



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Public hearing to adopt the tentative budget for fiscal year 2014-2015, with public comment prior to Board action.
2. **Recommended Motion:** Approve the Towns Tentative budget as presented or as modified by the discussion of the board.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** April 2, 2014 **Time Requested:** 20 minutes

5. **Agenda:** Consent Administrative

Background Information: Every year we review the tentative budget so we can review and review the budget before the final Budget goes to the state next month. We have many projects and many with grant funding associated with the projects. We need to set the towns priorities and pick projects you want competed now that align with the towns Values, and Strategic plan.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Revenue								
Department	000	Revenue						
Taxes								
311.100	Ad Valorem Current	\$1,043,867.00	\$962,686.00	\$962,686.00	\$888,960.92	\$925,421.81	\$941,010.59	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	State proforma- tax rate 0.6677 per county				1.00	1043867.0000	\$1,043,867.00
		Total Finance Officer						\$1,043,867.00
311.120	Ad Valorem Delinquent	\$0.00	\$0.00	\$0.00	\$8,495.09	\$17,538.83	\$33,356.53	
311.600	Ag Deferred Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
311.610	New Construction Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
311.700	Personal Property Current	\$0.00	\$0.00	\$0.00	\$52,664.57	\$46,210.99	\$43,626.47	
311.800	Personal Property Delinq	\$0.00	\$0.00	\$0.00	\$421.00	\$1,997.09	\$1,374.54	
	<u>Total: Taxes</u>	\$1,043,867.00	\$962,686.00	\$962,686.00	\$950,541.58	\$991,168.72	\$1,019,368.13	
	Intergovernmental Revenue							
321.300	Gaming-NRS Co. Lic	\$22,000.00	\$25,000.00	\$25,000.00	\$16,110.00	\$21,645.00	\$26,482.50	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Projected gaming revenue				1.00	22000.0000	\$22,000.00
		Total Finance Officer						\$22,000.00
331.010	St-Consolid. Tax Dist.	\$261,373.00	\$243,918.00	\$243,918.00	\$149,243.78	\$245,034.43	\$232,855.26	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	State consolidated tax - Item 12 - page d-16				1.00	261373.0000	\$261,373.00
		Total Finance Officer						\$261,373.00
331.110	Grant-EDA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	000	Revenue						
331.140	Grant In Aid Other	\$123,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	
Budget Transactions:								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	NDOT Grant - Kingslane Project 100' sidewalk					1.00	70000.0000	\$70,000.00
Finance Officer	State Lands Land and Water Conservation Fund					1.00	53500.0000	\$53,500.00
	Total Finance Officer							\$123,500.00
331.185	Grant Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
331.280	Grant-FEMA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
331.286	Grant-Nonpoint Source	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
332.805	Grant-USDOT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
334.121	Grant In Aid-State(P)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
334.123	Grant-State Q1	\$307,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	
Budget Transactions:								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	State Lands Q1 for Helleinkle Trench Construction					1.00	307250.0000	\$307,250.00
	Total Finance Officer							\$307,250.00
334.230	Grant-Traffic Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
334.801	Nv Div Of Forestry-State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
335.402	Scort	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
337.100	State Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Intergovernmental Revenue	\$714,123.00	\$268,918.00	\$268,918.00	\$165,353.78	\$270,179.43	\$459,337.76	
Charges For Service								
335.600	DMV 5%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
335.602	Mv Priv.-Special	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
341.620	Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	610	Gardnerville Town					
Department	000	Revenue					
341.625	Prof. Fees/ App.Req.	\$6,000.00	\$8,000.00	\$8,000.00	\$5,805.00	\$12,633.43	\$9,583.75
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
Finance Officer	Review fee for Town plan review fees					1.00	6000.0000
	Total Finance Officer	\$6,000.00	\$8,000.00	\$8,000.00	\$5,805.00	\$12,633.43	\$9,583.75
Total: Charges For Service							
Interest Revenue							
361.200	Interest On Investment	\$0.00	\$5,000.00	\$5,000.00	\$660.55	\$651.54	\$5,964.73
361.205	Investment-FMV Adjust	\$0.00	\$0.00	\$0.00	\$1,036.50	(\$1,036.50)	\$0.00
Total: Interest Revenue		\$0.00	\$5,000.00	\$5,000.00	\$1,697.05	(\$384.96)	\$5,964.73
Miscellaneous Revenue							
360.100	Cash Overs/Shorts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
360.205	Downtown Vision Committ.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
360.210	Merchandise Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$145.00	\$260.00
360.800	Miscellaneous	\$0.00	\$0.00	\$547.00	\$561.68	\$12,379.66	\$2,739.01
360.901	Reimbursements	\$0.00	\$0.00	\$0.00	\$7,950.00	\$2,654.27	\$12,088.80
362.100	Rent/Lease Income	\$0.00	\$0.00	\$0.00	\$485.00	\$1,315.00	(\$25.00)
367.102	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total: Miscellaneous Revenue		\$0.00	\$0.00	\$547.00	\$8,996.68	\$16,493.93	\$15,062.81
Other Financing Sources							
360.750	Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
391.100	Sale Of Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
392.000	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
393.100	Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total: Other Financing Sources		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	610	Gardnerville Town					
Department	000	Revenue					
<u>Beg. Fund Bal./Reserves</u>							
301.000	Opening Fund Balance	\$103,709.00	\$70,459.00	\$344,495.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Ending fund balance from prior year				1.00	70459.00000	\$70,459.00
Finance Officer	Prior year 2014 contingency				1.00	33250.00000	\$33,250.00
	Total Finance Officer						\$103,709.00
301.100	Opening Fund Reserves	\$0.00	\$213,867.00	\$213,867.00	\$0.00	\$0.00	\$0.00
	Total: Beg. Fund Bal./Reserves	\$103,709.00	\$284,326.00	\$558,362.00	\$0.00	\$0.00	\$0.00
Department Total: Revenue		\$1,867,699.00	\$1,528,930.00	\$1,803,513.00	\$1,132,394.09	\$1,290,090.55	\$1,509,317.18

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Revenue Totals		\$1,867,699.00	\$1,528,930.00	\$1,803,513.00	\$1,132,394.09	\$1,290,090.55	\$1,509,317.18	
Expenses								
Department	921	Gardnerville Admin						
<u>Salaries & Wages</u>		\$110,664.00	\$106,752.00	\$106,752.00	\$66,160.08	\$83,907.72	\$124,073.95	
510.000	Salaries & Wages							
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Gardnerville Town Manager (T. Dallaire) 0.6 FTE				0.60	84640.0000	\$50,784.00
	Finance Officer	Office Manager - Senior (C. Louthan) .600 FTE				0.60	60000.0000	\$36,000.00
	Finance Officer	Office Asst - Senior (M. Nicholson) .500 FTE				0.50	43480.0000	\$21,740.00
	Finance Officer	Office Clerical - Seasonal Part time (vacant)				0.40	5350.0000	\$2,140.00
		Total Finance Officer	\$15,300.00	\$15,300.00	\$11,475.00	\$13,770.00	\$13,550.00	\$110,664.00
510.150	Board Compensation							
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 Chair Comp 500/Month (275*12)				1.00	3300.0000	\$3,300.00
	Finance Officer	1/2 board comp. board member - Vice Chair \$500/mo)				4.00	3000.0000	\$12,000.00
		Total Finance Officer						\$15,300.00
511.165	Holiday Overtime	\$0.00	\$0.00	\$0.00	\$1,449.40	\$0.00	\$0.00	
511.166	Sick Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
511.167	Vacation Payout	\$0.00	\$0.00	\$0.00	\$813.98	\$122.93	\$0.00	
511.168	Vacation Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
511.169	Comp Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
511.170	Overtime	\$600.00	\$600.00	\$600.00	\$477.55	\$766.72	\$2,215.05	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	all staff overtime is put into this item- time card 610-921				1.00	600.0000	\$600.00
		Total Finance Officer						\$600.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	610	Gardnerville Town					
Department	921	Gardnerville Admin					
511.171	Holidays	\$0.00	\$0.00	\$0.00	\$3,803.18	\$6,253.32	\$6,172.77
511.172	Comp Paid	\$0.00	\$0.00	\$0.00	\$286.40	\$39.46	\$0.00
511.173	Vacation	\$0.00	\$0.00	\$0.00	\$5,128.88	\$10,775.35	\$5,941.76
511.174	Sick	\$0.00	\$0.00	\$0.00	\$1,863.72	\$8,583.34	\$1,699.04
516.120	Contract Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Salaries & Wages</u>	\$126,564.00	\$122,652.00	\$122,652.00	\$91,458.19	\$124,218.84	\$153,652.57
	<u>Employee Benefits</u>						
511.180	Benefits	\$48,032.00	\$48,000.00	\$49,425.00	\$0.00	\$0.00	\$0.00
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Benefits all inclusive			1.00	48032.0000	\$48,032.00
	Total Finance Officer						\$48,032.00
511.181	Retirement	\$0.00	\$0.00	\$0.00	\$21,296.07	\$30,695.28	\$32,725.56
511.182	Pact Workers Comp	\$0.00	\$0.00	\$0.00	\$1,620.48	\$2,901.97	\$2,904.77
511.183	Group Insurance	\$0.00	\$0.00	\$0.00	\$15,064.95	\$19,624.80	\$18,900.80
511.184	Unemployment	\$0.00	\$0.00	\$0.00	\$421.61	\$617.60	\$586.79
511.186	Medicare	\$0.00	\$0.00	\$0.00	\$1,089.14	\$1,709.14	\$1,911.27
511.187	Uniform Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.188	Co. Dependent Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.190	Pact Other	\$0.00	\$800.00	\$800.00	\$78.33	\$417.74	\$280.67
511.195	Oasdi	\$0.00	\$0.00	\$0.00	\$0.00	\$95.72	\$133.92
511.201	PEBS-Ret.Medical	\$252.00	\$201.00	\$201.00	\$188.82	\$228.60	\$200.04
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Retired employees insurance - Rozanne Deleau			12.00	21.0000	\$252.00
	Total Finance Officer						\$252.00
	<u>Total: Employee Benefits</u>	\$48,284.00	\$49,001.00	\$50,426.00	\$56,290.85	\$57,643.82	

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	610	Gardnerville Town					
Department	921	Gardnerville Admin					
<i>Services & Supplies</i>							
520.055	Telephone Expense	\$3,600.00	\$3,600.00	\$3,600.00	\$2,384.77	\$3,383.59	\$3,071.55
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	1/2 cost of telephone for admin and maintenance					
	Total Finance Officer					1.00	3600.0000
							\$3,600.00
520.060	Postage/Po Box Rent	\$3,500.00	\$3,500.00	\$3,500.00	\$951.71	\$1,766.91	\$1,706.30
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	1/2 postage & postage meter rental					
	Total Finance Officer					1.00	3500.0000
							\$3,500.00
520.064	Travel	\$4,500.00	\$3,000.00	\$3,000.00	\$897.67	\$2,669.62	\$2,406.15
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	1/2 hotels, miles, air, food - NV League of cities - N.L.V					
	Total Finance Officer					1.00	4500.0000
							\$4,500.00
520.072	Advertising	\$3,500.00	\$6,500.00	\$6,500.00	\$1,174.30	\$2,243.62	\$2,170.89
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	newsletters, events					
	Total Finance Officer					1.00	3500.0000
							\$3,500.00
520.080	Insur.-Liability	\$8,900.00	\$8,900.00	\$8,900.00	\$8,156.14	\$8,859.79	\$7,996.14
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	1/3 insurance for town					
	Total Finance Officer					1.00	8900.0000
							\$8,900.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	921	Gardnerville Admin						
520.084	Replacement & Repair	\$750.00	\$750.00	\$750.00	\$588.51	\$618.26	\$569.55	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 admin bldg alarm				1.00	200.0000	\$200.00
	Finance Officer	1/2 admin bldg maintenance				1.00	550.0000	\$550.00
		Total Finance Officer						\$750.00
520.089	Power	\$2,600.00	\$2,600.00	\$2,600.00	\$1,842.84	\$2,146.31	\$1,980.19	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 power for admin & maint facility				1.00	2600.0000	\$2,600.00
		Total Finance Officer						\$2,600.00
520.090	Water	\$500.00	\$800.00	\$800.00	\$350.29	\$424.49	\$499.24	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 water for admin & maint office				1.00	500.0000	\$500.00
		Total Finance Officer						\$500.00
520.092	Heating	\$1,850.00	\$2,500.00	\$2,500.00	\$1,434.18	\$1,530.43	\$1,627.76	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 heating admin & maint office				1.00	1850.0000	\$1,850.00
		Total Finance Officer						\$1,850.00
520.093	Utilities-Sewer	\$400.00	\$400.00	\$2,000.00	\$1,871.28	\$352.58	\$383.40	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 sewer admin & maint office				1.00	400.0000	\$400.00
		Total Finance Officer						\$400.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	921	Gardnerville Admin						
520.097	Maint B&G	\$600.00	\$1,500.00	\$6,500.00	\$7,133.73	\$1,139.78	\$7,880.46	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	carpet cleaning				1.00	600.0000	\$600.00
		Total Finance Officer						\$600.00
520.098	Janitorial Services	\$1,000.00	\$1,100.00	\$1,100.00	\$850.00	\$924.97	\$1,062.50	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 admin bldg cleaning				1.00	1000.0000	\$1,000.00
		Total Finance Officer						\$1,000.00
520.107	Maint Equip	\$200.00	\$750.00	\$750.00	\$0.00	\$112.50	\$112.50	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 alarm monitoring				1.00	200.0000	\$200.00
		Total Finance Officer						\$200.00
520.108	Maint Office Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.123	Deductable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.130	Rents & Leases Bldgs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.136	Rents & Leases Equipment	\$2,500.00	\$2,100.00	\$2,100.00	\$2,022.17	\$2,475.17	\$2,480.66	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 copy machine lease				1.00	2500.0000	\$2,500.00
		Total Finance Officer						\$2,500.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	921	Gardnerville Admin						
520.169	EMRB Assessment	\$75.00	\$75.00	\$75.00	\$67.50	\$62.50	\$52.50	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Fee County pays?				1.00	75.0000	\$75.00
		Total Finance Officer						\$75.00
520.170	Memberships	\$4,900.00	\$3,500.00	\$3,500.00	\$3,182.64	\$2,967.56	\$2,611.56	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	NV League Cities				1.00	2800.0000	\$2,800.00
	Finance Officer	ICMA				1.00	800.0000	\$800.00
	Finance Officer	APWA				1.00	150.0000	\$150.00
	Finance Officer	ASCE				1.00	250.0000	\$250.00
	Finance Officer	CHAMBER				1.00	150.0000	\$150.00
	Finance Officer	USA DIGS				1.00	150.0000	\$150.00
	Finance Officer	NV PROF. ENGINEERING LICENCE				1.00	100.0000	\$100.00
	Finance Officer	Logman				1.00	225.0000	\$225.00
	Finance Officer	extra money				1.00	275.0000	\$275.00
		Total Finance Officer						\$4,900.00
520.187	Internet Expense	\$810.00	\$1,710.00	\$1,710.00	\$395.11	\$504.39	\$522.01	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 Charter internet expense				1.00	810.0000	\$810.00
		Total Finance Officer						\$810.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	921	Gardnerville Admin						
520.200	Training & Education	\$3,000.00	\$2,200.00	\$2,200.00	\$2,419.45	\$1,709.95	\$2,117.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Seminars, classes, continuing education					1.00	3000.0000	\$3,000.00
	Total Finance Officer							\$3,000.00
520.210	Election Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.415	PACT Agent Compensation	\$850.00	\$850.00	\$850.00	\$459.50	\$831.00	\$826.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Fee for insurance					1.00	850.0000	\$850.00
	Total Finance Officer							\$850.00
521.100	Professional Services	\$66,000.00	\$66,501.00	\$66,501.00	\$64,000.00	\$71,351.67	\$60,000.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Distribution to Main Street 811-000-331-138					1.00	64000.0000	\$64,000.00
Finance Officer	E2C Computer support					1.00	2000.0000	\$2,000.00
	Total Finance Officer							\$66,000.00
521.130	Legal Services	\$20,000.00	\$20,000.00	\$20,000.00	\$9,640.50	\$24,899.86	\$23,921.57	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Town counsel fees					1.00	20000.0000	\$20,000.00
	Total Finance Officer							\$20,000.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	610	Gardnerville Town					
Department	921	Gardnerville Admin					
521.135	Legal-Collection Cost	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	filing liens, collection company				1.00	100.00000	\$100.00
	Total Finance Officer						\$100.00
521.160	Auditing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
521.404	Moving Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
521.500	Admin & Overhead	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
530.101	96-97 Flood	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
532.001	Op. Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
532.055	Books & Periodicals	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	updated manuals				1.00	150.00000	\$150.00
Finance Officer	legislature update				1.00	150.00000	\$150.00
	Total Finance Officer						\$300.00
532.056	Subscriptions	\$4,100.00	\$5,600.00	\$3,233.84	\$3,480.84	\$26.00	
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Record Courier				1.00	100.00000	\$100.00
Finance Officer	2 seats of Autocad				2.00	1000.00000	\$2,000.00
Finance Officer	Esri - one seat for town office				1.00	1000.00000	\$1,000.00
Finance Officer	Vueworks, and esri subscription				1.00	1000.00000	\$1,000.00
	Total Finance Officer						\$4,100.00
532.109	Bottled Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	921	Gardnerville Admin						
533.800	Office Supplies	\$5,000.00	\$5,000.00	\$5,000.00	\$2,862.89	\$4,695.09	\$3,890.25	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	1/2 office supplies					1.00	5000.0000	\$5,000.00
	Total Finance Officer							\$5,000.00
533.802	Small Equipment	\$2,400.00	\$1,700.00	\$1,700.00	\$0.00	\$1,651.66	\$6,111.62	
533.806	Software	\$200.00	\$200.00	\$900.00	\$1,045.00	\$1,004.92	\$938.77	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	light o rama update					1.00	200.0000	\$200.00
	Total Finance Officer							\$200.00
533.813	Office Products Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
533.817	Small Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
550.001	Miscellaneous Expenses	\$500.00	\$500.00	\$500.00	\$8,467.31	\$1,098.55	\$187.50	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Additional needs not budgeted for					1.00	500.0000	\$500.00
	Total Finance Officer							\$500.00
550.048	Downtown Vision Committ.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total: Services & Supplies	\$142,535.00	\$146,236.00	\$153,536.00	\$125,431.33	\$142,906.01	\$135,152.07	
	Debt Service							
521.300	Bond Issuance Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total: Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Capital Outlay/Projects							
562.000	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
562.200	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
562.500	Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	610	Gardnerville Town					
Department	921	Gardnerville Admin					
564.500	Machinery & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
564.602	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total: Capital Outlay/Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Gardnerville Admin		\$317,383.00	\$317,889.00	\$326,614.00	\$256,648.92	\$323,415.70	\$346,448.46

