

Recreation Services Monthly Report

November 2010

PROGRAM TITLE	SESSIONS PRIOR YEAR		PARTICIPATION PRIOR YEAR		SESSIONS CURRENT YEAR		PARTICIPATION CURRENT YEAR	
	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
TOTAL RECREATION SERVICES	827	2,584	14,436	52,288	1,193	3,755	14,522	57,939
DEPARTMENT ADMINISTRATION								
Numbers are up this fiscal year due to adding more sections to the monthly report.								
WEBTRAC - On-Line Program Registration								
One-Time Users	n/a	n/a	5	23	n/a	n/a	17	18
Repeat Users	n/a	n/a	4	23	n/a	n/a	114	123
# of Sessions	n/a	n/a	130	474	n/a	n/a	374	316
Total Completed Transactions	n/a	n/a	1	50	n/a	n/a	41	33
Total \$ Registrations	n/a	n/a	\$310.00	\$ 3,674.40	n/a	n/a	\$2,279.40	\$3,007.40
Total % of on-line \$ registrations	n/a	n/a	4.40%	24.50%	n/a	n/a	24.44%	20.89%
Total WebTrac Users	n/a	n/a	9	46	n/a	n/a	131	141
Sessions between 12:00am-6:00am:	19							
Sessions between 6:00am-12:00pm:	101							
Sessions between 12:00pm-6:00pm:	160							
Sessions between 6:00pm-12:00am:	94							
Registrations are higher this year due to Leisure Times coming out in November versus December of last year.								
SPECIAL USE PERMITS								
Applications Received	n/a	n/a	n/a	n/a	n/a	n/a		
Applications Approved	n/a	n/a	n/a	n/a	n/a	n/a		
Total Applications Approved	n/a	n/a	n/a	n/a	n/a	n/a	0	0
RECREATION SERVICES ADMINISTRATION								
YOUTH ENRICHMENT SCHOLARSHIPS (YES)								
YES Applicants Approved			22	128			44	219
YES Applications Approved			7	39			13	60
YES Assistance Amount Given			\$ 2,864.00	\$ 14,102.90			\$ 5,044.20	\$ 17,758.45
TOTAL APPLICANTS FOR SCHOLARSHIPS			22	128			44	219
ADULT FINANCIAL ASSISTANCE (AFA)								
AFA Applicants Approved			11	35			19	75
AFA Applications Approved			10	34			17	68
AFA Assistance Amount Given			\$ 618.95	\$ 1,950.46			\$784.05	\$ 1,813.90
TOTAL APPLICANTS FOR SCHOLARSHIPS			11	35			19	75
TOTAL FINANCIAL ASSISTANCE APPLICANTS APPROVED			33	163			63	294
TOTAL FINANCIAL ASSISTANCE APPLICATIONS APPROVED			17	73			30	128
TOTAL FINANCIAL ASSISTANCE GIVEN			\$ 3,482.95	\$ 16,053.36			\$ 5,828.25	\$ 19,572.35
DIVISION EVENT								
Tiger Night of Fun	0	1	0	3,623	0	1	0	4,900
Theme Park Ticket Sales	n/a	n/a	7	23	n/a	n/a	0	13
TOTAL DIVISION EVENTS	0	1	0	3,623	0	1	0	4,900
DIVISION EVENT VOLUNTEERS (not included in participation #'s)								
Tiger Night of Fun			0	0			0	975

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	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
TOTAL VOLUNTEER HOURS			0	0			0	975
SHELTER RESERVATIONS								
Fairview - Fairview Park			0	4			0	4
Rock Quarry - Rock Quarry Park			0	5			0	7
Nickell - Cosmo Recreation Area			0	6			0	8
Twin Lakes Recreation Area			0	6			1	9
American Legion - American Legion Park			0	2			0	1
Burford - Cosmo Recreation Area			0	7			1	7
George F. Harper - Nifong Park			0	1			0	2
Lamb - Cosmo Recreation Area			0	13			2	7
Shepard - Shepard Boulevard Park			0	4			0	3
Harris - Cosmo Recreation Area			0	5			1	7
Antimi - Cosmo Recreation Area			0	3			0	3
Garrison - Cosmo Recreation Area			0	4			0	1
Dexheimer - Cosmo Recreation Area			0	6			0	5
Albert-Oakland #1 - Albert - Oakland Park			0	2			0	4
Albert-Oakland #2 - Albert - Oakland Park			1	5			0	4
Albert-Oakland #3 - Albert - Oakland Park			0	2			0	5
C.K. Odor - Kiwanis Park (College Park Dr.)			0	0			0	0
Talbert Thurston - Kiwanis Park (Maplewood Dr.)			0	0			0	3
MLK - Martin Luther King, Jr Memorial Park			0	1			0	2
Happy Hollow - Stephens Lake			0	12			1	10
Gordon - Stephens Lake			1	17			2	18
Collins - Stephens Lake			30	46			4	17
Island - Stephens Lake			0	0			0	1
Douglass - Douglass Park			0	2			0	1
Leech - Cosmo-Bethel Park			0	4			0	6
Ficklin - Cosmo-Bethel Park			1	7			0	11
TOTAL SHELTER RESERVATIONS			33	164			12	146
Number of rentals that occurred; not reservations made								
SPORTS PROGRAMMING								
YOUTH SPORTS								
Youth Baseball	0	0	0	0	0	0	0	0
Youth Basketball	0	0	0	0	0	0	0	0
Youth Football	0	53	0	2,756	0	81	0	3,483
Youth Soccer	0	127	0	3,048	0	157	0	3,768
Youth Lacrosse	0	0	0	0	0	0	0	0
Active Kids Club	15	32	300	640	13	27	416	836
Other Youth Sports	0	0	0	0	0	1	0	6
TOTAL YOUTH SPORTS	15	212	300	6,444	13	266	416	8,093
WOMEN'S SPORTS								
Volleyball	0	0	0	0	0	0	0	0
Softball	0	0	0	0	0	0	0	0
Basketball	0	0	0	0	0	0	0	0
Soccer	0	3	0	72	0	2	0	48
Other Women's Sports	0	0	0	0	0	0	0	0
TOTAL WOMEN'S SPORTS	0	3	0	72	0	2	0	48

