

# Recreation Services Monthly Report

December 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
<b>TOTAL RECREATION SERVICES</b>	<b>699</b>	<b>2,831</b>	<b>15,558</b>	<b>61,279</b>	<b>1,026</b>	<b>4,319</b>	<b>19,259</b>	<b>66,506</b>
<b>DEPARTMENT ADMINISTRATION</b>								
Numbers are up this fiscal year due to adding more sections to the monthly report.								
<b>WEBTRAC - On-Line Program Registration</b>								
One-Time Users	n/a	n/a	14	37	n/a	n/a	13	31
Repeat Users	n/a	n/a	21	44	n/a	n/a	85	208
# of Sessions	n/a	n/a	5,223	5,697	n/a	n/a	413	729
Total Completed Transactions	n/a	n/a	32	82	n/a	n/a	40	73
Total \$ Registrations	n/a	n/a	\$2,181.00	\$ 5,855.40	n/a	n/a	\$2,767.40	\$5,774.80
Total % of on-line \$ registrations	n/a	n/a	27.11%	25.50%	n/a	n/a	31.44%	24.41%
<b>Total WebTrac Users</b>	<b>n/a</b>	<b>n/a</b>	<b>35</b>	<b>81</b>	<b>n/a</b>	<b>n/a</b>	<b>98</b>	<b>239</b>
Sessions between 12:00am-6:00am:	27							
Sessions between 6:00am-12:00pm:	65							
Sessions between 12:00pm-6:00pm:	268							
Sessions between 6:00pm-12:00am:	53							
<b>SPECIAL USE PERMITS</b>								
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
<b>Total Applications Approved</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>			<b>n/a</b>	<b>n/a</b>
<b>RECREATION SERVICES ADMINISTRATION</b>								
<b>YOUTH ENRICHMENT SCHOLARSHIPS (YES)</b>								
YES Applicants Approved			49	180			39	258
YES Applications Approved			16	52			12	72
YES Assistance Amount Given			\$ 4,851.00	\$ 18,953.90			\$ 2,347.00	\$ 20,105.45
<b>TOTAL APPLICANTS FOR SCHOLARSHIPS</b>			<b>49</b>	<b>180</b>			<b>39</b>	<b>258</b>
<b>ADULT FINANCIAL ASSISTANCE (AFA)</b>								
AFA Applicants Approved			16	51			13	88
AFA Applications Approved			15	49			8	76
AFA Assistance Amount Given			\$ 1,001.80	\$ 2,952.26			\$841.30	\$ 2,655.20
<b>TOTAL APPLICANTS FOR SCHOLARSHIPS</b>			<b>16</b>	<b>51</b>			<b>13</b>	<b>88</b>
<b>TOTAL FINANCIAL ASSISTANCE APPLICANTS APPROVED</b>			<b>65</b>	<b>231</b>			<b>52</b>	<b>346</b>
<b>TOTAL FINANCIAL ASSISTANCE APPLICATIONS APPROVED</b>			<b>31</b>	<b>101</b>			<b>20</b>	<b>148</b>
<b>TOTAL FINANCIAL ASSISTANCE GIVEN</b>			<b>\$ 5,852.80</b>	<b>\$ 21,906.16</b>			<b>\$ 3,188.30</b>	<b>\$ 22,760.65</b>
<b>DIVISION EVENT</b>								
Tiger Night of Fun	0	1	0	3,623	0	1	0	4,900
Theme Park Ticket Sales	n/a	n/a	0	23	n/a	n/a	0	13
<b>TOTAL DIVISION EVENTS</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3,623</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4,900</b>
<b>DIVISION EVENT VOLUNTEERS (not included in participation #'s)</b>								
Tiger Night of Fun			0	0			0	975

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<b>TOTAL VOLUNTEER HOURS</b>			0	0			0	975
<b>SHELTER RESERVATIONS</b>								
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			0	9
American Legion - American Legion Park			0	2			0	1
Burford - Cosmo Recreation Area			0	7			0	7
George F. Harper - Nifong Park			0	1			0	2
Lamb - Cosmo Recreation Area			0	13			0	7
Shepard - Shepard Boulevard Park			0	4			0	3
Harris - Cosmo Recreation Area			0	5			0	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			0	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			0	10
Gordon - Stephens Lake			0	17			0	18
Collins - Stephens Lake			0	46			1	18
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			0	7			0	11
<b>TOTAL SHELTER RESERVATIONS</b>			0	164			1	147
Number of rentals that occurred; not reservations made								
<b>SPORTS PROGRAMMING</b>								
<b>YOUTH SPORTS</b>								
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	12	44	250	890	9	36	64	900
Other Youth Sports	0	0	0	0	0	1	0	6
<b>TOTAL YOUTH SPORTS</b>	12	224	250	6,694	9	275	64	8,157
<b>WOMEN'S SPORTS</b>								
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
<b>TOTAL WOMEN'S SPORTS</b>	0	3	0	72	0	2	0	48







