**MEMORANDUM**

TO: Board of Trustees

THROUGH: Steve Pinkerton
General Manager

FROM: Indra Winquest
Parks & Recreation Director

SUBJECT: March 2018 Parks & Recreation Status Report

DATE: April 16, 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>11,078</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>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 21,868 for the Rec Center in March. 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. Delivery will be around April 14th.
- Recreation Center changed the beverage vendor to Swire Coke. Victor installed the credit card reader in March. We missed a month of credit card revenue in February. Swire Coke prices are high. We have been purchasing coke products at Sam’s club about a minimum of 50% savings.
- Hero employee program launched.
- Two Bikes and 3 Televisions were ordered from LifeFitness.
- Towels were placed behind counter and towel expense has been reduced, as guests are not taking towels that haven’t been paid for.

A Look Ahead – April

- 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.
- Fitness Instructors annual Meeting planned.

RECREATION COUNTER

- Gallup 12 agendas
- Hiring of front counter staff to replace a few outgoing team members.
- Continued set up of beach tickets and Tennis Center memberships for upcoming season.
- Planning setup in software system of new additional kayak racks at ski beach to be rented.
A Look Ahead – April

- Update of Vermont Systems from version 3.1.08.00 to 3.1.08.01
- Planning of seasonal staff training for Tennis and Beaches.
- Ongoing cross training procedures with staff.
- Scheduling of monthly Parks & Rec Counter & Rec Center desk staff meetings.

FITNESS, HEALTH AND WELLNESS

- Annual Fitness Challenge to roll-out began in March
- Semi Private High School hip hop classes with Maureen Toner Kelly began in March
- Kids Dance continues through March and an April with a performance in the school theater

A Look Ahead – April

- Annual Fitness Challenge kick of April 16
- Health & Wellness revamp continues
- Adult dance classes with Maureen Toner Kelly to begin in late April
- Look for Fitness Challenge specialty classes, workouts and lectures April 16 through May 25 - Mindful Mondays, Tuesday Tahoe Treks, Wednesday Workout of the Week, Teachable Thursday, and Foodie Fridays

SENIORS

- 361 Incliners attended the monthly potluck and catered dinner for March. Apres Ski lunches will wrap up on Wednesdays when ski season closes.
- Transportation:
  - Tuesdays - Carson City – Mar 1, 15, & 29/ Reno – Mar 8 & 22
  - 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.

- 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.
- Veterans Club hosted 35 people at the monthly meeting, Thursday March 29, at the Chateau for lunch and a special guest speaker.

A Look Ahead – April
Transportation:
- Tuesdays - Carson City – April 10 & 24 / Reno – April 3 & 17
- Wednesdays - Local (IV/CB/KB) – April 4, 11, & 25 / Truckee – April 18

Conversation Café:
- April 5: People’s Choice
- April 12: Is global climate change man-made?
- April 19: Current events
- April 26: IVGID Trustee Candidate discussion

Snowshoe hikes will continue, weather permitting, on Tuesdays – 10-2 – with lunch at SNC. The 55+ Spring Summer Hiking Series begins May 1!
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 wrap up for the year with the close of Diamond Peak.
- 55+ Trip – Join the fun! Visit the wine regions of Auburn and taste the local products! Meet at the Recreation Center at 9:15M!
- Vets Club General Membership Meeting on April 26, at the Chateau, 12:00-2:00 with special guest speaker(s) from Wounded Warriors.

PARKS

- Snow removal duties were numerous in March and included clearing drains, conducted by Parks staff.
- Preliminary project coordination for Incline Park field CIP was done by meeting with landscape architects. We provided measurements for fencing location and data on the current irrigation system to evolve with future upgrades.
- Attended District’s Safety Committee meeting. Playground safety inspection conducted monthly by Parks staff who are NRPA Certified Playground Safety Inspectors. Fire extinguishers, eye wash station and Parks AED inspected and signed off monthly. Vehicles and equipment serviced to ensure safe condition.
- Some Parks staff completed Lake Tahoe Seal Inspector re-certification.
- Crew Supervisor Charlie Wiedenhoft attended drip line and irrigation wiring troubleshooting seminar 3-7-18.
- Samantha Gough passed National Recreation Parks Association Playground Safety Inspector testing 3-6-18 and renewed her certification.
- Ordered capital improvement items for beaches, which included five picnic tables, eight planters and fifteen lounge chairs.
- Special community event Egg Hunt was held outside adjacent to the Recreation Center. It was well attended and successful.

A Look Ahead – April

- Vermont maintenance management software training took place as scheduled the week of April 2nd for four days.
• Coordinated students from Incline High School by contacting 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.
• Any Washoe County Community Service Workers who are assigned to IVGID Parks to complete assigned hours will help with spring cleanup.

YOUTH, FAMILY & COMMUNITY PROGRAMS

• Social media marketing for all department programs
• Update website for department
• Planning for Summer programming
• Spring program marketing
• Underwater Egg Hunt
• Spring Eggstravaganza Egg Hunt

A Look Ahead – April

• Planning for Summer programming
• Working on Summer Camp information brochure
• Working on summer staffing
• Planning LITE program
• Working on the June IVGID Quarterly

SPORTS

• TK Basketball is taking place 3 days per week in the gym M-W-F
• Coed Volleyball is in week 7 with 6 teams.
• TK play like a champion volleyball program has 18 registrants.
• Girls Softball Registration is still open Teams forming soon.

A Look Ahead – April

• Tk Basketball is taking place M-W-F through April
• Adult Volleyball will end in late April.
• Youth Softball will begin
• TK Play Like a Championship Volleyball will continue

AQUATICS

• Stroke clinics continuing
• Winter swim lesson session IV/D end March 22nd
• High School swim meet March 9th
• Exhibition swim meet with IA/NNA and Pre-Swim Team March 23rd
• Underwater Easter Egg Hunt March 24th
A Look Ahead – April

- Swim meet April 27th
- Begin hiring seasonal staff for summer
- Session 5 of Winter/Spring swim lessons continues

TENNIS

- Pickleball play resumes in the Recreation Center gymnasium, with expanded days and times.
- Junior Indoor Clinics at the Rec Center gymnasium continue on Sunday afternoons, Rec Center gymnasium.
- Raised fees slightly for upcoming season for Tennis and Pickleball.
- Received and input opening inventory for Pro Shop.

A Look Ahead - April

- Continued planning for CIP projects – court crack filling and fence repairs in May
- Begin returning employee staffing for upcoming season
- Begin hiring of new staff members to fill a few open positions
- Continued receiving and inputting of beginning inventory items for Pro Shop