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	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
Nickell Golf Tournament	0.0	0.0	0	0	0.0	0.0	0	0
Nickell Total Dollar Amount	2.0	52.0	\$ 488	\$ 47,261	6.5	64.0	\$ 2,707	\$ 81,775
Nickell Pass Rounds	2.0	52.0	84	2,348	6.5	64.0	241	3,841
Nickell Weekday Green Fee Rounds	1.0	34.0	20	945	5.5	45.0	56	1,766
Nickell Weekend Green Fee Rounds	1.0	18.0	1	611	1.0	19.0	4	650
Nickell Total Rounds	2.0	52.0	105	3,904	6.5	64.0	301	6,257
Nickell Golf Lessons	0.0	6.0	0	36	0.0	0.0	0	0
Nickell Driving Range	0.0	11.0	0	189	0.0	40.0	0	729
Nickell Carts 9 Hole	2.0	52.0	11	570	6.5	64.0	24	867
Nickell Carts 18 Hole	2.0	52.0	5	694	6.5	64.0	21	1,416
TOTAL NICKELL GOLF			121	5,393			346	9,269

LAKE OF THE WOODS GOLF								
Lake of the Woods Tournament	0.0	0.0	0	0	0.0	0.0	0	0
LOW Total Dollar Amount	8.0	57.5	\$ 3,773	\$ 57,613	4.0	60.0	\$ 2,313	\$ 51,784
LOW Pass Rounds	8.0	57.5	321	2,123	4.0	60.0	95	1,222
LOW Weekday Green Fee Rounds	4.0	36.5	60	897	4.0	42.0	27	1,162
LOW Weekend Green Fee Rounds	4.0	21.0	24	790	0.0	18.0	-	546
LOW Total Rounds	8.0	57.5	405	3,810	4.0	60.0	122	2,930
LOW Carts 9 Hole	8.0	57.5	46	509	4.0	60.0	3	620
LOW Carts 18 Hole	8.0	57.5	35	1,070	4.0	60.0	5	1,008
TOTAL LAKE OF THE WOODS GOLF			486	5,389			130	4,558

TOTAL RAINBOW CONCESSIONS	0	10	\$0	\$3,178	0	19	\$0	\$6,320
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TOTAL GOLF AND CONCESSIONS			607	10,782			476	13,827
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GOLF SEASON PASS USE BY TYPE

L.A. NICKELL

Rd Played-Family Pass			37	1,046			119	1,366
Rd Played-Individual Pass			20	521			67	776
Rd Played-Junior Pass			-	5			-	11
Rd Played-Senior Pass			22	594			41	1,422
Rd Played-Sr Family Pass			5	182			14	266
TOTAL			84	2,348			241	3,841

LAKE OF THE WOODS

Rd Played-Family Pass			93	438			13	305
Rd Played-Individual Pass			74	470			9	216
Rd Played-Junior Pass			3	7			-	16
Rd Played-Senior Pass			133	1,010			69	542
Rd Played-Sr Family Pass			18	198			4	143
TOTAL			321	2,123			95	1,222

GOLF/CONCESSIONS VOLUNTEERS (not included in participation #'s)

list each event under this heading

TOTAL VOLUNTEER HOURS			0	0			0	0
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SENIOR PROGRAMS/OAK TOURS

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November 2010

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	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
SENIOR PROGRAMS								
Social Events	110	348	899	2,913	94	282	803	2,450
Crafts & Classes	9	37	60	296	7	120	39	1,570
Music & Bands	11	31	412	1,058	9	33	962	1,725
Oak Tours Trips / Social	22	68	432	2,052	22	69	427	1,925
TOTAL SENIOR PROGRAMS	152	484	1,803	6,319	132	504	2,231	7,670

Some weather issues/cold/snow and flu. Osher/P&R shared an Open House. Good holiday trip destinations this month. Excellent music performances (Ukulele Ensemble performed at 2 back-to-back assemblies at Russell Elementary School). New potluck/Game night 3rd Friday was successful. Painting/Bingo/Domino/Jammers continued through the holidays.