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Nickell Golf Tournament	0.0	0.0	0	0	0.0	0.0	0	0
Nickell Total Dollar Amount	24.0	50.0	\$ 18,707	\$ 46,773	26.5	57.5	\$ 17,872	\$ 79,068
Nickell Pass Rounds	24.0	50.0	1,168	2,264	26.5	57.5	1,537	3,600
Nickell Weekday Green Fee Rounds	16.0	33.0	399	925	18.5	39.5	465	1,710
Nickell Weekend Green Fee Rounds	8.0	17.0	304	610	8.0	18.0	109	646
Nickell Total Rounds	24.0	50.0	1,871	3,799	26.5	57.5	2,111	5,956
Nickell Golf Lessons	0.0	6.0	0	36	0.0	0.0	0	0
Nickell Driving Range	0.0	11.0	0	189	9.0	40.0	97	729
Nickell Carts 9 Hole	24.0	50.0	297	559	26.5	57.5	203	843
Nickell Carts 18 Hole	24.0	50.0	272	689	26.5	57.5	299	1,395
<b>TOTAL NICKELL GOLF</b>			<b>2,440</b>	<b>5,272</b>			<b>2,710</b>	<b>8,923</b>

<b>LAKE OF THE WOODS GOLF</b>								
Lake of the Woods Tournament	0.0	0.0	0	0	0.0	0.0	0	0
LOW Total Dollar Amount	24.0	49.5	\$ 19,894	\$ 53,840	25.0	56.0	\$ 10,692	\$ 49,471
LOW Pass Rounds	24.0	49.5	954	1,802	25.0	56.0	470	1,127
LOW Weekday Green Fee Rounds	16.0	32.5	338	837	17.0	38.0	277	1,135
LOW Weekend Green Fee Rounds	8.0	17.0	294	766	8.0	18.0	105	546
LOW Total Rounds	24.0	49.5	1,586	3,405	25.0	56.0	852	2,808
LOW Carts 9 Hole	24.0	49.5	196	463	25.0	56.0	164	617
LOW Carts 18 Hole	24.0	49.5	398	1,035	25.0	56.0	189	1,003
<b>TOTAL LAKE OF THE WOODS GOLF</b>			<b>2,180</b>	<b>4,903</b>			<b>1,205</b>	<b>4,428</b>

<b>TOTAL RAINBOW CONCESSIONS</b>		<b>10</b>		<b>\$3,178</b>	<b>0</b>	<b>19</b>		<b>\$0</b>	<b>\$6,320</b>
<b>TOTAL GOLF AND CONCESSIONS</b>			<b>4,620</b>	<b>10,175</b>			<b>3,915</b>	<b>13,351</b>	

<b>GOLF SEASON PASS USE BY TYPE</b>								
<b>L.A. NICKELL</b>								
Rd Played-Family Pass				1,009				1,247
Rd Played-Individual Pass				501				709
Rd Played-Junior Pass				5				11
Rd Played-Senior Pass				572				1,381
Rd Played-Sr Family Pass				177				252
<b>TOTAL</b>			<b>-</b>	<b>2,264</b>			<b>-</b>	<b>3,600</b>

<b>LAKE OF THE WOODS</b>								
Rd Played-Family Pass				345				292
Rd Played-Individual Pass				396				207
Rd Played-Junior Pass				4				16
Rd Played-Senior Pass				877				473
Rd Played-Sr Family Pass				180				139
<b>TOTAL</b>			<b>-</b>	<b>1,802</b>			<b>-</b>	<b>1,127</b>

<b>GOLF/CONCESSIONS VOLUNTEERS (not included in participation #'s)</b>								
list each event under this heading								
<b>TOTAL VOLUNTEER HOURS</b>			<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>

<b>SENIOR PROGRAMS/OAK TOURS</b>								
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	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE	SAME MONTH	YEAR-TO DATE
<b>SENIOR PROGRAMS</b>								
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
<b>TOTAL SENIOR PROGRAMS</b>	<b>152</b>	<b>484</b>	<b>1,803</b>	<b>6,319</b>	<b>132</b>	<b>504</b>	<b>2,231</b>	<b>7,670</b>

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 assemblies at Russell Elementary School. New Potluck/Game night 3rd Friday was successful. Painting/Bingo/Domino/Jammers continued through the holidays.

