

# Recreation Services Monthly Report

February 2010

PROGRAM TITLE	GAMES/CLASSES SESSIONS	PARTICIPATION PRIOR YEAR		PARTICIPATION CURRENT YEAR	
		SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
<b>TOTAL RECREATION SERVICES</b>		56,690	269,094	56,554	265,384
<b>ADMINISTRATION</b>					
<b>YOUTH ENRICHMENT SCHOLARSHIPS (YES)</b>					
YES Applicants Approved		44	232	54	303
YES Applications Approved		16	72	16	90
YES Assistance Amount Given		\$ 5,739.00	\$ 23,233.00	\$ 4,885.00	\$ 29,656.65
<b>TOTAL APPLICANTS FOR SCHOLARSHIPS</b>		44	232	54	303
<b>ADULT FINANCIAL ASSISTANCE (AFA)</b>					
AFA Applicants Approved		12	64	11	81
AFA Applications Approved		12	63	15	79
AFA Assistance Amount Given		\$ 630.40	\$ 3,979.20	\$907.85	\$ 4,726.66
<b>TOTAL APPLICANTS FOR SCHOLARSHIPS</b>		12	64	11	81
<b>DIVISION EVENT</b>					
Tiger Night of Fun		0	3,000	0	3,623
Theme Park Ticket Sales		0	25	0	23
<b>TOTAL DIVISION EVENTS</b>	0	0	3,025	0	3,646
<b>SPORTS PROGRAMMING</b>					
<b>YOUTH SPORTS</b>					
Diamond Council: Participants		0	0	0	0
Youth Basketball: Participants	157	3,580	4,260	3,140	6,280
Youth Football: Participants		0	1,320	0	2,756
Youth Soccer: Participants		0	2,832	0	3,048
Youth Tennis: Participants		0	0	0	0
Active Kids Club: Participants	15	350	1,720	300	1,430
Other Sports:		0	150	0	0
<b>TOTAL YOUTH SPORTS</b>	172	3,930	10,282	3,440	13,514
<b>WOMEN'S SPORTS</b>					
Women's Volleyball: Participants	3	0	0	36	36
Women's Softball: Participants		0	0	0	0
Women's Basketball: Participants		0	0	0	0
Women's Soccer: Participants		0	240	0	72
Other Women's Sports		0	0	0	0
<b>TOTAL WOMEN'S SPORTS</b>	3	0	240	36	108
<b>MEN'S SPORTS</b>					
Men's Volleyball: Participants		0	0	0	0
Men's Softball: Participants		0	3,458	0	2,366

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Men's Basketball: Participants	30	160	2,744	600	2,220
Men's Baseball: Participants		0	0	0	0
Other Men's Sports		0	0	0	0
<b>TOTAL MEN'S SPORTS</b>	<b>30</b>	<b>160</b>	<b>6,202</b>	<b>600</b>	<b>4,586</b>
<b>CO-REC SPORTS</b>					
Co-Rec Noon Club		11	11	0	0
Co-Rec Volleyball: Participants	21	228	2,211	252	1,968
Co-Rec Softball: Participants		0	3,042	0	1,300
Co-Rec Tennis: Participants		0	0	0	0
Co-Rec Kickball Participants		0	1,950	0	858
Other Co-Rec Sports:		0	0	0	0
<b>TOTAL CO-REC SPORTS</b>	<b>21</b>	<b>239</b>	<b>7,214</b>	<b>252</b>	<b>4,126</b>
<b>FACILITY USAGE</b>					
Private Tournament Rentals				0	3
Fields Used:					
Antimi		0	0	0	0
Rainbow		0	0	0	0
Legion		0	13	0	0
Oakland		0	0	0	2
Atkins		0	0	0	0
Schools		0	0	0	0
Soccer		0	0	0	26
Gym		0	0	0	1
Total Number of Fields Used		0	13	0	29
<b>TOTAL SPORTS PROGRAMMING</b>	<b>226</b>	<b>4,329</b>	<b>23,938</b>	<b>4,328</b>	<b>22,334</b>
Additional uses not included in participation totals: Conference Room 8, Gymnasium 11. Volunteer hours 0.					
<b>COMMUNITY RECREATION / DOUGLASS</b>					
<b>COMMUNITY RECREATION PROGRAMS</b>					
Classes	107	1,277	5,470	1,202	5,213
After-School Program	60	1,079	5,559	1,044	3,511
Groups	38	243	1,339	301	2,073
Camps	0	0	0	0	0
Special Events	6	346	1,034	191	1,302
<b>TOTAL COMMUNITY RECREATION PROGRAMS *</b>	<b>211</b>	<b>2,945</b>	<b>13,402</b>	<b>2,738</b>	<b>12,099</b>
<b>DOUGLASS GYM PROGRAMS</b>					
Classes	16	1,171	6,275	862	4,831
Special Events	1	155	380	175	360
<b>DOUGLASS PARK PROGRAMS</b>					
Sports	0	0	0	0	0
Special Events	0	0	0	0	0

