

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Approve Co-Location Agreement between the Town of Gardnerville and Douglas County School District for the common trench of the Fiber utility that will benefit both parties of the utility which is being installed on property owned by both parties, and approve the Chairman to sign the agreement.

2. **Recommended Motion:** On consent

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 2, 2017 **Time Requested:** N/A

6. **Agenda:** Consent Administrative

Background Information: See attached.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

CO-LOCATION AGREEMENT

BETWEEN

TOWN OF GARDNERVILLE

AND

DOUGLAS COUNTY SCHOOL DISTRICT

This agreement is entered into by and between Town of Gardnerville, (the “Town”), and Douglas County School District (Contractor). The County and Douglas County School District are at times collectively referred to hereinafter as the “Parties” or individually as the “Party.”

WHEREAS, The Town believes it is beneficial to develop co-location agreements that will increase efficiencies, fiscal accountability, and preserve the historic, cultural and natural resources of Town of Gardnerville;

WHEREAS, The Town represents that it is duly qualified, equipped, staffed, competent, ready, willing and able to perform the services required as hereinafter described; and

WHEREAS, The Town and Douglas County School District deem it advantageous to enter into a co-location agreement for each party to be able to utilize spaces on the premises owned by each party and for the benefit of both Parties.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein made, the Town and Douglas County School District mutually agree as follows:

1. TERM AND EFFECTIVE DATE OF CONTRACT. Effective on the date it is approved and signed by representatives of both Parties and will remain in effect from April 1, 2017, through April 1, 2036. This Contract shall expire at the end of the Term, unless extended by mutual agreement of the Parties.

2. CONTRACTUAL OBLIGATIONS. The Town of Gardnerville and The Douglas County School District agree to share resources and facilitates, when feasible, for the sole purpose of occupancy to conduit, rooftops and existing monopoles for installation of broadband equipment to include both fiber and wireless RF microwave technologies to enhance infrastructure providing both data and communications to Town entities and education facilities within the Town of Gardnerville and the surrounding areas.

3. PAYMENT FOR SERVICES. There will be no monetary payment between the Parties for the obligations provided under this Contract. The Town of Gardnerville and Douglas County School District mutually agreed to share conduit and space within their respective facilities when the said space is available to accommodate the need.

4. TERMINATION OF CONTRACT. Either Party may terminate this Contract upon ninety (90) days advance written notice of a default on the terms of this Contract and the failure of the other Party to cure or begin duly diligent efforts to cure any default within sixty (60) days of said notice. In the event of termination, Contractor agrees to allow County sufficient time to remove any and all equipment installed.

If at any time during the Term of this Contract, a material portion of including the Allocated Space, is damaged or destroyed by fire or other casualty, taken under the power of eminent domain, or sold, the Parties may mutually agree by written consent to immediately terminate this Contract, providing the Town and or Contractor receives sufficient time to remove the installed equipment.

5. CONSTRUCTION OF CONTRACT. The Contract will be construed and interpreted according to the laws of the State of Nevada. There will be no presumption for or against the drafter in interpreting or enforcing the Contract. In the event a dispute arises between the Parties, the Parties promise and agree to first meet and confer to resolve any dispute. If such meeting does not resolve the dispute, then the Parties agree to mediate any dispute arising from or relating to the Contract before an independent mediator mutually agreed to by the parties. The fee, rate or charge of the mediator will be shared equally by the Parties, who will otherwise be responsible for their own attorney's fees and costs. If mediation is unsuccessful, litigation may only proceed before a department of the Ninth Judicial Court of the State of Nevada in and for the County of Douglas that was not involved in the mediation process and attorney's fees and costs will be awarded to the prevailing party at the discretion of the court. The Parties mutually agree to not seek punitive damages against either Party.

6. COMPLIANCE WITH APPLICABLE LAWS. Contractor promises and agrees to fully and completely comply with all applicable local, state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of the Contract, including, but not limited to, all federal, state, and local accounting procedures and requirements, all hazardous materials regulations, and all building codes, rules, and regulations. The Town will not waive and intends to assert all available NRS chapter 41 liability limitations.

7. ASSIGNMENT. The Town will neither assign, transfer nor delegate any rights, obligations or duties under this agreement without the prior written consent of the Douglas County School District

8. TOWN INSPECTION. The books, records, documents and accounting procedures and practices of Contractor related to the Contract will be subject to inspection, examination and audit by the Town, including, but not limited to, the contracting agency, the Town Manager, the District Attorney, and, if applicable, the Comptroller General of the United States, or any authorized representative of those entities.

9. PUBLIC RECORDS LAW. Contractor expressly understands and agrees that all documents submitted, filed, or deposited with the Town by Contractor, unless designated as confidential by a specific statute of the State of Nevada, will be treated as public records pursuant to NRS chapter 239 and shall be available for inspection and copying by any person, as defined

in NRS 0.039, or any governmental entity. Contractor expressly and indefinitely waives all of its rights to bring, including but not limited to, by way complaint, interpleader, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or executions, for damages or any other relief, in any administrative or judicial forum, against the Town or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright laws of the United States or of any other nation.

10. INDEMNIFICATION OF TOWN. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the Town from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor will defend, hold harmless and/or indemnify the Town against such claims. Notwithstanding the obligation of Contractor to defend the Town as set forth in this paragraph, the Town may elect to participate in the defense of any claim brought against the Town because of the conduct of Contractor, its officers, employees and agents. Such participation shall be at the Town's own expense and the Town shall be responsible for the payment of its own attorney's fees it incurs in participating in its own defense.

11. INDEMNIFICATION OF CONTRACTOR. To the fullest extent permitted by law, the Town shall indemnify, hold harmless and defend Contractor from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of the Town, its officers, employees and agents. The Town will defend, hold harmless and/or indemnify Contractor against such claims. Notwithstanding the obligation of the Town to defend Contractor as set forth in this paragraph, Contractor may elect to participate in the defense of any claim brought against Contractor because of the conduct of the County, its officers, employees and agents. Such participation shall be at Contractor's own expense and Contractor shall be responsible for the payment of its own attorney's fees it incurs in participating in its own defense.

12. MODIFICATION OF CONTRACT. The Contract and the attached exhibits constitute the entire agreement and understanding between the Parties and may only be modified by a written amendment signed by both of the Parties.

13. AUTHORITY. The Parties represent and warrant that they have the authority to enter into this Contract.

14. STANDARD OF CARE. Contractor and its agent, Superintendent, will perform all services in a manner consistent with that level of care and skill ordinarily exercised by other members of Superintendent's profession currently practicing in the same locality under similar conditions.

15. WAIVER OF LIEN. Contractor understands and agrees that the services it will render to the Town are not intended for the improvement of real property or to otherwise grant any rights to Contractor pursuant to NRS chapter 108.

16. THIRD PARTY BENEFICIARY. Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third party, Superintendent, or to otherwise allow a third party to assert a cause of action against either Contractor or Town.

17. NOTICES. All notices, requests, demands and other communications hereunder must be in writing and will be deemed delivered when sent via certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

To Town: Town of Gardnerville
1407 Highway 395 N
Gardnerville, Nevada 89410
Telephone: (775) 782-7134

To School District: Douglas County School District
Attn: Teri White
1638 Mono Avenue
Minden, Nevada 89423
Telephone: (775) 782-5134

19. CONFLICT OF INTEREST. By signing the Contract, Contractor agrees that any information obtained from Town of Gardnerville, in whatever form, will not be divulged to other competing interests without the permission of the Town Manager. In the event of a breach of this provision, Town of Gardnerville may immediately withdraw, without penalty or any payment, from this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused the Contract to be signed and intend to be legally bound thereby.

Douglas County School District

Town of Gardnerville

By: _____
Teri White (Date)
Superintendent

By: _____
Tom Dallaire (Date)
Town Manager

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on providing a letter of support for the conservation easement for the Dangberg Home Ranch a 1,373 acres, and for the conservation easement for the Van Sickle Station Ranch, 419 acres preserving the open ranch land and operations for 160 years, presentation by Jacques Etchegoyhen, Legacy Land and Water; with public comment prior to board action.
2. **Recommended Motion:** Approve the letter of support for conservation easement of the 1,373 acre Dangberg Home Ranch, and the 419 acrea Van Sickle Station Ranch.

Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 2, 2017 **Time Requested:** 15 minutes

6. **Agenda:** Consent Administrative

Background Information: Last April the town board heard a portion of this proposal for the conservation of the Park Land Holdings. The proposed easement was reduced in size for this proposal. The Van Sickle Station easement is new to the Town Board.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

April 19, 2016

Attn: Jacques Etchegoyhen
Legacy Land and Water
PO Box 398
Minden, NV 89423

RE: Gardnerville Town Board Support SNPLMA Round 17 Nomination/ Van Sickle Station Ranch.

The Gardnerville Town Board heard your Conservation easement presentation proposing the conservation of 419 acres of agricultural land adjacent to the Carson River. The proposed easement is located within the 500 and 100 year flood plains in the heart of the Carson Valley. This easement would preserve and protect the natural resources, culture, and heritage of the Can Sickle family, while maintaining the rural character of Douglas County. Protecting the ranch will ensure the ranch's agricultural viability and heritage for generations to come.

The Gardnerville Town Board voted unanimously for their support of the application for the Van Sickle Station for the conservation easement application to the Bureau of Land Management, using the Southern Nevada Public Land Management Act Authorization, which enabled southern Nevada developers to purchase BLM property in Las Vegas Basin to provide funding for conservation easements in other parts of the State of Nevada.

The Gardnerville Town Board urges the BLM to support this critical conservation easement project in the heart of the Carson Valley for the SNPLMA Round 17 process.

Ken Miller
Chairman

Cassandra Jones, Esq.
Vice-Chairwoman

Linda Slater
Board Member

Lloyd Higuera
Board Member

Mary Wenner,
Board Member

April 19, 2016

Attn: Jacques Etchegoyhen
Legacy Land and Water
PO Box 398
Minden, NV 89423

RE: Gardnerville Town Board Support SNPLMA Round 17 Nomination/ Dangberg home Ranch.

The Gardnerville Town Board heard your conservation easement presentation proposing the conservation of 1,373 acres of agricultural land adjacent to the Carson River spanning from Highway 88 to Muller Lane. The proposed easement is located within the 500 and 100 year flood plains in the heart of the Carson Valley adjacent to an existing residential development, preserving and protecting the natural resources, culture, and heritage of the Dangberg family, while maintaining the rural character of Douglas County. Protecting the ranch will ensure the ranch's agricultural viability and heritage for generations to come.

The Gardnerville Town Board voted unanimously for their support of the application for the Dangberg Home Ranch for the conservation easement application to the Bureau of Land Management, using the Southern Nevada Public Land Management Act Authorization, which enabled southern Nevada developers to purchase BLM property in Las Vegas Basin to provide funding for conservation easements in other parts of the State of Nevada.

The Gardnerville Town Board urges the BLM to support this critical conservation easement project in the heart of the Carson Valley for the SNPLMA Round 17 process.

Ken Miller
Chairman

Cassandra Jones, Esq.
Vice-Chairwoman

Linda Slater
Board Member

Lloyd Higuera
Board Member

Mary Wenner,
Board Member

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications, or deny the request of the Gardnerville Water Company to accept maintenance of the road, curb, gutter, sidewalk, and drainage improvement within the new Virginia Ranch Road right of way, Phases 1 and 2, the maintenance includes the drainage pond north of the right of way; with public comment prior to board action.
2. **Recommended Motion:** Accept maintenance of the road, curb, gutter, sidewalk, and drainage improvement within the new Virginia Ranch Road right of way, Phases 1 and 2, the maintenance includes the drainage pond north of the right of way.

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 2, 2017 **Time Requested:** 10 minutes

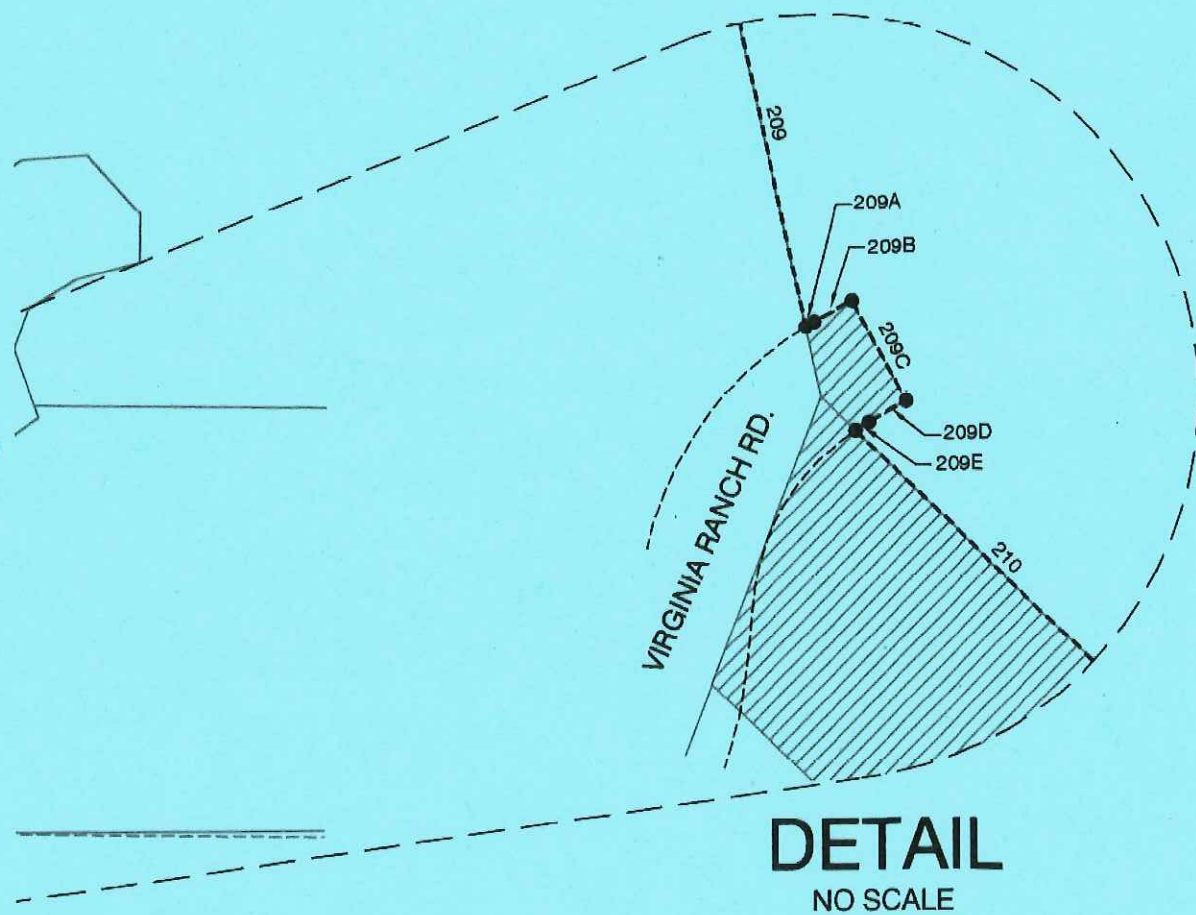
6. **Agenda:** Consent Administrative

Background Information: Gardnerville Water Company back in 2010 moved out to the Virginia Ranch Road location. They constructed street improvements to access their new facility. The prior owners could not come up with the assistance needed to create the public right of way. The Public right-of-way was accepted by the county at the last BOCC meeting and was actually recorded. The Water Company is still working on a final Record of Survey for all the documentation of the right-of-way, but we have enough now to accept maintenance. The testing records and record drawings were provided with the application. The next page identifies the annexation map and shows the town boundary ends at the return of the curve just past the tanks. This is the end of the town boundary and town's maintenance responsibility.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued



Detail from the annexation map included the road to the end of the curve where a centerline monument is placed.

Best Water! Best Service!

Gardnerville
WATER
COMPANY

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

YOUR WATER COMPANY



April 19, 2017

Carol Louthan
Administrative Services Manager
Town of Gardnerville
1407 Highway 395
Gardnerville, Nevada 89410

Re: Capital Costs
Virginia Ranch Road Phase 1 & 2

Dear Carol:

Per your request, I am submitting the following design, construction, and project administration costs for Virginia Ranch Road Phase 1 & 2:

Virginia Ranch Road Phase I	\$309,296.26
Virginia Ranch Road Phase II	\$252,924.69
Total Cost Phase I & II	\$562,220.95

If you need additional information, please let me know.

Sincerely,

A handwritten signature in blue ink that reads 'Mark V. Gonzales'.

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

EXHIBIT "A"
DESCRIPTION
RIGHT OF WAY DEDICATION NO. 1
(OVER A.P.N. 1220-03-000-041)

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

A parcel of land located within a portion of Section 10, Township 12 North, Range 20 East, Mount Diablo Meridian, more particularly described as follows:

BEGINNING at a point on the easterly right of way of Muller Parkway, said point also being the most south corner of Parcel 1A as shown on the Record of Survey for Sierra Nevada SW Enterprises, LTD. filed for record May 21, 2015 in the office of Recorder, Douglas County, Nevada as Document No. 2015-862467;

thence along the easterly right of way of said Muller Parkway, North 44°45'21" West, 71.27 feet to the beginning of a non-tangent curve to the left;

thence leaving the right of way of said Muller Parkway along the arc of said non-tangent curve to the left, having a radius of 20.00 feet, central angle of 105°39'23", arc length of 36.88 feet and a chord bearing and distance of North 82°24'58" East, 31.87 feet;

thence North 29°35'16" East, 15.33 feet to the beginning of a curve to the left;

thence along the arc of said curve to the left, having a radius of 470.00 feet, central angle of 08°21'51", and an arc length of 68.61 feet;

thence North 21°13'25" East, 152.90 feet to the beginning of a curve to the left;

thence along the arc of said curve to the left, having a radius of 470.00 feet, central angle of 17°22'24", and an arc length of 142.52 feet to the beginning of a reverse curve to the right;

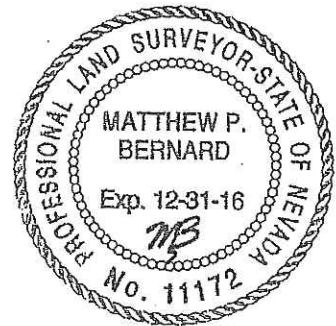
thence along the arc of said reverse curve to the right, having a radius of 180.00 feet, central angle of 55°42'22", and an arc length of 175.01 feet;

thence South 12°21'42" East, 37.59 feet;

thence South 21°13'25" West, 555.22 feet to the POINT OF BEGINNING, containing 22,045 square feet, more or less.

The Basis of Bearing of this description is identical to that Record of Survey for Sierra Nevada SW Enterprises, LTD. filed for record May 21, 2015 in the office of Recorder, Douglas County, Nevada as Document No. 2015-862467.

