

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
Interim District General Manager

SUBJECT: Review, discuss, and possibly provide direction regarding the desired format for Staff presentations of the Draft 2020/2021 Venue Operating Budgets scheduled for March 11, 2020.

STRATEGIC PLAN REFERENCE(S): Long Range Principal #1 – Resources & Environment
Long Range Principal #2 – Finance
Long Range Principal #4 – Service
Long Range Principal #6 - Communication

DATE: February 20, 2020

I. RECOMMENDATION

That the Board of Trustees review, discuss and provide direction regarding the desired format to receive Staff presentations of the draft 2020/2021 Venue Operating Budgets scheduled for March 11, 2020.

II. DISTRICT STRATEGIC PLAN

Long Range Principal #1 - Resources and Environment

- Provide the community with environmental education and technical services on watershed protection, water conservation, pollution prevention, recycling and waste reduction

Long Range Principal #2 - Finance

- Develop and maintain a long term plan to sustain financial resources

Long Range Principal #4 - Service

- Provide well defined customer centric service levels consistent with community expectations

Long Range Principal #6 - Communication

- Promote transparency in all areas including finance, operations and public meetings

III. BACKGROUND

On February 21, 2018, Staff introduced to the Board of Trustees the detailed concepts of the Pyramid Methodology Cost Recovery Model. The presentation provided the concepts of the model as they relate to IVGID Community Services. Furthermore, Staff notified the Board of Trustees that it would begin the integration and implementation process by formally applying the core principles to IVGID Community Services operations.

The primary goal of IVGID Community Services remains to establish strategies related to cost recovery, allocation of resources, identifying core services, and establish organizational sustainability through a logical and thoughtful philosophy that supports the core values, vision, and mission of the District and the community of Incline Village/Crystal Bay. The creation of a cost recovery philosophy and policy is a key component to maintaining financial control, equitably pricing offerings, and identifying core programs, facilities, and services for an agency.

IVGID Community Services, in particular, have been pressed to carefully analyze the services they offer, determine the costs of providing those services, and conclude which services are most deserving of Recreation Facility Fee based subsidies and which should the end-user bear the burden of funding through fees.

IV. FINANCIAL IMPACT AND BUDGET

None expected at this time.

V. ALTERNATIVES

Not applicable.

VI. COMMENTS

Over the past several budget cycles, Staff has given presentations that include combinations of Executive Summaries, Financial Data, Service Levels, production of the annual operating budgets. Based on feedback from the Board and community, Staff is recommending that that we focus our efforts on the venue budget highlights, items of note, and the financial data as it relates to the operations of the District. Staff would recommend the following as an example:

- Review & possible discussion of executive summaries by venue
- Review and possible discussion of venue budget highlights & items of note
- Review with venue managers of venue and venue sub funds 2020/2021 draft Sources & Uses Data Sheets for the General Fund, Community Services & Utilities
- Final discussion, feedback and possible direction

Potential Venue Presentations:

- Utilities/Public Works
- General Fund
- Golf Courses
- Parks & Recreation (Parks, Tennis & Recreation Center & Community Programming)
- Beaches
- Diamond Peak
- Marketing
- Facilities
- Food & Beverage

Staff is committed to working with the Board of Trustees on a format that provides an opportunity for review and open discussion as well as exploring any recommended changes to accounting strategies, methods, and principles.

IVGID 2020-2021 District Budget Calendar

(all dates are subject to change)

8-27-19	Strategic Plan for 2020-2022 started by Senior Team
9-6-19	Working 2020-2021 Budget is Open in Innoprise
9-12-19	Capital Projects Data Sheets and Process Started
10-24-19	Staff Budget kickoff
11-1-19	Target substantially completed with Ski Operating Budget
10-19 to 1-20	Staff prepares draft operating budget
10-19 to 2-20	Staff prepares updated Capital Improvement Project Summary for first 5 Years of proposed Data Sheets
11-7-19	Managers' report progress to date to GM
12-5-19	Managers' report progress to date to GM
Potential Workshop.....	Potential Board of Trustees approval of Strategic Plan Item in April/May 2020
12-13-19	Cutoff for identifying new CIP or Personnel Requests to the GM
1-28-20	Senior Team previews Long Term Capital Funding
2-12-20	Trustees set Budget and Rec Roll Hearing date as May 27, 2020
2-26-20	IVGID Utility Rate Study
2-26-20	Overall Operating Budget Preview and Strategy Introduction
3-6-20	2020/2021 preliminary operating information released on OpenGov.com
3-11-20	Board overview of Operating Budget
3-13-20	Release CIP 5 Year Summary Online (with Data Sheets)
By Appointment	Capital Improvement Projects Tour
3-25-20	Board review of 2020-2021 Capital Improvement Proposed Budget & Funding
4-14-20	Consider and Approve "Tentative" Budget Filing and Preliminary Rec Roll
4-14-20	Utility Rates (Ordinances 2 and 4) Public Hearing and Approval of Revised Ordinances
5-27-20	Public Hearing on final proposed Rec Roll and 2020-2021 Fiscal Year Budget
6-1-20	File Final Budget Form 4404LGF with State of NV
6-30-20	Distribute Operating and CIP Budget Books
7-29-20	Review and Approve District Indebtedness Report including the Five Year Capital Improvement Project Summary and State Forms
8-15-20	Deadline to publish Form 4409 Summary Budget