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<b>TOTAL DOUGLASS AREA *</b>	17	1,326	6,655	1,037	5,191
<b>TOTAL COMMUNITY RECREATION / DOUGLASS</b>	228	4,271	20,057	3,775	17,290
Meetings: Show-Me Your Recovery - 4; Frederick Douglass Coalition - 1; Black & White Ball Committee - 1					
<b>AQUATICS</b>					
<b>COLUMBIA SWIM CLUB</b>		1,500	7,468	1,408	7,307
<b>HICKMAN POOL</b>					
Hickman Kayaking		0	0	0	0
Hickman Exercise		84	394	56	261
Hickman Instructional Swim		341	1,250	333	902
Hickman Summer Swim Team		0	0	0	0
Hickman Private Rental		92	378	180	522
Hickman Special Groups		107	131	181	201
<b>TOTAL HICKMAN POOL</b>		624	2,153	750	1,886
<b>DOUGLASS AQUATIC CENTER</b>					
Douglass Recreational Swim		0	0	0	0
Douglass Day Care		0	0	0	0
Douglass Private Rental		0	0	0	0
Douglass Special Programs		0	0	0	0
Douglass Special Groups		0	0	0	0
Douglass P&R Camp Adventure		0	0	0	0
Douglass Fun City		0	0	0	0
<b>TOTAL DOUGLASS AQUATIC CTR</b>		0	0	0	0
<b>ALBERT-OAKLAND FAMILY AQUATIC CENTER</b>					
Albert-Oakland Recreational Swim		0	0	0	0
Albert-Oakland Day Care		0	0	0	0
Albert-Oakland Exercise		0	0	0	0
Albert-Oakland Private Rental		0	0	0	0
Albert-Oakland Special Programs		0	0	0	0
Albert-Oakland Instructional Swim		0	0	0	0
Albert-Oakland P&R Camp Adventure		0	0	0	0
<b>TOTAL ALBERT-OAKLAND FAMILY AQUATIC CTR</b>		0	0	0	0
<b>LAKE OF THE WOODS POOL</b>					
Lake of the Woods Recreational Swim		0	0	0	0
Lake of the Woods Day Care		0	0	0	0
Lake of the Woods Exercise		0	0	0	0
Lake of the Woods Special Programs		0	0	0	0
Lake of the Woods Private Rental		0	0	0	0
Lake of the Woods Birthday Party		0	0	0	0
Lake of the Woods Water Exercise		0	0	0	0
<b>TOTAL LAKE OF THE WOODS</b>		0	0	0	0

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PRIOR YEAR

PARTICIPATION  
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		SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
<b>PIRATES' LANDING</b>					
Pirates' Landing Recreational Swim		0	0	0	0
Pirates' Landing Day Care		0	0	0	0
Pirates' Landing Private Rental		0	0	0	0
Pirates' Landing Boating		0	0	0	0
Pirates' Landing Birthday Parties		0	0	0	0
Pirates' Landing Special Programs		0	0	0	0
<b>TOTAL PIRATES' LANDING</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALBERT-OAKLAND CONCESSION</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL DOUGLASS CONCESSIONS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL LOW CONCESSIONS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PIRATES' LANDING CONCESSIONS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL AQUATICS</b>		<b>2,124</b>	<b>9,621</b>	<b>2,158</b>	<b>9,193</b>
Ellis & Associates re-licensing class was held on February 20. The ARC Water Zone has been extremely busy.					
<b>GOLF, CONCESSIONS</b>					
<b>NICKELL GOLF</b>					
Nickell Golf Tournament	0	0	0	0	0
Nickell Total Dollar Amount	4	\$ 15,229	\$ 86,057	\$ 4,244	\$ 53,407
Nickell Pass Rounds	4	831	4,396	50	2,422
Nickell Weekday Green Fee Rounds	4	220	1,412	17	962
Nickell Weekend Green Fee Rounds	0	114	975	-	617
Nickell Total Rounds	4	1,165	6,783	67	4,001
Nickell Golf Lessons	0	0	0	0	36
Nickell Driving Range	0	0	454	0	189
Nickell Carts 9 Hole	4	124	886	6	579
Nickell Carts 18 Hole	4	148	1,143	5	700
<b>TOTAL NICKELL GOLF</b>	<b>4</b>	<b>1,437</b>	<b>9,266</b>	<b>78</b>	<b>5,505</b>
<b>LAKE OF THE WOODS GOLF</b>					
Lake of the Woods Tournament	0	0	0	0	0
LOW Total Dollar Amount	4	\$ 19,180	\$ 85,481	\$ 1,745	\$ 59,782
LOW Pass Rounds	4	659	3,851	63	2,193
LOW Weekday Green Fee Rounds	4	206	1,255	17	914
LOW Weekend Green Fee Rounds	0	117	781	-	791
LOW Total Rounds	4	982	5,887	80	3,898
LOW Carts 9 Hole	4	134	631	11	520
LOW Carts 18 Hole	4	155	1,226	5	1,076

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<b>TOTAL LAKE OF THE WOODS GOLF</b>	4	1,271	7,744	96	5,494
<b>TOTAL RAINBOW CONCESSIONS</b>	0	\$0	\$5,601	\$0	\$3,178
<b>TOTAL GOLF AND CONCESSIONS</b>		2,708	17,010	174	10,999
<b>GOLF SEASON PASS USE BY TYPE</b>					
<b>L.A. NICKELL</b>					
Rd Played-Family Pass		476	837	28	1,089
Rd Played-Individual Pass		178	320	18	546
Rd Played-Junior Pass		7	10	-	5
Rd Played-Senior Pass		131	219	4	600
Rd Played-Sr Family Pass		39	64	-	182
<b>TOTAL</b>		<b>831</b>	<b>1450</b>	<b>50</b>	<b>2,422</b>
<b>LAKE OF THE WOODS</b>					
Rd Played-Family Pass		127	292	7	448
Rd Played-Individual Pass		139	269	20	492
Rd Played-Junior Pass		3	7	-	8
Rd Played-Senior Pass		357	609	36	1,047
Rd Played-Sr Family Pass		33	64	-	198
<b>TOTAL</b>		<b>659</b>	<b>1241</b>	<b>63</b>	<b>2,193</b>
Dismal weather.					
<b>SENIOR/PAQUIN/LIFE ENRICHMENT PROGRAMS</b>					
<b>SENIOR PROGRAMS</b>					
Social Events	104	929	4,233	913	4,609
Crafts & Classes	12	45	181	135	525
Music & Bands	10	462	1,604	314	1,518
Oak Tours Trips / Social	20	433	4,530	392	2,860
<b>TOTAL OAK</b>	<b>146</b>	<b>1,869</b>	<b>10,548</b>	<b>1,754</b>	<b>9,512</b>
Bad weather for activity participation. Council elections delayed until March. Zumba, Bingo, Dominoes and Osher Class was well attended.					
<b>ADAPTED COMMUNITY RECREATION</b>					
Crafts / Ceramics	44	336	2,261	720	3,150
Social Activities	74	1,420	8,219	1,343	7,142
Walking Trips	0	0	26	0	6
Educational	67	1,018	5,401	809	5,184
<b>TOTAL ADAPTED COMMUNITY RECREATION</b>	<b>185</b>	<b>2,774</b>	<b>15,907</b>	<b>2,872</b>	<b>15,482</b>
Several trips were cancelled due to bad weather.					

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<b>LIFE ENRICHMENT</b>					
Life Enrichment Educational Classes	118	1,474	7,772	1,296	5,842
Life Enrichment Special Programs / Events	13	345	4,030	640	3,879
<b>TOTAL LIFE ENRICHMENT</b>	<b>131</b>	<b>1,819</b>	<b>11,802</b>	<b>1,936</b>	<b>9,721</b>

Rock Quarry rentals are down, making numbers look lower than last February, however classes are up.

<b>PRESCHOOL, TEEN, FAMILY AND EVENTS</b>					
Preschool / Intergenerational	2	79	381	84	406
Teen / Family	0	0	0	0	10
Special Events	0	0	2,598	0	4,000
Classes	1	0	0	5	56
<b>TOTAL PRESCHOOL, TEEN, FAMILY AND EVENTS</b>	<b>3</b>	<b>79</b>	<b>2,979</b>	<b>89</b>	<b>4,472</b>

Inclement weather throughout the month.

<b>TOTAL SENIOR/PAQUIN/LIFE ENRICHMENT</b>	<b>465</b>	<b>6,541</b>	<b>41,236</b>	<b>6,651</b>	<b>39,187</b>
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<b>ADAPTIVE RECREATION</b>					
Adapted Sports	11	334	1,212	364	1,386
Adapted Recreation	2	125	699	118	728
<b>TOTAL ADAPTIVE</b>	<b>13</b>	<b>459</b>	<b>1,911</b>	<b>482</b>	<b>2,114</b>

All 9 teams participated in the District Basketball Tournament in Sedalia February 20 receiving 2 gold, 3 silver, and 4 bronze. Five of our teams advanced to the State Tournament March 19-20 in St. Charles. Swim practices continue to be fun and productive. The dance was packed with 103. Bingo participants enjoyed the array of prizes.

CARE	Number	Previous Year Hours for Month	Previous YTD Hours	Current Hours for Month	Current YTD
<b>Paid Trainee Hours</b>					
Boone County Family Resources (BCFR)		n/a	n/a	272.75	1,125.35
MO Option		n/a	n/a	1,180.25	5,360.35
Summer		n/a	n/a	-	-
Other		n/a	n/a	-	-
Tutoring Hours		n/a	n/a	65.75	338.30
<b>Total Trainee Hours</b>		<b>n/a</b>	<b>n/a</b>	<b>1,518.75</b>	<b>6,824.00</b>
<b>C.A.R.E. Staff Hours</b>		<b>n/a</b>	<b>n/a</b>		
Gallery Coordinator		n/a	n/a	22.00	111.25
Gallery Assistant		n/a	n/a	-	17.50
Office Manager		n/a	n/a	122.50	531.70
Office Assistant		n/a	n/a	43.50	43.50
BCFR Employ Mentor		n/a	n/a	60.00	358.50
MO Option Employ Mentor		n/a	n/a	235.95	744.90

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After School Supervisor/Job Coach		n/a	n/a	59.00	59.00
Job Developer		n/a	n/a	-	-
<b>Total CARE Staff Hours</b>		353.00	353.00	542.95	1,866.35
<b>TOTAL CARE HOURS</b>		353.00	353.00	2,061.70	8,690.35
<b>Applications (number) (mo-opt)</b>	3	n/a	n/a	n/a	66
<b>Applications (number) (summer)</b>	222	n/a	n/a	n/a	392
<b>Jobsite Agreements</b>					
New Employers	3	n/a	n/a	n/a	
Returning Employers	117	n/a	n/a	n/a	120
<b>TOTAL CARE</b>	345	0	0	0	578

As of October 2009, the CARE Program monthly report has a new format.

BCFR Youth Trainees who worked during the month: 8 trainees

MO-Options Trainees who worked during the month: 22 trainees

ex: Total Participant Hours increased this month as our number of trainees increased.

ex: BCFR Trainees decreased this month as one was terminated and two are not working right now because of personal issues.

ex: MO-Option Trainees increased this month as we received more applications and were able to place participants at job-sites.

ex: Total Staff hours increased as we hired two new staff members and existing employees were required to work more because of increased responsibilities of the upcoming summer program.

ex: Notice there is a new category under C.A.R.E. Staff Hours labeled: Office Assistant. This is Harmony Evan's position title.

<b>ACTIVITY &amp; RECREATION CENTER</b>					
<b>Visits</b>					
Members/Daily Admissions		35,170	149,150	36,163	149,220
Special Admission/Coupons		82	336	80	271
<b>TOTAL VISITS:</b>		35,252	149,486	36,243	149,491
<b>Members:</b>					
Adult Annual		17	56	17	80
Adult Monthly		138	485	101	377
Adult Multi Pass		66	381	74	312
Family Annual		77	291	50	294
Family Monthly		598	2,536	576	2,573
Sr. Annual		32	118	31	114
Sr. Annual Monthly		29	130	14	95
Sr. Couple		86	216	76	294
Sr. Couple Monthly		58	304	34	220
Sr. Multi Pass		32	195	34	156
Youth Annual		0	3	1	10
Youth Monthly		10	36	7	20
Youth Multi Pass		9	97	9	71
30-day Youth		20	76	27	109
30-day Adult		231	739	276	1,136
30-day Family		430	1,332	669	2,218
30-day Senior		25	79	22	109
30-day Senior Couple		28	84	52	176
<b>Total Members:</b>		<b>1,886</b>	<b>7,158</b>	<b>2,070</b>	<b>8,364</b>
<b>Memberships:</b>		1,002	3,795	1,039	4,123

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The ARC averaged 1,294 patrons per day. Room Rentals: City Dept. - 1; Parks and Recreation - 26; Outside Patrons - 22					
<b>GENERAL RECREATION CLASSES</b>					
Day Camp		79	185	48	232
Basketball Camp		0	0	0	0
Teen Adventure		0	0	0	0
Outdoor Instruction		0	0	0	0
Home School P.E.		n/a	n/a	88	458
Recreation Classes		561	971	168	233
Bus/Van Reservations		13	90	16	96
Little Gymmers		184	941	241	825
<b>TOTAL GENERAL RECREATION CLASSES</b>		<b>837</b>	<b>2,187</b>	<b>561</b>	<b>1,844</b>
<b>WEBTRAC - On-Line Program Registration</b>					
<b>Total Web Users</b>		113	327	55	212
One-Time Users		59	219	33	107
Repeat Users		54	108	22	105
# of Sessions		84	556	664	6,850
Total Completed Transactions		44	150	47	176
Total \$ Registrations		\$6,177.41	\$ 15,217.01	\$16,732.60	\$25,012.20
Total % of on-line \$ registrations		7.00%	13.40%	20.00%	21.30%
<b>Total WebTrac Registrations</b>					
Sessions between 12:00am-6:00am:		10			
Sessions between 6:00am-12:00pm:		340			
Sessions between 12:00pm-6:00pm:		195			
Sessions between 6:00pm-12:00am:		119			
Average timed session per user:		23 min			
There were over \$15,985.60 in league registrations this month.					

**COLUMBIA PARKS & RECREATION DEPARTMENT**  
**Park Services Division**  
**Monthly Report**  
**February 2010**

**I. ADMINISTRATION**

- A. Southeast Regional Park - Parks and Recreation Commission held a public hearing on the proposed park master plan on February 18, 2010 at the ARC.
- B. MKT Bridge Replacements
  - 1. Bridge 13 - Contractor (Houf Construction) has installed concrete deck beams, guardrails, top and rub rails, and has welded and grouted the bridge deck.
  - 2. Bridge 12 - Contractor (Houf Construction) has demolished the bridge and has begun removing the steel super structure from the site. Contractor has constructed a temporary construction approach from the west.

**II. MAINTENANCE**

*Note: Report also includes details of renovation work accomplished in previous months.*

- A. Facilities and Grounds
  - 1. Performed park clean up and sanitation.
  - 2. Performed playground repairs, re-mulch and inspections.
  - 3. Performed maintenance on park lighting and scoreboard systems.
  - 4. Performed general park maintenance on miscellaneous items.
  - 5. Performed aquatic repairs and inspections.
  - 6. Refurbished park signs and park trash barrels.
  - 7. Performed HVAC repairs and inspections.
  - 8. Removed graffiti and repaired vandalism.
  - 9. Douglass Park - Repaired guard stand; Assisted/monitored new sprayground.
  - 10. Restrooms - Cleaned/checked twice a week the 5 that are open.
  - 11. Albert-Oakland Park - Replaced lifeguard chair umbrella holders, repaired tables, continued repairing pool water leak.
  - 12. Lake of the Woods Recreation Area
    - a. Clubhouse Concessions - Painted walls to match other taupe walls, installed lower counter with storage, removed all carpet on the side of concessions counters, installed wainscoting and painted same as the wall color.
    - b. Clubhouse Front Desk - Removed display case glass, installed shelving for merchandise, removed all carpet on the front of the counters, installed wainscoting and painted same as the wall color, removed Coke machine and repaired water-damaged cabinet.
    - c. Clubhouse Other - Installed shelving in storage closet in mop room, installed storage closet outside of women's restroom, installed wainscoting and painted same as the wall color, removed men's/women's hand dryers and repaired tile, replaced men's restroom water heater.
    - d. Pool - Repaired lifeguard stand, repaired pool vac power box, added 30' sidewalk from parking lot, and replaced exterior light covers.

13. Recycling program - Emptied all containers at least once a week.
14. Dog Parks - Refilled bags/cleaned/checked sites twice a week. Picked up free cheese bags from tractor trailer accident to use in place of purchasing Mutt Mitts. Staff is slightly altering the bags to fit our containers, saving approximately \$2,500.
15. Gans Creek Recreation Center - Checked 3 houses.
16. PMC Fleet Maintenance - Improved furnace efficiency with a new blower motor, blower belt, booster fan motor, more insulation, more efficient filters, more vents, thermostat and ceiling tile.
17. SLAC - Painted walls and floors in art/pool rooms; added pool room chair rail.
20. TLRA
  - a. Prepared for March 1 Dog Park conversion; added more gravel to entry.
  - b. Started entry driveway drainage repairs.
  - c. Little Mates Cove - Replaced skimmer baskets; repaired office area bird entry issue.
21. Snow Removal - Plowed sidewalks/parking lots and added treatment as necessary.
22. Rock Quarry House - Painted and cleaned walls.
23. L.A. Nickell Clubhouse - Painted interior walls/entry doors; replaced trim; painted cabinets; added concession cabinet/countertop; sanded, stained, and varnished all window ledges; added restroom base cove; reinstalled women's toilets; added sanitary napkin holders; installed TV wall brackets; replaced electrical plugs, switches, and covers; repaired gas pump electrical.

B. ARC Maintenance

1. Performed general repair of building fixtures. (97 hrs.)
2. Performed maintenance/repairs and replenished chemicals in aquatics. (16 hrs.)
3. Performed outdoor maintenance, power-washed front entrance. (2 hrs.)
4. Washed pool screens, back-flushed leisure pool and lubed pump motors. (19 hrs.)
5. Removed and dusted supply and return vents. (5 hrs.)
6. Dusted light fixtures. (3 hrs.)
7. Changed light bulbs, ballasts and ceiling tile around building. (11 hrs.)
8. Repaired cardio and various fitness equipment. (21 hrs.)
9. Washed walls with stain and mark remover. (2 hrs.)
10. Monitored HVAC computer. (10 hrs.)
11. Monitored RTU 1, 2, and 3 on roof. (4 hrs.)
12. Removed snow. (38 hrs.)
13. Replaced therapy and leisure pool automatic fill valves. (9 hrs.)
14. Replaced Pool Pak air filters, checked belts and lubed motors. (4 hrs.)
16. Developed estimate for vinyl floor and carpet replacements. (3 hrs.)
17. Replaced large mirror panel on youth weight room wall. (2 hrs.)
18. Replaced therapy pool boiler circulator pump. (5 hrs.)
19. Met fire sprinkler backflow preventer inspector. (1 hr.)
20. Met electronic fire monitor inspector, repaired two malfunctioning sensors and one bad fire damper relay. (8 hrs.)

21. Replaced old insulation that had condensation damage at upstairs glass wall along track; installed vapor barrier. (20 hrs.)

### **III. FLEET OPERATIONS**

- A. 3 vehicles serviced and 7 vehicles repaired.
- B. 3 pieces of equipment serviced and 4 pieces of equipment repaired.
- C. 4 service calls performed.
- D. 5 tires repaired.
- E. 3 pieces of small power equipment repaired/serviced.
- F. 7 times - vehicles checked for trips.
- G. 1 freight shipment unloaded.
- H. 2 mowers repaired-winter service.
- I. 1 mowers serviced, 100-hrs. interval.
- J. 12 golf carts repairs.
- K. Other Services Performed:
  1. Repaired disc golf sign.
  2. Hauled 12 golf carts to LOW from PMC after winter service.
  3. Accepted delivery of #3191 new bunker rake for LOW Golf use.
  4. Stamped identification on 8 padlocks for ARC.
  5. Arranged for recall/repair of 4 vehicles.
  6. #3190 (Park Ranger vehicle) - Arranged for computer, radio, light bar, and siren installation.
  7. Repaired body accident damage on truck #3152.
  8. Coordinated 2-way radio inventory for Park Services Division.
  9. Cleaned/detailed two busses for Special Olympics trip.
  10. Organized Fleet parts room.

### **IV. GOLF AND SPORTS TURF MANAGEMENT**

- A. Lake of the Woods Golf Course
  1. Performed winter maintenance on equipment #3096, 3002, 3160 and 3031, including mounting of cutting units, lights installation, replacement of blades and electrical switches. (76 hrs.)
  2. Installed sprayer unit and performed operations check on #3162. (5hrs.)
  3. Rewired small trailer and installed new brake lights. (10 hrs.)
  4. Assisted athletic field crew with fence removal at American Legion ball fields. (21 hrs.)
  5. Prepared Sandstar for trade-in and took possession of new Toro Sandpro. (6 hrs.)
  6. Completed detailing both trucks. (8 hrs.)
  7. Completed Roundup herbicide application on all dormant zoysia fairways and tees. (16 hrs.)
  8. Completed snow removal on snow routes and clubhouse parking. (22 hrs.)
  9. Refurbished ballwashers including sanding and painting. (21 hrs.)
  10. Assisted in the installation of a new tournament scoreboard at the clubhouse patio. (8 hrs.)
  11. Trimmed ornamental grasses on the golf course. (17 hrs.)

B. Sports Turf Management

1. Completed the tiling project at Lake of the Woods Clubhouse, including the removal of old carpet in two entry locations and replacing with 12-inch ceramic tile. (160 hrs.)
2. Installed new trim on doors at Lake of the Woods Clubhouse. (20 hrs.)
3. Constructed and installed a new 16 ft. tournament scoreboard on the patio at Lake of the Woods Clubhouse. (86 hrs.)
4. Completed the grate project on the backstops at Antimi Red and Blue Fields to improve safety and eliminate trash collection. (92 hrs.)
5. Completed the detailing of all trucks. (20 hrs.)
6. Put together 3 new sets of player benches for soccer fields and put together 2 new sets of soccer goals for fields #6 and #19. (48 hrs.)
7. Completed the removal of the old fencing at American Legion Field. (24 hrs.)

C. L.A. Nickell Golf Course

1. Completed renovation of the maintenance office, including new paint, tile and door installation. (48 hrs.)
2. Painted tee markers and replaced damaged markers. (6 hrs.)
3. Repaired and painted ball and club washers. (10 hrs.)
4. Removed snow on all assigned routes and clubhouses. (16 hrs.)
5. Repaired snow plow on 6 ft. John Deere mower. (2 hrs.)
6. Repaired steering column on tee mower. (3 hrs.)
7. Installed roller scrapers on Toro tee mower. (1 hr.)
8. Replaced bedknives on Toro fairway mower. (10 hrs.)
9. Repaired reel bearings on Jacobsen greensmower. (3 hrs.)
10. Trimmed trees on the golf course. (20 hrs.)
11. Installed insulation and weatherproofed the maintenance facility. (6 hrs.)
12. Prepped driving range dividers. (3 hrs.)
13. Completed course cleanup and setup for daily play. (8 hrs.)
14. Cleaned and organized the maintenance facility. (20 hrs.)

V. CONSTRUCTION

A. Parks Management Center – Office Renovation/ Repair

1. Installed new high efficiency light fixtures in reception office.
2. Installed window casings and shade units at new windows in work station area.
3. Replaced exterior entry foyer posts; fabricated and installed decorative corner pieces.
4. Constructed 10' x 20' plans/records storage room and installed plans table lighting fixture.
5. Constructed mail sorting bins and plan holder.

B. Other Park Projects

1. Stephens Lake Park – Continued excavation work on sound stage construction site and hauled off rock debris. Installed 110v/220v outlets and a surge suppressor. Delivered fabricated concrete storm water drain box in preparation for setting at back of stage.
2. Gans Creek Recreation Area – Continued fabrication work for bat cave security gate. Hand dug trench at cave opening in preparation for gate installation.

3. PMC – Repaired band saw and replaced radial arm saw table boards.
4. PMC – Fabricated six (6) picnic tables and a PVC storage rack.
5. Eastport Park – Constructed the new main park sign.
6. Garth Nature Area – Fabricated and installed a Memorial/Heritage bench.
7. Skateboard Park – Fabricated and installed a Memorial/Heritage bench.

## **VI. NATURAL RESOURCES**

### **A. Horticulture**

1. Planting and Construction
  - a. Worked on bulbout construction at Nifong Lake. (20 hrs.)
  - b. Removed mulch from Albert-Oakland Pool sign bed and replaced with river rock. (36 hrs.)
2. Maintenance
  - a. Continued cutting back ornamental grasses in landscape beds. (48 hrs.)
  - b. Removed snow in assigned areas. (28 hrs.)
  - c. Mulched landscape beds. (32 hrs.)
  - d. Started landscape bed clean up for the spring. (72 hrs.)
3. Greenhouse
  - a. Continued seeding annuals. (20 hrs.)
  - b. Began transplanting seedlings. (32 hrs.)
4. Other - Rhea passed her Missouri State Aquatic and Root Control exam, adding Category 5 to her MO Pesticide Certified Public Operator License. (6 hrs.)

### **B. Forestry**

1. Construction - Built gravel bed in nursery to grow trees. (80 hrs.)
2. Park Maintenance
  - a. Removed snow from assigned parks and parking lots. (216 hrs.)
  - b. Tools - Maintained and cleaned chainsaws, vehicles, and equipment. (12 hrs.)
  - c. LOW - Removed brush around cart shed and tee # 11. (16 hrs.)
  - d. Forum Nature Area - Removed tree. (12 hrs.)
  - e. Douglass Park - Removed 6 trees to make room for fence. (32 hrs.)
  - f. Cosmo Park - Removed 2 trees. (15 hrs.)
  - g. Brown Station Park - Removed 15 stumps. (16 hrs.)
3. Trails
  - a. MKT Trail – Removed snow and cleaned tunnels. (24 hrs.)
  - b. Eastport Trail - Continued trail construction; laid down 1” roll stone. (80 hrs.)
4. Downtown - Removed 1 tree on Ash Street. (8 hrs.)
5. TreeKeepers Program - Removed honeysuckle from around Dexheimer Shelter at Cosmo Park. (34 TK - 102 vol. hrs; 3 staff - 16 hrs.)

