GARDNERVILLE TOWN BOARD

Meeting Agenda

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

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

Contact: Carol Louthan, Office Manager Senior for any questions or additional information. You may also view the board packet online at the town's website.

Tuesday, April 5, 2016 | **4:30 p.m.** | **Gardnerville Town Hall**

MISSION STATEMENT

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

Copies of the finalized agenda were posted on March 31, 2016, on or before the third day prior to the meeting date, by Carol Louthan, Office Manager Signed: Carol Louthan: in accordance with NRS Chapter 241 at following locations;
Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 8:08 A.M.
Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at 7:30 A.M.
Gardnerville Post Office, 1267 US HWY 395 #L, Gardnerville NV 89410 at 8:03 A.M.
Gardnerville Town Offices, 1407 HWY 395 N, Gardnerville NV 89410 at 8:30 A.M. and on the Internet at www.gardnerville-nv.gov.

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

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

Notice: Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items shall include discussion and possible action to approve, modify, deny, or continue.

Notice: *"Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board and do not necessarily represent the religious beliefs or views of the Board in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Board. Copies of the policy governing invocations and setting forth the procedure to have a volunteer deliver an invocation are available upon written request submitted to the Town Board of Gardnerville"*

INVOCATION – Mike Henningsen, Layperson and Elder from Trinity Lutheran Church

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

PLEDGE OF ALLEGIANCE – Tom Dallaire

PUBLIC INTEREST COMMENTS (No Action)
This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.
The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:
March 1, 2016 Regular Board meeting, with public comment prior to Board action.

CONSENT CALENDAR FOR POSSIBLE ACTION

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

1. **For Possible Action: Correspondence**
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**
3. **For Possible Action: Approve March 2016 claims**
4. **For Possible Action: Approve Proclamation 2016R-01 recognizing April 29, 2016 as Arbor Day**
5. **For Possible Action: Approve Proclamation 2016R-02 recognizing June 19th, 2016 as Take a Kid to A Car Show Day.**
6. **For Possible Action: Approve application and policy for Main Street Gardnerville to review and approve applications for smaller special events at the Heritage Park Gardens.**
7. **For Possible Action: Approve a town park use application for Main Street Gardnerville volunteer/ business recognition event on July 17, 2016.**
8. **For Possible Action: Approve an application for street closure of Douglas Ave from Mill Street, north the extent of the church property, for Trinity Lutheran Church's annual Holy Smoker BBQ and Car on April 30, 2016.**
9. **For Possible Action: Approve amendment to the Cooperative Agreement with NDOT for the Gardnerville Crosswalk Improvements and authorize the chairman to sign the agreement.**
10. **For Possible Action: Approve the Town of Gardnerville Continuity of Operations Plan (COOP) plan dated March 2016.**
11. **For Possible Action: Approve the Town of Gardnerville 72 hour preparedness kit information form and authorize staff to include it in the next bi-annual Town newsletter for the public's use.**

ADMINISTRATIVE AGENDA

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

12. **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for March 2016. (approx. 10 minutes)**

13. **For Possible Action: Discussion to approve or deny a request by Main Street Gardnerville to hang banners on every lamppost through the Highway 395 corridor within the Main Street District; with public comment prior to Board action. (approx. 5 minutes)**

14. **For Possible action: Discussion to approve, approve with modifications or deny development applications DA 16-016 & 16-017 requesting for a modification to an existing Special Use Permit (SUP 06-095) and Design Review (06-095) to allow a Columbarium/Memorial wall for the use of holding cremated remains and memorial plaques for the St. Gall Catholic Church Knights of Columbus / Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action. (approx. 10 minutes)**

15. **For Possible action: Discussion to approve, approve with modifications or deny development application DA 16-018: Request for Abandonment of a 50-foot wide, unimproved road easement for the St. Gall Catholic Church Knights of Columbus / Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action. (approx. 10 minutes)**

16. **For Possible Action: Presentation and discussion on the Town of Gardnerville Board signing a letter of support for a nomination of the Dangberg Home Ranch Conservation Project (2,867.87 acres), located west of Highway 88 north of Muller Lane, in Minden Nevada, for acquisition of a conservation easement by the Bureau of Land Management using Southern Nevada Public Land Management Act authorization, presentation by Legacy Land and Water, LLC; with public comment prior to Board action. (approx. 30 minutes)**

17. **For Possible Action: Discussion to approve or deny sending the town manager to the Main Street Conference, May 23-May 26, 2016 in Wisconsin; with public comment prior to Board action.**

(approx. 5 minutes)

18. **<u>For Possible Action</u>: Discussion to approve or deny the acquisition of 1,400 sf of property containing the Ezell Ditch improvements, a portion of the Village Motel property located at 1383 Highway 395 North (APN 1320-33-402-057) in the amount of $20,000; with public comment prior to Board action. (approx. 10 minutes)**

19. **<u>For Possible Action</u>: Approve, approve with modifications, or deny; the following updated town policies;**
    a. **Organizational Responsibilities Policy 1.2**
    b. **Public Records Request Policy 7.2 (new policy)**
    c. **Compost Collection Policy 22.12**

    with public comment prior to Board action. (approx. 20 minutes)

20. **<u>For Possible Action:</u> Discussion to approve, approve with modifications or deny changing the type of credit card service currently being offered for a service which will reduce costs and provide the ability for automatic payments by Health and Sanitation customers and start charging a convenience fee equal to the bank charged fee for debit/credit card payments to the town's account (611-000) recouping the fees charged by the operator of the system that provides for the electronic transfer of money for the debit/credit card service; with public comment prior to Board action. (approx. 15 minutes)**

21. **<u>For Possible Action:</u> Public hearing to adopt the Tentative Budget for Fiscal Year 2016-2017, with public comment prior to Board action. (approx. 20 minutes)**

22. **<u>For Possible Action</u>: Approve, approve with modifications or deny the Tentative Capital Improvement Plan for 2016-2021; with public comment prior to Board action. (approx. 5 minutes)**

23. **<u>Not For Possible Action</u>: Discussion on the Town Attorney's Monthly Report of activities for March 2016. (approx. 5 minutes)**

24. **<u>Not For Possible Action</u>: Discussion on the Town Manager's Monthly Report of activities for March 2016. (approx. 15 minutes)**

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

Adjourn

Next monthly meeting April 5, 2016

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Tuesday, March 1, 2016 **4:30 p.m.** **Gardnerville Town Hall**

INVOCATION – Colleen Kurczodyna, layperson from Carson Valley United Methodist Church

4:30 P.M. Chairwoman Wenner called the meeting to order and made the determination a quorum is present.

Present:

Mary Wenner, Chairwoman
Ken Miller, Vice-Chairman
Cassandra Jones
Lloyd Higuera
Mike Rowe, Town Counsel
Tom Dallaire, Town Manager
Geoff LaCost, Maintenance Superintendent
Paula Lochridge, Main Street Program Manager
Carol Louthan, Administrative Services Manager

Absent:

Linda Slater

PLEDGE OF ALLEGIANCE – Cassandra Jones led the flag salute.

PUBLIC INTEREST COMMENTS (No Action)

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No public comment.

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

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

Motion Higuera/Miller to approve the agenda.

No public comment.

Motion carried with Board Member Slater absent.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

February 2, 2016 Regular Board meeting, with public comment prior to Board action.

No public comment.

Motion Jones/Higuera to approve the minutes. Motion carried with Board Member Slater absent.

CONSENT CALENDAR FOR POSSIBLE ACTION

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1. **For Possible Action: Correspondence**
   Read and noted.

2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities Accepted.**
3. **For Possible Action: Approve February 2016 claims Approved.**
4. **For Possible Action: Approve the FEAT of the CV's special event application for Autism 5K Charity Walk April 23, 2016 from 7:00 a.m. to 12:00 p.m. at Heritage Park. Approved.**
5. **For Possible Action: Approve a town street closure/park use application for closing Slaughterhouse, Ezell St. around the park, and portion of Gilman Ave from High School / Maple Drive to Ezell on June 19, 2016 for the Great Race and car show (a joint event of Main Street Gardnerville and the Town of Gardnerville). Approved.**

No public comment.

Motion Higuera/Jones to approve the consent calendar.

Mr. Rowe pointed out on item 4 Carol handed out a certificate of liability insurance for the FEAT event. It names the town as additional insured and certificate holder. It is acceptable. I wanted to let you know that was received, reviewed and looks fine.

Upon call for the vote, motion carried with Board Member Slater absent.

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

6. **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for February 2016.**

Mrs. Lochridge reported the Basque mural has been installed. Just over four years ago we started this project. Walter and Walter Construction has been working closely with us and the town. Ahern donated the scissor lift. They will come back tomorrow morning. The artist is going to do a few touch ups and they will install the lighting. The Great Race is going great. Mike Rowe if our very first car registered. The press release will be sent out tomorrow. We would love to have some sponsors for this event. I included information on board training that we will be receiving from Laura Cole Rowe. If anyone is interested in the subject matter we would love to have you join us. We just need to know so we have a head count. We had a bench dedication for Sgt. Ronald Bushe from the Douglas County Sheriff's office and Overland took that dedication a step further and installed a blue light that burns 24/7 to show their support of law enforcement. May 14 is the "Let's Sweep the Town event. It looks like we may have a lot of people participating.

Mrs. Jones asked when is the next Main Street Mingle.

Mrs. Lochridge will get that scheduled at the next organization committee meeting, which is next Tuesday.

a. Update on Heritage Park Gardens by Carol Sandmeier.

Mrs. Sandmeier reported the New Year's Labyrinth walk was a success again. We used the bonfires. Thanks to the town for delivering them. The bonfires made people stay around longer. It was a very nice social time. We counted around 100 or more. It was hard to tell because everybody had so many clothes on. One of the funny stories is there was a teenage boy who came with two of his friends and they did the walk, stayed around for a while and made s'mores. Then they left. About half hour later he came back with two more friends. He just kept going and picking up more people. They will be doing the walk again next year. The weeds are growing and everybody is getting excited to get back in the garden. We had our first workday last Saturday. There were about 10 of us out there. March will be the busy month of getting everything set for planting in April. I am working on contacting all the gardeners from last year to see if they will repeat this year. On April 9th we will have a sign up Saturday when people can come and fill the empty spaces. We'll have 18 regular rental spaces plus three that we save for youth groups. We have a Girl Scout troop and a group of home school kids. They are the Happy Harvesters. We are giving one space to a new group that is formed through the Partnership for Community Resources. It is a Hispanic women's group. The master gardeners will still have a demonstration

bed. There will be about 30 beds in the main garden. The children's garden has more beds and the flower corner. We have our five planting beds that we started last year as part of the growing to share grant. Last week we had a sign up for the garden at the food closet. We got quite a few signups. We will have two orientation meetings. We learned a lot last year that we have to have closer contact with the people that sign up. We are providing a mentor for each family. Better communication will make a big improvement.

We have three summer workshops planned for kids in the children's garden and looking to start a kids club for older kids (middle school age). I talked to the teacher who has brought her classes over and they are planning to put a sundial in the garden and form the basis of this kids club that would be an after school event and continue through the summer. Our rock painting goes on. The rock painting is reaching into the community. We were asked by a 4H group to work with them and do some rock painting. They will be painting one for themselves and one for the gardens. We will be finishing the Lowe's project. There are two more trees to be planted. They will come out and finish that. One of the town staff suggested another project. He said the trash bins should look better in front of the garden. I made a contact with the art teacher at Douglas High and town staff delivered a new bin that they are going to paint flowers all over. They will put Heritage Park Gardens on one side and Green waste only on the other. We'll do photos and a press release.

In February I met with Devin, who wants to start a community garden in the Carson City area. He came to get advice and information. While we were talking a man (Gil) came into the garden. He is a resident in Chichester. He walked back to tell me that he had been over there the day before and transplanted 18 allium bulbs into the flower corner and spent time cleaning up the area around there. He is a person in the neighborhood who cares about the gardens. Then as Devin and I were leaving, we noticed another car park. The man (Roy) asked if I was involved in the garden and I said yes. He pulled out his wallet and handed me a $10 bill. He just wanted to thank us for all they are doing in the garden. He lives in Placerville and comes this way a couple times a year and always comes by to see what is going on. It just shows the gardens are reaching into the community in a lot of ways. It's a greatly rewarding project. I want to thank you for allowing us to use the land and town staff for all the great support for the gardens. I think you all received a copy of the beginning of the cookbook. It's part of a three year grant. We put a new sign marker in the garden and a brochure rack.

7. For Possible Action: Discussion to approve, approve with modifications or deny the authority of the Heritage Park Gardens committee to allow weddings and other special events on the town owned parcel, APN:1320-33-310-005; with public comment prior to Board action.

Mrs. Sandmeier has a little improved area in front of the gazebo. As this was created to be an event area we should let people come in and do small weddings or birthday parties. We just redid the brochure and the people who worked on the brochure put in that we can have weddings. We don't have electric over there so it would be for very small events. We actually have done a couple of birthday parties there. We did little planting projects while they were there. We would like to officially have approval to be able to do events like that.

Mrs. Lochridge added it would be a great way to raise awareness to groups we might not actually be able to reach out to about the gardens project and other things that Main Street Gardnerville does. It could potentially be a fundraiser as well.

Mrs. Jones asked if there was a maximum amount of people you would permit for an event?

Mrs. Sandmeier thought about 30.

Mr. Higuera asked if there would be town staff time involved?

Mrs. Sandmeier did not believe so.

Chairwoman Wenner asked if they would fill out an application.

Mrs. Sandmeier would have a simple application.

Vice-Chairman Miller believed we should have insurance from the applicant.

Mrs. Jones gave an example if someone wanted to use the pavilion at Heritage Park there is a special event application and they have to provide insurance.

Vice-Chairman Miller cautioned if a child is injured it could come back on the town.

Mrs. Jones has no problem with them having events. But it needs to match the same application process as what we do with our other public facilities. You would manage the calendar, but whether they are renting the pavilion or at the garden, if they are booking it for an event it's the same process no matter what part of the town property.

Mrs. Lochridge asked if they wanted an application similar to the town's?

Vice-Chairman Miller suggested a similar application with lesser fees, but still require the insurance.

Mr. Rowe advised the release they have with the application for the Great Race could be adapted for anyone that wanted to use that. I would recommend you have a release signed by anybody that wants to use the gardens for that kind of an event. I agree with all the comments about insurance. Make sure that our carrier is notified that this is an additional event that would be taking place under the auspices of the town. Just be sure we have that as part of our coverage.

Mrs. Lochridge mentioned Main Street has their own insurance so I can research that further.

Mrs. Jones would say if the Heritage Park Gardens covers it, then we may not need additional coverage per event. We should also put in the application: maximum number of people, no street closures, clean up by applicant.

Mrs. Sandmeier would have a person there in the garden, probably doing the activities. We can come up with a simple application form that includes what has been mentioned.

Mrs. Jones suggested a simplified application with the proper waiver and see if Main Street's insurance will cover those kinds of special events. If it does then I'm not sure we need additional insurance.

No public comment.

Mrs. Jones asked if they could put this item on the consent calendar next month if their insurance covers it and here's a sample of the application.

Mr. Rowe recommended Tom check with Warren Reed Insurance because that is an additional exposure under our policy. I want them to be made aware of it so there isn't any question later if we have some kind of claim.

Chairwoman Wenner asked Mr. Dallaire to bring it back next month on consent.

8. For Possible Action: Discussion to provide information to staff to include in the Continuity Of Operations Plan (COOP) for Town Mission Essential Functions that the board considers priority or essential services provided during a one day, one day to one week, and one week to one month natural disaster; with public comment prior to Board action.

Mr. Dallaire gave some background on the county plan and what information is needed from the board.

Chairwoman Wenner's list was: public information should be number 1; Customer service 2; facility maintenance 3; solid waste 4; street maintenance, lighting and flood mitigation.

Vice-Chairman Miller asked if the cell phones are on the county reverse directory in case of emergency.

Mr. Dallaire would have to register them.

Mrs. Jones felt having a main operating base is important, but it might not be this office. I think it might be the maintenance yard.

Mr. Dallaire stated in any emergency Tod (East Fork) is in charge of the event. He is the emergency manager for the county.

Mrs. Jones thought public info and then an operating base is next.

Vice-Chairman Miller suggested an alternative base might be the second story of the Overland.

Mrs. Jones mentioned we might need three options, depending on the event. We have to depend on unified command. We can't plan for every emergency but we can say number one is the maintenance yard, number two the main offices and 3 is the Overland. If we hit number 4 we have to depend on unified command to tell us where to go. Public information might be as simple as Facebook updates.

Vice-Chairman Miller asked if we had a disaster would we still have internet?

Mrs. Jones believed we would unless it takes out the cell towers. The cell towers have battery backups and they are on generators.

Mr. Higuera wondered how residents would get a hold of the county designated persons assigned to various tasks. Maybe as a service to our town we could be available to be a link between what the county is offering and the residents.

Mr. Dallaire stated dispatch will be the contact.

Mrs. Jones mentioned the county has a communications director that would tap every available resource all the way down to the ham radio operators. I am not sure we have the resources to reach out any further than the county. We would need to be educated by the county so when someone calls we can let them know where to go.

Mr. Dallaire reviewed: keeping the buildings open, getting the public information out. Facebook is an option. We will change the phones and register them.

Mrs. Jones suggested if we can't get to the website from another location then I think a battery backup and a way to tether that to a cell phone for internet could be a solution.

Mr. Dallaire will be getting a newer phone system for the office. We will make sure this all works and go from there. IT will be helping us get the backup running again.

Mr. LaCost shared in some other municipalities when they could see or forecast a major event, they would sequester key essential personnel in areas that are safe and accessible.

Mr. Dallaire has an emergency box in the back that has office supplies, a printer and laptop, ready for use in an event.

Mrs. Jones thought if we got the office up and running, cleared the streets, which, depending on the type of event, might include drainage, then re-establish trash service.

Chairwoman Wenner wondered what would happen if we pick up the trash and can't get it to Carson.

Mrs. Jones asked if we have an alternative dump site. Has the county established one?

Mr. LaCost believed they have established sites for debris.

Mrs. Jones pointed out you need three levels of planning. If not A then B. If not B then C. Do we have a C? That might go back to we don't necessarily establish the site, but maybe the county does.

Mr. Dallaire went over the list so far: Office, streets, drainage, if required, trash.

Vice-Chairman Miller mentioned maintenance of street signs.

Mrs. Jones agreed street signs and street lights. Clear the roads, pick up the trash and come back and clean up the edges. Make sure we can use the sidewalks, the lights are working and the street signs are in place.

Mr. Dallaire advised we only have a few lights on meters. It's nothing we can control. It's NV Energy. If we are expecting staff to come in and open the office, clear the streets and drainage and pick up trash, they have to

be prepared as well. In order for staff to leave their family, they have to make sure their families are safe. Do you want to put a generic version of the 72 hour kit in the newsletter?

Mr. Miller suggested some solar LED lights in the kit.

Mr. Dallaire will modify the list and bring it back next month.

Mrs. Jones suggested putting a change of shoes in the kit.

No public comment.

Mr. Dallaire has the order: office, streets, drainage, street signs, possibly street lights, trash, getting NV Energy to get the street lights up and running.

9. For Possible Action: Discussion on budget development for Fiscal Year 2016/2017 including, but not limited to;

- **a. review of Towns Strategic Plan and Goals,**
- **b. review of the Town Values,**
- **c. review of the Tentative budget for 2016-2017 and review of the revenue estimates, and other matters properly related thereto, and**
- **d. review Revised 2016-2021 Capital improvement Plan (CIP); with public comment prior to Board action.**

No updates to Mission Statement, Vision, Values, Strategic Plan or Goals.

Mr. Dallaire gave a power point presentation.

Mrs. Jones commented on item 2.4, you did not note the rehab of Gardnerville Station, our continued support of Main Street or Sweep the Town. I think those are all related to preserving culturally and historically sensitive areas of town. Under 2.5, I thought we had worked with the Overland when they remodeled and are continuing to work with them. What about the little buildings that need to be kept up. Most of them are in the Main Street district.

Vice-Chairman Miller shared there is money in the loan fund that Main Street has never utilized. We are trying to get permission to use that money and use matching grants to improve businesses.

Mr. Dallaire added recycling. If we have to do our own recycling it would be very expensive.

Mrs. Jones called attention to Item 3.4. You didn't note that Geoff is in leadership. I thought we might be looking at training opportunities for the maintenance and admin staff that doesn't necessarily require them to leave the office, like training on using Word, Excel and Facility Dude through webinars.

Mr. LaCost brought up that once a month is a mandatory safety meeting. I also encourage the guys to look beyond their job. Where do they want to be in five years?

When I was reviewing this, Mr. Dallaire thought of sending the sanitation staff to a class on the operation and maintenance of trash vehicles.

Mrs. Jones is wondering if in the plan we have a bike lane along Douglas Avenue.

Mr. Dallaire answered they will be doing one from GES to the trail and community center. Douglas is too narrow without cutting parking. We could look at a stencil that says "Share the Road" and then we would need signage.
I will do a summary next month of the current projects.

Chairwoman Wenner would like to see the crosswalk and the street lights completed in the next year. I would like to see the drainage on the Gardnerville Station in the next five to ten years.

Mr. Dallaire did not believe the crosswalks will be done this year. I have a meeting with NDOT on Thursday

to clarify some of their comments. We spoke with NV Energy about the Mill Street project. We are going to meet with a rep and see how things can be worked out or maybe we just install solar panels.

Mr. Higuera asked what the time line estimate is for these projects.

Mr. Dallaire reviewed with the sidewalks in the right-of-way we have to go through a federal process of obtaining access. Lumos is going back and checking their right-of-way markers so we can be sure we are really modifying the property.

No public comment.

Mr. Dallaire went over the preliminary budget numbers from the state. This is still just an estimate. The two things we are looking at in the office are remodeling the bathroom and we'd like to scan the engineering drawings that are in storage so we have a database of that information. We need to complete the grant for trail amenities by the end of the year. The shop and hay barn still need to be remodeled. Other projects include landscaping by Ahern, sidewalk improvements, gateway station demo, the construction plans for the Gardnerville station and crack sealing will be increased. We still need to do the cape seal on Industrial, patching on Service Drive and reconstruct Southgate. We reallocated some of the salaries to health and sanitation. I am working on the cost analysis. The change to Main Street Gardnerville was the contract with Paula. The town is paying for Paula's salary and is included in 610 fund and Main Street is paying for her benefits, identified as revenue in 610. Board compensation remains the same unless you would like to change it. We only have one seasonal this year. What would the board prefer for merit raises for staff? We can use the whole chart and average a four percent increase. Minden is looking at the benefits. They are not comparable to what is out in the private sector. If a person starts at $16/hr, if he pays for insurance for a family he is paying back $4/hr to health insurance. I will attend a meeting with the Minden manager tomorrow. We will see what happens.

Board members agreed we should budget for an average of four percent merits, allowing the potential merit from 0% to 6%.

Mr. Dallaire reviewed: stay the same on board compensation; staff compensation will open up to a possible of six percent but budget an average of four. We were going to budget for a different vehicle for the office, like an SUV. The current truck we would transfer over to public works.

Mrs. Jones asked Mr. Dallaire to let the board know what would be best served in the long run.

Mr. Dallaire is hoping if we have an SUV we can take more people and only use one vehicle to safety meetings or on a town tour. I did put it in the budget. The scans of the maps I will add that in the budget for the tentative. Currently we use the county's credit card processor. We have a lot of customers that want to have automatic payments. There are a lot of companies that offer that service. We did get a quote from Cayan which averages around 2.19 percent per transaction.

Mr. Rowe mentioned for the convenience of using a credit card the county charges a fee.

Chairwoman Wenner added it is a security fee also.

Mr. Rowe stated under the budget statute 354.770, the town can charge a convenience fee. You don't need any approval from anybody. The statue is clear. Topaz has gone to that. Ranchos had $16,000 in credit card fees for their transactions. I don't see any reason why any governmental entity wouldn't want to charge that convenience fee and not be out of pocket anything. It's something you probably should take a look at.

Mr. Dallaire currently budgets $3200 for it.

Chairwoman Wenner commented customers complained at the treasurer's office in the beginning but most people are used to it now.

Mr. Rowe advised under 354 it says any governmental entity that collects or charges taxes for its services can also impose the convenience fee. It can't be a nickel or dime or penny more than what the town is charged but it can be kind of like an enterprise fund. It can break even. I would like you to put it on the agenda and talk about it and maybe enact that fee. It makes good business sense to collect that for the convenience of using a credit card. I can put together a memo on this.

Mrs. Jones suggested Main Street look at a square.

Mr. Rowe did not think Main Street would qualify to charge a convenience fee. I will put together a memo so you can look at it. The statute relates to governmental entities that collect taxes can charge a convenience fee for credit card transactions. Main Street being a 501 may not be able to do it.

Mr. Dallaire asked if the board had any questions.

Chairwoman Wenner asked on page 9-20, it shows 2016 - $606,000. What did we spend that money on?

Mr. Dallaire answered it was the Hellwinkel channel and the gas station.

No public comment.

Mr. Dallaire has the direction he needs.

10. For Possible Action: Discussion to approve a proposal from the Dubè Group for Architectural/ Engineering Services, in the amount of $42,975 for the creation of the Gardnerville Station Construction plans to be used in applying for a building permit to rehabilitate the former Eagle Gas Station; with public comment prior to Board action.

Vice-Chairman Miller knows this group has done the plans already. It would not be prudent to go to someone else. I hope they have in mind we are not doing the same project that was there in the beginning. We're cutting back as much as we can.

Mr. Dallaire pointed out these are the building improvement plans. So once we have the plans we can divide it up. What he didn't account for was the optional scope of services. For the building itself, this gets us all the construction plans we need.

Mrs. Jones asked if we could control the heating and air conditioning wirelessly.

Mr. Dallaire imagined if we get NEST.

No public comment.

Motion Higuera/Miller to approve a proposal from the Dube` group for architectural and engineering services in the amount of $42,975 for the creation of the Gardnerville Station construction plans to be used in applying for a building permit to rehabilitate the former Eagle Gas Station. Motion carried with Board Member Slater absent.

11. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for February 2016.

Mr. Rowe would like to go back to the convenience fee. Do you want an agenda item so you can consider that?

Board members agreed they would.

Mr. Rowe will get a memo for your packet. Tom and I went to the open meeting law training session. I reviewed the Virginia Ranch information. There is a lot of enthusiasm in the car groups for the Great Race. I will send out the entry forms to the AACA and the Ford group.

12. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for February 2016.

Mr. Dallaire reported Mr. Pegram's development is going forward. I got the application yesterday for the specific plan modification. We will have a staff meeting with the county next week. I suspect it will be on the

agenda for next month. Waterloo Center has two new businesses: Western Title and a sushi business. The water company is doing a new pump station.

No public comment.

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

No public comment.

Motion Wenner/Jones to adjourn at 7:42 p.m. Motion carried with Board Member Slater absent.
Respectfully submitted,

Mary Wenner
Chairwoman

Tom Dallaire
Town Manager

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Correspondence**

2. **Recommended Motion: Receive and file**
   Funds Available: ☐ Yes ☑ N/A

3. **Department:** Administration

   Prepared by: Tom Dallaire

4. **Meeting Date: April 5, 2016** **Time Requested:** N/A

5. **Agenda: ☑ Consent ☐ Administrative**

6. **Background Information**: See attached.

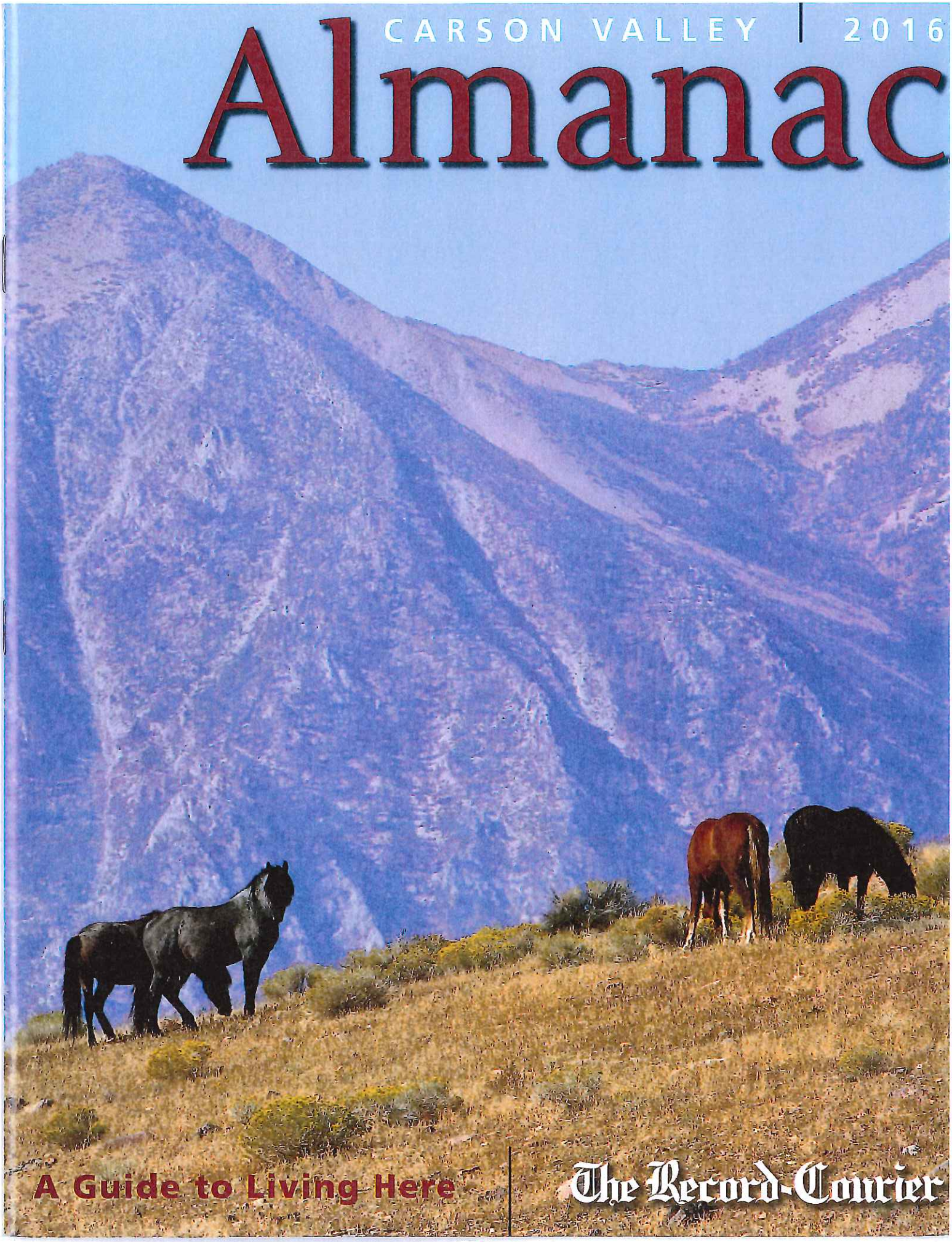
7. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**

8. **Board Action:**

   ☐ **Approved** ☐ **Approved with Modifications**
   ☐ **Denied** ☐ **Continued**

CARSON VALLEY | 2016

Almanac

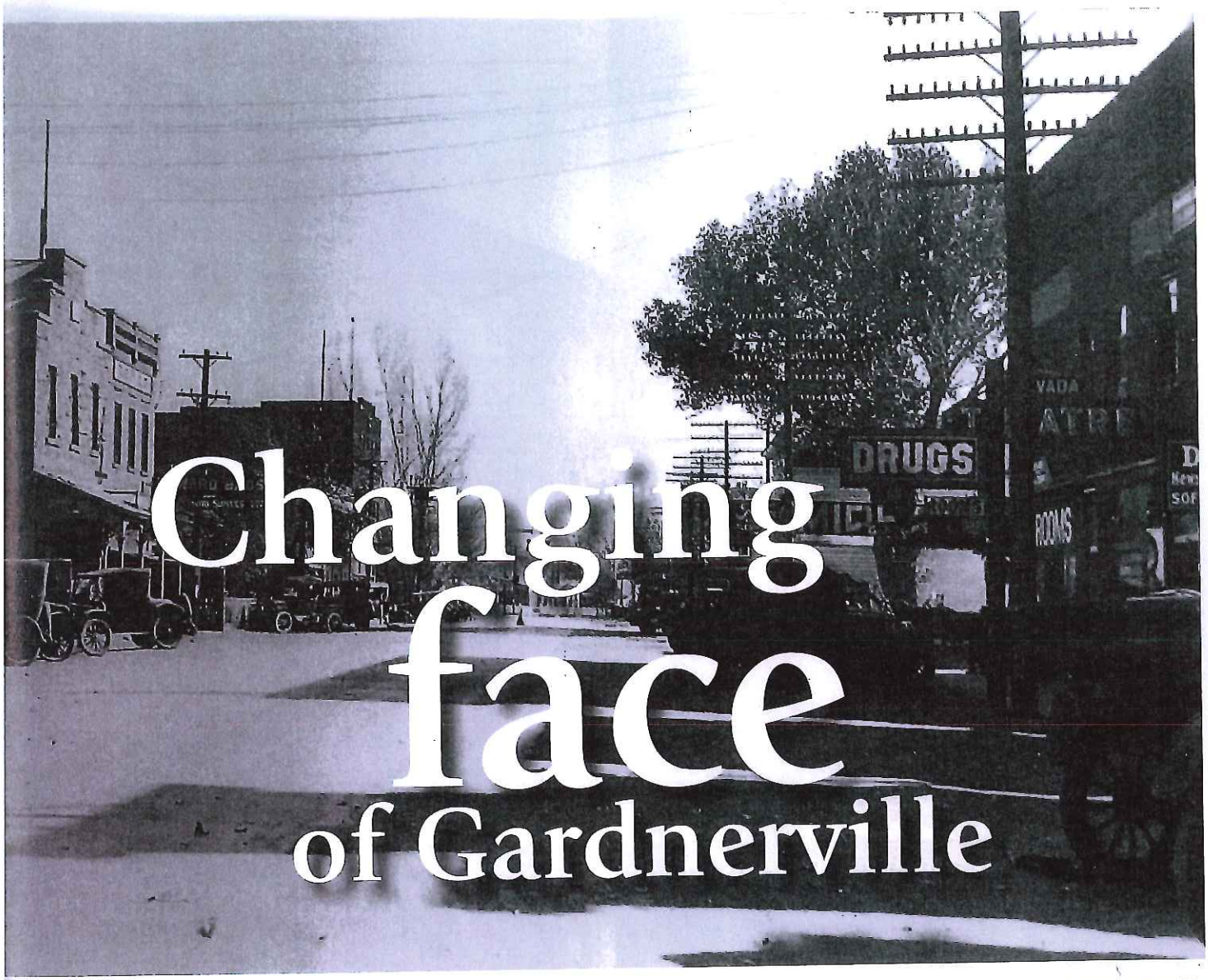


A Guide to Living Here

The Record-Courier

1-2

Changing face of Gardnerville



This photo of old Gardnerville shows the Nevada Theatre not long after it opened.

DOUGLAS COUNTY HISTORICAL SOCIETY

Up until the last few years, most of the major changes to the block that consists of old Gardnerville involved a fire.

May 7 marks the 50th anniversary of one of the biggest fires, which claimed the old Sage Theatre.

Billed as the biggest fire in Carson Valley in a quarter century, the 1966 fire started in the snack bar and claimed the 46-year-old theater and nearly took the Pyrenees and the Gardnerville Drug Store on either side, as well.

Firefighters received coffee from surrounding restaurants, including the Golden Bubble, the Overland, the French and the JT.

STORY BY KURT HILDEBRAND

1-3

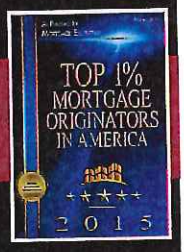
"His great service and low rates keeps our home buyers happy!"

Mitch Argon
CalNeva Realty – Minden, NV

"Patrick has never let me or my clients down; he's a 'get it done' kind of guy."

Laura Moline
ReMax Realty Affiliates – Gardnerville, NV

Patrick Winchell
Senior Loan Officer
NMLS# 370156 | MLD# 47365



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1-4

> "Gardnerville has been very fortunate in regard to fire, but with no system, no head to the department, one fire would wipe the town off the map."

The Golden Bubble, which was where Sharkey's now nds, was evacuated. One man took advantage of the chaos steal two bottles of liquor. A bartender and patron gave ase, but the man dropped the bottles and climbed over ence, leaving his pants. He was taken into custody in his derpants as the fire raged a block away.

That was the last gasp for the old movie house, which had en renovated with new seats and the concession stand just o years before.

That moment occurred in Dec. 8, 1970, when the entire ont of the movie house collapsed, taking the front portion of e Pyrenees upper story with it and dumped literally a ton of icks into Main Street during a blizzard.

No one was injured in the incident caused by a 100 mph indstorm.

Previously known as the Nevada Theatre, it was originally pened as the Rex Theater Jan. 10, 1920.

The survival of the town's historic core has largely epended on the skill of its firefighters.

The town's first building, the Gardnerville Hotel, which as moved from Genoa in 1879, was destroyed by fire in 1922.

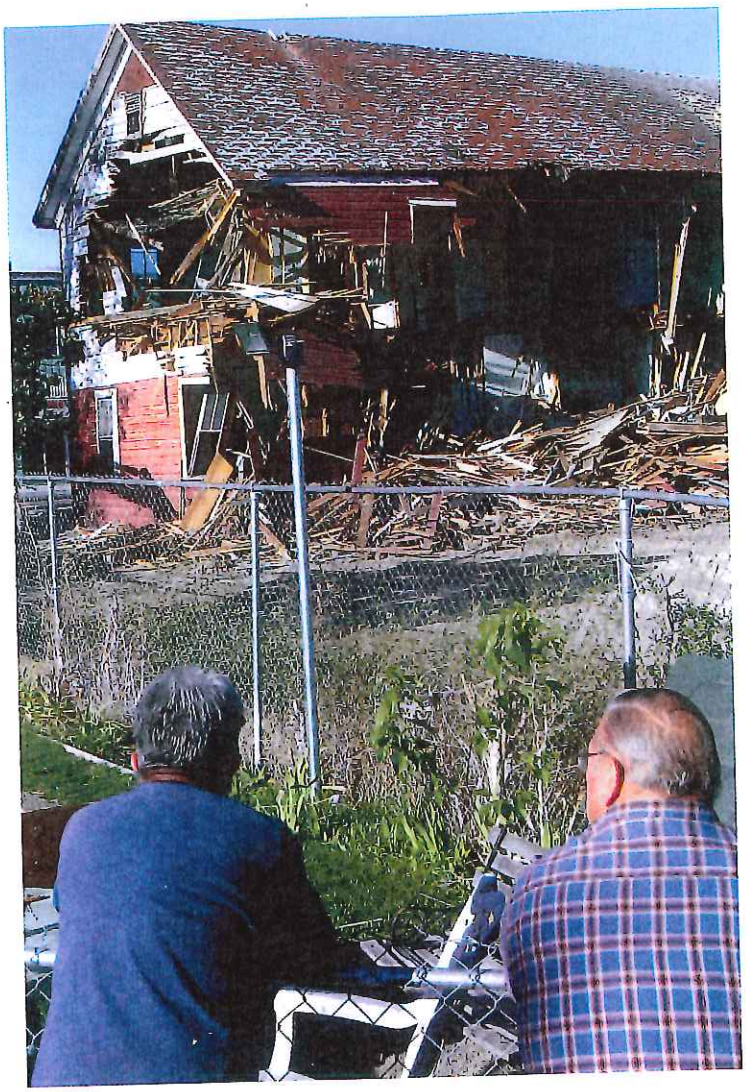
Up until the beginning of the 20th Century, Gardnerville as more about construction than destruction. The Courier nd, after 1898 The Record, contained weekly reports of usinesses building new structures in town.

The East Fork Hotel was completed in 1893. In 1896, the uilding that would be the J.T. Basque Bar & Dining Room was noved to Gardnerville from Virginia City.

That year, The Courier reported there were three hotels, hree stores, four saloons, two blacksmith shops and three barbershops in Gardnerville.

The two-story building on Eddy Street that housed The Record-Courier for 92 years was built in 1899. That same year, Gardnerville built its firehouse for the volunteers. One of the earliest saves for those early firefighters was the East Fork Hotel in September when firefighters had to knock down the door to get to the fire engine.

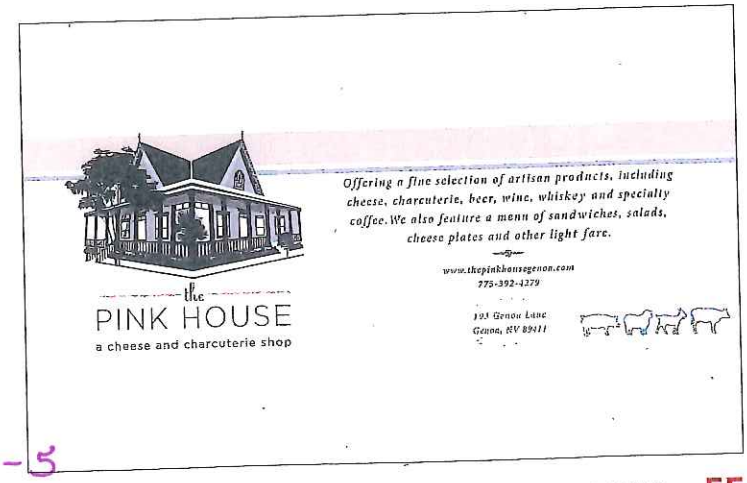
By 1903, residents had been lulled into complacency, according to the Gardnerville Record.



Above:
Gary Bumgarner, left, and Steve Erb watch the demolition of the historic East Fork Hotel on Oct. 20, 2014.
JIM GRANT

Opposite:
The front façade of the theater after a windstorm knocked it down, sending bricks into Main Street and crushing cars.
GRAYDON BURTON

Following page:
The Pyrenees Hotel was damaged when the façade of the Sage Theater fell down.
GRAYDON BURTON



1-5

"Gardnerville has been very fortunate in regard to fire, but with no system, no head to the department, one fire would wipe the town off the map," Editor Charles Southworth observed in May 1903.

Less than a year later, in March 1904, the fire that resulted in the merger of the Gardnerville Record and the Genoa Courier claimed a dentist's office and home and the Record's offices. More than 50 Gardnerville residents reported damage as a result of the fire.

Two months later the newly united Record-Courier reported meetings to reorganize a department.

It wasn't long before the next big fire claimed a big part of the town.

On March 3, 1905, within four days of the anniversary of the fire that destroyed The Record offices, a fire broke out that destroyed the telephone office, the Valhalla Hall, AWH Helberg's jewelry store, and Dr. Sinclair's offices.

The fire engine had remained in the firehouse through the summer and winter and was not in very good shape to help battle the blaze.

A 1909 law that all gaming revenue raised in a town should be spent there was particularly beneficial to Gardnerville, which was home to most of Carson Valley's gaming establishments.

Replacing a broken fire bell that had been donated in 1907 was one suggestion.

"A bell is needed, inasmuch as the town is dependent wholly upon a volunteer fire department," Publisher Bert Selkirk wrote. "One need not go back in history but a few years to point out where a quick alarm would have saved thousands of dollars worth of property."

By the big Genoa fire of 1910, Gardnerville's fire department was up and running, literally, when half of Nevada's first town burned down.

"Two relays of teams were used in making the eight-mile run and every manner of conveyance carried the firefighters," The R-C reported on July 1, 1910.

Fires struck periodically, destroying the former Gardnerville Hotel, the town's original structure, in 1926. Gardnerville firefighters managed to preserve the main hotel and the Midland Garage, which still stand on either side of the hotel's former location.

Even as the number of buildings grew, fewer and fewer great fires claimed parts of the town, thanks in part to awareness and in part to electricity.

Fire claimed the East Fork Club located next door to the East Fork Hotel in 1986. An arsonist burned down the Harris building, which had housed the East Fork Art Gallery and Coventry Cross Thrift Store, on Jan. 23, 1995.

Both the Pyrenees and the East Fork Hotel would survive until very nearly the present day.

The East Fork, Gardnerville's oldest native commercial structure, was torn down in October 2014 after 121 years. The Pyrenees, which had tiptoed to the edge of disaster on more than one occasion, was torn down in January 2015. ■

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1-6

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Health and Sanitation & Public Works Departments Monthly Report of activities**

2. **Recommended Motion: Accept as submitted**
   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**
   Prepared by: Carol Louthan

4. **Meeting Date: April 5, 2016**

5. **Time Requested:** N/A

6. **Agenda: ☑ Consent ☐ Administrative**

7. **Background Information:**

Residential Accounts	*1750*
Commercial Accounts	*221*
Green Waste Accounts	*1309*
Cleanup Dumpsters	*8*
X-cans	*407*
# of new residential accounts	*1 new acct, 5 accts transferred to new owners*
# of new commercial accounts	*0*
Minimum User Accounts	*34*
Total tons of trash	*325.93*
Total tons of Greenwaste	*0*

8. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
9. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Superintendent Town Public Works Monthly Report

Public Works & Parks – 03/2016

- The Martin Slough irrigation ditch system was flushed by the Water Master in preparation of irrigation season to start April 1. We cleaned debris from grates and the system looks good.
- The day after the ponds were filled they were stocked with trout from the local fishery.
- A dry season crossing across the Martin Slough was added in the 30 acre open space.
- Access roads were mowed along ditch banks and property lines in the 30 acre open space. Also a problematic Russian Olive tree was removed in a critical area.
- Dead and diseased trees identified last summer were removed from the Gilman Ponds area and burned with a fire permit.
- Heritage Park tree trimming has begun and will continue into April. The trimming to be completed is overdue and some cuts will be large in order to train the trees for future growth.
- Heritage Park Gardens has been plumbed to enable the town to keep the water on to the bathrooms in the winter. Water will be available to the community garden around April 15th.
- Water meters were turned on around the town as winter seems to be coming to a close.
- Weeds are here! We are actively pulling larger weeds weekly and spraying smaller weeds every other week. It takes up to 10 days for sprayed weeds to die.
- Chichester cracks were sprayed for weeds. We will keep an eye on these.
- 1000' of abandoned wire fencing was removed from the 30 acre open space. The fencing was in the middle of the field serving no purpose.
- Several streets were crack filled this month. Courthouse Alley, Ezell St., Gilman Ave. from 395 to Chichester, and the active portion of Slaughterhouse Ln.
- The SS250 Crack filler had the heat transfer oil changed out and a preventative maintenance check by the Crafco dealer in Reno.
- The old brush cat and old lift truck (Truck 614) were sent to be auctioned. The auction will be conducted by TnT Auctions and will be held April 9th.
- Street sweeping was performed on March 14th, 15th, 28th, and 29th.
- A street light survey was competed on March 24th. Twenty lights were reported to NV Energy for repairs or replacement.
- Training for Flagging in Public right of way certifications were completed early this month for most of the Public Works field staff. Good for two years.
- Training for CPR + First Aid certification is being scheduled for staff to be completed in April.

Health and Sanitation – 03/2016

- Banners are now being put up across 395 on a regular schedule.
- Staff rehabilitated 6 dumpsters with new wheels and paint.
- A truck load of 95 gallon totes (250 refuse, 150 green waste) was ordered to resupply our shop inventory. The aging field inventory is cracking and customers are requesting replacements. We are down to 8 refuse totes in the shop inventory. Delivery around May 6th.
- Two staff members will be sent to train on refuse truck adjustments in Ontario at the AM REP manufactures. The last training of this sort was 6 years ago.

Superintendent Town Public Works Monthly Report

Engineering – 03/2016

- A Drop Inlet (DI) was added to the storm drain system in front of Battle Born Wine (1448 US Highway 395) after a complaint was filed to NDOT about pooling water. The work was completed by Sierra View Equipment.
- 60% plans are ready for the 2016 Chichester Crack Repair project. I need to find time to finish them and it will go out to bid.
- Traffic Control Plans were drawn up and submitted for the Great Race.
- Reviewed site plans for St. Gall Church including easement abandonment and memorial wall. Special use permit comments and agenda item researched.

Geoffrey LaCost E.I.

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve March 2016 claims.**

2. **Recommended Motion: Approve as submitted**
   Funds Available: ☑ Yes ☐ N/A

3. **Department: Administration**

   Prepared by: Carol Louthan

4. **Meeting Date: April 5, 2016** **Time Requested:** N/A

5. **Agenda: ☑ Consent ☐ Administrative**

6. **Background Information**: See attached.

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

8. **Board Action:**

   ☐ **Approved** ☐ **Approved with Modifications**
   ☐ **Denied** ☐ **Continued**

Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/16 - 03/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **921 - Gardnerville Admin**										
Account **510.150 - Board Compensation**										
4288 - Higuera Lloyd W	3/16 BOARD	G'VILLE	Paid by Check # 646013		02/25/2016	03/04/2016	03/04/2016		03/04/2016	250.00
24008 - Jones Cassandra Esq	3/16 BOARD	G'VILLE	Paid by Check # 646026		02/25/2016	03/04/2016	03/04/2016		03/04/2016	250.00
28960 - Miller Kenneth	3/16 BOARD	G'VILLE	Paid by Check # 646049		02/25/2016	03/04/2016	03/04/2016		03/04/2016	250.00
2969 - Slater Linda	3-16 BOARD	G'VILLE	Paid by Check # 646127		02/25/2016	03/04/2016	03/04/2016		03/04/2016	250.00
			Account **510.150 - Board Compensation** Totals					Invoice Transactions	4	$1,000.00
Account **511.201 - PEBS-Ret.Medical**										
20219 - NV ST Public Employees	3-16 PREMIUMS	731	Paid by Check # 646367		03/01/2016	03/11/2016	03/11/2016		03/11/2016	8.88
			Account **511.201 - PEBS-Ret.Medical** Totals					Invoice Transactions	1	$8.88
Account **520.055 - Telephone Expense**										
29103 - Frontier	782-7134 2/16	77578271340502795	Paid by Check # 645997		02/16/2016	03/04/2016	03/04/2016		03/04/2016	100.73
29103 - Frontier	782-3856 2/16	77578235860808025	Paid by Check # 645997		02/16/2016	03/04/2016	03/04/2016		03/04/2016	51.89
12997 - Do Co Procurement Program	2-16 DALLAIRE	G'VILLE	Paid by Check # 646527		02/27/2016	03/18/2016	03/18/2016		03/18/2016	3.74
13097 - Verizon Wireless	9761401285	842011146-00001	Paid by Check # 646999		03/01/2016	03/25/2016	03/25/2016		03/25/2016	237.03
			Account **520.055 - Telephone Expense** Totals					Invoice Transactions	4	$393.39
Account **520.060 - Postage/Po Box Rent**										
25903 - U S P S CMRS-FP	30465 3-16	G'VILLE	Paid by Check # 646436		03/03/2016	03/11/2016	03/11/2016		03/11/2016	250.00
			Account **520.060 - Postage/Po Box Rent** Totals					Invoice Transactions	1	$250.00
Account **520.064 - Travel**										
12997 - Do Co Procurement Program	2-16 LOUTHAN	G'VILLE	Paid by Check # 646527		02/27/2016	03/18/2016	03/18/2016		03/18/2016	536.20
			Account **520.064 - Travel** Totals					Invoice Transactions	1	$536.20
Account **520.084 - Replacement & Repair**										
11985 - Ace Hardware	105403/1	1236	Paid by Check # 646186		02/03/2016	03/11/2016	03/11/2016		03/11/2016	24.98
2121 - Meeks Lumber	932397	06G1570	Paid by Check # 646617		02/10/2016	03/18/2016	03/18/2016		03/18/2016	17.08
			Account **520.084 - Replacement & Repair** Totals					Invoice Transactions	2	$42.06
Account **520.089 - Power**										
2924 - NV Energy	791804 2-16	791804	Paid by Check # 646352		02/24/2016	03/11/2016	03/11/2016		03/11/2016	214.47
			Account **520.089 - Power** Totals					Invoice Transactions	1	$214.47

Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/16 - 03/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **921 - Gardnerville Admin**										
Account **520.090 - Water**										
1429 - Gardnerville Water Company	640.01 2/16	640.01	Paid by Check # 646560		03/01/2016	03/18/2016	03/18/2016		03/18/2016	20.36
1429 - Gardnerville Water Company	690.01 2/16	690.01	Paid by Check # 646560		03/01/2016	03/18/2016	03/18/2016		03/18/2016	40.44
				Account **520.090 - Water** Totals				Invoice Transactions	2	$60.80
Account **520.136 - Rents & Leases Equipment**										
4753 - Ricoh USA Inc	5040264812	16769392	Paid by Check # 646394		02/01/2016	03/11/2016	03/11/2016		03/11/2016	93.01
4753 - Ricoh USA Inc	5040772928	16769392	Paid by Check # 646937		03/01/2016	03/25/2016	03/25/2016		03/25/2016	84.42
				Account **520.136 - Rents & Leases Equipment** Totals				Invoice Transactions	2	$177.43
Account **520.187 - Internet Expense**										
15887 - Charter Communications	0012509 3/16	8354110060012509	Paid by Check # 646510		03/02/2016	03/18/2016	03/18/2016		03/18/2016	64.99
				Account **520.187 - Internet Expense** Totals				Invoice Transactions	1	$64.99
Account **520.200 - Training & Education**										
31670 - National Main Street Center	677377	G'VILLE	Paid by Check # 646341		02/29/2016	03/11/2016	03/11/2016		03/11/2016	450.00
				Account **520.200 - Training & Education** Totals				Invoice Transactions	1	$450.00
Account **521.130 - Legal Services**										
10816 - Rowe Hales & Yturbide LLP	25646	G'VILLE	Paid by Check # 646107		02/16/2016	03/04/2016	03/04/2016		03/04/2016	2,120.00
				Account **521.130 - Legal Services** Totals				Invoice Transactions	1	$2,120.00
Account **532.056 - Subscriptions**										
2542 - JCG Technologies Inc	5185	GVILLE	Paid by Check # 646862		03/01/2016	03/25/2016	03/25/2016		03/25/2016	212.50
				Account **532.056 - Subscriptions** Totals				Invoice Transactions	1	$212.50
Account **533.800 - Office Supplies**										
11985 - Ace Hardware	105541/1	1236	Paid by Check # 646186		02/10/2016	03/11/2016	03/11/2016		03/11/2016	8.50
20801 - Gray Matter	TOG03116	G'VILLE	Paid by Check # 646291		03/01/2016	03/11/2016	03/11/2016		03/11/2016	350.00
12997 - Do Co Procurement Program	2-16 LOUTHAN	G'VILLE	Paid by Check # 646527		02/27/2016	03/18/2016	03/18/2016		03/18/2016	206.36
				Account **533.800 - Office Supplies** Totals				Invoice Transactions	3	$564.86
Account **533.817 - Small Projects**										
29453 - Nagel Theodore A	15026	G'VILLE	Paid by Check # 646903		03/17/2016	03/25/2016	03/25/2016		03/25/2016	250.00
				Account **533.817 - Small Projects** Totals				Invoice Transactions	1	$250.00
				Department **921 - Gardnerville Admin** Totals				Invoice Transactions	26	$6,345.58

Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/16 - 03/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **923 - Parks & Recreation**										
Account **520.037 - Weed Spraying**										
1130 - Do Co Weed Control	1691	GVILLE	Paid by Check # 646817		03/16/2016	03/25/2016	03/25/2016		03/25/2016	918.98
				Account **520.037 - Weed Spraying** Totals				Invoice Transactions	1	$918.98
Account **520.084 - Replacement & Repair**										
27147 - Impact Construction	738	G'VILLE	Paid by Check # 646020		02/16/2016	03/04/2016	03/04/2016		03/04/2016	2,216.00
11985 - Ace Hardware	105498/1	1236	Paid by Check # 646186		02/08/2016	03/11/2016	03/11/2016		03/11/2016	6.24
11985 - Ace Hardware	105684/1	1236	Paid by Check # 646186		02/17/2016	03/11/2016	03/11/2016		03/11/2016	3.58
2297 - ASJ Small Engines Inc	17287	G'VILLE	Paid by Check # 646202		02/26/2016	03/11/2016	03/11/2016		03/11/2016	48.00
12997 - Do Co Procurement Program	2-16 LOUTHAN	G'VILLE	Paid by Check # 646527		02/27/2016	03/18/2016	03/18/2016		03/18/2016	126.95
12198 - O'Reilly Auto Parts	3530-439095	1075650	Paid by Check # 646640		02/27/2016	03/18/2016	03/18/2016		03/18/2016	2.49
				Account **520.084 - Replacement & Repair** Totals				Invoice Transactions	6	$2,403.26
Account **520.089 - Power**										
2924 - NV Energy	791804 2-16	791804	Paid by Check # 646352		02/24/2016	03/11/2016	03/11/2016		03/11/2016	557.41
				Account **520.089 - Power** Totals				Invoice Transactions	1	$557.41
Account **520.090 - Water**										
2153 - Minden Town of	1862.01 2/16	1862.01	Paid by Check # 646620		02/24/2016	03/18/2016	03/18/2016		03/18/2016	24.05
				Account **520.090 - Water** Totals				Invoice Transactions	1	$24.05
Account **532.003 - Gas & Oil**										
3814 - Flyers Energy LLC	CFS1180382	8308	Paid by Check # 646550		02/29/2016	03/18/2016	03/18/2016		03/18/2016	20.09
				Account **532.003 - Gas & Oil** Totals				Invoice Transactions	1	$20.09
				Department **923 - Parks & Recreation** Totals				Invoice Transactions	10	$3,923.79

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **926 - Other Public Works**										
Account **520.017 - Snow Removal**										
13485 - Ahern Rentals Inc	15692203-1	205304	Paid by Check # 646189		02/02/2016	03/11/2016	03/11/2016		03/11/2016	75.90
				Account **520.017 - Snow Removal** Totals			Invoice Transactions 1			$75.90

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **926 - Other Public Works**										
Account **520.084 - Replacement & Repair**										
11985 - Ace Hardware	105376/1	1236	Paid by Check # 646186		02/03/2016	03/11/2016	03/11/2016		03/11/2016	11.99
11985 - Ace Hardware	105498/1	1236	Paid by Check # 646186		02/08/2016	03/11/2016	03/11/2016		03/11/2016	9.36
11985 - Ace Hardware	105541/1	1236	Paid by Check # 646186		02/10/2016	03/11/2016	03/11/2016		03/11/2016	4.99
11985 - Ace Hardware	105786/1	1236	Paid by Check # 646186		02/22/2016	03/11/2016	03/11/2016		03/11/2016	3.72
13485 - Ahern Rentals Inc	15696595-1	205304	Paid by Check # 646189		02/03/2016	03/11/2016	03/11/2016		03/11/2016	9.98
13485 - Ahern Rentals Inc	15723807-1	205304	Paid by Check # 646189		02/10/2016	03/11/2016	03/11/2016		03/11/2016	53.97
13485 - Ahern Rentals Inc	15759405-1	205304	Paid by Check # 646189		02/19/2016	03/11/2016	03/11/2016		03/11/2016	4.89
13485 - Ahern Rentals Inc	15763364-1	205304	Paid by Check # 646189		02/22/2016	03/11/2016	03/11/2016		03/11/2016	3.98
13485 - Ahern Rentals Inc	15765924-1	205304	Paid by Check # 646189		02/22/2016	03/11/2016	03/11/2016		03/11/2016	49.99
13485 - Ahern Rentals Inc	15773447-1	205304	Paid by Check # 646189		02/24/2016	03/11/2016	03/11/2016		03/11/2016	103.51
13485 - Ahern Rentals Inc	15773466-1	205304	Paid by Check # 646189		02/24/2016	03/11/2016	03/11/2016		03/11/2016	7.58
13485 - Ahern Rentals Inc	15774996-1	205304	Paid by Check # 646189		02/24/2016	03/11/2016	03/11/2016		03/11/2016	12.98
2510 - Parts House	659487	4170	Paid by Check # 646379		02/02/2016	03/11/2016	03/11/2016		03/11/2016	141.57
2510 - Parts House	659490	4170	Paid by Check # 646379		02/02/2016	03/11/2016	03/11/2016		03/11/2016	6.69
2510 - Parts House	662284	4170	Paid by Check # 646379		02/19/2016	03/11/2016	03/11/2016		03/11/2016	34.86
12997 - Do Co Procurement Program	2-16 LACOST	G'VILLE	Paid by Check # 646527		02/27/2016	03/18/2016	03/18/2016		03/18/2016	147.34
8043 - Mark Smith Tire Center Inc	71700137296	A17-14675	Paid by Check # 646610		02/12/2016	03/18/2016	03/18/2016		03/18/2016	20.00
8043 - Mark Smith Tire Center Inc	71700137966	A17-14675	Paid by Check # 646610		02/19/2016	03/18/2016	03/18/2016		03/18/2016	20.00
3940 - Isom Crane and Rigging	5406	GVILLE	Paid by Check # 646860		03/09/2016	03/25/2016	03/25/2016		03/25/2016	700.00
27690 - United Rotary Brush Corp	CI182475	401296	Paid by Check # 646991		03/08/2016	03/25/2016	03/25/2016		03/25/2016	353.48
			Account **520.084 - Replacement & Repair** Totals				Invoice Transactions		20	$1,700.88

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **926 - Other Public Works**										
Account **520.095 - Street Lights**										
2924 - NV Energy	791804 2-16	791804	Paid by Check # 646352		02/24/2016	03/11/2016	03/11/2016		03/11/2016	6,344.18
				Account **520.095 - Street Lights** Totals				Invoice Transactions	1	$6,344.18
Account **520.103 - Maint Road**										
22550 - Sierra View Equipment Inc	6299	G'VILLE	Paid by Check # 646683		03/02/2016	03/18/2016	03/18/2016		03/18/2016	24,500.00
1 - A & A Construction Inc	GVILLE 3/10/16	GVILLE	Paid by Check # 646742		03/10/2016	03/25/2016	03/25/2016		03/25/2016	3,672.81
18043 - Morgan Construction, Inc.	17197	GVILLE	Paid by Check # 646899		03/11/2016	03/25/2016	03/25/2016		03/25/2016	3,000.00
				Account **520.103 - Maint Road** Totals				Invoice Transactions	3	$31,172.81
Account **520.107 - Maint Equip**										
6321 - Safety-Kleen Inc	69296640	TO23913	Paid by Check # 646943		03/01/2016	03/25/2016	03/25/2016		03/25/2016	99.49
				Account **520.107 - Maint Equip** Totals				Invoice Transactions	1	$99.49
Account **520.155 - Licensing**										
12997 - Do Co Procurement Program	2-16 LOUTHAN	G'VILLE	Paid by Check # 646527		02/27/2016	03/18/2016	03/18/2016		03/18/2016	29.25
				Account **520.155 - Licensing** Totals				Invoice Transactions	1	$29.25
Account **532.003 - Gas & Oil**										
3814 - Flyers Energy LLC	CFS1171791	8308	Paid by Check # 645990		02/15/2016	03/04/2016	03/04/2016		03/04/2016	217.79
3814 - Flyers Energy LLC	CFS1180382	8308	Paid by Check # 646550		02/29/2016	03/18/2016	03/18/2016		03/18/2016	518.30
				Account **532.003 - Gas & Oil** Totals				Invoice Transactions	2	$736.09
Account **532.019 - Storm Drain Maintenance**										
13485 - Ahern Rentals Inc	15726392-1	205304	Paid by Check # 646189		02/11/2016	03/11/2016	03/11/2016		03/11/2016	36.97
13485 - Ahern Rentals Inc	15747101-1	205304	Paid by Check # 646189		02/17/2016	03/11/2016	03/11/2016		03/11/2016	52.60
13485 - Ahern Rentals Inc	15708838-1	205304	Paid by Check # 646189		02/19/2016	03/11/2016	03/11/2016		03/11/2016	2,363.58
27147 - Impact Construction	746	GVILLE	Paid by Check # 646856		03/09/2016	03/25/2016	03/25/2016		03/25/2016	1,200.00
				Account **532.019 - Storm Drain Maintenance** Totals				Invoice Transactions	4	$3,653.15

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **926 - Other Public Works**										
Account **532.028 - Uniforms**										
5785 - Alsco Inc	LREN1115293	000330	Paid by Check # 645914		02/02/2016	03/04/2016	03/04/2016		03/04/2016	4.39
5785 - Alsco Inc	LREN1117448	000330	Paid by Check # 645914		02/09/2016	03/04/2016	03/04/2016		03/04/2016	4.39
5785 - Alsco Inc	LREN1119595	000330	Paid by Check # 645914		02/16/2016	03/04/2016	03/04/2016		03/04/2016	4.39
5785 - Alsco Inc	LREN1121758	000330	Paid by Check # 645914		02/23/2016	03/04/2016	03/04/2016		03/04/2016	4.39
4287 - Red Wing Shoe Store	000000006-066	G'VILLE	Paid by Check # 646094		02/16/2016	03/04/2016	03/04/2016		03/04/2016	89.99
13485 - Ahern Rentals Inc	15692989-1	205304	Paid by Check # 646189		02/02/2016	03/11/2016	03/11/2016		03/11/2016	61.20
5666 - Allied Uniform Sales	3904	G'VILLE	Paid by Check # 646191		02/25/2016	03/11/2016	03/11/2016		03/11/2016	131.08
30870 - Mallory Safety & Supply LLC	4047982	87639	Paid by Check # 646323		02/25/2016	03/11/2016	03/11/2016		03/11/2016	32.99
10314 - Work World Inc	43654	G'VILLE	Paid by Check # 646461		02/11/2016	03/11/2016	03/11/2016		03/11/2016	100.00
				Account **532.028 - Uniforms** Totals				Invoice Transactions	9	$432.82
Account **532.116 - Crack Seal Maintenance**										
11985 - Ace Hardware	105824/1	1236	Paid by Check # 646186		02/24/2016	03/11/2016	03/11/2016		03/11/2016	5.49
2510 - Parts House	662644	4170	Paid by Check # 646379		02/22/2016	03/11/2016	03/11/2016		03/11/2016	30.04
2510 - Parts House	662847	4170	Paid by Check # 646379		02/23/2016	03/11/2016	03/11/2016		03/11/2016	380.97
2510 - Parts House	662911	4170	Paid by Check # 646379		02/23/2016	03/11/2016	03/11/2016		03/11/2016	23.62
8692 - Silver State Barricade Inc	84188	G'VILLE	Paid by Check # 646406		02/12/2016	03/11/2016	03/11/2016		03/11/2016	1,048.40
12997 - Do Co Procurement Program	2-16 LACOST	G'VILLE	Paid by Check # 646527		02/27/2016	03/18/2016	03/18/2016		03/18/2016	400.00
				Account **532.116 - Crack Seal Maintenance** Totals				Invoice Transactions	6	$1,888.52

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **610 - Gardnerville Town**										
Department **926 - Other Public Works**										
Account **562.000 - Capital Projects**										
2012 - Lumos and Associates Inc	91272	8939.000	Paid by Check # 646038		02/12/2016	03/04/2016	03/04/2016		03/04/2016	10,480.00
2514 - Stowell Candace	TM2	G'VILLE	Paid by Check # 646419		02/29/2016	03/11/2016	03/11/2016		03/11/2016	250.00
2926 - NV Energy	3001396459 2-16	33193/G'VILLE	Paid by Check # 646633		02/18/2016	03/18/2016	03/18/2016		03/18/2016	2,000.00
31525 - Bramco Construction Corp	7181	GVILLE	Paid by Check # 646782		03/16/2016	03/25/2016	03/25/2016		03/25/2016	832.17
2012 - Lumos and Associates Inc	91470	8939.000	Paid by Check # 646883		03/11/2016	03/25/2016	03/25/2016		03/25/2016	3,000.00
				Account **562.000 - Capital Projects** Totals				Invoice Transactions	5	$16,562.17
				Department **926 - Other Public Works** Totals				Invoice Transactions	53	$62,695.26
				Fund **610 - Gardnerville Town** Totals				Invoice Transactions	89	$72,964.63