## ADAPTED COMMUNITY RECREATION

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
<b>TOTAL ADAPTED COMMUNITY RECREATION</b>	<b>212</b>	<b>682</b>	<b>3,247</b>	<b>9,559</b>	<b>151</b>	<b>504</b>	<b>2,149</b>	<b>6,448</b>

Numbers are down due to the cancellation of coffee and chat. Santa Hotline was a success! There were 38 hat/scarf sets and an additional 50 hats delivered to The Shelter and Rainbow House.

## CLASSES/SPECIAL EVENTS

LIFE ENRICHMENT								
Life Enrichment Educational Classes	14	255	682	3,229	58	204	992	4,267
Life Enrichment Special Programs / Events	65	110	1,034	3,407	13	41	301	2,492
<b>TOTAL LIFE ENRICHMENT</b>	<b>79</b>	<b>365</b>	<b>1,716</b>	<b>6,636</b>	<b>71</b>	<b>245</b>	<b>1,293</b>	<b>6,759</b>

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

Preschool / Intergenerational	3	7	103	250	1	5	48	160
Teen / Family	0	0	0	0	0	0	0	0
Special Events	1	2	3,000	4,000	1	5	2,000	2,000
Classes	0	9	0	42	0	1	0	4
<b>TOTAL PRESCHOOL, TEEN, FAMILY AND EVENTS</b>	<b>4</b>	<b>18</b>	<b>3,103</b>	<b>4,292</b>	<b>2</b>	<b>11</b>	<b>2,048</b>	<b>2,164</b>

First Night children's activities were down this year; could be due to the new venue or weather.

RENTALS								
Riechmann			7	54			4	54
Rock Quarry House			19	92			17	73
Stephen's Lake Amphitheatre			0	0			0	0
<b>TOTAL RENTALS</b>			<b>26</b>	<b>146</b>			<b>21</b>	<b>127</b>

Number of rentals that occurred; not reservations made

<b>TOTAL CLASSES/SPECIAL EVENTS</b>	<b>83</b>	<b>383</b>	<b>4,819</b>	<b>10,928</b>	<b>73</b>	<b>256</b>	<b>3,341</b>	<b>8,923</b>
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## SENIOR/ADAPTED COMM RECREATION/CLASS/SPECIAL EVENTS VOLUNTEERS (not included in participation #'s)

list each event under this heading								
<b>TOTAL VOLUNTEER HOURS</b>			<b>0</b>	<b>0</b>			<b>536</b>	<b>1,116</b>

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<b>TOTAL SENIOR/PAQUIN/LIFE ENRICHMENT</b>	<b>447</b>	<b>1,549</b>	<b>9,869</b>	<b>26,806</b>	<b>356</b>	<b>1,264</b>	<b>7,721</b>	<b>23,041</b>

ADAPTIVE RECREATION/SPORTS								
Adapted Sports	5	25	162	781	4	28	140	776
Adapted Recreation	3	6	242	446	1	3	125	301
<b>TOTAL ADAPTIVE</b>	<b>8</b>	<b>31</b>	<b>404</b>	<b>1,227</b>	<b>5</b>	<b>31</b>	<b>265</b>	<b>1,077</b>

Basketball coaches have used their practice time wisely and have accomplished much in a few practices. There were many achievements to celebrate at the Bowling/Volleyball banquet.

ADAPTED SPORTS/SPECIAL OLYMPICS VOLUNTEERS (not included in participation #'s)								
list each event under this heading								
<b>TOTAL VOLUNTEER HOURS</b>			<b>203</b>	<b>673</b>			<b>134</b>	<b>769</b>

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)	7	258.5	559			219.75	646.50
MO Option	28	1,165.1	3,117.0			1,833.50	4,632.25
Summer	0	0	0			-	-
Other	1	0	0			28.00	67.00
<b>TOTAL PAID TRAINEE HOURS</b>		<b>1423.6</b>	<b>3676</b>			<b>2,081.25</b>	<b>5,345.75</b>

PAID C.A.R.E. STAFF HOURS								
Gallery Coordinator		20	64			21.00	60.50	
Gallery Assistant		0	17.5			0	19.00	
Office Manager		100.5	301.95			108.00	277.00	
BCFR Employ Mentor		70.75	230.25			82.75	252.50	
MO Option Employ Mentor		140	368.25			185.00	551.50	
After School Supervisor/Job Coach		0	0			50.50	55.50	
Job Developer		0	0			0	0	
Education Specialist		0	0			0	0	
<b>TOTAL PAID C.A.R.E. STAFF HOURS</b>		<b>331.25</b>	<b>981.95</b>			<b>447.25</b>	<b>1,216.00</b>	

