

## MEMORANDUM

**TO:** Steven J. Pinkerton  
General Manager

**FROM:** Gerald W. Eick, CPA CGMA  
Director of Finance, Accounting, Risk Management and Information  
Technology

**SUBJECT:** Status Report for April 2015 – Finance/Accounting, Risk  
Management and Information Technology

**DATE:** May 14, 2015

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### **Finance and Accounting**

Audit for the Year Ending June 30, 2015 Staff communicated with Eide Bailly. They will do preliminary work in May. Fieldwork is scheduled for September. The Auditor's report will be done in late October or early November with acceptance of the entire audit in December.

Initiative for Fiscal Year 2015-16 Fund Accounting Changes Staff attended a subcommittee meeting for the Local Government Finance Committee for the Nevada Department of Taxation. Along with legal counsel, we were able to compare our process to the proposed guidance offered by their staff on proper use of special revenue and enterprise funds.

Implementation of Accounting System Upgrade We continue to work with the vendor to get updated ad hoc financial reporting capabilities within the new system. Until that is complete, the monthly financial reports will be functional but not fully in a format we intend to use long term.

Budget for 2015-16 Multiple workshops were held during the month to consider operations, capital projects and strategic direction. The tentative budget was submitted to the State by the April 15 deadline. Staff has had numerous conversations with the State to work out format and reporting given all of the changes being made for 2015-2016. Venue Staff put considerable effort into presentations for the operation objectives for the Board Workshops. We have begun putting together all other sections that will be distributed after the May 21 adoption meeting.

### **Risk Management and Safety Initiatives**

The Safety Specialist and our Resource Conservationist worked with Nevada EPA on the specifications for a containment and hazardous material handling system and the final acceptance inspection.

We have received and will be installing the seasonal speed bumps at both the gate area and inbound lane of Ski Beach to reduce vehicle and pedestrian risks. We are waiting for the completion of construction of the dumpster enclosure at Ski Beach to avoid having them in place during construction traffic.

The District has given permission to the Washoe County Emergency Operations Center and the North Lake Tahoe Fire Protection District to utilize Diamond Peak as a location for a community evacuation drill on May 30. There will be several exercises and a community information display during that daylong event. Monthly meetings are held to plan for the events.

The District participated in the Nevada Public Agency Insurance POOL annual meeting and Executive Committee sessions. The POOL continues to serve its members beyond just risk pooling. We have used services for swimming area safety, HR compliance, utilization of our shuttle bus, the grant for the hazardous waste handling equipment, and safety conditions for public works. We were notified we are likely to see a 3% rate reduction for the workers compensation coverage for 2015-2016.

### **Information Technology**

IT Network Report District Staff and our contractor continue to install Recreation Center and Golf Wi-Fi. Preparations have begun for the network location at Public Works and their Wi-Fi which are to be completed in May. Beach Wi-Fi is started and will be in place for the May opening.

Vermont Point of Sales System Database uploads and interface configurations were developed for the Vermont Point of Sales System. Testing and import of data is ongoing with a final import planned for early May.

SysAid Support Ticketing System Implementation One of the first suggestions by Averill Consulting Group was to acquire develop and implement a service and support system for IT staff and our system users. That program was purchased in May 2014 and has been in the background for mapping equipment as systems have been configured. The IT staff started using it in March to test the setup and

processes for several months. Between March and April they have averaged 180 support requests per month, utilizing self entry. Several departments were used to test the front line users' ability to make service requests. The final adjustments will be made in May and by the end of June supervisory users will be able to directly enter service requests to IT. This will allow a better identification of the nature of issues and who to assign to them for resolve. Over time, the data base built by the system will allow users to look up solutions to problems as a reference. The system also provides status and configuration information on system and peripheral equipment that helps manage critical information regarding the major portion of our overall network and user devices.

Fiber Ethernet Connections for the District We received proposals from two vendors for the Ethernet fiber network operating system for District's venues, including review and enhancements to each original proposal. The District had participated in the Tahoe Prosperity Fund survey, which has led to a third potential vendor being identified. They were not able to have the necessary infrastructure in place to meet our timing request. Averill Consulting Group is making a review of the responses to assemble a recommendation to Staff. We expect to have an Ethernet in place by October 2015.

Ski Beach Camera A new camera has been acquired for the Ski Beach Boat Ramp area. It is been configured and linked to the District's website. A new image is produced on an interval. This website image gets many hits daily.

Live Streaming The District has narrowed consideration to two vendors and will be getting demonstrations of both to test their ability to produce, stream and archive meetings.

#### Web Content

Our Web Coordinator continues with the web site project staff on updates security settings, and access to venue staff for managing content. This was especially true in April for recreation content for the summer.

#### Citizen Request Management as a part of Communications

The District is exploring several communication tools. One selected is called Citizen Request Management, by Acela, which allows online access to staff by sending e-mails under assigned topics. The system not only is inviting to citizens, but also provides ways to post and send information, as well as track the timeliness of response to requests. We have verbally committed to the program pending the hiring of our Communications Coordinator.

Open.Gov and Financial Transparency Web Page

The District is working on the final stages of a financial reporting program called Open.Gov. The system allows the District to post financial information that can be converted to graphs and diagrams which may be more reader friendly. We have placed the links on our website. This has facilitated a full Financial Transparency page on our website that includes budgets, audits and current financial information. Treasurer Wong has been reviewing our progress over the last several months.