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **510.150 - Board Compensation**										
4288 - Higuera Lloyd W	3/16 BOARD	G'VILLE	Paid by Check # 646013		02/25/2016	03/04/2016	03/04/2016		03/04/2016	250.00
24008 - Jones Cassandra Esq	3/16 BOARD	G'VILLE	Paid by Check # 646026		02/25/2016	03/04/2016	03/04/2016		03/04/2016	250.00
28960 - Miller Kenneth	3/16 BOARD	G'VILLE	Paid by Check # 646049		02/25/2016	03/04/2016	03/04/2016		03/04/2016	250.00
2969 - Slater Linda	3-16 BOARD	G'VILLE	Paid by Check # 646127		02/25/2016	03/04/2016	03/04/2016		03/04/2016	250.00
			Account **510.150 - Board Compensation** Totals					Invoice Transactions	4	$1,000.00
Account **520.055 - Telephone Expense**										
29103 - Frontier	782-7134 2/16	77578271340502795	Paid by Check # 645997		02/16/2016	03/04/2016	03/04/2016		03/04/2016	100.74
29103 - Frontier	782-3856 2/16	77578235860808025	Paid by Check # 645997		02/16/2016	03/04/2016	03/04/2016		03/04/2016	51.89
13097 - Verizon Wireless	9761401285	842011146-00001	Paid by Check # 646999		03/01/2016	03/25/2016	03/25/2016		03/25/2016	237.02
			Account **520.055 - Telephone Expense** Totals					Invoice Transactions	3	$389.65
Account **520.060 - Postage/Po Box Rent**										
25903 - U S P S CMRS-FP	30465 3-16	G'VILLE	Paid by Check # 646436		03/03/2016	03/11/2016	03/11/2016		03/11/2016	250.00
			Account **520.060 - Postage/Po Box Rent** Totals					Invoice Transactions	1	$250.00
Account **520.084 - Replacement & Repair**										
11985 - Ace Hardware	105330/1	1236	Paid by Check # 646186		02/01/2016	03/11/2016	03/11/2016		03/11/2016	45.21
11985 - Ace Hardware	105337/1	1236	Paid by Check # 646186		02/01/2016	03/11/2016	03/11/2016		03/11/2016	3.00
11985 - Ace Hardware	105403/1	1236	Paid by Check # 646186		02/03/2016	03/11/2016	03/11/2016		03/11/2016	24.98
11985 - Ace Hardware	105498/1	1236	Paid by Check # 646186		02/08/2016	03/11/2016	03/11/2016		03/11/2016	9.35
11985 - Ace Hardware	105923/1	1236	Paid by Check # 646186		02/29/2016	03/11/2016	03/11/2016		03/11/2016	2.99
13485 - Ahern Rentals Inc	15752417-1	205304	Paid by Check # 646189		02/18/2016	03/11/2016	03/11/2016		03/11/2016	57.98
2510 - Parts House	659491	4170	Paid by Check # 646379		02/02/2016	03/11/2016	03/11/2016		03/11/2016	7.76
2510 - Parts House	660466	4170	Paid by Check # 646379		02/08/2016	03/11/2016	03/11/2016		03/11/2016	7.06
2510 - Parts House	660472	4170	Paid by Check # 646379		02/08/2016	03/11/2016	03/11/2016		03/11/2016	(3.68)
2510 - Parts House	660576	4170	Paid by Check # 646379		02/09/2016	03/11/2016	03/11/2016		03/11/2016	3.38

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **520.084 - Replacement & Repair**										
2510 - Parts House	660707	4170	Paid by Check # 646379		02/09/2016	03/11/2016	03/11/2016		03/11/2016	21.49
2510 - Parts House	660837	4170	Paid by Check # 646379		02/10/2016	03/11/2016	03/11/2016		03/11/2016	22.99
2510 - Parts House	662314	4170	Paid by Check # 646379		02/19/2016	03/11/2016	03/11/2016		03/11/2016	213.47
2510 - Parts House	662337	4170	Paid by Check # 646379		02/19/2016	03/11/2016	03/11/2016		03/11/2016	3.38
2510 - Parts House	663107	4170	Paid by Check # 646379		02/24/2016	03/11/2016	03/11/2016		03/11/2016	23.06
15174 - Purcell Tire Co Inc	26475539	264475	Paid by Check # 646386		02/04/2016	03/11/2016	03/11/2016		03/11/2016	546.00
15174 - Purcell Tire Co Inc	26475546	264475	Paid by Check # 646386		02/10/2016	03/11/2016	03/11/2016		03/11/2016	1,339.58
15174 - Purcell Tire Co Inc	26475939	264475	Paid by Check # 646386		02/19/2016	03/11/2016	03/11/2016		03/11/2016	269.58
2121 - Meeks Lumber	932397	06G1570	Paid by Check # 646617		02/10/2016	03/18/2016	03/18/2016		03/18/2016	17.08
2121 - Meeks Lumber	934391	06G1570	Paid by Check # 646617		02/22/2016	03/18/2016	03/18/2016		03/18/2016	131.09
2121 - Meeks Lumber	934462	06G1570	Paid by Check # 646617		02/23/2016	03/18/2016	03/18/2016		03/18/2016	24.98
12198 - O'Reilly Auto Parts	3530-434378	1075650	Paid by Check # 646640		02/01/2016	03/18/2016	03/18/2016		03/18/2016	13.99
12198 - O'Reilly Auto Parts	3530-434542	1075650	Paid by Check # 646640		02/02/2016	03/18/2016	03/18/2016		03/18/2016	5.49
12198 - O'Reilly Auto Parts	3530-435645	1075650	Paid by Check # 646640		02/09/2016	03/18/2016	03/18/2016		03/18/2016	28.72
12198 - O'Reilly Auto Parts	3530-435653	1075650	Paid by Check # 646640		02/09/2016	03/18/2016	03/18/2016		03/18/2016	3.99
12198 - O'Reilly Auto Parts	3530-435661	1075650	Paid by Check # 646640		02/09/2016	03/18/2016	03/18/2016		03/18/2016	13.99
12198 - O'Reilly Auto Parts	3530-435722	1075650	Paid by Check # 646640		02/09/2016	03/18/2016	03/18/2016		03/18/2016	(13.99)
12198 - O'Reilly Auto Parts	3530-435942	1075650	Paid by Check # 646640		02/10/2016	03/18/2016	03/18/2016		03/18/2016	9.54
12198 - O'Reilly Auto Parts	3530-436271	1075650	Paid by Check # 646640		02/12/2016	03/18/2016	03/18/2016		03/18/2016	58.44
12198 - O'Reilly Auto Parts	3530-436273	1075650	Paid by Check # 646640		02/12/2016	03/18/2016	03/18/2016		03/18/2016	(58.44)
12198 - O'Reilly Auto Parts	3530-436977	1075650	Paid by Check # 646640		02/16/2016	03/18/2016	03/18/2016		03/18/2016	28.98
12198 - O'Reilly Auto Parts	3530-437393	1075650	Paid by Check # 646640		02/18/2016	03/18/2016	03/18/2016		03/18/2016	320.23

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **520.084 - Replacement & Repair**										
12198 - O'Reilly Auto Parts	3530-437394	1075650	Paid by Check # 646640		02/18/2016	03/18/2016	03/18/2016		03/18/2016	480.23
12198 - O'Reilly Auto Parts	3530-437593	1075650	Paid by Check # 646640		02/19/2016	03/18/2016	03/18/2016		03/18/2016	4.99
12198 - O'Reilly Auto Parts	3530-437724	1075650	Paid by Check # 646640		02/20/2016	03/18/2016	03/18/2016		03/18/2016	9.35
12198 - O'Reilly Auto Parts	3530-438091	1075650	Paid by Check # 646640		02/22/2016	03/18/2016	03/18/2016		03/18/2016	10.84
12198 - O'Reilly Auto Parts	3530-438125	1075650	Paid by Check # 646640		02/22/2016	03/18/2016	03/18/2016		03/18/2016	25.27
12198 - O'Reilly Auto Parts	3530-438308	1075650	Paid by Check # 646640		02/23/2016	03/18/2016	03/18/2016		03/18/2016	20.00
12198 - O'Reilly Auto Parts	3530-439084	1075650	Paid by Check # 646640		02/27/2016	03/18/2016	03/18/2016		03/18/2016	2.99
26482 - Peterbilt Truck Parts & Eq LLC	7044250	365290	Paid by Check # 646651		02/09/2016	03/18/2016	03/18/2016		03/18/2016	29.16
26482 - Peterbilt Truck Parts & Eq LLC	7044470	365290	Paid by Check # 646651		02/10/2016	03/18/2016	03/18/2016		03/18/2016	29.16
5591 - Silver State International Trucks Inc	N31378	71641	Paid by Check # 646686		02/26/2016	03/18/2016	03/18/2016		03/18/2016	6,074.65
7198 - Consolidated Fabricators	177662	TOWN01	Paid by Check # 646807		03/07/2016	03/25/2016	03/25/2016		03/25/2016	1,050.20
7198 - Consolidated Fabricators	177663	TOWN01	Paid by Check # 646807		03/07/2016	03/25/2016	03/25/2016		03/25/2016	144.80
1957 - Lawson Products Inc	9303941538	10228446	Paid by Check # 646877		03/08/2016	03/25/2016	03/25/2016		03/25/2016	472.69
1957 - Lawson Products Inc	9303942609	10228446	Paid by Check # 646877		03/08/2016	03/25/2016	03/25/2016		03/25/2016	349.47
25251 - TEC Equipment Inc	83527	62348	Paid by Check # 646978		11/23/2015	03/25/2016	03/25/2016		03/25/2016	1,285.53
			Account **520.084 - Replacement & Repair** Totals					Invoice Transactions	47	$13,171.00
Account **520.089 - Power**										
2924 - NV Energy	791804 2-16	791804	Paid by Check # 646352		02/24/2016	03/11/2016	03/11/2016		03/11/2016	257.79
			Account **520.089 - Power** Totals					Invoice Transactions	1	$257.79

Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/16 - 03/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **520.090 - Water**										
1429 - Gardnerville Water Company	640.01 2/16	640.01	Paid by Check # 646560		03/01/2016	03/18/2016	03/18/2016		03/18/2016	20.36
1429 - Gardnerville Water Company	690.01 2/16	690.01	Paid by Check # 646560		03/01/2016	03/18/2016	03/18/2016		03/18/2016	40.44
1429 - Gardnerville Water Company	1644	2	Paid by Check # 646560		03/01/2016	03/18/2016	03/18/2016		03/18/2016	9.36
1429 - Gardnerville Water Company	1652	2	Paid by Check # 646560		03/01/2016	03/18/2016	03/18/2016		03/18/2016	16.02
				Account **520.090 - Water** Totals				Invoice Transactions	4	$86.18
Account **520.097 - Maint B&G**										
3472 - Whipple Electric&Security Inc	500	19	Paid by Check # 647011		03/13/2016	03/25/2016	03/25/2016		03/25/2016	397.50
				Account **520.097 - Maint B&G** Totals				Invoice Transactions	1	$397.50
Account **520.107 - Maint Equip**										
6321 - Safety-Kleen Inc	69296640	TO23913	Paid by Check # 646943		03/01/2016	03/25/2016	03/25/2016		03/25/2016	99.48
				Account **520.107 - Maint Equip** Totals				Invoice Transactions	1	$99.48
Account **520.116 - Veh. Maint-Co Shop**										
4268 - Do Co Vehicle Maintenance	2@16 TRANSFER	MOTOR POOL	Paid by Check # 646530		03/03/2016	03/18/2016	03/18/2016		03/18/2016	200.75
				Account **520.116 - Veh. Maint-Co Shop** Totals				Invoice Transactions	1	$200.75
Account **520.136 - Rents & Leases Equipment**										
4753 - Ricoh USA Inc	5040264812	16769392	Paid by Check # 646394		02/01/2016	03/11/2016	03/11/2016		03/11/2016	93.02
4753 - Ricoh USA Inc	5040772928	16769392	Paid by Check # 646937		03/01/2016	03/25/2016	03/25/2016		03/25/2016	84.41
				Account **520.136 - Rents & Leases Equipment** Totals				Invoice Transactions	2	$177.43
Account **520.187 - Internet Expense**										
15887 - Charter Communications	0012509 3/16	8354110060012509	Paid by Check # 646510		03/02/2016	03/18/2016	03/18/2016		03/18/2016	64.98
				Account **520.187 - Internet Expense** Totals				Invoice Transactions	1	$64.98
Account **520.197 - Landfill Expense**										
15853 - Carson City Landfill	228079 2-16	228079	Paid by Check # 646501		03/01/2016	03/18/2016	03/18/2016		03/18/2016	17,767.72
9016 - Douglas Disposal Inc	40990612 2/16	40990612	Paid by Check # 646532		03/01/2016	03/18/2016	03/18/2016		03/18/2016	744.91
				Account **520.197 - Landfill Expense** Totals				Invoice Transactions	2	$18,512.63
Account **521.130 - Legal Services**										
10816 - Rowe Hales & Yturbide LLP	25662	G'VILLE	Paid by Check # 646107		02/16/2016	03/04/2016	03/04/2016		03/04/2016	100.00
				Account **521.130 - Legal Services** Totals				Invoice Transactions	1	$100.00

Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/16 - 03/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **521.135 - Legal-Collection Cost**										
2549 - Dallaire Tom-Petty Cash	2-16 G'VILLE2	PETTY CASH	Paid by Check # 645957		02/18/2016	03/04/2016	03/04/2016		03/04/2016	29.00
2549 - Dallaire Tom-Petty Cash	3-16 G'VILLE	PETTY CASH	Paid by Check # 646809		03/09/2016	03/25/2016	03/25/2016		03/25/2016	30.00
			Account **521.135 - Legal-Collection Cost** Totals				Invoice Transactions		2	$59.00
Account **532.003 - Gas & Oil**										
3814 - Flyers Energy LLC	CFS1171791	8308	Paid by Check # 645990		02/15/2016	03/04/2016	03/04/2016		03/04/2016	594.62
2510 - Parts House	659556	4170	Paid by Check # 646379		02/02/2016	03/11/2016	03/11/2016		03/11/2016	459.24
3814 - Flyers Energy LLC	CFS1180382	8308	Paid by Check # 646550		02/29/2016	03/18/2016	03/18/2016		03/18/2016	605.70
12198 - O'Reilly Auto Parts	3530-434380	1075650	Paid by Check # 646640		02/01/2016	03/18/2016	03/18/2016		03/18/2016	221.94
				Account **532.003 - Gas & Oil** Totals			Invoice Transactions		4	$1,881.50
Account **532.028 - Uniforms**										
5785 - Alsco Inc	LREN1115293	000330	Paid by Check # 645914		02/02/2016	03/04/2016	03/04/2016		03/04/2016	4.39
5785 - Alsco Inc	LREN1117448	000330	Paid by Check # 645914		02/09/2016	03/04/2016	03/04/2016		03/04/2016	4.39
5785 - Alsco Inc	LREN1119595	000330	Paid by Check # 645914		02/16/2016	03/04/2016	03/04/2016		03/04/2016	4.39
5785 - Alsco Inc	LREN1121758	000330	Paid by Check # 645914		02/23/2016	03/04/2016	03/04/2016		03/04/2016	4.39
4287 - Red Wing Shoe Store	000000006-066	G'VILLE	Paid by Check # 646094		02/16/2016	03/04/2016	03/04/2016		03/04/2016	90.00
13485 - Ahern Rentals Inc	15692989-1	205304	Paid by Check # 646189		02/02/2016	03/11/2016	03/11/2016		03/11/2016	61.20
5666 - Allied Uniform Sales	3904	G'VILLE	Paid by Check # 646191		02/25/2016	03/11/2016	03/11/2016		03/11/2016	131.08
30870 - Mallory Safety & Supply LLC	4047982	87639	Paid by Check # 646323		02/25/2016	03/11/2016	03/11/2016		03/11/2016	32.98
10314 - Work World Inc	43654	G'VILLE	Paid by Check # 646461		02/11/2016	03/11/2016	03/11/2016		03/11/2016	100.00
				Account **532.028 - Uniforms** Totals			Invoice Transactions		9	$432.82
Account **532.056 - Subscriptions**										
2542 - JCG Technologies Inc	5185	GVILLE	Paid by Check # 646862		03/01/2016	03/25/2016	03/25/2016		03/25/2016	212.50
				Account **532.056 - Subscriptions** Totals			Invoice Transactions		1	$212.50

Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/16 - 03/31/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **611 - Gardnerville Health & San**										
Department **925 - Health & Sanitation**										
Account **533.800 - Office Supplies**										
11985 - Ace Hardware	105541/1	1236	Paid by Check # 646186		02/10/2016	03/11/2016	03/11/2016		03/11/2016	8.49
20801 - Gray Matter	TOG03116	G'VILLE	Paid by Check # 646291		03/01/2016	03/11/2016	03/11/2016		03/11/2016	350.00
12997 - Do Co Procurement Program	2-16 LOUTHAN	G'VILLE	Paid by Check # 646527		02/27/2016	03/18/2016	03/18/2016		03/18/2016	154.37
				Account **533.800 - Office Supplies** Totals				Invoice Transactions	3	$512.86
Account **533.802 - Small Equipment**										
12198 - O'Reilly Auto Parts	3530-435752	1075650	Paid by Check # 646640		02/09/2016	03/18/2016	03/18/2016		03/18/2016	649.50
				Account **533.802 - Small Equipment** Totals				Invoice Transactions	1	$649.50
				Department **925 - Health & Sanitation** Totals				Invoice Transactions	89	$38,455.57
				Fund **611 - Gardnerville Health & San** Totals				Invoice Transactions	89	$38,455.57
				Grand Totals				Invoice Transactions	178	$111,420.20

* = Prior Fiscal Year Activity

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion on Proclamation 2016P-01 recognizing April 29, 2016 as Arbor Day, with public comment prior to Board action.**

2. **Recommended Motion: Approve Proclamation 2016P-01 recognizing April 29, 2016 as Arbor Day.**
   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 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**

TOWN OF GARDNERVILLE
PROCLAMATION 2016P-01

BY THE GARDNERVILLE TOWN BOARD PROCLAIMING

APRIL 29, 2016 AS ARBOR DAY

WHEREAS, in 1872, J. Sterling Morton proposed to Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees in our community increase property values, enhance the economic vitality of business areas, and beautify our community; and

NOW, THEREFORE LET IT BE RESOLVED THAT THE GARDNERVILLE TOWN BOARD DOES *HEREBY PROCLAIM APRIL 29, 2016 AS ARBOR DAY, AND WE URGE ALL CITIZENS TO SUPPORT EFFORTS TO PROTECT OUR TREES AND WOODLANDS, AND TO PLANT AND CARE FOR TREES THAT PROMOTE THE WELL-BEING OF THIS AND FUTURE GENERATIONS.*

ADOPTED: This 5th day of April 2016.

GARDNERVILLE TOWN BOARD MEMBERS:

MARY WENNER, CHAIRWOMAN

KEN MILLER, VICE CHAIRMAN

LLOYD HIGUERA, MEMBER

CASSANDRA JONES, MEMBER

LINDA SLATER, MEMBER

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve Proclamation 2016R-02 recognizing June 19th, 2016 as Take a Kid to A Car Show Day.**
2.
3. **Recommended Motion: Approve**
   Funds Available: ☐ Yes ☑ N/A
4. **Department: Administration**
5. **Prepared by: Tom Dallaire**
6. **Meeting Date: April 5, 2016 Time Requested: N/A**
7. **Agenda: ☑ Consent ☐ Administrative**

Background Information: See attached.

8. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
9. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

Town of Gardnerville Est. 1879 Nevada

TOWN OF GARDNERVILLE
PROCLAMATION 2016P-02

BY THE GARDNERVILLE TOWN BOARD RECOGNIZING JUNE 19, 2016 AS

"TAKE A KID TO A CAR SHOW" DAY

WHEREAS, there have been countless studies done to prove that spending quality time with your children is the greatest gift you can give them; and

WHEREAS, sharing your appreciation for collector cars is a great way to nurture their interest in a hobby that you can enjoy together for many years to come; and

WHEREAS, the passion for preserving and experiencing our automobile heritage will be carried on with future generations; and

WHEREAS, life is full of choices for kids. By sharing your passion for "cool old cars", you may help them make positive ones;

NOW THEREFORE, LET IT BE RESOLVED, that the Gardnerville Town Board do hereby proclaim June 19, 2016 as "Take a Kid to a Car Show" Day and urge all parents to support the efforts to help our children by spending time with them and sharing your appreciation for collector cars that will promote that awareness for future generations.

Adopted: This 5th day of April, 2016

TAKE A Kid TO A Car Show

Gardnerville Town Board Members

Mary Wenner, Chairman	Ken Miller, Vice Chairman
Lloyd Higuera, Member	Cassandra Jones, Member

Linda Slater, Member

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve application and policy for special events at the Heritage Park Gardens**

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

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 Time Requested: N/A**

6. **Agenda: ☑ Consent ☐ Administrative**

Background Information: See attached application and policy. On item number 8 of the policy, we are awaiting input from the Town's Insurance Carrier. Our Main Street Insurance Carrier recommended that we have a written agreement between our program and the town for use of the property.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Heritage Park Gardens Special Event Application

Reservation Form and Release of Liability and Indemnification Agreement

Name_____ Date of Application_____

Contact Phone #(s)_____ Email _____

Mailing Address_____

City_____ State_____ Zip_____

Type of Event_____

Date of Event_____ Event Hours_____ *(Including set up and clean up time)*

Event Fee: Minimum $50 Donation Number of People Expected_____ *(Maximum number is 30)*

Payment: Make checks payable to **Main Street Gardnerville**
Credit Card payments can be made by phone during regular business hours at **775-782-8027**

Event Indemnification and Release of Liability

The undersigned, in consideration of participation in any event held by the Town of Gardnerville and Main Street Gardnerville, releases and forever discharges the Town, Main Street Gardnerville, its officers, agents, employees, volunteers and representatives, and their respective heirs, successors and assigns, from any and all actions, causes of action, suits, proceedings, debts, dues, contracts, judgments, damages, claims, and/or demands whatsoever in law or equity that the undersigned, its successors or assigns, ever had, now have, or may have in the future in connection with the undersigned's participation in any event held by the Town of Gardnerville and Main Street Gardnerville.

The undersigned further agrees to hold and save the Town, Main Street Gardnerville, its officers, agents, servants and employees, and their respective heirs, successors and assigns harmless from any claims by any others, including costs and expenses, for or on any account of any and all lawsuits or claims of any character whatsoever arising directly out of or from the undersigned's participation in any event, including any claim for property damage and/or personal injury, including death. The foregoing release and indemnity shall apply regardless of any negligence or strict liability of the Town and Main Street Gardnerville except to the extent the loss is caused by the gross negligence or willful misconduct of the Town and/or Main Street Gardnerville. The Undersigned acknowledges and understands that no insurance is available for coverage of the Undersigned unless otherwise provided by private insurance or obtained by the Undersigned.

I do hereby certify that, in representation of the above-named applicant, I have received a copy of the *Heritage Park Gardens Event Policy*, that I have read those policies and that the above-named applicant will observe all rules and regulations contained therein, including any conditions of approval of the MSG Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Signature:_____ Date:_____

Main Street Gardnerville
Ph: 775.782.8027 1407 Hwy 395 N, Gardnerville, NV 89410 Fax: 775.782.7135
Info@MainStreetGardnerville.org MainStreetGardnerville.org

EFFECTIVE DATE: XX/XX/XXXX

Main Street Gardnerville Program Corporation
Policies and Procedures

SUBJECT: HERITAGE PARK GARDENS EVENT POLICY

HERITAGE PARK GARDENS ("HPG")/GARDNERVILLE ("TOWN") PROPERTY USE AND RESERVATION POLICY RULES AND REGULATIONS

1. Heritage Park Gardens Use and Reservation Policy:
The Main Street Gardnerville Board ("Board") defines and declares that, with the completion of the improvements to HPG, and the requests for public and private exclusive use of Heritage Park Gardens on Town property, HPG use requires a reservation policy for all persons desiring to use, promote, encourage or sponsor activities on town property.

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

Any person desiring to use HPG for an event must first apply to the Main Street Gardnerville ("MSG") office for approval by the HPG Committee Chair and MSG Program Manager for the event within HPG.

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

3. Application:
A completed "Reservation Form and Release of Liability and Indemnification Agreement" ("application") for use of HPG to conduct an activity or event, must be submitted in writing to MSG at least 10 business days prior to the event date and shall be accompanied by any fees and/or deposits established or required pursuant to this Policy.

4. Cancellations and Refunds:
Reservations may be cancelled for a full refund up to 5 business days prior to the scheduled use. If a reservation is cancelled with less than 5 business days remaining prior to the scheduled use, no refund will be given, except in extraordinary circumstances, extreme weather, natural disasters, or other acts of God, but any deposits made will be refunded.

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

6. Reservation Fee:
A minimum $50 donation is required to serve as a basic reservation fee for use of HPG. Checks made payable to Main Street Gardnerville.

7. Alcohol and Food:
Should the applicant desire to sell alcoholic beverages and/or food, the applicant must request permission from the Board on the application. Only beer or wine may be consumed at an event and/or during HPG/Town property use. The applicant shall obtain any other permits required for the selling alcoholic beverages and/or food, including but not limited to any liquor/food handling permits required by Douglas County, and proof of compliance with such permit requirements must be submitted with the completed application within the time for submitting the application as set forth in this Policy.

8. Insurance: At the time of this report, we are waiting on input from Town's Insurance Carrier. Main Street's Insurance Carrier recommended we have a written agreement between our program and the town for use of the property.
This is currently what is in use by the Town on their policy: As part of the application, each applicant shall supply proof of insurance as required below, unless the applicant is a local government entity sharing the same liability insurance as the Town, in which latter instance Town staff shall verify the status of the local government entity and the liability insurance of such entity. Subject to the immediately preceding sentence, comprehensive general liability insurance naming the Town as an additional insured and certificate holder with minimum limits of insurance of $1 million for each occurrence and $1 million annual aggregate will be required for any Town park use when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or the number of applicants require(s) liability insurance; 4) alcoholic beverages are to be sold; and/or 5) as recommended by the Town Manager to the Board and/or as determined by the Board. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

9. Miscellaneous Use Rules:
Winter Restroom Use: The applicant will be charged $50.00 if park restroom use is required from the time period of the day immediately after Thanksgiving until March 31 of the next year.
Damage or Destruction of Town Property: No person shall intentionally damage, destroy, remove or modify any MSG/Town property.
Music: Amplified music must have prior approval.
Tents, Canopies, Awnings, etc.: Erection of tents, canopies, awnings, or other like structures must be preapproved. Bounce houses, dance floors, or tents larger than 20 ft. by 20 ft. may be subject to additional security deposits and/or insurance coverage, at the discretion of the Board and as recommended to the Board by the Town Manager.
Firearms, Crossbows, Air Rifles, and Fireworks: The discharge of firearms, crossbows, air rifles or fireworks is strictly forbidden.
Camping: Camping is not permitted on Town property. Exceptions may be granted at the sole discretion of the Board.
All Other Laws: An applicant requesting to use Town property for an event is responsible for complying with all federal, state, and county laws and ordinances, including the Nevada Revised Statutes, the Nevada Administrative Code, and the County Code for Douglas County, Nevada ("Douglas County Code"). This includes but is not limited to any outdoor festival permits, liquor licenses, etc. required by the U.S. government, the State of Nevada, Douglas County - Nevada, or the Town of Gardnerville. The Town shall provide a copy of this Policy to the applicant at the time of furnishing an application.

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve, approve with modifications or deny a town park use application for Main Street Gardnerville volunteer/business recognition event on July 17, 2016; with public comment prior to Board action.**

2. **Recommended Motion: Motion to approve town park use application for Main Street Gardnerville volunteer/business recognition event on July 17, 2016.**
   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 Time Requested: 10 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

Town of Gardnerville Nevada

Park Use/Street Closure/Special Event Application
Reservation Form/Release of Liability/Indemnification Agreement
1407 US Highway 395 N - Gardnerville, Nevada 89410
(775) 782-7134 Phone (775) 782-7135 Fax

Date of Application (must be submitted 10 business days prior to event): 3/28/16

Organization: Main Street Gardnerville Corporation: Yes ● No_____
(If a corporation, a copy of the **Articles of Incorporation must be attached)**

Contact Person: Paula Lochridge email: PLochridge@MainStreetGardnerville.org

Home/Cell Phone: 775-691-6357 Business Phone: 775-782-8027 Fax: 775-782-7135

Mailing Address: 1407 Hwy 395 N, Gardnerville, NV 89410
(If corporation, attach home or business phone and addresses of **president, vice-president** and **secretary**)

Requesting: **Heritage Park** ● Is request for exclusive use of park: Yes ● No _____
If Heritage Park but not exclusive use, describe which area of park is being requested:
Pavilion Side and surrounding lawn area.

Requesting: **Street Closure** _____ Street(s) proposing to be closed:_____

(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit; Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)

Requesting: **Other** _____ Location of Event/Activities (if other than Heritage Park):

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

Name and description of event, concessions, fund-raiser, etc.:
This is for our annual Volunteer and Business Recognition event.

Event date(s): Sunday, 7/17/16 Event hours (including set up & tear down): 11 am - 6 pm

This event is: Non-Profit: ● For Profit:_____ Closed to Public:_____ Open to Public: ●
(Non-profit organizations must submit **IRS 501c** letter with application)

If non-profit event, describe who benefits from proceeds of event:
We're inviting our program's volunteers and stakeholders to a picnic in the park to thank them for their support.

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:

around 100

(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier: National Trust Insurance Services, LLC./Maury, Phone: (410) 547-3267

(Certificate of Insurance **must be attached to this application** and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)

Is a fee charged to attend the event: Yes_____ No_____
Is food being served: Yes_____ No_____ If yes, Health Permit #_____
Will alcohol be sold or served: Yes_____ No_____ Liquor licenses/permits may be required
Will there be band or amplified music: Yes_____ No_____
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes_____ No _____
If yes, specify quantity, dimensions, etc:

We are still in the planning stages and am not sure if alcohol will be served and we're looking into someone to cater the event, so we will ensure they have the appropriate permit. Unknown at this time how many tents will be used... but can keep the town updated once plans are finalized.

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger *than 20'x20'* may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan:

Volunteers/Staff will do the clean up. We will coordinate garbage plan with the town.

(Groups of 50 or more are require to pay a minimum of one $25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

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

We'll coordinate use of the water coupler with the town.

(Town's water coupler is available if you use hoses for water)

Other Town services, if required:

Assistance requested for use of possible sound system.

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area: Around park and on side streets.

(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property *and may not be used for parking unless a letter of owner's permission is* submitted)

Fire/Emergency Medical Services Plan:

We will coordinate with EF Fire Dept once plans are finalized.

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

n/a

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

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

A copy of the approved form MUST be at the event

WAIVER OF LIABILITY

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

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

Authorized Representative(s) of Applicant:

eSigned via SeamlessDocs.com Paula Lochridge Key: 2fedfeb459c0a20b173dd9cf091379bb	Paula Lochridge	3/28/16
Signature	Printed Name	Date

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

(Town Office Use Only)

Heritage Park:
Usage $25/hr ($300/day max) Paid $_____ Date:_____

Park Deposit $300 **Paid $_____ Date:_____**
Dumpster $25/each **Paid $_____ Date:_____**
Additional Fees/Description **$_____**
Deposit Refunded **Paid $_____ Date:_____ Facility Reviewed:_____**

<u>Street Closure:</u>
Application Fee $100 **Paid $_____ Date:_____**

Scheduled for Town Board Agenda:_____ Approved:_____
Scheduled for Douglas County Commissioner Agenda:_____Approved:_____

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve a street closure application for Trinity Lutheran Church's Holy Smoker BBQ and Car Show to close a portion of Douglas Avenue on April 30, 2016.**

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

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 Time Requested: N/A**

6. **Agenda: ☑ Consent ☐ Administrative**

Background Information: See attached.

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

8. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

Town of Gardnerville Nevada

Park Use/Street Closure/Special Event Application
Reservation Form/Release of Liability/Indemnification Agreement
1407 US Highway 395 N - Gardnerville, Nevada 89410
(775) 782-7134 Phone (775) 782-7135 Fax

Date of Application (*must be submitted 10 business days prior to event*): 3-2-16

Organization: Trinity Lutheran Church Corporation: Yes____ No X
(*If a corporation, a copy of the* ***Articles of Incorporation must be attached***)

Contact Person: Archie Walker email: akwnevada@charter.net
Home/~~Cell~~ Phone: 782-6018 ~~Business~~ Phone: 721-1203 Fax: —
Mailing Address: 1326 Tolyabe Cell Ave Gardnerville 89410
(*If corporation, attach home or business phone and addresses of* ***president, vice-president*** *and* ***secretary***)

Requesting: **Heritage Park** ____ Is request for exclusive use of park: Yes____ No ____
If Heritage Park but not exclusive use, describe which area of park is being requested:

Requesting: **Street Closure** X Street(s) proposing to be closed: Douglas Ave In front of Trinity Lutheran Church

(*US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit; Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission*)

Requesting: **Other** ____ Location of Event/Activities (*if other than Heritage Park*):

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

Name and description of event, concessions, fund-raiser, etc.: Holy Smoker BBQ And Car Show

Event date(s): April 30, 2016 Event hours (*including set up & tear down*): 8AM - 3PM

This event is: Non-Profit: X For Profit: ____ Closed to Public: ____ Open to Public: X
(*Non-profit organizations must submit* ***IRS 501c*** *letter with application*)

If non-profit event, describe who benefits from proceeds of event: ____

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:
200
(*Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event*)

Event Insurance Carrier: Church Mutual Ins. Co. Phone: 800-995-7525
(*Certificate of Insurance* ***must be attached to this application*** *and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits*)

Is a fee charged to attend the event: Yes_____ No X
Is food being served: Yes_____ No X If yes, Health Permit #—
Will alcohol be sold or served: Yes_____ No X Liquor licenses/permits may be required
Will there be band or amplified music: Yes_____ No X
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes X No _____ On church Propert
If yes, specify quantity, dimensions, etc: 4 ~ 10X10's 1 – 10x20

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan: Provided by Trinity Lutheran Church on church property

(Groups of 50 or more are require to pay a minimum of one $25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

Water and Sanitation Plan if food sold or consumed during event: Provided by Trinity Lutheran Church

(Town's water coupler is available if you use hoses for water)

Other Town services, if required: None

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area: On church Property

(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may not be used for parking unless a letter of owner's permission is submitted)

Fire/Emergency Medical Services Plan: Provided

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned: No

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

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

A copy of the approved form MUST be at the event

WAIVER OF LIABILITY

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

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

Authorized Representative(s) of Applicant:

Archie Walker Archie Walker 3-2-16

Signature *Printed Name* *Date*

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

(Town Office Use Only)

Heritage Park:

Usage $25/hr ($300/day max) Paid $_____ Date:_____
Park Deposit $300 Paid $_____ Date:_____
Dumpster $25/each Paid $_____ Date:_____
Additional Fees/Description $_____
Deposit Refunded Paid $_____ Date:_____ Facility Reviewed:_____

Street Closure:

Application Fee $100 Paid $ 100- **Date:** 3/2/16
ck# 5370

Scheduled for Town Board Agenda: 4-5-16 **Approved:_____**
Scheduled for Douglas County Commissioner Agenda:_____ Approved:_____

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

5370

BANK OF AMERICA, NA
94-072/1224

Trinity Lutheran Church
1480 Douglas Avenue
Gardnerville,NV,89410
(775) 882-1445

2/16/2016

Y TO THE
DER OF Town of Gardnerville $**100.00

One Hundred and 00/100********** DOLLARS

Town of Gardnerville
1407 Hwy 395 N
Gardnerville, NV 89410

EMO

Stephanie King MP

⑈005370⑈ ⑆122400724⑆ 0002900523 23⑈

Details on Back

Intuit® CheckLock™ Secure Check

8-5

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/1/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Church & Casualty Ins Agency Inc
3440 Irvine Ave
Newport Beach CA 92660

CONTACT NAME: Sherry Selleck CIC
PHONE (A/C, No, Ext): (800) 995-7525 FAX (A/C, No): (800) 995-7521
E-MAIL ADDRESS: Sherry@churchandcasualty.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Church Mutual Insurance Co	18767
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
TRINITY LUTHERAN CHURCH
1480 DOUGLAS AVE
GARDNERVILLE NV 89410-5103

COVERAGES CERTIFICATE NUMBER: 16-17 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X		0837015-02-792098	4/1/2015	4/1/2018	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 5,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of insurance for Holy Smoker BBQ & Car Show located on premises, 1480 Douglas Ave., Gardnerville, NV on April 30, 2016. Certificate holder is named additional insured but only with respect to the activities of the Named Insured on the above described premises. All activities/operations not specifically ran/or conducted by the Named Insured are excluded. A220.2 attached.

CERTIFICATE HOLDER

Town of Gardnerville
1407 Highway 395 N
Gardnerville, NV 89410

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
J Taheri Kenari/JANIC Janice Taheri Kenari

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8-6

Ms. Carol Louthan, Sr. Office Manager

Feb. 27, 2016

1407 Hwy 395, North

Gardnerville, NV 89410

Dear Ms. Louthan

The Men's Ministry at Trinity Lutheran Church will again be having it's Holy Smoker Bar-B-Que and Car Show on Apr. 30, 2016. It will be held on the church front lawn and on Douglas Ave.

The antique cars will be parked in the street in such a way to still allow room for emergency vehicles to pass through as requested by the Fire Department. The show cars will be the only thing on the street, everything else will be on church property.

On Apr. 30, 2016, we request permission to close the street from 8AM to 3PM. All signage will be provided by the church. Signage will include detour arrows, road closure signs, and cones and saw horse barricades.

We thank you in advance for your support of our activity.

Archie Walker

Archie Walker

Event Coordinator, Trinity Lutheran Church

775-782-6018

BRIAN SANDOVAL
Governor
ROBERT R. BARENGO
Chair, Nevada Tax Commission
CHRISTOPHER G. NIELSEN
Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: http://tax.nv.gov
1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000 Fax: (775) 684-2020

LAS VEGAS OFFICE
Grant Sawyer Office Building, Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada, 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

RENO OFFICE
4600 Kietzke Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 687-9999
Fax: (775) 6881303

HENDERSON OFFICE
2550 Paseo Verde Parkway Suite 180
Henderson, Nevada 89074
Phone:(702) 486-2300
Fax: (702) 486-3377

March 31, 2014

Account Number: **RCE-002-390**
Exp date: March 31, 2019

88-007002D

TRINITY LUTHERAN CHURCH
1480 DOUGLAS AVENUE
GARDNERVILLE NV 89410

Pursuant to NRS 372.3261 and related statutes, TRINITY LUTHERAN CHURCH has been granted sales/use tax exempt status as a religious organization. Direct purchases or sales of tangible personal property made by or to TRINITY LUTHERAN CHURCH are exempt from sales/use tax. Fraudulent use of this exemption letter is a violation of Nevada law.

Vendors selling tangible personal property to TRINITY LUTHERAN CHURCH are authorized to sell to them tax exempt. The vendor shall account for the exempt sale on its sales/use tax return under exemptions. For audit purposes, a vendor must have a copy of this letter in order to document the transaction was tax exempt.

This letter only applies to Nevada sales/use tax and does not provide exemption from any other tax.

This exemption applies only to the above named organization and is not extended to individuals, or contractors or lessors to or for such organizations.

Any vendor having questions concerning the use of this sales/use tax exemption letter may contact the Department at one of the district offices listed above.

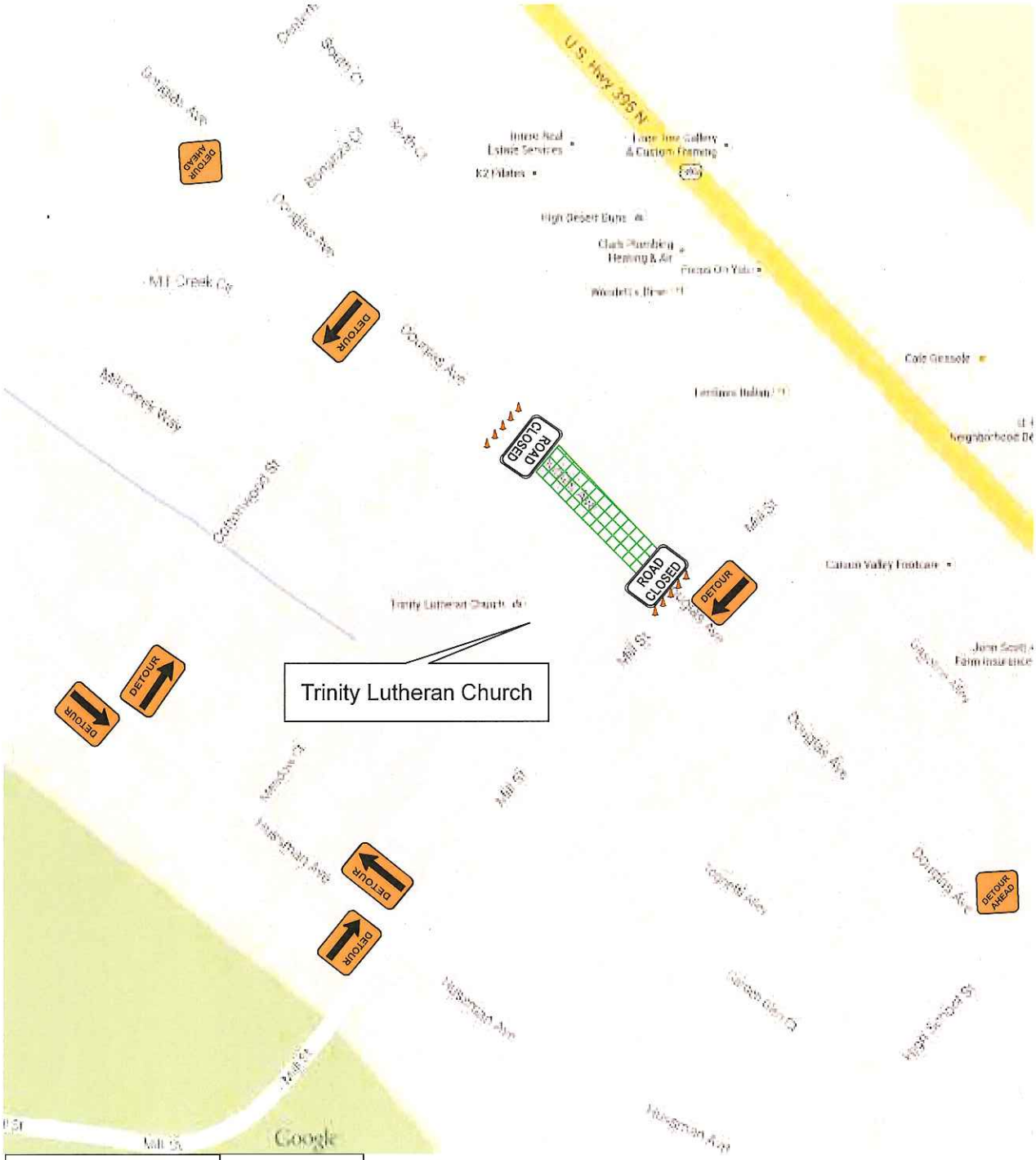
If, upon further or future review by the Department, it is determined the above named organization does not meet or no longer meets the criteria outlined in NRS 372.348, this letter of exemption will be revoked.

Sincerely,

Kathleen Williams

Kathleen Williams
Tax Program Supervisor II

TRINITY LUTHERAN CHURCH
DOUGLAS STREET CLOSURE



Manifest	Legend
2 x detour ahead W20-2	Work Area
3 x detour (L) M4-9	Cone
3 x detour (R) M4-9	
2 x R11-2 road closed R11-2	
10 x Cone	

Town of Gardnerville Nevada

Date: 10/2/2014 **Author:** GAL **Project:** TRINITY LUTHERAN CHURCH

Comments:

STREET CLOSURE ON DOUGLAS AVE

8-9

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve amendment to the Cooperative Agreement with NDOT for the Gardnerville Crosswalk Improvements and authorize the chairman to sign the agreement.**
2. **Recommended Motion: Approve**
   Funds Available: ☑ Yes ☐ N/A – Budgeted funds
3. **Department: Public Works**
4. **Prepared by: Tom Dallaire**
5. **Meeting Date: April 5, 2016 Time Requested: N/A**
6. **Agenda: ☑ Consent ☐ Administrative**

Background Information: NDOT informed the project team that their services would take up to 2 years to complete. We requested that Lumos do the work and provide NDOT the items for their review and recording. The increased cost associated with this task is $5,000. Lumos has the information. I have authorized them to proceed with the work.

7. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

AMENDMENT No. 1 to
COOPERATIVE (LOCAL PUBLIC AGENCY) AGREEMENT PR056-15-063

This Amendment is made and entered into on _____ between the State of Nevada, Department of Transportation, hereinafter referred to as the DEPARTMENT, and the Town of Gardnerville, 1407 Highway 395 N., Gardnerville, NV 89423, (hereinafter TOWN).

WITNESSETH:

WHEREAS, on May 21, 2015, the Parties entered into Agreement No. PR056-15-063 to design, adjust utilities, advertise, award and manage construction of the crosswalk improvements along US 395 in Gardnerville; and

WHEREAS, the termination date must be amended due to right-of-way needs for the project.

WHEREAS, the Parties hereto desire to make certain amendments to Agreement No. PR056-15-063.

NOW, THEREFORE, the Parties agree as follows:

A. Article I, Paragraph 11, is amended by deleting it in its entirety. and inserting in its place:

"11. To assign DEPARTMENT Right-of-Way Engineering staff to review and approve the mapping, title reports, and legal descriptions for those parcels to be acquired to ensure compliance with State and Federal regulations and standards."

B. Insert the following paragraph in Article II, "27. To generate right-of-way mapping, title reports, and legal descriptions for the new right-of-way parcels to be acquired and to provide these documents to the DEPARTMENT for review and approval."

C. The termination date referenced in Article III, Paragraph 1, shall be changed from December 31, 2017 to December 31, 2018.

D. All of the other provisions of Agreement No. PR056-15-063, dated May 21, 2015, shall remain in full force and effect as if set forth herein.

IN WITNESS WHEREOF, the above named Parties have hereunto set their hands and executed this Amendment the date first written above.

TOWN OF GARDNERVILLE

_____
Mary Wenner
Chairman

Attest:

_____
Thomas Dallaire, P.E.
Town Manager

STATE OF NEVADA, acting by and through its DEPARTMENT OF TRANSPORTATION

_____
Director

Approved as to Legality and Form:

_____
Deputy Attorney General

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve, approve with modifications, or deny; the Town of Gardnerville Continuity Of Operations Plan (COOP) plan dated March 2016.**
2. **Recommended Motion: Approve**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**
4. **Prepared by: Tom Dallaire**
5. **Meeting Date: April 5, 2016 Time Requested: N/A**
6. **Agenda: ☑ Consent ☐ Administrative**

Background Information: Last month we reviewed the mission essential functions. We provided the revised Annex K to you for further input. This is the entire document missing safety sensitive information like addresses and phone numbers.

7. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

CONTINUITY OF OPERATIONS PLAN (COOP)

TOWN OF GARDNERVILLE

NEVADA CONTINUITY.com
NEVADA COOP PLANNING

DRAFT

FOR OFFICIAL USE ONLY

NOTICE: This document contains information pertaining to the deployment, mobilization, and tactical operations of Town of Gardnerville in response to emergencies. It is exempt from public disclosure under Nevada state law.

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I. INTRODUCTION

The mission statement as provided by the Town of Gardnerville is as follows:

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

A. Purpose

This Continuity of Operations Plan (COOP) has been created for the Town of Gardnerville. The Continuity of Operations Plan establishes policy and guidance to ensure the execution of the mission-essential functions for the Town of Gardnerville in the event that an emergency threatens or incapacitates operations; and the relocation of selected personnel and functions of any essential facilities of the Town of Gardnerville are required. Specifically, this COOP is designed to:

- Ensure that the Town of Gardnerville is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- Ensure that the Town of Gardnerville is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide timely direction, control, and coordination to the Town of Gardnerville leadership and other critical customers before, during, and after an event or upon notification of a credible threat.
- Establish and enact time-phased implementation procedures to activate various components of the "Plan".
- Facilitate the return to normal operating conditions as soon as practical, based on circumstances and the threat environment.
- Ensure that the Town of Gardnerville COOP is viable and operational, and is compliant with all guidance documents.
- Ensure that the Town of Gardnerville COOP is fully capable of addressing all types of emergencies, or "all hazards" and that mission-essential functions are able to continue with minimal or no disruption during all types of emergencies.

B. Applicability and Scope

The provisions of this document apply to the Town of Gardnerville and its offices. Support from other organizations as described herein will be coordinated with the Gardnerville Town Manager (Tom Dallaire) as applicable. This document applies to situations that require relocation of mission-essential functions of the Town of Gardnerville as determined by the Gardnerville Town Manager (Tom Dallaire). The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short period. The Gardnerville Town Manager (Tom Dallaire) will determine situations that require implementation of the COOP.

C. Supersession

Currently the COOP plan in place for the Town of Gardnerville. This is an updated version as of March 2016 COOP plan to be created, and coordinated with other departments for emergency operations locations, and upon completion and formal adoption it will serve as the official COOP Plan for the Town of Gardnerville.

D. References

- National Response Framework (NRF), Second Edition, May 2013
- National Incident Management System (NIMS) - NRF Update August 18th, 2014
- Nevada State Emergency Operations Plan (SEOP)

E. Policy

The Town of Gardnerville recognizes and acknowledges that the protection of its assets and business operations is a major responsibility to its employees and respective jurisdiction. Therefore, it is a policy of the Town of Gardnerville that a viable COOP be established and maintained to ensure high levels of service quality and availability. It is also a policy of the Town of Gardnerville to protect life, information, and property, in that order. To this end, procedures have been developed to support the resumption of time-sensitive business operations and functions in the event of their disruption at the facilities identified in this plan. The Town of Gardnerville is committed to supporting service resumption and recovery efforts at alternate facilities, if required. Likewise, the Town of Gardnerville and its management are responsible for developing and maintaining a viable COOP that conforms to acceptable insurance, regulatory, and ethical practices and is consistent with the provisions and direction of other Town of Gardnerville policy, plans, and procedures.

F. Authorities

- Federal Continuity Directive 1 (FCD1) - September 23rd, 2013 - Federal Executive Branch National Continuity Program and Requirements - Federal Continuity Directive 1 (FCD1) provides direction to all Federal organizations for developing continuity plans and programs. Continuity planning facilitates the performance of essential functions during all-hazards emergencies or other situations that may disrupt normal operations. The ultimate goal of continuity is the continuation of National Essential Functions (NEFs).

- Federal Continuity Directive 2 (FCD2) - September 18th, 2013 - FCD 2 provides direction that aids Federal Executive Branch organizations in identifying their Mission Essential Functions (MEFs) and candidate Primary Mission Essential Functions (PMEFs) and implement the requirements of FCD 1. It provides guidance to Federal executive branch departments and agencies for identification of their Mission Essential Functions (MEFs) and potential Primary Mission Essential Functions (PMEFs). It includes guidance and checklists to assist departments and agencies in assessing their essential functions through a risk management process and in identifying potential PMEFs that support the National Essential Functions (NEFs) - the most critical functions necessary to lead and sustain the nation during a catastrophic emergency. FCD2 provides direction on the formalized process for submission of a department's or agency's potential PMEFs that are supportive of the NEFs. It also includes guidance on the processes for conducting a Business Process Analysis (BPA) and Business Impact Analysis (BIA) for each of the potential PMEFs that assist in identifying essential function

relationships and interdependencies, time sensitivities, threat and vulnerability analyses, and mitigation strategies that impact and support the PMEFs.

- Continuity Guidance Circular 1 (CGC1) - December 9th, 2013 - Continuity Guidance for Non-Federal Entities - Continuity Guidance Circular 1 (CGC1) in cooperation with the Department of Homeland Security and non-federal partners, CGC1 provides guidance to non-federal entities for the development of continuity plans and programs. Continuity planning facilitates the performance of essential functions during all-hazards emergencies or other situations that may disrupt normal operations. By continuing the performance of essential functions through a catastrophic emergency, the State, local, territorial, and tribal governments (non-Federal Governments entities or NFGs) support the ability of the Federal Government to perform National Essential Functions (NEFs), continue Enduring Constitutional Government, and ensure that essential services are provided to the Nation's citizens. A comprehensive and integrated continuity capability will enhance the credibility of our national security posture and enable a more rapid and effective response to, and recovery from, a national emergency.

- Continuity Guidance Circular 2 (CGC2) - October 31st, 2013 - Continuity Guidance for Non-Federal Entities: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions), provides additional planning guidance to assist non-Federal entities and organizations in identifying their essential functions. GCG2 also works to identify the relationships between these functions, as well as governmental and non-governmental agencies alike. Additionally, through the use of a systematic Business Process Analysis, Business Impact Analysis, and the development of risk mitigation strategies, CGC 2 provides guidance to non-Federal entities to ensure the continued performance of these essential functions during and following a significant disruption to normal operations.

- Executive Order 13347 - July 22nd, 2004 - The Executive Order, *Individuals with Disabilities in Emergency Preparedness*, calls for the Federal Government to appropriately support safety and security for individuals with disabilities in all types of emergency situations through a coordinated effort among federal agencies.

- ADA Title II and III, including, but not limited to, US Code Title 42, Chapter 126:

    - *Title II: State and Local Government Activities* All activities of state and local governments, regardless of the entity's size or receipt of federal funding, are covered. Additionally, state and local governments are required to allow people with disabilities an equal opportunity to benefit from all programs, services, and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings). This includes relocating programs or otherwise providing access in inaccessible older buildings, and communicating effectively with people who have hearing, vision, or speech disabilities.

    - *Title III: Public Accommodations* This title covers businesses and nonprofit service providers that are public accommodations, privately operated entities offering certain types of courses and examinations, privately operated transportation, and commercial facilities. Public accommodations are defined as private entities that own, lease, lease to, or operate facilities. This includes restaurants, retail stores, hotels, private schools, convention centers, doctors' offices, homeless shelters, transportation depots, day care centers, and recreation facilities (e.g., sports stadiums and fitness clubs). Transportation provided by private entities is also covered.

G. Glossary

Alternate Facility: A location other than an organization's normal facility used to conduct mission-essential functions in the event of COOP activation.

COOP Relocation Team (CRT): Members of the organization who have been trained to respond to emergencies necessitating the use of COOP. These members are responsible for reporting to the alternate facility and for making sure mission-essential functions are maintained.

COOP Support Team (CST): Personnel who do not report directly to the alternate facility. These individuals might initially be told to return to their homes until otherwise notified (e.g., they may be needed as backup to support the CRT in carrying out mission-essential functions).

Continuity of Government (COG): All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line of succession for key decision makers.

Continuity of Operations Planning (COOP): Organizations' efforts to ensure continuance of minimum essential functions during and after disruptive incidents of all kinds.

Delegation of Authority: A statement provided to Authority senior management by the senior departmental executive that delegates authority and responsibility. Many agencies require a written delegation of authority to be given to the agency head prior to their assuming command of larger incidents.

Mission-Essential Functions: An organization's prioritized functions that must be performed under all operational conditions. COOP plans are created to ensure that these functions can continue to be performed at some threshold level of effectiveness even following a major disaster.

Orders of Succession: The official sequence in which one person assumes the roles and responsibilities of a particular function within the organization in the event the usual leadership is unavailable to perform those duties.

Vital Records: Records, documents, or other information that, if damaged or destroyed, would cause considerable inconvenience or require replacement or re-creation at considerable expense. These are often records or documents, which, for legal, regulatory, or operational reasons, cannot be irretrievably lost or damaged without materially impairing the organization's ability to continue operations.

II. CONCEPT OF OPERATIONS (CONOP)

A. Objectives

The objective of this COOP is to ensure that a viable capability exists for Town of Gardnerville to continue essential functions across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible. The objectives of this COOP include:

- To ensure the continuous performance of essential functions/operations during an emergency.
- To protect essential facilities, equipment, records, and other assets.
- To reduce or mitigate disruptions to operations.

- To reduce loss of life, minimize damage and losses.
- To identify and designate principals and support staff to be relocated.
- To facilitate decision-making for execution of the COOP and the subsequent conduct of operations.
- To achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

B. Planning Considerations and Assumptions

In accordance with continuity guidelines and emergency management principles/best practices, a viable COOP capability:

- Must be maintained at a high-level of readiness.
- Must be capable of implementation, both with and without warning.
- Must be operational no later than 12 hours after activation.
- Must maintain sustained operations for up to 30 days.
- Should take maximum advantage of existing local, State or federal government infrastructures.

C. COOP Execution

This section outlines situations that can potentially lead to activation of the COOP due to emergencies or potential emergencies that may affect the ability of the Town of Gardnerville to perform its mission-essential functions from its primary and other essential facilities. This section also provides a general description of actions that will be taken by the Town of Gardnerville to transition from normal operations to COOP activation.

COOP Activation Scenarios

The following scenarios would likely require the activation of the Town of Gardnerville COOP:

- The primary facility or any other essential facility of the Town of Gardnerville is closed for normal business activities as a result of an event or credible threat of an event that would preclude access or use of the facility and the surrounding area.
- The area in which the primary facility or any other essential Town of Gardnerville facility is located is closed for normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military threat or attack. Under this scenario, there could be uncertainty regarding whether additional events such as secondary explosions or cascading utility failures could occur.

The following scenario would NOT require the activation of the Town of Gardnerville COOP:

- The primary facility or any other essential facility is temporarily unavailable due to a sudden emergency such as a fire, bomb threat, or hazardous materials emergency that requires the evacuation of the facility, but only for a short duration that does not impact normal operations.

COOP Activation

The following measures may be taken in an event that interrupts normal operations, or if such an incident appears imminent and it would be prudent to evacuate the primary facility or any other essential facility as a precaution:

- The Gardnerville Town Manager (Tom Dallaire) may activate the COOP to include activation of the alternate facility.
- The Gardnerville Town Manager (Tom Dallaire) will direct some or all of the COOP Teams to initiate the process of relocation to the alternate facility (see Sections II-D and II-F). The COOP Teams will be notified using the notification procedures outlined in Section IV of this document.
- The COOP Teams will initiate relocation to the alternate facility site and will ensure that the mission-essential functions of the closed primary or other impacted facility are maintained and capable of being performed using the alternate facility and available resources, until full operations are re-established at the primary/impacted facility.
- Town of Gardnerville staff members who do not have specific COOP assignments may be called upon to supplement the COOP Team operations.
- Representatives from other government or private organizations may also be called upon to support COOP operations.
- The COOP Teams and their members will be responsible for ensuring the continuation of the mission-essential functions of the Town of Gardnerville within 12 hours and for a period up to 30 days pending regaining access to the affected facility or the occupation of the alternate facility.

**** Section IV of this document provides additional detail on the procedures that will be used for COOP activation and implementation.*

Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the Town of Gardnerville COOP will be executed in response to a full range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures. In most cases, it is likely there will be a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP with a complete and orderly alert, notification of all personnel, and activation of the COOP Teams.

Without warning, the process becomes less routine and potentially more serious and difficult. The ability to execute the COOP following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the physical facilities, and whether personnel are present in the affected facility or in the surrounding area. Positive personnel accountability throughout all phases of emergencies, including COOP activation, is of utmost concern, especially if the emergency occurs without warning, during duty hours.

**** Section II-I of this document provides additional information on warning conditions and related procedures.*

D. Time-Phased Implementation

In order to maximize the preservation of life and property in the event of any natural or man-made disaster or threat, time-phased implementation may be applied. Time-phased implementation is used to prepare and respond to current threat levels, to anticipate escalation

of those threat levels and, accordingly, plan for increased response efforts and ultimately full COOP activation and facility relocation. The extent to which time-phased implementation will be applied will depend upon the emergency, the amount of warning received, whether personnel are on duty or off-duty at home or elsewhere, and, possibly, the extent of damage to essential facilities and their occupants. The Disaster Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels of disaster are defined as:

- **Minor Disaster** - Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance.

- **Major Disaster** - Any disaster that will likely exceed local capabilities and require a broad range of outside resource support including state or federal assistance. The State of Nevada Emergency Management Agency and the Federal Emergency Management Agency (FEMA) will be notified and potential state and federal assistance will likely be predominantly recovery-oriented.

- **Catastrophic Disaster** - Any disaster that will require massive state and federal assistance. State and federal assistance will involve response and recovery needs.

As described in Section II-C of this document, COOP activation applies to events or incidents impacting a facility where mission-essential functions are performed to the point that the facility is unable to continue to perform those functions for a duration that will affect normal operations. Using the Disaster Magnitude Classification above, it is possible that a minor disaster would not render a facility unusable. However, minor disasters can escalate into major disasters, and even into catastrophic disasters. Conversely, events that are of short duration and do not impact normal operations (e.g., require a building evacuation only) must also be handled as though they could escalate into a more serious situation. Time-phased implementation of the COOP is a way to be prepared for all levels of emergency/potential emergency scenarios that may or may not require relocation of the primary or other essential facility. This implementation method allows the individual(s) responsible for making decisions to be prepared to fully activate the COOP on very short notice, if necessary, but not prematurely activate the COOP for situations such as the building evacuation-only scenario described above. Listed below is a general summary of the sequence of events that can be followed using time-phased implementation of the COOP:

Phase I – Activation (0 to 12 hours)

During this phase, alert and notification of all employees, COOP Teams, and other organizations identified as "critical customers" (e.g., vendors or public/private entities that may provide resource support) will take place. It is during this phase that the transition to alternate operations at the alternate facility begins. However, if events turn out to be less severe than initially anticipated, the time-phased COOP activation may terminate during this phase and a return to normal operations will take place.

Phase II – Alternate Operations (12 hours to Termination)

During this phase, the transition to the alternate facility is complete and the performance of mission-essential functions should be underway. Also during this phase, plans should begin for transitioning back to normal operations at the primary facility or other designated facility.

Phase III – Reconstitution and Termination

During this phase, all personnel, including those that are not involved in the COOP activation, will be informed that the threat or actual emergency no longer exists and instructions will be provided for resumption of normal operations.

**** Section IV of this document covers more detailed, specific time-phased implementation procedures that will be followed during COOP activation and execution.*

E. Critical Service COOP Staff

The Town of Gardnerville management and staff that relocate to the alternate facility must be able to continue operations and perform mission-essential functions for up to 30 days with resource support. Specific Town of Gardnerville management and staff will be appointed to serve on COOP Teams to support COOP activations and relocation. It is important that COOP Teams and corresponding responsibilities are established prior to COOP activations so team members can be trained on their team roles and responsibilities. Depending upon the nature and severity of the event requiring COOP activation, the roster and size of the COOP Teams may be adjusted by the Gardnerville Town Manager (Tom Dallaire) as necessary.

**** Annex A provides a description of each COOP Team developed for the Town of Gardnerville COOP including each team member's role and contact information. Annex O provides a complete list of contact information of Town of Gardnerville staff and vendors.*

Because alternate facility space and support capabilities may be limited, staff may need to be restricted to those specific personnel who possess the skills and experience needed for the execution of mission-essential functions. Staff may be directed to move to other facilities or duty stations, or may be advised to remain at or return home, pending further instructions. Individuals may be used to replace unavailable staff or to augment the overall COOP response. COOP activation will not, in most circumstances, affect the pay and benefits of the Town of Gardnerville management and staff.

**** Section IV of this document covers more detailed, specific time-phased implementation procedures that will be followed during COOP activation and execution.*

F. Alternate Facility

The determination of 1) the appropriate alternate facility for relocation, and 2) whether to relocate the Town of Gardnerville to the alternate facility will be made at the time of activation by the Gardnerville Town Manager (Tom Dallaire); the decision will be based on the incident, threat, risk assessments, and execution timeframe. Arrangements should be made with the management of all pre-identified alternate facilities to appoint an Alternate Facility Manager who will be responsible for developing site support procedures that establish the requirements for receiving and supporting the staff of the Town of Gardnerville.

To ensure the adequacy of assigned space and other resources, all locations currently identified as alternate facilities and those being considered for alternate facility locations should be reviewed by the Town of Gardnerville management on an annual basis. The Gardnerville Town Manager (Tom Dallaire) and associated COOP Team Chiefs will be advised of the findings of this review and made aware of any updates made to the alternate facility details.

In conducting a review of an existing alternate facility to determine its adequacy for supporting the operation of mission-essential functions, the following should be considered:

- Ensure that the facility has sufficient space to maintain and support the Town of Gardnerville.
- Ensure that the facility, along with acquired resources, are capable of sustaining operations for performing mission-essential functions for up to 30 days.

- Ensure that the facility has reliable logistical support, services, and infrastructure systems (e.g., electrical power, heating/ventilation/air conditioning (HVAC), water/plumbing).

- Ensure that personal convenience and comfort considerations (including toilet facilities) are given to provide for the overall emotional well-being of staff.

- Ensure that adequate physical security and access controls are in place.

- Ensure that the alternate facility is not in the same immediate geographical area as the primary facility, thereby reducing the likelihood that the alternate facility could be impacted by the same incident that impacts the primary facility.

- Consider cooperative agreements such as Memoranda of Understanding (MOUs)/Mutual Aid Agreements with other agencies or contract agreements with vendors who provide services such as virtual office technologies.

**** Annex B provides the location of the Town of Gardnerville alternate facility sites and additional information on alternate facility requirements.*

G. Mission-Essential Functions

In planning for COOP activation, it is important to establish operational priorities prior to an emergency to ensure that the Town of Gardnerville can complete the mission-essential functions that are critical to its overall operation. The Gardnerville Town Manager (Tom Dallaire) and associated COOP Teams shall ensure that mission-essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed mission-essential must be deferred until additional personnel, time, or resources become available. Town of Gardnerville has identified a comprehensive list of mission-essential functions.

**** Annex C provides a complete list of prioritized mission-essential functions identified for Town of Gardnerville.*

H. Delineation of Mission-Essential Functions

To ensure that mission-essential functions referenced in Section II-G are effectively transferred to the alternate facility and continued with minimal interruption, it is imperative that each function have qualified staff and resources assigned to it. The Town of Gardnerville COOP should be formed with mission-essential functions in mind. As the COOP is developed, specific staff should be matched up to each of the mission-essential function(s) within the plan. These staff will be assigned to perform these specific mission-essential functions at the alternate facility during COOP activations. The staff working at the alternate facility must be able to ensure that mission-essential functions are carried out. In some cases, the number of staff assigned to the alternate facility may be limited due to lack of facility resources and/or reduced capacity.

**** Annex C provides a complete prioritized list of mission-essential functions for Town of Gardnerville. Each mission-essential function includes a breakdown of estimated personnel requirements and estimated equipment requirements needed to ensure the continuation of that specific mission-essential function during COOP activations.*

I. Warning Conditions

When planning and preparing for emergencies that may require activation of the COOP, a wide range of scenarios must be considered. Impending events such as hurricanes or winter storms may provide ample warning for notification of staff and identification and pre-positioning of

resources in preparing for possible COOP activation; other types of events such as earthquakes or terrorist events, may provide no warning.

- **With Warning -** It is expected that, in most cases, the Town of Gardnerville will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and/or deployment of the COOP Teams to an assembly site or the alternate facility.

- **Without Warning -** The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel impacted. If the deployment of the COOP Teams is not feasible because of the unavailability or loss of personnel, including the Gardnerville Town Manager (Tom Dallaire), temporary leadership of the Town of Gardnerville will be passed to the Town of Gardnerville Superintendent Town Public Works, as identified in Section II-J of this document.

- **Duty Hours** - If an event or incident occurs during work hours, which requires relocation of the primary facility, the COOP will be activated and available members of the COOP Teams will be deployed as directed to support operations for the duration of the emergency. Those individuals who do not have assigned roles in the COOP, will either be sent home or possibly used to provide support to the COOP Teams, if additional assistance is required.

- **Non-Duty Hours -** The ability to contact members of the COOP Teams at all times during duty hours or non-duty hours is critical for ensuring that the COOP can be activated quickly if needed. Procedures must be in place that account for notifying and mobilizing (if necessary) the COOP Teams on extremely short notice.

**** Section II-L of this document provides additional information and procedures to be followed based on warning conditions. Section IV-C of this document provides staff activation procedures for duty hours and non-duty hours. Annex F provides detailed instructions regarding Alert Notification Procedures for the Town of Gardnerville.*

J. Direction and Control

Lines of succession should be maintained by all leadership elements contained within the Town of Gardnerville to ensure continuity of mission-essential functions. Lines of succession are to be provided to a minimum depth of three positions at any point where policy and directional functions are carried out.