UNPAID HOURS (TUTORING)								
Student Participants		n/a	n/a	5.00	18.00	18.50	82.25	
Volunteers (Office of Service Learning)		n/a	n/a	4.00	16.00	10.25	113.80	
<b>TOTAL UNPAID HOURS</b>				<b>9.00</b>	<b>34.00</b>	<b>28.75</b>	<b>196.05</b>	

<b>TOTAL CARE HOURS</b>		<b>1,754.85</b>	<b>4,657.95</b>	<b>9.00</b>	<b>34.00</b>	<b>2,557.25</b>	<b>6,757.80</b>
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OTHER								
Applications (number) (mo-opt)		n/a	n/a	2	28	n/a	n/a	
Applications (number) (BCFR)				0	7	n/a	n/a	
Applications (number) (summer)		n/a	n/a	0	0	n/a	n/a	
<b>Jobsite Agreements</b>								
New Employers		n/a	n/a	0	0		2	

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Total Returning Employers			n/a	n/a	29	29	n/a	29
ex: Tutors' school semester ended in December resulting in less tutoring hours this month.								
ex: MO Option trainee hours have gone up.								
<b>ACTIVITY &amp; RECREATION CENTER</b>								
<b>Visits</b>								
Members/Daily Admissions			29,475	79,952			29,797	77,874
Special Admission/Coupons			86	117			118	190
<b>TOTAL VISITS</b>			<b>29,561</b>	<b>80,069</b>			<b>29,915</b>	<b>78,064</b>
<b>Members</b>								
Adult Annual			9	29			10	27
Adult Monthly			63	167			81	192
Adult Multi Pass			79	171			60	142
Family Annual			53	150			42	131
Family Monthly			492	1,179			717	1,599
Sr. Annual			14	44			22	61
Sr. Annual Monthly			18	45			34	72
Sr. Couple			54	140			48	136
Sr. Couple Monthly			44	98			82	150
Sr. Multi Pass			38	87			47	107
Youth Annual			5	8			2	4
Youth Monthly			3	7			4	5
Youth Multi Pass			21	39			11	25
30-day Youth			17	59			12	45
30-day Adult			215	560			225	572
30-day Family			366	929			367	954
30-day Senior			16	50			35	107
30-day Senior Couple			24	88			36	110
<b>TOTAL ARC MEMBERS</b>			<b>1,531</b>	<b>3,850</b>			<b>1,835</b>	<b>4,439</b>
<b>TOTAL ARC MEMBERSHIPS</b>			<b>794</b>	<b>1,866</b>			<b>928</b>	<b>2,285</b>
<b>ARC ROOM RENTALS</b>								
Patron Rentals			25	79			19	66
Parks & Recreation Use			17	65			33	116
City Department Use			0	6			3	13
Facility Lock-in			0	0			0	1
<b>TOTAL ARC ROOM RENTALS</b>			<b>42</b>	<b>150</b>			<b>55</b>	<b>196</b>
<b>ARC AQUATICS</b>								
ARC Instructional Swim	n/a	n/a	n/a	n/a			6	476
ARC Registration Classes	n/a	n/a	n/a	n/a			14	107
ARC Drop-In Classes	n/a	n/a	n/a	n/a			153	2,898
ARC Birthday Party Packages	n/a	n/a	n/a	n/a			15	305
ARC Birthday Room Rentals	n/a	n/a	n/a	n/a			5	155
ARC Aquatic Private Rentals	n/a	n/a	n/a	n/a			2	225
ARC Private Lessons	n/a	n/a	n/a	n/a			165	165
ARC Aquatic Rescues (not included)			n/a	n/a			0	0
ARC Aquatic First Aid Assistance (not included)			n/a	n/a			4	8
<b>TOTAL ARC AQUATICS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>360</b>	<b>0</b>	<b>4,331</b>

