



Town of Gardnerville
Annual Report
2013

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Town Board Members

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

Town Staff:

Tom Dallaire, Town Manager
Carol Louthan, Office Manager Sr.
Marie Nicholson, Office Assistant Sr.
Geoffrey LaCost, Civil Engineer 1
Josh Poulson, Engineering Technician
Paula Lochridge, Main Street Program Manager

Maintenance Staff:

Jaired Briggs
Ryan Clark
Ron Grove
Jody Martin
Steve McGee
Mike Plut
Steve Thompson
Craig Tuthill

Town of Gardnerville
1407 Highway 395 N
Gardnerville, NV 89410
775-782-7134 Phone
775-782-7135 Fax
www.gardnerville-nv.gov

Town Manager's Message

At the beginning of each year town staff prepares a brief report for you - the resident, property owner and/or business owner within the Town of Gardnerville in order to share the accomplishments and projects completed during 2013, and to provide information on proposed projects for 2014.

Major highlights for 2013 were: again the fireworks show that we included in the town's Carson Valley Christmas Kickoff event. The crowd has almost doubled. It was very cold but the weather cooperated by supplying moisture a day or two before the event, and none the evening of the event. We appreciate this past year's sponsors (Carson Valley Medical Center, Cassandra Jones and the Law Firm of Houghton Jones, Roger & Carol Sandmeier, Jonathan Park and Yu Shimizu Parker and the Johansens) of this event and will need additional sponsorships next year if we are to continue this Christmas in the nighttime sky fireworks tradition. We did our first online customer service survey and awarded a free year's worth of trash service from the town Health and Sanitation department to Rachel Alexander. We thank her for her survey entry and input. Thank you to everyone who participated in the survey for supporting our effort in supplying residents with excellent customer service.

The County Commissioners approved the town's request for a tax sale for the previous Eagle Gas station property this year. After much consideration and a public workshop in September, the site will be used for a public information center and conference room. It will also provide additional parking downtown and provide a safer, much needed right-of-way adjustment and sidewalk improvement. In addition, we will be upgrading the storm drainage facility along the S-curve, eliminating storm water ponding currently prevalent during any rain event and providing for storm drainage capability to parcels located on the south side of the highway. This project is moving along at a good pace with funding from the state Brownfield program, and the state petroleum fund. We have applied for the state's Community Development Block Grant (CDBG) through the county. This application is moving forward with a presentation to the committee in late winter.

Main Street Gardnerville (MSG) continues to hold events that attract people to the downtown core businesses, working to ensure that the whole community knows where businesses are located and what merchandise and services the Gardnerville businesses have to offer. MSG is planning more events and/or programs this coming year. We are looking forward to the spring flowers down main street. The labyrinth was completed in Heritage Park Gardens. The design committee is working on the children's garden with over \$5,000 in grant funds for that additional education station.

We had two new employees start mid-year but neither one passed probation. In December we hired two employees (Ron Grove & Jaired Briggs) that worked as seasonal employees during the summer months. We also hired an engineer 1 at the end of December, Geoffrey LaCost, who joins us from Florida. With his help we are getting back on track with our 2014 projects.

We are working with NDOT to add sidewalk along Highway 395 from Kingslane to the Waterloo Center. This is in the design phase now and with Geoff's help we are making progress on the revised improvement plans. Town staff is working with NDOT staff to come up with viable options to keep the public safe and still allow for the sidewalk to be installed. The town was awarded a \$25,000 grant from State Lands, Land, Water and Conservation Fund Grant Program for the Martin Slough Pond trail amenities. We began work on this project and were near completion when Josh Poulson, Engineer Tech, left this past June. Geoff is picking up the project and we progressing on improvement plans.

Town staff is still focusing on the transverse cracks in Chichester. We bid out the work on crack filling and crack sealing on Chichester and Marion Russell due to the time constraints we were under with the new micro-surface seal coat we placed on the streets in attempt to reduce the amount of shrinkage we are currently experiencing with asphalt used for those streets.