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	610	Gardnerville Town					
Department	923	Parks & Recreation					
<i>Salaries & Wages</i>							
511.165	Holiday Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.166	Sick Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.167	Vacation Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.168	Vacation Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.169	Comp Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total: Salaries & Wages		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Services & Supplies</i>							
520.037	Weed Spraying	\$3,500.00	\$2,500.00	\$2,500.00	\$3,006.21	\$2,188.58	\$2,254.00
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	weed chemicals				1.00	3500.0000	\$3,500.00
Total Finance Officer							\$3,500.00
520.084	Replacement & Repair	\$12,000.00	\$12,000.00	\$12,000.00	\$8,106.64	\$10,583.21	\$14,714.86
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Repairs of park equipment				1.00	12000.0000	\$12,000.00
Total Finance Officer							\$12,000.00
520.089	Power	\$4,750.00	\$4,500.00	\$4,500.00	\$3,157.31	\$4,909.03	\$4,663.53
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Park - power for restrooms and irrigation				1.00	4750.0000	\$4,750.00
Total Finance Officer							\$4,750.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	923	Parks & Recreation						
520.090	Water	\$21,500.00	\$21,500.00	\$21,500.00	\$8,702.56	\$20,758.73	\$17,237.38	
Budget Transactions:								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	1443 Courthouse - Heritage Park					1.00	4300.0000	\$4,300.00
Finance Officer	Wal Mart pond park					1.00	4030.0000	\$4,030.00
Finance Officer	Waterloo Lane					1.00	250.0000	\$250.00
Finance Officer	Toler Lane					1.00	190.0000	\$190.00
Finance Officer	Gardner Park					1.00	3900.0000	\$3,900.00
Finance Officer	Lampe & Toler					1.00	990.0000	\$990.00
Finance Officer	Mt Ash					1.00	1050.0000	\$1,050.00
Finance Officer	1237 Gilman					1.00	225.0000	\$225.00
Finance Officer	Toler & Harvest					1.00	800.0000	\$800.00
Finance Officer	1327 Stodick Parkway A					1.00	570.0000	\$570.00
Finance Officer	1327 Stodick Parkway B					1.00	375.0000	\$375.00
Finance Officer	1447 Courthouse - Heritage Park					1.00	1550.0000	\$1,550.00
Finance Officer	Arbor Gardens Park/Sugar Maple					1.00	2120.0000	\$2,120.00
Finance Officer	1406 Kittyhawk					1.00	1150.0000	\$1,150.00
	Total Finance Officer	\$1,000.00	\$650.00	\$650.00	\$378.12	\$341.70	\$567.00	\$21,500.00
520.093	Utilities-Sewer							
Budget Transactions:								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Sewer at Heritage Park(Gville Junction restrooms					1.00	1000.0000	\$1,000.00
	Total Finance Officer							\$1,000.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	923	Parks & Recreation						
520.097	Maint B&G	\$1,500.00	\$2,500.00	\$2,500.00	\$531.30	\$825.00	\$1,495.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	restrooms, pavilion, benches					1.00	1500.0000	\$1,500.00
	Total Finance Officer							\$1,500.00
520.107	Maint Equip	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	
520.136	Rents & Leases Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
532.001	Op.Supplies	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$74.96	\$164.98	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	tools used for general maintenance					1.00	1500.0000	\$1,500.00
	Total Finance Officer							\$1,500.00
532.003	Gas & Oil	\$3,000.00	\$3,200.00	\$3,200.00	\$1,735.56	\$2,190.67	\$2,802.29	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	park equipment					1.00	3000.0000	\$3,000.00
	Total Finance Officer							\$3,000.00
533.802	Small Equipment	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$1,583.57	\$995.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	replace weed wackers, trimmers, sprayers					1.00	1500.0000	\$1,500.00
	Total Finance Officer							\$1,500.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	923	Parks & Recreation						
533.817	Small Projects	\$12,200.00	\$14,700.00	\$14,700.00	\$9,140.67	\$68,027.75	\$11,447.33	
Budget Transactions:								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Christmas Kickoff					1.00	1700.0000	\$1,700.00
Finance Officer	Movies in the Park					1.00	1500.0000	\$1,500.00
Finance Officer	Civil War re enactment					1.00	1500.0000	\$1,500.00
Finance Officer	Landscaping Shop at hwy frontage and Waterloo					1.00	6000.0000	\$6,000.00
Finance Officer	July 4th event					1.00	500.0000	\$500.00
Finance Officer	Splash Dogs					1.00	1000.0000	\$1,000.00
	Total Finance Officer							\$12,200.00
Total: Services & Supplies		\$62,450.00	\$66,050.00	\$66,050.00	\$34,758.37	\$111,483.20	\$56,341.37	
Capital Outlay/Projects								
561.100	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
562.000	Capital Projects	\$0.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$450,470.50	
562.200	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
562.500	Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
563.300	Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
563.301	Park Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
564.500	Machinery & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,602.78	
Total: Capital Outlay/Projects		\$0.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$467,073.28	
Department Total: Parks & Recreation		\$62,450.00	\$141,050.00	\$141,050.00	\$34,758.37	\$111,483.20	\$523,414.65	

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	926	Other Public Works						
Salaries & Wages								
510.000	Salaries & Wages	\$220,425.00	\$218,751.00	\$218,751.00	\$115,135.48	\$154,223.46	\$161,402.64	
Budget Transactions:								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Maintenance Assistant II (Seasonal) .475 FTE					0.48	27040.0000	\$12,844.00
Finance Officer	Maintenance Technician II (Clark) .9 FTE					0.90	44460.0000	\$40,014.00
Finance Officer	Maintenance Technician II (Thompson) .9 FTE					0.90	38070.0000	\$34,263.00
Finance Officer	Engineer I (LaCost) 1.0 FTE					1.00	53720.0000	\$53,720.00
Finance Officer	Maintenance Specialist II (Plut) .7 FTE					0.70	54500.0000	\$38,150.00
Finance Officer	Maintenance Assistant II (seasonal) 0.475					0.48	21008.0000	\$9,978.80
Finance Officer	Maintenance Tech I - (Grove)					0.90	34950.0000	\$31,455.00
	Total Finance Officer							\$220,424.80
510.125	Salaries-Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.165	Holiday Overtime	\$0.00	\$0.00	\$0.00	\$832.30	\$0.00	\$0.00	\$0.00
511.166	Sick Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.167	Vacation Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.168	Vacation Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.169	Comp Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.170	Overtime	\$2,000.00	\$4,000.00	\$4,000.00	\$540.20	\$447.43	\$396.14	\$31,455.00
Budget Transactions:								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Snow removal, storm drain, street sweeping, events					1.00	2000.0000	\$2,000.00
	Total Finance Officer							\$2,000.00
511.171	Holidays	\$0.00	\$0.00	\$0.00	\$6,687.98	\$6,922.90	\$6,800.89	\$6,800.89
511.172	Comp Paid	\$0.00	\$0.00	\$0.00	\$852.74	\$1,651.49	\$0.00	\$0.00
511.173	Vacation	\$0.00	\$0.00	\$0.00	\$7,210.20	\$7,683.99	\$8,432.10	\$8,432.10
511.174	Sick	\$0.00	\$0.00	\$0.00	\$4,803.39	\$6,913.73	\$5,510.44	\$5,510.44
	Total: Salaries & Wages	\$222,425.00	\$222,751.00	\$222,751.00	\$136,062.29	\$177,843.00	\$182,542.21	\$182,542.21

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	610	Gardnerville Town					
Department	926	Other Public Works					
<u>Employee Benefits</u>							
511.180	Benefits	\$104,524.00	\$100,927.00	\$101,427.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Engineer I (LaCost)				1.00	26515.0000	\$26,515.00
Finance Officer	Maintenance Specialist II (Plut)				0.70	22846.0000	\$15,992.20
Finance Officer	Maintenance Tech II (Clark)				0.90	20065.0000	\$18,058.50
Finance Officer	Maintenance Tech II (Thompson)				0.90	21630.0000	\$19,467.00
Finance Officer	Maintenance Assistant II (Seasonal) (0.475 FTE)				1.00	3202.0000	\$3,202.00
Finance Officer	Maintenance Assistant I (Seasonal) (0.475 FTE)				1.00	2488.0000	\$2,488.00
Finance Officer	Maintenance Tech I (Grove)				0.90	20890.0000	\$18,801.00
	Total Finance Officer						\$104,523.70
511.181	Retirement	\$0.00	\$0.00	\$0.00	\$36,454.31	\$39,239.62	
511.182	Pact Workers Comp	\$0.00	\$0.00	\$0.00	\$5,402.55	\$5,470.43	
511.183	Group Insurance	\$0.00	\$0.00	\$0.00	\$26,997.48	\$29,623.50	
511.184	Unemployment	\$0.00	\$0.00	\$0.00	\$833.48	\$850.65	
511.186	Medicare	\$0.00	\$0.00	\$0.00	\$2,346.94	\$2,537.70	
511.187	Uniform Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
511.188	Co. Dependent Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
511.195	Oasdi	\$0.00	\$0.00	\$0.00	\$927.02	\$951.18	
	Total: Employee Benefits	\$104,524.00	\$100,927.00	\$101,427.00	\$72,961.78	\$78,673.08	
<u>Services & Supplies</u>							
520.017	Snow Removal	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$102.34	
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Cinders				1.00	1500.0000	\$1,500.00
	Total Finance Officer						\$1,500.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	926	Other Public Works						
520.037	Weed Spraying	\$2,600.00	\$2,200.00	\$2,200.00	\$1,871.81	\$1,019.08	\$2,140.03	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	weed chemicals					1.00	2600.0000	\$2,600.00
	Total Finance Officer							\$2,600.00
520.060	Postage/Po Box Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.080	Insur.-Liability	\$8,900.00	\$8,900.00	\$8,900.00	\$8,156.13	\$8,795.78	\$7,996.14	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	1/3 insurance for Town					1.00	8900.0000	\$8,900.00
	Total Finance Officer							\$8,900.00
520.084	Replacement & Repair	\$8,500.00	\$9,500.00	\$9,500.00	\$5,033.59	\$7,464.82	\$18,124.30	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Truck fleet repair, sander, bobcat					1.00	8500.0000	\$8,500.00
	Total Finance Officer							\$8,500.00
520.089	Power	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.092	Heating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.093	Utilities-Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.095	Street Lights	\$71,000.00	\$71,000.00	\$71,000.00	\$48,441.92	\$69,875.62	\$69,903.49	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Street Lights in Town - NV Energy charge					1.00	71000.0000	\$71,000.00
	Total Finance Officer							\$71,000.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	926	Other Public Works						
520.103	Maint Road	\$50,000.00	\$83,000.00	\$100,000.00	\$34,393.88	\$285,805.79	\$35,418.47	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Road Maintenance - street sealing, patching, potholes					1.00	50000.0000	\$50,000.00
	Total Finance Officer	\$2,500.00	\$1,500.00	\$1,500.00	\$94.88	\$412.56	\$309.14	\$50,000.00
520.107	Maint Equip							
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	equipment repair					1.00	2500.0000	\$2,500.00
	Total Finance Officer	\$3,000.00	\$3,000.00	\$3,000.00	\$4,072.48	\$4,307.20	\$1,566.05	\$2,500.00
520.116	Veh. Maint-Co Shop							
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	County repair to Town vehicles					1.00	3000.0000	\$3,000.00
	Total Finance Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
520.136	Rents & Leases Equipment							
520.141	Other Rents/Leases							
520.155	Licensing							
520.169	EMRB Assessment							
520.170	Memberships							
520.200	Training & Education							
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Safety classes and process classes					1.00	1000.0000	\$1,000.00
	Total Finance Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
521.100	Professional Services							