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<b>CHILD CARE SERVICES</b>								
ARC Kid Zone	0	0	0	0	0	0	403	1,123
ARC School's Out Day Camp	0	2	0	42	0	2	0	41
ARC Holiday Day Camp	0	0	142	184	4	4	98	98
Camp Adventure - Summer Day Camp	0	0	0	0	0	0	0	0
<b>TOTAL CHILD CARE SERVICES</b>	<b>0</b>	<b>2</b>	<b>142</b>	<b>226</b>	<b>4</b>	<b>6</b>	<b>501</b>	<b>1,262</b>
<b>ARC FITNESS</b>								
Drop-In Exercise Classes	n/a	n/a	n/a	n/a	115	378	1,875	5,543
Registration Classes	n/a	n/a	n/a	n/a	20	102	174	762
Specialty Classes	n/a	n/a	n/a	n/a	101	304	554	1,127
Personal Training Sessions Sold / Sales	n/a	n/a	n/a	n/a	144	386	\$ 4,465.00	\$ 12,455.00
<b>TOTAL ARC FITNESS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>380</b>	<b>1,170</b>	<b>7,068</b>	<b>7,432</b>
<b>GENERAL RECREATION CLASSES</b>								
Basketball Camp	0	0	0	0	0	0	0	0
Outdoor Instruction	0	0	0	0	0	0	0	0
Home School P.E.	0	5	72	290	6	13	69	185
Recreation Classes	1	1	0	65	2	2	48	48
Bus/Van Reservations	0	23	11	67	0	0	9	59
<b>TOTAL GENERAL RECREATION CLASSES</b>	<b>1</b>	<b>29</b>	<b>83</b>	<b>422</b>	<b>8</b>	<b>15</b>	<b>126</b>	<b>292</b>
<b>ARC VOLUNTEERS</b> (not included in participation #'s)								
list each event under this heading								
<b>TOTAL VOLUNTEER HOURS</b>			<b>0</b>	<b>0</b>			<b>20</b>	<b>66</b>
<b>GRAND TOTAL VOLUNTEERS (Rec Services &amp; CARE)</b>			<b>203</b>	<b>673</b>			<b>736</b>	<b>3,117</b>

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

**I. ADMINISTRATION**

- A. Hinkson Creek Trail - Grindstone to Stephens - J. C. Industries began construction of crosswalk (60% completed) at Shepard Blvd. and Old 63.
- B. American Legion Ball Fields - Anchor Fence completed fence installation.
- C. Bonnie View/Fairview Park Planning - Staff met with Columbia Audubon board members (including the new president) on December 30, 2010 at the Parks Management Center regarding the master planning of the parks.

**II. MAINTENANCE**

- A. Facilities and Grounds
  - 1. Performed park clean up, snow removal, and sanitation.
  - 2. Cleaned/checked restrooms on a regular basis.
  - 3. Performed playground repairs, re-mulch and inspections.
  - 4. Performed maintenance on park, ballfield 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. (8 hrs.)
  - 11. Dog Parks - Refilled bags/cleaned/checked sites twice a week; switched TLRA winter location December 1.
  - 12. Gans Creek Recreation Area - Checked three houses.
  - 13. Stephens Lake Park - Repaired solar light.
  - 14. TLRA - Repaired lake aerators and electrical box.
  - 15. Albert-Oakland Family Aquatic Center - Painted SCS structure.
  - 16. Sewer Plant Bldg #2 - Made access for inspectors.
  - 17. LOW Clubhouse - Removed ice machine and beer cooler, prepared for new counter top, and repaired walls.
  - 18. Hickman Pool
    - a. Performed regular inspections.
    - b. Began office renovation by removing flooring and equipment in preparation for new counter top/floor tile/storage cubbies, cleaned all surfaces, and painted entire office.
  - 19. MKT at Scott Blvd. - Repaired bike rack and restroom.
  - 20. Riechmann Pavilion - Cleaned lights and duct work.
  - 21. Rock Quarry House - Repaired clogged main drain, repaired roof leak, removed old blinds, replaced refrigerator, repaired garage door, and repaired lights.
  - 22. PMC - Repaired Fleet heater and outdoor siding.
  - 23. LAN Clubhouse - Renovated desk countertop, replaced broken windows, and repaired men's restroom wall and sink.
  - 24. Armory - Installed white board, repaired gym lights, and installed TV wall brackets.
  - 25. First Night Columbia - Prepared and set up for event.

**B. ARC Maintenance**

1. Performed general repair of building fixtures. (78 hrs.)
2. Performed preventive maintenance/repairs and filled chemicals in aquatics. (14 hrs.)
3. Performed outdoor maintenance, power-washed front entrance. (2 hrs.)
4. Washed pool screens, back-flushed leisure pool and lubed pump motors. (10 hrs.)
5. Removed and dusted supply and return vents. (1 hr.)
6. Dusted light fixtures. (1 hr.)
7. Replaced light bulbs, ballasts and ceiling tile around building. (12 hrs.)
8. Repaired cardio and various fitness equipment. (39 hrs.)
9. Washed walls with stain and mark remover. (1 hr.)
10. Monitored HVAC computer. (5 hrs.)
11. Monitored RTU 1, 2, and 3 on roof. (1 hr.)
12. Removed snow. (30 hrs.)
13. Cleaned guard room and painted ceiling vent. (2 hrs.)
14. Repaired faucet leaks in Typhoon, Raindrop and Kid Zone Rooms. (5 hrs.)
15. Caulked Typhoon Room sink. (4 hrs.)
16. Transported surplus property. (10 hrs.)
17. Patched wall holes and painted in 3 meeting room closets. (15 hrs.)
18. Replace meeting room chair feet and chair cart wheels. (4 hrs.)
19. Painted front office walls. (4 hrs.)
20. Replaced leisure pool pulsar pump. (3 hrs.)
21. Replaced FCU-001 above spa ceiling fan heating unit, motor and computer controller. (54 hrs.)

