

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.
- o 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.
- o 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!
- O 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!

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

- O 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.
- o 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.

2015 Washington Township Park Revenue

		JAN	£	MAR	APR	MAY	NOr	JUL	AUG	SEP) OCT	AON	DEC	VTD (2015)	VTD (2004)	TAPA (2014)
61,63	Pavilion Center Rental Revenue	\$10,297.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	80.00	00 0\$		\$7 630 T3	\$73 67E 04
53	Shelter Rental	\$750,00	\$0.00	\$0.00	\$0.00	80.00	\$0,00	\$0.00	00.08	00 0\$	00 0\$	9	00 03		00.300,14	47.5,07.0,0
42	Paw Park Membership	\$190.00	\$0.00	\$0.00	\$0.00	00.08	00 08	00 0\$	9	00 00	00 00	00.00	0000		00,0250	414,400.00
47	Camo Registration Revenue	00.08	000	90.00	00.00	0000	00.00	2000	00.00	2000	00.00	90.08	\$0.00	Š.	\$275.00	\$10,195.00
		2000	00.00	90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	80.00	\$0.00	\$0.00	\$0.00	\$26,978.00
£	Catering Revenue	\$323.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323.89	\$1,024.23	\$8,146,46
89	Cleaning Contract	\$0.00	\$0.00	80.00	\$0.00	\$0.00	\$0.00	80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		30.00	00.08
65	Linen Rental Revenue	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$477.00	\$3 245 an
46	Park Event Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	00'0\$	\$0.00	\$0.00	\$0.00	S	00 08		
99	Craft Fair Booth Rental Revenue	20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	00 05	00 05		8
49	Public Education Course Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	80.00	\$0.00	\$0.00	\$0.00	\$0.00	80.00	00 0\$
62	Pavilion Center Class Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	00.0\$	00.08	\$0.00	oc os
29	Event Concessions Revenue	\$0.00	80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	00.08		\$49.30
58	Vending Machine Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	00.08		\$583.06
83	Miscellaneous Receipts Revenue				To the second							A CANADA				00 0\$
-	Damage Expense	\$0.00	00'0\$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	00 08	00.08	00 08	\$600.00
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28	Parks & Recreation Donations/Sponsorships	80.00	\$0.00	\$0.00	\$0.00	80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$1 922.64
32	Federal & State Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0,00	\$0.00
	TOTALS	\$11,636.42	\$0.00	\$0.00	\$0.00	\$0.00	80.00	\$0.00	\$0.00	80.00	80.00	00 08	00.08	\$11.8	\$10.341.96	2151 458 88
*Goal \$140000.00	40000.00										- International Property of the Property of th				2012121	

R411 Parks & Recreation Receipts (\$125,000.00)

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	NOT	%0:05	%0.0
	MAY	41.6%	0.0%
	APR	33.3%	0.0%
	MAR	25.0%	0.0%
1	FEB	16.6%	0.0%
	JAN	8.3%	8.3%
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January 2015 Hours

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Trail System 2 Upper Park	1
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Housekeeping Total 104	and con-
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Kitchen Repair Pavilion Center	3
Kitchen Repair Total	3
Landscaping Upper Park 16.7	75
Landscaping Total 16.7	
Miscellaneous Lower Park	4
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	.5
Upper Park	5
Miscellaneous Total 95	.5
	.5
Painting Total 3	.5
Playground Upper Park	
Playground Total	1
Snow Removal Maintenance Area 52.2	1
Pavilion Center	1 1 25
Upper Park 16	1 25 5
Snow Removal Total 73.7	5 .5

Trash Removal	Cemeteries	3.5
Trash Removal Total	The state of the s	3.5
Vehicle Maintenance	Maintenance Area	1
Vehicle Maintenance Tota	The state of the s	1
Grand Total		427.2