MEMORANDUM

TO: Board of Trustees

THROUGH: Steve Pinkerton
General Manager

FROM: Indra Winquest
Parks & Recreation Director

SUBJECT: November 2018 Parks & Recreation Status Report

DATE: December 18, 2018

<table>
<thead>
<tr>
<th>Incline Village Parks &amp; Recreation Status Report</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<tbody>
<tr>
<td>Recreation Center Monthly Touches</td>
<td>8,136</td>
<td>27,766</td>
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<tr>
<td>Fiscal (YTD) Touches</td>
<td>41,140</td>
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<td>Parks &amp; Rec Counter Monthly Touches</td>
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<td>Fiscal (YTD) Touches</td>
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<td>Seniors Monthly Touches</td>
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<td>Aquatics Monthly Touches</td>
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<td>Fitness Monthly Touches</td>
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<td>Youth/Family/Events Monthly Touches</td>
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<td>Sports Monthly Touches</td>
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<td>Facility/Field Rentals Monthly Touches</td>
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<td>Fiscal (YTD) Touches</td>
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<td>Monthly Beach Touches w/o boat &amp; Jet</td>
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<td>Fiscal (YTD) Touches</td>
<td>148,684</td>
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<td>Monthly Tennis Touches</td>
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<td>Fiscal (YTD) Touches</td>
<td>11,012</td>
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<td>Department Monthly Totals</td>
<td>25,064</td>
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<td>Department Fiscal YTD Totals</td>
<td>346,308</td>
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RECREATION CENTER

- *Please note on Monthly Rec Center Touches we have removed the “Electronic Door Counter” as a numbers stat. We are still using and keeping as a separate line item moving forward.
- Electronic people counter reported total visits of 16,474 for the Rec Center in November. This count does not indicate revenue increase or decrease, merely the amount of people who walk through the front door of the Recreation Center.
- Walked Rec Center entrance site to discuss Capital Project of walkway pavers. Also discussed surveillance cameras.
- Baker’s Dozen Membership offer November until 21st is complete. 21 annuals, 20 6-Months and One-Fall-Into-Fitness memberships were sold. Net revenue was $22,079.
- Edit and publish Power outage procedure is complete with the help of Danielle Peterson.
- Clean lights in group fitness room

A Look Ahead – December

- Ongoing consideration of purchasing or renting another vending machine for snacks to help reduce congestion at the front counter during peak times.
- Raffle and incentive program roll out to encourage residents to create a profile for online registration and update their contact information.
- Order winter uniforms
- Continue update on CIP and Operation budgets
- Fall cleaning of downstairs floors and baseboards
- Decorate Lobby for the Holidays first week of December

RECREATION COUNTER

- Designed new Complimentary passes for Recreation Center & Tennis Center. These items are built in our software system, and are scanned and tracked.
- Designed new “Fun Passes” with Accounting and C2 committee. These items are also built in our software system and are scanned and tracked.
- Trained Senior Rec Clerks on renewal notices out of RecConnect, our mass email portal in Vermont Systems.
A Look Ahead – December

- New Parks & Rec Admin Specialist starts December 31st.
- Additional Kayak rental rack slot sales.
- Email and data collection promotion, as well as online registration promotion.

FITNESS, HEALTH AND WELLNESS

- The Tai Chi program with Dave Norehad continues to on on Mondays, Wednesdays and Thursdays in the front of the Gym from 10:30am – 11:30am
- Dave Norehad has added personal Tai Chi Training to our offerings at the Rec Center
- Fall Youth Dance classes, with instructor Brittnee Bramy continues at the Rec Center. Dancers are preparing for the December 13 recital in the Incline High School Theater.
- Ongoing Adult Ballet, taught by Daniele Pearson, continues on Mondays at lunchtime. Adult Ballet dancers will join the kids dance program for the December 13 recital in the Incline High School Theater
- The Personal Training program continues to beat projections that were set for 2018
- One of two Holiday Gong Sessions, with Yogi Suzy Huested, was held on November 18
- Employee Benefits, Health & Wellness Fair November 7

A Look Ahead – December

- The Holiday Gong Session, with Yogi Suzy Huested, will take place on December 23
- The Winter Wonderland Dance Performance with Adult and Kids dance participants performing Dec 14.

SENIORS

- 154 Incliners attended the monthly events held in November. Two monthly dinners and a singles night occurred.
- Transportation: 126 people utilized the Senior Transportation program for the month of November.
  - Tuesdays - Carson City – November 6 & 20 / Reno – November 13 & 27
  - Wednesdays - Local (IV/CB/KB) – November 7, 14, 21 & 28. Truckee Wednesday is Nov 21.
  - Conversation Café: 72 attendees for November – No Conversation Café on Thanksgiving.
  - Nov 1: Is Competition Good or Bad?
  - Nov 8: Are Test Scores a Good Indication of Competency?
  - Nov 15: Current Events & Thanksgiving Potluck
  - Nov 29: Is Cheating Out of Control?
  - The weekly 55+ Summer Hiking Series wrapped up with 28 participants hiking through November.
  - Veterans Club does not hold general membership meetings in November & December.
  - A small group enjoyed the annual outing to Apple Hill on November 14th.

