

M E M O R A N D U M

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

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

SUBJECT: Review, discuss, and possibly approve Resolution Number 1860: A Resolution Approving the Report for Collection of Recreation Standby and Service Charges, Fiscal Year 2017-2018; Recreation Facility Fee of \$705 and Beach Facility Fee of \$125 – Totaling \$830

STRATEGIC PLAN: Long Range Principle #2 Finance

DATE: May 15, 2017

I. RECOMMENDATION

That the Board of Trustees makes a motion to adopt Resolution Number 1860 to include consideration of any comments or protests made at the hearing held May 24, 2017, a finding of the equity of the report, a finding on the completeness of the report, and sets for the collection of recreation standby and services charges (also known as the Recreation Facility Fee and Beach Facility Fee). It further states a finding of benefit to the parcels covered thereunder as a part of the action considering the public hearing date of Wednesday, May 24, 2017 at 6:00 p.m. at 955 Fairway Boulevard, Incline Village, Nevada.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #2 – Finance

Comply with State and Federal regulations - Comply with Nevada Revised Statutes and Administrative Code requirement for the budget process and document content.

Report results and demonstrate value- - Maintain the allocation of Facility Fee components for operations, debt service and capital expenditure to provide resources for each important aspect of District activities. Actively manage planning and financial reporting to inform users for decision making to sustain a strong financial base for operations and increasing net assets.

III. BACKGROUND

As part of the annual budget process, the Board of Trustees traditionally preliminarily approves the resolution presented by Staff, which outlines the billing and collection process set forth in Nevada Revised Statutes 318.197 (establishing standby service charges for the availability of services and facilities furnished by the District) and Nevada Revised Statutes 318.201 (establishing the method of collection), as well as the amount of the Recreation Facility Fee (RFF) and Beach Facility Fee (BFF).

Staff has prepared the Report for Collection on the Washoe County Tax Roll for the Recreation Standby and Service Charges (also known as the Recreation Facility Fee and the Beach Facility Fee). The method of collections refers to a process that is rooted in historical references. The report includes a table to establish those major events which link the current fee to those past events. Other sections cover budgetary and collection processes.

IV. FINANCIAL IMPACT AND BUDGET

Staff has prepared an operating budget consistent with direction from the Board of Trustees which results in a combined Recreation Facility Fee and Beach Facility Fee of \$830. We are recommending the Recreation Facility Fee of \$705 and Beach Facility Fee of \$125, as presented in the 2017-2018 preliminary Recreation Roll Report on April 13, 2017, now be approved as final by the Board of Trustees.

At this time, the recommendation is only preliminary and may change on or by the May 24, 2017 date that is set for adoption.

Staff's recommendation is (per dwelling unit by parcel):

Recreation Facility Fee without beach access.....	\$705.
Beach Facility Fee with beach access	<u>\$125.</u>
Total Combined Fee	<u>\$830.</u>

The preliminary total revenue from these Facility Fees is:

Recreation Facility Fee without beach access	\$5,776,770
Beach Facility Fee with beach access	<u>969,500</u>
Total for the Combined Facility Fees.....	<u>\$6,746,270</u>

Review, discuss, and possibly -3-
Approve Resolution Number 1860: A
Resolution Approving the Report for
Collection of Recreation Standby and
Service Charges, Fiscal Year 2017-2018

May 15, 2017

V. ALTERNATIVES

The Board can direct Staff to revise, change, reduce or modify the Recreation Facility Fee and Beach Facility Fee as stated above for the May 24, 2017 Board of Trustees Business Meeting.

VI. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.