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	926	Other Public Works						
521.200	Engineering	\$12,000.00	\$21,000.00	\$28,000.00	\$2,683.17	\$17,074.87	\$11,611.75	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
	Finance Officer					1.00	12000.0000	\$12,000.00
	PCI's							\$12,000.00
	Total Finance Officer							\$12,000.00
521.201	Engineering/Applicant Req	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
521.202	Engineering /Annex	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
521.500	Admin & Overhead	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
532.001	Op.Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
532.003	Gas & Oil	\$9,000.00	\$10,000.00	\$10,000.00	\$7,371.62	\$8,303.68	\$8,904.61	\$8,904.61
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
	Finance Officer					1.00	9000.0000	\$9,000.00
	fuel for public works vehicles							\$9,000.00
	Total Finance Officer							\$9,000.00
532.019	Storm Drain Maintenance	\$8,500.00	\$8,500.00	\$8,500.00	\$5,190.97	\$20,144.98	\$55,054.30	\$55,054.30
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
	Finance Officer					1.00	8500.0000	\$8,500.00
	video storm drains, clean, repair							\$8,500.00
	Total Finance Officer							\$8,500.00
532.028	Uniforms	\$2,800.00	\$2,800.00	\$2,800.00	\$1,870.94	\$2,256.27	\$2,506.32	\$2,506.32
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
	Finance Officer					3.00	400.0000	\$1,200.00
	Staff Uniform Reimbursement - \$200 boots, \$200 pants							\$1,200.00
	Finance Officer					2.00	800.0000	\$1,600.00
	Shirt, sweatshirt, jacket Budget -							\$1,600.00
	Total Finance Officer					\$0.00	\$0.00	\$2,800.00
532.055	Books & Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	610	Gardnerville Town						
Department	926	Other Public Works						
532.116	Crack Seal Maintenance	\$15,000.00	\$15,000.00	\$45,000.00	\$22,648.22	\$26,089.56	\$3,789.68	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	crack sealing material & operations					1.00	15000.0000	\$15,000.00
	Total Finance Officer							<u>\$15,000.00</u>
533.802	Small Equipment	\$0.00	\$500.00	\$13.00	\$0.00	\$1,163.63	\$2,434.48	
533.806	Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,356.30	
533.817	Small Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total: Services & Supplies	\$196,300.00	\$239,450.00	\$292,963.00	\$141,977.35	\$452,742.34	\$228,212.40	
	<u>Capital Outlay/Projects</u>							
562.000	Capital Projects	\$712,250.00	\$98,037.00	\$272,895.00	\$82,518.97	\$113,570.78	\$128,991.42	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	NDOT 395 sidewalk project @ Kingslane					1.00	83000.0000	\$83,000.00
Finance Officer	State Lands LWC Martin Slough Trail					1.00	80250.0000	\$80,250.00
Finance Officer	Hellwinkle Channel and trail					1.00	534000.0000	\$534,000.00
Finance Officer	Valley Vision					1.00	15000.0000	\$15,000.00
	Total Finance Officer							<u>\$712,250.00</u>
562.200	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
562.500	Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
563.300	Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
563.900	Board Designated	\$27,742.00	\$182,135.00	\$182,135.00	\$0.00	\$0.00	\$0.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Crack Fill or additional street sealing project.					1.00	27742.0000	\$27,742.00
	Total Finance Officer							<u>\$27,742.00</u>
564.500	Machinery & Equipment	\$0.00	\$0.00	\$36,500.00	\$0.00	\$0.00	\$0.00	

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	610	Gardnerville Town					
Department	926	Other Public Works					
<u>Total: Capital Outlay/Projects</u>		\$739,992.00	\$280,172.00	\$491,530.00	\$82,518.97	\$113,570.78	\$128,991.42
<u>Other Financing Uses</u>							
618.700	Transfers Out	\$122,576.00	\$122,982.00	\$123,469.00	\$122,981.66	\$122,982.00	\$122,982.00
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
Finance Officer	Principal MS lights to 613-000-392-000					1.00	117449.0000
Finance Officer	Intrest MS Lights to 613-000-392-000					1.00	5127.0000
	Total Finance Officer						\$5,127.00
619.000	Contingency	\$27,093.00	\$33,250.00	\$33,250.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
Finance Officer	3% of \$903082 Budgeted Sal.& Ben. and services and supplies.					1.00	27093.0000
	Total Finance Officer						\$27,093.00
<u>Total: Other Financing Uses</u>		\$149,669.00	\$156,232.00	\$156,719.00	\$122,981.66	\$122,982.00	\$122,982.00
<u>Ending Fund Bal/Reserves</u>							
625.107	Improvements Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
625.140	Road Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
625.500	Buildings Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
699.000	Ending Fund Balance	\$74,956.00	\$70,459.00	\$70,459.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
Finance Officer	8.3% of 903082, sal., ben. services & supplies only 610					1.00	74956.0000
	Total Finance Officer						\$74,956.00
<u>Total: Ending Fund Bal/Reserves</u>		\$74,956.00	\$70,459.00	\$70,459.00	\$0.00	\$0.00	\$0.00
Department Total: Other Public Works		\$1,487,866.00	\$1,069,991.00	\$1,335,849.00	\$542,768.91	\$940,099.90	\$741,401.11

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Town of Gardnerville 610 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Revenue Totals:		\$1,867,699.00	\$1,528,930.00	\$1,803,513.00	\$1,132,394.09	\$1,290,090.55	\$1,509,317.18
Expense Totals		\$1,867,699.00	\$1,528,930.00	\$1,803,513.00	\$834,176.20	\$1,374,998.80	\$1,611,264.22
Fund Total: Gardnerville Town		\$0.00	\$0.00	\$0.00	\$298,217.89	(\$84,908.25)	(\$101,947.04)
Revenue Grand Totals:		\$1,867,699.00	\$1,528,930.00	\$1,803,513.00	\$1,132,394.09	\$1,290,090.55	\$1,509,317.18
Expense Grand Totals:		\$1,867,699.00	\$1,528,930.00	\$1,803,513.00	\$834,176.20	\$1,374,998.80	\$1,611,264.22
Net Grand Totals:		\$0.00	\$0.00	\$0.00	\$298,217.89	(\$84,908.25)	(\$101,947.04)

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	611	Gardnerville Health & San					
Revenue							
Department	000	Revenue					
Charges For Service							
344.300	Trash	\$505,000.00	\$505,000.00	\$505,000.00	\$357,646.75	\$503,494.25	\$502,764.24
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
Finance Officer	Estimated trash fees					1.00	505000.0000
	Total Finance Officer						\$505,000.00
344.301	Extra Pickup Surcharge	\$0.00	\$0.00	\$0.00	\$460.50	\$530.00	\$370.00
344.310	Landfill Fees	\$343,000.00	\$343,000.00	\$343,000.00	\$247,065.30	\$347,636.20	\$347,289.24
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
Finance Officer	Estimated landfill fees					1.00	343000.0000
	Total Finance Officer						\$343,000.00
344.315	Dumpster Rental	\$30,000.00	\$30,000.00	\$30,000.00	\$24,773.35	\$35,773.17	\$34,872.51
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
Finance Officer	Estimated dumpster rental					1.00	30000.0000
	Total Finance Officer						\$30,000.00
344.316	Lock & Key Sales	\$0.00	\$0.00	\$0.00	\$83.00	\$78.00	\$137.00
344.317	Dumpster Replace Fee	\$0.00	\$0.00	\$0.00	\$288.00	\$505.00	\$2,190.75
360.810	Late Charges	\$5,000.00	\$5,000.00	\$5,000.00	\$5,530.18	\$7,724.71	\$7,240.27
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
Finance Officer	Estimated late fees					1.00	5000.0000
	Total Finance Officer						\$5,000.00
Total Charges For Service		\$883,000.00	\$883,000.00	\$883,000.00	\$635,847.08	\$895,741.33	\$894,864.01

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	611	Gardnerville Health & San					
Department	000	Revenue					
<u>Interest Revenue</u>							
361.200	Interest On Investment	\$0.00	\$3,000.00	\$3,000.00	\$679.43	\$255.15	\$4,879.25
361.205	Investment-FMV Adjust	\$0.00	\$0.00	\$0.00	\$1,147.63	(\$1,147.63)	\$0.00
	<u>Total: Interest Revenue</u>	\$0.00	\$3,000.00	\$3,000.00	\$1,827.06	(\$892.48)	\$4,879.25
<u>Miscellaneous Revenue</u>							
360.800	Miscellaneous	\$0.00	\$0.00	\$2,275.00	\$2,275.00	\$615.06	\$1,564.55
360.820	Returned Check Fees	\$0.00	\$0.00	\$0.00	\$50.00	\$100.00	\$0.00
	<u>Total: Miscellaneous Revenue</u>	\$0.00	\$0.00	\$2,275.00	\$2,325.00	\$715.06	\$1,564.55
<u>Contributed Capital</u>							
344.750	Assets Dedicated/Donated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Contributed Capital</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Financing Sources</u>							
391.100	Sale Of Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
392.000	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,213.00
393.100	Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
393.101	Bond Proceeds Offset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Other Financing Sources</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,213.00
<u>Depreciation/Amortizaion</u>							
360.849	Amortization- Add Back	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
360.850	Depreciation Add-Back	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Depreciation/Amortizaion</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Beg.Fund Bal./Reserves</u>							
301.200	Operating Res-Beg.	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
	Level	Transaction	Number of Units	Cost Per Unit	Total Amount		
	Finance Officer	Operating reserves from end of prior year	1.00	50000.0000	\$50,000.00		
		Total Finance Officer			\$50,000.00		

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	611	Gardnerville Health & San						
Department	000	Revenue						
301.250	Capital Res.-Beg.	\$330,385.00	\$476,544.00	\$662,065.00	\$0.00	\$0.00	\$0.00	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Capital impr. reserves from end of prior year				1.00	330385.0000	\$330,385.00
		Total Finance Officer						\$330,385.00
	<u>Total: Beg.Fund Bal./Reserves</u>	\$380,385.00	\$526,544.00	\$712,065.00	\$0.00	\$0.00	\$0.00	
	Department Total: Revenue	\$1,263,385.00	\$1,412,544.00	\$1,600,340.00	\$639,999.14	\$895,563.91	\$922,520.81	

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	611	Gardnerville Health & San						
Revenue Totals		\$1,263,385.00	\$1,412,544.00	\$1,600,340.00	\$639,999.14	\$895,563.91	\$922,520.81	
Expenses								
Department	925	Health & Sanitation						
<u>Salaries & Wages</u>		\$262,024.00	\$224,867.00	\$224,867.00	\$137,768.61	\$209,186.64	\$194,270.30	
510.000	Salaries & Wages							
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Gardnerville Town Manager (T. Dallaire) .400 FTE				0.40	84640.0000	\$33,856.00
	Finance Officer	Office Manager - Senior (C. Louthan) .400 FTE				0.40	59934.0000	\$23,973.60
	Finance Officer	Office Asst - Senior (M. Nicholson) .500 FTE				0.50	43490.0000	\$21,745.00
	Finance Officer	Maintenance Specialist II (C. Tutthill) 1.0 FTE				1.00	45386.0000	\$45,386.00
	Finance Officer	Maintenance Technician II (J. Martin) 1.0 FTE				1.00	37424.0000	\$37,424.00
	Finance Officer	Maintenance Tech I (Grove) 0.1 FTE				0.10	34950.0000	\$3,495.00
	Finance Officer	Maintenance Technician I (McGee) 1.0 FTE				1.00	34345.0000	\$34,345.00
	Finance Officer	Maintenance Specialist II (M. Plut) .30 FTE				0.30	54498.0000	\$16,349.00
	Finance Officer	Maintenance Tech II (R. Clark) 0.10 FTE				0.10	44455.0000	\$4,445.50
	Finance Officer	Maintenance Tech II (S. Thompson) .10 FTE				0.10	37690.0000	\$3,769.00
	Finance Officer	Maintenance Technician I (Briggs) 1.0 FTE				1.00	34175.0000	\$34,175.00
	Finance Officer	Office Clerical (seasonal) Vacant				0.60	5100.0000	\$3,060.00
	Total Finance Officer							\$262,023.10
510.125	Salaries-Other	\$0.00	\$0.00	\$0.00	\$0.00	\$1,990.09	\$4,178.12	
510.150	Board Compensation	\$15,300.00	\$15,300.00	\$15,300.00	\$11,475.00	\$13,770.00	\$13,550.00	
	Budget Transactions:							
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 Board comp. Chairman 1/2*(\$550/month)				1.00	3300.0000	\$3,300.00
	Finance Officer	1/2 Board Comp Members & vice Chair (@500/month)				4.00	3000.0000	\$12,000.00
	Total Finance Officer							\$15,300.00
511.165	Holiday Overtime	\$0.00	\$0.00	\$0.00	\$2,217.29	\$0.00	\$0.00	
511.167	Vacation Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

