MEMORANDUM

TO: Board of Trustees

THROUGH: Steven J. Pinkerton
General Manager

FROM: Indra Winquest
Director of Parks and Recreation

SUBJECT: Review, Discuss and Possibly Receive Input from the Board of Trustees on the 2019 Final Draft of the Community Services Master Plan

STRATEGIC PLAN: Long Range Principle #6 - Communication

DATE: June 12, 2019

I. RECOMMENDATION

No recommendation as this is a discussion item only.

II. STRATEGIC PLAN REFERENCE(S)

Long Range Principle #6 – Communication – The District will engage, interact and educate to promote understanding of the programs, activities, services, and ongoing affairs.

- Provide clear, concise and timely information in multiple, publicly accessible formats.
- Ensure that both internal and external communication is responsive, comprehensive and inclusive.

III. BACKGROUND

On May 1, 2019, Staff presented the Final Draft of the Community Services Master Plan and at that time requested that the Board of Trustees discuss this document with the community. This is the second check in of two (the first one was on May 22, 2019) before considering final approval and acceptance of the Community Services Master Plan at the July 17, 2019 Board of Trustees meeting.

As requested by Trustee Dent, included as an attachment to this memorandum, is the top priority list from the consultant.
IVGID Community Services Master Plan
June 7, 2019

Feedback from Public input
- Maintain/Enhance what we currently have
- Provide trails and improved connectivity
- Provide a dedicated dog park
- Address Recreation Center needs: gymnasium, multi-use meeting rooms, and fitness facilities
- Provide facilities to meet trending recreation needs: bocce and pickleball
- Provide Snow Play
- Valued sports and recreation programs

Top Trends Influencing Priorities for the CSMP
- Maintain/Enhance existing facilities
- Trails
- Active sports play and trends for needs for rectangle and diamond fields
- Dog parks
- Bocce
- Pickleball
- Bike park
- Recreation programming and fitness
- Aquatics centers
- Year-round recreation/winter play

Top Takeaways for Professional Assessments and Needs Assessments
- Maintain/Enhance existing facilities
- Address conflicts of use and provide dedicated dog park
- Provide dedicated rectangle fields
- Address Recreation Center Needs
  - Reorganize and provide enhanced efficiencies in entry, lobby and reception areas
  - Address overuse/limitations of gymnasium
  - Address shortages of storage and office space
  - Improve the weights and fitness studio
  - Provide multi-use meeting rooms to support recreation programming
- Create a recreation campus at the Recreation Center, Incline Park, and Village Green
- Connect existing facilities and trails to create walking and biking loops
- Diversify play equipment
- Take advantage of snow play opportunities

**Top Priorities based on Above Takeaways and Prioritization Criteria**

- **Top Tier Priorities**
  - Enhance and maintain IVGID’s current facilities and upgrade equipment on a regular schedule.
  - Connect facilities to create a connected trail system and provide walking loops.
  - Develop a dedicated dog park.
  - Develop dedicated rectangle fields.
  - Expand the Recreation Center to provide for a more efficient layout for the entry/reception, expand the weights and fitness studio, and provide additional multi-use meeting rooms, offices, and storage.
  - Continue partnerships to provide cross-country ski trails.
  - Move forward top priorities from the Beaches Recreation Enhancement Opportunities Plan, the Tennis Center Facilities Assessment and Master Plan, and the Diamond Peak Master Plan.

- **Second Tier Priorities**
  - Bocce Courts
  - Great Park at Village Green (dependent upon development of a dog park)
  - Skate Park enhancements
  - Sierra Park enhancements
  - Ice rink and snow play areas at the Chateau

- **Aspirational (Projects Could Rise in Priority if Funding or Partnerships Became Available)**
  - Cross-Country Center
  - Aquatic Center at the Recreation Center Property

**Prioritization Criteria**

Moving forward, as new projects and needs arise, the following criteria can be used to evaluate the prioritization of parks, open space, trails, and recreation projects in Incline Village/Crystal Bay. Projects that meet the criteria may rise in priority, depending on funding and timing. As funding becomes available and partnerships occur, projects may advance in priority. However, those opportunities should still be evaluated to understand long-term costs and to understand community support. Projects with highest levels of community interest and fill a community need should rank higher in priority than those with low community support.

