

**COLUMBUS PARKS AND RECREATION
BOARD MEETING
THURSDAY, FEBRUARY 14, 2013
12:00 NOON**

AGENDA

12:00n **Call to Order**

12:05 pm **Action Items**

- a. Approve minutes
- b. Donner Shelter request
- c. Approve agreement for printing 2013/14 Fun Guide
- d. Approve Hamilton Center quotes
- e. Approve Professional Services Agreement with CSO Architects
- f. Approve 2013 Amendment to Agreement with Columbus Softball Association
- g. Approve transfer of property - BCSC and Col. Park Board
- h. Approve claims and payrolls

12:25 pm **Discussion Items**

12:30 pm **Information Items**

- i. Department financial reports
- j. Staff reports
- k. Director's report

12:45 pm **Board Comments**

1:00 pm **Adjourn**

Columbus Parks and Recreation programs and facilities are available for people of all abilities. The City of Columbus is working to comply with the Americans with Disabilities Act (ADA). Please assist us by letting us know if there are accommodations you may need to participate. If an accommodation is needed, please notify the Parks and Recreation Department at least 48 hours prior to the start of the program, activity, or event. Alternative formats of this publication are available. To request assistance, please contact our office at 812-376-2680 (voice), 711 or 800-743-3333 (TDD), or 812-378-2892 (fax).

**Board Meeting Agenda
February 14, 2013**

Call to Order

Action Items

- a. Approve minutes – Request Park Board approve the January 17, 2013 meeting minutes. – Attachment 1
- b. Donner Shelter Request –Michele Findley will be at the meeting to request approval from the Park Board for a sale at Donner Shelterhouse to benefit the American Cancer Society in early May. She would like to sell booth spaces to individuals/businesses for the sale event and she would donate the profit generated to the American Cancer Society.
- c. Approve agreement for printing 2013/14 Fun Guide – K. Hatter will present an agreement to print the 2013/14 Fun Guide by The Republic to Park Board for approval. This agreement includes the sale of advertising by The Republic for the guide resulting in a lower cost to the department for the Fun Guide.
- d. Approve Hamilton Center quotes – M. Jones will present quotes for window, door and slider replacement at Hamilton Center for Park Board approval.
- e. Approve Professional Services Agreement with CSO Architects – J. Brinegar will present an Agreement for Professional Services for Hamilton Center with CSO Architects for Park Board approval. – Attachment 2
- f. Approve 2013 Amendment to Agreement with Columbus Softball Association – M. Jones will present the 2013 Amendment to the Agreement with Columbus Softball Association to the Park Board for approval. – Attachment 3
- g. Approve transfer of property – BCSC and Columbus Park Board – B. Wagner will request approval to proceed with transfer of property between BCSC (8th Street track/ball field) and Columbus Park Board (Richards School area).
- h. Approve claims and payrolls - Request Park Board approve claim and payroll vouchers as distributed.

Discussion Items

Information Items

- i. Department financial reports – J. Brinegar will review the January 2013 financial reports with the Park Board. (Detail report for December is also attached. If there are any questions on the detail report, Jamie will be glad to answer.) – Attachment 4
- j. Staff reports – Attachment 5
- k. Director's report – Attachment 5, #1

Board Comments

Adjourn

**COLUMBUS PARKS AND RECREATION
BOARD MEETING MINUTES
THURSDAY, JANUARY 17, 2013
12:00 NOON**

Present: B. Russell, M. Tucker, N.A. Brown, J. Hartsook and B. Wagner
D. Bunch, K. Benjamin, J. Brinegar and C. Brummett

President B. Russell called the January 17, 2013 meeting of the Columbus Park Board to order.

Subject: Election of officers

N.A. Brown made a motion that the current slate of officers be maintained for 2013. (B. Russell, President, M. Tucker, Vice President, N.A. Brown, Secretary and J. Hartsook, Member) M. Tucker seconded. Motion approved.

Subject: Approve minutes

M. Tucker made a motion to approve the December 13, 2012 minutes of the Columbus Park Board as distributed. J. Hartsook seconded. Motion carried.

Subject: Appointment to Plan Commission, FFY Board, Cemetery Board and CAAC Board

M. Tucker made a motion that appointments for 2013 remain the same as they were in 2012. (M. Tucker – CAAC Board; N.A. Brown – Plan Commission; B. Russell – FFY Board; J. Hartsook – Cemetery Board) N.A. Brown seconded. Motion approved.