WC/SLB

Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	611	Gardnerville Health & San					
Department	925	Health & Sanitation					
511.168	Vacation Buyback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.169	Comp Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.170	Overtime	\$3,500.00	\$3,500.00	\$2,388.08	\$6,506.29	\$1,499.87	\$8,608.17
511.171	Holidays	\$0.00	\$0.00	\$8,768.27	\$11,163.59	\$547.47	\$0.00
511.172	Comp Paid	\$0.00	\$0.00	\$532.88	\$17,425.29	\$8,947.03	\$2,837.77
511.173	Vacation	\$0.00	\$0.00	\$8,762.40	\$9,462.12	\$0.00	\$961.00
511.174	Sick	\$0.00	\$0.00	\$6,346.71	\$112.35	\$0.00	\$234,852.26
511.176	Call Back	\$0.00	\$0.00	\$0.00	\$11,849.67	\$281,901.16	\$0.00
516.120	Contract Salaries	\$0.00	\$0.00	\$0.00	\$178,371.59	\$0.00	\$0.00
Total: Salaries & Wages		\$280,824.00	\$243,667.00	\$109,825.00	\$0.00	\$0.00	\$0.00
Employee Benefits		\$128,045.00	\$108,000.00	\$109,825.00	\$0.00	\$0.00	\$0.00
511.180	Benefits	\$128,045.00	\$108,000.00	\$109,825.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Benefits for H&S all inclusive				1.00	128045.0000	\$128,045.00
Total Finance Officer							\$128,045.00
511.181	Retirement	\$0.00	\$0.00	\$0.00	\$54,991.01	\$50,471.33	\$6,506.93
511.182	Pact Workers Comp	\$0.00	\$0.00	\$4,777.43	\$7,080.91	\$41,939.97	\$1,023.37
511.183	Group Insurance	\$0.00	\$0.00	\$34,226.59	\$40,791.02	\$2,901.41	\$0.00
511.184	Unemployment	\$0.00	\$0.00	\$832.04	\$1,145.69	\$3,284.88	\$0.00
511.186	Medicare	\$0.00	\$0.00	\$2,284.35	\$0.00	\$0.00	\$0.00
511.187	Uniform Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.188	Co. Dependent Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.190	Pact Other	\$0.00	\$0.00	\$78.33	\$401.47	\$328.79	\$0.00
511.195	Oasdi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,001.00
511.202	OPEB Expense	\$0.00	\$0.00	\$0.00	\$6,208.00	\$104,172.80	\$0.00
Total: Employee Benefits		\$128,045.00	\$108,000.00	\$109,825.00	\$113,902.98	\$104,172.80	\$0.00

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	611	Gardnerville Health & San					
Department	925	Health & Sanitation					
Services & Supplies							
520.055	Telephone Expense	\$3,500.00	\$3,500.00	\$3,500.00	\$2,384.76	\$3,061.80	\$3,085.54
	Budget Transactions:						
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	1/2 telephone Admin & Maint office				1.00	3500.0000
	Total Finance Officer						\$3,500.00
520.060	Postage/Po Box Rent	\$4,200.00	\$4,200.00	\$4,200.00	\$2,719.11	\$3,756.77	\$3,260.89
	Budget Transactions:						
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	1/2 postage and all bulk mail postage				1.00	4200.0000
	Total Finance Officer						\$4,200.00
520.064	Travel	\$1,000.00	\$1,000.00	\$1,000.00	\$219.54	\$0.00	\$0.00
	Budget Transactions:						
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	seminars, training				1.00	1000.0000
	Total Finance Officer						\$1,000.00
520.072	Advertising	\$1,500.00	\$1,500.00	\$1,500.00	\$404.37	\$1,358.26	\$924.55
	Budget Transactions:						
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	newsletters, personnel ads, rate increase ads				1.00	1500.0000
	Total Finance Officer						\$1,500.00
520.080	Insur.-Liability	\$8,900.00	\$8,900.00	\$8,900.00	\$8,656.14	\$8,859.79	\$7,996.14
	Budget Transactions:						
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	1/3 insurance for Town				1.00	8900.0000
	Total Finance Officer						\$8,900.00

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	611	Gardnerville Health & San						
Department	925	Health & Sanitation						
520.084	Replacement & Repair	\$40,000.00	\$40,000.00	\$40,000.00	\$25,635.76	\$38,705.34	\$52,069.62	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	repair of equipment, tires, filters, etc.					1.00	40000.0000	\$40,000.00
	Total Finance Officer							\$40,000.00
520.089	Power	\$2,800.00	\$2,600.00	\$2,600.00	\$1,863.12	\$2,857.17	\$2,575.91	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	1/2 Electricity for admin and maintenance office					1.00	2800.0000	\$2,800.00
	Total Finance Officer							\$2,800.00
520.090	Water	\$650.00	\$750.00	\$750.00	\$364.41	\$467.57	\$499.22	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	1/2 water for admin & maintenance office					1.00	650.0000	\$650.00
	Total Finance Officer							\$650.00
520.092	Heating	\$3,500.00	\$4,000.00	\$4,000.00	\$2,263.18	\$2,420.05	\$2,710.01	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	1/2 heating admin & maint office, all maint facility					1.00	3500.0000	\$3,500.00
	Total Finance Officer							\$3,500.00
520.093	Utilities-Sewer	\$380.00	\$380.00	\$380.00	\$278.71	\$352.59	\$302.40	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	1/2 sewer admin & maint facility					1.00	380.0000	\$380.00
	Total Finance Officer							\$380.00

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	611	Gardnerville Health & San					
Department	925	Health & Sanitation					
520.097	Maint B&G	\$42,500.00	\$12,000.00	\$22,800.00	\$14,775.31	\$1,394.37	\$8,247.33
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	landscaping Update in Front			1.00	2500.0000	\$2,500.00
	Finance Officer	Fencing around Yard - CMU Greenwaste bin			1.00	25000.0000	\$25,000.00
	Finance Officer	Cynders bin for yard 3/4 costs			1.00	15000.0000	\$15,000.00
		Total Finance Officer	\$1,350.00	\$1,350.00	\$924.98	\$1,062.50	\$42,500.00
520.098	Janitorial Services						
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 cleaning services - admin bldg			1.00	1000.0000	\$1,000.00
	Finance Officer	shop restroom cleaning supplies			1.00	350.0000	\$350.00
		Total Finance Officer	\$26,000.00	\$24,000.00	\$23,515.11	\$628.49	\$1,350.00
520.107	Maint Equip						
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Maintenance of H & S equipment			1.00	1000.0000	\$1,000.00
	Finance Officer	New Green Waste Bins - Old Town and Town residence - (full load)			1.00	25000.0000	\$25,000.00
		Total Finance Officer	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
520.108	Maint Office Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
520.110	Veh. Maint-Shop Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
520.116	Veh. Maint-Co Shop	\$2,000.00	\$3,500.00	\$3,500.00	\$2,920.31	\$1,918.11	\$1,918.11
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Town vehicles repaired at County shop			1.00	2000.0000	\$2,000.00
		Total Finance Officer					\$2,000.00

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	611	Gardnerville Health & San					
Department	925	Health & Sanitation					
520.123	Deductible	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
520.130	Rents & Leases Bldgs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
520.136	Rents & Leases Equipment	\$2,100.00	\$2,100.00	\$2,100.00	\$2,475.22	\$2,480.67	
	Budget Transactions:						
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 copier payment admin			1.00	2100.0000	\$2,100.00
		Total Finance Officer					\$2,100.00
520.155	Licensing	\$250.00	\$350.00	\$350.00	\$41.00	\$234.00	
	Budget Transactions:						
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Reimbursement for CDL's			1.00	250.0000	\$250.00
		Total Finance Officer					\$250.00
520.169	EMRB Assessment	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	
520.170	Memberships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.187	Internet Expense	\$810.00	\$2,010.00	\$395.10	\$504.39	\$522.04	
	Budget Transactions:						
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount
	Finance Officer	1/2 Charter internet expense			1.00	810.0000	\$810.00
		Total Finance Officer					\$810.00
520.195	Street Sweeping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
520.197	Landfill Expense	\$250,000.00	\$250,000.00	\$158,487.10	\$226,590.99	\$221,560.29	
	Budget Transactions:						
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Fees paid at CC, DDI,			1.00	250000.0000	\$250,000.00
		Total Finance Officer					\$250,000.00

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	611	Gardnerville Health & San						
Department	925	Health & Sanitation						
520.200	Training & Education	\$2,000.00	\$2,000.00	\$2,000.00	\$99.50	\$97.50	\$25.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	operator certification					1.00	2000.0000	\$2,000.00
	Total Finance Officer							\$2,000.00
521.100	Professional Services	\$3,800.00	\$4,000.00	\$4,000.00	\$0.00	\$3,351.67	\$0.00	
521.130	Legal Services	\$1,500.00	\$2,000.00	\$2,000.00	\$324.50	\$697.50	\$1,027.50	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Town Counsel fees					1.00	1500.0000	\$1,500.00
	Total Finance Officer							\$1,500.00
521.135	Legal-Collection Cost	\$500.00	\$500.00	\$500.00	(\$117.18)	(\$332.60)	(\$74.03)	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Liens & collection company fees					1.00	500.0000	\$500.00
	Total Finance Officer							\$500.00
521.140	Physicals	\$800.00	\$800.00	\$800.00	\$150.00	\$150.00	\$300.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Physicals for CDL					1.00	800.0000	\$800.00
	Total Finance Officer							\$800.00
521.151	Drug/Alcohol Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
521.160	Auditing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
521.404	Moving Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	611	Gardnerville Health & San					
Department	925	Health & Sanitation					
521.500	Admin & Overhead	\$18,117.00	\$22,478.00	\$22,478.00	\$0.00	\$0.00	\$0.00
	Budget Transactions:						
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Cost allocation - Clerk			1.00	357.0000	\$357.00
	Finance Officer	Cost Allocation - Treasurer			1.00	1979.0000	\$1,979.00
	Finance Officer	Cost Allocation - Finance			1.00	14705.0000	\$14,705.00
	Finance Officer	County Manager Office			1.00	1076.0000	\$1,076.00
		Total Finance Officer					\$18,117.00
532.001	Op. Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
532.003	Gas & Oil	\$45,000.00	\$48,000.00	\$48,000.00	\$39,924.12	\$43,820.63	\$43,820.63
	Budget Transactions:						
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount
	Finance Officer	gas & oil for trash vehicles			1.00	45000.0000	\$45,000.00
		Total Finance Officer					\$45,000.00
532.028	Uniforms	\$3,200.00	\$3,200.00	\$3,200.00	\$2,104.85	\$2,463.08	\$2,463.08
	Budget Transactions:						
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Uniform tees shirts, sweatshirts, jackets			1.00	1600.0000	\$1,600.00
	Finance Officer	\$200 boot & \$200 Pant Allowance			4.00	400.0000	\$1,600.00
		Total Finance Officer					\$3,200.00
532.055	Books & Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
532.056	Subscriptions	\$0.00	\$2,550.00	\$2,550.00	\$325.55	\$26.00	\$26.00
	Budget Transactions:						
	Level	Transaction			Number of Units	Cost Per Unit	Total Amount
	Finance Officer	Record Courier 1/2			1.00	50.0000	\$50.00
		Total Finance Officer					\$50.00
532.109	Bottled Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	611	Gardnerville Health & San						
Department	925	Health & Sanitation						
533.800	Office Supplies	\$0.00	\$3,000.00	\$3,000.00	\$3,100.87	\$2,967.40	\$2,836.14	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	office supplies					1.00	3000.0000	\$3,000.00
	Total Finance Officer							\$3,000.00
533.802	Small Equipment	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$1,651.67	\$11,501.31	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Storage Racks for Shop Organization					1.00	5000.0000	\$5,000.00
	Total Finance Officer							\$5,000.00
533.806	Software	\$5,400.00	\$5,400.00	\$7,200.00	\$2,881.00	\$3,470.80	\$2,106.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	WAM support					1.00	2900.0000	\$2,900.00
Finance Officer	1/2 Vieworks asset management / workorders					1.00	2500.0000	\$2,500.00
	Total Finance Officer							\$5,400.00
533.813	Office Products Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
533.817	Small Projects	\$8,000.00	\$8,000.00	\$10,275.00	\$8,000.00	\$0.00	\$0.00	
	Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit	Total Amount
Finance Officer	Fireworks					1.00	8000.0000	\$8,000.00
	Total Finance Officer							\$8,000.00
550.001	Miscellaneous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
550.006	Fiscal Agent Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	
550.100	Bank Fees-Credit Card Processing	\$0.00	\$0.00	\$0.00	\$360.96	\$0.00	\$0.00	
550.203	Collection Loss	\$0.00	\$0.00	\$0.00	(\$347.92)	\$1,315.64	\$525.39	

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	611	Gardnerville Health & San					
Department	925	Health & Sanitation					
<u>Total: Services & Supplies</u>		\$479,757.00	\$447,118.00	\$483,993.00	\$291,967.94	\$377,850.17	\$374,834.73
<u>Debt Service</u>							
521.300	Bond Issuance Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
521.301	Bond Issue Cost Offset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.003	Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.004	Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.021	Loan Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,500.00
550.022	Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$713.43
550.990	Debt-Principal Offset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,500.00)
<u>Total: Debt Service</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$713.43
<u>Capital Outlay/Projects</u>							
562.000	Capital Projects	\$35,000.00	\$0.00	\$22,470.00	\$22,470.00	\$0.00	\$0.00
Budget Transactions:							
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer					1.00	35000.0000
	Green Waste Enclosure and shop fence						\$35,000.00
	Total Finance Officer						\$35,000.00
562.200	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
562.500	Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
563.990	Capital Project Offset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
564.500	Machinery & Equipment	\$0.00	\$270,000.00	\$270,000.00	\$8,367.87	\$0.00	\$220,930.50
564.602	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
564.609	Data Processing Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
564.990	Capital Outlay Offset	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$220,930.50)
<u>Total: Capital Outlay/Projects</u>		\$35,000.00	\$270,000.00	\$292,470.00	\$30,837.87	\$0.00	\$0.00
<u>Miscellaneous</u>							
550.060	Loss On Asset Disposition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Miscellaneous</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	611	Gardnerville Health & San					
Department	925	Health & Sanitation					
Other Financing Uses							
618.700	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Financing Uses</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation							
550.027	Depreciation	\$80,600.00	\$90,000.00	\$90,000.00	\$37,438.29	\$69,267.10	\$72,820.90
<u>Total: Depreciation</u>		\$80,600.00	\$90,000.00	\$90,000.00	\$37,438.29	\$69,267.10	\$72,820.90
Amortization							
550.026	Amort.-Bond Issue Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$455.05
<u>Total: Amortization</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$455.05
Ending Fund Bal/Reserves							
625.200	Operating Reserves	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
Level		Transaction	Number of Units	Cost Per Unit	Total Amount		
Finance Officer		Reserves	1.00	50000.0000	\$50,000.00		
Capital Impr. Reserves		Total Finance Officer			\$50,000.00		
625.250		\$209,159.00	\$330,385.00	\$0.00	\$0.00		
Budget Transactions:							
Level		Transaction	Number of Units	Cost Per Unit	Total Amount		
Finance Officer		reserves	1.00	209159.0000	\$209,159.00		
Buildings Reserve		Total Finance Officer			\$209,159.00		
625.500		\$0.00	\$0.00	\$0.00	\$0.00		
<u>Total: Ending Fund Bal/Reserves</u>		\$259,159.00	\$380,385.00	\$0.00	\$0.00		
Department Total: Health & Sanitation		\$1,263,385.00	\$1,600,340.00	\$623,055.84	\$842,921.41	\$787,849.17	