RESOLUTION NO. 1860

**A RESOLUTION APPROVING THE REPORT
FOR COLLECTION ON THE WASHOE COUNTY TAX ROLL
OF RECREATION STANDBY AND SERVICE CHARGES
(ALSO KNOWN AS RECREATION FACILITY FEE AND BEACH FACILITY
FEE)**

RESOLVED by the Board of Trustees of the Incline Village General Improvement District, Washoe County, Nevada, that

WHEREAS, pursuant to Resolutions No. 419 and 420, as amended, and the order of this Board, a report entitled "Report for Collection on the County Tax Roll of Recreation Standby and Service Charges" has been prepared and filed with this Board, a report on recreation fees to be collected for the fiscal year 2016-17 for the use of Burnt Cedar and Incline Beaches and for the availability of use of the Incline Village Championship and Mountain Golf Courses, Diamond Peak, tennis courts, and other recreational properties and facilities for the District and its people;

WHEREAS, this Board has examined said report and finds the same to be sufficient for further proceedings in relation thereto;

WHEREAS, it is proposed that the charges contained in said report be collected on the general County tax roll on *(in two separate and distinct lines items identified as Recreation Facility Fee and Beach Facility Fee)* which general District taxes are to be collected for said year;

WHEREAS, on April 12, 2017, this Board adopted its Resolution No. 1858, A Resolution Preliminarily Approving The Report For Collection Of Recreation Standby And Service Charges, wherein it fixed May 24, 2017, at 6:00 p.m. at the Chateau, 955 Fairway Boulevard, Incline Village, Nevada, as the time and place when and where the Board would hear said report and all objections and protests, if any, to the report, and might revise, change, reduce or modify any charge therein, and finally approve and adopt same.

WHEREAS, notice of said hearing has been given by publication once a week for two weeks prior to the date of hearing, in the *North Lake Tahoe Bonanza*, a newspaper of general circulation printed and published within the District.



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WHEREAS, said Board met at said time and place and _____ (XX) person(s) appeared and _____ (X) person(s) protested against the charges made on their property and against said report, and the Board fully heard all persons and considered all matters and was fully advised in the premises, and did by motion revise, change, reduce or modify any of the charges therein which, in its opinion, were so required in order that said charges be equitably distributed among the several parcels of property contained in the report;

NOW, THEREFORE, IT IS ORDERED as follows:

1. That protests were not made at or before said hearing by the owners of a majority of separate parcels of property described in said report, and that said Board has jurisdiction to take further proceedings in relation thereto;

2. That all revisions, changes, reductions or modifications required, be made in said report that are, in the opinion of the Board, required to be made in order that said charges be equitably distributed among the parcels of property contained therein, and all other protests are overruled.

3. That said report contains all of the properties within the District that will be benefited by being charged for the costs of the acquisition, administration, operation, maintenance and improvement of the recreational facilities, including the improvements thereon, and of the servicing of bonds issued or to be issued therefor.

4. The Board of Trustees finds that each parcel assessed pursuant to this Resolution and in its report for the collection on the Washoe County tax roll of standby and service charges for the fiscal year 2017-18 is specifically benefited as follows:

- (a) Ordinance No. 7 sets forth in detail the specifics of the benefits available to property owners of all properties, whether improved or unimproved.



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- (b) The Board specifically finds that the availability of the use of IVGID's beaches; boat launch ramp; Championship golf course; Mountain golf course; tennis facilities; the Chateau; Diamond Peak Ski Resort, and Recreation Center, including reduced rates for season passes and reduced daily rates, are all benefits which inure to the owners of properties assessed hereunder. The Board also finds that such benefits are provided to said properties whether or not they are developed.
- (c) In conclusion, the Trustees find that the owners of the parcels set forth herein are directly benefited in a fair and reasonable way for the sums which they are charged.

5. That the rates charged for natural, intrinsic and fundamental distinctions are reasonable in their relation to the object of the charges imposed in said report, and that said charges have been apportioned in relation to said natural, intrinsic, fundamental and reasonable distinctions among said rates.

6. That said report, as revised, changed, reduced or modified, if any, is hereby adopted and that all of the charges herein constitute a perpetual lien on and against each of the parcels of property in the amount set opposite their description in said report, which lien is effective as of the date on which general taxes for the fiscal year 2017/2018 become a lien.

7. The Secretary shall file with the Washoe County Treasurer a copy of the report with a statement endorsed thereon over his signature that it has been finally adopted by the Board, and the Washoe County Treasurer shall enter the amounts of the charges (*in two separate and distinct lines items identified as Recreation Facility Fee and Beach Facility Fee*) against the respective lots or parcels of land as they appear on the current Washoe County tax roll.