Authorized successors to the Gardnerville Town Manager (Tom Dallaire) are specified as follows:

1. Superintendent Town Public Works - Geoffrey LaCost - Town of Gardnerville - Public Works/Parks

2. Administrative Assistant - Carol Louthan - Town of Gardnerville - Administration

3. Maintenance Specialist Senior - Mike Plut - Town of Gardnerville - Public Works/Parks

4. Sanitation Specialist Senior - Craig Tuthill - Town of Gardnerville - Health & Sanitation

Each organizational element should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.

The Gardnerville Town Manager (Tom Dallaire) and/or their designee are responsible for ordering activation of the COOP. Members of the COOP Teams may be requested by the Gardnerville Town Manager (Tom Dallaire) to disseminate COOP guidance and direction during the activation and relocation phases. Pending the activation of the COOP, the COOP Teams Chiefs will monitor the situation and assist in the notification process, as necessary.

Once the COOP is activated, the appropriate officials should be notified and requested to provide any previously agreed upon assistance to the Town of Gardnerville.

**** Annex D provides information regarding Lines of Succession. Annex E provides information regarding Delegations of Authority.*

K. Operational Hours

During COOP contingencies, the Gardnerville Town Manager (Tom Dallaire) will determine the hours of operation for the COOP Teams and staff. Members of the COOP Teams must be prepared to support a 24-hour-per-day, 7-day-per-week operation, if needed.

L. Alert Notification Procedures

If the situation allows for warning, staff may be alerted prior to activation of the COOP. In all situations allowing for an advanced alert, procedures should be in place and trained upon for effective notification to the Town of Gardnerville key staff members and appropriate officials.

The COOP Teams should be prepared for rapid deployment upon activation via special prearranged notification procedures. These instructions will denote explicit actions to be taken, including the location of the assembly site and/or the designated alternate facility location.

The Gardnerville Town Manager (Tom Dallaire) will direct the activation of the COOP. Upon activation of or notification to activate the Town of Gardnerville COOP, telephone, email, and other methods of communication designated by the Town of Gardnerville may be used to notify its key staff and personnel.

**** Annex F provides complete details for Alert Notification procedures for the Town of Gardnerville.*

III. PROCEDURES

A. Personnel Coordination

Procedures should be in place to address any personnel issues that may arise among those individuals who will be responsible for implementing the COOP, as well as, those who do not have specific COOP roles; but may be called upon during COOP activation. Listed below are personnel resources and capabilities in place at the Town of Gardnerville to ensure that emergency and non-emergency staffs are prepared when disasters strike, either with or without warning:

- Communications Plan for emergency and non-emergency staff
- Health, safety, and emotional well-being of all employees and their families
- Pay status and administrative leave issues

- Medical, special needs, and travel issues

Issues will be managed by the Gardnerville Town Manager (Tom Dallaire) and based on the Policies and Procedures of the Town of Gardnerville.

B. Vital Records and Resources

Vital records and resources identified as critical to supporting mission-essential functions have been identified within the COOP and will be maintained, updated, and stored in secure offsite locations. In addition, procedures will be developed to ensure that records are maintained and updated regularly. Procedures will also identify how these vital records and resources will be made available to personnel for use in completing mission-essential functions. Identified below are different categories of vital records and resources.

Vital records essential to the continued operation or reconstitution of the Town of Gardnerville during and after a continuity disruption may include:

- Emergency plans and directives
- Orders of succession (Annex D)
- Delegations of authority (Annex E)
- Staff roster (Annex O)
- Staffing assignments
- Records of a policy or procedural nature that provide staff with guidance and information or resources necessary for conducting operations during any emergency and for resuming formal operations at its conclusion

Vital records critical to carrying out the Town of Gardnerville legal and/or financial mission-essential functions and activities may include:

- Accounts receivables / Accounts payable documentation
- Contracting and acquisition files
- Personnel files / Human Resource Records
- Payroll documentation / Social Security documentation
- Retirement records
- Insurance records
- Property management and inventory records

**** Annex G provides additional information on vital records and provides identification, location, and backup capabilities of Town of Gardnerville vital records necessary for performing mission-essential functions.*

C. Pre-Positioned Resources

It is strongly encouraged that essential items, such as office supplies, equipment, data, vital records, and other critical resources be pre-positioned at the alternate facility or other off-site

location to facilitate relocation during COOP events. The pre-positioned resources should be carefully inventoried and regularly maintained by the Alternate Facility Manager or his/her designee to ensure that there is a clear understanding of what resources are identified as pre-positioned at the alternate facility and what additional resources need to be acquired during COOP events.

D. Drive-Away Kits

The Gardnerville Town Manager (Tom Dallaire) is responsible for providing guidance to staff on the necessity of Drive-Away Kits and the contents of these kits. Drive-Away Kits may contain items such as software, databases, forms, publications, and other necessary resources that can be stored in a manageable manner. Checklists need to be developed for the various Drive-Away Kits developed for Town of Gardnerville to help ensure the inclusion of all necessary contents.

It is strongly encouraged that essential items and data be pre-positioned at the alternate facility or other off-site location instead of being carried within Drive-Away Kits, because COOP Team personnel and staff may be at home when the order to relocate is given. Access to the Drive-Away Kits may be difficult or impossible. Items to consider including in these kits:

- State/local regulations; statutes and administrative codes
- Emergency plans/procedures
- List of positions to be filled and procedures needed to continue mission-essential functions
- Laptop(s) with necessary forms/plans/procedures installed
- Office supplies to support operations for the initial period of relocation.

In addition to "official" items carried in the Drive-Away Kits, each staff member relocating to the alternate facility should consider bringing appropriate personal items and changes of clothing for situations of relocation of great distances. In addition, staff should relocate with their Town of Gardnerville identification badge for entry into the alternate facility.

**** Annex H provides additional information on specific Drive-Away Kits that have been developed for Town of Gardnerville and their contents.*

E. Telecommunications and Information Systems Support

Interoperable communications or the ability for the Town of Gardnerville staff to communicate with individuals internal and external to the organization is critical during COOP events. Internal and external communications that will be used within the Town of Gardnerville and its alternate facilities to communicate with officials, emergency response organizations, the media, and/or the public are identified in detail in Annex I.

Access to critical information systems that are used to accomplish mission-essential functions during normal operations from the primary facility should also be arranged for accessibility at the alternate facility. In order for these systems to be accessible, connectivity must be in place at the alternate facility and system servers should be backed up on a daily basis at more than one location. For the Town of Gardnerville, the Douglas County Information Technology Department maintains the information systems and ensures that the systems are backed up on a daily basis. In addition, the Douglas County Information Technology Department ensures that connectivity exists at the alternate facility. The Douglas County Information Technology Department will also provide systems technical support during COOP activations.

The telecommunications and information systems capabilities at the Town of Gardnerville alternate facility are sufficient for the performance of mission-essential functions under the COOP.

The following is a checklist that may be used for planning telecommunications and information systems requirements:

- Plans should address all three types of communication (internal, external, and mobile).
- Plans should include the development of telephone trees.
- Plans should consider use of a hotline numbers.
- Plans should consider radio communications using available staff with radios.
- Plans should recognize different needs ranging from a one-hour emergency to an extended emergency.
- Plans should consider the use of a communication center to serve as a hub for communication needs of all local users.
- Plans should strategize for situations in which all communications systems are unavailable.

At a minimum, all COOP Team Members should have cell phones and/or pagers.

**** Annex I provides additional information on telecommunications and information systems.*

F. Transportation, Lodging, and Food

Policies and procedures should be developed that consider transportation, lodging, and feeding of staff working from the alternate facility. During COOP activations, staff members will likely prefer to use their individual vehicles for transportation to the alternate facility; however, in the event that they are not able to do so, an alternate transportation plan should be in place. Procedures for lodging and feeding arrangements should also be developed. All of the items mentioned above can be accomplished by arranging agreements with other agencies or non-profit organizations. Also, it is a good practice to have agreements with pre-identified private vendors to provide support on very short notice during COOP events.

The Town of Gardnerville has procedures that address food, lodging, and purchasing for COOP events.

G. Security and Access Controls

The Gardnerville Town Manager (Tom Dallaire) will ensure that all four types of security are addressed and in place at the alternate facility: operational, information systems/cyber, physical, and access controls. Due to the sensitive information contained in the COOP, the Gardnerville Town Manager (Tom Dallaire) will also ensure that distribution of the COOP is limited and that an account of those who have access to the plan is maintained.

The Gardnerville Town Manager (Tom Dallaire) will ensure the following:

- Plans and procedures shall establish a goal of duplicating the level of security established at the vacated primary facility to the alternate facility.

- Alternate technologies, including video technology, may be considered for security.
- Augmentation of security will be addressed, based on the emergency or threat, to include considerations for using local law enforcement, private vendors, or other resources.

**** Annex J identifies security measures currently in place for Town of Gardnerville and provides guidelines for arrangements of security measures at alternate facilities.*

H. Personal and Family Preparedness

All staff, including those individuals actively involved in COOP events or not officially assigned a role during COOP activations should be prepared for and aware of COOP activation procedures. To assure that all employees are prepared for COOP events, training should be a part of the Town of Gardnerville orientation for new staff and should be regularly conducted (at least annually) for all existing staff. The training should focus on preparing employees for situations in which they will not be able to work from their primary facility. The training should advise staff on how to be personally prepared by developing "personal go-kits" as well as emphasize the need for Family Disaster Planning to ensure families are prepared for all types of emergencies, including COOP activations.

**** Annex K provides a Family Disaster Plan developed by the Federal Emergency Management Agency (FEMA) that can be used as a guideline for families to prepare for COOP events. It is suggested that these Family Disaster Plan guidelines be distributed to all Town of Gardnerville staff on an annual basis.*

I. Site Support Procedures

Site support responsibilities are those tasks that must be conducted to ensure the readiness of the alternate facility and the continued functional operation of the facility during the entire duration of COOP activation. These responsibilities include ensuring that an alternate Facility Manager is appointed and that procedures are in place and are followed to ensure a smooth transition to alternate facility operations. These responsibilities also include a planned transition back to normal operations once the emergency situation has passed.

IV. ACTIVATION - PHASE I

The following procedures are suggested as guidelines to follow for COOP activations. They may be adopted or modified as needed to fit with internal requirements. In general, the following procedures are to be followed in the execution of the COOP. The extent to which this will be possible will depend on the event, the amount of warning received, whether personnel are on duty or off-duty, and the extent of damage to the impacted facilities and their occupants. This COOP is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this COOP is implemented depends on the type and magnitude of the events or threats.

A. Alert and Notification Procedures

The Town of Gardnerville notification process related to COOP activation should allow for a smooth transition of the COOP Teams to an alternate facility in order to continue the execution of mission-essential functions across a wide range of potential events. Notification may be in the form of one of the following:

- A COOP alert to the COOP Team members that relocation is anticipated or is imminent.

- An announcement of a COOP activation that 1) directs the COOP Team members to report immediately to an assembly site or a designated alternate facility, and 2) provides instructions regarding movement, reporting, and transportation details to an assembly site or a designated alternate facility.

- Instructions to COOP Team members to prepare for departure and relocation to a designated alternate facility and instructions to staff.

- Upon receipt of a COOP alert from the Gardnerville Town Manager (Tom Dallaire) or a designated successor, staff alert and notification procedures (see Annex F) are initiated.

B. Initial Actions

Based on the situation and circumstances of the event, the Gardnerville Town Manager (Tom Dallaire), in consultation with the jurisdiction's senior full-time official (see Annex F), will evaluate the capability and capacity levels required to support the current mission-essential functions of the impacted facility(ies) and, if selected, initiate actions for relocation to the appropriate alternate facility. These actions include measures to be taken in anticipation of COOP activation and actions to be taken upon COOP activation. Once COOP activation is initiated, procedures must be considered for both duty hours and non-duty hours.

In cases where COOP activation is anticipated, the Gardnerville Town Manager (Tom Dallaire):

- Notifies the designated alternate Facility Manager to prepare for the relocation of the impacted facility and to prepare the appropriate alternate facility for operations.

- Issues a COOP alert to the COOP Team Chiefs that relocation is anticipated. COOP Team Chiefs instruct their team members and personnel to prepare for COOP activation.

- Notifies emergency officials, if appropriate, that relocation of the facility is anticipated.

In cases where COOP activation is ordered:

- The Gardnerville Town Manager (Tom Dallaire) coordinates the immediate deployment of the COOP Teams to an assembly site or the designated alternate facility.

- The Gardnerville Town Manager (Tom Dallaire) notifies the designated alternate Facility Manager to immediately initiate relocation efforts of the impacted facility and to prepare the appropriate alternate facility for operations.

- The Gardnerville Town Manager (Tom Dallaire) provides instructions and guidance on operations and the location of the alternate facility.

- The Alternate Facility Manager provides regular updates to the Gardnerville Town Manager (Tom Dallaire) regarding the status of alternate facility activation/readiness.

The following notification procedures are initiated:

- The Gardnerville Town Manager (Tom Dallaire) notifies emergency officials, if appropriate, that relocation of the facility has been ordered and is in progress.

- All designated staff members (see Annex F – Notification Procedures) initiate their respective COOP notification cascades.

- Designated COOP Team members report to an assembly site or deploy to the designated alternate facility to assume mission-essential functions.

- All staff members who have established Drive-Away Kits ensure that they are complete, with current documents and equipment, and commence movement of the resources.

- As delegated in Annex A, COOP Team members assemble the remaining documents and other assets as required for the performance of mission-essential functions and begin preparations for the movement of these resources.

- All personnel and sections of the impacted facility or facilities should implement normal security procedures for areas being vacated.

- Security and other designated personnel of the impacted facility should take appropriate measures to ensure security of the facilities and equipment or records remaining in the building.

C. Activation Procedures During Duty Hours

- The Gardnerville Town Manager (Tom Dallaire) notifies the COOP Team Chiefs of the event requiring activation of the Town of Gardnerville COOP.

- After consultation with the jurisdiction's senior full-time official (see Annex F), theGardnerville Town Manager (Tom Dallaire) activates the COOP and notifies the appropriate alternate Facility Manager(s).

- Notification procedures identified in Annex F are conducted.

- The Gardnerville Town Manager (Tom Dallaire) directs members of the COOP Teams to begin movement to an assembly site or to the designated alternate facility immediately.

- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.

- Personnel who do not have active COOP response roles may be instructed to go home or relocate to another specified location pending further guidance.

- Additional tasks identified above in Section IV-B that are not yet completed are completed in their entirety.

D. Activation Procedures During Non-Duty Hours

- The Gardnerville Town Manager (Tom Dallaire) is notified that an event requiring COOP activation is anticipated or underway.

- The Gardnerville Town Manager (Tom Dallaire) then notifies the COOP Team Chiefs of the event requiring activation of the Town of Gardnerville COOP.

- After consultation with the jurisdiction's senior full-time official (see Annex F), the Gardnerville Town Manager (Tom Dallaire) activates the COOP and notifies the appropriate alternate Facility Manager.

- Notification procedures identified in Annex F are conducted.

- The Gardnerville Town Manager (Tom Dallaire) directs members of the COOP Teams to begin immediate movement to an assembly site or to the designated alternate facility.

- The COOP Teams immediately deploy to an assembly site or a designated alternate facility to assume mission-essential functions.

- Personnel who do not have active COOP response roles are directed to remain at home pending further guidance.
- Additional tasks identified above in Section IV-B that are not yet completed are completed in their entirety.

E. Deployment and Departure Procedures

The Gardnerville Town Manager (Tom Dallaire) will determine full or partial deployment to the designated alternate facility of any mission-essential functions that are critical to operations at the time the Town of Gardnerville COOP activation is ordered. This determination will be based on the severity of the event and the level of threat. The following actions establish general administrative procedures to allow for travel and transportation to the alternate facility. Specific instructions will be provided at the time a deployment is ordered.

COOP Team members will immediately begin deployment, taking with them all office Drive-Away Kits, if applicable, and their personal go-kits. Team members will most likely use privately-owned vehicles for transportation to the designated facility. Specific instructions will be provided at the time of activation.

All other personnel not designated to serve on COOP Teams at the impacted facility at the time of an emergency notification will be directed to proceed to their homes to await further instructions. At the time of notification, any available information will be provided regarding routes that should be used to depart the facility or other appropriate safety precautions. During non-duty hours, these personnel will remain at their homes pending further guidance.

F. Transition to Alternate Operations

Following the activation of the COOP and establishment of communications links with the Gardnerville Town Manager (Tom Dallaire) and COOP Teams at an assembly site or the designated alternate facility, the Gardnerville Town Manager (Tom Dallaire) orders the cessation of operations at the primary facility.

The Gardnerville Town Manager (Tom Dallaire) will then notify emergency officials, as appropriate, that an emergency relocation of the Town of Gardnerville facility is complete. The Gardnerville Town Manager (Tom Dallaire) will then provide information on the alternate facility location, including contact numbers.

As appropriate, government officials, media, outside customers, vendors, and other service providers are notified by the Town of Gardnerville Public Information Officer or other designated person(s) that the Town of Gardnerville primary facility has been temporarily relocated.

G. Site Support Responsibilities

Following notification that a relocation of the Town of Gardnerville facility has been ordered or is in progress, the appropriate alternate Facility Manager will implement the COOP Site support procedures and prepare to receive the COOP Teams within 12 hours.

V. ALTERNATE OPERATIONS - PHASE II

A. Execution of Mission-Essential Functions

Upon activation, the COOP Teams will begin providing support for the following functions:

- Ensure that mission-essential functions (see Annex C) are reestablished as soon as possible.
- Monitor and assess the situation that required the relocation.
- Monitor the status of personnel and resources.
- Establish and maintain contact with emergency officials, as appropriate, or other designated personnel.
- Plan and prepare for the restoration of operations at the impacted facility or other long-term facility.

B. Establishment of Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the Town of Gardnerville. Internal and external resources could include Town of Gardnerville staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The Gardnerville Town Manager (Tom Dallaire) in coordination with the Douglas County Information Technology Department will ensure all necessary and preplanned communications and information systems are established, adequate, and functioning properly. The Douglas County Information Technology Department will service and correct any faulty or inadequate communications systems. The Douglas County Information Technology Department personnel will ensure connectivity of information systems and will service any faulty or inadequate information systems.

**** Annex I provides additional information on communications capabilities of the Town of Gardnerville.*

C. COOP Team Responsibilities

A critical planning component within the Town of Gardnerville COOP is the development of COOP Teams and team member responsibilities. The COOP Teams can consist of internal staff to the Town of Gardnerville, as well as external staff, vendors, and/or other organizations that may assist during COOP events. For each COOP Team, team members are appointed and given specific instructions regarding their roles on the team. It's important that COOP Teams are developed prior to a COOP event so COOP Team members have awareness of their roles on these teams and can be trained on their responsibilities in preparation of potential COOP events.

The following is a list of COOP Teams and their team descriptions for the Town of Gardnerville COOP:

Executive Team - The Executive Team consists of the highest ranking officials and key decision makers within an organization. This team is designed to create an overarching decision and policy making group which plans, assesses, and coordinates the response to events that disrupt continuity of an organization's operations. Members selected to serve on the Executive Team should have the capacity to represent their respective area of expertise and make sound recommendations which serve in the best interest of the organization and its overall operations. At a minimum, the Executive Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended that Executive Team members review and have a clear understanding of the vital elements contained within the various continuity plans for their organization. It is also

recommended that the Executive Team conduct planning meetings every six months to discuss and update the Continuity Plan.

Relocation Team - In preparation of potential continuity events, Relocation Team members are responsible for attending continuity meetings as scheduled, keeping the Relocation Team Chief apprised of continuity matters, reviewing and updating organization's essential functions annually, developing notification cascades for key staff and/or division personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include vital records and databases.

During a continuity event, members of the Relocation Team are responsible for relocating to the designated Alternate Facility in a timely manner and re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.

Support Team - In preparation of potential continuity events, Support Team members are responsible for attending continuity meetings as scheduled, keeping the Support Team Chief apprised of continuity matters, developing notification cascades for all Support Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Support Team are responsible for reporting in to their Support Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the Relocation Team as requested.

Douglas County Planning Team -

Planning Team - In preparation of potential continuity events, Planning Team members are responsible for scheduling and conducting continuity meetings (minimum of one meeting per year), establishing a framework for the organization's continuity plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the plan, and scheduling and participating in continuity trainings and exercises.

**** Annex A provides a complete list of COOP Teams, team descriptions, team members, contact information, and team member roles.*

D. Augmentation of Staff

- If it becomes evident that the COOP Teams cannot adequately ensure the continuation of mission-essential functions, the Gardnerville Town Manager (Tom Dallaire) will determine the additional positions necessary to maintain these functions.
- The Gardnerville Town Manager (Tom Dallaire) will identify additional staff, as available, who may be able to provide support.
- The Gardnerville Town Manager (Tom Dallaire) will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.
- The Gardnerville Town Manager (Tom Dallaire) will consider implementing agreements with outside resource support including Memoranda of Understanding/Mutual Aid Agreements with other organizations and contractual agreements with private vendors.

E. Development of Devolution Plans

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the mission-essential functions to the same level of proficiency as the Town of Gardnerville personnel.
- Vital records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred or accessible at devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

Should sufficient staff be unavailable to conduct the mission-essential functions of Town of Gardnerville, all of the affected operations will initiate the activation of pre-arranged devolution agreements. Devolution will be triggered when available staff determines that there are insufficient resources to maintain and carry out the Town of Gardnerville's prioritized mission-essential functions. At that point, the Gardnerville Town Manager (Tom Dallaire) or highest ranking Town of Gardnerville official available will institute devolution through the issuance of the Devolution Activation Memo, provided in Annex L. Available Town of Gardnerville staff will notify the devolution organization(s) that devolution is being initiated.

The following are pre-identified devolution organization(s) for the Town of Gardnerville:

Douglas County Commissioners

**** Annex C provides mission-essential functions identified for Town of Gardnerville. Annex E provides COOP Delegations of Authority. Annex L provides the pre-established Devolution Activation memo and specific guidelines for initiation of devolution of mission-essential functions.*

F. Development of Plans for Reconstitution and Termination

The Gardnerville Town Manager (Tom Dallaire) or designee will develop Reconstitution and Termination Plans that will direct an orderly transition of all mission-essential functions, personnel, equipment, and records from the devolution organization to a new or restored facility. Plans and Schedules will include:

- Whether the original primary facility is re-inhabitable. If not, the plans will include recommendations of primary facility options.
- Construction needs for the primary facility re-occupancy, including remediation of safety issues.

- Estimated costs associated with construction and occupancy. Plans to include options for funding.
- Notification plans for COOP Teams and staff.
- Timeframe for construction completion and move-in.

The Gardnerville Town Manager (Tom Dallaire) will review and formally approve all plans and schedules. Upon approval, the Gardnerville Town Manager (Tom Dallaire) will issue a COOP Termination memo to the devolution organization(s) identifying the point of formal COOP Termination. The COOP Teams, as assigned, will oversee the Reconstitution and Termination process.

VI. RECONSTITUTION AND TERMINATION - PHASE III

As soon as possible (within 24 hours) following a COOP relocation, the COOP Teams will initiate operations to salvage, restore, and recover the impacted facility, pending approval from any applicable local, state, and/or federal law enforcement organizations or emergency service authorities.

Reconstitution procedures will commence when the Gardnerville Town Manager (Tom Dallaire) determines that the emergency situation has ended and is unlikely to reoccur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- Continue to perform mission-essential functions at the alternate facility for up to 30 days.
- Begin an orderly return to the impacted facility and reconstitute full normal operations.
- Begin to establish reconstitution of normal operations at a different primary facility location.

A. Procedures

Upon a decision by the Gardnerville Town Manager (Tom Dallaire) that the impacted facility can be reoccupied, or that a different location will be established as a new facility to resume normal operations, the following procedures will be followed:

- The Gardnerville Town Manager (Tom Dallaire) or designee will create and submit resumption plans for review and approval.
- Upon approval, the COOP Teams will initiate and oversee the orderly transition of all mission-essential functions, personnel, equipment, and records from the alternate facility to a new or restored facility.
- Non-assigned COOP Team personnel will be notified using the Alert Notification Procedures provided in Annex F that normal operations of the Town of Gardnerville are resuming and that they should report back to work.

B. After-Action Review and Remedial Action Plan

An After-Action Review information collection process will be initiated by each COOP Team prior to the cessation of operations at the alternate facility. The information to be collected will, at a minimum, include information from personnel working during the COOP activation and a review of lessons learned to include processes that were effective and less than effective. The

After-Action Review should provide recommended actions to improve areas identified as deficient or requiring improvement.

The information should be incorporated into a COOP Remedial Action Plan. Recommendations for changes to the Town of Gardnerville COOP and any accompanying documents will be developed and brought forth to the Gardnerville Town Manager (Tom Dallaire) and COOP Teams for review. The Gardnerville Town Manager (Tom Dallaire) and designated COOP planners for the Town of Gardnerville will review and implement changes to the COOP as required.

ANNEX A
COOP TEAMS AND RESPONSIBILITIES

Executive Team

The Executive Team consists of the highest ranking officials and key decision makers within an organization. This team is designed to create an overarching decision and policy making group which plans, assesses, and coordinates the response to events that disrupt continuity of an organization's operations. Members selected to serve on the Executive Team should have the capacity to represent their respective area of expertise and make sound recommendations which serve in the best interest of the organization and its overall operations. At a minimum, the Executive Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended that Executive Team members review and have a clear understanding of the vital elements contained within the various continuity plans for their organization. It is also recommended that the Executive Team conduct planning meetings every six months to discuss and update the Continuity Plan.

Executive Team Members - Douglas County - Special Districts, Towns, GIDs, and Essential Non-Public Agencies

Team Member	Team Responsibility/Role
Tod Carlini - District Fire Chief/Emergency Manager East Fork Fire and Paramedic District Administration/CEO/CFO	(Executive) Provide a letter of executive management support for the planning effort. Allocate departmental resources for training, plan development, and exercising. Approve the final Continuity Plan/Continuity of Government plan.
Melissa Blosser - Community Relations Coordinator Douglas County Manager's Office	(Project Manager) Will identify all Team members and schedule all planning efforts. Collect all data for the Continuity Plan/Continuity of Government (COG) Master Plan.

Douglas County Planning Team

Douglas County Planning Team Members - Douglas County - Special Districts, Towns, GIDs, and Essential Non-Public Agencies

Team Member	Team Responsibility/Role
Linda Rigdon - Director East Fork Swimming Pool District	
John Summers - Operator/Inspector Edgewood Water Company	
Bob Spellberg - District Manager Gardnerville Ranchos GID	
Carrie Nolting - Accounting Specialist Tahoe Douglas Fire Protection District	
Joe Pomeroy - Operations Manager Topaz Ranch Estates GID Administration	
Tom Dallaire - Town of Gardnerville	
Philip Ritger - Town Manager	
Trish Koepnick - Office Manager Town of Minden	
JD Frisbe - Public Works Superintendent Town of Minden Public Works	

Team Member	Team Responsibility/Role
Tod Carlini - District Fire Chief/Emergency Manager East Fork Fire and Paramedic District Administration/CEO/CFO	
John Lufrano - General Manager Indian Hills GID Administration	
Mark Novak - Fire Marshal/Asst. Chief Tahoe Douglas Fire Protection District	

Relocation Team

In preparation of potential continuity events, Relocation Team members are responsible for attending continuity meetings as scheduled, keeping the Relocation Team Chief apprised of continuity matters, reviewing and updating organization's essential functions annually, developing notification cascades for key staff and/or division personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include vital records and databases.

During a continuity event, members of the Relocation Team are responsible for relocating to the designated Alternate Facility in a timely manner and re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.

Relocation Team Members - Town of Gardnerville

Team Member	Team Responsibility/Role
Tom Dallaire - Gardnerville Town Manager Town of Gardnerville Administration	Serves as the Relocation Team Chief and is responsible for deciding if and when to relocate operations to an alternate facility. Serves as the primary point of contact for Facility Management; duties could include assistance in selecting alternate facilities and coordinating relocation efforts of furniture, office equipment, and IT related requirements. Responsible for coordinating and managing financial related issues during continuity events including purchases, petty cash and reimbursements.
Mary Wenner - Chairwoman Town of Gardnerville Town Board	Responsible for coordinating and managing financial related issues during continuity events including purchases, petty cash and reimbursements.

Team Member	Team Responsibility/Role
Josh E Squared C	Serves as the primary point of contact for Information Technology; duties include managing IT resources and coordinating IT related requirements such as acquiring and installing: computers, telephones, internet/intranet connectivity, etc.
Geoffrey LaCost - Superintendent Town Public Works Town of Gardnerville Public Works/Parks	Serves as the primary point of contact for Facility Management; duties could include assistance in selecting alternate facilities and coordinating relocation efforts of furniture, office equipment, and IT related requirements.

Support Team

In preparation of potential continuity events, Support Team members are responsible for attending continuity meetings as scheduled, keeping the Support Team Chief apprised of continuity matters, developing notification cascades for all Support Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Support Team are responsible for reporting in to their Support Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the Relocation Team as requested.

Support Team Members - Town of Gardnerville

Team Member	Team Responsibility/Role
Ryan Clark - Maintenance Specialist Town of Gardnerville Public Works/Parks	Responsible for managing the staffing levels and successful completion of mission essential functions at the alternate facility. Assist Support Team Chief; duties as assigned.
Craig Tuthill - Sanitation Specialist Senior Town of Gardnerville Health & Sanitation	Responsible for managing the staffing levels and successful completion of mission essential functions at the alternate facility. Assist Support Team Chief as necessary.
Carol Louthan - Administrative Assistant Town of Gardnerville Administration	Responsible for managing the staffing levels and successful completion of mission essential functions at the alternate facility. Responsible for managing the communication efforts to staff regarding current status of the situation. Serves as the Support Team Chief and is responsible for reporting and coordinating with the Relocation Team Chief to support any necessary requirements that arise during relocation.

Planning Team

In preparation of potential continuity events, Planning Team members are responsible for scheduling and conducting continuity meetings (minimum of one meeting per year), establishing a framework for the organization's continuity plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the plan, and scheduling and participating in continuity trainings and exercises.

Planning Team Members - Town of Gardnerville

Team Member	Team Responsibility/Role
Mary Wenner - Chairman Town of Gardnerville Town Board	Responsible for the official review and formal approval of the finalized plan.
Tom Dallaire - Gardnerville Town Manager Town of Gardnerville Administration	Serves as the Planning Team Chief and is the primary point of contact for all continuity planning issues. Responsible for the official review and formal approval of the finalized plan. Responsible for the on-going maintenance of the plan over time. Responsible for developing sections of the draft version of the plan. Responsible for identifying and managing team members, scheduling and conducting Planning Team meetings on a regular basis (recommended every 6 months).

Team Member	Team Responsibility/Role
Carol Louthan - Administrative Assistant Town of Gardnerville Administration	Responsible for developing sections of the draft version of the plan. Responsible for the on-going maintenance of the plan over time. Responsible for identifying and managing team members, scheduling and conducting Planning Team meetings on a regular basis (recommended every 6 months).

ANNEX B
FACILITIES

The following are Primary Facilities identified for the Town of Gardnerville:

Name / Location (Physical Address)	Resources Located at Primary Facility
Town of Gardnerville Administration Building 1407 Highway 395 North Gardnerville, NV 89410 Number of Staff: 5 *Facility Manager*: Tom Dallaire	Internet access Projector and screen computer system connected to projector small board meeting room
Town of Gardnerville Maintenance Facility 1369 Highway 395 Gardnerville, NV 89410 Number of Staff: 9 *Facility Manager*: Geoffrey LaCost	Restroom Copy Machine Vehicle Storage Small Dump Truck Babcat, brushcat, forks, dump attachments Lawn care

Name / Location (Physical Address)	Resources Located at Primary Facility
paint crack seal Concrete mixer 500 gallon water tank Crafco Melter Gator - Spayer, plow attachments	

The following are Alternate Facilities identified for the Town of Gardnerville:

Name / Location (Physical Address)	Resources Required at Alternate Facility
Town of Gardnerville Administration Building - *Primary Facility* 1407 Highway 395 North Gardnerville, NV 89410 USA Staff Relocating: - out of 5 Internet access Projector and screen computer system connected to projector small board meeting room	**Transported** 1 - Staplers, Files, Filing Cabinets, - *Office Supplies* 2 - Computers - *Computer Hardware* 1 - Internet service - *Communications* 1 - Extra phone and charges - *Communications* **Pre-Positioned** 1 - Complements Vital Records - *Other* 3 - Desks, Tables or Chairs - *Furniture*
Alternate Facility (1st Choice) **Town of Gardnerville Maintenance Facility** 1369 Highway 395	

Name / Location (Physical Address)	Resources Required at Alternate Facility
Gardnerville, NV 89410 *Facility Manager:* Mike Plut Restroom Copy Machine Vehicle Storage Small Dump Truck Babcat, brushcat, forks, dump attachments Lawn care paint crack seal Concrete mixer 500 gallon water tank Crafco Melter Gator - Spayer, plow attachments	
Town of Gardnerville Administration Building - *Primary Facility* 1407 Highway 395 North Gardnerville, NV 89410 USA Staff Relocating: - out of 5 Internet access Projector and screen computer system connected to projector small board meeting room **Alternate Facility (2nd Choice)**	

Name / Location (Physical Address)	Resources Required at Alternate Facility
Town of Minden Administration Building 1604 Esmeralda Avenue Minden, NV 89423 Town of Minden-	
Town of Gardnerville Administration Building - *Primary Facility* 1407 Highway 395 North Gardnerville, NV 89410 USA Staff Relocating: 4 out of 5 Internet access Projector and screen computer system connected to projector small board meeting room **Town of Gardnerville Maintenance Facility** - *Primary Facility* 1369 Highway 395 Gardnerville, NV 89410 USA Staff Relocating: 7 out of 9 Restroom Copy Machine Vehicle Storage Small Dump Truck Babcat, brushcat, forks, dump attachments Lawn care paint crack seal Concrete mixer	

Name / Location (Physical Address)	Resources Required at Alternate Facility
500 gallon water tank Crafco Melter Gator - Spayer, plow attachments	
Alternate Facility (3rd Choice) **Douglas County Fairgrounds** Pinenut Road Gardnerville, NV *Facility Manager*: Scott Morgan Contact Travis Lee	

* Identify resources needed to continue the operation of mission-essential functions that have been pre-positioned at the alternate facility and those that will need to be transported to the facility. Examples of resources include office equipment/supplies, computers, chairs, tables, telephones, printers, and copiers.

Alternate Facility Operations

The alternate facility should have pre-positioned resources to sustain operations for three days without resource support. The alternate facility will require installation of:

- Telephones
- Computers/LAN
- Fax machines
- Copiers
- Furniture

Setup of the alternate facility may require vendor and resource support to provide the labor and equipment to outfit the facility.

Memorandum of Understanding (MOU) Considerations

The Gardnerville Town Manager (Tom Dallaire) will establish MOU(s) or pre-arranged contracts with Facility Managers and other organizations to provide basic support to the Town of Gardnerville during COOP events, including exercises, if needed.

Joint Facility Support Requirements

The Gardnerville Town Manager (Tom Dallaire) or designee will be responsible for developing a coordinated support plan with the Facility Manager of the primary alternate facility. At a minimum, the plan will address the following items:

- Receiving, supporting, and relocating personnel at the alternate facility;
- Repositioning supplies and equipment at the alternate facility;
- Adequate logistical support;
- Adequate infrastructure;
- Adequate services;
- Capability of the facility to accept the COOP Teams and operations; and
- Capability of the facility to sustain COOP operations for a minimum of 30 days.

The details of the coordinated support plan will be incorporated as part of this annex.

Review and Update

The Gardnerville Town Manager (Tom Dallaire) will conduct an annual review of space allocations at the alternate facility to ensure the adequacy of assigned space and other resources.

Alternate Facility Selection Process

The alternate facilities should be fixed facilities identified from existing city, state, or county facilities, or from leased facilities. The alternate facilities must be capable of supporting emergency operations in a safe environment, as determined by the geographical location of the facility, an assessment of the local threat, and the collective protection characteristics of the facility. The facility requirements, selection, and occupancy planning should be based on a worst-case scenario.

A list cataloging each facility and its capability and capacity will be used to assist in the selection process. The Gardnerville Town Manager (Tom Dallaire) is responsible for maintaining the facility list and ensuring the accuracy of the data. The facilities should be located in areas where the ability to initiate, maintain, and terminate operations will not be disrupted. The following considerations will be used in the selection of the alternate facilities:

- The ability to be operational not later than 12 hours after deployment and to sustain operations for up to 30 days.
- Number of personnel per shift required for accomplishing these functions for 30 days or until the emergency ends.
- Minimum amount of space needed to accomplish Town of Gardnerville functions under emergency conditions.
- Space Allocation Considerations - The following are Primary Facilities for Town of Gardnerville and their associated staff levels:

  Town of Gardnerville Maintenance Facility - Staff Level: 9
  Town of Gardnerville Administration Building - Staff Level: 5

- As a guideline, Alternate facility locations should allow an average of 100 Square Feet of space per persons relocated. (Number of relocated people X 100 s.f. = total s.f. recommended at Alternate Facility).
- The distance from the threat area to any other facilities/locations (e.g., hazardous materials/nuclear power plants, areas subject to natural disasters or civil unrest).
- Facility construction must be such that it is uniquely resistant to natural disaster risk factors (e.g., tornadoes, hurricanes, floods).
- Access to essential resources such as food, water, fuel, medical facilities, lodging, and municipal services (e.g., fire, police).
- The availability of transportation and parking.
- Power requirements to support the Alternate Facility.
- Interoperable communications in sufficient quantity, mode, and media to effectively interface with critical customers, and organizations.
- Availability of existing equipment and furniture in the facility that can be used by Town of Gardnerville staff and COOP Teams.

Alternate Facility Acquisition

It is suggested that a MOU should be established with the owner and/or Facility Manager of each potential alternate facility. Each MOU should include:

- Time period from notification of requirement to availability of facility for occupancy.
- Space and services to be provided.
- Provision for sole use of allocated space during the period of occupancy.

Alternate Facility Reevaluation

Any Alternate Facility identified and rated by the Town of Gardnerville will be reevaluated annually for suitability and functionality. The annual review of the Town of Gardnerville COOP will include a review of the Alternate Facilities to ensure that the facilities still meet the current needs. Recommendations will become part of the remedial action process and any shortfalls in the equipment, maintenance, or improvement and modernization of the facilities will be incorporated into COOP revisions.

Provided below is additional information that can be used to determine alternate relocation capabilities during the planning phase:

- **HOT SITE** - A hot site is a building already equipped with processing capability and other services. Operational standby facilities require a subscription contract and charge various fees. Normally, a three-or five-year contract is negotiated and includes specific hardware configurations with detailed communications requirements, which must be updated when changes occur.
- **COLD SITE** - A cold site is a building for housing processors that can be easily adapted for use. Vendor contracts should be in place to make the facility operational in a short period of time.
- **REDUNDANT SITE** - A redundant site is a site equipped and configured exactly like the primary site.
- **RECIPROCAL AGREEMENT** - A reciprocal agreement is a formal agreement that allows for two organizations to back-up each other. The agreement is usually with an external organization. Although low development and maintenance cost are the principal advantage to this alternative, consideration must be given to establishing an agreement with an organization that will not be affected by the same disaster.
- **HYBRIDS**- Any combination of the above, such as having a hot site as a back-up in case a redundant or reciprocal agreement site is damaged by the same or a separate event.

ANNEX C
MISSION-ESSENTIAL FUNCTIONS

Mission-Essential Functions

Mission-Essential functions for the Town of Gardnerville have been identified and prioritized below. In addition to identifying each mission-essential function, the Town of Gardnerville has associated the personnel resources and vital record resources required to carry out each specific function. The performance of the highest priority mission-essential functions will need to be resumed as quickly as possible.

Essential Functions for Town of Gardnerville

1. Functions to be performed, given a *One Day* disruption. (Highest priority to lowest):
    - Respond to Dispatch and provide assistance with any request from first reponders
    - Provide customer service by being a conduit for information to Town Consituents;
        - Open office for regular business hours, if possible.
        - Provide information about the emergency on Facebook and the Town web page.
        - Answer questions, alleviate concerns, provide directions/guidance as presented (via Facebood, emial, telephone, and/or walk ins) reguarding: Health and Sanitation, Parks, and Public Works Departments..
    - Staff to clear streets
        - Storm Drain
        - Irrigation ditches - Martin Slough, Company Ditch, Hussman Drains, Cottonwood @ 756, Martin Slough ponds
        - Confirm Street accessibility and signage
        - Verify Street lighting and overhead power ok
    - Collect trash per the regulary schduled routes on open streets and then as roads become open.
2. Functions to be performed, given a *One Day - One Week* disruption. (Highest priority to lowest):
    - Continuation of functions listed under previous Tier(s) identified above

- Get Maintenance Yard or Town Office cleared/cleaned out and OPEN for operation and open communications to the public as outlines in Teir 1.

- Get Trash collected by any means necessary.

  Assist in establishing a route to dispose of trash such as to Carson City or to County Transfer station (Pinenut road)

3. Functions to be performed, given a *One Week - One Month* disruption. (Highest priority to lowest):

   - Continuation of functions listed under previous Tier(s) identified above

   - If necessary, open alternate facilities (located at Maintenance yard, Minden Maintenance Yard, or Fair grounds) to facilitate customer service and administration, ongoing clean up and maintenace

     Get "Drive Away Kit " from town office building and drive (1,2, or 3) from server or in fire proof safe or from IT Office,of the town backup for operational needs.

   - Assist County Departments and Emergency Reponders to clear damaged areas as needed.

   - Devlope a plan to get operations back up and running as usual.

TIER: 1: Functions to be performed, given a *One Day* disruption. (Highest priority to lowest)

FUNCTION: Respond to Dispatch and provide assistance with any request from first reponders

PRIORITY: # 1

PMEF: Yes

TIER: Functions to be performed, given a One Day disruption. (Highest priority to lowest)

DEPARTMENT: Town of Gardnerville

PERSONNEL: Dallaire, Tom - Gardnerville Town Manager; Tuthill, Craig - Sanitation Specialist Senior; Clark, Ryan - Maintenance Specialist; Grove, Ron - Maintenance Specialist; LaCost, Geoffrey - Superintendent Town Public Works; Martin, Jody - Maintenance Specialist; Plut, Mike - Maintenance Specialist Senior; Thompson, Steve - Maintenance Specialist; Tom Dallaire & Geoff LaCost would be the primary contact for an incident in Gardnerville.

VITAL RECORDS: infrastructure; Town Vehicles/tools and supplies from Maintenance Yard

FUNCTION:

Provide customer service by being a conduit for information to Town Constituents;

- **Open office for regular business hours, if possible.**
- **Provide information about the emergency on Facebook and the Town web page.**
- **Answer questions, alleviate concerns, provide directions/guidance as presented (via Facebook, email, telephone, and/or walk ins) regarding: Health and Sanitation, Parks, and Public Works Departments..**

PRIORITY: # 2

PMEF: Yes

TIER: Functions to be performed, given a One Day disruption. (Highest priority to lowest)

DEPARTMENT: Town of Gardnerville

PERSONNEL: Nicholson, Marie - Office Assistant; Dallaire, Tom - Gardnerville Town Manager; Louthan, Carol - Administrative Assistant; Tuthill, Craig - Sanitation Specialist Senior; Martin, Jody - Maintenance Specialist; Negrete, Eric - Sanitation Specialist; Clark, Ryan - Maintenance Specialist; Plut, Mike - Maintenance Specialist Senior; Thompson, Steve - Maintenance

Specialist; Briggs, Jaired - Sanitation Specialist; Jacobsen, Michael - Sanitation Specialist; Grove, Ron - Maintenance Specialist; LaCost, Geoffrey - Superintendent Town Public Works

VITAL RECORDS: infrastructure; Desk and land line phone to make and receive calls.
chair, computer (windows) and
Cell phones
Town Issued tablets - work orders
WAM customer account information.

FUNCTION: Staff to clear streets

- **Storm Drain**
- **Irrigation ditches - Martin Slough, Company Ditch, Hussman Drains, Cottonwood @ 756, Martin Slough ponds**
- **Confirm Street accessibility and signage**
- **Verify Street lighting and overhead power ok**

PRIORITY: # 3

PMEF: Yes

TIER: Functions to be performed, given a One Day disruption. (Highest priority to lowest)

DEPARTMENT: Town of Gardnerville

PERSONNEL: Dallaire, Tom - Gardnerville Town Manager; Clark, Ryan - Maintenance Specialist; Grove, Ron - Maintenance Specialist; LaCost, Geoffrey - Superintendent Town Public Works; Martin, Jody - Maintenance Specialist; Plut, Mike - Maintenance Specialist Senior; Thompson, Steve - Maintenance Specialist

VITAL RECORDS: infrastructure

FUNCTION: Collect trash per the regular scheduled routes on open streets and then as roads become open.

PRIORITY: # 4

PMEF: No

TIER: Functions to be performed, given a One Day disruption. (Highest priority to lowest)

DEPARTMENT: Town of Gardnerville

PERSONNEL: Dallaire, Tom - Gardnerville Town Manager; Briggs, Jaired - Sanitation

Specialist; Jacobsen, Michael - Sanitation Specialist; Negrete, Eric - Sanitation Specialist; Tuthill, Craig - Sanitation Specialist Senior; LaCost, Geoffrey - Superintendent Town Public Works

VITAL RECORDS: WAM; Mobile 311

TIER: 2: Functions to be performed, given a *One Day - One Week* disruption. (Highest priority to lowest)

FUNCTION: Get Maintenance Yard or Town Office cleared/cleaned out and OPEN for operation and open communications to the public as outlines in Tier 1.

PRIORITY: # 1

PMEF: Yes

TIER: Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

DEPARTMENT: Town of Gardnerville

PERSONNEL: Dallaire, Tom - Gardnerville Town Manager; Briggs, Jaired - Sanitation Specialist; Jacobsen, Michael - Sanitation Specialist; Negrete, Eric - Sanitation Specialist; Tuthill, Craig - Sanitation Specialist Senior; Clark, Ryan - Maintenance Specialist; Grove, Ron - Maintenance Specialist; LaCost, Geoffrey - Superintendent Town Public Works; Martin, Jody - Maintenance Specialist; Plut, Mike - Maintenance Specialist Senior; Thompson, Steve - Maintenance Specialist

VITAL RECORDS: infrastructure; Drive away kit; WAM; Mobile 311; Town service Back up

FUNCTION: Get Trash collected by any means necessary.

Assist in establishing a route to dispose of trash such as to Carson City or to County Transfer station (Pinenut road)

PRIORITY: # 2

PMEF: Yes

TIER: Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

DEPARTMENT: Town of Gardnerville

PERSONNEL: Briggs, Jaired - Sanitation Specialist; Jacobsen, Michael - Sanitation Specialist; Negrete, Eric - Sanitation Specialist; Tuthill, Craig - Sanitation Specialist Senior

TIER: 3: Functions to be performed, given a *One Week - One Month* disruption. (Highest priority to lowest)

FUNCTION: If necessary, open alternate facilities (located at Maintenance yard, Minden Maintenance Yard, or Fair grounds) to facilitate customer service and administration, ongoing clean up and maintenance

Get "Drive Away Kit " from town office building and drive (1,2, or 3) from server or in fire proof safe or from IT Office, of the town backup for operational needs.

PRIORITY: # 1

PMEF: Yes

TIER: Functions to be performed, given a One Week - One Month disruption. (Highest priority to lowest)

DEPARTMENT: Town of Gardnerville

PERSONNEL: Dallaire, Tom - Gardnerville Town Manager; Martin, Jody - Maintenance Specialist; Clark, Ryan - Maintenance Specialist; Plut, Mike - Maintenance Specialist Senior; Thompson, Steve - Maintenance Specialist; Louthan, Carol - Administrative Assistant; Nicholson, Marie - Office Assistant; Grove, Ron - Maintenance Specialist; LaCost, Geoffrey - Superintendent Town Public Works; Briggs, Jaired - Sanitation Specialist; Jacobsen, Michael - Sanitation Specialist; Negrete, Eric - Sanitation Specialist; Tuthill, Craig - Sanitation Specialist Senior

VITAL RECORDS: Drive away kit; infrastructure; WAM; Mobile 311; Town service Back up; Town Vehicles and Equipment located at the Town Maintenance Yard. Equipment may need to be borrowed from the Town of Minden and/or Douglas County Road Department. If equipment is not available, the Town of Gardnerville has rental account from Ahern for equipment rental.

FUNCTION: Assist County Departments and Emergency Responders to clear damaged areas as needed.

PRIORITY: # 2

PMEF: Yes

TIER: Functions to be performed, given a One Week - One Month disruption. (Highest priority to lowest)

DEPARTMENT: Town of Gardnerville

VITAL RECORDS: Mobile 311; Town Vehicles and Equipment, located at the Town Maintenance Yard. Equipment may need to be borrowed from the Town of Minden and/or

Douglas County Roads Department if available. If equipment is not available, the Town of Gardnerville has rental accounts from Ahern and United rents for equipment rental.

FUNCTION: Develop a plan to get operations back up and running as usual.

PRIORITY: # 3

PMEF: No

TIER: Functions to be performed, given a One Week - One Month disruption. (Highest priority to lowest)

DEPARTMENT: Town of Gardnerville

PERSONNEL: Dallaire, Tom - Gardnerville Town Manager; Louthan, Carol - Administrative Assistant; Nicholson, Marie - Office Assistant; LaCost, Geoffrey - Superintendent Town Public Works; Miller, Ken - Vice Chairman; Wenner, Mary - Chairman; Tom, Mary and ken, would convene to discuss where the operation will be set up after an assessment of the town and facilities.

Carol and Marie would begin set up and transferring phones to cell phones.

VITAL RECORDS: Town service Back up; Drive away kit; Desk and land line phone to make and receive calls.
chair, computer (windows) and
sprint cell phone with Nextel radio
WAM customer account information.
xm for public works work orders
handheld device for work order tracking

ANNEX D
ORDERS OF SUCCESSION

Orders of Succession for Town of Gardnerville

The Town of Gardnerville has developed an Orders of Succession for all key positions held within the organization. Provided below is the title and name of each primary person currently holding each key position, followed by a list of designated successors. The successors are listed by title in order of precedence.

Executive Team Chief - Order of Succession:

Primary: District Fire Chief/Emergency Manager - Tod Carlini - East Fork Fire and Paramedic District - Administration/CEO/CFO

1. Unassigned Person
2. Unassigned Person
3. Unassigned Person

Douglas County Planning Team Chief - Order of Succession:

Primary: District Fire Chief/Emergency Manager - Tod Carlini - East Fork Fire and Paramedic District - Administration/CEO/CFO

Gardnerville Town Manager (Tom Dallaire) - Order of Succession

Primary: Gardnerville Town Manager - Tom Dallaire - Town of Gardnerville - Administration

1. Superintendent Town Public Works - Geoffrey LaCost - Town of Gardnerville - Public Works/Parks
2. Administrative Assistant - Carol Louthan - Town of Gardnerville - Administration
3. Maintenance Specialist Senior - Mike Plut - Town of Gardnerville - Public Works/Parks
4. Sanitation Specialist Senior - Craig Tuthill - Town of Gardnerville - Health & Sanitation

Relocation Team Chief - Order of Succession:

Primary: Gardnerville Town Manager - Tom Dallaire - Town of Gardnerville - Administration

1. Administrative Assistant - Carol Louthan - Town of Gardnerville - Administration
2. Superintendent Town Public Works - Geoffrey LaCost - Town of Gardnerville - Public Works/Parks

3. Unassigned Person

Support Team Chief - Order of Succession:

Primary: Superintendent Town Public Works - Geoffrey LaCost - Town of Gardnerville - Public Works/Parks

1. Administrative Assistant - Carol Louthan - Town of Gardnerville - Administration
2. Sanitation Specialist Senior - Craig Tuthill - Town of Gardnerville - Health & Sanitation
3. Maintenance Specialist Senior - Mike Plut - Town of Gardnerville - Public Works/Parks

Primary Continuity Planner - Order of Succession:

Primary: Gardnerville Town Manager - Tom Dallaire - Town of Gardnerville - Administration

1. Administrative Assistant - Carol Louthan - Town of Gardnerville - Administration
2. Chairman - Mary Wenner - Town of Gardnerville - Town Board
3. Superintendent Town Public Works - Geoffrey LaCost - Town of Gardnerville - Public Works/Parks

ANNEX E
DELEGATIONS OF AUTHORITY

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: Delegation of Authority

ALL AUTHORITY HEREBY DELEGATED SHALL BE EXERCISED IN ACCORDANCE WITH APPLICABLE LAWS, RULES, BUDGET ALLOCATIONS AND ADMINISTRATIVE DIRECTIVES. THIS AUTHORITY CANNOT BE RE-DELEGATED.

To ensure continuity of operations for the Town of Gardnerville during continuity events, the following personnel are hereby delegated the authority to conduct the following assignments provided below.

Travel Authorization
Tom Dallaire / Gardnerville Town Manager
Carol Louthan / Administrative Assistant
Mary Wenner / Chairman

Leave Authorization
Tom Dallaire / Gardnerville Town Manager
Carol Louthan / Administrative Assistant
Mary Wenner / Chairman

Purchase Requisitions/Spending Authority
Mary Wenner / Chairman
Ken Miller / Vice Chairman
Linda Slater / Board Member
Cassandra Jones / Board Member
Lloyd Higuera / Board Memeber
Tom Dallaire / Gardnerville Town Manager

Execution of Contractual Agreements
Tom Dallaire / Gardnerville Town Manager
Mary Wenner / Chairman
Ken Miller / Vice Chairman
Lloyd Higuera / Board Memeber
Cassandra Jones / Board Member
Linda Slater / Board Member

Authorized Signature:
Town of Gardnerville

ANNEX F
ALERT NOTIFICATION PROCEDURES

Alert Notification Procedures

The Douglas County 911 Emergency Services department will ensure that warning information received at our warning point, the Dispatch/Communications Center, is disseminated to county officials, special districts, town managers, and other essential non-public agencies, as well as local business/industry and amateur radio operators, where appropriate.

Douglas County Dispatch will notify the COOP Relocation Team Chief (Tom) to activate the COOP Plan.

Upon notification to activate the COOP Plan, the CRT Team Chief will perform the following duties:
1. Contact the key staff members identified within this annex, informing them of the current situation and that the COOP Plan is being activated.
2. Notify the Alternate Facility Manager of the appropriate alternate facility regarding the activation of the COOP Plan.
3. As needed, notify the local and/or state Emergency Operations Center that an emergency activation or anticipated activation of the COOP Plan is expected or in progress.
4. Notify the appropriate Emergency Support Function Emergency Coordinating Officer that an emergency relocation of the primary facility is anticipated or is in progress.
5. Report the progress of the notification process to the Department Head.

Once the COOP is activated, the key staff members will contact their staffs (CRT and non-CRT members) using the following procedures:
1. Attempt to call each person in his or her chain-of-command and relay the information and guidance provided by the CRT Team Chief.
2. Make a second attempt to contact those individuals who were not initially available. If this attempt is unsuccessful, the key staff members will leave a message, send a page, or use any other method of communications available to make contact.
3. Report status of cascade, including names of personnel not contacted, to the CRT Team Chief.

Town of Gardnerville Communication methods:
1. Forward landline (if Out of service) to cell phones
2. Maintenance personnel tablets via texting
3. Staff Cell phones
4. Emails to personal email address.
5. Texting to personal and work phones.

KEY STAFF NOTIFICATION LIST

NAME / DEPARTMENT	PHONE NUMBERS	EMAIL ADDRESS
Tom Dallaire Town of Gardnerville		
Lloyd Higuera Town of Gardnerville		
Carol Louthan Town of Gardnerville		
Ken Miller Town of Gardnerville		
Mike Plut Town of Gardnerville		
Linda Slater Town of Gardnerville		
Craig Tuthill Town of Gardnerville		
Mary Wenner Town of Gardnerville		

ANNEX G
VITAL RECORDS

Vital Records

The following checklist can be used when determining which vital records are critical to ensure continuation of mission-essential functions.

- Storage of duplicate records off-site.
- Back-up off-site of electronic records and databases.
- Pre-position vital records and databases at the alternate facility prior to deployment.
- The COOP should describe a maintenance program to assure the records are accurate, current, and frequently updated.
- Identifying vital records, systems, and data (hard copy and electronic) critical to performing functions.
- Assuring availability of emergency operating records.
- Ensuring back-up for legal and financial records.

Additional Recommendations

Ensure backup copies of vital records and databases, both paper and electronic, are maintained, updated, and stored in a secure off-site location. The COOP identifies vital records, systems, and data (hard copy and electronic) critical to performing mission-essential functions. The COOP provides for ensuring availability of emergency operating records and ensuring back-up for legal and financial records. The Town of Gardnerville will maintain current copies of vital records essential to the continued functioning or reconstitution in a secure off-site location.

Included within the COOP are records having such value that their loss would significantly impair the Town of Gardnerville of conducting mission-essential functions, to the detriment of the legal or financial rights or entitlements of the organization or of the affected individuals. Examples of this category of vital records are:

- Accounts receivable/Accounts payable
- Contracting and acquisition files
- Official personnel files
- Social security documentation
- Payroll
- Retirement
- Insurance records
- Property management and inventory records

The following table identifies Vital Records required by Town of Gardnerville to complete mission-essential functions:

Vital Record: infrastructure

Type: Hardware / infrastructure

Description:

Douglas County EMERGENCY RESPONCE PLAN

Plans for Protection, Duplication, and Movement of Records:

Each entity has one copy.
Carol Louthan include din "TO GO" box
Maintained by East Fork Fire

Location and Accessibility of Vital Records:

Primary Location: Town of Gardnerville Administration Building
1407 Highway 395 North
Gardnerville, NV 89410
USA
Format: Hard Copy - Paper
Backup Location: To be Provided

Remote Accessible: No

Accuracy and Currency of Records

Review/Update Date: 02/22/2013

Vital Record: Hard Files

Description:

Employee files, policies, proceedures, digital or hard copiies

Plans for Protection, Duplication, and Movement of Records:

All vital files are located in fire resistance filing cabinets in the Town admin office 1407 Hwy 395
All vital files are located in Fire resistance filing cabintes.

Location and Accessibility of Vital Records:

Primary Location: Town of Gardnerville Administration Building
1407 Highway 395 North
Gardnerville, NV 89410

USA
Format: Hard Copy - Paper
Backup Location: To be Provided

Remote Accessible: No

Accuracy and Currency of Records

These need a key to open. Keys are in the normal location. Contact Town office Staff for location.

Vital Record: Drive away kit

Type: Non-electronic / Paper

Description:

Resource Kit - Bin with essential operation, forms, basis supplies, pencil paper, radio, chargers, computer or Laptop backup, Copy of Coop Plan.

Plans for Protection, Duplication, and Movement of Records:

In a Clear plastic bin in the file room.
Grab lap top from Meeting room and charger
Get the drive backup from the fire proof safe on top of the filing cabinets.
Get printer next to Drive Away Kit

Location and Accessibility of Vital Records:

Primary Location: Town of Gardnerville Administration Building
1407 Highway 395 North
Gardnerville, NV 89410
USA
Format: To Be Provided
Backup Location: To be Provided

Remote Accessible: No

Accuracy and Currency of Records

Review/Update Date: 02/10/2016

This is standard operating materials that may be needed for opening a remote office.

Vital Record: WAM

Description:

Used for Waste Management - has all accounts, residential and business contacts, route information

Location and Accessibility of Vital Records:

Primary Location: Town of Gardnerville Administration Building
1407 Highway 395 North
Gardnerville, NV 89410
USA
Format: Electronic - Other
Backup Location: To be Provided
Format: Electronic - File Server/LAN

Remote Accessible: Yes

Accuracy and Currency of Records

Backup daily onto hard drive

Vital Record: Mobile 311

Type: Web Based

Description:

Web based work order system for the Town Staff to track all operations and time reporting. Include equipment used and item on task

Plans for Protection, Duplication, and Movement of Records:

Web Based program - Maintained by town and software is a subscription based server access to Town GIS assets and tasks / projects

Location and Accessibility of Vital Records:

Primary Location: Town of Gardnerville Administration Building
1407 Highway 395 North
Gardnerville, NV 89410
USA
Format: Electronic - Other
Backup Location: To be Provided

Remote Accessible: Yes

Accuracy and Currency of Records

Login
Password:

Vital Record: Town service Back up

Type: Hardware / infrastructure

Description:

Three backup drives: Number 1, 2 or 3

One connected to Server.
One in the fire safe cabinet on top of the filing cabinet
One in IT office or Mailing room

Plans for Protection, Duplication, and Movement of Records:

Town Staff rotate the backups between 3 external hard drives

Location and Accessibility of Vital Records:

Primary Location: Town of Gardnerville Administration Building
1407 Highway 395 North
Gardnerville, NV 89410
USA
Format: Electronic - Remote Data Storage
Backup Location: To be Provided
Format: Electronic - Remote Data Storage

Remote Accessible: No

Accuracy and Currency of Records

IT or at Mail room
2nd unit is in the to Drive away Kit or in the fire proof safe

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Legend
Vital records, systems, and data - Information, records, databases, procedures, and other information necessary to support mission-essential functions and sustain operations.

Protection, duplication, and movement - Identify policies in place to restrict how the information is guarded, procedures for duplication, how the information is backed-up and stored, and how the material is distributed.

Location - Where are the vital records/systems/data currently located? Where are the back-up records/systems/data located? Are records in electronic or hard copy format? Can records be accessed from an alternate site if the primary site is inaccessible?

Accuracy and currency of records - Are records up to date? On what date was the records/systems/data last reviewed/updated?

ANNEX H
DRIVE-AWAY KITS

Administrator Drive Away Kit	*Quantities*
Communication:	
1. Cell Phone - Business and Personal	
2. Radio	
Equipment:	
1. County ID Card	1
2. Laptop Computer	
Forms:	
1. County Emergency Management Plan *Emergency management plans - One at Maintenance And One at Admin office*	
2. List of Employee Phone Numbers	
3. List of Headquarters Personnel Phone Numbers	
4. Contact Numbers for Legal Staff	
5. Contact Numbers for State and County EOC's	
6. Contact Numbers for Consulting Physicians	
Supplies:	
1. Copy of COOP Plan	
2. Copy of Emergency Operations Plan	
3. Office Supplies	

Budget/Accounting Drive Away Kit	*Quantities*
Forms:	
1. Copies of Contracts/Agreements	
2. Purchasing Manual	
3. Property Inventory Listing	
4. Safety Manual	
5. Building Plans/Specs	
Supplies:	
1. Pens and Pencils/Pencil Sharpener	
2. Legal Pads	
3. Stationary/Envelopes	
4. Calculator	
5. Stapler and extra Staples	
6. Letter Size Folders and Expandable Files	
7. Tape Dispenser	

Personnel Kit Drive Away Kit	*Quantities*
Equipment:	
1. Copy Machine	
2. Typewriter	
3. Computers	

Personnel Kit Drive Away Kit	*Quantities*
4. Telephones	
5. Fax Machine	
6. Printer (if computer available)	
Forms:	
1. Personnel Action Request Forms	
2. Position Description Form	
3. Copies of Organization Chart to manually update	
4. Pay Chart	
5. Payroll Schedule	
6. Timesheets	
7. Directives/Guidance	
8. Employee Contact List (name, address, phone)	
Supplies:	
1. Copy/Typing Paper	
2. Ruled Note Pads	
3. Pens/Pencils	
4. Stapler and staples	
5. Paper clips	
6. Envelopes (Letterhead and Manila)	
7. Letterhead Stationary	
8. Temporary ID Cards	
9. File Folders	
10. Banker Boxes	
11. Correction Fluid	
12. Tape and Dispenser	
13. City Phone Book	
14. Date Stamp	

ANNEX I
COMMUNICATIONS

Communications

The ability to communicate with internal and external resources during COOP events will be vital to the operations of the Town of Gardnerville. Internal and external resources could include Town of Gardnerville staff, partner organizations, emergency responders, vendors, the media, and/or the public.

The Town of Gardnerville has identified below the various modes of communication that currently exist and/or communications that must be arranged at an Alternate Facility. The communications are listed in order of priority and include a written description for each. Also, each communication item identifies whether the communication is for internal/external use, mobile, or if it requires any level of security measures.

Communications		
Communication: Internet service		
Priority: High	**Type:** Data	**Quantity:** 1
Description: Internal Use, External Use, Secure		
Communication: Tablet - Cell service		
Priority: High	**Type:** Data	**Quantity:** 8
Description: Internal Use, Mobile - Facility Dude Login information and gmail accounts.		
Communication: Mobile Phones		
Priority: High	**Type:** Voice	**Quantity:** 12
Description: Internal Use, External Use, Mobile - Verizon Mobile Phones		
Communication: Email access		
Priority: High	**Type:** Data	**Quantity:**
Description: Internal Use, External Use - Email access can be performed over the internet with the following link:		
Communication: Laptop		
Priority: Medium	**Type:** Data	**Quantity:** 1
Description: Internal Use, External Use, Mobile, Secure		

Communication: Desktop Computers		
Priority: Medium	**Type:** Data	**Quantity:** 6
Description: Internal Use, Secure - 1 server 6 workstations		

ANNEX J
SECURITY AND ACCESS CONTROLS

Security and Access Controls for Town of Gardnerville

SECURITY & ACCESS CONTROLS

The following security and access control measures are in place to restrict access to the facility to employees and critical customers:

- Primary Facility
  - Town of Gardnerville Administration Building - front and Back doors with manual locks
    Alarm Control at back door
    Entrance code required
  - Town of Gardnerville Maintenance Facility - Main office front and side door key lock access.

    Gate across front entrance of Maintenance Building with key access. Knox box next to entry gate.
- Alternate Facility (2nd Choice)
  - Town of Minden Administration Building - Manual Locked Doors, No Access code required
- Alternate Facility (3rd Choice)
  - Douglas County Fairgrounds - To Be Determined

COMMUNICATIONS AND INFORMATION SYSTEMS / CYBER SECURITY

The following measures are in place to send and receive secure communications from the facility, as well as information systems and cyber security measures:

- Primary Facility
  - Town of Gardnerville Administration Building - Alarm is Password Protected by 4 digit code and is administered by ADT. ADT code is G4004043. 4 digit passcode 2322 (tom Dallaire).
  - Town of Gardnerville Maintenance Facility - No alarm system on Maintenance Facility
- Alternate Facility (2nd Choice)
  - Town of Minden Administration Building - none
- Alternate Facility (3rd Choice)

- Douglas County Fairgrounds - To Be Determined

ANNEX K
FAMILY DISASTER PLAN

Family Disaster Planning for Town of Gardnerville

The Town of Gardnerville understands the importance of personnel preparing their families for disaster events. The information below provides assistance to Town of Gardnerville personnel for developing Family Disaster Plans and encourages them to learn more about how to be prepared.

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services -- water, gas, electricity or telephones -- were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Families can -- and do -- cope with disasters by preparing in advance and working together as a team. Follow the steps listed below to create your family's disaster plan. Knowing what to do is your responsibility for your best protection.

FOUR STEPS TO SAFETY

1. Find Out What Could Happen to You

- Contact your local Red Cross chapter or emergency management office -- be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day-care center, and other places where your family spends time.

2. Create a Disaster Plan

- Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet: 1. Right outside your home in case of a sudden emergency, like a fire. 2. Outside your neighborhood in case you can't return home. Everyone must know the locations address and phone number.

- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.

- Discuss what to do in an evacuation. Plan how to take care of your pets.

3. Complete this Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).

- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.

- Show each family member how and when to turn off the water, gas, and electricity at the main switches.

- Check if you have adequate insurance coverage.

- Teach each family member how to use the fire extinguisher and show them where it's kept.

- Install smoke detectors on each level of your home, especially near bedrooms.

- Conduct a home hazard hunt.

- Stock emergency supplies and assemble a Disaster Supplies Kit.

- Take a Red Cross first aid and CPR class.

- Determine the best escape routes from your home. Find two ways out of each room.

- Find the safe spots in your home for each type of disaster.

4. Practice and Maintain Your Plan

- Quiz your children every six months so they remember what to do.

- Conduct fire and emergency evacuation.

- Replace stored water every three months and stored food every six months.

- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.

- Test your smoke detectors monthly and charge the batteries at least once a year.

For more information on Family Disaster Planning, visit the Federal Emergency Management Agency's (FEMA) website for family disaster planning at www.READY.gov.

ANNEX L
DEVOLUTION

Devolution for Town of Gardnerville

Devolution is the capability to transfer statutory authority and responsibility for mission-essential functions from an organization's primary operating staff and facilities to another organization's employees and facilities. Devolution planning supports overall COOP planning and addresses catastrophic or other disasters that render an organization's leadership and staff unavailable or incapable of performing its mission-essential functions from either its primary or alternate facilities.

If devolution is necessary, prioritized mission-essential functions are transferred to a pre-identified devolution organization. Direction and control of mission-essential functions is transferred to the devolution organization site and/or identified personnel.

Devolution planning involves several special issues:

- Personnel at the devolution site must be trained to perform the essential functions to the same level of proficiency as the Town of Gardnerville personnel.
- Vital records, documents, and databases must be up to date and available at the devolution site.
- Communications and information management systems must be able to be transferred to the devolution site.
- Delegations of authority planning must include senior personnel at the devolution site.

Town of Gardnerville's prioritized mission-essential functions which must be carried out in its devolution of authority are identified in Annex C of the Town of Gardnerville COOP.

The pre-identified devolution organization(s) for the Town of Gardnerville are Douglas County Commissioners. Devolution Triggers, Process, Resources and their Availability, and Restoration guidelines are noted below. The pre-identified Devolution Memorandum is also included within this Annex.

Devolution Triggers

Pre-devolution preparation begins when staffing levels in one or more critical areas are reduced by 40%. Critical areas are defined as: 1) leadership, 2) communication capabilities, 3) administrative support, and 4) prioritized MEFs. Pre-devolution preparation includes assessment of:

- Available devolution organizations
- Location and availability of resources and information needed to transfer critical operations to the devolution organization
- Approach to notify and train (as needed) devolution organization staff
- Prioritization of mission-essential functions necessary to provide continuity of government during the devolution process

Once this assessment is complete, the intended devolution organization should be notified that devolution is likely and transfer of knowledge/resources necessary for devolution should begin.

The key staff members of the devolution organization should also be informed on how to access the Town of Gardnerville COOP information contained within www.NevadaContinuity.com.

Devolution is initiated through the issuance of the Devolution Memorandum. Organizational devolution is triggered when staffing levels are reduced by 60% in one or more critical areas.

Devolution Process

The Gardnerville Town Manager (Tom Dallaire) is responsible for identifying devolution triggers and is responsible for deciding when devolution is necessary. The Gardnerville Town Manager (Tom Dallaire) is responsible for issuing the Devolution Memorandum and begin actually transferring responsibilities to the devolution organization.

Every attempt will be made to retain expertise and authority through all COOP Teams. All available COOP Teams will continue to work with and for the new devolution organization in carrying out COOP, devolution, and restoration/reconstitution duties.

Resources and Availability

All resources necessary for devolution will be retained in Town of Gardnerville's on-line COOP and be made available via www.NevadaContinuity.com. The executives and support staff working on devolution will be given access to these resources, and will be trained in the use of available communication tools in advance of COOP activations.

Restoration (Pre-Event)

Because the nature of a catastrophic event that would create the need for devolution is so difficult to predict and may have a wide array of circumstances to respond to, we cannot specify exact measures needed to recover and restore pre-event operations in advance. However, the devolution organization will work with the existing Town of Gardnerville staff to identify all actions needed to provide restoration to pre-event conditions. Reconstitution and termination plans as identified in the COOP are available and should be used by the devolution organization.

M E M O R A N D U M

TO: Highest Ranking Official(s)/Douglas County Commissioners

FROM: Gardnerville Town Manager (Tom Dallaire)

Town of Gardnerville

DATE:

SUBJECT: Devolution of Town of Gardnerville

As of Date/Time, an emergency occurred that required the activation of the Town of Gardnerville Continuity of Operations Plan (COOP). As of Date/Time, the emergency has affected staffing to levels such that we can no longer carry out our prioritized mission-essential functions and maintain our mandated operations. In order to provide continuity of government operations within Town of Gardnerville, as of Time today I am hereby transferring mission-essential function responsibilities as identified in the Town of Gardnerville COOP to the Douglas County Commissioners. In addition, I am extending all delegations of authority of key actions and responsibilities to the Douglas County Commissioners. This delegation is effective as of Date/Time.

Thank you in advance for your assistance as we continue to provide critical services during this challenging time and work to restore full Town of Gardnerville operations. Access to all critical Town of Gardnerville COOP information, including mission-essential functions, delegation responsibilities, and personnel contact lists can be found at: www.NevadaContinuity.com. Username and password access to the COOP information within www.NevadaContinuity.com will be provided under separate cover.

_____

Gardnerville Town Manager (Tom Dallaire)

ANNEX M
TESTING, TRAINING, AND EXERCISING / PLAN MAINTENANCE

Testing, Training, and Exercising / Plan Maintenance

- This plan will be reviewed annually or as required by statute by all CONTINUITY OF OPERATIONS PLAN Team members and approved by the Gardnerville Town Manager (Tom Dallaire).
- The Gardnerville Town Manager (Tom Dallaire) will ensure training of all Town of Gardnerville employees on the key aspects of this plan. This training will be conducted at new employee orientation and quarterly staff meetings.
- This CONTINUITY OF OPERATIONS PLAN will be assessed annually through tabletop or field exercises as required by law.
- Support plans and communications equipment will be tested annually as part of the Test, Training, and Exercises (TT&E).
- Equipment pre-positioned at Alternate Facilities will be tested annually as part of the TT&E program.
- The exercise will include a test of the alert and notification procedures within this CONTINUITY OF OPERATIONS PLAN, with and without warning, during duty and non-duty hours.
- The Gardnerville Town Manager (Tom Dallaire) or designee will identify and incorporate lessons learned and remedial actions from exercises or actual events into annual revisions of this CONTINUITY OF OPERATIONS PLAN
- Copies of AAR (After Action Review) reports will be placed in the File Archive of this system.

The Town of Gardnerville documents the past, present, and future events that support their Test, Training, and Exercise program for their CONTINUITY OF OPERATIONS PLAN. These events are documented below in chronological order starting with the most recent:

Event Title: Update Staff and Content
Event Date: 2/10/2016
Event Type: Plan Maintenance
Event Status: Completed

Description:

Event Title: Update
Event Date: 9/01/2014
Event Type: Plan Maintenance
Event Status: Completed

Description:

Event Title: Final Draft Due
Event Date: 11/30/2011
Event Type: Plan Maintenance
Event Status: Scheduled

Description:
The final draft of the COOP plan is due November 30, 2011. Upon completion of the scheduled testing/training events, this plan will continue to be updated based on those plan gap discoveries.

Event Title: 2nd Draft Due
Event Date: 10/01/2011
Event Type: Plan Maintenance
Event Status: Completed

Description:
All plan updates identified to date should be completed in preparation for the consultant review beginning on October 1, 2011.

Event Title: Initail data entry
Event Date: 9/08/2011
Event Type: Other
Event Status: Completed

Description:
Coordinate with other local agencies to find the third alt facility.

Event Title: 1st Draft Due
Event Date: 9/01/2011
Event Type: Plan Maintenance
Event Status: Completed

Description:
The first draft of your plan is due on September 1st. All edits must discontinue as of this date until you are notified with necessary revisions and/or approval of your draft plan.

Event Title: Douglas County COOP Plan Workshop
Event Date: 7/21/2011
Event Type: Training
Event Status: Completed

Description:
Douglas County COOP Plan development training and writing.

Attendees included:
Sandie Eisele
Andy Concannon
Lisa Owen
John Summers

Event Title: Douglas County COOP Plan Workshop
Event Date: 7/20/2011
Event Type: Training
Event Status: Completed

Description:
Douglas County COOP Plan development training and writing.

Attendees included:
Tom Dallaire
Sheryl Gonzales
Debi Lynn Smith

Event Title: COOP Kickoff instruction
Event Date: 7/20/2011
Event Type: Plan Maintenance
Event Status: Completed

Description:
Tom Dallaire, attended the class for direction and will need to complete the initial input

---

Event Title: Douglas County COOP Plan Workshop
Event Date: 7/19/2011
Event Type: Training
Event Status: Completed

Description:
COOP Plan development training and writing.

Attendees included:
Mark Gonzales
Carrie Nolting
Linda Rigdon

ANNEX N
FACILITY EVACUATION

Facility Evacuation

The purpose of this section is to provide specific directions to all staff in the event of an emergency requiring the evacuation of the following facilities.

Responsibilities

The Gardnerville Town Manager (Tom Dallaire) shall identify a line of succession, and recognize a "Safe Room" for sheltering in place in the event that this becomes necessary.

The Gardnerville Town Manager (Tom Dallaire) shall be responsible for the following:

- Monitor the evacuation procedures and ensure that all employees are participating.
- Identify themselves to responding emergency personnel and provide any information or assistance, as requested.
- Station themselves outside the facility to receive employee check-off lists from Division Heads/Delegates and to coordinate with emergency personnel as necessary.

The Division Heads/Delegates shall be responsible for monitoring their sections as follows:

- Know the status of all assigned staff, (e.g. are they on site, in the field, or on annual leave).
- Ensure staff are trained in the evacuation procedures and in dealing with clients and staff who may become confused or panic in an emergency situation.
- Assign at least two alternate Division Head delegates and keep this assignment list current.
- Ensure all delegates are properly trained in their duties.
- Obtain checklists of staff accounted for and unaccounted for and report status to the Gardnerville Town Manager (Tom Dallaire) after evacuation.

Staff are responsible for the following:

- Ensuring handicapped employees and visitors are assisted from the facility.
- Staff with public visitors should exit the facility with the visitors.
- Staff must search for and insure that any clients who are in private rooms, restrooms, etc. evacuate with the staff immediately.

Evacuation Procedures

Specific evacuation procedures for each of the facilities identified within this COOP are as follows:

- Primary Facility
    - Town of Gardnerville Administration Building - exit either the front door or the back door and into parking lot for head count on North side of parking area ***See file archive scan plan***
    - Town of Gardnerville Maintenance Facility - All staff should evacuate out of one of the two man doors or garage doors if open of the facility and gather up up the grass area adjacent to Hwy 395
- Alternate Facility (2nd Choice)
    - Town of Minden Administration Building - outfront or side doors. See attached plan
- Alternate Facility (3rd Choice)
    - Douglas County Fairgrounds - To Be Determined

ANNEX O
CONTACTS ROSTER

Town of Gardnerville Contacts

KEY STAFF	ADDRESS	PHONE NUMBERS / EMAIL	TEAM ROLES / COMMENTS
Tom Dallaire Gardnerville Town Manager Town of Gardnerville Administration	1407 Highway 395 North Gardnerville, NV 89410		Pandemic Team Planning Team Relocation Team
Lloyd Higuera Board Memeber Town of Gardnerville Town Board	1407 Highway 395 North Gardnerville, NV 89460		Sworn to Office: 1/13 Expires 12/31/2016
Carol Louthan Administrative Assistant Town of Gardnerville Administration	1407 Highway 395 North Gardnerville, NV 89410		Planning Team Support Team
Ken Miller Vice Chairman Town of Gardnerville Town Board	1407 Highway 395 North Gardnerville, NV 89410		Sworn into office: 1/3/2011 Expires:12/31/2018
Mike Plut Maintenance Specialist Senior Town of Gardnerville Public Works/Parks	1369 Highway 395 Gardnerville, NV 89410		
Linda Slater Board Member Town of Gardnerville Town Board	1407 Highway 395 North Gardnerville, NV 89410		Sworn into office: 1/3/2011 Expires:12/31/2014
Craig Tuthill Sanitation Specialist Senior Town of Gardnerville Health & Sanitation	1369 Highway 395 Gardnerville, NV 89410		Support Team
Mary Wenner Chairman Town of Gardnerville Town Board	1407 Highway 395 North Gardnerville, NV 89410		Planning Team Relocation Team Sworn to Office 1/13 Expires 12/31/2016

STAFF	ADDRESS	PHONE NUMBERS / EMAIL	TEAM ROLES / COMMENTS
Jaired Briggs Sanitation Specialist Town of Gardnerville Health & Sanitation	1369 Highway 395 Gardnerville, NV 89410		
Ryan Clark Maintenance Specialist Town of Gardnerville Public Works/Parks	1369 Highway 395 Gardnerville, NV 89410		Support Team
Ron Grove Maintenance Specialist Town of Gardnerville Public Works/Parks	1369 Highway 395 Gardnerville, NV 89410		
Michael Jacobsen Sanitation Specialist Town of Gardnerville Health & Sanitation	1369 Highway 395 Gardnerville, NV 89410		
Cassandra G, Jones Board Member Town of Gardnerville Town Board	1407 Highway 395 North Gardnerville, NV 89460		Sworn in office 1/1/2015 Expires:12/31/2018
Geoffrey LaCost Superintendent Town Public Works Town of Gardnerville Public Works/Parks	1407 Highway 395 North Gardnerville, NV 89410		Relocation Team
Jody Martin Maintenance Specialist Town of Gardnerville Public Works/Parks	1369 Highway 395 Gardnerville, NV 89410		
Eric Negrete Sanitation Specialist Town of Gardnerville Health & Sanitation	1369 Highway 395 Gardnerville, NV 89410		
Marie Nicholson Office Assistant Town of Gardnerville Administration	1407 Highway 395 North Gardnerville, NV 89410		
Steve Thompson Maintenance Specialist Town of Gardnerville Public Works/Parks	1369 Highway 395 Gardnerville, NV 89410		

NON-STAFF	ADDRESS	PHONE NUMBERS / EMAIL	TEAM ROLES / COMMENTS
Tod Carlini District Fire Chief/Emergency Manager East Fork Fire and Paramedic District Administration/CEO/CFO	1694 County Road Minden, NV 89423		

VENDOR/OTHER	ADDRESS	PHONE NUMBERS / EMAIL	TEAM ROLES / COMMENTS
E Squared C **Josh** IT Products and Services	1677 Lucerne St Suite B Minden, NV 89423		Relocation Team
Fairgrounds **Scott Morgan**			

FILE ARCHIVE
APPENDIX

File Archive

The Town of Gardnerville has access to a file archiving feature within the https://nevada.boldplanning.com system. The File Archive feature allows the Town of Gardnerville to upload files to the system and provides the Town of Gardnerville with access to these files from remote locations, as needed, during continuity events or disruptions. Provided below is a list of files that have been uploaded by the Town of Gardnerville to the https://nevada.boldplanning.com system. Each file listed below includes the name of the file, a description of the file, and the most recent date the file was uploaded.

Mission Essential Functions

List of Sample Mission Essential Functions.xls - Example Mission Essential Functions - Date Uploaded: 7/11/2011
WAM.LOG - Wam Database - Date Uploaded: 3/07/2016
WAM-ERR.LOG - WAM error file - Date Uploaded: 2/10/2016

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve the Town of Gardnerville 72 hour preparedness kit information form and authorize staff to include it in the next bi-annual Town newsletter for the public's use.**
2.
3. **Recommended Motion: Approve**
   Funds Available: ☐ Yes ☑ N/A
4. **Department: Administration**
5. **Prepared by: Tom Dallaire**
6. **Meeting Date: April 5, 2016 Time Requested: N/A**
7. **Agenda: ☑ Consent ☐ Administrative**

Background Information: See attached.

8. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
9. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

72 Hour Kit Checklist

BE READY GARDNERVILLE!

There are real benefits to being prepared. Communities, families, and individuals should know what to do in the event of a fire, earthquake, hazardous spill, and where to find information from an storm warning, or during an emergency event. They should be ready to evacuate their homes and take refuge in public shelters being prepared for their basic medical needs, household animals, where to go for supplies and how to obtain that critical information during an emergency.

Documents and Keys	
Personal identification	
Cash and coins	
Credit cards, prepaid phone card	
Extra set of house keys and car	
Copies of the following:	
Birth & Marriage certificate	
Driver's license	
Social Security cards	
Passports	
Wills	
Deeds	
Inventory of household goods	
Insurance papers/docs	
Immunization records	
Bank and credit card account num-	
Stocks and bonds	
Emergency contacts & numbers	
Map of the area & phone numbers of places to could go	

Clothes / Bedding Supplies	
Complete change of clothes	
Sturdy shoes or boots	
Rain gear / Poncho	
Hat and gloves	
Extra socks	
Extra underwear	
Thermal underwear	
Sunglasses	
Blankets/sleeping bags, pads & pillows, cloth sheet	

Tools	
Portable, battery-powered radio or television and extra batteries	
NOAA Weather Radio	
Flashlight and extra batteries	
Signal flare	
Matches in a waterproof container (waterproof matches)	
Lighter / candles	
Shut-off wrench, pliers, shovel, and other tools	
Utility knife, scissors, axe	
Plastic / canvas sheet	
Whistle	
Small canister, ABC-type fire	
Tube tent	
Compass	
Rope, duct tape	
Work gloves	
Paper, pens, and pencils	
Needles and thread	
Emergency blanket	

Equipment	
Manual can opener	
Mess kits, pots, pans, utensils needed to prep food or paper cups, plates, and plastic utensils	
Solar powered lights (area)	
All-purpose knife	
Household liquid bleach to treat drinking water (unscented)	
Aluminum foil and plastic wrap	
Re-sealable plastic bags	
Small cooking stove & fuel	
Bags for kit (Duffle/Hiking)	

Food and Water	
Water—3 day supply (1 gallon/person/day)	
Canned juice	
Tuna, salmon, beans, canned meats, fruits, and vegetables (no "pop top" cans)	
Canned or boxed juices, milk, and soup	
High-energy foods: Granola/protein bars, peanut butter & jelly, trail mix, dried fruit, jerky (in air tight pouch)	
Special foods for infants or persons on special diets	
Cookies, hard candy, gum	
Instant coffee / hot cocoa	
Cereals cold / hot	
Sugar, salt, pepper	
Powdered milk	

Medicine Supplies	
Aspirin and non-aspirin pain reliever	
Anti-diarrhea	
Antacid (for stomach upset)	
Laxative	
Vitamins	
Prescriptions (3 Days)	
Extra eyeglasses/contact	

Sanitation & Hygiene	
Washcloth and towel	
Towelettes, wet wipes	
Toothpaste	
Toothbrushes	
Shampoo	
comb/brush	
Deodorants	
Soap (body/dish) hand sanitizer	
sunscreen	
Razor, shaving cream	
Lip balm	
Insect repellent	
Mirror	
Feminine supplies	
Heavy-duty plastic garbage	
Medium-sized plastic bucket	
Disinfectant and household	
Toilet paper	
Family Size First Aid kit	

Comfort Items	
Games	
Cards	
Books	
Toys for kids	
Infant supplies / needs	

NOTES: UPDATE YOUR KIT

Every **6 months**; check all food, water, & medications are fresh (not expired), clothes fit, personal documents are up to date, credit cards are current, and batteries are charged.

Include any items you feel are necessary for your family's survival.

Town of Gardnerville Est. 1879 Nevada

11-2

Gardnerville Town Board

AGENDA ACTION SHEET

1. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for March 2016.

2. **Recommended Motion: Receive and file**
   a. **Funds Available:** ☐ **Yes** ☑ **N/A**

3. **Department:** Administration

4. **Prepared by:** Paula Lochridge; Presented by Stephanie Waggoner, MSG Board Member and Design Committee Chair

5. **Meeting Date:** April 5, 2016 **Time Requested:** 10 minutes

6. **Agenda:** ☐ **Consent** ☑ **Administrative**

7. **Background Information** N/A

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

9. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

Main Street Gardnerville's Program Manager Report
April 5, 2016

- At the request of the Main Street Gardnerville Board of Directors, we have reached out to Senator Settelmeyer in regards to creating a statewide Main Street Program. Via email, we have provided the Senator with links to the bill and our video presentation from last session. We also sent him much for the backup information that was given to us by our National Main Street Center representatives. Still awaiting word from the Senator regarding next steps. Thank you to Ken Miller for reaching out to the Senator on both our program and the town's behalf.
- Douglas County has supported our program again this fiscal year with $10,000. Lisa Granahan said they will also support us with another $10,000 for FY 16/17.
- I've completed the Advanced Fundamentals of Economic Vitality I training. This counts towards the Main Street Alliance America Institute Community Transformation Certificate process. A Main Street America Revitalization Professional credential. I have until December 2017 to finish the training.
- Promotions Committee Update:
    - The Carson Valley Visitors Authority has lined up an interview for us to kick of the wine walk season on May 11th with Mountain Resorts T. V. It'll be a 60 – 90 second video that will be broadcast on KAME-TV (Channel 21, Satellite 21 and Cable 7/11) in the morning the following day and posted on social media. They've also arranged another one for June 8th for us to promote the Great Race event. Both at no cost to us.
    - Along with the Town, we have signed up with RaceEntry.com to allow us to pre-register our runners for the Freedom 5K Fun Run event. There is no charge to us. They do claim a service fee of around $2.50 per transaction which is passed on to the signee. This fee covers both the cost of the credit card transaction (which we have been paying) and the processing fee. The demonstration of this service appealed to us for a variety of reasons which include the ease of registering and collecting the data.
    - Great Race planning is coming along well. We had another meeting last week with the Great Race representative and he was very enthusiastic about what we've accomplished. Another final meeting will take place on April 3rd with another national representative to confirm the driving route.
    - Wine walk and Coffin race planning is also coming along well. We have two separate committees working on the plans for these two events.
- Design Committee Update:
    - Waiting for final approval on a bench plaque from a local sponsor so that we can get the bench ordered. This will bring a total of 16 benches that will have been installed within our district bringing us that much closer to being more pedestrian friendly downtown.

- Flower Baskets sales are going well. As of March 29th, we have 44 baskets sponsored with 28 yet to be sponsored. Another press release will go out this next week with a push on Mother's Day and Graduation gift ideas.
- Opening day at Heritage Park Gardens is Saturday, April 9th from 1-3 pm.
- KOLO report Rebecca Kitchen came out last week to shoot video and interview Carol Sandmeier to promote the Heritage Park Gardens project. It aired several times throughout the day on March 23rd.

- District Vitality Committee Update:
  - The Business Inventory update is near completion.
  - Working on a "Fall in Love with our District" promotional event for the fall season. With property owner approval, we hope to feature all of the vacancies within our district by doing simple tours. Folks will be in each location to answer any questions about the property. And, of course, it will be a great opportunity for us to talk about our Revolving Loan Fund incentive for moving into the district.
- Organization Committee Update:
  - Our Main Street Mingle is scheduled for Wednesday, April 13th, 5-6 pm at Appoggio. Another great opportunity for folks in the community, and beyond, to get together and "mingle" and discuss events, projects and more within our district and town.
  - In trying to find more ways to fund our program, the committee has finalized a Projects Sponsorship packet (which is included in your packet) and is currently working on developing a Volunteer Sponsorship packet.

Community Gardening Day

Opening Day at Heritage Park Gardens

1461 Ezell Street, Gardnerville

Saturday, April 9th

1 pm - 3 pm

Sign up for Children's Gardening Workshops

Fun Projects in the Children's Garden

Garden Goodies

Sign up for Garden Space in the Community Garden

Information on Square Foot Gardening

MAIN STREET Gardnerville NEVADA

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

For more information, please contact
Carol at CJSandmeier@aol.com or
Main Street Gardnerville at 775-782-8027
Visit our website MainStreetGardnerville.org

12-4

You're invited to our next
"Main Street Mingle"
Wednesday, April 13th,
5:00 pm—6:30 pm *at*

MAIN STREET Gardnerville NEVADA

Appoggio
A CORE TRAINNG STUDIO

1540 Hwy 395 N, Suite H
in the Stratton Center
in Gardnerville

Meet other members of our community and talk about upcoming events, projects or whatever.

Great way to meet and share ideas.

Bring any promotional items you'd like to share.

Light refreshments will be provided, courtesy of Appoggio, A Core Training Studio.

A wine tasting will be provided.

You are encouraged to RSVP by April 11th.

Please call 782.8027 or email Info@MainStreetGardnerville.org.

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

12-5

Project Sponsorship Form

Sponsorship Benefits

Sponsorship of a MSG project will provide you with the opportunity to:

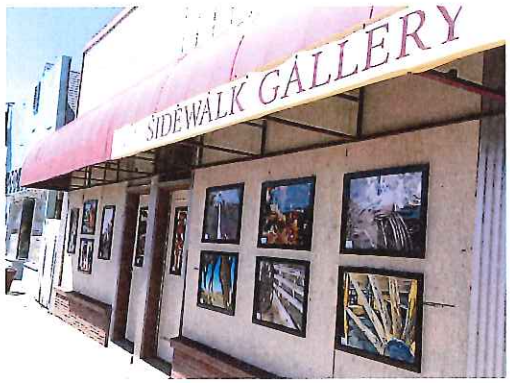
- Strategically generate visibility for your business
- Invest in the community through quality programming
- Associate your business with a successful community development initiative
- Support our mission of revitalizing Downtown

OUR MISSION

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

Featured Projects

Heritage Park Gardens



Sidewalk Gallery

Flower Projects

Let's Sweep the Town

Main Street Gardnerville

Ph: 775.782.8027 1407 Main Street (Hwy 395 N), Gardnerville, NV 89410 Fax: 775.782.7135

www.MainStreetGardnerville.org Info@MainStreetGardnerville.org

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

12-6

Project Sponsorship Form

Presenting Project Sponsor Benefits — Level $500

- Premiere logo inclusion on all printed materials pertaining to the project
- Premiere inclusion in all paid advertising (radio and/or newspaper) pertaining to the project
- Premiere logo inclusion in and link from all electronic communications (e-newsletters, MSG website, Facebook announcements, etc.) pertaining to the project
- Inclusion in all press releases (event editorial coverage) pertaining to the project
- Premiere Project presence, including banner placement, mentions at project site and booth presence (if applicable)
- TBD cross-promotional opportunities and other special benefits

Project Sponsor Benefits — Level $250

- Logo inclusion on all printed materials pertaining to the project
- Inclusion in select paid advertising (radio and/or newspaper) pertaining to the project
- Logo inclusion in and link from all electronic communications (e-newsletters, MSG website, Facebook announcements, etc.) pertaining to the project
- Inclusion in all press releases pertaining to the project
- Project presence, including mentions at project site and booth presence (if applicable)
- TBD cross-promotional opportunities and other special benefits

Supporting Project Sponsor Benefits — Level $100

- Logo inclusion on all printed materials pertaining to the project
- Inclusion in select paid advertising (radio and/or newspaper) pertaining to the project
- Company name in and link from all electronic communications (e-newsletters, MSG website, Facebook announcements, etc.) pertaining to the project
- Project presence, including mentions at project site and booth presence (if applicable)
- TBD cross-promotional opportunities and other special benefits

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

Project Sponsorship Form

Business Name: _____

Contact Name: _____ Date: _____

Mailing Address: _____

Phone: _____ Email: _____

Sponsorship valid for 12 months from date of agreement.

- My check is enclosed. *(Please make checks out to Main Street Gardnerville.)*
- Please bill me. *(Payment must be received within 30 days of being invoiced.)*
- Please charge my credit card. *(This can be done over the phone or on line. Contact us for details.)*

Please return form to:

Main Street Gardnerville, 1407 Hwy 395 N, Gardnerville, NV 89410

Fax: 775-782-7135 **Email:** Info@MainStreetGardnerville.org

Please check the project and circle the level at which you wish to sponsor.

☐

$500

$250

$100

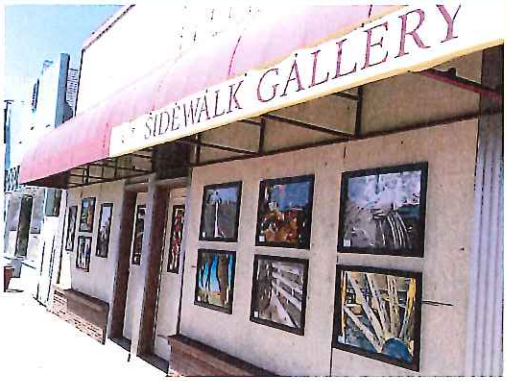
Heritage Park Gardens

☐

$500

$250

$100



Sidewalk Gallery

☐

$500

$250

$100

Flower Projects

☐

$500

$250

$100

Let's Sweep the Town

12-8

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve or deny a request by Main Street Gardnerville to hang banners on every lamppost through the Highway 395 corridor within the Main Street District; with public comment prior to Board action.**
2.
3. **Recommended Motion: Motion to approve (or deny) a request by Main Street Gardnerville to hang banners on every lamppost through the Highway 395 corridor within the Main Street District.**
   Funds Available: ☐ Yes ☑ N/A (requires staff time)
4. **Department: Administration**
5. **Prepared by: Tom Dallaire**
6. **Meeting Date: April 5, 2016 Time Requested: 5 minutes**
7. **Agenda: ☐ Consent ☑ Administrative**

Background Information: See attached minutes from the Town Board Meeting on October 7, 2014 authorizing a total of 30 banners on the lampposts throughout the district. Currently, 26 banners are up along Hwy 395 with one up on Mission Street. We would like your permission to have 25 more banners installed along Hwy 395/Main Street so they are up on every lamppost, once funding is available for completion of this project. We've also attached a simple list of what banners, and where, are currently hung within our district.

8. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
9. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

An excerpt from the Town of Gardnerville's minutes from Tuesday, October 7, 2014

8. <u>For Possible Action:</u> Discussion to approve, approve with modifications or deny a request of Main Street Gardnerville to partner with the Carson Valley Visitors Authority on light pole banners within the district.

a. Prior to the decision, input will be provided by AJ Frels, Carson Valley Visitors Authority; and a discussion will follow related to design, positioning, amount of time in place during the year, and cost division among the Town, MSG, and the Visitors Authority;

with public comment prior to Board action.

Mr. Frels gave a review of what the Visitors Authority has been doing. (A power point presentation was given.) We are willing to provide a financial commitment if the banners are approved. We look forward to partnering with the Town of Gardnerville.

Mr. Dallaire stated AJ presented this to the Main Street Gardnerville board this last month and there were some concerns expressed. The concern was they want to advertise events. AJ was able to get a diagram, which you have. These are some examples. We don't have all of the colors but you can see what they would look like. We will have to lower the plants down two inches in order to make the banners fit. It is the concept we are struggling with at the moment. They want to replace a third of the banners with events.

Mr. Miller mentioned not all of the plants are sponsored each year. If we only put up the flowers that were paid for there would be some gaps for banners. Why can't we put up the ones that are sponsored whether it be every other one?

Ms. Lochridge responded the problem is the baskets have to be ordered now. We wouldn't know how many would be unsponsored.

Mr. Dallaire thought they could put them around the park.

Ms. Lochridge advised there were a total of 68 and 17 were left unsponsored.

Mr. Higuera asked whether it would be a monthly change to put up a different banner.

Mr. Frels would leave the event banners up all the time.

Chairman Slater felt everybody needs to remember we had telephone poles down main street for a lot of years. And the town tried to partner with the county and other people to get the decorative poles. Through the town's efforts and grants they were able to have these poles put in. Now we come through and we put up the flower pots and we get lots of wonderful comments. I would not want to see too many banners downtown during that season. I would rather see our flowers. Maybe on the corridors north and south see more of the banners. Then we have the problem of the Christmas decorations and lights that people look at. Have you taken that into consideration? Your thoughts are not to present any business. It would solely be events.

Mr. Frels would solely advertise events. We do not want to get into individual businesses.

Mr. Dallaire explained we had to split out the two items. This item is the downtown district. The next item is outside of the downtown district. The concept coming back from Main Street was they just wanted to do 30 banners. We can put those banners up after the flowers come down and before the Christmas lights go back up. I don't want the guys having to take down the hardware. If we can leave that on then we would be okay for that month and a half. We would put the banners up between January to the end of May.

Chairman Slater asked who would have the final say on what the banner says.

Mr. Frels would put together a committee with representation from each town and then working with the committee we would decide what events would go on those banners. We want it to be fair and equal valley wide. There would be criteria that needs to be met to justify why the event would be on there.

Mr. Dallaire noted Genoa would be blue with white; Minden would be red and Gardnerville would be green. The material seems to be pretty durable.

Mr. Frels stated the banner examples are not the end product. It is just to give you a feel of what it might look like.

Chairman Slater would like to make sure we are promoting events and not any personal businesses.

Mr. Miller asked if they would have Minden events in Gardnerville and vice-versa, so everyone would be advertising each other.

Mr. Frels agreed.

Mr. Higuera asked, just for clarification, these banners would not go on the same time as the flowers.

Mr. Dallaire answered correct. That is at the request of the Main Street Board as well. They talked about south of the district. First we are talking about the district. Are you okay with the ten banners within that 30 would be the event banners. Every sixth pole would have an event banner on it. First I wanted to make sure you are okay with that concept. Then we have the ten in town. South of town we have a lot of opportunity. There are several light poles south of Grant. Minden is planning on putting them on poles north of town.

Chairman Slater asked what the cost would be associated with those ten banners for the town.

Mr. Frels advised print costs are $55 a setup every time. We were looking at about $300 per banner. That includes the hardware. You would not have the setup costs for the standard banners. The setup fee would be once.

Mr. Dallaire's understanding is that all we were going to help with was hardware.

Ms. Lochridge had $5000 budgeted.

Mr. Dallaire was looking at about $1,200 in cost for hardware for the ones downtown. AJ will pay for the hardware and banners for the events. It would be the time for the guys to put them up and take them down. There are seven poles. $5,000 out of Main Street's budget. On the next item we will talk about the southerly side.

No public comment.

Motion Miller/Higuera to approve placing banners on decorative light poles within the downtown main street district which will be up from January through June. Motion carried.

Banner Placement as of March 29, 2016

East Side of Hwy 395 — Count: MSG #7; CVVA #6; Empty #12

Banner	Closest Business
1. MSG Banner	Gardnerville Station
2. None	Town Offices
3. CVVA Banner	gadZooks
4. None	Masons/Cheshire
5. MSG Banner	Historian Inn
6. None	French
7. CVVA Banner	Overland *(pole and banner need to be replaced due to a hit and run)*
8. None	Quail Cottage Antiques
9. MSG Banner	Napa Auto Parts
10. None	Ron Cauley
11. CVVA Banner	Museum
12. None	CVMS
13. MSG Banner	Nutrition Unlimited
14. None	Sweetwater Car Wash
15. CVVA Banner	Oxoby
16. None	Lone Tree
17. MSG Banner	Sierra Motel
18. None	Record Courier
19. CVVA Banner	Anker Car Wash
20. None	Realty Executives
21. MSG Banner	El Dorado Bank
22. None	Warren Reed Insurance/Near US Bank
23. CVVA Banner	US Bank
24. None	Christensen's Automotive
25. MSG Banner	Greater Nevada Credit Union

West Side of Hwy 395

Count: MSG #7; CVVA #6; Empty #13

Banner	Closest Business
1. None	Furniture Store
2. MSG Banner	Country Carousel
3. None	Sidewalk Gallery
4. MSG Banner	JT Basque Bar & Restaurant
5. None	Sharkey's Casino
6. CVVA Banner	Sharkey's Parking Lot
7. None	Battle Born Wine
8. MSG Banner	A La Carte Salon
9. None	Manoukian Building
10. CVVA Banner	Corner of High School Street & Hwy 395
11. None	State Farm Insurance
12. MSG Banner	Dental Arts
13. None	Community Counseling
14. CVVA Banner	House/Lot
15. None	El Aquila Real
16. MSG Banner	Woodett's
17. None	Art Studio near High Desert Guns
18. CVVA Banner	Haas Center
19. None	Dora's Old & New
20. MSG Banner	Mountain View Center
21. None	Quik Chek - Stratton Center
22. CVVA Banner	Sierra Market - Stratton Center
23. None	Appoggio - Stratton Center
24. MSG Banner	Wells Fargo
25. None	Big Daddy Bike
26. CVVA Banner	Walton's Funeral Home

SIDE STREETS

Count: MSG #1; CVVA #0; Empty #3

Mission Street (East side, from Hwy 395, on East side of Mission only)

1. None
2. MSG Banner
3. None
4. None Corner of Eddy & Mission

Count: MSG #0; CVVA #0; Empty #3

Eddy Street (from Mission towards Hwy 395, North side only

1. None
2. None
3. None

Count: MSG #0; CVVA #0; Empty #6

Eddy Street (from Hwy 395)

North Side:

1. None
2. None
3. None
4. None

South Side:

1. None
2. None

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve, approve with modifications or deny development applications DA 16-016 & 16-017 requesting a modification to an existing Special Use Permit (SUP 06-095) and Design Review (06-095) to allow a Columbarium/Memorial wall for the use of holding cremated remains and memorial plaques for the St. Gall Catholic Church Knights of Columbus / Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action.**

2. **Recommended Motion: to Approve DA 16-016 and 16-017 modifying existing Special Use Permit (SUP 06-095) and Design Review (06-095) to allow a Columbarium/Memorial wall for the use of holding cremated remains and memorial plaques for the St. Gall Catholic Church Knights of Columbus/ Memorial Park improvement project, located at 1343 Centerville Lane**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Geoffrey LaCost**

5. **Meeting Date: April 5, 2016 Time Requested: 10 minutes**

6. **Agenda: ☐ Consent ☑ Administrative**

Background Information: Tom Dallaire was the design engineer for the St Gall Project back in 2006 and 2008 with the design review modification. Tom drew the improvement plans and handed the project to ROA. St Gall wanted to relocate the columbarium to around the stations of the cross. ROA was going to do that effort. But St Gall changed their mind. ROA did not have to update the plans further. Tom Dallaire excuses himself from the review and comment on this item. See staff report prepared by Geoff LaCost.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Town of Gardnerville Est. 1879 Nevada

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

MEMORANDUM

Date: March 31, 2016

To: Gardnerville Town Board

From: Geoffrey LaCost, E.I., Town of Gardnerville

Subject: DA 16-016 & 16-017 (Development Application); St. Gall Special Use Permit modification to allow Columbarium/Memorial wall for the use of holding cremated remains.

I. TITLE:

For Possible Action:

Discussion to approve, approve with modifications or deny development applications DA 16-016 & 16-017 requesting a modification to an existing Special Use Permit (SUP 06-095) and Design Review (06-095) to allow a Columbarium/Memorial wall for the use of holding cremated remains and memorial plaques for the St. Gall Catholic Church Knights of Columbus Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action.

II. RECOMMENDATION

Based on the findings in this staff report, staff recommends the Gardnerville Town Board approve the Development Application (DA) 16-016 and 16-017 modifying existing Special Use Permit (SUP 06-095) and Design Review (06-095) to allow a Columbarium/Memorial wall for the use of holding cremated remains and memorial plaques for the St. Gall Catholic Church Knights of Columbus Memorial Park improvement project, located at 1343 Centerville Lane.

III. DISCUSSION

This is a modification of an existing plan approved by the Town Board January 2, 2007. The modification consist of altering a memorial rose garden to include Columbarium/Memorial wall surrounding the area. It is expected that any previous conditions imposed by the County be continued and required.

The wall will create a unique type of cemetery within the town limits. The remains will be cremated before permanent residence is established in the memorial. There are 852 memorials proposed for the wall built in different phases as demand requires. As this is a continuation of the St. Gall Church it is expected the church will maintain the grounds and facilities for the life of the church.

Access to the site is proposed though the church parking area. The amount of visitors to the area should not increase appreciably with the addition of the wall.

Attached:

- Project Review Application. March 08, 2016
- Statement of Justification. March 24, 2016
- Phasing Plan. March 24, 2016
- Plan Sets. March 8, 2016
- Visual Material Samples
- Examples Projects
- Towns previous agenda approval. January 2, 2007
- ESE state all conditions addressed. December 12, 2013

IV. CONDITIONS:

Conditions based on board discussion.

Board meeting Topics of Discussion / Notes:

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

PROJECT REVIEW APPLICATION

Location
Street Address: 1343 Centerville Lane, Gardnerville
Assessor's Parcel Number: 1220-04-101-005
Current Zoning Designation: SFR-1

Project Description
The applicant is requesting a modification to the existing special use permit (SUP 06-095) and Design Review (06-095) for the installation of a Columbarium/Memorial Wall for the use of holding cremated remains and memorial plaques. Submitted concurrently with this application is a request for abandonment of a public road easement.

Applicant:
Name: Mike Mullins, St. Gall Knights of Columbus
Address: 1486 Grendon Way, Gardnerville, Nevada 89410
Telephone Number: (775) 762-1588 Fax Number: ( )

Owner:
Name: Rev Paul J. McCollum, St Gall Real Property LLC
Address: P.O. Box 288, Gardnerville, Nevada 89410
Telephone Number: (775) 782-2852 Fax Number: ( )

Engineer:
Name: R.O. Anderson Engineering, Inc. Stephanie A. Hicks, AICP, CFM
Address: 1603 Esmeralda Avenue, Minden, Nevada 89410
Telephone Number: (775) 215-5042 Fax Number: ( )

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

RECEIVED
MAR 0 8 2016
By

Applicant or Applicant's Representative:
R.O. Anderson Engineering, Inc.
Stephanie A. Hicks, AICP, CFM
Printed Name Signature Date

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

(Application and all materials related to the project review need to be submitted to the Town office by the Friday two weeks before the Board meeting. Town board meetings are held the first Tuesday of each month)

On payment screen enter "project review" for account #

14-4

R O Anderson

RECEIVED
MAR 31 2016
By GL

March 24, 2016

Via Hand Delivery

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

Special Use Permit
St. Gall Columbarium/Memorial Wall
Description and Statement of Justification

To Whom It May Concern:

On behalf of the applicant, St. Gall Knights of Columbus, please consider this letter our statement of justification and project description for a modification to the existing Special Use Permit and Design Review for the Knights of Columbus Meeting Hall and Memorial Garden. The applicant is requesting to build a Columbarium/Memorial Wall as part of the Knights of Columbus Meeting Hall and Memorial Garden Project located on five acres at 1343 Centerville Lane in Gardnerville, Nevada (APN 1220-04-101-005) adjacent to the existing Catholic Church (APN 1220-04-201-002).

The Columbarium/Memorial Wall will contain 852 precast niches to store urns holding cremated remains. Memorial plaques will be installed on the back side of the wall to seal the chamber and finish off the wall. The Columbarium will be constructed in 5 phases with the center section of the wall being constructed first. The first phase will contain 196 niches, and the second and third phases will contain 132 niches each. The remaining two phases will contain 196 niches each.

The project site is zoned SFR-1 (Single Family Residential, 1- acre minimum parcel size). The project site is located within the Town of Gardnerville and within Minden-Gardnerville Community Plan area. The project site has a master plan designation of SFE (Single Family Estates). Pursuant to Douglas County Code Section 20.656.050(A), a columbarium is allowed in this zoning district subject to approval of a Special Use Permit.

BACKGROUND

In February 2007, the Douglas County Planning Commission approved a Special Use Permit (DA 06-095) and Douglas County Community Development approved a Design Review (DA 06-096) allowing the construction and operation of the Knights of Columbus Meeting Hall and Memorial Garden. At this time the proposed Memorial Garden included a lawn area, rose garden, sitting areas, gazebo, boulder seat wall, and sand play area.

Physical
1603 Esmeralda Avenue
Minden, Nevada 89423
775.782.2322

Mailing
P.O. Box 2229
Minden, Nevada 89423
www.ROAnderson.com

OFFICES
Minden, Nevada
Reno, Nevada
South Lake Tahoe, California

14-5

The Knights of Columbus would like to expand the Memorial Garden use to include a Columbarium/Memorial Wall. The Memorial Garden will be available from dawn to dusk.

FLOOD ZONE

When the Knights of Columbus Meeting Hall and Memorial Garden Project was submitted for Special Use Permit and Design Review in 2007, due to the AE and AO-1 flood zone designations, the project was conditioned to submit a flood impact analysis, the results of which would result in a CLOMR/LOMR or Elevation Certificate. The analysis was prepared by Denny Peter, PE for Northwest Hydraulic Consultants, Inc. He noted that the FEMA Effective Flood Hazard Zones impacting the subject site were revaluated and remapped with Letter of Map Revision (LOMR) case number 12-09-1513P-320008 (Pine Nut LOMR), effective 10/22/2012. Therefore, the new flood zones on the site are AO-1, AO-2, and AO-3 as indicated on the site plan.

FINDINGS FOR THE SPECIAL USE PERMIT

The following findings are required under Douglas County Code §20.604.060:

When considering applications for a special use permit, the commission shall evaluate the impact of the special use on and its compatibility with surrounding properties and neighborhoods to ensure the appropriateness of the use at a particular location and make the following findings:

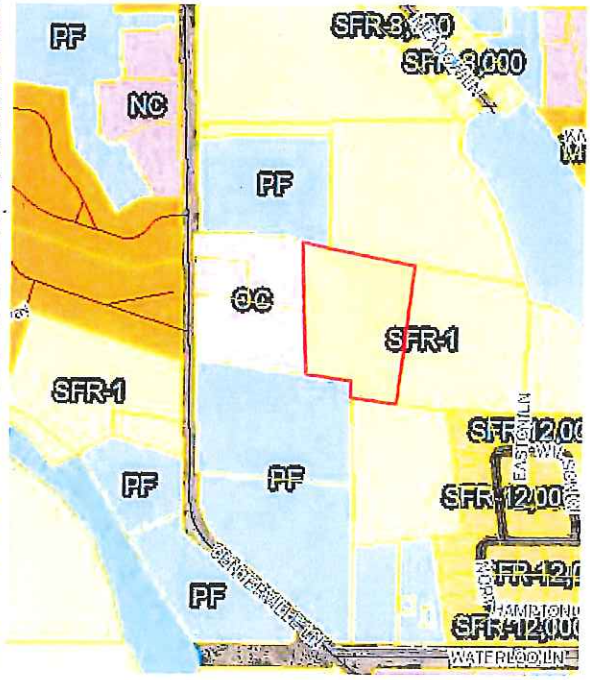
A. *The proposed use at the specified location is consistent with the policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations;*

   Comment: The project site is zoned SFR-1 and has a master plan designation of SFE. A columbarium use is specially permitted within the SFR-1 zoning district and is consistent with the provisions of this chapter. We do not believe that the proposed use will conflict with the existing, surrounding uses. The parcels to the north contain the Carson Valley United Methodist Church and a single family residence on a 9-acre parcel. The parcel to the east contains a single family residence on a 5.6-acre parcel. The parcels to the south contain the St. Gall Catholic Church and the Jacobs Berry Farm. The parcels to the west contain the Animal Medical Services veterinary clinic and vacant parcels.

B. *The proposed use is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site*

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

Comment: The surrounding parcels are zoned CF (St. Gall Catholic Church and Carson Valley United Methodist Church), Office Commercial (Animal Medical Services), and SFR-1. The proposed use is compatible with the character of the adjacent development. Additionally, the previous approval included conditions to mitigate any adverse impacts to adjacent properties including landscaping, lighting, and a flood impact analysis. The proposed development will be landscaped to buffer the adjacent developments from viewing the columbarium. We do not foresee any adverse impacts due to this proposed memorial wall.



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

Comment: The subject parcel is not adjacent to an existing road. Access to the Knight's Hall and the Memorial Garden is proposed through two existing access points on the Catholic Church parcel from Centerville Lane (State Route 756). The expected traffic generated by allowing the use of the Columbarium/Memorial Wall would not exceed the existing traffic generated by the Church use at any time. Furthermore, based on the ITE Manual (Seventh Edition, Vol. 3), Cemetery land use (Code 566), the estimated Average Daily Trips is well below the 500 average daily trips (ADTs) which requires a more detailed traffic study. (Please see attached *Trip Generation Memorandum.*) Estimated ADTs generated for weekdays total six, while estimated ADTs generated for Sundays total ten. The proposed Columbarium/Memorial Wall use will not be hazardous or conflict with the existing traffic in the neighborhood.

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

Comment: The development of the Columbarium/Memorial Wall and garden will not have a negative impact on the surrounding neighborhood streets. All improvements are existing, including a right-turn lane on Centerville Lane into the driveway and bike lane and frontage improvements.

E. *The proposed use incorporates features to minimize adverse effects, including visual impacts and noise, of the proposed special use on adjacent properties;*

Comment: The project will provide landscaping that will minimize any visual impact of the Columbarium/Memorial Wall on the adjacent properties. The Memorial Garden will be limited to use between the hours of dawn to dusk which eliminates any lighting impacts from the Memorial Wall area and garden on the adjacent properties. All lighting will comply with Douglas County Code and be screened by landscaping to minimize any adverse effects.

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

Comment: The site is not located in a cultural or archaeological study area.

R O Anderson

G. *The proposed special use complies with all additional standards imposed on it by the particular provisions of this chapter and all other requirements of this title applicable to the proposed special use and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of this title; and*

Comment: The site is developed with adequate facilities to serve the proposed use. The project site has existing water and sewer service. Ingress and egress will be via an existing driveway access through the St. Gall's Catholic Church parcel.

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

Comment: There is no evidence to suggest that the proposed project will be detrimental to the public health, safety, convenience and welfare, and will result in material damage or prejudice to adjacent properties.

Thank you for your consideration of this request. Should you have any further questions, please feel free to contact me at your convenience.

Sincerely,

R.O. ANDERSON ENGINEERING, INC.

Stephanie A. Hicks

Stephanie A. Hicks, AICP, CFM
Director of Grants & Hazard Mitigation Planning

Y:\Client Files\1097\1097-003\Documents\Revised 03-24-16 St. Gall SOJ for SUP and Minor DR.docx

Special Use Permit
St. Gall Columbarium/Memorial Wall

Phasing Plan as of March 24, 2016

Phase 1	196 niches
Phase 2	132 niches
Phase 3	132 niches
Phase 4	196 niches
Phase 5	196 niches
TOTAL	852 niches

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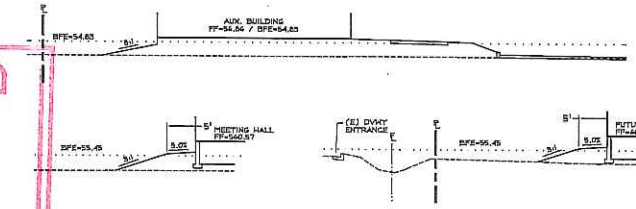
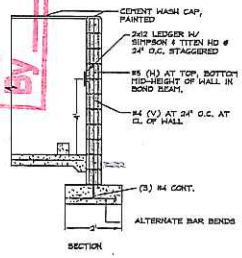
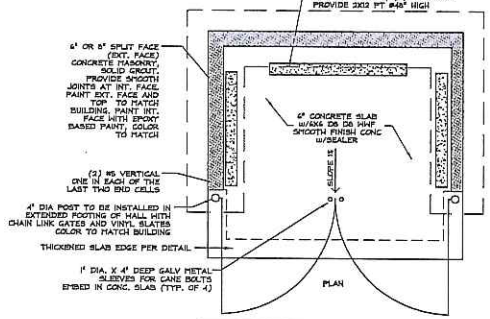
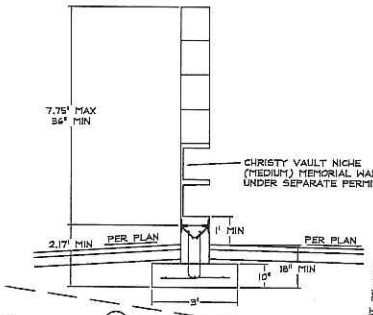








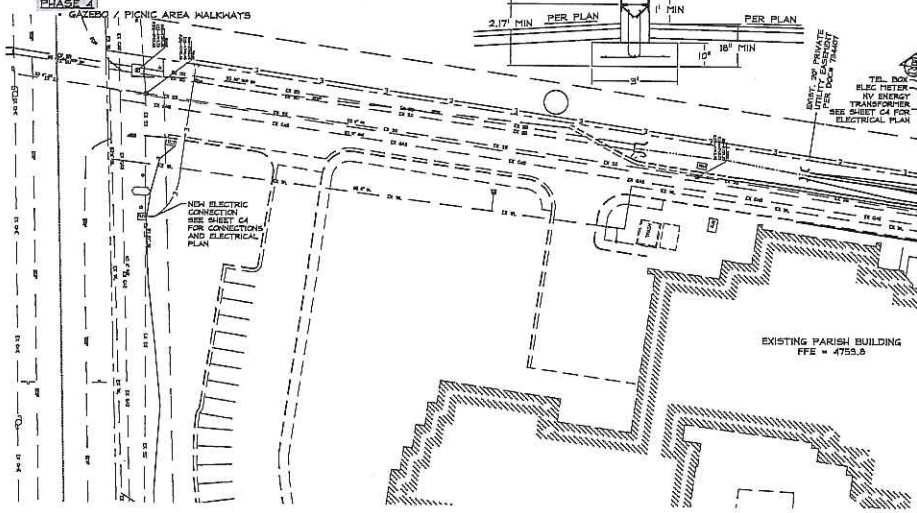
PHASING PLAN

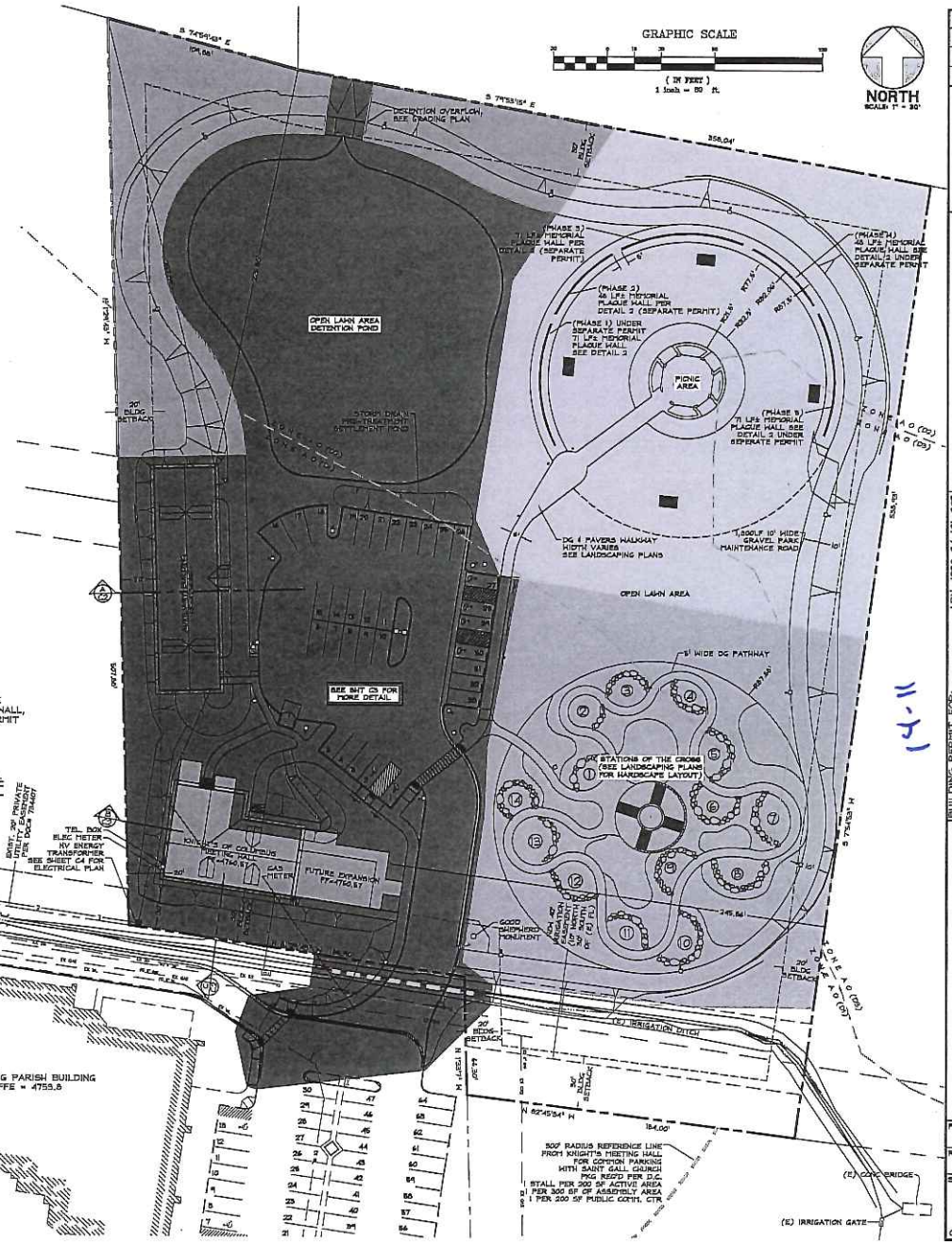
PHASE 1
- PARKING LOT (PROPOSED AND ADDITIONS TO EXISTING LOT)
- DETENTION POND & SITE GRADING w/GROUND COVER
- AUXILIARY BUILDING
- UTILITIES FOR PROPOSED BUILDINGS AND DRAINAGE IMPROVEMENTS
- MEMORIAL PLAQUE WALL
- KNIGHTS HALL/RESTROOMS
- PHASE 1 MERORIAL/PLAQUE WALL

PHASE 2
- POND LANDSCAPING
- KNIGHTS HALL KITCHEN ADDITION
- SEED AND IRRIGATE STATIONS OF THE CROSS AND GAZEBO AREAS

PHASE 3
- STATIONS OF THE CROSS

PHASE 4
- GAZEBO / PICNIC AREA WALKWAYS





14-11

REVISIONS

PROFESSIONAL ENGINEER - STATE OF NEVADA
THOMAS A. DALLAIRE
EXP. 12-31-14
CIVIL
No. 15195
09/15/2014
SEAL

BUILDING & SITE ENGINEERING, INC.
2214 KEITZMAN BLVD SUITE B
MINDEN NV 89423
(P) 775.782.4609
(F) 775.782.1919
INFO@BSE-ENG.COM

BUILDING PERMIT FOR:
ST GALL CHURCH
P.O. BOX 788
GARDNERVILLE, NEVADA 89410
DOUGLAS COUNTY NEVADA
APN: 1220-04-101-005

MEMORIAL GARDEN & KNIGHT'S OF COLUMBUS MEETING HALL OVERALL SITE / PHASING PLAN

FILE NUMBER: 26-04
RELEASE DATE: SEPTEMBER 2014
SHEET NUMBER: C2
OF 11 SHEETS

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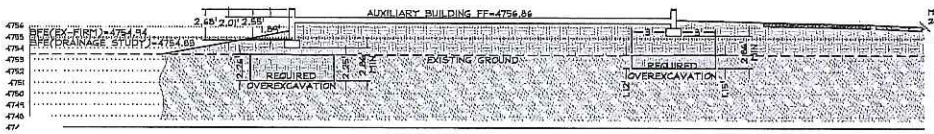
By

Site Volume Table: Unadjusted

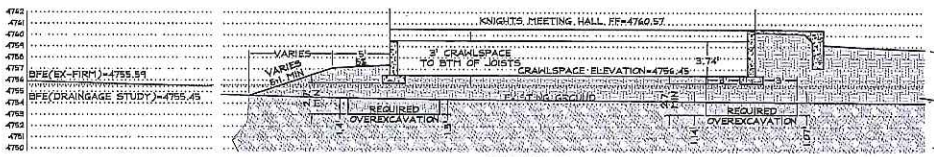
Site	Stratum	Surf1	Surf2	Cut yards	Fill yards	Net yards	Method
MEMORIAL PARK	fg-rev	EX	FG	1139.87	5584.63	5424.88 (F)	Grid

NOTE: QUANTITIES INCLUDED ARE TO THE FINISHED SURFACE OF AC PAVING, TOP OF CURB, SIDEWALK, VALLEY GUTTER, FINISHED GRADES & BUILDING AND THE CRAWLSPACE EXCAVATION FOR ALL BUILDINGS.

SEE THE PROJECTS GEOTECHNICAL INVESTIGATION FOR THE SITE PREPARED BY PECHELLA ASSOCIATES, INC. DATED FEBRUARY 4 2008. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THIS SITE SOILS REPORT.



SECTION A
N.T.S.



SECTION B
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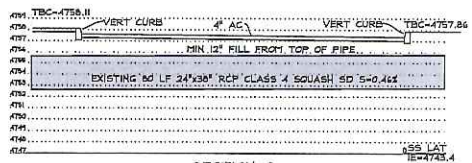

SECTION C
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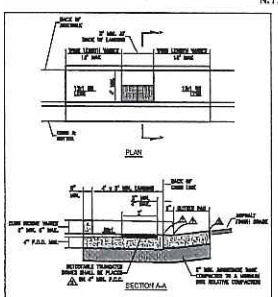


STANDARD DETAILS FOR PUBLIC WORKS CONSTRUCTION	DRAWING No.
PEDESTRIAN RAMP MIDBLOCK - TYPE 1	R-106D

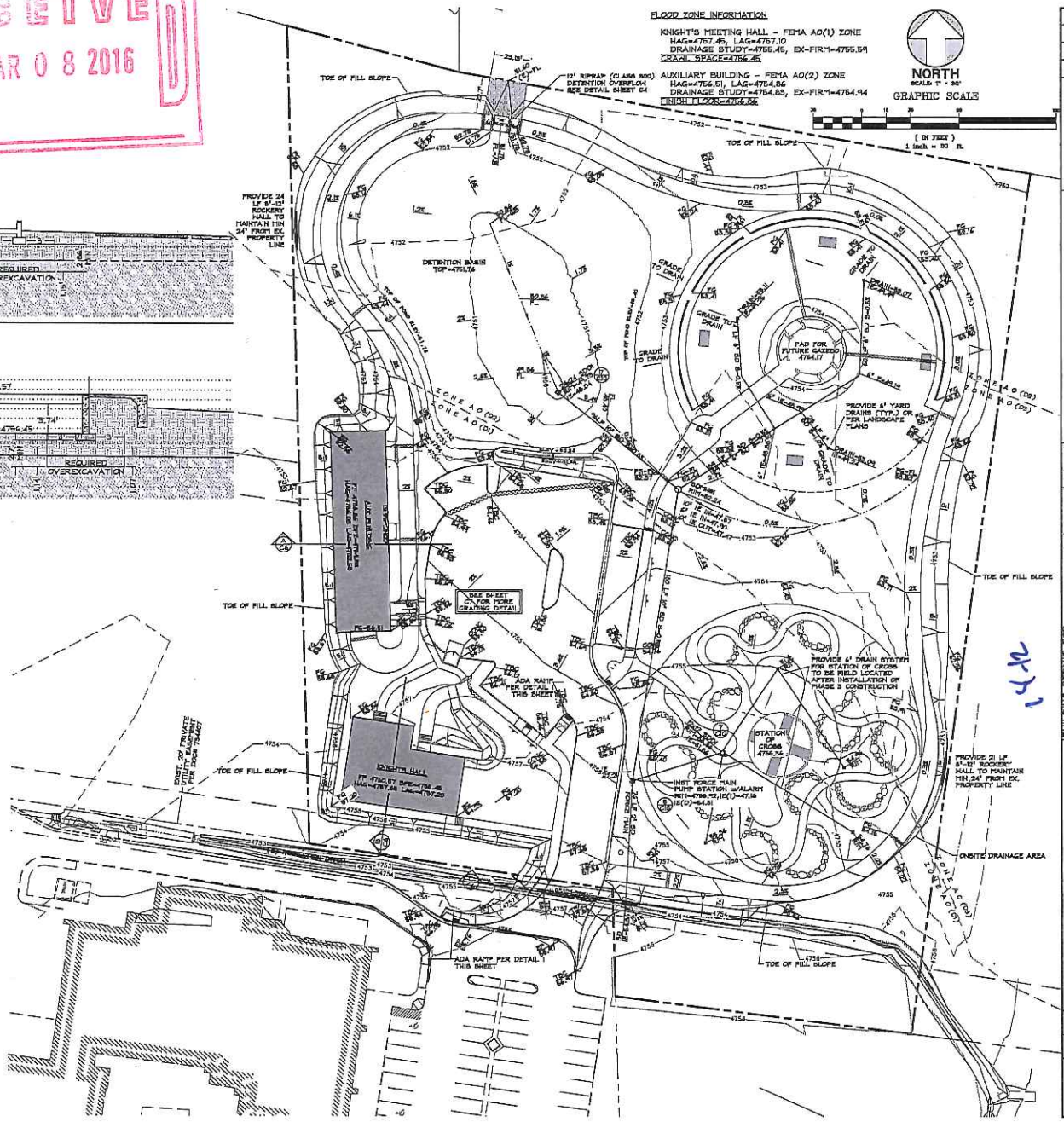
STANDARD DETAILS FOR PUBLIC WORKS CONSTRUCTION	DRAWING No.
NOTES - PEDESTRIAN RAMP	R-106G

FLOOD ZONE INFORMATION

KNIGHT'S MEETING HALL - FEMA AO(1) ZONE
HAG=4757.45, LAG=4757.10
DRAINAGE STUDY=4755.45, EX-FIRM=4755.59
CRAWL SPACE=4756.45

AUXILIARY BUILDING - FEMA AO(2) ZONE
HAG=4756.51, LAG=4754.86
DRAINAGE STUDY=4754.83, EX-FIRM=4754.94
FINISH FLOOR=4756.86

NORTH
SCALE: 1" = 30'
GRAPHIC SCALE
(IN FEET)
1 inch = 50 ft.



14 ft

REVISIONS

PROFESSIONAL ENGINEER - STATE OF NEVADA
THOMAS A. DALLAIRE
EXP. 12-21-14
CIVIL
No. 15195
09/18/2014
SEAL

BUILDING & SITE ENGINEERING, INC.
2244 MERIDIAN BLVD
SUITE B
MINDEN NV 89423
(P) 775.782.4680
(F) 775.782.1016
INFO@BSE-ENG.COM

BUILDING PERMIT FOR: APN: 1220-04-101-005

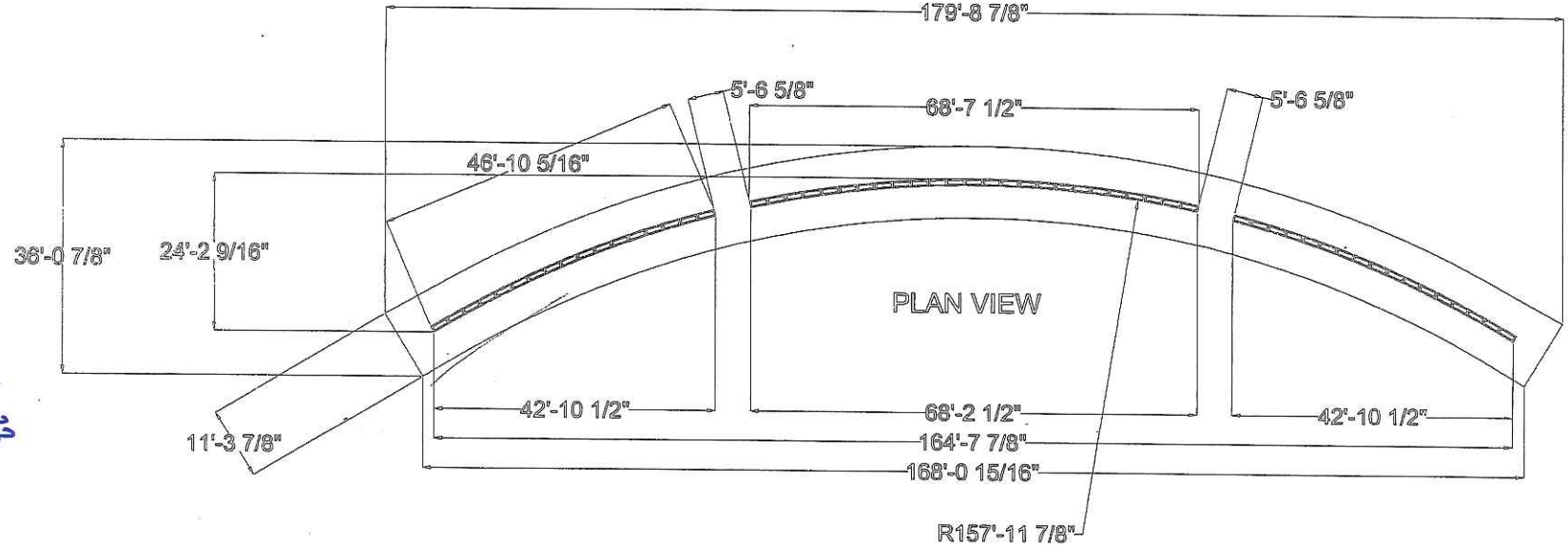
ST GALL CHURCH
P.O. BOX 788
GARDNERVILLE, NEVADA 89410

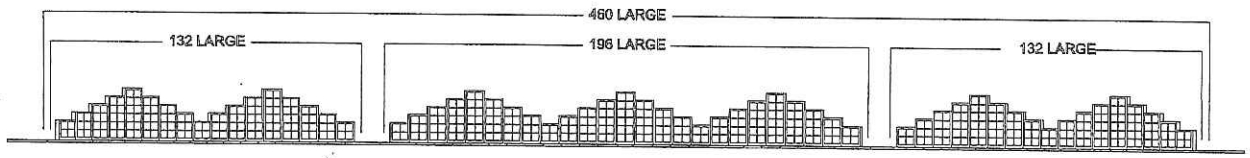
DOUGLAS COUNTY NEVADA

MEMORIAL GARDEN & KNIGHT'S OF COLUMBUS MEETING HALL GRADING PLAN

FILE NUMBER: 25-04
RELEASE DATE: SEPTEMBER 2014
SHEET NUMBER: C6
OF 11 SHEETS

Revisions		
REV LTR	DESCRIPTION	DATE





FRONT ELEVATION

14-13

ITEM NO	QTY	PART NO.	DESCRIPTION	ORDER BY	SHT NO

Bill of Material

APPROVED BY

DISK #

CHRISTY VAULT COMPANY, INC.
1000 COLLINS AVE. COLMA, CA 94014

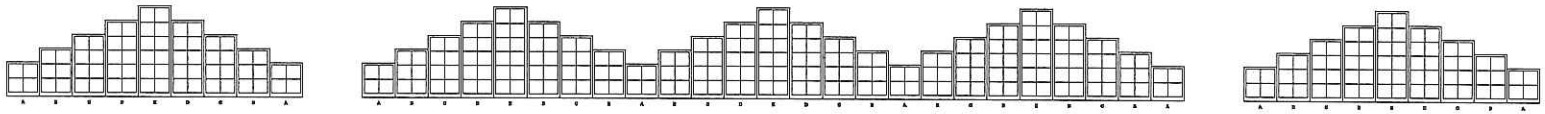
SCALE: NONE | TOLERANCES UNLESS SHOWN | DRAWN BY: KBE
DATE: 8/5/13 | CKD. BY
TITLE: ST. GALL CATHOLIC CHURCH

ASSEMBLY NO. | REFERENCE | DRAWING NUMBER SG-13-D-0001 | REV.