Subject: Approve Resolution for Additional Appropriation for The Commons

J. Brinegar reported that in October 2012, there was an additional appropriation approved by the Park Board for an additional PERF payment in 2012. Due to a problem with Keystone it was not done in 2012. J. Brinegar requested Park Board approve a Resolution for Additional Appropriation for The Commons for 2013 for the PERF expense. N.A. Brown moved to approve the Resolution for Additional Appropriation for The Commons as presented. J. Hartsook seconded. Motion carried.

Subject: Approve Claims

M. Tucker made a motion to approve the claim and payroll vouchers as distributed. N.A. Brown seconded. Motion carried.

Subject: Annual Report

B. Wagner said the department's Annual Report provides a snippet on what we do. He described hours of service as reflected in the report. J. Hartsook asked if a person signs up for baseball, how many hours that equates to. B. Wagner said there is a spreadsheet that reflects how this is determined. J. Hartsook said he would like to see how many kids are involved in multiple sports/activities. B. Wagner offered to share the spreadsheet with those who were interested.

He said another item of note, is that we received a \$30,000 grant from the Visitor Center for the Park Foundation – People Trail Campaign.

Subject: Department financial reports

J. Brinegar reported that 2012 was a good financial year for the department. He said this year, as at the end of 2011, we have been unable to run the normal monthly report. He provided a summary

report for December. He said the General Fund balance stands at \$2.4M. The State Board of Accounts wants us to keep a 6 month reserve balance in our accounts. In the Non-Reverting Fund we were able to add \$168,000 to the reserve balance last year. B. Russell asked what would be needed to cover 6 months within the Non-Reverting Fund. J. Brinegar said it would be \$1.2M. He reported the net for Hamilton Center in 2011 was (\$98,000) and for 2012 it was (\$46,000). He expects the improvement to continue and the funding of capital projects should help.

Subject: Staff reports

B. Wagner reported that many staff members are at the IPRA conference today.

J. Brinegar reported for K. McPeck that January is going to be a fantastic month at Columbus Gymnastic Center due to the addition of rentals from Jody's Gymnastic Zone.

B. Wagner welcomed City Council Liaison to the Park Board, Dascal Bunch. He said they will be taking a tour soon of park facilities (and he won't forget to show him the Cemetery).

Subject: Director's Report

B. Wagner reported:

- City Strategic Plan -

They are putting the finishing touches on the plan. It hasn't changed much from what was reviewed at the December Park Board meeting. There has been an additional area added relating to taking care of all God's creatures.

He is working on the Priorities and Objectives for the Department as they pertain to the City Strategic Plan. He said it has been hard for him to keep it to only one page as requested by the Mayor. N.A. Brown asked if we had a program to track the process. B. Wagner said right now the department's Strategic Plan is on an Excel worksheet. B. Russell asked Ben to forward a copy of this to the Park Board. He said it will be good to have a city plan.

- We are still managing the Parking Garages. The Redevelopment Commission meets January 28th. We may know more after they meet but expect that we will be involved for the next couple of months.
- Meetings are now being streamed from City Hall. We may eventually stream Park Board meetings.
- A new 311 system is being implemented for Columbus. Other cities have used this including Bloomington. It can be helpful to resolve problems. We have a similar process when people e-mail us with a comment/complaint.
- Mayor asked that Ben look at video monitoring at 9th Street Park. There may be some legal issues with this. He will keep the board updated.
- During the recent blizzard, four Parks & Rec staff members helped clearing streets. M. Tucker said there were complaints that the People Trail was not cleared. B. Wagner said we would love to clear the People Trail right away but roads have to be cleared first. We are talking about this in our staff meetings. He thanked all of the folks in Park Ops who helped out.

Subject: Board comments

N.A. Brown reported that she called Ben about 4 weeks ago to complain that someone had plowed up our grass up on SR 46W behind the trees. She was not happy. B. Wagner said

this is Park Foundation property. They have a farm management company managing it. The intent of that area is for it to become a forest area in the front and the area behind should not be as visible. The Park Foundation approved looking at allowing this area to be farmed. K. Benjamin said there was a significant area plowed up. B. Wagner said right now, no approval has been given to move forward with farming this area. He agreed that it is important that the area look good.

