approval of a gas station with an approximately 3,200 square foot convenience store and an approximately 1,200 square foot Port of Subs on approximately 1.25 acres. The project is located at 1161 U.S. Highway 395 at the intersection of Grant Avenue and U.S. Highway 395 in the Town of Gardnerville.

Applicant:

Name: Frank Lepori Construction
Address: 1475 Hymer Avenue, Sparks, Nevada 89431
Telephone Number: (775) 337-2063 Fax Number: (775) 337-2066

Owner:

Name: Sierra Nevada SW Enterprises
Address: P.O. Box 1700, Dayton, Nevada 89403
Telephone Number: () _____ Fax Number: () _____

Engineer:

Name: Jeremy Hutchings, P.E., R.O. Anderson Engineering, Inc.
Address: 1603 Esmeralda Avenue, Minden, Nevada 89423
Telephone Number: (775) 215-5010 Fax Number: (775) 782-7084

By signing this application, the applicant agrees to reimburse the Town of Gardnerville for all expenses reasonably incurred by the town in the process of reviewing the application, including, but not limited to, engineering and legal expenses. A \$75 deposit is included with this application.

Applicant or Applicant's Representative:

R.O. Anderson Engineering, Inc.
Jeremy J. Hutchings, P.E.

Printed Name

Signature 

Date 12.13.12

{When projects are located or proposed to be located within the Town of Gardnerville, Douglas County requires review and comment by the Town Board before making a final decision on the project. The Town of Gardnerville makes recommendations to Douglas County on all development to be located within the township boundaries. Douglas County will not render a decision until a letter of recommendation has been submitted by the Town.}

(Application and all materials related to the project review need to be submitted to the Town office by the Friday two weeks before the Board Meeting.)

RECEIVED
DEC 14 2012
DOUGLAS COUNTY
COMMUNITY DEVELOPMENT

December 4, 2012

DOUGLAS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
Post Office Box 218
Minden, Nevada 89423

RECEIVED
DEC 14 2012
By _____

Statement of Justification for Design Review
Golden Gate Petroleum

To Whom It May Concern:

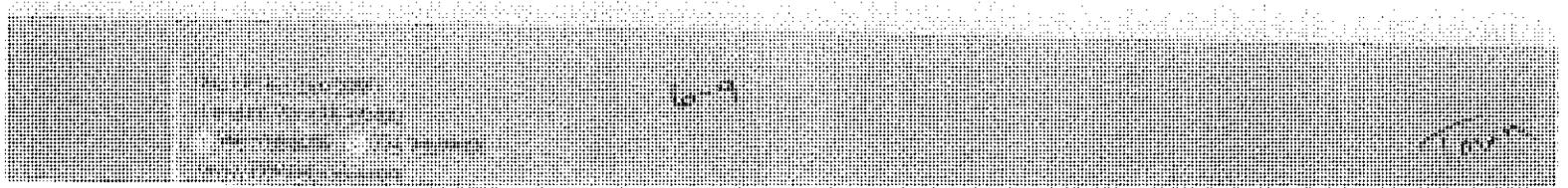
On behalf of the applicants, Frank Lepori Construction, please consider this letter our statement of justification and project description for a Design Review application. The applicants are requesting approval of the proposed project design to include the construction of a gas station with an approximately 3,200 square foot convenience store and an approximately 1,200 square foot Port of Subs restaurant on approximately 1.15 acres. The project is located at 1161 U.S. Highway 395 at the intersection of Grant Avenue and U.S. Highway 395, in the Town of Gardnerville (APN 1220-10-110-007, 1220-10-501-008, & 1220-10-501-006). The project site is zoned General Commercial with a Planned Development Overlay and has a master plan designation of Commercial.

Background

The project site is located within the recently modified Virginia Ranch Specific Plan (PD09-001-1). The surrounding area is dominated by commercial land uses and zoning. To the north, east, and south is land zoned General Commercial (GC) with a Planned Development Overlay. This area includes a mix of vacant and developed commercial parcels. Developed parcels include a tire store, a carpet store, professional and medical offices, Carson Valley Medical Center, and Merrill Gardens to the south. To the north and east are undeveloped portions of the VRSP and the Wal-mart project which is currently under development. U.S. Highway 395 is located immediately adjacent to the west. West of U.S. Highway 395 is the Hussman Ranch which is zoned A-19 and is protected under a conservation easement.

Roads/Traffic: The project site is accessed via a new road from U.S. Highway 395 (Grant Avenue). A traffic impact analysis was prepared for the VRSP and traffic was also reviewed with the tentative subdivision map.

A subsequent traffic engineering review was performed December 3, 2012, to review the proposed impacts of this project. The traffic engineer indicated that while trip generation has been intensifying with development of the pads, the addition of the Grant Drive driveway has increased capacity in this area.



Utilities: The "backbone" civil infrastructure improvements are currently under construction that will support all subsequent commercial development in the project site. This includes construction of Grant Avenue and associated facilities, the relocation and piping of irrigation facilities, and the relocation of the storm water detention pond within Jewel Commercial Park.

DESIGN REVIEW

The following is our summary of the required findings per Douglas County Code Section 20.614.040:

- A. The proposed development is consistent with the goals and policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations;

COMMENT: *The project is consistent with the development code, master plan and design manual for Douglas County. The project site is currently zoned General Commercial with a Planned Development Overlay. The site was master planned for commercial uses as part of the approved Specific Plan and the settlement agreement between the County and the Owner.*

- B. The proposed development is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods. These improvements or modifications may include but shall not be limited to the placement or orientation of buildings and entryways, parking areas, buffer yards, and the addition of landscaping, walls, or both;

COMMENT: *The project is compatible with adjacent development per the standards found in the Title 20 development code and the adopted design manual for Douglas County. The land use will not produce noise, odor or visual nuisances. The proposed commercial development will enhance the desirability of this area and have a beneficial effect. The conceptual building elevations provided demonstrate architecture that is interesting and will be in compliance with Douglas County's Design Manual and the Town of Gardnerville's Plan for Prosperity.*

- C. The proposed development will not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;

COMMENT: *The improvements do not conflict with any existing pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood. The project design incorporates pedestrian sidewalks and landscaped linkages to the future VRSP areas.*

- D. The proposed development incorporates roadway improvements, traffic control devices or mechanisms, or access restrictions to control traffic flow or divert traffic as needed to reduce or eliminate development impacts on surrounding neighborhood streets;

COMMENT: The site is proposed to have one ingress/egress point on Grant Avenue. There will be no direct access via US 395.

- E. The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties;

COMMENT: The project will not have an adverse effect on adjacent properties. The placement of the proposed structures will not impede access or create a visual nuisance to adjacent properties. The VRSP evaluated the compatibility of the planned development land use. The project site is situated east of Grant Avenue and is located adjacent to areas zoned general commercial. The land uses associated with this proposed zoning district have been previously determined to be acceptable and desirable within the approved VRSP at this location. Additional commercial development will have a desirable and beneficial effect to the immediate area and for the tax base overall.

- F. The project is not located within an identified archeological/cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report;

COMMENT: The project is not located within an identified archeological study area as identified by Douglas County.

- G. The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed development and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of Chapter 20.100;

COMMENT: We believe that the plan complies with the applicable sections of the Douglas County Design Manual and the Douglas County Development Code and Improvement Standards and meets all public facilities requirements, including adequate water, sewer, roads, drainage and utilities. The project will be served by a community water and sewer service system in conformance with the adequate public facilities requirements of Douglas County

Statement of Justification
Douglas County Community Development
December 4, 2012
Page 4 of 4

Code. The project's backbone infrastructure will be completed with the initial phase of construction for the Wal-mart Project.

- H. The proposed development will not be materially detrimental to the public health, safety, convenience and welfare, or result in material damage or prejudice to other property in the vicinity.

COMMENT: We believe that the project is not detrimental to the public health, safety, convenience and welfare, and will not result in material damage or prejudice to adjacent properties.

Thank you for your consideration regarding this matter. Should you have any further questions, please do not hesitate to call.

Sincerely,

R.O. ANDERSON ENGINEERING, INC.



Stephanie A. Hicks, AICP
Senior Planner/Grants Professional



Figure 1.0 Virginia Ranch Development Plan



6-44

NOTE:

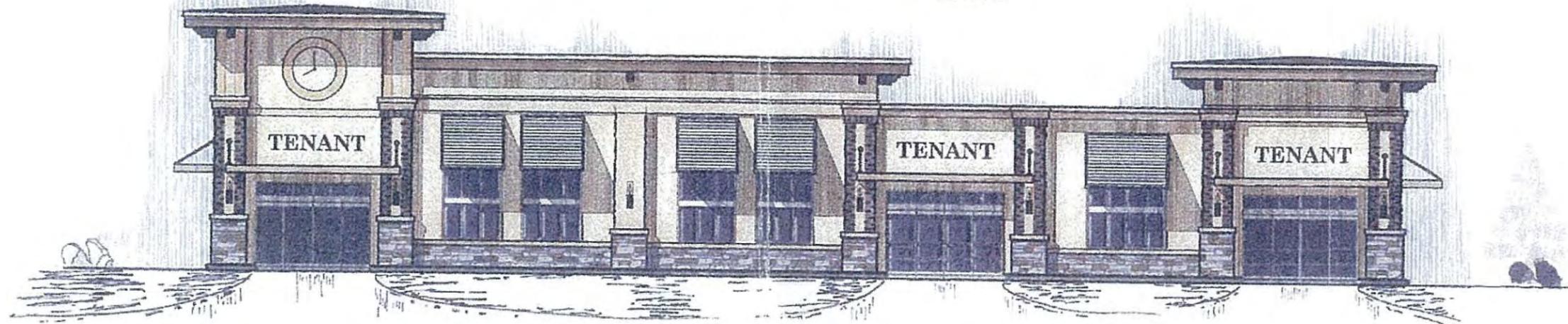
1. FINAL BUILDING DESIGN SHALL BE DETERMINED THROUGH SUCCESSIVE DESIGN REVIEW APPLICATIONS. ARCHITECTURAL DESIGN MUST BE CONSISTENT WITH THE GUIDELINES WITHIN THE VIRGINIA RANCH SPECIFIC PLAN AND MUST INCORPORATE THE FOLLOWING ARCHITECTURE ELEMENTS: AWNINGS, VARIATION IN ROOF HEIGHT, STRONG HORIZONTAL CORNICE, PITCHED ROOFS, AND THE USE OF VENEER OR FULL BRICK LEDGER STONE ON THE FACADE.

2. THESE CONCEPTUAL ELEVATIONS ARE AN EXAMPLE OF A DESIGN WHICH MEETS THE ARCHITECTURAL DESIGN REQUIREMENTS.



CONCEPTUAL ELEVATION 100'-0" RETAIL BUILDING

SCALE 3/32" = 1'-0"



CONCEPTUAL ELEVATION 120'-0" RETAIL BUILDING

SCALE 3/32" = 1'-0"



CONCEPTUAL ELEVATION 150'-0" RETAIL BUILDING

SCALE 3/32" = 1'-0"

NO	DATE	REVISION BLOCK	BY
1	05/14/01	ADD ELEVATION NOTES	MLL

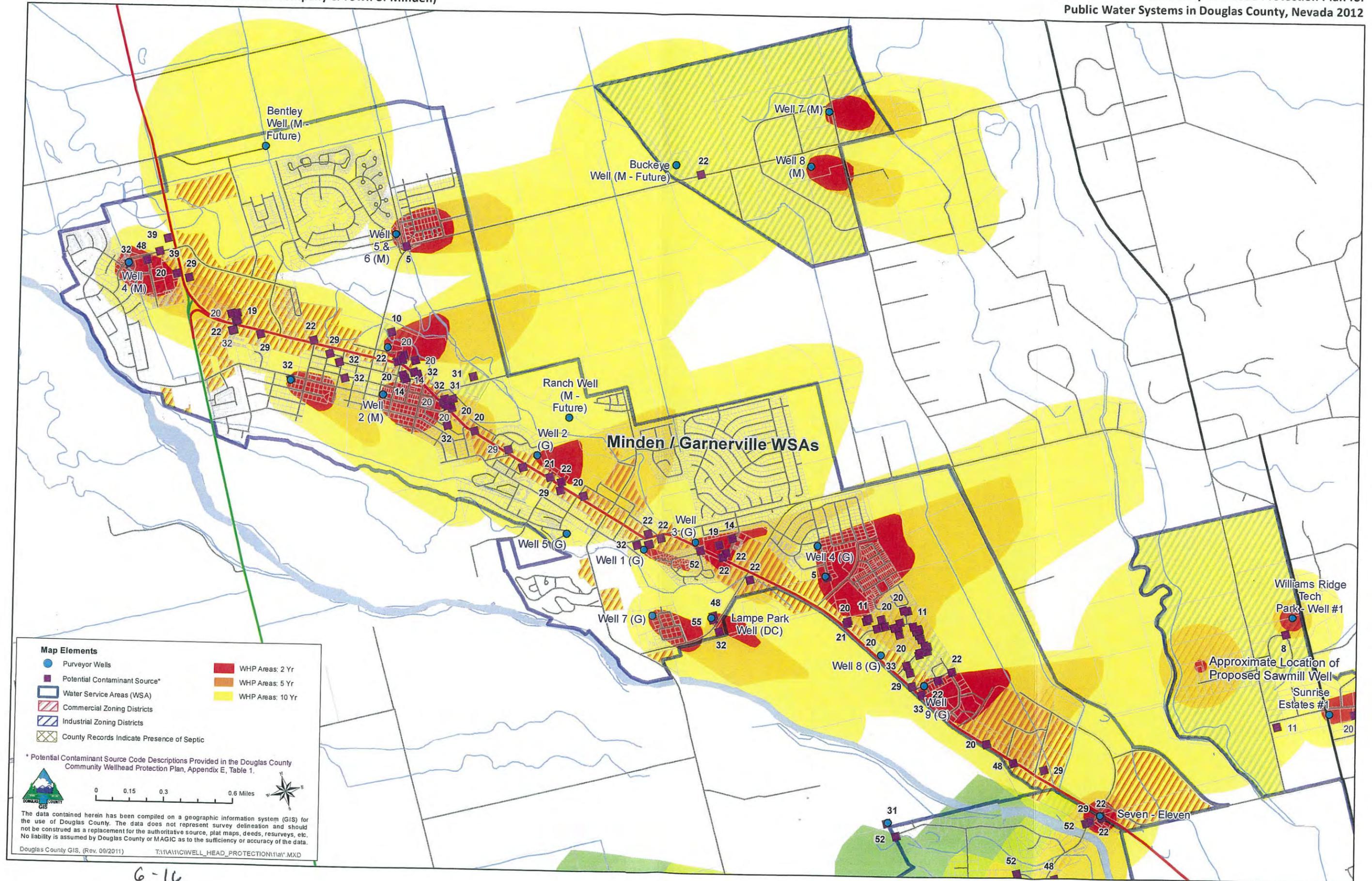


RO Anderson
 465 SPENGLER AVENUE / POST OFFICE BOX 6201
 FLORENCE, VIRGINIA 24503
 PHONE (773) 760-1322 / FAX (773) 762-1024
 WEB SITE WWW.ROANDERSON.COM

THE MARKETPLACE AT VIRGINIA RANCH
 U.S. HWY 395 & VIRGINIA RANCH ROAD

CONCEPTUAL EXTERIOR ELEVATIONS

DRAWN	W A N	JOB	0596-127
ENGINEER	V A	DRAWING	0896-127EL1
SCALE	3/32" = 1'-0"	SHEET	1
DATE	10/16/01	OF SHEETS	1

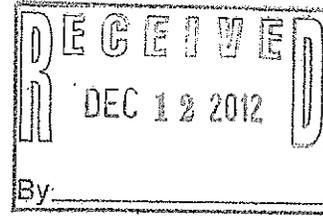


G-16

Best Water! Best Service!



1579 Virginia Ranch Road
Gardnerville, NV 89410
775-782-2339
Fax: 775-782-2491
www.gardnervillewater.org



November 14, 2012

Mr. Dirk Goering
Case Planner
Douglas County Community Development
1594 Esmeralda Avenue
Minden, NV 89423

Re: (DA) 12-054, Frank Lepori and Sierra Nevada SW Enterprises
3,200 Sq. Ft. Convenience Store and Gas Station
1161 Hwy 395, Gardnerville, NV
APN's 1220-10-110-007 & 1220-10-501-008

Dear Dirk:

I have reviewed the conceptual plans for Golden Gate Petroleum received by the Gardnerville Water Company on 11/8/2012. I have the following comments, concerns, and conditions of approval:

1. The subject parcels are located within the Gardnerville Water Company service area. Any water service proposed for the new development is subject to all current impact fees and inspection fees set by the Gardnerville Water Company.
2. Standard improvement drawings for the development shall be submitted to the Gardnerville Water Company office with a review application and an initial \$100.00 deposit fee. The applicant shall be responsible for reimbursement to the Gardnerville Water Company for all expenses reasonably incurred by the Gardnerville Water Company in the process of reviewing the application and design drawings including but not limited to engineering and legal expenses.
3. The proposed project is located within a designated Well Head Protection Area. The design of the facility shall follow the following design guidelines:
 - A. All underground storage tanks shall be double walled with leak detection and cathodic protection.

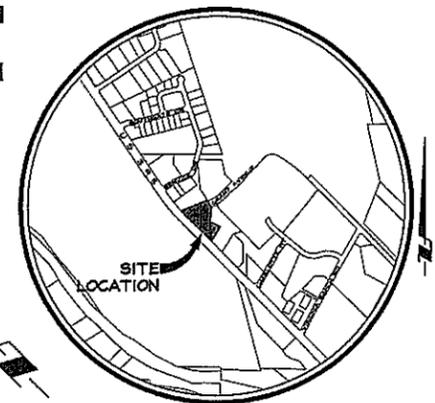
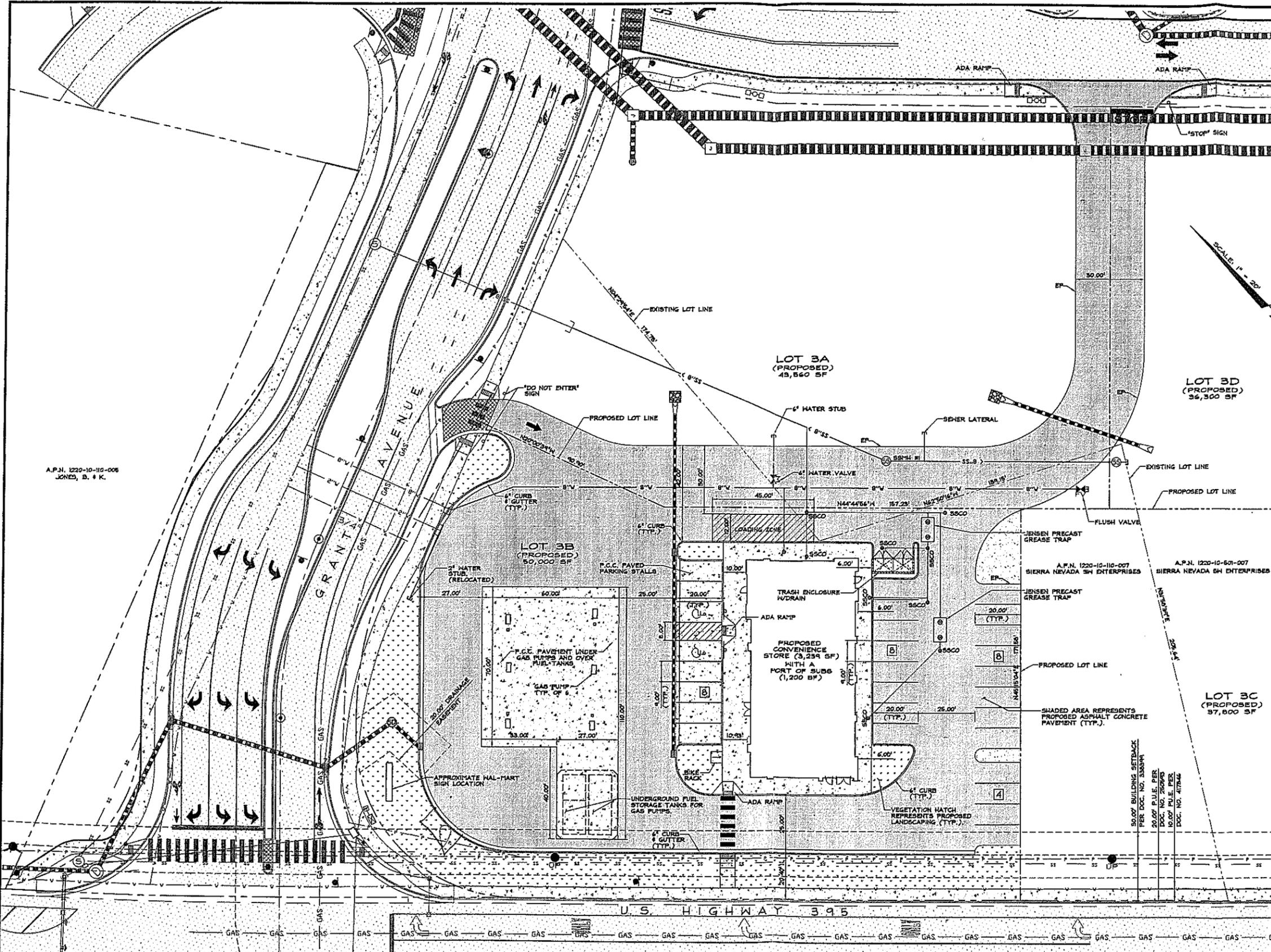
- B. All tank top connections – including fill, pump, and automatic tank gauging (ATG) risers shall be installed within full-depth or collared sumps.
 - C. All underground vent pipes shall have double-walled piping.
 - D. All storm water runoff from building structures and overhead covers for fueling area shall not be allowed to run onto the fuel dispensing area. Buildings and overhead covers shall have rain gutters that allow flow underground into storm water catch basins, manholes, or piping.
 - E. Snow removal storage shall be designated on the plans to allow drainage to designated storm water collection and separated from fuel dispensing area.
 - F. The concrete fuel dispensing area and fuel offloading areas shall require full spill containment with Positive Limiting Barriers (PLBs). PLBs are grooves in the concrete around the edge of the dispensing and offloading areas.
 - G. A Groundwater Protection Plan shall be submitted to GWC that includes a complete description of spill containment and control measures for the facility; an estimate of the maximum fuel that could be spilled in the event of an equipment failure; a notification list including names and phone numbers of management, fire, law enforcement, local and state agencies, utilities, and spill response contractors; routine spot cleaning of small spills at fueling areas with dry methods; storage and containment of used sorbents and/or rags; maintenance of the PLBs; storm water management including BMPs; and provisions to ensure proper snow removal and storage.
4. The project and owners shall comply with all federal, state, and local rules and regulations, with all utility rules and regulations, engineering requirements, tariffs, and other applicable restrictions and design standards in effect at the time the project is submitted for service.
5. When service is provided, the owner and subsequent owners shall pay for water usage as metered.
6. The owner/developers of the project shall be responsible for securing all necessary easements and right-of-way for installation of equipment and infrastructure to serve the project and dedicate any maintenance easements and rights-of-way to the utility.