On behalf of the Gardnerville Town Board and staff, our sincerest thank you for living in and doing business in Gardnerville during 2013 and best wishes for 2014. Please feel free to contact the town administrative office at 775.782.7134 with any comments or suggestions of projects, areas you would like to see improvement in, or projects you would like to see the town pursue.

Sincerely,
Tom Dallaire
Gardnerville Town Manager

Administration

Town Administration provides overall support for Town operations and serves as point in ensuring the Town Board's policies and goals are met. Department duties include accounts payable and receivable, purchasing and contracts, legal services, and public communications.

- a. The Town website continues to be updated by staff.
- b. We updated the Town Goals and Strategic plan.
- c. The Gardnerville Main Street Program continues working on ways to attract people to the Gardnerville downtown core and recognize the shopping potential offered by our downtown businesses.
- d. Town Manager received the Public Official certification through the UNR and Nevada League of Cities program.

Town Purchases:

- e. Public Works has a new Chevy 1 ton four wheel drive pickup with snow plow for a work truck you have probably seen pulling around the crack fill machine.
- f. Parks department purchased a new Bobcat mower in September, which should speed up mowing in 2014.
- g. Painted the Maintenance yard building to reduce the cooling costs and get all the building a uniform color and look. Thank you goes to Gardnerville Water Company for updating the look of the adjacent well site building to match.

Parks and Recreation

The Parks and Recreation Department maintains community parks, open spaces, the Martin Slough area, and provides support for Town activities.

- a. Received the "Tree City USA" recognition for the eleventh consecutive year.
- b. The eighth season of Movies in the Park continued with four great movies (*Journey 2*, *The Mysterious Island*, *Despicable Me*, *Brave*, and *We Bought a Zoo*) for



Arbor Day 2013



CHRISTMAS KICKOFF 2013

residents and visitors to enjoy at Heritage Park. This event would not be possible without the contributions of local businesses: Avalon Lodge/Historian Inn, Bodywise Physical Therapy, Cash Advance, Market Café, Mark Smith Tire Center (Les Schwab), Parigini Orthodontics and Studio Vogue. We appreciate their support.

- c. On Arbor Day 2013, the Town celebrated with the Douglas High School Environmental Club and again planted a tree at Heritage Park Community Garden at the home of the future children's garden.

- d. Other annual events held at Heritage Park included; July 4th Freedom 5k fun Run and Yankee Doodle Chalk Walk.

Valley Cruiser's annual Rockathon Car Show co-sponsored by the Gardnerville Town Board

Sertoma Club's annual Oktoberfest

Old Town Days, special thanks to Nevada Civil War Volunteers for putting on such a great educational opportunity for the community.

The Carson Valley Christmas Kickoff, which again featured a fireworks display by Lantis Fireworks. Entertainment included the Sierra Ringers, the Carson Valley Boys & Girls Club, the Carson Valley Community Theater's Young Thespians, the Christmas Carolers, and the musical light show.

- e. The Town of Gardnerville/Main Street Gardnerville float won best float in the Parade of Lights
- f. The Nevada State Division of Conservation was contracted to clean the Cottonwood Slough behind 756 and Douglas Ave.
- g. Toler Ave landscaping project was completed and will be replanted this spring with additional plants and flowers.
- h. Troop 495 Eagle Scout Project to clean up and clean out the Hellwinkel barn.
- i. Troop 240 Eagle Scout Project to install doggie pot stations along Toler Walking path and at the Virginia Ranch regional detention pond.



ACQUISITION OF EAGLE GAS

Public Works

The Public Works Department maintains 40 lane miles of local streets, the Town's storm drain conveyances, controls weeds within the public right of way, provides snow and ice control measures in inclement weather, and all other maintenance associated with the street network. Review of development projects and design of road maintenance and repair projects is provided through the Town Manager/Engineer. Josh Poulson, engineering tech, did many of the improvement projects and development reviews before he left in July. We welcome our new engineer 1, Geoffrey LaCost, E.I., in late December.

