



# Parks Department Board Report

## August 13, 2014 (reporting on July)

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### Administrative Update

- We conducted the Internal and External Scans for the 5-year Master Plan at the end of July. In attendance for the Internal Scans were myself, Chief Smith, Chief George, Jennifer Thornell, Josie Simison, and Don Hodson. Fred Palmer sat in on the meeting as a prospective future board member. The meeting was facilitated by Kate from HPG. The External Scan was completed and in attendance was an employee of Hendricks Regional Health, the owner of Avon Transmission, a representative from both the school board, library and the Avon Town Manager.
- We have been researching potential companies to fulfill some of our 2015 Capital Improvement Plans and have brought them in to get us estimates on the projects.
- Created and administered a survey to the parents that participated in camp – will be sending out a reminder in August to ensure we maximize participation. Overall, the feedback received about this year's camp was resoundingly positive. People had positive feedback about the mix of education, activity, and arts & crafts. They also praised the increase in consistent communication and voiced their concerns over the past years' in terms of there being a lack of communication. They said that their kids were more exhausted and were more excited about camp than they had been in other summers. We also had an influx in the number of recommended families who came to camp new to us this year – many were after the summer camp had started and were referred based on positive feedback. The financial numbers also reflect this positive upwards momentum. There are obviously items that still need to be improved and I look forward to working with the staff next year to continue this momentum. We will be losing April Wolcott due to her new place of employment work schedule, and that is a great loss to this camp. April has been a tremendous asset to the camp from the time she was a counselor and moved into the Director role. She will be missed, but we hope to get her back for any portion of camp that we can next year 😊
- Created a newsletter that will go out for August and will continue to go out each month. The format is set in an electronic version so that people can subscribe to the newsletter through our website and receive it to their email. We'll also have copies printed up and available throughout the Park.
- In receiving training on the other module for FacilityDude, it was determined that it was not a necessary module for our maintenance crew. This will either decrease the cost of the overall program purchase or allow us to explore earlier, the option of switching over to a new recreation management software system also through FacilityDude. We are currently exploring both options.
- I met with Becky Harris from Visit Hendricks County and Lisa Davis from Sports Indiana about the different prospects for the Park in terms of providing recreational programs. We had a

discussion about the potential uses for the field adjacent to the emergency access route to the Station Hill neighborhood – turning it into a multi-use field.

## **Events**

- The second Concert for the Summer Concert Series in the Park occurred this month – attendance was much higher so we were extremely happy about that. We're looking into other advertising avenues in addition to other items that might help attendance such as leaving the SplashPad on during the concert so that people are already in the lower part of the Park. There is one more concert this summer –August and we're looking forward to determining if they are worthy programs to hold in the Park or if there just isn't a market for it in this community. Based on increased attendance, our hope is that getting in a little bit more well-known bands will produce better results.
- Continue to host Insanity classes at the Pavilion Center Tuesday nights at 6pm and have added PiYo classes which follow the Insanity class beginning at 6:45pm. There is also PiYo in the Park on Thursday evenings which has continued to have a turn-out and draws attention from those visiting the Park for other recreation purposes.
- The second 4 weeks (session 2) occurred during the month of July and we continued to see tremendous growth and have continued to hear great praise from the parents of the campers. (See summary above)

## **Maintenance Update**

- Please see attached document detailing the breakdown of labor hours for the month of June.
- Maintenance have been able to catch up on mowing which includes not just the Park but the cemeteries. We had a meeting with Josie Simison, Don Hodson and Jennifer Thornell to discuss the best possible time tables for mowing the cemeteries and are forging on with those plans.
- We have added the hours of an event staff member to perform the Pavilion Center cleanups and setups/breakdowns for events which has freed up a TREMENDOUS amount of time for our maintenance individuals. This has allowed for other tasks that have needed to be completed to get completed and has streamlined processes for the setups/break-downs as well!
- We had a couple of weed control properties that we were to tend to and have accomplished those. We will be working to determine the appropriate fee structure for the process and will be working through the best solution to assessing charges and time/labor. We will be doing this in conjunction with Jennifer Thornell and in speaking with Don Hodson.

<b>Sum of Labor Hours</b>		
Craft	Location	Total
Capital Project	Maintenance Area	3.5
<b>Capital Project Total</b>		<b>3.5</b>
Doors and Hardware	Pavilion Center	1
<b>Doors and Hardware Total</b>		<b>1</b>
Electrical	Lower Park	2
<b>Electrical Total</b>		<b>2</b>
Equipment Maintenance	Lower Park	1.25
	Maintenance Area	6
	Vehicles/Equipment	3.5
<b>Equipment Maintenance Total</b>		<b>10.75</b>
Event Setup	Pavilion Center	39
<b>Event Setup Total</b>		<b>39</b>
Fence Repair	Upper Park	4.5
<b>Fence Repair Total</b>		<b>4.5</b>
Fire Alarm System	Pavilion Center	0.5
<b>Fire Alarm System Total</b>		<b>0.5</b>
Gates	Paw Park	0.5
<b>Gates Total</b>		<b>0.5</b>
General Maintenance	Vehicles/Equipment	1
<b>General Maintenance Total</b>		<b>1</b>
Grass Cutting	Cemeteries	48
	Lower Park	103
	Paw Park	8
	Trail System	2.5
	Upper Park	23.45000005
<b>Grass Cutting Total</b>		<b>184.95</b>
Grounds	Trail System	0.5
	Upper Park	2
<b>Grounds Total</b>		<b>2.5</b>
Housekeeping	Lower Park	34.25
	Maintenance Area	2
	Pavilion Center	44.25
	Paw Park	26
	Splash Pad	5
	Upper Park	75.75
<b>Housekeeping Total</b>		<b>187.25</b>
Inspections	Trail System	1
<b>Inspections Total</b>		<b>1</b>
Landscaping	Lower Park	1.25
	Upper Park	1.5
<b>Landscaping Total</b>		<b>2.75</b>
Miscellaneous	Lower Park	0.5
	Maintenance Area	35.75
	Pavilion Center	2
	Splash Pad	1
	Upper Park	1.25
<b>Miscellaneous Total</b>		<b>40.5</b>
Pest Control	Splash Pad	1
<b>Pest Control Total</b>		<b>1</b>
Playground	Splash Pad	1.5
	Upper Park	1

<b>Playground Total</b>		<b>2.5</b>
Plumbing	Upper Park	7.25
<b>Plumbing Total</b>		<b>7.25</b>
Tree Services	Cemeteries	13.5
	Lower Park	1.5
	Upper Park	4
<b>Tree Services Total</b>		<b>19</b>
<b>Grand Total</b>		<b>511.45</b>