If you have any questions regarding the above listed comments, please contact me.

Sincerely,



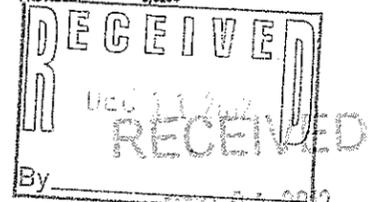
Mark V. Gonzales, P.E.
Manager / Engineer



VICINITY MAP
1" = 1000'

PROJECT SUMMARY

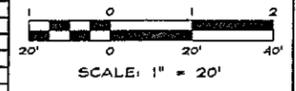
TITLE:	GOLDEN GATE PETROLEUM
APPLICATION:	DESIGN REVIEW
OWNER:	SIERRA NEVADA SH ENTERPRISES
APPLICANT:	FRANK LEPORI CONSTRUCTION 1475 HYTHER AVENUE SPARKS, NEVADA 89401 PH: (775) 337-2063 FAX: (775) 337-2066
A.P.N.:	1220-10-110-007, AND 1220-10-501-007
SECTION:	10
TOWNSHIP:	13 NORTH
RANGE:	20 EAST
CURRENT ZONING:	GENERAL COMMERCIAL (GC)
CURRENT MASTER PLAN:	FIXED-USE COMMERCIAL
CURRENT LAND USE:	VACANT LOT
PROPOSED LAND USE:	COMMERCIAL RETAIL
PROJECT AREA:	66,610 S.F.
FLOOD ZONE:	SHADED "X" PER FIRM MAP 32005C0246G DATED OCTOBER, 23, 2012
BUILDING SETBACKS (GC):	30' ALONG U.S. 395
PARKING SUMMARY:	
REQUIRED:	1:2009 = 16 AND 1:1009 = 12
PROVIDED:	TOTAL REQUIRED = 28 REGULAR ADA ACCESSIBLE: 2 TOTAL PROVIDED: 28
PAVED AREA:	34,568
LANDSCAPING:	REQUIRED: (15) x (PAVED AREA 34,568) = 5,184 PROVIDED: 5,024



A.P.N. 1220-10-110-006
JONES, B. & K.

Y:\ARCH\PROJECTS\1220-10-110-007\1220-10-110-007.dwg 12/14/12 10:44 AM Michael S. Rowley

NO.	DATE	REVISION	BLOCK	BY



R/O Anderson
 NEVADA 1503 E. University Ave. P.O. Box 2274 Sparks, NV 89423
 CALIFORNIA 595 Tahoe Keys Blvd. South Lake Tahoe, CA 96160
 TEL: 775.782.2322 FAX: 775.782.2322
 TEL: 775.782.7064 FAX: 775.782.7064

**GOLDEN GATE PETROLEUM
FRANK LEPORI CONSTRUCTION**

**CONCEPTUAL
SITE AND UTILITY PLAN**

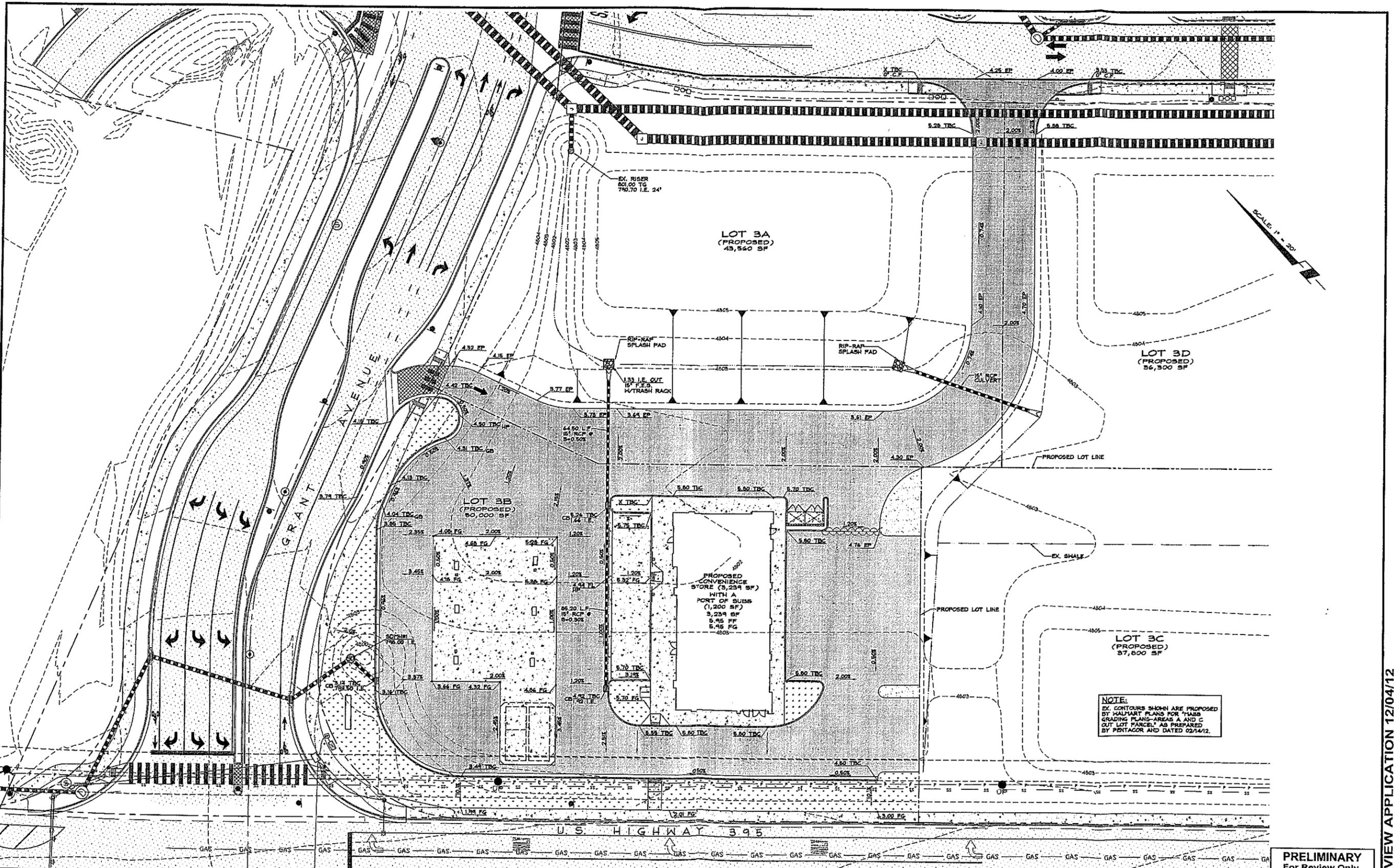


DRAWN:	JM	JOB:	1943-001
ENGINEER:	RRW	DRAWING:	SEE PLOT STAMP
SCALE:	1" = 20'	SHEET:	C1
DATE:	11/04/12	OF:	2 SHEETS

6-19

13-9-12

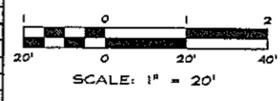
DESIGN REVIEW APPLICATION 11/06/12



NOTE:
 EX. CONTOURS SHOWN ARE PROPOSED
 BY WALMART PLANS FOR 'HAMB
 GRADING PLANS-AREAS A AND C
 CUT LOT PARCELS AS PREPARED
 BY PENTACOR AND DATED 02/14/12.

PRELIMINARY
 For Review Only

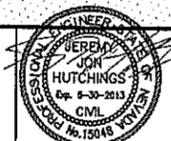
NO.	DATE	REVISION	BLOCK	BY



R/O Anderson
 1400 ROANDERSON COPI
 NEVADA CALIFORNIA
 3225 E. Flamingo Ave. 595 Tahoe Kings Blvd
 P.O. Box 7275 Folsom, CA 95630
 775.762.2022 South Lake Tahoe, CA 96150
 775.762.2022 P 775.762.7084

GOLDEN GATE PETROLEUM
FRANK LEPORI CONSTRUCTION

**CONCEPTUAL
 GRADING PLAN**



DRAWN: JM
 ENGINEER: RRM
 SCALE: 1" = 20'
 DATE: 12/04/12
 JOB: 1943-001
 DRAWING: SEE PLOT STAMP
 SHEET: C2
 OF: 2 SHEETS



SOUTHWEST VIEW

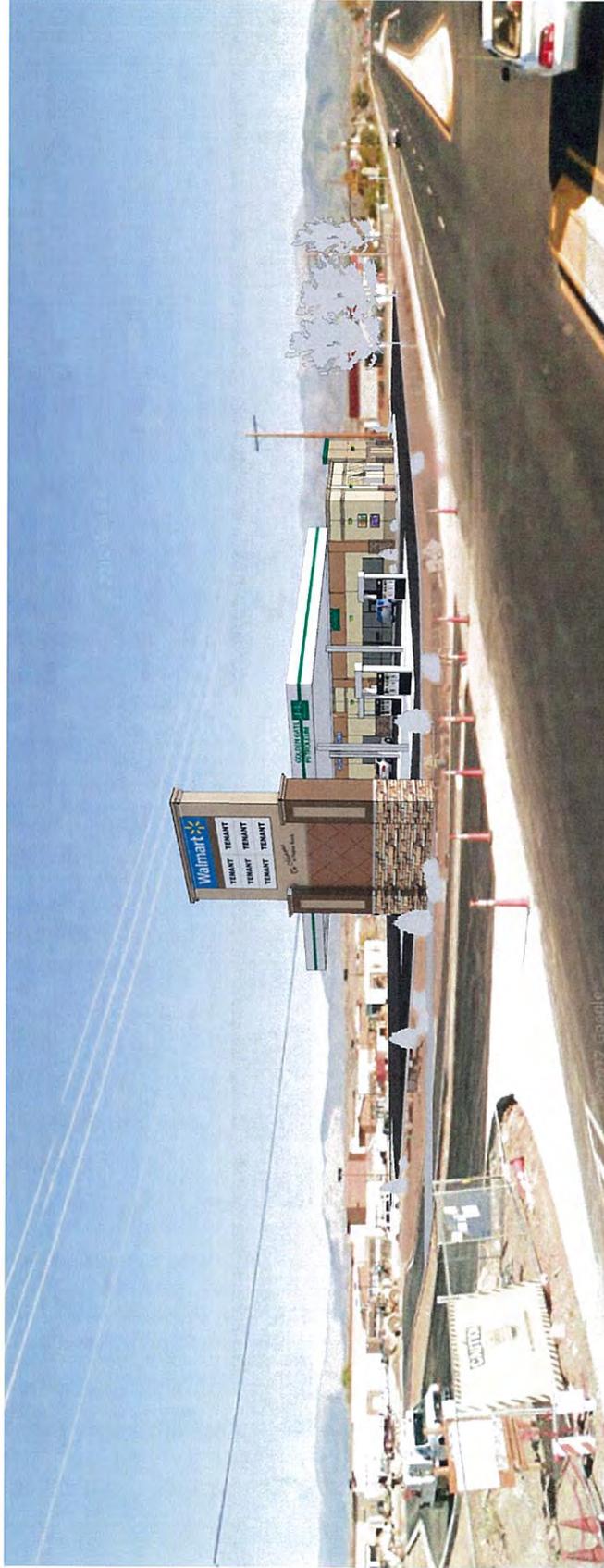
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DEC 04 2012

DOUGLAS COUNTY
COMMUNITY DEVELOPMENT

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DEC 11 2012
By _____

RECEIVED
By _____
JAN 04 2012



6-22

GOLDEN GATE PETROLEUM
GRANT AVENUE & US 395
GARDNERVILLE, NEVADA

HWY 395 SOUTHBOUND VIEW

REVISED ELEVATIONS

LEPORI
CONSTRUCTION INC.



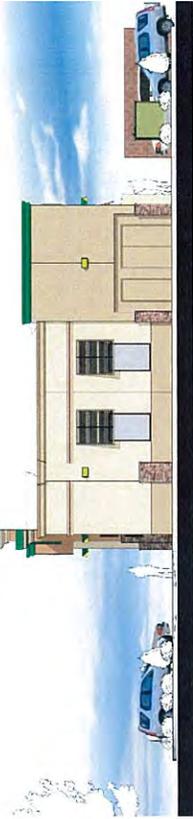
NORTHEAST VIEW



SOUTHWEST VIEW



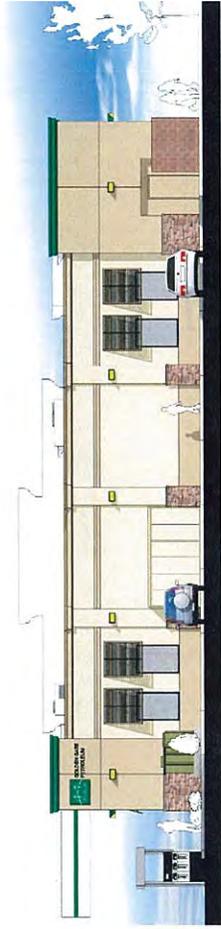
NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION

**GOLDEN GATE PETROLEUM
GRANT AVENUE & US 395
GARDNERVILLE, NEVADA**

ELEVATIONS



Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on request to abandon an existing public utility easement as previously approved during the Stone Creek Planned Development project review and replacement of a new public utility easement for Parkway Vista Apartments (PD) 12-001, New Beginnings Housing, LLC parcel map application. The new easement will be located over the existing storm drain and extend the main storm drain line into the adjacent parcel for future connection. The subject property is located at 1331 Stodick Parkway in the MFR/PD (Multi-Family, 9,000 square foot lot size with Planned Development Overlay zoning district within the Town of Gardnerville and Minden/Gardnerville Community Plan (APN: 1220-03-202-001), with public comment prior to Board action.

2. **Recommended Motion:** Motion to approve the revised storm drain easement that will be maintained by the town as proposed on Parkway Vista Apartments (PD) 12-001.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** January 8, 2013 **Time Requested:** 30 minutes

5. **Agenda:** Consent Administrative

Background Information: The applicant is proposing to abandon an existing public utility easement over the existing storm drain pipe and along the alignment of the roads proposed in the Stone Creek Planned Development. The proposed easement will replace the previous easement with a public utility easement that is not as wide, shifted to the north, to be centered on the existing storm drain pipe, and removes two connections to the parcel to the south (3B) and replaces them with one connection. This will be to match the proposed storm drain infrastructure rather than that which was proposed with the Stone Creek Planned Development. See the attached map.

6. **Other Agency Review of Action:** Douglas County N/A

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

PUBLIC UTILITY EASEMENT DEED

RPTT \$000.0 *EV #3*
APN: 1220-03-~~301~~₀₀₀-015

THIS INDENTURE WITNESSETH: That

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

CRESTMORE TOWNHOMES LIMITED PARTNERSHIP, A NEVADA LIMITED PARTNERSHIP

doe(es) hereby GRANT(s) to

DOUGLAS COUNTY AND TOWN OF GARDNERVILLE, BOTH POLITICAL SUBDIVISIONS

the following public utility easement situated in the city Gardnerville county of Douglas, state of Nevada bounded and described as follows:

SEE DESCRIPTION SHEET ATTACHED HERETO AND MADE A PART HEREOF

Dated: APRIL 26, 2001

STATE OF ~~NEVADA~~ MICHIGAN
COUNTY OF INGHAM

} ss. ~~CRESTMORE TOWNHOMES LIMITED PARTNERSHIP~~
BY: ~~OAKWOODS GARDNERVILLE, LLC, A MICHIGAN LIMITED LIABILITY COMPANY, ONE OF ITS GENERAL PARTNERS~~

This instrument was acknowledged before me on
October 1, 2001

by THOMAS J. KOSTOSKY

[Signature]
BY: THOMAS J. KOSTOSKY, MANAGER

[Signature]
Notary Public

JILL M. MELLE
Notary Public, Ingham County, MI
My Commission Expires Aug. 18, 2002

SEAL

(This area for official notarial seal)

SPACE BELOW THIS LINE FOR RECORDER'S USE

WHEN RECORDED MAIL TO
Name DOUGLAS COUNTY
Street Address
City, State or Zip
Order No. 00000140-201-CAC

7-3 0524375
BK 1001 PG 1477

**DESCRIPTION
PUBLIC UTILITY EASEMENT**

All that real property situate in the County of Douglas, State of Nevada, described as follows:

A strip of land for public utility purposes located within a portion of Section 3, Township 12 North, Range 20 East, Mount Diablo Meridian, more particularly described as follows:

Commencing at the southwest corner of Parcel 3 as shown on the Parcel Map for Herbig Properties Limited recorded September 14, 1999 in the office of Recorder, Douglas County, Nevada as Document No. 476559;

thence along the westerly line of said Parcel 3, North 00°23'56" West, 7.39 feet to the POINT OF BEGINNING;
thence continuing along said westerly line, North 00°23'56" West, 20.00 feet;
thence North 89°36'04" East, 103.50 feet;
thence North 00°23'56" West, 464.37 feet;
thence North 86°43'24" West, 103.71 feet to the easterly line of a storm drainage easement as shown on said Parcel Map;
thence along said easterly line, North 00°23'56" West, 20.04 feet;
thence South 86°43'24" East, 81.50 feet;
thence North 58°51'06" East, 87.48 feet;
thence North 31°08'54" West, 182.00 feet;
thence North 58°51'06" East, 22.00 feet;
thence South 31°08'54" East, 182.00 feet;
thence North 58°51'06" East, 110.50 feet;
thence South 31°08'54" East, 34.00 feet;
thence South 58°51'06" West, 110.50 feet;
thence South 31°08'54" East, 314.79 feet;
thence South 00°23'56" East, 262.06 feet;
thence South 89°36'04" West, 353.75 feet to the POINT OF BEGINNING.

EXCEPTING THEREFROM THE FOLLOWING: Commencing at the southwest corner of Parcel 3 as shown on the Parcel Map for Herbig Properties Limited recorded September 14, 1999 in the office of Recorder, Douglas County, Nevada as Document No. 476559;

thence along the westerly line of said Parcel 3, North 00°23'56" West, 27.39 feet;
thence North 89°36'04" East, 125.50 feet to the POINT OF BEGINNING;

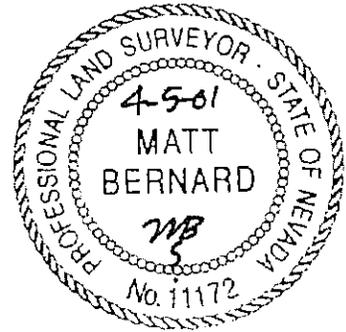
0524375
BK 1001PG 1478

thence North 00°23'56" West, 472.55 feet;
thence North 58°51'06" East, 56.31 feet;
thence South 31°08'54" East, 308.74 feet;
thence South 00°23'56" East, 236.01 feet;
thence South 89°36'04" West, 206.25 feet to the POINT OF BEGINNING.

CONTAINING 42, 632 square feet, more or less.

Note: Refer this description to your title company
before incorporating into any legal document.

Prepared By: R.O. ANDERSON ENGINEERING, INC.
P.O. Box 2229
Minden, Nevada 89423



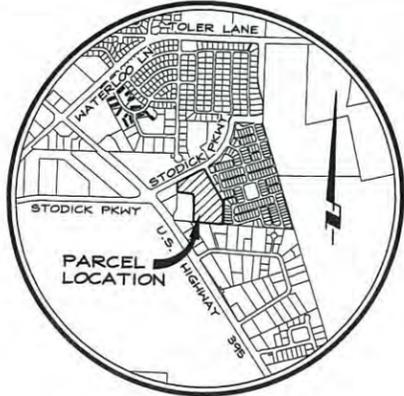
REQUESTED BY
R.O. Anderson Eng
IN OFFICIAL RECORDS OF
DOUGLAS COUNTY, NEVADA

2001 OCT -5 PM 1:49

LINDA SLATER
RECORDER

\$16⁰⁰ PAID *Bk* DEPUTY

7-5
0524375
BK 1001 PG 1479



VICINITY MAP
NO SCALE

SCALE: 1" = 60'

TITLE CERTIFICATE

THIS IS TO CERTIFY THAT THE PARTIES AS LISTED WITHIN THE OWNERS CERTIFICATE ARE THE ONLY PARTIES OF RECORD HAVING INTEREST IN THE TRACTS OF LAND EMBRACED WITHIN THE GRAPHIC BORDER SHOWN ON THIS PLAT. THE FOLLOWING IS A COMPLETE LIST OF LIEN AND/OR HOLDERS OF RECORD.

COUNTY TAX COLLECTOR'S CERTIFICATE

I, TED THRAN, DOUGLAS COUNTY CLERK-TREASURER AND EX-OFFICIO TAX COLLECTOR, DO HEREBY CERTIFY THAT ALL PROPERTY TAXES ON THIS LAND FOR THE FISCAL YEAR HAVE BEEN PAID. (A.P.N. 1220-03-202-001)

UTILITY COMPANIES' CERTIFICATES

WE, THE UNDERSIGNED PUBLIC UTILITIES, ACCEPT AND APPROVE THE PUBLIC UTILITY EASEMENT AS SHOWN ON THIS PLAT. THIS APPROVAL DOES NOT GUARANTEE ACCESSIBILITY FOR SERVICE.