M. Tucker asked if the restaurant situation had been worked out. K. Benjamin said it had not.

B. Russell said he is looking forward to continued successful board meetings. He asked that B. Wagner schedule his evaluation. He said sometimes the President of the Park Board has done it in the past. He asked Ben to take the initiative to schedule this before the next board meeting.

There being no further business, B. Russell adjourned the meeting.

Respectfully submitted,

B. Russell, President
Columbus Park Board

N.A. Brown, Secretary
Columbus Park Board

Ben R. Wagner, Director
Parks and Recreation Department

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN CSO ARCHITECTS AND
CITY OF COLUMBUS – PARKS AND RECREATION DEPARTMENT**

THIS Agreement is made and entered into this ____ day of February, 2013 by and between the City of Columbus Parks and Recreation Department, by and through its Parks and Recreation Board, with offices at 22nd and Sycamore, Columbus, IN 47202 (hereinafter called "**CITY**"), and CSO Architects, an Indianapolis business, with offices located at 8831 Keystone Crossing, Indianapolis, IN 46240 (hereinafter called "**CSO**").

WITNESSETH THAT:

WHEREAS, the **CITY** desires professional architectural services to provide architectural design to the Hamilton Center Ice Arena for renovations to the restrooms and concession areas (hereinafter called the "**SERVICES**"); and

WHEREAS, the **CITY** has solicited the services of **CSO** to provide the architectural design (hereinafter called the "**PROJECT**"); and

WHEREAS, **CSO** submitted an agreement/proposal dated January 15, 2013 which outlined an approach for such **PROJECT**; and

WHEREAS, the **CITY** on January 15, 2013 selected **CSO** to perform the **SERVICES**;

NOW, THEREFORE, for the consideration hereinafter set forth, the parties hereto do mutually agree as follows:

FIRST: SCOPE OF SERVICES

CSO shall provide the **CITY** with **SERVICES** as outlined in the January 15, 2013 proposal, attached hereto and incorporated herein as **Exhibit A**, subject to the terms, conditions, and stipulations as hereinafter stated.

SECOND: STANDARD OF CARE

CSO shall be responsible for the completion of Services set forth in **Exhibit A** in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to **CSO**, and by mutual agreement between the parties, **CSO** will, without additional compensation, correct those Services not meeting such a standard.

THIRD: PROJECT DESCRIPTION

The purpose and scope of this PROJECT is as explained and set forth within **Exhibit A**.

FOURTH: COMPENSATION AND REIMBURSABLE EXPENSES

Compensation shall be as set forth within **EXHIBIT A**. Reimbursable expenses shall be as set forth within **Exhibit B**.

FIFTH: SCHEDULE

CSO shall perform the **SERVICES** in accordance with the Schedule set forth in **Exhibit A**.

SIXTH: PAYMENT

Invoices for interim payments shall be prepared by **CSO** on **CSO's** standard form and submitted every four (4) weeks to the **CITY**. Each invoice shall be prepared to request payment of the portion of the fixed price amount in proportion to the percentage of **SERVICES** rendered during the invoice period to the total of **SERVICES** to be provided hereunder.

Such invoices shall be paid to **CSO** by the **CITY** within thirty (30) days of presentation to the **CITY**.

CSO shall have the right, without penalty, to suspend performance hereunder in the event its invoice(s) remains unpaid thirty (30) days after presentation to the **CITY**. In addition to the foregoing, said failure to pay **CSO's** invoice within ninety (90) days of presentation to the **CITY** shall be deemed a substantial failure of **CITY** entitling **CSO** to terminate this Agreement.

SEVENTH: INDEPENDENT CONTRACTOR

CSO represents that it has, or will secure, at its own expense, all personnel required in performing the **SERVICES** under this Agreement. Such personnel shall not be employees of, nor have any contractual relationship with the **CITY**. **CSO**, consistent with its status as an independent contractor, further agrees that its personnel will not hold themselves out as, nor claim to be, officers or employees of the **CITY** by reason of this Agreement.

EIGHTH: INSURANCE

CSO shall effect and maintain insurance at its own cost and expense to protect itself from claims under Workers' Compensation Acts; from claims for damages because of bodily injury including sickness, disease, or death of any of its employees; from claims for damages because of injury to or destruction of tangible property; and from claims arising out of the performance of professional services caused by errors, omissions, or negligent acts for which it is legally liable, each in the amount of \$1,000,000.

