MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winquest
Interim General Manager

FROM: Parks & Recreation Team
October 2019 Parks & Recreation Department Status Report

DATE: December 15, 2019

<table>
<thead>
<tr>
<th>Incline Village Parks &amp; Recreation Status Report</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
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<tr>
<td>Recreation Center Monthly Touches</td>
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RECREATION CENTER

- Recreation Center Revenue is under anticipated yield by almost 15,000. We are assuming this is due to high November temperatures. People are waiting to come inside. Operating expenses are lower as well due to fewer people.
- Quotes for Fitness Equipment 2019-20 CIP will be confirmed.
- Incline Glass measured for mirrors to cover holes for both women’s restrooms. They sent a quote and we are in the process of adding a bit to lengthen the mirrors.
- Commission incentive plan for front counter is completed and approved, and will be discussed with front desk employees this December.
- Kid Zone is officially free to members, has been deregulated, and a new information flyer is complete and is available to all members.
- CC Cleaning was awarded the cleaning contract with Rec. Center and started November 15. We have received several compliments in the past two weeks.
- Evaluations and PANs completed for November.
- Installation of Kick Panels on all wood doors in the Rec Center November and December by Dan Vargas
- Fitness Instructor meeting was November 14th.

A Look Ahead

- Ongoing consideration of purchasing or renting two vending machine for snacks at Tennis and Rec Center to help reduce congestion at the front counter during peak times and reduce theft/maintain better control
- The P&R Counter and Rec Center Management are discussing the end to offering suspended memberships and adding a 9 or 10 months membership package.
- Raffle and incentive program roll out to encourage residents to create a profile for online registration and update their contact information...delayed
- Create list of fund raising events and rental fees to augment revenue in Kid Zone
- Review results of Rec Center Member survey
- Group Fitness meeting November
- Evaluation for November
- General Maintenance has been assigned to John F and Dan V.
- Meet to discuss CAPRA accreditation
- Clean drains at the Recreation Center
- Paint Metal Powder coated door jams
- Considering Kid Zone for small children and #s Birthday Party venue

RECREATION COUNTER

- Kayak Renewals
- Worked on RecConnect
• Issued Access tickets in preparation for the 4th of July
• Worked on punch card and pass renewals
• Staff Training for clerks

A Look Ahead

• Additional Kayak rental rack slot sales.
• Continue issuing passes and punch cards
• 4th of July!

FITNESS, HEALTH AND WELL

• Current Wellness through the Arts Programs include Paint with Water Colors, Kids dance and Adult Ballroom Dance
• The well attended Employee Benefits, Health & Wellness Fair took place November 6 providing employees with flu shots, an optional comprehensive blood draw, tabling by several local vendors and a great lunch provided by Bill and the F&B staff
• Personal Trainer Trish McKowen offered a drop-in Foam Rolling class on Tuesdays and Thursdays which started slowly but ended with participants requesting to resume the class in December

A Look Ahead

• The Health & Wellness Fitness Challenge and district venue lunch and learn meetings are in the works
• Partnership youth program discussions with Boys and Girls Club are in the works
• Sponsorship meeting with Chase International continue
• Kids Dance recital takes place December 13

SENIORS

Senior Transportation services helped 141 local seniors take care of business and get where they needed to go. Shopping, medical appointments, recreational activities, and travel opportunities were accomplished by participating patrons.

Senior Transportation – group shuttle schedule
• Tuesdays - Carson City – Nov 5 & 19; Tuesdays Reno – Nov 12 & 26
• Wednesdays - Local (IV/CB/KB) – Nov 6, 13, 20, & 27
• Friday Truckee/Local – Dec 13
• Conversation Café:
  • Nov 7: This & That
  • Nov 14: If you could go back in time and change something about your life or choices, what would it be?
  • Nov 21: Current Events & Thanksgiving Celebration
  • Nov 28: NO CONVERSATION CAFÉ DUE TO THANKSGIVING HOLIDAY 😊
• 55+ Hiking Series continues to get seniors out-and-about to explore many of the thousands of trails in the Tahoe basin. Hikes are scheduled each Tuesday through November. Meet at the Recreation Center at 8:15 for an 8:30 departure.
• Incliner events hosted 215 local seniors for their two Oct dinners, book club & singles dinner.
• Eight seniors went attended Apple Hill outing to prepare for the holidays for fresh apple products.

A Look Ahead

Senior Transportation – group shuttle schedule
• Tuesdays – Carson City Dec 3, 17, & 31; Reno Dec 10 & 24
• Wednesdays – Local (IV/CB/KB) Dec 4, 11, & 18
• Friday Truckee/Local – Dec 13

• Conversation Café:
Dec 5: What aspects of humans have made them a successful species?