8. The Washoe County Treasurer shall include the amount of the charges (*in two separate and distinct lines items identified as Recreation Facility Fee and Beach Facility Fee*) on the bills for taxes levied against respective lots or parcels of land in said report, or, in his discretion, issue separate bills therefor and



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separate receipts for collection on account thereof; and said amounts shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquent penalties; and all laws applicable to the levy, collection, and enforcement of general taxes of the District, including, but not limited to, those pertaining to the matters of delinquency, correction, cancellation, refund, redemption and sale, are applicable to such charges.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted at a regularly held meeting of the Board of Trustees of the Incline Village General Improvement District on the 24th day of May, 2017, by the following vote:

- AYES, and in favor thereof, Trustees
- NOES, Trustees
- ABSENT, None

Tim Callicrate
Secretary, IVGID Board of Trustees



**GENERAL IMPROVEMENT DISTRICT
ONE DISTRICT ~ ONE TEAM**

**REPORT
FOR COLLECTION ON THE COUNTY TAX ROLL OF
RECREATION STANDBY AND SERVICE CHARGES
(ALSO KNOWN AS THE RECREATION FACILITY FEE AND BEACH FACILITY FEE)**

**PROCEDURE FOR COLLECTION
UNDER NRS 318.201**

**FOR THE
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT
WASHOE COUNTY, NEVADA**

**FISCAL YEAR ENDING
JUNE 30, 2018**



Report

**FOR COLLECTION ON THE COUNTY TAX ROLL OF
RECREATION STANDBY AND SERVICE CHARGES**

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

This report has been prepared pursuant to the order of the Board of Trustees (herein called "Board") of the Incline Village General Improvement District (herein called "District"), Washoe County (herein called "County"), Nevada, for the purpose of having recreation standby and service charges, herein called ("charges"), for the fiscal year 2017-2018, collected on the general tax roll for said year of the County, and is based on the following facts, determinations and orders, the Board has adopted charges pursuant to NRS 318.201 through prior annual reports and other actions including:

Resolution Number	Date Approved	Venue Affected	Related Bond Maturity Date
419	10/5/1967	Burnt Cedar and Incline Beach	N/A
420	10/5/1967	Burnt Cedar and Incline Beach	N/A
450	4/16/1968	Burnt Cedar and Incline Beach	N/A
1261	7/13/1976	Golf Courses, Ski Area, Beaches	N/A
1262	7/29/1976	Golf Courses, Ski Area, Beaches, Tennis and Recreation Parcels	2022**
1750	1/14/2004	Golf Courses, Ski Area, Parks, Tennis and Facilities	2014
1785	5/28/2008	Ski Area	2018

** Resolution 1262 related bond issue was part of refunding in 1991, 2002 and 2012.



- I. The following annual charges are for the availability of use of the recreational facilities above described, and such charges (excepting those charges collected directly by the District) shall be collected by the Washoe County Treasurer at the same time and in the same manner and by the same persons as, together with and not separately from, the general taxes for the District.
 - A. **Dwelling Unit Included in the District Prior to June 1, 1968.** \$705 annual base Recreation Facility Fee for each dwelling unit , whether such unit stands alone or is part of a multiple unit residential structure and whether or not such unit is separately assessed by the County Assessor; and an additional \$125 annual Beach Facility Fee pertaining to the use of the beaches or boat launching area. (For purposes hereof, a dwelling unit shall be placed on the roll at the earlier of the commencement of construction, site preparation, or utility meter installation on any portion of the lot on which the dwelling unit is located.)
 - B. **Other Parcels in the District Prior to June 1, 1968 .** For each parcel separately assessed by the County Assessor, which parcel does not contain any dwelling units, \$705 annual base Recreation Facility Fee and an additional \$125 annual Beach Facility Fee pertaining to the use of the beaches or boat launching area.
 - C. **Properties Annexed After June 1, 1968.** Properties annexed to the District after June 1, 1968, shall have an annual base Recreation Facility Fee of \$705. Properties annexed after June 1, 1968, are not entitled to the use of the beaches or boat launching area and pay no Beach Facility Fee.
 - D. **Exceptions.** Lots, parcels and areas of land used, or the portions thereof used, or intended to be used, for religious purposes or educational purposes; common areas without occupied structures appurtenant to a condominium or townhouse cluster; and publicly owned lands, are excepted and excluded from the charges imposed by subsections A through C of this section. In addition, any parcel which is (1) undeveloped, and (2) subject to a deed restriction, acceptable to IVGID staff, preventing any and all development of the parcel in perpetuity, which deed restriction is recorded in the Washoe County Recorder's Office, and (3) whose owner agrees to waive in perpetuity on his own behalf as well as on behalf of his successors and assigns any right to demand in the future any recreation privileges arising from or associated with said parcel is also excepted and excluded from the charges imposed by subsections A through C of this section.