Town Projects:

- a. The ADA transition plan sidewalk study, performed by our local business, Beneficial Designs, is almost complete. Staff looks forward to bringing this project to a close.
- b. We received a grant from NV Energy for an electric charging station, the first Electrical Car Charging station in the Carson Valley and it is located on Eddy Street adjacent to the Historian Inn.



- c. Impact Construction was contracted for Chichester asphalt crack repair projects consisting of fixing cracks along Chichester, Petar and most of Marion Russell.
- d. Cruz Construction crack filled and sealed Gilman Ave, Chichester Ave, and Marion Russell to allow for the micro surfacing to be completed to make the road smoother and a more pleasant drive.

- e. VSS International completed a micorsurface seal in Chichester Estates.



CHICHESTER MICROSURFACE

- f. The Eagle Gas Station was acquired from the County. We have made great progress in the short amount of time we have owned it. We have had the heating oil tanks removed and we had the site inspected and tested. We had NV Energy trim the overhanging trees and held a workshop to get input from the community.
- g. NDOT LPA for Kingslane Sidewalk – Currently in design and coordination with NDOT.
- h. Land and Water Conservation Fund Grant – currently in project design and development.
- i. NDOT FY2013 Resubmitted project with Douglas County for trails – Ranked #1 and are waiting for funding.
- j. NDOT FY2013 Transportation Alternative Program (TAP) – Staff submitted for crosswalk upgrades and rapid flashing beacons for the crosswalks at, Kingslane, Mission Street, High School Street and Mill Street, which serve the schools within the town. Currently waiting on an NDOT contract for funding.
- k. Hellwinkel Flood Trench and Trail – Finished the flood analysis. The trench will not fix the flooding that crosses the highway along the “S” curve, but the trench will be a huge benefit and provide a great opportunity to fix many drainage issues and concerns along 395 and provide for additional

drainage opportunities to the properties located on the south side of highway 395. Have revised the scope of work for the trench and will begin construction at the end of 2014.

1. Town staff has reviewed the plans for several developments and have been working with the developers and construction crews for these projects.



CARRICK/VIRGINIA RANCH DETENTION POND

Completed Development Projects within the Town :

- a. Wal Mart was completed. Carrick Lane and the Virginia Ranch Regional Detention Pond was completed and accepted by the town for ownership and maintenance.
- b. The Ranch at Gardnerville finished the 30 parcels in Phase I and began work on Phase IIB.
- c. Golden Gate Petroleum, off of Grant Ave, will be opening in early 2014.
- d. Parkway Vista Apartments will be opening soon. The Arbor Gardens regional detention pond was completed and accepted by the town for ownership and maintenance.

Health & Sanitation

The Health and Sanitation Department collects and transports both residential and commercial municipal waste, performs street sweeping, operates the curb-side greenwaste pickup program, and maintains the Town's fleet of collection vehicles.

- a. The Greenwaste program was once again put on hold for the winter to help with fuel costs and free up maintenance staff's time for other projects within the town. If residents call, they have been asked to put out their greenwaste during the off season with your normal garbage. Picking up 10 to 15 cans a week on the green waste route was not making sense during the winter months. With this mild winter the greenwaste service will most likely start back up sooner than April 2nd. Watch the paper or the town website for an updated start date.
- b. We received another shipment of greenwaste cans. We have completed can replacement of 60 percent of the town's greenwaste customers. If your neighbor has a green greenwaste tote, please let the office know or place your old tote out on the normal greenwaste day so the old blue tote can be replaced by town staff.