**III. FLEET OPERATIONS**

- A. 2 vehicles serviced and 3 vehicles repaired.
- B. 4 pieces of equipment serviced and 9 pieces of equipment repaired.
- C. 3 service calls performed.
- D. 5 tires repaired.
- E. 9 pieces of small power equipment repaired/serviced.
- F. 3 times - vehicles checked for trips.
- G. 2 freight shipments unloaded.
- H. 7 mowers serviced (winter).
- I. 2 mowers serviced (100-hrs. interval).
- J. 2 mowers serviced (weekly).
- K. 24 golf carts serviced (winter).
- L. Other Services Performed:
  1. Stamped I.D. numbers on 9 locks for ARC.
  2. Accepted delivery and processed new skidloader #3201.
  3. Accepted delivery and processed new roller attachment #3202.
  4. Prepared #1785 for disposal.

**IV. GOLF AND SPORTS TURF MANAGEMENT**

- A. Lake of the Woods Golf Course
  1. Completed the irrigation winterization and shutdown. (16 hrs.)
  2. Started winter tree trimming and brush cleanup. (35 hrs.)
  3. Cleaned the maintenance shop and offices. (15 hrs.)
  4. Completed small engine winterization. (12 hrs.)

5. Assisted with snow removal along school routes. (8 hrs.)
  6. Completed supervisor training for golf course specialist. (10.5 hrs.)
  7. Completed oil and filter changes on vehicles #3132 & #3078. (5 hrs.)
  8. Setup #3031 with snow blade and prepared for winter use. (2 hrs.)
  9. Installed new tire and completed oil change and lube on #3137. (4 hrs.)
  10. Completed oil and lube maintenance on vehicles #3191 & #3162. (5 hrs.)
  11. Started the winter breakdown of all reels on mowers #3096 & #3002. (17 hrs.)
  12. Repaired the accelerator pedal on #3085. (5 hrs.)
  13. Repaired the starter and terminal on vehicle #3117. (2 hrs.)
- B. Sports Turf Management
1. Installed new sod on Atkins Gold infield to clean up infield edges and replace worn-out turf. (60 hrs.)
  2. American Legion Park
    - a. Hauled ag-lime infield material to both fields under construction. (65 hrs.)
    - b. Constructed and installed player benches for all dugouts. (54 hrs.)
    - c. Worked on leveling the infield on the East Field. (10 hrs.)
    - d. Installed 2 additional pallets of fescue sod on the West Field lip. (40 hrs.)
  3. LAN Clubhouse - Completed the removal of the old carpet and installed new ceramic tile in front of two doorways and around the concession stand area. (100 hrs.)
  4. LOW Clubhouse - Started the clubhouse renovation work by removing the old tile in the concession stand area. (30 hrs.)
  5. Cleaned the interiors of all vehicles, completed shop cleanup, and organized all the tools and equipment. (20 hrs.)
  6. Completed supervisor training for Groundskeeper II. (10.5 hrs.)
- C. LA Nickell Golf Course
1. Mowed greens. (4 hrs.)
  2. Cleaned and winterized all machinery. (8 hrs.)
  3. Repaired two rollers on Toro Fairway mowers. (11 hrs.)
  4. Repaired lift arms on mower #3083. (4 hrs.)
  5. Completed tree removal and brush cleanup. (20 hrs.)
  6. Poured concrete footings on #12 tee renovation. (30 hrs.)
  7. Completed last leaf removal and cleanup. (8 hrs.)
  8. Constructed one new water cooler stand. (6 hrs.)
  9. Completed necessary snow removal on school route. (6 hrs.)
  10. Cleaned the interiors of all vehicles and completed shop cleanup. (10 hrs.)
  11. Completed supervisor training for golf course specialist. (10.5 hrs.)

