

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action: Discussion to approve or deny the First Reading of Resolution 2019R-01 for the Gardnerville Health & Sanitation's proposed trash rate increase of 4% for residential customers and 7% for commercial customers; with public comment prior to Board action.**
2. **Recommended Motion: Motion to approve Resolution 2019R-01 and proceed with the second hearing for the Gardnerville Health & Sanitation's trash rate increase of 4% for residential customers and 7% for commercial customers with the start date of March 1, 2019.**

Funds Available: Yes N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: January 8, 2019 Time Requested: 20 minutes**

6. **Agenda:** Consent Administrative

Background Information: Please provide input on your concerns so I can address any issues you may have been asked or have with this cost study.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

RESOLUTION 2019R-01

A RESOLUTION OF THE GARDNERVILLE TOWN BOARD MODIFYING AND INCREASING RATES FOR GARBAGE AND REFUSE SERVICE FOR CUSTOMERS OF THE TOWN OF GARDNERVILLE HEALTH AND SANITATION DEPARTMENT.

WHEREAS, at the regular meetings of the Town Board of Gardnerville held on January 8, 2019 and February 5, 2019, the Town Board considered the Town Manager's Report regarding the proposed increase in residential, office residential, second can, minimum user and commercial 1-1/2 yard and 2-yard bin rates for garbage and refuse service provided by the Town of Gardnerville Health and Sanitation Department;

WHEREAS, the Town of Gardnerville operates the Health and Sanitation Department garbage and refuse pick-up service on a non-profit basis, imposing only those fees which are required to meet the operating, equipment replacement costs, and addition of a new operations facility for the Health and Sanitation Department; and

WHEREAS, the Town Manager has prepared a report on the Town's existing health and sanitation rate structure and historical trends of the department services, which report contains the Manager's recommendations of the Town's health and sanitation service, an analysis of the existing expenses of the health and sanitation department compared to the existing rates currently charged by the Town for its garbage and refuse collection, and a comparison of the rates currently charged by the Town of Gardnerville Health and Sanitation Department with the rates charged by other entities or businesses providing the same service within Douglas County. The report further indicates that the health and sanitation department capital reserve requirements were not being met by the existing rates being charged. The Manager's report provided three options to the Board for consideration of an increase in the garbage and refuse collection rates, with all of the options to increase rates charged by the Town. Each option, were it adopted by the Board, would still result in the Gardnerville Health and Sanitation Department rates being less than or equivalent to those charged by other garbage and refuse collection entities within Douglas County; and

WHEREAS, the Town Board has been advised, and now finds, that the existing residential, minimum user, office residential, residential second can service, commercial 1-1/2 yard and 2-yard bins, and mandatory one time per month commercial pickup rates charged by the Gardnerville Health and Sanitation Department for garbage and refuse service are insufficient to meet the operating costs and sufficiently meet the capital reserve requirements of the Gardnerville Health and Sanitation Department; and

WHEREAS, the Town Board authorizes the Town Manager to publish notice of the proposed increase in collection rates for garbage and refuse service, to notify businesses which are likely affected by the proposed increase according to NRS 237.080, and to publish notice of the two (2) public hearings to be conducted at the Town Board's January 8, 2019 and February 5,

2019 regular business meetings in accordance with NRS 241 and Chapter 18.06 Douglas County Code ("DCC"). The public notice for the January 8, 2019 and February 5, 2019 hearings will be published in the Record Courier, a newspaper of general circulation within the Town of Gardnerville, and within Douglas County, Nevada, prior to the January 8, 2019 meeting in other than the classified section of the newspaper. The notice will specify the increased fees and rates and the effective date of this resolution. Further, public notice of the dates, times and places of the public meetings to be held to consider the proposed increases in sanitary landfill fees will be mailed to each customer of the Gardnerville Health and Sanitation Department; and

WHEREAS, when the notices described in the previous recital are completed, the Board will determine that such notices constitute legal and public notice of the hearings at which the proposed rates would be considered and adopted. Such notices constitute compliance with DCC 18.06.100(c)(1), which requires that, prior to any new rate, toll or charge becoming effective, the Town shall conduct public hearings for two consecutive months scheduled during the regular Town Board meetings. The Board further finds that the notices set forth within the recitals to this resolution comply with DCC 18.06.100(c)(1) which require that the rates proposed shall be published and be available for public dissemination on request, and NRS 237.080.

NOW, THEREFORE, BE IT RESOLVED AS SET FORTH HEREIN:

That the Town Board of Gardnerville has determined at its public meetings held at the regular Town Board meetings of January 8, 2019 and February 5, 2019 that a resolution changing the collection rates for customers of the Gardnerville Health and Sanitation Department is required, and the Board hereby adopts this resolution, effective as set forth below, incorporating the proposed, and now approved, collection rates identified in Exhibit "A" to this resolution.

The Board finds and determines that the existing revenues paid by the health and sanitation customers will be insufficient to meet projected capital reserve requirements and equipment replacement costs of the Gardnerville Health and Sanitation Department.

The Board finds and determines that due and proper notice will be given to the public at large through the posting of notices of public hearings, the publication of notices of hearings to be conducted in January 2019 and February of 2019 in the Record Courier, a newspaper of general circulation within the Town of Gardnerville and within Douglas County, Nevada, and by the mailing of notice to all subscribers of garbage and refuse service within the Town of Gardnerville. The Board finds and determines that the dates, times and places of the hearings at which this resolution will be discussed, and later adopted, have been adequately noticed in accordance with the NRS and DCC.

The Board finds that the residential and commercial customer rates currently in effect within the Town of Gardnerville must be raised to those fees reflected within this resolution. The Board further finds and determines that the non-profit status of the Town of Gardnerville Health and Sanitation Department requires the increase in residential and commercial rates from those in

effect now to those that are set forth in Exhibit "A". The Town of Gardnerville is obligated to implement and impose the rates, tolls and charges contained herein in order to provide for and permit continued garbage and refuse collection for the residents of the Town of Gardnerville by the Gardnerville Health and Sanitation Department.

Based upon the reports of the Town Manager, wherein recommendations were made to the Town Board for new commercial and residential rates reflecting the actual costs of garbage and refuse service as of March 1, 2019, the Town Board of Gardnerville determines that the rates proposed be adopted as the rates for the provision of commercial and residential garbage service by the Town of Gardnerville. All prior reports of the Town Manager submitted to the Board at its General Business Meetings are incorporated herein as if set forth in full.

NEW COMMERCIAL AND RESIDENTIAL RATES ADOPTED. The new commercial and residential rates adopted are set forth in Exhibit "A" to this Resolution and incorporated herein as if set forth in full.

The Board finds that the purposed rates shall be effective 1 March 2019. The Board further finds that the Health and Sanitation Department's capital reserve and replacement revenue requirements and depreciation shortfall have mandated the increased rates set forth within this resolution.

The Board finds and determines that all rates ratified and adopted herein satisfy the obligation of the Town of Gardnerville to provide and pay for garbage and refuse service to the residents of the Town of Gardnerville. The Board further finds and determines that with the factors which are known today, the proposed revenues for the Gardnerville Health and Sanitation Department will meet the existing needs of the department.

The Board finds and determines that all interested parties choosing to do so have submitted data, views or arguments in writing either prior to or at the public hearings in January 2019 and February 2019. The Board further finds that all interested parties desiring to do so have submitted data, views or arguments orally at the hearings.

Within thirty (30) days following the effective date of this resolution, any person who has protested it may commence an action in any court of competent jurisdiction to set aside this resolution adopted by the Town Board.

ADOPTED: This 8th day of February, 2019, by the following vote:

AYES:

NAYS:

ABSENT:

Thomas Dallaire, Town Manager
Town of Gardnerville

Linda Slater, Chairwoman
Gardnerville Town Board

Approved as to Form and Content:

Jennifer Yturbide, ESQ.,
Yturbide Law
Town of Gardnerville Counsel

Budget Worksheet Report

Budget Year 2020



Account	Account Description	2019 Actual Amount	2018 Actual Amount	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 611 - Gardnerville Health & San						
REVENUE						
Department 000 - Revenue						
Charges For Service						
344.300	Trash	285,355.51	617,445.07	612,356.98	614,678.25	564,532.21
344.301	Extra Pickup Surcharge	290.00	680.00	585.00	600.00	627.50
344.310	Landfill Fees	206,941.19	446,646.33	445,442.70	449,036.43	404,386.47
344.315	Dumpster Rental	.00	94.44	.00	490.79	19,386.00
344.316	Lock & Key Sales	58.00	120.50	58.60	59.00	97.00
344.317	Dumpster Replace Fee	.00	.00	60.00	70.00	380.00
360.810	Late Charges	2,484.35	7,031.47	8,427.84	7,523.33	8,644.14
<i>Charges For Service Totals</i>		\$495,129.05	\$1,072,017.81	\$1,066,931.12	\$1,072,457.80	\$998,053.32
<i>Interest Revenue</i>						
361.200	Interest On Investment	.00	(742.61)	.00	.00	.00
361.205	Investment-FMV Adjust	.00	(1,843.53)	(4,674.99)	2,154.34	406.01
361.211	Invest. Earnings-LGIP	258.75	2,618.70	2,638.17	1,137.16	352.39
361.212	Invest. Earnings-BNY Mellon	1,209.19	6,865.01	3,404.42	3,673.91	2,561.49
<i>Interest Revenue Totals</i>		\$1,467.94	\$6,897.57	\$1,367.60	\$6,965.41	\$3,319.89
<i>Miscellaneous Revenue</i>						
360.800	Miscellaneous	.00	.00	.00	.00	2,199.92
360.815	Credit Card Processing Fees	490.67	1,264.06	719.71	.00	.00
360.820	Returned Check Fees	.00	25.00	25.00	.00	25.00
360.901	Reimbursements	.00	.00	.00	.00	3,773.04
<i>Miscellaneous Revenue Totals</i>		\$490.67	\$1,289.06	\$744.71	\$0.00	\$5,997.96
Department 000 - Revenue Totals		\$497,087.66	\$1,080,204.44	\$1,069,043.43	\$1,079,423.21	\$1,007,371.17
REVENUE TOTALS		\$497,087.66	\$1,080,204.44	\$1,069,043.43	\$1,079,423.21	\$1,007,371.17
EXPENSE						
Department 925 - Health & Sanitation						
Salaries & Wages						
510.000	Salaries & Wages	129,592.28	250,180.44	238,453.13	241,592.18	218,931.56
510.125	Salaries-Other	.00	4,285.01	3,080.31	11,635.20	(5,335.29)
510.150	Board Compensation	7,650.00	15,300.00	15,300.00	15,125.00	15,225.00
511.165	Holiday Overtime	1,724.16	1,934.28	3,111.70	1,743.24	1,704.18
511.167	Vacation Payout	.00	71.55	.00	1,500.20	.00
511.169	Comp Payout	.00	9.35	.00	883.19	.00
511.170	Overtime	3,766.36	1,968.19	2,300.41	6,154.12	3,982.40
<i>Expenses</i>		\$19,632.80	\$43,688.77	\$41,745.24	\$86,832.93	\$41,643.13

Budget Worksheet Report

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Account	Account Description	2019 Actual Amount	2018 Actual Amount	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 611 - Gardnerville Health & San						
	EXPENSE					
	Department 925 - Health & Sanitation					
	Salaries & Wages					
511.171	Holidays	8,018.66	12,257.14	11,318.06	10,888.33	11,678.76
511.172	Comp Paid	745.65	1,626.80	2,751.80	1,609.32	3,201.65
511.173	Vacation	10,370.29	16,568.83	14,738.28	16,578.11	15,521.36
511.174	Sick	4,600.60	9,019.07	10,690.27	6,495.53	12,362.63
511.175	Standby Time	.00	.00	12.00	.00	.00
511.176	Call Back	.00	16.34	.00	.00	.00
516.120	Contract Salaries	3,189.40	23,968.63	18,178.58	23,867.33	5,204.16
	<i>Salaries & Wages Totals</i>	\$169,657.40	\$337,205.63	\$319,934.54	\$338,071.75	\$282,476.41
	Employee Benefits					
511.181	Retirement	42,342.40	79,298.37	77,574.67	77,335.76	66,748.57
511.182	Workers Comp	5,796.03	10,398.71	8,109.69	8,016.60	8,295.76
511.183	Group Insurance	26,897.09	47,912.01	43,800.28	39,415.83	41,210.20
511.184	Unemployment	794.08	1,473.20	1,409.06	1,402.93	1,081.88
511.186	Medicare	2,198.99	3,982.90	3,843.25	4,030.33	3,627.69
511.190	Pact Other	.00	.00	.00	.00	80.04
511.202	OPEB Expense	.00	3,723.00	14,510.40	1,650.00	13,373.00
511.203	Pension Expense	.00	25,161.00	(371.00)	16,748.00	(6,857.00)
	<i>Employee Benefits Totals</i>	\$78,028.59	\$171,949.19	\$148,876.35	\$148,599.45	\$127,560.14
	Services & Supplies					
520.055	Telephone Expense	3,004.09	6,039.78	5,334.49	5,256.97	3,436.04
520.060	Postage/Po Box Rent	2,940.08	3,884.76	4,512.67	3,662.36	3,203.09
520.064	Travel	.00	70.00	.00	2,115.48	1,077.74
520.072	Advertising	984.34	1,095.07	1,438.11	1,641.90	216.00
520.080	Insur.-Liability	7,968.12	8,146.25	7,339.35	6,992.24	7,318.82
520.084	Replacement & Repair	26,365.69	88,275.22	51,938.94	72,299.74	73,091.95
520.089	Power	1,266.78	2,952.97	2,613.91	2,796.13	2,723.70
520.090	Water	235.39	678.17	819.12	694.26	674.22
520.092	Heating	895.22	3,121.13	2,878.41	3,334.95	2,590.51
520.093	Utilities-Sewer	177.74	352.59	352.10	353.09	352.59
520.097	Maint B&G	4,969.67	2,111.22	821.80	2,646.16	10,707.59
520.098	Janitorial Services	450.00	1,424.98	1,450.00	1,300.00	1,344.51

Budget Worksheet Report

Budget Year 2020



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Fund 611 - Gardinerville Health & San						
EXPENSE						
Department 925 - Health & Sanitation						
Services & Supplies						
520.107	Maint Equip	301.00	8,441.62	39,613.75	13,830.35	37,752.79
520.116	Veh. Maint-Co Shop	.00	.00	.00	2,920.39	586.45
520.136	Rents & Leases Equipment	1,263.67	2,753.14	2,947.44	3,129.53	2,956.01
520.155	Licensing	.00	206.75	267.25	451.25	63.25
520.187	Internet Expense	905.63	1,509.20	1,139.05	779.95	780.00
520.197	Landfill Expense	123,500.85	281,576.70	269,581.57	266,828.17	255,572.09
520.198	Recycling Expense	5,687.80	38,092.50	8,700.63	2,894.00	.00
520.200	Training & Education	.00	417.34	134.50	95.00	575.00
521.100	Professional Services	.00	.00	.00	332.00	.00
521.130	Legal Services	1,890.00	1,340.00	1,030.00	4,455.00	953.25
521.135	Legal-Collection Cost	148.32	130.91	(69.17)	(345.36)	(39.44)
521.140	Physicals	.00	300.00	684.00	150.00	75.00
521.500	Admin & Overhead	.00	20,464.00	20,464.00	20,464.00	.00
532.003	Gas & Oil	18,189.01	32,067.21	24,140.84	24,938.48	33,901.20
532.028	Uniforms	2,000.40	3,697.28	2,904.58	3,096.50	2,898.77
532.056	Subscriptions	6,577.47	5,991.04	4,891.90	2,733.77	67.30
532.118	Major Repair and Maintenance	.00	.00	2,132.56	.00	.00
533.800	Office Supplies	3,444.47	8,316.36	3,716.24	4,921.67	4,358.01
533.802	Small Equipment	1,397.50	25,394.80	274.99	5,035.50	1,253.78
533.806	Software	4,206.00	3,605.99	6,283.50	3,175.37	2,687.00
533.817	Small Projects	6,000.00	7,048.00	4,000.00	8,000.00	8,000.00
550.001	Miscellaneous Expenses	195.00	108.75	.00	.00	.00
550.100	Bank Fees-Credit Card Processing	1,383.23	3,571.35	3,101.32	3,357.57	3,006.68
550.203	Collection Loss	.00	97.53	(370.90)	4,778.78	(141.34)
565.755	Investment Service Fees	.00	370.54	.00	.00	.00
	<i>Services & Supplies Totals</i>	\$226,347.47	\$563,653.15	\$475,066.95	\$479,115.20	\$462,042.56
	<i>Capital Outlay/Projects</i>					
562.000	Capital Projects	15,480.57	378,416.79	7,709.25	5,287.50	.00
563.990	Capital Project Offset	.00	.00	(7,709.25)	(5,287.50)	.00
564.500	Machinery & Equipment	.00	.00	40,540.42	.00	.00
564.700	Motor Vehicles	.00	115,953.20	28,200.00	.00	2,612.31

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2019 Actual Amount	2018 Actual Amount	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 611 - Gardnerville Health & San						
	EXPENSE					
	Department 925 - Health & Sanitation					
	Capital Outlay/Projects					
564.990	Capital Outlay Offset	.00	(494,369.99)	(68,740.42)	.00	(6,112.31)
	<i>Capital Outlay/Projects Totals</i>	\$15,480.57	\$0.00	\$0.00	\$0.00	(\$3,500.00)
	<i>Miscellaneous</i>					
550.060	Loss On Asset Disposition	.00	.00	.00	.00	3,500.00
	<i>Miscellaneous Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
	<i>Depreciation</i>					
550.027	Depreciation	.00	72,576.35	73,999.19	53,053.57	52,270.86
	<i>Depreciation Totals</i>	\$0.00	\$72,576.35	\$73,999.19	\$53,053.57	\$52,270.86
	Department 925 - Health & Sanitation Totals	\$489,514.03	\$1,145,384.32	\$1,017,877.03	\$1,018,839.97	\$924,349.97
	EXPENSE TOTALS	\$489,514.03	\$1,145,384.32	\$1,017,877.03	\$1,018,839.97	\$924,349.97
	Fund 611 - Gardnerville Health & San Totals					
	REVENUE TOTALS	\$497,087.66	\$1,080,204.44	\$1,069,043.43	\$1,079,423.21	\$1,007,371.17
	EXPENSE TOTALS	\$489,514.03	\$1,145,384.32	\$1,017,877.03	\$1,018,839.97	\$924,349.97
	Fund 611 - Gardnerville Health & San Totals	\$7,573.63	(\$65,179.88)	\$51,166.40	\$60,583.24	\$83,021.20
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$497,087.66	\$1,080,204.44	\$1,069,043.43	\$1,079,423.21	\$1,007,371.17
	EXPENSE GRAND TOTALS	\$489,514.03	\$1,145,384.32	\$1,017,877.03	\$1,018,839.97	\$924,349.97
	Net Grand Totals	\$7,573.63	(\$65,179.88)	\$51,166.40	\$60,583.24	\$83,021.20