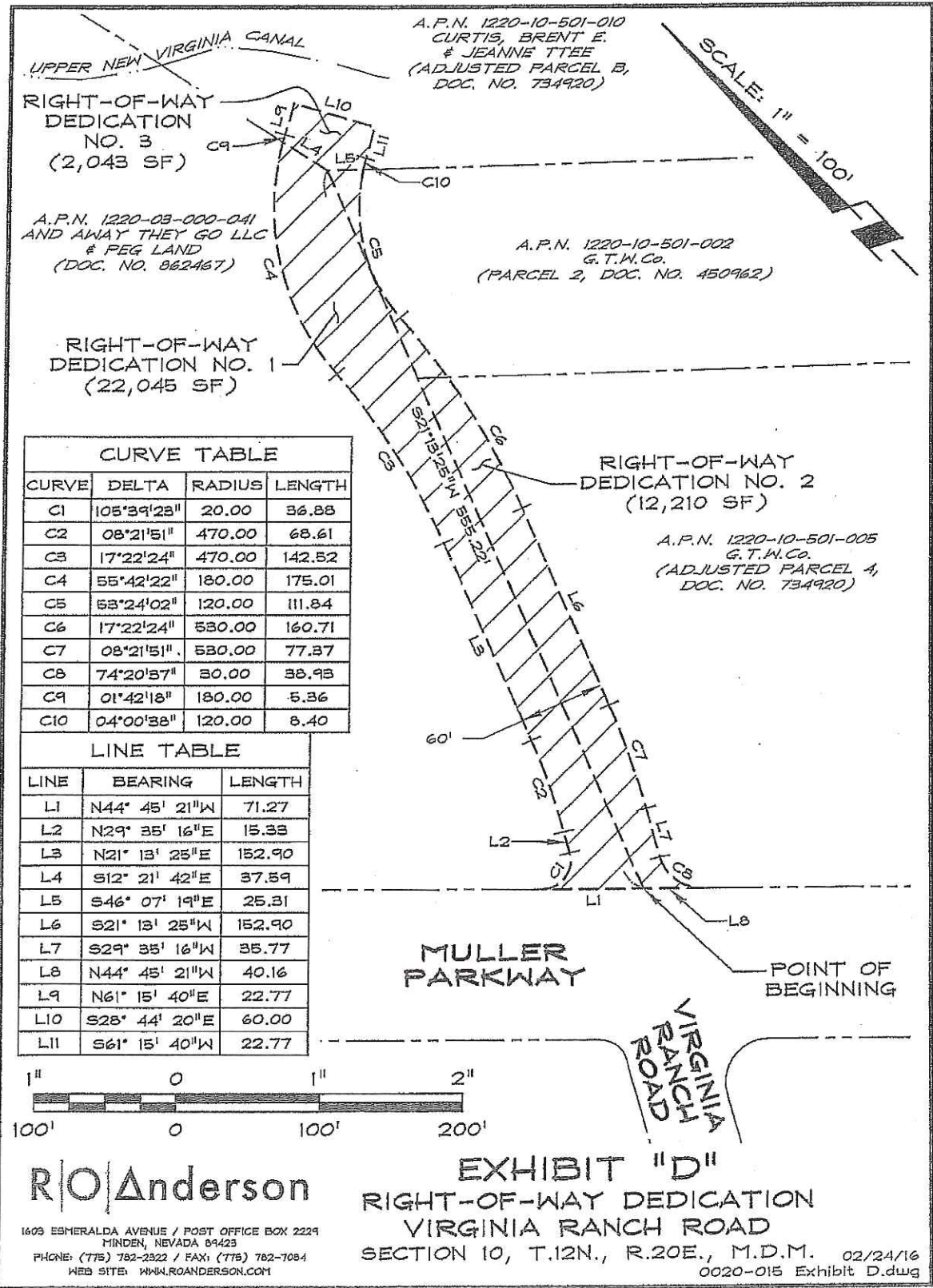
Prepared By: R.O. ANDERSON ENGINEERING, INC.
P.O. Box 2229
Minden, Nevada 89423



8-3

9-23-16

Attachment: Grant Deed APN 1220-03-000-041 (2171 : Virginia Ranch Road Right of Way Acceptance)



Attachment: Grant Deed APN 1220-03-000-041 (2171 : Virginia Ranch Road Right of Way Acceptance)

8-4

0020-015
02/24/15

**EXHIBIT "C"
DESCRIPTION
RIGHT OF WAY DEDICATION NO. 3
(OVER A.P.N. 1220-10-501-011)**

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

A parcel of land located within a portion of Section 10, Township 12 North, Range 20 East, Mount Diablo Meridian, more particularly described as follows:

Commencing from a point on the easterly right of way of Muller Parkway, said point also being the most south corner of Parcel 1A as shown on the Record of Survey for Sierra Nevada SW Enterprises, LTD. filed for record May 21, 2015 in the office of Recorder, Douglas County, Nevada as Document No. 2015-862467;

thence leaving the right of way of said Muller Parkway North 21°13'25" East, 555.22 feet to the POINT OF BEGINNING;

thence North 12°21'42" West, 37.59 feet to the beginning of a non-tangent curve to the right;

thence along the arc of said non-tangent curve to the right, having a radius of 180.00 feet, central angle of 01°42'18", arc length of 5.36 feet and a chord bearing and distance of North 60°24'31" East, 5.36 feet;

thence North 61°15'40" East, 22.77 feet;

thence South 28°44'20" East, 60.00 feet;

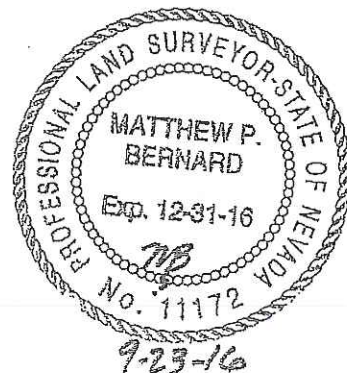
thence South 61°15'40" West, 22.77 feet to the beginning of a curve to the left;

thence along the arc of said curve to the left, having a radius of 120.00 feet, central angle of 04°00'38", and an arc length of 8.40 feet;

thence North 46°07'19" West, 25.31 feet to the POINT OF BEGINNING, containing 2,043 square feet, more or less.

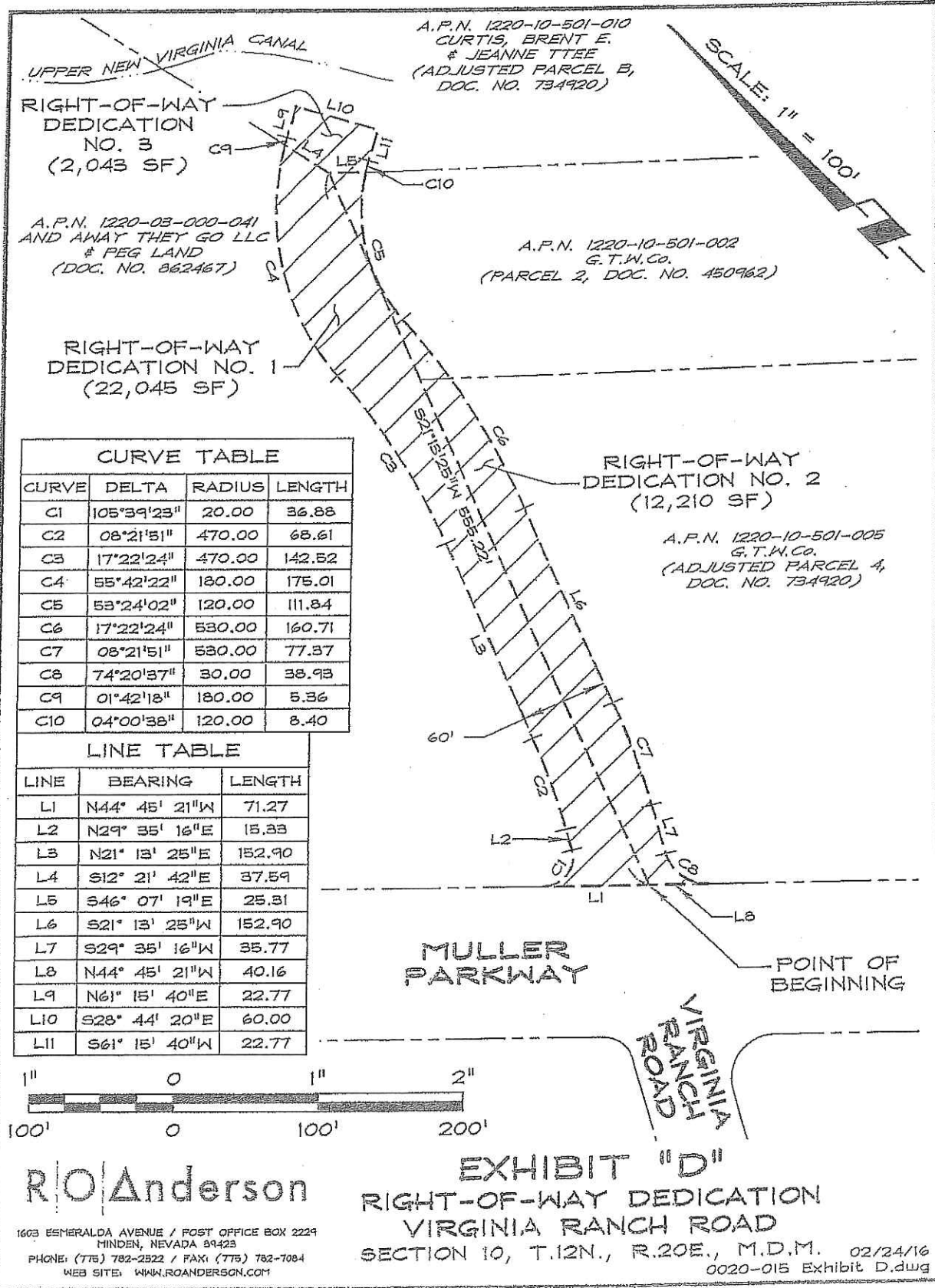
The Basis of Bearing of this description is identical to that Record of Survey for Sierra Nevada SW Enterprises, LTD. filed for record May 21, 2015 in the office of Recorder, Douglas County, Nevada as Document No. 2015-862467.

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



8-5

Attachment: Grant Deed APN 1220-10-501-011 (2171 : Virginia Ranch Road Right of Way Acceptance)



Attachment: Grant Deed APN 1220-10-501-011 (2171 : Virginia Ranch Road Right of Way Acceptance)

8-6

0020-015
02/24/15

EXHIBIT "B"
DESCRIPTION
RIGHT OF WAY DEDICATION NO. 2
(OVER A.P.N.'S 1220-10-501-002 & 1220-10-501-005)

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

A parcel of land located within a portion of Section 10, Township 12 North, Range 20 East, Mount Diablo Meridian, more particularly described as follows:

BEGINNING at a point on the easterly right of way of Muller Parkway said point also being the most south corner of Parcel 1A as shown on the Record of Survey for Sierra Nevada SW Enterprises, LTD. filed for record May 21, 2015 in the office of Recorder, Douglas County, Nevada as Document No. 2015-862467;

thence leaving the right of way of said Muller Parkway North 21°13'25" East, 555.22 feet;

thence South 46°07'19" East, 25.31 feet to the beginning of a non-tangent curve to the left;

thence along the arc of said non-tangent curve to the left, having a radius of 120.00 feet, central angle of 53°24'02", arc length of 111.84 feet and a chord bearing and distance of South 30°33'02" West, 107.84 feet to the beginning of a reverse curve to the right;

thence along the arc of said reverse curve to the right, having a radius of 530.00 feet, central angle of 17°22'24", and an arc length of 160.71 feet;

thence South 21°13'25" West, 152.90 feet to the beginning of a curve to the right;

thence along the arc of said curve to the right, having a radius of 530.00 feet, central angle of 08°21'51", and an arc length of 77.37 feet;

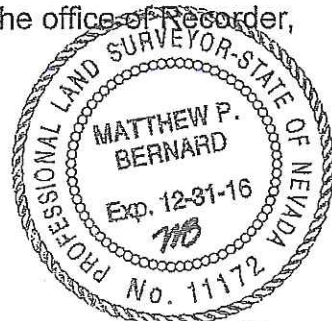
thence South 29°35'16" West, 35.77 feet to the beginning of a curve to the left;

thence along the arc of said curve to the left, having a radius of 30.00 feet, central angle of 74°20'37", and an arc length of 38.93 feet to a point on the easterly right of way of said Muller Parkway;

thence North 44°45'21" West, 40.16 feet along said easterly right of way of Muller Parkway to the POINT OF BEGINNING, containing 12,210 square feet, more or less.

The Basis of Bearing of this description is identical to that Record of Survey for Sierra Nevada SW Enterprises, LTD. filed for record May 21, 2015 in the office of Recorder, Douglas County, Nevada as Document No. 2015-862467.

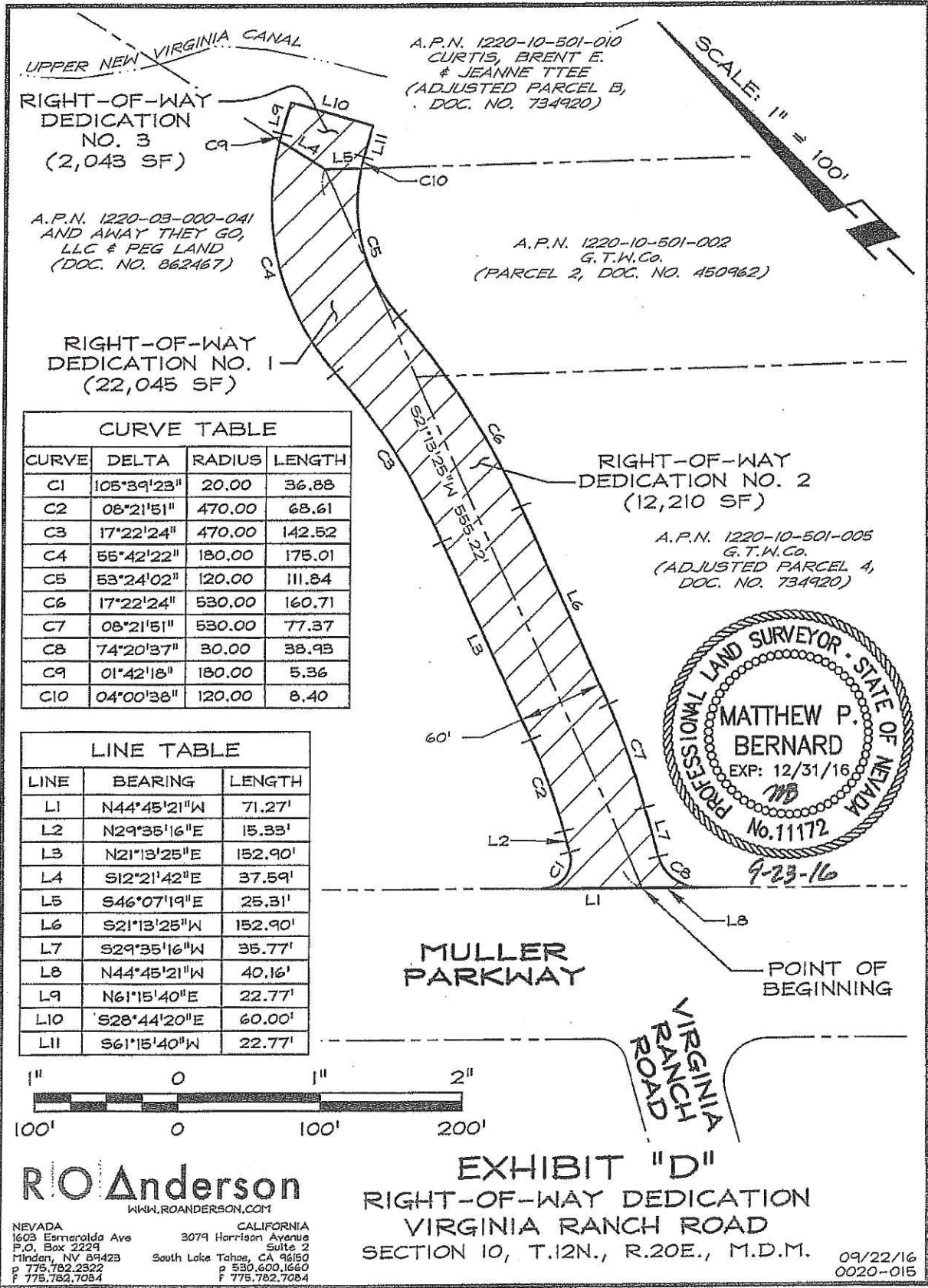
Prepared By: R.O. ANDERSON ENGINEERING, INC.
P.O. Box 2229
Minden, Nevada 89423



Y:\Client Files\0020\0020-015\Documents\Description\0020-015_Exhibit_B.lgl.doc

8-7

Attachment: Grant Deed APN 1220-10-510-002 & 005 (2171 : Virginia Ranch Road Right of Way Acceptance)



Attachment: Grant Deed APN 1220-10-510-002 & 005 (2171 : Virginia Ranch Road Right of Way Acceptance)

8-8

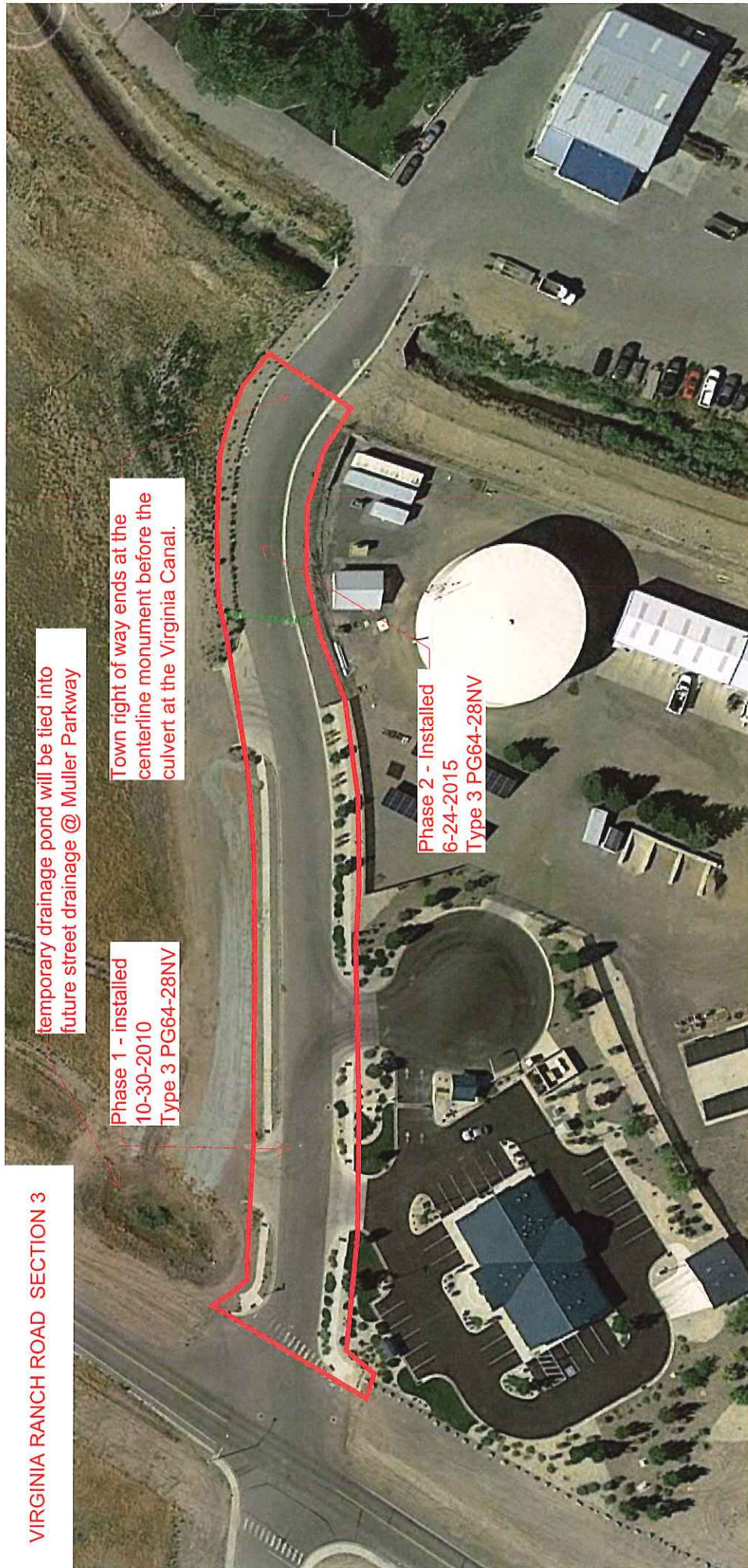
VIRGINIA RANCH ROAD SECTION 3

temporary drainage pond will be tied into future street drainage @ Muller Parkway

Phase 1 - installed
10-30-2010
Type 3 PG64-28NV

Town right of way ends at the centerline monument before the culvert at the Virginia Canal.