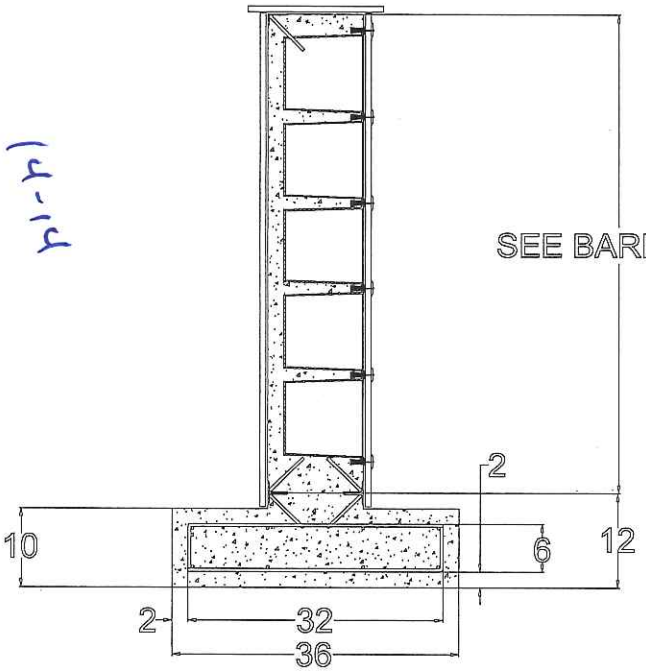
SEE SG-13-D-0002 FOR ALL NOTES
NOTES: UNLESS OTHERWISE SPECIFIED.

RECEIVED
MAR 0 8 2016
By

Revisions		
REV LTR	DESCRIPTION	DATE

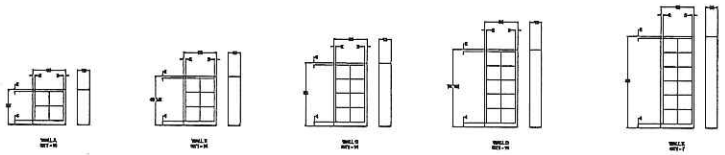


CASTING LAYOUT & PLACEMENT



SEE BARE CASTING DETAILS

Niche Section,
Typical w/Generic Footing*



BARE CASTING DETAILS

7. TOTAL OF 867 SETS OF TAMPER-RESISTANT SHUTTER HARDWARE
6. TOTAL OF 182.25 LIN. FT STEEL REINFORCED FOOTINGS WITH WELD PLATES
5. TOTAL NICHE COUNT - 460 LARGE NICHES IN 59 CASTINGS
4. NICHES TO BE CHRISTY DURA-CAST LARGE NICHES, ID - 12" X 12" X 10 DP
3. ALL WELD SPECIFICATIONS TO BE DETAILED BY CHRISTY ENGINEER
2. FOOTING SPECIFICATIONS WILL BE DETAILED BY CHRISTY ENGINEER
1. ALL DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED

NOTES: UNLESS OTHERWISE SPECIFIED.

ITEM NO	QTY	PART NO.	DESCRIPTION	ORDER BY	MAT NO

Bill of Material

RECEIVED
MAR 0 8 2016
By

APPROVED BY

DIBK #

CHRISTY VAULT COMPANY, INC
1000 COLLINS ST. COLMA, CA 94014

SCALE: NONE
TOLERANCE UNLESS SHOWN
DRAWN BY
DATE: 8/5/13
CKD. BY
TITLE: ST.GALL CATHOLIC CHURCH

ASSEMBLY NO. | REFERENCE | DRAWING NUMBER SG-13-D-0002 | REV.

St. Gall Columbarium/Memorial Wall
Material Samples

Granite
Trim

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BY

Granite
Shutters

14-15

St. Gall Columbarium/Memorial Wall
Similar Project Examples

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MAR 0 8 2016
By

14-16

St. Gall Columbarium/Memorial Wall
Similar Project Examples

Construction Sample

The wall is constructed of concrete and overlaid with granite. Each individual niche has its own Fiberlyte liner and security shutter.

14-17

Gardnerville Town Board

AGENDA ACTION SHEET

1. Title: Discussion and possible action on a design review, special use permit, and annexation for a proposed Knight's of Columbus meeting hall and prayer park located within and a Single Family Estates zoning district behind the St. Gall church on Centerville Lane, APN #1220-04-101-005.

2. Recommended Motion: Motion to recommended approval of an annexation request, special use permit, and a design review.

   Funds Available: ☐Yes ☒N/A

3. Department: Administration

   Prepared by: Jim Park Phone Number: 782-7134

4. Meeting Date: 1/2/2007 Time Requested: 15 minutes

5. Agenda: ☐ Consent ☒Administrative

6. Background Information: Materials attached with agenda item.

7. Other Agency Review of Action: Douglas County

8. Board Action:

   ☐Approved ☒Approved with Modifications
   ☐Denied ☐Continued

14-18

C/1

MEMORANDUM

Town of Gardnerville Est. 1879 Nevada

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

Jim Park, Town Manager

TO:	Town Board Members
FROM:	Jim Park, Town Manager
SUBJECT:	Knight's of Columbus Project-Annexation, Special Use Permit, and Design Review
DATE:	December 19, 2006

The Knight's of Columbus is a Catholic men's fraternal benefit society with more than 1.7 million members. The local council currently meets inside of the St. Gall's parish on Centerville Lane, and is proposing to construct a separate meeting hall and prayer park facility on the five-acre parcel of land behind (and owned) by the church. The council currently meets within the St. Gall's parish building.

The parcel is currently zoned SFR-1 (single-family residential, one acre minimum parcel size), intended for the development of single-family detached units in a suburban or rural setting with a density of one unit per gross acre.

The Town Board is being asked to take action on a recommendation on each of the following three (3) items:

1. Annexation
Staff recommended annexation to the Town for water, sewer, and trash service extension to the parcel. The applicant's representative has agreed to annexation. While there is no new tax revenue to the town, the parcel is contiguous to the current township boundary and annexation makes sense for the orderly progression of the township boundary.

2. Special Use Permit
The proposed use of the land is permitted under the SFR-1 zoning district with an approved Special Use Permit. Douglas County Code section 20.604.060 identifies the required findings for approval of a Special Use Permit. Staff concurs that the findings have been satisfactorily addressed in the letter dated August 28, 2006 from Building and Site Engineering, Inc., and attached to this agenda item.

3. Design Review
The proposed 4,858 square foot single-story meeting hall is located just off the existing rear parking lot, and has an additional twenty-one parking spaces to be constructed. The balance of the five-acre parcel is proposed as landscaped areas not generally open for public use. A decomposed granite (DG) one-way road and additional DG parking spaces are also proposed. The Water Conveyance Advisory Committee (WCAC) has reviewed the proposed improvements, including the piping of and realignment of the existing irrigation ditch.

The recommended Town staff conditions are noted within the Town Engineer's report dated September 7, 2006.

14.19

8/2

Jim

JWA

JWA CONSULTING ENGINEERS, INC.

September 7, 2006

G0632/Correspondence

Brandy Fox
Planner
Douglas County Community Development
PO Box 218
Minden, NV 89423

Subject: **Gardnerville Review Comments, 1343 Centerville Lane, APN 1220-04-101-005 Knights of Columbus Meeting Hall and Prayer Garden Design Review and Special Use Permit, PD 06-096**

Dear Brandy:

On behalf of the Town of Gardnerville, I have reviewed the above-referenced Design Review and Special Use Permit application submittals received by the Town on August 30, 2006, and offer the following comments. These comments may be addressed at the Town Board meeting, or as part of further improvement plan reviews of the project, as applicable.

1. The applicant shall present both the Special Use Permit and the Design Review applications for the project to the Gardnerville Town Board for review and approval after the they have been deemed complete by Douglas County. October 3, 2006, is an available date for presentation. The following information will assist the applicant in presenting this project to the Town Board. Town staff are available to assist the applicant, answer questions and provide guidance before the project is reviewed. The following questions are what the Board would be most interested in:

   Site Connections: How does the project connect with sidewalks to other areas? How pedestrian friendly is the finished building site?

   Building Alignments and Orientation: How do building alignments and orientation contribute to pedestrian connections with the rest of the community? Is the project landscaped well, and do building setbacks provide a good experience along the public street frontage?

   Streetscape and Landscape Design: Does the landscape plan knit this project into the adjoining area?

   Roadway and Parking Lot Design: How are parking lots and driveways designed to increase pedestrian comfort, safety and connectivity? Are trees used to reduce heat generated by parking lots?

14-20

Post Office Box 1819 • Zephyr Cove, NV 89448 • 775 588-7178 • Fax 775 588-1726 • jwaeast@aol.com
3480 Buskirk Ave., Suite 300 • Pleasant Hill, CA 94523 • 925 939-5000 • Fax 925 939-5878 • jwawest@aol.com

8/8

Architectural Context: What are the strongest architectural features in the adjacent neighborhoods and buildings and how does the project complement them?

Signage Design: Is there an overall signage concept that contributes to the graphic identity of the project?

The following items need to be submitted to the Town office at least one week before the Town Board meeting at which this project is to be considered, so that the information may be included in the Town Board packets before distribution. The Town Board uses these items during their review of the project. Note that some items may not apply to this project:

- Board with photos showing site and adjacent structures.
- Map including adjacent neighborhoods; site features, such as existing buildings, trees, creeks, views, slopes, etc.; and adjacent structures. Using an aerial photo from Douglas County GIS works well.
- One page written description of how the project has responded to its current and future context.
- Site plan, including size and dimensions.
- Existing and proposed lot and building areas and unit count.
- Existing and proposed parking.
- Multifamily private and any common usable open areas.
- Any proposed improvements such as landscaping or fences/walls.
- Typical building elevations.
- Typical floor plans and roof plans.
- Color and material board.

The applicant shall coordinate with the Town's administrative secretary regarding application and fee requirements to be placed on a future agenda. Nine copies of the information to be included in the Board packets shall be provided to the Town. Additional comments may result from the meeting.

2. The parcel shall concurrently annex to the Gardnerville Water Company, the Minden-Gardnerville Sanitation District, and the Town of Gardnerville.

3. Off-site and frontage improvements shall be per Douglas County and Nevada Department of Transportation requirements.

4. The site plan currently shows parking spaces and a one-way drive aisle with a decomposed granite (DG) surface. County Code requires that parking spaces and associated drive aisles be paved. If a variance is granted for the DG surfacing, then cobbles shall be added at the transition from DG to pavement to limit tracking of the DG onto the pavement.

14-21

8/9

5. The Town will not assume maintenance of any improvements proposed in this application; these improvements shall be maintained by the developer.

6. Trash enclosure details and notes, and dumpster sizes, shall be added to the plans, and will be reviewed and approved by the Town.

7. Correct the site elevation and flood zone designation shown on Sheet C1.

8. Show the stormwater pump station, force main and basin overflow locations and details on the plans.

9. Provide a detail and calculations supporting the sizing of the realigned irrigation ditch shown on the plans.

10. Provide calculations indicating the impacts from the proposed buildings and site grading on the existing flood plain.

11. A portion of the meeting hall is shown in the AO flood zone; the drainage report indicates that the building will be located in the AE flood zone.

12. The composite runoff coefficient in the post-development peak flow calculation on Page 6 of the Drainage Study is reduced by 0.07. Explain this reduction and revise the hydrology and hydraulic calculations as required.

13. The Site Conditions discussion on Page 4 of the Drainage Study implies that site grading will be used both to prevent drainage from the subject project from leaving the site, and to prevent drainage from the adjacent property to the east from entering the site. Historical upstream drainage needs to be perpetuated through the subject parcel.

14. Page 8 of the Drainage Study indicates that the pump station force main will discharge to a proposed diversion box in the realigned irrigation ditch. This ditch discharges at the southwestern corner of the subject parcel, along the northern property line of the parcel on which the existing church is located. The Drainage Study describes the historical discharge point of the subject parcel being near the northwestern property corner. Verify that the facilities downstream of the new discharge point are adequate to convey the re-routed flows.

15. Correct the overflow elevation listed on Page 8 of the Drainage Study.

16. Landscape and irrigation plans shall be reviewed and approved by the Town.

17. An exterior lighting plan shall be reviewed and approved by the Town.

1422

18. A chart of proposed exterior building material colors will be reviewed and approved by the Town.

19. All future improvement plans shall comply with the Town's General Improvement Standards; a copy of this document is included with this letter. Town staff shall review and approve future improvement plans.

20. The applicant shall be responsible for all administrative, engineering, or legal fees incurred by the Town in conjunction with reviewing the project. These fees shall be reimbursed to the Town before the issuance of final approval.

Thank you for the opportunity to provide these comments; further comments may result from the presentation to the Town Board, discussion at the Design Review Committee and subsequent meetings, and review of documentation related to this application that may be submitted in the future. If you have any questions or comments, or if you require additional information, please contact me at our Zephyr Cove office.

Sincerely,

Jennifer G. Roman

Jennifer G. Roman, PE
Gardnerville Town Engineer, Senior Engineer

JGR/

Enclosure

c: ✓Jim Park, Town of Gardnerville
Cathe Pool, PE, Douglas County Community Development (with enclosures)
Tom Dallaire, Building and Site Engineering, Inc. (with enclosures)

S:\02\GJobs\06jobs\G0632-St Gall Mtg Hall & Garden\G0632 Design Review 1.wpd

14-23

8/11

EASTERN SIERRA ENGINEERING
CIVIL ENGINEERING & CONSTRUCTION SERVICES

main: 775.588.7178
fax: 775.588.1726
P.O. Box 1819
Zephyr Cove, NV 89448
www.esengr.com

13.1.07/St. Gall

December 12, 2013

Tom Dallaire, P.E.
Town Manager/Engineer
Town of Gardnerville
1407 US Highway 395 North
Gardnerville, NV 89410

Subject: Site Improvement Plan Submittal
St. Gall Knights of Columbus Hall & Auxiliary Building

Dear Tom:

Per your request, I have reviewed the above-referenced site improvement permit submittal on behalf of the Town of Gardnerville. I have determined that prior applicable conditions of approval have been addressed and I have no other specific comments. As such, I recommend the submittal for approval.

All prior conditions shall continue to apply to this project. If you have any questions or comments, or if you require additional information, please contact me at our Zephyr Cove office.

Sincerely,
EASTERN SIERRA ENGINEERING, P.C.

Jennifer G. Roman

Jennifer G. Roman, PE
Senior Engineer

JGR/

S:\02-ESE\2013\13207 Misc Projects\13107 St Gall Approval.docx

14-24

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve, approve with modifications or deny development application DA 16-018: Request for Abandonment of a 50-foot wide, unimproved road easement for the St. Gall Catholic Church Knights of Columbus / Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action.**

2. **Recommended Motion: to approve DA 16-018: a request for abandonment of a 50-foot wide, unimproved road easement for the St. Gall Catholic Church Knights of Columbus/Memorial Park improvement project**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Geoff LaCost**

5. **Meeting Date: April 5, 2016 Time Requested: 10 minutes**

6. **Agenda: ☐ Consent ☑ Administrative**

Background Information:

See Attached Staff Report

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

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

MEMORANDUM

Date: March 31, 2016

To: Gardnerville Town Board

From: Geoffrey LaCost, E.I., Town of Gardnerville

Subject: DA 16-018 (Development Application); St. Gall Catholic Church Knights of Columbus / Memorial Park Road Easement Abandonment.

I. TITLE:

For Possible Action:

Discussion to approve, approve with modifications or deny development application DA 16-018: Request for Abandonment of a 50-foot wide, unimproved road easement for the St. Gall Catholic Church Knights of Columbus / Memorial Park improvement project, located at 1343 Centerville Lane within the SFR-1 (Single Family Residence – one acre minimum net parcel size) zoning district in the Minden/Gardnerville Community Plan, APN 1220-04-101-005; with public comment prior to Board action.

II. RECOMMENDATION

Based on the findings in this staff report, staff recommends the Gardnerville Town Board approve the Development Application (DA) 16-018 for abandonment of a 50-foot wide, unimproved road easement for the St. Gall Catholic Church Knights of Columbus/Memorial Park improvement project

III. DISCUSSION

The road easement was originally intended to connect Easton Ln with Centerville Rd. When the neighbor to the east of the subject property abandoned the road easement a gap was created making a connection to Easton Ln impossible via this route. Abandoning this segment now appears reasonable.

This is just a cleanup item for property records at this point.

Attached:

Request for abandonment of public road easement. March 1, 2016
Area Map Road Abandonment. March 25, 2016
St. Gall Church Site Plan & Circulation Plan. March 8, 2016
Exhibit "A" Description Road Abandonment. February 29, 2016
Exhibit "B" Road Abandonment Survey. February 29, 2016

IV. CONDITIONS:

Conditions based on board discussion.

Board meeting Topics of Discussion / Notes:

R O Anderson

March 1, 2016

Douglas County Community Development
P.O. Box 218
Minden, Nevada 89423

Request for Abandonment of Public Road Easement for A.P.N. 1220-04-101-005

To Whom It May Concern:

On behalf of the applicant, St. Gall Knights of Columbus, please consider this our detailed description for the request of the abandonment of a public road easement.

On May 4, 2000, the Douglas County Board of Commissioners approved an abandonment of the extension to the north of the existing road right-of-way commonly known as Easton Lane. (*Please see attachment of DA 00-023 which includes Document No. 491721.*) However, at this time, the abandonment of the public road easement did not extend to the adjacent parcel (APN 1220-04-101-005) on which the easement crosses and terminates. The parcel is currently owned by St. Gall Real Property LLC and is utilized by the Knights of Columbus for a Meeting Hall and Memorial Garden.

The existing 50-foot wide, unimproved public road easement is not used to access the parcel. The subject easement was dedicated through a prior deed to provide for future division of the properties for residential purposes. However, the parcels are located in a special flood hazard area and are prohibited from being divided for residential purposes pursuant to the floodplain management provisions of Douglas County Code. This was the reason a portion of the easement was previously abandoned.

Additionally, the existing easement conflicts with the proposed location of the Knights of Columbus Hall. Therefore, it is the applicant's request to abandon the 50-foot wide, unimproved public road easement which extends across the center of their parcel.

Thank you for your consideration regarding this matter. Should you have any questions or comments, please contact our office.

Sincerely,

R.O. ANDERSON ENGINEERING, INC.

Stephanie A. Hicks

Stephanie A. Hicks, AICP, CFM
Director of Grants & Hazard Mitigation Planning

Y:\Client Files\1097\1097-004\Documents\St. Gall Abandonment Justification.doc

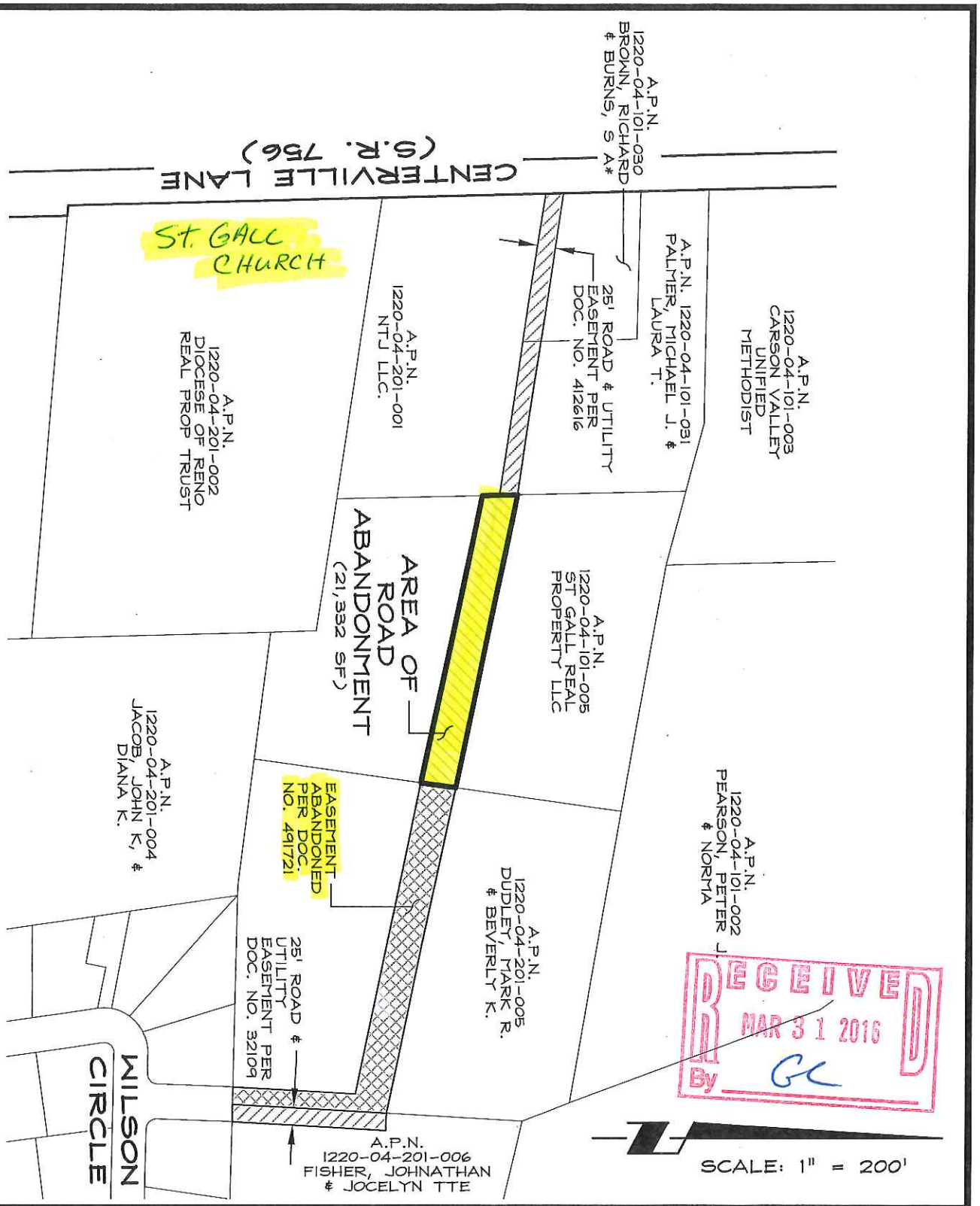
Physical
1603 Esmeralda Avenue
Minden, Nevada 89423
775.782.2322

Mailing
P.O. Box 2229
Minden, Nevada 89423
www.ROAnderson.com

15 r 4

OFFICES
Minden, Nevada
Reno, Nevada
South Lake Tahoe, California

15-5



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MAR 31 2016
By GC

R O Anderson
WWW.ROANDERSON.COM

NEVADA
1603 Esmeralda Ave
P.O. Box 2229
Minden, NV 89423
p 775.782.2322
f 775.782.7084

CALIFORNIA
595 Tahoe Keys Blvd
Suite A-2
South Lake Tahoe, CA 96150
p 530.600.1660
f 775.782.7084

AREA MAP
ROAD ABANDONMENT
A.P.N. 1220-04-101-005

1097-004 03/25/16

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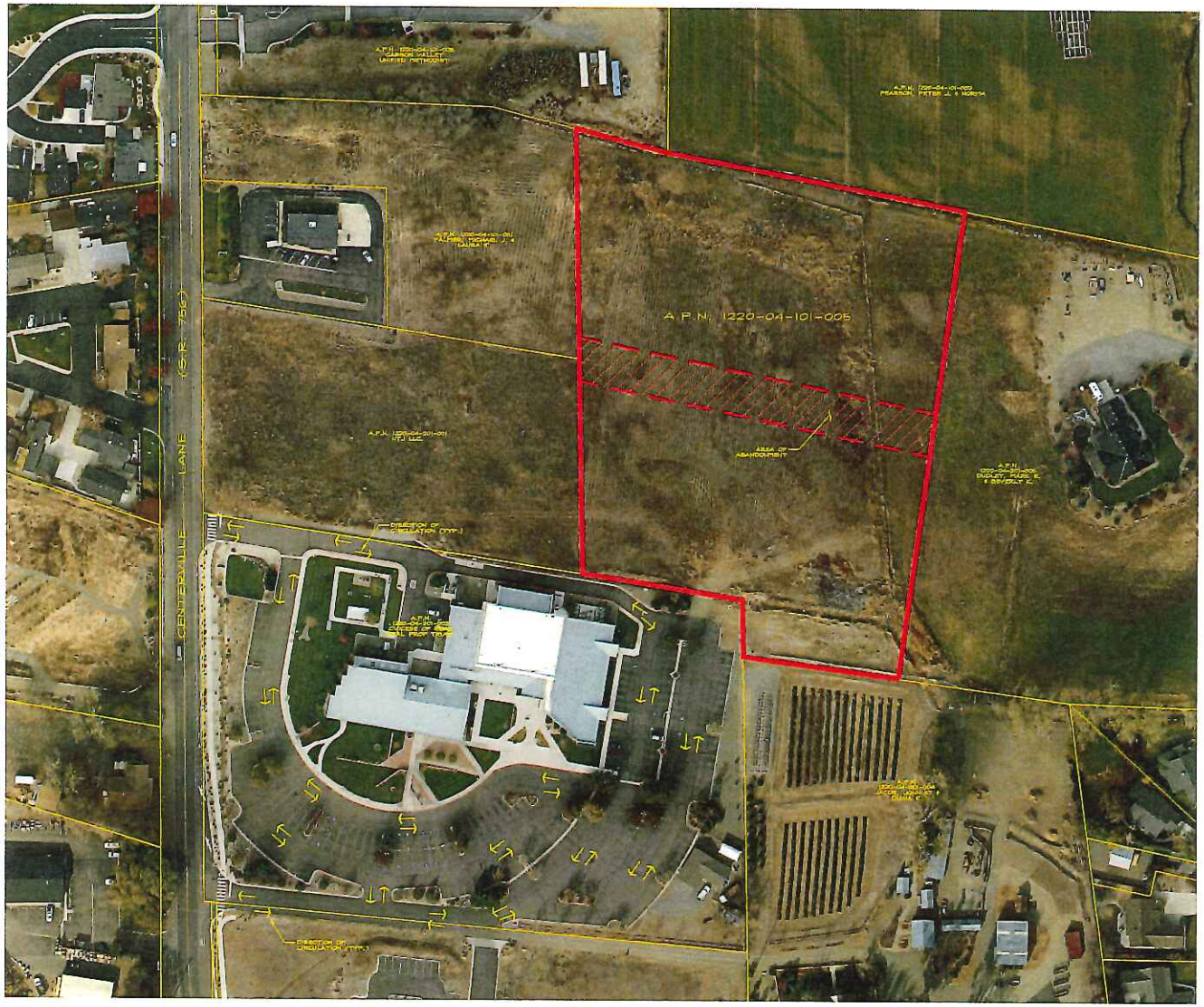

SCALE: 1" = 60'

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BY

NO.	DATE	REVISION BLOCK	BY

SCALE: 1" = 60'

R|O|Anderson
WWW.ROANDERSON.COM
NEVADA
1405 Esmeralda Ave
P.O. Box 2509
Minden, NV 89423
T 775.782.2322
F 775.782.3064
CALIFORNIA
896 Tahoe Blvd
Suite A-2
South Lake Tahoe, CA 96150
T 530.541.1440
F 775.782.3064

ST GALL CATHOLIC CHURCH
DOUGLAS COUNTY, NEVADA

SITE PLAN & CIRCULATION PLAN

DRAWN: JS	JOB: 1097-004
SURVEYOR: MPB	DRAWING: SEE PLOT STAMP
SCALE: 1"=60'	SHEET: 1
DATE: 02/25/16	OF: 1 SHEETS

15-6

1097-004
02/29/16

EXHIBIT 'A'
DESCRIPTION
ROAD ABANDONMENT
(OVER A.P.N. 1220-04-101-005)

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

A portion of that certain 50' Public Road Easement contained in the Grant Deed filed for record July 6, 1973 in the office of Recorder, Douglas County, Nevada in Book 773, at Page 151 more particularly described as follows:

BEGINNING at a point which bears North 01°16'32" West 211.32 feet from the most southwest corner of Parcel 2 as shown on the Record of Survey for The Roman Catholic Bishop of Reno, filed for record December 19, 2014 in said office of recorder, as Document No. 2014-854631;

thence along the westerly line of said Parcel 2, North 01°16'32" West 51.35 feet;

thence South 78°05'50" East, 430.78 feet to a point on the easterly line of said Parcel 2;

thence along said easterly line of Parcel 2, South 07°59'04" West, 50.12 feet;

thence North 78°05'50" West, 422.50 feet to the POINT OF BEGINNING, containing 21,332 square feet, more or less.

The Basis of Bearing for this description is identical to that Record of Survey for The Roman Catholic Bishop of Reno, filed for record December 19, 2014 in the office of recorder, Douglas County, Nevada as Document No. 2014-854631.

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

PROFESSIONAL LAND SURVEYOR-STATE OF NEVADA
CORY J. KLEINE
Exp. 06-30-17
No. 21968
02/29/16

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MAR 08 2016
By

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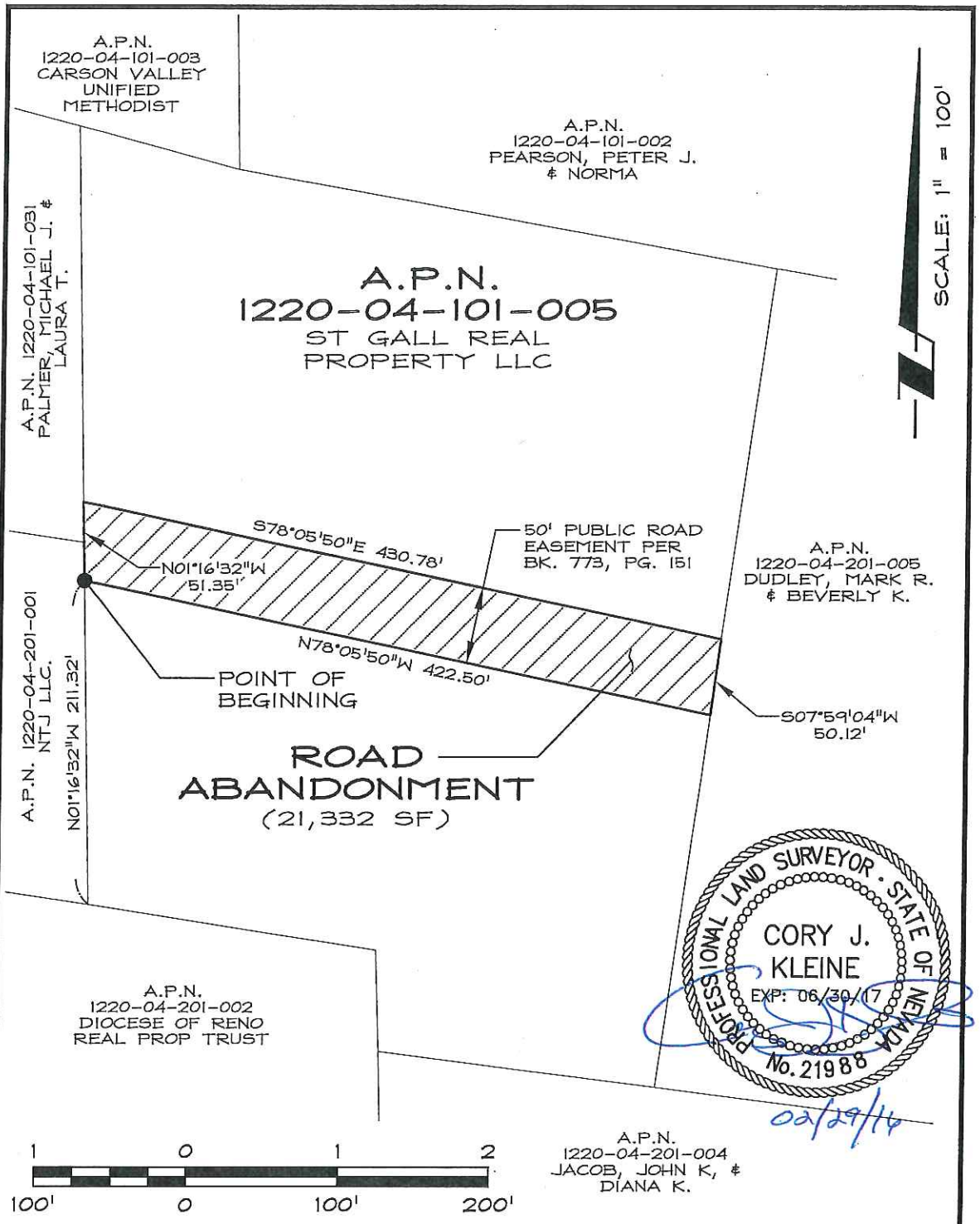
15-7



R|O|Anderson
WWW.ROANDERSON.COM

NEVADA
1603 Esmeralda Ave
P.O. Box 2229
Minden, NV 89423
p 775.782.2322
f 775.782.7084

CALIFORNIA
595 Tahoe Keys Blvd
Suite A-2
South Lake Tahoe, CA 96150
p 530.600.1660
f 775.782.7084

EXHIBIT B
ROAD ABANDONMENT
OVER
A.P.N. 1220-04-101-005

02/29/16

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15-8

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Presentation and discussion on the Town of Gardnerville Board signing a letter of support for a nomination of the Dangberg Home Ranch Conservation Project (2,867.87 acres), located west of Highway 88 north of Muller Lane, in Minden Nevada, for acquisition of a conservation easement by the Bureau of Land Management using Southern Nevada Public Land Management Act authorization, presentation by Legacy Land and Water, LLC; with public comment prior to Board action.**

2. **Recommended Motion: Motion to approve providing a letter of support for nomination of the Park Ranch Holding's, LLC, Westside Ranch (2,867.87 acres), located west of Highway 88 north of Muller Lane, Minden Nevada, for acquisition of a conservation easement by the Bureau of Land Management using Southern Nevada Public Land Management Act authorization.**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 Time Requested: 30 minutes**

6. **Agenda: ☐ Consent ☑ Administrative**

Background Information: Jacques contacted the town and asked if he could present the project to the town board. He would like the board to provide a letter of support for the BOCC and or planning commission meeting stating the town's support of the conservation easement. The agenda item reads north of Muller Lane. The wording on the agenda item should read north and south of Muller Lane. Further information will be presented on this item at the board meeting.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Town of Gardnerville Est. 1879 Nevada

REQUEST FOR PLACEMENT ON THE AGENDA

FOR THE GARDNERVILLE TOWN BOARD

Name: Legacy Land + Water LLC Telephone: 775-721-1171

Mailing Address: Box 398
Minden, NV 89423

Nature of Request and Approximate Amount of Time Needed: We would like to ask that the Town of Gardnerville Board support the nomination of the Park Ranch Holdings, West Side Ranch, for acquisition of a conservation easement by the Bureau of Land Management using Southern Nevada Public Land Management Act authorization. This acquisition would forever protect what is arguably the most iconic and historic ranch in Nevada, AKA - The Dangberg Home Ranch.

Signature: Jacquie Etchegoyhen Date: 3-21-16

The Gardnerville Town Board meets on the first Tuesday of each month. Please submit any pertinent information regarding your request at least 15 days prior to the Board meeting date.

Agendas are posted three days prior to the meeting. You will receive a copy of the Agenda in the mail informing you of the approximate time you will appear before the Board.

DANGBERG HOME RANCH CONSERVATION EASEMENT

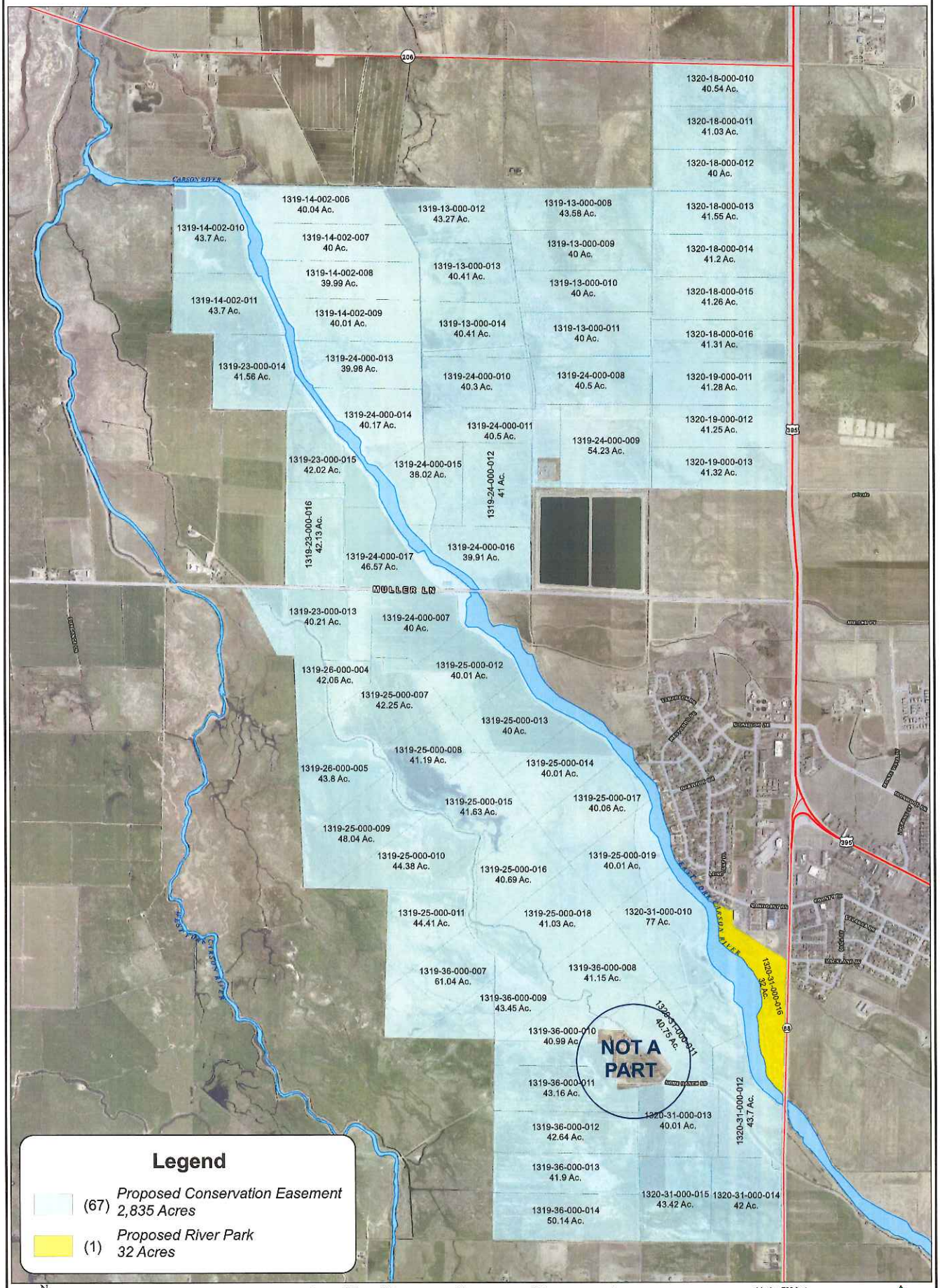
Southern Nevada Public Land Management Act
Environmentally Sensitive Land Acquisition
Round 16

Property Name:	Dangberg Home Ranch
Owner:	Park Ranch Holdings, LLC
Conservation Easement:	2,835+/- Acres
River Park Donation:	32 Acres
Location:	Douglas County, Nevada
Acquiring Agency:	Bureau of Land Management

The Dangberg Home Ranch brings to life the history of one of Nevada's great pioneers, H.F. Dangberg. In 1856, Dangberg made his first land claim in the heart of Carson Valley, the beginning of what would become an agricultural and livestock operation stretching from Alpine County, California, to Carson City, Nevada. The Dangbergs played a significant role in Carson Valley's development. Whether bringing the Virginia and Truckee Railroad into the Carson Valley, founding The Town of Minden, or the inaugural Carson Valley Days, the Dangberg Home Ranch is where it all began.

Today, Dangberg descendants continue to manage the Dangberg Home Ranch as a ranching and agricultural operation. In addition to the culture, history, and lore of Carson Valley, the Dangberg Home Ranch exhibits tremendous agricultural and natural resource values. The Dangberg Home Ranch consists of irrigated pastures, wet meadows, wetlands, and riparian habitat along nearly 3.75 miles of the East Fork of the Carson River, from Minden nearly to Genoa. With one fell swoop, the Dangberg Home Ranch Conservation Easement will forever protect 2,835 acres of prime agricultural and floodplain lands that are critical to protecting Carson Valley residents and other downstream communities during flood events. The Dangberg Home Ranch connects with other existing conservation easements to create a vast un-fragmented expanse of open space and agricultural land. The owner will donate a 32-acre river front park for public use, as well as a multi-use trail easement from Minden to near Genoa. The Dangberg Home Ranch Conservation Easement will protect the natural resources, quality of life, and rural character of Douglas County, and ensure its continued economic agricultural viability.

Dangberg Home Ranch



Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve, or deny sending the town manager to the Main Street Conference, May 23-May 26, 2016 in Wisconsin; with public comment prior to Board action.**

2. **Recommended Motion: Based on discussion. Motion to approve the town manage attend the Main Street Conference May 22nd to May 26th.**

   Funds Available: ☑ Yes ☐ N/A – Traveling and Training accounts

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 Time Requested: 5 minutes**

6. **Agenda: ☐ Consent ☑ Administrative**

Background Information: This was previously budgeted. But I found out that the League of Cities is having a meeting in Vegas on May 23rd. The Main Street conference starts on May 22nd in Milwaukee, Wisconsin. I wanted to have a conversation with the board to make sure I go where I am needed the most.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

MAIN STREET Now

A CONFERENCE OF THE NATIONAL MAIN STREET CENTER

MONDAY, May 23 – At a Glance

Education sessions will be held at the Hilton and the Wisconsin Center

- Mobile Tours (check website for more details)
- 8am–3pm – Main Street 101s
- 9–9:45am – Crash Courses
- 10–10:45am – Crash Courses
- 11am–1pm – Lunch
- 12:30–3pm – Deep Dives
- 1–1:45pm – Crash Courses
- 2–2:45pm – Crash Courses
- 4 – 9pm – Opening Plenary and Opening Reception

MONDAY, May 23 – Detailed Schedule

8:00 AM – 3:00 PM | Main Street 101s

Main Street 101s

9 – 9:45 AM | Crash Courses

Main Street Restaurant Week Across Multiple Main Streets

Eight Main Streets from the Orlando Main Street Program created a week-long Main Street Restaurant Week to promote our culinary members, while driving traffic for all businesses in our districts during a traditionally slow time of year. Events and festivals are a wonderful way to bring people into our communities for one night, but how do we drive people into our member businesses to ring the register for more than one night? Restaurant Week promoted our overall Main Street brand, our individual districts, and generated revenue for our local businesses utilizing strategy, teamwork, and minimum budget.

CJ Higginbotham, College Park Partnership; Andrea Kudlacz, College Park Partnership; Lisa Cuatt, Thornton Park District

Can Small Towns Be Cool?

Smaller and midsized communities often struggle to add vitality to their struggling downtowns, which often serve as the face of the community. Based on a three year research study examining the successful approaches of 80 high performing small to mid-sized communities in 18 states, this session provides real strategies from real communities on

Please note: This schedule is up to date as of December 1, 2015, and is subject to change. Check the website for updates!

enhancing local entrepreneurship, strengthening human talent, addressing youth migration, and building successful regional partnerships. Attendees will obtain proven strategies they can implement in their own towns.

David Ivan, Michigan State University

Historic Preservation Tax Credits: What You Need to Know

The Federal and State Historic Tax Credits have become an important incentive for the preservation and rehabilitation of commercial and rental residential historic buildings on Main Streets across the country. National Park Service and Wisconsin Historical Society staff will introduce attendees to the basics of the Federal tax incentives for historic buildings, including the types of tax credits, eligibility requirements, the application process, and the Secretary of the Interior's Standards for Historic Rehabilitation. A developer with extensive experience with the federal and state tax credits will present several successful case studies of properties that have used the tax credits as part of a larger funding package. Attendees will learn how the credits can be used to bolster community development and provide an economic boost to neighborhoods and Main Streets.

Liz Petrella, National Park Service; Mark Buechel, Wisconsin Historical Society; Ted Matkom, Gorman & Company

Telling the Story of Main Street: Assessing Commercial Districts for the National Register

Commercial buildings present special challenges in assessing integrity and significance for district nominations, especially as mid-to-late 20th century buildings become eligible for listing on the National Register. This applied study takes examples from districts ranging in size from 35 to 150 resources to illustrate the basics of assessing resources in commercial districts. Get answers to these questions and more:

- Where to start? (Defining the survey area.)
- What to look for? (Levels of integrity in commercial districts.)
- What is the story? (Researching events and people.)
- How do the buildings tell the story? (Assessing significance.)

Building types include 19th and 20th century commercial structures, with special attention to assessing mid-century buildings or older buildings with mid-century façades.

Nicholas Dorochoff, Dorochoff Consulting LLC

Articulating the Power of the Main Street/Special Assessment District Collaboration

Many Main Street programs across the country are partially, or fully funded, by some type of a special assessment district. This is no less the case in Wisconsin where almost half of the state's Main Street programs receive financial support from a BID (or Business Improvement District). Using Wisconsin as a case study, attendees will learn how BIDs have become a widely accepted means of leveraging funds to support Main Street programming. Specific examples will showcase how BIDs have helped create dialogue and build consensus around particular downtown issues, borrowed capital for downtown improvement projects, worked with stakeholders that Main Street programs may have found difficult to engage, and have leveraged their position within the local government structure. Video and audiotaped interviews with Main Street and BID Directors will be used to learn first hand from those who operate these programs (without requiring them to be present). Session participants will take away important lessons learned from these partnerships and be ready to advocate for stronger Main Street /Special Assessment District collaborations in their own work.

Charles Law, University of Wisconsin- Extension; Riley Balikian, University of Wisconsin- Madison

MONDAY, May 23

10 – 10:45 AM | Crash Courses

Do's and Don'ts of Greening Historic Rehabs

Historic Rehabilitation Tax credits are a great mechanism to revitalize an old building or a main street. This session will discuss the ins and outs of federal and state historic tax credits; including complying with the regulations, terms of the contract, and walking through the process of submittals and construction.

Historic buildings were constructed before air-conditioning and therefore latent methods of cooling are built into the architecture, this provides challenges and advantages in their greening and retrofit. We will also discuss paying careful attention to indoor air quality, durability, and green building best practices when renovating a historic building.

Andrew Ferrell, National Center for Preservation Technology and Training; Regina LaMacchia, Green Coast Enterprises; Jonah DeCola, New Ecology, Inc.

What Can You Do Today to Grow Entrepreneurs in Your Community?

Everyone wants entrepreneurs – we all want new businesses and new growth in our local economies. But how do you get them? Is it true that we can't help them? Do we have to just wait for them to decide to show up?
In this Crash Course, we will explore some of the myths and realities surrounding entrepreneurship, focusing on how your organization or local government might help, or maybe hurt them.

We will them help you understand what the potential entrepreneurs in your community actually need, and identify some concrete, hands-on ways to bring your potential small business owners out of their basements and into the economic life and future of your community.

Della Rucker, Wise Economy Workshop

Inside Out: Evaluation and Treatment of Significant Historic Features

Sometimes, it's what is on the inside that counts! Learn how the historic significance of buildings is reflected in their features and spaces. Join experts from the National Park Service in a discussion about the evaluation and treatment of historic buildings in a typical Main Street community and how understanding the importance of a building can direct future rehabilitation.

Liz Petrella, National Park Service; Roger Reed, National Park Service - National Register of Historic Places

Partnerships, Placemaking, People & Moving Pieces

What does it take to create "surprise and delight" in the center of a downtown at a very disconnected parcel, where people don't choose to linger, explore, spend money? How do we change behavior? The Spot 4MKE is one of the Heart of the Community grant recipients that is charged with solving this! From its start one year ago, in a four-season environment this parking lot project had great opportunities to become a catalyst. Rooted in an architectural and psychographic study pointing to the site's importance to activate downtown Milwaukee, there were many challenges - high winds, a new concept in the city, building partners, connecting arts and creative communities, funders, makers and food truck vendors for some "Lighter, Quicker, Cheaper" solutions. It isn't easy! A tremendous learning journey of best intentions meets reality of creative placemaking, helpful for cities looking to "catch the magic" for their own underutilized spaces.

Maggie Kuhn Jacobus, Creative Alliance Milwaukee; Chris Socha, The Kubala Washatko Architects; Philip Winn, Project for Public Spaces; Carol Voss, Creative Alliance Milwaukee

MONDAY, May 23

10 – 10:45 AM | Crash Courses (cont.)

Connect 20/80: A New Approach on the ADA

"Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the commercial district. The most effective Main Street programs get everyone working toward the same goal." - The Main Street Approach

In a typical American community, 20% of the population has a disability. Ironically, it is by engaging this 20% that one ensures consensus and cooperation with the 80% - and buy-in from the whole community. This insight is what led Inclusion Solutions to a Connect 20/80 methodology. By engaging members of the community with disabilities first, one inevitably finds solutions that engage the whole community in Main Street's goals. We will look at a case study – Appleton, Wisconsin - and see how how disability access made a breakthrough for the city.

Patrick Hughes, Inclusion Solutions; Joe Martin, City of Appleton; Jennifer Stephany, Downtown Appleton

Historic Tax Credits: Getting the Deals Done

Hear directly from a local developer who has put the Historic Tax Credit to work across the Midwest. More details to come!

Ted Matkom, Gorman & Company

12:30 – 3:00 PM | Deep Dive | (pre-registration encouraged)

Growing Local: How "Locally Owned" Drives Vibrant, Resilient Main Streets

Studies from a multitude of US states and Canadian provinces show that locally-owned businesses re-circulate two to three times more wealth per dollar spent within their communities, compared to their non-local counterparts. An emerging breed of economic developers are focused not just on entrepreneurship but on taking a "local first" approach in all aspects of the job. By reconnecting farms with restaurant tables, investors with entrepreneurs, and business owners with the communities that surround them, localist leaders are helping to build more resilient local economies and drive new sources of growth. This session will feature interactive case studies from neighborhoods, towns, regions, and states plus hands-on exercises for catalyzing the power of local businesses to revitalize urban and rural communities.

You will learn:

- How to catalyze local business ownership to create jobs, wealth, and a unique identity for your community
- How to communicate the importance of local ownership and economic multipliers to the media, elected officials, and people in your community
- The role of the built environment in sustaining vibrant local businesses

Ellen Shepard, Andersonville Chamber of Commerce and Andersonville Development Corporation; Kimber Lanning, Local First Arizona; Matthew Raker, Mountain BizWorks; James Johnson-Piett, Urbane Development

MONDAY, May 23

1 – 1:45 PM | Crash Courses

Talking Trash: 25 Strategies to Make It Disappear

We all know the truism: if downtown is not clean, then shoppers just won't come. Downtown cleanliness is part of the image that we project to the world, and shows how we care about our city, and also ourselves. But how do you begin to address the casual littering, overflowing dumpsters, short dumping in vacant lots, unswept sidewalks, and household trash in public waste baskets that makes up the wretched refuse of downtown work? This crash course begins by identifying key offenders--those most responsible for downtown trash--the public, merchants, and area residents. For each group and the trash they generate, we'll discuss "carrot" strategies: designed encourage compliance and incentives for better behavior. We will also talk about "stick" strategies, including defensive design, enforcement of existing ordinances, creation of new ones, and public education designed to shame the offenders. While some of our downtown trash situations can really be hilarious, we all benefit when trash truly does disappear.

Donna Ann Harris, Heritage Consulting Inc; Alex Balloon, Tacony Community Development Corporation

Historic Tax Credits: Making a Difference

Recently Wisconsin increased its investment in the state's historic tax credit to enable more revitalization in communities of all sizes -- from Baraboo (pop. 12,048) to downtown Milwaukee (pop.594,833). Hear about the changes that have been made to the incentive and the advocacy campaign to keep the program intact during the last session. Main Street programs are seeing the results – more rehabilitations projects getting done. Whether you're in one of the 33 states that offer a state historic tax credit or if you're interested in putting in place one of these programs in your state, come hear how your Wisconsin peers are using this tool to revitalize their communities. Learn how to both advocate for this type of incentive with elected officials and how to promote the use of historic tax credits in your own Main Street community.

Renee Kuhlman, National Trust for Historic Preservation ; Jim Draeger, Wisconsin Historical Society; Jonathan Beck, Alexander Company

Good Neighbors: Hospital and College Expansions in Historic Districts

Having a hospital, college, or university in or near a historic district is typically a wonderful thing. They can add vibrancy and stability. But they can also become a threat when they inevitably start talking about expansion. There are countless examples of nightmares, where entire blocks of historic homes or buildings have been demolished to make way for parking ramps or dormitories. Thankfully, there are also examples of sensitive expansions. This session will provide examples of medical centers, colleges and universities who've undertaken expansion projects in historic districts by reusing existing structures instead of demolishing them.

Joe Lawniczak, Wisconsin Main Street

MONDAY, May 23

1 – 1:45 PM | Crash Courses (cont.)

Revitalization Rules

Don't punish the buildings. Don't act like a shopping mall. Well, act a little bit like a shopping mall. Differentiate your district. Figure out what's really driving local development. Offer incentives, not entitlements. Start small. Think big! And, don't blame parking. Main Street program veterans Josh Bloom and Kennedy Smith have spent more than 25 years working with towns and cities throughout the US and around the world on an enormous range of issues. Now, they've compiled some of the lessons they've learned into a new book, REVITALIZATION RULES. It's witty, it's wise – and sometimes it's a little wacky.

Join us for a fun, fast 45-minute overview of some of the facts and fiction of commercial district revitalization. Whether you're a revitalization newbie or you've been around the block a few times, you'll find plenty of invaluable revitalization rules to take home and put to work.

Kennedy Smith, Community Land Use + Economics Group, LLC; Joshua Bloom, Community Land Use + Economics Group, LLC

PACE Forward: New Financing Tools for Energy Efficient Historic Rehabilitation

Need up front capital for your rehabilitation project? Property Assessed Clean Energy (PACE) is a new economic development tool designed to allow building owners to finance energy efficiency and renewable energy products through a voluntary special assessment attached to the property. PACE can provide up front capital for renovations to both residential and commercial properties, and it is considered part of the operating costs of the building and not debt financing, preserving other credit options and bringing more capital to the table.

PACE is now available in over half the states and can pay for new heating and cooling systems, lighting improvements, solar panels, water pumps, insulation, and more for almost any property—homes, commercial, industrial, non-profit, and agricultural. Learn how this tool is being used to revitalize historic downtowns and Main Street communities and how you can pick up the PACE!

Marion Werkheiser, Cultural Heritage Partners, PLLC; Tom Appelbaum, Energy Equity Funding LLC; Andrew Holzhauser, Greater Cincinnati Energy Alliance; W. Kevin Pape, Gray & Pape, Inc.

Crowdfunding 2.0: Utilizing Economic Champions to Drive Market Gap Start-Ups

Emporia Main Street and the City of Emporia in connection with the Emporia State University School of Business in Kansas has been experimenting with a community-based crowdfunding platform for market gap financing for business startups. This session blends theoretical academic work on crowdfunding through the lens of social exchange and motivation theories, while highlighting the success of a local BrewPub in Emporia, Kansas, Radius Brewing. Casey Woods, Emporia Main Street Director, Rob Gilligan, Vice Mayor and City Commissioner, and Dr. Nathan Woolard, assistant professor in the Emporia State University School of Business, highlight the partnership between the entities and what we have learned through the development of the Radius Brewing project. Nearly 25 community members provided gap financing for the BrewPub in increments of $5,000 to $100,000. After the first year of operation, the business has exceeded lofty financial projections. This session discusses what we have learned from Radius' success and potential opportunities to replicate the program in the future.

MONDAY, May 23

Nathan Woolard, School of Business, Emporia State University; Casey Woods, Emporia Main Street Association; Rob Gilligan, City of Emporia

2 – 2:45 PM | Crash Courses

New Markets Tax Credit Financing in Main Street Communities

The New Markets Tax Credit (NMTC) is a tool awarded by the US Treasury designed to spur investment in low income communities. Upon receiving a $45 million NMTC award in 2015, the National Trust Community Investment Corporation (NTCIC), another subsidiary of the Trust, launched an initiative to invest $4.5 million in NMTCs in Main Street communities.

NTCIC's investments, capped at $2 million, are intended to plug a "gap" in the financing package of a Main Street supported real estate development which might not otherwise be feasible. These projects must show the potential to stimulate other development and respond to a need in their communities. In this session, NTCIC will explain the requirements and qualifying characteristics a Main Street project needs to be eligible for NMTC investment.

NTCIC must annually apply for NMTCs, and is not guaranteed to win an award in 2016. Nonetheless, NTCIC and Main Street are excited about the potential opportunity to develop a mechanism that can assist Main Street projects which might not otherwise be able to reach the finish line

Joseph Crugnale, National Trust Community Investment Corporation

A Band, A Beer, and a Brownfield—Engaging Redevelopment

Getting the public to engage in public meetings is tough, but mention "EPA Brownfields" and watch their eyes glaze over. Join us to hear an approach to helping western Main Street communities battle boredom to inspire public interest (and developer investment) through creative marketing and public participation efforts in Main Street Brownfield projects. Learn how to use interactive social media platforms to engage the public, and benefits of utilizing 3-D modelling to help explain the complexities of redevelopment. Find out how to engage the arts community and how to use non-traditional venues to garner project support. We'll highlight cutting edge tools like QR Codes, digital panorama visualizations and how branding can help communicate key project goals. Finally, learn how tactical urbanism can be used to engage your community members in visualizing (and temporarily installing) "pop-up" café spaces so that revitalization scenarios can be experienced prior to investing in permanent changes. Some of the communities highlighted will include Cheyenne, Wyoming's West Edge, and brownfield redevelopment efforts in Sheridan, WY, Yuma, AZ and Montrose, CO.

Matt Ashby, City of Cheyenne; Scott Wilson, Ayres Associates; Gene MacDonald, Ayres Associates

Map It: Applying GIS to Main Street

A geographic information system (GIS) allows for the collection, analysis, visualization and interpretation of spatial information and provides a medium in which to share your data in an easy-to-understand format: a map. A diverse range of industries have long utilized GIS to organize and assess information, make informed decisions, and communicate with a wider audience; it's time to learn why you should do the same. Through a series of focused case studies, this session will introduce GIS and demonstrate its relevant applications to Main Street communities . Learn about how, by simply categorizing information more effectively, you can go beyond putting a dot on a map and convey a

rich level of detail about a site or project. See how you can incorporate historic maps, building footprints, census data, market-value information, and even a community survey into a single, robust database that will not only enhance your ability to make informed decisions, but provide you with various mediums to then communicate about your project effectively.

Reina Murray, National Trust for Historic Preservation

New Energy for Main Street—Teen Involvement

Youth involvement breathes new life into your Main Street program. It is a great way to increase your volunteer numbers. It allows the youth to take ownership of their community and instills in them a sense of pride in their hometown. Youth involvement allows current members to interact with the future workers and gives the youth the opportunity to gain valuable experience. Recruiting youth does not have to be difficult. Reaching out to the administration of local secondary schools is the first step. Highlighting the personal benefits to the youth is also important. Colleges and scholarship committees love to see volunteer experience on applications. Business owners hire young people that have proven to be hard workers. Additionally helping to better his or her community also improves the quality of life for everyone who lives there. Let me explain how I have worked with Main Street Ripley to develop a Main Street Teens Club acquired 100+ members in a small community of around 3400 people.

Tabatha Craddock, Main Street Ripley; Cassidy Craddock, Main Street Ripley Teens; Todd Withrow, Main Street Ripley Teens

How to Manage Risk for Main Street Organizations

How would your Main Street program handle a major accident? What would happen to your Board of Directors if your organization was sued? Does your Main Street have the proper plans in place in case of emergencies? If you do not have solid answers for each of these questions, it is important to hear how to properly protect yourself and your organization. Join National Trust Insurance Services to learn more about the proper insurance coverages your Main Street program needs and hear how your organization can safeguard itself from potential risks.

Kevin Sullivan, National Trust Insurance Services

Opening Plenary & Reception | Monday, May 23 | 4:00 PM

Join us for the official kick-off of the 2016 Main Street Now Conference in the beautiful Milwaukee Theatre!

- ✓ Hear celebrated author and speaker Peter Kageyama deliver a keynote on the power of passionate people in transformative local community development;
- ✓ Take in the sights and get a behind-the-scenes view of the historic Milwaukee Theatre;
- ✓ Find out what stellar Main Streets are this year's Great American Main Street Award winners;
- ✓ Catch up with old friends, make new connections, and indulge in some of the wonderful food and drink our host-city has to offer at the reception.

MAIN STREET Now

A CONFERENCE OF THE NATIONAL MAIN STREET CENTER

TUESDAY, May 24 – At a Glance

- 9am–12pm – Deep Dive
- 9 –10:15am – Breakout Sessions
- 10:45am–12pm – Breakout Sessions
- 12–1pm – Lunch
- 12:30–3pm – Deep Dives
- 1–1:45pm – Crash Courses
- 2–2:45pm – Crash Courses
- 3:15 – 4:30 – General Session for all attendees

TUESDAY, May 24 – detailed schedule

9:00 AM – 12:00 PM | Deep Dive | (pre-registration encouraged)

The New Main Street: Defining Your Community Transformation Strategies

Welcome to the New Main Street! The new model is a paradigm shift: All revitalization work is organized around Transformation Strategies and the organizational structure is more flexible. After a quick tour of the model itself and the dozen newly-minted "Catalyst Strategies", we will walk through a three-part evaluative process: 1. How do you choose your Transformation Strategies? 2. How do you test the economic viability of those strategies? 3. How do you implement those strategies? You will walk away with an outline of an economically-grounded plan and a process you may choose to use with your community leaders when you get home.

Joshua Bloom, Community Land Use + Economics Group, LLC; Kennedy Smith, Community Land Use + Economics Group, LLC; Matt Wagner, National Main Street Center; Norma Ramirez de Miess, National Main Street Center , Kathy LaPlante, National Main Street Center

9:00 AM – 10:15 AM | Breakout Sessions

Downtown and Business District Market Analysis—A Self-Help Toolbox

Changing consumers and competition are providing 21st century commercial districts with exciting opportunities for innovative retail, services, hospitality, housing and work space. These changes provide opportunities for new products and services that complement downtown's history, unique character and sense of place. An understanding of the

market is a prerequisite for evaluating the economics of these opportunities. This session will provide instruction on how a community study group can use the Downtown and Business District Market Analysis toolbox to create a forward-thinking economic development roadmap. Participants will be "put to work" through exercises related to trade area determination, demographics and lifestyle analysis, survey and focus group techniques, and business demand/supply analyses. Participants will learn how these tools can lead to business retention, expansion, recruitment and other action steps. Examples of how various communities are using the toolbox will be discussed.

Bill Ryan, University of Wisconsin – Extension; Jessica Beckendorf, University of Wisconsin-Extension, Waupaca County; Steven Chmielewski, University of Wisconsin-Extension, Waukesha County

Beyond Branding—Next Steps for Successful Implementation

You just spent all that money on an expensive logo, now what? Deploying a brand takes a little knowledge, and little sweat, and a little luck. Dive into examples from across the country and learn where to begin building brand equity in your district.

Ben Muldrow, Arnett Muldrow & Associates

Building Local Business Leaders: Leveraging Local Assets for Community Mentorship

Small businesses are essential to a vibrant, connected community! This panel will showcase representatives from SCORE and a local Chamber of Commerce, as well as a "home grown" local business leader who benefited from Delaware's small business and entrepreneurial training programs, who will share how her expansion into "brick and mortar" inspired her to creatively give back to her community by becoming a local Main Street program leader. As a result of these programs, Downtown Delaware is now capturing business leaders and leveraging key small business partners statewide to build a sustainable mentoring network to benefit small business owners in communities throughout Delaware. Participants will learn:

- How to package and assess an array of small businesses training programs that result in enhanced outcomes to the business AND to the economy of the entire community.
- How to build a sustainable mentoring network using small business owners, industry partners, municipal leaders, and other local stakeholders as mentors.
- Ways to use new technology to efficiently "train the trainers" - both for today & for tomorrow.

Diane Laird, Downtown Delaware; Ken Anderson, Delaware Economic Development Office; Bob O'Brien, SCORE Delaware; Amber Shader, First & Little and Amber Shader Photography; Lisa Sumstine, Chamber of Commerce in Milton, Delaware

For The Love of Cities

Join our keynote speaker, Peter Kageyama, for an interactive break-out session exploring how to get people involve, and emotionally invested, in the health and success of their communities. More details to come!

Peter Kageyama, For the Love of Cities

TUESDAY, May 24

9:00 AM – 10:15 AM | Breakout Sessions (cont.)

Placemaking: Growing a Live Music Series

Learn the ins and outs of starting and sustaining a free live music series in your downtown that will bring people of all ages and backgrounds together, while making a positive economic impact in your community. Three presenters representing a range of perspectives—a popular main street series in a rural area with regional draw; a highly successful series in a large metro area serving as a catalyst for significant downtown investment; a national organization which provides funding support for America's largest free outdoor concert series—will share insights and strategies for building a successful free live music series.
Topics to be discussed include: factors to consider when choosing the series location; building excitement among local residents and city leadership; booking high quality artists on a budget; maximizing in-kind resources; attracting a range of sponsorships; selecting vendors; developing engaging pre-show activities; and partnerships that can help you achieve your goals. This is a fantastic opportunity to learn about challenges and success stories, with practical take-aways for developing your own series from small town, urban, and national perspectives.

