

# Recreation Services Monthly Report

January 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>		58,523	215,522	51,785	208,827
<b>ADMINISTRATION</b>					
<b>YOUTH ENRICHMENT SCHOLARSHIPS (YES)</b>					
YES Applicants Approved		56	188	69	249
YES Applications Approved		15	56	22	74
YES Assistance Amount Given		\$ 5,114.75	\$ 17,494.00	\$ 5,817.75	\$ 24,771.65
<b>TOTAL APPLICANTS FOR SCHOLARSHIPS</b>		56	188	69	249
<b>ADULT FINANCIAL ASSISTANCE (AFA)</b>					
AFA Applicants Approved		10	52	15	66
AFA Applications Approved		10	51	15	64
AFA Assistance Amount Given		\$ 519.70	\$ 3,348.80	\$866.55	\$ 3,818.81
<b>TOTAL APPLICANTS FOR SCHOLARSHIPS</b>		10	52	15	66
<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	3,025	0	3,646
<b>SPORTS PROGRAMMING</b>					
<b>YOUTH SPORTS</b>					
Diamond Council: Participants		0	0	0	0
Youth Basketball: Participants	157	3,360	3,360	3,140	3,140
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	12	340	1,370	240	1,130
Other Sports:		0	150	0	0
<b>TOTAL YOUTH SPORTS</b>	169	3,700	9,032	3,380	10,074
<b>WOMEN'S SPORTS</b>					
Women's Volleyball: Participants		0	0	0	0
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>	0	0	240	0	72
<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	35	1,120	2,584	700	1,620
Men's Baseball: Participants		0	0	0	0
Other Men's Sports		0	0	0	0
<b>TOTAL MEN'S SPORTS</b>	<b>35</b>	<b>1,120</b>	<b>6,042</b>	<b>700</b>	<b>3,986</b>
<b>CO-REC SPORTS</b>					
Co-Rec Noon Club		0	0	0	0
Co-Rec Volleyball: Participants	28	348	1,983	336	1,716
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>28</b>	<b>348</b>	<b>6,975</b>	<b>336</b>	<b>3,874</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>232</b>	<b>5,168</b>	<b>22,289</b>	<b>4,416</b>	<b>18,006</b>
Additional uses not included in participation totals: Conference Room 22, Gymnasium 11. Volunteer hours 0.					
<b>COMMUNITY RECREATION / DOUGLASS</b>					
<b>COMMUNITY RECREATION PROGRAMS</b>					
Classes	92	1,120	4,193	1,106	4,011
After-School Program	60	1,056	4,480	886	2,467
Groups	40	231	1,096	459	1,772
Camps	0	0	0	0	0
Special Events	1	328	1,034	370	1,111
<b>TOTAL COMMUNITY RECREATION PROGRAMS *</b>	<b>193</b>	<b>2,735</b>	<b>10,803</b>	<b>2,821</b>	<b>9,361</b>
<b>DOUGLASS GYM PROGRAMS</b>					
Classes	21	1,160	5,104	1,141	3,969
Special Events	0	0	225	0	185
<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>	21	1,160	5,329	1,141	4,154
<b>TOTAL COMMUNITY RECREATION / DOUGLASS</b>	214	3,895	16,132	3,962	13,515
Meetings: Show-Me Your Recovery - 4; Frederick Douglass Coalition - 2; MLK Commission - 1; Black & White Ball Committee - 1; Blue Thunder Track Board - 1.					
<b>AQUATICS</b>					
<b>COLUMBIA SWIM CLUB</b>		1,568	6,060	1,488	5,899
<b>HICKMAN POOL</b>					
Hickman Kayaking		0	0	0	0
Hickman Exercise		124	310	61	205
Hickman Instructional Swim		274	909	177	569
Hickman Summer Swim Team		0	0	0	0
Hickman Private Rental		110	286	102	342
Hickman Special Groups		24	24	20	20
<b>TOTAL HICKMAN POOL</b>		532	1,529	360	1,136
<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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<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>2,100</b>	<b>7,589</b>	<b>1,848</b>	<b>7,035</b>
<b>GOLF, CONCESSIONS</b>					
<b>NICKELL GOLF</b>					
Nickell Golf Tournament	0	0	0	0	0
Nickell Total Dollar Amount	1	\$ 9,544	\$ 70,828	\$ 1,902	\$ 49,163
Nickell Pass Rounds	1	409	3,565	24	2,372
Nickell Weekday Green Fee Rounds	0	79	1,192	-	945
Nickell Weekend Green Fee Rounds	1	95	861	6	617
Nickell Total Rounds	1	583	5,618	30	3,934
Nickell Golf Lessons	0	0	0	0	36
Nickell Driving Range	0	0	454	0	189
Nickell Carts 9 Hole	1	59	762	3	573
Nickell Carts 18 Hole	1	17	995	1	695
<b>TOTAL NICKELL GOLF</b>		<b>659</b>	<b>7,829</b>	<b>34</b>	<b>5,427</b>
<b>LAKE OF THE WOODS GOLF</b>					
Lake of the Woods Tournament	0	0	0	0	0
LOW Total Dollar Amount	1	\$ 8,693	\$ 66,301	\$ 424	\$ 58,037
LOW Pass Rounds	1	329	3,192	7	2,130
LOW Weekday Green Fee Rounds	0	114	1,049	-	897
LOW Weekend Green Fee Rounds	1	26	664	1	791
LOW Total Rounds	1	469	4,905	8	3,818
LOW Carts 9 Hole	1	43	497	-	509
LOW Carts 18 Hole	1	63	1,071	1	1,071