Dec 12: What miracles do we see everyday?

Dec 19: Current Events & Holiday Celebration Lunch

No Conversation Café Dec 26th due to Christmas & No Conversation Café Jan 2 due to New Year’s.

55+ Snowshoeing begins! Meet at the Recreation Center by 10:00am, returning by 2:00pm. Join the group for a fun trek in the local snow and wrap up with lunch at a local eatery! Snowshoe hikes are weather-dependent.

Incliners Potluck dinner is Tuesday, Dec 3, Catered Dinner is Tuesday, Dec 17, along with book club, & singles.

Trips, Tours, & Adventures takes seniors on two outings in December: a trip to the Eldorado in Reno to Santa’s Christmas Wonderland and the seasonal outing to Nevada City for the Victorian Christmas Festival.

PARKS

- Attended November District Safety Committee meeting. Fire extinguishers and eye wash station signed off. Slow vehicle triangle signs installed gator utility vehicles.
- Football and soccer field relined at Preston Field, Village Green and Incline Park.
- Incline Park field #3 field improvement finished up in November. Incline Park field #3 construction storage area located just outside the Parks Building in the Parasol parking lot cleaned up and removed.
- Flower bulbs planted at Beaches, Preston Park, Aspen Grove, Village Green, Recreation Center, Administration Building, and Tennis Center.
- Irrigation systems scheduled for blow out last week of October through the first week of November. Some restrooms closed for winter, drinking faucets turned off.
- Sam Gough Parks Supervisor attend Pacific Southwest Maintenance Management School training. Parks Crew Supervisor completed testing and received NV Restricted pesticide certification in three categories.
- Don Shows, Parks Crew Supervisor and Steven Phillips attended management training November 13 at the Chateau.
- Erosion control wattles, sand bags placed by runoff areas and by drains.
- Snow staking of parking lots and landscape areas
- Portables placed at Incline Beach for the winter and temporarily at Tennis.
- Contacted volunteers and requested increased presence of Goose Patrol at Burnt Cedar to deter geese.
- Pump track to be have tarps covering jumps for winter, and signs going up closed.
- Coordinating J-1 seasonal employees for next summer season through HR Department.

A Look Ahead: December

- Parks staff will conduct boat inspections and handle launching and retrievals without the winter.
- Snow removal duties.

Community Events:

A look ahead-Fall & Winter

- Dog Days of Fall 10/5/19
- Trail of Treats and Terror 10/24/19
- Middle school dance 11/15/19
- Community Tree Lighting 12/6/19
- Brunch with Santa 12/14/19

SPORTS
- Adult Coed Outdoor Soccer league has 8 teams every Wednesday night.
- Youth Flag Football has 9 full teams competing every Saturday.
- Adult 3 v 3 Basketball has 5 teams competing every Wednesday.
- Pee Wee Sports has 10 – 12 kids playing Mondays, Wednesdays & Fridays.
- Adult Cornhole is competing every Thursday night.
- Youth Indoor Soccer has over 30 kids competing every Tuesday afternoon.
- Adult Volleyball has 7 teams competing every Tuesday night.
- Youth Play Like A Champion Basketball has 30 kids every Friday.

**A look ahead**

- Adult Volleyball keeps going strong.
- Adult Coed outdoor soccer wraps up Nov. 6
- Adult 3 v 3 basketball wraps up Nov. 20
- Adult Cornhole wraps up Nov. 21
- Youth Flag Football wraps up with the Super Bowl on Nov. 16.
- Start registration for Youth Basketball League that starts in Dec.
- Start registration for Adult Indoor Soccer
- Start registration for Teen Indoor Soccer

**AQUATICS - November**

- Session II of Fall swim lessons began on 11/4
- Swim team with increasing numbers
- Swim Around Tahoe with stable numbers
- In-water slide open on weekends

**A Look Ahead - December**

- Winter Break drop-in swim lessons starting 12/10
- Planning for new Fall/Winter/Spring programs
- Continuing to recruit swim instructors
- Internal holiday swim meet 12/20

**TENNIS – November**

- Tennis Center is Closed October 19 and Usta matches will end November 3
- Staffing is lessening with the end of season.
- Kids camps will end
- Youth Programs are coming to an end.

**A Look Ahead**

- Looking to shut down tennis in mid October
- Pickleball clinics, drop-in and socials continue.
- Pro Shop hours will continue at 9am-6pm closed Sundays.