ADAPTED COMMUNITY RECREATION

PROGRAM TITLE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
ADAPTED COMMUNITY RECREATION								
Crafts / Ceramics	47	134	654	1,718	49	150	725	2,253
Social Activities	85	254	1,464	4,400	27	67	448	922
Walking Trips	0	0	0	0	2	5	7	16
Educational	80	294	1,129	3,441	73	282	969	3,257
TOTAL ADAPTED COMMUNITY RECREATION	212	682	3,247	9,559	151	504	2,149	6,448

Numbers are down due to the cancellation of coffee chat. Santa Hotline was a success! There will be no gardeners for a few months. There will be no pool players any more. Concert & Coffee was fun. 38 hat/scarf sets and an additional 50 hats were delivered to The Shelter/Rainbow House.

CLASSES/SPECIAL EVENTS

PROGRAM TITLE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
LIFE ENRICHMENT								
Life Enrichment Educational Classes	65	306	1,034	3,581	58	204	992	4,267
Life Enrichment Special Programs / Events	14	59	682	3,055	13	41	301	2,492
TOTAL LIFE ENRICHMENT	79	365	1,716	6,636	71	245	1,293	6,759

Several classes wind down for the holidays. Tae Kwon Do had a great end-of-year demo/show. The new Princess Dance Party was a fun success!

PRESCHOOL, TEEN, FAMILY AND EVENTS

PROGRAM TITLE	SAME MONTH	YEAR-TO DATE						
PRESCHOOL, TEEN, FAMILY AND EVENTS								
Preschool / Intergenerational	1	4	17	147	2	4	37	112
Teen / Family	0	0	0	0	0	0	0	0
Special Events	0	1	0	1,000	0	4	0	0
Classes	0	9	0	42	0	1	0	4
TOTAL PRESCHOOL, TEEN, FAMILY AND EVENTS	1	14	17	1,189	2	9	37	116

Special event decrease is due to decision to not have a Family Fun Fest in October this year. It gets dark too early.

RENTALS

PROGRAM TITLE	SAME MONTH	YEAR-TO DATE						
RENTALS								
Riechmann			21	47			19	50
Rock Quarry House			37	73			23	56
Stephen's Lake Amphitheatre			0	0			0	0
TOTAL RENTALS			58	120			42	106

Number of rentals that occurred; not reservations made

TOTAL CLASSES/SPECIAL EVENTS	80	379	1,733	7,825	73	254	1,330	6,875
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SENIOR/ADAPTED COMM RECREATION/CLASS/SPECIAL EVENTS VOLUNTEERS (not included in participation #'s)

list each event under this heading								
TOTAL VOLUNTEER HOURS			0	0			426	580

Recreation Services Monthly Report

November 2010

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	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
TOTAL SENIOR/PAQUIN/LIFE ENRICHMENT	444	1,545	6,783	23,703	356	1,262	5,710	20,993

ADAPTIVE RECREATION/SPORTS								
Adapted Sports	12	20	281	619	14	22	351	636
Adapted Recreation	0	3	0	204	0	2	0	176
TOTAL ADAPTIVE	12	23	281	823	14	24	351	812

Volleyball and Bowling seasons came to an end with the Indoor Classic State Games in Joplin. It was a great trip for the 22 athletes who advanced. The volleyball team handled themselves well when faced with poor sportsmanship from opponents. The team received gold. The medal count in bowling was 6 Gold, 1 Silver, 7 Bronze. All 70 bowlers who did not advance to state were supportive of those who represented the team. Basketball got off to a great start. There are 25 coaches assisting with the 9 teams. It is a strong team of coaches. There are 9 athletes who are first time participants in basketball.

ADAPTED SPORTS/SPECIAL OLYMPICS VOLUNTEERS (not included in participation #'s)								
list each event under this heading								
TOTAL VOLUNTEER HOURS			229	443			334	635

CARE	Number	Previous Year Hours for Month	Previous YTD Hours			Current Hours for Month	Current YTD
PAID TRAINEE HOURS							
Boone County Family Resources (BCFR)	8	259	300.5			240.25	426.75
MO Option	26	1,243.5	1,952.0			1,544.75	2,798.75
Summer	0	0	0			-	-
Other	1	0	0			31.00	39.00
TOTAL PAID TRAINEE HOURS		1502.5	2252.5			1,816.00	3,264.50

PAID C.A.R.E. STAFF HOURS								
Gallery Coordinator		15.5	44			27.00	39.50	
Gallery Assistant		0	17.5			0	19.00	
Office Manager		113	201.75			109.00	169.00	
BCFR Employ Mentor		90.5	159.5			71.75	169.75	
MO Option Employ Mentor		114.75	228.25			170.00	366.50	
After School Supervisor/Job Coach		0	0			5.00	5.00	
Job Developer		0	0			0	0	
Education Specialist		0	0			0	0	
TOTAL PAID C.A.R.E. STAFF HOURS		333.75	651.00			382.75	768.75	

UNPAID HOURS (TUTORING)								
Student Participants		n/a	n/a	10.00	13.00	48.50	63.50	
Volunteers (Office of Service Learning)		n/a	n/a	6.00	12.00	48.55	104.05	
TOTAL UNPAID HOURS				16.00	25.00	97.05	167.55	

TOTAL CARE HOURS		1,836.25	2,903.50	16.00	25.00	2,295.80	4,200.80
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OTHER								
Applications (number) (mo-opt)		n/a	n/a	3	26	n/a	n/a	
Applications (number) (BCFR)		n/a	n/a	2	8	n/a	n/a	
Applications (number) (summer)		n/a	n/a	0	0	n/a	n/a	
Jobsite Agreements								
New Employers		n/a	n/a	n/a	n/a	2	2	