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Town of Gardnerville 611 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Revenue Totals:							
		\$1,263,385.00	\$1,412,544.00	\$1,600,340.00	\$639,999.14	\$895,563.91	\$922,520.81
Expense Totals							
		\$1,263,385.00	\$1,412,544.00	\$1,600,340.00	\$623,055.84	\$842,921.41	\$787,849.17
Fund Total: Gardnerville Health & San		\$0.00	\$0.00	\$0.00	\$16,943.30	\$52,642.50	\$134,671.64
Revenue Grand Totals:							
		\$1,263,385.00	\$1,412,544.00	\$1,600,340.00	\$639,999.14	\$895,563.91	\$922,520.81
Expense Grand Totals:							
		\$1,263,385.00	\$1,412,544.00	\$1,600,340.00	\$623,055.84	\$842,921.41	\$787,849.17
Net Grand Totals:							
		\$0.00	\$0.00	\$0.00	\$16,943.30	\$52,642.50	\$134,671.64

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Town of Gardnerville 613 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	613	Gardnerville Debt					
Revenue							
Department	000	Revenue					
Interest Revenue							
361.200	Interest On Investment	\$0.00	\$0.00	\$0.00	\$0.94	\$0.24	\$1.30
361.205	Investment-FMV Adjust	\$0.00	\$0.00	\$0.00	\$0.19	(\$0.19)	\$0.00
	Total Interest Revenue	\$0.00	\$0.00	\$0.00	\$1.13	\$0.05	\$1.30
	Other Financing Sources						
392.000	Transfers In	\$122,576.00	\$122,982.00	\$123,469.00	\$122,981.66	\$122,982.00	\$144,433.00
	Budget Transactions:						
	Level	Transaction				Number of Units	Cost Per Unit
	Finance Officer	Transfer from 610-926-618-700 - principle				1.00	117449.0000
	Finance Officer	transfer from 610-926-618-700 - intrst				1.00	5127.0000
		Total Finance Officer					\$122,576.00
	Total: Other Financing Sources	\$122,576.00	\$122,982.00	\$123,469.00	\$122,981.66	\$122,982.00	\$144,433.00
	Beg. Fund Bal./Reserves						
301.000	Opening Fund Balance	\$406.00	\$406.00	\$119.00	\$0.00	\$0.00	\$0.00
	Budget Transactions:						
	Level	Transaction				Number of Units	Cost Per Unit
	Finance Officer	Appropriated reserves from end of prior year				1.00	406.0000
		Total Finance Officer					\$406.00
	Total: Beg. Fund Bal./Reserves	\$406.00	\$406.00	\$119.00	\$0.00	\$0.00	\$0.00
	Department Total: Revenue	\$122,982.00	\$123,388.00	\$123,588.00	\$122,982.79	\$122,982.05	\$144,434.30

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Town of Gardnerville 613 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	613	Gardnerville Debt					
Revenue Totals		\$122,982.00	\$123,388.00	\$123,588.00	\$122,982.79	\$122,982.05	\$144,434.30
Expenses							
Department	922	Gardnerville Debt					
Services & Supplies							
521.500	Admin & Overhead	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.006	Fiscal Agent Charges	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00
	<u>Total: Services & Supplies</u>	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00
Debt Service							
550.003	Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.004	Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.021	Loan Principal	\$117,855.00	\$112,942.00	\$112,942.00	\$0.00	\$108,234.00	\$124,222.00
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Principal on 2005 Medium Term Financing (MS-lights)				1.00	112942.0000	\$112,942.00
	Total Finance Officer						\$112,942.00
550.022	Loan Interest	\$5,127.00	\$10,040.00	\$10,040.00	\$5,019.83	\$14,735.31	\$20,210.96
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Interest on 2005 Medium Term Financing (MS-lights)				1.00	10040.0000	\$10,040.00
	Total Finance Officer						\$10,040.00
550.025	Loan Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Debt Service</u>	\$122,982.00	\$122,982.00	\$122,982.00	\$5,019.83	\$122,969.31	\$144,432.96

43/58

Town of Gardnerville 613 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	613	Gardnerville Debt					
Department	922	Gardnerville Debt					
<u>Ending Fund Bal/Reserves</u>							
625.103	Appropriated Reserve	\$0.00	\$406.00	\$406.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
Level	Transaction						Total Amount
Finance Officer	Appropriated reserves					1.00	70.0000
	Total Finance Officer						\$70.00
<u>Total: Ending Fund Bal/Reserves</u>		\$0.00	\$406.00	\$406.00	\$0.00	\$0.00	\$0.00
Department Total: Gardnerville Debt		\$122,982.00	\$123,388.00	\$123,588.00	\$5,019.83	\$123,169.31	\$144,632.96

44/98

Town of Gardnerville 613 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Revenue Totals:		\$122,982.00	\$123,388.00	\$123,588.00	\$122,982.79	\$122,982.05	\$144,434.30
Expense Totals		\$122,982.00	\$123,388.00	\$123,588.00	\$5,019.83	\$123,169.31	\$144,632.96
Fund Total: Gardnerville Debt		\$0.00	\$0.00	\$0.00	\$117,962.96	(\$187.26)	(\$198.66)
Revenue Grand Totals:		\$122,982.00	\$123,388.00	\$123,588.00	\$122,982.79	\$122,982.05	\$144,434.30
Expense Grand Totals:		\$122,982.00	\$123,388.00	\$123,588.00	\$5,019.83	\$123,169.31	\$144,632.96
Net Grand Totals:		\$0.00	\$0.00	\$0.00	\$117,962.96	(\$187.26)	(\$198.66)

45/58

Town of Gardnerville 614 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	614	G'ville Ad Val Cap Proj						
Revenue								
Department	000	Revenue						
Intergovernmental Revenue								
331.135	Distr. from County	\$44,887.00	\$42,612.00	\$42,612.00	\$27,434.74	\$44,951.91	\$46,537.18	
Budget Transactions:								
	Level	Transaction				Number of Units	Cost Per Unit	Total Amount
	Finance Officer	State projection - 3.66% of \$1,164,258 countyys fund				1.00	44887.0000	\$44,887.00
		Total Finance Officer						\$44,887.00
334.121	Grant In Aid-State(P)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
337.100	State Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>Total: Intergovernmental Revenue</u>	\$44,887.00	\$42,612.00	\$42,612.00	\$27,434.74	\$44,951.91	\$46,537.18	
Interest Revenue								
361.200	Interest On Investment	\$0.00	\$800.00	\$800.00	\$95.97	\$50.52	\$857.14	
361.205	Investment-FMV Adjust	\$0.00	\$0.00	\$0.00	\$180.38	(\$180.38)	\$0.00	
	<u>Total: Interest Revenue</u>	\$0.00	\$800.00	\$800.00	\$276.35	(\$129.86)	\$857.14	
Miscellaneous Revenue								
360.800	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<u>Total: Miscellaneous Revenue</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Financing Sources								
360.750	Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
392.000	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
393.100	Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<u>Total: Other Financing Sources</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Town of Gardnerville 614 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	614	G'ville Ad Val Cap Proj					
Department	000	Revenue					
<u>Beg. Fund Bal./Reserves</u>							
301.100	Opening Fund Reserves	\$117,317.00	\$111,934.00	\$116,520.00	\$0.00	\$0.00	\$0.00
	Budget Transactions:						
Level	Transaction					Number of Units	Cost Per Unit
	Finance Officer	Appropriated reserve from end of prior year				1.00	117317.0000
		Total Finance Officer					\$117,317.00
	<u>Total: Beg. Fund Bal./Reserves</u>	\$117,317.00	\$111,934.00	\$116,520.00	\$0.00	\$0.00	\$0.00
	Department Total: Revenue	\$162,204.00	\$155,346.00	\$159,932.00	\$27,711.09	\$44,822.05	\$47,394.32

42/58

Town of Gardnerville 614 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	614	G'ville Ad Val Cap Proj					
Revenue Totals		\$162,204.00	\$155,346.00	\$159,932.00	\$27,711.09	\$44,822.05	\$47,394.32
Expenses							
Department	730	G'ville Ad Val Cap Proj					
Services & Supplies							
550.006	Fiscal Agent Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Services & Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service							
550.021	Loan Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550.022	Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Debt Service</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Capital Outlay/Projects</u>							
562.000	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
564.500	Machinery & Equipment	\$8,500.00	\$0.00	\$0.00	\$10,026.71	\$40,049.90	\$0.00
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Movie Projector - and lens				1.00	8500.0000	\$8,500.00
	Total Finance Officer						\$8,500.00
564.700	Motor Vehicles	\$35,000.00	\$42,612.00	\$42,615.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Possible replacement vehicle purchase				1.00	35000.0000	\$35,000.00
	Total Finance Officer	\$43,500.00	\$42,612.00	\$42,615.00	\$40,049.90	\$0.00	\$35,000.00
<u>Total: Capital Outlay/Projects</u>							
<u>Other Financing Uses</u>							
618.700	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$42,664.00	\$0.00
<u>Total: Other Financing Uses</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$42,664.00	\$0.00

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Town of Gardnerville 614 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	614	G'ville Ad Val Cap Proj					
Department	730	G'ville Ad Val Cap Proj					
<u>Ending Fund Bal/Reserves</u>							
625.103	Appropriated Reserve	\$118,704.00	\$112,734.00	\$117,317.00	\$0.00	\$0.00	\$0.00
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Reserves				1.00	118704.0000	\$118,704.00
Total Finance Officer							\$118,704.00
<u>Total Ending Fund Bal/Reserves</u>		\$118,704.00	\$112,734.00	\$117,317.00	\$0.00	\$0.00	\$0.00
Department Total: G'ville Ad Val Cap Proj		\$162,204.00	\$155,346.00	\$42,614.91	\$40,049.90	\$42,664.00	\$42,664.00

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Town of Gardnerville 614 - 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Adopted Budget	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Revenue Totals:		\$162,204.00	\$155,346.00	\$159,932.00	\$27,711.09	\$44,822.05	\$47,394.32
Expense Totals		\$162,204.00	\$155,346.00	\$159,932.00	\$42,614.91	\$40,049.90	\$42,664.00
Fund Total: G'ville Ad Val Cap Proj		\$0.00	\$0.00	\$0.00	(\$14,903.82)	\$4,772.15	\$4,730.32
Revenue Grand Totals:		\$162,204.00	\$155,346.00	\$159,932.00	\$27,711.09	\$44,822.05	\$47,394.32
Expense Grand Totals:		\$162,204.00	\$155,346.00	\$159,932.00	\$42,614.91	\$40,049.90	\$42,664.00
Net Grand Totals:		\$0.00	\$0.00	\$0.00	(\$14,903.82)	\$4,772.15	\$4,730.32

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Main Street 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	811	Gardnerville Main Street				
Revenue						
Department	000	Revenue				
Intergovernmental Revenue						
331.120	NV Commission on Tourism	\$0.00	\$0.00	\$3,925.33	\$0.00	\$3,450.00
331.135	Distr. from County	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
331.138	Distr. from Town	\$64,000.00	\$64,000.00	\$64,000.00	\$68,000.00	\$60,000.00
Budget Transactions:						
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Finance Officer	Town distribution			1.00	64000.0000	\$64,000.00
	Total Finance Officer					\$64,000.00
331.140	Grant In Aid Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
332.120	Grant-USDA	\$6,000.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Budget Transactions:						
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Finance Officer	USDA Grant Childresn Garden			1.00	5000.0000	\$5,000.00
Finance Officer	USDA Grant Fence			1.00	1000.0000	\$1,000.00
	Total Finance Officer					\$6,000.00
Total: Intergovernmental Revenue		\$70,000.00	\$64,000.00	\$77,925.33	\$78,000.00	\$75,950.00
Interest Revenue						
361.200	Interest On Investment	\$0.00	\$500.00	\$132.06	\$42.70	\$848.97
361.205	Investment-FMV Adjust	\$0.00	\$0.00	\$180.41	(\$180.41)	\$0.00
Total: Interest Revenue		\$0.00	\$500.00	\$312.47	(\$137.71)	\$848.97

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Main Street 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund	811	Gardnerville Main Street				
Department	000	Revenue				
Miscellaneous Revenue						
360.210	Merchandise Sales	\$5,000.00	\$4,487.00	\$7,664.93	\$15,478.32	\$17,321.50
Budget Transactions:						
Level	Transaction					
Finance Officer	Lanyard Sales					500.0000
	Total Finance Officer					\$500.00
360.220	Memberships	\$3,000.00	\$3,000.00	\$2,130.44	\$3,868.04	\$3,910.00
360.221	Promotions	\$25,000.00	\$25,500.00	\$16,026.36	\$24,924.50	\$37,116.65
Budget Transactions:						
Level	Transaction					
Finance Officer	wine walks, Merry Main St, Bazzar, other events programs					25500.0000
	Total Finance Officer					\$25,500.00
360.800	Miscellaneous	\$0.00	\$0.00	\$4,819.50	\$2,448.29	\$467.00
367.102	Donations	\$0.00	\$0.00	\$0.00	\$456.00	\$211.00
	<u>Total: Miscellaneous Revenue</u>	\$33,000.00	\$32,987.00	\$30,641.23	\$47,175.15	\$59,026.15
	<u>Beg. Fund Bal./Reserves</u>					
301.000	Opening Fund Balance	\$46,887.00	\$32,440.00	\$0.00	\$0.00	\$0.00
Budget Transactions:						
Level	Transaction					
Finance Officer	Ending fund balance from prior fiscal year					2795.0000
Finance Officer	Un used funds of 2013					44092.0000
	Total Finance Officer	\$46,887.00	\$32,440.00	\$0.00	\$0.00	\$46,887.00
	<u>Total: Beg. Fund Bal./Reserves</u>	\$149,887.00	\$129,927.00	\$108,879.03	\$125,037.44	\$135,825.12
Department Total: Revenue						
Revenue Totals		\$149,887.00	\$129,927.00	\$108,879.03	\$125,037.44	\$135,825.12

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Main Street 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Amended Budget	2013 Actual Amount	2012 Actual Amount
Fund	811	Gardnerville Main Street			
Expenses					
Department	960	Gardnerville Main Street			
Salaries & Wages					
510.000	Salaries & Wages	\$48,609.00	\$47,015.00	\$43,358.22	\$39,055.97
Budget Transactions:					
Level	Transaction				
Finance Officer	Main Street Program Mgr (P. Lochridge) 1.0 FTE				1.00
Finance Officer	Maintenance Aid 1 - (Seasonal) 1/2 (0.475 FTE)				0.24
Total Finance Officer					
510.125	Salaries-Other	\$0.00	\$0.00	(\$1,007.32)	\$875.26
511.170	Overtime	\$0.00	\$0.00	\$36.77	\$0.00
511.171	Holidays	\$0.00	\$0.00	\$1,889.59	\$1,604.35
511.173	Vacation	\$0.00	\$0.00	\$2,350.88	\$836.00
511.174	Sick	\$0.00	\$0.00	\$1,612.66	\$2,173.60
Total: Salaries & Wages		\$48,609.00	\$47,015.00	\$48,204.03	\$44,545.18
Employee Benefits					
511.180	Benefits	\$22,772.00	\$22,280.00	\$0.00	\$0.00
Budget Transactions:					
Level	Transaction				
Finance Officer	Paula				1.00
Finance Officer	Maintenance Aide 1				0.50
Total Finance Officer					
511.181	Retirement	\$0.00	\$0.00	\$10,419.56	\$10,310.73
511.182	Pact Workers Comp	\$0.00	\$0.00	\$1,540.38	\$1,281.55
511.183	Group Insurance	\$0.00	\$0.00	\$7,684.56	\$7,222.68
511.184	Unemployment	\$0.00	\$0.00	\$237.93	\$197.83
511.186	Medicare	\$0.00	\$0.00	\$713.10	\$632.79
511.190	Pact Other	\$0.00	\$0.00	\$0.00	\$0.00
511.195	Oasdi	\$0.00	\$0.00	\$331.05	\$0.00
Total					
					46400.0000
					9300.0000
					\$48,609.00