Phase 2 - Installed
6-24-2015
Type 3 PG64-28NV



Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the Town's final 2017-2022 Capital Improvement Plan (CIP) and review priorities for next 5 years, discussing the board priorities to be completed during the 2017-2018 fiscal year; with public comment prior to board action.

2. **Recommended Motion:**

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 2, 2017 **Time Requested:** 30 minutes

6. **Agenda:** Consent Administrative

Background Information: See attached.

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

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Table 1: Town of Gardnerville Capital Improvement Program, 2017-2022 - <FINAL FY 2017/2018 - May 2017>

Red was added or modified

Green is Rolled Forward

Blue 2016 Final CIP

Current Projects in the works

FISCAL YEAR	PUBLIC WORKS 610-926-562-000										PARKS & RECREATION/OPEN SPACE				FLEET/EQUIPMENT/FACILITIES/OTHER	
	CAPITAL				NON-CAPITAL				CAPITAL		NON-CAPITAL		614 CAPITAL			
	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost		
2016-2017 1,077,568.00	Sidewalk Repair and ADA Ramp Upgrades 926.532.118	\$ 25,000			Road Maintenance 926.520.103	\$ 50,000	Storm Drain Maintenance 926.532.019	\$ 8,500	Hellwinkle fence around open space 923.563.300	\$ 24,000	Repair Hellwinkle Hay Barn- 923.562.000	\$ 20,000	Fleet Vehicle - Office 614.	\$ 45,000		
	Gardnerville Station (Former Eagle Gas) Construction of site improvements Match 926.562.200	\$ 80,000			Crack sealing 926.532.116	\$ 15,000	Storm Drain Replacement South of Cemetery -bank and roll- 926.532.019	\$ 40,000	Raley's-to-Toler Sidewalk (Sidewalk-Portion) 923.562.000-MOVE TO 611	\$ 35,000	Repair Hellwinkle Shop 923.562.000	\$ 60,000				
	Mill Street Improvements with 3 new street lights on Douglas- 926.532.118	\$ 55,000			Sunset Park Microsurfacing (Wilson, Easton, North Hampton) - 926.532.118 ROLL TO 2017-2018	\$ 45,000			LWCF Trails Amenities	\$ 81,666	Tree Treatment - 610- 923.532.118	\$ 9,000				
	Gardnerville Station Matching funds (Former Eagle Gas) NDOT TAP match \$27,108 and other project work	\$ 50,000	Kings Lane Cost	\$ 83,000												
	4 Crosswalks - FY 2013 NDOT TAP Cost	\$ 250,023	Kings Lane NDOT Grant	\$ (70,000)												
	4 Crosswalks - FY 2013 NDOT TAP Funding	\$ (232,467)			REPLACE Cape Seal Industrial and Southgate Pavement Patching - 926.532.118	\$ 262,000			LWCF Trail Grant	\$ (53,654)	Hay Barn Engineering	\$ 15,000				
	Gilman Ezell 3.35 acres - Vacant land - YEAR 1	\$ 100,000			Patch Repair Chichester & Virginia Ranch	\$ 80,500										
	TOTAL	\$ 327,556		\$ 13,000		\$ 452,500		\$ 48,500		\$ 87,012		\$ 104,000		\$ 45,000		
2017-2018 1,251,557.00	Sidewalk Repair and ADA Ramp Upgrades 926.532.118	\$ 25,000	REPLACE Storm Drain On Douglas from Courthouse to Cemetery	\$ 28,000	Road Maintenance 926.520.103	\$ 50,000	Storm Drain Maintenance	\$ 8,500	Install Irrigation and trees @ Hellwinkle Barns	\$ 6,000	Tree & Shrub treatment	\$ 10,000	Gator or UTV	\$ 18,000		
	Ezell Ave Half Street Improvements - North	\$ 73,000			Crack sealing 926.532.116	\$ 15,000							Field Tractor and Implements	\$ 55,000		
	Gardnerville Station (Former Eagle Gas) CDBG Match 926.562.200 BOARD DESIGNATED	\$ 726,350			CapeSeal Industrial, Service Dr, Pep Cir MicroSurface - Wilson, Easton, Northampton MicroSurface - Douglas, Lampe, Cemetery	\$ 181,457										
	Gilman Ezell 3.35 acres - Vacant land - YEAR 2	\$ 55,250														
	TOTAL	\$ 879,600		\$ 28,000		\$ 246,457		\$ 8,500		\$ 6,000		\$ 10,000		\$ 73,000		
2018-2019 679,250.00	Sidewalk Repair and ADA Ramp Upgrades 926.532.118	\$ 45,000	REPLACE Storm Drain On Douglas from Courthouse to Cemetery	\$ 78,000	Road Maintenance	\$ 55,000	Storm Drain Maintenance	\$ 10,000	Carrick Dog Park Amenities - Bank & Roll	\$ 10,000			Road Side Message Board - Solar	\$ 20,000		
	Gilman Ezell 3.35 acres - Vacant land - YEAR 3	\$ 53,250			Crack sealing	\$ 20,000			Hellwinkle Barn	\$ 45,000						
	Gville Station - Gateway Signage	\$ 15,000			MicroSurface - Arbor Gardens - Stodick estates	\$ 208,000										
					ADA Ramps and reconstruct Cemetery Dr.	\$ 120,000										
TOTAL	\$ 113,250		\$ 78,000		\$ 403,000		\$ 10,000		\$ 55,000		\$ -		\$ 20,000			
2019-2020 730,750.00	Sidewalk Repair and ADA Ramp Upgrades 926.532.118	\$ 25,000			Road Maintenance	\$ 60,000	Storm Drain Maintenance	\$ 10,000	Carrick Dog Park Amenities - Bank & Roll	\$ 10,000	Tree Treatment	\$ 9,000	Fleet Vehicle replacement w/ arrow board	\$ 45,000		
	Sidewalk, curb and reconstruct Douglas Ave - Spruce - Cottonwood Phase 1 926.532.118	\$ 150,000	REPLACE Storm Drain - 395 to Bell to Gardner	\$ 80,000	Crack sealing	\$ 20,000										
	Gilman Ezell 3.35 acres - Vacant land - YEAR 4	\$ 51,750			MicroSurfacing - Chichester, Circle, and Bell	\$ 95,000										
	GVILLE Station - Site Improvements & Solar	\$ 150,000			Chichester Crack Repair	\$ 25,000										
TOTAL	\$ 376,750		\$ 80,000		\$ 200,000		\$ 10,000		\$ 10,000		\$ 9,000		\$ 45,000			
2020-2021 705,000.00	Sidewalk Repair and ADA Ramp Upgrades 926.532.118	\$ 25,000	NEW Storm Drain - Bell - 395 to Gardner Park	\$ 180,000	Road Maintenance	\$ 60,000	Storm Drain Maintenance	\$ 10,000	Carrick Dog Park Fence	\$ 30,000			Lawn Mower	\$ 15,000		
	Sidewalk, curb and reconstruct Douglas Ave - Cottonwood - Highschool Phase II	\$ 170,000			Crack sealing	\$ 25,000										
	Maple Street New Construction	\$ 75,000			MicroSurfacing - Chichester, Church, Willow	\$ 90,000										
					Chichester Crack Repair	\$ 25,000										
TOTAL	\$ 270,000		\$ 180,000		\$ 200,000		\$ 10,000		\$ 30,000		\$ -		\$ 15,000			
2021-2022 695,000.00	Sidewalk Repair and ADA Ramp Upgrades 926.532.118	\$ 25,000			Road Maintenance	\$ 60,000	Storm Drain Maintenance	\$ 10,000			Tree Treatment	\$ 10,000				
	Sidewalk, curb and reconstruct Douglas Ave - Cottonwood - Highschool Phase II	\$ 180,000	NEW Storm Drain - Mill & Douglas	\$ 125,000	Crack sealing	\$ 25,000							Fleet Vehicle Replace Truck 602	\$ 45,000		
	Town Hall <Bank>	\$ 100,000			MicroSurfacing - Chichester, The Ranch	\$ 90,000										
					Chichester Crack Repair	\$ 25,000										
TOTAL	\$ 305,000		\$ 125,000		\$ 200,000		\$ 10,000		\$ -		\$ 10,000		\$ 45,000			

Capital Improvement / Major Repair & Maintenance FY 2018-2022

Project Name: Gardnerville Station

Project Manager: Tom Dallaire

Department: 610 - 926 Public Works

Project Location: 1396 Highway 395 North

Type of Project: Capital Outlay / Project Major Repair / Maintenance

Project Objective:

Gardnerville Station: remodel the ex structure per plans from Dube. Add Strom Drain Basin underground to work with NDOT to fix 395 drainage from Mission to office.

Project Description:

remodel the ex structure per plans from Dube. Add Strom Drain Basin underground to work with NDOT to fix 395 drainage from Mission to office.

Benefits of Project:

Community and town meeting room and information center and 24 hour restroom.

Which Priority Based Budgeting Program(s) does this project support and what is the quartile ranking?

9130 - Facility maintenance

Project meets one or more of these criteria
Please mark all that apply

Mandated	Health & Safety	Preventative Maint.	Existing Deficiency	Projected Deficiency	Desirable
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Cost

Account Number: 610.926.563.900

Project Phase	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
furnishings, SD basins - CDBG Town Match	187,000					187,000
CDBG Grant: Building and SD basin	539,350					539,350
Site improvements - Gateway signage		15,000				15,000
Site improvements, Solar Canopy			150,000			150,000
						0 -
Total	726,350	15,000	150,000	0 -	0 -	891,350

Examples: Design, Pre-Construction, Construction, Other (land acquisition, right of way, major equipment, etc.)

Project Financing

Project financing totals must match project cost totals

Funding Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
Dedicated Taxes						0 -
Grants	539,350					539,350
Current Year Revenue	187,000	15,000	150,000			352,000
Construction Reserves						0 -
*Debt Financing						0 -
Other (Developer Contributions)						0 -
Total	726,350	15,000	150,000	0 -	0 -	891,350

Have all project funding sources been secured?

Yes No

If no, please indicate why:

*If debt financing is a projected funding source:

What is the revenue source to be used for re-payment?

What is the estimated life of the project? 1-10 years 10 years or more

Impact on Operating Budget

COST

Will this project result in new and on-going operating costs or savings each year?

Yes No

Describe the new costs or savings:

Solar panels will reduce the impact. Power, water and sewer are the utility.

Estimated Operating Costs/(Savings)

Costs/(Savings) Categories	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Examples: Personnel, leases, maintenance

REVENUE

Will this project result in new future revenue?

Yes No

Describe the new revenue:

Estimated New Revenue

Revenue Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Capital Improvement / Major Repair & Maintenance FY 2018-2022

Project Name: Refurbished Refuse Truck Purchase

Project Manager: Tom Dallaire

Department: 611 - H&S Capital

Project Location: Motor Vehicle purchase

Type of Project: Capital Outlay / Project Major Repair / Maintenance

Project Objective:

Replace a refuse truck with DEF system with Refurbished Truck.

Project Description:

Purchase refurbished Refuse Truck

Benefits of Project:

rebuilt truck with known maintenance will be less in the long run than the new trucks with DEF that has tripled the cost of maintenance over the past 3 years. With Signs of transmission failure every 3 years. We want to replace the newer trucks that are costing too much to maintain.

Which Priority Based Budgeting Program(s) does this project support and what is the quartile ranking?

Project meets one or more of these criteria
Please mark all that apply

Mandated	Health & Safety	Preventative Maint.	Existing Deficiency	Projected Deficiency	Desirable
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Cost

Account Number: 611.925.564.700

Project Phase	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
refurbished refuse truck	150,000			250,000		400,000
						0 -
						0 -
						0 -
Total	150,000	0 -	0 -	250,000	0 -	400,000

Examples: Design, Pre-Construction, Construction, Other (land acquisition, right of way, major equipment, etc.)

Project Financing

Project financing totals must match project cost totals

Funding Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
Dedicated Taxes						0 -
Grants						0 -
Current Year Revenue						0 -
Construction Reserves	150,000			250,000		400,000
*Debt Financing						0 -
Other (Developer Contributions)						0 -
Total	150,000	0 -	0 -	250,000	0 -	400,000

Have all project funding sources been secured? Yes No

If no, please indicate why:

*If debt financing is a projected funding source:

What is the revenue source to be used for re-payment?

What is the estimated life of the project? 1-10 years 10 years or more

Impact on Operating Budget

COST

Will this project result in new and on-going operating costs or savings each year? Yes No

Describe the new costs or savings:

maintenance of rebuilt truck will be less than rebuilding new ones.

Estimated Operating Costs/(Savings)

Costs/(Savings) Categories	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Examples: Personnel, leases, maintenance

REVENUE

Will this project result in new future revenue? Yes No

Describe the new revenue:

not a new funding - but will allow for continued collection of the refuse in Gardnerville.

Estimated New Revenue

Revenue Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Capital Improvement / Major Repair & Maintenance FY 2018-2022

Project Name: Capital Equipment purchases

Project Manager: Tom Dallaire

Department: 614 - Capital

Project Location: Right of Ways and Easements within the Town of Gardnerville.

Type of Project: Capital Outlay / Project Major Repair / Maintenance

Project Objective:

Continue to improve staff efficiency in maintenance and services to the town

Project Description:

Purchase new equipment

Benefits of Project:

Improves staff efficiency with the growing improvements needs for maintaining 60 acres of open space, and 3 parks, 3 landscaped detention ponds.

Which Priority Based Budgeting Program(s) does this project support and what is the quartile ranking?

Project meets one or more of these criteria
Please mark all that apply

Mandated	Health & Safety	Preventative Maint.	Existing Deficiency	Projected Deficiency	Desirable
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Project Cost

Account Number: 614.730.564500

Project Phase	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
field tractor for attachments	35,000					35,000
Tractor attachments	20,000					20,000
Gater - add to fleet and old gator - backup	18,000					18,000
Fleet vehicle replacement			45,000		45,000	90,000
Equipment		20,000		15,000		35,000
Total	73,000	20,000	45,000	15,000	45,000	198,000

Examples: Design, Pre-Construction, Construction, Other (land acquisition, right of way, major equipment, etc.)

Project Financing

Project financing totals must match project cost totals

Funding Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
Dedicated Taxes						0 -
Grants						0 -
Current Year Revenue	47,000	20,000	45,000	15,000	45,000	172,000
Construction Reserves	26,000					26,000
*Debt Financing						0 -
Other (Developer Contributions)						0 -
Total	73,000	20,000	45,000	15,000	45,000	198,000

Have all project funding sources been secured? Yes No

If no, please indicate why:

*If debt financing is a projected funding source:

What is the revenue source to be used for re-payment?

What is the estimated life of the project? 1-10 years 10 years or more

Impact on Operating Budget

COST

Will this project result in new and on-going operating costs or savings each year? Yes No

Describe the new costs or savings:

Estimated Operating Costs/(Savings)

Costs/(Savings) Categories	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Examples: Personnel, leases, maintenance

REVENUE

Will this project result in new future revenue? Yes No

Describe the new revenue:

Estimated New Revenue

Revenue Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Capital Improvement / Major Repair & Maintenance FY 2018-2022

Project Name: Capital Improvements within right of ways and easements.

Project Manager: Tom Dallaire

Department: 610 - 926 public works

Project Location: Right of ways and easements within the Town of Gardnerville.

Type of Project: Capital Outlay / Project Major Repair / Maintenance

Project Objective:

Repair existing facilities to new condition.

Project Description:

Concrete, Street improvements, Storm Drain Capital improvements.

Benefits of Project:

Improves community facilities and features within the town and maintenance duties.

Which Priority Based Budgeting Program(s) does this project support and what is the quartile ranking?

397- Maintenance and repair of sidewalks.

Project meets one or more of these criteria Mandated Health & Safety Preventative Maint. Existing Deficiency Projected Deficiency Desirable
 Please mark all that apply

Project Cost

Account Number: 610.

Project Phase	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
ADA sidewalk & ramp repair 926.532.118	25,000	45,000	25,000	25,000	25,000	145,000
Install Irrigation and trees @Barn 923.533.817	6,000					6,000
MicroSurface - Various roads 926.532.118	181,457	208,000	95,000	90,000	90,000	664,457
Storm Drain 926.532.019	28,000	80,000	80,000	180,000	125,000	493,000
						0
Total	240,457	333,000	200,000	295,000	240,000	1,308,457

Examples: Design, Pre-Construction, Construction, Other (land acquisition, right of way, major equipment, etc.)

Project Financing

Project financing totals must match project cost totals

Funding Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
Dedicated Taxes						0 -
Grants						0 -
Current Year Revenue	205,457	333,000	200,000	295,000	240,000	1,273,457
Construction Reserves						0 -
*Debt Financing						0 -
Other (Developer Contributions)	35,000					35,000
Total	240,457	333,000	200,000	295,000	240,000	1,308,457

Have all project funding sources been secured? Yes No

If no, please indicate why:

*If debt financing is a projected funding source:

What is the revenue source to be used for re-payment?

What is the estimated life of the project? 1-10 years 10 years or more

Impact on Operating Budget

COST

Will this project result in new and on-going operating costs or savings each year? Yes No

Describe the new costs or savings:

maintenance of building dependent on amount of vandals

Estimated Operating Costs/(Savings)

Costs/(Savings) Categories	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Examples: Personnel, leases, maintenance

REVENUE

Will this project result in new future revenue? Yes No

Describe the new revenue:

Estimated New Revenue

Revenue Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Capital Improvement / Major Repair & Maintenance FY 2018-2022

Project Name: Hellwinkel barns

Project Manager: Tom Dallaire

Department: 610 - 926 Parks

Project Location: Hellwinkel property open space parcel

Type of Project: Capital Outlay / Project Major Repair / Maintenance

Project Objective:

Historic barn: public usable facility for events and weddings, and tours.

Project Description:

Remodel the ex structure per plans from Dube & others. - Rebuild roof structure.

Benefits of Project:

Community, main Street and town use of the Barns required to be saved by SHPO through the land acquisition process.

Which Priority Based Budgeting Program(s) does this project support and what is the quartile ranking?

9130 - Facility maintenance

Project meets one or more of these criteria Mandated Health & Safety Preventative Maint. Existing Deficiency Projected Deficiency Desirable
 Please mark all that apply

Project Cost

Account Number: 610.923.563.900

Project Phase	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
Structure rebuild and repair - roll from 16/17	29,000	45,000				74,000
Install Irrigation and trees @ Barns 533.813	6,000					6,000
						0 -
						0 -
						0 -
Total	35,000	45,000	0 -	0 -	0 -	80,000-

Examples: Design, Pre-Construction, Construction, Other (land acquisition, right of way, major equipment, etc.)

Project Financing

Project financing totals must match project cost totals

Funding Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
Dedicated Taxes						0 -
Grants						0 -
Current Year Revenue		45,000				45,000
Construction Reserves						0 -
*Debt Financing						0 -
Other (Developer Contributions)	35,000					35,000
Total	35,000	45,000	0 -	0 -	0 -	80,000

Have all project funding sources been secured? Yes No

If no, please indicate why:

*If debt financing is a projected funding source:

What is the revenue source to be used for re-payment?

What is the estimated life of the project? 1-10 years 10 years or more

Impact on Operating Budget

COST

Will this project result in new and on-going operating costs or savings each year? Yes No

Describe the new costs or savings:

maintenance of building dependent on amount of vandals

Estimated Operating Costs/(Savings)

Costs/(Savings) Categories	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Examples: Personnel, leases, maintenance

REVENUE

Will this project result in new future revenue? Yes No

Describe the new revenue:

it would be minimal impact to the budget but the facility could be rented for weddings and other events.

Estimated New Revenue

Revenue Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Capital Improvement / Major Repair & Maintenance FY 2018-2022

Project Name: Vacant Land Purchase

Project Manager: Tom Dallaire

Department: 613 - Debt fund

Project Location: Vacant land Corner of Gilman Ave and Ezell Street.