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<b>TOTAL LAKE OF THE WOODS GOLF</b>		575	6,473	9	5,398
<b>TOTAL RAINBOW CONCESSIONS</b>	0	\$0	\$5,601	\$0	\$3,178
<b>TOTAL GOLF AND CONCESSIONS</b>		1,234	14,302	43	10,825
<b>GOLF SEASON PASS USE BY TYPE</b>					
<b>L.A. NICKELL</b>					
Rd Played-Family Pass		246	361	15	1,061
Rd Played-Individual Pass		89	142	7	528
Rd Played-Junior Pass		2	3	-	5
Rd Played-Senior Pass		58	88	2	596
Rd Played-Sr Family Pass		14	25	-	182
<b>TOTAL</b>		<b>409</b>	<b>619</b>	<b>24</b>	<b>2,372</b>
<b>LAKE OF THE WOODS</b>					
Rd Played-Family Pass		80	165	3	441
Rd Played-Individual Pass		81	130	2	472
Rd Played-Junior Pass		2	4	1	8
Rd Played-Senior Pass		148	252	1	1,011
Rd Played-Sr Family Pass		18	31	-	198
<b>TOTAL</b>		<b>329</b>	<b>582</b>	<b>7</b>	<b>2,130</b>
Opened last day of the month. Weather was bad.					
<b>SENIOR/PAQUIN/LIFE ENRICHMENT PROGRAMS</b>					
<b>SENIOR PROGRAMS</b>					
Social Events	105	892	3,304	783	3,696
Crafts & Classes	7	39	136	94	390
Music & Bands	9	189	1,142	146	1,204
Oak Tours Trips / Social	19	475	4,097	416	2,468
<b>TOTAL OAK</b>	<b>140</b>	<b>1,595</b>	<b>8,679</b>	<b>1,439</b>	<b>7,758</b>
January weather affected all activities except Bingo. Started an informal dance class, new Osher session, new session of Zumba with huge signup. No interest in the Nordic Walking Workshop. Pie Day was well attended. Karaoke is picking up.					
<b>ADAPTED COMMUNITY RECREATION</b>					
Crafts / Ceramics	43	484	1,925	712	2,430
Social Activities	80	1,557	6,799	1,399	5,799
Walking Trips	1	5	26	6	6
Educational	65	1,108	4,383	934	4,375
<b>TOTAL ADAPTED COMMUNITY RECREATION</b>	<b>189</b>	<b>3,154</b>	<b>13,133</b>	<b>3,051</b>	<b>12,610</b>
Some activities were canceled this month due to bad weather. Card games, ceramics and painting classes are popular.					