FRONTIER COMMUNICATIONS
SIGNATURE: _____ DATE: _____
PRINTED NAME: _____

CHARTER COMMUNICATIONS
SIGNATURE: _____ DATE: _____
PRINTED NAME: _____

SOUTHWEST GAS CORPORATION
SIGNATURE: _____ DATE: _____
PRINTED NAME: _____

NV ENERGY
SIGNATURE: _____ DATE: _____
PRINTED NAME: _____

OWNER'S CERTIFICATE

I, GREGORY A. URRUTIA, MANAGER OF NEW BEGINNINGS HOUSING OF NEVADA, LLC CERTIFY THAT I AM THE LEGAL OWNER OF THIS PARCEL AND DO HEREBY GRANT PERMANENT EASEMENTS FOR ACCESS, STORM DRAINAGE, CLUSTER MAILBOX, AND UTILITY INSTALLATION AS DESIGNATED ON THIS MAP, AND CONSENT TO THE PREPARATION AND RECORDING OF THIS MAP.

NEW BEGINNINGS HOUSING OF NEVADA, LLC
GREGORY A. URRUTIA, MANAGER
STATE OF _____ SS: _____
COUNTY OF _____
ON THIS _____ DAY OF _____, IN THE YEAR _____ BEFORE ME, A NOTARY PUBLIC, PERSONALLY APPEARED GREGORY A. URRUTIA, PERSONALLY KNOWN BY ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE ABOVE INSTRUMENT WHO ACKNOWLEDGED THAT THEY EXECUTED THE SAME IN THEIR AUTHORIZED CAPACITIES AND THAT BY THEIR SIGNATURE ON THE INSTRUMENT, THE PERSONS, OR THE ENTITY ON BEHALF OF WHICH THE PERSONS ACTED, EXECUTED THE INSTRUMENT.
WITNESS MY HAND AND OFFICIAL SEAL.
NOTARY'S SIGNATURE _____
MY COMMISSION EXPIRES: _____

SURVEYOR'S CERTIFICATE

I, MATT BERNARD, A PROFESSIONAL LAND SURVEYOR LICENSED IN THE STATE OF NEVADA CERTIFY THAT:
1) THIS PLAT REPRESENTS THE RESULTS OF A SURVEY CONDUCTED UNDER MY DIRECT SUPERVISION AT THE INSTANCE OF NEW BEGINNINGS HOUSING OF NEVADA, LLC.
2) THE LANDS SURVEYED LIE WITHIN PORTIONS OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF SECTION 3, T.12N., R.20E., M.D.M. AND THE SURVEY WAS COMPLETED ON _____.
3) THIS PLAT COMPLIES WITH THE APPLICABLE STATE STATUTES AND ANY LOCAL ORDINANCE IN EFFECT ON THE DATE THAT THE GOVERNING BODY GAVE ITS FINAL APPROVAL.
4) THE MONUMENTS DEPICTED ON THE PLAT ARE OF THE CHARACTER SHOWN, OCCUPY THE POSITIONS INDICATED AND ARE OF SUFFICIENT NUMBER AND DURABILITY.



MATT BERNARD, P.L.S. 11172

COUNTY CLERK'S CERTIFICATE

IT IS HEREBY CERTIFIED THAT THIS PLAT WAS PRESENTED TO THE DEPARTMENT OF COMMUNITY DEVELOPMENT ON THE DAY OF _____, 20____, AND WAS DULY APPROVED. IN ADDITION, THERE ARE NO PUBLIC ROADS OFFERED FOR DEDICATION AS A PART OF THIS MAP, AND ALL OFFERS OF DEDICATION FOR PUBLIC USE ELEMENTS WERE REJECTED WITH THE RESERVATION TO ACCEPT SAID OFFERS AT A LATER DATE.

TED THRAN
COUNTY CLERK

NOTES

TOTAL AREA: 8.26 ACRES PARCELS: (3)
THIS MAP IS A DIVISION OF PARCEL 3 AS SHOWN ON THE PARCEL MAP FOR HERBIG PROPERTIES LIMITED RECORDED SEPTEMBER 14, 1999 IN BOOK 999, AT PAGE 2558, AS DOCUMENT NO. 476559 AND AS AMENDED BY THAT CERTIFICATE OF AMENDMENT RECORDED NOVEMBER 3, 2000 IN BOOK 1100, AT PAGE 468, AS DOCUMENT NO. 502690.
A 7.5' PUBLIC UTILITY EASEMENT ALONG ALL ROAD REARAGES AND A 5' PUBLIC UTILITY EASEMENT ALONG THE SIDE AND FRONT LOTLINES SHALL BE GRANTED AS SHOWN PER THIS MAP.
THE SUBJECT PARCEL LIES WITHIN FLOOD ZONES 'X-SHADED' AND 'AO-22' PER FEMA COMMUNITY MAP PANEL 32005C0265G EFFECTIVE DATE 10/22/12 (LORR REVISION).
ANY FURTHER DIVISION OF THESE PARCELS MAY BE SUBJECT TO SUBDIVISION IMPROVEMENTS AS PROVIDED UNDER N.R.S. 218.462(3).
ALL CONSTRUCTION AND DEVELOPMENT WITHIN THE FLOODPLAIN SHALL COMPLY WITH DOUGLAS COUNTY CODE, CHAPTER 20.50, FLOODPLAIN MANAGEMENT.
MAINTENANCE OF ALL DRAINAGE FACILITIES AND EASEMENTS SHALL BE THE RESPONSIBILITY OF THE INDIVIDUAL PROPERTY OWNERS OR OTHER PRIVATE ENTITY, INCLUDING A HOMEOWNER'S ASSOCIATION UNLESS ACCEPTED BY THE TOWN OF GARDNERVILLE. DOUGLAS COUNTY REJECTS ANY OFFER OF DEDICATION OF DRAINAGE FACILITIES OR DRAINAGE EASEMENTS.
OBSTRUCTING THE FLOW OR ALTERING THE COURSE OF A DRAINAGE CHANNEL IS PROHIBITED, UNLESS PERMITTED BY AUTHORIZING AGENCY.

COMMUNITY DEVELOPMENT DEPARTMENT CERTIFICATE

IT IS HEREBY CERTIFIED THAT THIS PLAT WAS REVIEWED AND APPROVED BY THE DOUGLAS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT ON THE DAY OF _____, 20____. THIS PLAT IS IN SUBSTANTIAL CONFORMANCE WITH THE TENTATIVE MAP AND ALL CONDITIONS OF APPROVAL HAVE BEEN SATISFIED. IN ADDITION, THERE ARE NO PUBLIC ROADS OFFERED FOR DEDICATION AS A PART OF THIS MAP AND ALL OFFERS OF DEDICATION FOR PUBLIC USE ELEMENTS WERE REJECTED WITH THE RESERVATION TO ACCEPT SAID OFFERS AT A LATER DATE.

MIMI MOSS
COMMUNITY DEVELOPMENT DIRECTOR

COUNTY ENGINEER'S CERTIFICATE

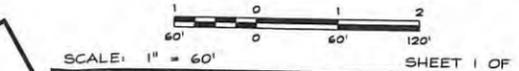
I, ERIK NILSSEN, DOUGLAS COUNTY ENGINEER, DO HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND IT IS TECHNICALLY CORRECT. FURTHERMORE, APPROPRIATE FINANCIAL SECURITY HAS BEEN POSTED TO INSURE THE COMPLETION OF THE REQUIRED PHYSICAL IMPROVEMENTS.

ERIK NILSSEN, P.E.
DOUGLAS COUNTY ENGINEER

RECORDER'S CERTIFICATE

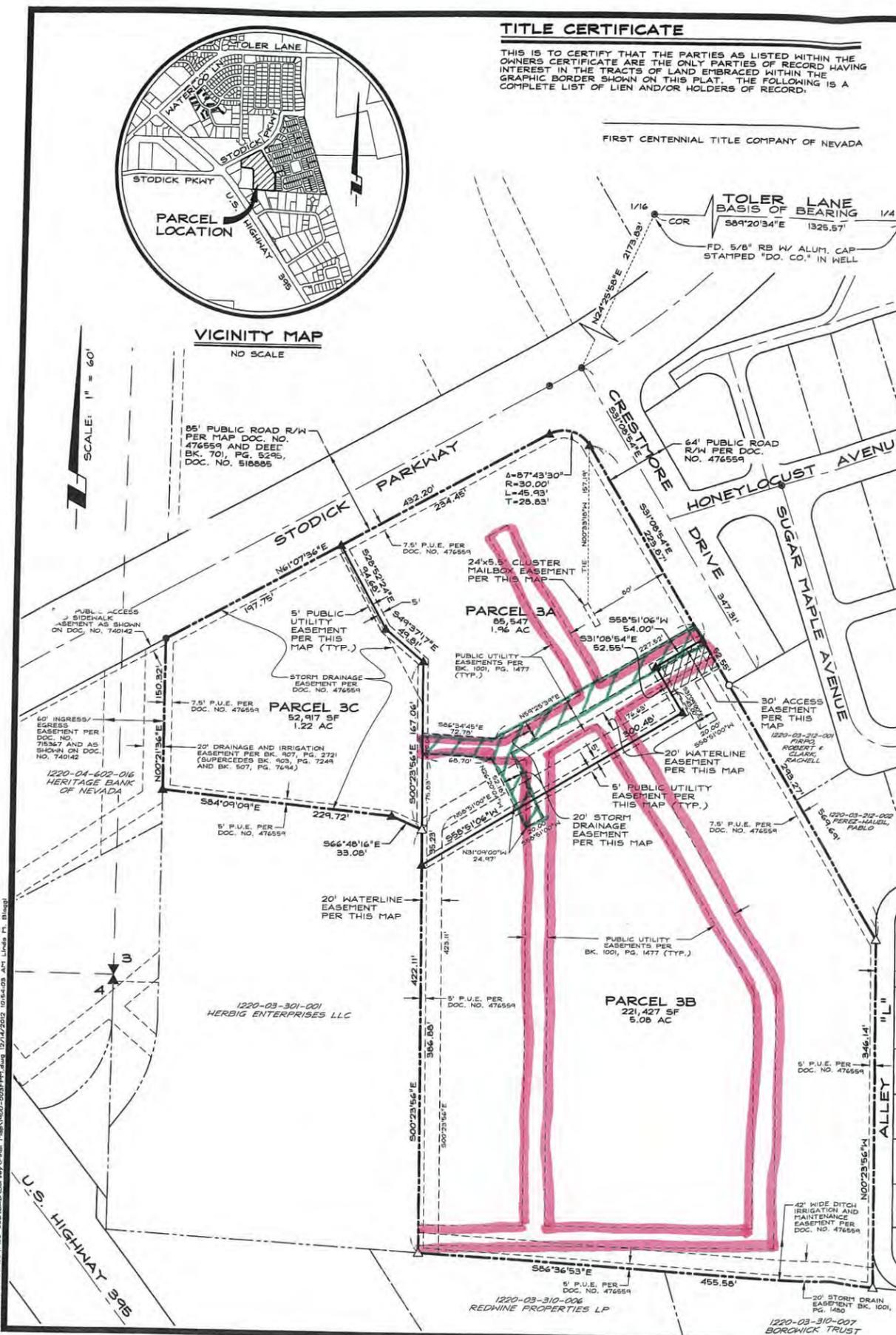
FILED FOR RECORD THIS _____ DAY OF _____, AT _____ MINUTES PAST _____ O'CLOCK _____ M., IN BOOK _____ OF OFFICIAL RECORDS, AT PAGE _____, DOCUMENT NO. _____
RECORDED AT THE REQUEST OF NEW BEGINNINGS HOUSING OF NEVADA, LLC.

DOUGLAS COUNTY RECORDER



SCALE: 1" = 60' SHEET 1 OF 1
PARCEL MAP
LDA 12-018
FOR
NEW BEGINNINGS HOUSING
OF NEVADA, LLC

LOCATED WITHIN THE NW1/4 AND SW1/4 OF SECTION 3, T.12N., R.20E., M.D.M. DOUGLAS COUNTY, NEVADA



PRELIMINARY
For Review Only
Anderson
www.anderson.com

PROPOSED EASEMENT

EASEMENT TO BE ABANDONED

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on Town Board member appointments to represent the Town of Gardnerville and to be the Town Board liaison for the following boards:
 - a. Main Street Gardnerville Board of Directors
 - b. Carson Valley Arts Council
 - c. Nevada League of Cities,
with public comment prior to Board action.

Recommended Motion: Based on discussion
Funds Available: Yes N/A

2. **Department:** Administration

Prepared by: Tom Dallaire

3. **Meeting Date:** January 8, 2013 **Time Requested:** 10 minutes

4. **Agenda:** Consent Administrative

Background Information: Previous appointments:
Paul Lindsay – Main Street Gardnerville Board of Directors
Lloyd Higuera – Carson Valley Arts Council
Linda Slater – Nevada League of Cities

5. **Other Agency Review of Action:** Douglas County N/A

6. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on Town events for the 2013 fiscal year, including but not limited to;
 - a. The July 4th Red, White and Blue Celebration
 - b. Movies in the Park , June thru September
 - c. Rock A Thon - May
 - d. Carson Valley Days – Friday Night Block Party - June
 - e. Old Town Days – Sept/Oct
 - f. 8th annual Christmas Kickoff - December
 - g. Parade of Lights, with public comment prior to Board action.

2. **Recommended Motion:** Based on discussion.
Funds Available: Yes N/A

3. **Department:** Administration
Prepared by: Tom Dallaire

4. **Meeting Date:** January 8, 2013 **Time Requested:** 15 minutes

5. **Agenda:** Consent Administrative

Background Information:

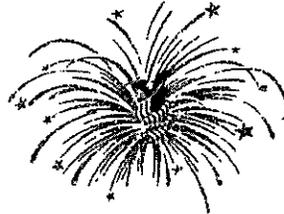
- a. The July 4th Red, White and Blue Celebration (\$1265-includes staff time)
 - b. Movies in the Park , June thru September (\$3,000)
 - c. Rock A Thon – May (\$400 for DJ)
 - d. Carson Valley Days –June Friday Night Block Party- (\$1,355)
 - e. Old Town Days – Sept/Oct – Authorized up to \$1,500. (\$800)
 - f. 8th annual Christmas Kickoff – December \$2,600 + \$8,000 for Fireworks
 - g. Parade of Lights - \$800 for sign set up.
-
6. **Other Agency Review of Action:** Douglas County N/A

 7. **Board Action:**
 Approved Approved with Modifications
 Denied Continued

Event Concept Paper

Gardnerville Red, White & Blue Celebration

Thursday, July 4, 2013



- **5K Fun Run** (Name yet to be finalized)
 - Walk/Run utilizing part of the Gardnerville trail system, CVMS track and portions of Gilman, Ezell and Courthouse.
 - Held in the morning hours, possibly starting at 7 or 8 am.
 - Entry fee for the 5K to include a t-shirt (fee would cover costs of event).
 - 2 or 3 port-a-potties needed for placement at the park and the mid-point of the route.
 - 2 water stations set up, one at the park and one near the half-way point of the route.
 - Offer some sort of award/certificate/ribbon for winners which can be awarded as they cross the finish line.



To: Gardnerville Town Board
Fr: Paula Lochridge, Main Street Gardnerville Program Manager
Re: Program Manager's Report for January 8, 2013

- Tom Dallaire (Town of Gardnerville) and I (Main Street Gardnerville) are hosting a meeting on January 10th at 9 am at the Town Office. Those attending will include businesses within our district that may have been affected by the change in the Parade of Lights route; representatives of the Chamber of Commerce; and a representative with the Douglas County Sheriff's Office. Main Street Gardnerville Board Members/Volunteers are welcome to attend. Please RSVP by January 7th if you will be attending to ensure there will be enough seating. Letters to these businesses went out the week of December 17th.
- I attended an Economic Vitality Meeting the end of December which included Steve Mokrohisky, Lisa Granahan, Mike Bradford, Linda Mae Draper, Melissa Shaw-Granat, Lee Bonner (NNDA), and Maurice Washington (NNDA). (NNDA=Northern Nevada Development Authority).
 - Lee has a temporary job with NNDA and his primary function is to focus on a strategy plan that communicates with investors and stakeholders.
 - The county is working in partnership with NNDA to create a marketing piece that will focus on economic development and performance indicators. It would not only focus on recruiting businesses but also on retaining businesses.
 - Their hopes are to have something in January but it could take a little longer. This information will be of great benefit to our ER Committee and their goals.
 - The other item discussed was the upcoming Economic Vitality Showcase.
 - Scheduled for Tuesday, March 26th, 4-7 pm at CVI.
 - Each group represented in the county's Economic Vitality Plan will have a table that will allow us to communicate who we are, what we're doing and what comes next.
 - Their hopes are to make this more of a social event rather than a sit down and watch a presentation type of event as it was last year.
 - They will also bring to light the Valley Vision Plan to add the "something new" element.

- I've included our presentation in your packet from last year's showcase for your review.
- Our various committees will be reviewing and updating their Action Plans for the next fiscal year.
- We are moving forward with our long term plans for a Fronton Court/Cultural Basque Center. We are looking at several possible locations and are hoping to attend an upcoming Basque Club meeting to gauge the community's interest in the project.

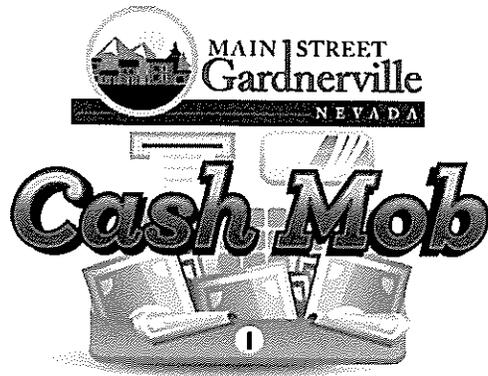
Upcoming events and dates:

- Our Next Cash Mob, Saturday, January 5th (Rack'D Clothing Exchange) There are details in your packet.
- Meeting regarding Parade of Lights on January 10th
- Monthly Morning Coffee Meetings resume on Tuesday, February 5th at 8:30 am.
- Main Street Gardnerville Board Meeting, Wednesday, January 16th at 6 pm.
- March 26th, 4-7 pm Economic Vitality Showcase

Thank you so much for your continued support of the Main Street Gardnerville Program!

Paula Lochridge

Paula Lochridge,
Main Street Gardnerville Program Manager



Main Street Gardnerville

continues with its

"Cash Mob"

Economic Stimulus Campaign

A **"Cash Mob"** is a new movement aimed at supporting local businesses and rebuilding communities.

"Cash Mobbers" join together and commit to spending \$10-20 at a predetermined local business.

The next **"Cash Mob"** will take place on **Saturday, January 5th** at **Rack'D Clothing Exchange**, 1544 Main Street, Suite #4 in Stratton Center North, Gardnerville.

Show up anytime during **Rack'D Clothing Exchange's** regular business hours **10 am – 3pm** on **January 5th** and commit to investing \$10-20 back into our local economy.

A Cash Mob is just one way that a shopper can have a huge impact on our local economy.

**Join our Facebook Group at
"Main Street Gardnerville Cash Mob"**

According to the American independent Business Alliance, when a consumer spends \$100 in a locally owned business, \$45 of it stays in the community. When that same \$100 is spent in a national chain store, only \$13 stays local.

Main Street Gardnerville
Ph: 775.782.8027 1407 Main Street (Hwy 395 N), Gardnerville, NV 89410 Fax: 775.782.7135
www.MainStreetGardnerville.org
Main Street Gardnerville is a 501c6 corporation and an equal opportunity provider.

**This year's Economic Vitality Showcase is Tuesday, March 26th,
4-7 PM at CVI.**

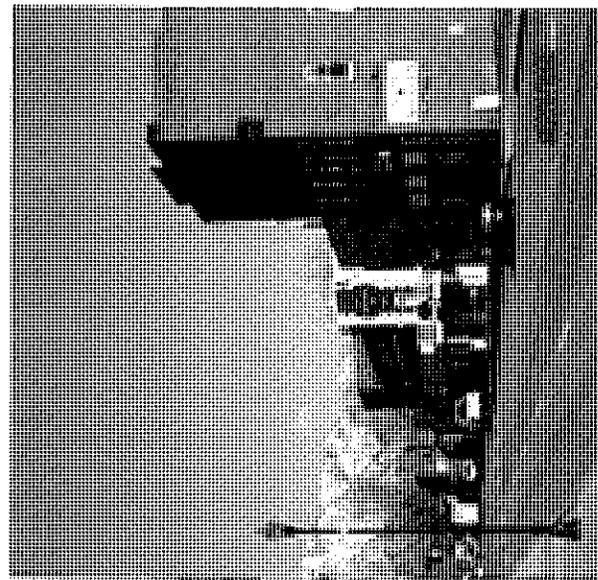
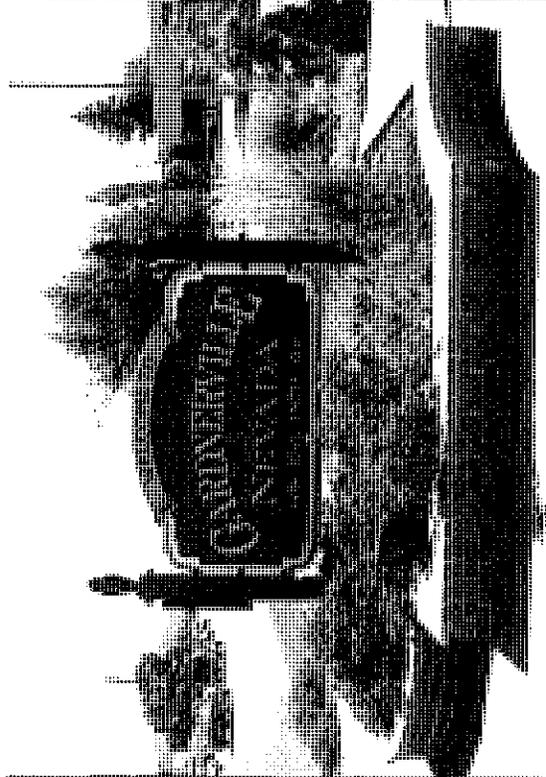
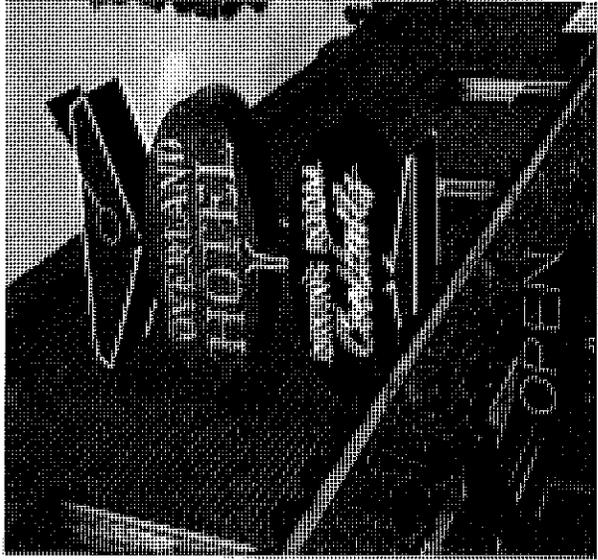
**Here's the presentation made at last year's Economic Vitality
Showcase for your review.**

Main Street Gardnerville

“The Clothing & Accessories sector shows significant leakage (that) translates to a \$5 million dollar opportunity for Main Street Gardnerville.”