Donna Dow, City of Denison; Patti Diou, Levitt Pavilion Arlington; Sharon Yazowski, Mortimer & Mimi Levitt Foundation

The 7 Steps to a Memorable Main Street: Capturing Today's Customers as a Destination Downtown

In this workshop, Jon shows the 7 stages where downtown programs and downtown businesses should be focusing their efforts if they truly want to become a Destination Downtown for consumers. Jon will explain in detail the newest proven tactics to drive more customer traffic and sales into your businesses' doors, and put more customers on your downtown streets. Attendees will also learn how any business can use these steps to both capture local customers and retain tax dollars locally, while pulling in consumers from outside an area's immediate demographics
Attendees of this session will also learn:

- How to use free publicity to elevate your downtown's marketing message and search engine optimization
- How to correctly target and attract the most profitable consumers to downtown
- How to draw customers to the worst downtown locations, even if they are on side-streets
- How to correctly use price discounting in your promotions
- How to clone more entrepreneurs who are willing to invest in opening and growing a business in your downtown, even without financial incentives

Jon Schallert, The Schallert Group, Inc.

What Now? How to Meet Tough Challenges in Organizational Management

Managing a Main Street organization is challenging, even before you tackle rehabbing buildings, hosting events or attracting new businesses. This session shares new ideas on how your organization can run better and have more sustainable funding, freeing you to spend more time pursuing your mission. Northern Illinois University's Center for Governmental Studies led 36 outstanding executive directors from across the country,

representing towns of all types and sizes, in lively discussions of where great executive directors come from, how to keep them working for your organization, recruiting the volunteers you need, how to generate revenue with less work, and changing the traditional committee structure so volunteers are happy, projects are completed, and your downtown prospers. Three participating executive directors and CGS staff are ready to share the findings of these conversations, as well as ideas from other nonprofit experts. Nuts and bolts advice, great resources, and time for your thoughts and questions will give you many new ideas to take back to your organization.

Mim Evans, Northern Illinois University Center for Governmental Studies; Ina McDowell, Main Street Texarkana; Julie Turnipseed, Warrensburg Main Street, Inc.; Meghan Cole, Carbondale Main Street

Giving Everybody What They Want: A Main Street Negotiation Toolbox

Addressing the competing needs of business owners, community leaders, developers, and funding authorities, including state and federal agencies, is essential to ensuring that your Main Street commercial district remains viable. Whether you are looking for buy-in on a program, mediating conflicts between stakeholders, or working with regulatory agencies on compliance or funding issues, following a few simple steps can help you find common ground and negotiate more effectively.

Combining brief presentations of tools and techniques with interactive breakout sessions, this workshop relies on a variety of case studies from projects in medium to large cities to illustrate basic negotiation techniques that are useful in supporting Main Street goals. This session provides useful information geared toward all individuals, regardless of experience level. Attendees will benefit most if they come prepared to discuss past situations where some tips on negotiation might have helped them achieve a better outcome, or upcoming interactions that they expect may pose some difficulty.

Nicholas Dorochoff, Dorochoff Consulting LLC; Kristi Miniello, Miniello Consulting

New Trends in Retail Planning and Development

This presentation examines the retail design and merchandising principles used by premier retail developers, and considers how they can be applied to downtown commercial districts. Participants will review the following "lessons from the mall": strategic tenant mix; advantageous pedestrian circulation; profitable vehicular circulation patterns; and appropriate streetscape, building, and storefront design. The course will also cover basic market research and site selection criteria by retail category and their use by national retail tenants.

Robert Gibbs, Urban Retail Institute

TUESDAY, May 24

10:45 AM – 12:00 PM | Breakout Sessions

The Truth About Visioning

The truth is that a vision statement is a critical component of a Main Street program's five year strategy. And while marketing-types will tell you that it needs to fit on the back of business card, the vision statement required by the local board is a much different animal. In this session, the participant will learn the importance of a market driven, asset-based vision statement that provides not only the Main Street organization, but the larger community, with a long-term economic target and associated outcomes, that will dramatically improve their chances of success.

Bill Fontana, Pennsylvania Downtown Center

Kid-Friendly Downtowns: Assessment and Actions

How "kid-friendly" is your downtown? This interactive session will give you tools to measure how welcoming your community is to children, and it will explore innovative ways to make downtowns friendlier for kids of all ages. Inspired by shepherding their respective children through hundreds of events in dozens of downtowns across the country, the speakers' have distilled their collective experiences and design perspectives into a set of "Rules of the Sidewalk" that allow you to see your community from a child's perspective. There is no age limit on play, and many of the items on the speakers' Downtown Checklist apply to kids of all ages. It's more than just having a children's menu at the local restaurant. With you, we will examine with new perspectives and state-of-the-art approaches for fostering child-friendly downtown environments, and we will explore the urban-planning concepts of playable cities. Engaged children are tomorrow's local shoppers and future Main-Street board members while playful downtowns can attract Main-Street advocates of all ages.

Carol Dyson, Illinois Historic Preservation Agency; Mike Jackson, Mike Jackson FAIA

The Power of Tracking Your Main Street's Economic Performance

Main Streets help support local businesses in many different ways. While understanding and quantifying these impacts can be challenging, there are many good reasons to do just that. This session will offer practical tips on how to collect available data to track business performance. Even more important, we will discuss how to leverage this information to improve the effectiveness of your programming and bolster your fundraising efforts.

Jon Stover, Jon Stover & Associates

Think B.I.G.!—Building Your District with Business Investment Guides

Developers and potential businesses want to research your area without sitting through countless meetings. Citizens need access to quality materials to act as effective business and development advocates for your downtown. Main Street programs need the right kinds of information in the correct format for effective and proactive recruitment efforts. Learn how to advance your district via Business Investment Guide tools, and find out how these tools are used in practical applications.

CaseyWoods, Emporia Main Street; Tracy Weltha, IM Design Group; Rob Gilligan, Placemakers, LLC.

TUESDAY, May 24

10:45AM – 12:00 PM | Breakout Sessions (cont)

City-Downtown Relationships: Rowing in the Same Direction

Cities and downtowns are constantly facing challenges, whether they come from the economy, construction projects, gaps in communication, constrained resources or development projects. Sometimes these challenges are shared between the city and the downtown, other times the challenges expose fractures (or create new ones) between the city and downtown.

Relationship building between city administrators, elected officials and downtown leaders is one of the most important aspects of keeping a community moving in a positive direction, regardless of the challenges encountered along the way.

As the cities change and downtowns continue to improve the quality of life of the community, both entities must consistently row in the same direction. In this session you will see real world examples that can be applied to any size city and learn techniques to build, grow and improve relationships between the leaders in your community.
Kristi Trevarrow, Rochester DDA; Jaymes Vettraino, Rochester College

Weather It Together: Community-Based Disaster Planning and Adapting to Climate Change

Hurricane Sandy, Hurricane Katrina, Tropical Storm Isabel and 2015's devastating Missouri floods impacted the economic vitality of dozens of historic business districts. This session explores guidance offered by the Federal Emergency Management Agency in developing resiliency plans for historic communities. Engaging community members, building political support, fundraising for survey, risk assessment and mitigation design, and leveraging state and federal agency programs to support local disaster planning is essential to the economic resiliency of your Main Street business district in a post-disaster scenario. A case study of the Annapolis National Historic Landmark District, a Main Street community, will showcase how hazard mitigation planning is bringing together diverse partners to develop a model plan that will help historic downtown businesses and property owners *Weather It Together*. Attendees will depart the session with a template for crafting their own Main Street disaster preparedness plan.

Lisa Craig, City of Annapolis; Roderick Scott, L & R Resources, LLC.

Vacant Storefronts—They Are All Opportunities!

All Main Streets have vacant storefronts. They are a drain on the economic vitality of a community, and often eyesores that distract from the overall landscape. Attention and resources are finally being directed toward these 'black holes'. Communities are starting to get creative and viable solutions are being developed to remedy these issues. This fun-filled fast moving session will discuss clever and inexpensive ways to bring attention to vacant storefronts, get people engaged, and bring more business to the downtown. Numerous solutions and case studies will be presented, including approaches that address strategies, partnerships, and logistics. Whether it's cost effective props, pop-ups, incubators, or mystery events, you won't want to miss this presentation. Listen, learn, and laugh as Lyn Falk (Retailworks) and Margie Johnson (ShopTalk) share their favorite ideas about how to turn vacancy into vibrancy! After this session you'll never see a vacant storefront the same again, you'll only see "windows of opportunity"!

Lyn Falk, Retailworks, Inc.; Margie Johnson, ShopTalk

TUESDAY, May 24

10:45AM – 12:00 PM | Breakout Sessions (cont)

Creative Sourcing: Harvesting Community Ideas Through the Arts

Revitalization professionals often turn to the local community for ideas on how to best approach potential developments or projects. Community engagement has become a lynchpin for successful planning, but it often doesn't lead to the greatest caliber or spectrum of input. In this session, you'll hear from three artists who specialize in harvesting community ideas. They'll share their work, their perspective on why community visioning efforts tend to fall flat, and creative tactics that you can use to increase the effectiveness of community engagement in your work.

Lyz Crane, ArtPlace America; Jonathan Moscone, Yerba Buena Center for the Arts; Robert Gipe, Higher Ground; Sara Daleiden, Greater Milwaukee Committee

Customers for Life: Come Often, Stay Longer, Buy More, Tell Others

This 'train the trainer' session is designed to elevate program managers so that they can then turn to their merchants and teach them the small things that make a big difference in profits. We'll reverse-engineer consumer behavior and identify exactly how to communicate with them regardless of where they are in the buying process. This is a 360-degree look at what customers desire before they will give lasting loyalty to a business. We uncover the common mistakes that most businesses make with their customer care, and how by changing the rules of engagement, they can create a tipping point in their referral marketing strategies that increases profits.

Pamela Herrmann, The Paragon Effect

12:30 – 3:00 PM | Deep Dive | (pre-registration encouraged)

Creative Placemaking Bootcamp: Taking It to the Streets of Milwaukee

Join us as we take it to the streets. We're going to leave the conference room behind and get down and dirty in Milwaukee. We'll build pallet furniture, decorate the streets and sidewalks, and install guerrilla way-finding. The National Endowment for the Arts in their "Beyond the Building" convening in 2014 identified national conferences for their potential to make creative placemaking contributions to host communities. During the National Main Streets Conference we'll turn their call to action in to a reality by working with local venues and creative placemakers in Milwaukee. We'll partner with NEWaukee, a placemaking organization with a venue blocks away from the conference hall (newaukee.com). This hands-on workshop will give you first-hand experience, tactics, and tools that you can use in your own community, while leaving behind a special gift to our host city of Milwaukee.

Isaac Kremer, Discover Downtown Middlesboro, Inc.; Angela Damiani, NEWaukee

TUESDAY, May 24

1:00 – 1:45 PM | Crash Courses

Certified Local Governments and Main Streets: Preservation through Partnership

Session description forthcoming.

Megan Brown, National Park Service

Fostering Vibrant Small-City Business Districts: The Tomahawk, Wisconsin, Model

This presentation outlines how a county-based University of Wisconsin - Extension educator used innovative research, trainings, planning sessions, and relationship building to help retailers generate the capacity needed to revitalize Tomahawk, Wisconsin's downtown business district. Because of this increased capacity and the collaboration it took to achieve it, cooperative advertising, a shop local campaign, and a Main Street program were all created as revitalization methods. The Tomahawk story will be familiar to many Main Streets, spanning the ups and downs of leadership turn-over, funding struggles, brokering relationships businesses in town, and its "intriguing" interactions with the local chamber.

Art Lersch, University of Wisconsin-Extension

How to Run Your Main Street Without It Running You

Look, sometimes running a Main Street program sucks. It's hard work, long hours, a boatload of personalities and even though you love it...the pay is often not great. But that's the point, you love it! You never know what each day will bring and when things work out, admit it, you love the lime light. So how can you make your life as a Main Street Manager easier? How do you avoid the burn-out at year 2.5 and turn the corner? It's a ten point approach and it takes about 18 months. Now granted you will work your...butt off, but when all is said and done you will love your job, your Downtown, your City and even your Board. So instead of training for a Main Street 5k, go all in and train for the Main Street Marathon. You deserve it and so does your Downtown!

Hillary Howard, Conway Downtown Alive

Get Travel Bloggers to Your Main Street

Have you wanted to work with bloggers, but aren't sure where to get started? This session will give you best practices to attract, work with and leverage the work that bloggers can do for your Main Street. There are bloggers worldwide who could be your biggest advocate - you just need to know how to find them and work with them!

Jacqueline Wolven, Eureka Springs Downtown Network

TUESDAY, May 24

A Fresh Look for Your Main Street Organization

Rebranding a city's urban business district at its core is an exciting and challenging task to tackle. This session explores the complexities of developing a voice, mark, and cross-application style for a historic downtown undergoing a significant come back. Renaissance Covington is a non-profit organization that's a pivotal partner of progress for the revitalization of Downtown Covington, KY. The organization's new look, tone and feel better represents the diverse work they do downtown: Madlot, pop-up shops, festivals, the farmers market, Art Off Pike and various other community-engaging events. The strategic goal was to develop a holistic branded solution and not just update a dated logo.

Jim Guthrie, Hub + Weber Architects; Austin Dunbar, Renaissance Covington & Durham Brand & Co

Saying Goodbye Is the Most Painful Way to Solve a Problem

Drawing from firsthand experience, the notorious, Event Killer has successfully cancelled Halloween in Texas' Oldest Town, relinquished control of a Fourth of July Festival to another community organization, and is redefining what Christmas means to another small East Texas community. Main Street programs across the country are hosting holiday themed events because no one else will. Downtowners need to focus on events that have positive economic impacts for their districts. Not all events have to be profitable, but they do need to serve a purpose: increase retail traffic, draw outside visitors, attract new businesses, or help develop your Main Street brand. Become equipped with the tools you need to sell your stakeholders on the need for Main Street to develop events that make Cents. Learn how you can effectively create an events inventory, produce economic impact statistics, and garner support for a new generation of Main Street events from someone who has survived the media frenzy and the devastation of thousands of children who can no longer trick or treat downtown.

Sarah O'Brien, City of Marshal, TX

The Farm Project: Economic Development Through Culture and Art

Commercial districts across the country – particularly dense urban districts - are struggling to differentiate themselves and balance economic growth with the needs and desires of local residents. This session will highlight an innovative approach to community-initiated economic development known as the Farm Project, and showcase a vibrant business district in Milwaukee: Cesar E. Chavez drive. The Farm Project is a three-year endeavor to seed arts, culture and small business in one of the most diverse communities in Milwaukee, and position the area as a destination for cultural and economic investment. Historically, Cesar E. Chavez drive has been the epicenter for Latino business and residents have access to culture, food, music, and merchandise in the area. Hear from community leaders about the challenges this district faces, and walk away with practical lessons for how partnership, community engagement, and strong relationships with small businesses can help to transform a commercial district into a true destination.

Ian Bautista, Clarke Square Neighborhood Initiative; Juan Lopez, Clarke Square Neighborhood Initiative; Ivan Gamboa, Tri City National Bank

Using Community-Based Crowdfunding to Build a Vibrant Local Marketplace

Crowdfunding is changing the landscape of fundraising for entrepreneurs and nonprofit organizations on Main Street. Learn from the founders of The Local Crowd, LLC--a localized crowdfunding platform--how you can catalyze local spending, local investing, and the spirit of localism by hosting an online community marketplace. Discover the basics of crowdfunding and best practices for creating successful campaigns. See a demonstration of crowdfunding in action and observe its relevance to Main Street and local entrepreneurship. The Local Crowd received a Small Business Innovation

Research (SBIR) grant from USDA to roll out the locally-branded platform nationally and test its effectiveness. Main Street leaders will have an opportunity to participate in the SBIR research by becoming pilot communities, using the tool to raise funds for projects and businesses in their home towns. Several Wyoming communities have already piloted The Local Crowd and experienced the power of crowdfunding designed with "local" in mind. Laramie Wyoming's Main Street director will be on hand to give a review of how the program is working in her community.

Diane Wolverton, The Local Crowd, LLC; Kim Vincent, The Local Crowd, LLC; Trey Sherwood, Laramie Main Street Alliance

2:00 – 2:45 PM | Crash Courses

Your Logo Here: How to Develop a New Identity for Your District

Too often, our logos don't tell the right story about our downtowns. Two Main Street programs in Baltimore worked with Exit 10, a local advertising agency, to revamp their logo and branding. Though the Main Streets have dramatically different populations, both communities were able to rally their neighborhood behind the new design. In this session, we'll walk you through the steps necessary to develop a new brand identity for your community and how to avoid major pitfalls along the way.

Ben Hyman, Pigtown Main Street; Eric Hartsock, Exit 10; Hillary Chester, Federal Hill Main Street

Business Transition Planning: Keeping Local Businesses Vibrant

This introductory course is designed to provide a basic understanding of the issues and strategies associated with retaining small businesses in our Main Streets. Nationally, 67% of business owners plan to retire in 10 years, and only 1/3 of businesses successfully transition beyond the first owner. This presentation highlights issues and challenges facing business owners looking to transition their business due to retirement, life changes or other causes. Also addressed are strategies that Main Street communities can employ to improve the likelihood of successful transition and maintain business activity and talent within the district. Attendees will leave with information that small business owners of any age can use to maintain and grow the value of their business and establish an effective plan for the future.

Emily Northey, Preservation Alliance of Minnesota; Errin Welty, Wisconsin Economic Development Corporation

Silos to Synergy: Collaboration and the New Economy

The Industrial Era is over. We are in a new age. The cities, towns, and districts are the connected villages of the new economy, with local cultural vibrancy at their centers and global connectivity at their cores. Each is a Florence in a new Renaissance, or each has the potential to be. But how? How do we capitalize locally on this new global economy? The answer is ultimately collaboration, yet the difficulty is in the details. We will explore the grander paradigm shifts happening in our world and present a strategy and plan for success in the new economy, using a case study of the Knowledge Park initiative in Rock Hill, SC. From millwork to mind work, Rock Hill's story offers many lessons in collaboration and success to communities of all sizes.

Jason Broadwater, RevenFlo

First Date to Marriage: Volunteer Management That Leads to a Lifetime of Happiness

As community organizers we often think of what amazing things we could do if only you had more help and nearly as often wish that the volunteers we did have had the talents or know how to get what we needed done. This session will

review volunteer trends and management techniques that will not only recruit the right volunteers, but will give them the tools to contribute in the ways that you need them to and grow into future leadership for your event or organization.

Brittney Hoszkiw, Michigan Main Street

2:00 – 2:45 PM | Crash Courses (cont.)

Impact of Recreation Tourism on Small Towns

What do small and rural communities offer in competition to their big sister metro areas? Authentic places, outdoor recreational opportunities and intact natural assets! This session will highlight the impact that recreational tourism can have on communities and why recreationists, conservationists and small town economic developers make logical partners, as well as offer planning recommendations to ensure recreation opportunities are fully integrated into economic development strategies. Attendees will learn about strategies that have been applied in Georgia by a statewide conservation nonprofit to link stakeholders in outdoor recreation, natural resource conservation and small town economic development. The discussion will promote the role of recreational activity as a significant economic sector for a small community and will present planning priorities to ensure supporting programs and infrastructure are contemplated in town and regional planning efforts to capitalize on recreation assets.

Katherine Moore, Georgia Conservancy; Johanna McCrehan, Georgia Conservancy

The Convergence of Culture, Arts, and Food—Arts District 2.0

Established in 2001, the Gateway Arts District in Prince George's County borders on Washington, DC and is in its second decade of operation. It has one of the highest concentrations of artists anywhere in the country, with over 500 artists living or working within a 2 mile arts corridor. Building on the momentum of its first decade, this panel discussion will explore how a mature arts district can move forward without leaving behind or excluding the very artists that helped to establish its brand as a funky and hip destination. The panel discussion will provide insights on how the convergence of arts, food and culture can help to reinforce the principles that helped to make the Gateway Arts District a successful transitioning community.

Howard Ways, Redevelopment Authority of Prince George's County; Veronica Owens, City of Mount Rainier; Rhonda Dallas, Prince George's Arts and Humanities Council; Anne L'Ecuyer, Gateway CDC

Navigating the Millennial Maze: Do You Speak Their Language

Millennials are the most prolific generation of our time and have transformed commerce. They depend on technology for their every need: food, comfort, pleasure, communication, shopping, dating, planning, reading and even telling time. Technology reigns supreme in their world and it's the one thing millennials think they can't do without.

Attendees to this session will bring home to their merchants a clear how-to when it comes to messaging & marketing to the over 92 million people that make up this generation and who have 1 trillion dollars available in immediate spending.

We'll take a close look as to who they are, what they believe, how they speak, their values, how they purchase, what

they purchase, where they hang out in the social networks and how their use of technology is dictating a businesses ability to be found by them.

Pamela Herrmann, The Paragon Effect

3:15 – 4:30 PM | General Session

More details to come!

MAIN STREET Now

A CONFERENCE OF THE NATIONAL MAIN STREET CENTER

WEDNESDAY, May 25 – At a Glance

- Mobile Tours (check website for details)
- 9am–12pm – Deep Dive
- 9–10:15am– Breakout Sessions
- 10:45am–12pm – Breakout Sessions
- 12–1pm – Lunch
- 12:30– 3pm – Deep Dives
- 1–1:45pm – Crash Courses
- 2–3:15pm – Breakout Session
- 4–5pm – Closing Plenary
- 6:30–10:30pm – Big Bash!

Wednesday, May 25 – Detailed Schedule

9:00 AM – 12:00 PM | Deep Dive | (pre-registration encouraged)

Growing Your Business District

- Part I. Business Retention Strategies That Work
- Part II. New Strategies to Fill Vacant Spaces

While the economy is rebounding and consumers are shopping, many downtown programs are struggling to provide the right mix of business retention and entrepreneurial training to help businesses rebuild or expand. During part one of this two part Deep Dive, we will explore some new strategies for helping businesses succeed. From container boxes for incubator space to crowd-funded business competitions and new loan programs, we will review the tools that will work for your program.

In the second part of this Deep Dive, we will address the struggle that many downtown organizations continue to have to attract new businesses and fill vacant spaces. Are their ways to avoid past mistakes, utilize volunteers more effectively and implement a recruitment program that will attract the right mix of uses to your downtown? Based on experience working with hundreds of communities across the country, the speaker will outline new techniques that can help you fill vacant space.

Hilary Greenberg, Greenberg Development Services

17-22

Please note: This schedule is up to date as of December 1, 2015, and is subject to change. Check the website for updates!

WEDNESDAY, May 25

9:00 AM – 10:15 AM | Breakout Sessions

The New Main Street: Paradigm Shift and "Catalyst Strategies"

Welcome to the New Main Street! Take a tour of the new Main Street model, currently being rolled out in seven pilot cities. This is a paradigm shift: The organizational structure is more flexible, and all revitalization work is organized around Transformation Strategies. (Spoiler Alert: You don't have to have four committees!) We will take a look at this shift looks in practice and then take a tour of a dozen newly-minted "Catalyst Strategies" – a menu of economically-grounded transformation strategies that you can adopt or adapt to make your work more strategic and impactful.

Joshua Bloom, Community Land Use + Economics Group, LLC; Kennedy Smith, Community Land Use + Economics Group, LLC; Matt Wagner, National Main Street Center

Statewide Partnerships Support Small Businesses + Energy Savings

Session Description coming!

Lindsey Wallace, National Main Street Center

Critical Conversations: Strategies for Main Street Leaders

When working with volunteers, staff, or key stakeholders there will come a time when you have to have a critical, and often uncomfortable, conversation. This session will showcase best approaches and engage the audience in role-play examples featuring examples applicable to any Main Street organization.

Darrin Wasniewski, Wisconsin Economic Development Corporation

You Can't Do It All—How to Leverage Volunteers to Manage & Run Your Social Media Program

You want to be on every social media platform possible, but you just can't do it all. In fact, you aren't sure you are doing any of them well. This session will cover how to manage your brand and message with best practices, answer your social media questions, and attract volunteers to help you do it all. We will cover Facebook, Twitter, Pinterest, YouTube, Instagram, Blogging, and Periscope. You will leave with tools, tips and a plan to get the right people on board so you can focus on what you really need to be doing to manage your business and organization.

Jacqueline Wolven, Eureka Springs Downtown Network & JacquelineWolven.com

Signature Experiences for Commercial Corridors

No matter if you are in a small rural town or an urban inner city creating a sense of vibrancy and a vision for commercial corridors is important. NEWaukee creates over 180 signature experiences a year for commercial corridors small and large. This session will walk guests through the 11-step creative placemaking process NEWaukee built over the last six years that has grown their organization to 201,000+ subscribers.

NEWaukee will lead the audience through best practices, quick feedback loops and strategy that users can

instantly implement instantly in their practice. The session will focus strongly on the process, coalition building, fundraising and what goes into creating an experience that people share. You will walk away with a wide variety solutions that can be replicated anywhere.

Jeremy Fojut, NEWaukee

9:00 AM – 10:15 AM | Breakout Sessions (cont)

Main Street as EcoDistrict: Strategies to Create a Destination District Through Sustainability

Sustainability is more than just the latest buzzword, it offers new solutions for conducting business in the 21st century and no organization is better suited to create this transformational change than Main Street.

In this classroom session attendees will learn the eight different benchmarks of the sustainable community (energy, materials management, health and wellbeing, equitable development, community identity, access and mobility, water, habitat and ecosystem function), how to identify and foster the components that already exist in their own Main Streets, and how to bring meaningful change to their district. Learn from Orlando's real world experience in creating Florida's first EcoDistrict and how this has created a must see destination Main Street, along with national press and green jobs. Attendees will leave knowing how to partner with their local government, local utilities, businesses, residents and other stakeholders to create an EcoDistrict in their own communities.

Jennifer Marvel, Audubon Park Garden District; Katie Shannon, VHB; Katy Magruder, City of Orlando Planning Department

Market-Driven Main Street Programs: A How-To

How does your Main Street program establish its short and long range scope of work? What guides your allocation of limited financial and human resources (including time spent by staff and volunteers)? Is that resource allocation strategic? The best way for historic commercial district development to be strategic may be for that development to be market driven. Attend this session and learn how your Four Point economic development process and practice can stay market driven through ongoing targeted market research; research centered on defining and refining a market position. This session will address defining a market to go after, using numbers (e.g. demographics, consumer expenditures) to inform decision making, and the value of a little gut intuition. Your ultimate goal may be to use a better and shared understanding of the market to coordinate your economic development scope of work across the areas of design, organization, promotion, and economic restructuring. In other words, market driven design improvement, market driven events and advertising, market driven entrepreneurial support, and even market driven fundraising and volunteer development.

Todd Barman, Barman Development Strategies, LLC

Property Owners: Unraveling the Mystery!

Property owners control how your buildings look and what tenants will move into the ground floor spaces in your district. That's game, set, and match for revitalization right there! Unfortunately, as a group, owners are

typically not engaged, hate the public sector, and are wary of stakeholders asking them to spend more money. This session will illustrate the characteristics of property owners, utlizing everything from real-world development examples to improvisation exercises. Then, we will demonstrate how to take these traits and turn them into tactics for engaging owners effectively. Every participant will leave with a clear idea of how to identify and incentivize property owners most likely to participate in high-quality revitalization projects. Case study examples from rural towns to bigger cities will be used throughout to show the best way to bring your property owners into the Main Street fold.

Michele Reeves, Civilis Consultants

Website Tuneup: How to Get More Members, Visitors & Donations

Your website is the marketing hub for your Main Street Program. It's were a wide variety of people come to learn about events, membership, volunteering, donations & your mission. Your ability to tell the story clearly and concisely, and get your website visitors to take massive action is where the rubber meets the road. In this session you'll learn why 'the confused mind says no' and how to get your website visitors nodding their head 'yes'. We'll show examples of solid marketing, copywriting, must-haves on the site and how to get your site ranked in Google.

Pamela Hermann, The Paragon Effect

Does Your Festival or Event Make Cents?

Most Main Streets and downtown organizations host or co-host festivals and events, but few are able to quantify the value of these events on the local economy. An economic impact analysis can provide valuable data to prove return on investment to elected officials or to local stakeholders. But how do you get started? This session will cover three ways that you can calculate the economic impact of your festivals and events, and will provide specific steps on how to do them. Two to three event case studies will walk attendees through the economic impact analysis process, demonstrate pitfalls and successes, and provide actual results.

Sarah Page, Sarah T. Page Consulting, LLC

10:45 AM – 12:00 PM | Breakout Sessions

Data Comes to Main Street: Measuring and Communicating Impact

In this data driven world, knowing what kind of information to collect, how to analyze it, and how to communicate what you discover is critical to any Main Street program's mission. PlaceEconomics Director of Research, Briana Paxton Grosicki, will provide technical assistance on how to gather data from free public sources useful to Main Street including jobs and population data tailored to Main Street boundaries and live-work patterns. PlaceEconomics Director of the Rightsizing Cities Initiative, Emilie Evans, will present 3-4 case studies from a range of Main Street communities across the country. Donovan Rypkema, PlaceEconomics Director, will present on next steps -- "you got the data – now what?" -- illustrating how to use this data in a non-geeky way to make the case for Main Street's success.

WEDNESDAY, May 25

Donovan Rypkema, PlaceEconomics; Briana Paxton Grosicki, PlaceEconomics; Emilie Evans, PlaceEconomics

Supercharge Your Main Street Program with Heart and Soul

Are you seeking more community involvement in your Main Street program? Or is your community getting ready for a Main Street program?

Main Street directors, Main Street coordinators, organization committee members, and board members will benefit from learning about Community Heart & Soul, a resident-driven community development method that engages whole communities—from residents to business owners to municipal government—in developing a vision, creating a strategic plan, and following through with measurable action.

Hear from two Main Street directors, Delilah Poupore and Patrick Wright, about how Heart & Soul synced up with their programs while supercharging a downtown master plan, increasing volunteerism, boosting fundraising ability, and rallying the whole community around their historic downtowns!

In this session, you will learn the core principles of the method, with interactive, lively discussion highlighting the effective and innovative engagement techniques at the heart of Community Heart & Soul. You'll leave armed with new ideas and inspired to learn more about this field-tested approach that brings residents together to make meaningful and lasting change.

Leanne Tingay, Orton Family Foundation; Gabrielle Smith, Orton Family Foundation; Delilah Poupore, Heart of Biddeford; Patrick Wright, Gardiner Main Street

Measuring the Value of Downtown

As Main Street programs seek to foster public and private investment in the built environment, many encounter elected officials and property owners resistant to making what they consider to be speculative investments with limited returns. Using information from multiple research studies, this session will focus on presenting the true economic impact of long-vacant buildings and spaces on communities and downtowns. Additionally, information on the demonstrable returns to the community and individual businesses as a result of local property investments will be provided to counter local arguments against investment. Information provided in this session provides a toolkit for individuals looking to support and measure the need and impact of economic restructuring programs at the local level. Supporting resources and analysis include business and economic information gained from studies of customer and business spending and business activity changes resulting from local investment throughout the Midwest. Participants will receive information on the average economic returns from these studies, as well as learn how to conduct similar studies in their own communities.

Errin Welty, Wisconsin Main Street/WEDC; Jim Thompson, Main Street Iowa

WEDNESDAY, May 25

WEDNESDAY, May 25

10:45 AM – 12:00 PM | Breakout Sessions (cont.)

Takin' It to the Streets: Making the Most of Your Streetscape

Well-designed streetscapes are an important element of successful neighborhood commercial districts. In addition to enhancing the attractiveness and value of a district, quality streetscape elements add to property values, encourage people to linger, and provide a catalyst to strengthen commercial activity. When they include trees and other plantings, streetscapes have positive environmental effects, increasing stormwater retention, mitigating the urban heat island, and improving air quality by producing oxygen and removing carbon dioxide and particulate matter.

The session will cover the strategies that have evolved in Milwaukee to design streetscape treatments with neighborhood input; finance construction as a public-private partnership, often involving Business Improvement Districts; install streetscape elements, and ensure long-term maintenance. It will introduce Milwaukee's written Streetscape Design Guidelines, and provide illustrations of how these improvements are supporting the value of commercial districts.

Ghassan Korban, City of Milwaukee Dept. of Public Works; Janet Grau, Milwaukee Dept. of City Development
Darryl Johnson, Riverworks CDC

How to Make the Cash Registers Ring for Downtown Businesses

This session will cover over 50 business promotions that Main Street and downtown organizations can coordinate to help businesses make more money - both for retail and service businesses. Successful examples of cooperative, competitive and niche promotions will be provided. In addition, this session will cover creating a better business image and how businesses can take advantage of large special events, such as festivals, when they may not normally see an increase in sales. The key to creating an annual calendar of business promotions is to have the cooperation and involvement of the business owners and staff. This webinar will include tips to increase involvement by the business community to assist the Main Street promotion team to be more successful.

Kathy LaPlante, National Main Street Center, Inc.

Urban District Revitalization: Lessons from the Field

This session, featuring seasoned experts and Main Street practitioners, will take an in-depth look at how the time-tested Main Street Approach can be applied in urban settings. The elements of Main Street that make it so effective - its comprehensive nature, focus on inclusive engagement, and asset-based approach – have helped many urban districts across the country. This session will feature lessons learned and offer practical advice to urban district leaders; from clean and safe strategies to engaging youth to "lighter, quicker, cheaper," urban Main Street-ers will come away inspired to tackle the challenges facing commercial districts.

Norma Miess, National Main Street Center; Alex Padro, Shaw Main Street; Stephen Gilman, Boston Main Streets

WEDNESDAY, May 25

10:45 AM – 12:00 PM | Breakout Sessions (cont.)

Developing Your Downtown Promotions Strategy

Special events are a mainstay for any downtown, but what is your strategy when selecting events for your community? And while events are a key element of any downtown program, what are you doing to keep top-of-mind awareness for your district the rest of the year?

This session will help you evaluate your existing events and promotions, and give you the tools to develop a comprehensive promotions strategy that integrates creative special events (register-ringing, friend-raising, fundraising and community building) with social media, cooperative advertising, direct mail, promotions, marketing and more. The result will be a killer plan that will take your promotions program to the next level.

Kristi Trevarrow, Rochester DDA

How to Have Guaranteed Success Raising Sponsorship Dollars

Every year the sponsorship opportunities change, depending upon the economy, the person doing the sales and the community. How can you constantly adjust to these shifting sands? Attend this seminar and learn the techniques that will enable you to change AND succeed. Discover the fundamental tactics that have been successfully employed by hundreds, if not thousands, of downtown managers in communities ranging from 250 to 250,000. Taught by Main Street favorite, Sylvia Allen, come prepared to learn, laugh and love sponsorship sales!

Sylvia Allen, Allen Consulting, Inc.

Differentiate or Die - Strategic Planning to Focus on What Matters Most

Every community has unique characteristics that can serve as the starting point for economic development. Historic structures, a lake, strong institutions, or even a village atmosphere may provide a foundation from which successful strategies can spring and evolve. Identifying which characteristics are most compelling is the cornerstone of strategic planning and a key to ongoing vitality. This session will highlight three incoming Executive Directors and how they hit the ground running by shaping strategies – through revisiting outdated approaches, executing current plans, and tackling internal organizational effectiveness. Learn from: Downtown Oregon City, who completed a comprehensive market research and brand strategy study to identify key differentiators that redirected the organization; Downtown Kenosha, who undertook an extensive research process in the creation of its 2012 Strategic Development Plan; and Downtown Evanston whose strategic planning focused on shoring up organizational effectiveness. The stories of these efforts highlight the importance of strategic planning and the need for grounding in key big ideas and a nimble execution style that adapts to conditions while building off of a community's greatest strengths.

Kimberly Bares, PLACE Consulting; Annie Coakley, Downtown Evanston, Inc.; Christopher Naumann, Downtown Kenosha, Inc.; Jonathan Stone, Downtown Oregon City Association

WEDNESDAY, May 25

12:30 – 3:00 PM | Deep Dive | (pre-registration encouraged)

Upstairs Downtown: Growing Up, Not Out

Vacant upper floors are a persistent problem in America's historic and older commercial districts. This workshop will demystify the redevelopment process using a typical Main Street building. Industry experts in design and development will examine the architectural, construction, regulatory, and economic variables that must be understood and addressed for a successful renovation project. During this session, Main Street managers will explore explore the key factors that can "make or break" a project, with a special emphasis on residential use and small-scale buildings. Using case studies, attendees will participate in an interactive session that will determine reuse options and create a financing plan to test its feasibility.

Mike Jackson, Mike Jackson FAIA; Dan Carmody, Carmody Consulting

1:00 – 1:45 PM | Crash Courses

Dear Business Owner, Let's Talk . . .

Beginning a conversation with an owner whose business' appearance needs help can be awkward at best. How can you flip the discussion to improve owner accountability and generate identifiable improvements? Go behind the scenes of business enhancements and makeovers with tips on educating and empowering your district members. Assist your business owners in discerning opportunities, benchmarking and developing tools to better understand the importance of initial impressions and customer experience. Review recent case studies to discover resources and templated, sustainable solutions at the intersection of targeted improvements and tough love.

Amy Meadows, Windows Matter

Strategies for Addressing Homelessness on Main Street

Do you hear complaints about homeless people in your downtown? This session will help you get a handle on your homeless issue, educate the public, and build partnerships that will produce results. Homeless people have rights, and this delicate issue will not go away. Come learn how you can help homeless people in your community, improve the retail environment, and solve problems as they arise.

Bill McLeod, Dupont Circle Main Streets

Business + Artist + Signmaker = CoSign

CoSign is a program designed to enhance economic activity in neighborhood business districts by pairing artists, small businesses, and professional sign fabricators to design and install unique handcrafted signage for local retailers; and in the process, create an infrastructure to train the next generation of local signmakers. This session is presented by the program's creator, Eric Avner, and includes two models of execution. The first is the Northside Business District of Cincinnati and the second is the Main Street District

in Covington, Kentucky. Renaissance Covington was a local partner with CoSign and this model shows the transformative power of creative signage on Main Street.

Eric Avner, The Carol Ann and Ralph V. Haile, Jr./US Bank Foundation; Jim Guthrie, Hub + Weber Architects

Economic Impacts of Storefront Improvement

Business and property owners, as well as public sector officials, require sound research, information, and analysis when making decisions about improving the appearance of downtown buildings. Staff at University of Wisconsin-Extension (UWEX) and Wisconsin Economic Development Corporation (WEDC) analyzed 24 downtown storefront improvement projects from throughout Wisconsin. These examples have helped us begin to understand the impacts of storefront projects from the business and/or property owner's perspective.

Amy Greil, Kenosha County University Wisconsin-Extension; Bill Ryan, University Wisconsin-Extension

Making Movies on Main Street

Making Movies on Main Street will provide a crash course on how to bring the "big screen" to your downtown. Film and media production provides an exciting economic development opportunity for any community. Developing a film and media program provides an excellent tool not only to get your downtown on the big screen but also to support local businesses, create jobs and bring tourism to your area. In this session we will share best practices, examples of film projects, provide you with the tools to assist you in developing a program in your community. Our goal is for all attendees to leave this session ready to make movies on their Main Street.

Jamie Johnk, Clackamas County Business & Economic Development; Catherine Comer, Clackmas County Business & Economic Development

Everything I Wish I'd Known: Lessons for New Program Managers

Main Street is a whole new world to many new main street managers - and in most towns, everyone has a different idea of how you should be spending your time. We've gathered the thoughts of 10 exemplary managers, plus some successes and failures of our own, to present "Everything I Wish I'd Known" when beginning as a Main Street Manager. Learn how to plan your days so they don't control you, and find out the most important thing you can do each day. As a bonus, walk away with the a list of tools of the trade that you never want to be without.

Meredith Bergstrom, Main Street Siloam Springs; Betsy McGuire, Main Street Russellville

WEDNESDAY, May 25

2:00 – 3:15 PM | Breakout Sessions

Aesthetics Equals Investment

Aesthetics truly does equate to investment, but unfortunately too few communities have realized this simple strategy to make their downtown more economically viable. The most vibrant and viable districts across the country all share one attribute; beauty. Main Street managers, business owners, property owners, city leaders and economic development directors would benefit tremendously from spending much more time considering the aesthetics of their downtown. This is ultimately what will lead to the most effective marketing and business attraction efforts. This one simple strategy is ideal for volunteer engagement, fostering civic pride, increasing tourism, raising property values and driving more foot traffic. Audience members will gain an understanding of the importance of aesthetics and strategies to effectively get the ball rolling back home.

Jeff Siegler, Heritage Ohio; Aaron Domini, OHM Advisors; Tom Starinsky, Cleveland Warehouse District & Cleveland Gateway District

Are You the Next GAMSA Community?

Hear from nationally celebrated Great American Main Street Award® winning communities about the key elements and successes to consider before preparing an application. Winning is a direct result of a highly functioning Main Street program so whether you are considering an application in two years or 5 years, learn how a successful Main Street program continues to improve before, during and after winning this great honor.

Bridgette Kelch, Downtown Washington, Inc; Marla Mills, Old Town Cape; and featuring the 2016 GAMSA winners!

Best Practices, Measurement, and Sustainability in Growing Healthy Communities

A pilot program in three West Virginia Main Street communities to use Main Street organizations as health and wellness coalitions has grown to include multiple non-traditional partners including physicians, local health departments, the State Bureau for Public Health and the Claude Worthington Benedum Foundation. West Virginia projects have demonstrated gains that can be made at the intersection of health and economic development. The program now provides mini-grants of up to $25,000 to Main Street and ON TRAC communities for community wellness, healthy food and active living while promoting economic and community revitalization in line with goals of Main Street. An impact assessment completed by the West Virginia University School of Public Health in December 2015 will identify best practices and give action steps for outcomes measurement of specific projects such as walking/biking trails, signage, farmers markets, and community gardens. Learn about successful activities in our communities, barriers to success and measurement, and insight into the sustainability of projects that can be replicated across communities.

Monica Miller, West Virginia Development Office; Thomas Bias, West Virginia University School of Public Health Jessica Wright, West Virginia Bureau for Public Health; Kimberly Tieman, Claude Worthington Benedum Foundation

WEDNESDAY, May 25

2:00 – 3:15 PM | Breakout Sessions (cont.)

Cooperative Conversions: A Strategy for Retaining Main Street Businesses

Over the next two decades, an estimated 70 percent of privately owned businesses will change hands, many as a result of retiring baby boomers. Who will take over these businesses? Will the businesses remain in their communities? Conversion to cooperative ownership is gaining traction as an effective method for retaining businesses, jobs, wealth, and vital services in local communities.

This session will provide economic development professionals, elected officials, and small business owners with the tools and practical knowledge necessary to use community or employee ownership as a business retention tool. Key topics will include cooperative ownership basics; the benefits of conversion for selling owners, employees, and the community; the nuts and bolts of the conversion process; and examples of real life conversions in both rural and urban communities.

Courtney Berner, University of Wisconsin Center for Cooperatives

Creating Entrepreneurial Communities

This workshop will focus on how to design your community so that it's attractive to entrepreneurs and small businesses. We will focus on how the built environment intertwined with quality of life attributes can make your community stand out to entrepreneurs. This session will provide the basic framework for communities to use when setting up a strategy to attract and retain entrepreneurs. Topics will include: infrastructure development, economic gardening, public-private partnerships, developing entrepreneurship program pipelines, zoning and will address best practices that the public and private sectors are doing to create entrepreneurial communities.

Naletta Burr, Wisconsin Economic Development Corporation; Quasan Shaw, Northeast Wisconsin Technical College

The Power of Public-Private Partnerships: Hogs, Hops, High Stakes, Healthcare, and Higher Education

A host of public, nonprofit, and private partners are coming together to focus resources, investment, and attention on the Near West Side district of Milwaukee. Leading the charge is a group of anchor institutions and major employers in the area: Aurora Health Care, Forest County Potawatomi Community, Harley-Davidson, Marquette University, and MillerCoors, all committed to helping to serve this district in the city they call home. The collective effort, which will be directed by the Near West Side Partners (NWSP) will focus on safety, housing, neighborhood identity and branding, and commercial development. Hear from Near West Side Partners leaders about how the effort got started, how to make the business-case for revitalization, and how to broker public-private partnerships to leverage investment in your district.

Keith Stanley, Avenues West Association & Near West Side Partners; Rana Altenburg, Near West Side Partners

WEDNESDAY, May 25

Retail Revitalization: Cracking the Code to Community Success

Main streets are the lifeblood of a community. It is where people of all backgrounds are united for the purposes of working, playing, and simply living. Creating vibrant retail on these main streets is critical to preserving and sustaining their use. The DC Office of Planning (OP), in conjunction with its partner and consultant, Streetsense, created a toolkit in 2012 that measures the vibrancy of neighborhood retail markets and offers solutions, based on data analysis and technical expertise, on how to create a more thriving economy within a community's retail corridor. OP and Streetsense will conduct a two-part session. The first part is a retail 101 session, where the panel explains the market fundamentals of retail and the development of the toolkit. In the second segment, the Executive Director of DC's Rhode Island Avenue Main Street will discuss his experience implementing the toolkit in his neighborhood. Attendees would gain a comprehensive perspective of how the Vibrant Streets toolkit can ensure lasting vitality on any retail corridor and truly transform a community.

Heather Arnold, Streetsense; Sakina Khan, DC Office of Planning; Kyle Todd, Rhode Island Avenue Main Street

The Redevelopment Pay-Off: Tackling the Numbers

Revitalization hinges on real estate reinvestment. Learn how local Downtown agencies, neighborhood corridor managers and preservation advocates can take developers by the hand and property redevelopment by the horns to tap the benefits of their community's built assets. Hear from nonprofit New Town Macon which trains local investors on their role in Macon's downtown revitalization and on the financial returns they can achieve. Josh Rogers unpacks his skill-based curriculum and leads the session audience through one key exercise from this successful program. Learn how Frank Quinn of Heritage Ohio melds Heritage Ohio's two leading programs --Save Ohio's Treasures and the Top Opportunities annual listing – using hands-on project finance advice to put historic assets in a new light. Quinn reviews project proformas and asks the session audience to help find and fill the financial gap in an interactive exercise. Listen to how Passyunk Avenue Revitalization Corporation harnesses redevelopment as a tool and as a goal. Sam Sherman outlines PARC vacant properties investment process and its new façade improvement program—all attract investors and businesses.

Frank Quinn, Heritage Ohio; Josh Rogers, NewTown Macon, Inc.; Sam Sherman, Passyunk Avenue Revitalization Corporation; Melissa Jest, National Trust for Historic Preservation

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Special Trainings

Main Street Preservation Short Course
Sunday, May 22 |10:00 AM-5:00 PM | Hilton City Center
Registration: $90

Join the National Park Service and the National Alliance of Preservation Commissions in this one-day program on how Main Streets can take advantage of their historic assets to drive community development. The Main Street Preservation Short Course is designed to educate Main Street professionals and volunteers on how to incorporate the work of preservation commissions and Certified Local Governments (CLGs) in their planning, programming, and day to day operations.

New Main Street Director's Training
Sunday, May 22 | 3:00 PM–5:00 PM | Hilton City Center
Registration: $15

Join us for this special pre-conference training for new Main Street Directors led by National Main Street Center staff and seasoned Main Streeters! As a leader of a Main Street program, you are now a member of a powerful network helping build strong communities across the country. During this interactive workshop, we will take a closer look at the value of the Main Street Approach, provide practical tips on being an effective and impactful leader, and discuss some of the common challenges new Directors face. This session is also a great opportunity to learn about the National Main Street Center and the support and resources available through our network. We especially encourage Directors with less than 2 years in Main Street to participate, but welcome all Main Street Directors.

Leadership Development Workshop 2016 (Main Street America Institute)
Friday, May 22 |8:00 AM-3:00 PM | Hilton City Center
Saturday, May 23 |8:00 AM-3:00 PM | Hilton City Center
Registration: $450 Member | $600 Non-Member (counts towards Leadership Development Certificate)

The Main Street America Institute's Leadership Development Workshop is an intensive two-day onsite experience aimed at empowering revitalization professionals with advanced tools and strategies to connect, motivate, and lead people effectively. Interactive leadership coaching and educational sessions will enrich participants' knowledge base, strengthen their personal and interpersonal skills, and elevate their position as successful revitalization leaders. Additional networking activities will provide leaders active opportunities throughout this two-day schedule to build a strong and supporting network with other revitalization professionals from across the country. *Register here>*

<Back to Schedule

The National Trust for Historic Preservation, a privately funded nonprofit organization, works to save America's historic places.

2600 Virginia Avenue NW, Suite 1100, Washington, DC 20037
P 202.588.6000 T 800.944.6847 F 202.588.6038

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17-35

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve or deny the acquisition of 1,400 sf of property containing the Ezell Ditch improvements, a portion of the Village Motel property located at 1383 Highway 395 North (APN 1320-33-402-057) in the amount of $20,000; with public comment prior to Board action.**

2. **Recommended Motion: to approve $20,000 for the acquisition of 1,400 sf of property containing the Ezell Ditch improvements, a portion of the Village Motel property located at 1383 Highway 395 North (APN 1320-33-402-057).**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 Time Requested: 10 minutes**

6. **Agenda: ☐ Consent ☑ Administrative**

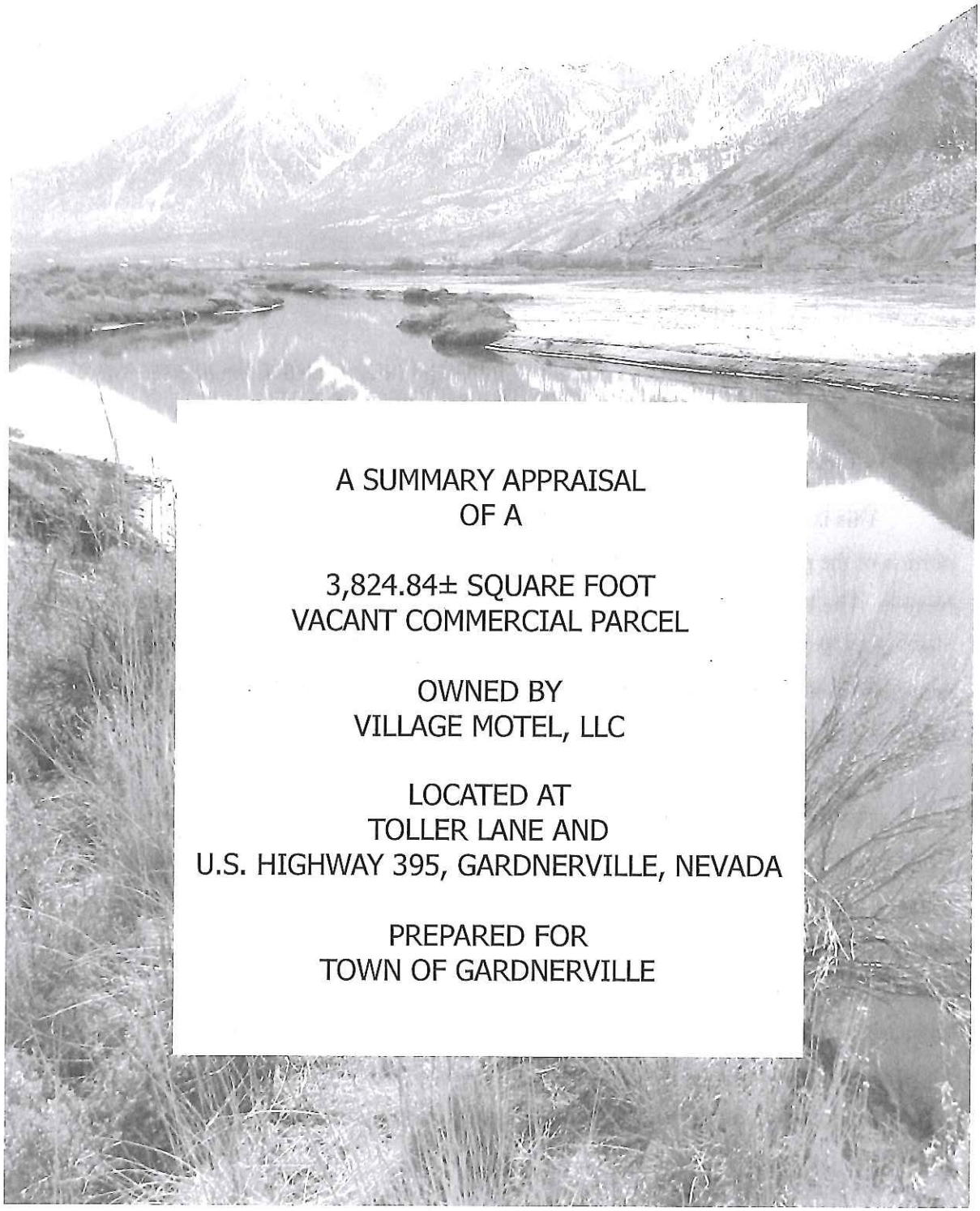
Background Information: I brought this up at February's meeting to discuss the board's interest acquiring the ditch property for a future extension of the Hellwinkel Channel once the culvert is enlarged under Highway 395. This will allow for the completion of the channel and increase the flow capacity of the ditch to allow for flood event mitigation.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Johnson Valuation Group, Ltd.



A SUMMARY APPRAISAL
OF A

3,824.84± SQUARE FOOT
VACANT COMMERCIAL PARCEL

OWNED BY
VILLAGE MOTEL, LLC

LOCATED AT
TOLLER LANE AND
U.S. HIGHWAY 395, GARDNERVILLE, NEVADA

PREPARED FOR
TOWN OF GARDNERVILLE

18-2

Johnson Valuation Group, Ltd.

124 McFaul Way, Suite 201, P.O. Box 11430
Zephyr Cove, NV 89448
(775) 588-4787

295 Holcomb Avenue, Suite 3, Reno, NV 89502
(775) 580-7164
(775) 588-8295 (fax)

March 30, 2016

Via Electronic Mail: CLouthan@douglasnv.us

Ms. Carol Louthan
Office Manager Sr.
Town of Gardnerville
1407 Highway 395 N
Gardnerville, NV 89410

Re: A Narrative Appraisal of a Vacant Commercial Site, located at the intersection of Toller Lane and U.S. Highway 395, Douglas County, Nevada

Dear Ms. Louthan:

This is in response to your request for a Narrative Appraisal of a 3,824.84± square foot portion of the property located at 1383 Highway 395 North, Gardnerville, Douglas County, Nevada. The larger subject property may be identified as Douglas County Assessor's Parcel Number 1320-33-402-057. The larger subject property is improved with an older motel property and associated site improvements. The larger property is currently under the ownership of Village Motel, LLC.

The subject property is a 3,824.84± square foot (0.0878± acre) portion of a parcel located at the intersection of Toller Lane and U.S. Highway 395, in Gardnerville. I have been asked to appraise a hypothetical parcel that is a portion of a larger parcel that is improved with the Village Motel. In this analysis, I have relied upon mapping provided by the client. This appraisal as been prepared based on the hypothetical condition that the 3,824.84± square foot subject is a separate, legally existing parcel as of the relevant date of valuation. The 3,824.84± square foot land area is bisected by the Ezell McFanning Ditch and located along the eastern boundary of the Village Motel property. The only site improvements located

within the hypothetical parcel to be appraised is fencing and a rock retaining wall that forms a portion of a bank of the Ezell McFanning Ditch.

The intended use of this appraisal is for use in decision making relative to a potential acquisition of the subject property. The intended user of this appraisal report is Town of Gardnerville. The purpose of this appraisal is to estimate the unencumbered fee simple Market Value of the subject property. The subject property is a hypothetical 3,824.84± square foot parcel that is assumed to be legally existing as a separate, individual parcel as of the relevant date of valuation.

This report sets forth pertinent data, statistics, and other information considered necessary to establish the unencumbered fee simple Market Value of the subject property as of March 1, 2016, the date of my inspection of the subject property.

The Market Value estimate was derived through an analysis and correlation of the data set forth in the following report. The subject property and the comparable properties analyzed were personally inspected by this appraiser.

This appraisal report has been prepared in conformance with and subject to the requirements of the *Code of Ethics and Standards of Professional Practice* of the Appraisal Institute, and the Guidelines and Recommendations set forth in the *Uniform Standards of Professional Appraisal Practice (USPAP)* of the Appraisal Foundation.

After careful consideration of all data available, and upon thorough personal inspection of the subject property and comparable properties analyzed, I have estimated the Market Value of the subject property, as of March 1, 2016, to be:

TWENTY THOUSAND DOLLARS
($20,000)

Respectfully Submitted,

Benjamin Q. Johnson, MAI
Nevada Certified General Appraiser
License Number A.0205542-CG

SUMMARY OF SALIENT FACTS AND IMPORTANT CONCLUSIONS

Assessor's Parcel Number	3,824.84± Square Foot Portion of 1320-33-402-057
Location	Toller Lane and U.S. Highway 395, Gardnerville, Douglas County, Nevada
Owner of Record	Village Motel, LLC
Zoning	NC (Neighborhood Commercial)
Land Area	3,824.84± square feet (0.0878± acres)
Improvements	Rock Retaining Wall and Fencing
Highest and Best Use	Assemblage with the adjacent parcel
Property Rights Appraised	Fee Simple
Type of Report	Narrative
Effective Date of Valuation	March 1, 2016
Completion Date of Report	March 30, 2016

FINAL MARKET VALUE CONCLUSION **$20,000**

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve, approve with modifications, or deny; the following updated town policies;**
   a. **Organizational Responsibilities Policy 1.2**
   b. **Public Records Request Policy 7.2 (new policy)**
   c. **Compost Collection Policy 22.12**
   with public comment prior to Board action.

2. **Recommended Motion: Motion to approve updated town policies;**
   a. **Organizational Responsibilities Policy 1.2**
   b. **Public Records Request Policy 7.2 (new policy)**
   c. **Compost Collection Policy 22.12**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 Time Requested: 20 minutes**

6. **Agenda: ☐ Consent ☑ Administrative**

Background Information: Three more policies that will be updated within the Town Policies manual.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

	TOWN OF GARDNERVILLE **TOWN OPERATIONS MANUAL** **DIRECTIVES AND PROCEDURES**	**Number 1.2**
	SUBJECT: ORGANIZATIONAL RESPONSIBILITIES	**Issue Date 9/7/04** **Updated 10/09, 4/16**

Directive: Organization provides the framework for assigning responsibilities and authority so that the mission and goals of the Town can be met.

Procedure:

- **Town Board:** The Town Board provides the direction and policy for the Town on behalf of its residents. The Town Board has the responsibility and authority for all aspects of Town operations. The Town Board acts as an Advisory Board to the Douglas County Board of Commissioners. Services the Town Board may provide as authorized by ordinance include drainage; solid waste disposal; parks; recreation; streets; alleys; sidewalks, street lights, water distribution, and acquisition, disposal, annexation or de-annexation, and the maintenance and improvement of town property provided the town advisory board presents any proposed acquisition, disposal, annexation or de-annexation, maintenance, or improvement of town property to the Board of County Commissioners for review and approval.
    - **Elections:** Board members are elected "at large" for a four-year term. Board offices are non-partisan. The election process is staggered so that either two or three offices are up for election on a rotating election schedule.
    - **Requirements for being a Town Board member:** Board members must reside within the Town boundaries, be a minimum of 18 years of age, and be elected to office (occasionally a Board member may be appointed to serve out the remainder of a term of office).
- **Town Manager:** The Town Manager is appointed by and serves at the will of the Town Board. The manager is directly responsible for administering all operations of the Town and for implementing the policy and direction of the Town Board.
- **Town Attorney:** The Town Attorney provides legal counsel and advice to the Board and staff in all matters. The Town Attorney serves the Town under a professional services agreement. The Town Manager is responsible for administering the legal services professional services agreement. The Town Attorney is available for all Town staff inquiries and assistance.
- **Town Engineer:** The Town Engineer provides engineering and design review services for both Town initiated projects and projects brought by others within the Town or that will be annexed. The Town Engineer is available for all Town staff inquiries and assistance. The Town Engineer reports to the Town Manager.
- **Town Maintenance Superintendent:** The Town Maintenance Superintendent reports to the Town Manager, and is responsible for planning, organizing and managing the functions, activities and staff of the Town's Public Works functions including: utilities, facilities maintenance, refuse collection, grounds and street maintenance. The Town Maintenance Superintendent is responsible for training field staff, reviews and evaluates plans, provides engineering design and code information, conducts engineering analysis, design services and assists on construction/maintenance projects. (See job description for more details) The Town Maintenance Superintendent is subject to working holidays and remaining on-call 24 hours per day, seven days per week in an emergency.
- **Main Street Program Manager:** The Main Street Program Manager reports to the Town Manager and works with the non-profit Main Street Gardnerville Program Corporation Board of Directors (appointed by the Gardnerville Town Board) using the "4-Point Approach" for downtown revitalization. This position may be under-filled as a trainee to provide time to fully develop the needed skills set.
- **Town Maintenance Specialist Sr.:** This position reports to the Town Maintenance Superintendent and is a working lead supervising work crews within a broad assigned work area.
- **Town Maintenance Specialist:** The Town Maintenance Specialist position reports to the Town Maintenance Specialist Sr. position and performs a broad range of maintenance and repair services which includes supervision of work crews. Job duties may include groundskeeping, vehicle repair, snow

plowing and sanding, street and sidewalk maintenance and repairs, concrete work, picking up trash using an automated or semi-automated collection vehicle, and minor carpentry, plumbing, and painting. This position must maintain a current Class "A" or "B" commercial driver's license, and is subject to working holidays and remaining on-call 24 hours per day, seven days per week in an emergency.

- **Maintenance Aide I/II:** This is a seasonal position that provides additional support to field crews maintaining parks and streets during the summer months.
- **Town Sanitation Specialist Sr.:** This position reports to the Town Maintenance Superintendent and is a working lead supervising the refuse collection crew.
- **Town Sanitation Specialist:** The Town Sanitation Specialist position reports to the Town Sanitation Specialist Sr. position. This position performs a broad range of maintenance and repair services to refuse vehicles. Job duties include picking up trash (both commercial and residential) using an automated or semi-automated collection vehicle. This position must maintain a current Class "A" or "B" commercial driver's license, and is subject to working holidays and remaining on-call 24 hours per day, seven days per week in an emergency.
- **Administrative Services Manager:** The Administrative Services Manager is responsible for planning, organizing and supervising a variety of administrative, business, analytical and liaison functions for the designated town department; analytical and interdepartmental coordination activities and oversees specified operational functions directly or through subordinate supervisors.
- **Office Specialist:** The Office Specialist is responsible for performing a wide variety of difficult, technical, complex or specialized office support to the town and other local government offices. This position reports to the Administrative Services Manager.
- **Office Assistant:** The Office Assistant position performs a wide variety of general clerical and routine administrative duties in support of operations, including, answering phones, assisting customers, operating photocopy machine, filing, sorting and distributing mail and correspondence, typing and computer entry. This position reports to the Administrative Services Manager.

Town of Gardnerville Est. 1879 Nevada	**TOWN OF GARDNERVILLE** **TOWN OPERATIONS MANUAL** **DIRECTIVES AND PROCEDURES**	**Number 7.2**
	SUBJECT: Public Records Request Policy	**Issue Date 4/5/2016**

Directive: To establish a policy for persons requesting information. Most records, with the exception of audit and personnel records, are public information. Therefore, upon written request public information will be released. Information about vendor bank accounts, addresses, phone numbers, tax identification numbers, personal identifying information, and information that could compromise the security of this office, clients, contractors, etc., is considered sensitive and therefore not subject to Nevada Revised Statute (NRS) 239.

When the Town of Gardnerville receives a request for a public record document(s), it shall be the policy to comply with all such requests for copies of information by members of the public, media, and local, state and federal government officials. Per NRS 293, all such requests will be handled as expeditiously as possible

Procedure:

Per NRS 239, upon receipt of a written request to inspect or copy a public book or record, the Town of Gardnerville will comply with any such request within five business days. (Please note: the five day time frame applies only to the personal inspection of a public book or record by the requester. It does not apply to information that must be gathered and compiled. Persons making such requests will be notified when such public records materials will be available for pickup or delivery.

In accordance with NRS 239.052, a fee of 50 cents per page will be assessed by the Town of Gardnerville for all requests of more than 20 pages of documents. All documents are reproduced in single-sided, black and white format.

In accordance with NRS 239.055, if a request for copies of public books or records will require extraordinary use of personnel or technological resources, including the redaction of personal or other protected information, a government entity may charge a reasonable fee to comply with such an extraordinary request. The standard fee charged by the Town of Gardnerville is $20 per hour, or 50 cents per page, whichever is less.

If a fee is to be assessed, the requestor will be notified immediately. Once the fee has been determined, the requester must remit a credit card payment, money order or check for the entire amount, payable to "Town of Gardnerville" prior to the request being processed. If the actual fee is less than anticipated, as quickly as possible, the requester will be mailed a check for the balance.

Town of Gardnerville Est. 1879 Nevada	**TOWN OF GARDNERVILLE** **TOWN OPERATIONS MANUAL** **DIRECTIVES AND PROCEDURES**	**Number 22.12**
	SUBJECT: COMPOST COLLECTION	**Issue Date 10/04/01**

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 one additional 90-gallon waste tote 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 clearly identified by the orange reflector on 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. Greenwaste is discontinued for the winter after Christmas trees are picked up from January through the end of March. If greenwaste pickup is needed, 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.

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion to approve, approve with modifications or deny changing the type of credit card service currently being offered for a service which will reduce costs and provide the ability for automatic payments by Health and Sanitation customers and start charging a convenience fee equal to the bank charged fee for debit/credit card payments to the town's account (611-000) recouping the fees charged by the operator of the system that provides for the electronic transfer of money for the debit/credit card service; with public comment prior to Board action.**

2. **Recommended Motion: Motion to approve changing the type of credit card service and charging a convenience fee equal to the fees charged by the bank.**

Funds Available: ☑ Yes ☐ N/A

WAM charges are $960 a year for the ability to run the automatic payments through the current software we use. The credit card charges would be just the amount the credit card provider charges.

3. **Department: Administration**

4. **Prepared by: Carol Louthan**

5. **Meeting Date: April 5, 2016 Time Requested:**

6. **Agenda: ☐ Consent ☑ Administrative**

Background Information: Attached is the information we have gathered on different credit card processors. After talking with Brian Fitzgerald in the Parks Department, we decided our best option would be to go with the credit card provider the billing software (WAM) company is currently recommending. They have been using this company for quite a while and as you can see from the information provided, they also provide services for other refuse companies. This way the customers will not only have the option of automatic payments, but customers will have the ability to see their accounts online. We also have the ability in the future to send our trash bills by email for those who prefer that option.

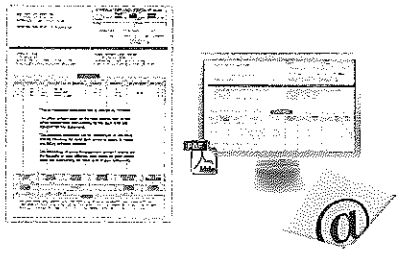
7. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

WAM SOFTWARE, INC.

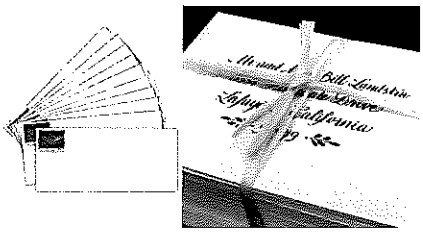
Web Services



Email Center

Call Center

Credit Card Center



Mail Center

Address Correction

Route Optimization

WAM Web Services

Simple and Cost-Effective Solutions for your Company

WAM WEB SERVER

2015 Services and Pricing

The WAM Web Server is an internet server set up exclusively for WAM clients. A subscription to this server allows you to access all of its free services and the option to access its fee-based services. You must be on continuous support in order to obtain a subscription to the WAM Web Server; the reason being is that we will be constantly enhancing the services provided on it for at least the next few years and we must be able to update you to the latest version so that you can keep up with all of the interface capabilities we will be adding.

It is important to note that the WAM Web Server has a number of security features built in to prevent unauthorized access to your information. While we do not publish what these security measures are (for obvious reasons), one of them is that the connection is an SSL secure connection similar to the security that banks and online payment companies use.

ONLINE ACCOUNT LOOKUP (FREE WITH SUBSCRIPTION)

This allows your customers to look up their balances on the internet. To see an example of what this looks like, go to www.wamsoftware.com and click the "Sample Web Payment" under the "Payments..." dropdown link. (Use Acct# 100010 and Password 1001).

