



Parks Department Board Report

February 10, 2015 (reporting on January)

Administrative Update

- I met with Ryan from Avon Town Hall to get trail construction updates as they pertain to the Park property. In the update provided, the soonest any portion of Park land affected by construction would be in 2016 and that will be the portion of the trail project that will impact the lease agreement with Steve Boone. The other two segments of trail construction will be taking place early 2017.
- Discussed with Ryan the opportunity for us to be able to be including in the paving project that they do annually within the Town of Avon. I will be mapping out the areas of the Park that need resealed, potholes filled, or segments redone right down to the base. Restriping of the parking to ensure accessibility requirements are met could happen sooner than I had anticipated as the cost is one that we could potentially do this year in some areas and factor in for next year to complete. This was an identified deficiency in the parking areas portion of the accessibility assessment completed 2014.
- Completed and published the Park newsletter, "Whipple Walk" for the first quarter of 2015. The newsletter was published to an online viewing website as well to make it easy to read while on phones and tablets.
- Continued the rebuild of RecPro Software system which is what the Park uses for scheduling events. RecPro has graciously agreed to provide free of cost a new database and training to rebuild the database so that it is accurate. Over time, the database was cluttered with a variety of different entries that confused the process – this is due to the turnover at the Park and the lack of training for each individual who came through to use the system. All Admin employees at the Park have sat through this rebuild and training to ensure we are all on the same page. I will be compiling the "how to" versions to the entry I am doing for future use.
- We brought on an intern for the Park during the month of January! April will be with us for the final semester of her senior year (January – May) for two hours a day Monday-Friday. She will be helping us to get the Second Sunday for Seniors program off the ground in the Park. She will be working with Marni and myself to make contact with local Senior Citizen organizations to conduct a needs assessment of activities and see if we can't get some of the organizations to come into the park to participate in certain activities once a month! She will be making calls, helping with advertising, and will conduct the program with Marni once prior to her leaving us. She is a senior and is graduating in May, we're lucky to have April with us!

Events

- During the month of January, we implemented three new programs and held three re-occurring programs:
 - Tyke Hike which is geared towards pre-school age kiddos and their caregiver to provide a daytime activity out in the Park. The idea is that it is educational but also provides

physical activity for all involved. The program will differ in topics and will not always be outside but will always fall on a reoccurring date each month. The day and frequency is something we will have to continue to tweak.

- J4K (Just for Kids!) was a program we held to give parents a night out (or just at home!) and the kiddos a chance to socialize and play some activities! We had events staff help us work the event and asked them for feedback on the results of the program. They had some AWESOME ideas and we look forward to tuning this program up and offering it again in a couple of months! We would like to offer it once a quarter.
- Birds in Winter Workshop was held as part of the deferred program from the Holiday in the Park event in December. The program was a pre-registration event and even though we only had five individuals sign up we had brought on two volunteers who are experts in the field to help put on the program; we went through with the program based on the fact that it was volunteer based and the participants had a great interest in the topic!
- We held a Family Film Series event and the event had a turnout of 15 individuals. This event continues to be unpredictable however we have begun to deduce that the weather actually plays a role in attendance. The weather was a wintery mix and while we had a lot more RSVP's than those in attendance, the weather kept a lot of them away!
- Insanity and PiYo classes continued in the Park Pavilion but have been moved to Monday evenings. Attendance during the month of January was higher than normal, healthy start to the New Year!

Pavilion Center Update

- Each month as a new addition to the board report, will be a breakdown of the events rented through the Pavilion Center. In addition to it be a revenue generator for the Park, it is also a great resource for our community to use and become familiar with. We are proud of the venue and the diversity of events that take place here, and want to share them with you!

1/01/15 – 1/15/15 – Pavilion Center closed to rentals for indoor painting and carpet cleaning.

1/05/15 – Insanity/PiYo, Park Sponsored Event

1/12/15 – Insanity/PiYo, Park Sponsored Event

1/16/15 – Family Film Series, "How to Train Your Dragon 2", 15-20

1/19/15 – Insanity/PiYo, Park Sponsored Event

1/20/15 – Carpenter Realtors Meeting, ~25

1/23/15 – Wedding Rehearsal & Set-Up, ~50, no catering

1/24/15 – Wedding Ceremony & Reception, 200, self-catered, Purchased Cleaning Package

1/26/15 – Insanity/PiYo, Park Sponsored Event

1/27/15 – Tyke Hike, Park Program

1/27/15 – Board Meeting

1/30/15 – J4K (Just for Kids), Park Program

1/31/15 – Birds of Winter, Park Program

Maintenance Update

- Please see attached document detailing the breakdown of labor hours for the current month. Some of the major activities are identified below:

- Painting of the interior of the Pavilion Center interior was identified as a need in the 2015 Capital Improvements project plan and this project was completed in January. Every room except the storage rooms were freshly painted and the paint selected will allow us to be able to clean scuffs and will be more resistant to dings and tears as it is intended for high traffic areas – the previous paint was not and we could not do any of those things mentioned.
- In order to get the longest life out of the carpet in the Pavilion Center we have identified the need to have it professionally cleaned bi-annually scheduled appropriately to clean up after and prepare for the busy season at the Pavilion.
- The repair of the irrigation system was set as encumbered funds for 2015 and after contacting Thirsty Lawn, they are slotting for repair to take place in May. They will be relocating the pump up the hill in addition to replacing the pump to alleviate any potential for it to be flooded in the future.
- All mowers were given tune ups in-house (parts replaced as needed) and are ready to go when the landscaping season hits.

January 2015 Hours

Sum of Labor Hours		
Craft	Location	Total
Carpentry	Maintenance Area	1.5
Carpentry Total		1.5
Equipment Maintenance	Maintenance Area	28
	Vehicles/Equipment	13.5
Equipment Maintenance Total		41.5
Event Setup	Pavilion Center	28.5
Event Setup Total		28.5
Facilities Maintenance	Pavilion Center	2.450000048
	Paw Park	0.5
Facilities Maintenance Total		2.950000048
Fence Repair	Paw Park	1
	Splash Pad	2
Fence Repair Total		3
Floor Care	Pavilion Center	27.5
Floor Care Total		27.5
General Maintenance	Maintenance Area	2.25
	Pavilion Center	2
	Upper Park	2.5
	Vehicles/Equipment	3
General Maintenance Total		9.75
Grass Cutting	Cemeteries	4
Grass Cutting Total		4
Grounds	Maintenance Area	3.5
Grounds Total		3.5
Housekeeping	Lower Park	2
	Maintenance Area	15
	Pavilion Center	33.5
	Paw Park	0.5
	Pond 2	1
	Trail System	2.5
	Upper Park	50
Housekeeping Total		104.5
Inspections	Trail System	2.5
Inspections Total		2.5
Kitchen Repair	Pavilion Center	3
Kitchen Repair Total		3
Landscaping	Upper Park	16.75
Landscaping Total		16.75
Miscellaneous	Lower Park	4
	Maintenance Area	78
	Pavilion Center	8.5
	Upper Park	5
Miscellaneous Total		95.5
Painting	Pavilion Center	3.5
Painting Total		3.5
Playground	Upper Park	1
Playground Total		1
Snow Removal	Maintenance Area	52.25
	Pavilion Center	5
	Upper Park	16.5
Snow Removal Total		73.75

Trash Removal	Cemeteries	3.5
Trash Removal Total		3.5
Vehicle Maintenance	Maintenance Area	1
Vehicle Maintenance Total		1
Grand Total		427.2