Any exception granted pursuant to paragraph I. D shall operate prospectively only from and after the date subsequent to which such exception is approved by *the Board of Trustees* of the Incline Village General Improvement District and no exception as created by the paragraph I. D shall have any retroactive application.



- E. Recreation Privileges.** Each parcel which is charged a Recreation and/or Beach Facility Fee is entitled to recreation privileges, as described in IVGID Ordinance No. 7, an Ordinance Establishing Recreation Privileges by the Incline Village General Improvement District.
- F. Governmental, Civic, or Social Groups of Guests.** Any group of persons which participates with Incline Village General Improvement District property owner groups, governmental, civic, or social groups, in recreation or other community projects, may, upon application by the sponsoring group of Incline Village General Improvement District property owners, and when approved as to the time and use of the Incline Village General Improvement District facilities, be granted beach privileges upon payment of a sum not to exceed \$12.00 per person, the amount to be determined at the time of application.
1. The sponsoring groups shall accept in writing total responsibility for their guests in their use of the Incline Village General Improvement District facilities.
 2. Approval of use shall be for each specific group as to time and the activity, and shall be authorized in writing by the General Manager *or his representatives of the Incline Village General Improvement District* at least ten days prior to the requested group activity.
 3. Such approval shall be granted only for such times as the group activity shall constitute minimal interference with the normal use of the facility.
- II.** The amount of moneys required for the fiscal year extending from July 1, 2017, to June 30, 2018, has been determined by this Board to be about \$5,776,700 for the Recreation Facility Fee and \$969,500 for Beach Facility Fee for the proper servicing of said identified bonds and for the administration, operation, maintenance and improvement of said real properties, equipment and facilities.
- III.** Said sum has been apportioned among the several lots, pieces or parcels of real property, and dwelling units within the District in accordance with the applicable rates and charges prescribed and established therefore as set forth in this report.
- IV.** The lots and parcels of real property so charged have been described by their parcel numbers used by the County Assessor in the County Tax Roll for the fiscal year 2017-2018, which are by reference to maps prepared by and on file in the office of the County Assessor for said County.
- V.** The Board has, by resolution, elected and determined to have such charges for the forthcoming fiscal year collected on the general tax roll of the County of Washoe for said year, on which general District taxes are collected, in the same manner, by the same persons and at the same time, together with and not separately from its general District taxes.



The District has agreed to pay the Washoe County Treasurer an annual fee of \$1,000 for the processing of these fees.

- VI.** The amounts of the charges shall constitute a lien against the lot or parcel of real property against which the charge has been imposed as of the time when the lien of taxes on the roll attaches, and all laws applicable to the levy, collection and enforcement of general taxes of the District, including, but not limited to, those pertaining to the matters of delinquency, correction, cancellation, refund, redemption and sale, are applicable to such charges.

- VII.** The County Treasurer shall include the amount of the charges on the bills for taxes levied against the respective lots and parcels of land, and thereafter the amounts of the charges shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from, the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties, provided that the County Treasurer may, in his discretion, issue separate bills for such charges and separate receipts for collections on account of such charges.

Dated: May 24, 2017

By Order of the Board of
Trustees of the Incline Village
General Improvement District

Secretary



I hereby certify that the report to which this certification is attached was filed with the Board of Trustees of the Incline Village General Improvement District, and set to be heard by it on May 24, 2017, and that I caused notice of said hearing to be published on May 11 and May 18, 2017, in the *North Lake Tahoe Bonanza*.