9.9

LIVE - Douglas County - LIVE
Town of Gardnerville 611 - 2015 Final Budget

3 Account Number Description	Commercial / Residential Breakdown		3 YEAR Average	2018	2017	2016	2015	2014	2013	2012	2011	2010				
	% Commercial	% Residential		2017/18 Actual Amount	2016/17 Actual Amount	2015/16 Actual Amount	2014/15 Actual Amount	2013/14 Actual Amount	2012/13 Actual Amount	2011/12 Actual Amount	2010/11 Actual Amount	2009/10 Actual Amount				
Fund: 611 - Gardnerville Health & San Revenues																
Department: 000 - Revenue																
Charges For Service																
344.300	Trash	58%	\$ 356,600	42%	\$ 258,227	\$ 614,827	\$ 617,445	\$ 612,357	\$ 614,678	\$ 564,532	\$ 510,489	\$ 503,494	\$ 502,764	\$ 497,383	\$ 499,011	
344.301	Extra Pickup Surcharge	100%	\$ 622	0%	\$ -	\$ 622	\$ 680	\$ 585	\$ 600	\$ 628	\$ 662	\$ 530	\$ 370	\$ 407	\$ 514	
344.310	Landfill Fees	58%	\$ 259,284	42%	\$ 187,758	\$ 447,042	\$ 446,646	\$ 445,443	\$ 449,036	\$ 404,386	\$ 352,557	\$ 347,636	\$ 347,289	\$ 343,443	\$ 344,535	
344.315	Dumpster Rental		\$ -		\$ -	\$ 164	\$ -	\$ -	\$ 491	\$ 19,386	\$ 37,184	\$ 35,773	\$ 34,873	\$ 34,399	\$ 33,984	
344.316	Lock & Key Sales	100%	\$ 79	0%	\$ -	\$ 79	\$ 121	\$ 59	\$ 59	\$ 97	\$ 103	\$ 78	\$ 137	\$ 61	\$ 190	
344.317	Dumpster Replace Fee	100%	\$ 43	0%	\$ -	\$ 43	\$ -	\$ 60	\$ 70	\$ 380	\$ 348	\$ 505	\$ 2,191	\$ 340	\$ 167	
360.810	Late Charges	58%	\$ 4,443	42%	\$ 3,218	\$ 7,661	\$ 7,031	\$ 8,428	\$ 7,523	\$ 8,644	\$ 7,779	\$ 7,725	\$ 7,240	\$ 6,244	\$ 7,033	
Account Classification Total: RE20 - Charges For Service						\$ 1,070,437	\$ 1,071,923	\$ 1,066,931	\$ 1,072,458	\$ 998,053	\$ 909,122	\$ 895,741	\$ 894,864	\$ 882,276	\$ 885,433	
Total Billings for the fund 611																
Commerical		58%	\$ 628,656		\$ 453,943	\$ 628,656	\$ 628,884	\$ 625,042	\$ 632,041	\$ 576,766	\$ 524,562					
Residential				42%	\$ 453,943	\$ 453,943	\$ 454,352	\$ 454,899	\$ 452,578	\$ 428,537	\$ 395,049					
Total H&S Billings					\$ 1,082,599	\$ 1,082,599	\$ 1,083,236	\$ 1,079,941	\$ 1,084,619	\$ 1,005,303	\$ 919,611					
Interest Revenue																
361.200	Intrest on investment	58%	\$ (144)	42%	\$ (104)	\$ (248)	\$ (743)	0.00	0.00	0.00	3,113.70	255.15	4,879.25	3,401.59	3,083.35	
361.205	Investment-FMV Adjust	58%	\$ (845)	42%	\$ (610)	\$ (1,455)	\$ (1,844)	(4,674.99)	2,154.34	406.01	1,147.63	(1,147.63)	0.00	0.00	0.00	
361.211	Ivestment earnings - LGIP	58%	\$ 1,238	42%	\$ 894	\$ 2,131	\$ 2,619	2,638.17	1,137.16	352.39	0.00					
	Investment earning - Mellon				\$ 4,648	\$ 4,648	\$ 6,865	3,404.42	3,673.91	2,561.49	0.00					
Account Classification Total: RE27 - Interest Revenue						\$ (1,702)	\$ 6,897.57	\$ 1,367.60	\$ 6,965.41	\$ 3,319.89	\$ 4,261.33	(\$892.48)	\$ 4,879.25	\$ 3,401.59	\$ 3,083.35	
RE30 - Miscellaneous Revenue																
360.800	Miscellaneous	58%	\$ -	42%	\$ -	\$ -	\$ -	0.00	0.00	2,199.92	2,275.00	615.06	1,564.55	0.00	150.00	
360.815	Credit Card Processing Fee				\$ 661	\$ 661	\$ 1,264	719.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
360.820	Returned Check Fees	58%	\$ 10	42%	\$ 7	\$ 17	\$ 25	25.00	0.00	25.00	75.00	100.00	0.00	75.00	75.00	
360-901	Reimbursements	58%	\$ -	42%	\$ -	\$ -	\$ -	0.00	0.00	3,773.04	0.00	0.00	0.00	0.00	0.00	
Account Classification Total: RE30 - Miscellaneous Revenue						\$ 678	\$ 1,289	\$ 744.71	\$ 0.00	\$ 5,997.96	\$ 2,350.00	\$ 715.06	\$ 1,564.55	\$ 75.00	\$ 225.00	
RE40 - Beg.Fund Bal./Reserves																
301.200	Operating Res.-Beg.	58%	\$ -	42%	\$ -	\$ -	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301.250	Capital Res.-Beg.	58%	\$ -	42%	\$ -	\$ -	\$ 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Account Classification Total: RE40 - Beg.Fund Bal./Reserves						\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Department Total: 000 - Revenue				58%	\$ 621,330	42%	\$ 449,389	\$ 1,069,413	\$ 1,080,110	\$ 1,069,043	\$ 1,079,423	\$ 1,007,371	\$ 915,733	\$ 895,564	\$ 901,308	\$ 885,753
Revenues Total							\$ 1,080,110	\$ 1,069,043	\$ 1,079,423	\$ 1,007,371	\$ 915,733	\$ 895,564	\$ 901,308	\$ 885,753	\$ 888,741	

LIVE - Douglas County - LIVE
Town of Gardnerville 611 - 2015 Final Budget

3	Account Number	Description	Commercial / Residential Breakdown		3 YEAR Average	2018	2017	2016	2015	2014	2013	2012	2011	2010	
			% Commercial	% Residential		2017/18 Actual Amount	2016/17 Actual Amount	2015/16 Actual Amount	2014/15 Actual Amount	2013/14 Actual Amount	2012/13 Actual Amount	2011/12 Actual Amount	2010/11 Actual Amount	2009/10 Actual Amount	
Fund: 611 - Gardnerville Health & San															
Expenditures															
Department: 925 - Health & Sanitation															
Salaries & Wages															
			Commercial												
			Residential												
510.000	Salaries & Wages + 1 Staff	61%	\$ 170,511	39%	\$ 109,015	\$ 279,527	\$ 250,180	238,453.13	241,592.18	218,931.56	208,878.17	209,186.64	194,270.30	199,516.78	241,753.27
510.125	Salaries-Other	61%	\$ 3,863	39%	\$ 2,470	\$ 6,334	\$ 4,285	3,080.31	11,635.20	(5,335.29)	622.58	1,990.09	4,178.12	(10,170.21)	(1,909.76)
510.150	Board Compensation	50%	\$ 7,621	50%	\$ 7,621	\$ 15,242	\$ 15,300	15,300.00	15,125.00	15,225.00	15,300.00	13,770.00	13,550.00	14,786.27	14,586.84
511.165	Holiday Overtime	61%	\$ 1,380	39%	\$ 883	\$ 2,263	\$ 1,934	3,111.70	1,743.24	1,704.18	2,321.88	0.00	0.00	0.00	0.00
511.167	Vacation Payout	61%	\$ 320	39%	\$ 204	\$ 524	\$ 72	0.00	1,500.20	0.00	0.00	0.00	0.00	0.00	0.00
511.168	Vacation Buyback	61%	\$ 181	39%	\$ 116	\$ 298	\$ 9	0.00	883.19	0.00	0.00	0.00	0.00	0.00	0.00
511.169	Comp Payout	61%	\$ 180	39%	\$ 115	\$ 294	\$ -	0.00	883.19	0.00	0.00	0.00	0.00	0.00	0.00
511.170	Overtime	61%	\$ 2,119	39%	\$ 1,355	\$ 3,474	\$ 1,968	2,300.41	6,154.12	3,982.40	2,994.36	6,506.29	1,499.87	3,420.23	3,582.01
511.171	Holidays	61%	\$ 4,771	39%	\$ 3,050	\$ 7,821	\$ 1,257	11,318.06	10,888.33	11,678.76	9,758.04	11,163.59	8,608.17	12,852.82	16,357.27
511.172	Comp Paid	61%	\$ 1,218	39%	\$ 778	\$ 1,996	\$ 1,627	2,751.80	1,609.32	3,201.65	1,046.52	547.47	0.00	0.00	0.00
511.173	Vacation	61%	\$ 9,737	39%	\$ 6,225	\$ 15,962	\$ 16,569	14,738.28	16,578.11	15,521.36	12,634.63	17,425.29	8,947.03	13,337.77	23,273.73
511.174	Sick	61%	\$ 5,328	39%	\$ 3,407	\$ 8,735	\$ 9,019	10,690.27	6,495.53	12,362.63	7,994.46	9,462.12	2,837.77	10,567.73	10,943.08
511.176	Call Back	61%	\$ 2	39%	\$ 2	\$ 4	\$ -	12.00	0.00	0.00	112.35	0.00	0.00	110.10	127.70
516.120	Contract Salaries	61%	\$ 13,423	39%	\$ 8,582	\$ 22,005	\$ 23,969	18,178.58	23,867.33	5,204.16	0.00	11,849.67	961.00	0.00	0.00
Account Classification Total: EX10 - Salaries & Wages			\$ 220,655	\$ 143,823	\$ 364,478	\$ 326,189.29	\$ 319,934.54	\$ 338,954.94	\$ 282,476.41	\$ 261,662.99	\$ 281,901.16	\$ 234,852.26	\$ 244,421.49	\$ 308,714.14	
Employee Benefits															
511.180	Benefits + 1 staff	61%	\$ 10,264	39%	\$ 6,562	\$ 16,826	\$ -	-	-	-	-	-	-	-	-
511.181	Retirement	61%	\$ 47,622	39%	\$ 30,447	\$ 78,070	\$ 79,298	77,574.67	77,335.76	66,748.57	61,410.97	54,991.01	50,471.33	48,962.98	61,729.81
511.182	Pact Workers Comp	61%	\$ 5,393	39%	\$ 3,448	\$ 8,842	\$ 10,399	8,109.69	8,016.60	8,295.76	7,324.52	7,080.91	6,506.93	5,916.74	6,779.35
511.183	Group Insurance	61%	\$ 26,541	39%	\$ 16,969	\$ 43,509	\$ 47,312	43,800.28	39,415.83	41,210.20	43,144.67	40,791.02	41,939.97	46,099.75	58,540.37
511.184	Unemployment	61%	\$ 871	39%	\$ 557	\$ 1,428	\$ 1,473	1,409.06	1,402.93	1,081.88	1,170.63	1,145.69	1,023.37	1,168.21	1,387.36
511.186	Medicare	61%	\$ 2,411	39%	\$ 1,541	\$ 3,952	\$ 3,983	3,843.25	4,030.33	3,627.69	3,324.59	3,284.88	2,901.41	2,959.93	3,641.90
511.190	Pact Other	61%	\$ -	39%	\$ -	\$ -	\$ -	0.00	0.00	80.04	391.64	401.47	328.79	617.43	908.38
511.202	OPEB Expense	61%	\$ 4,043	39%	\$ 2,585	\$ 6,628	\$ 3,723	14,510.40	1,650.00	13,373.00	2,017.00	6,208.00	1,001.00	2,696.00	0.00
511.203	Pension Expense	61%	\$ 8,446	39%	\$ 5,400	\$ 13,846	\$ 25,161	(371.00)	16,748.00	(6,857.00)	0.00	0.00	0.00	0.00	0.00
Account Classification Total: EX15 - Employee Benefits			\$ 105,592	\$ 67,509	\$ 173,101	\$ 171,349.19	\$ 148,876.35	\$ 148,599.45	\$ 127,560.14	\$ 118,784.02	\$ 113,902.98	\$ 104,172.80	\$ 108,421.04	\$ 132,987.17	
Services & Supplies															
520.055	Telephone Expense	50%	\$ 2,772	50%	\$ 2,772	\$ 5,544	\$ 6,040	5,334.49	5,256.97	3,436.04	3,370.53	3,061.80	3,085.54	3,320.80	4,067.33
520.060	Postage/Po Box Rent	26%	\$ 1,065	74%	\$ 2,955	\$ 4,020	\$ 3,885	4,512.67	3,662.36	3,203.09	4,019.02	3,756.77	3,260.89	3,054.75	2,964.33
520.064	Travel	58%	\$ 423	42%	\$ 305	\$ 728	\$ 70	0.00	2,115.48	1,077.74	219.54	0.00	0.00	383.71	0.00
520.072	Advertising	26%	\$ 369	74%	\$ 1,023	\$ 1,392	\$ 1,095	1,438.11	1,641.90	216.00	807.02	1,358.26	924.55	1,793.57	786.97
520.080	Insur.-Liability	58%	\$ 4,351	42%	\$ 3,142	\$ 7,493	\$ 8,146	7,339.35	6,992.24	7,318.82	8,656.14	8,859.79	7,996.14	7,818.80	8,995.57
520.084	Replacement & Repair	58%	\$ 41,135	42%	\$ 29,703	\$ 70,838	\$ 88,275	51,938.94	72,299.74	73,091.95	36,211.43	38,705.34	52,069.62	28,088.24	26,776.60
520.089	Power	58%	\$ 1,619	42%	\$ 1,169	\$ 2,788	\$ 2,953	2,613.91	2,796.13	2,723.70	2,458.47	2,857.17	2,575.91	2,409.93	2,890.29
520.090	Water	58%	\$ 424	42%	\$ 306	\$ 731	\$ 678	731.00	731.00	731.00	731.00	731.00	731.00	731.00	731.00
520.092	Heating	58%	\$ 1,807	42%	\$ 1,305	\$ 3,111	\$ 3,121	2,878.41	3,334.95	2,590.51	2,766.42	2,420.05	2,710.01	3,398.90	4,248.14
520.093	Utilities-Sewer	58%	\$ 205	42%	\$ 148	\$ 353	\$ 353	352.10	353.09	352.59	366.62	352.59	302.40	302.40	302.40
520.097	Maint B&G	58%	\$ 1,080	42%	\$ 780	\$ 1,860	\$ 2,111	821.80	2,646.16	10,707.59	15,640.10	1,394.37	8,247.33	1,210.31	1,792.55
520.098	Janitorial Services	58%	\$ 808	42%	\$ 584	\$ 1,392	\$ 1,425	1,450.00	1,300.00	1,344.51	1,020.00	924.98	1,062.50	977.50	935.00
520.107	Maint Equip	58%	\$ 11,979	42%	\$ 8,650	\$ 20,629	\$ 8,442	39,613.75	13,830.35	37,752.79	23,609.99	25,235.47	628.49	619.79	550.32
520.108	Maint Office Equip		\$ -		\$ -	\$ -	\$ -	0.00	0.00	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	0.00	0.00
520.116	Veh. Maint-Co Shop	58%	\$ 1,814	42%	\$ 1,310	\$ 3,124	\$ 5,865	586.45	2,920.39	586.45	5,864.92	2,920.31	1,918.11	1,631.62	1,615.18
520.136	Rents & Leases Equipment	58%	\$ 1,709	42%	\$ 1,234	\$ 2,943	\$ 2,753	2,947.44	3,129.53	2,956.01	3,175.06	2,475.22	2,480.67	1,855.52	1,586.50
520.155	Licensing	58%	\$ 179	42%	\$ 129	\$ 308	\$ 207	267.25	451.25	63.25	147.75	41.00	234.00	57.00	114.00
520.187	Internet Expense	58%	\$ 664	42%	\$ 479	\$ 1,143	\$ 1,509	1,139.05	779.95	780.00	595.10	504.39	522.04	722.44	722.43
520.197	Landfill Expense	58%	\$ 158,333	42%	\$ 114,330	\$ 272,662	\$ 281,577	269,581.57	266,828.17	255,572.09	237,897.28	226,590.99	221,560.29	219,332.42	277,610.66
520.198	Recycling fees		\$ -	100%	\$ 16,562	\$ 16,562	\$ 38,092.50	8,700.63	2,894.00	0.00	0.00	0.00	0.00	0.00	0.00
520.200	Training & Education	58%	\$ 125	42%	\$ 90	\$ 216	\$ 417	134.50	95.00	575.00	271.95	97.50	0.00	0.00	0.00
521.100	Professional Services	58%	\$ 64	42%	\$ 46	\$ 111	\$ -	0.00	332.00	0.00	0.00	0.00	0.00	26.25	
521.130	Legal Services	58%	\$ 1,321	42%	\$ 954	\$ 2,275	\$ 1,340	1,030.00	4,455.00	953.25	369.50	697.50	1,027.50	3,647.50	3,600.00
521.135	Legal-Collection Cost	58%	\$ (55)	42%	\$ (40)	\$ (95)	\$ 131	(69.17)	(345.36)	(39.44)	(232.38)	(332.60)	(74.03)	79.49	257.05
521.140	Physicals	58%	\$ 220	42%	\$ 158	\$ 378	\$ 300	684.00	150.00	75.00	150.00	150.00	300.00	300.00	600.00
521.404	Moving Expenses		\$ -		\$ -	\$ -	\$ -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521.500	Admin & Overhead	58%	\$ 11,883	42%	\$ 8,581	\$ 20,464	\$ 20,464	20,464.00	20,464.00	0.00	0.00	0.00	0.00	0.00	0.00

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LIVE - Douglas County - LIVE
Town of Gardnerville 611 - 2015 Final Budget

3	Account Number	Description	Commercial / Residential Breakdown		3 YEAR Average	2018	2017	2016	2015	2014	2013	2012	2011	2010
			% Commercial	% Residential		2017/18 Actual Amount	2016/17 Actual Amount	2015/16 Actual Amount	2014/15 Actual Amount	2013/14 Actual Amount	2012/13 Actual Amount	2011/12 Actual Amount	2010/11 Actual Amount	2009/10 Actual Amount
Fund: 611 - Gardnerville Health & San														
	532.001	Op.Supplies			\$ -	\$ -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	532.003	Gas & Oil	58%	42%	\$ 27,049	\$ 32,067	24,140.84	24,938.48	33,901.20	38,161.98	39,924.12	43,820.63	37,519.60	27,987.59
	532.028	Uniforms	61%	39%	\$ 3,233	\$ 3,697	2,904.58	3,096.50	2,898.77	2,421.49	2,104.85	2,463.08	1,842.16	2,291.09
	532.055	Books & Periodicals			\$ -	\$ -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	532.056	Subscriptions	58%	42%	\$ 4,539	\$ 5,991	4,891.90	2,733.77	67.30	26.30	325.55	26.00	26.00	26.00
	532.118	Major Repair and mainteance	58%	42%	\$ 711	\$ -	2,132.56	-	-	-	-	-	-	-
	533.800	Office Supplies	58%	42%	\$ 5,651	\$ 8,316	3,716.24	4,921.67	4,358.01	3,061.13	2,967.40	2,836.14	2,743.73	4,013.77
	533.802	Small Equipment	58%	42%	\$ 10,235	\$ 25,395	274.99	5,035.50	1,253.78	0.00	1,651.67	11,501.31	2,352.79	11,408.76
	533.806	Software	58%	42%	\$ 4,292	\$ 4,355	6,283.50	3,175.37	2,687.00	2,993.50	3,470.80	2,106.00	2,455.14	2,852.19
	533.817	Small Projects	58%	42%	\$ 6,349	\$ 7,048	4,000.00	8,000.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00
	550.001	Miscellaneous Expenses	58%	42%	\$ 36	\$ 109	0.00	0.00	0.00	0.00	200.00	200.00	200.00	200.00
	550.006	Fiscal Agent Charges	58%	42%	\$ -	\$ -	0.00	0.00	0.00	0.00	200.00	200.00	200.00	200.00
	550.100	Bank Fees-Credit Card Processing	23%	77%	\$ 3,343	\$ 3,571	3,101.32	3,357.57	3,006.68	2,899.52	0.00	0.00	0.00	0.00
	550.203	Collection Loss	58%	42%	\$ 1,502	\$ 98	(370.90)	4,778.78	(141.34)	(159.08)	1,315.64	525.39	0.00	0.00
	565.755	Investment Service Fees	58%	42%	\$ 124	\$ 371	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Account Classification Total: EX20 - Services & Supplies					\$ 508,096	\$ 569,518	\$ 475,653	\$ 479,115	\$ 462,043	\$ 405,255	\$ 377,850	\$ 374,834.73	\$ 330,428.24	\$ 390,631.23
Debt Service														
	521.300	Bond Issuance Costs				0.00	0.00	0.00	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	0.00	0.00	0.00
	550.003	Bond Principal				0.00	0.00	0.00	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	20,500.00	19,550.00	18,650.00
	550.021	Loan Principal				0.00	0.00	0.00	0.00	0.00	0.00	713.43	1,631.54	2,507.31
	550.022	Loan Interest				0.00	0.00	0.00	0.00	0.00	0.00	(20,500.00)	(19,550.00)	(18,650.00)
	550.990	Debt-Principal Offset				0.00	0.00	0.00	0.00	0.00	0.00	\$ 713.43	\$ 1,631.54	\$ 2,507.31
Account Classification Total: EX22 - Debt Service						\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 713.43	\$ 1,631.54	\$ 2,507.31
Capital Outlay/Projects														
	562.000	Capital Projects				378416.79	7,709	5,288		22,470		0.00	0.00	0.00
	562.200	Buildings										0.00	0.00	0.00
	562.500	Infrastructure					(7,709)	(5,288)				0.00	0.00	0.00
	563.990	Capital Project Offset					40,540			242,237		220,930.50	0.00	0.00
	564.500	Machinery & Equipment										0.00	0.00	0.00
	564.602	Office Equipment										0.00	0.00	0.00
	564.609	Data Processing Equipment										0.00	0.00	0.00
	564.700	Motor Vehicles				115953.2	28,200		2,612	5,000		(220,930.50)	0.00	0.00
	564.990	Capital Outlay Offset				(494,370)	(68,740)		(6,112)			0.00	0.00	0.00
Account Classification Total: EX25 - Capital Outlay/Projects					\$ 0.00	0	0	0	(3,500)	269,707	0	\$ 0.00	\$ 0.00	\$ 0.00
Miscellaneous														
	550.060	Loss On Asset Disposition				0	0	0	3,500	0	0	0.00	0.00	0.00
Account Classification Total: EX28 - Miscellaneous						0	0	0	3,500	0	0	\$ 0.00	\$ 0.00	\$ 0.00
Other Financing Uses														
	618.700	Transfers Out				0	0	0	0	0	0	0.00	0.00	0.00
Account Classification Total: EX30 - Other Financing Uses						0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
Depreciation														
	550.027	Depreciation	58%	42%	\$ 115,000	\$ 72,576	73,999	53,054	52,271	49,890	69,267	72,820.90	64,916.01	67,544.77
Account Classification Total: EX33 - Depreciation					\$ 115,000	\$ 72,576	73,999	53,054	52,271	49,890	69,267	\$ 72,820.90	\$ 64,916.01	\$ 67,544.77