RACHAEL ALEXANDER & SON

- c. First online town customer service survey completed by residents and first raffle held for a year's free trash service awarded to Rachael Alexander, a residential trash customer. Stay tuned to the town website for the 2014 customer service survey.
- d. We have refurbished and reconditioned the dumpster bins and are in the process of changing out the lids to the lighter weight lids for easier access.
- d. We streamlined the routes for better fuel economy and minimized customer impact.
- e. Continued maintenance of all town vehicles.
- f. We continue to dispose of the refuse at the Ormsby Landfill and limit the amount of refuse going to Douglas Disposal, keeping the cost to our customers at the lowest price possible.
- g. Maintenance buildings were painted and new lighting was updated.
- h. Impact Construction was contracted to put in a concrete pad at the maintenance facility to accommodate more bin storage space.
- i. Per the customer service survey, see the attached results page, recycling is what many of the survey participants would like to see within the town. It will be difficult for the town to do this on our own. Douglas Disposal and the towns would need to be able to provide for this additional service at additional operational costs. Is this something the town customers are willing to pay for? This question will be added to the 2014 customer service survey. So please participate in the survey this year and get your chance to enter and win a year's free trash service.

Main Street Gardnerville

Highlights of Main Street Gardnerville Accomplishments

1. Sidewalk Gallery produced three exhibits, added banner signage, and held a reception for student photographers and families.
2. Managed the Main Street Flower program through a volunteer subcommittee. Worked with three local high schools to produce 68 hanging flower baskets; produced and maintained 61 Adopt-A-Pots. Program self-supporting through sponsorship and donations.
3. Applied for and received a USDA Specialty Crop Block grant (\$5,000) for construction of a large Children's Garden that will offer growing space and educational opportunities for ages 3 through 12. A draft plan was completed in December.
4. Constructed a community labyrinth at HPG using grant funding (\$4,000). A Dedication was held in October.
5. Wine Walks (raising just over \$14,000, after expenses, for the program throughout the entire season)
6. Cash Mobs have been a successful tool in introducing people to various small businesses within the Main Street district.
7. Assisted Carson Valley Chamber of Commerce with their Parade of Lights event, in partnership with the Town of Gardnerville, with a parade entry and an announcing stand at the Museum.
8. Business Tracker Updated for 2013: 16 new businesses opened; 10 businesses closed; 1 business relocated outside of district; 6 businesses relocated/transferred ownership within the district and at least 16 businesses improved their business through private investment.
9. Revolving Loan Fund recipient increased jobs from 3 to 63, sold business and remains on as CEO.
10. Coop Advertisement with MSG and MSG businesses on billboard South of Town and in Reno-Tahoe Magazine.
11. Developed formal fundraising strategy for Basque Mural Project that can be later adjusted for other public mural projects
12. Assisted Douglas County Historical Society with the promotion of and execution of their Haunted Weekend Event.
13. 3rd Annual Holiday Shopping Bazaar featured 45 vendors, approximately 600 potential shoppers attended and it raised just over \$2,300 for the program.
14. Business Directory Updated.
15. Annual Volunteer Recognition Event held on April 4, 2013.
16. Developed recruiting strategies.
17. Worked together with the Town of Gardnerville on the first Freedom 5K Fun Run/Chalk Walk - July 4, 2013



HERITAGE PARK GARDENS LABYRINTH











FREEDOM 5K RUN - JULY 4, 2013

CONSTANT CONTACT SURVEY RESULTS

For each of the following issues in DOWNTOWN GARDNERVILLE please rate your satisfaction on a scale of 1 to 5:





where 5 means "Very Satisfied" and 1 means "Very Dissatisfied"

1 = Very Satisfied, 2 = Satisfied, 3 = Average, 4 = Dissatisfied, 5 = Very Dissatisfied

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
Cleanliness of downtown areas						45	1.4
Feeling of safety of downtown at night						44	1.5
Quality of public events held downtown						45	1.5
Landscaping and green space						45	1.5
Signage and way finding						43	1.6
Availability of public event space						44	1.8
Pedestrian accessibility						45	1.6
Parking availability						45	1.9