Type of Project: Capital Outlay / Project Major Repair / Maintenance

Project Objective:

Future location of a new Town Hall and Multi Use facility (Fronton)

Project Description:

Purchase vacant property from the owner at 3.5% interest rate.

Benefits of Project:

Creates a town hall and multi use facility expanding the service to the town and located close to the park, trail and barns and off of High way 395 frontage.

Which Priority Based Budgeting Program(s) does this project support and what is the quartile ranking?

Project meets one or more of these criteria
Please mark all that apply

Mandated	Health & Safety	Preventative Maint.	Existing Deficiency	Projected Deficiency	Desirable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Cost

Account Number: 613 550.021 & .022

Project Phase	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
\$150,000 owner held load (3.5%) 3 yr (.021)	50,000	50,000	50,000			150,000
Annual interest on balance (.022)	5,250	3,500	1,750			10,500
						0 -
						0 -
						0 -
Total	55,250	53,500	51,750	0 -	0 -	160,500

Examples: Design, Pre-Construction, Construction, Other (land acquisition, right of way, major equipment, etc.)

Project Financing

Project financing totals must match project cost totals

Funding Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
Dedicated Taxes						0 -
Grants						0 -
Current Year Revenue	55,250	53,500	51,750			160,500
Construction Reserves						0 -
*Debt Financing						0 -
Other (Developer Contributions)						0 -
Total	55,250	53,500	51,750	0 -	0 -	160,500

Have all project funding sources been secured? Yes No

If no, please indicate why:

*If debt financing is a projected funding source:

What is the revenue source to be used for re-payment?

What is the estimated life of the project? 1-10 years 10 years or more

Impact on Operating Budget

COST

Will this project result in new and on-going operating costs or savings each year? Yes No

Describe the new costs or savings:

maintenance of building dependent on amount of vandals

Estimated Operating Costs/(Savings)

Costs/(Savings) Categories	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Examples: Personnel, leases, maintenance

REVENUE

Will this project result in new future revenue? Yes No

Describe the new revenue:

not in the near future - eventually the town could rent out the multi purpose facility and courts.

Estimated New Revenue

Revenue Source	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Total
						0 -
						0 -
Total	0 -	0 -	0 -	0 -	0 -	0 -

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion the tentative town budget for fiscal year 2017-2018 fiscal year, and provide direction to staff for the tentative budget at the May Meeting; with public comment prior to board action.
2. **Recommended Motion:** Approve the Town's FY 2017/2018 Final Budget (with modifications as discussed), directing the town staff to modify the final budget as discussed.

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 2, 2017 **Time Requested:** 30 minutes

6. **Agenda:** Consent Administrative

Background Information: Annual Budget for the next fiscal year. See attached budget.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

Town of Gardnerville
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Gardnerville, Nevada 89410
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Ken Miller, Chair
Cassandra Jones, Vice-Chair
Linda Slater, Member
Lloyd Higuera, Member
Mary Wenner, Member
Tom Dallaire, Town Manager

FINAL BUDGET MESSAGE FISCAL YEAR 2017-2018

610 General Fund

Ad Valorem Revenues based on state estimates are projected up 5.93% with consolidated tax projected to be up 0.02% over last year's budgeted revenues.

Expenditures within the **Administration Department** reflect customary operational needs with minor building maintenance non-capital expenditures. One seasonal part time Office Clerical Assistant is proposed again this year to assist with office needs while staff is away on vacation, and to provide an opportunity for additional cross training, and to make headway on office filing projects and records management. Main Street Program Manager position was removed from the town with the program manager resigning; the Main Street program contracted the employee and is no longer under the town's employment. The town is still budgeting the support of the program in the amount of \$45,000.

Expenditures within the **Parks and Recreation Department** reflect customary operational needs. We have budgeted two (2) part-time seasonal staff as part of the normal operation for the summertime maintenance of the town parks and for watering of the flower baskets along Hwy 395.

Expenditures within the **Public Works Department** reflect customary operational needs, annual street maintenance and related activities. The Capital Improvement Plan includes:

- Gardnerville Station reconstruction and regional Storm Drain basin installation – \$539,350 CDBG Grant approval with \$187,000 match from the town.

Major Repairs and maintenance items include;

- ADA and concrete sidewalk repairs.
- Storm drain repair / cleaning.
- Road maintenance projects with Microsurface seals proposed, listed under major repair and maintenance.

The General Fund contains a transfer out to the 613 debt fund for an owner owned note and a contingency allocation of 3% non-capital expenditures, and an 8.3% allocation ending fund balance based on service and supplies and salary and wage expenditures.

611 Health and Sanitation Enterprise Fund

Expenditures within this fund reflect customary operational needs. The Town proposes to purchase new recycling bins should the program become available (900+/- totes).

613 Gardnerville's Debt Fund

This fund contains a transfer in for a land payment to an owner held note, first of 3 payments.

614 Ad Valorem Capital Projects Fund

This fund contains allocations for debt service and capital projects or equipment. The Town proposes to purchase a new tractor and mowing unit and other maintenance attachments to increase the efficiency of staff.

10-1a

GARDNERVILLE FINAL FY 17/18

Budget Year 2018

Account	Account Description	2018 Commissioner	2017 Amended Budget	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
REVENUE						
Department 000 - Revenue						
301.000	Opening Fund Balance	197,658.00	713,955.00	.00	.00	.00
301.100	Opening Fund Reserves	.00	(100,271.00)	.00	.00	.00
311.100	Ad Valorem Current	1,145,091.00	1,080,959.00	991,189.26	1,002,030.27	963,939.10
311.120	Ad Valorem Delinquent	.00	.00	5,778.98	19,322.57	11,396.23
311.200	Centrally Assessed Property Taxes	.00	.00	19,034.43	18,521.16	.00
311.700	Personal Property Current	.00	.00	57,299.70	60,205.36	58,344.48
311.800	Personal Property Delinq	.00	.00	324.82	749.85	2,262.52
321.300	Gaming-NRS Co. Lic	26,000.00	26,000.00	29,790.00	27,936.66	16,492.50
331.010	St-Consolid.Tax Dist.	278,108.00	276,717.00	161,252.11	270,381.05	264,255.52
331.140	Grant In Aid Other	.00	1.00	.00	.00	.00
332.510	Grant-CDBG	539,350.00	.00	.00	88,700.00	.00
332.805	Grant-USDOT	.00	.00	.00	20,482.00	.00
334.123	Grant-State Q1	.00	.00	.00	307,250.00	.00
337.100	State Reimbursement	.00	8,151.00	115,579.65	32,093.45	37,705.61
341.625	Prof. Fees/ App.Req.	5,000.00	5,000.00	3,722.00	4,948.75	4,784.29
360.210	Merchandise Sales	.00	.00	8.00	161.00	10.00
360.800	Miscellaneous	.00	.00	.00	.00	(99.00)
360.815	Credit Card Processing Fees	.00	.00	39.84	.00	.00
360.901	Reimbursements	.00	25,244.00	32,196.05	961.61	2,130.00
361.205	Investment-FMV Adjust	.00	.00	.00	1,609.87	701.09
361.211	Invest. Earnings-LGIP	.00	.00	976.14	937.20	366.92
361.212	Invest. Earnings-BNY Mellon	.00	.00	262.00	2,920.67	2,301.79
362.100	Rent/Lease Income	.00	.00	(550.00)	1,912.50	1,292.36
367.102	Donations	.00	6,254.00	6,254.06	2,749.00	2,669.04
368.010	Donations-Special Events	.00	.00	302.00	150.00	.00
391.100	Sale Of Property	.00	2,000.00	2,000.00	.00	2,500.00
Department 000 - Revenue Totals		\$2,191,207.00	\$2,044,010.00	\$1,425,459.04	\$1,864,022.97	\$1,371,052.45
REVENUE TOTALS		\$2,191,207.00	\$2,044,010.00	\$1,425,459.04	\$1,864,022.97	\$1,371,052.45
EXPENSE						
Department 921 - Gardnerville Admin						
510.000	Salaries & Wages	143,988.00	187,697.00	115,544.58	152,021.89	104,514.11
510.150	Board Compensation	15,300.00	15,300.00	12,750.00	15,125.00	15,475.00
511.165	Holiday Overtime	.00	.00	72.46	243.80	914.44
511.170	Overtime	.00	616.00	91.64	514.93	475.12
511.171	Holidays	.00	.00	6,894.53	6,501.34	4,991.15
511.172	Comp Paid	.00	.00	.00	1,165.57	16.73
511.173	Vacation	.00	.00	13,300.59	13,582.57	7,465.11
511.174	Sick	.00	.00	3,530.55	5,391.58	3,818.13

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Account	Account Description	2018 Commissioner	2017 Amended Budget	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 610 - Gardnerville Town						
EXPENSE						
Department 921 - Gardnerville Admin						
511.181	Retirement	38,299.00	37,359.00	31,168.50	57,276.13	30,904.88
511.182	Pact Workers Comp	4,871.00	3,421.00	1,656.28	5,007.89	3,064.40
511.183	Group Insurance	15,659.00	14,504.00	13,082.92	27,261.63	15,116.26
511.184	Unemployment	252.00	684.00	552.52	1,039.38	537.22
511.186	Medicare	1,984.00	1,983.00	1,553.62	2,926.53	1,682.09
511.190	Pact Other	.00	.00	.00	.00	80.04
511.195	Oasdi	447.00	205.00	.00	8.95	1.66
511.201	PEBS-Ret/Medical	116.00	.00	77.44	106.56	166.66
516.120	Contract Salaries	.00	.00	.00	.00	2,540.16
520.055	Telephone Expense	6,000.00	3,600.00	4,274.28	5,260.71	3,436.02
520.060	Postage/Po Box Rent	2,000.00	2,000.00	1,302.60	1,490.75	1,064.45
520.064	Travel	9,500.00	7,500.00	1,839.61	5,162.03	7,692.64
520.072	Advertising	3,800.00	2,300.00	2,569.92	2,936.15	1,100.70
520.080	Insur.-Liability	8,900.00	8,900.00	7,339.34	6,992.25	7,818.82
520.084	Replacement & Repair	1,000.00	1,000.00	709.05	842.92	995.97
520.089	Power	2,700.00	2,700.00	1,847.33	2,535.07	2,642.13
520.090	Water	750.00	600.00	479.31	714.63	459.48
520.092	Heating	1,850.00	1,850.00	1,489.58	2,095.28	1,746.04
520.093	Utilities-Sewer	400.00	400.00	352.09	353.07	352.58
520.097	Maint B&G	500.00	2,500.00	525.65	1,995.72	8,281.76
520.098	Janitorial Services	1,400.00	1,400.00	950.00	1,300.00	1,344.53
520.107	Maint Equip	200.00	200.00	.00	.00	397.31
520.136	Rents & Leases Equipment	4,305.00	3,400.00	2,866.16	3,488.88	2,956.01
520.169	EMRB Assessment	85.00	85.00	81.00	81.00	67.50
520.170	Memberships	4,900.00	4,900.00	4,871.15	4,395.05	4,880.95
520.187	Internet Expense	1,200.00	810.00	939.08	904.96	780.00
520.200	Training & Education	3,500.00	3,500.00	2,448.50	3,224.00	3,076.35
520.415	PACT Agent Compensation	1,000.00	1,000.00	.00	1,039.00	951.00
521.100	Professional Services	45,000.00	.00	.00	883.00	.00
521.130	Legal Services	18,000.00	18,000.00	16,620.00	19,682.00	14,224.25
532.055	Books & Periodicals	300.00	300.00	.00	.00	.00
532.056	Subscriptions	2,915.00	3,115.00	5,310.40	9,592.64	4,817.30
533.800	Office Supplies	6,000.00	6,000.00	3,609.72	4,760.20	6,561.35
533.802	Small Equipment	.00	2,500.00	275.00	.00	1,253.78
533.806	Software	300.00	1,300.00	442.50	1,954.38	1,953.54
533.817	Small Projects	.00	22,500.00	1,108.40	5,519.67	.00
550.001	Miscellaneous Expenses	1,000.00	1,000.00	5,536.25	1,067.83	614.75
550.048	Downtown Vision	.00	.00	.00	12,000.00	69,000.00

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Account	Account Description	2018 Commissioner	2017 Amended Budget	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 610 - Gardnerville Town						
EXPENSE						
Department	921 - Gardnerville Admin					
550.100	Bank Fees-Credit Card Processing	200.00	.00	.00	.00	.00
564.500	Machinery & Equipment	.00	.00	.00	.00	3,500.00
	Department 921 - Gardnerville Admin Totals	\$348,621.00	\$365,129.00	\$268,062.56	\$388,444.94	\$343,732.37
Department	923 - Parks & Recreation					
520.037	Weed Spraying	6,000.00	4,000.00	511.38	3,846.03	3,930.98
520.084	Replacement & Repair	5,000.00	15,000.00	6,367.15	22,037.80	26,732.12
520.089	Power	6,000.00	6,000.00	4,782.46	6,116.70	5,822.87
520.090	Water	21,500.00	21,500.00	14,755.45	20,354.34	22,745.22
520.093	Utilities-Sewer	600.00	600.00	503.00	504.40	503.70
520.097	Maint B&G	3,500.00	3,500.00	1,099.78	696.00	5,606.74
532.001	Op.Supplies	.00	10,500.00	1,316.25	667.90	.00
532.003	Gas & Oil	2,000.00	2,500.00	1,561.24	1,899.61	2,488.54
532.118	Major Repair and Maintenance	6,300.00	9,000.00	.00	.00	.00
533.802	Small Equipment	1,500.00	2,500.00	299.00	2,892.38	1,253.16
533.817	Small Projects	24,950.00	19,954.00	18,704.95	19,201.95	14,032.48
562.000	Capital Projects	.00	35,000.00	.00	.00	.00
562.200	Buildings	.00	60,000.00	.00	.00	.00
563.300	Improvements	.00	24,000.00	.00	.00	.00
	Department 923 - Parks & Recreation Totals	\$77,350.00	\$214,054.00	\$49,900.66	\$78,217.11	\$83,115.81
Department	926 - Other Public Works					
510.000	Salaries & Wages	254,301.00	261,300.00	163,889.48	198,881.14	178,303.25
510.125	Salaries-Other	7,492.00	.00	.00	.00	.00
511.165	Holiday Overtime	.00	.00	213.40	.00	305.43
511.170	Overtime	1,000.00	2,000.00	228.74	542.47	455.17
511.171	Holidays	.00	.00	9,373.21	8,527.82	8,707.56
511.172	Comp Paid	.00	.00	6,389.45	1,741.84	4,356.45
511.173	Vacation	.00	.00	7,918.67	12,344.76	9,507.52
511.174	Sick	.00	.00	5,963.73	6,815.44	5,441.85
511.175	Standby Time	.00	.00	48.00	.00	.00
511.181	Retirement	71,207.00	71,146.00	52,704.65	59,050.91	50,305.75
511.182	Pact Workers Comp	11,954.00	9,583.00	5,057.48	6,653.02	6,930.00
511.183	Group Insurance	39,769.00	40,185.00	32,973.63	35,877.97	34,981.89
511.184	Unemployment	714.00	1,308.00	948.09	1,112.80	889.82
511.186	Medicare	3,690.00	3,775.00	2,623.73	3,100.42	2,800.24
511.195	Oasdi	.00	447.00	.00	.00	66.76
516.120	Contract Salaries	.00	.00	837.13	.00	.00
520.017	Snow Removal	1,500.00	1,500.00	543.60	383.65	254.86
520.037	Weed Spraying	6,000.00	6,000.00	511.38	4,543.70	1,958.87

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Account	Account Description	2018 Commissioner	2017 Amended Budget	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 610 - Gardnerville Town						
EXPENSE						
Department 926 - Other Public Works						
520.080	Insur.-Liability	8,900.00	8,900.00	7,283.10	6,992.25	7,318.82
520.084	Replacement & Repair	15,000.00	10,000.00	12,184.81	16,112.45	21,782.34
520.095	Street Lights	77,000.00	80,000.00	56,397.70	76,877.92	80,213.41
520.103	Maint Road	50,000.00	50,000.00	20,137.17	86,905.80	233,989.18
520.107	Maint Equip	.00	.00	189.75	194.37	860.86
520.116	Veh. Maint-Co Shop	6,000.00	8,000.00	5,477.41	1,533.32	11,833.77
520.136	Rents & Leases Equipment	360.00	200.00	.00	.00	.00
520.155	Licensing	.00	50.00	7.00	121.50	34.25
520.170	Memberships	675.00	600.00	.00	.00	.00
520.200	Training & Education	1,000.00	1,000.00	(400.00)	670.00	.00
521.100	Professional Services	.00	.00	.00	885.75	.00
521.200	Engineering	10,000.00	25,000.00	.00	5,625.00	10,182.38
532.001	Op.Supplies	.00	1,500.00	617.52	255.00	.00
532.003	Gas & Oil	8,000.00	9,000.00	5,580.16	7,274.70	6,845.58
532.019	Storm Drain Maintenance	36,500.00	48,500.00	3,563.76	18,536.83	46,319.23
532.028	Uniforms	3,480.00	2,850.00	2,654.72	3,074.43	3,153.68
532.056	Subscriptions	8,610.00	9,440.00	7,936.17	2,947.50	.00
532.116	Crack Seal Maintenance	15,000.00	15,000.00	.00	2,187.49	17,371.49
532.118	Major Repair and Maintenance	201,457.00	231,000.00	95,010.38	.00	.00
533.802	Small Equipment	5,000.00	5,000.00	695.99	13,193.44	8,225.61
533.806	Software	.00	650.00	.00	.00	.00
533.817	Small Projects	.00	.00	.00	449.95	.00
562.000	Capital Projects	350,000.00	108,893.00	337,079.09	705,296.96	169,359.13
562.200	Buildings	339,350.00	80,000.00	.00	.00	.00
563.900	Board Designated	.00	220,706.00	.00	.00	.00
564.500	Machinery & Equipment	37,000.00	.00	.00	.00	.00
618.700	Transfers Out	55,250.00	2,000.00	.00	.00	122,363.54
619.000	Contingency	38,899.00	39,636.00	.00	.00	.00
699.000	Ending Fund Balance	107,620.00	109,658.00	.00	.00	.00
	Department 926 - Other Public Works Totals	\$1,772,728.00	\$1,464,827.00	\$844,639.10	\$1,288,710.60	\$1,045,118.69
	EXPENSE TOTALS	\$2,198,699.00	\$2,044,010.00	\$1,162,602.32	\$1,755,372.65	\$1,471,966.87
Fund 610 - Gardnerville Town Totals						
	REVENUE TOTALS	\$2,191,207.00	\$2,044,010.00	\$1,425,459.04	\$1,864,022.97	\$1,371,052.45
	EXPENSE TOTALS	\$2,198,699.00	\$2,044,010.00	\$1,162,602.32	\$1,755,372.65	\$1,471,966.87
	Fund 610 - Gardnerville Town Totals	(\$7,492.00)	\$0.00	\$262,856.72	\$108,650.32	(\$100,914.42)