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LIVE - Douglas County - LIVE
Town of Gardnerville 611 - 2015 Final Budget

3 Account Number Description	Commercial / Residential Breakdown		3 YEAR Average	2018	2017	2016	2015	2014	2013	2012	2011	2010
	% Commercial	% Residential		2017/18 Actual Amount	2016/17 Actual Amount	2015/16 Actual Amount	2014/15 Actual Amount	2013/14 Actual Amount	2012/13 Actual Amount	2011/12 Actual Amount	2010/11 Actual Amount	2009/10 Actual Amount
Fund: 611 - Gardnerville Health & San												
Amortization												
550.026 Amort.-Bond Issue Costs				\$ -	0	0	0	0	0	0	455.05	546.08
Account Classification Total: EX34 - Amortization				0	0	0	0	0	0	0	\$455.05	\$546.08
Ending Fund Bal/Reserves												
625.200 Operating Reserves												0.00
625.250 Capital Impr. Reserves												0.00
625.500 Buildings Reserve	58%	42%	\$ 68,750									0.00
Account Classification Total: EX35 - Ending Fund Bal/Reserves			\$ 68,750	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Department Total: 925 - Health & Sanitation			\$ 1,229,424	1,139,633	1,018,463	1,019,723	924,350	1,105,299	842,921	\$787,849.17	\$750,364.40	\$902,930.70
Expenditures Total			\$ 1,229,424	1,139,633	1,018,463	1,019,723	924,350	1,105,299	842,921	\$787,849.17	\$750,364.40	\$902,930.70
Fund Revenue Total: 611 - Gardnerville Health & San			\$ 1,069,413	1,080,110	1,069,043	1,079,423	1,007,371	915,733	895,564	901,308	885,753	888,741
Fund Expenditure Total: 611 - Gardnerville Health & San			\$ 1,229,424	1,139,633	1,018,463	1,019,723	924,350	1,105,299	842,921	\$787,849.17	\$750,364.40	\$902,930.70
Fund Net Total: 611 - Gardnerville Health & San			\$ (160,011)	(59,523)	50,580	59,700	83,021	(189,566)	52,643	\$113,458.64	\$135,388.35	(\$14,189.41)

Commercial	Rate From Revenue	Tips	\$ 22.34	\$ 0.66	2.96%	
Number of Dumpster tips (per tip)	Rate From Billings		\$ 22.60	\$ 0.40	1.76%	
	Rate needed from Expences	27814	\$ 25.71	\$ (2.71)	-10.54%	Short Fall
	current Commercial Rate		\$ 23.00			
Residential	Rate From Revenue	Cust.	\$ 57.35	\$ 0.65	1.12%	
Number of Residential Customers (per qtr)	Rate from Billings		\$ 57.93	\$ 0.07	0.11%	
	Rate needed from Expences	1959	\$ 65.62	\$ (7.62)	-13.14%	Shortfall
	Current Residential Rate:		\$ 58.00			

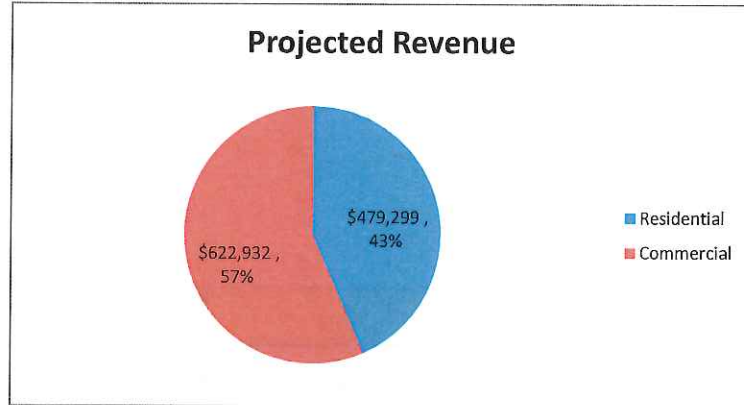
	Commercial	Residential	Total revenue Charged
Credit card users	26,741	88,970	115,711
	23%	77%	

**Town of Gardnerville
Health and Sanitation
Budget Summary**

Customer Type	2016			2017			2018			2019 Proposed Option 1			2019 Proposed Option 2			2019 Proposed Option 3					
	Fee	Number of Customers	Anticipated Annual Revenue	Fee	Number of Customers	Anticipated Annual Revenue	Fee	Number of Customers	Anticipated Annual Revenue	Fee	Number of Customers	Anticipated Annual Revenue	Fee	Number of Customers	Anticipated Annual Revenue	Fee	Number of Customers	Anticipated Annual Revenue			
Percentage Increase	0.0%			0.0%			0.0%			4.0%			5.0%			10.0%					
Customers:																					
Single Family (qtr)	\$ 58.00	1685	\$ 97,730	\$ 58.00	1685	\$ 97,730	\$ 58.00	1720	\$ 99,760	\$ 60.32	1761	\$ 106,224	\$ 60.90	1761	\$ 107,245	\$ 63.80	1761	\$ 112,352			
Duplex (qtr)	\$ 116.00	18	\$ 2,088	\$ 116.00	18	\$ 2,088	\$ 116.00	18	\$ 2,088	\$ 120.64	18	\$ 2,172	\$ 121.80	18	\$ 2,192	\$ 127.60	18	\$ 2,297			
Triplex (qtr)	\$ 174.00	3	\$ 522	\$ 174.00	3	\$ 522	\$ 174.00	3	\$ 522	\$ 180.96	3	\$ 543	\$ 182.70	3	\$ 548	\$ 191.40	3	\$ 574			
4 plex (qtr)	\$ 232.00	8	\$ 1,856	\$ 232.00	8	\$ 1,856	\$ 232.00	8	\$ 1,856	\$ 241.28	8	\$ 1,930	\$ 243.60	8	\$ 1,949	\$ 255.20	8	\$ 2,042			
6 plex (qtr)	\$ 348.00	1	\$ 348	\$ 348.00	1	\$ 348	\$ 348.00	1	\$ 348	\$ 361.92	1	\$ 362	\$ 365.40	1	\$ 365	\$ 382.80	1	\$ 383			
Office-Residential (qtr)	\$ 58.59	35	\$ 2,051	\$ 58.59	35	\$ 2,051	\$ 58.59	35	\$ 2,051	\$ 60.93	29	\$ 1,767	\$ 61.52	29	\$ 1,784	\$ 64.45	29	\$ 1,869			
Minimum User (qtr)	\$ 15.00	34	\$ 510	\$ 15.00	37	\$ 555	\$ 15.00	35	\$ 525	\$ 15.60	27	\$ 421	\$ 15.75	27	\$ 425	\$ 16.50	27	\$ 446			
Extra Can (qtr)	\$ 15.00	410	\$ 6,150	\$ 15.00	425	\$ 6,375	\$ 15.00	435	\$ 6,525	\$ 15.60	336	\$ 5,242	\$ 15.75	336	\$ 5,292	\$ 16.50	336	\$ 5,544			
Green Waste	\$ -	1309	\$ -	\$ -	1309	\$ -	\$ -	1350	\$ -	\$ -	1394	\$ -	\$ -	1394	\$ -	\$ -	1394	\$ -			
2 YD clean up Bin	\$ 25.00	178	\$ 4,450	\$ 25.00	220	\$ 5,500	\$ 25.00	246	\$ 6,150	\$ 26.00	246	\$ 6,396	\$ 26.25	246	\$ 6,458	\$ 27.50	246	\$ 6,765			
Residential Revenue	1837 \$ 462,818.60			1840 \$ 468,099			1873 \$ 479,299			1900 \$ 500,223.82			1900 \$ 505,033.66			1900 \$ 529,082.88					
				difference from prior yr \$ 5,280			difference from prior yr \$ 11,200			difference from prior yr \$ 20,925			difference from prior yr \$ 25,735			difference from prior yr \$ 49,784					
Percentage Increase																					
Commercial Accounts	221			223			225			229			229			229					
Commercial Dumpster Tips	23	29420	\$ 676,660	23	26939	\$ 619,597	23	27084	\$ 622,932	24.61	27000	\$ 664,470	24.15	27000	\$ 652,050	25.30	27000	\$ 683,100			
Commercial Revenue	\$ 676,660			\$ 619,597			\$ 622,932			\$ 664,470			\$ 652,050			\$ 683,100					
Total REVENUE received	\$ 1,139,479			\$ 1,087,696			\$ 1,102,231			\$ 1,164,694			\$ 1,157,084			\$ 1,212,183					
										Amount generated \$ 49,022			Amount generated \$ 41,412			Amount generated \$ 96,511					
Billed Revenue																					
Bently	\$ (15.00)	382	\$ (5,730)	\$ (15.00)	355	\$ (5,329)	\$ (20.00)	414	\$ (8,272)	\$ (20)	450	\$ (9,000)	\$ (20)	450	\$ (9,000)	\$ (20)	450	\$ (9,000)			
Carson	\$ (58.00)	3510	\$ (203,580)	\$ (58.00)	3676	\$ (213,192)	\$ (58.00)	3543	\$ (205,514)	\$ (58)	3600	\$ (208,800)	\$ (58)	3600	\$ (208,800)	\$ (58)	3600	\$ (208,800)			
Douglas	\$ (102.48)	505	\$ (51,752)	\$ (102.48)	478	\$ (48,955)	\$ (102.48)	437	\$ (44,784)	\$ (105)	470	\$ (49,350)	\$ (105)	470	\$ (49,350)	\$ (105)	470	\$ (49,350)			
Total Tonnage	4397		\$ (261,062)		4509		\$ (267,476)		4394		\$ (258,569)		4520		\$ (267,150)		4520		\$ (267,150)		
	ave cost per ton \$ (59.37)			ave cost per ton \$ (59.32)			ave cost per ton \$ (58.85)			ave cost per ton \$ (59.10)			ave cost per ton \$ (59.10)			ave cost per ton \$ (59.10)					
Projected Expenses																					
	Actual			Actual			Actual			3 yr average			Budget			3 yr average			Budget		
Salaries	\$ 345,416			\$ 350,500			\$ 332,393			\$ 342,770			\$ 369,569			\$ 342,770			\$ 369,569		
Benefits	\$ 155,290			\$ 160,000			\$ 143,065			\$ 152,785			\$ 153,045			\$ 152,785			\$ 153,045		
Services & Supplies	\$ 468,450			\$ 470,000			\$ 563,653			\$ 500,701			\$ 480,000			\$ 500,701			\$ 551,629		
Capital Projects																					
Transfer																					
Capital Improvements																					
Replacement/Depreciation	\$ 170,323			\$ 107,196			\$ 63,120			\$ 115,000			\$ 115,000			\$ 115,000			\$ 125,000		
	\$ 1,139,479			\$ 1,087,696			\$ 1,102,231			\$ 1,180,006			\$ 1,186,364			\$ 1,180,006			\$ 1,257,993		
Profit/Loss to Reserves	\$ (0)			\$ (0)			\$ (0)			\$ (15,312)			\$ (21,670)			\$ (22,922)			\$ (100,909)		

Option 1 Matches the needs for the account Option 2 Mid range Rate increase Option 3 Matches Minden residential Rate

Revenue	
Residential	\$ 479,299
Commercial	\$ 622,932
	\$ 1,102,231



Asset Forecasting

Truck Replacement

6 trucks operating - 1 reserve rear loader
 \$ 1,610,000 in vehicle replacement costs today
 \$ **115,000** annual cost without inflation

Capital Improvements

\$ 550,000 Maintenance Building & truck storage yard in 8 years on donated land
 \$ **68,750** needed each year for 8 years

Postage

Residential	4	1873	7492	74%
Commercial	12	225	2700	26%
		Total Mailings	10192	

Credit card users

Commercial	\$	26,741	23%
Residential	\$	88,970	77%
Total revenue Charged	\$	115,711	

	Current	Proposed	Qtrly Rate	Monthly Rate	Proposed
	Rate per Qtr	Rate per Qtr	Difference	Difference	Monthly Rate
Single Family (qtr)	\$ 58.00	\$ 60.32	\$ 2.32	\$ 0.77	\$ 20.11
Office-Residential (qtr)	\$ 58.59	\$ 60.93	\$ 2.34	\$ 0.78	\$ 20.31
Extra Can (qtr)	\$ 15.00	\$ 15.60	\$ 0.60	\$ 0.20	\$ 5.20
Minimum User (qtr)	\$ 15.00	\$ 15.60	\$ 0.60	\$ 0.20	\$ 5.20
Clean up bin (each)	\$ 25.00	\$ 26.00	\$ 1.00	\$ 0.33	-

COMMERCIAL

	Current	Proposed	Percent	Tip Rate
	Rate per Tip	Rate per tip		Difference
Two Yrd Bins (each)	\$ 23.00	\$ 24.61	7%	\$ 1.61
1 1/2 yard bins (each)	\$ 17.25	\$ 18.46	7%	\$ 1.21

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** For Possible Action: Discussion and possible action to eliminate the Gardnerville Health and Sanitation credit card processing fees; with public comment prior to Board action.
2. **Recommended Motion:** Based on board discussion.
Funds Available: Yes N/A
3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** January 8, 2019 **Time Requested:** 10 minutes
6. **Agenda:** Consent Administrative

Background Information: See attached memo and backup information. Based on the information attached, staff recommends discontinuing the credit card fees.

7. **Other Agency Review of Action:** Douglas County N/A
8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued

MEMORANDUM

Town of Gardnerville

Tom Dallaire, P.E.
TOWN MANAGER

TO: Gardnerville Town Board
FROM: Carol Louthan, Administrative Services Manager
SUBJECT: Credit Card Fees
DATE: 1/8/19

Two years ago we started charging Gardnerville Health & Sanitation customers to use credit cards. We charge less for debit cards (.28% plus .25) and more for credit (2.19% plus .19). I spoke with county staff before changing to our own credit card provider. No one had any idea how Larry Weckerle or Terry Lundergreen negotiated with the bank for the credit card fees. I imagine with all the money going through the county they have more negotiating power than we would, although their fees are higher than ours. I have included backup of fees from the credit card provider and gateway provider (Cayan and Authorize.net). We have collected approximately 62.8589% of the charges from the fees we collect. I spoke with Marcie Schurke, who used to reconcile all of the county credit card fees and according to her, they do not recoup all the bank fees charged either. They run about the same percentage.

There's no way of collecting the monthly fees from the credit card company or knowing exactly which type of credit card a customer will use. We currently have 10 commercial accounts with credit card automatic payment, and 130 residential accounts with credit card automatic payment. We have a total of 31 credit card payments (including the automatic payments) for commercial each month and 486 credit card payments for commercial so far this quarter. The debit cards are truly not debit unless we use the terminal in the office to let the customer enter their PIN.

In the last year we have worked with the county to have ACH payments (electronic checks) go directly to the bank in a batch one time a month, those are all automatic payments. We cannot take electronic checks individually. They end up to be an accounting nightmare for both town staff and county staff. The automatic payments with electronic checks have worked out really well and there is no fee on either end that I know of. We have 18 commercial accounts and 117 residential ACH accounts.

Staff time is another cost of the fees associated with credit card payments. It takes about a half hour every month for the commercial and about two hours every quarter on residential to verify the fees calculated are correct. There have been mistakes with the calculations in the past and no one wants to pay more fees than they need to.