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Main Street 2015 Tentative Budget

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Total: Employee Benefits				
	\$22,772.00	\$15,800.67	\$20,926.58	\$19,645.58
Services & Supplies				
520.055	Telephone Expense	\$1,200.00	\$458.40	\$696.56
520.060	Postage/Po Box Rent	\$300.00	\$0.00	\$241.79
				\$0.00
Budget Transactions:				
Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Finance Officer	postage for events, grant applications	1.00	300.0000	\$300.00
	Total Finance Officer			\$300.00
520.064	Travel	\$4,750.00	\$17.00	\$3,535.00
				\$4,588.18
Budget Transactions:				
Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Finance Officer	Travel to and from Seminars & Conferences	1.00	4750.0000	\$4,750.00
	Total Finance Officer			\$4,750.00
520.072	Advertising	\$6,000.00	\$4,258.00	\$3,276.96
				\$6,069.50
Budget Transactions:				
Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Finance Officer	Newspapers	1.00	1000.0000	\$1,000.00
Finance Officer	magazines	1.00	2000.0000	\$2,000.00
Finance Officer	Online	1.00	1000.0000	\$1,000.00
Finance Officer	Billboards	1.00	2000.0000	\$2,000.00
	Total Finance Officer			\$6,000.00
520.079	Insurance	\$2,300.00	\$1,160.00	\$2,244.00
				\$249.00
Budget Transactions:				
Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Finance Officer	Special Event Insurance	1.00	2300.0000	\$2,300.00
	Total Finance Officer			\$2,300.00
520.169	EMRB Assessment	\$0.00	\$6.75	\$6.25
				\$5.25

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Main Street 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	811	Gardnerville Main Street					
Department	960	Gardnerville Main Street					
520.170	Memberships	\$500.00	\$500.00	\$250.00	\$400.00	\$400.00	
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Memberships; National Main Street Org & Reno Tahoe Territory				1.00	500.0000	\$500.00
	Total Finance Officer						\$500.00
520.200	Training & Education	\$2,750.00	\$2,750.00	\$1,673.05	\$3,121.45		
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	National/local workshops				1.00	2750.0000	\$2,750.00
	Total Finance Officer						\$2,750.00
521.100	Professional Services	\$3,000.00	\$3,000.00	\$25.00	\$641.25		
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Tim Rubald, bookkeeper				1.00	3000.0000	\$3,000.00
	Total Finance Officer						\$3,000.00
532.055	Books & Periodicals	\$0.00	\$0.00	\$0.00	\$0.00		
532.056	Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00		
533.800	Office Supplies	\$400.00	\$400.00	\$0.00	\$0.00		
	Budget Transactions:						
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Office supplies				1.00	400.0000	\$400.00
	Total Finance Officer						\$400.00
533.806	Software	\$0.00	\$0.00	\$0.00	\$0.00		
533.817	Small Projects	\$0.00	\$0.00	\$0.00	\$0.00		

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Main Street 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Amended Budget	2013 Actual Amount	2012 Actual Amount	Number of Units	Cost Per Unit	Total Amount
Fund	811	Gardnerville Main Street						
Department	960	Gardnerville Main Street						
541.001	Grants	\$750.00	\$750.00	\$0.00	\$0.00			
	Budget Transactions:							
	Level	Transaction						
	Finance Officer	For matching funds for grants MSG has applied for				1.00	750.0000	\$750.00
		Total Finance Officer						\$750.00
550.001	Miscellaneous Expenses	\$0.00	\$0.00	\$775.50	\$1,019.55	\$1,097.80		
550.235	Organization Committee	\$7,100.00	\$7,100.00	\$304.83	\$2,133.40	\$1,852.20		
	Budget Transactions:							
	Level	Transaction						
	Finance Officer	Organization Planned Development				1.00	300.0000	\$300.00
	Finance Officer	501 (c) 3 process				1.00	1000.0000	\$1,000.00
	Finance Officer	Fundraising plan				1.00	1100.0000	\$1,100.00
	Finance Officer	Communication Tools - Website, support & services				1.00	2000.0000	\$2,000.00
	Finance Officer	Business workshops / Development				1.00	200.0000	\$200.00
	Finance Officer	Volunteer & Business recognition				1.00	2500.0000	\$2,500.00
		Total Finance Officer						\$7,100.00
550.236	Design Committee	\$17,300.00	\$17,787.00	\$7,219.23	\$18,301.29	\$19,717.39		
	Budget Transactions:							
	Level	Transaction						
	Finance Officer	Streetscape improvements				1.00	5000.0000	\$5,000.00
	Finance Officer	Flower comm.				1.00	7000.0000	\$7,000.00
	Finance Officer	HPG Comm.				1.00	5000.0000	\$5,000.00
	Finance Officer	Design Technical Assistance				1.00	300.0000	\$300.00
		Total Finance Officer						\$17,300.00

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Main Street 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount	
Fund	811	Gardnerville Main Street					
Department	960	Gardnerville Main Street					
550.237	Promotion Committee	\$10,000.00	\$16,000.00	\$9,561.64	\$8,099.99	\$10,428.25	
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Thirsty Third Thursday				1.00	5000.0000	\$5,000.00
Finance Officer	Haunted Hunting				1.00	1500.0000	\$1,500.00
Finance Officer	Information packets				1.00	500.0000	\$500.00
Finance Officer	July 4th event				1.00	1000.0000	\$1,000.00
Finance Officer	Website & social Media				1.00	2000.0000	\$2,000.00
	Total Finance Officer						\$10,000.00
550.238	ER Committee	\$2,500.00	\$0.00	\$0.00	\$0.00		
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	Benchmarking program/business directory/ownership directory				1.00	1200.0000	\$1,200.00
Finance Officer	ER- Investment Opportunities				1.00	500.0000	\$500.00
Finance Officer	Market analysis				1.00	800.0000	\$800.00
	Total Finance Officer						\$2,500.00
	Total: Services & Supplies	\$58,850.00	\$57,837.00	\$25,709.40	\$41,459.25	\$52,544.51	
	Ending Fund Bal/Reserves						
699.000	Ending Fund Balance	\$19,656.00	\$2,795.00	\$0.00	\$0.00	\$0.00	
Budget Transactions:							
Level	Transaction				Number of Units	Cost Per Unit	Total Amount
Finance Officer	ending fund balance				1.00	19656.0000	\$19,656.00
	Total Finance Officer						\$19,656.00
	Total: Ending Fund Bal/Reserves	\$19,656.00	\$2,795.00	\$0.00	\$0.00		
Department Total: Gardnerville Main Street							
		\$149,887.00	\$129,927.00	\$76,423.63	\$110,589.86	\$116,735.27	
	Revenue Totals:	\$149,887.00	\$129,927.00	\$108,879.03	\$125,037.44	\$135,825.12	
	Expense Totals	\$149,887.00	\$129,927.00	\$76,423.63	\$110,589.86	\$116,735.27	

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Main Street 2015 Tentative Budget

Account Number	Description	2015 Finance Officer	2014 Amended Budget	2014 Actual Amount	2013 Actual Amount	2012 Actual Amount
Fund Total: Gardnerville Main Street		\$0.00	\$0.00	\$32,455.40	\$14,447.58	\$19,089.85
Revenue Grand Totals:						
		\$149,887.00	\$129,927.00	\$108,879.03	\$125,037.44	\$135,825.12
Expense Grand Totals:						
		\$149,887.00	\$129,927.00	\$76,423.63	\$110,589.86	\$116,735.27
Net Grand Totals:						
		\$0.00	\$0.00	\$32,455.40	\$14,447.58	\$19,089.85

58/58



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Provide direction to staff on how to proceed with credit card transaction fees; with public comment prior to Board action.
2. **Recommended Motion:** Approve staff to proceed with building the credit card fees into the rate structure for the trash service.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** April 2, 2014 **Time Requested:** 10 minutes

5. **Agenda:** Consent Administrative

Background Information:

The credit card use fee will need to be noticed, posted everywhere the credit card is being used (ie, online or at the counter) and the county will handle all the transactions fees and pass those charge costs to the town. Is \$2,900 in fees to do business within a 1 million dollar business worth the effort to cover the costs? Staff will be looking at the trash rate in the coming months and can include them in the overhead costs of doing business. The attached slides will be presented during the budget presentations and will be open for discussion at the meeting.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Credit Card Usage

FEES CHARGED & ABSORBED BY
COUNTY @ 2.35%

# OF TRANSACTIONS	TOTAL IN DOLLARS
Sales 1050	\$93,224.91
Returns 2	(75.00)
Void 0	0
Total 1052	\$93,149.91
Swiped 79	\$6,784.20
Keyed 973	\$86,365.71

Credit Card Fees

Total Fees charged on \$93,149.91 @ 2.35% \$2,189.02

OTHER ABSORBED FEES INCLUDE:

10 cents per sale:

\$105.00

Virtual terminal \$20 per month

\$240.00

Web Payment Engine \$30 per month

\$360.00

Total other fees

\$705.00

Total of all Fees

\$2,894.02

FYI only (ACH/E-check fees \$0.35 each

FY 14/15 Credit Card Fees

Starting July 1, 2014 the fees of somewhere between 2.25% and 2.5% will be charged for each transaction to each town/department.

Questions:

Do you want to absorb the fees?

Do you want to charge the fees to actual users of credit cards?

Do you want to increase rates of Health & Sanitation (where most of the credit card payments are made) to cover the fees.

Credit card notice to be posted if fees are decided to be charged

Town of Gardnerville Fee Disclosure

Point-of-Sale Transaction Fees Are Assessed for Credit Card, Debit Card & ACH Payments
in all channels where we accept payments
(i.e., face to face, mail, telephone and Internet environments).

- > **We assess a transaction fee of up to 2.50% with a \$2.00 minimum on Credit Card Payments.**
- > **We assess a flat transaction fee of \$3.00 for Debit Card payments.**
- > **We assess a flat transaction fee of \$1.50 for ACH payments.**



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for March 2014.

2. **Recommended Motion:** None.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** April 2, 2014 **Time Requested:** 5 minutes

5. **Agenda:** Consent Administrative

Background Information: Attorney's monthly report presented at meeting.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for March 2014.

2. **Department: Administration**

Prepared by: Tom Dallaire

3. **Meeting Date:** April 2, 2014 **Time Requested:** 10 minutes

4. **Agenda:** Consent Administrative

Background Information: See attached report.

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

6. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



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

Town Manager Monthly Report March 2014 Board Meeting

- A. The Ranch to Gardnerville Phase II C & D:** Met with Rob this month to discuss open space and future pedestrian access points along with a storm drainage easement with pedestrian "cut through" within the development. We will be receiving the improvement plans for the next couple of phases of development soon. The concrete sidewalks have not been replaced yet in phase I. They are working on the storm drainage for the next couple of phases.
- B. Virginia Canal:** The county has almost completed the work.
- C. Hellwinkel Channel:** We are in receipt of the final construction drawings. We are filling out the Army Corps Permit for their review along with SHPO. Denny is working on the final drainage report. .
- D. Eagle Gas:** Applied for the NDOT TAP Funds for the corner. Received approval from adjacent property owner to proceed with the boundary line adjustment for the highway right of way re alignment. Presented a 5 minute presentation to CDBG and answered questions on the grant application. The committee fully funded our project and it will now go to the Governor for final approval. We should be receiving a formal letter in July. Met with ROA about topo work and proceeding with mapping the BLA. I will sign these contracts and get them to them Monday. This work will be part of the Valley Vision.
- E. NDOT Sidewalk and 756 parking:** 756 parking stalls and signs are in and curb painted. Still does not work with the signs but let the property owner know who to report the violations to. Received NDOT approval on the of the sidewalk items. Town staff is getting a project together to go out to bid on to complete that work.
- F. Kingslane:** Town staff is working on the improvement plans for 60% NDOT submittal. We will be submitting the plans for review next month.
- G. 756 Cottonwood Slough crossing:** Douglas County submitted for bike lanes from Cottonwood Slough to Waterloo Lane both sides in hopes to get funding to widen the road at this section. As discussed before NDOT was willing to split the project into a couple of projects.
- H. Chichester crack patching:** SNC will be performing the work in mid April. We are going to do advertising in the paper once a final schedule is completed and submitted for approval. We are working on increasing the scope of work to include most of the cracks in the development.
- I. Martin Slough shared use path:** The county is looking for the \$25,000 match funds for this project.



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

J. Office Items:

- Attended the chamber meeting and gave them an update on town activities.
- I have not worked on the Southgate parking study.
- Nathan from Beneficial Designs has made a little more progress on the sidewalk evaluation.
- Worked on the budget and attended the Budget Kick off meetings.
- Attended the kick off manager meeting for the county project re doing the County Pay Plan which will look at all our job descriptions and associated pay per job being performed. The paperwork is due back to the county on April 18th.
- Attended a seminar at NDOT discussing where the funding comes from and how the state receives what they get. Very worthwhile overview of the federal Map-21 program.
- Attended the DC quarterly technology steering committee meeting
- Worked on July 4th logo.
- Worked on CIP.
- Attended a NDOT meeting
- Met with the county engineer and the Walmart representative about the water entering the pond during the irrigation season. No one knows who is paying for the power or how much is being paid for the continuous pumping on the water from the pond to prevent the algae from growing. They will lower the off float in the system to help with that process to save our guys from having to turn on and turn off the pumps manually.

- Over the past two months we have received a couple suggestions on a new name for the Eagle Gas station property. We can do a public outreach or place this on the next meeting agenda for discussion with the next town service survey or have a special survey conducted as part of the effort on developing the station. The suggestions are listed below:
 - **Main Street Station**
 - **Gardnerville Junction**
 - **Main Street Corner**
 - **Condron Corner**
 - Something after the **Hickey** family as they owned the property before Condron.
 - **Gardnerville Station** – This is my favorite name of the list. The Town of Gardnerville was created because of a way station for the wagons on their route to Bodie, Ca. from Carson City. See the attached sheet of the book on Old Downtown Gardnerville.