## V. CONSTRUCTION

- A. American Legion Ball Fields
1. Formed, set steel and completed 3' x 120' of concrete backstop wall at West Field.
  2. Excavated, formed and installed 120' of concrete backstop wall footing at East Field.
  3. Repaired and refinished archery site sign.
- B. Indian Hills Park
1. Installed 600 linear feet (1/2 of total) of leash-free dog area estate fencing.
  2. Constructed concrete ADA accessible ramp and service access at east side

- cul-de-sac.
- C. Lange Park
  1. Completed fabrication of shelter roof cupola.
  2. Fabricated 2 picnic tables.
- D. Stephens Lake Park
  1. Installed 2 steel park benches and decorative trash receptacles.
  2. Installed backing plates and 'bench available' plaques.
- E. Armory
  1. Removed, flattened and reinstalled warped floor boards at northeast corner of gymnasium.
- F. PMC
  1. Painted, had new carpeting installed, and replaced light fixtures in Rec Golf Supervisor's future office.
  2. Assisted with compound snow removal.
- G. Other Projects
  1. Fabricated steel posts/plates for park rules plaques.
  2. Started fabrication of Philips and Lange Parks signs.

## VI. NATURAL RESOURCES

- A. Horticulture
  1. Planting and Construction
    - a. Stephens Amphitheater - Planted 14 trees. (24 hrs.)
    - b. Paquin Park - Built retaining wall. (12 hrs.)
  2. Maintenance
    - a. Mulched landscape areas. (24 hrs.)
    - b. Cut ornamental grasses and spireas. (100 hrs.)
    - c. Watered greenhouse plants and poinsettias. (2 hrs.)
    - d. Cosmo Park - Repaired soil at Harris Shelter. (8 hrs.)
    - e. Worley St. Park - Cut out overgrown shrubs at sign bed. (Replanting scheduled for spring.) (8 hrs.)
    - f. Eastport Park - Put down decorative rock at along fence row. (4 hrs.)
    - g. Installed plastic on coldframe. (6 hrs.)
    - h. Wabash Station - Cleaned up landscape area for winter. (5 hrs.)
    - i. MLK at Battle Garden - Put ice melt down. (2 hrs.)
  3. Training
    - a. Attended stormwater/erosion control training at Boone Electric.
  4. Other
    - a. Picked up and delivered 40 poinsettias around city. (4 hrs.)
    - b. Picked up trees at Pea Ridge Nursery. (6 hrs.)
- B. Forestry
  1. Planting and Watering (318 hrs.)
    - a. MKT at Scott Bvd - Planted 8 trees.
    - b. Stephens Lake Park - Planted 9 trees.
    - c. Fairview Park - Planted 1 tree.
    - d. Again Street Park - Planted 1 tree.
    - e. MKT at Forum Blvd. - Planted 2 trees.
    - f. Lions-Stephens Park - Planted 1 tree.
    - g. LA Nickell Golf Course - Planted 1 tree.
    - h. Cosmo Park - Planted 1 tree.
    - i. Rock Quarry Park - Planted 5 trees.

- j. Cosmo-Bethel Park - Planted 4 trees.
- k. Downtown - Planted 13 trees.
- 2. Park Maintenance
  - a. LA Nickell Golf Course - Removed dead elm. (60 hrs.)
  - b. Picked up trees at Pea Ridge Nursery. (8 hrs.)
  - c. Picked up trees at Forest Lawn Nursery. (16 hrs.)
  - d. Performed maintenance at tree nursery. (8 hrs.)
  - e. Pruned trees at various parks. (28 hrs.)
  - f. Cosmo Park - Removed 6 dead Scotch pines and ground stumps. (25 hrs.)
  - g. Rock Quarry Park - Removed 3 dead trees, pruned trees around house, and cleared willows from the dam. (68 hrs.)
  - h. Stephens Lake Park - Cut and stocked firewood. (24 hrs.)
- 3. Trail Maintenance
  - a. Clyde Wilson Park - Worked on trail renovation. (20 hrs.)
  - b. Removed snow at various trail locations. (97 hrs.)
  - c. Rock Quarry Park - Replaced overflow pipe and rebuilt dam. (30 hrs.)
  - d. Rhett's Run - Worked on trail maintenance. (8 hrs.)
- 4. Downtown
  - a. Removed damaged/hazard sawtooth tree on 10th Street. (20 hrs.)
  - b. Removed 4 damaged locust trees on 4th Street. (10 hrs.)
- 5. Training
  - a. Attended Storm Water Inspection Class. (5 hrs.)
  - b. Attended Supervisor Apprenticeship Training. (12 hrs.)

## **VII. PARK RANGER**

- A. Meetings
  - 1. Parks Management Center
  - 2. Safety at Parks Management Center
  - 3. All staff at Riechmann Pavilion
- B. Training
  - 1. Law Enforcement Training Center
  - 2. (3) Supervisory at Castel Building
  - 3. CPD
- C. Accident
- D. Criminal/Incident Investigations
  - 1. Responded to Westridge Drive with CPD Officer/for ARC larceny. (see F-12-c)
  - 2. Responded to Again Street Park.
    - a. Recovered bike/turned in to CPD.
  - 3. Responded to Albert-Oakland Park.
    - a. Littering/dumping/unable to make contact with suspect.
    - b. Disturbance/unfounded.
  - 4. Responded to ARC.
    - a. Assault/juvenile arrest (see F-12-d).
  - 5. Responded to American Legion Park.
    - a. Shots fired/unfounded.
  - 6. Responded to Cosmo Park.
    - a. Stranded motorist/got them gas.
    - b. Slide off/helped push out of ditch.

