**MEMORANDUM**

**TO:** Board of Trustees  
**THROUGH:** Steve Pinkerton  
General Manager  
**FROM:** Indra Winquest  
Parks & Recreation Director  
**SUBJECT:** October 2018 Parks & Recreation Status Report  
**DATE:** November 20, 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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<tr>
<td>Recreation Center Monthly Touches</td>
<td>6,870</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>
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<td>Monthly Tennis 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 of 20,468 for the Rec Center in October.
- Walked Rec Center entrance site to discuss Capital Project of walkway pavers. Also discussed potential surveillance cameras for front and back entrance of Rec Center.

A Look Ahead – November

- 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.
- Bakers Dozen Membership offer November until 21st.
- Edit and publish power outage procedure
- Order winter uniforms
- Continue update on CIP and Operation budgets
- Fall cleaning of downstairs floors and baseboards
- Clean lights in group fitness room

RECREATION COUNTER

- Designed RecConnect templates in Vermont mass email portal.
- Held end-of-season Beaches meeting with supervisory staff and discussed summer procedures.
- Worked on Vermont on-site visit agenda for Accounting in November, and coordinated with attending staff.
- Had summer operations meeting with front counter staff to discuss any necessary procedural changes.

A Look Ahead – November

- Creating new scannable tickets and vouchers for comped Recreation products.
- Vermont on-site visit for Accounting team scheduled
- Organize interview panel for Admin Specialist job posting.

FITNESS, HEALTH AND WELLNESS

- Held a successful Backyard Tai Chi program with Dave Norehad segued to Mondays, Wednesdays and Thursdays in the front of the Gym from 10:30am – 11:30am
Fall Youth Dance classes, with instructor Brittnee Bramy continue 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.
- Fitness, Health & Wellness will host the annual Blood Drive from 9:00am – 4:00pm on Friday October 5. 86 pints of blood were collected.
- Fall Into Fitness Promo kicked off in October, incorporating Personal training, Nutrition counseling and a 3 month membership at the Incline Rec Center.
- The Personal Training program continues to beat projections that were set for 2018.

A Look Ahead – November

- Plans are in the works for two Holiday Gong Sessions, with Yogi Suzy Huested, one in November and one in December.
- Look for the annual employee Benefits, Health & Wellness Fair November 7.

SENIORS

- 285 Incliners attended the monthly events held in October. Two monthly dinners and a singles night occurred.
- Transportation: 125 people utilized the Senior Transportation program for the month of October.
  - Tuesdays - Carson City – Oct 9 & 23 / Reno – Oct 2, 16 & 30
  - Wednesdays - Local (IV/CB/KB) – October 3, 10, 17 & 24. Truckee Wednesday is October 18.
- Conversation Café: 97 attendees for October.
- Weekly 55+ Summer Hiking Series took 64 people to various Tahoe basin destinations.
- Veterans Club hosted the annual Community Ball in lieu of the regular monthly meeting with 80 attendees. The additional meetings hosted another 13.

A Look Ahead – November

- Transportation:
  - 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:
  - 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?
- Trips, Tours, & Adventures hosts a full van and heads to the Apple Hill November 14th!

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 signed off monthly, eyewash station and Parks AED inspected and signed off monthly.
- Parks continued staining wood features in parks including benches and fencing.
- Planting flower bulbs in new upgraded masonry flowerbed at Aspen Grove/Village Green and at key entrance flowerbeds at the Recreation Center, Tennis Center, and Administration Building.
- Split rail fencing installed at Village Green planters to keep dogs from damaging plants.
- Fall cleanup started with pine needles, pinecones, and other green waste being recycled.
Ongoing work repairing dirt jumps of take-off and landing areas at the Pump Track. Concrete pad poured for bike repair station and bike pump installed at Pump Track.

Contacted volunteers and requested increased presence of Goose Patrol at Burnt Cedar to deter geese.

The Fleet Department serviced equipment and rolling stock before winter.

Hired Parks Crew Supervisor position, start date is November 5th.

Seasonal layoffs continued to occur.

Coordinating with Debbie Larson of Boy Scout Troop 37 to conduct maintenance to the Lakeshore Boulevard’s pathway trail posts markers with the Boy Scouts. They will be replacing missing posts and repairing post markers.

Special events in October included Dog Days at Burnt Cedar pool, Pumpkin Patch at Incline Park Field #3, Trail of Treats and Terrors, and the BE 5K run at Village Green.

Snow staking parking lots and pathways.

Life Guard chairs and lounge chairs picked up and stored for the winter.

Blowing out irrigation systems throughout parks the week of October 29th. Buildings Department to shut down domestic water for the winter at some restroom sites.

Portables placed at Incline Beach for the winter and temporarily at Tennis until the weather turns.

Ski Beach temporarily open to dogs for the winter October 15 to April 15 each year. Doggie bag dispensers installed and additional “No dogs allowed” signs placed at Incline Beach and Burnt Cedar Beach.

AYSO soccer season ends November 2nd.

Tennis Center clubhouse closed for season on October 27, 2018. Some tennis courts are available for play until the snow arrives.

The Incline Park batting cage netting has been removed and placed in storage for the winter.

A Look Ahead – November

- Fungicide application to High School sports field.
- Putting soccer goals away for winter storage.
- Parks staff will address all scheduled boat launches throughout the winter.
- Boy Scouts to work on Lakeshore pathway signs.
- Taking proactive approach to preventing rodents at storage areas and guard shacks.

YOUTH, FAMILY & COMMUNITY PROGRAMS

- Completed the CPR and First Aid Instructor Training
- Begin winter program marketing
- Update website for department
- Planning for winter programming
- Worked on the Quarterly Calendar
- Coordinate the Trail of treats
- Working on Dog Days event
- Assist with the Community Services Mater Plan Interactive meetings

A Look Ahead – November

- Fall program marketing
- Panning out summer staff
- Begin organizing middle school dances
Working on Brunch with Santa
Working on Holiday event
Program and event eflyers

SPORTS

TK Play Like a Champion
Fall Volleyball clinic Registration
Coed Volleyball Ongoing Tuesdays

A look ahead – November

Adult Volleyball League ongoing
TK Play like a Champion begins ongoing
Winter Sports marketing begin marketing.

AQUATICS

Stroke clinics continuing
Session I/A ended with higher than normal enrollment
Swim team with increasing numbers
Work at Burnt Cedar Pool consisting of drilling core samples for assessment

A Look Ahead – November

Internal swim meet November 7th
Fall Swim Lesson session II/B begins November 4th
Working on Aquatics budget
Continuing work on Burnt Cedar pool, including installation of new sand filter for toddler pool

TENNIS

Adult Tennis clinics ended October 20th
Junior Tennis clinics ended October 25th.
Pro Shop closed October 27th.

A Look Ahead – November

Pickleball drop-in play moves to the Recreation Center Gym mid-November!
Final inventory and sales reports to Accounting team.
Begin budgeting process for next season.