CSO shall furnish the **CITY** with a certificate(s) of insurance showing **CSO** has complied with this Article; which certificates shall provide that thirty (30) days written notification of cancellation of the policies shall be given to the **CITY**.

NINTH: INDEMNITY AND LIMITATION

CSO shall indemnify, defend, and hold harmless the **CITY** from and against any and all claims, suits, actions, judgments, demands, losses, costs, expenses, damages, and liability caused solely by, resulting solely from, or arising solely out of the negligent acts, errors, or omissions of **CSO**, its officers, employees, agents, or representatives in the performance of **SERVICES** under this Agreement.

All documents, including but not limited to, drawings, specifications and computer software prepared by **CSO** pursuant to this Agreement are instruments of service in respect to this **PROJECT**. They are not intended or represented to be suitable for reuse by the **CITY** or others on modifications or extensions of this project or on any other project. The **CITY** may elect to reuse such documents; however, any reuse without prior written verification or adaptation by **CSO** for the specific purposes intended will be at the **CITY's** sole risk and without liability or legal exposure to **CSO**. The **CITY** shall indemnify, and hold harmless **CSO** from and against any and all claims, suits, actions, judgments, demands, losses, costs, expenses, damages, and liability caused by, resulting from, or arising out of such unauthorized reuse.

TENTH: CHANGES AND EXTRA SERVICES

The **CITY** may make changes within the general scope of this Agreement. If **CSO** is of the opinion that any proposed change causes an increase or decrease in the cost and/or the time required for performance of this Agreement, not anticipated within Exhibit A, **CSO** shall so notify the **CITY** of that fact before the change occurs. An agreed-upon change will be reduced to writing signed by the parties hereto and will modify this Agreement accordingly.

Such notification must be provided to the other party within thirty (30) days from the date of identifying a condition which may require a proposed change.

The **CITY** may request **CSO** to perform extra services not covered by the SCOPE OF SERVICES as set forth in **Exhibit A**. **CSO** shall perform such extra services and will be compensated for such extra services if and when the scope of the extra services are reduced to a writing mutually agreed to and signed by the parties hereto, amending this Agreement accordingly.

The **CITY** shall not be liable for payment of any extra services, nor shall **CSO** be obligated to perform any extra services, except upon such written amendment.

ELEVENTH: TERMINATION

This Agreement may be terminated by either party hereto upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement through no fault of the terminating party. This Agreement may also be terminated by the **CITY** for its convenience, or because the PROJECT has been permanently abandoned, but only upon fourteen (14) days written notice to **CSO**.

In the event of termination, **CSO** shall be compensated for all services performed and costs incurred up to the effective date of termination for which **CSO** has not been previously compensated.

Upon receipt of notice of termination from the **CITY**, **CSO** shall discontinue the SERVICES unless otherwise directed. Upon final payment from the **CITY**, **CSO** shall deliver to the **CITY** the required number of copies of all data, drawings, design, reports, estimates, summaries, and such other information and materials as may have been accumulated by **CSO** in the performance of this Agreement, whether completed or in process.

TWELFTH: OWNERSHIP OF DOCUMENTS

Drawings, specifications, and other Project documents prepared by **CSO** in connection with any or all of the Services furnished hereunder shall be delivered to the **City** for the use of the **City**. The parties hereto agree that **CSO** shall retain for its files, possession of all original drawings, specifications, and other documents when its SERVICES have been completed. The **CITY** will be provided two (2) sets of reproducible drawings, specifications, and all other PROJECT documents prepared in connection with the SERVICES so furnished.

THIRTEENTH: SUCCESSORS AND ASSIGNS

CSO shall not assign, sublet, sell, transfer, or otherwise dispose of any interest in this Agreement without the prior approval of the CITY.

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors and permitted assigns, but shall not inure to the benefit of any third party or other person.

FOURTEENTH: NONWAIVER

No failure or waiver or successive failures or waivers on the part of either party hereto, their successors or permitted assigns, in the enforcement of any condition, covenant, or article of this Agreement shall operate as a discharge of any such condition, covenant, or article nor render the same invalid, nor impair the right of either party hereto, their successors or permitted assigns, to enforce the same in the event of any subsequent breaches by the other party hereto, its successors or permitted assigns.