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	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
Total Returning Employers			n/a	n/a	n/a	n/a	n/a	29
ex: BCFR trainee hours have gone up.								
ex: MO Option trainee hours have gone up.								
ACTIVITY & RECREATION CENTER								
Visits								
Members/Daily Admissions			25,841	50,477			25,798	48,077
Special Admission/Coupons			20	31			61	72
TOTAL VISITS			25,861	50,508			25,859	48,149
Members								
Adult Annual			9	20			10	17
Adult Monthly			38	104			56	111
Adult Multi Pass			50	92			51	82
Family Annual			43	97			55	89
Family Monthly			268	687			479	882
Sr. Annual			15	30			17	39
Sr. Annual Monthly			8	27			22	38
Sr. Couple			38	86			38	88
Sr. Couple Monthly			22	54			38	68
Sr. Multi Pass			26	49			34	60
Youth Annual			1	3			0	2
Youth Monthly			1	4			0	1
Youth Multi Pass			10	18			10	14
30-day Youth			26	42			20	33
30-day Adult			183	345			176	347
30-day Family			269	563			329	587
30-day Senior			16	34			38	72
30-day Senior Couple			30	64			42	74
TOTAL ARC MEMBERS			1,053	2,319			1,415	2,604
TOTAL ARC MEMBERSHIPS			517	1,072			735	1,357
ARC ROOM RENTALS								
Patron Rentals			24	54			23	47
Parks & Recreation Use			25	48			33	83
City Department Use			2	6			6	10
Facility Lock-in			0	0			0	1
TOTAL ARC ROOM RENTALS			51	108			62	141
ARC AQUATICS								
ARC Instructional Swim	n/a	n/a	n/a	456	0	6	0	476
ARC Registration Classes	n/a	n/a	n/a	126	0	14	0	107
ARC Drop-In Classes	n/a	n/a	n/a	0	84	237	1,095	3,993
ARC Birthday Party Packages	n/a	n/a	n/a	0	6	21	170	475
ARC Birthday Room Rentals	n/a	n/a	n/a	0	2	7	50	205
ARC Aquatic Private Rentals	n/a	n/a	n/a	0	0	2	0	225
ARC Private Lessons	n/a	n/a	n/a	0	12	177	12	177
ARC Aquatic Rescues (not included)			n/a	n/a			1	1
ARC Aquatic First Aid Assistance (not included)			n/a	n/a			14	22
TOTAL ARC AQUATICS	0	0	0	582	104	464	1,327	5,658

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CHILD CARE SERVICES								
ARC Kid Zone							388	720
ARC School's Out Day Camp	2	2	42	42	2	2	41	41
ARC Holiday Day Camp	0	0	0	0	0	0	0	0
Camp Adventure - Summer Day Camp	0	0	0	0	0	0	0	0
TOTAL CHILD CARE SERVICES	2	2	42	42	2	2	429	761
ARC FITNESS								
Drop-In Exercise Classes	n/a	n/a	n/a	n/a	129	263	1,821	3,668
Registration Classes	n/a	n/a	n/a	n/a	50	82	416	588
Specialty Classes	n/a	n/a	n/a	n/a	103	203	554	1,127
Personal Training Sessions Sold / Sales	n/a	n/a	n/a	n/a	104	242	\$ 3,480.00	\$ 7,990.00
TOTAL ARC FITNESS	0	0	0	0	386	790	2,791	5,383
GENERAL RECREATION CLASSES								
Basketball Camp	0	0	0	0	0	0	0	0
Outdoor Instruction	0	0	0	0	0	0	0	0
Home School P.E.	5	5	78	218	3	7	48	116
Recreation Classes	1	1	0	65	0	0	0	0
Bus/Van Reservations	23	23	33	56	0	0	28	50
TOTAL GENERAL RECREATION CLASSES	29	29	111	339	3	7	76	166
ARC VOLUNTEERS (not included in participation #'s)								
list each event under this heading								
TOTAL VOLUNTEER HOURS			0	0			22	46
GRAND TOTAL VOLUNTEERS (Rec Services & CARE)			229	443			841	2,381

COLUMBIA PARKS & RECREATION DEPARTMENT
Park Services Division
Monthly Report
November 2010

I. ADMINISTRATION

- A. Hindman Discovery Garden - Hosted groundbreaking ceremony at Stephens Lake Park on November 6.
- B. Suncheon Bay International Garden Exposition - Mike Hood, Jen Courtney, Brett O'Brien, and Toney Lowery attended a meeting on November 10 with a delegation from Suncheon, Korea - Columbia's sister city. Suncheon's Mayor Roh invited Parks and Recreation staff to submit a conceptual design for an "American garden" to be installed during the 2013 Suncheon Bay International Garden Exposition.
- C. Indian Hills Park - Stockman Construction completed the cul-de-sac and sidewalk construction on the east side of the park.
- D. Rock Quarry Park - Hathman Masonry completed the construction of the 5' tall by 15' wide stone and brick sign.
- E. Cosmo-Bethel Park - Eagle Scout candidate Cooper Bloom completed renovating the horse shoe pits, including replacing the retaining walls around the pits, wood that frames the pits, and the material in the pits. (120 volunteer hrs.)
- F. Focus Group Meeting - Held a meeting on November 16 with archery enthusiasts desiring a Columbia site where they can have a 20-acre 3D archery course.
- G. Hinkson Creek Trail - Grindstone to Stephens - J. C. Industries continued trail construction (about 92% complete) and completed construction of all block retaining walls and 10 of 11 ADA ramps.
- H. Supervisory and Management Training - Mike Griggs, Steve Saitta, Toney Lowery, Mike Snyder, and Richard Perkins attended the City's training sessions.