Cost: Free with WAM Web Server subscription.

Other possible costs:

1) *If you already have a web site, you will need your web designer to add a link so that you customers can click a "Make Payments: button to have access to their balance information. There may be a charge from your web designer for this.*
2) *If you do not have a web site or you are unhappy with it, we have a company that will set one up for you at a very reasonable cost, including the link to the Online Account Lookup. Go to www.happystrash.com for more information on the services that they offer.*

ONLINE BILL PAY (FREE WITH SUBSCRIPTION)

This allows your customers to pay their bills online. This is an option that is allowed within the Online Account Lookup. To see an example of what this looks like, go to www.wamsoftware.com and click the "Sample Web Payment" under the "Payments..." dropdown link. (Use Acct# 100010 and Password 1001). When the customer information comes up, notice the buttons on the bottom that allow them to pay by credit card or check.

Cost: Free with WAM Web Server subscription.

Other possible costs:

1) *Optional – If you want the credit cards to be processed online (instead of the credit card information just sent back to you), you will need an online credit card company to process them. We currently use Authorize.Net, which can be set up to just be a "gateway" to your credit card processor or, upon their acceptance of your application; they will act as both the "gateway" and the credit card processor.*

WEB BILLING

A subscription to WAM Web Services allows for the optional Web Billing feature. Web Billing allows your customers to view and print their bills online. It also allows for sending an email to your customer with a link that connects them to view their bill online. Web Billing is fully described in the Web Billing signup forms. Contact Tech Support if you need these forms.

Cost: Described in the Web Billing documentation and signup forms.

DATA TRANSFER FOR WAM HANDHELD

This allows for the transfer of information from your office to WAM Handheld units and from WAM Handheld units back to your office.

Cost: Free with WAM Web Server subscription.

Other possible costs:

1) *There are a number of other costs associated with equipping your fleet with in-truck WAM Handheld units other than the transferring of data. Call Tech Support for more detailed information.*

OFF-SITE QUICK BACKUP

This is an off-site backup of your customer data. It is suggested that you keep an off-site backup of your customer data at least once per month. Even if you are not doing this on a consistent basis in some other manner, you should still use this service as this service is meant as a fail-safe in case something goes wrong with your normal backup procedures.

Cost: One backup per calendar month free with WAM Web Server subscription; $20 per additional backup within any calendar month.

Note: While this off-site backup service is still available, the newer "Cloud Backup" service is now suggested. "Cloud Backup" is separate from Web Services (i.e. a Web Service subscription is not required) and it allows you to backup all of your data, not just your main WAM data.

CALL CENTER

This service makes automated telephone calls to your customers. It can be used to make collection calls, promote seasonal services, inform of route-day changes, etc. You may record the exact audio for the call or use one of our generic pre-recorded messages. Also, for an additional charge, we will record a custom message for you based upon text that you provide.

*Cost: $25 per submission plus 7 cents per call per minute. For example, a job of 500 one-minute calls would be $60, calculated as $25 + $35 (.07 * 500 = 35).*

EMAIL CENTER

This service sends emails via the secure WAM Web Server. If you have WAM-Hauler Version 4.57 or above and you have a Mail Server set up on your network, you do not need to use the WAM Web Server to send emails; you can send them directly from your network at no cost. Reasons to use the WAM Web Server to send your emails might include not wanting to set up and maintain the Mail Server on your network, your Mail Server not working properly, your internet provider charging extra for significant email use, or the fact that you want the emails to go out on a secure web server. Note: Mail Servers are part of your network (not WAM-Hauler) and are set up and maintained by qualified network technicians.

Cost: $25 per submission plus $10 per 1,000 emails sent.

CREDIT CARD CENTER (FREE WITH SUBSCRIPTION)

This allows you to automatically process your recurring credit card payments.

Cost: Free with WAM Web Server subscription.

Other costs: Your gateway and merchant account processor normally charge a small per transaction and/or percentage fee to process the credit cards. Contact Tech Support for the name and number of the low-cost merchant processor we are currently working with.

ADDRESS CORRECTION

This is correction of your address data so that it adheres to the Post Office standard format and has the current Post Office Zip+4 information. While you can do this for different reasons, it is normally done once every two or three months to all active Billing Addresses so that you can print out a Post Office certified CASS Report (Coding Accuracy Support System). A valid CASS report along with printing postal barcodes on your bills allows you to get a cheaper rate for permitted post office mailings.

Cost: $150 per submission

Other costs: The Post Office charges a yearly permit fee to do the types of mailings that receive discounts.

ROUTE OPTIMIZATION

This is an optimization of one Route-Day combination. It compares the current routing for that Route-Day combination to the suggested routing, showing distance and time differences.

Cost: $50 per Route/Day combination

Other possible costs:

1) *Optional – The online optimization only optimizes addresses for one Route/Day combination at a time, where the Route# and Day are already established. If you are looking to reorganize your entire routing structure, we offer that service at an additional cost.*
2) *Optional – If you want to purchase route optimization software to run locally on your system (without any WAM costs or WAM support), we will guide you on how and where to purchase this software. The cost for route optimization software is normally in the $15,000 to $80,000 range, with yearly update fees in the $5,000 to $16,000 range.*

MAILING CENTER

This service will be available in the future. It will be similar to mailing house services where we print and mail out your bills and letters. As these types of communications go more and more toward lower-cost email, it will become increasingly expensive to maintain adequate printing/mailing machinery. The Mailing Center provides a quick and easy way to get this done.

Cost: To be determined.

WAM SOFTWARE, INC.

The Premier Billing & Operations Software for Waste Haulers
775-322-7331

CREDIT CARD PROCESSING

Important information on credit card processing (from Card Payment Systems)

20-6

MERCHANT ACCOUNT CHECKLIST

Your Sales Guide for Credit Card Processing

Understanding the Credit Card Processing business can at times be complex and confusing. Learn about the items below to truly know how to compare service companies and make the right decision. Following this simple merchant account checklist will help you avoid falling for deceptive advertising practices that are commonly used in the industry.

This merchant account checklist will help to prevent you from being victimized from some of the more common unethical sales practices. The first one is super-low advertised rates that only apply to a very small portion of your processing volume. The second is really a multitude of fees, most of which are "hidden" or "junk" fees. All fees should be disclosed in your contract before you sign but be sure to always ask for a full schedule of all fees that you may be charged before signing. And the third is a growing deceptive practice centered on PCI Compliance (Protection of Cardholder Data). These days you should only work with credit card processing companies that stress the need for PCI Compliance and guide you honestly toward that end.

Super Low "Introductory" Rates

Most merchant service providers only advertise and tell you their "introductory" rate. This is typically your Swiped Debit Card Rate, which is the lowest rate Visa and MC charge. Make sure to ask and find out every possible processing rate; there will be more than one.

Hidden Fees

Some Credit Card Processing Companies hide many additional fees in their "Downgrades." Downgrades refer to your additional cost when you accept a card that doesn't qualify for their Introductory Rate. These are typically Rewards Cards and Business Cards. The downgrade for these services can be as much as five times more than the quoted rate!

Make sure you know ALL the prices and not just the introductory rate. When rates appear too good to be true they normally are. While the initial rate may be a great deal, the downgrade fees quickly make it very expensive. We have found that those companies who advertise rock bottom introductory rates (0%-1%) often have the highest downgrades and tend to be the most expensive overall.

PCI Compliance

Data security should be a concern for every business that accepts credit cards for the payment of goods and services. To promote the security of the payment systems, the major card brands established the Payment Card Industry (PCI) to oversee its Data Security Standards (DSS). Merchants of all sizes must work to try and protect cardholder data from a security breach by complying with rules and regulations set forth by the PCI Council. Be aware of Credit Card Processing Companies telling you that you don't need to worry about PCI Compliance or that "they" take care of that for you. Being PCI Compliant is not only important for understanding the ever-changing rules and regulations on handling credit cards but can save you hundreds of thousands of dollars in case of a data breach. PCI Compliance is a coordinated effort between your company policies, your software, and your Credit Card Processor. Find out more about PCI Compliance at the following link: https://www.pcisecuritystandards.org/merchants/index.php

Save Money and Time by Being Informed

So what is the bottom line? Well first, if it sounds too good to be true, it most likely is. Understand ALL of your costs ahead of time; honest companies will have nothing to hide and will offer to share all pricing ahead of time. Ask lots of questions and don't be afraid to ask for something in writing that describes any costs or fees you don't feel comfortable with. Merchant Processing does not have to be complicated. Find a company you trust, ask the right questions and empower yourself to save your business money. A great way to weed out companies using deceptive business practices is to ask them about their cancellation fees. Contracts, especially ones with cancellation fees, are a likely indication that a company cannot hold up to the level of service that their competitors can provide. Find a company that is recommended by your peers and one that does not need a contract to keep your Business.

If you have any questions please contact me at any time,

Andrew Caine
Card Payment Services
972-774-5125
andrew@cpspayments.com

Note from WAM Software, Inc.

Andrew has been serving the Waste Industry for over ten years and is endorsed by the National Waste & Recycling Association. Over the last six years, he has helped many of our clients significantly lower their credit card processing rates. We have only heard good feedback regarding the excellent level of customer service that he provides.

Louthan, Carol

From: Andrew Caine <andrew@cpspayments.com>
Sent: Thursday, March 17, 2016 5:37 PM
To: Louthan, Carol
Subject: RE: credit card charges for six months

Based on just your total effective rate you are paying 3.42%, this is high with us you can expect to pay 1% lower so you would have saved almost $500 in processing fees.

Let me know if you have any questions.

Regards,

Andrew Caine, Certified Payment Professional
CPS
(Office) 888-408-2919 ext 206
(Direct) 972-774-5125
(Cell) 214-277-2778
(Fax) 888-292-8846
www.cpspayments.com

My goal is to constantly exceed customer expectations through unmatched service!

The CPP program sets the standard for professional performance in the payments industry and is a symbol of excellence. It signifies that an individual has demonstrated the knowledge and skills required to perform competently in today's complex electronic payments environment. Click here to see if your payment professional is certified www.castleworldwide.com/ETA/registry/RegistrySearch.aspx

View your merchant statements online by cutting and pasting the link below into your web browser. www.merchantconnect.com/CWRWeb/displayMemberLogin.do

CPS is a Division on NXGEN Payment Services' a leading global Merchant Service Provider (MSP) for Elavon Payment Solutions

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From: Louthan, Carol [mailto:CLouthan@douglasnv.us]
Sent: Thursday, March 17, 2016 6:46 PM
To: andrew@cpspayments.com
Subject: RE: credit card charges for six months

It is volume processed. The fees were $1,627.40.

From: Andrew Caine [mailto:andrew@cpspayments.com]
Sent: Thursday, March 17, 2016 3:43 PM
To: Louthan, Carol
Subject: RE: credit card charges for six months

This is all I received, is what you sent me fees paid or volume processed?

Regards,

Louthan, Carol

From: Alexander Savioli <asavioli@cayan.com>
Sent: Thursday, October 22, 2015 12:42 PM
To: Louthan, Carol
Subject: Cayan "The payment possibilities company"

Hi Carol,

Ecommerce:
Qualified Debit Rate: 0.28%/$0.25
Qualified Credit Rate: 1.99%/$0.19
Mid Qualified Rewards Rate: 2.19%/$0.19 (This is where all rewards cards would be charged)
Non-Qualified Rate: 3.34%/$0.19 (This is where a Corporate Card or International Card)
Monthly Service Fee: $7.95
Monthly Minimum: $0.00
Cancellation Fee: $0.00
Gateway Fee: $20.00/month (Also includes Reoccurring Billing)
PCI Compliance: $99.00 (Taken out with your November processing fees) This is an Industry standard

- We won the Electronic Sales Association "Independent Sale Organization" of the year Award for 2009. Out of over 500 companies in our industry, we were voted the best in regards to competiveness off our rates, in-house customer support, in-house technical support, new technologies, corporate philanthropy, and our company as a whole.
http://merchantwarehouse.com/2009_iso_of_the_year

- We have a 4.5 out of 5 star rating on thebestmerchantaccounts.com. This website also explains, in detail, why Cayan is one of, if not the top company in the industry:
http://thebestmerchantaccounts.com/

- Cayan is #1 on "100 Best Merchant Accounts."
http://www.100best-merchant-accounts.com/

- Cayan was named "Provider of the Year" for 2012 by BestInternetMerchantAccount.com
http://www.prweb.com/releases/internet/merchant-account/prweb9123354.htm

-You can see our outstanding rating with the Better Business Bureau
www.BBB.org

Alexander Savioli
Sales Account Executive
CAYAN
d. (877) 362-8717
f. (617) 217-0732
One Federal Street, 2nd Floor
Boston, MA 02110

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1638 Esmeralda Avenue
Minden, NV 89423

Telephone (775) 782-8141
Facsimile (775) 782-3685

Michael Smiley Rowe
James R. Hales
Jennifer A. Yturbide

MEMORANDUM

To: Gardnerville Town Board
From: Michael Smiley Rowe, Esq. mr
Subject: Credit/Debit Card "convenience fee"
Date: March 23, 2016

At the last meeting, under the Attorney's monthly report of activities, a report was provided to the Board relating to the Town's ability to adopt a "convenience fee" for the use of a debit or credit card by a customer of the Town to pay for the costs of the Town's services. The Board indicated a willingness to consider the subject, and directed that an agenda item for the 5 April 2016 General Business Meeting be placed on the agenda for a possible action by the Board.

Prior to a review of the statute authorizing the Town to charge a convenience fee, it may be helpful to consider the definition of "local government" found in NRS 354.470 *et. seq.* "Local Government Budget and Finance Act" ("Act"). For the purpose of the Act, the Legislature has defined "local government":

> "Local government" means every political subdivision or other entity which has the right to levy or receive money from ad valorem or other taxes or any mandatory assessments, includes without limitation, counties, cities, towns, boards, school districts and other districts organized pursuant to [list of statutory chapters; omitted], and any agency or department of a county or city which prepares a budget separate that of the parent political subdivision." NRS 354.474(a).

The term "local government" is further defined by NRS 354.655(4) to mean: "any local government subject to the provisions of the Local Government Budget and Finance Act."

The Legislature, in what may be a bit of overkill, also defined local government in NRS 354.760(3) to mean:

> "[E]very political subdivision or other entity which has the right to levy or receive money from ad valorem or other taxes or other taxes from any mandatory

> assessments, including, without limitation, counties, cities, towns, boards, authorities, school districts and other districts organized pursuant to chapters [citations omitted]."

Pursuant to NRS 354.770 "Acceptance of payments by credit card, debit card or electronic transfers of money":

> "1. A local government may enter into contracts with issuers of credit cards or debit cards, or operators of systems that provide for the electronic transfer of money to provide for the acceptance of credit cards, debit cards or electronic transfers of money by the local government:
>
> (a) For the payment of money owed to the local government for taxes, interest, penalties or other obligation; or
>
> (b) In payment for goods or services.
>
> 2. If the issuer or operator charges the local government a fee for each use of a credit card or debit card or for each electronic transfer of money, the local government may require the cardholder or the person requesting the electronic transfer of money to pay a convenience fee when appropriate and authorized. The total convenience fees charged by the local government in a fiscal year must not exceed the total amount of fees charged to the local government by the issuer or operator in that fiscal year."

Thus, the Town, should it choose, may adopt a "convenience fee" for the use by a customer of a credit card or a debit card or such other electronic transfer of money which the customer wishes to utilize to pay for the services provided by the Town.

The "convenience fee" is defined to mean a fee paid by a cardholder or person requesting an electronic transfer of money to a local government for the convenience of using the credit card or debit card or the electronic transfer of money to make such payment. NRS 354.770(3)(b).

It bears repeating: "the *total convenience fees charged* by the local government *in a fiscal year* must not exceed *the total amount of fees* charged to the local government by the issuer or operator *in that fiscal year*."

Thus, the Board does not have to adopt a fee that attempts to charge to each customer the individual customer's cost to the Town to use a credit card or a debit card. The statute is a bit broader, and allows the Board to adopt a convenience fee based on the total amount of fees charged to the Town by the operator of the system that provides for the Town's use of credit/debit cards.

An analysis of the previous two fiscal years to determine the total amount of fees charged to the Town would be appropriate to determine an average "convenience fee" to be charged to each customer for the use of a credit/debit card. So long as the Town does not exceed the total amount of fees charged to it by the operator of the system that provides for the Town's acceptance of credit/debit cards, the convenience fee adopted would be appropriate.

By way of example, and after the issue was raised at the Topaz Ranch Estates General Improvement District, their analysis of the fees charged or to be charged yielded a $2.00 per transaction convenience fee.

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Public hearing to adopt the Tentative Budget for Fiscal Year 2016-2017, with public comment prior to Board action.**

2. **Recommended Motion: to adopt the Tentative Budget for Fiscal Year 2016-2017**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 Time Requested: 20 minutes**

6. **Agenda: ☐ Consent ☑ Administrative**

Background Information: The revisions to the budget from last month are highlighted in yellow. The state proforma was provided on March 25th. There was a decent decrease in Ad Valorem Property Tax revenue. I had an equation error on admin salaries & benefits on the last spreadsheet. There were some changes made throughout once a detailed budget was performed.

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

8. **Board Action:**
   - ☐ **Approved**
   - ☐ **Approved with Modifications**
   - ☐ **Denied**
   - ☐ **Continued**

Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Fund: 610 - Gardnerville Town

REVENUES

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
RE05 - Taxes								
311.100	Ad Valorem Current	-1.9%	$ 1,080,959.00	$ 1,102,393.00	$ 836,934.57	$ 963,939.10	$ 917,618.39	$ 925,421.81
311.120	Ad Valorem Delinquent		$ -	$ -	$ 15,187.03	$ 11,396.23	$ 2,582.30	$ 17,538.83
311.200	Centrally Assessed Property Taxes		$ -	$ -	$ 16,127.85	$ -	$ -	$ -
311.600	Ag Deferred Taxes		$ -	$ -	$ -	$ -	$ -	$ -
311.610	New Construction Current		$ -	$ -	$ -	$ -	$ -	$ -
311.700	Personal Property Current		$ -	$ -	$ 54,416.00	$ 58,344.48	$ 57,879.97	$ 46,210.99
311.800	Personal Property Delinq		$ -	$ -	$ 521.41	$ 2,262.52	$ 811.87	$ 1,997.09
	Account Classification Total: RE05 - Taxes	-1.9%	$ 1,080,959.00	$ 1,102,393.00	$ 923,186.86	$ 1,035,942.33	$ 978,892.53	$ 991,168.72
RE15 - Intergovernmental Revenue								
321.300	Gaming-NRS Co. Lic	44.4%	$ 26,000.00	$ 18,000.00	$ 20,939.16	$ 16,492.50	$ 22,185.00	$ 21,645.00
331.010	St-Consolid.Tax Dist.	4.1%	$ 276,717.00	$ 265,723.00	$ 136,879.28	$ 264,255.52	$ 254,577.76	$ 245,034.43
331.110	Grant-EDA		$ -	$ -	$ -	$ -	$ -	$ -
331.140	Grant In Aid Other	0.0%	$ -	$ 123,500.00	$ -	$ -	$ -	$ 3,500.00
331.185	Grant Match		$ -	$ -	$ -	$ -	$ -	$ -
331.280	Grant-FEMA		$ -	$ -	$ -	$ -	$ -	$ -
331.286	Grant-Nonpoint Source		$ -	$ -	$ -	$ -	$ -	$ -
332.510	Grant-CDBG		$ -	$ -	$ 88,700.00	$ -	$ -	$ -
332.805	Grant-USDOT		$ -	$ -	$ -	$ -	$ -	$ -
334.121	Grant In Aid-State(P)		$ -	$ -	$ -	$ -	$ -	$ -
334.123	Grant-State Q1	0.0%	$ -	$ 307,250.00	$ 307,250.00	$ -	$ -	$ -
334.230	Grant-Traffic Safety		$ -	$ -	$ -	$ -	$ -	$ -
334.801	Nv Div Of Forestry-State		$ -	$ -	$ -	$ -	$ -	$ -
335.402	Sccrt		$ -	$ -	$ -	$ -	$ -	$ -
337.100	State Reimbursement		$ -	$ -	$ 822.50	$ 37,705.61	$ 13,527.87	$ -
	Account Classification Total: RE15 - Intergovernmental Revenue	-57.6%	$ 302,717.00	$ 714,473.00	$ 554,590.94	$ 318,453.63	$ 290,290.63	$ 270,179.43
RE20 - Charges For Service								
335.600	DMV 5%		$ -	$ -	$ -	$ -	$ -	$ -
335.602	Mv Priv.-Special		$ -	$ -	$ -	$ -	$ -	$ -
341.620	Professional Fees		$ -	$ -	$ -	$ -	$ -	$ -
341.625	Prof. Fees/ App.Req.	0.0%	$ 5,000.00	$ 5,000.00	$ 3,811.00	$ 4,784.29	$ 6,247.50	$ 12,633.43
	Account Classification Total: RE20 - Charges For Service	0.0%	$ 5,000.00	$ 5,000.00	$ 3,811.00	$ 4,784.29	$ 6,247.50	$ 12,633.43
RE27 - Interest Revenue								
361.200	Interest On Investment		$ -	$ -	$ -	$ -	$ 2,757.49	$ 651.54
361.205	Investment-FMV Adjust		$ -	$ -	$ -	$ 701.09	$ (53.23)	$ (1,036.50)
361.211	Invest. Earnings-LGIP		$ -	$ -	$ 142.50	$ 366.92	$ -	$ -
361.212	Invest. Earnings-BNY Mellon		$ -	$ -	$ 1,110.40	$ 2,301.79	$ -	$ -
	Account Classification Total: RE27 - Interest Revenue		$ -	$ -	$ 1,252.90	$ 3,369.80	$ 2,704.26	$ (384.96)
RE30 - Miscellaneous Revenue								
360.100	Cash Overs/Shorts		$ -	$ -	$ -	$ -	$ -	$ -
360.205	Downtown Vision Committ.		$ -	$ -	$ -	$ -	$ -	$ -
360.210	Merchandise Sales		$ -	$ -	$ 161.00	$ 10.00	$ 260.00	$ 145.00
360.800	Miscellaneous		$ -	$ -	$ -	$ (99.00)	$ 561.68	$ 12,379.66
360.901	Reimbursements		$ 25,244.00	$ -	$ 861.61	$ 2,130.00	$ 8,325.61	$ 2,654.27
362.100	Rent/Lease Income		$ -	$ -	$ 1,250.00	$ 1,292.36	$ 3,651.25	$ 1,315.00
367.102	Donations		$ -	$ -	$ 1,499.00	$ 2,669.04	$ 2,100.00	$ -
	Account Classification Total: RE30 - Miscellaneous Revenue		$ 25,244.00	$ -	$ 3,771.61	$ 6,002.40	$ 14,898.54	$ 16,493.93

Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
RE35 - Other Financing Sources								
360.750	Loan Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
391.100	Sale Of Property		$ -	$ -	$ -	$ 2,500.00	$ -	$ -
392.000	Transfers In		$ -	$ -	$ -	$ -	$ -	$ -
393.100	Bond Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE35 - Other Financing Sources			$ -	$ -	$ -	$ 2,500.00	$ -	$ -
RE40 - Beg.Fund Bal./Reserves								
301.000	Opening Fund Balance	41.1%	$ 567,943.00	$ 402,480.00	$ -	$ -	$ -	$ -
301.100	Opening Fund Reserves		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE40 - Beg.Fund Bal./Reserves		41.1%	$ 567,943.00	$ 402,480.00	$ -	$ -	$ -	$ -
	REVENUES Total	**-10.9%**	**$ 1,981,863.00**	**$ 2,224,346.00**	**$ 1,486,613.31**	**$ 1,371,052.45**	**$ 1,293,033.46**	**$ 1,290,090.55**
EXPENSES								
Department:	**921 - Gardnerville Admin**							
EX10 - Salaries & Wages								
510.000	Salaries & Wages	19.2%	$ 187,697.00	$ 157,465.00	$ 94,423.57	$ 104,514.11	$ 93,357.54	$ 83,907.72
510.150	Board Compensation	0.0%	$ 15,300.00	$ 15,300.00	$ 11,025.00	$ 15,475.00	$ 15,300.00	$ 13,770.00
511.165	Holiday Overtime		$ -	$ -	$ 243.80	$ 914.44	$ 1,659.45	$ -
511.166	Sick Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ 813.98	$ 122.93
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.170	Overtime	0.0%	$ 616.00	$ 616.00	$ 352.06	$ 475.12	$ 745.11	$ 766.72
511.171	Holidays		$ -	$ -	$ 5,196.01	$ 4,991.15	$ 4,223.78	$ 6,253.32
511.172	Comp Paid		$ -	$ -	$ 1,165.57	$ 16.73	$ 296.56	$ 39.46
511.173	Vacation		$ -	$ -	$ 11,368.53	$ 7,465.11	$ 6,394.51	$ 10,775.35
511.174	Sick		$ -	$ -	$ 4,039.16	$ 3,818.13	$ 1,861.65	$ 8,583.34
516.120	Contract Salaries		$ -	$ -	$ -	$ 2,540.16	$ -	$ -
Account Classification Total: EX10 - Salaries & Wages		**17.4%**	$ 203,613.00	$ 173,381.00	$ 127,813.70	$ 140,209.95	$ 124,652.58	$ 124,218.84
EX15 - Employee Benefits								
511.180	Benefits		$ -	$ -	$ -	$ -	$ -	$ -
511.181	Retirement		$ 37,359.00	$ 29,933.00	$ 25,455.72	$ 30,904.88	$ 29,898.09	$ 30,695.28
511.182	Pact Workers Comp		$ 3,421.00	$ 2,345.00	$ 1,605.05	$ 3,064.40	$ 2,651.32	$ 2,901.97
511.183	Group Insurance		$ 14,504.00	$ -	$ 12,506.25	$ -	$ -	$ -
511.184	Unemployment		$ 684.00	$ 555.00	$ 488.08	$ 537.22	$ 575.88	$ 617.60
511.186	Medicare		$ 1,983.00	$ 1,585.00	$ 1,356.07	$ 1,682.09	$ 1,526.35	$ 1,709.14
511.187	Uniform Allowance		$ -	$ -	$ -	$ -	$ -	$ -
511.188	Co. Dependent Insurance		$ -	$ -	$ -	$ -	$ -	$ -
511.190	Pact Other		$ -	$ -	$ -	$ 80.04	$ 391.64	$ 417.74
511.195	Oasdi		$ 205.00	$ 146.00	$ 8.95	$ 1.66	$ 2.77	$ 95.72
511.201	PEBS-Ret.Medical		$ -	$ -	$ 79.92	$ -	$ -	$ -

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Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
	Account Classification Total: EX15 - Employee Benefits	**68.3%**	$ 58,156.00	$ 34,564.00	$ 41,500.04	$ 36,270.29	$ 35,046.05	$ 36,437.45
EX20 - Services & Supplies								
520.055	Telephone Expense	0.0%	$ 3,600.00	$ 3,600.00	$ 3,417.95	$ 3,436.02	$ 3,370.56	$ 3,383.59
520.060	Postage/Po Box Rent	-42.9%	$ 2,000.00	$ 3,500.00	$ 1,161.09	$ 1,064.45	$ 1,541.33	$ 1,766.91
520.064	Travel	0.0%	$ 7,500.00	$ 7,500.00	$ 2,159.86	$ 7,692.64	$ 2,524.58	$ 2,669.62
520.072	Advertising	-34.3%	$ 2,300.00	$ 3,500.00	$ 1,142.13	$ 1,100.70	$ 1,924.44	$ 2,243.62
520.080	Insur.-Liability	0.0%	$ 8,900.00	$ 8,900.00	$ 6,992.25	$ 7,818.82	$ 8,156.14	$ 8,859.79
520.084	Replacement & Repair	0.0%	$ 1,000.00	$ 1,000.00	$ 383.81	$ 955.97	$ 656.26	$ 618.26
520.089	Power	3.8%	$ 2,700.00	$ 2,600.00	$ 1,784.21	$ 2,642.13	$ 2,640.20	$ 2,146.31
520.090	Water	20.0%	$ 600.00	$ 500.00	$ 516.18	$ 459.48	$ 350.29	$ 424.49
520.092	Heating	0.0%	$ 1,850.00	$ 1,850.00	$ 1,605.13	$ 1,746.04	$ 1,828.15	$ 1,530.43
520.093	Utilities-Sewer	0.0%	$ 400.00	$ 400.00	$ 265.41	$ 352.58	$ 1,959.18	$ 352.58
520.097	Maint B&G	-28.6%	$ 2,500.00	$ 3,500.00	$ 1,062.64	$ 8,281.76	$ 10,062.30	$ 1,139.78
520.098	Janitorial Services	16.7%	$ 1,400.00	$ 1,200.00	$ 600.00	$ 1,344.53	$ 1,317.50	$ 924.97
520.107	Maint Equip	0.0%	$ 200.00	$ 200.00	$ -	$ 397.31	$ -	$ 112.50
520.108	Maint Office Equip		$ -	$ -	$ -	$ -	$ -	$ -
520.123	Deductable		$ -	$ -	$ -	$ -	$ -	$ -
520.130	Rents & Leases Bldgs		$ -	$ -	$ -	$ -	$ -	$ -
520.136	Rents & Leases Equipment	13.3%	$ 3,400.00	$ 3,000.00	$ 2,192.63	$ 2,956.01	$ 3,175.08	$ 2,475.17
520.169	EMRB Assessment		$ 85.00	$ -	$ 81.00	$ 67.50	$ 67.50	$ 62.50
520.170	Memberships	-6.7%	$ 4,900.00	$ 5,250.00	$ 4,395.05	$ 4,880.95	$ 3,182.64	$ 2,967.56
520.187	Internet Expense	0.0%	$ 810.00	$ 810.00	$ 709.99	$ 780.00	$ 595.11	$ 504.39
520.200	Training & Education	-30.0%	$ 3,500.00	$ 5,000.00	$ 2,949.00	$ 3,076.35	$ 3,001.90	$ 1,709.95
520.210	Election Expense		$ -	$ -	$ -	$ -	$ -	$ -
520.415	PACT Agent Compensation	17.6%	$ 1,000.00	$ 850.00	$ 259.75	$ 951.00	$ 919.00	$ 831.00
521.100	Professional Services		$ -	$ 2,000.00	$ 550.00	$ -	$ 64,000.00	$ 71,351.67
521.130	Legal Services	-55.0%	$ 18,000.00	$ 40,000.00	$ 11,802.00	$ 14,224.25	$ 14,350.50	$ 24,899.86
521.135	Legal-Collection Cost		$ -	$ -	$ -	$ -	$ -	$ -
521.160	Auditing		$ -	$ -	$ -	$ -	$ -	$ -
521.404	Moving Expenses		$ -	$ -	$ -	$ -	$ -	$ -

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Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
521.500	Admin & Overhead		$ -	$ -	$ -	$ -	$ -	$ -
532.001	Op.Supplies		$ -	$ -	$ -	$ -	$ -	$ -
532.055	Books & Periodicals	0.0%	$ 300.00	$ 300.00	$ -	$ -	$ -	$ -
532.056	Subscriptions	-72.6%	$ 3,115.00	$ 11,360.00	$ 9,459.97	$ 4,817.30	$ 3,783.84	$ 3,480.84
532.109	Bottled Water		$ -	$ -	$ -	$ -	$ -	$ -
532.118	Major Repair and Maintenance		$ -	$ -	$ -	$ -	$ -	$ -
533.800	Office Supplies	20.0%	$ 6,000.00	$ 5,000.00	$ 5,586.31	$ 6,561.35	$ 3,784.58	$ 4,695.09
533.802	Small Equipment	100.0%	$ 2,500.00	$ 1,250.00	$ -	$ 1,253.78	$ -	$ 1,651.66
533.806	Software	-23.5%	$ 1,300.00	$ 1,700.00	$ 675.00	$ 1,953.54	$ 1,157.50	$ 1,004.92
533.813	Office Products Program		$ -	$ -	$ -	$ -	$ -	$ -
533.817	Small Projects	650.0%	$ 22,500.00	$ 3,000.00	$ 1,500.00	$ -	$ -	$ -
540.000	Grants & Contributions		$ -	$ -	$ -	$ -	$ 25,000.00	$ -
550.001	Miscellaneous Expenses	100.0%	$ 1,000.00	$ 500.00	$ 991.33	$ 614.75	$ 8,682.31	$ 1,098.55
550.048	Downtown Vision		$ -	$ 21,783.00	$ 12,000.00	$ 69,000.00	$ 20,000.00	$ -
	Account Classification Total: EX20 - Services & Supplies	**-26.2%**	$ 103,360.00	$ 140,053.00	$ 74,242.69	$ 148,429.21	$ 188,030.89	$ 142,906.01
EX22 - Debt Service								
521.300	Debt Issuance Costs		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: EX22 - Debt Service		$ -	$ -	$ -	$ -	$ -	$ -
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		$ -	$ -	$ -	$ -	$ -	$ -
562.200	Buildings		$ -	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
564.500	Machinery & Equipment		$ -	$ -	$ -	$ 3,500.00	$ -	$ -
564.602	Office Equipment		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: EX25 - Capital Outlay/Projects		$ -	$ -	$ -	$ 3,500.00	$ -	$ -
	Department Total: 921 - Gardnerville Admin	4.9%	$ 365,129.00	$ 347,998.00	$ 243,556.43	$ 328,409.45	$ 347,729.52	$ 303,562.30

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Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Department:	**923 - Parks & Recreation**							
EX20 - Services & Supplies								
520.037	Weed Spraying	14.3%	$ 4,000.00	$ 3,500.00	$ 1,884.57	$ 3,930.98	$ 3,006.21	$ 2,188.58
520.084	Replacement & Repair	0.0%	$ 15,000.00	$ 15,000.00	$ 17,400.26	$ 26,732.12	$ 18,024.78	$ 10,583.21
520.089	Power	26.3%	$ 6,000.00	$ 4,750.00	$ 4,170.49	$ 5,822.87	$ 4,993.79	$ 4,909.03
520.090	Water	0.0%	$ 21,500.00	$ 21,500.00	$ 12,502.20	$ 22,745.22	$ 17,909.49	$ 20,758.73
520.093	Utilities-Sewer	-40.0%	$ 600.00	$ 1,000.00	$ 379.16	$ 503.70	$ 503.70	$ 341.70
520.097	Maint B&G	0.0%	$ 3,500.00	$ 3,500.00	$ 696.00	$ 5,606.74	$ 2,944.20	$ 825.00
520.107	Maint Equip		$ -	$ -	$ -	$ -	$ -	$ -
520.136	Rents & Leases Equipment		$ -	$ -	$ -	$ -	$ -	$ -
532.001	Op.Supplies	600.0%	$ 10,500.00	$ 1,500.00	$ 255.00	$ -	$ -	$ 74.96
532.003	Gas & Oil	-16.7%	$ 2,500.00	$ 3,000.00	$ 1,081.26	$ 2,488.54	$ 2,436.60	$ 2,190.67
532.118	Major Repair and Maintenance		$ 9,000.00	$ -	$ -	$ -	$ -	$ -
533.802	Small Equipment	0.0%	$ 2,500.00	$ 2,500.00	$ -	$ 1,253.16	$ 593.43	$ 1,583.57
533.817	Small Projects	30.0%	$ 37,700.00	$ 29,000.00	$ 14,384.56	$ 14,032.48	$ 23,329.15	$ 68,027.75
Account Classification Total: EX20 - Services & Supplies		**32.3%**	$ 112,800.00	$ 85,250.00	$ 52,753.50	$ 83,115.81	$ 73,741.35	$ 111,483.20
EX25 - Capital Outlay/Projects								
561.100	Land		$ -	$ -	$ -	$ -	$ -	$ -
562.000	Capital Projects - Toler to raleys sidewalk		$ 35,000.00	$ -	$ -	$ -	$ -	$ -
562.200	Buildings - Hellwinkel Barns		$ 60,000.00	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
563.300	Improvements		$ -	$ -	$ -	$ -	$ -	$ -
563.301	Park Improvements		$ -	$ -	$ -	$ -	$ -	$ -
564.500	Machinery & Equipment		$ -	$ -	$ -	$ -	$ 11,543.25	$ -
Account Classification Total: EX25 - Capital Outlay/Projects			$ 95,000.00	$ -	$ -	$ -	$ 11,543.25	$ -
Department Total: 923 - Parks & Recreation		**143.8%**	$ 207,800.00	$ 85,250.00	$ 52,753.50	$ 83,115.81	$ 85,284.60	$ 111,483.20

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Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Department:	**926 - Other Public Works**							
EX10 - Salaries & Wages								
510.000	Salaries & Wages	8.3%	$ 255,485.00	$ 235,943.00	$ 117,505.79	$ 178,303.25	$ 170,672.10	$ 154,223.46
510.125	Salaries-Other		$ -	$ -	$ -	$ -	$ -	$ -
511.165	Holiday Overtime		$ -	$ -	$ -	$ 305.43	$ 832.30	$ -
511.166	Sick Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.170	Overtime	0.0%	$ 2,000.00	$ 2,000.00	$ 243.85	$ 455.17	$ 969.49	$ 447.43
511.171	Holidays		$ -	$ -	$ 6,831.05	$ 8,707.56	$ 7,424.17	$ 6,922.90
511.172	Comp Paid		$ -	$ -	$ 1,091.88	$ 4,356.45	$ 1,339.52	$ 1,651.49
511.173	Vacation		$ -	$ -	$ 7,593.27	$ 9,507.52	$ 9,727.60	$ 7,683.99
511.174	Sick		$ -	$ -	$ 4,571.51	$ 5,441.85	$ 5,734.64	$ 6,913.73
Account Classification Total: EX10 - Salaries & Wages		**8.2%**	$ 257,485.00	$ 237,943.00	$ 137,837.35	$ 207,077.23	$ 196,699.82	$ 177,843.00
EX15 - Employee Benefits								
511.180	Benefits			$ -	$ -	$ -	$ -	$ -
511.181	Retirement		$ 69,518.00	$ 64,324.00	$ 35,515.30	$ 50,305.75	$ 44,733.29	$ 36,454.31
511.182	Pact Workers Comp		$ 9,402.00	$ 7,647.00	$ 3,374.71	$ 6,930.00	$ 6,689.50	$ 5,402.55
511.183	Group Insurance		$ 39,543.00	$ 42,273.00	$ 25,376.37	$ 34,981.89	$ 29,802.83	$ 26,997.48
511.184	Unemployment		$ 1,279.00	$ 1,181.00	$ 666.56	$ 889.82	$ 943.39	$ 833.48
511.186	Medicare		$ 3,691.00	$ 3,422.00	$ 1,867.47	$ 2,800.24	$ 2,690.47	$ 2,346.94
511.187	Uniform Allowance		$ -	$ -	$ -	$ -	$ -	$ -
511.188	Co. Dependent Insurance		$ -	$ -	$ -	$ -	$ -	$ -
511.195	Oasdi		$ 447.00	$ 386.00	$ -	$ 66.76	$ 265.11	$ 927.02
Account Classification Total: EX15 - Employee Benefits		**3.9%**	$ 123,880.00	$ 119,233.00	$ 66,800.41	$ 95,974.46	$ 85,124.59	$ 72,961.78
EX20 - Services & Supplies								
520.017	Snow Removal	0.0%	$ 1,500.00	$ 1,500.00	$ 383.65	$ 254.86	$ 133.74	$ -
520.037	Weed Spraying	130.8%	$ 6,000.00	$ 2,600.00	$ 4,223.06	$ 1,958.87	$ 2,016.07	$ 1,019.08
520.060	Postage/Po Box Rent		$ -	$ -	$ -	$ -	$ -	$ -
520.080	Insur.-Liability	0.0%	$ 8,900.00	$ 8,900.00	$ 6,992.25	$ 7,318.82	$ 8,156.13	$ 8,795.78
520.084	Replacement & Repair	0.0%	$ 10,000.00	$ 10,000.00	$ 8,681.09	$ 21,782.34	$ 14,209.99	$ 7,464.82
520.089	Power		$ -	$ -	$ -	$ -	$ -	$ -
520.092	Heating		$ -	$ -	$ -	$ -	$ -	$ -
520.093	Utilities-Sewer		$ -	$ -	$ -	$ -	$ -	$ -
520.095	Street Lights	12.7%	$ 80,000.00	$ 71,000.00	$ 52,035.63	$ 80,213.41	$ 74,645.78	$ 69,875.62
520.103	Maint Road	-83.6%	$ 50,000.00	$ 304,000.00	$ 44,200.09	$ 233,989.18	$ 112,733.07	$ 285,805.79
520.107	Maint Equip		$ -	$ 2,500.00	$ 94.88	$ 860.86	$ 189.75	$ 412.56
520.116	Veh. Maint-Co Shop	-20.0%	$ 8,000.00	$ 10,000.00	$ 1,244.28	$ 11,833.77	$ 6,981.31	$ 4,307.20
520.136	Rents & Leases Equipment		$ 200.00	$ -	$ -	$ -	$ -	$ -
520.141	Rents/Leases Other		$ -	$ -	$ -	$ -	$ -	$ -
520.155	Licensing	0.0%	$ 50.00	$ 50.00	$ 85.25	$ 34.25	$ 14.00	$ 28.50
520.169	EMRB Assessment		$ -	$ -	$ -	$ -	$ -	$ -
520.170	Memberships		$ 600.00	$ -	$ -	$ -	$ -	$ -

Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
520.200	Training & Education	0.0%	$ 1,000.00	$ 1,000.00	$ -	$ -	$ 652.12	$ -
521.100	Professional Services		$ -	$ -	$ 885.75	$ -	$ -	$ -
521.200	Engineering	0.0%	$ 25,000.00	$ 25,000.00	$ 5,625.00	$ 10,182.38	$ 5,578.75	$ 17,074.87
521.201	Engineering/Applicant Req		$ -	$ -	$ -	$ -	$ -	$ -
521.202	Engineering /Annex		$ -	$ -	$ -	$ -	$ -	$ -
521.500	Admin & Overhead		$ -	$ -	$ -	$ -	$ -	$ -
532.001	Op.Supplies		$ 1,500.00	$ -	$ 255.00	$ -	$ -	$ -
532.003	Gas & Oil	0.0%	$ 9,000.00	$ 9,000.00	$ 4,521.83	$ 6,845.58	$ 10,763.69	$ 8,303.68
532.019	Storm Drain Maintenance	223.3%	$ 48,500.00	$ 15,000.00	$ 5,665.57	$ 46,319.23	$ 11,150.46	$ 20,144.98
532.028	Uniforms	1.8%	$ 2,850.00	$ 2,800.00	$ 2,609.64	$ 3,153.68	$ 2,614.02	$ 2,256.27
532.055	Books & Periodicals		$ -	$ -	$ -	$ -	$ -	$ -
532.056	Subscriptions		$ 9,440.00	$ -	$ -	$ -	$ -	$ -
532.116	Crack Seal Maintenance	-25.0%	$ 15,000.00	$ 20,000.00	$ 2,041.42	$ 17,371.49	$ 22,789.97	$ 26,089.56
532.118	Major Repair and Maintenance		$ 231,000.00	$ -	$ -	$ -	$ -	$ -
533.802	Small Equipment	-60.9%	$ 5,000.00	$ 12,791.00	$ 13,193.44	$ 8,225.61	$ -	$ 1,163.63
533.806	Software		$ 650.00	$ -	$ -	$ -	$ -	$ -
533.817	Small Projects			$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX20 - Services & Supplies		**3.6%**	$ 514,190.00	$ 496,141.00	$ 152,737.83	$ 450,344.33	$ 272,628.85	$ 452,742.34
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		$ -	$ 357,250.00	$ 619,742.52	$ 169,359.13	$ 124,944.92	$ 113,570.78
562.200	Buildings		$ 80,000.00	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
563.300	Improvements		$ -	$ -	$ -	$ -	$ -	$ -
563.900	Board Designated	-32.7%	$ 284,085.00	$ 422,115.00	$ -	$ -	$ -	$ -
564.500	Machinery & Equipment		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX25 - Capital Outlay/Projects		**-53.3%**	$ 364,085.00	$ 779,365.00	$ 619,742.52	$ 169,359.13	$ 124,944.92	$ 113,570.78
EX30 - Other Financing Uses								
618.700	Transfers Out		$ -	$ -	$ -	$ 122,363.54	$ 123,469.00	$ 122,982.00
619.000	Contingency	2.4%	$ 39,636.00	$ 38,715.00	$ -	$ -	$ -	$ -
Account Classification Total: EX30 - Other Financing Uses		**2.4%**	$ 39,636.00	$ 38,715.00	$ -	$ 122,363.54	$ 123,469.00	$ 122,982.00
EX35 - Ending Fund Bal/Reserves								
625.107	Improvements Reserve		$ -	$ -	$ -	$ -	$ -	$ -
625.140	Road Reserve		$ -	$ -	$ -	$ -	$ -	$ -
625.500	Buildings Reserve		$ -	$ -	$ -	$ -	$ -	$ -
699.000	Ending Fund Balance	2.4%	$ 109,658.00	$ 107,113.00	$ -	$ -	$ -	$ -
Account Classification Total: EX35 - Ending Fund Bal/Reserves		**2.4%**	$ 109,658.00	$ 107,113.00	$ -	$ -	$ -	$ -
Department Total: 926 - Other Public Works		**-20.8%**	$ 1,408,934.00	$ 1,778,510.00	$ 977,118.11	$ 1,045,118.69	$ 802,867.18	$ 940,099.90
	EXPENSES Total		$ 1,981,863.00	$ 2,211,758.00	$ 1,273,428.04	$ 1,456,643.95	$ 1,235,881.30	$ 1,355,145.40
Fund REVENUE	Total: 610 - Gardnerville Town		$ 1,981,863.00	$ 2,224,346.00	$ 1,486,613.31	$ 1,371,052.45	$ 1,293,033.46	$ 1,290,090.55
Fund EXPENSE	Total: 610 - Gardnerville Town		$ 1,981,863.00	$ 2,211,758.00	$ 1,273,428.04	$ 1,456,643.95	$ 1,235,881.30	$ 1,355,145.40
	Fund Total: 610 - Gardnerville Town		$ -	$ 12,588.00	$ 213,185.27	$ (85,591.50)	$ 57,152.16	$ (65,054.85)

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Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Fund:	**611 - Gardnerville Health & San**							
REVENUES								
RE20 - Charges For Service								
344.300	Trash Collection	11.4%	$ 575,000.00	$ 516,000.00	$ 398,771.13	$ 564,532.21	$ 510,489.26	$ 503,494.25
344.301	Extra Pickup Surcharge		$ -	$ -	$ 350.00	$ 627.50	$ 681.50	$ 530.00
344.310	Landfill Fees	-0.7%	$ 400,000.00	$ 403,000.00	$ 294,093.25	$ 404,386.47	$ 352,557.44	$ 347,636.20
344.315	Dumpster Rental		$ -	$ -	$ 490.79	$ 19,386.00	$ 37,184.38	$ 35,773.17
344.316	Lock & Key Sales		$ -	$ -	$ 41.00	$ 97.00	$ 103.00	$ 78.00
344.317	Dumpster Replace Fee		$ -	$ -	$ 70.00	$ 380.00	$ 348.00	$ 505.00
360.810	Late Charges	0.0%	$ 5,000.00	$ 5,000.00	$ 4,144.29	$ 8,644.14	$ 7,779.36	$ 7,724.71
Account Classification Total: RE20 - Charges For Service		6.1%	$ 980,000.00	$ 924,000.00	$ 697,960.46	$ 998,053.32	$ 909,142.94	$ 895,741.33
RE27 - Interest Revenue								
361.200	Interest On Investment		$ -	$ -	$ -	$ -	$ 3,113.70	$ 255.15
361.205	Investment-FMV Adjust		$ -	$ -	$ -	$ 406.01	$ 177.18	$ (1,147.63)
361.211	Invest. Earnings-LGIP		$ -	$ -	$ 213.92	$ 352.39	$ -	$ -
361.212	Invest. Earnings-BNY Mellon		$ -	$ -	$ 1,650.10	$ 2,561.49	$ -	$ -
Account Classification Total: RE27 - Interest Revenue			$ -	$ -	$ 1,864.02	$ 3,319.89	$ 3,290.88	$ (892.48)
RE30 - Miscellaneous Revenue								
360.800	Miscellaneous - <add Credit Card Processing>		$ -	$ -	$ -	$ 2,199.92	$ 2,275.00	$ 615.06
360.820	Returned Check Fees		$ -	$ -	$ -	$ 25.00	$ 75.00	$ 100.00
360.901	Reimbursements		$ -	$ -	$ -	$ 3,773.04	$ -	$ -
Account Classification Total: RE30 - Miscellaneous Revenue			$ -	$ -	$ -	$ 5,997.96	$ 2,350.00	$ 715.06
RE33 - Contributed Capital								
344.750	Assets Dedicated/Donated		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE33 - Contributed Capital			$ -	$ -	$ -	$ -	$ -	$ -
RE35 - Other Financing Sources								
391.100	Sale Of Property		$ -	$ -	$ -	$ -	$ -	$ -
392.000	Transfers In		$ -	$ -	$ -	$ -	$ -	$ -
393.100	Bond Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
393.101	Bond Proceeds Offset		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE35 - Other Financing Sources			$ -	$ -	$ -	$ -	$ -	$ -
RE37 - Depreciation/Amortizaion								
360.849	Amortization- Add Back		$ -	$ -	$ -	$ -	$ -	$ -
360.850	Depreciation Add-Back		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE37 - Depreciation/Amortizaion			$ -	$ -	$ -	$ -	$ -	$ -
RE40 - Beg.Fund Bal./Reserves								
301.200	Operating Res-Beg.	0.0%	$ 50,000.00	$ 50,000.00	$ -	$ -	$ -	$ -
301.250	Capital Res.-Beg.	-21.9%	$ 311,085.00	$ 398,398.00	$ -	$ -	$ -	$ -
Account Classification Total: RE40 - Beg.Fund Bal./Reserves		-19.5%	$ 361,085.00	$ 448,398.00	$ -	$ -	$ -	$ -
	REVENUES Total	-2.3%	$ 1,341,085.00	$ 1,372,398.00	$ 699,824.48	$ 1,007,371.17	$ 914,783.82	$ 895,563.91

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Town of Gardnerville 2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
EXPENSES								
EX10 - Salaries & Wages								
510.000	Salaries & Wages	9.0%	$ 301,690.00	$ 276,705.00	$ 137,053.93	$ 218,931.56	$ 208,878.17	$ 209,186.64
510.125	Salaries-Other		$ -	$ -	$ 1,480.00	$ (5,335.29)	$ 622.58	$ 1,990.09
510.150	Board Compensation	0.0%	$ 15,300.00	$ 15,300.00	$ 11,025.00	$ 15,225.00	$ 15,300.00	$ 13,770.00
511.165	Holiday Overtime		$ 1,500.00	$ -	$ 1,136.68	$ 1,704.18	$ 2,321.88	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.170	Overtime	28.6%	$ 4,500.00	$ 3,500.00	$ 3,852.82	$ 3,982.40	$ 2,994.36	$ 6,506.29
511.171	Holidays		$ -	$ -	$ 8,541.23	$ 11,678.76	$ 9,758.04	$ 11,163.59
511.172	Comp Paid		$ -	$ -	$ 1,147.89	$ 3,201.65	$ 1,046.52	$ 547.47
511.173	Vacation		$ -	$ -	$ 11,599.38	$ 15,521.36	$ 12,634.63	$ 17,425.29
511.174	Sick		$ -	$ -	$ 3,751.39	$ 12,362.63	$ 7,994.46	$ 9,462.12
511.176	Call Back		$ -	$ -	$ -	$ -	$ 112.35	$ -
516.120	Contract Salaries		$ -	$ -	$ 21,240.33	$ 5,204.16	$ -	$ 11,849.67
Account Classification Total: EX10 - Salaries & Wages		9.3%	$ 322,990.00	$ 295,505.00	$ 200,828.65	$ 282,476.41	$ 261,662.99	$ 281,901.16
EX15 - Employee Benefits								
511.180	Benefits			$ -	$ -	$ -	$ -	$ -
511.181	Retirement		$ 83,245.00	$ 77,046.00	$ 44,885.01	$ 66,748.57	$ 61,410.97	$ 54,991.01
511.182	Pact Workers Comp		$ 11,376.00	$ 8,580.00	$ 3,769.17	$ 8,295.76	$ 7,324.52	$ 7,080.91
511.183	Group Insurance		$ 44,099.00	$ 42,921.00	$ 25,704.08	$ 41,210.20	$ 43,144.67	$ 40,791.02
511.184	Unemployment		$ 1,701.00	$ 1,385.00	$ 808.37	$ 1,081.88	$ 1,170.63	$ 1,145.69
511.186	Medicare		$ 4,358.00	$ 4,012.00	$ 2,313.23	$ 3,627.69	$ 3,324.59	$ 3,284.88
511.187	Uniform Allowance		$ -	$ -	$ -	$ -	$ -	$ -
511.188	Co. Dependent Insurance		$ -	$ -	$ -	$ -	$ -	$ -
511.190	Pact Other		$ -	$ -	$ -	$ 80.04	$ 391.64	$ 401.47
511.195	Oasdi		$ 205.00	$ 96.00	$ -	$ -	$ -	$ -
511.202	OPEB Expense		$ -	$ -	$ -	$ 13,373.00	$ 2,017.00	$ 6,208.00
511.203	Pension Expense		$ -	$ -	$ -	$ (6,857.00)	$ -	$ -
Account Classification Total: EX15 - Employee Benefits		8.2%	$ 144,984.00	$ 134,040.00	$ 77,479.86	$ 127,560.14	$ 118,784.02	$ 113,902.98
EX20 - Services & Supplies								
520.055	Telephone Expense	0.0%	$ 3,500.00	$ 3,500.00	$ 3,414.21	$ 3,436.04	$ 3,370.53	$ 3,061.80
520.060	Postage/Po Box Rent	0.0%	$ 4,200.00	$ 4,200.00	$ 3,323.31	$ 3,203.09	$ 4,294.04	$ 3,756.77
520.064	Travel	0.0%	$ 1,000.00	$ 1,000.00	$ -	$ 1,077.74	$ 663.74	$ -
520.072	Advertising	0.0%	$ 1,500.00	$ 1,500.00	$ 355.38	$ 216.00	$ 807.02	$ 1,358.26
520.080	Insur.-Liability	0.0%	$ 8,900.00	$ 8,900.00	$ 6,992.24	$ 7,318.82	$ 8,656.14	$ 8,859.79
520.084	Replacement & Repair	8.3%	$ 65,000.00	$ 60,000.00	$ 50,388.67	$ 73,091.95	$ 38,281.49	$ 38,705.34
520.089	Power	0.0%	$ 2,800.00	$ 2,800.00	$ 1,950.00	$ 2,723.70	$ 2,673.19	$ 2,857.17
520.090	Water	7.7%	$ 700.00	$ 650.00	$ 468.66	$ 674.22	$ 617.56	$ 467.57
520.092	Heating	-14.3%	$ 3,000.00	$ 3,500.00	$ 2,568.63	$ 2,590.51	$ 2,766.42	$ 2,420.05
520.093	Utilities-Sewer	0.0%	$ 380.00	$ 380.00	$ 265.41	$ 352.59	$ 366.62	$ 352.59
520.097	Maint B&G	-60.0%	$ 1,000.00	$ 2,500.00	$ 1,322.77	$ 10,707.59	$ 18,424.90	$ 1,394.37
520.098	Janitorial Services	11.1%	$ 1,500.00	$ 1,350.00	$ 600.00	$ 1,344.51	$ 1,317.50	$ 924.98
520.107	Maint Equip	0.0%	$ 15,000.00	$ 15,000.00	$ 13,730.87	$ 37,752.79	$ 23,609.99	$ 25,235.47
520.108	Maint Office Equip		$ -	$ -	$ -	$ -	$ -	$ -
520.110	Veh. Maint-Shop Parts		$ -	$ -	$ -	$ -	$ -	$ -
520.116	Veh. Maint-Co Shop	150.0%	$ 5,000.00	$ 2,000.00	$ 2,920.39	$ 586.45	$ 5,864.92	$ 2,920.31
520.123	Deductable		$ -	$ -	$ -	$ -	$ -	$ -
520.130	Rents & Leases Bldgs		$ -	$ -	$ 420.00	$ -	$ -	$ -
520.136	Rents & Leases Equipment	19.0%	$ 2,500.00	$ 2,100.00	$ 1,833.28	$ 2,956.01	$ 3,175.06	$ 2,475.22
520.155	Licensing	0.0%	$ 250.00	$ 250.00	$ 444.25	$ 63.25	$ 147.75	$ 41.00
520.169	EMRB Assessment		$ -	$ -	$ -	$ -	$ -	$ -
520.170	Memberships		$ -	$ -	$ -	$ -	$ -	$ -

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Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
520.187	Internet Expense	0.0%	$ 810.00	$ 810.00	$ 584.98	$ 780.00	$ 595.10	$ 504.39
520.195	Street Sweeping		$ -	$ -	$ -	$ -	$ -	$ -
520.197	Landfill Expense	8.0%	$ 270,000.00	$ 250,000.00	$ 175,282.68	$ 255,572.09	$ 237,897.28	$ 226,590.99
520.198	Recycling Expense		$ 8,000.00	$ -	$ 137.20	$ -	$ -	$ -
520.200	Training & Education	0.0%	$ 2,000.00	$ 2,000.00	$ -	$ 575.00	$ 271.95	$ 97.50
521.100	Professional Services			$ 3,800.00	$ -	$ -	$ -	$ 3,351.67
521.130	Legal Services	-93.2%	$ 1,500.00	$ 22,000.00	$ 3,815.00	$ 953.25	$ 369.50	$ 697.50
521.135	Legal-Collection Cost	0.0%	$ 500.00	$ 500.00	$ (151.24)	$ (39.44)	$ (203.38)	$ (332.60)
521.140	Physicals	0.0%	$ 800.00	$ 800.00	$ 150.00	$ 75.00	$ 150.00	$ 150.00
521.151	Drug/Alcohol Testing		$ -	$ -	$ -	$ -	$ -	$ -
521.160	Auditing		$ -	$ -	$ -	$ -	$ -	$ -
521.404	Moving Expenses		$ -	$ -		$ -	$ -	$ -
521.500	Admin & Overhead	66.1%	$ 34,000.00	$ 20,464.00	$ 10,232.00	$ -	$ -	$ -
532.001	Op.Supplies		$ 2,500.00	$ -	$ -	$ -	$ -	$ -
532.003	Gas & Oil	0.0%	$ 45,000.00	$ 45,000.00	$ 15,723.13	$ 33,901.20	$ 40,204.68	$ 39,924.12
532.028	Uniforms	0.0%	$ 3,200.00	$ 3,200.00	$ 2,631.71	$ 2,898.77	$ 2,614.01	$ 2,104.85
532.055	Books & Periodicals		$ -	$ -	$ -	$ -	$ -	$ -
532.056	Subscriptions	5132%	$ 2,616.00	$ 50.00	$ 28.60	$ 67.30	$ 26.30	$ 325.55
532.109	Bottled Water		$ -	$ -	$ -	$ -	$ -	$ -
532.118	Major Repair and Maintenance			$ -	$ -	$ -	$ -	$ -
533.800	Office Supplies	12.5%	$ 4,500.00	$ 4,000.00	$ 5,202.89	$ 4,358.01	$ 3,752.22	$ 2,967.40
533.802	Small Equipment	-79.4%	$ 3,000.00	$ 14,598.00	$ 5,035.50	$ 1,253.78	$ -	$ 1,651.67
533.806	Software	0.0%	$ 3,000.00	$ 3,000.00	$ 2,406.00	$ 2,687.00	$ 2,993.50	$ 3,470.80
533.813	Office Products Program		$ -	$ -	$ -	$ -	$ -	$ -
533.817	Small Projects	-27.3%	$ 8,000.00	$ 11,000.00	$ 8,000.00	$ 8,000.00	$ 8,000.00	$ -
550.001	Miscellaneous Expenses		$ -	$ -	$ -	$ -	$ -	$ -
550.006	Fiscal Agent Charges		$ -	$ -	$ -	$ -	$ -	$ 200.00
550.1	Bank Fees-Credit Card Processing	16.7%	$ 3,500.00	$ 3,000.00	$ 2,481.01	$ 3,006.68	$ 2,899.52	$ -
550.203	Collection Loss		$ -	$ -	$ 4,992.07	$ (141.34)	$ (159.08)	$ 1,315.64
Account Classification Total: EX20 - Services & Supplies		3.1%	$ 509,156.00	$ 493,852.00	$ 327,549.60	$ 462,042.56	$ 414,448.47	$ 377,850.17
EX22 - Debt Service								
521.300	Debt Issuance Costs		$ -	$ -	$ -	$ -	$ -	$ -
521.301	Debt Issue Cost Offset		$ -	$ -	$ -	$ -	$ -	$ -
550.003	Bond Principal		$ -	$ -	$ -	$ -	$ -	$ -
550.004	Bond Interest		$ -	$ -	$ -	$ -	$ -	$ -
550.021	Loan Principal		$ -	$ -	$ -	$ -	$ -	$ -
550.022	Loan Interest		$ -	$ -	$ -	$ -	$ -	$ -
550.990	Debt-Principal Offset		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX22 - Debt Service			$ -	$ -	$ -	$ -	$ -	$ -

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Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		$ -	$ 87,916.00	$ -	$ -	$ 11,235.00	$ -
562.200	Buildings		$ -	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
563.990	Capital Project Offset		$ -	$ -	$ -	$ -	$ (11,235.00)	$ -
564.500	Machinery & Equipment		$ -	$ -	$ -	$ -	$ 242,237.42	$ -
564.602	Office Equipment		$ -	$ -	$ -	$ -	$ -	$ -
564.609	Data Processing Equipment		$ -	$ -	$ -	$ -	$ -	$ -
564.700	Motor Vehicles		$ -	$ -	$ -	$ 2,612.31	$ 7,028.27	$ -
564.990	Capital Outlay Offset		$ -	$ -	$ -	$ (6,112.31)	$ (249,265.69)	$ -
Account Classification Total: EX25 - Capital Outlay/Projects			$ -	$ 87,916.00	$ -	$ (3,500.00)	$ -	$ -
EX28 - Miscellaneous								
550.060	Loss On Asset Disposition		$ -	$ -	$ -	$ 3,500.00	$ -	$ -
Account Classification Total: EX28 - Miscellaneous			$ -	$ -	$ -	$ 3,500.00	$ -	$ -
EX30 - Other Financing Uses								
618.700	Transfers Out		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX30 - Other Financing Uses			$ -	$ -	$ -	$ -	$ -	$ -
EX33 - Depreciation								
550.027	Depreciation		$ 50,000.00	$ 50,000.00	$ -	$ 52,270.86	$ 50,613.28	$ 69,267.10
Account Classification Total: EX33 - Depreciation			$ 50,000.00	$ 50,000.00	$ -	$ 52,270.86	$ 50,613.28	$ 69,267.10
EX34 - Amortization								
550.026	Amort.-Bond Issue Costs		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX34 - Amortization			$ -	$ -	$ -	$ -	$ -	$ -
EX35 - Ending Fund Bal/Reserves								
625.200	Operating Reserves	0.0%	$ 50,000.00	$ 50,000.00	$ -	$ -	$ -	$ -
625.250	Capital Impr. Reserves	1.1%	$ 263,955.00	$ 261,085.00	$ -	$ -	$ -	$ -
625.500	Buildings Reserve		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX35 - Ending Fund Bal/Reserves		0.9%	$ 313,955.00	$ 311,085.00	$ -	$ -	$ -	$ -
	EXPENSES Total	-2.3%	$ 1,341,085.00	$ 1,372,398.00	$ 605,858.11	$ 924,349.97	$ 845,508.76	$ 842,921.41
Fund REVENUE	Total: 611 - Gardnerville Health & San		$ 1,341,085.00	$ 1,372,398.00	$ 699,824.48	$ 1,007,371.17	$ 914,783.82	$ 895,563.91
Fund EXPENSE	Total: 611 - Gardnerville Health & San		$ 1,341,085.00	$ 1,372,398.00	$ 605,858.11	$ 924,349.97	$ 845,508.76	$ 842,921.41
Fund Total: 611 - Gardnerville Health & San			$ -	$ -	$ 93,966.37	$ 83,021.20	$ 69,275.06	$ 52,642.50

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Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
Fund:	**613 - Gardnerville Debt**							
REVENUES								
RE27 - Interest Revenue								
361.200	Interest On Investment		$ -	$ -	$ -	$ -	$ 10.94	$ 0.24
361.205	Investment-FMV Adjust		$ -	$ -	$ -	$ -	$ 0.19	$ (0.19)
361.211	Invest. Earnings-LGIP		$ -	$ -	$ -	$ 0.25	$ -	$ -
361.212	Invest. Earnings-BNY Mellon		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: RE27 - Interest Revenue		$ -	$ -	$ -	$ 0.25	$ 11.13	$ 0.05
RE35 - Other Financing Sources								
392.000	Transfers In		$ -	$ -	$ -	$ 122,363.54	$ 123,469.00	$ 122,982.00
	Account Classification Total: RE35 - Other Financing Sources		$ -	$ -	$ -	$ 122,363.54	$ 123,469.00	$ 122,982.00
RE40 - Beg.Fund Bal./Reserves								
301.000	Opening Fund Balance		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: RE40 - Beg.Fund Bal./Reserves		$ -	$ -	$ -	$ -	$ -	$ -
	REVENUES Total		$ -	$ -	$ -	$ 122,363.79	$ 123,480.13	$ 122,982.05
EXPENSES								
EX10 - Salaries & Wages								
511.165	Holiday Overtime		$ -	$ -	$ -	$ -	$ -	$ -
511.166	Sick Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: EX10 - Salaries & Wages		$ -	$ -	$ -	$ -	$ -	$ -
EX20 - Services & Supplies								
521.500	Admin & Overhead		$ -	$ -	$ -	$ -	$ -	$ -
550.006	Fiscal Agent Charges		$ -	$ -	$ -	$ -	$ -	$ 200.00
	Account Classification Total: EX20 - Services & Supplies		$ -	$ -	$ -	$ -	$ -	$ 200.00
EX22 - Debt Service								
550.003	Bond Principal		$ -	$ -	$ -	$ -	$ -	$ -
550.004	Bond Interest		$ -	$ -	$ -	$ -	$ -	$ -
550.021	Loan Principal		$ -	$ -	$ -	$ 117,855.00	$ 112,942.00	$ 108,234.00
550.022	Loan Interest		$ -	$ -	$ -	$ 5,126.70	$ 10,039.66	$ 14,735.31
550.025	Loan Fees		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: EX22 - Debt Service		$ -	$ -	$ -	$ 122,981.70	$ 122,981.66	$ 122,969.31
EX35 - Ending Fund Bal/Reserves								
625.103	Appropriated Reserve		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: EX35 - Ending Fund Bal/Reserves		$ -	$ -	$ -	$ -	$ -	$ -
	EXPENSES Total		$ -	$ -	$ -	$ 122,981.70	$ 122,981.66	$ 123,169.31
	Fund REVENUE Total: 613 - Gardnerville Debt		$ -	$ -	$ -	$ 122,363.79	$ 123,480.13	$ 122,982.05
	Fund EXPENSE Total: 613 - Gardnerville Debt		$ -	$ -	$ -	$ 122,981.70	$ 122,981.66	$ 123,169.31
	Fund Total: 613 - Gardnerville Debt		$ -	$ -	$ -	$ (617.91)	$ 498.47	$ (187.26)
Fund:	**614 - G'ville Ad Val Cap Proj**							
REVENUES								
RE15 - Intergovernmental Revenue								
331.135	Distr. from County	0.3%	$ 46,000.00	$ 45,883.00	$ 28,782.45	$ 44,841.59	$ 42,513.33	$ 44,951.91
334.121	Grant In Aid-State(P)		$ -	$ -	$ -	$ -	$ -	$ -
337.100	State Reimbursement		$ -	$ -	$ -	$ -	$ -	$ -
	Account Classification Total: RE15 - Intergovernmental Revenue		$ 46,000.00	$ 45,883.00	$ 28,782.45	$ 44,841.59	$ 42,513.33	$ 44,951.91

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Town of Gardnerville

2013- 2016/2017 Tentative Budget (March 2016)