10-6

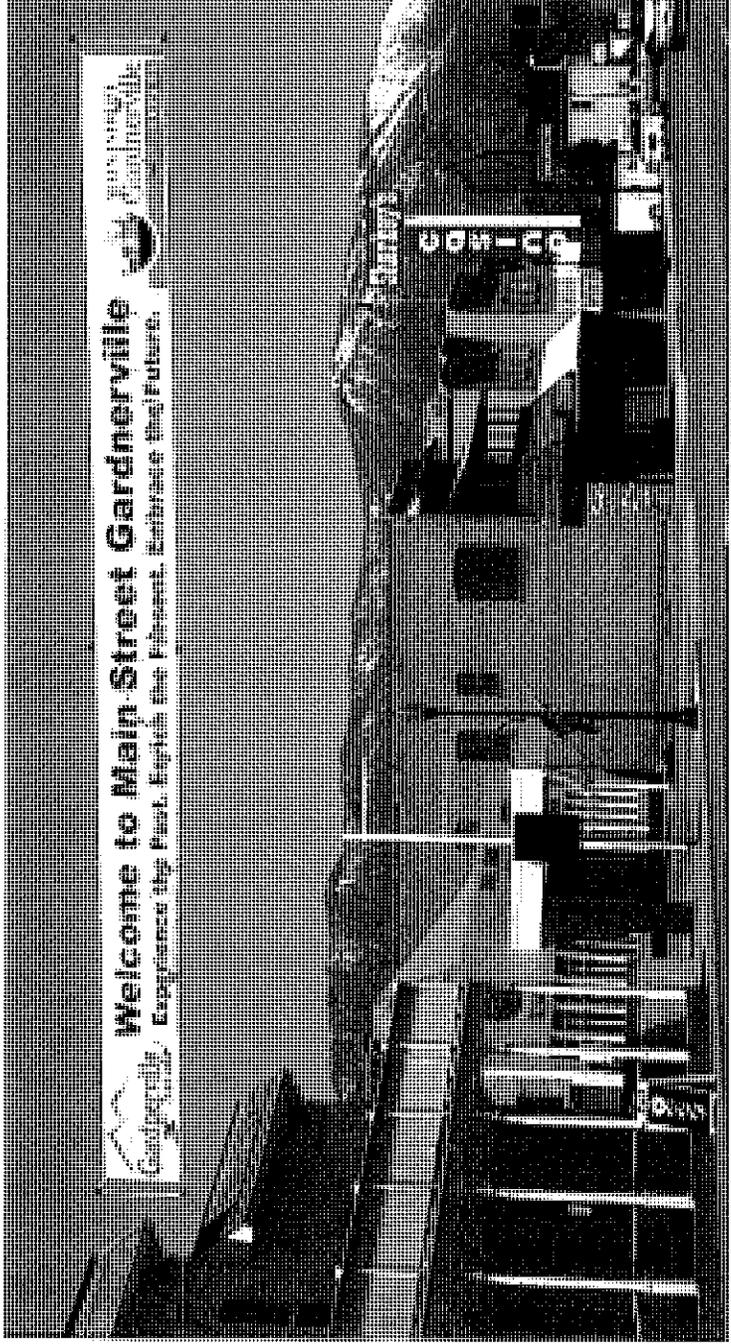
2010 Market Analysis



Main Street Gardnerville

Paula Lochridge, Champion

Margaret Pross, Lisa Granahan,
Main Street Gardnerville Board of Directors
& Volunteers



Main Street Gardnerville

Goals & Objectives

- Revitalize downtown Gardnerville utilizing design, organization, promotion, and economic restructuring to develop the unique identity and preserve the historic nature of our community
- Recruit 10 new businesses by 2020
- Create 50 new jobs by 2020
 - Approx 5 new jobs per year
 - Generating approx \$1.3M wages annually

Main Street Gardnerville

Accomplishments

- \$56,000 - Revolving loan funds to 5 businesses
- First Tuesday Meetings
- Welcome packets
- Busy events calendar



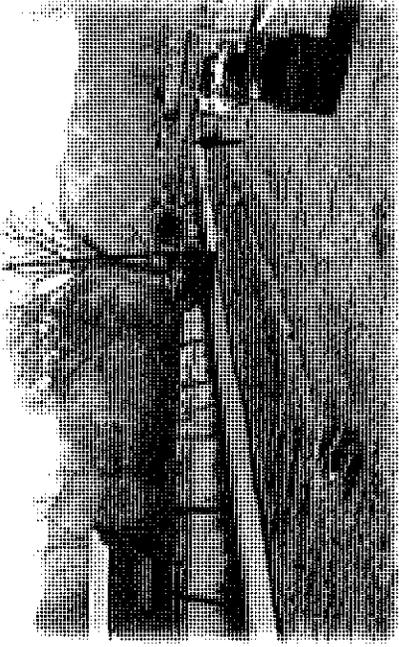
Accomplishments

- Heritage Park Gardens planned
- Hanging flower baskets
- 60 Adopt-a-Pots
- Benches
- Kiosk

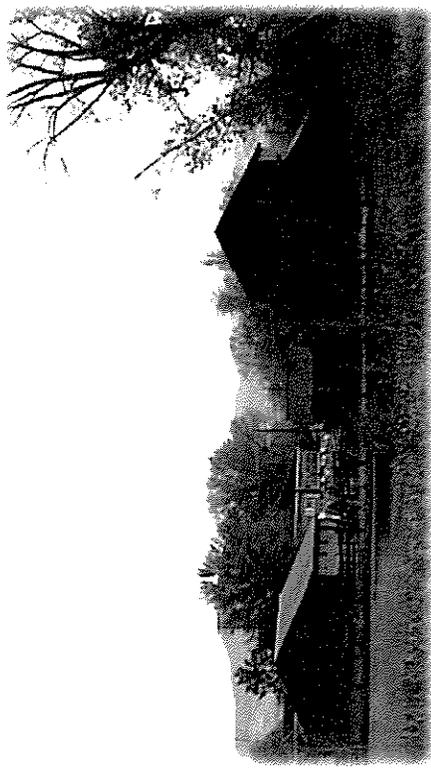


Other Synergistic Projects/Activities

- Martin Slough Trail Planning
- The Town of Gardnerville's Hellwinkle Ranch Acquisition

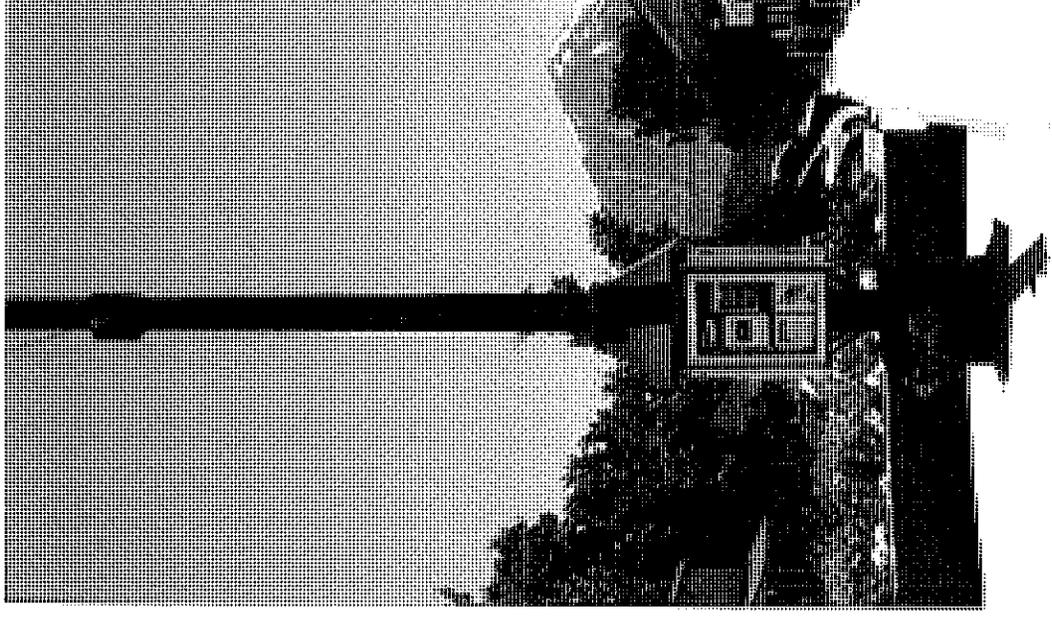


10-11



Funds Leveraged

- \$56,000 Rural Business Enterprise Grant - USDA
- \$2,500 USDA Rural Business Enterprise Grant for website improvements
- \$ 1,600 parking signs—NCOT
- \$ 1,300 Tourism Video Grant—NCOT
- \$650 for Kiosk Brochure Stand—NCOT
- \$87,900 in kind volunteer hours



What's next

- **Conceptual Pelota drawing**
 - Support of the local Basque Community
 - Acquire a Location
- **Further development of Heritage Park Gardens**
 - Create event space
 - Promote as a Tourist Destination
- **Restore Existing Building Stock**
 - Establish relationships with property owners
 - Create design guidelines
- **Hellwinkle Property Development**
 - Renovation of existing structures
 - Landscaping to appropriate levels

What's next

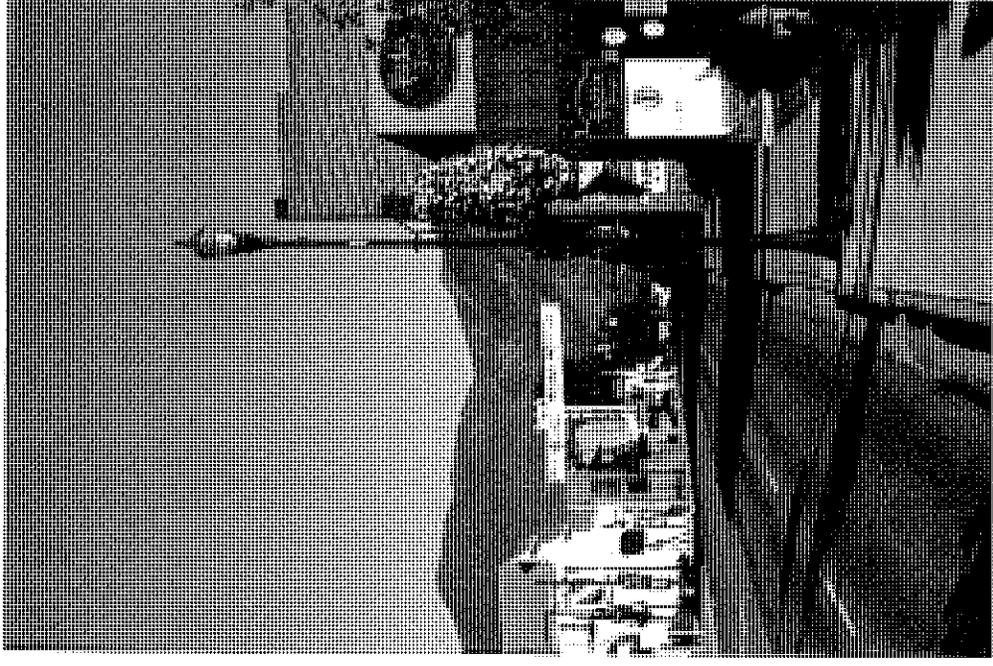
- **Well designed, visually attractive, pedestrian friendly design & streetscape**
 - Gateway and district signage
 - More flowers and planters
 - More street furniture
 - Parking development and Management
- **Business Recruitment and Growth**
 - Expand the Revolving Loan Fund Program into a self-sustaining loan pool that meets all demands
 - Business clustering
 - Establish pro-active exit/retirement plans for merchants
 - Business Training Workshops

Indicators

16 New Businesses in 2011

- No Place Like Home Senior Care
- Appoggio
- Penny Lane
- NV West Motorsports
- 2nd Chance Furniture Consignment
- Frontier Antiques
- Just 2 Spoiled Spa & Baby Boutique

10-15



Indicators & Measurement

Measure	Annual Target	To Date Progress
# of Businesses	5% ↑	9.5%

- Working on plan to monitor:
 - Number of new jobs
 - Leases renewed
 - Commercial vacancy

Vital Progress

DECEMBER 2012

VOLUME 2, ISSUE 3

Community and Senior Center Breaks Ground

Thursday, October 18, was a beautiful autumn day in the Carson Valley. A perfect day for hundreds of volunteers, community leaders, members of the public, county staff, and elected officials to join in a historic groundbreaking celebration for the new Community and Senior Center. The non-profit Community Services Foundation provided food and refreshments on the site of the new center in Herbig Park across Waterloo Lane from Lampe Park. Not long after the last tables and chairs had been put away, the large earth-moving equipment began grading the site. That work should be complete by the end of December.

Three potential design-and-build teams for the center project have been working on their plans to meet a December 21 submission deadline. County staff and involved citizens will evaluate the proposals. In early 2013 the recommendation will go to the Board of County Commissioners to award the project. Meanwhile, the project to widen Waterloo Lane for improved access to the new center will go out to bid in January 2013. The Community and Senior Center project is well on schedule for construction to begin 2013. The long-awaited facility will open its doors in 2015 beginning with the senior portion of the center.



Economic Vitality Manager Lisa Granahan and the Community and Senior Center team of Jeff Wass, Janice Rice, Brian Fitzgerald, Paul Lockwood, Steve Lewis, Travis Lee and Dylan Zigenis celebrate the groundbreaking at Herbig Park on October 18, 2012.

To donate to the Community & Senior Center project: Community Services Foundation
<http://douglascountynv.gov/index.aspx?nid=982>

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<i>BRIC Small Business Resources</i>	5
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Big Things Happening in Genoa

The Genoa Destination Project continues to gain momentum. Construction on the new Genoa Vista Trail has been moving forward and the project should be complete by the end of January. A dedication ceremony is scheduled for Saturday, January 26, at 10 a.m. at the northern end of the trail not far from the Genoa Station Bar and Grille. Afterward, 1862 David Walley's Resort will



host refreshments on their property at the south end of the trail. With the ribbon cut, the trail will be open for walking, skating, running, and biking.

The new trail is just one of the tangible signs of economic vitality in Genoa. In the past two years eight new business have come to town, including Tombstone Tap and Grill, Genoa Station Bar and Grille, Sweet Repeats, Genoa Ghost Town Tours, Silverheels Boutique, Walley's Call Center, Petersunn Antiques, and Bella Vita Spa and Salon.

The Main Street Enhancement project is moving ahead and is currently out to

Cash Mobs Descend on Main Street Gardnerville

A cash mob is a gathering of people in support of an independent business and the local economic neighborhood. Word of the event is spread largely via social media and participants are encouraged to spend a small amount of money, typically \$20 or so, with the knowledge that their money helps their community. Recently cash mobs have become a regular occurrence in downtown Gardnerville.

Shoppers descended on Fresh Ideas on October 6. A second cash mob swooped into Candles 'N' Crafts on November 3, and the most recent mob visited Country Carousel on December 1. Facebook and Twitter are buzzing with word of another Main Street Gardnerville cash mob on January 5 at Rack'D Clothing Exchange. Cash mob sites are chosen by a random drawing of Main Street Gardnerville member businesses. The best way to stay up to date on the latest mob activity is a Facebook search for "Main Street Gardnerville Cash Mob."

Main Street Gardnerville was founded in the summer of 2008 and began tracking new businesses downtown in 2009. Since then, there have been a lot more comings than goings, with a net gain of 38 new businesses in the district in that time. One of the programs contributing to a healthy downtown is a revolving loan program funded by a \$56,000 Rural Business Enterprise Grant from the USDA.

The program has helped several downtown businesses renovate their premises or expand operations. Loans of \$1,500 to \$10,000 are available at two percent interest rates and repayment in five to 10 years. Money can be used for exterior signs and awnings, interior or exterior remodeling or renovation, purchasing additional equipment, fixtures, or inventory, working capital or business expansions. Loan applications are reviewed by a committee of local financial professionals and all sensitive information is kept strictly confidential. 🏡



Shopper Susie Blaggini shows off one of the many gift items available at Candles 'N' Crafts as owner Archie Reed looks on.

Sports Aviation Foundation Passes Year-One Pylon

November marked the one-year anniversary since the Sports Aviation Foundation, headquartered at Minden-Tahoe Airport, registered with the Nevada Secretary of State as a non-profit corporation. Most of its recent activity has focused on tuning its mechanisms to run as smoothly as the flying machines its community depends on. The foundation has been recognized by the IRS as a non-profit 501(c)3 organization. Its board of trustees has approved bylaws and a conflict of interest policy. And the foundation has launched its website (sportsaviationfoundation.com) and joined the Carson Valley Chamber of Commerce. Its 2013 calendar of events is already queued up with a Youth Aviation Adventure event on January 12 and a general membership meeting on January 19. 🏡



The Sports Aviation Foundation promotes the future of aviation, preserves flying heritage, educates, and develops enthusiastic sport aviation pilots of all ages.

Tremendous Trails Strengthens Team, Builds Network

Two new members recently joined the Tremendous Trails team. Mary Bennington is executive director of the Tahoe Rim Trail Association and brings her many years of trail expertise and knowledge. Nate Littrell of the Pinenut Mountain Trails Association has also joined and brings a motorized recreation perspective, and the collective energy and knowledge of his group, to the Tremendous Trails effort. These new members will help ensure the richest possible spectrum of local trails is available for residents and visitors. The team continues work toward its Flagship Trails Map that will help enthusiasts enjoy an extensive network of existing and new recreational trails. Douglas County GIS staff have been instrumental in collecting data for this project.



The Bureau of Land Management (BLM), Sierra Front Field Office in Carson City has been participating in the development of the Carson Valley Discovery Trail since 2007.

The Carson Valley Trails Association has received a \$2,000 National Education Foundation grant to host events that help spread awareness about public lands and trails. The CVTA has also funded Bureau of Land Management environmental studies on the impacts of 45 miles of new trail on the eastern side of the Carson Valley. This new Carson Valley Discovery Trail system will include one primary trail with five loop trails, new and improved trailhead access, additional parking, and new signage. BLM collected public comments during a period that ended in November and is planning a public workshop in the coming months to present any adjustments to the plan that result from the public scoping effort. 🏞️

Science, Technology, Engineering, and Mathematics Education

In September, GE in Minden put on a community car and motorcycle show in support of Science, Technology, Engineering, and Mathematics (STEM) education in Douglas County. In exchange for a \$25 entry fee, participants received an event t-shirt, lunch, and the chance to win prizes. The event raised \$3,000 and Eric Butterfield, executive engineering manager at Bently Nevada GE, delivered a check for that amount to Dr. Lisa Noonan, Douglas County School District superintendent, during a district meeting November 13.

GE will be providing matching funds in the near future. The K-12 Economic Vitality team is working toward a partnership with Douglas County and the school district for additional funding. The total project goal is \$15,000 to fund grant application writing for materials, equipment, and planning related to a new state-of-the-art STEM education center at Douglas High School. 🏠



GE's Eric Butterfield presents Dr. Lisa Noonan with a check for \$3,000 to support STEM education in Douglas County.

Tahoe Revitalization and South Shore Vision Plan Leap Forward

The South Shore Vision Plan is the embodiment of years of work to create a vision for the future of the south shore of Lake Tahoe and an economy built around outdoor recreation rather than its historic reliance on gaming. The results of that work, and the goals it hopes to achieve, are well represented in the Regional Plan Update that the Tahoe Regional Planning Agency approved on December 12. This update to the 1987 Regional Plan has been under development for many years and will shape the future of Lake Tahoe for

decades. This clears away much uncertainty and allows the South Shore Vision Plan and Tahoe Revitalization to increase momentum.

On October 23 nearly 200 residents and community leaders attended the South Shore State of the Economy forum to discuss issues and ideas. Among the solutions presented and discussed was support for redevelopment of the built environment and more pedestrian-friendly main streets. One of the earliest and most visible separate projects that adds synergy to this strategy is a .6-mile segment of a new bikeway project just completed from Kahle Drive across Rabe meadow to Elk Point Road. The bikeway crosses protected sensitive



wetlands with an elevated boardwalk and begins to connect the major tourist and lodging area corridor with residential, shopping, school, and beach areas.

Construction on the next phase of the project from Elk Point Road to Round Hill Pines Beach should begin in June 2013. This is part of a much larger project that will parallel the east shore of Lake Tahoe and ultimately connect Stateline on the South Shore with Crystal Bay on the North Shore. Funding comes from local, state, and federal grants, including money from the Southern Nevada Public Lands Management Act and private donations. No Douglas County tax dollars are involved. A portion of the funds for the project came as a \$12,850 donation from the Tahoe Fund. 