II. MAINTENANCE

- A. Facilities and Grounds
 - 1. Performed park clean up and sanitation.
 - 2. Cleaned/checked restrooms on a regular basis.
 - 3. Performed playground repairs, re-mulch and inspections.
 - 4. Performed maintenance on park, ball field lighting, and scoreboard systems.
 - 5. Performed general park maintenance on miscellaneous items.
 - 6. Performed aquatic repairs and inspections.
 - 7. Refurbished park signs and park trash barrels.
 - 8. Performed HVAC repairs and inspections.
 - 9. Remove graffiti and repaired vandalism.
 - 10. Recycling program - Emptied containers weekly. (16 hrs.)
 - 11. Dog Parks - Refilled bags/cleaned/checked sites twice a week.
 - 12. Gans Creek Recreation Area - Checked 3 houses.
 - 13. Lions-Stephens Park - Replaced one playground's pea gravel surface with mulch.
 - 14. Stephens Lake Park - Installed estate fence at beach entry, replaced women's restroom heater, and winterized waterfalls and lake aerators.
 - 15. McKee St. Park - Repaired bridge.

16. Albert-Oakland Family Aquatic Center - Continued replacing caulk, patching concrete, and repairing/painting SCS structure.
17. Albert-Oakland Park - Repaired trail and shelter lighting.
18. Cosmo Park - Repaired Burford restroom water pressure, repaired Lamb restroom leak, and repaired Dexheimer lighting.
19. LOW - Repaired maintenance shop furnace.
20. Hickman Pool - Performed regular inspections.
21. Educational Outreach - Taught MU Aquatic Class.
22. Garth Nature Area - Removed citizen chairs/windcreens; added pea gravel.
23. Riechmann Pavilion - Repaired heat pump, painted parking lot light bases and dumpster fence.
24. Set up for Hindman Discovery Garden groundbreaking.
25. Rock Quarry Park - Repaired tennis court windcreens.
26. Nifong Park - Repaired lighting around Maplewood Home.
27. Cosmo-Bethel Park - Repaired tennis court windcreens and lighting.
27. SLAC - Repaired furnace.
28. LAN - Repaired clubhouse men's restroom sink and wall.
29. Restrooms/Water Fountains - Winterized Philips and Cosmo soccer/Burford.
30. MKT Trail - Repaired Bridge #2; secured Sewer Plant #2 building.
31. Antimi - Anchored shelter tables to concrete.
32. RSC - Turned off electricity/alarm, installed batting cage tarps.
33. Armory - Repaired shuffleboard table.
34. Fairview Park - Prepped gardens for plowing.
35. PMC - Repaired fleet shop heater, cleaned up after Tiger Night of Fun event, prepped snow equipment, repaired fence, added rear parking lot lighting and cameras.

B. ARC Maintenance

1. Performed general repair of building fixtures. (69 hrs.)
2. Performed preventive maintenance; filled chemicals in aquatics. (14 hrs.)
3. Performed outdoor maintenance; power-washed front entrance. (14 hrs.)
4. Washed pool screens, back-flushed leisure pool and lubed pump motors. (14 hrs.)
5. Removed and dusted supply and return vents. (7 hrs.)
6. Dusted light fixtures. (6 hrs.)
7. Replaced light bulbs, ballasts and ceiling tile around building. (9 hrs.)
8. Repaired cardio and various fitness equipment. (36 hrs.)
9. Washed walls with stain and mark remover. (7 hrs.)
10. Monitored HVAC computer. (3 hrs.)
11. Replaced above ceiling furnace air filters. (4 hrs.)
12. Monitored RTU 1, 2, and 3 on roof. (2 hrs.)
13. Repainted stair hand rails. (9 hrs.)
14. Sanded and stained locker room wooden benches. (16 hrs.)
15. Removed above ceiling furnace FTU 301, 303 and 309 fan motors. (24 hrs.)
16. Changed clock times and batteries for daylight savings time. (3 hrs.)
17. Cleaned gutters and washed front awning. (9 hrs.)
18. Painted front and back steel columns. (4 hrs.)

19. Installed second sump pump in backwash pool pit. (7 hrs.)
20. Set up meeting rooms. (5 hrs.)

III. FLEET OPERATIONS

- A. 7 vehicles serviced and 11 vehicles repaired.
- B. 5 pieces of equipment serviced and 11 pieces of equipment repaired.
- C. 6 service calls performed.
- D. 7 tires repaired.
- E. 11 pieces of small power equipment repaired/serviced.
- F. 3 times - vehicles checked for trips.
- G. 3 freight shipments unloaded.
- H. 9 mowers repaired.
- I. 1 mowers serviced, 100-hrs. interval.
- J. 2 mowers weekly service.
- K. 25 blades sharpened. (2 hrs.)
- L. 1 time - checked/fueled PMC carts.
- M. 2 golf carts repaired.
- N. Other Services Performed:
 1. Arranged for warranty repair of #3190 park ranger vehicle.
 2. Provided cart for CPD/Hickman High School training.
 3. Provided truck/trailer for Holiday Parade.
 4. Sold 7 pieces of surplus equipment and other items on GovDeals (\$12,150).

