



Woodstock Parks & Recreation Department  
March 2023  
Monthly Report

1. **Administration:**

- The Parks & Recreation Advisory Board met on Monday, March 27<sup>th</sup> at The Chambers.
- The next Parks & Recreation Advisory Board meeting will be held on Monday, June 5<sup>th</sup> at The Chambers.
- Heather Gilliland was promoted to the Senior Center Coordinator on March 9<sup>th</sup>.
- Staff participated in the City's Connect the Creeks March project update meeting.
- New Parks & Recreation Staff attended the City's New Hire lunch that was hosted by the HR Department on Thursday, March 16<sup>th</sup>.
- Staff along with the City Manager met with representatives from Carriage Kia to discuss sponsorship for the Bryce Leatherwood "Homecoming Concert" scheduled for August 25<sup>th</sup>.
- Staff met with designers and engineers from Earth Elements at Little River Park to begin the planning design and engineering process for Little River Park.
- Staff conducted interviews for the full-time Recreation Specialist position on Tuesday, March 21<sup>st</sup>. This position was previously held by Heather Gilliland prior to her promotion as Senior Center Coordinator.
- Staff conducted interviews for the full-time Recreation Aide position on Thursday, March 23<sup>rd</sup>.
- The Parks & Recreation Director and the City Manager met with the County Manager Geoff Morton to discuss options for the Towne Lake Pass Trail connection
- Staff met with the City's insurance representative (Elizabeth Warren) on Tuesday, March 28<sup>th</sup>. Staff toured the parks with Elizabeth to make sure she had her records up to date on the park amenities.
- Staff met with representatives from J.D>'s BBQ on Wednesday to talk about the food menu for the upcoming Summer Concert Series in the sponsors area.
- Staff met with the City Manager and the Communications Manager on Wednesday, March 29<sup>th</sup> to discuss the logistics for the Bryce Leatherwood concert on August 25<sup>th</sup>.



- Accreditation Self-Assessment Progress:
  - Created digital files and process for 2023 Re-Accreditation Self-Assessment and Evidence of Compliance Documents
  - Self-assessment Chapter 1: Agency Authority, Role and Responsibility – reviewed and updated evidence of compliance paragraphs, researched and gathered documents for evidence of compliance and created links within self-assessment.
  - Coordinated with HR department and City Clerk for updated evidence documents.
  - Updated Department Organizational Chart, Department Projected Retirement Date Chart, Succession Plan, Document Review Schedule
  - Assisted Director in update of ADM-02 Policy Employee & Training
  - Assigned review/updates of department plans to leadership team members – Zero Waste/Recycling Plan, ADA Transition Plan, Records Mitigation Plan
  - Discussed Records Mitigation and Retention with CIO and plan to meet in the coming weeks to discuss our evidence of compliance documentation.
  - Researched for online training for program evaluation- emailed to Programming Team members for completion.
  
- Completed USACE Annual Report for Rope Mill Park, including the expenditure spreadsheet.
  
- Coordinated with Advisory Board members for Dupree Park Observation Presentation
  
- Prepared documents for Advisory Board meeting on March 27
  
- Scheduled staffing and coordinated with the Chambers of Commerce and IT Department for Regional Issues Meeting rental.
  
- Scheduled staffing for 3 Chambers Rentals.
  
- Completed 15 online supply orders for recreation programming, senior center, maintenance, and administration.
  
- Daily review and upkeep of timecards.
  
- Staff processed 37 POs
  
- Staff processed 144 Invoices
  
- Staff prepared Daily Revenue Reports to Finance Department
  
- Staff attended the following meetings and trainings:
  - IT department for Chambers conference room A/V system.
  - Finance Department for a Refresher Course on A/P, P/O, Credit Card, Travel Expenditures.
  - Completed Day 1 of UGA Carl Vinson Institute Succeeding as a Supervisory Training
  - Technology Advisory Committee Meeting, new phone system rollout plan.
  - 4 Department Leadership Meetings



2. **Recreation Division:**

A) Staff hosted the following recreation programs during the month of March:

- Discovering Pickleball at Dupree Park
- Discovering Pickleball for kids at Dupree Park
- Essential Gardening – No till gardening at the community garden.
- Butterfly garden workday at the community garden.
- Essential Gardening – Container Gardens
- Beehive maintenance at the community garden.

