MEMORANDUM

TO: Board of Trustees

THROUGH: Indra Winquest
Interim General Manager

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

DATE: February 15, 2020

### Incline Village Parks & Recreation Status Report

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
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<tr>
<td><strong>Recreation Center Monthly Touches</strong></td>
<td>23,869</td>
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<td><strong>Fiscal (YTD) Touches</strong></td>
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<td><strong>Parks &amp; Rec Counter Monthly Touches</strong></td>
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<td><strong>Seniors Monthly Touches</strong></td>
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<td><strong>Fitness Monthly Touches</strong></td>
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<td><strong>Youth/Family/Events Monthly Touches</strong></td>
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<td><strong>Fiscal (YTD) Touches</strong></td>
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<td><strong>Sports Monthly Touches</strong></td>
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<td><strong>Facility &amp; Field Rentals Monthly Touches</strong></td>
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<td><strong>Monthly Beach Touches w/o boat &amp; Jet</strong></td>
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<td><strong>Fiscal (YTD) Touches</strong></td>
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<td><strong>Monthly Tennis Touches</strong></td>
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<td><strong>Fiscal (YTD) Touches</strong></td>
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<td><strong>Department Monthly Totals</strong></td>
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<td><strong>Department Fiscal YTD Totals</strong></td>
<td>546,134</td>
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RECREATION CENTER

- Recreation Center Revenue is up from 2018 December Revenue by 2,631.24 due to a busy December 2019.
- 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. Need new quote.
- Commission incentive plan for front counter is completed and approved, and will be discussed with front desk employees this January.
- Kid Zone is officially free to members since November 1st, 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. So far, the cleaning is better.
- Evaluations and PANs completed for December.
- Installation of Kick Panels on all wood doors in the Rec Center November and December by Dan Vargas. He did a great job and they look good.
- Inventory 12.31.19
- Completing and revising 5 year CIP plan
- Started creating a list of fund raising events and rental fees to augment revenue in Kid Zone
- Tim and Dan fixed the lighting around the Recreation Center

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.
- Review results of Rec Center Member survey.
- 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.
- January and Feb evaluation.
- February send letter to members about membership changes.

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

- Kids Dance recital took place on December 13. Dancers, parents, grandparents all enjoyed the performance and cookie and punch social following the show with over 55 in attendance.
- Adult Ballroom Dance continues to grow
- Tai Chi takes a break in December and resumes on January 6
- Small group foam rolling resumes in December

A Look Ahead

- Reset 2020 Fitness challenge plans are in the works
- 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
- Look for the Avvy Savvy partnership program with SNC, SAC, DPSEF and IVGID to begin in February

SENIORS

Senior Transportation services helped 158 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 Dec 3, 17, & 31; Reno Dec 10 & 24
- Wednesdays - Local (IV/CB/KB) Dec 4, 11, & 18
- Friday Local – Dec 6, 13, 20, & 27 - 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 began with 28 participants this month! 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.

Incliner events hosted 276 local seniors for their two Oct dinners, book club & singles dinner.
20 seniors got out and about with a trip to a Christmas show in Reno and the annual Victorian Christmas excursion in Nevada City for holiday fun.

A Look Ahead

Senior Transportation – group shuttle schedule

- Tuesdays – Carson City Jan 14 & 28; Reno Jan 7 & 21
- Wednesdays – Local (IV/CB/KB) Jan 8, 15, 22, & 29
- Friday Local – - Jan 3, 10, 17, 24, & 31; Friday Truckee – Jan 10

- Conversation Café:
• **Jan 9:** How important are morals in society? Should the government define and regulate moral behavior?

• **Jan 16:** If you had the power, how would you change the world?; what would you do?

• **Jan 23:** Current Events

• **Jan 30:** IVGID UPDATE with Indra Winquest

• 55+ Snowshoeing is underway! 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.

• 55+ Ski Clinics begin Jan 8! Meet at Diamond Peak Loft Bar Wednesdays, 9:30-noon, for a snack, beverage and social time before venturing out for a 2 hour group lesson. Pre-registration requested with participation options available by calling the Recreation Center and inquiring.

• Incliners Potluck dinner is Tuesday, Jan 7, Catered Dinner is Tuesday, Jan 21, along with book club, & singles. Incliners Apres Ski Lunches begin Wednesday, Jan 8, at noon, at Diamond Peak Main Lodge.

• Veterans Club General meetings resume Thursday, Jan 30, at noon, at the Chateau. Join us for a dynamic speaker, camaraderie, and a pizza & salad lunch.

**PARKS**

- Attended December District Safety Committee meeting. Fire extinguishers and eye wash station signed off.
- Playground swings removed for the winter at Preston’s and Burnt Cedar playgrounds. Playground inspections conducted.
- Preston Park’s woman family restroom temporarily closed due to leak. Building Department addressing this maintenance item.
- Preston dugout drain cleared of blockage by Parks staff.
- Sam Gough Parks Supervisor submitting application to become a Regent for CPRS Pacific Southwest Maintenance Management School.
- Debris cleanup including micro plastics of beaches from wave action, conducted.
- Ongoing pine needle cleanup conducted at beaches. Drains cleared and maintained.
- Erosion control wattles, sand bags placed by runoff areas and by drains.
- Snow duties for parks pathways, Recreation Center, Administration building, Aspen Grove, and access to restrooms at beaches and parks.
- Three portable toilets in place for the winter at Incline Beach, since restrooms are not heated. Additional Goose Patrol volunteers registered to deter geese from beaches.
- Two shovels in place at lower Village Green so volunteers can assist with dog waste cleanup and shoveling of snow from nearby walking bridge to Fitness Trail.
- Urban forestry items included submitting for two TRPA tree removal permits for hazardous trees removals.
- Dog bag dispensers stocked at Ski Beach, Village Green, Visitor Center, and trails.
- Incline Park batting cage netting removed for winter. Incline Field #3 dugout equipment holders in dugouts covered for winter.
- Cars from Racket Club condominiums parked overnight at Recreation Center given warning tow away tags to find alternative parking as not to impede snow removal efforts at the Recreation Center. Cars parked at Preston Park parking lot was stickered and voluntarily removed. The Safety Specialist, John Dollar coordinate new agreement with Mikne Towing Services, so cars impeding snow removal, or improperly parked can be towed.
- Parks staff participated in Gallup poll survey.
- Employees’ Hero program awarded to seasonal employees in good standing.
- Indra Winquest collaborating with Washoe County to implement additional bear boxes on Lakeshore Boulevard walking pathway.
- Tree inventory has been imported into ArcGIS and we are now reviewing data, and updating from 2014 to current.
• Additional inventory being taken in ArcGIS with GPS coordinates for site furnishings for better organization and replacement planning.

A Look Ahead:
• Parks staff will conduct boat inspections and handle launching and retrievals without the winter.
• Snow removal duties for parks pathways, Recreation Center, Administration building, Aspen Grove, and access to restrooms at beaches and parks.
• Ongoing beach cleanup conducted throughout the winter.
• Budgeting process for operating and capital improvement.

Providing National Arbor Day Foundation with Tree City USA and Growth award application data.

Community Events:
• Community Snowshoe event
• Community Snowshoe event

Look Ahead:
• Community Snowshoe event
• Easter Egg Hunt
• Summer Programming

SPORTS
• Adult Volleyball has successfully come to an end.
• Adult 3 v 3 Basketball successfully came to an end.
• Youth Indoor Soccer successfully came to an end.
• Pee Wee Sports successfully came to an end.
• Youth Play Like A Champion Basketball successfully came to an end.

A look ahead
• Youth Basketball will be a full go in January with practices and games.
• Adult Indoor Soccer starts every Wednesday in January.
• Teen Indoor Soccer starts every Friday in January.
• Registration for Adult Volleyball beginning in early February starts now.

AQUATICS - December
• Session II of Fall swim lessons ended on 12/09
• Addition of Winter Break swim lessons 12/10-1/9
• Swim team with increasing numbers
• Swim Around Tahoe with stable numbers
• Intersquad swim meet well-attended

A Look Ahead:
• Session III of Winter/Spring swim lessons begins 1/13
• Planning for new Winter/Spring/Summer programs
• Continuing to recruit swim instructors
TENNIS – November

- Tennis Center is Closed

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.