



Memo

To: Park Board
From: Park and Recreation Staff
Date: January 20, 2015
Subject: Monthly Update

Following are department highlights for December and early January for your review.

1. Director Mark Jones reported the following highlights:
 - a. Performance reviews for 2014 were finalized for all staff.
 - b. Working with staff on capital projects.
 - c. Working closely with staff on Annual Report information.
 - d. Working with staff to outline individual goals and Department goals for 2015.
 - e. Marketing Coordinator – Carley Woodard has been doing an outstanding job with programs and overall Department marketing. Looking to implement new monthly Parks & Recreation “update” newsletter within first quarter.
 - f. Jim Lemke and I attended the IPRA State Conference January 14-16 in Michigan City where both of us were elected to the IPRA Board and as Chair and Chair Elect for the Southern District of IPRA.
 - g. Working with staff and City Attorney on Golf Course RFP.
 - h. Continue to work on the Mill Race Amphitheater project.
 - i. Working on restructuring of the Director Sports Programs & Athletic Facilities position. Will be posting in mid-January.
 - j. Working with staff, Park Board and Mayor Brown on the open Commons position. We are continuing to accept applications.
 - k. New Program Planning Committee held first meeting in early January.
 - l. Working with Park Board, City Attorney and staff on the new Arts Programming Grant process.
 - m. Attended the newly formed Recreation/Arts Group meeting. Great cross marketing and partnering opportunities.
 - n. Working with Bob Carver (Disc Golf) and staff to revisit the idea of a Disc Golf course in Columbus.
 - o. Continuing to work with staff looking at overall Parks and Recreation operations/processes.
2. Kathy McPeek reported the following for Recreation/Events and Administration:

Fun and Fit at Columbus Gymnastics Center:

 - a. Winter Session 2 of classes began the week of Jan. 12. We have 168 registered as of 1/12/15. Registration will continue through Sat., Jan. 17 so more will come!!!
 - b. Open gym attendance for December was:
 - Pre-school (including MOPS & MOMS Club): 406
 - Weekly Family Open Gym (Th & Sat sessions): 156
 - Ages 7-up: 57
 - c. The next Friday Family Open Gym will be held on Jan. 30 from 6:30-8pm. Cost is \$3 per child and parent supervision/participation is required.
 - d. Attendance at the Friday Family Open Gym on December 12 totaled 20 children and parents.
 - e. All 19 available birthday party times for January are already booked!! We only have 5 party times left for February as of 1/12/15. Calls are coming in every day to rent!!!

- f. Columbus Power Elite participated in a cheer competition in Chicago on Jan 10-11. The mini and junior squads each placed 2nd!
- g. The next "Active Artist!" program will be held on Thursday, Feb. 5 during the 12:30-1:30pm Family Open Gym. Valentine's Day crafts/treats will be featured.
- h. St. Peter's JAM group has reserved the facility for an open gym session on Jan. 23 from 10:45-11:45am.
- i. We will take our "Gymnastics on Wheels" program to First Christian Church pre-school on Jan. 28 from 12:30-1:30pm.
- j. MOMS Club and the MOPS groups will both be continuing their special open gym sessions in 2015!!! MOMS Club comes 3 times a month and MOPS comes every Friday.

Recreation – Programs/Events:

- a. Approximately 100 people attended the "Santa's Workshop" event on Dec. 12.
- b. We hosted a themed birthday party at Donner Center on Sunday, Jan. 4th. The "Mad Scientists!" at the party made their own instant snow, built their own creations with "magic noodles" and made their own slime!
- c. A Columbus Bluegrass Jamboree Concert was held on Saturday, Jan. 17 at Donner Center. Open jam session started at 4pm, with group performances got underway at 5pm. Admission was free and concessions were available for purchase.
- d. The 2nd meeting of the After Prom steering committee was held on Tuesday, Jan. 13.
- e. I am working on information/programs for the next annual Fun Guide.
- f. The 5th annual "American Girl Doll Day" will be held on Sunday, Feb. 8 at 1:00pm at Donner Center. This year's theme is "Fiesta Fun!" As of 1/13/15 only 6 spaces remained open!!! This event has had a full registration every year!
- g. The next Community Cast-A-Ways adult garage sale will be held on Saturday, Feb. 14 from 9am-1pm at Donner Center. Cost is \$26 for a booth space.
- h. "Mad Scientists!" family science night will be held on Friday, Feb. 20th from 6:30-8pm at Donner Center. A variety of hands-on science activities will be featured. Cost is \$1 per person and all children must be accompanied by an adult.
- i. I attended the department's program committee meeting on Jan. 9th.
- j. I will be attending a webinar with AMS on the amphitheater project in Feb. A definite date is to be determined.

3. Mark Jones reported the following for the Sports and Athletic Facility Team:

Programs/Tournaments:

- a. Youth Soccer registration continues.
- b. Youth Baseball registration continues.
- c. Adult Winter Volleyball season started with 27 teams participating.
- d. Adult Spring Volleyball registration has started.
- e. Partnered with Columbus North and East Baseball to conduct a Baseball Skills Camp over Christmas Break and it was very well received with 66 youth participating.
- f. Working on concession projects.
- g. Prep work continues for upcoming soccer and baseball seasons.
- h. Working with Marketing Coordinator to put a marketing plan in place for Athletics.
- i. Working with Dave Green to do "Soccer 101" training for parents of our soccer program.
- j. Finalizing 2015 tournament dates and contracts.
- k. Working with local Lacrosse group to schedule games for 2015 at one of our soccer fields.
- l. Working on Fun Guide and Annual Report information.