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<b>LIFE ENRICHMENT</b>					
Life Enrichment Special Programs / Events	4	345	3,685	184	3,239
Life Enrichment Educational Classes	104	1,099	6,298	965	4,546
<b>TOTAL LIFE ENRICHMENT</b>	<b>108</b>	<b>1,444</b>	<b>9,983</b>	<b>1,149</b>	<b>7,785</b>
Classes got back off to a good start after the holidays. Even with having to cancel Wednesday and Thursday classes one week due to snow, the class enrollment is still up a little from last January. Riechmann rentals are lower this year due to a 3-day Homeland Security training last January.					
<b>PRECHOOL, TEEN, FAMILY AND EVENTS</b>					
Preschool / Intergenerational	1	89	302	72	322
Teen / Family	2	0	0	10	10
Special Events	0	0	2,598	0	4,000
Classes	1	0	0	9	51
<b>TOTAL PRESCHOOL, TEEN, FAMILY AND EVENTS</b>	<b>4</b>	<b>89</b>	<b>2,900</b>	<b>91</b>	<b>4,383</b>
<b>TOTAL SENIOR/PAQUIN/LIFE ENRICHMENT</b>					
	441	6,282	34,695	5,730	32,536
<b>ADAPTIVE RECREATION</b>					
Adapted Sports	8	259	878	241	1,022
Adapted Recreation	2	134	574	164	610
<b>TOTAL ADAPTIVE</b>	<b>10</b>	<b>393</b>	<b>1,452</b>	<b>405</b>	<b>1,632</b>
Much to the disappointment of athletes and coaches, the Central Area Basketball tournament was canceled. Teams continue to work hard in anticipation of district tournament in February. Swim practice for advanced swimmers got underway. The entire group of last years volunteers is joined by 4 new volunteers with competitive swim experience. Cost Cutters hosted our athletes at Columbia College Basketball Night. A great event with complementary tickets and a meal for the 71 participants. Athletes had a blast participating in games during the women's and men's halftime games.					
<b>CARE</b>	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	293.5	852.5
MO Option		n/a	n/a	1063.1	4180.1
Summer		n/a	n/a	0	0
Other		n/a	n/a	0	0
Tutoring Hours		n/a	n/a	55.5	272.55
<b>Total Trainee Hours</b>		<b>n/a</b>	<b>n/a</b>	<b>1412.1</b>	<b>5305.15</b>
<b>C.A.R.E. Staff Hours</b>					
Gallery Coordinator		n/a	n/a	25.25	89.25
Gallery Assistant		n/a	n/a	0	17.5
Office Manager		n/a	n/a	107.25	409.2
BCFR Employ Mentor		n/a	n/a	68.25	298.5
MO Option Employ Mentor		n/a	n/a	140.7	508.95
After School Supervisor/Job Coach		n/a	n/a	0	0

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Job Developer		n/a	n/a	0	0
<b>Total CARE Staff Hours</b>		353	353	341.45	1323.4
<b>TOTAL CARE HOURS</b>		353	353	1,754	6,629
<b>Applications (number)</b>	7	n/a	n/a	n/a	63
<b>Jobsite Agreements</b>	170				170
New Employers	1	n/a	n/a	n/a	1
Returning Employers	116	n/a	n/a	n/a	117
<b>TOTAL CARE</b>	294	0	0	0	351

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

BCFR Youth Trainees who worked during the month: 11 trainees

MO-Options Trainees who worked during the month: 21 trainees

ex: Total Participant Hours were decreased this month due to the school vacation. Many trainees were given a holiday break from work during their break from school. Many trainees did not attend tutoring during the holiday break.

ex: BCFR Trainees increased this month as we received more referrals from BCFR.