IV. GOLF AND SPORTS TURF MANAGEMENT

- A. Lake of the Woods Golf Course
 1. Fertilized new greens on #11 and #12 with 13-4-4 fertilizer with PCNB fungicide for snow mold control. (2 hrs.)
 2. Installed new tire, cleaned plugs and changed battery on #3085. (4 hrs.)
 3. Installed new roller scraper unit on #3096. (3 hrs.)
 4. Winterized the sprayer and hooked up cargo box on #3162. (5 hrs.)
 5. Installed new spark plugs on #3097. (1 hr.)
 6. Backlapped reels and greased all necessary parts on #3133. (3 hrs.)
 7. Installed drainage on right side of #15 fairway to remove excess water runoff and sodded right side of rough. (48 hrs.)
 8. Seeded #11 championship tee box and cover with straw. (15 hrs.)
 9. Finished sodding project on #13 championship teebox. (4 hrs.)
 10. Patched concrete areas on cart paths on holes #10, #11, #12 and #15. (10 hrs.)
 11. Topdressed greens on holes #11 & #12. (20 hrs.)
 12. Winterized the fountain on #9 pond. (3 hrs.)
 13. Topdressed divots on all tees and fairways. (11 hrs.)
 14. Completed tree trimming and debris cleanup. (25 hrs.)
 15. Brought in all course accessories and cleaned out ballwashers and garbage cans. (5 hrs.)
 16. Shut down course restroom for the season. (2 hrs.)
 17. Completed irrigation installations on holes #11 and #13 and fixed leaks on hole #3. (14 hrs.)

18. Mowed all fairways. (17 hrs.)
19. Mowed all tees. (7 hrs.)
20. Mowed all greens. (20 hrs.)
21. Completed all handmowing. (16 hrs.)
22. Mowed all roughs; mulched leaves. (155 hrs.)
23. Completed supervisor training for golf course specialist. (10.5 hrs.)

B. Sports Turf Management

1. Completed lip removal and installed new sod on all infield lips at Rainbow Softball Center. (50 hrs.)
2. Closed down all soccer fields including goal and player bench removal. (40 hrs.)
3. Installed irrigation system on football field #3 and installed irrigation mainline to fields #1 and #2. (120 hrs.)
4. Completed aerification and final seeding of all football and soccer fields. (28 hrs.)
5. Installed drainage box and channel drain on Antimi Black Field to catch water runoff. (80 hrs.)
6. Repaired trench lines on soccer field #8 and football field #3. (20 hrs.)
7. Hauled infield gravel to the East Field at American Legion. (16 hrs.)
8. Completed supervisor training for Groundskeeper II. (10.5 hrs.)
9. Installed fescue sod on infield lips at American Legion. (12 hrs.)
10. Backfilled all curbing on the East Field at American Legion. (36 hrs.)
11. Removed all bases and pitching mounds from all baseball and softball complexes. (20 hrs.)
12. Completed goal mouth renovations on soccer fields #1-6. (30 hrs.)
13. Fertilized soccer fields #1-6 and Rainbow Softball Center with 32-3-8 fertilizer. (6 hrs.)
14. Started infield renovations at Atkins fields to repair wear and tear from previous season. (12 hrs.)
15. Poured two new concrete pads at Antimi fields behind the dugouts on the Purple and Green Fields. (9 hrs.)
16. Completed irrigation winterization at the ARC, Riechmann Pavilion, MLK and quick couplers throughout the city. (28 hrs.)

C. L.A. Nickell Golf Course

1. Completed daily course setup including moving tees and changing cup locations. (23 hrs.)
2. Winterized the restroom on hole #4. (1 hr.)
3. Cleaned and organized pesticide shed. (4 hrs.)
4. Completed supervisor training for golf course specialist. (10.5 hrs.)
5. Continued the construction of new tees on #4 and #7. (2 hrs.)
6. Started demolition of old retaining wall on #12 teebox and prepared wall base and leveled footings. (18 hrs.)
7. Picked the driving range and completed leaf removal along fence line. (2 hrs.)
8. Completed tree pruning and brush removal on the golf course. (180 hrs.)
9. Repaired vandalism damage on #17 green. (2 hrs.)
10. Attended Linn Tech College turf career fair. (12 hrs.)
11. Cut down all native areas on the golf course with brush hog. (30 hrs.)
12. Mowed all greens. (20 hrs.)

13. Mowed all fairways. (7 hrs.)
14. Mowed all roughs and completed all leaf removal. (110 hrs.)

V. CONSTRUCTION

A. Lange Park Shelter

1. Fabricated and installed 2"x 4" soffit hangers.
2. Installed fascia trim boards and panels.
3. Installed soffit, ceiling panels and trim boards.
4. Stained all panels, trim boards, fascia material and concrete columns.
5. Installed drip edging, felt paper and all metal roofing material.
6. Started fabrication of roof cupola.

