



Parks Department Board Report

April 9, 2014 (for March)

Administrative Update

- Website – LIVE! Web, tablet and phone version at www.washingtontwpparks.org
- 5-year Master Plan – Met with HPG to discuss the project and will be gathering two additional bids to review.
- Trained April (Camp Director) on the use of RecPro to be able to take camp registrations and session registrations throughout the summer. She is working on creating a SOP for registrations so that it can be added to the manual. Early-bird summer camp registration opened on March 24th and updates about registration will be included in future reports as the numbers begin to accumulate.
- Continued to put together elements on summer camp 2014. Have met with the Camp Director along with Dan Smith and Karen Hendershot to continue planning for the Fire Departments' involvement in this years' camp (weeks 1 and 8 will feature the Fire Department as special guests and will allow them to conduct some fire safety components within the Parks' camp).
- Met with IU West to discuss the IU West Day of Service and have expanded the opportunities for the day to include the redesign of the butterfly garden and trail cleanups/evaluations. I have asked that IU West build into the volunteer base the opportunity to meet with each of the groups (fitness station, butterfly garden, and trails) and provide them with a survey to elicit feedback. I would like to develop the group doing the trails as the first "friends of the trails" group in hopes that we can get volunteers to feel invested in our trails and return to help us keep them cleaned up and provide feedback on an on-going basis.
- Promoted the open Park positions (Events Staff and Camp Staff) and lined up interviews to take place the first week of April.

Community Outreach

- Continue to host Insanity classes at the Pavilion Center Tuesday nights at 6pm. We have had approximately 12-15 people each time with the majority of the individuals each week being new users. This means we are reaching new populations each week and are spanning outside of Avon into Brownsburg, Indianapolis, Plainfield and some other surrounding cities/towns.
- Karen Hendershot and I attended an Active Living workshop wherein planners, members of the public, parks and recreation professionals, architects, etc. from throughout Hendricks County attended to discuss the ways in which we can work together to make the community more pedestrian and bike friendly. Taking actions to increase pedestrian and bike access works to create a more healthy environment for everyone by increasing activity, decreasing CO2 emissions, reducing traffic accidents, etc.

- Grace attended the Bride to Be Expo to promote the Pavilion as a wedding venue. This is the only bridal expo which we participate in as it has the highest number of participants. The Pavilion was also advertised as a result of the cost of the booth.

Events

- Final Family Film Series until September was held and participation remained steady at 30 participants.
- Met with Terry and Ryan at Avon Town Hall Park to continue the planning of the Family 5K Fun Run. Discussed other possible events for our parks to partner on and discussed the sharing of promoting activities amongst both entities.
- Conducted a photo shoot in the Pavilion Center of a wedding setup with all donated time and materials (LGI Linens, Photographer, DJ with lighting, Cake, flowers and table centerpieces). The photos will be added to the brochure developed to provide as advertising of the Pavilion for weddings and special events. This is part of the 2013 awarded TED grant. – Photo shoot organized by our Events Coordinator.
- Three bands (and dates) were established for the Music in the Park concert series for this summer (June, July and August). Vendors were contacted to ask their level of involvement in coming in to participate as food vendors for each of the events. We will cap vendor participation at two per event until we can gauge the level of involvement. As a result of not being able to provide vendors with accurate head counts, we recognize there may be a potential for food waste on the part of the vendors so we are not charging a fee to be a participating vendor this first year. They have been notified that the potential is there for there to be a fee associated with being a participating vendor similar to that which we charge to be a vendor for our Pavilion events. – Organized by our Special Programs Coordinator
- This month the Optimist Club will be hosting their annual Easter Egg Hunt in the Park on Saturday April 19th from 10am-12pm. This will be located in the upper part of the Park.

Maintenance Update

- For a cost comparison I vetted another company to provide us with a demonstration of their product and a break down on the price. The company is Facility Dude (used by Avon School Corp, Carmel Clay Parks & Rec and others) and have provided us with a viable second option to entertain. It seems that Facility Dude will be the more appropriate choice in that many of the add-ons we would like to have in MainTrac are already built features with Facility Dude. Will be purchasing the system during the month of April.
- Finished the weekly/monthly/seasonal checklists for the lower park locations. These will be instituted in April.
- PM's were completed for the spring/summer equipment as well as vehicles which were due. PM's for the red truck, white truck and trailblazer included: oil changes, oil filter replacements, greasing chassis and checking fluid levels and air filters. PM's for the Hustler Mower and Old Bobcat included: oil change, oil filter replacement, greasing all zerks, checking all fluid levels and air filters, and spark plug replacement (blowers and weed eaters).

