

**Administration Team
Fiscal Year 2017/2018 Performance Measures
Report #1: July 1, 2017 to September 30, 2017**

Overview

Incline Village General Improvement District (IVGID) Administration Team is located at 893 Southwood Boulevard in Incline Village and provides support services consisting of accounting, payroll, human resources, information systems technology, risk management, District health and wellness, communications and Executive/Board support for the District. These services are provided in support of the District’s operations of water, sewer, solid waste and recreation. We also work with members of the Crystal Bay and Incline Village community, other governmental agencies, and outside vendors seeking information about our District.

Efficiency

Performance Description	2015/16 Value	2016/17 Value	Industry standards	2017/18 Target	Report #1 07/01/2017 to 09/30/2017
Public Records Request received/completed		93		150	61
Comprehensive Annual Financial Report Filed	On Time	On Time	State Law	On Time	Pending Delivery
Accounting entries processed	30,870	26,062		25,000+	
District Human Resources staff versus industry standards of 1.22 per 100 employees	5 (843 employees)	5 (903 employees)	10.33	5 (900 employees)	5 (903 employees)
Employee Retention (all full time year round employees)	92.3%	98%		92%	98%
Turnaround time (in hours) for processing new hires	32	71	40-43	32	45

Effectiveness

Performance Description	2015/16 Value	2016/17 Value	Industry standards	2017/18 Target	Report #1 07/01/2017 to 09/30/2017
Board minutes approved as submitted	90% (26 sets – 3 amendments)	100% (22 sets)	90%	95% (22 sets)	100% (5 sets to date)
General Fund – Administration Costs to Fund Total	10.09%	10.7%	20%	10%	Under Budget
District Orientation and Customer Service trainings conducted	110	103		110	25

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Community Value

Performance Description	2015/16 Value	2016/17 Value	2017/18 Target	Report #1 07/01/2017 to 09/30/2017
Notary Public services performed at no charge to our community members	28	29	19	18
Support of Washoe County by providing marriage license issuance services which are no longer provided in Incline Village/Crystal Bay	197	197	175	84
District most recent Bond Rating	Aa1	Aa1	Aa1	Aa1
Hosting of homeowner associations and other community agency meetings seven (7) days a week at the Administration Building Boardroom	32	100	40	12
Attendance at various job fairs and school assistance of "How To" regarding applications and hiring	9	24	10	5