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

<b>ACTIVITY &amp; RECREATION CENTER</b>					
<b>Visits</b>					
Members/Daily Admissions		38,638	113,980	33,105	113,057
Special Admission/Coupons		102	254	74	191
<b>TOTAL VISITS:</b>		<b>38,740</b>	<b>114,234</b>	<b>33,179</b>	<b>113,248</b>
<b>Members:</b>					
Adult Annual		14	39	34	63
Adult Monthly		63	347	109	276
Adult Multi Pass		89	315	67	238
Family Annual		80	214	94	244
Family Monthly		436	1,938	818	1,997
Sr. Annual		39	86	39	83
Sr. Annual Monthly		9	101	36	81
Sr. Couple		16	130	78	218
Sr. Couple Monthly		82	246	88	186
Sr. Multi Pass		36	163	35	122
Youth Annual		0	3	1	9
Youth Monthly		10	26	6	13
Youth Multi Pass		36	88	23	62
30-day Youth		23	56	23	82
30-day Adult		216	508	300	860
30-day Family		458	902	620	1,549
30-day Senior		28	54	37	87
30-day Senior Couple		32	56	36	124
<b>Total Members:</b>		<b>1,667</b>	<b>5,272</b>	<b>2,444</b>	<b>6,294</b>
<b>Memberships:</b>		<b>879</b>	<b>2,793</b>	<b>1,218</b>	<b>3,084</b>

The ARC averaged 1,106 patrons per day.

Room Rentals: City Departments - 1; Parks & Recreation - 28; Outside Patrons - 24.

Lock-in: The Crossing Church

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<b>GENERAL RECREATION CLASSES</b>					
Day Camp		0	106	0	184
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	80	370
Recreation Classes		184	410	0	65
Bus/Van Reservations		18	77	13	80
Little Gymmers		301	757	195	584
<b>TOTAL GENERAL RECREATION CLASSES</b>		<b>503</b>	<b>1,350</b>	<b>288</b>	<b>1,283</b>
<b>WEBTRAC - On-Line Program Registration</b>					
<b>Total Web Users</b>		142	214	76	157
One-Time Users		104	160	37	74
Repeat Users		38	54	39	83
# of Sessions		354	472	489	6,186
Total Completed Transactions		76	106	47	129
Total \$ Registrations		\$4,510.80	\$ 9,039.60	\$2,424.20	\$8,279.60
Total % of on-line \$ registrations		17.00%	15.00%	10.00%	21.63%
<b>Total WebTrac Registrations</b>					
Sessions between 12:00am-6:00am:					
Sessions between 6:00am-12:00pm:					
Sessions between 12:00pm-6:00pm:					
Sessions between 6:00pm-12:00am:					
Average timed session per user:					

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

**I. ADMINISTRATION**

A. Interested Parties Meetings

1. Indian Hills Park - Held second interested parties meeting on January 28 at the Lake of the Woods Visitors Center.
2. Bonnie View Park - Held focus group meeting with the Audubon Society on January 29 at the Parks Management Center.

B. MKT Bridge Replacements

1. Bridge 13 - Contractor (Houf Construction) removed existing bridge and abutments. Constructed temporary road, installed steel pilings, and poured concrete abutments.
2. Bridge 12 - Contractor (Houf Construction) removed all railings and decking materials and began construction of temporary road and turn around at south side of bridge.

**II. MAINTENANCE**

A. Facilities and Grounds

1. Performed playground repairs, re-mulch and inspections.
2. Performed maintenance on park lighting and scoreboard systems.
3. Performed aquatic repairs and inspections.
4. Refurbished park signs and park trash barrels.
5. Performed HVAC repairs and inspections.
6. Removed graffiti and repaired vandalism.
7. Douglass - Continued work request renovations on bath house.
8. Restrooms - Cleaned/checked twice a week the 5 that are open.
9. Albert-Oakland - Continued working on location of water leak.
10. Lake of the Woods - Continued clubhouse work request renovations.
11. Recycling program - Emptied all containers at least once a week.
12. Dog Parks - Refilled bags/cleaned/checked sites twice a week.
13. Rock Quarry Park - Installed new sign; repaired indoor/outdoor lighting.
14. Gans Creek Recreation Area - Checked 3 houses monthly; repaired window.
15. PMC - Replaced west fleet building room heater.
16. SLAC - Continued work request renovations; repaired furnace.
17. American Legion Park - Repaired MDC archery entry gate.
18. Snow - Plowed sidewalks/parking lots and added treatment.
19. Pools - Continued work request renovations.
20. L.A. Nickell - Continued clubhouse work request renovations.
21. Riechmann Pavilion - Repaired heat pump.
22. TLRA - Repaired dog park entry gate.
23. Armory - Installed players benches and replaced scoreboard lights.
24. MLK - Repaired sign boards.

