



# Parks Department Board Report

## June 9, 2015 (reporting on May)

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### Administrative Update

- Summer Camp is off to a great start. We started with one counselor short due to some scheduling conflicts but are in the process of hiring the last needed counselor. The first day of camp saw 48 campers. Numerous emails and phone calls followed after the first day with parents signing up for additional dates simply because their kids had so much fun!
- Online Shelter reservations and online camp registrations are in full swing. I can't thank Nikki enough for getting the website re-established, the new RecPro database up and running, and linking the two to make this possible. The public appreciates the ease of use and office staff appreciates simplifying both processes.
- A new Event Staff member has been fully trained. Interviewing to hire one more as the current staff's requests for more hours conflicted with the reality of their availability causing holes in the scheduling.
- Met with contractor to discuss lower level sidewalk/deck project. The goal was to look for ways to decrease the cost of the project. Possible solutions included decreasing the width of the sidewalk, increasing the slope of the sidewalk from 1% to 2-3%, and changes to the layout and slope of the deck ramp. Additional items discussed were possible drainage issues and the possibility of linking up the Pavilion gutter project with this project to help with drainage. Also, there is potential to extend the irrigation further out towards the amphitheater at a minimal cost if done along with this project. Contractor is putting together the quote for these items.
- Our intern from Avon High School has completed her spring internship. She has been busy working on flyers, slideshows for the lobby television, and program planning for a scary movie marathon in October. She will be staying on with us as a summer camp counselor and then event staff in the fall while she continues her education at IUPUI.

### Events

- Programs held in May update:
  - **Tyke Hike** – Total attendance for this event this month was 32 individuals attending to participate in an indoor activity and then also to go outdoors on an interpretive walk with Marni. The kids made a nature hike bracelet one week and went on a hunt for worms on another week.
  - **Painting in the Park, Spring Edition** – This event was canceled due to low enrollment. The Summer Edition already has more people registered and appears to be headed for success.
  - **Washington Twp's Day of Service** – We had 30 people arrive from township and the fire department on a chilly day in May. Big thanks to them for taking care of the front beds near the entrance to the park. It looks beautiful.

- **Avon Intermediate West** – Kids from this school came to do some trail clean up and experiment with water testing on the creek, the upper pond, the lower pond, and the water that collects near the splash pad. All testing was for their own educational purposes.
- Future Program Planning
  - **Concert by the Creek** – We are a couple weeks away from this joint program venture with Town Hall Park. Toy Factory will be playing from 7pm to 9pm. Marni is fine tuning the details involved with parking, trash collection, information booths, etc.

## **Pavilion Center Update**

- The cleaning company that was completing post-event cleaning no longer wishes to work with us due to the overnight hours we ask them to work. They had trouble staffing it. After many requests for quotes and meeting with companies to assess our needs, we have contracted with The Personal Concierge. The person completing the cleaning also works as a Janitor for the Avon School District and we are happy to be working with a local man to provide this service to our customers.
- Each month will have a breakdown of the events rented through the Pavilion Center. In addition to it being 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!

5/1/15 - Wedding Set-Up and Rehearsal, 30

5/2/15 – Wedding Reception, 300, Self & Sahms, Cleaning Package

5/3/15 - Graduation Party, 50, Self-Catered

5/4/15 - Insanity/Piyo, Park Sponsored Event

5/5/15 - Carpenter Realtor's Meeting, 25

5/5/15 - Crossroads Church Mardi Gras, 160, Tierney's

5/8/15 - Wedding Set-Up and Rehearsal, Self-Catered, 30

5/9/15 - Wedding Ceremony & Reception, 120, Big Earl's, Cleaning Package and Linens

5/11/15 - Insanity/Piyo (Park Sponsored Event)

5/11/15 - MHAHC Board Meeting, 20, Self-Catered, Linens

5/12/15 - Kingsway Meeting, 36, Big Ron's Bistro

5/12/15 - Tyke Hike, Park Program

5/14/15 - Hou Koda Leaders Training Session, 105, Self

5/15/15 - Wedding Set-Up & Rehearsal, 30

5/16/15 - Wedding Ceremony & Reception, 175, Bradley and Grafton Peek, Cleaning Package and Linens

5/18/15 - Insanity/Piyo, Park Sponsored Event

5/19/15 - Carpenter Realtor's Meeting, 25

5/19/15 - IU Cancer Support Meeting, Park Sponsored Event

5/19/15 - Wash Twp. Board Meeting

5/22/15 - Wedding Set-Up and Rehearsal

5/23/15 - Wedding Ceremony & Reception, 140, Dawson's, Cleaning Package

5/26/15 - Tyke Hike, Park Program

5/28/15 - Family & Social Services Training, 20, Self-Catered

5/29/15 - Wedding Set-up, 15

5/30/15 - Wedding Reception, 220, Green Street

5/31/15 - Wedding Ceremony & Reception, 170, City BBQ & Grafton Peek, Cleaning Package and Linens

## Maintenance Update

- Please see attached document detailing the breakdown of labor hours for the current month.

Some of the major maintenance related items are identified below:

- Mulching of the entire park was completed on June 1<sup>st</sup>.
- Irrigation at the Pavilion Center has been fixed and is scheduled to run in the early hours of the morning.
- Splash Pad Umbrellas were installed and Splash Pad operation tested. It was turned on May 23<sup>rd</sup> for Memorial Day Weekend and packed with “splashers” that entire weekend.
- Shelter Concrete was cleaned and Pavilion Entrance Concrete was cleaned and resealed

## May 2015 Total Labor Hours - Maintenance

Sum of Labor Hours		
Craft	Location	Total
Carpet Cleaning	Pavilion Center	1.5
Carpet Cleaning Total		1.5
Electrical	Upper Park	7
Electrical Total		7
Equipment Maintenance	Maintenance Area	18.75
Equipment Maintenance Total		18.75
Event Setup	Pavilion Center	62.75
Event Setup Total		62.75
Facilities Maintenance	Upper Park	6.5
Facilities Maintenance Total		6.5
Fence Repair	Upper Park	4
Fence Repair Total		4
General Maintenance	Maintenance Area	1.5
	Pond 2	1.5
	Splash Pad	3.75
	Upper Park	0.5
General Maintenance Total		7.25
Grass Cutting	Cemeteries	39.5
	Lower Park	63.75
	Paw Park	14
	Trail System	2.5
	Undeveloped Acres	4
	Upper Park	78.75
Grass Cutting Total		202.5
Housekeeping	Lower Park	18.5
	Maintenance Area	2
	Pavilion Center	32.75
	Paw Park	0.5
	Upper Park	12.5
Housekeeping Total		66.25
Landscaping	Lower Park	13
	Maintenance Area	2
	Pavilion Center	7
	Undeveloped Acres	1
	Upper Park	2
Landscaping Total		25
Miscellaneous	Lower Park	0.75
	Maintenance Area	36.25
	Pavilion Center	4.75
	Paw Park	1
	Pond 1	0
	Splash Pad	1
	Upper Park	5.75
Miscellaneous Total		49.5
Playground	Lower Park	3.5
	Splash Pad	4.5
	Upper Park	12.5
Playground Total		20.5
Pool Equipment	Splash Pad	3.5
Pool Equipment Total		3.5
Vehicle Maintenance	Maintenance Area	2.25

Vehicle Maintenance Total		2.25
(blank)	Upper Park	0
(blank) Total		0
Grand Total		477.25