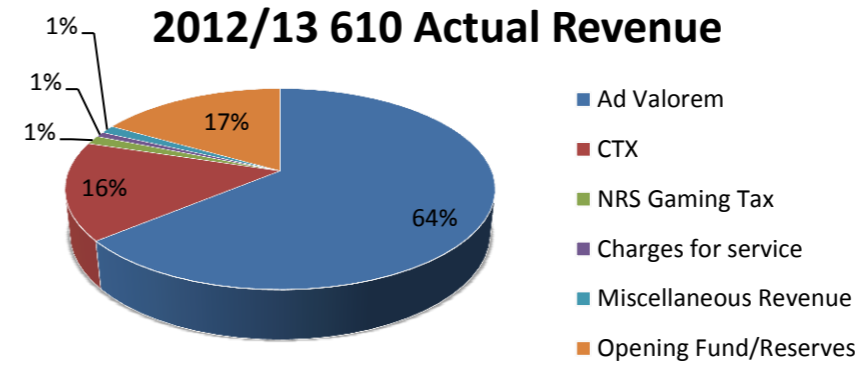
*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

How would you rate your overall level of satisfaction of the services provided by the Town of Gardnerville?

Answer	0%	100%	Number of Response(s)	Response Ratio
Highly satisfied			35	77.7 %
Somewhat satisfied			7	15.5 %
Neutral			1	2.2 %
Somewhat dissatisfied			0	0.0 %
Highly dissatisfied			0	0.0 %
No Response(s)			2	4.4 %
Totals			45	100%

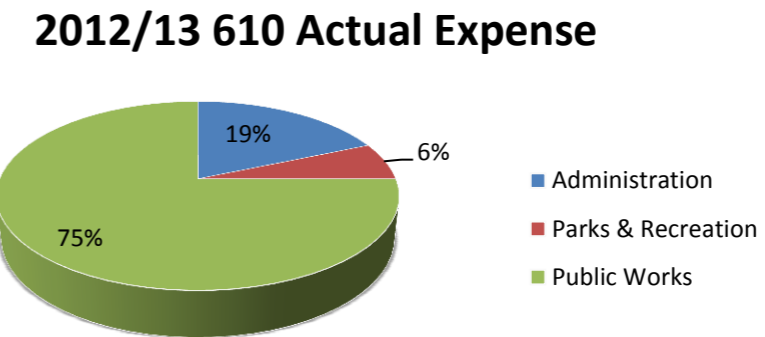
2012/13 610 Actual Revenue

	Amended Budget	Actual	% of budget	% of fund
Ad Valorem	\$ 982,823	\$ 991,169	101%	64%
CTX	\$ 228,755	\$ 245,034	107%	16%
NRS Gaming Tax	\$ 25,000	\$ 21,645	87%	1%
Charges for service	\$ 6,000	\$ 12,633	211%	1%
Miscellaneous Revenue	\$ -	\$ 19,994		1%
Opening Fund/Reserves	\$ 258,859	\$ 258,858	100%	17%
Interest	\$ 5,000	\$ (385)	-8%	
Total	\$ 1,506,437	\$ 1,548,948	103%	