I have included an example of a credit card processing statement to illustrate the type of fees and how different credit cards are charged at different rates. In order to recoup all the fees we would need to raise the credit card fees **or include them with the rate increase.**



Budget Worksheet Report

Budget Year 2020

Revenue

Account	Account Description	2019 Actual Amount	2018 Actual Amount	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 611 - Gardnerville Health & San						
REVENUE						
Department 000 - Revenue						
Miscellaneous Revenue						
360.815	Credit Card Processing Fees	490.67	1,264.06	719.71	.00	.00
	Miscellaneous Revenue Totals	\$490.67	\$1,264.06	\$719.71	\$0.00	\$0.00
	Department 000 - Revenue Totals	\$490.67	\$1,264.06	\$719.71	\$0.00	\$0.00
	REVENUE TOTALS	\$490.67	\$1,264.06	\$719.71	\$0.00	\$0.00
Fund 611 - Gardnerville Health & San Totals		\$490.67	\$1,264.06	\$719.71	\$0.00	\$0.00
	REVENUE TOTALS	\$490.67	\$1,264.06	\$719.71	\$0.00	\$0.00
Fund 611 - Gardnerville Health & San Totals		\$490.67	\$1,264.06	\$719.71	\$0.00	\$0.00
	Net Grand Totals	\$490.67	\$1,264.06	\$719.71	\$0.00	\$0.00
	REVENUE GRAND TOTALS	\$490.67	\$1,264.06	\$719.71	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Net Grand Totals	\$490.67	\$1,264.06	\$719.71	\$0.00	\$0.00

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Revenue Accumulated Transaction Listing

G/L Date Range 07/01/18 - 12/31/18
Include Sub Ledger Detail
Exclude Accounts with No Activity



G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
07/13/2018	611-000 360.815	JE	GL	Credit Card Processing Fees	JE #2			Balance To Date: 118.07	\$0.00
	2019-00000065			July 2018 JE #2 - G'ville Res A/R Billing July - Sept		Month July 2018 Totals	\$0.00	\$118.07	(118.07)
08/17/2018	2019-00000419	JE	GL	August 2018 JE #26 - G'ville A/R August, Adj July	JE #26			14.37	(\$118.07)
08/17/2018	2019-00000419	JE	GL	August 2018 JE #26 - G'ville A/R August, Adj July	JE #26			94.31	(132.44)
08/17/2018	2019-00000419	JE	GL	August 2018 JE #26 - G'ville A/R August, Adj July	JE #26			2.44	(226.75)
09/13/2018	2019-00000713	JE	GL	September 2018 JE #86 - G'ville A/R Billings (Sept)	JE #86			16.82	(229.19)
09/17/2018	2019-00000752	JE	GL	September 2018 JE #88 - G'ville A/R Adjustments	JE #88			35.10	(\$229.19)
09/17/2018	2019-00000752	JE	GL	September 2018 JE #88 - G'ville A/R Adjustments	JE #88			15.33	(246.01)
10/23/2018	2019-00001209	JE	GL	G'ville A/R - October 2018 Com/Res	JE #144			17.38	(281.11)
10/23/2018	2019-00001209	JE	GL	G'ville A/R - October 2018 Com/Res	JE #144			114.81	(296.44)
12/04/2018	2019-00001501	JE	GL	Gardnerville A/R Adj for September	JE #203			16.81	(\$296.44)
12/04/2018	2019-00001501	JE	GL	Gardnerville A/R Adj for September	JE #203			12.18	(313.82)
12/06/2018	2019-00001537	JE	GL	Gardnerville A/R Billings - November, December 2018	JE# 205			17.76	(428.63)
12/06/2018	2019-00001537	JE	GL	Gardnerville A/R Billings - November, December 2018	JE# 205			15.29	(\$428.63)
Month October 2018 Totals							\$0.00	\$132.19	(445.44)
Month September 2018 Totals							\$0.00	\$67.25	(457.62)
Month August 2018 Totals							\$0.00	\$111.12	(475.38)
Month December 2018 Totals							\$0.00	\$62.04	(490.67)
Account Credit Card Processing Fees Totals							\$0.00	\$490.67	(\$490.67)
Department Revenue Totals							\$0.00	\$490.67	
Fund Gardnerville Health & San Totals							\$0.00	\$490.67	
Grand Totals							\$0.00	\$490.67	

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Revenue

Accumulated Transaction Listing

G/L Date Range 07/01/17 - 07/01/18

Include Sub Ledger Detail

Exclude Accounts with No Activity



G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
611-000 360.815 Credit Card Processing Fees									
08/08/2017	2018-00000233	JE	GL	Aug. 2017 JE#29 Gardnerville JE#29 A/R Billing	JE#29			Balance To Date: 76.01	\$0.00 (76.01)
08/08/2017	2018-00000233	JE	GL	Aug. 2017 JE#29 Gardnerville JE#29 A/R Billing	JE#29			12.53	(88.54)
08/08/2017	2018-00000233	JE	GL	Aug. 2017 JE#29 Gardnerville JE#29 A/R Billing	JE#29			16.85	(105.39)
Month August 2017 Totals							\$0.00	\$105.39	(\$105.39)
09/11/2017	2018-00000504	JE	GL	Sept. 2017 JE#81 Town of Gardnerville AR	JE#81			29.45	(134.84)
09/11/2017	2018-00000504	JE	GL	Sept. 2017 JE#81 Town of Gardnerville AR	JE#81			9.00	(143.84)
Month September 2017 Totals							\$0.00	\$38.45	(\$143.84)
10/31/2017	2018-00000933	JE	GL	October 2017 JE #154 - Gville October A/R Adjustments	JE # 154			80.81	(224.65)
10/31/2017	2018-00000933	JE	GL	October 2017 JE #154 - Gville October A/R Adjustments	JE # 154			10.07	(234.72)
Month October 2017 Totals							\$0.00	\$90.88	(\$234.72)
11/02/2017	2018-00000944	JE	GL	November 2017 JE #158 - Gville Commerical AR	JE #158			13.57	(248.29)
Month November 2017 Totals							\$0.00	\$13.57	(\$248.29)
12/05/2017	2018-00001238	JE	GL	Dec.2017 JE 205 and Comm H&S adj	Dec.2017 JE 205			43.76	(292.05)
12/05/2017	2018-00001238	JE	GL	Dec.2017 JE 205 and Comm H&S adj	Dec.2017 JE 205			19.23	(311.28)
12/29/2017	2018-00001468	JE	GL	December 2017 JE #254 - Gardnerville A/R Adjustments	JE #254		1.87		(309.41)
12/29/2017	2018-00001468	JE	GL	December 2017 JE #254 - Gardnerville A/R Adjustments	JE #254			12.00	(321.41)
Month December 2017 Totals							\$1.87	\$74.99	(\$321.41)
01/24/2018	2018-00001635	JE	GL	January 2018 JE #277 - TOG A/R Sept, Oct, Nov 2017	JE #277			28.91	(350.32)
01/24/2018	2018-00001635	JE	GL	January 2018 JE #277 - TOG A/R Sept, Oct, Nov 2017	JE #277			.64	(350.96)
01/24/2018	2018-00001635	JE	GL	January 2018 JE #277 - TOG A/R Sept, Oct, Nov 2017	JE #277			33.33	(384.29)
01/24/2018	2018-00001635	JE	GL	January 2018 JE #277 - TOG A/R Sept, Oct, Nov 2017	JE #277			110.37	(494.66)
Month January 2018 Totals							\$0.00	\$173.25	(\$494.66)

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Revenue

Accumulated Transaction Listing

G/L Date Range 07/01/17 - 07/01/18

Include Sub Ledger Detail

Exclude Accounts with No Activity



G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
								Balance To Date:	\$0.00
02/08/2018	611-000	360.815	JE	Credit Card Processing Fees	JE #304			14.02	(508.68)
02/08/2018	2018-00001767		GL	February 2018 JE #304 - Gardnerville AR February	JE #304			100.78	(609.46)
02/08/2018	2018-00001767		GL	February 2018 JE #304 - Gardnerville AR February	JE #304			17.42	(626.88)
02/08/2018	2018-00001767		GL	February 2018 JE #304 - Gardnerville AR February	JE #304			28.91	(655.79)
02/14/2018	2018-00001834		GL	February 2018 JE #322 - Gardnerville AR February	JE #322			10.57	(666.36)
02/14/2018	2018-00001834		GL	February 2018 JE #322 - Gville A/R January 2018	JE #322			12.61	(678.97)
02/14/2018	2018-00001834		GL	February 2018 JE #322 - Gville A/R January 2018	JE #322			100.78	(779.75)
02/14/2018	2018-00001834		GL	February 2018 JE #322 - Gville A/R January 2018	JE #322			17.42	(797.17)
02/14/2018	2018-00001834		GL	February 2018 JE #322 - Gville A/R January 2018	JE #322			18.95	(816.12)
02/14/2018	2018-00001834		GL	February 2018 JE #322 - Gville A/R January 2018	JE #322			117.82	(933.94)
02/14/2018	2018-00001834		GL	February 2018 JE #322 - Gville A/R January 2018	JE #322			\$439.28	(\$933.94)
03/07/2018	2018-00002033		GL	March 2018 JE #360 - Gville A/R - March 2018	JE #360	February 2018 Totals	\$0.00	48.07	(982.01)
03/07/2018	2018-00002033		GL	March 2018 JE #360 - Gville A/R - March 2018	JE #360			11.32	(993.33)
03/31/2018	2018-00002361		GL	Town of Gardnerville - A/R Feb and Dec Corrections	JE #400		1.76		(991.57)
03/31/2018	2018-00002361		GL	Town of Gardnerville - A/R Feb and Dec Corrections	JE #400			11.97	(1,003.54)
04/18/2018	2018-00002528		GL	April 2018 JE #454 - TOG EOM March A/R 2018	JE #454	Month	\$1.76	\$71.36	(\$1,003.54)
04/18/2018	2018-00002528		GL	April 2018 JE #454 - TOG EOM March A/R 2018	JE #454	March 2018 Totals		10.98	(1,014.52)
04/18/2018	2018-00002529		GL	April 2018 JE #455 - TOG April A/R	JE #455			14.72	(1,029.24)
04/18/2018	2018-00002529		GL	April 2018 JE #455 - TOG April A/R	JE #455			17.23	(1,046.47)
04/30/2018	2018-00002709		GL	April 2018 JE #484 - Gville AR Corrections	JE #484			108.28	(1,154.75)
04/30/2018	2018-00002709		GL	April 2018 JE #484 - Gville AR Corrections	JE #484			28.91	(1,125.84)
04/30/2018	2018-00002709		GL	April 2018 JE #484 - Gville AR Corrections	JE #484			100.78	(1,025.06)
04/30/2018	2018-00002709		GL	April 2018 JE #484 - Gville AR Corrections	JE #484			17.42	(1,007.64)
04/30/2018	2018-00002709		GL	April 2018 JE #484 - Gville AR Corrections	JE #484	Month	\$147.11	\$151.21	(\$1,007.64)

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Revenue

Accumulated Transaction Listing

G/L Date Range 07/01/17 - 07/01/18

Include Sub Ledger Detail

Exclude Accounts with No Activity



G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
611-000 360.815 Credit Card Processing Fees									
05/07/2018	2018-00002764	JE	GL	May 2018 JE #489 G'ville Adjusting A/R April 2018	JE #489			Balance To Date: 103.01	\$0.00 (1,110.65)
05/07/2018	2018-00002764	JE	GL	May 2018 JE #489 G'ville Adjusting A/R April 2018	JE #489		8.29		(1,118.94)
Month May 2018 Totals									
							\$0.00	\$111.30	(\$1,118.94)
06/11/2018	2018-00003202	JE	GL	June 2018 JE #562 TOG A/R May & June Commercial	JE #562		17.27		(1,136.21)
06/11/2018	2018-00003202	JE	GL	June 2018 JE #562 TOG A/R May & June Commercial	JE #562		15.02		(1,151.23)
06/11/2018	2018-00003202	JE	GL	June 2018 JE #562 TOG A/R May & June Commercial	JE #562		45.67		(1,196.90)
06/11/2018	2018-00003202	JE	GL	June 2018 JE #562 TOG A/R May & June Commercial	JE #562		24.74		(1,221.64)
06/19/2018	2018-00003352	JE	RA	Deposit - 6-19-18 Valley	Collections		.74		(1,222.38)
06/30/2018	2018-00003523	JE	GL	June 2018 JE #615 - June Com A/R Billings	JE #615		16.38		(1,238.76)
06/30/2018	2018-00003524	JE	GL	June 2018 JE #616 - A/R Adjustments for Com June 2018	JE #616		10.27		(1,249.03)
06/30/2018	2018-00003525	JE	GL	June 2018 JE #617 - Gville Res A/R Adjustments	JE #617		15.03		(1,264.06)
Month June 2018 Totals									
							\$0.00	\$145.12	(\$1,264.06)
Account Credit Card Processing Fees Totals									
							\$150.74	\$1,414.80	(\$1,264.06)
Department Revenue Totals									
							\$150.74	\$1,414.80	
Fund Gardnerville Health & San Totals									
							\$150.74	\$1,414.80	
Grand Totals									

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Revenue

Accumulated Transaction Listing

G/L Date Range 07/01/16 - 07/01/17

Include Sub Ledger Detail

Exclude Accounts with No Activity



G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
								Balance To Date:	\$0.00
11/30/2016	611-000360.815	JE	GL	Credit Card Processing Fees	JE #59			8.04	(8.04)
11/30/2016	2017-00000994	JE	GL	Nov 2016 JE #59	JE #59			92.74	(100.78)
11/30/2016	2017-00000994	JE	GL	Nov 2016 JE #59	JE #59			38.16	(138.94)
					Month	November 2016 Totals	\$0.00	\$138.94	(\$138.94)
12/16/2016	2017-00001106	JE	GL	December 2016 JE#69	JE#69			1.78	(140.72)
12/16/2016	2017-00001106	JE	GL	December 2016 JE#69	JE#69			60.46	(201.18)
12/16/2016	2017-00001106	JE	GL	December 2016 JE#69	JE#69			18.74	(219.92)
12/31/2016	2017-00001210	JE	GL	December 2016 JE#72	JE#72			9.18	(229.10)
12/31/2016	2017-00001210	JE	GL	December 2016 JE#72	JE#72			5.73	(234.83)
					Month	December 2016 Totals	\$0.00	\$95.89	(\$234.83)
01/26/2017	2017-00001331	JE	GL	CORE TR #2851 1/26/17	CORE TR #2851			2.54	(237.37)
01/31/2017	2017-00001371	JE	GL	Jan. 2017 JE#78	JE#78			168.88	(406.25)
01/31/2017	2017-00001371	JE	GL	Jan. 2017 JE#78	JE#78			23.25	(429.50)
					Month	January 2017 Totals	\$0.00	\$194.67	(\$429.50)
02/07/2017	2017-00001406	JE	GL	CORE TR #2863 2/7/17	CORE TR #2863			.41	(427.37)
02/07/2017	2017-00001406	JE	GL	CORE TR #2863 2/7/17	CORE TR #2863			13.46	(440.83)
02/28/2017	2017-00001515	JE	GL	Feb 2017 JE#82	JE#82			\$13.87	(\$440.83)
					Month	February 2017 Totals	\$2.54	10.96	(451.79)
03/24/2017	2017-00001658	JE	GL	March 2017 JE#88	JE#88			\$10.96	(\$451.79)
					Month	March 2017 Totals	\$0.00	.41	(451.38)
04/17/2017	2017-00001806	JE	GL	CORE TR #2919 4/17/17	CORE TR #2919			30.10	(481.48)
04/25/2017	2017-00001877	JE	GL	April 2017 JE#96	JE#96			8.83	(490.31)
04/25/2017	2017-00001877	JE	GL	April 2017 JE#96	JE#96			20.23	(510.54)
04/25/2017	2017-00001877	JE	GL	April 2017 JE#96	JE#96			11.52	(522.06)
04/25/2017	2017-00001877	JE	GL	April 2017 JE#96	JE#96			101.08	(623.14)
04/30/2017	2017-00001930	JE	GL	April 2017 JE#101	JE#101			10.03	(633.17)
04/30/2017	2017-00001930	JE	GL	April 2017 JE#101	JE#101			\$181.79	(\$633.17)
					Month	April 2017 Totals	\$0.41	37.97	(671.14)
05/31/2017	2017-00002144	JE	GL	May 2017 JE#114	JE#114			101.00	(570.14)
05/31/2017	2017-00002144	JE	GL	May 2017 JE#114	JE#114			12.36	(582.50)
05/31/2017	2017-00002144	JE	GL	May 2017 JE#114	JE#114			\$50.33	(\$582.50)
					Month	May 2017 Totals	\$101.00		

Revenue

Accumulated Transaction Listing

G/L Date Range 07/01/16 - 07/01/17
 Include Sub Ledger Detail
 Exclude Accounts with No Activity



G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance	
06/26/2017	611-000 360.815	JE	GL	June 2017 JE#120	JE#120			Balance To Date: 12.98	\$0.00	
06/26/2017	2017-00002357	JE	GL	June 2017 JE#120	JE#120			76.76	(595.48)	
06/30/2017	2017-00002357	JE	GL	June 2017 JE#132	JE#132			7.26	(672.24)	
06/30/2017	2017-00002515	JE	GL	June 2017 JE#132	JE#132			9.68	(679.50)	
06/30/2017	2017-00002515	JE	GL	June 2017 JE#140	JE#140			14.74	(689.18)	
06/30/2017	2017-00002535	JE	GL	June 2017 JE#140	JE#140			.41	(703.92)	
06/30/2017	2017-00002535	JE	GL	June 2017 JE#140	JE#140			15.38	(704.33)	
06/30/2017	2017-00002671	JE	GL	June 2017 JE #233	JE #233				(719.71)	
							Month	\$0.00	\$137.21	(\$719.71)
							Account	\$103.95	\$823.66	(\$719.71)
							Department	\$103.95	\$823.66	
							Fund	\$103.95	\$823.66	
							Grand Totals	\$103.95	\$823.66	

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Budget Worksheet Report

Budget Year 2020



Expense

Account Description	2019 Actual Amount	2018 Actual Amount	2017 Actual Amount	2016 Actual Amount	2015 Actual Amount
Fund 611 - Gardiner ville Health & San					
EXPENSE					
Department 925 - Health & Sanitation					
Services & Supplies					
550.100 Bank Fees-Credit Card Processing					
Services & Supplies Totals	1,383.23	3,571.35	3,101.32	3,357.57	3,006.68
Department 925 - Health & Sanitation Totals	\$1,383.23	\$3,571.35	\$3,101.32	\$3,357.57	\$3,006.68
EXPENSE TOTALS	\$1,383.23	\$3,571.35	\$3,101.32	\$3,357.57	\$3,006.68
Fund 611 - Gardiner ville Health & San Totals	\$1,383.23	\$3,571.35	\$3,101.32	\$3,357.57	\$3,006.68
EXPENSE TOTALS	(\$1,383.23)	(\$3,571.35)	(\$3,101.32)	(\$3,357.57)	(\$3,006.68)
Fund 611 - Gardiner ville Health & San Totals					
Net Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REVENUE GRAND TOTALS	\$1,383.23	\$3,571.35	\$3,101.32	\$3,357.57	\$3,006.68
EXPENSE GRAND TOTALS	(\$1,383.23)	(\$3,571.35)	(\$3,101.32)	(\$3,357.57)	(\$3,006.68)
Net Grand Totals					

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Expense

Accumulated Transaction Listing

G/L Date Range 07/01/17 - 06/30/18

Include Sub Ledger Detail

Exclude Accounts with No Activity



G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 611-925 550.100 Bank Fees-Credit Card Processing									
07/03/2017	2018-00000018	JE	GL	CORE TR #2987 7/5/17 for 7/3/17	CORE TR #2987		105.96	Balance To Date:	\$0.00
07/06/2017	2018-00000025	JE	GL	CORE TR #2989 7/6/17	CORE TR #2989	Month	12.10		118.06
08/03/2017	2018-00000213	JE	GL	CORE TR #3013 8/3/17	CORE TR #3013	Month July 2017 Totals	\$118.06	\$0.00	\$118.06
09/05/2017	2018-00000461	JE	GL	CORE TR #3041 9/5/17	CORE TR #3041	Month August 2017 Totals	399.82	\$0.00	517.88
10/02/2017	2018-00000680	JE	GL	CORE TR #3065 10/2/17	CORE TR #3065	Month September 2017 Totals	\$399.82	\$0.00	\$517.88
10/03/2017	2018-00000704	JE	GL	CORE TR #3066 10/3/17	CORE TR #3066	Month	177.95		695.83
11/03/2017	2018-00000963	JE	GL	CORE TR #3095 11/3/17	CORE TR #3095	Month October 2017 Totals	\$177.95	\$0.00	\$695.83
12/04/2017	2018-00001239	JE	GL	CORE TR #3117 12/4/17	CORE TR #3117	Month November 2017 Totals	146.34		842.17
01/02/2018	2018-00001460	JE	GL	CORE TR #3140 1/2/18	CORE TR #3140	Month December 2017 Totals	12.85	\$0.00	855.02
02/06/2018	2018-00001749	JE	GL	Merchant CC Fees - Gville January	March 18-36	Month January 2018 Totals	\$159.19	\$0.00	\$855.02
02/06/2018	2018-00001750	JE	GL	Merchant CC Fees - Gville January	March 18-37	Month	378.73		1,233.75
02/06/2018	2018-00001751	JE	GL	Merchant CC Fees - Gville January	March 18-38	Month	472.52		1,706.27
03/02/2018	2018-00002048	JE	GL	Expense Journal - Merchant CC Fees - Gville Feb	March 2-5	Month February 2018 Totals	\$472.52	\$0.00	\$1,706.27
04/02/2018	2018-00002367	JE	GL	Expense Journal - Cayan CC Merchant Fees - Gville March	MS APR 2-2	Month March 2018 Totals	144.37		1,850.64
04/03/2018	2018-00002369	JE	GL	Expense Journal - Auth.net CC Fees - Gville March	MS APR 3-1	Month	\$144.37	\$0.00	\$1,850.64
05/02/2018	2018-00002744	JE	GL	EXP - Cayan & Auth.net Merchant CC Fees - Gville April	MS MAY 2-3	Month April 2018 Totals	414.34		2,264.98
							37.50		2,302.48
							24.05		2,326.53
							\$475.89	\$0.00	\$2,326.53
							222.09		2,548.62
							\$222.09	\$0.00	\$2,548.62
							165.65		2,714.27
							12.95		2,727.22
							\$178.60	\$0.00	\$2,727.22
							401.14		3,128.36

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Accumulated Transaction Listing

G/L Date Range 07/01/17 - 06/30/18
 Include Sub Ledger Detail
 Exclude Accounts with No Activity