A Look Ahead – December

- Conversation Café:
  - Dec 6: Should Creationism be Taught in School?
  - Dec 13: Are Law Enforcement Cameras an Invasion of Privacy?
  - Dec 20: Current Events & Holiday Potluck
  - Dec 27: Does Boredom Lead to Trouble?

55- Snowshoeing starts Dec 4th. Join the group for a couple of hours of traipsing through the snow and lunch afterwards at one of many local eateries!
Trips, Tours, & Adventures embarks on a holiday favorite - Nevada City’s Victorian Christmas on Dec 9th! Be on the lookout for the start of 55+ Ski & Snowboard clinics at Diamond Peak! Session begins Jan 9th. Package options available for registration at the Recreation Center front counter.

**PARKS**

- Parks staff participated in the district safety committee meeting. Playground safety inspection conducted monthly by Parks staff who are NRPA Certified Playground Safety Inspectors.
- Fire extinguishers and eyewash station checked and signed off monthly. Parks AED inspected and serviced by Safety Specialist John Dollar.
- The swings have been temporarily removed from the Preston Park playground until the spring.
- Putting soccer goals away for winter storage.
- Split rail fencing completed at Village Green planters to keep dogs from damaging plants.
- Fall cleanup completed with pine needles, pinecones, and other green waste being recycled.
- Public Works 20 yard green waste containers were removed from Burnt Cedar Beach and Incline Beach.
- Closed the Pump Track for the winter. Numerous signs installed throughout the Pump Track stating Bike Park Closed for the Winter.
- Fitness station #3 repaired and new plastic platform installed. Met with playground rep to discuss equipment going forward.
- Equipment and supplies placed in storage for the winter.
- We provided five picnic tables for the Ski Area to borrow for the winter. Moved picnic tables to Diamond Peak.
- The Fleet Department serviced equipment and rolling stock before winter.
- Hired Parks Crew Supervisor, Jesse Kravchuk, who started November 5.
- Coordinated Scoutmaster and Debbie Larson to have the Boy Scouts conduct maintenance to the Lakeshore Boulevard’s pathway trail posts markers. Replaced missing posts and repaired some distance post signage.
- Nearly completed snow staking parking lots and pathways.
- Parks staff will continue to address all scheduled boat launches throughout the winter.
- AYSO soccer season ended November 2.
- Portable toilets placed at Incline Beach since restrooms are closed for the winter. One portable placed at Tennis Center temporarily until the first snowfall.
- The Incline Park batting cage netting was removed and placed in storage for the winter.
- Employee layoffs continued; some workers changed to On Call for snow removal.

**A Look Ahead – December**

- Budgeting CIP and Operating.
- Santa Chair transported to and from Chateau for Breakfast with Santa event.
- Parks & Recreation Holiday Potluck at Parks Shop.
- Christmas tree recycling will take place at Preston Park parking lot.
- Tarps placed on large jumps in the Bike Park.
- Snow removal duties.
- Winter maintenance tasks.
- Installing twelve metal bear habitat signs on bear boxes at key locations throughout the parks.
- Snow blower training in December.
- All gates locked closed for the winter.
YOUTH, FAMILY & COMMUNITY PROGRAMS

- Begin winter program marketing
- Update website for department
- Planning for winter programming
- Working on Brunch with Santa
- Working on Holiday event
- Program and event eflyers
- Held a middle school dance
- Maintain the department Facebook page

A Look Ahead – December

- Winter and spring events and program marketing
- Working on Brunch with Santa
- Working on Holiday event
- Budgeting

SPORTS

- TK Play Like a Champion league ends.
- Fall Volleyball clinic will have started.
- Coed Volleyball Ongoing Tuesdays

A look ahead – December

- Adult Volleyball League ends
- TK Play like a Champion ends
- Youth Basketball Registration and

AQUATICS

- Stroke clinics continuing
- Session II/B began with average enrollment
- Swim team with increasing numbers
- Work at Burnt Cedar Pool completed and pool now filled and covered for the Winter
- Swim Meet November 7th well-attended
A Look Ahead – December

- Fall Swim Lesson session II/B ends December 10th
- Continuing work on Aquatics budget

TENNIS

- Pickleball drop-in group play continues at the Recreation Center.
- Submitted 1st draft of upcoming Tennis Center budget.

A Look Ahead – December

- Planning indoor Pickleball clinics at the Rec Center with CJ Johnson - to begin Jan 6th.
- Planning indoor youth Tennis clinics with Dominic Morelli – to begin Jan 6th.