B. Indian Hills Park

1. Installed 2 pre-manufactured steel mini-shelters at east side play area.
2. Constructed concrete shelter slabs and 2 walks (one ADA).
3. Set retaining boulders along perimeter of play area and place fiber mulch material.
4. Constructed concrete entrance pad and installed gate posts as part of leash free dog park fencing project.

C. American Legion Ball Fields

1. Continued electrical conduit installations to lights and dugouts.
2. Straightened infield light pole at West Field.
3. Constructed concrete support bases around both infield light poles at West Field.
4. Trenched and installed 120' of concrete backstop footing.
5. Set forms and steel; constructed 60' of concrete backstop wall.

D. Stephens Amphitheater

1. Constructed ADA accessible walkway leading to the west side restroom.
2. Installed all railing post base caps.
3. Repaired small sections of stage decorative concrete edging.
4. Painted sound/light stands protective caps and mounting plates.
5. Fabricated and installed steel inlet grate on main drain box.

E. Garth Nature Area - Dog Park

1. Installed 2 recycled-material park benches.

VI. NATURAL RESOURCES

A. Horticulture

1. Planting and Construction
 - a. Stephens Lake Park
 - i. Prepped the future Discovery Garden site for dedication. (16 hrs.)
 - ii. Filled landscape with soil and river rock beds at amphitheater. (40 hrs.)
 - iii. Planted 17 shrubs, 15 grasses, and 19 trees at amphitheater. (60 hrs.)
 - iv. Removed rocks and continued seeding at the amphitheater. (64 hrs.)
 - b. Cosmo-Bethel Park
 - i. Continued constructing rain garden. (96 hrs.)

- ii. Seeding and strawed around rain garden. (16 hrs.)
 - iii. Planted 8 shrubs and 50 cordgrass at rain garden. (24 hrs.)
 - c. Reseeded at Twin Lakes. (24 hrs.)
 - d. Planted 500 spring bulbs in the Providence and Broadway traffic beds. (6 hrs.)
- 2. Maintenance
 - a. Mulched landscape beds for the winter. (58 hrs.)
 - b. Continued watering new plantings. (8 hrs.)
 - c. Continued bed clean up. (150 hrs.)
 - d. Removed leaves in various park areas. (166 hrs.)
 - e. Organized and set up greenhouse for plants. (60 hrs.)
 - f. Continued mow and trim list. (68 hrs.)
 - g. Removed silt fence from shoreline of Philips Lake. (4 hrs.)
 - h. Cleaned up tools and equipment for end of season. (8 hrs.)
 - i. Began cutting back ornamental grasses. (20 hrs.)
- 3. Mow Crew
 - a. November payroll report: 671 mowing hrs.
 - b. Removed leaves in various park areas.
- 4. Special Events
 - a. Rhea Rostine and Rob Trivette attended the City's supervisory training classes. (32 hrs.)

B. Forestry

- 1. Planting and Watering - Planted 3 bald cypress at Philips Park. (32 hrs.)
- 2. Park Maintenance
 - a. Stephens Lake Park
 - i. Removed 9 dead /diseased trees and cleared brush. (96 hrs.)
 - ii. Applied Roundup at new prairie by Hindman Garden. (5 hrs.)
 - ii. Assisted Horticulture staff planting trees. (20 hrs.)
 - b. 3M Urban Restoration Project - MKT Trail
 - i. Cleared brush. (28 hrs.)
 - ii. Mowed. (34 hrs.)
 - c. Cosmo Park - Removed 2 dead/hazard trees.
 - d. Tree Nursery - Tilled rows, planted 20 pin oak, and dug 4 sweetgum and 11 viburnum. (16 hrs.)
 - e. LAN - Removed 4 trees for course improvement work. (80 hrs.)
 - f. Grindstone Nature Area - Removed invasive pears. (24 hrs.)
 - g. Capen Park - Cleared brush at parking lot. (58 hrs.)
 - h. Twin Lakes Recreation Area - Mulched and pruned Memorial/Heritage trees. (32 hrs.)
 - i. Fairview Park - Cleared brush around tennis court. (22 hrs.)
 - j. Cosmo-Bethel Park - Cleared brush. (17 hrs.)
 - k. Indian Hills Park - Cleared brush for new dog park. (48 hrs.)
 - l. Philips Park - Mowed dam. (8 hrs.)
- 3. Trail Maintenance
 - a. Eastport Park - Added 1" rollstone. (5 hrs.)
 - b. Grindstone Nature Area
 - i. Removed 2 dead trees from trail. (13 hrs.)