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
05/02/2018	611-925 550.100	JE		Bank Fees-Credit Card Processing	MS MAY 2-3		24.10		\$0.00
	2018-00002744			EXP - Cayan & Auth.net Merchant CC Fees - Gville				Balance To Date:	3,152.46
05/02/2018	2018-00002744	JE		April EXP - Cayan & Auth.net Merchant CC Fees - Gville	MS MAY 2-3		29.33		3,181.79
06/04/2018	2018-00003140	JE		EXP - Merch CC Fees - May Gville and Minden	MS JUN 4-1	Month	\$454.57	\$0.00	\$3,181.79
06/04/2018	2018-00003140	JE		EXP - Merch CC Fees - May Gville and Minden	MS JUN 4-1	May 2018 Totals	17.00		3,198.79
06/04/2018	2018-00003140	JE		EXP - Merch CC Fees - May Gville and Minden	MS JUN 4-1		26.85		3,225.64
06/30/2018	2018-00003532	JE	GL	Record June Merchant CC Fees in correct fiscal year	Mardie		186.58		3,412.22
06/30/2018	2018-00003532	JE	GL	Record June Merchant CC Fees in correct fiscal year	Mardie		117.93		3,530.15
06/30/2018	2018-00003532	JE	GL	Record June Merchant CC Fees in correct fiscal year	Mardie		13.15		3,543.30
06/30/2018	2018-00003532	JE	GL	Record June Merchant CC Fees in correct fiscal year	Mardie		28.05		3,571.35

Month	June 2018 Totals	Account
	\$389.56	Bank Fees-Credit Card Processing
	\$3,571.35	Department Health & Sanitation
	\$3,571.35	Fund Gardnerville Health & San
	\$3,571.35	Grand Totals

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Accumulated Transaction Listing

G/L Date Range 07/01/16 - 06/30/17
 Include Sub Ledger Detail
 Exclude Accounts with No Activity



G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
614-925 550.100 Bank Fees-Credit Card Processing									
07/08/2016	2017-00000048	JE	GL	CORE TR #2687 7/8/2016	CORE TR #2687		144.64		\$0.00
07/12/2016	2017-00000066	JE	GL	CORE TR #2689 7/12/2016	CORE TR #2689		58.65		144.64
07/29/2016	2017-00000170	JE	GL	July 2016 JE#9	JE #241			58.65	144.64
Month July 2016 Totals							\$203.29	\$58.65	\$144.64
08/04/2016	2017-00000212	JE	GL	CORE TR #2713 8/4/2016	CORE TR #2713		370.98		515.62
08/12/2016	2017-00000271	JE	GL	CORE TR #2719 8/12/16	CORE TR #2719		85.60		601.22
08/22/2016	2017-00000322	JE	GL	CORE TR #2725 8/22/2016	CORE TR #2725		25.13		626.35
Month August 2016 Totals							\$481.71	\$0.00	\$626.35
09/08/2016	2017-00000427	JE	GL	CORE TR #2740 9/7/2016	CORE TR #2740		221.14		847.49
09/15/2016	2017-00000473	JE	GL	CORE TR #2746 9/15/2016	CORE TR #2746		62.95		910.44
09/23/2016	2017-00000517	JE	AP	A/P Invoice Entry	Accounts Payable Invoice Date 08/27/2016	Payment Type Check	13.87		924.31
Month September 2016 Totals							\$297.96	\$0.00	\$924.31
10/12/2016	2017-00000704	JE	GL	CORE TR #2768 10/12/2016	CORE TR #2768		132.81		1,057.12
10/31/2016	2017-00000818	JE	GL	CORE TR #2785 10/31/16	CORE TR #2785		16.10		1,073.22
Month October 2016 Totals							\$148.91	\$0.00	\$1,073.22
11/09/2016	2017-00000872	JE	GL	CORE TR #2793 11/9/16	CORE TR #2793		242.52		1,315.74
11/15/2016	2017-00000897	JE	GL	CORE TR #2796 11/15/16	CORE TR #2796		87.70		1,403.44
Month November 2016 Totals							\$330.22	\$0.00	\$1,403.44
12/05/2016	2017-00001048	JE	GL	CORE TR #2813 12/5/16	CORE TR #2813		185.55		1,588.99
Month December 2016 Totals							\$185.55	\$0.00	\$1,588.99
01/06/2017	2017-00001231	JE	GL	CORE TR #2839 1/6/17	CORE TR #2839		292.09		1,881.08
01/31/2017	2017-00001366	JE	GL	Jan. 2017 JE#77	JE #77		7.90		1,888.98
Month January 2017 Totals							\$299.99	\$0.00	\$1,888.98
02/03/2017	2017-00001385	JE	GL	CORE TR #2861 2/3/17	CORE TR #2861		343.10		2,232.08
Month February 2017 Totals							\$343.10	\$0.00	\$2,232.08
03/03/2017	2017-00001545	JE	GL	CORE TR #2884 3/3/17	CORE TR #2884		165.57		2,397.65
Month March 2017 Totals							\$165.57	\$0.00	\$2,397.65
04/05/2017	2017-00001752	JE	GL	CORE TR #2911 4/5/17	CORE TR #2911		123.95		2,521.60
Month April 2017 Totals							\$123.95	\$0.00	\$2,521.60
Total							\$533.77	\$533.77	\$13.87

Accumulated Transaction Listing

G/L Date Range 07/01/15 - 06/30/16
 Include Sub Ledger Detail
 Exclude Accounts with No Activity



G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
	611-925 550.100 Bank Fees-Credit Card Processing								
08/11/2015	2016-00000291	JE	GL	CORE TR #2399 8/11/2015	CORE TR #2399			Balance To Date: 83.80	\$0.00
08/13/2015	2016-00000317	JE	GL	CORE TR #2401 8/13/2015	CORE TR #2401		331.66		(83.80)
08/19/2015	2016-00000358	JE	GL	CORE TR #2405 8/19/2015	CORE TR #2405			167.60	247.86
08/31/2015	2016-00000452	JE	GL	August 2015 JE #51	JE #51		335.20		80.26
				Month August 2015 Totals			\$666.86	\$251.40	415.46
09/03/2015	2016-00000469	JE	GL	CORE TR #2420 9/3/2015	CORE TR #2420		146.80		\$415.46
09/08/2015	2016-00000473	JE	GL	CORE TR #2422 9/8/2015	CORE TR #2422		172.71		562.26
09/11/2015	2016-00000500	JE	GL	CORE TR #2425 9/11/2015	CORE TR #2425		61.40		734.97
				Month September 2015 Totals			\$380.91	\$0.00	796.37
10/06/2015	2016-00000658	JE	GL	CORE TR #2447 10/06/2015	CORE TR #2447		140.54		\$796.37
				Month October 2015 Totals			\$140.54	\$0.00	936.91
11/30/2015	2016-00000999	JE	GL	CORE TR #2493 11/30/2015	CORE TR #2493		463.73		\$936.91
				Month November 2015 Totals			\$463.73	\$0.00	1,400.64
12/21/2015	2016-00001122	JE	GL	CORE TR #2510 12/21/2015	CORE TR #2510		226.76		\$1,400.64
				Month December 2015 Totals			\$226.76	\$0.00	1,627.40
01/07/2016	2016-00001242	JE	GL	CORE TR #2525 1/7/2016	CORE TR #2525		132.40		1,759.80
01/08/2016	2016-00001243	JE	GL	CORE TR #2526 1/8/2016	CORE TR #2526		56.40		1,816.20
				Month January 2016 Totals			\$188.80	\$0.00	\$1,816.20
02/04/2016	2016-00001405	JE	GL	CORE TR #2547 2/4/2016	CORE TR #2547		363.60		2,179.80
02/11/2016	2016-00001460	JE	GL	CORE TR #2557 2/11/2016	CORE TR #2557		85.85		2,265.65
				Month February 2016 Totals			\$449.45	\$0.00	\$2,265.65
03/03/2016	2016-00001590	JE	GL	CORE TR #2575 3/3/2016	CORE TR #2575		150.96		2,416.61
03/09/2016	2016-00001619	JE	GL	CORE TR #2579 3/9/2016	CORE TR #2579		64.40		2,481.01
				Month March 2016 Totals			\$215.36	\$0.00	\$2,481.01
04/07/2016	2016-00001837	JE	GL	CORE TR #2608 4/7/2016	CORE TR #2608		124.74		2,605.75
04/08/2016	2016-00001838	JE	GL	CORE TR #2609 4/8/2016	CORE TR #2609		56.35		2,662.10
				Month April 2016 Totals			\$181.09	\$0.00	\$2,662.10
05/03/2016	2016-00001979	JE	GL	CORE TR #2631 5/3/2016	CORE TR #2631		349.95		3,012.05
05/10/2016	2016-00002017	JE	GL	CORE TR #2636 5/10/2016	CORE TR #2636		87.80		3,099.85
				Month May 2016 Totals			\$437.75	\$0.00	\$3,099.85
06/03/2016	2016-00002208	JE	GL	CORE TR #2657 6/3/2016	CORE TR #2657		138.17		3,238.02
06/09/2016	2016-00002252	JE	GL	CORE TR #2661 6/9/2016	CORE TR #2661		60.90		3,298.92

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Accumulated Transaction Listing

G/L Date Range 07/01/15 - 06/30/16

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal Number	Journal	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
06/30/2016	611-925	2016-00002444	GL	Bank Fees-Credit Card Processing	JE #241		58.65		\$0.00
				June 2016 JE #241					3,357.57
				Month	June 2016	Totals	\$257.72	\$0.00	\$3,357.57
				Account	Bank Fees-Credit Card Processing	Totals	\$3,608.97	\$251.40	\$3,357.57
					Department Health & Sanitation	Totals	\$3,608.97	\$251.40	
					Fund Gardnerville Health & San	Totals	\$3,608.97	\$251.40	
					Grand Totals		\$3,608.97	\$251.40	

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Accumulated Transaction Listing

G/L Date Range 07/01/14 - 06/30/15

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
07/31/2014	611-925 550.100	JE	GL	Bank Fees-Credit Card Processing	CORE TR #2073		159.07		\$0.00
	2015-00000111				CORE TR #2073 7/31/2014	Month July 2014 Totals	\$159.07	\$0.00	159.07
08/29/2014	2015-00000244	JE	GL	CORE TR #2099 08/29/2014	CORE TR #2099		330.00		\$159.07
					CORE TR #2232	Month August 2014 Totals	\$330.00	\$0.00	489.07
02/10/2015	2015-00001015	JE	GL	CORE TR #2232 02/10/15	CORE TR #2232		319.36		\$489.07
03/24/2015	2015-00001344	JE	GL	CORE TR #2267 3/24/15	CORE TR #2267	Month February 2015 Totals	\$319.36	\$0.00	\$808.43
03/27/2015	2015-00001386	JE	GL	CORE TR #2274 3/27/15	CORE TR #2274		159.05		967.48
03/30/2015	2015-00001387	JE	GL	CORE TR #2275 3/30/15	CORE TR #2275		.63		968.11
03/31/2015	2015-00001388	JE	GL	CORE TR #2276 3/31/15	CORE TR #2276		185.18		1,153.29
					CORE TR #2276	Month March 2015 Totals	885.29		2,038.58
04/30/2015	2015-00001603	JE	GL	CORE TR #2308 4/30/2015	CORE TR #2308		\$1,230.15	\$0.00	\$2,038.58
05/29/2015	2015-00001839	JE	GL	CORE TR #2335 5/29/2015	CORE TR #2335	Month April 2015 Totals	110.93		2,149.51
					CORE TR #2335	Month May 2015 Totals	\$110.93	\$0.00	\$2,149.51
06/30/2015	2015-00002116	JE	GL	CORE TR #2364 6/30/2015	CORE TR #2364		340.81		2,490.32
06/30/2015	2015-00002207	JE	GL	June 2015 JE #231	JE #231		\$340.81	\$0.00	\$2,490.32
06/30/2015	2015-00002220	JE	GL	June 2015 JE #243	JE #243		256.11		2,746.43
06/30/2015	2015-00002220	JE	GL	June 2015 JE #243	JE #243		62.70		2,809.13
06/30/2015	2015-00002220	JE	GL	June 2015 JE #243	JE #243		60.90		2,870.03
06/30/2015	2015-00002220	JE	GL	June 2015 JE #243	JE #243		56.65		2,926.68
06/30/2015	2015-00002220	JE	GL	June 2015 JE #243	JE #243		80.00		3,006.68
					CORE TR #2364	Month June 2015 Totals	\$516.36	\$0.00	\$3,006.68
					JE #231	Account Bank Fees-Credit Card Processing Totals	\$3,006.68	\$0.00	\$3,006.68
					JE #243	Department Health & Sanitation Totals	\$3,006.68	\$0.00	\$3,006.68
					JE #243	Fund Gardnerville Health & San Totals	\$3,006.68	\$0.00	\$3,006.68
					JE #243	Grand Totals	\$3,006.68	\$0.00	\$3,006.68

YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service _____

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Statement Period 01/01/18 - 01/31/18

AMOUNTS SUBMITTED

Date Submitted	MASTERCARD	MASTERCARD DEBIT	AMEXCT043	VISA	VISA DEBIT	Total Submitted
01/31/18	\$1,417.30	\$467.28	\$193.93	\$3,959.86	\$12,271.70	\$18,310.07
Sub Totals	\$1,417.30	\$467.28	\$193.93	\$3,959.86	\$12,271.70	\$18,310.07

Date Submitted	DISCOVER ACQ	Total Submitted
01/31/18	\$144.88	\$144.88
Sub Totals	\$144.88	\$144.88

Total **\$18,454.95**

THIRD PARTY TRANSACTIONS

Date	Description	Amount
	No Thrd Party Transactions for this Statement Period	
Total		0.00

Date	Description	Amount
	No Adjustments/Chargebacks for this Statement Period	
Total		0.00

FEES CHARGED

Date	Type	Description	Volume	Rate	Total
01/31/18	CF	MASTERCARD DISC 1	1417.30	0.00320	-4.54
01/31/18	CF	DUES & ASSESSMENTS			-1.70
		AUTHS & AVS			
01/31/18	CF	CPU GTWY	83	0.1000	-8.30
01/31/18	CF	AVS CPU-G	27	0.0500	-1.35
01/31/18	CF	INTERCHANGE			-28.36
01/31/18	CF	KILOBYTE FEE			-0.04
01/31/18	CF	BIN/ICA FEE	15	0.020000	-0.30
01/31/18	CF	LICENSE RATE	1417.30	0.0000610	-0.09
01/31/18	CF	NABU FEES	27	0.01950	-0.53
01/31/18	CF	CVC2 FEES			-0.03
01/31/18	CF	NTWK ACCESS FEE	15	0.02850	-0.43
01/31/18	CF	MC ICA AVS CARD NOT PRSNT	27	0.01000	-0.27
01/31/18	CF	MC DIGITAL ENABLEMENT	1884.68	0.00010	-0.19
01/31/18	CF	LOCATION FEE			-1.25
		MC OFLN DB			
01/31/18	CF	DISC 1	467.28	0.00320	-1.50
01/31/18	CF	DUES & ASSESSMENTS			-0.56

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YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service _____

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Statement Period 01/01/18 - 01/31/18

FEES CHARGED

Date	Type	Description	Volume	Rate	Total
01/31/18	CF	INTERCHANGE			-3.00
01/31/18	CF	BIN/ICA FEE	8	0.020000	-0.16
01/31/18	CF	LICENSE RATE	467.28	0.0000610	-0.03
01/31/18	CF	NTWK ACCESS FEE	8	0.02850	-0.23
01/31/18	CF	AMEXCT043 DISC 1	193.93	0.00200	-0.39
01/31/18	CF	AUTHS & AVS CPU GTWY	3	0.1000	-0.30
01/31/18	CF	AVS CPU-G	3	0.0500	-0.15
01/31/18	CF	INTERCHANGE			-4.18
01/31/18	CF	NETWORK FEE	193.93	0.00150	-0.29
01/31/18	CF	NTWK ACCESS FEE	3	0.02850	-0.09
01/31/18	CF	VISA DISC 1	3969.86	0.00320	-12.67
01/31/18	CF	AUTHS & AVS CPU GTWY	61	0.1000	-6.10
01/31/18	CF	AVS CPU-G	61	0.0500	-3.05
01/31/18	CF	INTERCHANGE			-82.85
01/31/18	CF	ACQR PROCESSOR FEES	61	0.01950	-1.19
01/31/18	CF	FIXED NETWORK CNP FEE	2		-15.00
01/31/18	CF	BIN/ICA FEE	59	0.020000	-1.18
01/31/18	CF	NTWK ACCESS FEE	59	0.02850	-1.68
01/31/18	CF	CR DUES AND ASSESS	3959.86	0.00130	-5.15
01/31/18	CF	FILE TRANSMISSION FEE			-0.38
01/31/18	CF	VS OFLN DB DISC 1	12271.70	0.00320	-39.27
01/31/18	CF	AUTHS & AVS CPU GTWY	172	0.1000	-17.20
01/31/18	CF	AVS CPU-G	172	0.0500	-8.60
01/31/18	CF	INTERCHANGE			-92.63
01/31/18	CF	ACQR PROCESSOR FEES	172	0.01650	-2.87
01/31/18	CF	BIN/ICA FEE	152	0.020000	-3.04
01/31/18	CF	NTWK ACCESS FEE	152	0.02850	-4.33
01/31/18	CF	DB DUES AND ASSESS	12271.70	0.00130	-15.95
01/31/18	CF	DCVR ACQ DISC 1	144.88	0.00320	-0.46
01/31/18	CF	DUES & ASSESSMENTS			-0.19
01/31/18	CF	AUTHS & AVS CPU GTWY	3	0.1000	-0.30
01/31/18	CF	AVS CPU-G	3	0.0500	-0.15
01/31/18	CF	INTERCHANGE			-2.25
01/31/18	CF	DSCV DATA USAGE FEE	3	0.01950	-0.06
01/31/18	CF	NTWK ACCESS FEE	3	0.02850	-0.09
01/31/18	MISC	Total Card Fees BATCH HEADER	28	0.1000	-2.80

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YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service _____

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Statement Period 01/01/18 - 01/31/18

FEES CHARGED

Date	Type	Description	Volume	Rate	Total
01/31/18	MISC	MONTHLY SVC FEE			-4.95
01/31/18	MISC	SECURITY PLUS			-14.95
01/31/18	MISC	MYADVANTAGEPORTAL			-6.95
Total Miscellaneous Fees					-29.65
Total (Miscellaneous Fees and Card Fees)					-\$414.34

Fee Type Legend

MISC = Miscellaneous Fees
 CF = Card Fees

INTERCHANGE CHARGES			Interchange Cost			Total
Product/Description	Sales Total	Number of Transactions	Rate	Cost Per Transaction	Sub Total	Interchange Charges
MASTERCARD						
CORP PROD STD	701.92	4	0.0295	0.10	-21.11	
UTILITIES CREDIT	134.25	2	0.0000	0.65	-1.30	
UTILITIES WC	327.96	5	0.0000	0.65	-3.25	
WCELITE UTILITY	59.46	1	0.0000	0.75	-0.75	
ENHANCED UTILITY	193.71	3	0.0000	0.65	-1.95	
MASTERCARD TOTAL	1,417.30	15				-28.36
MASTERCARD DEBIT						
UTILITIES DEBIT	175.23	3	0.0000	0.45	-1.35	
UTILPREPAIDBTC	58.41	1	0.0000	0.65	-0.65	
REGDB UTILITYLF	233.64	4	0.0005	0.22	-1.00	
MASTERCARD DEBIT TOTAL	467.28	8				-3.00
AMEXCT043						
MOTONS1	193.93	3	0.0200	0.10	-4.17	
AMEXCT043 TOTAL	193.93	3				-4.17
VISA						
CPS MAIL PHONE	178.60	3	0.0160	0.10	-3.51	
CPS REWARDS 2	1,608.59	25	0.0195	0.10	-33.86	
US BUS TR1 CNP	106.66	2	0.0225	0.10	-2.59	
US VSP CNP	1,781.90	27	0.0240	0.10	-45.46	
US BUS TR2 CNP	224.65	1	0.0245	0.15	-5.65	
US BUS TR3 CNP	59.46	1	0.0260	0.20	-1.74	
VISA TOTAL	3,959.86	59				-92.81

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YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service _____

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 Statement Period 01/01/18 - 01/31/18

INTERCHANGE CHARGES						
Product/Description	Sales Total	Number of Transactions	Interchange Cost Rate	Cost Per Transaction	Sub Total	Total Interchange Charges
VISA DEBIT						
CPS CARD NP DB	3,132.06	39	0.0165	0.15	-57.52	
CPS CNP PP	199.85	1	0.0175	0.20	-3.69	
USREGULATED CNP	7,282.01	97	0.0005	0.22	-24.98	
US BUS CNP DB	105.20	2	0.0245	0.10	-2.77	
REG BUS CNP DB	1,552.58	13	0.0005	0.22	-3.63	
VISA DEBIT TOTAL	12,271.70	152				-92.59
DISCOVER ACQ						
UTILITRW	144.88	3	0.0000	0.75	-2.25	
DISCOVER ACQ TOTAL	144.88	3				2.25
Total	18,454.95	240				-223.18

TAX GROSS REPORTABLE SALES BY TIN

Total dollar amount of aggregate reportable payment card transactions funded and third party network transactions, for each participating payee, without regard to any adjustments for credits, cash equivalents, discount amount, fees, refunded amounts, or any other amounts per respective tax identification number.