Advanced Manufacturing in Douglas County

Results of a recent study on local advanced manufacturing were shared with the business community during a public workshop on October 23 and presented to the County Board of Commissioners on November 1. The study was conducted by Nevada Venture Accelerators in conjunction with the Western Nevada Development

Photo: Jim Grant/Record-Courier



Participants share ideas at the October 23rd workshop.

District and funded by the Small Business Administration. The study sought to determine if an advanced manufacturing cluster exists in the area and, if it does, what does it look like.

The answer may be surprising. There are more than 140 technology companies in Douglas County. They employ more than 1,800 people and pay \$111 million in wages—20 percent of all wages paid in the county. Their average pay is more than \$61,000 per year. The study recommends specific strategies to brand, grow, and market this advanced manufacturing cluster for future success.

See the executive summary at: <http://douglascountynv.gov/DocumentCenter/View/1639> or the presentation at: <http://douglascountynv.gov/DocumentCenter/View/1640>. 

BRIC Provides Small Business Counseling

Local residents don't need to travel far to see a Nevada Small Business Development Center counselor. An interlocal agreement between Douglas County and Carson City is in place to provide counseling to Douglas County businesses.

The Business Resource Innovation Center, the BRIC, is a partnership of Carson City Library, Office of Business Development, Building, Engineering, Planning, the Permit Center and Business Licensing, and is located at 108 East Proctor Street. The business toolbox includes access to librarian services that can



The BRIC, 108 East Proctor Street, Carson City.

guide patrons to everything from business-focused books and materials, to business research databases, business counseling and mentoring, a foundational business education program, self-study programs, and a peer-to-peer "board of directors" for small business.

The BRIC also provides access to public computers, copy/scan and fax capabilities, and three conference room spaces. An array of business education classes can be found on the web at www.carson.org/Index.aspx?page=2526. These services create real-time, progress-driven outcomes that help businesses succeed.

The BRIC is open Monday through Friday 8-5. For questions or more info contact Michael Salogga at (775) 283-7122 or salogga@carson.org. 

Stronger Economies Together

On November 28, the Stronger Economies Together Regional Team unveiled its Economic Development Blueprint for Western Nevada, targeting five economic development sectors for future work to move the regional economy ahead. Douglas County was well represented during the nine-month, nine-county effort. Community members, business people, county elected officials and staff, Washoe Tribe members and staff, school district staff, town board members and staff all participated in the monthly meetings and contributed to a plan that will form the foundation for the Comprehensive Economic Development Strategy for the Western Nevada Development District.



Businessman Byron Waite receives an award for outstanding attendance and participation in SET monthly meetings during the final November 28 Fallon session.



The SET work even received an Innovation Award from the National Association of Development Organizations. Grant funding from the Governor's Office of Economic Development supported the effort.

The Economic Development Blueprint for Western Nevada, along with a video of the process, is available online at the University of Nevada Cooperative Extension website at:

<http://www.unce.unr.edu/programs/sites/set/blueprint/>. 

10-21

Douglas County Economic Vitality

Lisa Granahan
Economic Vitality Manager
Douglas County
PO Box 218
Minden, Nevada 89423

Phone: 775-782-6268

Fax: 775-782-6255

E-mail:

lgranahan@co.douglas.nv.us

This is Vital Progress, a regular newsletter about the implementation of the Douglas County Economic Vitality Strategy and Action Plan that was adopted by the County Board of Commissioners in September 2010. The plan addresses three focus areas and 12 projects that will strengthen our economy and our community. As we move forward with our projects, we will continue to provide updates on our progress. For more information, please visit our website at:

<http://www.douglascountynv.gov/index.aspx?NID=296>

For more about our projects, go to:

<http://www.douglascountynv.gov/index.aspx?NID=297>

We're on the Web!
www.douglascountynv.gov

*Creating a
Community to
Match the Scenery*



Job Opportunity Fair a Success

The Employment Training and Job Development program, in partnership with the Carson Valley Chamber of Commerce, Business Council of Douglas County and the Minden-Tahoe Airport, held the fall Carson Valley Career Job Opportunity Fair at the Carson Valley Inn's convention center on October 10, 2012. More than 300 community members were able to network with 26 businesses and employment



support agencies. Over 800 employment applications were distributed with numerous interviews conducted on site. The spring job fair is scheduled for May 22, 2013.

Jobseekers can join the Employment, Training and Job Development team each Monday morning for help in starting a job search. The Jobseeker Networking

Group meets each Monday at the Douglas County Social Services resource room from 9:00-10:00 a.m. The meetings offer a variety of current job postings, job search tips, job leads, and a supportive network of other jobseekers. 

Genoa *continued from page 1*

bid. New walkways, landscaping, lighting, signage, improved parking, and moving some exposed utility lines underground will make downtown Genoa more inviting for both visitors and locals. The total value of the project is just under \$1.5 million and should help make Genoa even more popular for shopping, dining, overnight stays, picnics, and cycling. This will bring more visitors to town, which will in turn help attract new business and development that maintains the historic and rural character of Nevada's oldest settlement. 



10-22

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on a request to promote Craig Tuthill, Maintenance Technician II (Grade 30) to a Maintenance Specialist II (Grade 37) with a 10% increase in compensation, and include the time served in acting capacity towards the 12 month probationary period for the promoted position, with public comment prior to Board action.
2. **Recommended Motion:** Motion to approve the promotion from a Maintenance Tech II (grade 30) to a Maintenance Specialist II (grade 37) with a 10% raise in compensation and include the time served in acting capacity towards the 12 month probationary period.

Funds Available: Yes N/A

There will be a net savings to the department fund as the wages are going down from where they were when Dan was here.

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** January 8, 2013 **Time Requested:** 10 minutes

5. **Agenda:** Consent Administrative

Background Information: With the retirement of Dan Grimes in December, Mr. Tuthill has the most experience with the Health and Sanitation operations. Craig has been assisting Dan for several years in running the operation of the department. Craig has handled the affairs of the department since August and has really stepped up to take on the issues that come with this position. This position needs to be formalized and official for staff records. We do have a Maintenance I position that we will be interviewing for this month, so we can get back on track with 4 full time positions in the department. This is a (\$2000.00) savings to the fund for the remaining of the budget year (not including the benefits savings). This also does not include the cost of the temporary employee while Dan has been on leave. The cost of the Temp Employee is being handled in the budget Augmentation item at this meeting.

6. **Other Agency Review of Action:** Douglas County N/A

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued



January 2, 2013

WAIVER OF NOTICE

RE: PERSONNEL SESSION

I, Craig Tuthill, am aware that the Gardnerville Town Board has item 11: For Possible Action: Discussion on a request to promote Craig Tuthill, Maintenance Technician II (Grade 30) to a Maintenance Specialist II (Grade 37) with a 10% increase in compensation, and include the time served in acting capacity towards the 12 month probationary period for the promoted position, with public comment prior to Board action, on the agenda for January 8, 2013. I hereby waive the 5-day notice requirement in accordance with NRS 241.020(2)(c)(4). I am aware that the Town Board will be considering my character, alleged misconduct or professional competence and hereby waive the five-day notice requirement.

Craig Tuthill, Maintenance Technician II

1/2/13

11-2

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Title:** For Possible Action. Approval of Resolution 2013R-005 augmenting the Town of Gardnerville budget for fiscal year 2012-2013. (approx 20 minutes).
2. **Recommended Motion:** Approve Resolution 2013R-005 augmenting the Town of Gardnerville's 2012-2013 fiscal year budget.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** January 8, 2013 **Time Requested:** 20 minutes

5. **Agenda:** Consent Administrative

6. **Background Information:** These funds are from the 2011-2012 budget year which will be increasing the funds for 2012-2013 budget.

The General Fund (610): Staff proposes the funds be used to cover additional costs for projects and purchases made the first part of the year. The remaining funds will be transferred to Capital Projects to be used on the Hellwinkle Trench construction project we are trying to complete next summer. The extra \$8,275 was from the deferred special events fund. All park rental fees have gone into this account. The \$8,275 has been accumulating since 2008.

The Health and Sanitation Fund (611): This Fund is healthy and maintenance staff is saving money by dumping the trash at the Ormsby landfill. We are still a refuse vehicle behind on the replacement schedule and more information on that will come during the budget process. The remaining funds will go into reserves.

7. **Other Agency Review of Action:** Yes N/A
BOCC approval

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

RESOLUTION NO. 2013R-005

RESOLUTION AUGMENTING THE TOWN OF GARDNERVILLE
2012-2013 FISCAL YEAR BUDGET

WHEREAS, there is a need to revise the 2012-2013 Budget as follows:

GENERAL FUND

Revenue

Opening Fund Balance	\$258,417
Misc Revenue	<u>8,275</u>
	\$266,692

Expenditures

Public Works

Capital Projects	\$133,117
Road Maintenance	\$ 90,000
Vehicle Maintenance	\$ 1,500
Crack Seal	<u>\$ 17,200</u>

Parks

Special Projects	<u>\$ 24,275</u>
	\$266,692

HEALTH & SANITATION

Revenue

Capital Improvement Reserves-Beginning	<u>\$ 177,785</u>
--	-------------------

Expenditures

Capital Improvement Reserves	\$ 162,785
Contract Salaries	<u>\$ 15,000</u>
	\$ 177,785

GARDNERVILLE DEBT SERVICE FUND

Revenue

Opening Fund Balance	\$ (298)
----------------------	----------

Expenditures

Appropriated Reserves	\$ (298)
-----------------------	----------

GARDNERVILLE AD VALOREM

Revenue

Opening Fund Balance \$ 680

Expenditures

Appropriated Reserves \$ 680

ADOPTED THIS 8th day of January.

AYES

NAYE

GARDNERVILLE TOWN BOARD
DOUGLAS COUNTY, NEVADA

By: _____
Ken Miller, Chairman

ATTEST: _____
Tom Dallaire, Clerk to the Board

NOW THEREFORE BE IT RESOLVED that the 2012-2013 Fiscal Year Budget Augmentation is herein approved.

ADOPTED THIS _____ day of _____, 2013 by the following vote:

AYES

COMMISSIONERS _____

NAYS

ABSENT

By: _____

Chairman
Douglas County Board of Commissioners

ATTEST:

Ted Thran
Clerk to the Board

Douglas County Comptroller's Office

Budget Augmentation Form

Date of Request: 1/3/2013
 For Fiscal Year: 12/13

Requested By: Tom Dallaire
 Fund/Department: Gardnerville - Admin

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Opening Fund Reserves	610	000	301	100	258,417			
2 Capital Projects	610	926	562	000			133,717	
3 Road Maintenance	610	926	520	103			90,000	
4 Vehicle Maint/Co Shop	610	926	520	116			1,500	
5 Crack Seal	610	926	532	116			17,200	
6 Parks Special Projects	610	923	533	817			16,000	
7								
8								
9								
10								
11								
12								
13								
14								
Totals					258,417	-	258,417	-
Net Change					258,417		258,417	

Purpose: To adjust 12/13 Budgeted Opening Fund Reserves to equal 11/12 Actual Ending Fund Reserves as follows

- | | |
|--|-------------------------------|
| <u>2. Cap Proj - Hellwinkel trench</u> | <u>5. Crack seal material</u> |
| <u>3. Crack sealing, crack filling</u> | |
| <u>4. Maint of vehicles by DC shop</u> | |

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____

Date: _____

Journal # _____

12-5

Douglas County Finance Division

Budget Augmentation/Transfer/Adjustment Form

Date of Request: 12/15/2012
 For Fiscal Year: 12/13

Requested By: Tom Dallaire
 Fund/Department: 610

Account Name		Fund	Dept	Account		Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1	Miscellaneous Revenue	610	000	360	800	8,275			
2	Special Projects	610	923	533	817			8,275	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
Totals						8,275	-	8,275	-
Net Change						8,275		8,275	

Purpose: Recognize deferred revenue special events(610-000-227-408) into miscellaneous revenue to be expended out of parks special projects (610-923-533-817)

Department Head or Finance Director Signature: _____

Finance Division Use Only

Approved By: _____
 Date: _____

Journal # _____

Douglas County Comptroller's Office

Budget Augmentation Form

Date of Request: 1/3/2013
 For Fiscal Year: 12/13

Requested By: Tom Dallaire
 Fund/Department: Gardnerville - H & S

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Capital Reserves-Beg	611	000	301	250	177,785			
2 Capital Impr Reserves	611	925	625	250			162,785	
3 Contract Salaries	611	925	516	120			15,000	
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Totals					177,785	-	177,785	-
Net Change					177,785		177,785	

Purpose: To adjust 12/13 Budgeted Opening Fund Reserves to equal 11/12 Actual Ending Fund Reserves as follows

3. temporary maintenance employee

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____
 Date: _____

Journal # _____

12-7

Douglas County Comptroller's Office

Budget Augmentation/Transfer Form

Date of Request: 1/3/2013
 For Fiscal Year: 2012-2013

Requested By: Tom Dallaire
 Fund/Department: Gville/Debt

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Opening Fund Balance	614	000	301	000		298		
2 Appropriated Reserves	614	730	625	103				298
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Totals					-	298	-	298
Net Change					(298)		(298)	

Purpose: Less than anticipated opening fund balance

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____

Date: _____

Journal # _____

12-8

Douglas County Comptroller's Office

Budget Augmentation/Transfer Form

Date of Request: 1/3/2013
 For Fiscal Year: 2012-2013

Requested By: Tom Dallaire
 Fund/Department: Gville/AV Cap Projects Fund

Account Name	Fund	Dept	Account	DR	CR	CR	DR
				Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Opening Fund Balance	614	000	301 000	680			
2 Appropriated Reserves	614	730	625 103			680	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
Totals				680	-	680	-
Net Change				680		680	

Purpose: Larger than anticipated opening fund balance

Department Head or Comptroller Signature: _____

Comptroller's Office Use Only

Approved By: _____

Date: _____

Journal # _____

12-9

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion and direction to staff on how and under what circumstances the town owned equipment may be borrowed or otherwise utilized by other governmental entities; with public comment prior to Board action.

2. **Recommended Motion:** Based on discussion

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** January 8, 2013 **Time Requested:** 10 minutes

5. **Agenda:** Consent Administrative

Background Information: This item is being brought back for direction due to discussion held at the December Town Board meeting.

The Town of Gardnerville has borrowed equipment from various county departments since my employment with the town in 2009.

Most recently;

- An automated Trash truck from Minden, when ours was out of service.
- Pull behind Air compressor from Minden and County yard, Until we purchased our own.
- Tools to work on our Rear Loader from Douglas County Maintenance.
- Minden has borrowed our Bob Cat for work their backhoe could not get into.
- The bucket truck is very popular, Genoa, Minden, Airport, and now Indian hills would like to use it to replace some street lights in their parking lot. Home depot no longer has the equipment for them to rent.
- We used Indian Hills Aerator for two weeks, last spring, to aerate all our parks, and will need it again this spring and next spring.

I am having the guys give me a more detailed list of equipment we have used and is being used by the town.

6. **Other Agency Review of Action:** Douglas County N/A

7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action: Discussion on Town Resolution 2012-03, and support of County Resolution 2012R-90 in support of the consolidated tax bill draft generated by the interim subcommittee to study the allocation of money distributed from the Local Government Tax Distribution Account; with public comment prior to Board action.**

2. **Recommended Motion: Approve Town Resolution 2013-01 and support County Resolution 2012R-90 in support of the consolidated tax bill draft generated by the interim subcommittee to study the allocation of money distributed from the Local Government Tax Distribution Account**

Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: January 8, 2013 Time Requested: 5 minutes**

5. **Agenda: Consent Administrative**

Background Information: There was a clerical error in the resolution number at the time the agendas went out. If the Board approves the resolution you should approve Town Resolution 2013-01. See attached.

6. **Other Agency Review of Action: Douglas County N/A**

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

RESOLUTION 2013-01

A RESOLUTION OF THE GARDNERVILLE TOWN BOARD IN SUPPORT OF THE CONSOLIDATED TAX BILL DRAFT

Resolution in Support of the Consolidated Tax Bill Draft Generated by the Interim Subcommittee to Study the Allocation of Money Distributed from the Local Government Tax Distribution Account

WHEREAS, The 2011 Legislature passed Assembly Bill 71 directing the Legislative Commission to conduct an interim study concerning the equitable allocation of money distributed from the Local Government Tax Distribution Account; and

WHEREAS, The Local Government Tax Distribution Account, also known as the Consolidated Tax; is comprised of six State collected tax revenues for the benefit of local governments, of which over eighty-percent is basic and supplemental city-county relief sales and use tax, and

WHEREAS, The Legislative Commission's Subcommittee to Study the Allocation of Money Distributed from the Local Government Tax Distribution Account sanctioned a working group of local government finance staff and others to work with the Legislative Counsel Bureau and the Nevada Department of Taxation to analyze the current formula and make recommendations for improvements; and

WHEREAS, The Town of Gardnerville participated in the local government working group meetings; and

WHEREAS, The local government working group conducted 44 meetings with more than 50 local government stakeholders from all regions of the state participating; and

WHEREAS, Significant contributions to the review and analysis of the consolidated tax review were also made by the Nevada Department of Taxation and Nevada's Legislative Counsel Bureau; and

WHEREAS, The local government working group reached a consensus on changes to the allocation formula for the Local Government Tax Distribution Account; and

WHEREAS, The local government working group collaborated with the Legislative Counsel Bureau to draft a bill codifying the changes as recommended; and

WHEREAS, The attached Bill Draft Request 32-247 represents the
aforementioned changes to the formula, which were passed out of the Legislative
Commission's Subcommittee.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Gardnerville Town
Board supports the attached bill draft request to modify the allocation formula for
the Local Government Tax Distribution Account effective in fiscal year 2014.

Adopted this 8th day of January, 2013 by the following vote:

AYES:

NAYS:

ABSENT:

ATTEST:

BOARD CHAIR

TOM DALLAIRE
TOWN MANAGER

APPROVED AS TO FORM AND CONTENT:

MICHAEL SMILEY ROWE, ESQ.
TYLER B. ALTOM, ESQ.
ROWE HALES YTURBIDE, LLP
TOWN COUNSEL

Douglas County Board of Commissioners

AGENDA ACTION SHEET

1. **Title:** For possible action. Discussion on the adoption of Resolution 2012R-090 in support of the Consolidated Tax Bill Draft generated by the Interim Subcommittee to study the allocation of money distributed from the local Government Tax Distribution Account.
2. **Recommended Motion:** Adopt Resolution 2012R-090 in support of the Consolidated Tax Bill Draft generated by the Interim Subcommittee to study the allocation of money distributed from the local Government Tax Distribution Account.
3. **Funds Available:** N/A
4. **Prepared by:** Steve Mokrohisky, County Manager
5. **Meeting Date:** December 20, 2012 **Time Required:** 5 minutes
6. **Agenda:** Consent
7. **Background Information:** The 2011 Legislature passed Assembly Bill 71 directing the Legislative Commission to conduct an interim study concerning the equitable allocation of money distributed from the Local Government Tax Distribution Account, also known as the Consolidated Tax (CTax). Douglas County was among the more than 50 local government stakeholders that participated in working group meetings. These local government working groups reached a consensus on changes to the allocation formula for the Local Government Tax Distribution Account which is represented in Bill Draft Request 32-247. This Resolution demonstrates the Douglas County Board of Commissioner's support for the new CTax formula.
8. **Committee/Other Agency Review:** N/A
9. **Reviewed by:**
_____ Department Manager SM County Manager
_____ District Attorney _____ Other
10. **Commission Action:**
_____ Approved _____ Approved with Modifications
_____ Denied _____ Deferred
_____ Other

Agenda Item # 2b

**Douglas County Board of Commissioners
Resolution Number 2012R-090**

Resolution in Support of the Consolidated Tax Bill Draft

Generated by the Interim Subcommittee to Study the Allocation of Money Distributed from the Local Government Tax Distribution Account

WHEREAS, the 2011 Legislature passed Assembly Bill 71 directing the Legislative Commission to conduct an interim study concerning the equitable allocation of money distributed from the Local Government Tax Distribution Account; and

WHEREAS, the Local Government Tax Distribution Account, also known as the Consolidated Tax; is comprised of six State collected tax revenues for the benefit of local governments, of which over eighty-percent is basic and supplemental city-county relief sales and use tax; and

WHEREAS, the Legislative Commission's Subcommittee to Study the Allocation of Money Distributed from the Local Government Tax Distribution Account sanctioned a working group of local government finance staff and others to work with the Legislative Counsel Bureau and the Nevada Department of Taxation to analyze the current formula and make recommendations for improvements; and

WHEREAS, Douglas County participated in the local government working group meetings; and

WHEREAS, the local government working group conducted 44 meetings with more than 50 local government stakeholders from all regions of the state participating; and

WHEREAS, significant contributions to the review and analysis of the consolidated tax review were also made by the Nevada Department of Taxation and Nevada's Legislative Counsel Bureau; and

WHEREAS, the local government working group reached a consensus on changes to the allocation formula for the Local Government Tax Distribution Account; and

WHEREAS, the local government working group collaborated with the Legislative Counsel Bureau to draft a bill codifying the changes as recommended; and

WHEREAS, the attached Bill Draft Request 32-247 represents the aforementioned changes to the formula, which were passed out of the Legislative Commission's Subcommittee.

NOW, THEREFORE, BE IT RESOLVED that the Douglas County Board of Commissioners of Douglas County support the attached bill draft request to modify the allocation formula for the Local Government Tax Distribution Account effective in fiscal year 2014.

Adopted the 20th day of December 2012 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Lee Bonner, Chairman
Douglas County Board of Commissioners

BY: _____
Ted Thran, Douglas County Clerk-Treasurer

BY: _____
Lorraine Diedrichsen, Deputy Clerk

SUMMARY—Revises various provisions relating to the distribution of certain taxes to local governments. (BDR 32-247)

FISCAL NOTE: Effect on Local Government: May have Fiscal Impact.

Effect on the State: Yes.