B. ARC Maintenance

1. Performed general repair of building fixtures, bathrooms and locker rooms. (111 hrs.)
2. Performed preventive maintenance/repairs and filled chemicals in aquatics. (10 hrs.)

3. Performed outdoor maintenance, power-washed front entrance and ran leaf blower. (7 hrs.)
4. Washed pool screens, back-flushed leisure pool and lubed pump motors. (13 hrs.)
5. Removed and dusted supply and return vents in cardio, fitness, bathrooms, gym hallways, and meeting rooms. (3 hrs.)
6. Dusted lights in gym hallway, cardio, fire sprinkler heads, and men's and family locker rooms. (4 hrs.)
7. Changed light bulbs, ballasts and ceiling tiles around building. (17 hrs.)
8. Repaired cardio and various fitness equipment. (25 hrs.)
9. Washed walls in concessions, Raindrop and Typhoon Rooms, men's concession bathroom, game room, grey pool doors with stain and mark remover. (2 hrs.)
10. Monitored HVAC computer. (2 hrs.)
11. Replaced spa sand filter leaking drain valves. (11 hrs.)
12. Monitored RTU 1, 2, 3 on roof. (2 hrs.)
13. Removed snow. (41 hrs.)
14. Diagnosed and replaced domestic hot water heater blower prover switch, flame sensor and hot surface igniter. (10 hrs.)
15. Replaced spa and leisure pool chlorinator water spray valves. (7 hrs.)
16. Repaired ceiling water damage in the Kid Zone. (24 hrs.)
17. Reinstalled gym water fountain chiller. (3 hrs.)
18. Procured and replaced ceiling return air grills along upstairs glass wall. (2 hrs.)
19. Replaced spa main circulator pump impeller. (12 hrs.)
20. Replaced UV system bulbs and wiper jack shaft plastic bushing. (15 hrs.)

### **III. FLEET OPERATIONS**

- A. 2 vehicles serviced and 8 vehicles repaired.
- B. 1 piece of equipment serviced and 6 pieces of equipment repaired.
- C. 8 service calls performed.
- D. 6 tires repaired.
- E. 11 pieces of small power equipment repaired/serviced.
- F. 3 times - vehicles checked for trips.
- G. 2 freight shipments unloaded.
- H. 3 mowers repaired, winter service.
- I. 2 mowers serviced, 100-hrs. interval.
- J. Other Services Performed:
  1. Hauled 12 golf carts to PMC Fleet from LOW Golf for winter service.
  2. Accepted delivery of new pickup #3190 for Park Ranger use.
  3. Repaired 3 disc golf goals and 2 sign frames.

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

- A. Lake of the Woods Golf Course
  1. Completed tree removal and cleanup in conjunction with the forestry staff. (7 hrs.)
  2. Removed snow at facilities and at assigned parks. (15 hrs.)
  3. Cleaned up and organized shop. (3 hrs.)
  4. Assisted with the clubhouse tiling project. (6 hrs.)
  5. Completed tire repair, lube and oil service, and reel maintenance on both greensmowers #3132 and #3096. (29 hrs.)

6. Completed lube and oil service on machine #3187. (2 hrs.)
  7. Replaced bedknives, repaired rollers, and replaced chain lifts on fairway unit #3002. (18 hrs.)
  8. Completed winter maintenance on mower #3030. (4 hrs.)
- B. Sports Turf Management
1. Completed equipment maintenance and mower detail. (56 hrs.)
  2. Completed the safety grate installation on Blue Field at Antimi. (64 hrs.)
  3. Completed the installation of two areas of ceramic tile flooring at Lake of the Woods Clubhouse. (70 hrs.)
  4. Completed the installation of ceramic tile in the women's restroom at L.A. Nickell Clubhouse. (54 hrs.)
  5. Removed snow in assigned parks. (16 hrs.)
- C. L.A. Nickell Golf Course
1. Completed winter service on the following pieces of equipment, including lube and oil changes, fuel/oil filter changes and tire maintenance. (140 hrs.):
    - Toro Greensmower
    - Jacobsen Greensmower
    - Toro 2000 Tee Mower
    - Toro Fairway Mowers
    - Toro 580D
    - John Deere 1600 Rough Mower
    - Toro 5800 Sidewinder
    - John Deere 1145 Rough Mower
    - Toro Workman
    - John Deere Tractor with Loader
  2. Removed snow in assigned areas. (20 hrs.)
  3. Repaired roller bearings on fairway units. (4 hrs.)
  4. Repaired vehicle lift. (4 hrs.)
  5. Completed the remodeling project of the office and bathroom. Office remodeling included replacing the old carpet (flood damaged) with ceramic tile, installing a new door and small cabinet, and painting. (120 hrs.)
  6. Cleaned and organized the storage area above office and bathroom. (2 hrs.)