FIFTEENTH: NOTIFICATION

All notices required or permitted under this Agreement shall be in writing and shall be deemed sufficiently served if served by Registered Mail addressed as follows:

TO CITY: Columbus Parks and Recreation Department
P.O. Box 858
Columbus, IN 47202
ATTENTION: Ben Wagner, Director

TO CSO: CSO Architects
8831 Keystone Crossing
Indianapolis, IN 46240
ATTENTION: Steven R. Risting, Design Principal

SIXTEENTH: APPLICABLE LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana.

Disqualification of Contracts Dealing with the Government of Iran: CSO does hereby certify that it has never, and currently does not, contract with the government of Iran for such business and services as defined in Ind. Code § 5-22-16.5-1, *et. seq.* Furthermore, CSO will take the necessary steps to maintain compliance with this statutory provision throughout the term of this Agreement. Failure to comply with this statutory section may result in termination of this Agreement.

Employment Eligibility Verification Pursuant to Ind. Code. 22-5-1.7, *et seq.*: CSO affirms under penalties of perjury that it does not knowingly employ or contract with an unauthorized alien.

Furthermore, CSO shall enroll in and verify (or has enrolled in and verifies) the work eligibility status of all its newly hired employees through the E-Verify program as defined in Ind. Code. 22-5-1.7-3. CSO is not required to participate should the E-Verify program cease to exist. Additionally, CSO is not required to participate if CSO is self-employed and does not employ any employees.

CSO shall not knowingly employ or contract with an unauthorized alien. CSO shall not retain an employee or contract with a person that CSO subsequently learns is an unauthorized alien.

CSO shall require its subcontractors, who perform work under this contract, to certify to CSO that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. CSO agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The City may terminate this Agreement for breach of contract/default if CSO fails to cure a breach of this provision no later than thirty (30) days after being notified of such breach.

SEVENTEENTH: EXTENT OF AGREEMENT

This Agreement represents the entire and integrated agreement between the CITY and CSO and supersedes and replaces all terms and conditions of any prior agreements, arrangements, negotiations, or representations, written or oral, with respect to this PROJECT.



CSO Architects

15 January 2013

Mr. Ben Wagner
Director, Parks and Recreation
City of Columbus
P.O. Box 858
Columbus, IN 47202

RE: Hamilton Center Ice Arena restroom and concessions renovations
Architectural services agreement

Dear Ben:

Thank you for the opportunity to provide architectural design services to assist you, the department of Parks and Recreation, and the staff of Hamilton Center Ice Arena with the restroom and concessions area improvements to the Hamilton Center Ice Arena, originally designed by Harry Weese.

I submit to you this agreement for architectural services. The following is an outline our understanding of the scope of the project, our proposed scope of services, the schedule and compensation:

1. SCOPE OF PROJECT

- 1.1. The original entry building was designed by Harry Weese, completed in 1958, with an indoor ice arena addition completed in 1975, designed by Koster and Associates. There have been multiple minor renovations, primarily to the mechanical, electrical and refrigerant systems after.
- 1.2. Phase 1 renovation: To improve the original building restrooms and potentially the concession area, for more functional use and meet ADA accessibility standards. Project budget is \$200,000 from city bonds. Project budget includes construction costs, design fees, and any other fees or expenses related to this phase. It is assumed this construction can be completed as design-build request for proposals instead of a bid process.
- 1.3. This proposal does not include master planning for the support functions or any additions to the ice arena, including potential expansion of locker rooms.

2. SCOPE OF SERVICES

- 2.1. CSO Architects will provide complete architectural design services for the above scope of work.
- 2.2. Restroom and concession area improvements will be completed as a design-build construction process. CSO Architects will provide construction documents for the architectural scope, and define the scope of work for the mechanical, electrical and plumbing.
- 2.3. CSO Architects will require existing plans from P&R and will do limited field measuring as needed. CSO will meet with P&R, Hamilton Center operations staff and other interested stakeholders to understand facility needs, present options, and present a final design.
- 2.4. CSO Architects will provide 4 site visits during construction.



CSO Architects

- 2.5. CSO Architects will provide additional architectural advise for other improvements to the facility, including reroofing, tuck pointing, and other potential improvements, with respect to the original Harry Weese design.
- 2.6. Cost estimating not included.
- 2.7. Mechanical, electrical, plumbing, structural and civil engineering services are not included. Phase 1 mechanical, electrical and plumbing engineering services will be provided by the selected design-build contractor as needed.
- 2.8. Steven Risting will be the design principal and primary client contact.

