

PARKS AND RECREATION

MONTHLY REPORT

February 2016

ADMINISTRATION

1. **Riverfront Trail Expansion** –Continued to work with the Engineering Department on the engineer design and construction documentation etc.
2. **Riverfront Bridge** – Finalized the “Non-Exclusive Temporary Construction Access and Right of Entry License” Agreement. Also, worked on the removal of Bat Habitat Trees along the trail.
3. **Fees and Charges** – Continued to work with the Parks and Recreation Commission on the review and development of various fees and charges. Staff continued to work on the review and implementation of program fees to become compliant with the Revenue and Pricing Policies.
4. **Ordinances** – Continued to work and finalize recommended changes to both the Urban Forestry and Parks and Recreation Ordinances.
5. **Dog Park Concept Plan** – Continued to evaluate site conditions and funding for the first phase of development.
6. **Miller-Post Nature Reserve** –Started the first phase of trail layout.
7. **Lions Lake Playground** – Continued to work on costs estimates and design.
8. **Picnic Table Bid** - Went out to bid and awarded bid to Custom Property Solutions.
9. **Trash Receptacle Bid** - Went out to bid and awarded bid to RJ Thomas MFG, Inc.
10. **Floor Scrubber Bid** - Went out to bid and awarded bid to New System Janitorial and Maintenance Supply.
11. **Janitorial Supplies Bid** - Went out to bid and awarded bid to New System Janitorial and Maintenance Supply.
12. **Pallet Racking Bid** – Went out to bid and awarded bid to Union Machinery.
13. **Pool Chairs Bid** – Went out to bid and awarded bid to Allegro Classics.
14. **Fertilizer and Chemical Bid** – Went out to bid and awarded bid to G.R. Robinson.
15. **Spring Tree Replacement Bid** - Went out to bid and awarded bid to Ferguson Valley Nursery.

16. **Athletic Field Supplies Bid** – Prepared specifications and went out to bid.
17. **Pool Painting Bid** – Continue to prepare specifications and bid document for bid.
18. **Pool Diving Board Bid** – Continue to prepare specifications and bid document for bid.
19. **Pool Valve Bid** – Continue to prepare specifications and bid document for bid.
20. **Fencing Bid** – Began working on the development of specifications.
21. **Tennis Court Repairs** – Began working on the development of specifications.
22. **Arts Policy** – Continued to work on the development of an Arts Policy.
23. **Adopt – A – Park Program** – Continued to work on creating new guidelines for the Adopt-A-Park-Program.
24. **Emerald Ash Borer Management Plan** – Developed plan and sent to Council for adoption.

RECREATION PROGRAMS AND FACILITIES

1. Facility Rentals

Category	February	YTD
Pavilions	0	0
Facilities	25	47
Baseball Fields	0	0
Soccer Fields	0	0
Rugby	0	0
Football	0	0
Total	25	47

2. Special Events

Category	February	YTD
Walks/Runs	1	2
Street Collections	0	0
Other (Festivals/Concerts)	1	1
Total	2	3

3. Programs

- a. Continue to plan and work on Camp Washington.
- b. Continue to plan and work on March programs (Easter Egg Hunt, Bone Hunt)
- c. Continue to work on Music at Market sponsorship
- d. Continue to plan and work on Spring Softball
- e. Continue to adjust program fees and charges to reflect the adopted Revenue and Pricing Policy.
- f. Continue to work on Spring-Summer Program Guide

MAINTENANCE ACTIVITIES

1. Special Projects/Operations

In addition to normal ongoing maintenance activities as depicted above, maintenance staff conducted the following special projects/operations:

- a. Landscape Beds – Continued to remove vegetation and re-landscape select park landscaped beds.
- b. Vehicle Preventative Maintenance – Performed annual inspections; oil changes; repairs etc.
- c. Building Preventative Maintenance – Performed annual inspections; painting; repairs etc.
- d. Equipment Preventative Maintenance – Performed annual inspections; oil changes; repairs etc.
- e. Flood - Continued flood clean up. The cleanup will continue in March.
- f. Continue dead tree removal and tree trimming
- g. Finish put together new picnic tables
- h. Completed the painting of the upstairs of the Auditorium
- i. Aerated baseball, soccer, softball fields and various other park locations
- j. Laser Leveled Ronsick Field
- k. Edged baselines at Ronsick Field
- l. Top-dressed Ronsick Field behind home plate
- m. Riverfront Trail/Bridge - Removed hazard and bat habitat trees identified by SCI/MoDOT.

2. Maintenance Hours

Category	February	YTD
Trash Pickup and Removal	116	268.5
Restroom Cleaning	86.25	184.5
Pavilion Cleaning	37	89.25
Playground Inspections/Repairs	45.25	96
Sidewalks, Pathways, Trails	20.5	50.5
Fair	0	0
Landscape Beds	20	32
Flood	34	276
Boat Docks	28.5	44
Athletic Fields	38.5	38.5
Irrigation	0	0
Mowing	3	3
Trimming	1	1
Building Maintenance	245.25	546
Tree Maintenance	95.25	247.25
Turf Maintenance	8	17.25
Street Lights	14	15
Wetlands, Lakes & Ponds	6.75	7.25
Vehicle & Equipment Work	492.75	877
Special Events	36.75	75.5
Snow	94.75	170.25
Training	8	8
Other	42.25	61.25
Total	1473.75	3013.5

3. March Planned Projects/Operations

- n. Tree Trimming and Removals – Continue tree trimming and removals throughout the park system as well as selected street trees
- o. Miller-Post Property – Cut in trails and began surfacing.
- p. Riverfront Trail – Continue to work on cleanup efforts from flood.
- q. Paint – Paint Parks office
- r. Buildings - Continue to conduct preventative maintenance (Light Bulbs/Filters)
- s. Equipment - Continue to conduct preventative maintenance.
- t. McLaughlin Field – As weather and conditions allow, work with Public Works to install drainage and reduce infield.
- u. Baseball/Softball Fields – As weather and conditions allow, work with Public Works to haul dirt and Laser level all fields, and reduce infields at McLaughlin, Barklage, and Berger.
- v. Dog Park - As weather and conditions allow, work with Public Works to develop parking lot and roadway.
- w. Landscape beds –Continue to clean up landscape beds, edge and prep for mulch.
- x. Ball Fields - Continue prepping fields for season.
- y. Medians – Trim back and weed.