Athletic Facilities:

- a. Working on winter projects.
- b. Working on finalizing 2015 BCSC contract.
- c. Hamilton Center construction continues.
- d. Prep work for upcoming 2015 spring season.
- e. Inventorying/ordering of equipment and supplies for upcoming season.

- f. Athletic Facilities team has done an outstanding job of maintaining Hamilton Center Ice Arena during the busy season.

Hamilton Center:

- a. December was a busy month, with the holidays. We added extra sessions from 1:00-3:00pm on Christmas break weeks. These sessions brought in over 1,000 skaters each week.
- b. We had 2 Princess Tea Skating sessions that brought in an additional 38 girls.
- c. We also offered Speed Skating and High School drop-in sessions following our public sessions.
- d. For the month of December, we have had 10 birthday parties, with approximately 250 children in attendance. We had additional private patio rentals for Christmas parties, schools and Hockey Alumni. We also hosted the Police/Fireman's Cheer Fund Broomball game and a party for the Foster Care Program.
- e. During winter break we held Hockey Clinics for both Hockey Skills and Power.
- f. Our group lesson program finished up the Fall 2 session in December. We are taking registrations for the Winter 1 session which started on January 6th. This session is usually our largest. At this point, enrollment is over 177 skaters and is still ongoing.

4. Casey Ritz reported for Park Operations:

- a. Donner Staff assisted with over 12 holiday parties held at Donner Center during the past month. After the first of the year, holiday decorations were taken down and placed in storage.
- b. The Grounds Crew assisted with taking City holiday decorations down and finished their winter landscape clean-up. Staff has been cleaning and providing maintenance to their equipment. Planning has begun for 2015 including EAB and Donner Center landscape projects.
- c. The Commons Staff assisted with the Mayor's Holiday Luncheon, Christmas Village, City Band Concert, and the Festival of Lights Parade during the last month. The Playground was busy with over 580 school children enjoying the facility during several, end-of-year field trips. The Commons hosted 32 meetings and had 15 Performance Hall rentals. Maintenance Staff shut down the chilling tower and changed all HVAC filters. They also fixed several spots on the wall that were in need of repair.
- d. At Foundation for Youth, crews have been busy on several projects during the facility shut-down. The Pool Deck was repaired and cleaned. New drinking fountains were installed. A new gym mat and stalls for the Women's Locker Room have been ordered and will be installed later this month. Staff is meeting to set goals for 2015.
- e. Park Ops Cleaning Crew had to deal with frozen trash cans that had to be brought into the shop to thaw so they could be emptied. Very windy nights made extra work for trash collection several days this past month. Staff is also checking on supplies needed for the beginning of 2015.
- f. Vehicle and Maintenance Crews performed annual service on several pieces of equipment. They also have ordered supplies to replace inventory. Staff has been busy writing specs for 2015 Capital. Maintenance Crews assisted with the taking down of holiday decorations.

5. Jim Lemke reported for Aquatics:

- a. The first session of Lifeguard Classes began January 15th.
- b. He was sworn in at the Indiana Park & Recreation Annual Conference on January 14th as the Southern Indiana District Chair and as a Member of the IPRA Board of Directors.
- c. He will be holding a First Aid and CPR class for FFY and Boys & Girls Club on January 23rd and swim lesson instructors sessions later this month.

6. Shanda Sasse reported for The Commons:

- a. December events included:
 - 21 Non-Profit Meetings in our two conference rooms.
 - 17 Rental Events (10 Private / 5 Free / 2 Ticketed)
 - Estimated Guest Count for Rental Events: 5,770 Guests
- b. Christmas Village was successful again this year with guest attendance doubling to 2,000.

- People Trails
 - Coordination of engineering and design for Clifty Park extension and Haw Creek trail.
 - Pursuit of grant from the Indiana Dept. of Health to create “destinations” through bike and ped planning in coordination with the County. Met with County Commissioners and have their endorsement for pursuit of a grant to create a county bicycle and pedestrian plan that will connect to the City’s people trail network.
 - Other Projects
 - Meeting with planning committee for Bike Share Project
 - Meeting with planning for Skate Park renovation
 - Meeting with planning committee for Park Foundation Annual Community Meeting
 - Meeting with Park Foundation Long Term Planning Team
 - Finalizing Park Foundation Newsletter
 - Meeting with Colorflow Planning Committee
 - Meeting with planning committees for Tour de Trails events
 - Meeting with downtown restaurants to plan a Polar Winter Brewfest with proceeds benefiting the Park Foundation
 - Meeting with Park Foundation Constituents
 - Working with Parks & Rec internal team to add data to the Proragis web based software that provides benchmarking for Parks & Rec depts. across the country.
- b. *Events:*
- PF Annual Community Meeting February 18, 2015
 - Beginning February 19th Joe Willy’s will be sponsoring Pints for Parks every third Thursday of the month. From 11:00 am – 9:00 pm on this designated Thursday each month, for every pint purchased \$1 will go to the Park Foundation. Cheers!
 - Mentoring Senior, Jake Smith in the planning of a downtown event on April 11 – The American Ninja Warrior Event will take place on 4th Street and will be an event open to the public with a limited number of registrants. Proceeds will benefit the Columbus Park Foundation.
 - Tour de Trails 2015: Run April 18 & Bicycle Challenge May 30
 - Colorflow Yoga in the Park June 27, 2015 at Mill Race Park
 - Sneakers At Starlight Friday, September 11 at Mill Race Park

Thank you for your service! Happy New Year!
April Williams

- c: Mayor Kristen Brown
Councilman Dascal Bunch
Jeff Logston
Parks and Recreation FT Employees