3. SCHEDULE

- 3.1. Based on the intended closure of the facility for the month of May, 2012, the following schedule is proposed:

<i>2 weeks (Nov. 2012)</i>	<i>Initial meeting to define needs, receive existing plans, field measuring as needed.</i>
<i>2 weeks (Nov. 2012)</i>	<i>Preliminary options for Phase 1 restroom/concessions improvements</i>
<i>Feb. 1, 2013</i>	<i>Complete Phase 1 plans for design-build proposals</i>
<i>May 2013</i>	<i>Phase 1 construction</i>

4. COMPENSATION

Based upon the above scope of project, scope of services and proposed schedule, CSO Architects submits the following fees:

Phase 1 restroom/concessions improvements	\$10,000 lump sum
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Reimbursable expenses shall be invoiced per the attached schedule. Any additional consulting fees for engineering, cost estimating and code consulting will be reimbursable, pending prior approval from owner.

CSO Architects thanks you for the opportunity to work with the City of Columbus and the department of Parks and Recreation. We look forward to working with you on this project. I give you my personal commitment and involvement to insure the success of this project. If you have any question, please call.

All the best,


Steven R. Risting, AIA, IIDA, LEED AP
Design Principal



CSO Architects

Authorization to proceed:

City of Columbus, Parks and Recreation

Date

Cc: Alan Tucker, Patty Adams, File

Attachments: CSO Hourly Rates and Reimbursable



CSO Architects

*Effective through June 30, 2013

Hourly Rates

Per Hour

Principal	\$ 195.00
Senior Professional I	\$ 165.00
Senior Professional II	\$ 135.00
Senior Professional III	\$ 125.00
Professional I	\$ 115.00
Professional II	\$ 105.00
Professional III	\$ 95.00
Technician I	\$ 85.00
Technician II	\$ 75.00
Administrative Coordinator	\$ 70.00

Reimbursables

Each Unit

Black & White Copies or Scans	
8.5x11	\$ 0.08
11x17	\$ 0.16
Color Copies or Scans	
8.5x11	\$ 0.75
11x17	\$ 1.50
Large Format Black & White Prints or Scans (\$.14/sf)	
18x24	\$ 0.42
24x36	\$ 0.84
30x42	\$ 1.23
Large Format Color Prints or Scans (\$3.25/sf)	
18x24	\$9.75
24x36	\$19.50
30x42	\$28.44
Presentation Boards	
24x36	\$32.00
30x42	\$45.00
Consultant Fees, Travel Expenses, Parking Fees, Long Distance Telephone Charges, Miscellaneous Print Items, Shipping and Courier Service	Cost + 10%

ARCHITECTURE • INTERIOR DESIGN

AMENDMENT 5
to
AGREEMENT BETWEEN COLUMBUS PARK BOARD
AND THE COLUMBUS SOFTBALL ASSOCIATION,
INC. FOR THE OPERATION OF THE
SUMMER AND FALL SOFTBALL LEAGUES

WHEREAS, Paragraph 3, Term of Agreement, provides for the automatic renewal of the most recent agreement for each subsequent calendar year unless terminated by mutual agreement of the parties; and

WHEREAS, neither C.S.A. or Park Board wishes to terminate said agreement, but said parties do desire to make certain changes to the terms and conditions of said agreement.

NOW THEREFORE, C.S.A. and Park Board do hereby agree to amend the agreement dated the 8th of April, 2004 as follows:

The former 5.f. is deleted and it is replaced and amended to read:

- 5.f.
1. To pay to the Park Board a base sum for rental of the diamonds at Lincoln Park for the regular summer and fall league play. For the year 2013, the base sum for rental shall be \$250.00 per registered team for the summer league and \$150.00 per registered team for the fall league. The summer rent will be paid in full by June 7, 2013, while the fall rent will be paid in full by September 27, 2013.
 2. Any excess funds, upon completion of 2013 summer and fall league play and required winter funds, shall be turned over to the Park Board as soon as final financial status is established by C.S.A. for the fiscal year.
 3. Basic rental of the diamonds shall cover the cost of one full time laborer to conduct diamond preparation. In addition, the parks department shall provide supplies to maintain the diamonds (lining materials, quick dry, seed, chemicals, fertilizer, and miscellaneous supplies and equipment), and electricity for field lighting.
 4. The Parks Department shall provide a monthly record of labor hours utilized for the maintenance of the softball diamonds. For purposes of applying a cost to the hours, a per hour rate for wages, FICA, PERF, and health insurance will be used. The rate will be determined by totaling the wages and benefits of the laborer and 1/3 of the wages and benefits of the Athletic Facilities Team Leader and dividing by the normal number of hours for 1.33 positions (2,773 hours).