/s/ Susan A. Herron

Susan A. Herron
District Clerk

I hereby certify that on May 24, 2017, the report to which this certification is attached came on regularly for hearing by the Board of Trustees of the Incline Village General Improvement District, being the time and place set therefore and that said Board heard and considered the report and all objections and protests thereto; that it found by resolution, that protests have not been made by the owners of a majority of the separate parcels of property described in the report, that consideration was given by it to the accuracy of each charge therein, and that where such charge was found to be inaccurate, if any, it was revised, changed, reduced or modified to make it accurate, and was finally approved and adopted.

Susan A. Herron
District Clerk

Received and filed on:

Washoe County Treasurer

Incline Village General Improvement District Facility Fee Reconciliation by Dwelling Unit per Parcel and Venue Component

	Components per Parcel			Per Parcel Facility Fee	Total 2017-18 Facility Fee	Amount per Venue Component		
	Operating	Capital	Debt Service			Operating	Capital	Debt Service
Recreation Facility Fee charged to 8,194 Parcels								
Golf - Championship	\$ 22	\$ 51	\$ 24	\$ 97	\$ 794,818	\$ 180,268	\$ 417,894	\$ 196,656
Golf - Mountain Facilities	40	22	-	62	\$ 508,028	\$ 327,760	\$ 180,268	\$ -
Diamond Peak Ski	18	16	22	56	\$ 458,864	\$ 147,492	\$ 131,104	\$ 180,268
Youth & Family Programming	(200)	114	113	27	\$ 221,238	\$ (1,638,800)	\$ 934,116	\$ 925,922
Senior Programming	26	-	-	26	\$ 213,044	\$ 213,044	\$ -	\$ -
Recreation Center	20	-	-	20	\$ 163,880	\$ 163,880	\$ -	\$ -
Comm. Services Administration	81	31	-	112	\$ 917,728	\$ 663,714	\$ 254,014	\$ -
Parks	108	60	-	168	\$ 1,376,592	\$ 884,952	\$ 491,640	\$ -
Tennis	86	31	-	117	\$ 958,698	\$ 704,684	\$ 254,014	\$ -
Recreation Allocation	14	5	1	20	\$ 163,880	\$ 114,716	\$ 40,970	\$ 8,194
	<u>\$ 215</u>	<u>\$ 330</u>	<u>\$ 160</u>	<u>\$ 705</u>	<u>\$ 5,776,770</u>	<u>\$1,761,710</u>	<u>\$2,704,020</u>	<u>\$1,311,040</u>
Beach Facility Fee charged to 7,756 Parcels								
Beach Allocation	<u>\$ 85</u>	<u>\$ 39</u>	<u>\$ 1</u>	<u>\$ 125</u>	<u>\$ 969,500</u>	<u>\$ 659,260</u>	<u>\$ 302,484</u>	<u>\$ 7,756</u>

Previous Fiscal Years

	Operating	Capital	Debt Service	Total Fee	
Recreation Facility Fee Allocation:					
2016-17	\$ 250	\$ 320	\$ 160	\$ 730	
2015-16	\$ 266	\$ 308	\$ 156	\$ 730	
2014-15	\$ 211	\$ 303	\$ 216	\$ 730	(2004 Rec Bond matured 10/2014)
(Operating \$190 + \$49 Reserves)	2013-14	\$ 239	\$ 277	\$ 730	
(Operating \$183 + \$75 Reserves)	2012-13	\$ 258	\$ 199	\$ 730	(2003 Rec Bond matured 3/2013)
(Operating \$171 + \$40 Reserves)	2011-12	\$ 211	\$ 230	\$ 715	
Beach Facility Fee Allocation:					
2016-17	\$ 75	\$ 24	\$ 1	\$ 100	
2015-16	\$ 75	\$ 24	\$ 1	\$ 100	
2014-15	\$ 65	\$ -	\$ 35	\$ 100	(2004 Rec Bond matured 10/2014)
2013-14	\$ 63	\$ -	\$ 37	\$ 100	
2012-13	\$ 66	\$ 17	\$ 17	\$ 100	(2003 Rec Bond matured 3/2013)
2011-12	\$ 98	\$ -	\$ 17	\$ 115	