## V. CONSTRUCTION

- A. Parks Management Center – Office Renovation/Repair
1. Installed new ceiling grid and tiles in open foyer area.
  2. Installed four (4) new fluorescent lighting fixtures.
  3. Finished and installed window casings and baseboards.
  4. Completed heating/cooling duct work and grill installations.
  5. Cleaned and stained wood beams.
  6. Relocated electrical outlets, patched/painted walls, installed new ceiling tiles and set new file cabinets in reception office.
- B. Other Park Projects
1. Stephens Lake Park – Placed and compacted a 6" lift of fill rock and excavated sound stage construction site. Worked on wiring for LED lighting.
  2. L.A. Nickell Clubhouse – Installed women's restroom partitions, grab bars and paper dispensers.

3. MKT Trail Plaza – Set bronze plaque on large rock in preparation for placing at plaza.
4. MKT Trail – Cut and painted 12 boards for trail closed signs.
5. PMC Fabrication Shop – Fabricated steel shelving units, performed maintenance on welding/torch equipment, and cleaned and organized work shop.
6. PMC Forestry Shop – Installed wiring and an electric heating unit.
7. Smiley Lane Park – Completed construction of main park sign.
8. Gans Creek Recreation Area – Started fabrication of cave security/entry gate.

## **VI. NATURAL RESOURCES**

### **A. Horticulture**

1. Planting and Construction
  - a. Began work on Smiley Lane Rain Garden. (16 hrs.)
  - b. Began construction of bulb out at Nifong Lake. (12 hrs.)
  - c. Removed Paquin community garden beds. (116 hrs.)
  - d. Installed memorial plaque at Flat Branch Park. (8 hrs.)
  - e. Removed silt fence at Philips and installed straw waddles. (12 hrs.)
2. Maintenance
  - a. Removed snow. (24 hrs.)
  - b. Cut ornamental grasses. (72 hrs.)
3. Greenhouse
  - a. Prepared greenhouse for annuals. (2 hrs.)
  - b. Started annual seeds. (4 hrs.)
4. Other - Jen Courtney earned a Category 5 Aquatics and Root Control License. (8 hrs.)

### **B. Forestry**

1. Park Maintenance
  - a. Removed snow removal from assigned parks and parking lots. (160 hrs.)
  - b. Tools - Maintained and cleaned chainsaws, vehicles, and equipment. (8 hrs.)
  - c. LOW - Removed 2 trees. (12 hrs.)
  - d. Ground stumps at LOW, Cosmo-Bethel and Cosmo Parks. (16 hrs.)
  - e. Cut fire wood and stocked at Stephens Lake Park wood shed. (32 hrs.)
2. Trail Maintenance
  - a. Removed snow and cleaned tunnels on MKT Trail. (24 hrs.)
  - b. Raised the elevation of emergency phone wire into the trees for bridge replacement project.
3. Memorial/Heritage Tree Program - Mailed out letters, certificates, and maps. (12 hrs.)
4. Downtown - Removed 3 trees on Ash St. (24 hrs.)
5. TreeKeepers Program - Conducted classes on January 26, 28 and 30. (50 TK - 500 hrs; 3 staff - 24 hrs.)