Month	Description	Total
JAN	Gross Reportable Sales - TIN XXXXX0031	\$18,454.95
	2018 YTD Gross Reportable Sales	\$18,454.95

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YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430

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1,9853%

Statement Period 04/01/17 - 04/30/17

SUMMARY BY CARD TYPE

(Total Sales You Submitted - Refunds = Total Amount You Submitted)

Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted	
		Items	Amount	Items	Amount	Amount	
MASTERCARD	\$81.24	20	\$1,624.75	0	0.00	\$1,624.75	
AMEXCT043	\$67.13	2	\$134.25	0	0.00	\$134.25	
VISA	\$71.97	47	\$3,382.62	0	0.00	\$3,382.62	
VISA DEBIT	\$75.43	166	\$12,522.11	0	0.00	\$12,522.11	
Total		235	\$17,663.73	0	0.00	\$17,663.73	

AMOUNTS FUNDED BY BATCH

(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded

Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
04/02/17	98009241658	\$184.26	0.00	0.00	0.00	\$184.26
04/04/17	98009441730	\$327.67	0.00	0.00	0.00	\$327.67
04/05/17	98009541914	\$452.08	0.00	0.00	0.00	\$452.08
04/06/17	98009641015	\$142.14	0.00	0.00	0.00	\$142.14
04/07/17	98009741999	\$727.78	0.00	0.00	0.00	\$727.78
04/09/17	98009941632	\$572.83	0.00	0.00	0.00	\$572.83
04/09/17	98009941633	\$237.96	0.00	0.00	0.00	\$237.96
04/10/17	98010041334	\$58.41	0.00	0.00	0.00	\$58.41
04/11/17	98010141699	\$6,318.34	0.00	0.00	0.00	\$6,318.34
04/12/17	98010241858	\$1,017.13	0.00	0.00	0.00	\$1,017.13
04/13/17	98010341767	\$442.10	0.00	0.00	0.00	\$442.10
04/14/17	98010441051	\$494.85	0.00	0.00	0.00	\$494.85
04/16/17	98010641288	\$434.18	0.00	0.00	0.00	\$434.18
04/16/17	98010641289	\$23.31	0.00	0.00	0.00	\$23.31
04/17/17	98010741913	\$58.41	0.00	0.00	0.00	\$58.41
04/18/17	98010841499	\$617.79	0.00	0.00	0.00	\$617.79
04/19/17	98010941903	\$239.21	0.00	0.00	0.00	\$239.21
04/20/17	98011041857	\$118.29	0.00	0.00	0.00	\$118.29
04/21/17	98011141075	\$119.36	0.00	0.00	0.00	\$119.36
04/23/17	98011341488	\$583.70	0.00	0.00	0.00	\$583.70
04/23/17	98011341489	\$249.73	0.00	0.00	0.00	\$249.73
04/24/17	98011441273	\$58.41	0.00	0.00	0.00	\$58.41
04/25/17	98011541580	\$699.84	0.00	0.00	0.00	\$699.84
04/26/17	98011641956	\$1,061.28	0.00	0.00	0.00	\$1,061.28
04/27/17	98011741737	\$1,028.84	0.00	0.00	0.00	\$1,028.84
04/28/17	98011841648	\$470.71	0.00	0.00	0.00	\$470.71
04/30/17	98012041486	\$792.21	0.00	0.00	0.00	\$792.21
04/30/17	98012041487	\$132.91	0.00	0.00	0.00	\$132.91
	Month End Charge	0.00	0.00	0.00	-\$350.67	-\$350.67
Total		\$17,663.73	0.00	0.00	-\$350.67	\$17,313.06

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YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430

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2.7231%

Statement Period 05/01/17 - 05/31/17

SUMMARY BY CARD TYPE

(Total Sales You Submitted - Refunds = Total Amount You Submitted)

Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted	
		Items	Amount	Items	Amount	Amount	
MASTERCARD	\$115.78	5	\$578.90	0	0.00	\$578.90	
AMEXCT043	\$156.85	1	\$156.85	0	0.00	\$156.85	
VISA	\$58.80	11	\$646.75	0	0.00	\$646.75	
VISA DEBIT	\$76.84	38	\$2,919.89	0	0.00	\$2,919.89	
Total		55	\$4,302.39	0	0.00	\$4,302.39	

AMOUNTS FUNDED BY BATCH

(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded

Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
05/01/17	98012141242	\$156.41	0.00	0.00	0.00	\$156.41
05/02/17	98012241819	\$493.45	0.00	0.00	0.00	\$493.45
05/03/17	98012341915	\$314.00	0.00	0.00	0.00	\$314.00
05/04/17	98012441916	\$235.49	0.00	0.00	0.00	\$235.49
05/05/17	98012541720	\$558.55	0.00	0.00	0.00	\$558.55
05/07/17	98012741495	\$258.04	0.00	0.00	0.00	\$258.04
05/09/17	98012941743	\$60.67	0.00	0.00	0.00	\$60.67
05/10/17	98013041835	\$91.77	0.00	0.00	0.00	\$91.77
05/11/17	98013141953	\$773.43	0.00	0.00	0.00	\$773.43
05/14/17	98013441431	\$63.67	0.00	0.00	0.00	\$63.67
05/14/17	98013441432	\$74.79	0.00	0.00	0.00	\$74.79
05/16/17	98013641696	\$197.67	0.00	0.00	0.00	\$197.67
05/18/17	98013841827	\$23.63	0.00	0.00	0.00	\$23.63
05/19/17	98013941916	\$179.30	0.00	0.00	0.00	\$179.30
05/21/17	98014141562	\$59.46	0.00	0.00	0.00	\$59.46
05/21/17	98014141563	\$92.51	0.00	0.00	0.00	\$92.51
05/23/17	98014341538	\$354.98	0.00	0.00	0.00	\$354.98
05/24/17	98014441849	\$156.85	0.00	0.00	0.00	\$156.85
05/25/17	98014541759	\$106.66	0.00	0.00	0.00	\$106.66
05/26/17	98014641990	\$51.06	0.00	0.00	0.00	\$51.06
	Month End Charge	0.00	0.00	0.00	-\$117.16	-\$117.16
Total		\$4,302.39	0.00	0.00	-\$117.16	\$4,185.23

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YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430 _____

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2,9034%

Statement Period 06/01/17 - 06/30/17

SUMMARY BY CARD TYPE

(Total Sales You Submitted - Refunds = Total Amount You Submitted)

Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted	
		Items	Amount	Items	Amount		Amount
MASTERCARD	\$199.78	2	\$399.56	0	0.00		\$399.56
AMEXCT043	\$59.46	1	\$59.46	0	0.00		\$59.46
VISA	\$55.24	4	\$220.97	0	0.00		\$220.97
VISA DEBIT	\$100.26	20	\$2,005.15	0	0.00		\$2,005.15
Total		27	\$2,685.14	0	0.00		\$2,685.14

AMOUNTS FUNDED BY BATCH

(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded

Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
06/04/17	98015541522	\$73.45	0.00	0.00	0.00	\$73.45
06/07/17	98015841859	\$204.81	0.00	0.00	0.00	\$204.81
06/08/17	98015941877	\$150.08	0.00	0.00	0.00	\$150.08
06/09/17	98016041964	\$73.45	0.00	0.00	0.00	\$73.45
06/11/17	98016241449	\$972.95	0.00	0.00	0.00	\$972.95
06/13/17	98016441577	\$153.96	0.00	0.00	0.00	\$153.96
06/20/17	98017141528	\$216.55	0.00	0.00	0.00	\$216.55
06/25/17	98017641352	\$390.06	0.00	0.00	0.00	\$390.06
06/25/17	98017641353	\$92.51	0.00	0.00	0.00	\$92.51
06/28/17	98017941826	\$128.29	0.00	0.00	0.00	\$128.29
06/29/17	98018041804	\$229.03	0.00	0.00	0.00	\$229.03
	Month End Charge	0.00	0.00	0.00	-\$77.96	-\$77.96
Total		\$2,685.14	0.00	0.00	-\$77.96	\$2,607.18

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2.1997%

YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430 _____

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 Statement Period 07/01/17 - 07/31/17

SUMMARY BY CARD TYPE		(Total Sales You Submitted - Refunds = Total Amount You Submitted)				
Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted
		Items	Amount	Items	Amount	Amount
MASTERCARD	\$85.38	21	\$1,793.05	0	0.00	\$1,793.05
AMEXCT043	\$67.13	2	\$134.25	0	0.00	\$134.25
VISA	\$62.62	52	\$3,256.13	0	0.00	\$3,256.13
VISA DEBIT	\$69.24	146	\$10,109.43	0	0.00	\$10,109.43
Total		221	\$15,292.86	0	0.00	\$15,292.86

AMOUNTS FUNDED BY BATCH		(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded				
Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
07/02/17	98018341380	\$139.20	0.00	0.00	0.00	\$139.20
07/04/17	98018541259	\$73.45	0.00	0.00	0.00	\$73.45
07/06/17	98018741708	\$83.00	0.00	0.00	0.00	\$83.00
07/07/17	98018841909	\$181.26	0.00	0.00	0.00	\$181.26
07/09/17	98019041391	\$829.01	0.00	0.00	0.00	\$829.01
07/10/17	98019141481	\$59.46	0.00	0.00	0.00	\$59.46
07/11/17	98019241590	\$7,158.24	0.00	0.00	0.00	\$7,158.24
07/12/17	98019341884	\$348.12	0.00	0.00	0.00	\$348.12
07/13/17	98019441815	\$294.15	0.00	0.00	0.00	\$294.15
07/14/17	98019541949	\$134.25	0.00	0.00	0.00	\$134.25
07/16/17	98019741348	\$296.11	0.00	0.00	0.00	\$296.11
07/16/17	98019741349	\$59.46	0.00	0.00	0.00	\$59.46
07/17/17	98019841400	\$131.86	0.00	0.00	0.00	\$131.86
07/18/17	98019941532	\$329.13	0.00	0.00	0.00	\$329.13
07/19/17	98020041896	\$175.23	0.00	0.00	0.00	\$175.23
07/20/17	98020141773	\$365.50	0.00	0.00	0.00	\$365.50
07/21/17	98020241857	\$382.64	0.00	0.00	0.00	\$382.64
07/23/17	98020441305	\$1,150.98	0.00	0.00	0.00	\$1,150.98
07/24/17	98020541930	\$59.46	0.00	0.00	0.00	\$59.46
07/25/17	98020641330	\$981.28	0.00	0.00	0.00	\$981.28
07/26/17	98020741868	\$182.79	0.00	0.00	0.00	\$182.79
07/27/17	98020841770	\$503.46	0.00	0.00	0.00	\$503.46
07/28/17	98020941867	\$416.54	0.00	0.00	0.00	\$416.54
07/30/17	98021141790	\$752.97	0.00	0.00	0.00	\$752.97
07/30/17	98021141791	\$205.31	0.00	0.00	0.00	\$205.31
	Month End Charge	0.00	0.00	0.00	-\$336.39	-\$336.39
Total		\$15,292.86	0.00	0.00	-\$336.39	\$14,956.47

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YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430

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2,5556%

Statement Period 08/01/17 - 08/31/17

SUMMARY BY CARD TYPE

(Total Sales You Submitted - Refunds = Total Amount You Submitted)

Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted	
		Items	Amount	Items	Amount	Amount	
MASTERCARD	\$110.73	6	\$664.37	0	0.00	\$664.37	
VISA	\$74.73	6	\$448.40	0	0.00	\$448.40	
VISA DEBIT	\$73.37	50	\$3,668.45	0	0.00	\$3,668.45	
Total		62	\$4,781.22	0	0.00	\$4,781.22	

AMOUNTS FUNDED BY BATCH

(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded

Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
08/01/17	98021341573	\$625.21	0.00	0.00	0.00	\$625.21
08/02/17	98021441976	\$406.91	0.00	0.00	0.00	\$406.91
08/03/17	98021541752	\$313.96	0.00	0.00	0.00	\$313.96
08/04/17	98021641842	\$224.54	0.00	0.00	0.00	\$224.54
08/06/17	98021841469	\$377.53	0.00	0.00	0.00	\$377.53
08/06/17	98021841470	\$74.79	0.00	0.00	0.00	\$74.79
08/08/17	98022041540	\$163.21	0.00	0.00	0.00	\$163.21
08/10/17	98022241736	\$263.17	0.00	0.00	0.00	\$263.17
08/11/17	98022341867	\$122.39	0.00	0.00	0.00	\$122.39
08/13/17	98022541206	\$68.64	0.00	0.00	0.00	\$68.64
08/15/17	98022741480	\$188.22	0.00	0.00	0.00	\$188.22
08/16/17	98022841755	\$213.44	0.00	0.00	0.00	\$213.44
08/18/17	98023041746	\$73.45	0.00	0.00	0.00	\$73.45
08/20/17	98023241331	\$78.47	0.00	0.00	0.00	\$78.47
08/21/17	98023341900	\$73.45	0.00	0.00	0.00	\$73.45
08/22/17	98023441408	\$153.79	0.00	0.00	0.00	\$153.79
08/23/17	98023541600	\$223.61	0.00	0.00	0.00	\$223.61
08/24/17	98023641759	\$73.45	0.00	0.00	0.00	\$73.45
08/25/17	98023741845	\$297.56	0.00	0.00	0.00	\$297.56
08/27/17	98023941298	\$271.70	0.00	0.00	0.00	\$271.70
08/29/17	98024141382	\$468.41	0.00	0.00	0.00	\$468.41
08/31/17	98024341677	\$25.32	0.00	0.00	0.00	\$25.32
	Month End Charge	0.00	0.00	0.00	-\$122.19	-\$122.19
Total		\$4,781.22	0.00	0.00	-\$122.19	\$4,659.03

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YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430

Page 3 of 8

2.9637%
 Statement Period 09/01/17 - 09/30/17

SUMMARY BY CARD TYPE		(Total Sales You Submitted - Refunds = Total Amount You Submitted)				
Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted
		Items	Amount	Items	Amount	Amount
MASTERCARD	\$346.38	4	\$1,385.52	0	0.00	\$1,385.52
VISA	\$54.55	8	\$436.37	0	0.00	\$436.37
VISA DEBIT	\$81.85	27	\$2,209.92	0	0.00	\$2,209.92
Total		39	\$4,031.81	0	0.00	\$4,031.81

AMOUNTS FUNDED BY BATCH		(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded				
Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
09/03/17	98024641149	\$161.54	0.00	0.00	0.00	\$161.54
09/06/17	98024941731	\$25.32	0.00	0.00	0.00	\$25.32
09/07/17	98025041624	\$121.95	0.00	0.00	0.00	\$121.95
09/10/17	98025341017	\$211.58	0.00	0.00	0.00	\$211.58
09/12/17	98025541131	\$1,830.50	0.00	0.00	0.00	\$1,830.50
09/13/17	98025641420	\$59.46	0.00	0.00	0.00	\$59.46
09/15/17	98025841590	\$58.41	0.00	0.00	0.00	\$58.41
09/17/17	98026041237	\$175.71	0.00	0.00	0.00	\$175.71
09/19/17	98026241360	\$323.89	0.00	0.00	0.00	\$323.89
09/20/17	98026341583	\$244.92	0.00	0.00	0.00	\$244.92
09/21/17	98026441596	\$255.18	0.00	0.00	0.00	\$255.18
09/22/17	98026541717	\$200.00	0.00	0.00	0.00	\$200.00
09/24/17	98026741202	\$58.41	0.00	0.00	0.00	\$58.41
09/24/17	98026741203	\$81.38	0.00	0.00	0.00	\$81.38
09/26/17	98026941422	\$172.50	0.00	0.00	0.00	\$172.50
09/27/17	98027041527	\$25.32	0.00	0.00	0.00	\$25.32
09/28/17	98027141653	\$25.74	0.00	0.00	0.00	\$25.74
	Month End Charge	0.00	0.00	0.00	-\$119.49	-\$119.49
Total		\$4,031.81	0.00	0.00	-\$119.49	\$3,912.32

10-27

YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430

Page 3 of 7 2,1966%
 Statement Period 10/01/17 - 10/31/17

SUMMARY BY CARD TYPE		(Total Sales You Submitted - Refunds = Total Amount You Submitted)				
Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted
		Items	Amount	Items	Amount	Amount
MASTERCARD	\$77.45	26	\$2,013.80	0	0.00	\$2,013.80
AMEXCT043	\$64.57	3	\$193.71	0	0.00	\$193.71
VISA	\$63.91	57	\$3,642.84	0	0.00	\$3,642.84
VISA DEBIT	\$70.41	124	\$8,730.69	0	0.00	\$8,730.69
DISCOVER ACQ	\$59.46	1	\$59.46	0	0.00	\$59.46
Total		211	\$14,640.50	0	0.00	\$14,640.50

AMOUNTS FUNDED BY BATCH		(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded				
Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
10/02/17	98027541409	\$92.51	0.00	0.00	0.00	\$92.51
10/04/17	98027741626	\$122.39	0.00	0.00	0.00	\$122.39
10/05/17	98027841668	\$362.29	0.00	0.00	0.00	\$362.29
10/06/17	98027941684	\$1,014.40	0.00	0.00	0.00	\$1,014.40
10/08/17	98028141144	\$229.01	0.00	0.00	0.00	\$229.01
10/10/17	98028341143	\$389.05	0.00	0.00	0.00	\$389.05
10/11/17	98028441567	\$7,734.87	0.00	0.00	0.00	\$7,734.87
10/13/17	98028641695	\$142.14	0.00	0.00	0.00	\$142.14
10/15/17	98028841272	\$711.16	0.00	0.00	0.00	\$711.16
10/15/17	98028841273	\$117.87	0.00	0.00	0.00	\$117.87
10/16/17	98028941160	\$59.46	0.00	0.00	0.00	\$59.46
10/17/17	98029041381	\$316.92	0.00	0.00	0.00	\$316.92
10/18/17	98029141564	\$237.84	0.00	0.00	0.00	\$237.84
10/19/17	98029241637	\$170.43	0.00	0.00	0.00	\$170.43
10/20/17	98029341599	\$285.49	0.00	0.00	0.00	\$285.49
10/22/17	98029541128	\$520.59	0.00	0.00	0.00	\$520.59
10/22/17	98029541129	\$74.79	0.00	0.00	0.00	\$74.79
10/24/17	98029741198	\$199.97	0.00	0.00	0.00	\$199.97
10/25/17	98029841456	\$269.29	0.00	0.00	0.00	\$269.29
10/26/17	98029941417	\$252.12	0.00	0.00	0.00	\$252.12
10/27/17	98030041630	\$164.02	0.00	0.00	0.00	\$164.02
10/29/17	98030241876	\$82.77	0.00	0.00	0.00	\$82.77
10/29/17	98030241877	\$216.39	0.00	0.00	0.00	\$216.39
10/31/17	98030441315	\$874.73	0.00	0.00	0.00	\$874.73
	Month End Charge	0.00	0.00	0.00	-\$321.60	-\$321.60
Total		\$14,640.50	0.00	0.00	-\$321.60	\$14,318.90

10-28

YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430

Page 3 of 7 4.6248%
 Statement Period 11/01/17 - 11/30/17

SUMMARY BY CARD TYPE		(Total Sales You Submitted - Refunds = Total Amount You Submitted)				
Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted
		Items	Amount	Items	Amount	Amount
MASTERCARD	\$121.84	7	\$852.91	0	0.00	\$852.91
VISA	\$57.45	11	\$631.90	0	0.00	\$631.90
VISA DEBIT	\$76.89	61	\$4,690.56	0	0.00	\$4,690.56
Total		79	\$6,175.37	0	0.00	\$6,175.37