- ii. Built new trail up center island. (16 hrs.)
 - iii. Repaired washout in dog run at center island. (17 hrs.)
 - iv. Installed 12 waterbars on hiking trail. (32 hrs.)
 - c. MKT Trail
 - i. Cut up sycamore in Hinkson Creek. (4 hrs.)
 - ii. Cleaned up tunnels and pavement after storm. (8 hrs.)
 - iii. Removed log jam from Bridge #8. (28 hrs.)
 - iv. Jackhammered concrete exposed through trail at Bridge #10. (8 hrs.)
 - v. Ground stumps at Scott Blvd. access. (8 hrs.)
 - d. Wilson Park - Reconstructed trail at Wilson Street. (32 hrs.)
- 4. Downtown - Removed 3 trees - 1 dead, 2 at Tribune. (26 hrs.)
- 5. Office/Admin/Memorial Heritage
 - a. Staff attended MCFC meeting. (8 hrs.)
 - b. Flagged trees at Tree Ridge Nursery. (8 hrs.)
 - c. Dave Dittmer attended Leadership Development Institute. (20 hrs.)
 - d. Dave Dittmer attended the City's supervisory training classes. (12 hrs.)
- 6. TreeKeepers Projects
 - a. Forum Nature Area - Removed invasive pears. (35 staff hrs, 91 volunteer hrs.)
 - b. MKT Bridge # 12&13 - Planted 130 gravel bed and 10 B&B trees. (33 staff hrs, 56 volunteer hrs.)
- 7. Equipment Maintenance - (22 hrs.)

VII. PARK RANGER

- A. Meetings
 - 1. Mobile Patrol at PMC.
- B. Training
 - 1. Supervisory at CPD Training Facility.
 - 2. (3) Supervisory at Castel Building.
- C. Accident
- D. Criminal/Incident Investigations
 - 1. Responded to Bear Creek Creasy Springs.
 - a. 911 check/false.
 - 2. Responded to Cosmo Park.
 - a. C&I driver/fled area.
 - b. Disturbance in Skate Park/gone on arrival.
 - 3. Responded to Forum Nature Area.
 - a. (2) Larcenies from vehicles/reports.
 - 4. Responded to Jay Dix Station.
 - a. (2) Check subject/Inhaling gas/transported to UMC. Warrant request (see F-14-b).
 - 5. Responded to MKT.
 - a. (3) 911 checks/false.
- E. Special Assignments
- F. Violations
 - 1. Animal Complaints (8)
 - a. (1) Warning for dog off leash in Albert-Oakland Park.

- b. (1) Citation for dog off leash in Albert-Oakland Park.
- c. (5) Warnings for dog off leash in Cosmo Park.
- d. (1) Warning for dogs in Rainbow Softball Center.
- 2. Beach/Pools
- 3. Camping/Sleeping (1)
 - a. (1) Warning in Cosmo Park.
- 4. Climbing
- 5. Disfigure/Removal
- 6. Fireworks/Airplanes
- 7. Helmets (21)
 - a. (21) Warnings in Cosmo Park.
- 8. Hunting/Fishing (1)
 - a. (1) Warning for archery hunting in wrong area of Twin Lakes Park.
- 9. Intoxication
- 10. Littering/Dumping (1)
 - a. (1) Warning in Cosmo Park.
- 11. Metal Detectors
- 12. Other Park Violations (7)
 - a. (1) Warning for bike in Skate Park in Cosmo Park.
 - b. (6) Warnings for driving wrong direction in Cosmo Park.
- 13. Parking (2)
 - a. (2) Warnings in Cosmo Park.
- 14. Trespassing (3)
 - a. (2) Trespass warnings issued in Cosmo Park/drugs.
 - b. (1) Trespass warning issued for all parks.
- 15. Vehicles off roadway (3)
 - a. (2) Warnings in Cosmo Park.
 - b. (1) Warning in Longview Park.
- 16. Vending/Advertising
- 17. Warrant

Park Ranger responded to 23% of requests for police response to park locations.

WEEKS	1st Week	2nd Week	3rd Week	4th Week	5th Week	6th Week	TOTAL
TOTAL MILES DRIVEN	336	223	316	356	78	0	1309
<i>Hours</i>							
PATROL	22.5	24	21.5	26	6.5	0	100.5
FOOT PATROL	4	3	2	3	1	0	13
BIKE PATROL	0	0	0	0	0	0	0
CRIMINAL INVEST	0	4.5	4	0	0.5	0	9
INCIDENT INVEST	1.5	0.5	5	1	0	0	8
OFFICE DUTY	0.5	5	1	1	0	0	7.5
LEAVE	0	0	0	8	0	0	8
SPECIAL ASSIGNMT	0	0	0	0	0	0	0
MEETINGS	0	0	2.5	1	0	0	3.5
TRAINING	3.5	3.5	4	0	0	0	11
TOTALS	32	40.5	40	40	8	0	160.5

VIOLATIONS	WARNINGS	ARRESTS
ANIMAL COMPLAINTS	7	1
BEACH/POOLS	0	0
CAMPING/SLEEPING	1	0
CLIMBING	0	0
DISFIGURE/REMOVAL	0	0
FIREWORKS/AIRPLANES	0	0
HELMETS	21	0
HUNTING/FISHING	1	0
INTOXICATION	0	0
LITTERING/DUMBING	1	0
METAL DETECTORS	0	0
OTHER PARK VIOLATION	7	0
PARKING	2	0
TRESPASSING	3	0
VEHICLES OFF ROADWAY	3	0
VENDING/ADVERTISING	0	0
WARRANT	0	0
TOTALS	46	1

SERVICES	TOTALS
ASSIST OTH ACY	0
BROCHURES / MAPS	1
BUILDING CHECKS	193
FIRST AID	1
LOCATE MSNG PSN	0
MAINTENANCE	4
MOTORISTS ASSIST	0
PARK INFO/DIRECTIONS	58
RECOVERED PROPERTY	1
WILDLIFE	0
TOTALS	258