## VII. PARK RANGER

### A. Meetings

1. Supervisory at ARC.

### B. Training

1. Computer at CPD.
2. Prosecutor at CPD training center.
3. CPR and AED at PMC.

### C. Accident

### D. Criminal/Incident Investigations

1. Responded to Albert-Oakland Park for 911 check/unfounded.
2. Responded to ARC for female subject disturbed/transported by ambulance/no report.
3. Responded to Armory for assault/in parking lot/CPD handled.
4. Responded to Cosmo Park for vehicle slid off roadway/no report.
5. Responded to Rock Quarry Park for alarm issues in house/no report.
6. Responded to Stephens Park for door unlocked and alarm sounding/no report.

### E. Special Assignments

### F. Violations

1. Animal Complaints (16)
  - a. (2) Warnings for dog off leash in Albert-Oakland Park
  - b. (1) Warning for dog off leash at Bear Creek Garth Nature Area.
  - c. (3) Warnings for dog off leash in Cosmo Park.
  - d. (9) Warnings for dogs off leash in Stephens Lake Park.
  - e. (1) Warning for dog off leash in undesigned area of Twin Lakes.
2. Beach/Pools (0)
3. Camping/Sleeping (0)
4. Climbing (0)
5. Disfigure/Removal (1)
  - a. (1) Warning for using recycle bins as a ramp in Skate Park.
6. Fireworks/Airplanes (1)
  - a. (1) Warning for rocket in Cosmo Park.
7. Helmets (2)
  - a. (2) Warnings in Skate Park.
8. Hunting/Fishing (0)
9. Intoxication (0)
10. Littering/Dumping (0)
11. Metal Detectors (1)
  - a. (1) Warning in Steinberg Playground in Cosmo Park.
12. Other Park Violations (1)
  - a. (1) Warning for bike in Skate Park.
13. Parking (1)
  - a. (1) Warning in Cosmo Park.
14. Trespassing (1)
  - a. (1) Warning for playing golf at L.A. Nickell Golf Course when closed due to weather.
15. Vehicles off roadway (0)
16. Vending/Advertising (0)
17. Warrant (0)

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	0	205	352	1302	96	67	2022
<b>Hours</b>							
PATROL	0	18.5	28	28	10.5	6	91
FOOT PATROL	0	3	5	4.5	0	2	14.5
BIKE PATROL	0	0	0	0	0	0	0
CRIMINAL INVEST	0	0	0	0	0	0	0
INCIDENT INVEST	0	1	3	1.5	0	0	5.5
OFFICE DUTY	0	0	0	0	1	0	1
LEAVE	8	16	0	0	28.5	0	52.5
SPECIAL ASSIGNMT	0	0	0	0	0	0	0
MEETINGS	0	0	0	3	0	0	3
TRAINING	0	1.5	4.5	3	0	0	9
<b>TOTALS</b>	<b>8</b>	<b>40</b>	<b>40.5</b>	<b>40</b>	<b>40</b>	<b>8</b>	<b>176.5</b>

<b>VIOLATIONS</b>	<b>WARNINGS</b>	<b>ARRESTS</b>
ANIMAL COMPLAINTS	16	0
BEACH/POOLS	0	0
CAMPING/SLEEPING	0	0
CLIMBING	0	0
DISFIGURE/RREMOVAL	1	0
FIREWORKS/AIRPLAINES	1	0
HELMETS	2	0
HUNTING/FISHING	0	0
INTOXICATION	0	0
LITTERING/DUMBING	0	0
METAL DETECTORS	1	0
OTHER PARK VIOLATION	1	0
PARKING	1	0
TRESPASSING	1	0
VEHICLES OFF ROADWAY	0	0
VENDING/ADVERSTISING	0	0
WARRANT	0	0
<b>TOTALS</b>	<b>24</b>	<b>0</b>

<b>SERVICES</b>	<b>TOTALS</b>
ASSIST OTH ACY	0
BROCHURES / MAPS	0
BUILDING CHECKS	143
FIRST AID	0
LOCATE MSNG PSN	0
MAINTENANCE	4
MOTORISTS ASSIST	0
PARK INFO/DIRECTIONS	30
RECOVERED PROPERTY	0
WILDLIFE	0
<b>TOTALS</b>	<b>177</b>