AMOUNTS FUNDED BY BATCH		(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded				
Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
11/01/17	98030541294	\$621.09	0.00	0.00	0.00	\$621.09
11/02/17	98030641653	\$481.74	0.00	0.00	0.00	\$481.74
11/03/17	98030741704	\$445.54	0.00	0.00	0.00	\$445.54
11/05/17	98030941075	\$400.65	0.00	0.00	0.00	\$400.65
11/05/17	98030941076	\$73.45	0.00	0.00	0.00	\$73.45
11/06/17	98031041391	\$59.46	0.00	0.00	0.00	\$59.46
11/07/17	98031141355	\$459.91	0.00	0.00	0.00	\$459.91
11/09/17	98031341844	\$180.84	0.00	0.00	0.00	\$180.84
11/10/17	98031441707	\$66.61	0.00	0.00	0.00	\$66.61
11/12/17	98031641845	\$260.35	0.00	0.00	0.00	\$260.35
11/13/17	98031741975	\$74.79	0.00	0.00	0.00	\$74.79
11/14/17	98031841241	\$1,133.93	0.00	0.00	0.00	\$1,133.93
11/15/17	98031941415	\$175.23	0.00	0.00	0.00	\$175.23
11/16/17	98032041632	\$94.20	0.00	0.00	0.00	\$94.20
11/17/17	98032141665	\$345.18	0.00	0.00	0.00	\$345.18
11/19/17	98032341970	\$679.78	0.00	0.00	0.00	\$679.78
11/21/17	98032541329	\$100.53	0.00	0.00	0.00	\$100.53
11/22/17	98032641609	\$142.56	0.00	0.00	0.00	\$142.56
11/23/17	98032741952	\$178.23	0.00	0.00	0.00	\$178.23
11/28/17	98033241282	\$201.30	0.00	0.00	0.00	\$201.30
	Month End Charge	0.00	0.00	0.00	-\$285.60	-\$285.60
Total		\$6,175.37	0.00	0.00	-\$285.60	\$5,889.77

10-29

3.1273%

YOUR CARD PROCESSING STATEMENT

Merchant Number
 Customer Service 1-800-528-8430

Page 3 of 6
 Statement Period 12/01/17 - 12/31/17

SUMMARY BY CARD TYPE		(Total Sales You Submitted - Refunds = Total Amount You Submitted)				
Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted
		Items	Amount	Items	Amount	Amount
MASTERCARD	\$390.74	2	\$781.47	0	0.00	\$781.47
VISA	\$50.20	8	\$401.61	0	0.00	\$401.61
VISA DEBIT	\$99.92	21	\$2,098.34	0	0.00	\$2,098.34
Total		31	\$3,281.42	0	0.00	\$3,281.42

AMOUNTS FUNDED BY BATCH		(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded				
Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
12/01/17	98033541648	\$51.29	0.00	0.00	0.00	\$51.29
12/03/17	98033741042	\$50.39	0.00	0.00	0.00	\$50.39
12/04/17	98033841555	\$92.51	0.00	0.00	0.00	\$92.51
12/07/17	98034141557	\$179.75	0.00	0.00	0.00	\$179.75
12/11/17	98034541209	\$117.71	0.00	0.00	0.00	\$117.71
12/12/17	98034641275	\$1,268.83	0.00	0.00	0.00	\$1,268.83
12/14/17	98034841494	\$61.50	0.00	0.00	0.00	\$61.50
12/18/17	98035241335	\$117.71	0.00	0.00	0.00	\$117.71
12/20/17	98035441336	\$144.70	0.00	0.00	0.00	\$144.70
12/21/17	98035541505	\$48.73	0.00	0.00	0.00	\$48.73
12/25/17	98035941584	\$101.73	0.00	0.00	0.00	\$101.73
12/27/17	98036141305	\$332.57	0.00	0.00	0.00	\$332.57
12/28/17	98036241941	\$122.82	0.00	0.00	0.00	\$122.82
12/29/17	98036341059	\$199.36	0.00	0.00	0.00	\$199.36
12/31/17	98036541239	\$391.82	0.00	0.00	0.00	\$391.82
	Month End Charge	0.00	0.00	0.00	-\$102.62	-\$102.62
Total		\$3,281.42	0.00	0.00	-\$102.62	\$3,178.80

10-30

2.2451%

YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430

Page 3 of 7
 Statement Period 01/01/18 - 01/31/18

SUMMARY BY CARD TYPE		(Total Sales You Submitted - Refunds = Total Amount You Submitted)				
Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted
		Items	Amount	Items	Amount	Amount
MASTERCARD	\$94.49	15	\$1,417.30	0	0.00	\$1,417.30
MASTERCARD DEBIT	\$58.41	8	\$467.28	0	0.00	\$467.28
AMEXCT043	\$64.64	3	\$193.93	0	0.00	\$193.93
VISA	\$67.12	59	\$3,959.86	0	0.00	\$3,959.86
VISA DEBIT	\$80.73	152	\$12,271.70	0	0.00	\$12,271.70
DISCOVER ACQ	\$48.29	3	\$144.88	0	0.00	\$144.88
Total		240	\$18,454.95	0	0.00	\$18,454.95

AMOUNTS FUNDED BY BATCH		(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded				
Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
01/03/18	98000341127	\$704.70	0.00	0.00	0.00	\$704.70
01/04/18	98000441339	\$122.39	0.00	0.00	0.00	\$122.39
01/05/18	98000541098	\$100.53	0.00	0.00	0.00	\$100.53
01/07/18	98000741594	\$788.98	0.00	0.00	0.00	\$788.98
01/07/18	98000741595	\$177.33	0.00	0.00	0.00	\$177.33
01/08/18	98000841049	\$59.46	0.00	0.00	0.00	\$59.46
01/09/18	98000941157	\$505.26	0.00	0.00	0.00	\$505.26
01/10/18	98001041309	\$381.59	0.00	0.00	0.00	\$381.59
01/11/18	98001141386	\$8,129.49	0.00	0.00	0.00	\$8,129.49
01/12/18	98001241522	\$498.05	0.00	0.00	0.00	\$498.05
01/14/18	98001441601	\$843.05	0.00	0.00	0.00	\$843.05
01/14/18	98001441602	\$116.82	0.00	0.00	0.00	\$116.82
01/15/18	98001541020	\$132.91	0.00	0.00	0.00	\$132.91
01/16/18	98001641970	\$59.46	0.00	0.00	0.00	\$59.46
01/17/18	98001741139	\$410.23	0.00	0.00	0.00	\$410.23
01/18/18	98001841076	\$262.53	0.00	0.00	0.00	\$262.53
01/19/18	98001941376	\$265.82	0.00	0.00	0.00	\$265.82
01/21/18	98002141732	\$439.57	0.00	0.00	0.00	\$439.57
01/21/18	98002141733	\$49.55	0.00	0.00	0.00	\$49.55
01/22/18	98002241131	\$74.79	0.00	0.00	0.00	\$74.79
01/23/18	98002341107	\$619.95	0.00	0.00	0.00	\$619.95
01/24/18	98002441299	\$542.66	0.00	0.00	0.00	\$542.66
01/25/18	98002541345	\$327.32	0.00	0.00	0.00	\$327.32
01/26/18	98002641435	\$829.52	0.00	0.00	0.00	\$829.52
01/28/18	98002841768	\$712.54	0.00	0.00	0.00	\$712.54
01/28/18	98002841769	\$177.33	0.00	0.00	0.00	\$177.33
01/30/18	98003041187	\$874.44	0.00	0.00	0.00	\$874.44
01/31/18	98003141366	\$248.68	0.00	0.00	0.00	\$248.68
	Month End Charge	0.00	0.00	0.00	-\$414.34	-\$414.34
Total		\$18,454.95	0.00	0.00	-\$414.34	\$18,040.61

10-31

2.3265%

YOUR CARD PROCESSING STATEMENT

Merchant Number _____
 Customer Service 1-800-528-8430

Page 4 of 7
 Statement Period 02/01/18 - 02/28/18

SUMMARY BY CARD TYPE

(Total Sales You Submitted - Refunds = Total Amount You Submitted)

Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted	
		Items	Amount	Items	Amount	Amount	
MASTERCARD	\$199.79	2	\$399.57	0	0.00	\$399.57	
MASTERCARD DEBIT	\$63.84	6	\$383.05	0	0.00	\$383.05	
VISA	\$115.85	13	\$1,506.01	0	0.00	\$1,506.01	
VISA DEBIT	\$82.89	65	\$5,387.80	0	0.00	\$5,387.80	
Total		86	\$7,676.43	0	0.00	\$7,676.43	

AMOUNTS FUNDED BY BATCH

(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded

Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
02/01/18	98003241447	\$1,007.23	0.00	0.00	0.00	\$1,007.23
02/02/18	98003341662	\$622.27	0.00	0.00	0.00	\$622.27
02/04/18	98003541847	\$390.97	0.00	0.00	0.00	\$390.97
02/04/18	98003541848	\$220.74	0.00	0.00	0.00	\$220.74
02/06/18	98003741285	\$344.64	0.00	0.00	0.00	\$344.64
02/07/18	98003841273	\$602.89	0.00	0.00	0.00	\$602.89
02/08/18	98003941228	\$395.22	0.00	0.00	0.00	\$395.22
02/09/18	98004041465	\$117.87	0.00	0.00	0.00	\$117.87
02/11/18	98004241625	\$335.43	0.00	0.00	0.00	\$335.43
02/13/18	98004441137	\$1,330.19	0.00	0.00	0.00	\$1,330.19
02/15/18	98004641264	\$180.80	0.00	0.00	0.00	\$180.80
02/16/18	98004741365	\$24.50	0.00	0.00	0.00	\$24.50
02/18/18	98004941456	\$134.87	0.00	0.00	0.00	\$134.87
02/21/18	98005241152	\$411.35	0.00	0.00	0.00	\$411.35
02/22/18	98005341086	\$232.31	0.00	0.00	0.00	\$232.31
02/23/18	98005441328	\$332.46	0.00	0.00	0.00	\$332.46
02/25/18	98005641420	\$141.89	0.00	0.00	0.00	\$141.89
02/26/18	98005741012	\$223.69	0.00	0.00	0.00	\$223.69
02/27/18	98005841012	\$69.44	0.00	0.00	0.00	\$69.44
02/28/18	98005941212	\$557.67	0.00	0.00	0.00	\$557.67
	Month End Charge	0.00	0.00	0.00	-\$178.59	-\$178.59
Total		\$7,676.43	0.00	0.00	-\$178.59	\$7,497.84

10-32

2.8033%

YOUR CARD PROCESSING STATEMENT

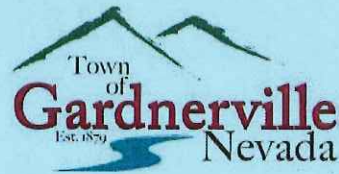
Merchant Number _____
 Customer Service 1-800-528-8430 _____

Page 3 of 9
 Statement Period 03/01/18 - 03/31/18

SUMMARY BY CARD TYPE		(Total Sales You Submitted - Refunds = Total Amount You Submitted)				
Card Type	Average Ticket	Total Gross Sales You Submitted		Refunds		Total Amount You Submitted
		Items	Amount	Items	Amount	Amount
MASTERCARD	\$249.75	3	\$749.24	0	0.00	\$749.24
VISA	\$128.61	9	\$1,157.49	0	0.00	\$1,157.49
VISA DEBIT	\$122.19	24	\$2,932.54	0	0.00	\$2,932.54
Total		36	\$4,839.27	0	0.00	\$4,839.27

AMOUNTS FUNDED BY BATCH		(Amount Submitted - Third Party) + Adjustments + Chargebacks + Fees Charged = Amount Funded				
Date Submitted	Batch Number	Submitted Amount	Third Party Transactions	Adjustments/ Chargebacks	Fees Charged	Funded Amount
03/01/18	98006041344	\$212.39	0.00	0.00	0.00	\$212.39
03/04/18	98006341259	\$74.79	0.00	0.00	0.00	\$74.79
03/04/18	98006341260	\$73.45	0.00	0.00	0.00	\$73.45
03/06/18	98006541974	\$116.82	0.00	0.00	0.00	\$116.82
03/07/18	98006641260	\$122.39	0.00	0.00	0.00	\$122.39
03/11/18	98007041306	\$247.27	0.00	0.00	0.00	\$247.27
03/13/18	98007241844	\$1,807.27	0.00	0.00	0.00	\$1,807.27
03/15/18	98007441154	\$122.39	0.00	0.00	0.00	\$122.39
03/16/18	98007541216	\$69.44	0.00	0.00	0.00	\$69.44
03/25/18	98008441242	\$329.02	0.00	0.00	0.00	\$329.02
03/27/18	98008641889	\$477.18	0.00	0.00	0.00	\$477.18
03/28/18	98008741014	\$25.74	0.00	0.00	0.00	\$25.74
03/29/18	98008841139	\$833.83	0.00	0.00	0.00	\$833.83
03/30/18	98008941037	\$94.20	0.00	0.00	0.00	\$94.20
03/31/18	98009041264	\$233.09	0.00	0.00	0.00	\$233.09
	Month End Charge	0.00	0.00	0.00	-\$135.66	-\$135.66
Total		\$4,839.27	0.00	0.00	-\$135.66	\$4,703.61

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on whether to enact a policy to allow exemptions from billing for trash services, including requests for exemption of residents on vacation, requests for exemption of absentee owners, and/or requests for an exemption for owners of more than one residence within the district; with public comment prior to Board action.
2. **Recommended Motion:** Direct staff to enact a policy to allow exemptions from billing for trash services, including requests for exemption of residents on vacation, requests for exemption of absentee owners, and/or requests for an exemption for owners of more than one residence within the district

Funds Available: Yes N/A

3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** January 8, 2019 **Time Requested:** 10 minutes
6. **Agenda:** Consent Administrative

Background Information: Attached is the current policy we use to go about daily business in the Health and sanitation Department. There are several issues we want to rectify this round of rate study and process analysis.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued



TOWN OF GARDNERVILLE

POLICY AND PROCEDURES

Number 20.0

SUBJECT Past Due Accounts-Health and Sanitation

Issue Date 9/11/2000
 Revised 4/9/01
 Revised 8/30/04
 Revised 11/4/08

Purpose: To establish uniform procedures in addressing late commercial and residential disposal accounts.

Policy and Procedure: It is the Town of Gardnerville's policy that both commercial and residential disposal accounts that become delinquent shall be dealt with in a uniform and customer-oriented manner. Because of the proprietary funding source of the Town's Health and Sanitation operations, timely payment for services rendered is necessary.

1. **Accounts 30 days late:** Written correspondence requesting prompt payment shall be sent to the customer indicating previous payment requests. This correspondence shall also indicate that further action may be taken if the account remains delinquent. This correspondence shall be documented in the customer's file. For commercial tenants a courtesy billing statement shall be mailed to the property owner of record.
2. **Accounts 60 days late:** The Town may authorize a pre-collection notice to be sent via the Town's collection agency or written correspondence requesting payment may be sent to the customer by United States Postal Service Certified Mail with return receipt requested. This correspondence shall indicate that further account delinquency shall result in further action by the Town to recoup monies owed and the costs, if any, of legal action. Proper documentation shall be placed in the account holder's file.
3. **Accounts 90 days or more late:** Legal action may be taken by the Town to recoup monies owed, including finance charges and the cost of legal action. The Town may also opt to place the delinquent account into full collection status with the Town's collection agency, or the Town may opt to send a pre-lien and possible service stoppage notice to the property owner of record via Certified Mail, return receipt requested with a courtesy copy sent to the tenant as applicable. This letter shall indicate that seven (7) days after the letter's date service stoppage shall occur and fourteen (14) days after the letters date a lien shall be placed on the property for non-payment of services rendered.
4. **Late charges:** Commercial accounts shall be assessed a finance charge of ten percent (10%) on unpaid balances 30-60 days late with an additional finance charge of one and one half percent (1-1/2%) of the unpaid balance for accounts more than 60 days delinquent. Residential accounts shall be assessed a finance charge of ten percent (10%) on unpaid balances 90 or more days late with an additional finance charge of one and one half percent (1-1/2%) of the unpaid balance for accounts more than 180 days delinquent.



TOWN OF GARDNERVILLE

**TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES**

Number 21.2

SUBJECT: STORAGE RECEPTACLES

Issue Date 10/4/01

Directive: The Town shall standardize litter storage receptacles used for all commercial and residential materials collected to promote compatibility within the collection system.

Procedure:

Commercial

Commercial waste is normally collected by utilizing rear load refuse collection vehicles on a schedule arranged by the customer with the Town. Costs for commercial service are set from time to time by the Gardnerville Town Board and are based on the actual cost for services rendered and capital equipment replacement.

Commercial waste receptacles shall be two cubic yard rear load dumpsters as standardized by the Town with Bid No. 2000-05. The commercial customer may utilize a Town supplied dumpster, or may purchase his or her own dumpster meeting the Town minimum standard.

At the Town's discretion, small commercial waste generators may use the Town standard 90 gallon waste tote in lieu of a two cubic yard dumpster.

Residential

Residential waste is collected by utilizing 90-gallon tote waste containers emptied by an automated collection vehicle on a weekly pick-up basis. The Town supplies each residence with one 90-gallon tote at a base quarterly rate. Costs for residential service are set from time to time by the Gardnerville Town Board and are based on the actual cost for services rendered and capital equipment replacement. An additional 90-gallon tote may be requested by the customer at a nominal fee. It is the usual case that only two containers shall be issued to a single residence.

Residential Green Waste

Residential green waste is collected in the same manner as residential household waste. One separate 90-gallon tote is issued upon customer request.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 21.3

SUBJECT: COLLECTION DAYS AND SET-OUT TIME

Issue Date 10/4/2001
Updated 10/3/17

Directive: All customers of the Town of Gardnerville Health & Sanitation Department shall be notified of the scheduled collection time, frequency and days of service. Customers are to be notified of any routine schedule modifications necessitated by holidays or other events. The Town normally services all customers on all holidays other than Christmas Day.

Procedure:

Commercial

Commercial customers initially set the frequency of waste pick up as deemed necessary and appropriate by contacting the Town offices. There is a mandatory one time a month pickup for health and safety reasons. The Town may increase frequency of pickup in the event that accumulating waste poses a health or safety threat to the community. It is the policy of the Town that waste may not exceed one (1) foot in height above the top of the dumpster to promote health and safety. It is also the responsibility of the customer to keep dumpster enclosure areas clean, in good repair, and to remove snow and ice from the area in accordance with Town ordinances.

Commercial customers shall be notified of service day(s) when initially signing up for trash service. Any changes initiated by the Town to service day(s) shall require a telephone call to that customer indicating change(s). Customers shall be responsible for contacting the Town to initiate a request for change(s).

Residential

Residential customers are notified of their respective pick-up day when applying for service. A "New Resident Guide" is also sent to each new resident that contains set out times and other important information. Place containers street side no later than 5:30 am the day of pick up with the container wheels against the curb. When customer pick up days must be changed, customers shall be notified by telephone call, flyer, website, and other means as deemed appropriate.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 21.4

SUBJECT: SOLID WASTE COLLECTION ROUTING

Issue Date 10/4/2001
Updated 10/3/17

Directive: Collection routes shall be designed providing a balance between community needs and expectations, and workloads for crews and equipment. Routes shall be routinely reviewed and modified as needed to maximize efficiency and effectiveness while servicing all customers' requirements as closely as possible.

Procedure: All commercial and residential routes are normally established and maintained through the use of observation, GPS and operational experience. Routes shall be as efficient as possible considering turning movements, traffic conflicts, time that the parking areas accessing the dumpster will be congested, while providing the service for the customer. Routes shall also take into account the following minimum design constraints:

- Traffic patterns, parking requirements, street widths, availability of alleys and driveways.
- Crew size, equipment availability and productivity.
- The crew shall use the same route once it is established.
- Vehicle cargo capacity and turn-around time to landfill or transfer station.
- All trucks are equipped with Digital Video Recorders to protect the public and drivers.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 21.5

SUBJECT: Extra Trash Collection Days

Revise Date 1/2/18

Directive: Gardnerville Health & Sanitation collects extra trash bags or cans from your neighborhood twice a year: spring and fall. Please use the directions below to ensure proper use of the program and to help keep your neighborhood clean.

