

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 February 2015 – Finance/Accounting, Risk
Management and Information Technology

DATE: March 12, 2015

Finance and Accounting

Initiative for Fiscal Year 2015-16 Fund Accounting Changes The Department of Taxation concluded it would be appropriate for the District to appear before the Local Government Finance Committee with a report on the changes intended for 2015-16. That appearance occurred Feb 6. At the meeting the District presented a report and answered questions from the Committee on the record. Their role is only one to advise, so no action was taken. However, the District was advised by State staff that they consider the change as approved contingent only on filing a complaint set of forms both in the preliminary and final budget filing.

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

The District is also working to identify a report that can provide check detail including account numbers and transaction description.

Budget for 2015-16 At the request of the General Manager, the Director of Finance has been working sample formats for individual funds, sub funds and both functional and object based documents. Until orientation and strategy session are completed, the District will not be presenting budget documents to the Board. Venue Staff has begun work on personnel, performance measures and revenue matters for preparing for this next fiscal year.

Risk Management and Safety Initiatives

The Safety Specialist worked with Nevada EPA on the specifications for a containment and hazardous material handling system. The apparatus was scoped and priced. The District applied for a safety grant from the NV Public Agency Insurance Pool and was awarded \$5200, approximately 75% of the equipment costs. The handling system should be assembled by the end of March.

We continue the discussion with Washoe County to explore crosswalk striping at Ski Beach. We are also going inquire about Incline Way from the Recreation Center to Village Green.

We continue to consider options for seasonal speed bumps at both the gate area and inbound lane of Ski Beach to reduce vehicle and pedestrian risks. We are coordinating the request with the fire department to make sure they approve of the design, since they use this area as a fire lane.

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.

Information Technology

IT Network Report District Staff and our contractor began to install Recreation, Golf, Admin and Public Works switching equipment. The Recreation Center and Golf Wi-Fi is next and has been partially completed. Preparations have begun for the two network locations and their Wi-Fi which are to be completed in March and April.

Vermont Point of Sales System Data base uploads and interface configurations were developed for the Vermont Point of Sales System. Once tested, they will be completed and imported in March.

Food & Beverage Point of Sales System A potential point of sale system for food and beverage was reviewed. We have received a proposal and have asked for a second version to address several issues. A decision will be made and brought to the Board in March or April. An implementation is planned ahead of the ski 2015-16 season.

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. One vendor has requested the opportunity to amend their proposal and we are awaiting their responses. The District also participated in the Tahoe Prosperity Fund survey, which has led to a third potential vendor being identified. We are waiting to see if they will be in a position to make a proposal. They may not be able to have the necessary infrastructure in place to meet our timing request. A report is expected to be made to the Board in March or April. We do expect to have an Ethernet in place by the end of 2015.

Other Matters

We held interviews for the IT Technician position. The selected candidate started Feb. 2.

Our Web Coordinator continues with the web site project staff on updates security settings, and access to venue staff for managing content.

The District is exploring several communication tools. One is called Citizen Request Management which allows online access to staff by sending e-mails under assigned topics. The system not only is inviting, but also provides ways to post and send information, as well as track the timeliness of response. Our General Manger is familiar with the vendor. They have recently gone through an acquisition that delayed our discussion, but we expect a decision soon.

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 expect to place the links on our website in April.