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Account	Account Description	2018, Commissioner	2017 Amended Budget	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
REVENUE						
Fund 611 - Gardnerville Health & San						
Department 000 - Revenue						
301.200	Operating Res-Beg.	50,000.00	50,000.00	.00	.00	.00
301.250	Capital Res.-Beg.	434,987.00	769,146.00	.00	.00	.00
344.300	Trash	605,000.00	575,000.00	428,137.27	614,678.25	564,532.21
344.301	Extra Pickup Surcharge	.00	.00	365.00	600.00	627.50
344.310	Landfill Fees	425,000.00	400,000.00	312,988.88	449,036.43	404,386.47
344.315	Dumpster Rental	.00	.00	.00	490.79	19,386.00
344.316	Lock & Key Sales	.00	.00	39.00	59.00	97.00
344.317	Dumpster Replace Fee	.00	.00	.00	70.00	380.00
360.800	Miscellaneous	.00	.00	.00	.00	2,199.92
360.810	Late Charges	5,000.00	5,000.00	5,706.29	7,523.33	8,644.14
360.815	Credit Card Processing Fees	.00	.00	522.06	.00	.00
360.820	Returned Check Fees	.00	.00	25.00	.00	25.00
360.901	Reimbursements	.00	.00	.00	.00	3,773.04
361.205	Investment-FMV Adjust	.00	.00	.00	2,154.34	406.01
361.211	Invest. Earnings-LGIP	.00	.00	1,252.94	1,137.16	352.39
361.212	Invest. Earnings-BNY Mellon	.00	.00	388.18	3,673.91	2,561.49
	Department 000 - Revenue Totals	\$1,519,987.00	\$1,799,146.00	\$749,424.62	\$1,079,423.21	\$1,007,371.17
	REVENUE TOTALS	\$1,519,987.00	\$1,799,146.00	\$749,424.62	\$1,079,423.21	\$1,007,371.17
EXPENSE						
Department 925 - Health & Sanitation						
510.000	Salaries & Wages	302,349.00	295,875.00	176,000.79	241,592.18	218,931.56
510.125	Salaries-Other	5,707.00	.00	.00	11,635.20	(5,335.29)
510.150	Board Compensation	.00	15,300.00	12,750.00	15,125.00	15,225.00
511.165	Holiday Overtime	.00	1,500.00	2,799.46	1,743.24	1,704.18
511.167	Vacation Payout	.00	.00	.00	1,500.20	.00
511.169	Comp Payout	.00	.00	.00	883.19	.00
511.170	Overtime	.00	4,500.00	2,117.13	6,154.12	3,982.40
511.171	Holidays	.00	.00	10,226.58	10,888.33	11,678.76
511.172	Comp Paid	.00	.00	2,693.72	1,609.32	3,201.65
511.173	Vacation	.00	.00	11,178.12	16,578.11	15,521.36
511.174	Sick	.00	.00	7,784.78	6,495.53	12,362.63
511.175	Standby Time	.00	.00	12.00	.00	.00
511.181	Retirement	82,642.00	81,720.00	58,652.51	77,335.76	66,748.57
511.182	Pact Workers Comp	3,266.00	11,196.00	5,554.40	8,016.60	8,295.76
511.183	Group Insurance	50,939.00	43,457.00	33,055.63	39,415.83	41,210.20
511.184	Unemployment	850.00	1,672.00	1,056.21	1,402.93	1,081.88
511.186	Medicare	4,285.00	4,279.00	2,923.95	4,030.33	3,627.69
511.190	Pact Other	.00	.00	.00	.00	80.04

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Account	Account Description	2018 Commissioner	2017 Amended Budget	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 611 - Gardnerville Health & San						
	EXPENSE					
	Department 925 - Health & Sanitization					
511.195	Oasdi	447.00	205.00	.00	.00	.00
511.202	OPEB Expense	.00	.00	.00	1,650.00	13,373.00
511.203	Pension Expense	.00	.00	.00	16,748.00	(6,857.00)
516.120	Contract Salaries	.00	.00	12,665.56	23,867.33	5,204.16
520.055	Telephone Expense	5,000.00	3,500.00	4,269.28	5,256.97	3,436.04
520.060	Postage/Po Box Rent	4,500.00	4,200.00	4,512.67	3,662.36	3,203.09
520.064	Travel	1,000.00	1,000.00	.00	2,115.48	1,077.74
520.072	Advertising	2,500.00	1,500.00	1,438.11	1,641.90	216.00
520.080	Insur -Liability	8,900.00	8,900.00	7,339.35	6,992.24	7,318.82
520.084	Replacement & Repair	65,000.00	65,000.00	32,823.68	72,299.74	73,091.95
520.089	Power	2,800.00	2,800.00	1,987.48	2,796.13	2,723.70
520.090	Water	700.00	700.00	514.20	694.26	674.22
520.092	Heating	3,000.00	3,000.00	2,401.17	3,334.95	2,590.51
520.093	Utilities-Sewer	380.00	380.00	352.10	353.09	352.59
520.097	Maint B&G	1,000.00	1,000.00	821.80	2,646.16	10,707.59
520.098	Janitorial Services	1,500.00	1,500.00	950.00	1,300.00	1,344.51
520.107	Maint Equip	20,000.00	15,000.00	39,613.75	13,830.35	37,752.79
520.116	Veh. Maint-Co Shop	5,000.00	5,000.00	.00	2,920.39	586.45
520.136	Rents & Leases Equipment	3,000.00	2,500.00	2,263.03	3,129.53	2,956.01
520.155	Licensing	450.00	250.00	252.25	451.25	63.25
520.187	Internet Expense	810.00	810.00	939.09	779.95	780.00
520.197	Landfill Expense	285,000.00	270,000.00	196,196.38	266,828.17	255,572.09
520.198	Recycling Expense	42,000.00	8,000.00	4,702.80	2,894.00	.00
520.200	Training & Education	2,000.00	2,000.00	104.50	95.00	575.00
521.100	Professional Services	.00	.00	.00	332.00	.00
521.130	Legal Services	1,500.00	1,500.00	880.00	4,455.00	953.25
521.135	Legal-Collection Cost	500.00	500.00	(174.05)	(345.36)	(39.44)
521.140	Physicals	800.00	800.00	375.00	150.00	75.00
521.500	Admin & Overhead	20,464.00	20,464.00	10,232.00	20,464.00	.00
532.001	Op. Supplies	2,500.00	2,500.00	.00	.00	.00
532.003	Gas & Oil	35,000.00	45,000.00	18,034.41	24,938.48	33,901.20
532.028	Uniforms	3,200.00	3,200.00	2,757.52	3,096.50	2,898.77
532.056	Subscriptions	3,390.00	3,390.00	4,490.20	2,733.77	67.30
532.118	Major Repair and Maintenance	.00	48,061.00	.00	.00	.00
533.800	Office Supplies	4,500.00	4,500.00	3,089.04	4,921.67	4,358.01
533.802	Small Equipment	3,000.00	3,000.00	274.99	5,035.50	1,253.78
533.806	Software	3,000.00	3,000.00	6,208.50	3,175.37	2,687.00
533.817	Small Projects	8,000.00	8,000.00	1,900.00	8,000.00	8,000.00

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Account	Account Description	2018, Commissioner	2017 Amended Budget	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 611	Gardnerville Health & San					
	EXPENSE					
	Department 925 - Health & Sanitation					
550.027	Depreciation	55,000.00	50,000.00	19,110.16	53,053.57	52,270.86
550.060	Loss On Asset Disposition	.00	.00	.00	.00	3,500.00
550.100	Bank Fees-Credit Card Processing	3,500.00	3,500.00	2,534.50	3,357.57	3,006.68
550.203	Collection Loss	.00	.00	(370.90)	4,778.78	(141.34)
562.000	Capital Projects	.00	160,000.00	1,562.50	5,287.50	.00
563.990	Capital Project Offset	.00	.00	.00	(5,287.50)	.00
564.700	Motor Vehicles	150,000.00	150,000.00	28,200.00	.00	2,612.31
564.990	Capital Outlay Offset	.00	.00	.00	.00	(6,112.31)
625.200	Operating Reserves	50,000.00	50,000.00	.00	.00	.00
625.250	Capital Impr. Reserves	265,612.00	384,987.00	.00	.00	.00
	Department 925 - Health & Sanitation Totals	\$1,514,991.00	\$1,799,146.00	\$740,056.35	\$1,018,839.97	\$924,349.97
	EXPENSE TOTALS	\$1,514,991.00	\$1,799,146.00	\$740,056.35	\$1,018,839.97	\$924,349.97
Fund 611	Gardnerville Health & San					
	REVENUE TOTALS	\$1,519,987.00	\$1,799,146.00	\$749,474.62	\$1,079,423.21	\$1,007,371.17
	EXPENSE TOTALS	\$1,514,991.00	\$1,799,146.00	\$740,056.35	\$1,018,839.97	\$924,349.97
Fund 611	Gardnerville Health & San Totals	\$4,996.00	\$0.00	\$9,568.27	\$60,583.24	\$83,021.20

GARDNERVILLE FINAL FY 17/18

Budget Year 2018



Account	Account Description	2018 Commissioner	2017 Amended Budget	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 613 - Gardnerville Debt						
REVENUE						
Department 000 - Revenue						
361.211	Invest. Earnings-LGIP	.00	.00	.00	.00	.25
392.000	Transfers In	55,250.00	.00	.00	.00	122,363.54
	Department 000 - Revenue Totals	\$55,250.00	\$0.00	\$0.00	\$0.00	\$122,363.79
	REVENUE TOTALS	\$55,250.00	\$0.00	\$0.00	\$0.00	\$122,363.79
EXPENSE						
Department 922 - Gardnerville Debt						
550.021	Loan Principal	50,000.00	.00	.00	.00	117,855.00
550.022	Loan Interest	5,250.00	.00	.00	.00	5,126.70
	Department 922 - Gardnerville Debt Totals	\$55,250.00	\$0.00	\$0.00	\$0.00	\$122,981.70
	EXPENSE TOTALS	\$55,250.00	\$0.00	\$0.00	\$0.00	\$122,981.70
Fund 613 - Gardnerville Debt Totals						
REVENUE TOTALS		\$55,250.00	\$0.00	\$0.00	\$0.00	\$122,363.79
EXPENSE TOTALS		\$55,250.00	\$0.00	\$0.00	\$0.00	\$122,981.70
Fund 613 - Gardnerville Debt Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$617.91)

GARDNERVILLE FINAL FY 17/18

Budget Year 2018

x

Account	Account Description	2018 Commissioner	2017 Amended Budget	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 614 - G'ville Ad Val Cap Proj						
REVENUE						
Department 000 - Revenue						
301.100	Opening Fund Reserves	73,144.00	84,517.00	.00	.00	.00
331.135	Distr. from County	47,359.00	46,000.00	45,512.50	45,901.06	44,841.59
361.205	Investment-FMV Adjust	.00	.00	.00	328.67	85.07
361.211	Invest. Earnings-LGIP	.00	.00	98.33	166.60	66.06
361.212	Invest. Earnings-BNY Mellon	.00	.00	41.17	608.29	470.12
392.000	Transfers In	.00	2,000.00	.00	.00	.00
	Department 000 - Revenue Totals	\$120,503.00	\$132,517.00	\$45,652.00	\$47,004.62	\$45,462.84
	REVENUE TOTALS	\$120,503.00	\$132,517.00	\$45,652.00	\$47,004.62	\$45,462.84
EXPENSE						
Department 730 - G'ville Ad Val Cap Proj						
562.000	Capital Projects	.00	25,000.00	25,000.00	.00	.00
564.500	Machinery & Equipment	73,000.00	.00	.00	17,555.00	.00
564.700	Motor Vehicles	.00	34,373.00	28,972.00	97,657.25	2,612.31
625.103	Appropriated Reserve	47,503.00	73,144.00	.00	.00	.00
	Department 730 - G'ville Ad Val Cap Proj Totals	\$120,503.00	\$132,517.00	\$53,972.00	\$115,212.25	\$2,612.31
	EXPENSE TOTALS	\$120,503.00	\$132,517.00	\$53,972.00	\$115,212.25	\$2,612.31
Fund 614 - G'ville Ad Val Cap Proj Totals						
	REVENUE TOTALS	\$120,503.00	\$132,517.00	\$45,652.00	\$47,004.62	\$45,462.84
	EXPENSE TOTALS	\$120,503.00	\$132,517.00	\$53,972.00	\$115,212.25	\$2,612.31
Fund 614 - G'ville Ad Val Cap Proj Totals		\$0.00	\$0.00	(\$8,320.00)	(\$68,207.63)	\$42,850.53
Net Grand Totals						
	REVENUE GRAND TOTALS	\$3,886,947.00	\$3,975,673.00	\$2,220,535.66	\$2,990,450.80	\$2,546,250.25
	EXPENSE GRAND TOTALS	\$3,889,443.00	\$3,975,673.00	\$1,956,630.67	\$2,889,424.87	\$2,521,910.85
	Net Grand Totals	(\$2,496.00)	\$0.00	\$263,904.99	\$101,025.93	\$24,339.40

WELCOME

TO THE

GARDNERVILLE TOWN BOARD MEETING

MAY 2, 2016

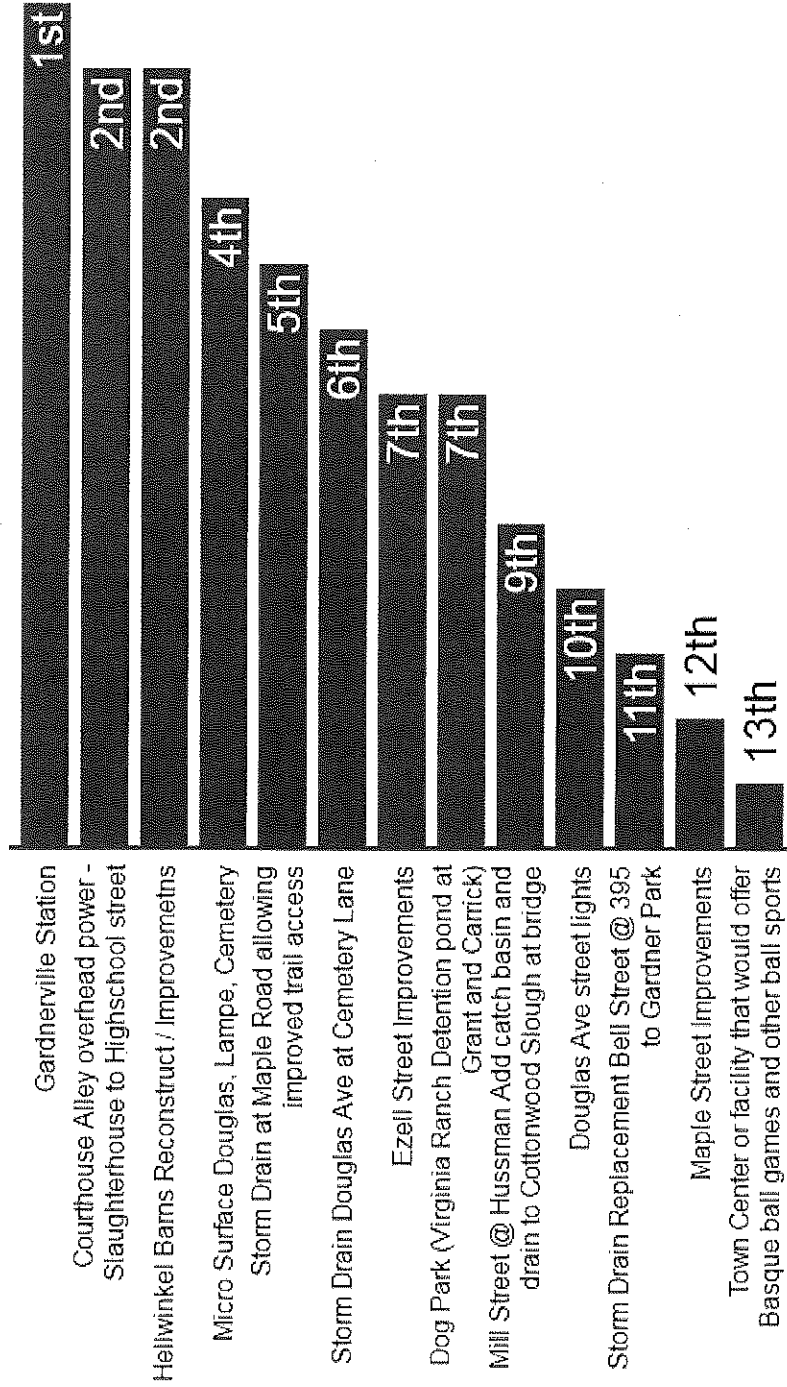


We received 3 Board Member Input. The 4th person was Tom.

Town of Gardnerville projects ranking

When poll is active, respond at PollEv.com/tomdallaire723

Answers to this poll are anonymous



Total Results: 4

Please rank your project priorities within Gardnerville

(rank them in order of importance) ADD others we did not capture

1. Gardnerville Station
2. Courthouse @ Highschool ADA and underground overhead lines with the School District
CVMS site and building improvements project
3. Hellwinkel Barns reconstruct / improvements
4. Microsurface Douglas, Lampe, Cemetery
5. Storm Drain at Maple Road allowing improved trail access
6. Storm Drain Douglas Ave at Cemetery Lane
7. Ezell Street Improvements
8. Dog Park (Virginia Ranch Detention pond at Grant and Carrick)
9. Mill Street @ Hussman Add catch basin and drain to Cottonwood Slough at bridge
10. Douglas Ave street lights
11. Storm Drain Replacement Bell Street @ 395 to Gardner Park
12. Maple Street Improvements
13. Town Center or facility that would offer Basque ball games and other ball sports
14. Other _____

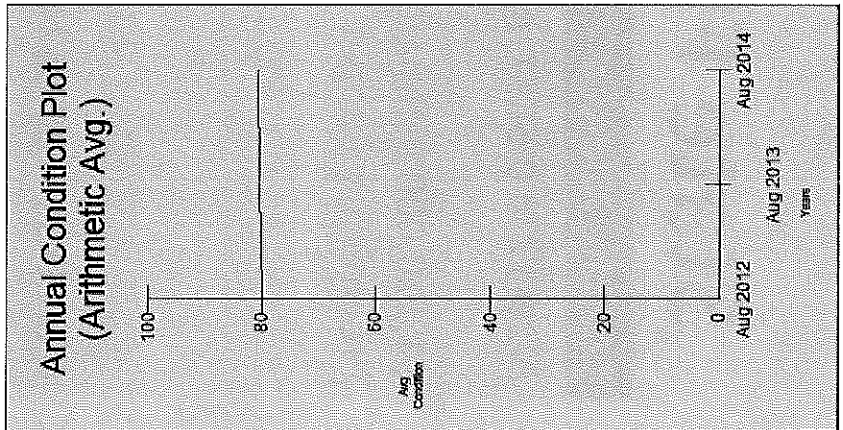
Town of Gardnerville PCI Pavement Condition Index



PCI 70-80
 PCI 50-70
 PCI 0-50

Worst PCI results in town

- Tognetti Alley Behind US Bank
- Industrial Court
- Town Maintenance Yard
- Southgate
- Industrial Way
- North Hampton Circle
- Easton



State FINAL Projections - Proforma

Tax Rate Allowed

Tax rate per NRS limit to 3.66

3-26-17 = 0.6677 @ \$1,145,091

\$1,110,000 estimated for the town
Preliminary Budget

Used: 17/18 tax rate 0.6677 is max value

5.93% Increase over this year's budgeted number of
\$1,080,959

C tax Dist. = \$279,748

C tax up 0.011% from \$276,717 this fiscal year

Population Estimate: 5,780 (+29)

Up from 5,751 16/17 Increase 0.156%

Gardnerville Town Board
 Ken Miller, Cassandra Jones, Linda Slater,
 Lloyd Higuera, Mary Wenner

Town Manager
 Tom Dallaire

Town Maintenance Superintendent of Public Works
 Geoff LaCost

Administrative Services Manager
 Carol Louthan

Parks / Public Works Dept.

Town Maintenance Specialist Senior
 Mike Plut

Town Maintenance Specialist
 Ryan Clark

Town Maintenance Specialist
 Steve Thompson

Town Maintenance Specialist
 Ron Grove

Town Maintenance Specialist
 Jody Martin

Seasonal Maintenance Aide

Seasonal Maintenance Aide

Health & Sanitation Dept.