B) Recreation Program Attendance:

| Program                                 | Registered | Attended   | Walk-Ins | Total      |
|-----------------------------------------|------------|------------|----------|------------|
| Discovering Pickleball 6pm              | 16         | 12         | 1        | 13         |
| Discovering Pickleball 7:30pm           | 10         | 6          | 0        | 6          |
| Essential Gardening - No-Till Gardening | 17         | 15         | 0        | 15         |
| Butterfly Gardeners - Workday           | 11         | 6          | 0        | 6          |
| Discovering Pickleball                  | 16         | 13         | 0        | 13         |
| Discovering Pickleball for Kids         | 5          | 5          | 0        | 5          |
| Essential Gardening - Container Gardens | 17         | 15         | 0        | 15         |
| Butterfly Gardeners - Workday           | 11         | 6          | 0        | 6          |
| Bee Hive Maintenance                    | 5          | 5          | 0        | 5          |
| Discovering Disc Golf                   | 2          |            |          |            |
| WCG - Workday                           | 12         | 11         |          | 11         |
| Adopt-a-Trail Q1                        |            | 21         |          | 21         |
| Woodstock Community Garden              | 48         | 48         | 0        | 48         |
|                                         |            |            |          |            |
| <b>Total</b>                            | <b>170</b> | <b>163</b> | <b>1</b> | <b>164</b> |
|                                         |            |            |          |            |

C) Facility Rentals:

- Field space rental at Dupree Park 0
- Pickle Ball Court rental at Dupree Park 27
- Pavilion Rental at Dupree Park 6
- Tennis Court Rental at Dupree Park 1
- Chambers Rental in February 3



D) **Demographics:**

|               | Registrations | Reservations | Memberships |
|---------------|---------------|--------------|-------------|
| All           | 733           | 54           | 58          |
| Residents     | 251 (34%)     | 50 (93%)     | 16 (28%)    |
| Non-Residents | 482 (68%)     | 2 (0.04%)    | 42 (74%)    |
| <18           | 30 (0.04%)    | 0 (0%)       | 0 (0%)      |
| 18-65         | 169 (23%)     | 50 (93%)     | 5 (0.09%)   |
| 65+           | 530 (72%)     | 2 (0.04%)    | 52 (90%)    |
| Male          | 176 (24%)     | 20 (37%)     | 15 (0.09%)  |
| Female        | 557 (76%)     | 32 (59%)     | 43 (74%)    |
|               |               |              |             |

3. **Special Events:**

- The July 4<sup>th</sup> Fireworks Display Agreement was approved by City Council on March 13<sup>th</sup>, and the 50% deposit has been paid.
- Concert Series sponsorship is wrapping up. All payments are due by tomorrow. Still waiting for 6 more payments to come in.
- Dwight is working on the poster design, t-shirt design, and website updates. Stacy is working on the digital program as well.
- Parking lot approvals for events are in the works. Once new insurance certificates are in at the beginning of May, all will be finalized. We are good right now for the April 22<sup>nd</sup> recycle event and the Little River shuttle bus stop. Waiting to hear from Northside on the use of the parking deck.
- City Wide Yard Sales currently have 25 signed up to participate. First deadline is today so I can get the Ledger News ad submitted. Registration will stay open for Tribune ad and online advertising.
- Road closures for the parades and July 4<sup>th</sup> Freedom Run were approved on March 27<sup>th</sup> by City Council.
- Photographer was selected for the Summer Concert Series, July 4<sup>th</sup>, and Christmas Jubilee. The Highlight Reel will be taking pictures, video, and drone footage for these events. As short highlight video will be put together of each event to share.
- Met with JD's BBQ/On the Lake and Buffalo's Café to plan the concert series VIP and Band meals for this year's series.
- Continued updates to the vendor, food vendor, and parade applications are still in the works. Hoping to have all done by tomorrow.



- Working on Special Event Permits for the following amphitheater and trail usages:
  - The Limitless 5k Run, Stroll, Roll April 8<sup>th</sup>
  - Sojourn Church Easter Celebration April 9<sup>th</sup>
  - Fitness in the Park April 22<sup>nd</sup>
  - Gold Swim Award Ceremony April 22<sup>nd</sup>
  - Hope Center Walk for Life May 13<sup>th</sup>
  - Butterfly Run ATL 5k October 1<sup>st</sup>

4. **Senior Center:**

- Total senior Center Active Memberships 667
- Total Senior Check – Ins 1,419
- Total Senior Center Rentals 6

5. **Park Maintenance:**

- Staff cleaned and got fountain going at City Park
- Fish management came out and did a fish audit and water quality test on the fishing pond at Dupree Park.
- New pine straw at Dupree Park
- New pine straw at Woofstock dog park
- Staff installed new hand dryers at Dupree Park, restrooms, top and bottom
- Staff installed new hand dryers at Woofstock restrooms
- Staff installed new hand dryers at Ropemill restrooms
- Aerate amphitheater terraces
- Aerate amphitheater green space
- Replaced door on windmill Book barn
- Repaired shade structure at Woofstock Dog Park
- Installed two (2) new cable anchors of kayak launch Ropemill Park
- Dupree Park green space was aerated, top, dressed and hydrogen was also put down