AN ACT relating to taxation; revising the provisions relating to the certification of populations by the Governor; revising the provisions relating to the allocation and distribution of taxes from the Local Government Tax Distribution Account; revising the provisions relating to the establishment of an alternative formula for the distribution of taxes from the Local Government Tax Distribution Account by cooperative agreement; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

For purposes of apportioning taxes collected by the Department of Taxation where the basis of the apportionment is the population of the political subdivision, existing law requires the Department to use the populations certified by the Governor. (NRS 360.285) **Section 1** of this bill clarifies that each apportioned payment attributable to a fiscal year must be based upon the Governor's certification made on or before March 1 immediately preceding the fiscal year for which the payment will be made.



--14-7



COMMITTEE INTRODUCTION REQUIRED

2613

Dallaire, Tom

From: Jeremy Aguero [JAguero@appliedanalysis.com]
Sent: Friday, November 30, 2012 10:07 AM
To: Jeremy Aguero
Subject: Applied Analysis | CTAX Summary Presentation and Comparative Analysis Schedule
Attachments: image001.jpg

C-Tax Working Group Members:

Per our recent discussion, I have uploaded two files for your review. The first is an MS Excel workbook that includes a summary of all of the working group c-tax model runs ([Impact Model Link](#)). This is actually the last summary file that was distributed to the group at the end of August. The second file is streamlined, summary MS PowerPoint presentation ([Presentation Link](#)) overviewing the process, recommendations and impacts.

Slide 10 of the attached presentation (shown below for the City of Las Vegas) provides a jurisdiction specific impact assessment. Data to populate this chart can be found for each jurisdiction in the impact assessment model summary. Status Quo values are provided in each scenario model run. The recommendation scenario is Scenario 2G. Based on our recent discussion, I would image that each jurisdiction would revised both the chart and the bullets on this page and necessary and appropriate. Please also note that some people have indicated that they would like to compare the recommendation against a 1+ scenario. This has been provided as model Scenario 14.

As always, should you have any questions or should you require any additional information, please do not hesitate to call or write.

Kind regards,

Jeremy

14-8



Nevada's Consolidated Tax

A Review and Analysis of Alternatives

General Overview of the Issue and Process

- **Assembly Bill 71 (2011)** requires an interim legislative study of the "Allocation of Money Distributed from the Local Government Tax Distribution Account"; commonly referred to as the Consolidated Tax or C-Tax
- **Why Was A Study Needed?**
 - There were fairness/equity concerns regarding the current formula
 - Concerns were heightened by the downturn during the Great Recession
 - The existing formula was creating large swings in revenue at the sub-county level
- **How Did Local Governments Respond?**
 - Formed a working group to review alternatives, sanctioned by the subcommittee
 - More than 40 meetings with roughly 50 participants, north/south, urban/rural
 - Developed a fiscal model to test various alternatives
 - Worked with the Legislative Counsel Bureau and Department of Taxation
 - Reached consensus on a number of key issues, presented findings to the subcommittee, developed a bill draft

Nevada's Consolidated Tax A Review and Analysis of Alternatives



What is Being Recommended and Why?

1. Eliminate "Base" Carry Forward
2. Move to a 5-Year Average CPI
3. Modify Plus Factor: 0%+ to 2%+ for Urban Counties
4. Set a Floor for Property Tax Declines
5. Modify Memorandum of Understanding Dates



What is Being Recommended and Why?

1. **Eliminate "Base" Carry Forward**

- ✓ Allowing distributions in excess of preset base to continually grow over time created distribution inequities and disparately impacted certain local governments, particularly during the economic downturn
- ✓ A large share of funds distributed as "excess" have the potential to be viewed as "extra" money by some, putting them at risk of being diverted
- ✓ Having local governments' base distributions match their total distributions from the prior year is more transparent and better fiscal policy



What is Being Recommended and Why?

2. Move to a 5-Year Average CPI

- ✓ Using only a single year to adjust base distributions increased the risk of single year swings due to deflation or hyperinflation
- ✓ Increased stability, better fiscal policy



What is Being Recommended and Why?

3. Modify Plus Factor: 0%+ to 2%+ for Urban Counties

- ✓ The original 1-plus factor perpetuated the status quo and negatively impacted faster-growing local governments, everyone grows by essentially the same rate
- ✓ The current 0-plus formula led to unintended consequences when some entities were growing and others were not, large swings in revenue for some smaller local governments
- ✓ A 2-percent-plus factor assumes a modest rate of growth for all local governments, essentially leveling the playing field, increasing stability while still directing more growth in revenues to faster-growing local governments
- ✓ Applies only to counties with 100,000 or more population, rurals remain at 1-plus due to critical mass issues that come from having relatively few sub-county local governments



What is Being Recommended and Why?

4. Set a Floor for Property Tax Declines

- ✓ C-Tax distributions are based in part on population and assessed value growth rates; unprecedented declines in property values overshadowed changes in population
- ✓ Even when property values decline, government services are still demanded; recommendation improves the nexus between distributions and service demand
- ✓ Assessed value cannot go below zero, holding local governments harmless where population growth continues but assessed values negative



What is Being Recommended and Why?

5. Modify Memorandum of Understanding Dates

- ✓ Changes date for cooperative agreement for alternative C-Tax distributions from December 31 of the preceding year to March 1 of the current year
- ✓ Currently, local governments must agree to an alternative C-Tax distribution before distribution projections are available, difficult if not impossible
- ✓ Improved flexibility for local governments, while allowing the Department of Taxation the time they need to develop projections and distribute reports

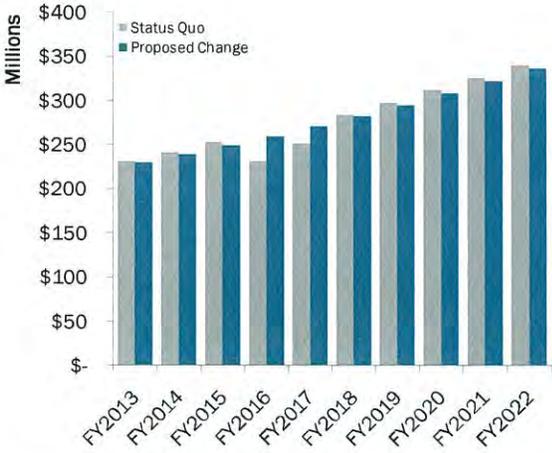


Other Issues of Note

- Clarified the population for a fiscal year will be based on the prior March certification, technical change with a minor impact
- Two year phase-in, allows the new base (inclusive of the prior excess) to be based on the revised 2-percent-plus formula as opposed to the 1-plus formula for urban counties
- Clarification of how libraries are funded in Clark County, but no formula changes
- Recommended revisiting the population projection and certification process, not included in the bill draft
- Recommended clarifying the C-Tax issues arising from the incorporation of new local governments and the distribution of C-Tax when changes in services occur within counties



What Are The Impacts?



- ❖ Increases revenue stability over the projection period
- ❖ Average annual growth rate declines from 4.4 percent to 4.3 percent during the next 10 years
- ❖ Total revenues actually slightly higher over 10-year projection due to potential impact of existing formula as some local governments in Clark County turn positive in FY 2016 and FY 2017
- ❖ Long-run: less revenue than under 1+ scenario; more revenue than under 0+ scenario

Note: Projections based on C-Tax Alternative Impact Projection Model v. 101, updated August 31, 2012. Actual results will vary depending on actual population and assessed value growth rates.



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What is Required From Here?

- Approval of resolution in support of Bill Draft Request 32-247
- Legislative approval, targeted for the first 40 days of 2013 Regular Session
- Effective date of implementation, July 1, 2013

SUMMARY—Revises various provisions relating to the distribution of certain taxes to local governments. (BOR: 32-247)

FISCAL NOTE: Effect on Local Government: May have fiscal impact
Effect on the State: Yes.

AN ACT relating to taxation, revising the provisions relating to the certification of population by the Governor; revising the provisions relating to the allocation and distribution of taxes from the Local Government Tax Distribution Account; revising the provisions relating to the establishment of an alternative formula for the distribution of taxes from the Local Government Tax Distribution Account by cooperative agreement; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

For purposes of apportioning taxes collected by the Department of Taxation where the basis of the apportionment is the population of the political subdivisions, existing law requires the Department to use the population certified by the Governor. (NRS 360.285) Section 1 of this bill clarifies that each apportionment payment attributable to a fiscal year must be based upon the Governor's certification issued on or before March 1 immediately preceding the fiscal year for which the payment will be made.



COMMITTEE INTRODUCTION REQUIRED



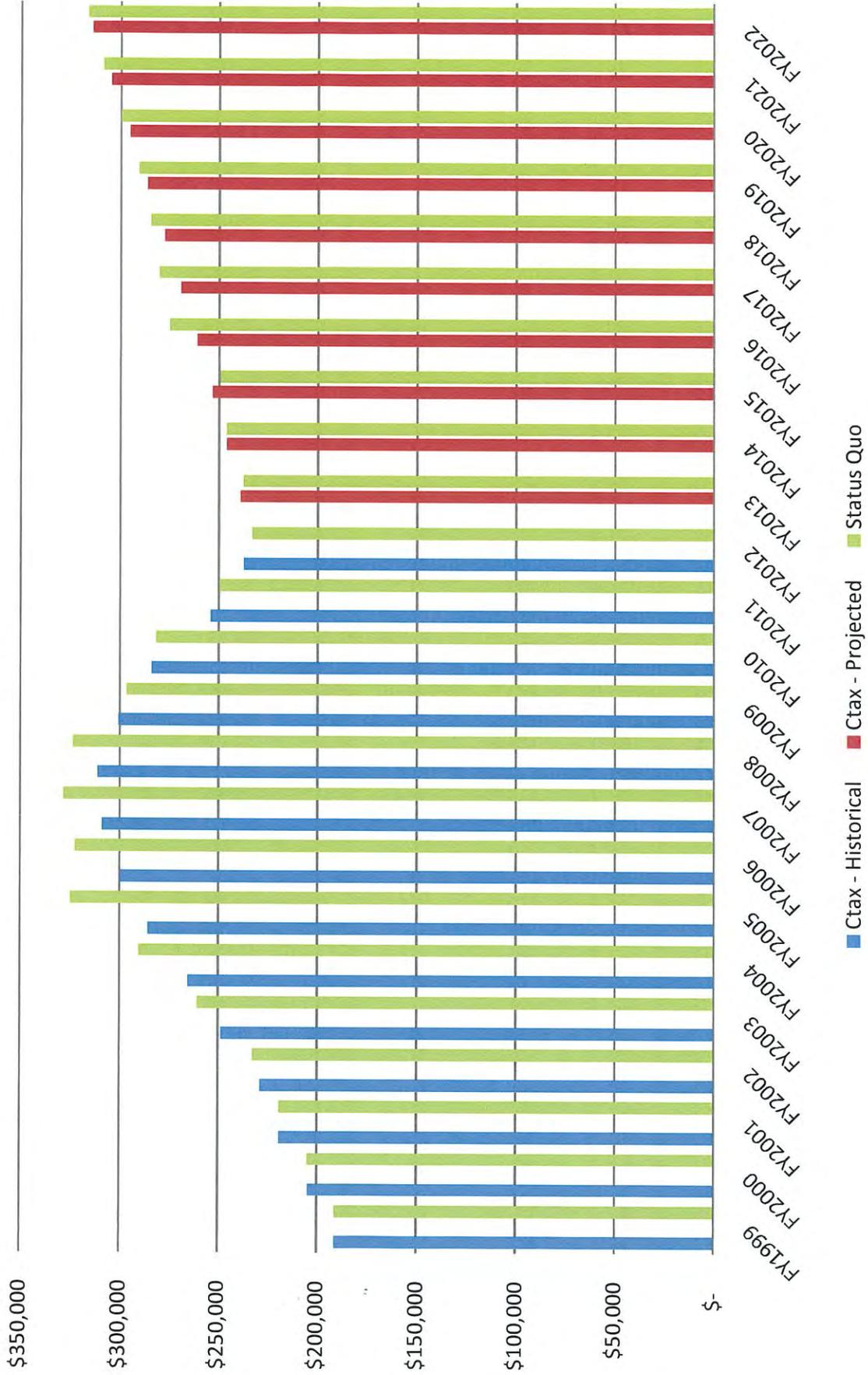
Nevada's Consolidated Tax A Review and Analysis of Alternatives



Nevada's Consolidated Tax
A Review and Analysis of Alternatives

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C-tax Option 2g Town of Gardnerville



Town of Gardnerville - C-tax revision that will be introduced in the legislature

	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Annual Growth Rates														
Population	-2.8%	0.3%	-3.0%	-9.4%	15.0%	8.3%	3.0%	14.0%	5.6%	6.2%	17.4%	1.9%	7.4%	-2.8%
Assessed Value	8.3%	-0.8%	-19.2%	-8.1%	-3.1%	12.0%	3.4%	10.9%	17.3%	9.3%	12.3%	23.6%	13.3%	8.3%
Status Quo Distribution														
Base	\$ 263,058	\$ 263,322	\$ 249,445	\$ 232,880	\$ 237,417	\$ 243,226	\$ 249,193	\$ 255,299	\$ 261,553	\$ 267,961	\$ 274,527	\$ 281,252	\$ 288,143	\$ 295,203
Excess	\$ 33,684	\$ 18,295	\$ -	\$ -	\$ -	\$ 2,792	\$ -	\$ 19,836	\$ 18,946	\$ 16,866	\$ 16,362	\$ 18,826	\$ 20,594	\$ 21,338
Total	\$ 296,743	\$ 281,616	\$ 249,445	\$ 232,880	\$ 237,417	\$ 246,018	\$ 249,193	\$ 275,135	\$ 280,500	\$ 284,828	\$ 290,888	\$ 300,078	\$ 308,737	\$ 316,540
Growth Rate	-8.3%	-5.1%	-11.4%	-6.6%	1.9%	3.6%	1.3%	10.4%	1.9%	1.5%	2.1%	3.2%	2.9%	2.5%
Alternative Distribution - Historical Model														
Base	\$ 300,835	\$ 283,980	\$ 254,156	\$ 237,278	\$ 241,569	\$ 247,875	\$ 255,888	\$ 263,530	\$ 271,889	\$ 280,392	\$ 289,184	\$ 298,273	\$ 308,375	\$ 318,094
Excess	\$ -	\$ -	\$ -	\$ -	\$ 1,868	\$ 2,808	\$ 2,303	\$ 2,561	\$ 2,478	\$ 2,533	\$ 2,599	\$ 2,711	\$ 2,094	\$ 2,176
Total	\$ 300,835	\$ 283,980	\$ 254,156	\$ 237,278	\$ 243,437	\$ 250,683	\$ 258,191	\$ 266,092	\$ 274,367	\$ 282,925	\$ 291,783	\$ 300,984	\$ 310,468	\$ 320,270
Growth Rate	-3.4%	-5.0%	-10.5%	-6.6%	2.6%	3.0%	3.0%	3.1%	3.1%	3.1%	3.1%	3.2%	3.2%	3.2%
Alternative Distribution - Forward-looking Model														
Base	\$ 263,058	\$ 263,322	\$ 249,445	\$ 232,880	\$ 237,091	\$ 243,280	\$ 251,145	\$ 258,646	\$ 266,850	\$ 275,196	\$ 283,824	\$ 292,744	\$ 302,658	\$ 312,196
Excess	\$ 33,684	\$ 18,295	\$ -	\$ -	\$ 1,834	\$ 2,756	\$ 2,260	\$ 2,514	\$ 2,432	\$ 2,486	\$ 2,550	\$ 2,660	\$ 2,054	\$ 2,135
Total	\$ 296,743	\$ 281,616	\$ 249,445	\$ 232,880	\$ 238,925	\$ 246,036	\$ 253,406	\$ 261,160	\$ 269,282	\$ 277,682	\$ 286,374	\$ 295,404	\$ 304,712	\$ 314,332
Growth Rate	-8.3%	-5.1%	-11.4%	-6.6%	2.6%	3.0%	3.0%	3.1%	3.1%	3.1%	3.1%	3.2%	3.2%	3.2%

SUMMARY—Revises various provisions relating to the distribution of certain taxes to local governments. (BDR 32-247)

FISCAL NOTE: Effect on Local Government: May have Fiscal Impact.

Effect on the State: Yes.

AN ACT relating to taxation; revising the provisions relating to the certification of populations by the Governor; revising the provisions relating to the allocation and distribution of taxes from the Local Government Tax Distribution Account; revising the provisions relating to the establishment of an alternative formula for the distribution of taxes from the Local Government Tax Distribution Account by cooperative agreement; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

For purposes of apportioning taxes collected by the Department of Taxation where the basis of the apportionment is the population of the political subdivision, existing law requires the Department to use the populations certified by the Governor. (NRS 360.285) **Section 1** of this bill clarifies that each apportioned payment attributable to a fiscal year must be based upon the Governor's certification made on or before March 1 immediately preceding the fiscal year for which the payment will be made.



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COMMITTEE INTRODUCTION REQUIRED

Existing law establishes the statutory formulas for distributing tax proceeds from the Local Government Tax Distribution Account to local governments, enterprise districts and special districts. (NRS 360.680, 360.690) **Sections 2-4** of this bill establish different formulas to calculate the distribution of the tax proceeds.

Existing law authorizes the governing bodies of two or more local governments or special districts, or any combination thereof, to enter into a cooperative agreement that sets forth an alternative formula for the distribution of taxes from the Local Government Tax Distribution Account. (NRS 360.730) **Section 5** of this bill changes the date by which a copy of an approved cooperative agreement must be transmitted to the Executive Director of the Department of Taxation from December 1 of the year immediately preceding the initial year of distribution that will be governed by the cooperative agreement to April 1 of the initial year of distribution. **Section 5** also requires local governments and special districts who anticipate being parties to such a cooperative agreement to provide to the Department of Taxation on or before March 1 of the initial year of distribution that will be governed by the cooperative agreement a nonbinding notice of intent to enter into the cooperative agreement.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 360.285 is hereby amended to read as follows:



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360.285 1. For the purposes of this title, the Governor shall, on or before March 1 of each year, certify the population of each town, township, city and county in this state as of the immediately preceding July 1 from the determination submitted to the Governor by the Department pursuant to subsection 4 of NRS 360.283.

2. Where any tax is collected by the Department for apportionment in whole or in part to any political subdivision and the basis of the apportionment is the population of the political subdivision, the Department shall use the populations certified by the Governor. The transition from one such certification to the next must be made on July 1 following the certification for use in the fiscal year beginning then. Every payment ~~before that date~~ *attributable to a fiscal year* must be based upon the ~~earlier~~ certification ~~and every payment on or after that date must be based upon the later certification.~~ *made on or before March 1 immediately preceding the fiscal year to which the payment will be attributed.*

Sec. 2. NRS 360.680 is hereby amended to read as follows:

360.680 1. On or before July 1 of each year, the Executive Director shall allocate to each enterprise district an amount equal to the amount that the enterprise district received from the Account in the immediately preceding fiscal year.

2. Except as otherwise provided in NRS 360.690 and 360.730, the Executive Director, after subtracting the amount allocated to each enterprise district pursuant to subsection 1, shall allocate to each local government or special district which is eligible for an allocation from the Account pursuant to NRS 360.670 an amount from the Account that is equal to the amount allocated to the local government or special district for the preceding fiscal year, minus any



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excess amount allocated pursuant to subsection 4, 5, 6 or 7 of NRS 360.690, multiplied by 1 plus the *average* percentage change in the Consumer Price Index (All Items) ~~for~~ over the ~~year ending on December 31~~ *5 calendar years* immediately preceding the year in which the allocation is made.

Sec. 3. NRS 360.680 is hereby amended to read as follows:

360.680 1. On or before July 1 of each year, the Executive Director shall allocate to each enterprise district an amount equal to the amount that the enterprise district received from the Account in the immediately preceding fiscal year.

2. Except as otherwise provided in NRS 360.690 and 360.730, the Executive Director, after subtracting the amount allocated to each enterprise district pursuant to subsection 1, shall allocate to each local government or special district which is eligible for an allocation from the Account pursuant to NRS 360.670 an amount from the Account that is equal to the amount allocated to the local government or special district for the preceding fiscal year ~~minus any excess amount allocated pursuant to subsection 4, 5, 6 or 7 of NRS 360.690,~~ multiplied by 1 plus the average percentage change in the Consumer Price Index (All Items) over the 5 calendar years immediately preceding the year in which the allocation is made.

Sec. 4. NRS 360.690 is hereby amended to read as follows:

360.690 1. Except as otherwise provided in NRS 360.730, the Executive Director shall estimate monthly the amount each local government, special district and enterprise district will receive from the Account pursuant to the provisions of this section.



2. The Executive Director shall establish a base monthly allocation for each local government, special district and enterprise district by dividing the amount determined pursuant to NRS 360.680 for each local government, special district and enterprise district by 12, and the State Treasurer shall, except as otherwise provided in subsections 3 to ~~18~~ 7, inclusive, remit monthly that amount to each local government, special district and enterprise district.

3. If, after making the allocation to each enterprise district for the month, the Executive Director determines there is not sufficient money available in the county's subaccount in the Account to allocate to each local government and special district the base monthly allocation determined pursuant to subsection 2, he or she shall prorate the money in the county's subaccount and allocate to each local government and special district an amount equal to its proportionate percentage of the total amount of the base monthly allocations determined pursuant to subsection 2 for all local governments and special districts within the county. The State Treasurer shall remit that amount to the local government or special district.