- 7. Responded to Grasslands Park.
  - a. Assist medical/broken leg.
- 8. Responded to L.A. Nickell Golf Course.
  - a. Alarm/employee error.
- 10. Responded to Stephens Lake Park.
  - a. Leaving the scene of an accident/not in park/CPD.
- E. Special Assignments
- F. Violations
  - 1. Animal Complaints (26)
    - a. (8) Warnings for dog off leash in Albert-Oakland Park.
    - b. (2) Citations for dog off leash in Albert-Oakland Park.
    - c. (5) Warnings for dog off leash in Cosmo Park.
    - d. (9) Warnings for dogs off leash in Stephens Lake Park.
    - e. (1) Citation for dog off leash in Stephens Lake Park.
    - f. (1) Warning for dog off leash in undesignated area of Twin Lakes Recreation Area.
  - 2. Beach/Pools
  - 3. Camping/Sleeping (1)
    - a. (1) Warning in Cosmo Park.
  - 4. Climbing
  - 5. Disfigure/Removal (1)
    - a. (1) Warning for pulling up native plants in Grindstone Nature Area.
  - 6. Fireworks/Airplanes
  - 7. Helmets (11)
    - a. (11) Warnings at Skate Park in Cosmo Park.
  - 8. Hunting/Fishing
  - 9. Intoxication
  - 10. Littering/Dumping
  - 11. Metal Detectors
  - 12. Other Park Violations (9)
    - a. (1) Warning for pick-up game on football field in Cosmo Park.
    - b. (5) Warnings for being in Skate Park in Cosmo Park after hours.
    - c. (1) Custody arrest of juvenile for stealing at the ARC.
    - d. (1) Custody arrest of juvenile for assault.
    - e. (1) Warning for urinating in public in Rock Quarry Park.
  - 13. Parking
  - 14. Trespassing (1)
    - a. (1) Warning for entering beach area when closed.
  - 15. Vehicles off roadway
  - 16. Vending/Advertising
  - 17. Warrant

*Park Ranger responded to 35% of requests for police response to park locations.*

WEEKS	1st Week	2nd Week	3rd Week	4th Week	5th Week	6th Week	TOTAL
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TOTAL MILES DRIVEN	212	327	308	290	274	0	1411
<i>Hours</i>							
PATROL	16	29	22.5	26	24.5	0	118
FOOT PATROL	1	2	1	3	1	0	8
BIKE PATROL	0	0	0	0	0	0	0
CRIMINAL INVEST	0	2.5	0.5	0.5	3	0	6.5
INCIDENT INVEST	2	1	3.5	0	1.5	0	8
OFFICE DUTY	1	0	2	2.5	1	0	6.5
LEAVE	0	0	0	8	0	0	8
SPECIAL ASSIGNMT	0	0	0	0	0	0	0
MEETINGS	0	1.5	5	0	0	0	6.5
TRAINING	4	4	5.5	0	1	0	14.5
<b>TOTALS</b>	<b>24</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>32</b>	<b>0</b>	<b>176</b>

<b>VIOLATIONS</b>	<b>WARNINGS</b>	<b>ARRESTS</b>
ANIMAL COMPLAINTS	24	2
BEACH/POOLS	0	0
CAMPING/SLEEPING	1	0
CLIMBING	0	0
DISFIGURE/REMOVAL	1	0
FIREWORKS/AIRPLANES	0	0
HELMETS	11	0
HUNTING/FISHING	0	0
INTOXICATION	0	0
LITTERING/DUMBING	0	0
METAL DETECTORS	0	0
OTHER PARK VIOLATION	7	2
PARKING	0	0
TRESPASSING	1	0
VEHICLES OFF ROADWAY	0	0
VENDING/ADVERTISING	0	0
WARRANT	0	0
<b>TOTALS</b>	<b>45</b>	<b>4</b>

<b>SERVICES</b>	<b>TOTALS</b>
ASSIST OTH ACY	1
BROCHURES /MAPS	2
BUILDING CHECKS	217
FIRST AID	0
LOCATE MSNG PSN	0
MAINTENANCE	0
MOTORISTS ASSIST	2
PARK INFO/DIRECTIONS	50
RECOVERED PROPERTY	2
WILDLIFE	0
<b>TOTALS</b>	<b>274</b>