Procedure:

1. A maximum of six (6) bags, boxes or cans of trash will be collected from each home per extra trash collection.
2. Place your items out by 5:30 AM.
3. Place items out on your normal day of trash service during your scheduled Extra Trash service week.
4. Make sure the items are visible and placed at least 2 feet away from your trash container, cars, poles and other obstructions.
5. Only set out bags or cans during your scheduled Extra Trash Service week. Setting items out at other times is considered illegal dumping.
6. Put trash in containers or bags no larger than 32 gallons and weighing no more than 50 pounds, or it cannot be collected.

Up to six (6) bags of trash per collection, including:

- Household trash
- Greenwaste

UNACCEPTABLE ITEMS FOR EXTRA TRASH COLLECTION

- Furniture weighing 50 pounds or more
- Mattresses and box springs
- Dressers, tables and television stands
- Toilets and sinks
- Carpet and rugs (must be rolled into pieces no larger than 4 feet in height or not greater than 50 pounds each piece)
- Exercise equipment (treadmills, stationary bikes, etc.)

Construction materials:

- Building materials, such as insulation or drywall
- Concrete or bricks
- Wood boards or fencing

Automotive/Lawn Garden materials:

- Automotive parts or fluids
- Car tires, batteries
- Lawnmowers, gas motors

Hazardous materials:

- Paints & chemicals
- Electronics (televisions, computers, etc.)
- Liquids
- Hot ashes
- Medical waste
- Propane tanks

Appliances:

- Freon-containing appliances, such as refrigerators, freezers and air conditioners
- Large metal appliances, such as stoves, dryers and washers
- Tubs, hot tubs or spas

Other:

- Commercial or industrial waste



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 22.12

SUBJECT: COMPOST COLLECTION

Issue Date 10/04/01
Updated 10/5/17

Directive: The Town recognizes the environmental and economic benefits of diverting compostable materials from landfills. The Town shall encourage, to the extent possible, that the community take advantage of the Town’s “Green Waste” program, and shall offer this program at the lowest possible cost to the customer.

Procedure: Pick up 90 gallon greenwaste cans on Tuesdays with the automated trash vehicle for the entire town.

Residential

Residential households are offered up to two 90-gallon waste totes for the sole purpose of holding lawn trimmings, small branches, leaves and other compostable materials for weekly pick-up. Green Waste pickup is normally every Tuesday; customers should have their containers street side by 5:30 a.m. Green Waste cans are green in color and clearly state “GREENWASTE ONLY” on the top of the lid. Plastic bags, household waste, and other foreign debris are not allowed to be placed within the Green Waste container. Containers with such debris shall not be picked up. Customers may also bring their Green Waste to the Town Maintenance Facility on Mondays for disposal. There is currently no charge to customers participating in the program. Green Waste is discontinued for the winter after Christmas trees are picked up from January through the end of March. If Green Waste pickup is needed during the winter months, the can should be placed curbside along with your trash can on your regular weekly trash pickup day.

Commercial

There is currently no provision for a commercial green waste collection program. Staff shall continually evaluate services provided and recommend to the Gardnerville Town Board options that may arise in the future.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 22.13

SUBJECT: COMPOST (GREEN WASTE) PROGRAM
REVIEW

Issue Date 10/04/01

Directive: Staff shall periodically review the Green Waste Program assuring that the program remains efficient and cost effective.

Procedure: At least annually, staff shall review the costs and benefits of offering the Green Waste Program. This analysis should include:

- Tipping fees of green waste versus transfer station.
- Comparison of green waste fees to regular household waste fees.
- Cost of staff to implement and continue program.
- Cost of any increase in green waste program parameters.

Formal recommendations on services shall be made at least annually to the Town Board.



TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number 22.14

SUBJECT: Expanded Green Waste Collection

Issue Date 2/6/07
Updated 10/3/17

Purpose: To provide solid waste customers an expanded green waste collection and disposal service during the April/May and October/November months. These times of the year typically bring larger than normal green waste amounts from leaf fall and spring cleanup of landscaping within the Town.

Procedure:

1. The Town will furnish plastic bags marked with the official Town logo to customers during regular business hours at the Town offices. Quantities furnished shall generally be unlimited, however the Town reserves the right to limit quantities at its discretion due to program funding or other constraints. The intent of this program is to provide customers with increased disposal options for “normal” spring and fall yard clean up versus a platform to dispose of entire removed trees, for instance.
2. Customers may place additional bags marked with the Town logo curbside on the regular green waste collection day twice a month during the months of April, May, October, and November.
3. Customers may also bring green waste to the Town Maintenance Facility, and place the green waste in a specially designated area.
4. Information on extra greenwaste days is provided on the town’s website, in the town’s biannual newsletter or by calling the town office.

MEMORANDUM

Town of Gardnerville



Jim Park
TOWN MANAGER

Mike Philips, Chairman
Randy Slater, Vice Chairman
Tom Cook, Board Member
Paul Lindsay, Board Member
Jerry Smith, Board Member

TO: Town Staff
FROM: Jim Park, Town Manager
SUBJECT: Trash Can and Dumpster Delivery Policy
DATE: February 6, 2008

I am requesting that all calls for trashcan and dumpster deliveries be completed no later than the next working day after a customer makes a delivery request to the Town offices. Trashcan or dumpster delivery often immediately follows a customer's first contact with the Town. It is highly important that we exceed customer's expectations by demonstrating that the Town responds as quickly as possible to their needs.

Move-in and cleanup dumpsters are to be delivered no later than the next business day as well, subject to the waiting list when requests are high.

I appreciate everyone's commitment to making sure our residents and businesses enjoy the high quality provided by the Town of Gardnerville.

20. The inlet connection shall be mechanical or ring-tight design with two strapping lugs. The connection is to be for a six inch water pipe.

21. Painting for the above ground hydrant body shall have a suitable prime coat followed by not less two coats of chrome yellow high gloss enamel, as recommended by Pamphlet No. 291 of the National Fire Protection Association.

22. The fire agency and water system having jurisdiction shall approve the type, style, model and manufacturer of all fire hydrants prior to their installation.

23. Installation of fire hydrants shall be to specification as indicated in the county "Standard Details for Public Work Construction" drawing number 3-1.1(307).

B. Fire hydrant use.

1. No person shall use or operate any hydrant or other valves installed on any water system within the town of Gardnerville intended for fire suppression purposes, unless approval has been granted by the fire chief or the local jurisdiction controlling water systems.

2. Persons operating the fire hydrants shall use only an approved tool to open and close the operating nut.

C. Punishment for violations.

1. Persons violating the above items are subject to the impoundment of equipment and appurtenances or a fine of \$100 for the first offense, and impoundment and a fine of \$250 for each successive violation.

2. This section does not apply to the use of a hydrant or valves by persons employed by the town of Gardnerville, the Gardnerville Town Water Company, Inc., Douglas County, its water company or any fire department personnel. (Ord. 588, 1993; Ord. 463 §1, 1986) Back

18.06.100 Garbage and trash collection.

A. Residential.

1. Mandatory garbage pickup is required for all residential areas within the boundaries of the town of Gardnerville. All annexed areas are required to have mandatory service. The record owner of a parcel of land within the boundaries of the town of Gardnerville shall be billed directly for the monthly garbage pickup rate for the parcel owned, and shall be solely responsible for the payment of the garbage pickup service charged. The record owner of a parcel of real property receiving garbage collection service will provide, in writing and signed by the record owner, a current address to which bills for garbage collection service will be sent. Until notified of a change of address, the town will send all bills to the last known mailing address of the record owner as shown on the records of the town.

2. Containers shall be provided to each customer by the Town of Gardnerville. Containers shall be ninety (90) gallon capacity, dual purpose semi-automated roll-out carts, and be equipped with a covering to enclose the container. Garbage and trash must be placed within the container, fully closed, and placed at the curbside by the customer. All garbage and trash must be placed completely within the container to be collected. No container will be emptied by the Town of Gardnerville unless it is presented at curbside, and completely closed.

3. There is no limit on the number of roll-out carts which may be used by a single residence, provided that all garbage in those containers is contained within each container, lid closed, and originates at that residence. A residence that is also serving a commercial use may not use any additional container without the prior written approval of the Town of Gardnerville.

4. Garbage collection will be made minimum of one time each week and pickup will be at the curb side in the front of the home or in areas served by alleys, to the rear of the home in the alley.

B. Commercial.

1. Mandatory pickup or service is required for all commercial entities within the town of Gardnerville. Exceptions to the mandatory service for industrial wastes or other specialized wastes shall be determined by the town board. On request of the record owner of a parcel, the town will send a bill to a tenant. Irrespective of the party to whom bills are normally sent by the town, the obligation to pay for garbage collection service belongs to the record owner of the parcel of real property to which the town provides its garbage collection service. The record owner of a parcel of real property receiving garbage collection service will provide, in writing and duly signed by the record owner, a current address to which bills for garbage collection service will be sent. Until notified of a change of address, the town will send all bills to the last known mailing address of the record owner as shown on the records of the town.

2. The town will provide two cubic yard dumpsters for commercial customers on request. The town will own and maintain such dumpsters. Alternatively, the customer may provide its own dumpster which meets or exceeds town standards. Commercial customers providing dumpsters must maintain these and must immediately make repairs to their dumpster when requested to do so by the town. Collection will be made on an "as required" basis.

3. All dumpsters shall be placed on a minimum six-by-eight foot concrete pad, four inches thick. The top surface of the pad shall be level with the surrounding paved area. All dumpsters shall be enclosed by a six foot fence or wall.

4. All dumpsters and garbage/trash areas shall be maintained in a clean and safe manner.

5. As necessary, snow shall be removed by the customer from in front of dumpsters and gates prior to 7:00 a.m.

6. All new commercial customers using dumpsters must provide enclosures approved by the town. Existing commercial customers without town-approved enclosures must construct enclosures when the parcel of real property on which the customer's business is located is the subject of rezoning, is granted a special use permit, is the subject of construction for which a building permit is required, or is sold or otherwise transferred to a new owner.

C. Rates.

1. The town board will establish collection rates by resolution for residential and commercial customers or users. The rates will be in effect after public hearings for two consecutive months scheduled during the regular town board meetings. Rates shall be published and be available for public dissemination on request.

2. The town board may change the rates as required to meet the expenses and budget requirements of the trash enterprise fund.

3. All revenues shall be placed in the trash enterprise fund and used solely for indirect and direct costs related to the fund.

4. Except as provided in paragraph 1 of section A of this section, billing intervals and procedures shall be established by the town board at a regularly scheduled meeting. (Ord. 962, 2001; Ord. 942, 2000; Ord. 811, 1997; Ord. 748, 1996; Ord. 741, 1996; Ord. 542, 1991; Ord. 464 §1, 1986) [Back](#)

18.06.110 Annexation procedures.

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for December 2018.

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

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** January 8, 2019 **Time Requested:** 5 minutes

6. **Agenda:** Consent Administrative

Background Information: To be presented at meeting.

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

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued



YTURBIDE LAW
Attorney | Consultant

December 14, 2018

CONFIDENTIAL

Via US Mail and email to ariane.tesdal@pbt.com and mford@pbt.com

Piercy Bowler Taylor & Kern
6100 Elton Avenue, Suite 1000
Las Vegas, Nevada 89107
Attn: Reas Allen and Martha Ford

Re: Audit of Financial Statements for Town of Gardnerville, Douglas County NV

Dear Mr. Allen and Ms. Ford:

This will confirm that I represent the Town of Gardnerville as Town counsel. In that capacity, I would be responsible for representing or advising the Town regarding litigation and claims threatened or asserted involving the Town.

My response is limited to material matters as of June 30, 2018 to date, that involve loss contingencies that exceed \$20,000 individually or \$40,000 in the aggregate, that have been brought to my attention.

PENDING OR THREATENED MATTERS

There was one **confidential** claim by an employee that was reported last year. The date of loss is January 25, 2017. The claim is covered by worker's compensation insurance through the PACT. Although Douglas County became self-insured, the Town continued coverage through PACT. The employee suffered an injury to his shoulder while engaged in services for work. Payments to date are about \$68,000 and I am informed the claim is in the process of being resolved.

I am not aware of any other pending or threatened litigation against the Town of Gardnerville.

12-2

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Not For Possible Action: Discussion on the Town Manager Monthly Report of activities for December 2018.**

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

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: January 8, 2019** **Time Requested: 5 minutes**

6. **Agenda:** Consent Administrative

Background Information: See attached.

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

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued



Linda Slater , Chair
Lloyd Higuera, Vice Chair
Michael Henningsen, Board Member
Ken Miller, Board Member
Mary Wenner, Board Member

Town Manager Monthly Report - January 2019 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** Carson Valley Signs installed the side window pictures. I continue to work on the timeline for the front room. I met with Jan at the Visitor's Authority onsite and they requested a sign be installed directing people interested to come to their office or look them up on Facebook and/or the web. Finished working on art work for the grand opening. Thank you for attending. It was a great event. Main Street will be trying the facility out for their training on January 14 and 15. I did get the sound system operational. We did get the images for the front doors this week and we are looking at the scale of them and then will send them to the sign shop for printing and installation. (see the attached images) Submitted a quarterly report to CDBG. Submitted a grant application in the amount of 223K to NV Energy for a fast charging station
- B. 395 Crosswalks:** Lumos has the contract draft complete. No word from NDOT on the staking that was done in November.
- C. Kingslane Sidewalk Project:** Lumos has the contract draft complete. Still waiting on the plans to be revised per the redlines.
- D. Heritage Park and Ezell Right-of-way:** No new development. This is a complicated matter and I have not made it a priority to work on the issue with all that is going on right now.
- E. 395 Sidewalk @ the French:** Need to make time to work on this project. I did contact RO Anderson for topo service and will discuss the alley improvement with ROA to see if that effort can be completed by them or if I have to do the design and plans.
- F. Plan for Prosperity Update:** Bruce provided a final draft document. The final billing for the plan was made. The scope is on the agenda this month for your review, comment and input. The plan was approved by the county commission unanimously. Then the next week they denied the Muller Parkway approval that the land owners prepared and submitted after 10 days prior to that denial approved the plan 4:1. A meeting was set up with Barry Penzel and he canceled the meeting until the county manager can get on board and up to speed. So until further notice.
- G. Office Items:**
- 1 I continue to be in contact with a developer and assist however I can about a large mixed use project adjacent to Walmart.
 - 2 Met about cost allocation with the new CFO.
 - 3 Attended Session #2 of the County Supervisory management program.
 - 4 Attended the BOCC meeting on the 6th and 10th when the Muller Parkway was denied 2 to 3.
 - 5 Attended the county budget kickoff meeting.
 - 6 Started the budgeting process.

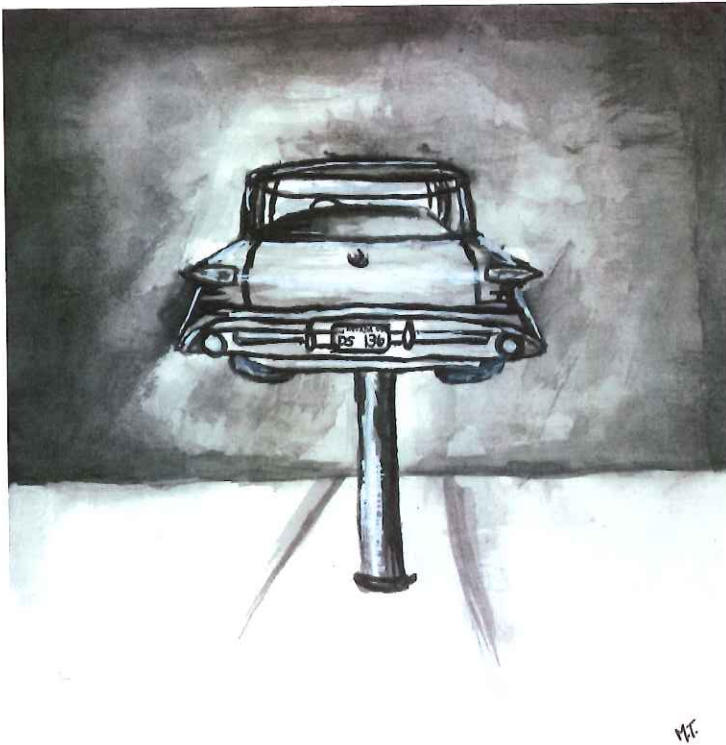


Linda Slater , Chair
Lloyd Higuera, Vice Chair
Michael Henningsen, Board Member
Ken Miller, Board Member
Mary Wenner, Board Member

Board Member reports filings are due January 15th.

All candidates are required to disclose their contributions and campaign expenditures (C&E) with the Secretary of State's Office. C&E Reports are filed five times throughout the year during an election year, and then annually, if needed. For a more detailed description about C&E Reports go to <https://www.nvsos.gov/sos/elections/candidate-information/campaign-finance-reporting-requirements>

Candidates are also required to file Financial Disclosure Statements by March 26, 2018.



Macaela Trapp did these for us. We appreciate her work on them and will get them printed and installed.

Gardnerville Town Board
AGENDA ACTION SHEET



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

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

Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** January 8, 2019 **Time Requested:** 10 minutes

6. **Agenda:** Consent Administrative

Background Information: Appoint members of the board to liaison positions.

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

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

MSG Board of Directors Meeting

December 18, 2018 5:00 PM

EXECUTIVE DIRECTOR MONTHLY STATUS REPORT

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

MONTHLY SUMMARY

- **Financial**

- Revolving Loan (USDA) still being paid on time and consistent
- Meet with Tax accountant for 2017/18
- Worked on dissolution of C6 and adaption of C3
- Working on changing banks and accounts

- **Membership**

- 74 Members

- **Social Media**

- **Twitter:** 521 to 522 followers; increase of 1 follower
- **Facebook:** 3,464 to 3,512 followers; increase of 48 followers
- **Instagram:** 631 to 688 followers; increase of 57 followers
- **Alignable:** 45 to 46 followers; increase of 1 follower

- **Website**

- Updates agendas and minutes

- **Constant Contact Mails**

- Biz Blast November 2018
- SBS to Public #2
- Mingle #2
- Mingle #3
- SBS Survey

	Open Rate	Click Rate
Biz Blast November 2018	39%	12%
SBS to Public #2	27%	9%
Mingle #2	33%	1%
Mingle #3	33%	1%
SBS Survey	56%	40%

- **Media**

- Northern Nevada Business View 11/20/2018 Small Business Saturday
- Record Courier 11/18/2018 Small Business Saturday
- Nevada Appeal 11/15/2018 Small Business Saturday
- KOLO 8 News 11/23/2018

- **Work Plans & Budget**

- Distributed work plans
- Provided accounting reports
- Assisted with work plans
- Collected work plans and budgets
- Organized work plans and budgets for presentation

OLD BUSINESS

- NMSP will pay for 3 to attend National conference in Seattle (March 24-28), registration is open now need to register before January for early bird price. **We need to select our attendees tonight if possible**

NEW BUSINESS

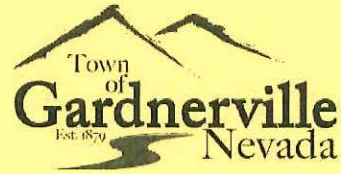
- Training agenda and invitation
- Grants

MARK YOUR CALENDARS

- New Year's Eve Laby Walk-December 31, 2018
- Community Engagement Training- January 17-18, 2019
- National Main Street Conference-March 24-28, 2019-Seattle, WA
- Rural Round Up-April 10-12, 2019-Fallon, NV

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on Town Board member appointments to represent the Town of Gardnerville and to be the Town Board liaison for the following boards:
 - a. Main Street Gardnerville Board of Directors
 - b. Carson Valley Arts Council
 - c. Nevada League of Cities;with public comment prior to Board action.
2. **Recommended Motion:** Based on board discussion.
Funds Available: Yes N/A
3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** January 8, 2019 **Time Requested:** 5 minutes
6. **Agenda:** Consent Administrative

Background Information:

7. **Other Agency Review of Action:** Douglas County N/A
8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued