

# Recreation Services Monthly Report

November 2008

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>		44,085	102,000	44,882	111,136
<b>ADMINISTRATION</b>					
<b>YOUTH ENRICHMENT SCHOLARSHIPS (YES)</b>					
YES Applicants Approved		28	49	22	89
YES Applications Approved		9	16	6	28
YES Assistance Amount Given		\$ 2,716.50	\$ 4,529.00	\$ 1,865.00	\$ 7,782.00
<b>TOTAL APPLICANTS FOR SCHOLARSHIPS</b>		28	49	22	89
<b>ADULT FINANCIAL ASSISTANCE (AFA)</b>					
AFA Applicants Approved		6	15	4	32
AFA Applications Approved		6	15	4	32
AFA Assistance Amount Given		\$ 337.50	\$ 843.75	\$212.60	\$ 2,078.80
<b>TOTAL APPLICANTS FOR SCHOLARSHIPS</b>		6	15	4	32
<b>DIVISION EVENT</b>					
Tiger Night of Fun		0	2,997	0	3,000
Theme Park Ticket Sales		0	17	10	15
<b>TOTAL DIVISION EVENTS</b>	0	0	3,014	10	3,015
<b>SPORTS PROGRAMMING</b>					
<b>YOUTH SPORTS</b>					
Diamond Council: Participants		0	0	0	0
Youth Basketball: Participants		0	0	0	0
Youth Football: Participants		0	1,104	0	1,320
Youth Soccer: Participants		0	2,352	0	2,832
Youth Tennis: Participants		0	0	0	0
Active Kids Club: Participants	14	280	660	350	720
Other Sports: Fowl Shoot	1	147	219	70	150
<b>TOTAL YOUTH SPORTS</b>	15	427	4,335	420	5,022
<b>WOMEN'S SPORTS</b>					
Women's Volleyball: Participants		0	0	0	0
Women's Softball: Participants		0	52	0	0
Women's Basketball: Participants		0	0	0	0
Women's Soccer: Participants		0	144	0	240
Other Women's Sports		0	0	0	0
<b>TOTAL WOMEN'S SPORTS</b>	0	0	196	0	240
<b>MEN'S SPORTS</b>					
Men's Volleyball: Participants		0	0	0	0

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Men's Softball: Participants		0	416	0	3,458
Men's Basketball: Participants	44	640	640	704	704
Men's Baseball: Participants		0	0	0	0
Other Men's Sports		0	0	0	0
<b>TOTAL MEN'S SPORTS</b>	<b>44</b>	<b>640</b>	<b>1,056</b>	<b>704</b>	<b>4,162</b>
<b>CO-REC SPORTS</b>					
Co-Rec Noon Club		301	692	0	0
Co-Rec Volleyball: Participants	30	456	1,260	420	1,239
Co-Rec Softball: Participants		0	442	0	3,042
Co-Rec Tennis: Participants		0	0	0	0
Co-Rec Kickball: Participants		0	208	0	1,950
Other Co-Rec Sports:		0	0	0	0
<b>TOTAL CO-REC SPORTS</b>	<b>30</b>	<b>757</b>	<b>2,602</b>	<b>420</b>	<b>6,231</b>
<b>FACILITY USAGE</b>					
Private Tournament Rentals		0	2	0	0
Fields Used:					
Antimi		0	0	0	0
Rainbow		0	16	0	0
Legion		0	0	0	13
Oakland		0	0	0	0
Atkins		0	0	0	0
Schools		0	0	0	0
Soccer		0	0	0	0
Gym		0	0	0	0
Total Number of Fields Used		0	16	0	13
<b>TOTAL SPORTS PROGRAMMING</b>	<b>89</b>	<b>1,824</b>	<b>8,189</b>	<b>1,544</b>	<b>15,655</b>
Additional uses not included in participation totals: Conference Room 6, Gymnasium 2. Volunteer hours 18.					
<b>COMMUNITY RECREATION / DOUGLASS</b>					
<b>COMMUNITY RECREATION PROGRAMS</b>					
Classes	75	919	1,879	695	1,941
After-School Program	63	851	1,712	1,020	2,215
Groups	39	305	573	279	626
Camps	0	0	0	0	0
Special Events	0	0	4	0	385
<b>TOTAL COMMUNITY RECREATION PROGRAMS *</b>	<b>177</b>	<b>2,075</b>	<b>4,168</b>	<b>1,994</b>	<b>5,167</b>
<b>DOUGLASS GYM PROGRAMS</b>					
Classes	20	2,108	4,363	1,125	2,679
Special Events	0	0	0	0	0

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<b>DOUGLASS PARK PROGRAMS</b>					
Sports	0	0	0	0	0
Special Events	0	0	11	0	0
<b>TOTAL DOUGLASS AREA *</b>	<b>20</b>	<b>2,108</b>	<b>4,374</b>	<b>1,125</b>	<b>2,679</b>
<b>TOTAL COMMUNITY RECREATION / DOUGLASS</b>	<b>197</b>	<b>4,183</b>	<b>8,542</b>	<b>3,119</b>	<b>7,846</b>
<b>AQUATICS</b>					
<b>COLUMBIA SWIM CLUB</b>		1,900	3,800	1,488	3,004
<b>HICKMAN POOL</b>					
Hickman Kayaking		0	0	0	0
Hickman Exercise		83	210	58	149
Hickman Instructional Swim		0	107	226	635
Hickman Summer Swim Team		0	0	0	0
Hickman Private Rental		72	106	80	113
Hickman Special Groups		0	0	0	0
<b>TOTAL HICKMAN POOL</b>		<b>155</b>	<b>423</b>	<b>364</b>	<b>897</b>
<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>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<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>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<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

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		SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
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>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<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 OAKLAND CONCESSION</b>					
		\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DOUGLASS CONCESSIONS</b>					
		\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL LOW CONCESSIONS</b>					
		\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL PIRATES' LANDING CONCESSIONS</b>					
		\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL AQUATICS</b>					
		2,055	4,223	1,852	3,901
<b>GOLF, CONCESSIONS</b>					
<b>NICKELL GOLF</b>					
Nickell Golf Tournament	0	0	0	0	0
Nickell Total Dollar Amount	26.5	\$ 14,425	\$ 50,540	\$ 13,946	\$ 55,635
Nickell Pass Rounds	26.5	1,181	2,953	1,086	2,860
Nickell Weekday Green Fee Rounds	17.5	209	915	200	1,035
Nickell Weekend Green Fee Rounds	9	229	554	214	743
Nickell Total Rounds	26.5	1,619	4,422	1,500	4,638
Nickell Golf Lessons	0	0	0	0	0
Nickell Driving Range	10	132	551	58	454
Nickell Carts 9 Hole	26.5	206	653	163	667
Nickell Carts 18 Hole	26.5	248	827	221	941
<b>TOTAL NICKELL GOLF</b>		<b>2,205</b>	<b>6,453</b>	<b>1,942</b>	<b>6,700</b>
<b>LAKE OF THE WOODS GOLF</b>					
Lake of the Woods Tournament	0	0	0	0	0
<b>LOW Total Dollar Amount</b>	<b>27</b>	<b>\$ 14,744</b>	<b>\$ 57,606</b>	<b>\$ 14,944</b>	<b>\$ 53,697</b>

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LOW Pass Rounds	27	1,209	2,837	969	2,487
LOW Weekday Green Fee Rounds	18	219	1,094	171	859
LOW Weekend Green Fee Rounds	9	210	561	238	609
LOW Total Rounds	27	1,638	4,492	1,378	3,955
LOW Carts 9 Hole	27	152	581	93	424
LOW Carts 18 Hole	27	254	1,007	269	953
<b>TOTAL LAKE OF THE WOODS GOLF</b>		2,044	6,080	1,740	5,332
<b>TOTAL RAINBOW CONCESSIONS</b>	0	\$0	\$9,511	\$0	\$5,601
<b>TOTAL GOLF AND CONCESSIONS</b>		4,249	12,533	3,682	12,032
<b>SENIOR/PAQUIN/LIFE ENRICHMENT PROGRAMS</b>					
<b>SENIOR PROGRAMS</b>					
Social Events	90	1,032	2,520	760	1,718
Crafts	7	62	134	34	82
Music & Bands	12	394	1,008	258	636
Oak Tours Trips / Social	21	1,274	2,675	1,211	2,604
<b>TOTAL OAK</b>	130	2,762	6,337	2,263	5,040
<b>PAQUIN</b>					
Paquin Crafts / Ceramics	26	308	665	497	909
Paquin Social Activities	107	1,626	3,353	1,604	3,589
Paquin Walking Trips	3	0	0	11	21
Paquin Educational	69	956	1,962	1,100	2,202
<b>TOTAL PAQUIN</b>	205	2,890	5,980	3,212	6,721
<b>LIFE ENRICHMENT</b>					
Life Enrichment Special Programs / Events	16	467	1,458	455	2,685
Life Enrichment Educational Classes	96	1,486	3,156	2,500	3,980
<b>TOTAL LIFE ENRICHMENT</b>	112	1,953	4,614	2,955	6,665
<b>SPECIAL PROGRAMS</b>					
Preschool / Intergenerational	2	92	178	69	145
Teen / Family	0	5	5	0	0
Special Events	0	48	120	0	98
Classes	0	0	44	0	0
<b>TOTAL SPECIAL PROGRAMS</b>	2	145	347	69	243
<b>TOTAL SENIOR/PAQUIN/LIFE ENRICHMENT</b>	449	7,750	17,278	8,499	18,669

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*Ceramic programs have been moved to Paquin as of mid-January 2008.					
<b>ADAPTIVE RECREATION</b>					
Adapted Sports	8	171	321	272	494
Adapted Recreation	1	189	366	86	236
<b>TOTAL ADAPTIVE</b>	<b>9</b>	<b>360</b>	<b>687</b>	<b>358</b>	<b>730</b>
Another sports season came to a close with a trip to the State Indoor Classic in Joplin. Columbia Parks and Recreation was represented by 28 athletes. Under the expert guidance of coach Allan Moore, the volleyball team took gold. The bowlers that advanced did well bringing home a 4th place, a bronze, 6 silver and 9 gold. The display of sportsmanship by the team was inspiring. Athletes and chaperones took pleasure in the camaraderie, competition and social activities. As always, the monthly dance was a hit. The NASCAR theme brought out 86 individuals many in racing garb.					
<b>CARE</b>					
Trainee Participation					
# Hours Worked, not incl. Gallery Hours		119	185	246	290
CARE Gallery *		80	205	74	157
Hickman Options		322	471	469	645
Education Hours		0	0	0	0
Tutoring Hours		53	113	40	90
<b>TOTAL CARE</b>	<b>0</b>	<b>574</b>	<b>974</b>	<b>829</b>	<b>1,182</b>
		Same Month	Prior YTD	This Month	This YTD
# of Applications Received		6	25	2	19
# of Trainees Invited to Participate		4	16	2	17
# of Trainees Attended Orientation		4	16	2	17
# of Trainees Who Quit Before First Day of Work		1	1	0	0
# of Terminations		2	2		2
# of Trainees that Quit		2	2	0	0
# of Participants Who Completed the Summer Program		0	0	0	0
# of Trainees Completed School Year Program, earned GED, hired by employer, etc.		0	0	0	0
<b>ACTIVITY &amp; RECREATION CENTER</b>					
<b>Visits</b>					
Members/Daily Admissions		22,713	45,790	24,689	47,358
Special Admission/Coupons		91	160	53	89
<b>TOTAL VISITS:</b>		<b>22,804</b>	<b>45,950</b>	<b>24,742</b>	<b>47,447</b>
<b>Members:</b>					
Adult Annual		7	16	8	18
Adult Monthly		84	215	74	179
Adult Multi Pass		56	110	64	125
Family Annual		36	85	41	66
Family Monthly		387	850	413	859

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Sr. Annual		12	27	13	24
Sr. Annual Monthly		24	55	20	60
Sr. Couple		26	64	32	68
Sr. Couple Monthly		32	88	42	90
Sr. Multi Pass		20	52	36	68
Youth Annual		2	3	2	3
Youth Monthly		2	8	1	9
Youth Multi Pass		7	23	19	25
30-day Youth		N/A	N/A	15	25
30-day Adult		N/A	N/A	96	141
30-day Family		N/A	N/A	131	184
30-day Senior		N/A	N/A	9	15
30-day Senior Couple		N/A	N/A	10	14
<b>Total Members:</b>		<b>695</b>	<b>1,596</b>	<b>1,026</b>	<b>1,973</b>
<b>Memberships:</b>		<b>376</b>	<b>859</b>	<b>644</b>	<b>1,164</b>
<p>In November, the ARC averaged 853 persons per day, an increase of 150 per day.                      There were 28 outside rentals, 6 city rentals and 19 Parks &amp; Recreation room rentals.</p>					
<b>GENERAL RECREATION CLASSES</b>					
Day Camp		75	94	33	33
Basketball Camp		0	0	0	0
Teen Adventure		0	0	0	0
Outdoor Instruction		0	75	0	0
Recreation Classes		0	0	0	152
Bus/Van Reservations		39	80	26	45
Other Programs - Little Gyms		109	187	152	260
<b>TOTAL GENERAL RECREATION CLASSES</b>		<b>223</b>	<b>436</b>	<b>211</b>	<b>490</b>
<b>WEBTRAC - On-Line Program Registration</b>					
<b>Total Web Users</b>		29	110	10	48
One-Time Users		18	87	10	37
Repeat Users		11	23	0	11
# of Sessions		76	260	13	88
Total Completed Transactions		10	48	5	17
Total \$ Registrations		\$523.00	\$ 1,981.40	\$350.00	\$2,274.80
Total % of on-line \$ registrations		19.00%	23.00%	11.00%	12.00%
<b>Total WebTrac Registrations</b>					
Sessions between 12:00am-6:00am:		0			
Sessions between 6:00am-12:00pm:		7			
Sessions between 12:00pm-6:00pm:		1			
Sessions between 6:00pm-12:00am:		5			
Average timed session per user:		21:44			

**COLUMBIA PARKS & RECREATION DEPARTMENT**  
**Park Services Division**  
**Monthly Report**  
**November 2008**

**I. ADMINISTRATION**

- A. Nifong Park - Contractor (Richardson Excavation) completed the dam reconstruction, berms for the historic village, and leveling of open areas.
- B. Stephens Waterfall - Contractor (Richardson Excavation) set the upper vault and plumbing for the source pool and completed all major boulder work for the large waterfall.
- C. PMC Parking Lot Expansion - Contractor (Richardson Excavation) completed the final grading work in preparation for asphalt.
- D. Garth Parking Lot Expansion - Contractor (Richardson Excavation) completed the final grading work in preparation for asphalt.
- E. LOW Restroom - Contractor (Gaines Construction) completed the water hookup.
- F. Park Facility Roof Replacement - Contractor (Watkins Roofing) worked on the following roof replacements due to hail damage:
  - 1. PMC - Fabrication Shop (nearing completion), Fleet Maintenance Shop (nearing completion), and small storage building (completed).
  - 2. L.A. Nickell Golf Course - Storage Shed #2 (nearing completion).
- G. I. P. Meeting - Park planning meeting was held on November 24 at the Armory for the Douglass sprayground and baseball improvement project.

**II. MAINTENANCE**

- A. Facilities and Grounds
  - 1. Performed park clean up and sanitation. (224 hrs.)
  - 2. Performed playground repairs, re-mulch and inspections. (64 hrs.)
  - 3. Performed maintenance on park lighting systems. (64 hrs.)
  - 4. Performed general park maintenance on miscellaneous items. (48 hrs.)
  - 5. Performed aquatic repairs and inspections. (104 hrs.)
  - 6. Refurbished park signs and park trash barrels. (48 hrs.)
  - 8. Performed HVAC repairs and inspections. (32 hrs.)
  - 9. Removed graffiti. (20 hrs.)
  - 12. Atkins Park - Installed water line for water fountain. (56 hrs.)
  - 13. Douglass Family Aquatic Center
    - a. Worked on pump room refurbishment. (24 hrs.)
    - b. Contractor (Huebert Builders) added steel beam support and primed/painted pump room ceiling.
  - 14. Armory Sports and Recreation Center
    - a. Contractor (Asbestos Removal Services, Inc.) removed mold from basement kitchen.
    - b. Contractor (Huebert Builders) started repairs in basement kitchen.
  - 15. Albert-Oakland Park - Removed damaged tunnel in playground. (4 hrs.)
  - 16. Replaced shelter outlet covers. (8 hrs.)
  - 17. Shipped 2 pool vacuums for repairs. (6 hrs.)

18. L. A. Nickell Golf Course - Built men's restroom wall, painted metal doors, improved signage, repaired ceiling leak, improved lighting, and installed Fire Dept. Knox box. (122 hrs.)
19. Continued grant recycling program. (16 hrs.)
20. Stephens Lake Park - Installed new safety signage and repaired aerator pump. (24 hrs.)
21. Prepared vehicles, equipment, and supplies for snow removal. (24 hrs.)
22. Cosmo Park
  - a. Burford-Dexheimer Restroom - Repaired meter pit by raising, replaced double check valve device, removed concrete vault, and brought it up to City code. Winterized restroom. (60 hrs.)
  - b. Rainbow Softball Center - Removed damaged pitching machines and installed new ones; winterized concession stand. (88 hrs.)
23. Gans Creek Recreation Area - Winterized houses and checked furnaces/propane tank. (20 hrs.)
24. TLRA - Replaced aerator motor (12 hrs.)
25. Holiday Parade - Prepared equipment supplies for the event. (6 hrs.)
26. LOW Recreation Area - Installed Fire Dept. Knox box, upgraded maintenance shop lighting, and installed frost-free hydrant. (42 hrs.)
27. American Legion Park - Winterized concession stand. (8 hrs.)
28. Nifong Park - Winterized restroom.
29. Graeme Baker Act - Investigated and prepared report on our pool status in regards to this important safety act.
30. Hickman Pool - Replaced 3 deadbolts.

B. ARC

1. Performed general repair of building fixtures, bathrooms and locker rooms. (100 hrs.)
2. Performed preventive maintenance and repair; filled chemicals in aquatics. (4 hrs.)
3. Performed outdoor maintenance, power-washed front entrance and ran leaf blower. (8 hrs.)
4. Performed maintenance in gym. Painted and replaced metal grey closet door. (13 hrs.)
5. Washed pool screens and lubed pump motors. (4 hrs.)
6. Removed and dusted supply and return vents in cardio, fitness, upstairs/downstairs bathrooms, gym hallways, and meeting rooms. (5 hrs.)
7. Dusted lights in gym hallway, cardio, men's and family locker rooms. Removed bulbs and wiped with damp rag in weight area. (15 hrs.)
8. Repaired partition hinge in Meeting Rooms B and C. (3 hrs.)
9. Replaced family, men's and women's locker room shower hot/cold labels and removed old direction stickers. (6 hrs.)
10. Continued painting yellow walls around cardio area. (5 hrs.)
11. Replaced white 1"x1" tile around triple-loop slide supports, blue 1"x1" tile around pool perimeter, and grey 4"x4" tile in locker rooms. (25 hrs.)
12. Replaced catwalk light bulbs and sockets above pool. (23 hrs.)
13. Procured and replaced return air grills. (8 hrs.)

14. Lubed all locker door hinges and locks. (4 hrs.)
15. Changed light bulbs around building. (14 hrs.)
16. Diagnosed and removed FTU 301 upstairs weight area blower. (13 hrs.)
17. Repaired # 25 Star Trac and various other fitness equipment. (12 hrs.)

### III. FLEET OPERATIONS

- A. 9 vehicles serviced and 6 vehicles repaired.
- B. 3 pieces of equipment serviced and 5 pieces of equipment repaired.
- C. 6 service calls performed.
- D. 13 tires repaired.
- E. 19 pieces of small power equipment repaired/serviced.
- F. 6 times - vehicles checked for trips.
- G. 2 freight shipments unloaded.
- H. 2 mowers repaired.
- I. 3 mowers serviced, 100-hrs. interval.
- J. 4 times - mower PM maintenance performed.
- K. 209 blades sharpened. (17.5 hrs.)
- L. 3 golf cars repaired.
- M. 1 time - PMC carts prepped for service.
- N. Other Services Performed:
  1. Cut 2 keys for Maplewood House.
  2. Accepted delivery of new pickup #3178 (FY08 Suppl).
  3. Accepted delivery of infield groomer #3179 (FY09).
  4. Accepted delivery of new walk-behind infield mower #3180 (FY09).
  5. Prepared truck/trailer for Holiday Parade.
  6. Completed sale of 9 surplus items via GovDeals.

### IV. GOLF AND SPORTS TURF MANAGEMENT

- A. Lake of the Woods Golf Course
  1. Completed sod installation on #16 green surround. (3 hrs.)
  2. Completed leaf removal and mulching on entire golf course. (51 hrs.)
  3. Edged bunkers #14 - #18. (5 hrs.)
  4. Finished #2 bunker construction, including sod installation. (64 hrs.)
  5. Completed fence installation at the course entrance. (28 hrs.)
  6. Replaced two sections of estate fencing on #17. (3 hrs.)
  7. Removed fallen trees and debris. (24 hrs.)
  8. Removed undergrowth from creek system on #6 and #8. (40 hrs.)
  9. Mowed all greens, roughs, tees, and surrounds. (125 hrs.)
  10. Completed all vehicle maintenance, including repairs and winterizing. (9 hrs.)
- B. Sports Turf Management
  1. Completed lip removal and sod installation at Rainbow. (160 hrs.)
  2. Completed sod projects at Antimi. (96 hrs.)
  3. Completed irrigation winterization. (100 hrs.)
  4. Cleaned up leaves at Rainbow. (32 hrs.)
  5. Mowed all fields. (80 hrs.)

6. Removed goals and nets from soccer fields. (32 hrs.)
7. Painted soccer for final week of soccer. (4 hrs.)
8. Removed bases and tilled infields at sports complexes. (16 hrs.)
9. Finished sod installation at Hickman. (8 hrs.)

C. L.A. Nickell Golf Course

1. Mowed all natural areas. (16 hrs.)
2. Drained lake for drainage repairs. (9 hrs.)
3. Organized and cleaned pesticide shed. (2 hrs.)
4. Removed honeysuckle from driving range. (15 hrs.)
5. Power-washed mowers. (6 hrs.)
6. Installed drain lines by # 10 green. (32 hrs.)
7. Cleaned and organized shop. (48 hrs.)
8. Painted shop. (54 hrs.)
9. Sprayed roughs with Millennium for broadleaf weed control. (20 hrs.)
10. Completed leaf removal and mulching. (100 hrs.)
11. Trimmed trees and removed brush. (80 hrs.)
12. Mowed tees, greens, fairways and roughs. (87 hrs.)

V. CONSTRUCTION

A. Atkins Ball Fields

1. Completed the installation of a 30' x 150' concrete bleacher pad at Black Field.
2. Graded, formed, set steel and installed a 12' x 250' concrete access walk/drive leading from the new parking lot to the ball fields.
3. Started the installation of parking lot curbing (600 linear feet installed to date).

B. PMC Greenhouse

1. Installed gas heater, gas lines and powered vent.
2. All electrical work completed, including the installation of light fixtures, electronically-controlled heat, fan and exhaust systems.
3. Installed concrete access ramps to garage and pedestrian doors.
4. Installed fertilizer mixing valves and distributor units.

C. Auburn Hills Park

1. Graded, set steel and installed a 45' x 45' concrete basketball court.
2. Set post and installed backboard and rim.
3. Installed a 75' ADA accessible walkway to the basketball court.

VI. NATURAL RESOURCES

A. Horticulture

1. Planting and Construction
  - a. Cosmo Park - Graded/seeded/strawed at Burford-Dexheimer and Nickel-Lamb restrooms; built retaining wall at Burford-Dexheimer restroom. (48 hrs.)
  - b. Lake of the Woods Golf Course – Graded/seeded/strawed utility line to new restroom. (24 hrs.)

- c. Cosmo-Bethel Park – Delivered soil/graded/strawed new walkway to shelter. (4 hrs.)
  - d. Nifong Park – Seeded/strawed dam. (32 hrs.)
  - e. Valleyview Park – Graded/seeded/strawed along new concrete trail. (40 hrs.)
  - f. Gentry Building – Repaired hardscape after contractors finished new curbing along west side. (4 hrs.)
  - g. Finished plantings for fall season at Stephens Lake/Louisville rain gardens (6/7 large shrubs), xeriscape Twin Lakes (3 large shrubs), Cosmo-Bethel playground (31 shrubs), Harris Shelter and parking lot (14 large shrubs, 15 ornamental grass). (40 hrs.)
  - h. PMC Greenhouse - Cleared area for new propane tank, installed cold frame poly; cleaned up interior greenhouse and installed bench/new shelving. (40 hrs.)
  - i. Downtown planters/ Providence & Broadway - Planted 2500 spring bulbs. (36 hrs.)
2. Maintenance
- a. Began seasonal leaf cleanup of area parks. (152 hrs.)
  - b. Conducted seasonal pruning of trees and shrubs at Cosmo and the ARC. (8 hrs.)
  - c. Completed final mowing of landscape turf areas. (16 hrs.)
  - d. Continued bed cleanup with pesticide application for annual and perennial weeds. (32 hrs.)
  - e. Stephens Lake Park – Repaired erosion at island entrances with rip-rap and decorative landscape stone. (16 hrs.)
3. Park Mowing Crew
- a. Continued seasonal edging of curbs at Stephens Lake, Field, Lions-Stephens, Cosmo-Bethel, Albert-Oakland, and Douglass Parks. Began removal of honeysuckle from Twin Lakes dam. (516 hrs.)
- B. Forestry
1. Planting and Watering
- a. Stephens Lake Park - Planted 6 trees. (52 hrs.)
  - b. Longview Park - Planted 3 trees. (16 hrs.)
  - c. LOW – Planted 10 trees. (54 hrs.)
  - d. Cosmo Park - Planted 7 trees. (40 hrs.)
  - e. Albert-Oakland Park - Planted 10 trees in parking lot. (63 hrs.)
2. Park Maintenance
- a. Tools - Maintained and cleaned chainsaws, vehicles, and equipment. (10 hrs.)
  - b. Stephens Lake Park – Stump grinding. (16 hrs.)
  - c. Again Park - Removed 7 small dead trees. (32 hrs.)
  - d. Cosmo Park - Removed 3 trees. (32 hrs.)
3. Trail Maintenance
- a. MKT Trail - Cleaned out tunnels, patched holes in bridge approaches, removed trees, and mowed. (40 hrs.)

- b. Bear Creek Trail - Mowed, string-whipped, and removed fallen tree. (12 hrs.)
    - c. Hinkson Creek Trail - Mowed and string-whipped. (8 hrs.)
  - 4. Memorial/Heritage Tree Program - Planted 8 trees. (42 hrs.)
  - 5. Downtown
    - a. Planted 3 trees. (39 hrs.)
    - b. Pruned trees. (24 hrs.)
    - c. Removed 2 dead trees. (16 hrs.)
  - 6. Nursery - Mowed and trimmed. (8 hrs.)

**VII. PARK RANGER**

- A. Meetings
  - 1. Supervisory at Rock Quarry House
- B. Training
  - 1. Police Legal Science
- C. Accident
- D. Criminal/Incident Investigations
  - 1. Responded to Bear Creek Trail for man down/unfounded.
  - 2. Responded to Cosmo Park.
    - a. Airplane flying too low/contacted tower, plane taking photos for city.
    - b. Vandalism to vehicle at tennis courts.
  - 3. Responded to Flat Branch Park for man down (see F-9-a).
  - 4. Responded to Indian Hills Park.
    - a. Recovered stolen vehicle.
  - 5. Responded to MKT Trail.
    - a. 911 check at bridge #12/false.
    - b. 911 check at MLK/child playing.
  - 6. Responded to Stephens Park.
    - a. Responded to Riechmann to check alarm.
  - 7. Responded to Rock Quarry Park to check alarm.
- E. Special Assignments
- F. Violations
  - 1. Animal Complaints (8)
    - a. (5) Warnings for dog off leash in Cosmo Park.
    - b. (1) Warning for dog off leash in Nifong Park.
    - c. (1) Warning for dog off leash in Stephens Lake Park.
    - d. (1) Warning for dog off leash in undesignated area of Twin Lakes.
  - 2. Beach/Pools
  - 3. Camping/Sleeping
  - 4. Climbing (1)
    - a. (1) Warning for climbing tree in Rock Quarry Park.
  - 5. Disfigure/Removal (1)
    - a. (1) Warning for knocking pecans out of trees to take home.
  - 6. Fireworks/Airplanes

7. Helmets (2)
  - a. (2) Warnings for Skate Park.
8. Hunting/Fishing
9. Intoxication (1)
  - a. (1) Custodial arrest/took male subject into protective custody in Flat Branch Park (released when sobered up).
10. Littering/Dumping
11. Metal Detectors
12. Other Park Violations (5)
  - a. (3) Warnings for group on playing fields in Cosmo Park.
  - b. (2) Warnings for being in Skate Park after hours.
13. Parking
14. Trespassing (6)
  - a. (2) Warnings given on Crane property.
  - b. (4) Warnings for having vehicle inside Skate Park and skating after hours.
15. Vehicles off roadway
16. Vending/Advertising (1)
  - a. Political booth set up at Armory/moved off City property.
17. Warrant

*Note: Park Ranger responded to 18% of all November police response requests 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	90	184	0	227	122	94	717
<i>Hours</i>							
PATROL	5	12	0	16.5	7.5	5.5	46.5
FOOT PATROL	2	5	0	1	0	0	8
BIKE PATROL	0	0	0	0	0	0	0
CRIMINAL INVEST	0	2	0	0	3.5	0	5.5
INCIDENT INVEST	1	1	0	6	0	0	8
OFFICE DUTY	0	4	0	8.5	4	2.5	19
LEAVE	0	16	40	12.5	24	0	92.5
SPECIAL ASSIGNMT	0	0	0	0	0	0	0
MEETINGS	0	0	0	3.5	0	0	3.5
TRAINING	0	0	0	1	1	0	2
<b>TOTALS</b>	<b>8</b>	<b>40</b>	<b>40</b>	<b>49</b>	<b>40</b>	<b>8</b>	<b>185</b>

<b>VIOLATIONS</b>	<b>WARNINGS</b>	<b>ARRESTS</b>
ANIMAL COMPLAINTS	8	0
BEACH/POOLS	0	0
CAMPING/SLEEPING	0	0
CLIMBING	1	0
DISFIGURE/RREMOVAL	1	0
FIREWORKS/AIRPLAINES	0	0
HELMETS	2	0
HUNTING/FISHING	0	0
INTOXICATION	0	1
LITTERING/DUMBING	0	0
METAL DETECTORS	0	0
OTHER PARK VIOLATION	5	0
PARKING	0	0
TRESPASSING	6	0
VEHICLES OFF ROADWAY	0	0
VENDING/ADVERTISING	1	0
WARRANT	0	0
<b>TOTALS</b>	<b>24</b>	<b>1</b>

<b>SERVICES</b>	<b>TOTALS</b>
ASSIST OTH ACY	0
BROCHURES / MAPS	0
BUILDING CHECKS	109
FIRST AID	0
LOCATE MSNG PSN	0
MAINTENANCE	0
MOTORISTS ASSIST	1
PARK INFO/DIRECTIONS	21
RECOVERED PROPERTY	5
WILDLIFE	0
<b>TOTALS</b>	<b>136</b>