

## MEMORANDUM

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

**FROM:** Gerald W. Eick, CPA CGMA  
Director of Finance

**SUBJECT:** Status Report for February 2017 – Finance/Accounting and Risk Management

**DATE:** March 16, 2017

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### Finance and Accounting

Audit for the Year Ending June 30, 2017 Staff is planning for interim fieldwork in June, with the general fieldwork expected in September.

Financial Transparency Website The Controller continues the significant effort toward making Opengov.com and monthly financial reports have a consistent format. We plan to have the February statements be validated against Opengov as the method for issuing the monthly financial reports. This assures each presentation minimizes conflicts in content or format. The Director of Finance posted the Accounting Glossary under the Budget Section.

Development of a Popular Report Format We are currently working on a format to be used in one of the IVGID Quarterly publications. The content will likely flow from the budget process. (Note: the General Manager has since decided to have a Committee discuss Popular Reporting before finalizing a format).

Support for implementation of point of sales systems There is ongoing effort to enhance functionality of Vermont and RTP. We began the implementation of the solution for golf with the Community Services Analyst, the Director of Golf, and the IS&T Director.

EMV Processing Equipment Project This project was opened in July. The equipment for ski and recreation was completed in 2016. All related changes for merchant processing for Vermont have been completed. The devices for the golf system have been identified and were ordered for February delivery. Devices have now been added to expand golf at all sales stations and also replace units for RTP use in golf food and beverage. The original plan of \$25,500 is now approximately

\$37,000 due to an increase in the number of devices. The Beach Fund will pay for its devices; with the rest will be covered under Recreation Administration.

Performance Measurement Updates were prepared and submitted to the General Manager for the next round of review. The 2017-18 budget process has identified improvements. This included the development of a process to review service level alternatives, which have been reviewed with the Board of Trustees for items at the Beach. The Director of Finance has been working to prepare the updated calculations of measurement to be used for the capital improvement project review in March.

Monitoring CIP for the current 2016-17 Project Year Part of performance management are the quarterly CIP Project Manager's meeting. The meetings are for the General Manager and the Director of Finance to assess progress and discuss status of each project. The project managers gave input on terminology that will be used in the annual CIP Report to explain project status. Its first use will be for June 30, 2017. The Project Managers characterize their projects for this reporting and will test the communication over the next two quarterly meetings. The terminology has been added to the Accounting Glossary. Project status has been considered to prepare the preliminary filing of the budget for 2017-2018 for capital expenditure. We want to better define multi-year and carryover projects.

Operating Budget for the Year Ending June 30, 2018 The District General Fund Budget includes tax revenue that has been estimated by the State of Nevada in a report released February 15. That report will be updated twice in March. The March report is the basis for the Preliminary filing due April 15. Considerable review and development of presentations was done by Venue managers, with support from the General Manager and Director of Finance, from budget work over the last five months. This was also used in preparing calculations of Ready to Serve as directed by the Board. Several forms of the budget were posted to the website by mid-February. The Board discussion was held March 8.

Capital Budget for the Year Ending June 30, 2018 The Director of Asset Management completed meetings with Project Managers about their data sheets under the next 5 Year Plan. The Director of Finance continues to evaluate those requests with the projection of available resources under the District's Asset Replacement Funding plan for Community Services and the approved rate study for water and sewer. The project requests and financing will be reconciled ahead of presenting them to the Board of Trustees and public in March. That presentation will include additional performance measurements, which have developed over the past two years, to aid in the planning and financing process.

Golf Cart Leasing or Other Form of Acquisition The Board of Trustees authorized the procurement of 80 Golf Carts from Club Car, LLC through a lease, at their February 8 meeting. However, when working through the lease, terms needed to be revised because of the nature of assets being both golf carts and GPS units. Staff worked with the Bank on revised terms, which included a reduction of the overall obligation.

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

#### ARC Flash Labeling

The only change is in this area is the ongoing work under the CIP budgeting for the five-year plan. Various venues are proposing projects that are now under review and evaluation. We are continuing a protocol for not working on any panel with live power.

#### Incident/Emergency Preparedness

The weather events in February included the District's participation in the Washoe County Emergency Operations Center Crisis Action Team. Though otherwise closed as a District, staff were present at the Admin Building monitoring the situation and maintaining our part of communication with public safety agencies.

#### Security Services Planning

Staff has begun a process to set a scope for the process of soliciting proposal for services for a new contract beginning later in 2017. Senior staff has recommended changing the contract to start in October and avoid the possibility of a change at the high point of activity under the contract. We have discussed that possibility with the current contractor. We are discussing service level changes relative to overnight patrol.

Safety Committee continues to promote utilization of TORCH-Learning Management System The safety committee and District staff continue to work on the implementation of the record keeping system for various training and learning opportunities. TORCH-LMS is a member service provided by the Nevada Public Agency Insurance POOL.