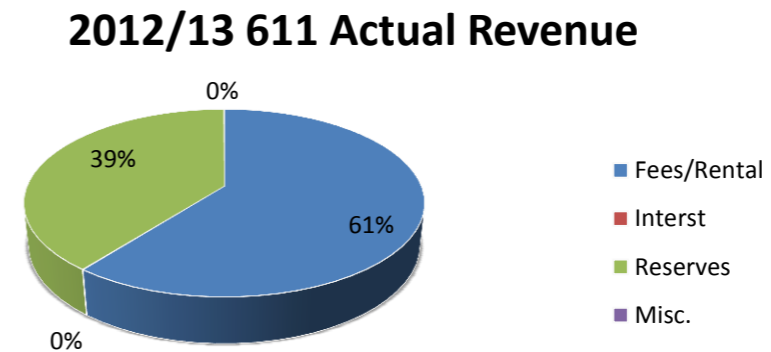
2012/13 610 Actual Expense

	Amended Budget	Actual	% of budget	% of fund
Administration	\$ 342,260	\$ 323,416	94%	19%
Parks & Recreation	\$ 112,425	\$ 111,483	99%	6%
Public Works	\$ 1,510,415	\$ 1,304,374	86%	75%
Total	\$ 1,965,100	\$ 1,739,273	89%	



2012/13 611 Actual Revenue

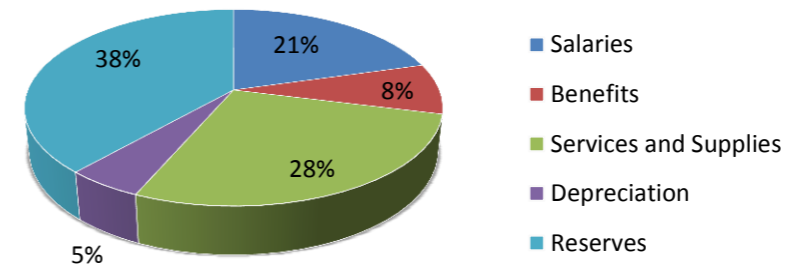
	Amended Budget	Actual	% of budget	% of fund
Fees/Rental	\$ 859,000	\$ 895,741	104%	61%
Interst	\$ 3,000	\$ (892)	-30%	0%
Reserves	\$ 582,946	\$ 582,946	100%	39%
Misc.	\$ -	\$ 715		0%
Total	\$ 1,444,946	\$ 1,478,510	102%	



2012/13 611 Actual Expense

	Amended Budget	Actual	% of budget	% of fund
Salaries	\$ 289,336	\$ 281,901	97%	21%
Benefits	\$ 117,326	\$ 113,903	97%	8%
Services and Supplies	\$ 421,140	\$ 377,850	90%	28%
Depreciation	\$ 90,600	\$ 69,267	76%	5%
Reserves	\$ 526,544	\$ 526,544	100%	38%
Total	\$ 1,444,946	\$ 1,369,465	95%	

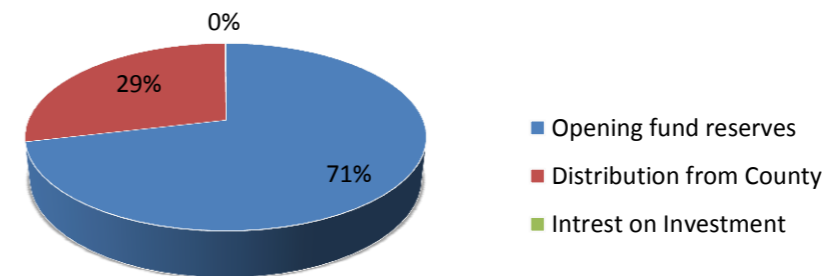
2012/13 611 Actual Expense



2012/13 614 Actual Revenue

	Amended Budget	Actual	% of budget	% of fund
Opening fund reserves	\$ 111,748	\$ 112,112	100%	71%
Distribution from County	\$ 44,586	\$ 44,952	101%	29%
Intrest on Investment	\$ 600	\$ (130)	-22%	0%
Total	\$ 156,934	\$ 156,934	100%	

2012/13 614 Actual Revenue



2012/13 614 Actual Expense

	Amended Budget	Actual	% of budget	% of fund
Capitol Project/Equipment	\$ 45,000	\$ 40,050	89%	26%
reserves	\$ 111,934	\$ 116,884	104%	74%
Total	\$ 156,934	\$ 156,934	100%	

2012/13 614 Actual Expense