## **VII. PARK RANGER**

### **A. Meetings**

1. Safety at PMC

### **B. Training**

### **C. Accident**

### **D. Criminal/Incident Investigations**

1. Responded to ARC for 911 check/false.
  2. Responded to Bear Creek Garth.
    - a. Disturbance/unfounded.
    - b. Juvenile on trail with gun/gone on arrival.
  3. Responded to Downtown Optimist Park for disturbance/unfounded.
  4. Responded to MKT Trail.
    - a. Vehicle driving on trail/gone on arrival.
    - b. Juvenile subjects with guns (see F-8-a).
    - c. Restroom issues at Forum/closed for repairs next day.
- E. Special Assignments
1. Municipal Court Trail
- F. Violations
1. Animal Complaints (14)
    - a. (2) Warnings for dog off leash in Albert-Oakland Park.
    - b. (7) Warnings for dog off leash in Cosmo Park.
    - c. (5) Warnings for dogs off leash in Stephens Lake Park.
  2. Beach/Pools
  3. Camping/Sleeping
  4. Climbing
  5. Disfigure/Removal
  6. Fireworks/Airplanes (1)
    - a. (1) Warning for rocket in Cosmo Park.
  7. Helmets (10)
    - a. (10) Warnings for Skate Park in Cosmo Park.
  8. Hunting/Fishing (7)
    - a. (7) Warnings for having air guns in woods off trail.
  9. Intoxication
  10. Littering/Dumping
  11. Metal Detectors
  12. Other Park Violations (10)
    - a. (1) Warning for golfing in Cosmo-Bethel Park.
    - b. (1) Citation for indecent exposure in Cosmo-Bethel Park.
    - c. (3) Warnings for bikes in Skate Park in Cosmo Park.
    - d. (1) Warning for pickup game on fields in Cosmo Park.
    - e. (4) Warnings for sledding in dark in Stephens Lake Park.
  13. Parking (1)
    - a. (1) Warning at Riechmann Pavilion in Stephens Lake Park.
  14. Trespassing
  15. Vehicles off roadway
  16. Vending/Advertising
  17. Warrant

*Note: Park Ranger responded to 21% of requests for police response to park locations.*

<b>WEEKS</b>	<b>1st Week</b>	<b>2nd Week</b>	<b>3rd Week</b>	<b>4th Week</b>	<b>5th Week</b>	<b>6th Week</b>	<b>TOTAL</b>
TOTAL MILES DRIVEN	270	271	316	438	84	0	1379
<i>Hours</i>							
PATROL	23.5	28	27.5	32.5	6	0	117.5
FOOT PATROL	1	7	2	4	1	0	15
BIKE PATROL	0	0	0	0	0	0	0
CRIMINAL INVEST	0	0	0.5	0	0	0	0.5
INCIDENT INVEST	0	0	0.5	2.5	1	0	4
OFFICE DUTY	3	0	8.5	1	0	0	12.5
LEAVE	0	0	1.5	0	0	0	1.5
SPECIAL ASSIGNMT	3	0	0	0	0	0	3
MEETINGS	1.5	5	0	0	0	0	6.5
TRAINING	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>32</b>	<b>40</b>	<b>40.5</b>	<b>40</b>	<b>8</b>	<b>0</b>	<b>160.5</b>

<b>VIOLATIONS</b>	<b>WARNINGS</b>	<b>ARRESTS</b>
ANIMAL COMPLAINTS	14	0
BEACH/POOLS	0	0
CAMPING/SLEEPING	0	0
CLIMBING	0	0
DISFIGURE/RREMOVAL	0	0
FIREWORKS/AIRPLAINES	1	0
HELMETS	10	0
HUNTING/FISHING	7	0
INTOXICATION	0	0
LITTERING/DUMBING	0	0
METAL DETECTORS	0	0
OTHER PARK VIOLATION	9	1
PARKING	1	0
TRESPASSING	0	0
VEHICLES OFF ROADWAY	0	0
VENDING/ADVERSTISING	0	0
WARRANT	0	0
<b>TOTALS</b>	<b>42</b>	<b>1</b>

<b>SERVICES</b>	<b>TOTALS</b>
ASSIST OTH ACY	0
BROCHURES / MAPS	0
BUILDING CHECKS	236
FIRST AID	0
LOCATE MSNG PSN	0
MAINTENANCE	4
MOTORISTS ASSIST	0
PARK INFO/DIRECTIONS	49
RECOVERED PROPERTY	1
WILDLIFE	0
<b>TOTALS</b>	<b>290</b>