4. Except as otherwise provided in subsections ~~15 to 8, inclusive,~~ *6 and 7, for a county whose population is 100,000 or more*, if the Executive Director determines that there is money remaining in the county's subaccount in the Account after the base monthly allocation determined pursuant to subsection 2 has been allocated to each local government, special district and enterprise district, he or she shall immediately determine and allocate each:

(a) Local government's share of the remaining money by:

(1) Multiplying one-twelfth of the amount allocated pursuant to NRS 360.680 by *0.02* plus the sum of ~~the~~:



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(I) ~~{Average}~~ *The average* percentage of change in the population of the local government over the 5 fiscal years immediately preceding the year in which the allocation is made, as certified by the Governor pursuant to NRS 360.285, except as otherwise provided in subsection ~~{9;} 8;~~ and

(II) ~~{Average}~~ *The greater of zero or the average* percentage of change in the assessed valuation of the taxable property in the local government, including assessed valuation attributable to a redevelopment agency but excluding the portion attributable to the net proceeds of minerals, over the year in which the allocation is made, as projected by the Department, and the 4 fiscal years immediately preceding the year in which the allocation is made; and

(2) Using the figure calculated pursuant to subparagraph (1) to calculate and allocate to each local government an amount equal to the proportion that the figure calculated pursuant to subparagraph (1) bears to the total amount of the figures calculated pursuant to subparagraph (1) of this paragraph and subparagraph (1) of paragraph (b), respectively, for the local governments and special districts located in the same county multiplied by the total amount available in the subaccount ~~{}~~, *except that if the figure calculated pursuant to subparagraph (1) is less than zero, that figure must be treated as being zero for purposes of determining the allocation pursuant to this subparagraph;* and

(b) Special district's share of the remaining money by:

(1) Multiplying one-twelfth of the amount allocated pursuant to NRS 360.680 by *0.02 plus either the greater of zero or the average* change in the assessed valuation of the taxable property in the special district, including assessed valuation attributable to a redevelopment



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agency but excluding the portion attributable to the net proceeds of minerals, over the year in which the allocation is made, as projected by the Department, and the 4 fiscal years immediately preceding the year in which the allocation is made; and

(2) Using the figure calculated pursuant to subparagraph (1) to calculate and allocate to each special district an amount equal to the proportion that the figure calculated pursuant to subparagraph (1) bears to the total amount of the figures calculated pursuant to subparagraph (1) of this paragraph and subparagraph (1) of paragraph (a), respectively, for the local governments and special districts located in the same county multiplied by the total amount available in the subaccount.

↪ The State Treasurer shall remit the amount allocated to each local government or special district pursuant to this subsection.

5. Except as otherwise provided in subsection ~~6 or~~ 7, *for a county whose population is less than 100,000*, if the Executive Director determines that there is money remaining in the county's subaccount in the Account after the base monthly allocation determined pursuant to subsection 2 has been allocated to each local government, special district and enterprise district , ~~and that the average amount over the 5 fiscal years immediately preceding the year in which the allocation is made of the assessed valuation of taxable property which is attributable to the net proceeds of minerals in the county is equal to at least \$50,000,000 or that the average percentage of change in population of the county over the 5 fiscal years immediately preceding the year in which the allocation is made, as certified by the Governor pursuant to NRS 360.285, except as otherwise provided in subsection 9, is a negative figure or that the average amount over the 5~~



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~~fiscal years immediately preceding the year in which the allocation is made of the assessed valuation of taxable property which is attributable to the net proceeds of minerals in the county is equal to at least \$50,000,000 and the average percentage of change in population of the county over the 5 fiscal years immediately preceding the year in which the allocation is made, as certified by the Governor pursuant to NRS 360.285, except as otherwise provided in subsection 9, is a negative figure.]~~ the Executive Director shall immediately determine and allocate each:

(a) Local government's share of the remaining money by:

(1) Multiplying one-twelfth of the amount allocated pursuant to NRS 360.680 by 1 plus the sum of the:

(I) Average percentage of change in the population of the local government over the 5 fiscal years immediately preceding the year in which the allocation is made, as certified by the Governor pursuant to NRS 360.285, except as otherwise provided in subsection ~~9;~~ 8; and

(II) Average percentage of change in the assessed valuation of the taxable property in the local government, including assessed valuation attributable to a redevelopment agency but excluding the portion attributable to the net proceeds of minerals, over the year in which the allocation is made, as projected by the Department, and the 4 fiscal years immediately preceding the year in which the allocation is made; and

(2) Using the figure calculated pursuant to subparagraph (1) to calculate and allocate to each local government an amount equal to the proportion that the figure calculated pursuant to subparagraph (1) bears to the total amount of the figures calculated pursuant to subparagraph (1) of this paragraph and subparagraph (1) of paragraph (b), respectively, for the local governments



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and special districts located in the same county multiplied by the total amount available in the subaccount; and

(b) Special district's share of the remaining money by:

(1) Multiplying one-twelfth of the amount allocated pursuant to NRS 360.680 by 1 plus the average change in the assessed valuation of the taxable property in the special district, including assessed valuation attributable to a redevelopment agency but excluding the portion attributable to the net proceeds of minerals, over the year in which the allocation is made, as projected by the Department, and the 4 fiscal years immediately preceding the year in which the allocation is made; and

(2) Using the figure calculated pursuant to subparagraph (1) to calculate and allocate to each special district an amount equal to the proportion that the figure calculated pursuant to subparagraph (1) bears to the total amount of the figures calculated pursuant to subparagraph (1) of this paragraph and subparagraph (1) of paragraph (a), respectively, for the local governments and special districts located in the same county multiplied by the total amount available in the subaccount.

→ The State Treasurer shall remit the amount allocated to each local government or special district pursuant to this subsection.

6. ~~{Except as otherwise provided in subsection 8, if}~~ *If* the Executive Director determines that there is money remaining in the county's subaccount in the Account after the base monthly allocation determined pursuant to subsection 2 has been allocated to each local government, special district and enterprise district, ~~{that the sum of the average percentage of change in~~



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population and the average percentage of change in the assessed valuation of taxable property, as calculated pursuant to subparagraph (1) of paragraph (a) of subsection 4 for each of those local governments, is a negative figure, and that the average change in the assessed valuation of the taxable property in each of those special districts, as calculated pursuant to subparagraph (1) of paragraph (b) of subsection 4, is a negative figure, he or she shall immediately determine and allocate each:

—(a) Local government's share of the remaining money by:

——(1) Multiplying one twelfth of the amount allocated pursuant to NRS 360.680 by 1 plus the sum of the:

———(I) Average percentage of change in the population of the local government over the 5 fiscal years immediately preceding the year in which the allocation is made, as certified by the Governor pursuant to NRS 360.285, except as otherwise provided in subsection 9; and

———(II) Average percentage of change in the assessed valuation of the taxable property in the local government, including assessed valuation attributable to a redevelopment agency but excluding the portion attributable to the net proceeds of minerals, over the year in which the allocation is made, as projected by the Department, and the 4 fiscal years immediately preceding the year in which the allocation is made; and

——(2) Using the figure calculated pursuant to subparagraph (1) to calculate and allocate to each local government an amount equal to the proportion that the figure calculated pursuant to subparagraph (1) bears to the total amount of the figures calculated pursuant to subparagraph (1) of this paragraph and subparagraph (1) of paragraph (b), respectively, for the local governments



~~and special districts located in the same county multiplied by the total amount available in the subaccount; and~~

~~— (b) Special district's share of the remaining money by:~~

~~— (1) Multiplying one twelfth of the amount allocated pursuant to NRS 360.680 by 1 plus the average change in the assessed valuation of the taxable property in the special district, including assessed valuation attributable to a redevelopment agency but excluding the portion attributable to the net proceeds of minerals, over the year in which the allocation is made, as projected by the Department, and the 4 fiscal years immediately preceding the year in which the allocation is made; and~~

~~— (2) Using the figure calculated pursuant to subparagraph (1) to calculate and allocate to each special district an amount equal to the proportion that the figure calculated pursuant to subparagraph (1) bears to the total amount of the figures calculated pursuant to subparagraph (1) of this paragraph and subparagraph (1) of paragraph (a), respectively, for the local governments and special districts located in the same county multiplied by the total amount available in the subaccount.~~

~~→ The~~ *and if the calculations performed pursuant to paragraph (a) of subsection 4 require the use of zero for each local government, the Executive Director shall allocate to each local government and special district an amount equal to its proportionate percentage of the total amount of the base monthly allocations determined pursuant to subsection 2 for all local governments and special districts within the county. The State Treasurer shall remit the amount allocated to each local government or special district pursuant to this subsection.*



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7. ~~[Except as otherwise provided in subsection 8, if the Executive Director determines that there is money remaining in the county's subaccount in the Account after the base monthly allocation determined pursuant to subsection 2 has been allocated to each local government, special district and enterprise district, that the sum of the average percentage of change in population and the average percentage of change in the assessed valuation of taxable property, as calculated pursuant to subparagraph (1) of paragraph (a) of subsection 4 for each of those local governments, is a negative figure, and that the average change in the assessed valuation of the taxable property in any of those special districts, as calculated pursuant to subparagraph (1) of paragraph (b) of subsection 4, is a positive figure, he or she shall immediately determine and allocate each:~~

~~— (a) Local government's share of the remaining money by:~~

~~—— (1) Multiplying one twelfth of the amount allocated pursuant to NRS 360.680 by 1 plus the sum of the:~~

~~———— (I) Average percentage of change in the population of the local government over the 5 fiscal years immediately preceding the year in which the allocation is made, as certified by the Governor pursuant to NRS 360.285, except as otherwise provided in subsection 9; and~~

~~———— (II) Average percentage of change in the assessed valuation of the taxable property in the local government, including assessed valuation attributable to a redevelopment agency but excluding the portion attributable to the net proceeds of minerals, over the year in which the allocation is made, as projected by the Department, and the 4 fiscal years immediately preceding the year in which the allocation is made; and~~



~~——(2) Using the figure calculated pursuant to subparagraph (1) to calculate and allocate to each local government an amount equal to the proportion that the figure calculated pursuant to subparagraph (1) bears to the total amount of the figures calculated pursuant to subparagraph (1) of this paragraph and subparagraph (1) of paragraph (b), respectively, for the local governments and special districts located in the same county multiplied by the total amount available in the subaccount; and~~

~~——(b) Special district's share of the remaining money by:~~

~~——(1) Multiplying one twelfth of the amount allocated pursuant to NRS 360.680 by 1 plus the sum of the:~~

~~——(I) Average percentage of change in the population of the county over the 5 fiscal years immediately preceding the year in which the allocation is made, as certified by the Governor pursuant to NRS 360.285, except as otherwise provided in subsection 9; and~~

~~——(II) Average change in the assessed valuation of the taxable property in the special district, including assessed valuation attributable to a redevelopment agency but excluding the portion attributable to the net proceeds of minerals, over the year in which the allocation is made, as projected by the Department, and the 4 fiscal years immediately preceding the year in which the allocation is made; and~~

~~——(2) Using the figure calculated pursuant to subparagraph (1) to calculate and allocate to each special district an amount equal to the proportion that the figure calculated pursuant to subparagraph (1) bears to the total amount of the figures calculated pursuant to subparagraph (1) of this paragraph and subparagraph (1) of paragraph (a), respectively, for the local governments~~



~~and special districts located in the same county multiplied by the total amount available in the subaccount.~~

~~↪ The State Treasurer shall remit the amount allocated to each local government or special district pursuant to this subsection.~~

~~—8.} The Executive Director shall not allocate any amount to a local government or special district pursuant to subsection 4, 5 ~~4~~ or 6 ~~4 or 7~~ unless the amount distributed and allocated to each of the local governments and special districts in the county in each preceding month of the fiscal year in which the allocation is to be made was at least equal to the base monthly allocation determined pursuant to subsection 2. If the amounts distributed to the local governments and special districts in the county for the preceding months of the fiscal year in which the allocation is to be made were less than the base monthly allocation determined pursuant to subsection 2 and the Executive Director determines there is money remaining in the county's subaccount in the Account after the distribution for the month has been made, he or she shall:~~

(a) Determine the amount by which the base monthly allocations determined pursuant to subsection 2 for each local government and special district in the county for the preceding months of the fiscal year in which the allocation is to be made exceeds the amounts actually received by the local governments and special districts in the county for the same period; and

(b) Compare the amount determined pursuant to paragraph (a) to the amount of money remaining in the county's subaccount in the Account to determine which amount is greater.

↪ If the Executive Director determines that the amount determined pursuant to paragraph (a) is greater, he or she shall allocate the money remaining in the county's subaccount in the Account



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pursuant to the provisions of subsection 3. If the Executive Director determines that the amount of money remaining in the county's subaccount in the Account is greater, he or she shall first allocate the money necessary for each local government and special district to receive the base monthly allocation determined pursuant to subsection 2 and the State Treasurer shall remit that money so allocated. The Executive Director shall allocate any additional money in the county's subaccount in the Account pursuant to the provisions of subsection 4, 5 ~~+~~ or 6 , ~~for 7,~~ as appropriate.

~~9.~~ 8. The percentage changes in population calculated pursuant to subsections 4 ~~to 7,~~ ~~inclusive,~~ and 5 must:

(a) Except as otherwise provided in paragraph (c), if the Bureau of the Census of the United States Department of Commerce issues population totals that conflict with the totals certified by the Governor pursuant to NRS 360.285, be an estimate of the change in population for the calendar year, based upon the population totals issued by the Bureau of the Census.

(b) If a new method of determining population is established pursuant to NRS 360.283, be adjusted in a manner that will result in the percentage change being based on population determined pursuant to the new method for both the fiscal year in which the allocation is made and the fiscal year immediately preceding the year in which the allocation is made.

(c) If a local government files a formal appeal with the Bureau of the Census concerning the population total of the local government issued by the Bureau of the Census, be calculated using the population total certified by the Governor pursuant to NRS 360.285 until the appeal is resolved. If additional money is allocated to the local government because the population total



certified by the Governor is greater than the population total issued by the Bureau of the Census, the State Treasurer shall deposit that additional money in a separate interest-bearing account. Upon resolution of the appeal, if the population total finally determined pursuant to the appeal is:

(1) Equal to or less than the population total initially issued by the Bureau of the Census, the State Treasurer shall transfer the total amount in the separate interest-bearing account, including interest but excluding any administrative fees, to the Local Government Tax Distribution Account for allocation among the local governments in the county pursuant to subsection 4, 5 ~~+~~ or 6, ~~+~~ as appropriate.

(2) Greater than the population total initially issued by the Bureau of the Census, the Executive Director shall calculate the amount that would have been allocated to the local government pursuant to subsection 4, 5 ~~+~~ or 6, ~~+~~ as appropriate, if the population total finally determined pursuant to the appeal had been used and the State Treasurer shall remit to the local government an amount equal to the difference between the amount actually distributed and the amount calculated pursuant to this subparagraph or the total amount in the separate interest-bearing account, including interest but excluding any administrative fees, whichever is less.

~~+~~ 9. On or before February 15 of each year, the Executive Director shall provide to each local government, special district and enterprise district a preliminary estimate of the revenue it will receive from the Account for that fiscal year.

~~+~~ 10. On or before March 15 of each year, the Executive Director shall:



(a) Make an estimate of the receipts from each tax included in the Account on an accrual basis for the next fiscal year in accordance with generally accepted accounting principles, including an estimate for each county of the receipts from each tax included in the Account; and

(b) Provide to each local government, special district and enterprise district an estimate of the amount that local government, special district or enterprise district would receive based upon the estimate made pursuant to paragraph (a) and calculated pursuant to the provisions of this section.

~~12.~~ **11.** A local government, special district or enterprise district may use the estimate provided by the Executive Director pursuant to subsection ~~11~~ **10** in the preparation of its budget.

Sec. 5. NRS 360.730 is hereby amended to read as follows:

360.730 1. The governing bodies of two or more local governments or special districts, or any combination thereof, may, pursuant to the provisions of NRS 277.045, enter into a cooperative agreement that sets forth an alternative formula for the distribution of the taxes included in the Account to the local governments or special districts which are parties to the agreement. The governing bodies of each local government or special district that is a party to the agreement must approve the alternative formula by majority vote.

2. If a person who is authorized to make administrative decisions regarding cooperative agreements on behalf of a local government or special district anticipates that the local government or special district will enter into a cooperative agreement pursuant to subsection 1, a notice of intent must be provided to the Department on or before March 1 of the initial year of distribution that will be governed by the cooperative agreement. The notice:



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(a) May be submitted by the authorized person without a vote of the governing body of the local government or special district;

(b) Must be submitted on a form prescribed by the Department and, to the extent possible, be accompanied by an explanation of the provisions to be included in the cooperative agreement; and

(c) Is not binding on the local government or special district on whose behalf it is submitted, and does not prevent the local government or special district from negotiating or entering into a cooperative agreement after March 1 of the initial year of distribution that will be governed by the cooperative agreement.

3. The county clerk of a county in which a local government or special district that is a party to a cooperative agreement pursuant to subsection 1 is located shall transmit a copy of the cooperative agreement to the Executive Director:

(a) Within 10 days after the agreement is approved by each of the governing bodies of the local governments or special districts that are parties to the agreement; and

(b) Not later than ~~December 31 of the year immediately preceding~~ *April 1* of the initial year of distribution that will be governed by the cooperative agreement.

~~3.1~~ 4. The governing bodies of two or more local governments or special districts shall not enter into more than one cooperative agreement pursuant to subsection 1 that involves the same local governments or special districts.



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~~4.1~~ 5. If at least two cooperative agreements exist among the local governments and special districts that are located in the same county, the Executive Director shall ensure that the terms of those cooperative agreements do not conflict.

~~5.1~~ 6. Any local government or special district that is not a party to a cooperative agreement pursuant to subsection 1 must continue to receive money from the Account pursuant to the provisions of NRS 360.680 and 360.690.

~~6.1~~ 7. The governing bodies of the local governments and special districts that have entered into a cooperative agreement pursuant to subsection 1 may, by majority vote, amend the terms of the agreement. The governing bodies shall not amend the terms of a cooperative agreement more than once during the first 2 years after the cooperative agreement is effective and once every year thereafter, unless the Committee on Local Government Finance approves the amendment. The provisions of this subsection do not apply to any interlocal agreements for the consolidation of governmental services entered into by local governments or special districts pursuant to the provisions of NRS 277.080 to 277.180, inclusive, that do not relate to the distribution of taxes included in the Account.

~~7.1~~ 8. A cooperative agreement executed pursuant to this section may not be terminated unless the governing body of each local government or special district that is a party to a cooperative agreement pursuant to subsection 1 agrees to terminate the agreement.

~~8.1~~ 9. For each fiscal year the cooperative agreement is in effect, the Executive Director shall continue to calculate the amount each local government or special district that is a party to a



cooperative agreement pursuant to subsection 1 would receive pursuant to the provisions of NRS 360.680 and 360.690.

~~19.1~~ 10. If the governing bodies of the local governments or special districts that are parties to a cooperative agreement terminate the agreement pursuant to subsection ~~17.1~~ 8, the Executive Director must distribute to those local governments or special districts an amount equal to the amount the local government or special district would have received pursuant to the provisions of NRS 360.680 and 360.690 according to the calculations performed pursuant to subsection ~~18.1~~ 9.

Sec. 6. NRS 354.59813 is hereby amended to read as follows:

354.59813 1. In addition to the allowed revenue from taxes ad valorem determined pursuant to NRS 354.59811, if the estimate of the revenue available from the supplemental city-county relief tax to the county as determined by the Executive Director of the Department of Taxation pursuant to the provisions of subsection ~~11.1~~ 10 of NRS 360.690 is less than the amount of money that would be generated by applying a tax rate of \$1.15 per \$100 of assessed valuation to the assessed valuation of the county, except any assessed valuation attributable to the net proceeds of minerals, the governing body of each local government may levy an additional tax ad valorem for operating purposes. The total tax levied by the governing body of a local government pursuant to this section must not exceed a rate calculated to produce revenue equal to the difference between the:

(a) Amount of revenue from supplemental city-county relief tax estimated to be received by the county pursuant to subsection ~~11.1~~ 10 of NRS 360.690; and



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(b) The tax that the county would have been estimated to receive if the estimate for the total revenue available from the tax was equal to the amount of money that would be generated by applying a tax rate of \$1.15 per \$100 of assessed valuation to the assessed valuation of the county,

→ multiplied by the proportion determined for the local government pursuant to subparagraph (2) of paragraph (a) of subsection 4 of NRS 360.690, subparagraph (2) of paragraph (a) of *subsection 5 of NRS 360.690* or subsection 6 of NRS ~~360.690 or subparagraph (2) of paragraph (a) of subsection 7 of NRS~~ 360.690, as appropriate.

2. Any additional taxes ad valorem levied as a result of the application of this section must not be included in the base from which the allowed revenue from taxes ad valorem for the next subsequent year is computed.

3. As used in this section, “local government” has the meaning ascribed to it in NRS 360.640.

Sec. 7. NRS 354.598747 is hereby amended to read as follows:

354.598747 1. To calculate the amount to be distributed pursuant to the provisions of NRS 360.680 and 360.690 from a county’s subaccount in the Local Government Tax Distribution Account to a local government, special district or enterprise district after it assumes the functions of another local government, special district or enterprise district:

(a) Except as otherwise provided in this section, the Executive Director of the Department of Taxation shall:



(1) Add the amounts calculated pursuant to subsection 1 or 2 of NRS 360.680 for each local government, special district or enterprise district and allocate the combined amount to the local government, special district or enterprise district that assumes the functions; and

(2) If applicable, add the average change in population and average change in the assessed valuation of taxable property that would otherwise be allowed to the local government or special district whose functions are assumed, including the assessed valuation attributable to a redevelopment agency but excluding the portion attributable to the net proceeds of minerals, pursuant to subsection 4, 5 ~~or 6~~ ~~or 7~~ of NRS 360.690, as appropriate, to the average change in population and average change in assessed valuation for the local government, special district or enterprise district that assumes the functions.

(b) If two or more local governments, special districts or enterprise districts assume the functions of another local government, special district or enterprise district, the additional revenue must be divided among the local governments, special districts or enterprise districts that assume the functions on the basis of the proportionate costs of the functions assumed.

→ The Nevada Tax Commission shall not allow any increase in the allowed revenue from the taxes contained in the county's subaccount in the Local Government Tax Distribution Account if the increase would result in a decrease in revenue of any local government, special district or enterprise district in the county that does not assume those functions. If more than one local government, special district or enterprise district assumes the functions, the Nevada Tax Commission shall determine the appropriate amounts calculated pursuant to subparagraphs (1) and (2) of paragraph (a).



2. If a city disincorporates, the board of county commissioners of the county in which the city is located must determine the amount the unincorporated town created by the disincorporation will receive pursuant to the provisions of NRS 360.600 to 360.740, inclusive.

3. As used in this section:

(a) "Enterprise district" has the meaning ascribed to it in NRS 360.620.

(b) "Local government" has the meaning ascribed to it in NRS 360.640.