The appearance of Main Street in Gardnerville, NV, has changed dramatically in the last 125 years. What began as a way station on the busy wagon road to the mining town of Bodie, CA, had evolved by the early 1900s into a prosperous Western town with tree-lined streets and horseless carriages. Energetic Danish, Swiss, Chinese, German and Basque immigrants built their homes and opened hotels, saloons, auto garages, ice cream parlors and mercantile stores along this street. By 1940, the trees were gone, and the once dirt road had become the paved U. S. Highway 395 to Southern California. By 1990, many of the original buildings had been changed beyond recognition, or replaced by new businesses, but the flavor of the Western town remained.

The year 2004 is the 125th anniversary of the beginnings of Gardnerville, and, to commemorate this event, the Douglas County Historical Society presents *A Guidebook to Old Downtown Gardnerville*. It is an overview of the development of the business district along Main Street from 1879 to the present.

Early documents have been lost to fire, and to the casual records-keeping inherent in a frontier community. Lots and parcels of land have been divided and re-divided.

The authors of this history relied on the records that remain, insurance maps of the downtown area and historical photographs in creating this picture of the past. While every effort was made to be accurate, the Douglas County Historical Society makes no claim for the total accuracy of the lines of ownership of land, proprietors, occupants of property or the names of businesses.





Gardnerville Town Board

AGENDA ACTION SHEET

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

2. **Recommended Motion:** None.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** April 2, 2014 **Time Requested:** 15 minutes

5. **Agenda:** Consent Administrative

Background Information: Presented at Board meeting.

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

7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion and possible action on the annual performance evaluation of Town Manager, Thomas Dallaire, with public comment prior to Board action.

2. **Recommended Motion:** per the discussion of the board.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** April 2, 2014 **Time Requested:** 20 minutes

5. **Agenda:** Consent Administrative

Background Information: See attached Board member summary of annual performance evaluation by all board members, New goals for 2014-2015 and job description of the Town Manager. We are going to review the manager position and have forms now from the county that will need to be filled out by me, reviewed by the board and sent back to the county to include in the compensation study for the county.

The board has limited the merit increase for this fiscal period to 4% max. I would ask that you please hold any increase to this set limit. The options for compensation per HR are as follows;

- Merit increase up to 4% set limit by the Town Board.
- A one-time bonus of up to 3% of salary.
- Up to three additional paid days off which are one-time administrative days that do not "roll" and cannot be "banked and must be used within the calendar year.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued



March 24, 2013

Mr. Tom Dallaire
Gardnerville Town Manager
1407 Highway 395 North
Gardnerville, NV 89410

RE: PERSONNEL SESSION

Dear Mr. Dallaire,

NRS 241 permits the Gardnerville Town Board to conduct a meeting to consider the character, alleged misconduct, or professional competence of a person. Before a meeting of the kind just mentioned can take place, written notice must be given to the person who is the subject of the meeting in accordance with NRS 241.

You are hereby notified that on April 2, 2013, the Gardnerville Town Board will conduct a meeting to consider your character, alleged misconduct, or professional competence in accordance with NRS 241. This meeting will take place at 4:30 p.m. at the location listed below:

Gardnerville Town Hall, 1407 Highway 395, Gardnerville, NV 89410

A copy of this letter and proof of personal service will be provided to the Gardnerville Town Board before the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Carol Louthan".

Carol Louthan
Office Manager Sr.

cc: Gardnerville Town Board

21-2a



March 24, 2013

PROOF OF SERVICE

I, Carol Louthan, hereby swear or affirm under penalty of perjury, that in accordance with NRS 241, I served the foregoing NOTICE OF MEETING of the Gardnerville Town Board to consider the character, alleged misconduct, or professional competence by:

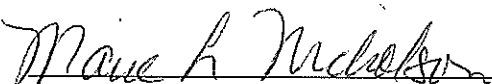
Personally serving it on Tom Dallaire, Gardnerville Town Manager, at 1407 Highway 395, Gardnerville, Nevada 89410 on this 24th day of March 2014.



Carol Louthan

State of Nevada
County of Douglas

On, March 24, 2013, Carol Louthan, personally appeared before me, who is personally known to me to be the signer of the above document, and she acknowledged that she signed it.



Notary Public



21-3a



Gardnerville Town Manager; Minden Town Manager

Class Code:
2120

Bargaining Unit: Non-Contract Employees

DOUGLAS COUNTY (NV)
Established Date: Nov 1, 2007
Revision Date: Jul 26, 2013

SALARY RANGE

\$35.29 - \$47.96 Hourly
\$6,116.93 - \$8,313.07 Monthly
\$73,403.20 - \$99,756.80 Annually

FLSA:
Exempt

SUMMARY:

Plans, directs, and oversees all high-level professional and administrative functions of the town government; receives broad policy guidance from a five-person elected Town Board.

ESSENTIAL FUNCTIONS

Serves as the town's primary administrative officer and liaison, representing the Town and Town Board, providing a direct communication link between the Town, County, citizens, and other Local, State, and Federal agencies and organizations; receives, investigates, and resolves complaints and concerns relating to Town programs, functions, services, and facilities; disseminates up-to-date information on a wide variety of topics and issues to citizens, visitors, governmental agencies, and businesses by making oral and written presentations, e-mail, cable television interviews, and press releases; performs other public relations work as necessary on behalf of the Town; responds to emergencies within the Town.

Oversees the development of the annual budgets for Town Board approval; monitors expenditures and revenues to ensure compliance with adopted budget; accounts for variances between projected and actual expenditures and revenues; initiates remedial action when needed; works with the Town Board, County, and other Local, State, and Federal agencies to develop and implement community and economic development plans; develops or directs the development of construction and maintenance contracts for facilities, public works, parks, and other capital improvements.

Directs the establishment of standards, goals, and objectives for, and evaluates the performance of, Town departments, functions, programs, and services; assists the Town Board in developing, reviewing, and refining overall goals and visions for the Town; provides leadership and direction in the development of short- and long-range plans for achieving Town goals; directs the coordination of all Town activities to ensure timely, efficient, and effective delivery of programs and services; informs Town Board of operational problems and challenges and seeks advice and counsel from Town Attorney and Town Engineer on possible solutions.

21-4a

Identifies potential outside funding sources such as grants and match programs; analyzes, develops, and submits funding proposals to State and Federal agencies; makes oral presentations to funding agency on project needs, costs, and benefits; manages all grants and funding received by preparing highly detailed and complex financial and project status reports accounting for all project revenues and expenditures in accordance with State and Federal laws, regulations, and requirements.

Analyzes proposed legislation and regulations for impact to Town operations, reviews and makes recommendations to Town Board regarding legislative activities and participates in the lobbying process by presenting oral and written testimony to appropriate governmental bodies.

Develops, analyzes, negotiates, supervises, administers, and enforces all contractual agreements for the Town subject to the limitations of law and Board policy; directs the purchasing of all services, supplies, materials, vehicles, equipment, and goods required by the Town ensuring adequate budget resources are available for expenditures.

Analyzes highly technical and administrative proposals, policies, programs, and services; prepares a variety of narrative and statistical reports; reviews and/or directs the review of submitted private and public development projects within the Town for impact to Town operations, adherence, and conformity to the Town's Plan for Prosperity and Design Guidelines and adopted improvement standards; makes recommendations to the Town Board.

Directly and/or indirectly supervises all Town departments and functions including Parks and Recreation, Public Works, Administration, fleet and equipment maintenance, purchasing and contracts, solid waste collection, transport, and disposal, and professional services, including engineering design and management, legal services, and Town-level community planning; provides direction, advices, and guidance to Town staff and professional consultants in the implementation of adopted Board policies. Promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate.

Effectively manages department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.

Administers the preparation of Board meeting agendas and agenda item materials; attends all regular and special Board meetings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

21-5a

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Public Administration, Business Administration, Finance, Accounting, or other closely related field with at least five (5) years of progressively responsible experience in a municipal setting required; Master's Degree with experience working with an elected Council or Board and a strong financial background is highly desirable; OR an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of administrative principles and practices of municipal budget development, administration, and accountability, including goal setting, program development, implementation, and evaluation; principles, practices, and procedures of public administration in a municipal setting; functions, services, and funding sources of a municipal government; functions, authority, responsibilities, and limitations of an elected Town Board; applicable Federal and State laws, codes, ordinances, and regulations; current social, political, and economic trends affecting Town government and service provisions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

21-6a

The noise level in this work environment is usually quiet.

21-7a

Gardnerville Town Manager Evaluation	Linda Slater, Chairman	Lloyd Higuera, Vice-Chairman	Mike Philips, Sr. Board Member	Mary Wenner Board Member	Ken Miller Board Member
PERFORMANCE STATEMENTS					
INDIVIDUAL CHARACTERISTICS					
Diligent and thorough in the discharge of duties, "self-starter"	4	6	5	5	6
Exercises good judgment	3	6	5	5	6
Displays enthusiasm, cooperation, and is willing to adapt	3	6	5	5	6
Responds well to stressful situations and adequately deal with the stress inherent to the position. Mental and physical stamina appropriate for the position.	3	5	5	4	4
Exhibits composure, appearance and attitude appropriate for the position.	4	6	5	5	6
Total Individual Characteristics	17	29	25	24	28
SUPERVISION					
Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff	4	5	4	3	5
Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level	3	6	4	3	5
Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the manager's office	3	6	4	4	6
Encourages teamwork, innovation, and effective problem solving among the staff	4	6	4	4	6
Total Supervision	14	23	16	14	22
STAFFING					
Stays accurately informed and appropriately concerned about employee relations	3	6	4	4	6
Applies an appropriate level of supervision to improve any areas of substandard performance	3	6	4	4	6
Promotes training and development opportunities for employees at all levels of the organization	3	6	4	5	6
Recruits and retains competent personnel for staff positions	3	6	4	4	6
Total Staffing	12	24	16	17	24
PROFESSIONAL SKILLS AND STATUS					
Maintains knowledge of current developments affecting the practice of local government management	5	6	5	5	6
Demonstrates a capacity for innovation and creativity	4	5	5	5	6

of Questions

25

of Questions

20

of Questions

20

Gardnerville Town Manager Evaluation	Linda Slater, Chairman	Lloyd Higuera, Vice-Chairman	Mike Philips, Sr. Board Member	Mary Wenner Board Member	Ken Miller Board Member	
PERFORMANCE STATEMENTS						
Anticipates and analyzes problems to develop effective approaches for solving them	5	6	4	4	5	
Willing to try new ideas proposed by elected body members and/or staff	4	6	4	5	5	
Sets a professional example by handling affairs of the public office in a fair and impartial manner	4	6	5	4	6	# of Questions
Total Professional Skills and Status	22	29	23	23	28	25
RELATIONS WITH MEMBERS OF THE ELECTED BODY						
Carries out directives of the body as a whole as opposed to those of any one member or minority	3	6	4	4	5	
Sets meeting agendas that reflect the guidance of the elected body and avoids unnecessary involvement in administrative actions.	3	6	5	4	6	
Deseminates complete and accurate information equally to all members in a timely manner.	3	6	5	5	6	
Assists by facilitating decision making without usurping authority	4	6	5	5	6	
Responds well to requests, advice and constructive criticism	4	5	5	5	5	# of Questions
Total Relations with members of the elected body	17	29	24	23	28	25
POLICY EXECUTION						
Implements elected body actions in accordance with the intent of council	4	6	4	5	6	
Supports the actions of the elected body, both inside and outside the organization, after a decision has been reached.	4	6	4	5	6	
Understands, supports and enforces local government's laws, policies and ordinances.	5	6	4	5	6	
Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness	5	6	5	5	6	
Offers workable alternatives to the elected body for changes in law or policy when an existing policy or ordinance is no longer practical	5	6	5	4	6	# of Questions
Total Policy Execution	23	30	22	24	30	25

Gardnerville Town Manager Evaluation	Linda Slater, Chairman	Lloyd Higuera, Vice-Chairman	Mike Philips, Sr. Board Member	Mary Wenner Board Member	Ken Miller Board Member
PERFORMANCE STATEMENTS					
REPORTING					
Provides regular information and reports to the elected body concerning matters of importance to the local government, using the charter as guide.	4	6	5	4	6
Responds in a timely manner to requests from the elected body for special reports	5	6	5	4	5
Takes the initiative to provide information, advise and recommendations to the elected body on matters that are nonroutine and not administrative in nature.	4	6	5	5	6
Produces reports that are accurate, comprehensive, concise and written to their intended audience.	4	6	4	4	6
Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny	4	6	X	5	6
Total Reporting	21	30	19	22	29
CITIZEN RELATIONS					
Is responsive to requests from citizens	4	6	5	5	5
Demonstrates a dedication to service to the community and its citizens	3	6	5	5	6
Maintains a nonpartisan approach in dealing with the news media	3	6	5	4	X
Meets with and listens to members of the community to discuss their concerns and strives to understand their interests	3	6	5	5	6
Makes an appropriate effort to maintain citizen satisfaction with services	3	6	5	5	5
Total Citizen Relations	16	30	25	24	22
FISCAL MANAGEMENT					
Prepares a balanced budget to provide services at a level directed by council	4	6	4	4	6
Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively	4	6	5	4	6
Prepares a budget and budgetary recommendations in an intelligent and accessible format	4	6	4	4	6
Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability	4	6	4	4	6
Monitors and manages fiscal activities of the organization appropriately	3	6	5	4	6
Total Fiscal Management	19	30	22	20	30

of Questions

24

of Questions

24

of Questions

25

21-4

Gardnerville Town Manager Evaluation	Linda Slater, Chairman	Lloyd Higuera, Vice-Chairman	Mike Philips, Sr. Board Member	Mary Wenner Board Member	Ken Miller Board Member
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PERFORMANCE STATEMENTS

COMMUNITY

Shares responsibility for addressing the difficult issues facing the community	4	6	5	5	5
Avoids unnecessary controversy	3	6	5	5	5
Cooperates with neighboring communities and the county	3	6	6	5	6
Helps the council address future needs and develop adequate plans to address long-term trends	3	6	5	5	6
Cooperates with other regional, state, and federal government agencies	4	6	5	5	6
Total Community	17	30	26	25	28

of Questions
25

Comment - Ken Miller - Tom is highly respected by other supervisors and elected officials.

GOALS for this review period

Career Goals:

1. Work on emergency management certifications through the FEMA emergency management institute					
I did obtain 3 of the 5 classes listed in the 2013-2014 goals. IS-100wb IS-100b IS- 101c All were obtained this period. I did complete and was awarded the Public Administrator Certification at the September Conference with the Nevada League of Cities and UNR.	3	5	4	4	5
2: Become more organized in the office and in filing.					
I attended and have listened to 36 hours of self helps CDs to implement a filing system for my office. I am currently getting the office organized and hope to have it completed by the end of the month of March.	3	5	4	3	4
3: Prepare an ADA Transition Plan for Town Board Approval.					
We have began the document and have worked our consultant who has gathered the sidewalk evaluation data and I will make more progress on that document this next month and a half.	X	5	4	3	4
4: Apply for and attempt to obtain funding for town investment projects.					
We have been successful with many grant applications this year. Land and Water Conservation Grant for Pond Trail System amenities. Currently the project is in design phase by town staff.					