- Has a funding source or a funding source can be identified.
- Fills a gap in the current system. Provides parks or park facilities in an area that is needed.
- Has moderate to low impact on maintenance and operations expenses.
- Improves facilities that have reached end-of-life usability.
- Aligns with District partners’ planning efforts. IVGID will work with partners to prioritize future projects that overlap and align with regional planning efforts.
- Offers a high return on investment or maximizes public resources.
- Addresses needs associated with growth and increased demand.
- Provides multiple benefit for both parks and recreation and other community and environmental needs.
Recommendations
- Programs and services at each course should be unique and supportive of each unique brand proposition.
- Deferred maintenance at Mountain Course, most notably the clubhouse must be addressed and a new clubhouse built.
- Mountain Course must be more user-friendly and aligned with user expectations and made attractive to women and families.
- Championship Course must adjust pricing and packaging to market conditions and work with user groups to improve the salability of peak times to outside users.
- Championship Course must implement an efficient yield management program, improve overall turf conditions and moderate expenses.

Incline Village Golf Courses
- Facilities Assessment and Future Needs Recommendation – December 2012
- Findings presented to the Board on March 13, 2013

Recommendations
- Focus on mountain recreation that supports an active lifestyle.
- Maintain and enhance the community use of the facility.
- Preserve the scenic beauty of Diamond Peak.
- Balance community use and additional tourism visitation that will provide the necessary revenue for the continued financial viability of the operation.

Diamond Peak Master Plan – August 2015; Approved by the Board on October 21, 2015

Recommendations
- Improve beach entries and pedestrian access.
- Replace restroom/concession buildings.
- Enhance group areas.
- Enhance beach access and pedestrian connectivity.
- Develop a consistent design aesthetic.

IVGID Beaches – Recreation Enhancement Opportunities Plan – February 2016; Approved by the Board on February 24, 2016

Recommendations
- Launch planning for a major renovation to the Pro-Shop buildings and surrounding site.
- Formalize Pickleball program.
- Affirm funding for maintenance and repair.
- Fine tune operations.
- Evaluate adjustment to programs and services.

IVGID Recreational Venues
AKA
Community Services

Community Services Master Plan – April 2019; Scheduled for Approval by the Board on July 19, 2019

Recommendations
- Trails
- Parks, Open Space and Snow Play
- Fields
- Built Facilities
- Programs

Incline Village Tennis Center – Facilities Assessment and Master Plan – August 2015; Approved by the Board on August 24, 2016

Broad brush, pictorial representation
Master Plan Capital Project Wish List
Summary of Projects identified in Master Plan Documents

Golf:
Mountain Course Clubhouse: $3 million rebuild, $1.4 million renovation (recent estimate).
Mountain Course Maintenance Building replacement: $750,000 (recent estimate)

Diamond Peak:
Summer Activities Phase 1a: $2.4 million
Summer Activities Phase 1b: $1.7 million
Summer Activities Phase 2: $250,000
Snowflake Lodge: $6.2 million
Winter Improvements Phase 3/4: $6 million

Incline Beaches:
Incline Beach House: $3 million (2017 estimate)
Burnt Cedar Restroom Replacement: $750,000
Burnt Cedar Concession Improvements: $450,000
Beach Group Picnic Areas Improvements: $600,000
Burnt Cedar Individual Picnic Areas: $350,000
Burnt Cedar Pedestrian Circulation: $600,000
Burnt Cedar Entry and Pedestrian Access: $540,000
Incline Beach Entry and Pedestrian Access: $200,000

Tennis:
Pro Shop Renovation and Bocce addition: $1.25 million (recently updated)

Community Services Master Plan (not yet approved by Board of Trustees)
Upper High School Fields: $350,000 to $1.7 million
Dog Park: $3.4 million
Bocce Courts: $250,000 - $450,000
Bike Park, Phase 2: $600,000
Skate Park - Phase 2: $500,000 - $1 million
Village Green Enhancements: $2.6 million
Old Elementary School Park Development: $7.5 million
Crystal Bay - Sierra Park Improvements: $250,000 to $500,000
Rec Center Expansion/Admin Building: $7.5 million
Rec Center Expansion/Gym/Fitness/Exercise Rooms: $7.725 million
Rec Center Aquatics Expansion: $4.4 million
Sprung Structure Fieldhouse: $2.25 million

Please note: Estimated costs have all been established at different points in time, and many have not yet included a detailed scope of work. These estimates are included solely to provide an order of magnitude of cost when considering capital project priorities.
COMMUNITY SERVICES MASTER PLAN (CSMP)
PROPOSED IMPLEMENTATION STRATEGY-FINANCIAL

FUNDING:
Available Fund Balance after deducting reserve .......... $8,940,000.
One-time transfer from General Fund/Insurance .......... $860,000.
Total Available for Capital Projects ......................... $9,800,000.

POTENTIAL EXPENDITURES:

Six Year Expenditure Plan

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mountain Clubhouse Renovation</td>
<td>$1,400,000</td>
</tr>
<tr>
<td>Mountain Maintenance Building/Tank Removal</td>
<td>$800,000</td>
</tr>
<tr>
<td>Champ Golf Course Maintenance Building</td>
<td>$700,000</td>
</tr>
<tr>
<td>Tennis Center Renovation/Bocce Addition</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>IVGID contribution to Community Dog Park</td>
<td>$500,000</td>
</tr>
<tr>
<td>Incline Beach House and Access Improvements</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Burnt Cedar Pool Reconstruction</td>
<td>$2,200,000</td>
</tr>
</tbody>
</table>

Estimated Total Cost for Proposed Projects .......... $9,800,000

Fiscal Assumptions
✓ Ski Way/Roundabout .................. $4,850,000 (Cost)
   Funded by a Future Bond. Recreation Bond drops off in 2022/2023 and could cover about two thirds of new Bond Payment. Potential seasonal Ice Rink capital and operating costs paid via existing Foundation funds.

✓ Current Facility Fee allocations dedicated towards Capital remain constant and supply funds necessary for ongoing asset replacement costs. ($405 per parcel for Rec Fee, $39 per parcel for Beach Fee)

✓ Assumes balance of Facility Fee covers cost of operation for all Community Services Facilities. (No revenue windfall from future robust ski seasons or revenue loss from drought ski seasons.)
### Six Year Plan for Sequencing Project Implementation-Timing

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Design</th>
<th>Construct</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Beach House Tennis Ice Rink</td>
<td>Mountain Clubhouse Mountain Gas Tank</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>Burnt Cedar Pool Dog Park</td>
<td>Beach House Tennis Ice Rink Champ Maint. Building</td>
<td>Mountain Clubhouse Ice Rink Champ Maint.</td>
</tr>
<tr>
<td>2022</td>
<td>Ski Way</td>
<td>Burnt Cedar Pool Dog Park</td>
<td>Beach House Tennis</td>
</tr>
<tr>
<td>2023</td>
<td>Roundabout</td>
<td>Ski Way</td>
<td>Burnt Cedar Pool Dog Park</td>
</tr>
<tr>
<td>2025</td>
<td></td>
<td></td>
<td>Roundabout</td>
</tr>
</tbody>
</table>

**Proposed language for CSMP:**

Upon Board of Trustees approval of the CSMP via resolution, Staff is directed to:

1. Begin the process to apply for a Special Use Permit with the U.S. Forest Service to conduct community recreation, including a Dog Park on the 12-acre parcel across from Incline High School.
2. Secure the services of a licensed architect and work with the Community to finalize the design for the Incline Beach House and associated circulation/access improvements.
3. Secure the services of a licensed architect and work with the Community to finalize the concept plan for the renovation of the Incline Tennis Center, including the addition of Bocce Courts.
4. Within ninety days, provide a timeline to the Board of Trustees to ensure the ongoing operation of Burnt Cedar pool while initiating a Community process to review the options for the renovation and/or reconstruction of the Burnt Cedar pools.
5. Immediately initiate discussions with the Incline Tahoe Foundation and Incline Ice Foundation to determine the feasibility of developing a seasonal Ice Skating Rink by leveraging the current funding held by the Incline Ice Foundation.