Account Number	Account Description	% change	2017 Department Head	2016 Amended Budget	2016 Actual Amount	2015 Actual Amount	2014 Actual Amount	2013 Actual Amount
RE27 - Interest Revenue								
361.200	Interest On Investment		$ -	$ -	$ -	$ -	$ 496.41	$ 50.52
361.205	Investment-FMV Adjust		$ -	$ -	$ -	$ 85.07	$ (13.42)	$ (180.38)
361.211	Invest. Earnings-LGIP		$ -	$ -	$ 41.61	$ 66.06	$ -	$ -
361.212	Invest. Earnings-BNY Mellon		$ -	$ -	$ 322.15	$ 470.12	$ -	$ -
Account Classification Total: RE27 - Interest Revenue			$ -	$ -	$ 363.76	$ 621.25	$ 482.99	$ (129.86)
RE30 - Miscellaneous Revenue								
360.800	Miscellaneous		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE30 - Miscellaneous Revenue			$ -	$ -	$ -	$ -	$ -	$ -
RE35 - Other Financing Sources								
360.750	Loan Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
392.000	Transfers In		$ -	$ -	$ -	$ -	$ -	$ -
393.100	Bond Proceeds		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: RE35 - Other Financing Sources			$ -	$ -	$ -	$ -	$ -	$ -
RE40 - Beg.Fund Bal./Reserves								
301.100	Opening Fund Reserves	3.4%	$ 115,000.00	$ 111,261.00	$ -	$ -	$ -	$ -
Account Classification Total: RE40 - Beg.Fund Bal./Reserves			$ 115,000.00	$ 111,261.00	$ -	$ -	$ -	$ -
	REVENUES Total		$ 161,000.00	$ 157,144.00	$ 29,146.21	$ 45,462.84	$ 42,996.32	$ 44,822.05
EXPENSES								
EX10 - Salaries & Wages								
511.165	Holiday Overtime		$ -	$ -	$ -	$ -	$ -	$ -
511.166	Sick Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.167	Vacation Payout		$ -	$ -	$ -	$ -	$ -	$ -
511.168	Vacation Buyback		$ -	$ -	$ -	$ -	$ -	$ -
511.169	Comp Payout		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX10 - Salaries & Wages			$ -	$ -	$ -	$ -	$ -	$ -
EX20 - Services & Supplies								
550.006	Fiscal Agent Charges		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX20 - Services & Supplies			$ -	$ -	$ -	$ -	$ -	$ -
EX22 - Debt Service								
521.300	Debt Issuance Costs		$ -	$ -	$ -	$ -	$ -	$ -
550.021	Loan Principal		$ -	$ -	$ -	$ -	$ -	$ -
550.022	Loan Interest		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX22 - Debt Service			$ -	$ -	$ -	$ -	$ -	$ -
EX25 - Capital Outlay/Projects								
562.000	Capital Projects		$ -	$ -	$ -	$ -	$ -	$ -
562.200	Buildings		$ -	$ -	$ -	$ -	$ -	$ -
562.500	Infrastructure		$ -	$ -	$ -	$ -	$ -	$ -
564.500	Machinery & Equipment		$ -	$ -	$ 17,555.00	$ -	$ 10,026.71	$ 40,049.90
564.700	Motor Vehicles	-20.0%	$ 68,000.00	$ 85,000.00	$ 62,877.00	$ 2,612.31	$ 39,616.48	$ -
Account Classification Total: EX25 - Capital Outlay/Projects			$ 68,000.00	$ 85,000.00	$ 80,432.00	$ 2,612.31	$ 49,643.19	$ 40,049.90
EX30 - Other Financing Uses								
618.700	Transfers Out		$ -	$ -	$ -	$ -	$ -	$ -
Account Classification Total: EX30 - Other Financing Uses			$ -	$ -	$ -	$ -	$ -	$ -
EX35 - Ending Fund Bal/Reserves								
625.103	Appropriated Reserve	28.9%	$ 93,000.00	$ 72,144.00	$ -	$ -	$ -	$ -
Account Classification Total: EX35 - Ending Fund Bal/Reserves			$ 93,000.00	$ 72,144.00	$ -	$ -	$ -	$ -
	EXPENSES Total		$ 161,000.00	$ 157,144.00	$ 80,432.00	$ 2,612.31	$ 49,643.19	$ 40,049.90
Fund REVENUE	Total: 614 - G'ville Ad Val Cap Proj		$ 161,000.00	$ 157,144.00	$ 29,146.21	$ 45,462.84	$ 42,996.32	$ 44,822.05
Fund EXPENSE	Total: 614 - G'ville Ad Val Cap Proj		$ 161,000.00	$ 157,144.00	$ 80,432.00	$ 2,612.31	$ 49,643.19	$ 40,049.90
	Fund Total: 614 - G'ville Ad Val Cap Proj		$ -	$ -	$ (51,285.79)	$ 42,850.53	$ (6,646.87)	$ 4,772.15

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Water and sewer and trash collection services(2)	1.160	3.6	0.3	0.3	0.2	0.1
Water and sewerage maintenance(8)	0.873	4.1	0.3	0.3	0.3	0.1
Garbage and trash collection(1)(11)	0.287	2.1	0.2	0.1	0.0	0.2
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Town of Gardnerville
Health and Sanitation

Projected Summary

	2016			2017			2018			2019			2020		
Customer Type	*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*
CPI		*0.083*			*1.0%*			*1.0%*			*1.0%*			*1.0%*	
Customers:															
Single Family (qtr)	$ 58.00	1685	$ 97,730	$ 58.58	1685	$ 98,707	$ 59.17	1720	$ 101,765	$ 59.76	1785	$ 106,667	$ 60.36	1820	$ 109,846
Duplex (qtr)	$ 116.00	18	$ 2,088	$ 117.16	18	$ 2,109	$ 117.16	18	$ 2,109	$ 118.33	18	$ 2,130	$ 119.51	18	$ 2,151
Triplex (qtr)	$ 174.00	3	$ 522	$ 175.74	3	$ 527	$ 175.74	3	$ 527	$ 177.50	3	$ 532	$ 179.27	3	$ 538
4 plex (qtr)	$ 232.00	8	$ 1,856	$ 234.32	8	$ 1,875	$ 234.32	8	$ 1,875	$ 236.66	8	$ 1,893	$ 239.03	8	$ 1,912
6 plex (qtr)	$ 348.00	1	$ 348	$ 351.48	1	$ 351	$ 351.48	1	$ 351	$ 354.99	1	$ 355	$ 358.54	1	$ 359
Office-Residential (qtr)	$ 58.59	35	$ 2,051	$ 59.18	35	$ 2,071	$ 59.18	35	$ 2,071	$ 59.77	35	$ 2,092	$ 60.37	35	$ 2,113
Minimum User (qtr)	$ 15.00	34	$ 510	$ 15.15	37	$ 561	$ 15.15	35	$ 530	$ 15.30	33	$ 505	$ 15.45	31	$ 479
Extra Can (qtr)	$ 15.00	410	$ 6,150	$ 15.15	425	$ 6,439	$ 20.00	435	$ 8,700	$ 20.20	440	$ 8,888	$ 20.40	445	$ 9,079
Green Waste	$ -	1309	$ -		1309	$ -		1350	$ -		1400	$ -		1450	$ -
2 YD on Call	$ 25.00	96	$ 2,400	$ 25.00	70	$ 1,750	$ 25.00	75	$ 1,875	$ 25.00	80	$ 2,000	$ 25.00	85	$ 2,125
Residential Revenue		**1837**	**$ 454,618.60**		**1840**	**$ 457,560**		**1873**	**$ 479,215**		**1936**	**$ 500,251**		**1969**	**$ 514,407**
				difference from last yr		**$ 2,941**									
Commercial Accounts		221			223		$ 23.00	225		$ 23.00	229		$ 23.00	235	
Commercial Dumpster Tips	23	22476	**$ 516,948**	$ 23.23	22500	**$ 522,675**		22524	**$ 518,052**		22572	**$ 519,156**		24000	**$ 552,000**
Commercial Revenue			**$ 516,948**			**$ 522,675**			**$ 518,052**			**$ 519,156**			**$ 552,000**
Total REVENUE			**$ 971,567**			**$ 980,235**			**$ 997,267**			**$ 1,019,407**			**$ 1,066,407**
Solid Waste (tons) Expense															
Bently	$ (15.00)	382	$ (5,730)	$ (15.00)	390	$ (5,850)	$ (16.00)	400	$ (6,400)	$ (16.00)	420	$ (6,720)	-16	440	$ (7,040)
Carson	$ (58.00)	3510	$ (203,580)	$ (58.00)	3530	$ (204,740)	$ (58.00)	3600	$ (208,800)	$ (58.00)	3713	$ (215,354)	$ (58.00)	3713	$ (215,354)
Douglas	$ (102.48)	505	$ (51,752)	$ (102.48)	515	$ (52,777)	$ (102.48)	525	$ (53,802)	$ (102.48)	452	$ (46,321)	$ (102.48)	452	$ (46,321)
Total Tonnage		**4397**	**$ (261,062)**		**4435**	**$ (263,367)**		**4525**	**$ (262,602)**		**4585**	**$ (261,675)**		**4165**	**$ (261,675)**
	ave cost per ton		**$ (59.37)**	ave cost per ton		**$ (59.38)**	ave cost per ton		**$ (58.03)**	ave cost per ton		**$ (57.07)**	ave cost per ton		**$ (62.83)**
Projected Income			**$ 971,567**			**$ 980,235**			**$ 997,267**			**$ 1,019,407**			**$ 1,066,407**
Projected Expenses		**Salaries**	**$ 345,416**			**$ 350,500**									
		Benefits	**$ 155,290**			**$ 160,000**									
		Services & Suppies	**$ 468,450**			**$ 470,000**									
		Capital projects	**$ -**			**$ -**									
		Transfer	**$ -**			**$ -**									
		Replacement/deprication	**$ 2,411**			**$ 25,337**									
			$ 971,567			$ 1,005,837			$ 1,041,041			$ 1,077,478			$ 1,115,189
Profit/Loss to Reserves			**$ (0)**			**$ (25,602)**			**$ (43,774)**			**$ (58,071)**			**$ (48,782)**

21-15

EBOOK

UNDERSTANDING AND MINIMIZING THE RISK FACTORS IMPEDING GOVERNMENT ADOPTION OF SOCIAL MEDIA

An exploration of the three primary risks encountered via social media, and actionable strategies for public entities to eliminate legal barriers and safely utilize social networking channels

ArchiveSocial

Social media archiving for government

ArchiveSocial © 2014

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Establish a practical yet enforceable employee use policy	9
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INTRODUCTION

There is no doubt that social media is revolutionizing the way governments interact with their constituents. Recent studies show that 90% of local governments are leveraging social media in a manner well beyond marketing and "one-way" broadcasts of information. Social media now provides a platform for government business ranging from policy discussion and economic development, to emergency management and response. For the first time in history, technology is enabling governments to maintain a direct, ongoing two-way dialogue with their constituents – in real time and regardless of physical proximity.

In addition to its many benefits, social media also introduces new challenges for public agencies. Many governments are concerned about potential liabilities resulting from third-party content, legal requirements, and the general inability to centralize control of the agency's message. An unfortunate consequence of these concerns is that some agencies are limiting their interactions on social media, or forfeiting usage of social media in its entirety.

In this eBook, we will:

- Examine the three most prominent risks facing governments in their use of social media.
- Evaluate actionable strategies for minimizing, and potentially eliminating, each of these risks.
- Explore how to implement risk mitigation strategies in a manner that is easy, affordable, and highly effective.

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THE EVOLUTION OF GOVERNMENT-CITIZEN INTERACTION

In 2009, the Human Capital Institute conducted a survey to gauge the importance of social media in government. Approximately 55% of respondents were uncertain about the effectiveness of social media and its relevance in the future. By 2013, this picture has radically changed:

Each US city, on average, has 8.8 Facebook pages. The average number of Twitter profiles per US city is 6.6.

53% of American citizens actively use Facebook.

100% of the US Senate, and 90% of the House of Representatives, have a profile on Twitter.

75% of the world heads of state have a profile on Twitter.

While impressive, statistics regarding the adoption of social media only tell part of the story. It is more important to understand the impact. In a recent study by the Fels Institute of Government, 94% of local governments reported a presence on Facebook or Twitter. Furthermore, 90% of them indicated that social media is playing an important role beyond their marketing and communications.

Local governments are now leveraging social media in all aspects of government business including policy discussions, economic development, and emergency response. In regards to emergency management, a case study compiled by the Queensland Police Service in Australia found that social media channels were "clearly the fastest and best way to distribute important public safety information."

Citizens are equally positive about the impact of social media. A 2012 study found that 51% of respondents were encouraged by social media channels to be more engaged with their government. The message is clear: Social media is here to stay as a proven, effective, and increasingly important tool for government.

SOCIAL MEDIA AND ITS POTENTIAL RISKS

Despite its many benefits, social media also introduces new challenges. Prominent among these challenges – and the focus of this eBook – is the issue of risk. Risk-oriented decisions are tricky; it may be tempting to forego pro-active measures to achieve initial cost savings, yet as several public entities have learned the hard way, investing in prevention might prove to be invaluable in the future.

Although case law regarding social media is still in its infancy, there are several significant legal precedents to consider involving an analogous form of electronic communication: email.

Spokane County settles public records dispute for $400,000

In May 2005, a public records request was filed in Spokane County, Washington, requesting documents and email records. What began as an inquiry into County hiring practices eventually spiraled into an extremely complex and unfortunate legal case focused on the handling of electronic records. Discrepancies in file metadata raised questions regarding documents that may have been lost when an employee upgraded to a new computer. As the case dragged on, the court would acknowledge that the County failed to "conduct a reasonably adequate search" for information that was ultimately discovered on old computer hard drives. Despite the fact that the courts continued to rule in the County's favor, Spokane County ultimately decided to settle the case in March 2012 with a payment of $400,000. It is the third largest public records settlement to date. The cost of this case – in settlement fees, human resource time, and beyond– is obviously a nightmare for any sized public entity. It highlights the importance of establishing clear and comprehensive practices regarding electronic data up-front. Learning from this unfortunate experience in the County's history, the current staff at Spokane County has taken a proactive approach towards social media. Spokane County is now employing automated technology to ensure management of social media records.

THE THREE MOST PROMINENT RISKS SOCIAL MEDIA PRESENTS

Given the potential costs, it is prudent for organizations to evaluate risk mitigation strategies up-front. Doing so first requires an understanding of the specific types of risk the organization might face. Fortunately, in regards to social media usage, there is significant commonality in the types of risk faced across all levels of government. In this section, we explore the three most prominent risks governments are facing while engaging on social media:

- Liability resulting from third-party content
- FOIA requests and compliance with public records laws
- Loss of centralized control of the corporate message

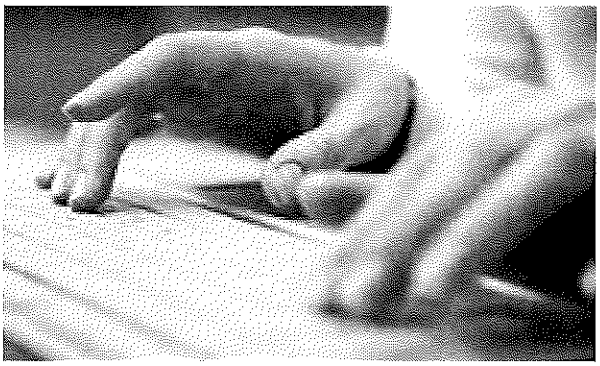
Risk #1: Liability resulting from third-party content

Unlike static informational websites of the past, social media provides for two-way interaction. Government usage of social media works best when citizens are engaged in the conversation and feel heard. Public entities that are actively engaging citizens on social media have found, in large part, that the interaction is highly positive and productive. Unfortunately, there is a bad apple in every bunch. Because social networking forums are generally open to the public, it is possible for a third-party to share obscene, offensive, defamatory, illegal, or otherwise undesirable content at any time on a government managed forum.

City of Honolulu sued for deleting third-party Facebook posts

In August 2012, a group known as the Hawaii Defense Foundation filed a federal lawsuit against the City of Honolulu for deleting their posts from the police department's Facebook page. The lawsuit alleges that posts and comments were arbitrarily deleted in violation of First Amendment rights. The lawsuit does not seek monetary damages, but requests that the City changes their policies and re-instates the deleted posts.

21-20



Third-party content can be a thorny issue, particularly when considering First Amendment rights. Governments are not only challenged by the mere appearance of undesirable content, but also by the ongoing management of it. Social media communications are stored at the social network but are generally not saved within an agency's IT infrastructure. Hence, it is possible for a third-party to delete communications that could be of significant importance in legal situations. Once deleted, the data is lost forever.

Although some government agencies might think to approach social media with a strategy of "one way" communication, social media is not a one-way street. To treat it as such significantly diminishes the value of engaging in social media in the first place. Furthermore, there is noway to completely turn off comments and incoming messages from third parties on social networks. "One way" social media is neither practical nor possible.

Although the risk of third-party content may seem overwhelming, it should not force governments to completely dismiss the many positive benefits of social media. Through a combination of policy and technology, many public sector agencies have been able to significantly reduce the risk of third-party content. These strategies are covered in detail beginning on page13.

Risk #2: FOIA requests and public records compliance

It is critical to recognize that an agency's communications across social media sites are government-related communications. Social media content must be managed in compliance with laws that pertain to government communications. Federal agencies in the United States are subject to the Freedom of Information Act (FOIA). State and local governments must comply with records laws in each state. In the United States, these laws usually have a name such as Freedom of Information Act, Public Records Act, or Open Records Act.

Many states have issued specific guidance clarifying that social media content is in-fact public record. For example:

Oregon
"Like other forms of communication, social media posts are public records. That means they require you to retain them."

North Carolina
"Communication through local government-related social media is considered a public record under G.S. 132 and will be managed as such."

Texas
"Social media sites may contain communications sent to or recieved by state employees, and such communications are therefore public records subject to State Records Retention requirements. These retention requirements apply regardless of the form of the record (digital text, photos, audio, or video, for example)."

North Carolina launches world's first interactive, open archive of social media

In December 2012, the State of North Carolina unveiled an innovative archive containing public records of social media from across the State's agencies. In the notion of government transparency – which is, after all, why public records laws were created – the archive is fully accessible by the public. The archive can be accessed and searched at: **http://nc.gov.archivesocial.com**

Whether or not the entity has explicitly issued such guidance, it is well accepted across the country (and the world) that government social media is public record. Virtually every records law includes the phrase, "regardless of physical form." In other words, whether information is presented on a piece of paper or in a tweet, it is the content of the communication that matters.

It is important to remember that social media and public records laws are not in conflict. Both serve to further the mission of government transparency: social media provides an open forum for government communications, and records laws ensure that the information is retained and made available for future needs. Governments face risk in regards to social media and public records largely because of technical difficulty:

- Social media is dynamic, real-time, and interactive. Traditional record keeping practices and technologies, on the other hand, are more suited for static content.
- Unlike files and emails, social media content exists entirely outside of the organization's IT infrastructure. The data must constantly be retrieved from a variety of third-party services in order to enable record keeping.
- Social media data formats are non-standardized, highly varied from network-to-network, and are continuing to evolve. For example, the data format for a Twitter tweet is completely different from the data format for a Facebook photo post.

Public entities attempting to solve this issue have scrapped together a variety of stopgap measures including manual screenshots, web archiving, and consumer-oriented backup tools. Fortunately, business- grade social media archiving technology is now available to resolve the shortcomings of these existing approaches, and to ensure that public entities are fully compliant with records laws.

Palo Alto's police chief takes Twitter for a ride-along

In February 2013, Palo Alto Police Chief Dennis Burns engaged in a 12-hour virtual ride-along in which he shared details of his shift with an open audience on Twitter. The goal of the ride-along was to help citizens understand the realities of law enforcement. The experiment proved to be a massive success in enhancing the brand image of the police department. The department's Twitter account gained 144 followers in that weekend, and Chief Burns has subsequently conducted additional ride-alongs via Twitter.

Risk #3: No centralized control of the corporate message

One of the greatest benefits of social media is its ability to empower individuals. Employees of an organization, whether official members of the corporate communications team or not, have an equal ability to represent the brand and convey a message. When harnessed correctly, this level of empowerment can substantially humanize the brand and enhance its reputation.

Also, in a distributed environment such as government, sub-organizations (e.g. agencies and departments) may benefit from having their own voice on social media. After all, the audience and topics of concern can vary widely from one suborganization to another.

Of course, distribution of power comes with additional risk. Corporate communications, often referred to "public affairs" in government, has long centralized and controlled the corporate message. This approach allows the organization to ensure that its messaging is safe, consistent, and well-defined. Individuals employed by public affairs departments also tend to have significant training and expertise in the area of communications. Unfortunately, when it comes to social media, governments seem to be stuck at a crossroads: deny broad access and limit participation on social media to a select few, or empower members across the organization at the risk of the corporate brand. In reality, the choice is disappearing. Participation in social media is rapidly growing regardless of the official policy of the organization.

Ultimately, governments need to recognize and embrace the changing nature of all corporate communications. Public affairs officials must continue to play a central role even if social media provides a voice to others in the organization. The key to preventing loss of control, and hence minimizing risk, is for Public Affairs to leverage the necessary policy and technology in a manner that can ensure both empowerment and oversight. This combined strategy is addressed in the following section.

STRATEGIES FOR MINIMIZING SOCIAL MEDIA RISK

In this section, we describe three strategies for addressing the risks detailed earlier in this paper.

- Provide a clear and comprehensive external social media policy
- Establish a practical yet enforceable employee-use policy
- Implement record keeping practices and technologies

Provide a clear and comprehensive social media policy

Most public entities are aware of the need to include a link to a social media policy on their social networking profiles. The hard part is getting the policy right. The policy must be clear and comprehensive, while still enforceable by law. A key component of the policy – and the most essential ingredient for minimizing risk via third party content – is the section detailing moderation of third-party content.

This section must be written carefully to allow moderation of inappropriate and irrelevant content, while still respecting relevant opinions and First Amendment concerns. Written

correctly, public entities can safely moderate and remove content based on the criteria of this policy. Furthermore, public entities can explicitly distance themselves from the nature of the content shared by third parties.

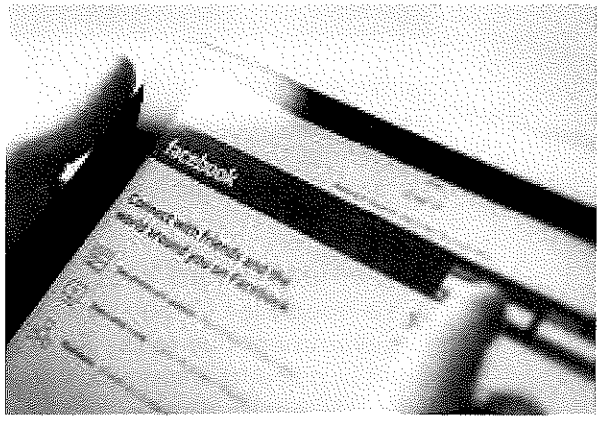
Here is an example of a well-defined content moderation section from USA.gov:

We welcome your comments and hope that our conversations here will be courteous. You are fully responsible for the content of your comments.

We do not discriminate against any views, but we reserve the right to delete any of the following:

- *violent, obscene, profane, hateful, or racist comments*
- *comments that threaten or defame any person or organization*
- *solicitations, advertisements, or endorsements of any financial, commercial or non-governmental agency*
- *comments that suggest or encourage illegal activity*
- *multiple successive off-topic posts by a single user*
- *repetitive posts copied and pasted by multiple users*

In short: be nice. If you have any questions or comments about this policy, please email us. The external social media policy must also provide notice regarding applicable public records law. Since social media is public record, citizens must be aware that their communications are being retained and could be shared with others, even if those communications are moderated or later deleted.



Here is an example of an appropriate statement from a Facebook profile acknowledging public records law:

Comments and posts on this page may be subject to Public Records Law and may be disclosed to third parties.

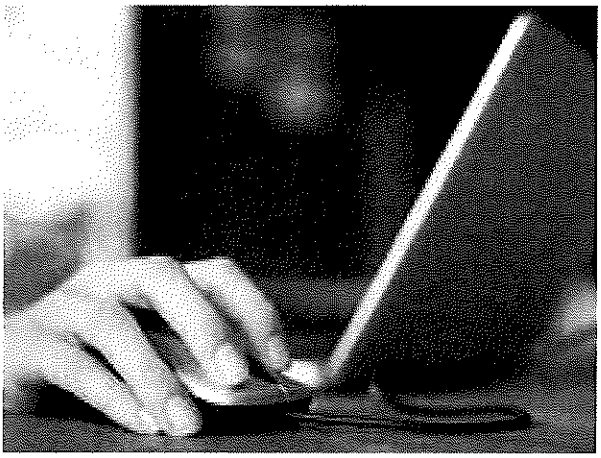
Similar public entities will need similar types of external social media policies. It is very reasonable to re-purpose a policy from another public entity, as long as care is taken to modify the policy as needed.

Establish a practical yet enforceable employee use policy

Establish a practical yet enforceable employee use policy In addition to an external social media policy, it is equally as important for public entities to establish an internal employee-use policy. This policy is the secret weapon for public affairs officials to empower other individuals across the organization without completely relinquishing the reigns of the corporate message. It is also an important tool in mitigating general risk related to the use of social media within the organization. Note that any employee-use policy must provide a clear distinction between personal and professional social media usage, and should be careful about how the rules apply

to each of these uses.

A fundamental component of the employee-use policy is the section describing approval and registration of social media sites. Although it likely does not make sense for Public Affairs to approve each and every social media post, it certainly makes sense for Public Affairs to approve the creation and use of each professional social media profile across the organization.



Public Affairs can specifically leverage this part of the process to ensure brand consistency, provide training, and ensure that each social networking profile serves a distinct and meaningful purpose. Additionally, the approval process provides a natural entry point for populating and maintaining a registry of the organization's social media profiles.

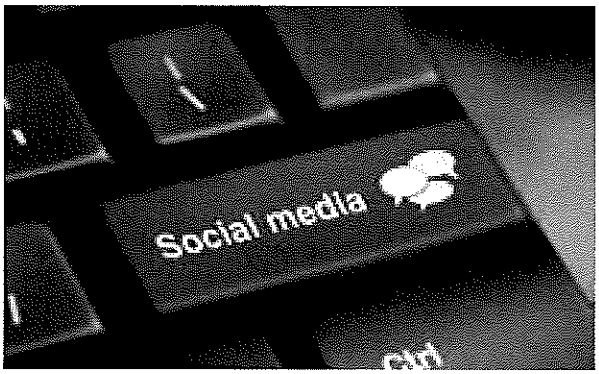
Finally, the employee-use policy should establish rules regarding oversight and enforcement. A social media profile created for professional purposes ultimately belongs to the organization, and not the individual employee. Responsible parties in the organization, ranging from public affairs to legal, must have the right to monitor and enforce actions on a profile when necessary. There are significant challenges in implementing this type of monitoring and enforcement, but nonetheless, the rights to do so must be well understood and accepted.

Implement record keeping practices and technologies

It is a good idea for any business to keep records of its important communications, especially in government due to the legal mandate created by public records laws. These laws have been in place for many years and, as a result, governments at every level have established record retention policies and procedures. Most public entities have also invested in internal IT infrastructure to retain electronic data such as emails and files. Record keeping serves three fundamental purposes in regards to minimizing risk in government:

- Most directly, it avoids lawsuits and fines resulting from noncompliance with public records laws.
- It ensures that valuable information is available when needed in critical business scenarios such as litigation or internal investigations.
- It establishes transparency and accountability, both internally and externally.

Unfortunately, public entities are stuck on how to apply existing record keeping procedures and technology toward social media. Social media records cannot be retained by IT because the communications might never have passed through the IT infrastructure. Citizens and government employees alike are leveraging a wide variety of computing devices to engage on social media, and can feasibly send and receive content without ever authenticating with the corporate network. Furthermore, the sheer volume and complexity of social media content introduces new challenges in applying traditional record retention schedules.



Relying on the original social network (e.g. Facebook, Twitter) for record keeping is not a sound strategy. Communications can be modified or deleted at any time, and since the data sits outside of an organization's IT infrastructure, important records can easily be lost forever. Many public entities have adopted manual procedures such as screenshots and copy & paste, but these are costly and ineffective.

An alternative is to attempt to implement an in-house solution for social media and web 2.0 content. Realistically, the required resources, as well as the sheer technical complexity of addressing requirements across a continually evolving social media landscape, are likely prohibitive. The reality is that public entities must rely on external technology more than ever to address record keeping needs. In particular, many public entities are starting to leverage external social media archiving services to automate record keeping in a comprehensive yet cost-effective manner.

Leverage a multi-faceted approach to minimize risk

As discussed, it is necessary to integrate multiple strategies in order to comprehensively address the risks presented via the use of social media. Policies can help insulate the organization from risk by communicating the ground rules to all parties.

Comprehensive record keeping ensures compliance with public records laws, plays a vital role in legal situations, and enforces accountability. Additionally, record keeping can help centralize social media communications and enable an organization to regain public communication oversight.

CONCLUSIONS

- Government interaction on social media introduces new risks, but the benefits of social media cannot be ignored.
- Third-party content, public records requirements, and decentralization of the corporate message are the most common areas of risk faced in government social media.
- A pro-active approach combining policy and technology can effectively minimize risk, and eliminate barriers impeding further adoption of social media.

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Images: Shutterstock.com

Anil Chawla is an experienced technologist and entrepreneur, with a proven track record of working with businesses to address challenges related to social media. He has over a decade of experience creating software products, and has spent the last 4 years developing social media technology. Mr. Chawla and his work have been featured in prominent publications including *Government Technology, NextGov, InformationWeek, Fast Company,* and Entrepeneur.com. Mr. Chawla received a B.S. degree in Computer Science from Georgia Tech, where he graduated at the top of his class. Mr. Chawla is the CEO of ArchiveSocial, which he founded to help government organizations navigate the important legal and regulatory challenges they face related to social media management. Special thanks to Tim O'Reilly, Bill Greeves, and Traci Tillis for their review and feedback.

About ArchiveSocial

ArchiveSocial enables public entities to safely and effectively utilize social networks such as Facebook, Twitter, YouTube, and LinkedIn. ArchiveSocial is the industry's first archiving technology providing 100% authentic capture of social media for compliance with state and federal records laws such as FOIA. It provides a legal safety net, and eliminates the time and effort required to respond to public records requests. ArchiveSocial is completely hosted and requires zero IT deployment. It serves as a cost effective offering for any sized public entity, and provides the industry's easiest and most comprehensive solution for managing records of social media. ArchiveSocial is based in Durham, North Carolina.

ArchiveSocial

Social media archiving for government

Additional papers, articles, and free trial offer available at **archivesocial.com**

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100% Transparent Pricing: No Setup Fees, No Export Fees, No Fine Print

hiveSocial pricing is based on the volume of new records archived each month. All plans include unlimited data storage, continuous archiving, and access to all features. Learn more

The Risk Management & Analytics suite and Open Archive platform can be added to any plan.

Enterprise	Premium	Standard	Economy
Compliance at any size	Room to grow	Our most popular plan	Scaled to fit
Custom	$599/month	$399/month	$199/month
>5000 based on needs	5,000 new records/month	3,000 new records/month	1,000 new records/month
Unlimited social accounts	Unlimited social accounts	Unlimited social accounts	10 social accounts
Unlimited data storage	Unlimited data storage	Unlimited data storage	Unlimited data storage
Archiving platform + optional add-ons	All archiving platform features	All archiving platform features	All archiving platform features
Contact Sales	Start Archiving	Start Archiving	Start Archiving

21-28

81%

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Approve, approve with modifications or deny the Tentative Capital Improvement Plan for 2016-2021; with public comment prior to Board action.**

2. **Recommended Motion: to approve the town's tentative Capital Improvement Plan for 2016-2021**

   Funds Available: ☐ Yes ☑ N/A

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 Time Requested: 20 minutes**

6. **Agenda: ☐ Consent ☑ Administrative**

Background Information: This was previously approved and a project was added to non-capital item to finish the cape seal for Industrial Way. The Valley Vision funding was removed with no county support for the projects listed on that item.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications
☐ Denied ☐ Continued

Table 1: Town of Gardnerville Capital Improvement Program, 2016-2021 - <Tentative FY 2016/2017 - March 2016>

Red was added or modified | Green is Rolled Forward | Blue 2016 Final CIP | Current Projets in the works

FISCAL YEAR		PUBLIC WORKS 610-926-562-000								PARKS & RECREATION/OPEN SPACE				FLEET/EQUIPMENT/FACILITIES/OTHER			
		CAPITAL				NON-CAPITAL				CAPITAL		NON-CAPITAL		CAPITAL		NON-CAPITAL	
		Roads		Storm Drain		Roads		Storm Drain									
		Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost	Description	Cost
2014-2015	577,356.00	~~Valley Vision Bank~~	~~$ 15,000~~	~~Hellwinkle Channel~~	~~$ 534,000~~	~~Road Maintenance~~	~~$ 50,000~~	~~Storm Drain Maintenance~~	~~$ 8,500~~	LWCF Trails Amenities	$ 81,666	~~Tree Treatment~~	~~$ 9,000~~	~~613 Debt Service Series 2005~~	~~$ 122,982~~	~~Small equipment replacements~~	~~$ 2,500~~
		NDOT TAP - FY 2013 - 4 crosswalks	$ 250,023	~~Q1 Grant Match~~	~~$ (307,250)~~	~~Crack sealing (Material)~~	~~$ 15,000~~			LWCF Trail Grant	$ (53,654)			~~Projector Movie~~	~~$ 8,500~~		
		FY 2013 TE NDOT Funded - Crosswalks	$ (232,467)	~~Kings Lane~~	~~$ 83,000~~									~~Small Dump Truck~~	~~$ 43,000~~		
		ADA Improvements NDOT TAP 2013 - Crosswalks	$ 17,556	~~NDOT Kings Lane Grant~~	~~$ (70,000)~~												
		TOTAL	**$ 50,112**		**$ 239,750**		**$ 65,000**		**$ 8,500**		**$ 28,012**		**$ 9,000**		**$ 174,482**		**$ 2,500**
2015-2016	800,429.00	Gardnerville Station Matching funds (Former Eagle Gas) NDOT Tap match $27,108 and other project work	$ 50,000	~~Hellwinkle Channel~~	~~$ 534,000~~	Road Maintenance	$ 50,000	Storm Drain Maintenance	$ 25,000	Waterloo Islands Water Saving Landscaping	$ 12,000	~~Tree treatment~~	~~$ 9,000~~	~~Larger Crack Seal Unit~~	~~$ 17,555~~	~~Small equipment replacements~~	~~$ 2,500~~
		NDOT TAP - FY 2013 - 4 crosswalks	$ 250,023	~~Q1 Grant Match~~	~~$ (307,250)~~	Crack sealing	$ 20,000			LWCF Trails Amenities	$ 81,666	Hay Barn Engineering	$ 15,000	~~Bucket Truck (used)~~	~~$ 62,500~~		
		FY 2013 TE NDOT Funded - Crosswalks	$ (232,467)	Kings Lane	$ 83,000	Sidewalk / ADA Cape Seal Road Industrial Way	$ 174,000			LWCF Trail Grant	$ (53,654)			Roll forward to next year	$ 4,945		
		ADA Improvements NDOT TAP 2013 - Crosswalks	$ 17,556	NDOT Kings Lane Grant	$ (70,000)	Patch repair in Chichester & Virginia Ranch areas	$ 40,000										
		Valley Vision Bank	$ 20,000			Sidewalk Repair and ADA Ramp Upgrades	$ 15,000										
		TOTAL	**$ 105,112**		**$ 239,750**		**$ 284,000**		**$ 25,000**		**$ 40,012**		**$ 24,000**		**$ 80,055**		**$ 2,500**
2016-2017	623,000.00	Sidewalk Repair and ADA Ramp Upgrades 926.532.118	$ 25,000			Road Maintenance 926.520.103	$ 50,000	Storm Drain Maintenance 926.532.019	$ 8,500	Hellwinkle fence around open space 923.563.300	$ 24,000	Repair Hellwinkel Hay Barn 923.562.000	$ 20,000	Fleet Vehicle - Office 614.	$ 28,000	Small equipment replacement 923.533.802	$ 2,500
		~~Valley Vision Bank~~	~~$ -~~			Crack sealing 926.532.116	$ 15,000	Storm Drain Replacement South of Cemetery - bank and roll 926.532.019	$ 40,000	Raley's to Toler Sidewalk (Sidewalk Portion) 923.562.000	$ 35,000	Repair Hellwinkel Shop 923.562.000	$ 40,000	Fleet Vehicle - Utility 614.	$ 40,000		
		Gardnerville Station (Former Eagle Gas) Construction of site improvements Match 926.562.200	$ 80,000			Sunset Park Microsurfacing (Wilson, Easton, North Hampton) - 926.532.118	$ 45,000					Tree Treatment - 610-923.532.118	$9,000				
		Mill Street Improvements with 3 new street lights on Douglas 926.532.118	$ 55,000			cape seal industrial and pavement patching - 926.532.118	$ 106,000										
		TOTAL	**$ 160,000**		**$ -**		**$ 216,000**		**$ 48,500**		**$ 59,000**		**$ 69,000**		**$ 68,000**		**$ 2,500**
2017-2018	556,500.00	Sidewalk Repair and ADA Ramp Upgrades	$ 25,000			Road Maintenance 926.520.103	$ 50,000	Storm Drain Maintenance	$ 8,500	Gilman Water Saving Landscaping	$ 12,000	Parks Small Equipment	$ 4,500	Fleet Vehicle - flatbed	$ 45,000	Small equipment replacements	$ 2,500
		Ezell Ave Half Street Improvements - North	$ 73,000			Crack sealing 926.532.116	$ 20,000					Tree treatment	$9,000	Lawn tractor	$ 18,000		
		~~Valley Vision Bank~~	~~$ -~~			Cape Seal Southgate, Service Dr, Pep Cir	$ 125,000	Storm Drain Replacement South of Cemetery - Project	$ 66,000					Gator	$ 18,000		
						Stodick Estates Microsurface	$ 80,000										
		TOTAL	**$ 98,000**		**$ -**		**$ 275,000**		**$ 74,500**		**$ 12,000**		**$ 13,500**		**$ 81,000**		**$ 2,500**
2018-2019	472,000.00	Sidewalk Repair and ADA Ramp Upgrades	$ 25,000			Road Maintenance	$ 60,000	Storm Drain Maintenance	$ 10,000			Tree Treatment	$9,000	Fleet Vehicle	$ 45,000	Small equipment replacements	$ 5,000
		~~Valley Vision Bank~~	~~$ -~~			Crack sealing	$ 25,000										
						Slurry Arbor Gardens	$ 158,000	Storm Drain Bell <Bank>	$ 15,000								
						ADA Ramps and reconstruct Cemetary Dr.	$ 120,000										
		TOTAL	**$ 25,000**		**$ -**		**$ 363,000**		**$ 25,000**		**$ -**		**$ 9,000**		**$ 45,000**		**$ 5,000**
2019-2020	472,000.00	Sidewalk Repair and ADA Ramp Upgrades	$ 25,000			Road Maintenance	$ 60,000	Storm Drain Maintenance	$ 8,500			Tree Treatment	$9,000	Equipment Trailer	$ 12,000	Small equipment replacements	$ 2,500
		~~Valley Vision Bank~~	~~$ -~~			Crack sealing	$ 25,000										
		Sidewalk, curb and reconstruct Douglas Ave - Spruce - Cottonwood Phase 1	$ 150,000			Chichester micro Surfacing	$ 75,000	Storm Drain - Bell	$ 80,000								
						Chichester Crack Repair	$ 25,000										
		TOTAL	**$ 175,000**		**$ -**		**$ 185,000**		**$ 88,500**		**$ -**		**$ 9,000**		**$ 12,000**		**$ 2,500**
2020-2021	481,500.00	Sidewalk Repair and ADA Ramp Upgrades	$ 25,000			Road Maintenance	$ 60,000	Storm Drain Maintenance	$ 10,000			Tree Treatment	$9,000			Small equipment replacements	$ 2,500
		~~Valley Vision Bank~~	~~$ -~~			Crack sealing	$ 25,000										
		Sidewalk, curb and reconstruct Douglas Ave - Cottonwood - Highschool Phase II	$ 180,000			Chichester micro Surfacing	$ 45,000	New Storm Drain - Mill & Douglas	$ 100,000								
						Chichester Crack Repair	$ 25,000										
		TOTAL	**$ 205,000**		**$ -**		**$ 155,000**		**$ 110,000**		**$ -**		**$ 9,000**		**$ -**		**$ 2,500**

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion on the Town Attorney's Monthly Report of activities for March 2016.**
2.
3. **Recommended Motion:**
   Funds Available: ☐ Yes ☑ N/A
4. **Department: Administration**
5. **Prepared by: Tom Dallaire**
6. **Meeting Date: April 5, 2016 Time Requested: 5 minutes**
7. **Agenda: ☐ Consent ☑ Administrative**

Background Information: To be presented at meeting.

8. **Other Agency Review of Action: ☐ Douglas County ☑ N/A**
9. **Board Action:**

☐ **Approved** ☐ **Approved with Modifications**
☐ **Denied** ☐ **Continued**

Gardnerville Town Board

AGENDA ACTION SHEET

1. **<u>For Possible Action:</u> Discussion on the Town Manager's Monthly Report of activities for March 2016.**

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

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: April 5, 2016 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**

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

Town Manager Monthly Report
April 2016 Board Meeting

A. **Gardnerville Station (former Eagle Gas):** Both claims submitted to the Petroleum Fund reimbursed. Continue to wait on McGinley and NDEP for approvals of the work. We continue to wait on SHPO for the MOA review.

B. **395 Crosswalks:** Met with Tim at Lumos and NDOT about this and the cultural department wants a submittal to SHPO for additional signs and rapid flashing beacons that are located within the view shed of the historical properties. We are going to revise the agreement to speed up this effort and work with the property owners to get access or right of way for the proposed improvements. I hope to have a number prior to the meeting for the additional effort for Lumos and their consultant. This additional cost will have to be borne by the town.

C. **Kingslane Sidewalk Project:** Received comments from NDOTon the channel and wall. They still want a 12" wall on the retaining side with two mats of steel. I sent the comments to Gary Thurm. Also, sent a $2000 check and signed contract to NV energy for the meter design . Gary Whistler is working on light requirements of 20 LUX and is in need of information from a light manufacturer. So we are actually getting info back from NDOT we can incorporate into the plans. We need to get the plans complete. Still have not received all the comments from NDOT.

D. **Hellwinkel Channel:** We are still waiting for NV energy to come back and remove the cut off power poles. Impact is ready to do the concrete work. We are going to have Impact there to finish the sidewalk at that time. The grass is growing very well in the field now.

E. **Great Race**: I did another presentation to the local Ford V8 Classic Car Club out in Topaz. The planning group met with Jeff from the Great Race about the event. He likes what we are planning. We finalized the outdoor permit application. Working on NDOT temporary application. Ted is going the be the DJ for the car show. Keep June 19th, Father's Day in 2016 open for the event.

F. **Hussman Storm Drain Project**: - Complete. Ready for Phase II which is upsizing the pipe under the street and add a catch basin on both sides of the street and removing the manhole we just installed.

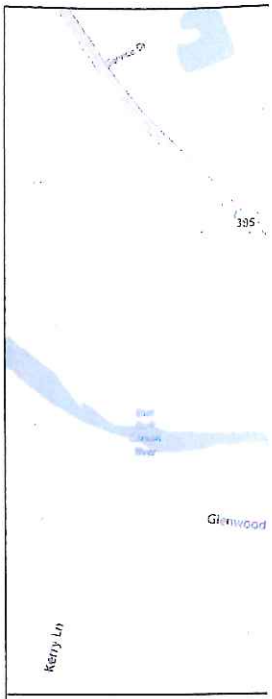
G. **Office Items:**

- Approved a Minor Design review for the Water Co. Pump house. 1400 sf. building behind the garage.
- Approved a new Carson Valley Medical Center sign which is proposed taller than the previous one but in the same location as the existing sign.
- Approved a Western Title Sign located in the Waterloo Center.
- Spent most of the time in the office on emails and on great race planning, while, gathering data for the final budget.
- Coordinated with NDOT on the Crosswalk. We are revising the agreement to shorten the time frame on the project. This is an item on the agenda this evening.
- Conference call with Facility Dude (work order system). to get a rundown of the project and so we can add our input for them to implement. We are still waiting on them to get the GIS information online for the system so we can see how all this works together. We are also working through some tablet issues.
- Old Gym Playhouse could be leased from the school district in a 99 year lease like they did with the museum and we would maintain it. This is the easy process and cheapest option for the town. There are grants for this sort of planning and rehab effort, the town would have to provide matching funds. Should this be an agenda item in the future to discuss the town operation of the facility?

- No news from the county on the alley. When I asked about it they have not looked at it. But they did ask what the town wanted to do about it. It does not make sense to have it maintained by the county. If we get a paver in there, I would like to fix the drainage and pave the parking at the jail.

AERIAL PHOTO

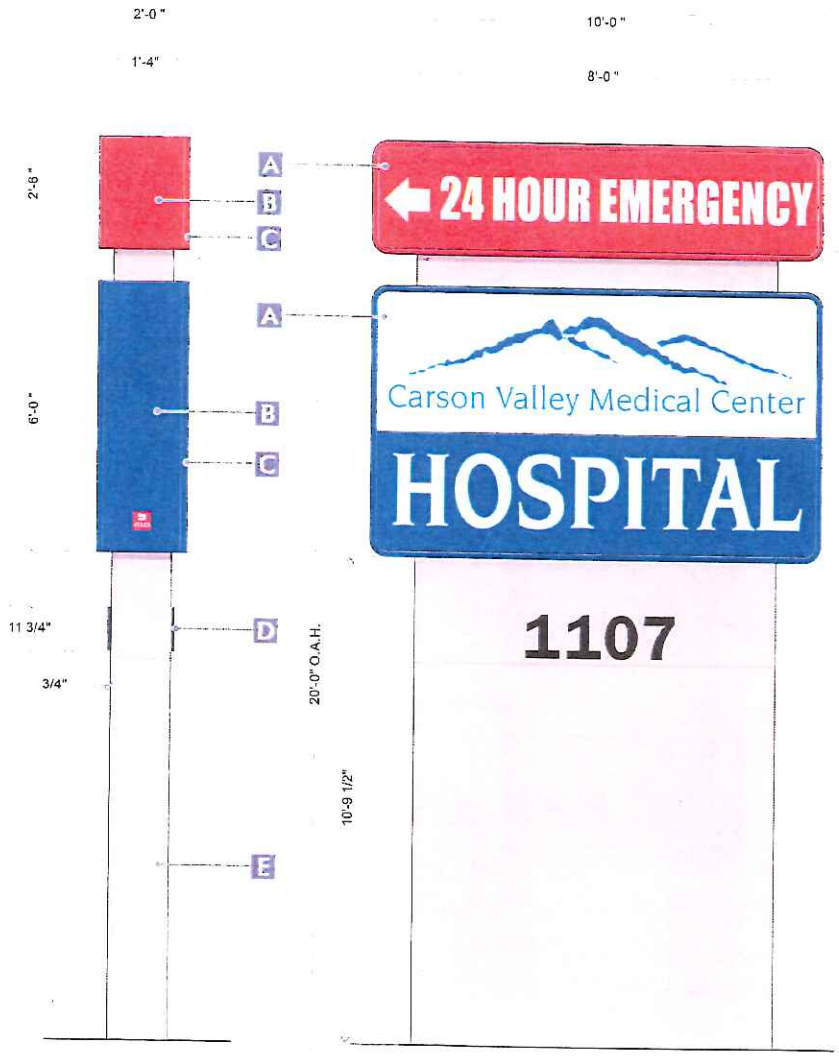
100 FEET



VICINITY MAP

SIGN	
PY-1	MFG
SD-2	MFG

24-4



PY-1 D/F ILLUMINATED PYLON SIGN
SCALE: 3/8" = 1'-0"

24-S

SCOPE OF WORK

MANUFACTURE AND INSTALL NEW D/F ILLUMINATED PYLON SIGN

SIGN SPECS

REMOVE	3. DISPOSE EXISTING SIGN & BLOCK BASE		
A	FACES	TYPE	3 16" WHITE LEXAN
		VINYL	SEE COLOR KEY
B	CABINETS	TYPE	D/F ILLUMINATED
		PAINT COLOR	SEE COLOR KEY
C	RETAINERS	TYPE	1 1/2" BOX
		PAINT COLOR	SEE COLOR KEY
	LIGHTING	TYPE	WHITE LED
D	FCC NUMBERS	TYPE	1/4" ALUM FCC POWDER COATED
		COLOR	SEE COLOR KEY
E	POLE COVER	TYPE	16" DEEP SHEET METAL
		COLOR	WHITE W/ MEDIUM TEXCOAT

SHOP DRAWING REQ'D YES/NO ENG. DRAWING REQ'D YES/NO ELEC. HOOKUP INCLUDED YES/NO

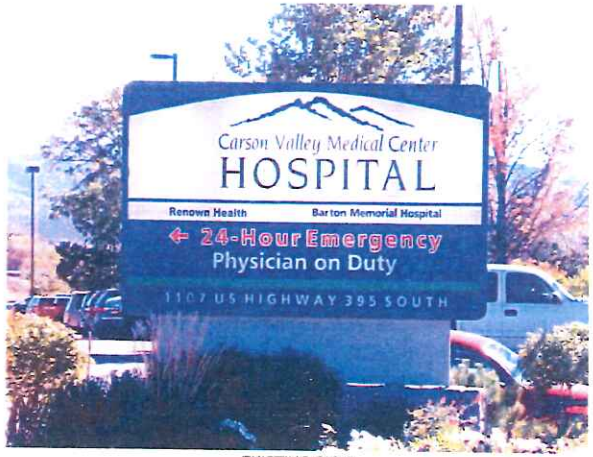
GENERAL NOTES:

NOTE

COLOR KEY

VINYL	1st SURFACE 3630-337 PROCESS BLUE	
VINYL	1st SURFACE 3630-33 RED	
PAINT	MATCH PROCESS BLUE VINYL COLOR - SATIN	
PAINT	MATCH RED VINYL COLOR - SATIN FINISH	
PAINT	BLACK SATIN FINISH	
PAINT	SW 6079 DIVERSE BEIGE	

NOTE: UNLESS OTHERWISE NOTED, THE COLORS DEPICTED ON THIS RENDERING MAY NOT MATCH ACTUAL COLORS ON FINISHED DISPLAY. PLEASE REFER TO COLOR CALLOUTS AND THEIR APPROPRIATE VENDOR SPECIFIED SAMPLES FOR APPROVED COLOR SPECIFICATIONS



EXISTING SIGN

YESCO
YESCO LLC
5350 Capital Ct. Suite 104
Reno, NV 89502
Office: 775.359.3131
NV. CONTRACTOR LICENSE NO 0074299 / 0074290

Notice to the Customer

This drawing was created to assist you in visualizing our proposal. The ideas therein are the property of YESCO. Permission to copy or make the drawing can only be obtained upon a written agreement with YESCO.

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Note: The colors depicted on this rendering may not match actual colors used on the finished display. Please refer to the detail drawing for the approved color specifications.

Note: The cost of providing electrical power to the sign area, all required permits and all special inspections are not included in this sign proposal.

Note: The proportion of signs shown on building and landscape only changes are approximate representation.

CLIENT: CARSON VALLEY MEDICAL CENTER

ADDRESS: 1107 MAIN ST

CITY: GARDNERVILLE, NV

ACCOUNT EXECUTIVE: JIM CHRISTENSEN

DESIGNER	DATE
BL	1/25/13
1 JIM GRANDE	12/28/15
2 JIM GRANDE	1/12/16
3 JIM GRANDE	2/5/16
4 JIM GRANDE	2/10/16
5 JIM GRANDE	2/12/16

APPROVAL

CUSTOMER	DATE
LANDLORD	DATE
SALES	DATE
ESTIMATING	DATE
SURVEY	DATE

DESIGN NUMBER 567017

ARCHIVE NUMBER

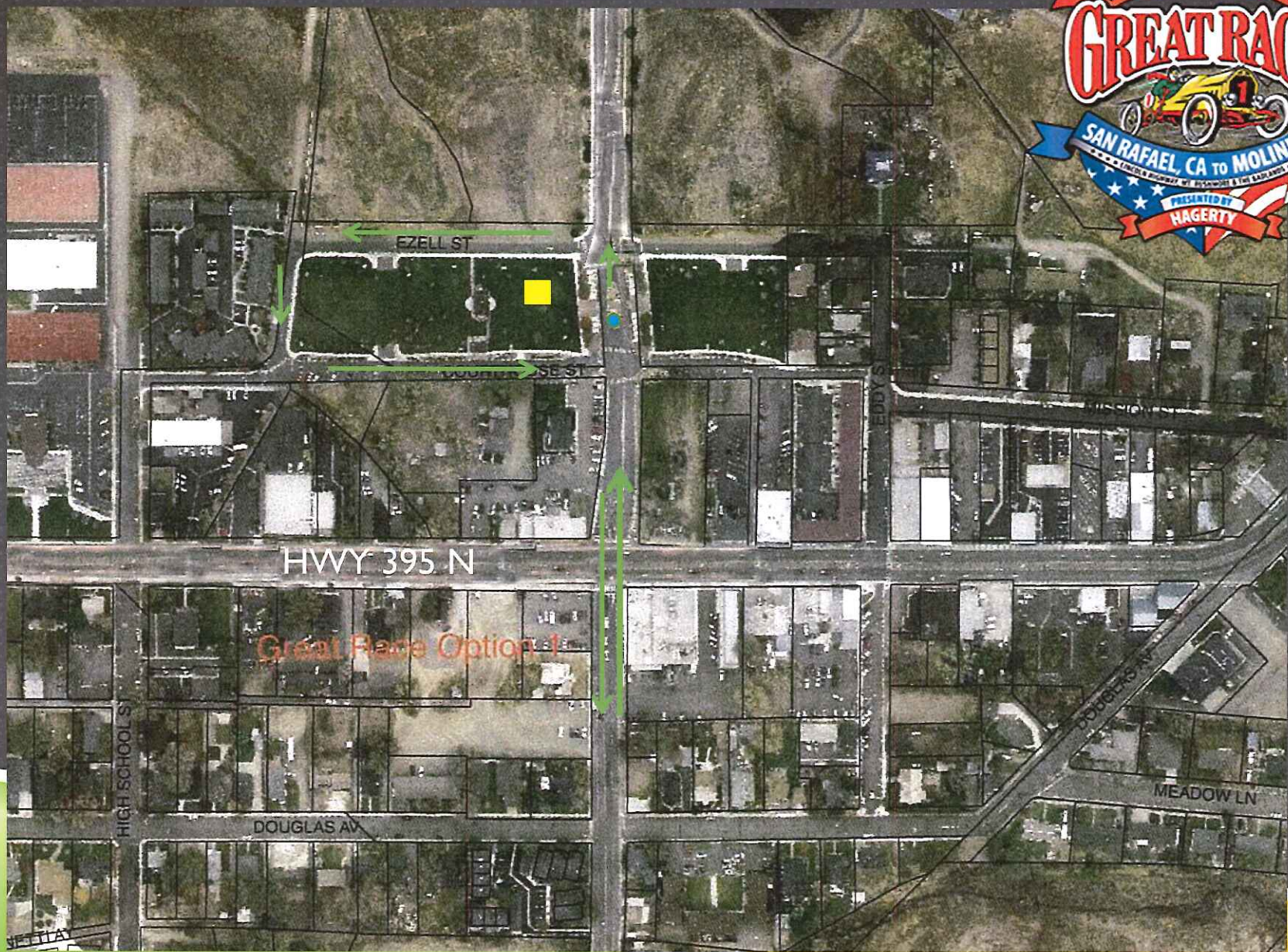
SHEET 1.0

What is the Great Race?

Time, Speed and Endurance Rally from **San Rafael, CA** to **Moline, IL**

24-6

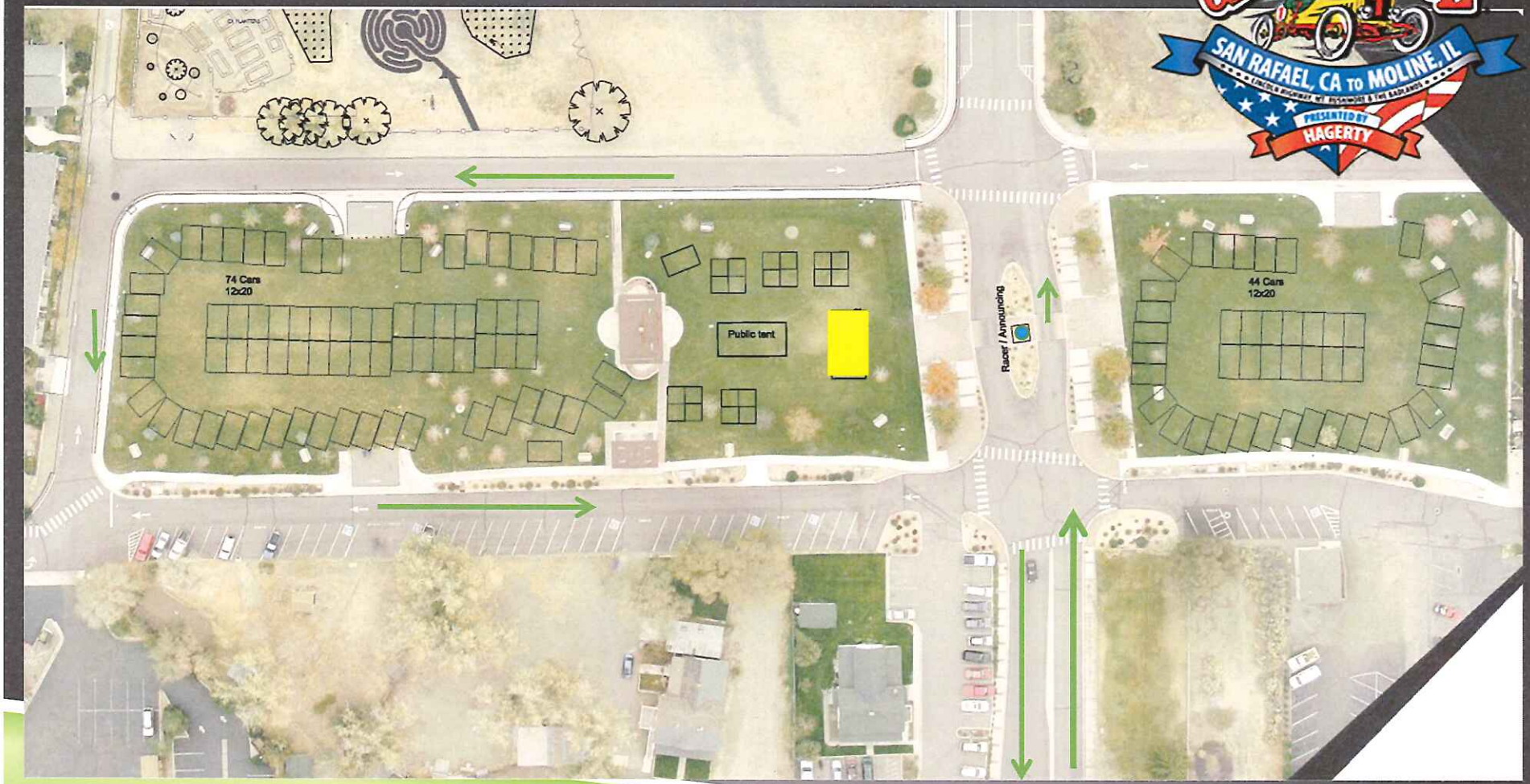
Layout of Event Setup



2016 HEMMINGS MOTOR NEWS GREAT RACE
SAN RAFAEL, CA TO MOLINE, IL
PRESENTED BY HAGERTY

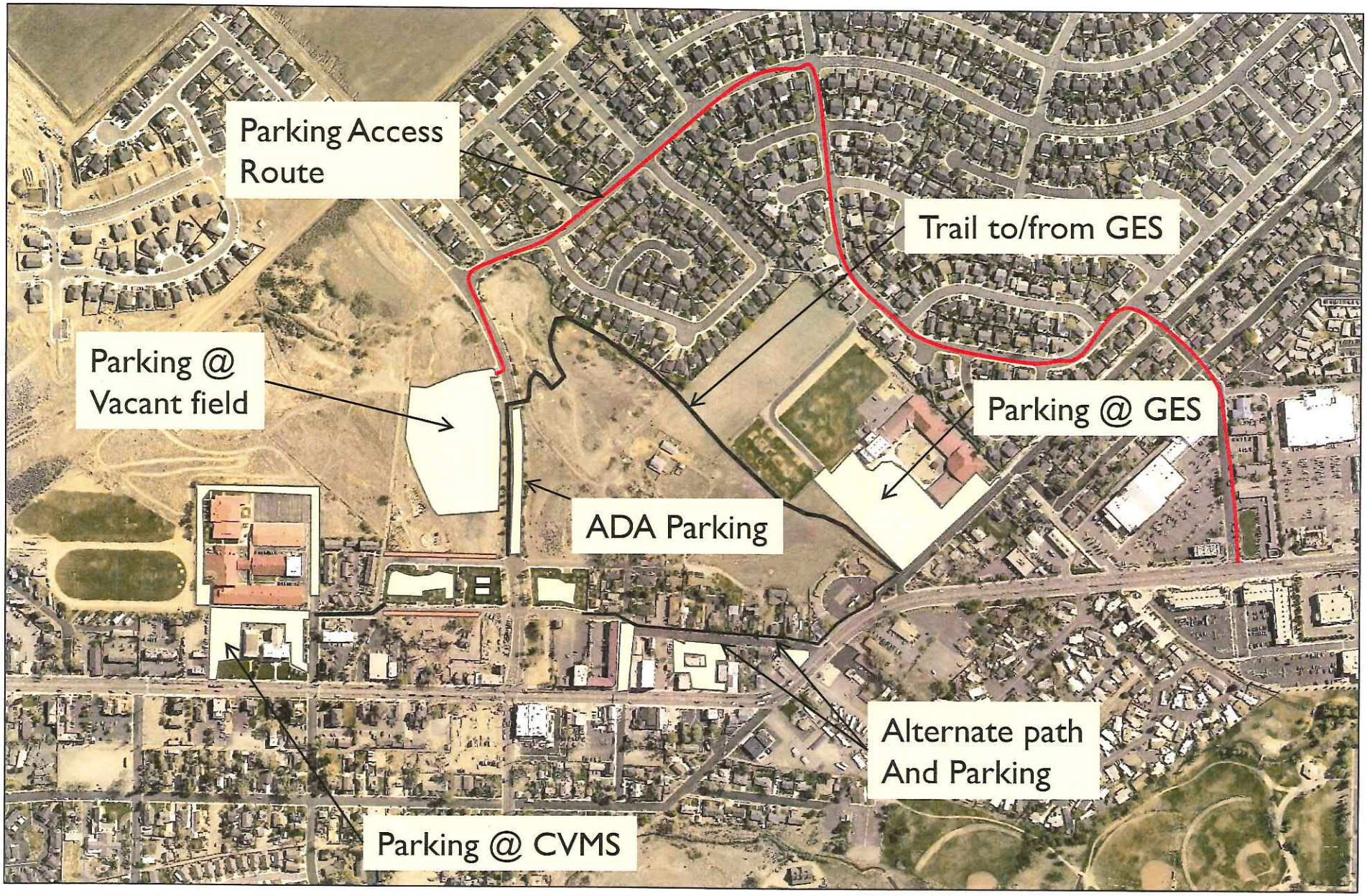
L-h2

Preliminary Layout of Event & Setup



2016 HEMMINGS MOTOR NEWS GREAT RACE
SAN RAFAEL, CA TO MOLINE, IL
PRESENTED BY HAGERTY

248

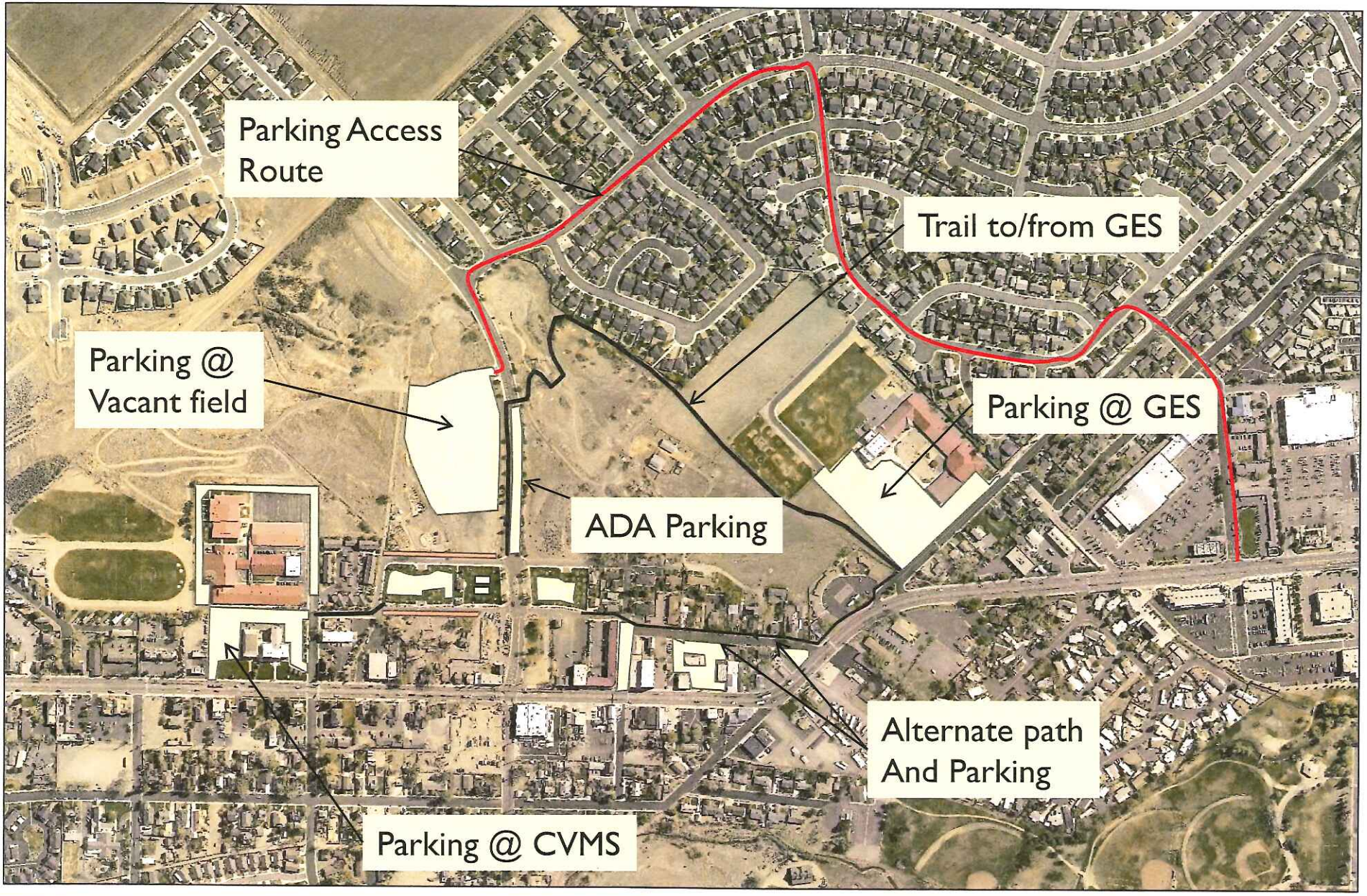

Parking Access Route
Trail to/from GES
Parking @ Vacant field
Parking @ GES
ADA Parking
Alternate path And Parking
Parking @ CVMS

24-4

Preliminary Layout of Event & Setup

2016 HEMMINGS MOTOR NEWS GREAT RACE
SAN RAFAEL, CA TO MOLINE, IL
PRESENTED BY HAGERTY

24-10


Parking Access Route
Trail to/from GES
Parking @ Vacant field
Parking @ GES
ADA Parking
Alternate path And Parking
Parking @ CVMS

24-11