Town Sanitation Specialist Senior
 Craig Tuthill

Town Sanitation Specialist
 Jaired Briggs

Town Sanitation Specialist
 Michael Jacobsen

Town Sanitation Specialist
 Troy

Office Specialist
 Marie Nicholson

Office Aide Seasonal Filled



ORGANIZATION CHART 2018

Without New full time positions 3 seasonal' s

Salaries and Benefits Comparison - With 1 new seasonal positions (two Maintenance Assistant, one Office Assistant)

MERIT	ADMIN - PARKS - PW			H&S			Total			Overall Total
	Salaries	Benefits	Sub-Total	Salaries	Benefits	Sub-Total	Salaries	Benefits	Sub-Total	
0	\$ 393,905	\$ 182,142	\$ 576,046	\$ 287,318	\$ 139,883	\$ 427,202	\$ 681,223	\$ 322,025	\$ 1,003,248	\$ 1,003,248
2	\$ 416,177	\$ 188,813	\$ 604,989	\$ 305,398	\$ 145,360	\$ 450,758	\$ (40,351)	\$ (12,148)	\$ (52,499)	\$ (52,499)
3	\$ 427,313	\$ 192,145	\$ 619,457	\$ 314,437	\$ 148,067	\$ 462,504	\$ (20,176)	\$ (6,039)	\$ (26,215)	\$ (26,215)
4	\$ 438,449	\$ 195,481	\$ 633,930	\$ 323,477	\$ 150,775	\$ 474,252	\$ (20,176)	\$ (6,044)	\$ (26,220)	\$ (26,220)
5	\$ 449,585	\$ 198,817	\$ 648,401	\$ 332,517	\$ 153,481	\$ 485,998	\$ (20,176)	\$ (6,042)	\$ (26,218)	\$ (26,218)
6	\$ 460,721	\$ 202,151	\$ 662,872	\$ 341,557	\$ 156,189	\$ 497,746	\$ (20,176)	\$ (6,043)	\$ (26,219)	\$ (26,219)

	Salaries	Benefits	Total	Difference per 1%
0 - 2% difference	\$ (40,351)	\$ (12,148)	\$ (52,499)	
0 - 3 % difference	\$ (60,527)	\$ (18,187)	\$ (78,714)	
0 - 4% difference	\$ (80,703)	\$ (24,231)	\$ (104,934)	\$ (20,176)
0 - 5% difference	\$ (100,878)	\$ (30,273)	\$ (131,151)	
0 - 6% difference	\$ (121,054)	\$ (36,316)	\$ (157,370)	

- Assumed average 4% across all staff. This will not change with the county Moving to COLA & Merit
- No PERS increase or decrease this year.

County is implementing 2% COLA and max 3% merit with new review program and pointing system.

DO WE WANT TO JOIN THE COUNTY LEAD ON THIS?

Town of Gardnerville FINAL Budget FY 17-18

May 8, 2017



	FY2016-17	FY2017-18	# Change	% Change
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Total Full-Time Equivalent (FTE): 13.99 14.485 0.495 3.5%

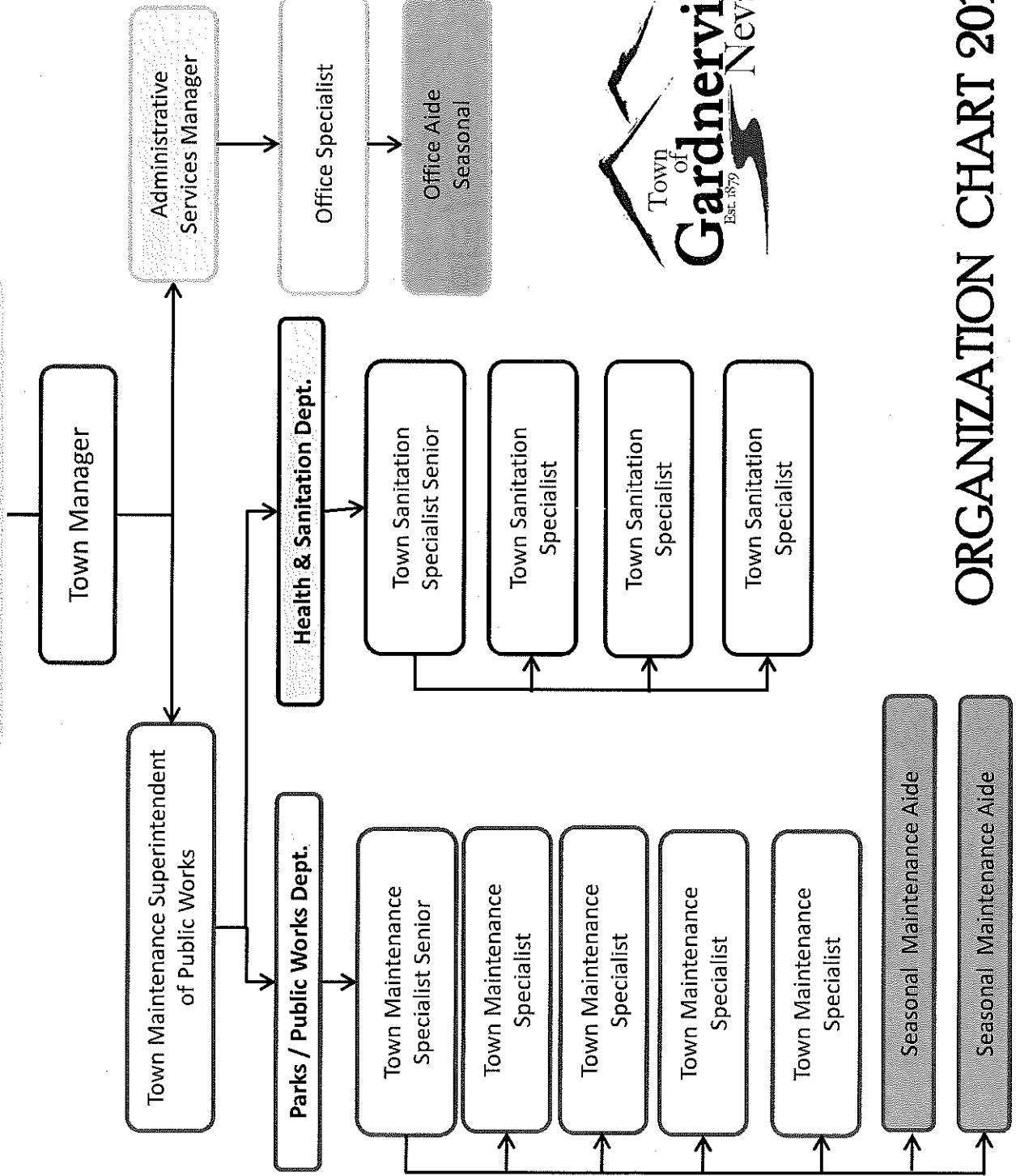
Total Number of Positions: 15 16 1 6%

3 part time positions makes the math complicated.

Town Positions & Distribution

Position	610-921	610-926	611-925	Total
Gardnerville Town Manager	0.700	-	0.300	1.000
Administrative Services Manager	0.700	-	0.300	1.000
Office Assistant Senior	0.400	-	0.600	1.000
Town Maintenance Superintendent	-	0.700	0.300	1.000
Maintenance Specialist Senior	-	0.800	0.200	1.000
Maintenance Specialist	-	0.900	0.100	1.000
Maintenance Specialist	-	0.900	0.100	1.000
Maintenance Specialist	-	0.900	0.100	1.000
Sanitation Specialist Senior	-	-	1.000	1.000
Sanitation Specialist	-	-	1.000	1.000
Sanitation Specialist	-	-	1.000	1.000
Sanitation Specialist	-	-	1.000	1.000
Maintenance Assistant II (seasonal)	-	0.495	-	0.495
Maintenance Assistant II (seasonal)	-	0.495	-	0.495
Office Clerical (Part Time)	0.250	-	0.245	0.495
Total	2.050	6.090	6.345	14.485

Gardnerville Town Board



ORGANIZATION CHART 2017

Summary of Town Funds

□ 610 – Town of Gardnerville – General Fund

- 921 Administrative
- 923 Parks and Recreation
- 926 Public Works

□ 611 – Health and Sanitation – Enterprise Fund

- 925 Health and Sanitation

□ 613 – Gardnerville Debt – (Transfers)

- 922 Gardnerville Debt Service

This fund is used this fiscal Year - \$52,750 for Gilman property

□ 614 – Ad Val Capital Project

\$47,359 (3.66% County distribution)

Used to fund additional capital purchases or projects

All Funds	2017		2018 Final Budget	\$ Change	Percent Change
	Amended Budget				
Revenue /Expenditure Grand Totals:	\$3,975,673	\$3,886,947	\$3,886,947	\$(88,726)	-2%

610 Town Fund – General Fund

	FY2016-17	FY2017-18	\$ Change	Percent Change
Revenue				
Department: 000 Revenue				
Taxes	\$1,080,959.00	\$1,145,091.00	64,132.00	6%
Intergovernmental Revenue	\$310,869.00	\$843,458.00	532,589.00	171%
Charges For Service	\$5,000.00	\$5,000.00	-	0%
Interest Revenue	\$0.00	\$0.00	-	n/a
Miscellaneous Revenue	\$31,498.00	\$0.00	(31,498.00)	n/a
Other Financing Sources	\$2,000.00	\$0.00	(2,000.00)	n/a
Beg.Fund Bal./Reserves	\$613,684.00	\$197,658.00	(416,026.00)	-68%
Total Revenue	\$2,044,010.00	\$2,191,207.00	147,197.00	7%
Expenditures				
Department: 921 Gardnerville Admin				
Salaries & Wages	\$203,613.00	\$159,288.00	(44,325.00)	-22%
Employee Benefits	\$58,156.00	\$61,628.00	3,472.00	6%
Services & Supplies	\$103,360.00	\$127,705.00	24,345.00	24%
Debt Service	\$0.00	\$0.00	-	n/a
Capital Outlay/Projects	\$0.00	\$0.00	-	n/a
Department Total: Gardnerville Admin	\$365,129.00	\$348,621.00	(16,508.00)	-5%

610 Town Fund – General Fund

	FY2016-17	FY2017-18	\$ Change	Percent Change
Expenditures				
Department: 923 Parks & Recreation				
Services & Supplies	\$95,054.00	\$77,350.00	(17,704.00)	-19%
Capital Outlay/Projects	\$119,000.00	\$0.00	(119,000.00)	n/a
Department Total: Parks & Recreation	\$214,054.00	\$77,350.00	(136,704.00)	-64%
Expenditures				
Department: 926 Other Public Works				
Salaries & Wages	\$263,300.00	\$255,301.00	(7,999.00)	-3%
Employee Benefits	\$126,444.00	\$127,334.00	890.00	1%
Services & Supplies	\$514,190.00	\$454,482.00	(59,708.00)	-12%
Capital Outlay/Projects	\$409,599.00	\$726,350.00	316,751.00	77%
Other Financing Uses — Contingency & Transfers out	\$41,636.00	\$94,149.00	52,513.00	126%
Ending Fund Bal/Reserves	\$109,658.00	\$107,620.00	(2,038.00)	-2%
Department Total: Other Public Works	\$1,464,827.00	\$1,765,236.00	300,409.00	21%
Fund Total: Gardnerville Town				
Revenue Totals:	\$2,044,010.00	\$2,191,207.00	147,197.00	7%
Expenditure Totals	\$2,044,010.00	\$2,191,207.00	147,197.00	7%

610 Town Funded Projects

Gardnerville PROJECTS TO HIGHLIGHT

610 FUND

610.923 Parks and Rec

Major Repair and maintenance

Bench & Tree Replacement

\$ 6,300

Small Projects

install Irrigation & Trees in Open Space @ Hellwinkel Barns

EVENTS

Tree and Shrub pest control

\$ 6,000
 \$ 8,950
 \$ 10,000
\$ 31,250

TOTAL _ PARKS AND REC PROJECTS

610.926 Other Public Works

Road Maintenance

Street Lights

Storm Drain

Crack Seal Material

\$ 50,000
 \$ 77,000
 \$ 36,500
 \$ 15,000

Major Repair and Maintenance - Micorsurface & ADA projects in town

Capital Projects

\$ 201,457

Gville Station - Strom drain basins

\$ 350,000

Gville Station - building renovation and utilities

Gville Station - Building equipment

Transfers out - Gilman and Ezell Property

\$ 339,350
 \$ 37,000
 \$ 55,250

TOTAL OTHER PUBLIC WORKS PROJECTS

CDBG Grant Funding

\$ 1,161,557
 \$ (539,350)

TOTAL TOWN FUNDED PROJECTS IN THE GENERAL FUND

\$ 653,457

611 Town Health & Sanitation- Enterprise

Fund: 611 Gardnerville Health & San	FY 2016-17	FY 2017-18	\$ Change	Percent Change
Revenue				
Department: 000 Revenue				
Charges For Service	\$980,000	\$1,035,000	\$55,000	6%
Interest Revenue	\$0	\$0	\$0	n/a
Miscellaneous Revenue	\$0	\$0	\$0	n/a
Contributed Capital	\$0	\$0	\$0	n/a
Other Financing Sources	\$0	\$0	\$0	n/a
Depreciation/Amortizaion	\$0	\$0	\$0	n/a
Beg.Fund Bal./Reserves - Purchased refurbished truck & Yard improvements	\$819,146	\$484,987	(\$334,159)	-41%
Revenue Totals	\$1,799,146	\$1,519,987	(\$279,159)	-16%
Expenditures				
Department: 925 Health & Sanitation				
Salaries & Wages	\$317,175	\$302,349	(\$14,826)	-5%
Employee Benefits	\$142,529	\$153,132	\$10,603	7%
Services & Supplies	\$544,455	\$543,894	(\$561)	0%
Debt Service	\$0	\$0	\$0	n/a
Capital Outlay/Projects	\$310,000	\$150,000	(\$160,000)	-52%
Miscellaneous	\$0	\$0	\$0	n/a
Other Financing Uses	\$0	\$0	\$0	n/a
Depreciation	\$50,000	\$55,000	\$5,000	10%
Amortization	\$0	\$0	\$0	n/a
Ending Fund Bal/Reserves	\$434,987	\$315,612	(\$119,375)	-27%
Total: Health & Sanitation	\$1,799,146	\$1,519,987	(\$279,159)	-16%
Revenue Totals:	\$1,799,146	\$1,519,987	(\$279,159)	-16%
Expenditure Totals	\$1,799,146	\$1,519,987	(\$279,159)	-16%

611 Town Funded Projects

611 FUND

611.925 Health and Sanitation

Maint. Equipment - New recycle bins - May need more to get started \$ 20,000

Recycling Exspence - Nore Totes \$ 34,000

Motor Vehicle - New refurbished truck - Trade in MACK

\$ 150,000

TOTAL TOWN FUNDED PROJECTS IN THE ENTERPRISE FUND

\$ 184,000



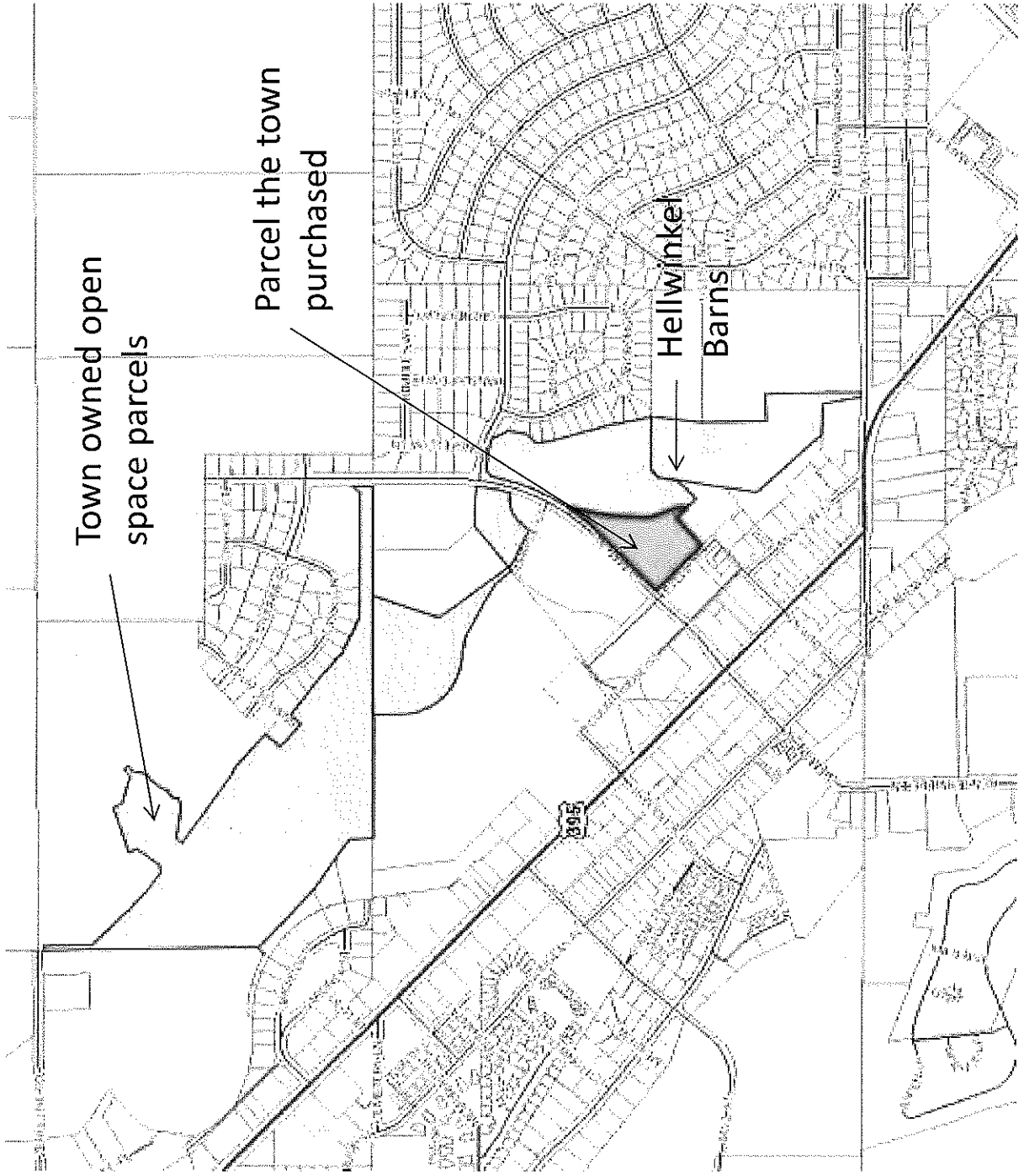
613 Town Fund – Debt

Revenue	FY 2016-17	FY 2017-18	\$ Change	Percent Change
Department: 000 Revenue				
Interest Revenue	\$0.00	\$0.00	\$0	n/a
Other Financing Sources	\$55,250.00	\$0.00	(\$55,250)	n/a
Beg. Fund Bal./Reserves	\$0.00	\$0.00	\$0	n/a
Department Total: Revenue	\$55,250.00	\$0.00	(\$55,250)	n/a

Expenditures	FY 2016-17	FY 2017-18	\$ Change	Percent Change
Department: 922 Gardnerville Debt				
Salaries & Wages	\$0.00	\$0.00	\$0	n/a
Services & Supplies	\$0.00	\$0.00	\$0	n/a
Debt Service	\$55,250.00	\$0.00	(\$55,250)	n/a
Ending Fund Bal./Reserves	\$0.00	\$0.00	\$0	n/a
Total: Gardnerville Debt	\$55,250.00	\$0.00	(\$55,250)	n/a

Fund Total: Gardnerville Debt	FY 2016-17	FY 2017-18	\$ Change	Percent Change
Revenue Totals:	\$55,250.00	\$0.00	(\$55,250)	n/a
Expenditure Totals	\$55,250.00	\$0.00	(\$55,250)	n/a

613 Town Fund – Purchase of Parcel



614 Town Fund – Ad Val Cap Projects

Revenue	FY2016-17	FY2017-18	\$ Change	Percent Change
Department: 000 Revenue				
Intergovernmental Revenue	\$46,000	\$47,359	\$1,359	3%
Interest Revenue	\$0	\$0	\$0	n/a
Miscellaneous Revenue	\$0	\$0	\$0	n/a
Other Financing Sources	\$2,000	\$0	(\$2,000)	n/a
Beg.Fund Bal./Reserves	\$84,517	\$73,144	(\$11,373)	-13%
Total Revenue	\$132,517	\$120,503	(\$12,014)	-9%

Expenditures	FY2016-17	FY2017-18	\$ Change	Percent Change
Department: 730 G'ville Ad Val Cap Proj				
Salaries & Wages	\$0	\$0	\$0	n/a
Services & Supplies	\$0	\$0	\$0	n/a
Debt Service	\$0	\$0	\$0	n/a
Capital Outlay/Projects	\$59,373	\$73,000	\$13,627	23%
Other Financing Uses	\$0	\$0	\$0	n/a
Ending Fund Bal./Reserves	\$73,144	\$47,503	(\$25,641)	-35%
Total G'ville Ad Val Cap Proj	\$132,517	\$120,503	(\$12,014)	-9%
Revenue Total	\$132,517	\$120,503	(\$12,014)	-9%
Expenditure Total	\$132,517	\$120,503	(\$12,014)	-9%

614 – Town Funded Projects

614 FUND

614.730 Machinery & Equipment

Gator

\$ 18,000

Lawn Tractor and Attachments

\$ 55,000

TOTAL TOWN FUNDED PROJECTS IN THE CAPITAL FUND

\$ 73,000

Pulled out of reserves

\$ 25,641

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for April 2017.

2.

3. **Recommended Motion:**

Funds Available: Yes N/A

4. **Department:** Administration

5. **Prepared by:** Tom Dallaire

6. **Meeting Date:** May 2, 2017 **Time Requested:** 5 minutes

7. **Agenda:** Consent Administrative

Background Information: To be presented at meeting.

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

9. **Board Action:**

Approved Approved with Modifications

Denied Continued

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for April 2017.**

2. **Recommended Motion: No action required.**
Funds Available: Yes N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: May 2, 2017 Time Requested: 15 minutes**

6. **Agenda:** Consent Administrative

Background Information: See attached report.

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

8. **Board Action:**

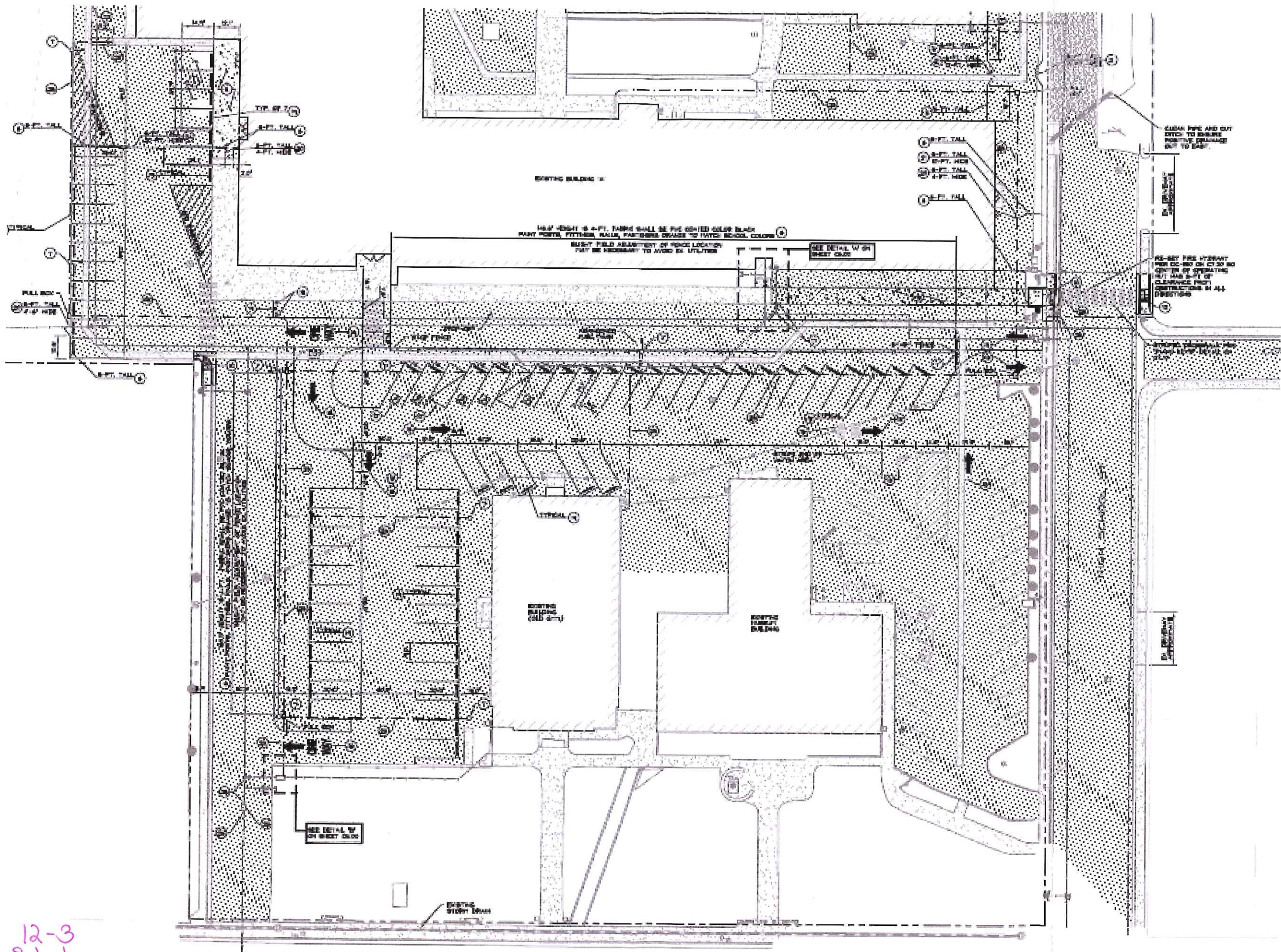
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|-----------------------------------|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Modifications |
| <input type="checkbox"/> Denied | <input type="checkbox"/> Continued |



Ken Miller , Chairman
Cassandra Jones, Vice Chairwoman
Linda Slater, Board Member
Lloyd Higuera, Board Member
Mary Wenner, Board Member

Town Manager Monthly Report May 2017 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** Spoke with Dube` this month. They will finish plans up for submittal for a building permit this month. The town was awarded \$539,350 plus this coming budget of \$187,000 from the town. We will be able to install the underground basins, remodel the building and furnish it, provided the budget is accurate.
- B. 395 Crosswalks:** No progress at this point.
- C. Kingslane Sidewalk Project:** We worked on other project this month. We need to do a cost estimate and contract docs for this project. We have the 90% plans if you want to review them.
- D. Toiyabe Storm Drain Project & Shop Improvements:** - We received the minor design review approval of the wall. RO Anderson is wrapping up the plan set and contract docs to go out to bid.
- E. Chichester Estates Park Ditch Storm Drain Outlet:** I worked on this plan set with the Gilman ponds amenities. We did get the picnic covers in finally.
- F. Office Items:**
- I attended the meeting at CDBG committee when they decided to fund all the projects. I was able to answer some questions for them to make their final determination.
 - AB417 – (Main Street Bill) was approved out of committee and is heading to the ways and means next.
 - Wrote letter to school board. The package we put together took some time for Teri to review. But they are changing the plans. I have not seen the plans as of Monday the 24th of April. I did receive an overall site plan. Access is better. They are not replacing the concrete sidewalk access ramp unless NDOT makes them improve it.
 - Met with John Endter. The fiber line is being extended when weather improves.
 - Attended the 2nd visitor's authority workshop on wayfinding signage. Signage along 395 and 88 to parks, destinations and places of interest. Discussed the need for signage the group came up with last time. They were missing some OHV access signs on Stephanie and Johnson Lane. I captured those signs for the report.
 - Attended Economic Development Committee at the chamber. Jack Jacobs will be presenting the Argi-hoods concept to the BOCC soon.
 - Met with Pete Dube` and his team at the barns to review the fronton and town hall concepts.
 - I am in Pittsburgh at the Main Street Conference for this meeting. Leave Saturday.
 - I will be attending LOGMAN conference in Tahoe on May 11-12



12-3
School

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville.

2. **Recommended Motion:** N/A

Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** May 2, 2017 **Time Requested:** 10 minutes

6. **Agenda:** Consent Administrative

Background Information: To be presented at meeting.

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

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

MSG Board of Directors Meeting

April 18, 2017 6:00 PM

EXECUTIVE DIRECTOR MONTHLY STATUS REPORT

This report provides a brief overview of operations of Main Street Gardnerville program.

MONTHLY SUMMARY (ACTUAL MARCH 29-APRIL 18)

- **Financial**
 - 3/6/17 first deposit of \$20,000
 - New signees (Linda Dibble, Meredith Fischer & Debbi Lehr)
 - Credit cards applied for and received (Linda Dibble & Debbi Lehr)
 - Business checks ordered and received
 - Night deposits key requested
 - Safe installed in office
- **Membership**
 - Reviewed and updated membership list to determine who we need to approach for renewal and new membership
 - Membership
 - Current: 44
 - Founding: 4
 - In Kind: 5
- **State Main Street Program AB417**
 - Attended hearing Tuesday, April 11th it was highly supported
 - Emailed a request to all volunteers to support AB417
 - AB 417 passed committee level unanimously on Thursday, April 13th
- **Office set up**
 - MS Office 365 expires 5/1/2017
 - Adobe Acrobat DC Pro
 - Adobe Photoshop
 - Quick Books purchased and installed, met with Patty this morning
- **Forms and Branding**
 - Created new uniformed forms to better brand the program
 - Created a branding guideline sheet for future advertising and logo distribution
- **Social Media**
 - **Twitter:** 119 to 442 followers
 - **Facebook:** 2,248 to 2,622 followers
 - **Created Instagram Account:** 0-140 followers
 - **Created LinkedIn Account:** 0 to 1 followers
- **Online registration for Wine Walks, Coffin Races, etc...**
 - Already have a program Constant Contact that will allow
 - Payments through PayPal or Credit Cards
- **Emails & Constant Contact Mails**
 - Volunteer request for Business Showcase
 - Biz Blast



- **Media Mentions**

- **Carson Valley Times:** New Executive Director
- **Record Courier:** Minden Main Street vote 4/6/17, Kids Dig into Gardening 3/30/17

- **Press Releases**

- *Main Street Gardnerville welcomes new Executive Director*

OLD BUSINESS

- Put in application for Business Showcase

NEW BUSINESS

- **Terminology Changes needed** -Noticed that our language on website, brochures and policies is very confusing for example we are using sponsor for an out of district member, for associated partner for the wine walks (a MSG Member can sponsor and out of district sponsor at their location for Wine Walks) and for event sponsors. I suggest we review and change terminology starting with the policies and move down the list. i.e.: Sponsor Member become partners or affiliate members. So that we can solicit actual event sponsors for future events without getting folks confused.
- **Board of Directors Packets**-I would like to ask for all committee minutes and agenda action item requests be submitted no later than the 2nd Wednesday of every month by 5pm. To cut down on paper waste I will all BOD members the agenda and minutes electronically and only print a Board packet if you personally request one prior to the Tuesday Board meeting.

Committee Action:
Do Pass _____
Amend & Do Pass _____
Other _____

Assembly Committee on Government Affairs

This measure may be considered for action during today's work session.

ASSEMBLY BILL 417

Creates the Nevada Main Street Program within the Department of Tourism and Cultural Affairs. (BDR 18-1053)

Sponsored by: Assemblywoman Swank
Date Heard: April 11, 2017
Fiscal Impact: **Effect on Local Government:** No.
Effect on the State: Contains Appropriation not included in Executive Budget.

Assembly Bill 417 bill creates the Nevada Main Street Program within the Department of Tourism and Cultural Affairs. The Program is designed to provide State-level coordination with the National Main Street Center, Inc., which is a wholly owned subsidiary of the National Trust for Historic Preservation. The bill requires the Director of the Department of Tourism and Cultural Affairs to: (1) adopt regulations setting forth the requirements to apply for and receive approval as a designated local Main Street program; and (2) coordinate the Program and approve or deny applications for grants to designated local Main Street programs. Further, the bill creates the Account for the Nevada Main Street Program in the State General Fund to accept donations, grants, and other types of funding for the award of grants and operation of the Program. The bill makes an appropriation of \$500,000 from the State General Fund to the Interim Finance Committee for allocation to the Department of Tourism and Cultural Affairs for the operation of the Program and to provide grants to designated local Main Street programs.

Amendments:

Proposed by Assemblywoman Swank:

As discussed in the hearing, the conceptual amendment adds the term "or assigned program coordinator" for the purposes of adopting regulations and administering the Main Street Program account.

Main Street Gardnerville Program Profit & Loss Budget vs. Actual July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Opening Fund Bal 301-000	0.00			
Invest Earn-LGIP 361-211	214.40	18,010.00	-18,010.00	0.0%
Invest Earn BNY Mellon 361-212	68.47			
Distribution from Cty 331-135	0.00	10,000.00	-10,000.00	0.0%
Donations 367-102	15.00			
Membership 360-220	1,600.00	5,000.00	-3,400.00	32.0%
Merchandise Sales 360-210	9,280.00	14,000.00	-4,720.00	66.3%
Miscellaneous Income 360-800	50.00			
Promotions 360-221	14,703.00	25,000.00	-10,297.00	58.8%
USDA Grant-fed & state 332-120	1,444.00			
Total Income	27,374.87	72,010.00	-44,635.13	38.0%
Expense				
Benefits 511-180	0.00	24,603.00	-24,603.00	0.0%
Advertising 520-072	1,515.45	2,000.00	-484.55	75.8%
EMRB Assessment 520-169	0.00	7.00	-7.00	0.0%
Insurance 520-079	2,505.00	2,200.00	305.00	113.9%
Membership 520-170	150.00	350.00	-200.00	42.9%
Miscellaneous Expenses 550-001	1,970.71	500.00	1,470.71	394.1%
Office Supplies 533-800	52.44	400.00	-347.56	13.1%
Postage 520-060	0.00	300.00	-300.00	0.0%
Professional Services 521-100	0.00	1,000.00	-1,000.00	0.0%
Subscriptions 532-056	796.00	804.00	-8.00	99.0%
Telephone 520-055	463.11	700.00	-236.89	66.2%
Training 520-200	1,390.00	2,000.00	-610.00	69.5%
Travel 520-064	366.18	3,750.00	-3,383.82	9.8%
Organization Committee 550-235	4,778.67	6,100.00	-1,321.33	78.3%
Design Committee 550-236	11,921.89	13,300.00	-1,378.11	89.6%
Promotion Committee 550-237	12,125.71	13,000.00	-874.29	93.3%
DV Committee 550-238	39.59	995.00	-955.41	4.0%
Ending Fund Balance 699-000	0.00	1.00	-1.00	0.0%
Total Expense	38,074.75	72,010.00	-33,935.25	52.9%
Net Ordinary Income	-10,699.88	0.00	-10,699.88	100.0%
Net Income	-10,699.88	0.00	-10,699.88	100.0%

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Main Street Gardnerville Program
Profit & Loss by Class
July 2016 through March 2017

	Admin/O...	Advertis...	Baskets	Bench	Coffin...	Donors	Freedo...	Gallery	HP Gard...	Member...	Mercha...	Pots	Wine W...	Un...	TOTAL
Ordinary Income/Expense															
Income															
Invest Earn-L-GIP 361-211	214.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	214.40
Invest Earn BNY Mellon 361-212	68.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.47
Donations 367-102	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
Membership 360-220	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	0.00	0.00	0.00	0.00	1,600.00
Merchandise Sales 360-210	0.00	0.00	6,475.00	0.00	0.00	0.00	0.00	0.00	476.00	0.00	4.00	300.00	30.00	0.00	9,280.00
Miscellaneous Income 360-800	0.00	0.00	0.00	1,995.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	50.00
Promotions 360-221	0.00	0.00	0.00	0.00	695.00	0.00	892.00	0.00	0.00	0.00	0.00	0.00	13,116.00	0.00	14,703.00
USDA Grant-fed & state 332-120	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,444.00	0.00	0.00	0.00	0.00	0.00	1,444.00
Total Income	282.87	0.00	6,475.00	1,995.00	695.00	15.00	892.00	0.00	1,920.00	1,600.00	4.00	300.00	13,196.00	0.00	27,374.87
Expense															
Advertising 520-072	13.98	802.23	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	609.24	0.00	1,515.45
Insurance 520-079	2,505.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,505.00
Membership 520-170	1,930.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.87	0.00	0.00	0.00	0.00	0.00	1,970.71
Miscellaneous Expenses 550-...	52.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.44
Office Supplies 533-800	796.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	796.00
Subscriptions 532-056	483.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	483.11
Telephone 520-055	1,390.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,390.00
Training 520-200	366.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.18
Travel 520-064	4,778.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,778.67
Organization Committee 550-2...	7,000.00	883.38	32.56	2,366.00	40.00	0.00	0.00	235.01	1,234.74	0.00	0.00	190.20	0.00	0.00	11,921.89
Design Committee 550-236	10,100.00	0.00	0.00	18.38	694.57	0.00	892.00	0.00	0.00	0.00	0.00	0.00	420.76	0.00	12,125.71
Promotion Committee 550-237	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.59	0.00	0.00	0.00	0.00	39.59
DV Committee 550-238	29,571.22	1,685.61	32.56	2,384.38	824.57	0.00	892.00	235.01	1,274.61	14.59	0.00	130.20	1,030.00	0.00	38,074.75
Total Expense	29,288.35	1,685.61	6,442.44	389.38	129.57	15.00	0.00	235.01	645.39	1,585.41	4.00	169.80	12,166.00	0.00	41,069.88
Net Ordinary Income	-29,288.35	-1,685.61	6,442.44	-389.38	-129.57	15.00	0.00	-235.01	645.39	1,585.41	4.00	169.80	12,166.00	0.00	-10,699.88
Net Income	-29,288.35	-1,685.61	6,442.44	-389.38	-129.57	15.00	0.00	-235.01	645.39	1,585.41	4.00	169.80	12,166.00	0.00	-10,699.88

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Trial Balance Listing

Through 03/31/17
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	MTD Debits	MTD Credits	Ending Balance	Prior Year MTD Balance
Fund 811 - Gardnerville Main Street						
101.000	Cash	138,401.44	360.00	2,175.18	136,586.26	137,797.62
101.090	Investment-FMV Adjust	274.68	.00	.00	274.68	(91.58)
121.100	Interest Receivable	213.00	.00	.00	213.00	213.00
202.000	Accounts Payable	.00	2,087.88	2,087.88	.00	.00
219.000	Accr Vac/Sick/Comp	.00	.00	.00	.00	(4,981.10)
253.000	Fund Balance	(106,861.28)	.00	.00	(106,861.28)	(106,861.28)
	P/Y Fund Equity Adjustment	(40,912.54)	.00	.00	(40,912.54)	(40,912.54)
	Fund Revenues	(27,102.17)	272.30	545.00	(27,374.87)	(1,717.08)
	Fund Expenses	35,986.87	2,087.88	.00	38,074.75	2,543.07
	Fund 811 - Gardnerville Main Street Totals	\$0.00	\$4,808.06	\$4,808.06	\$0.00	\$26,902.65
	Grand Totals	\$0.00	\$4,808.06	\$4,808.06	\$0.00	\$26,902.65

Handwritten notes in red ink:
 > 147,773.82
 > 10,691.88

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12:28 PM
04/18/17
Cash Basis

Main Street Gardnerville Program
Balance Sheet
As of March 31, 2017

	<u>Mar 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank 301-000	136,586.26 ✓
Total Checking/Savings	136,586.26
Other Current Assets	
Investment-FMV Adjust 101.090	274.68 ✓
Interest Receivable 121,100	213.00 ✓
Total Other Current Assets	487.68
Total Current Assets	137,073.94
TOTAL ASSETS	<u>137,073.94</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	147,773.82 ✓
Net Income	-10,699.88 ✓
Total Equity	137,073.94
TOTAL LIABILITIES & EQUITY	<u>137,073.94</u>

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12:27 PM

04/18/17

Cash Basis

Main Street Gardnerville Program DEPOSIT DETAIL

March 2017

<u>Date</u>	<u>Memo</u>	<u>Paid Amount</u>
Ordinary Income/Expense		
Income		
Membership 360-220		
3/7/2017	Member-bus/Silver Thistle Photography	100.00
	Total Membership 360-220	<u>100.00</u>
Merchandise Sales 360-210		
3/7/2017	Flower basket 2017/mcpartland - double paid in error	85.00
3/7/2017	3/7 correct treasurer's error, reversed this deposit from ...	-272.30
3/7/2017	Flower basket 2017/mcpartland- cty rev dble pymt 3/29	-85.00
3/8/2017	Flower basket 2017/b jane lommell	85.00
3/17/2017	Flower basket 2017/joers	95.00
3/23/2017	Flower basket 2017/baker	95.00
3/29/2017	Flower basket 2017/manoukian -county corrected keying...	85.00
3/29/2017	Flower basket 2017/dibble -county corrected keying error	85.00
	Total Merchandise Sales 360-210	<u>172.70</u>
	Total Income	<u>272.70</u>
	Net Ordinary Income	<u>272.70</u>
	Net Income	<u><u>272.70</u></u> ✓

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Main Street Gardnerville Program EXPENSES DETAIL

04/18/17

Cash Basis

March 2017

Date	Num	Name	Memo	Paid Amount
Ordinary Income/Expense				
Expense				
Advertising 520-072				
3/24/2017	660399	Do Co Procurement Card	2/10 Network Solutions refund 1mo of 12	-6.99
3/24/2017	660399	Do Co Procurement Card	2/10 Network Solutions refund 1mo of 12	-6.99
3/24/2017	660399	Do Co Procurement Card	2/10 Network Solutions refund 1mo of 12	-6.99
3/24/2017	660399	Do Co Procurement Card	2/10 Network Solutions refund 1mo of 12	-6.99
3/24/2017	660399	Do Co Procurement Card	2/10 Network Solutions refund 1mo of 12	-6.99
3/24/2017	660399	Do Co Procurement Card	2/10 Network Solutions refund 1mo of 12	-6.99
3/24/2017	660399	Do Co Procurement Card	2/10 Network Solutions refund 1mo of 12	-6.99
3/24/2017	660399	Do Co Procurement Card	2/10 Network Solutions refund 1mo of 12	-6.99
3/24/2017	660399	Do Co Procurement Card	2/19 Network Solutions mainstreetgardnerville.org 2 yrs	75.98
3/24/2017	660399	Do Co Procurement Card	2/25 Network Solutions mainstreetgardnerville.org private registr...	29.98
Total Advertising 520-072				43.05
Miscellaneous Expenses 550-001				
3/17/2017	660227	Ricoh	Ricoh color copies 2/17 281 x .045	12.65
3/24/2017	660462	Lochridge, Paula	3/6 Raleys/snacks for special meeting - Lochrdge reimb	99.99
3/24/2017	660462	Lochridge, Paula	3/3 Wmart/totes for storage unit - Lochridge reimb	35.53
3/24/2017	660399	Do Co Procurement Card	2/7 Staples #10 envelopes (1)	22.70
Total Miscellaneous Expenses 550-001				170.87
Telephone 520-055				
3/17/2017	660302	Verizon Wireless	Verizon Wireless/paula's cell 3/2-4/1	51.42
Total Telephone 520-055				51.42
Training 520-200				
3/24/2017	660399	Do Co Procurement Card	2/14 Paypal Calif Main St conf - waggoner	410.00
Total Training 520-200				410.00
Travel 520-064				
3/24/2017	660559	Waggoner, Stephanie	Calif Main St Conf 2/22-2/24 - mileage & meals/Waggoner	378.54
3/24/2017	660399	Do Co Procurement Card	2/24 Hotel Pacific room for calif main street conv - waggoner	746.78
Total Travel 520-064				1,125.32
Organization Committee 550-235				
3/10/2017	659768	Addeo, Tara	2/16 Smiths food for mingle	32.51
3/24/2017	660399	Do Co Procurement Card	2/13 Rite Aid food for Mingle	25.95
Total Organization Committee 550-235				58.46
Design Committee 550-236				
3/3/2017	659548	Bates, Vicki R	12/3 Home Depot insulation for hpg	19.48
3/3/2017	659548	Bates, Vicki R	10/18 Mill ends burlap for hpg	9.60
3/3/2017	659548	Bates, Vicki R	9/15 Lowes jet sprayer for hpg	2.02
3/24/2017	660399	Do Co Procurement Card	2/8 Burpee seeds for hpg	37.75
3/24/2017	660399	Do Co Procurement Card	2/23 Tmart.com fairy lights for labyrinth walk	84.24
3/24/2017	660399	Do Co Procurement Card	2/23 Tmart.com fairy lights for labyrinth walk - inertnat'l fee	0.67
Total Design Committee 550-236				153.76
Promotion Committee 550-237				
3/3/2017	659577	Dallaire Tom-Petty Cash	2/16 Sheriff wine walk permits	75.00
Total Promotion Committee 550-237				75.00
Total Expense				2,087.88
Net Ordinary Income				-2,087.88
Net Income				-2,087.88

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Budget Performance Report

Date Range 07/01/16 - 03/31/17

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 511 - Gardiner/ville Main Street										
REVENUE										
Department 000 - Revenue										
301	Opening Fund Balance									
301.000	Opening Fund Balance	18,010.00	.00	18,010.00	.00	.00	.00	.00	18,010.00	0
	301 - Opening Fund Balance Totals	\$18,010.00	\$0.00	\$18,010.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,010.00	0%
331	Distr. from County									
331.135	Distr. from County	10,000.00	.00	10,000.00	.00	.00	.00	.00	10,000.00	0
	331 - Distr. from County Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
360	Merchandise Sales									
360.210	Merchandise Sales	14,000.00	.00	14,000.00	172.70	.00	10,824.00	10,824.00	3,176.00	77
360.220	Memberships	5,000.00	.00	5,000.00	100.00	.00	1,500.00	1,500.00	3,500.00	30
360.221	Promotions	25,000.00	.00	25,000.00	.00	.00	14,703.00	14,703.00	10,297.00	59
360.800	Miscellaneous	.00	.00	.00	.00	.00	50.00	50.00	(50.00)	+++
	360 - Merchandise Sales Totals	\$44,000.00	\$0.00	\$44,000.00	\$272.70	\$0.00	\$27,077.00	\$27,077.00	\$16,923.00	62%
367	Donations									
367.102	Donations	.00	.00	.00	.00	.00	15.00	15.00	(15.00)	+++
	367 - Donations Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00	(\$15.00)	+++
	000 - Revenue Totals	\$72,010.00	\$0.00	\$72,010.00	\$272.70	\$0.00	\$27,092.00	\$27,092.00	\$44,918.00	38%
	REVENUE TOTALS	\$72,010.00	\$0.00	\$72,010.00	\$272.70	\$0.00	\$27,092.00	\$27,092.00	\$44,918.00	38%
EXPENSE										
Department 960 - Gardiner/ville Main Street										
511	Retirement									
511.181	Retirement	14,045.00	.00	14,045.00	.00	.00	.00	.00	14,045.00	0
511.182	Pact Workers Comp	1,408.00	.00	1,408.00	.00	.00	.00	.00	1,408.00	0
511.183	Group Insurance	8,172.00	.00	8,172.00	.00	.00	.00	.00	8,172.00	0
511.184	Unemployment	251.00	.00	251.00	.00	.00	.00	.00	251.00	0
511.186	Medicare	727.00	.00	727.00	.00	.00	.00	.00	727.00	0
	511 - Retirement Totals	\$24,603.00	\$0.00	\$24,603.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,603.00	0%
520	Telephone Expense									
520.055	Telephone Expense	700.00	.00	700.00	51.42	.00	463.11	463.11	236.89	66
520.060	Postage/Po Box Rent	300.00	.00	300.00	.00	.00	.00	.00	300.00	0
520.064	Travel	3,750.00	.00	3,750.00	1,125.32	.00	366.18	366.18	3,383.82	10
520.072	Advertising	2,000.00	.00	2,000.00	43.05	.00	1,515.45	1,515.45	484.55	76
520.079	Insurance	2,200.00	.00	2,200.00	.00	.00	2,505.00	2,505.00	(305.00)	114
520.169	EMRB Assessment	7.00	.00	7.00	.00	.00	.00	.00	7.00	0
520.170	Memberships	350.00	.00	350.00	.00	.00	150.00	150.00	200.00	43
520.200	Training & Education	2,000.00	.00	2,000.00	410.00	.00	1,390.00	1,390.00	610.00	70
	520 - Telephone Expense Totals	\$11,307.00	\$0.00	\$11,307.00	\$1,629.79	\$0.00	\$6,389.74	\$6,389.74	\$4,917.26	57%
521	Professional Services									
521.100	Professional Services	1,000.00	.00	1,000.00	.00	.00	1,125.00	1,125.00	(125.00)	112

Budget Performance Report

Date Range 07/01/16 - 03/31/17
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 811 - Gardnerville Main Street	EXPENSE								
Department 960 - Gardnerville Main Street									
	521 - Professional Services Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,125.00	(\$125.00)	112%
	Subscriptions	804.00	.00	804.00	.00	.00	796.00	8.00	99%
	532 - Subscriptions Totals	\$804.00	\$0.00	\$804.00	\$0.00	\$0.00	\$796.00	\$8.00	99%
	Office Supplies	400.00	.00	400.00	.00	.00	52.44	347.56	13%
	533 - Office Supplies Totals	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$52.44	\$347.56	13%
	Miscellaneous Expenses	500.00	.00	500.00	170.87	.00	845.71	(345.71)	169%
	550.001 Miscellaneous Expenses	6,100.00	.00	6,100.00	58.46	.00	4,778.67	1,321.33	78%
	550.235 Organization Committee	13,300.00	.00	13,300.00	153.76	.00	11,900.27	1,399.73	89%
	550.236 Design Committee	13,000.00	.00	13,000.00	75.00	.00	12,147.33	852.67	93%
	550.237 Promotion Committee	995.00	.00	995.00	.00	.00	39.59	955.41	4%
	550.238 ER Committee								
	550 - Miscellaneous Expenses Totals	\$33,895.00	\$0.00	\$33,895.00	\$458.09	\$0.00	\$29,711.57	\$4,183.43	88%
	Ending Fund Balance	1.00	.00	1.00	.00	.00	.00	1.00	0%
699.000	699 - Ending Fund Balance Totals	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0%
Department 960 - Gardnerville Main Street Totals		\$72,010.00	\$0.00	\$72,010.00	\$2,087.88	\$0.00	\$38,074.75	\$33,935.25	53%
	EXPENSE TOTALS	\$72,010.00	\$0.00	\$72,010.00	\$2,087.88	\$0.00	\$38,074.75	\$33,935.25	53%
Fund 811 - Gardnerville Main Street Totals									
	REVENUE TOTALS	72,010.00	.00	72,010.00	272.70	.00	27,092.00	44,918.00	38%
	EXPENSE TOTALS	72,010.00	.00	72,010.00	2,087.88	.00	38,074.75	33,935.25	53%
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$1,815.18)	\$0.00	(\$10,982.75)	\$10,982.75	
	Grand Totals	72,010.00	.00	72,010.00	272.70	.00	27,092.00	44,918.00	38%
	REVENUE TOTALS	72,010.00	.00	72,010.00	2,087.88	.00	38,074.75	33,935.25	53%
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	(\$1,815.18)	\$0.00	(\$10,982.75)	\$10,982.75	
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$1,815.18)	\$0.00	(\$10,982.75)	\$10,982.75	

13-12

12:27 PM
04/18/17

Main Street Gardnerville Program
Open Invoices
As of April 18, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
TOTAL							<u><u> </u></u>

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MAIN STREET
Gardnerville
NEVADA

Annual Report 2016

Experience the Past • Enrich the Present • Embrace the Future

2016 Board of Directors

Linda Dibble, President
Scott Bergan, Vice-President
Norie Jenkins, Treasurer
Suzanne Carreau, Secretary
Tara Addeo
Meredith Fischer
Margaret Pross
Stephanie Waggoner

Ken Miller, *Town of Gardnerville Liaison*

Main Street Manager

Paula Lochridge

Town Manager

Tom Dallaire



The mission of the Main Street Gardnerville Program, in partnership with the town, county, business and community, is to revitalize downtown Gardnerville utilizing design, organization, promotion & economic district vitality to develop the unique identity and preserve the historic nature of our community.



Letter from the President & Program Manager

Dear Business Members, Sponsors, Volunteers, and Community Members:

The Main Street Gardnerville Program continues to be a vibrant part of this community as it wraps up the 8th year of operation.

The end of this year was bittersweet as we bid farewell to our Program Manager, Paula Lochridge, and posted for a new Executive Director. Since the Program began in 2008, Paula has been the director on whom we have relied to guide us through our successes and accomplishments some of which are documented throughout this report.

We rely on passionate volunteers to develop, organize, and complete projects that continue to enhance our unique identity and preserve the historic nature of our community. The value of volunteer efforts and merchant support is visible throughout the district as well as in this report. The photos that accompany the accomplishments visually highlight the commitments embraced by this program.

Please take the time to peruse this annual report, familiarize yourself with the exciting things happening in Gardnerville, and consider volunteering and/or becoming a sponsor of Main Street Gardnerville

Respectfully,



Linda Dibble, Board President



Paula Lochridge, Program Manager
Main Street Gardnerville

Organizational Flowchart

*Main Street Gardnerville is a
501c6 non-profit corporation*



Highlights of Activities, Projects and Accomplishments in 2016

ORGANIZATION:

- More than 5,000 volunteer hours were logged at an approximate value of \$115,000. *(Figures are still being collected at time of this printing.)*
- Creation of sponsorship packets to launch fundraising efforts to support events and projects.
- Organize quarterly Main Street Mingles to offer an opportunity for residents/business owners to become better engaged within our community.
- Annual Volunteer and Business Recognition Event held in September.



DISTRICT VITALITY (formerly Economic Restructuring):

- Business Tracker Updated for 2016: 17 new businesses opened; 7 businesses closed; 3 businesses relocated outside of Gardnerville; 2 businesses relocated/transferred ownership within the district and at least 14 businesses improved their business through private investment.
- Revolving Loan Funds are still available at a 2% interest rate



offered to qualified businesses within our district or to businesses that want to move into our district.

- Began a Virtual Vacancy Tour campaign to promote vacancies within our district.

DESIGN:

- Managed the Main Street Flower Program.
- Managed the Heritage Park Gardens Program.
- Continued with phase two of the "Growing to Share" project through a USDA Specialty Crop Block Grant.
- Mounted the Basque Mural on the Masons Building.



PROMOTIONS:

- Hosted several successful events, including:
 - 8th annual Thirsty Third Thursday Wine Walks
 - 2nd annual Slaughterhouse Lane Coffin Races
 - Great Race Event, in partnership with the Town of Gardnerville
 - Heritage Park Classic Car Show
- Continued to promote our business members through Biz Blast.



For more information and highlights from 2016, please visit our website.



1407 Hwy 395 N
Gardnerville, NV 89410

Phone: 775-782-8027
Fax: 775-782-7135

E-mail: info@mainstreetgardnerville.org
www.MainStreetGardnerville.org



Main Street Gardnerville is a 501c6 non-profit corporation & an equal opportunity provider and employer.

It's Happening On Main Street! (2017 Dates)

"Main Street Mingles"

Quarterly at various locations

"Heritage Park Gardens Celebrates Earth Day"

at Heritage Park Gardens, April 22nd

"Thirsty Third Thursday Wine Walks"

The third Thursday of each month, May-September

"Movies in the Park"

Town of Gardnerville Event at Heritage Park June 23rd, July 7th, July 21st & August 11th

"Let's Sweep the Town"

in the District, May 13th

"Heritage Park Gardens Open House & Plant Faire"

at Heritage Park Gardens, May 20th

"Freedom 5K Fun Run/Walk & Yankee Doodle Dash"

In conjunction with the Town of Gardnerville: July 4th at Heritage Park

"Heritage Park Gardens October Fall Harvest & EFG Scarecrow Festival"

at Heritage Park Gardens, October 7th

"Slaughterhouse Lane Coffin Races"

at Heritage Park, October 14th

"Small Business Saturday"

In the Main Street District, November 25th

"Carson Valley Christmas Kickoff"

at Heritage Park, November 30th

"Merry Main Street"

December 2nd with a day full of activities in the downtown district leading up to the Carson Valley Chamber of Commerce's Annual Parade of Lights.

"New Year's Eve Candle Light Labyrinth Walk"

at Heritage Park Gardens, December 31st

More events and activities coming soon. Events subject to change... Dates and details on-line.



Monthly Meetings

MAIN STREET BOARD:

3rd Tuesday at 6:00 pm

DESIGN COMMITTEE:

1st Thursday at 1:30 pm

Committee Chair, Stephanie Waggoner

Flower Sub-Committee:

Committee Chair, Linda Dibble

Heritage Park Gardens Sub-Committee:

Committee Chair, Carol Sandmeier

DISTRICT VITALITY COMMITTEE:

4th Thursday at 4:30 pm

Committee Chair, Meredith Fischer

ORGANIZATION COMMITTEE:

2nd Tuesday at 9:00 am

Committee Chair, Tara Addeo

PROMOTIONS COMMITTEE:

2nd Monday at 4:15 pm

Committee Chair, Scott Bergan

Coffin Races Sub-Committee:

Committee Chair, Suzanne Carreau

Wine Walks Sub-Committee:

Committee Chair, Debbie Crone-Palio

Meeting dates and times are subject to change.

Please call 775.782.8027 for up-to-date information.



**Nevada League of Cities and
Municipalities
Board of Director's Meeting**
April 27, 2017 – 2:00pm
Carson City Community Center – Sierra Room
850 E. William St.
Carson City, NV 89701

AGENDA

- I. Call to Order and Roll Call – Vice President Natalie Yanish
- II. Public Comment
- III. **For Possible Action** – Approval of Agenda
- IV. Informational Item – President's Report
- V. Informational Item – Executive Director's Report
- VI. **For Possible Action** – Consent Agenda – (These items are considered routine and may be acted on with one motion. Any member of the Board of Directors may request that an item be removed from the Consent Agenda and considered separately.)
 - a. Approval of Financial Reports for December 2016, January, February and March 2017.
 - b. Approval of the Minutes of the January 30, 2017 Meeting of the NLC&M Board of Directors.
- VII. Informational Item – President's Report.
- VIII. Informational Item – Executive Director's Report.
- IX. Informational Item – Presentation Regarding the SilverFlume Business Portal – Ms. Karen Michael, Administrator, Business Portal Division, Office of Nevada Secretary of State Barbara K. Cegavske.
- X. Informational Item – Presentation Regarding the 2017 Wildfire Awareness Month – Mr. Ed Smith, Natural Resource Specialist, University of Nevada Cooperative Extension, and Co-manager of the Living With Fire Program.
- XI. **For Possible Action** – Discussion and Possible Action to Adopt NLC&M Resolution 17 – 01 in Support of Nevada Wildfire Awareness Month – May 2017.

- XII. Informational Item – Roundtable Discussion Regarding the 2017 Legislative Session.
- XIII. **For Possible Action** – Discussion and Possible Action Regarding NLC&M Positions and Strategies for the 2017 Legislative Session.
- XIV. Informational Item – Upcoming Events
 - Tonight – 5:30pm – Legislative Reception – Governor’s Mansion
 - June 13 – NLC&M Board of Directors Meeting – McCarran Airport, Las Vegas
 - October 10 – 12 – NLC&M Annual Conference – CasaBlanca Resort – Mesquite
 - November 15 – 18 – National League of Cities’ City Summit – Charlotte, NC
- XV. Public Comment
- XVI. Adjournment

Call in Information – 913 227-1219 code 695148#