Gardnerville Town Manager Evaluation	Linda Slater, Chairman	Lloyd Higuera, Vice-Chairman	Mike Phillips, Sr. Board Member	Mary Wenner Board Member	Ken Miller Board Member
PERFORMANCE STATEMENTS					
<p>Obtained Brownfield funding to remove oil tanks from Eagle Gas and was able to get site into the superfund for protection on containmentation removal - Project underway.</p> <p>Crosswalk improvements at school along 395 - Waiting on NDOT contract for board approval</p> <p>Kingslane sidewalk project through NDOT funding - within design stage by staff.</p>	5	6	5	5	6
<p>5: repair stucco and paint on Town Administrative building.</p> <p>The Legacy crew is doing that right now in Mid February. Temperatures were good for it and we got a really good deal by doing it off season. We did change the color scheme a little to a two tone and it will be more than budgeted. But it will be worth it.</p>	5	6	4	4	6
Total Goals	16	27	21	19	25
Board Member narrative evaluation and comments					
What would you identify as the manager's strengths, expressed in terms of the principle results achieved during the rating period?					
<p>Linda - Tom's management skills continue to improve. The finance classes and management classes that Tom has taken and passed with high achievements have given him much more self-confidence to continue in his role as Town Manager. Finance classes had had a positive impact on the budtget preparation and presentation. Documentation supporting budget issues is accurate and easily understood. Professional working relationships with county, city and state agencies continue to be an asset to the town of Gardnerville. Good job!</p>					
<p>Lloyd - You exceed expectations at every level: job performance, personally, with the board, the staff and the community.</p>					
<p>Mike - Determination to keep projects moving forward, such as the Eagle Gas project</p>					
<p>Mary - Tom Dallaire's strength is his ability to communiante and explain ideas, and projects that will improve the Town of Gardnerville to the Town Board, the County Commissioners and the public. An examble would be the grants he has been awarded over the last year. Tom is also very good at multi-tasking. He attends many meetings and training classes so he will be current with any changes in the future. He also keeps the town projects moving forward like fixing the cracks and sealing the streets last summer in Chichester. He also worked with NDOT on many projects thoroughout the year. I have also seen him on weekends and evenings working with Main Street Gardnerville at the gardens. Tom takes the initiative to work with other local government entities by having joint safety training classes for the town employees, and he invites the Town of Minden employees and the GID employees. He has created good relationships, and respect for his knowledge from other government entities.</p>					
<p>Ken - Tom is able to manage, track and maintain numerous projects while still handling day to day occurrences.</p>					
What performance area (s) would you identify as most critical for improvements					

of Questions

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Gardnerville Town Manager Evaluation	Linda Slater, Chairman	Lloyd Higuera, Vice-Chairman	Mike Phillips, Sr. Board Member	Mary Wenner Board Member	Ken Miller Board Member
PERFORMANCE STATEMENTS					
Linda - No comment					
Lloyd - Delegation, time management, stress management and improved organization.					
Mike - I feel that Tom's performance in all aspects of his job has shown a steady improvement. There is no one area that I can pick at this time that I feel he needs to work on.					
Mary - None that I can think of as critical.					
Ken - Tom's personal filing needs work. He is currently striving to improve this area.					
What constructive suggestions or assistance can you offer the manager to enhance performance?					
Linda - Time management has improved but should continue to be "self" evaluated. Town business and obligations should always come first and foremost when considering the many meetings, outside agency committee requests and other related requests that are asked of the Town Manager. Sometimes one can be overwhelmed with other agencies wanting your assistance or time.					
Lloyd - You still need to delegate more of your work load to help with time management, stress and organization					
Mike - You are doing a great job. Keep it up!					
Mary - In the future when the budget is better I would suggest creating supervisors out in the fields of Public Works and/or Parks and Recreation. This would help create less time for the Town Manager to be out in the field and less employee conflict. It was suggested to me that a shared calendar on the computer would be helpful so all the employees could look at it and see who was on vacation or in meetings or classes.					
Ken - He Needs to learn stress management techniques.					
What other comments do you have for the manager; priorities, expectations, goals or objectives for the new rating period?					
Linda - No comment					
Lloyd -The Town of Gardnerville is fortunate to have a Town Manager with your skill set, abilities and high personal standards.					
Mike - Get all the classes you can Tom. It's a huge benefit now and for your future.					
Ken - Tom is very good at setting his priorities and goals. If he has questions in these areas he readily comes to the board members.					
Mary - No comment.					
Overall Performance Rating Summary					

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Gardnerville Town Manager Evaluation	Linda Slater, Chairman	Lloyd Higuera, Vice-Chairman	Mike Philips, Sr. Board Member	Mary Wenner Board Member	Ken Miller Board Member	
PERFORMANCE STATEMENTS						
Performance	178	284	218	216	269	
Goals	16	27	21	19	25	Total # of Questions
Total Evaluation Score (sum of the categories)	194	311	239	235	294	262
Total merit increase based on the average of the combined evaluation scores divided by the number of questions	4.86					

2014-2015 GOALS FOR TOM DALLAIRE

These goals listed below are my goals that I have set for myself, we can select or modify them as you see fit during the discussion at the board meeting. I do not believe we need all of them for the work related goals, but are ones I have considered over these past couple of months, after last year's goals were set. You can add specific dates if you want too and I will try to get them done accordingly. These goals will need to be completed by March 2, 2015 prior to next year's review cycle when the board gets my performance review packet.

1. Attend a National ICMA conference to further my professional development.
2. Continuing to work on emergency management certifications through the FEMA emergency management Institute. Obtain certificates of completion for the following classes.
 - a. 130
 - b. 230C
 - c. 700
 - d. 800 or possibly other related IS-### courses in order to qualify for FEMA funding in the event of emergency.
3. Improve or fine tune or build onto the organization that has happened over the past couple of months for my personal and town office filing organization increasing ways of becoming more effective with our time.
4. Continue with the work on Gardnerville Station and highway improvements with NDOT tap Funding and CDBG funds awarded this fiscal year.
5. Finish the ADA transition plan for Town Board approval.
6. Apply for and attempt to obtain grant funding to increase the town investment in improvement projects for downtown, town trails, or road re construction work.
7. Get the Green waste structure and Fence installed at the maintenance yard.
8. Receive the 30 continuing education credits for my PE License renewal.
9. Learn more about the contracting rules and laws. To be more effective at writing and reviewing and managing contracts.
10. Delegate tasks to staff and improve communication with the field staff. Hold staff meetings at least bi monthly basis.
11. Cross train the office clerical staff on routine office tasks and skills, over the summer.
12. Make time to go to the gym at least 3 days per week and to fit in my smaller pants in the closet.
13. Work on the GIS information for the town to get assets on GIS inventory.
14. Create a more effective way for staff to track work orders and time on maintenance activities.
15. Continue to harbor good relationships with the other local government agencies.

Staying on Course

Once you've decided on your first set of goals, keep the process going by reviewing and updating your To-Do List on a daily basis.

Periodically review the longer term plans, and modify them to reflect your changing priorities and experience. (A good way of doing this is to schedule regular, repeating reviews using a computer-based diary.)

SMART Goals

A useful way of making goals more powerful is to use the SMART mnemonic. While there are plenty of variants (some of which we've included in parenthesis), SMART usually stands for:

- **S** – Specific (or Significant).
- **M** – Measurable (or Meaningful).
- **A** – Attainable (or Action-Oriented).
- **R** – Relevant (or Rewarding).
- **T** – Time-bound (or Trackable).

For example, instead of having "to sail around the world" as a goal, it's more powerful to say "To have completed my trip around the world by December 31, 2015." Obviously, this will only be attainable if a lot of preparation has been completed beforehand!

Further Goal Setting Tips

The following broad guidelines will help you to set effective, achievable goals:

- **State each goal as a positive statement** – Express your goals positively – "Execute this technique well" is a much better goal than "Don't make this stupid mistake."
- **Be precise:** Set precise goals, putting in dates, times and amounts so that you can measure achievement. If you do this, you'll know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.
- **Set priorities** – When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by having too many goals, and helps to direct your attention to the most important ones.
- **Write goals down** – This crystallizes them and gives them more force.
- **Keep operational goals small** – Keep the low-level goals that you're working towards small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward.
- **Set performance goals, not outcome goals** – You should take care to set goals over which you have as much control as possible. It can be quite dispiriting to fail to achieve a personal goal for reasons beyond your control!

In business, these reasons could be bad business environments or unexpected effects of government policy. In sport, they could include poor judging, bad weather, injury, or just plain bad luck.

If you base your goals on personal performance, then you can keep control over the achievement of your goals, and draw satisfaction from them.

- **Set realistic goals** – It's important to set goals that you can achieve. All sorts of people (for example, employers, parents, media, or society) can set unrealistic goals for you. They will often do this in ignorance of your own desires and ambitions.

It's also possible to set goals that are too difficult because you might not appreciate either the obstacles in the way, or understand quite how much skill you need to develop to achieve a particular level of performance.

Achieving Goals

When you've achieved a goal, take the time to enjoy the satisfaction of having done so. Absorb the implications of the goal achievement, and observe the progress that you've made towards other goals.

If the goal was a significant one, reward yourself appropriately. All of this helps you build the self-confidence you deserve.

With the experience of having achieved this goal, review the rest of your goal plans:

- If you achieved the goal too easily, make your next goal harder.
- If the goal took a dispiriting length of time to achieve, make the next goal a little easier.
- If you learned something that would lead you to change other goals, do so.
- If you noticed a deficit in your skills despite achieving the goal, decide whether to set goals to fix this.



Town Strategic Plan 2013

- Strategic Theme
- Theme Goals
- Theme Actions

- **Economic Vitality**

- Support a “business friendly” environment that attracts new businesses and is responsive to the needs of the current business community.
- Develop strategies for attracting and retaining business.
- Support Main Street Gardnerville in revitalization efforts of the downtown District.
- Work cooperatively with other agencies and governments in economic development.
 - Work with Main Street and local businesses to revitalize and enhance the Downtown District through the beatification efforts of the Main Street Program.
 - Actively participate in the development of the “Valley Vision” plan along the 395 corridor from Topaz Lake to Jacks Valley Road.
 - Continue to enhance and nurture relationships with other government agencies, Chamber of Commerce, NNDA, WNDD, the Douglas County Business Council, and other organizations.
 - Work with other agencies to streamline the plan review process while maintaining the interests of community residents and businesses.
 - Encourage and contribute in both financial and non-financial means assisting the program and activities of Main Street Gardnerville that are beneficial to the community.
 - Coordinate and participate in creating a parking district section in county code to increase the building potential of the smaller parcel located within the town.
 - Work with other agencies to make Muller Parkway a truck bypass. After bypass is complete work to create a center median on Main Street to beautify the downtown.
 - Explore areas of possible expansion for town east and west (Douglas or Mission Street)
 - Work on Industrial Park infrastructure as well as signage, parking and traffic patterns.
 - Improve pedestrian accessibility in the Downtown District and historical areas of town.
 - Work with other agencies to improve traffic control at the intersection of 756 and Waterloo.



Town Strategic Plan 2013

- Strategic Theme
- Theme Goals
- Theme Actions

- **Strong sense of community**

- Maintain Gardnerville's "small town" look and feel and develop a richer sense of ownership from the Town's residents and businesses as evidenced through increased pedestrian traffic, monthly events and continued focus on beautification projects.
- Support community activities and family oriented events.
- Support fund-raising opportunities that further community goals.
- Support policies that maintain Gardnerville's heritage while allowing for well managed and complimentary growth in development and recreational opportunities while conserving our historical, environmental and cultural resources.
- Continue to market the Town through presentations to community and civic groups as well as prospective businesses of our town. Encourage new business to come to town.
 - Actively solicit and encourage community involvement in town planning.
 - Encourage and utilize volunteer opportunities for town projects.
 - Encourage staff and Board involvement in community activities.
 - Encourage partnerships to preserve culturally and historically sensitive areas and buildings within the town.
 - Continue to work with the private sector to encourage and enhance Downtown revitalization.
 - A Board Member will serve as liaison to the Nevada League of Cities, Douglas County Regional Transportation Committee, Carson Valley Arts Council and Main Street Gardnerville.
 - Improve pedestrian access throughout town and determine linkage opportunities for future development.

- **Government Transparency / Efficiency / Accountability**

- Maintain a well managed and fiscally sound, open, accountable, and progressive government.
- Continue the Town's Internet presence through regular updates to the town website and be active on Face Book and Twitter.
- Continue to develop and nurture relationships with other government agencies.
- Continue to seek new ways of providing services effectively and efficiently.
- Continue to develop Town Asset Management Systems that account for condition, costs, and location.
 - Board packets are generated electronically for use by the public.
 - Bids are to be electronically distributed and allowing cost savings to the contractor, saving the town time and resources.
 - Encourage community involvement in Town planning.
 - Perform routine maintenance operations efficiently and effectively on streets, storm drains systems, ponds, trails and parks, and landscape areas.
 - Promote connected developments through multi modal trails and providing pedestrian connections throughout town.
 - Track cost of benefit for purchasing backhoe as opposed to renting.
 - Participate with the county on Vueworks system.



Town Strategic Plan 2013

- Strategic Theme ○ Theme Goals ▪ Theme Actions

- **Infrastructure that attributes to a safe and healthy community**
 - Continue to seek new ways of providing services more effectively and efficiently.
 - Provide town services at the lowest cost possible for the residents and businesses.
 - Work with other government entities on joint economic planning and development that creates "destination" for residents and visitors alike.
 - Actively solicit opportunities to plant street trees and flowers throughout town. Possibly initiate themed landscaping.
 - Be aggressive with maintenance activities to reduce long-term costs and preserves infrastructure in a desirable condition.
 - Strive to attain a Pavement Condition Index that preserves pavement before reconstruction is necessary.
 - Encourage staff to seek additional work related training to create efficiency and improve operations.
 - Encourage community involvement in Town operations.
 - Jointly bid projects with other government agencies to reduce cost.
 - Actively pursue a bypass (Muller Parkway) to get truck traffic off main street
 - Add bike lanes, public transportation, educate residents about public transportation, connection of Gardnerville and Minden with public transportation
 - Work with other agencies on parking district and getting parking downtown.
 - Work with developers and other agencies in an effort to connect each subdivision with sidewalks and trails with signage for a more walkable community.
 - Develop relationships with businesses with excess parking to share access and parking with businesses that have inadequate parking.