(c) "Special district" has the meaning ascribed to it in NRS 360.650.

Sec. 8. 1. This act becomes effective upon passage and approval for the purposes of performing any preparatory administrative tasks that are necessary to carry out the provisions of this act.

2. This section and sections 1, 2 and 4 to 7, inclusive, of this act become effective on July 1, 2013.

3. Section 3 of this act becomes effective on July 1, 2014.



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Nevada Consolidated Tax Distribution Model
Jurisdiction Impact Assessment Summary

Scenario 2G | Moderate C-Tax Revenue Growth (4% to 5%); Prior Year Actual Base Carry-forward; 5-Year Moving Average on Annual CPI Base Adjustment; Harmless AV (Not on Population); Plus Factor: 0.02 (Urban) 1.00 (Rural); Preliminary Base Year FY 2013; No Base Adjustment

	FY1999	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013
GARDNERVILLE															
Annual Growth Rates															
Population	5.7%	9.0%	8.3%	3.0%	14.0%	5.6%	6.2%	17.4%	1.9%	7.4%	-2.8%	0.3%	-3.0%	-9.4%	15.0%
Assessed Value	12.8%	8.1%	12.0%	3.4%	10.9%	17.3%	9.3%	12.3%	23.6%	13.3%	8.3%	-0.8%	-19.2%	-8.1%	-3.1%
Status Quo Distribution															
Base	\$ 191,243	\$ 194,303	\$ 210,556	\$ 217,715	\$ 221,199	\$ 226,508	\$ 230,811	\$ 238,428	\$ 246,534	\$ 252,698	\$ 263,058	\$ 263,322	\$ 249,445	\$ 232,880	\$ 237,417
Excess	\$ 16	\$ 10,567	\$ 8,723	\$ 14,881	\$ 39,538	\$ 63,961	\$ 94,124	\$ 84,094	\$ 81,803	\$ 70,858	\$ 33,684	\$ 18,295	\$ -	\$ -	\$ -
Total	\$ 191,259	\$ 204,870	\$ 219,279	\$ 232,596	\$ 260,736	\$ 290,469	\$ 324,935	\$ 322,522	\$ 328,338	\$ 323,556	\$ 296,743	\$ 281,616	\$ 249,445	\$ 232,880	\$ 237,417
Growth Rate		7.1%	7.0%	6.1%	12.1%	11.4%	11.9%	-0.7%	1.8%	-1.5%	-8.3%	-5.1%	-11.4%	-6.6%	1.9%
Alternative Distribution - Historical Model															
Base	\$ 191,243	\$ 195,772	\$ 209,551	\$ 224,769	\$ 233,882	\$ 253,868	\$ 271,649	\$ 292,728	\$ 304,752	\$ 309,456	\$ 300,835	\$ 283,980	\$ 254,156	\$ 237,278	\$ 241,569
Excess	\$ 16	\$ 8,947	\$ 9,650	\$ 4,078	\$ 14,663	\$ 11,414	\$ 13,999	\$ 7,218	\$ 4,314	\$ 1,920	\$ -	\$ -	\$ -	\$ -	\$ 1,868
Total	\$ 191,259	\$ 204,720	\$ 219,201	\$ 228,848	\$ 248,545	\$ 265,282	\$ 285,648	\$ 299,946	\$ 309,066	\$ 311,375	\$ 300,835	\$ 283,980	\$ 254,156	\$ 237,278	\$ 243,437
Growth Rate		7.0%	7.1%	4.4%	8.6%	6.7%	7.7%	5.0%	3.0%	0.7%	-3.4%	-5.6%	-10.5%	-6.6%	2.6%
Alternative Distribution - Forward-looking Model															
Base	\$ 191,243	\$ 194,303	\$ 210,556	\$ 217,715	\$ 221,199	\$ 226,508	\$ 230,811	\$ 238,428	\$ 246,534	\$ 252,698	\$ 263,058	\$ 263,322	\$ 249,445	\$ 232,880	\$ 237,091
Excess	\$ 16	\$ 10,567	\$ 8,723	\$ 14,881	\$ 39,538	\$ 63,961	\$ 94,124	\$ 84,094	\$ 81,803	\$ 70,858	\$ 33,684	\$ 18,295	\$ -	\$ -	\$ 1,834
Total	\$ 191,259	\$ 204,870	\$ 219,279	\$ 232,596	\$ 260,736	\$ 290,469	\$ 324,935	\$ 322,522	\$ 328,338	\$ 323,556	\$ 296,743	\$ 281,616	\$ 249,445	\$ 232,880	\$ 238,925
Growth Rate		7.1%	7.0%	6.1%	12.1%	11.4%	11.9%	-0.7%	1.8%	-1.5%	-8.3%	-5.1%	-11.4%	-6.6%	2.6%

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									ANNUALS				FORWARD-LOOKING ANALYSIS				HISTORICAL ANALYSIS			
FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Current Fiscal Year FY12	Next Three Fiscal Years FY12-FY14	Next Five Fiscal Years FY12-FY16	Next 10 Fiscal Years FY12-FY21	Last Full Fiscal Year FY11	Period of Rapid Expansion FY03-FY07	Period of Sharp Decline FY08-FY10	Last Ten Fiscal Years FY02-FY11				
8.3%	3.0%	14.0%	5.6%	6.2%	17.4%	1.9%	7.4%	-2.8%	-9.41%	4.61%	6.17%	6.93%	-2.99%	9.02%	1.66%	5.00%				
12.0%	3.4%	10.9%	17.3%	9.3%	12.3%	23.6%	13.3%	8.3%	-8.07%	0.30%	3.02%	9.09%	-19.16%	14.66%	6.92%	7.83%				
\$ 243,226	\$ 249,193	\$ 255,299	\$ 261,553	\$ 267,961	\$ 274,527	\$ 281,252	\$ 288,143	\$ 295,203	\$ 232,880	\$ 713,523	\$ 1,218,015	\$ 2,591,452	\$ 249,445	\$ 1,163,480	\$ 779,078	\$ 2,409,718				
\$ 2,792	\$ -	\$ 19,836	\$ 18,946	\$ 16,866	\$ 16,362	\$ 18,826	\$ 20,594	\$ 21,338	\$ -	\$ 2,792	\$ 22,628	\$ 114,222	\$ -	\$ 363,519	\$ 122,837	\$ 501,237				
\$ 246,018	\$ 249,193	\$ 275,135	\$ 280,500	\$ 284,828	\$ 290,888	\$ 300,078	\$ 308,737	\$ 316,540	\$ 232,880	\$ 716,315	\$ 1,240,643	\$ 2,705,675	\$ 249,445	\$ 1,526,999	\$ 901,914	\$ 2,910,955				
3.6%	1.3%	10.4%	1.9%	1.5%	2.1%	3.2%	2.9%	2.5%	-6.64%	-0.36%	2.13%	2.23%	-11.42%	7.29%	-4.95%	1.62%				
\$ 247,875	\$ 255,888	\$ 263,530	\$ 271,889	\$ 280,392	\$ 289,184	\$ 298,273	\$ 308,375	\$ 318,094	\$ 237,278	\$ 726,721	\$ 1,246,139	\$ 2,694,253	\$ 254,156	\$ 1,356,879	\$ 894,270	\$ 2,730,074				
\$ 2,808	\$ 2,303	\$ 2,561	\$ 2,478	\$ 2,533	\$ 2,599	\$ 2,711	\$ 2,094	\$ 2,176	\$ -	\$ 4,676	\$ 9,541	\$ 21,956	\$ -	\$ 51,608	\$ 1,920	\$ 57,606				
\$ 250,683	\$ 258,191	\$ 266,092	\$ 274,367	\$ 282,925	\$ 291,783	\$ 300,984	\$ 310,468	\$ 320,270	\$ 237,278	\$ 731,397	\$ 1,255,680	\$ 2,716,209	\$ 254,156	\$ 1,408,487	\$ 896,190	\$ 2,787,680				
3.0%	3.0%	3.1%	3.1%	3.1%	3.1%	3.2%	3.2%	3.2%	-6.64%	-0.36%	1.00%	2.07%	-10.50%	6.21%	-2.75%	1.67%				
\$ 243,280	\$ 251,145	\$ 258,646	\$ 266,850	\$ 275,196	\$ 283,824	\$ 292,744	\$ 302,658	\$ 312,196	\$ 232,880	\$ 713,251	\$ 1,223,042	\$ 2,644,314	\$ 249,445	\$ 1,163,480	\$ 779,078	\$ 2,409,718				
\$ 2,756	\$ 2,260	\$ 2,514	\$ 2,432	\$ 2,486	\$ 2,550	\$ 2,660	\$ 2,054	\$ 2,135	\$ -	\$ 4,590	\$ 9,364	\$ 21,547	\$ -	\$ 363,519	\$ 122,837	\$ 501,237				
\$ 246,036	\$ 253,406	\$ 261,160	\$ 269,282	\$ 277,682	\$ 286,374	\$ 295,404	\$ 304,712	\$ 314,332	\$ 232,880	\$ 717,841	\$ 1,232,406	\$ 2,665,861	\$ 249,445	\$ 1,526,999	\$ 901,914	\$ 2,910,955				
3.0%	3.0%	3.1%	3.1%	3.1%	3.1%	3.2%	3.2%	3.2%	-6.64%	-0.36%	1.00%	2.07%	-11.42%	7.29%	-4.95%	1.62%				

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Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not for Possible Action.** Discussion on the Town Attorney's Monthly Report of activities for December 2012

2. **Recommended Motion: None**

Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: January 8, 2013** **Time Requested: 10 minutes**

5. **Agenda:** Consent Administrative

6. **Background Information: Presented at meeting**

7. **Other Agency Review of Action:** Yes N/A

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not for Possible Action.** Discussion on the Town Manager/Engineer's Monthly Report of activities for December 2012

2. **Recommended Motion: None**

Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: January 8, 2013** **Time Requested: 10 minutes**

5. **Agenda:** Consent Administrative

6. **Background Information: See report**

7. **Other Agency Review of Action:** Yes N/A

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued



Ken Miller, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Linda Slater, Board Member
Mary Wenner, Board Member

Town Manager/Engineer's Monthly Report
January 8, 2013 Board Meeting

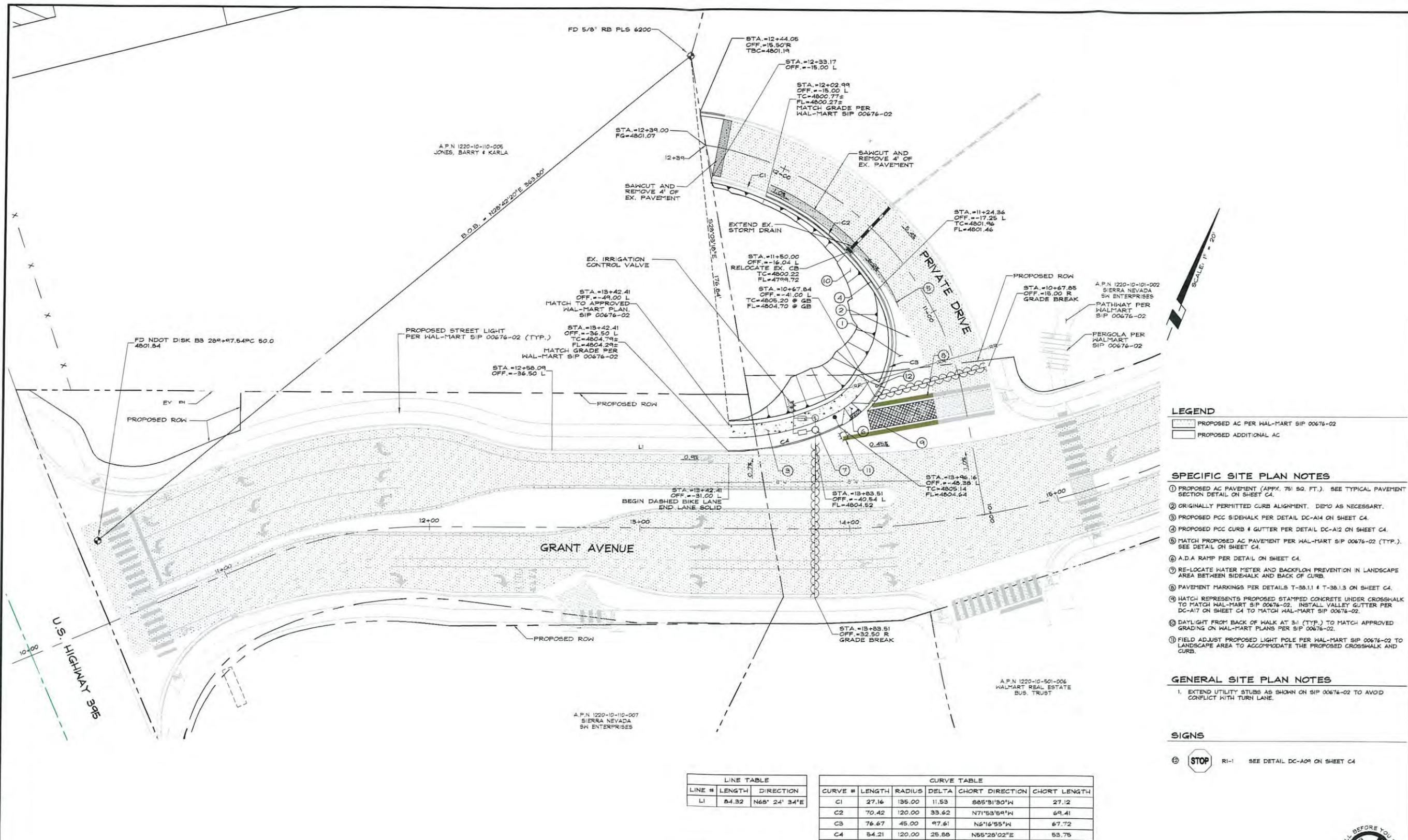
- A. Toler Lane Improvements:** – We held a service project on December 15th with the Carson Valley 3rd Ward of the LDS church they were able to plant around 400 plants along Toler Lane. We have purchased 70 more plants that staff will plant as soon as the ground thaws. The rocks have been moved into place. We do have extra rocks. We will be using them around town at various locations.
- B. Walmart:** We are waiting to hear from the general contractor, Martin Harris, on the start up of the pump station. This will all be dedicated to the town in the near future. I have not seen the revised property dedication from Pentacor. We did review the plan for the new private drive that will go onto the Jones' property. The pond water service will need to be relocated and the left turn lane will not be rebuilt. See the attached plan. The Walmart Grand Opening is tentatively scheduled for Saturday, January 26th. You will be getting an invitation to this grand opening from Walmart.
- C. Minden Gardnerville Trail Plan:** Nothing this month transpired. We are waiting to hear from NDOT about the funding. We, Towns of Minden and Gardnerville staff, are meeting with State Lands to see about getting work completed on the environmental report for future projects we can partner with Minden on regarding the trail in our application for grant funds.
- D. Eddy Street Lighting:** NV Energy finally installed the meter last week. Decorations will not be going up this year as staff will start taking decorations down next week. The contractor's electrician needs to connect to the main service and get the lights turned on.
- E. Toiyabe Sidewalk:** This project is being shelved until we can identify funds for this project. Permit is ready to be issued. We exceeded this year's budget figures on Toler Lane planting by getting the work done this year. Additionally Chichester's crack repair projects this year were over budget, but the work needed to be complete to try patch, crack seal and micro surface as a system. We need to be ready for the trench construction project on the Hellwinkel property to finish up the allocated Q1 funds.
- F. Hellwinkel Channel:** My previous meeting with Denny was re-scheduled as Denny was not ready with the plans yet. I have a meeting scheduled with Denny on Monday, January 7th to discuss this project's progress. I will be able to give the Board an update at the meeting on Tuesday.
- G. Office Items:**
- **Douglas County Standard Details:** Josh and I are reviewing the county improvement standards and design criteria and will provide them with comments. Next meeting is in two weeks.
 - **Parade of Lights:** We (Paula and I) are meeting with various business owners this month to find out their thoughts on the parade route change. The Chamber really liked the change and the sheriff's office liked it even more. It worked out really well for the amount of volunteer staff the sheriff's office was able to provide for the event. We want to see what programs the local businesses would like to see and what activities the Town or Main Street can hold before the Parade of Lights event to get people downtown before the parade event. This meeting is scheduled for the 10th of January, 9:00 am at the town office. The Chamber and Douglas



Ken Miller, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Linda Slater, Board Member
Mary Wenner, Board Member

County sheriffs will be in attendance to discuss any issues the downtown businesses may have. This is an effort to curb the retaliation we saw with this year's event.

- The HD security system we ordered came with the wrong power supply and fried the cameras. We now have the new replacement parts and the system will be installed in the restrooms within the next week.
- I attended a couple of Flood Hazard Mitigation Plan committee meetings this month. Josh and I are working on the potential flooding concerns in the valley and Josh has prepared GIS maps for this effort in identifying the valley concerns. This update will be beneficial to the town and county departments in applying for grant funds used in flood mitigation efforts similar to the Hellwinkel Project.
- The Lions Club, Ron Santi, provided a tree that was planted in the Heritage Park Community Garden area this month. Thank you to the Lyons Club for the tree.
- Josh & I will be attending a 4-day class (January 22nd -25th) in Las Vegas on Micro Surfacing, slurry seal products and field inspection and testing techniques. This will be a great class and when we return we will be putting out the bids on the Chichester Micro Surfacing project.
- The sheriffs' office asked that we paint the curb in Southgate in an effort to make sure drivers know that there is no parking. They will start enforcing the parking situation onsite and offsite in the middle of this month. You may get some calls on this.
- The swearing in ceremony went well on Wednesday, for Lloyd and Mary. Congratulations to them and it is now official. We look forward to working with them as they begin their 4-year term.
- I attended the Carson Valley Chamber of Commerce meeting to bring them updates on our meetings and let them know what the town is working on.



LEGEND

PROPOSED AC PER WAL-MART SIP 00676-02
 PROPOSED ADDITIONAL AC

- SPECIFIC SITE PLAN NOTES**
- PROPOSED AC PAVEMENT (APPR. 751 SQ. FT.). SEE TYPICAL PAVEMENT SECTION DETAIL ON SHEET C4.
 - ORIGINALLY PERMITTED CURB ALIGNMENT. DEMO AS NECESSARY.
 - PROPOSED PCC SIDEWALK PER DETAIL DC-A14 ON SHEET C4.
 - PROPOSED PCC CURB & GUTTER PER DETAIL DC-A12 ON SHEET C4.
 - MATCH PROPOSED AC PAVEMENT PER WAL-MART SIP 00676-02 (TYP.). SEE DETAIL ON SHEET C4.
 - A.D.A RAMP PER DETAIL ON SHEET C4.
 - RE-LOCATE WATER METER AND BACKFLOW PREVENTION IN LANDSCAPE AREA BETWEEN SIDEWALK AND BACK OF CURB.
 - PAVEMENT MARKINGS PER DETAILS T-38.1.1 & T-38.1.3 ON SHEET C4.
 - HATCH REPRESENTS PROPOSED STAMPED CONCRETE UNDER CROSSWALK TO MATCH WAL-MART SIP 00676-02. INSTALL VALLEY GUTTER PER DC-A17 ON SHEET C4 TO MATCH WAL-MART SIP 00676-02.
 - DAYLIGHT FROM BACK OF WALK AT 3" (TYP.) TO MATCH APPROVED GRADING ON WAL-MART PLANS PER SIP 00676-02.
 - FIELD ADJUST PROPOSED LIGHT POLE PER WAL-MART SIP 00676-02 TO LANDSCAPE AREA TO ACCOMMODATE THE PROPOSED CROSSWALK AND CURB.

- GENERAL SITE PLAN NOTES**
- EXTEND UTILITY STUBS AS SHOWN ON SIP 00676-02 TO AVOID CONFLICT WITH TURN LANE.

SIGNS

STOP R1-1 SEE DETAIL DC-A09 ON SHEET C4

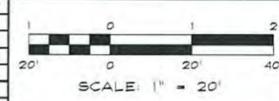
LINE TABLE			CURVE TABLE					
LINE #	LENGTH	DIRECTION	CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
L1	84.32	N65° 24' 34"E	C1	27.16	135.00	11.53	S85°31'30"W	27.12
			C2	70.42	120.00	33.62	N71°53'59"W	69.41
			C3	76.67	45.00	97.61	N6°16'55"W	67.72
			C4	84.21	120.00	25.88	N55°28'02"E	53.75

NOTE: ALL MEASUREMENTS ARE TAKEN AT THE FACE OF CURB.



Y:\Client\116\116-000\116-000-006\116-000-006.dwg 12/20/12 4:28:14 PM Rachel S. Parker

NO.	DATE	REVISION	BLOCK	BY



RO Anderson
 www.roanderson.com

NEVADA: 402 Bernissade Ave, P.O. Box 2224, Primm, NV 89423, T 775.782.2322, F 775.782.7064
 CALIFORNIA: 516 Tahoe Keys Blvd, Suite A-2, South Lake Tahoe, CA 96150, P 530.460.1660, F 775.782.7064

**PRIVATE DRIVE TRUCK TURN
 VIRGINIA RANCH DEVELOPMENT**

**SITE & GRADING
 PLAN**



DRAWN: JAG
 ENGINEER: J.J.H.
 SCALE: 1" = 20'
 DATE: 12/20/12

JOB: 0396-138-12
 DRAWING: 0396-138C03
 SHEET: **C3**
 OF: 4 SHEETS

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Gardnerville Town Board
AGENDA ACTION SHEET



1. **Not For Possible Action:** Reports and or update discussion from Town Board Members concerning the various boards they are a member of or a liaison to, or meetings and functions they have attended. These may include but not be limited to Main Street Gardnerville, Arts Council, and Nevada League of Cities. No action will be taken on these reports.

2. **Recommended Motion:** No action requested.
Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** January 8, 2013 **Time Requested:** 5 minutes

5. **Agenda:** Consent Administrative

Background Information: Is this item something Board members would like to see on the agenda each month? If there are any meetings or correspondence from the previous month it gives the members a chance to report.

6. **Other Agency Review of Action:** Douglas County N/A

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued