MEMORANDUM

TO:        Board of Trustees

THROUGH:   Steve Pinkerton
           General Manager

FROM:      Indra Winquest
           Parks & Recreation Director

SUBJECT:   February 2018 Parks & Recreation Status Report

DATE:      March 16, 2018

<table>
<thead>
<tr>
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<th>2016</th>
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<tr>
<td><strong>Incline Village Parks &amp; Recreation Status Report</strong></td>
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<td>Recreation Center Monthly Touches</td>
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<td>Department Monthly Totals</td>
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<td>Department Fiscal YTD Totals</td>
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RECREATION CENTER

- Electronic people counter reported total visits 21,652 for the Rec Center in February. Membership revenue was slightly down for the month.
- Confirmed quotes for CIP purchases 2017/2018, and opened the equipment project. Matrix Equipment has been ordered and they will be removing the old equipment and giving us a trade in discount of $1,200.
- Recreation Center changed the beverage vendor to Swire Coke. Swire provided a vending machine, however our current credit card reader does not fit this type of machine. Victor is helping us purchase the correct card reader connections for the new coke machine. Some of the parts have arrived.
- No vending credit card sales for the month of February
- The corporate and couples membership promotions were slightly disappointing. Only one new corporate membership and couple baker’s dozen were sold. Although, we did have some renewals in both types of memberships.
- Massage and Merchandise revenue were up slightly for February.

A Look Ahead – March

- Ongoing consideration of purchasing or renting another vending machine for snacks to help reduce congestion at the front counter during peak times. The decision will be made in April.
- Continue implementation of a few sales strategies to include; corporate event to meet leaders in each company. March/April Couples sale the month of February, increase price of corporate membership, create a tag line for the Membership and Fitness experience at the Recreation Center.
- Formalizing completed and ongoing strategic goals for the Recreation Center
- Update and review of 5 year CIP plan
- Prioritize maintenance projects for the Rec Center
- Survey of Rec Center Members

RECREATION COUNTER

- Continued selling auto-renewal paddleboard slot rentals; auto-bill set for March 15th.
- Week long Vermont Systems on-site training by representative Mike Skitzis at Parks & Rec
- Gallup 12 agendas
- Continued set up of beach tickets and Tennis Center memberships for upcoming season.
- Hired new Senior Parks & Rec Clerk, Zach Lancaster.
FEBRUARY 2018 STATUS -3- MARCH 16, 2018
REPORT – PARKS AND RECREATION

A Look Ahead – March

- Large update of Vermont Systems from version 3.1.06 to 3.1.08
- Planning of seasonal staff training for Tennis and Beaches
- Ongoing cross training procedures with staff.

FITNESS, HEALTH AND WELLNESS

- Kids Dance Programs got off to a slow start in February due to schedule conflicts
- Personal and small group trainings continue to soar

A Look Ahead - March

- Annual Fitness Challenge to roll-out late March through April
- Health & Wellness revamp continues
- Adult dance classes with Maureen Toner Kelly to begin in late March
- Look for Peaceful Centered Balances Yoga workshops during March and April

SENIORS

- 228 Incliners participated in the monthly potluck and catered dinner for February. Après Ski lunches continue at noon on Wednesdays through ski season.
- Transportation:
  - Tuesdays - Carson City – Feb 13 & 27/ Reno – Feb 6 & 20
  - Wednesdays - Local (IV/CB/KB) – Feb 7, 14, 21, & 28 / Truckee – Feb 21
- Conversation Café:
  - February 1: The 5 Love Languages and Relationships
  - February 8: What happens when the women are away? At home, at work, at Conversation Café?
  - February 15: Current Events
  - February 22: Jury Duty – Civic obligation? Major drag? To serve or not to serve?
- Weekly Snowshoe hikes on Tuesdays – 10-2 – includes lunch at SNC!
- 55+ Ski Clinics on Wednesday mornings just prior to Incliners Apres Ski lunches – Meet at the Loft Bar at Diamond Peak 9:15-9:30 for breakfast snacks and social time.
- 42 People attended the monthly Veterans Club meeting, Thursday, Feb 22, at the Chateau for lunch and a special guest speaker.

A Look Ahead – March

- Transportation:
  - Tuesdays - Carson City – March 13 & 27/ Reno – March 6 & 20
  - Wednesdays - Local (IV/CB/KB) – March 7, 14, 21, & 28 / Truckee – Mar 21
- Conversation Café:
  - March 1: People’s Choice
March 8: If you could give the leader of any country advice, who would it be, and what would you say?
March 15: Current Events
March 22: How are older people viewed/treated in society? (Your observation as a young person versus an older one...any difference?)
March 29: Manners, Customs, Expectations. What are they?...the Good, the Bad, & the Ugly.
Snowshoe hikes continue on Tuesdays – 10-2 – with lunch at SNC
Digital Photography meets on the 2nd Wed of each month at Aspen Grove, 6:00-7:30pm. Join the photography educational exchange with guest presenters and the potluck that kicks off each session.
55+ Ski Clinics on Wednesday mornings just prior to Incliners Apres Ski lunches – Meet at the Loft Bar at Diamond Peak 9:15-9:30 for breakfast snacks and social time.
55+ Trip – March Madness Spring shopping Spree to Roseville! Get the latest in style, fashion, and trends! Meet at the Recreation Center at 8:45!
Vets Club General Membership Meeting on March 29, at the Chateau, 12:00-2:00 with special guest speaker(s) from Wounded Warriors.

PARKS

- Community Service Worker from the Incline Village – Crystal Bay Justice Court completed 11 hours working in the parks.
- Snow removal duties were conducted by Parks staff. Replacement gator with front snow blade attachment received and functioning well to clear snow.
- Attended District's Safety Committee monthly meeting. Playground safety inspection conducted monthly by Parks staff that are NRPA Certified Playground Safety Inspectors. Replaced damaged plank on walking bridge feature on Incline Beach playground. Fire extinguishers, eye wash station and Parks AED inspected and signed off monthly. Vehicles and equipment serviced to ensure safety.
- Four hazardous trees were removed from Incline Park. These four trees removed were permitted and marked by TRPA’s forester.
- Parks staff who are certified in pesticide use by the NV Department of Agriculture sprayed broadleaf herbicide at High School Stadium Field.
- Requested community service workers sentenced to community service from Washoe County Department of Alternative Sentencing, Tahoe Justice Court in Stateline, and the Incline Village-Crystal Bay Justice Court in Incline Village.
- Contacted Incline High School to coordinate with the special education teacher to schedule children in Career Learning Skills program who can learn and develop work skills by working in the parks. The tentative start date for them is May 7, 2018.
- Vandals removed temporary fence during the night at the Pump Track, resulting in 5 hours labor to reinstall the temporary posts, fencing and signage. Vandals painted boulders at Burnt Cedar, which took 3 hours to clean off. Someone de-constructed the cedar frame tepee at the Visitor Center; this vandalism was reported to the Washoe County Sheriff Department.
- Soil samples were taken for the beach turf areas and sent to lab for analysis, to determine soil nutrients and amendment needs.
- Parks supervisors attend customer service refresher in February.
- Working on budget for operating and capital improvement, including project management.
A Look Ahead – March

- Snow removal duties anticipated as more unsettled weather comes in.
- Vermont maintenance management software training is scheduled the week of April 2\textsuperscript{nd} for key Parks employees.
- In March, Sam Gough, Parks Supervisor will take the test for renewing her National Parks & Recreation Association’s Playground Safety Inspector Certification.
- In March, Charlie Wiedenhoft, Parks employee will attend seminar for irrigation electrical wiring troubleshooting.
- Parks staff will temporarily remove swings from the playgrounds at Burnt Cedar and Preston Park until the snow is gone and the surfacing material is no longer frozen.
- Customer service refresher training is scheduled for returning and any new seasonal Parks employees.

YOUTH, FAMILY & COMMUNITY PROGRAMS

- Social media marketing for all programs
- Update website for department
- Organize and host the community snowshoe event
- Planning for Summer programming
- Spring program marketing
- Coordinating teen dance for March

A Look Ahead – March

- Planning for Summer programming
- Spring program marketing
- Community Snowshoe event
- Coordinating teen dance for March
- Egg hunts

SPORTS

- Youth Basketball league has ended successfully
- Coed Volleyball is in week 4 with 6 teams.
- TK play like a champion volleyball program has 16 registrants.
A Look Ahead – March

- TK Basketball is taking place M-W-F
- Youth Softball registration is open
- TK Play Like a Championship Volleyball will continue

AQUATICS

- Attendance at the Rec Center remains steady
- Private lesson enrollment increased in February
- Pre-Swim Team seeing increased enrollment
- Swim Around Tahoe enrollment steady
- Fourth session of Winter/Spring swim lessons underway

A Look Ahead – March

- Stroke clinics continuing
- Winter swim lesson session IV/D end March 22\textsuperscript{nd}
- High School swim meet March 9th
- Exhibition swim meet with IA/NNA and Pre-Swim Team March 23\textsuperscript{rd}
- Underwater Easter Egg Hunt March 24

TENNIS

- Pickleball play resumes in the Recreation Center gymnasium, with expanded days and times
- Junior Indoor Clinics at the Rec Center gymnasium continue
- Raised fees slightly for upcoming season for Tennis and Pickleball

A Look Ahead - March

- Finalized budget for 2018-2019 fiscal year
- Continued planning for CIP projects
- Begin returning employee staffing for upcoming season
- Ordering of beginning inventory items for Tennis Center season