5. For 2013, the figure of \$24.18 per hour shall be used for all hours. This calculation shall be used for informational purposes in 2013, since labor expense will be limited to the budgeted wages and benefits of the Athletic Facilities laborer position.

The former 5.l. is deleted and replaced with the following:

- I. To from time to time promote and arrange tournaments to be conducted on Park Department fields. Said tournaments shall be subject to the availability of the diamonds. In the event that the C.S.A. schedules weekend, or other tournament, C.S.A. shall be responsible for paying to the Park Department, an appropriate rental fee for the diamond use proposed. Said rental fee shall be that amount necessary to adequately reimburse the Park Department for the cost of preparing the diamonds for play.

Parks and recreation employees who are trained in softball field preparation by the Athletic Facilities team shall prepare ball diamonds and auxiliary areas for tournaments. Appropriate park department equipment shall be made available for the use of these employees in the preparation and upkeep to the diamonds immediately, prior to, during, and following said tournaments, and C.S.A. shall pay to the Park Department for the use of said equipment and equipment rental fee the Park Department deems appropriate for the use of the equipment.

Any and all other provisions of the original agreement dated the 8th of April, 2004 not in conflict herewith shall remain in full force and effect. This amendment shall replace Amendment 4, dated April 13, 2010. Upon approval of this amendment, Amendment 4 shall be terminated immediately and be no longer valid.

ALL OF WHICH IS AGREED THIS _____ day of _____, 2013.

COLUMBUS PARK BOARD

COLUMBUS SOFTBALL ASSOCIATION, INC.

President

President

ATTEST:

Secretary

Secretary

Notes to January 2013 Financial Reports

Cash Balance Reports

Parks and Recreation Fund 204 (Tax supported fund)

- ❖ Items of note
 - No large revenue was received in January. We anticipate receiving our first tax "payment" in June.
- ❖ Summary
 - The balance of the GF at the end of January was \$2,032,265.92, over \$220,000 less than at the end of December.
 - January 2013 expenses were lower than in January 2012, however, several large capital expenses were paid for in January 2012 from money encumbered from 2011.

Parks Non-reverting Fund 211 (Fees and Charges supported fund)

- ❖ Items of note
 - Teams & Leagues received two large payments, totaling roughly \$75,000 in January for money that was anticipated in 2012 (CSA and Express Soccer).
- ❖ Summary
 - January 2013 expenses are slightly higher (roughly \$3,600) than January 2012.
 - January 2013 revenue is up roughly \$90,000 over January 2012, with the majority of it coming from the payments to Teams & Leagues mentioned above.

2013 General Fund (204) Budget Report by Area and Category of Expense

❖ Items of Note by Category

- **Category 01 – Personal Services** – 6.04% of the Personal Services budget has been expended thus far in 2013. This is higher than 2012 (4.98%), as the second pay period in January 2012 did not register in Keystone. An extra pay period will appear in February 2012's statement.
- **Category 02 - Supplies** – 4.84% of the Supplies budget has been expended year to date. This is lower than the 8.72% spent in January last year.
- **Category 03 – Other Services and Charges** – 4.30% of the Other Services and Charges budget has been expended year to date which is lower than 2012 (6.99%). Several large expenses for the year (e.g. annual maintenance agreements) were paid for in full in January last year.
- **Category 04 - Capital Outlays**–None of the Capital Outlays budget has been expended for the year. In 2012 the January expenses were directly related to capital items that were paid for with money encumbered from 2011.
- **Revenue** – Revenue for the general fund is higher (approx. \$1,100) than last year at this time.

❖ Summary

- Expenses to date are running behind last year at this point, however, the vast majority of the decrease is directly related to capital expenditures in January 2012 from money encumbered from 2011.

2013 Non-reverting Fund (211) Revenue & Expense Month/YTD Summary

❖ Items of Note by Cost Center

- **Gymnastics Center** – Revenue was up 35% over January 2012. Expenses were also up (18%) for the month compared to last year. Net profit for the month was up 46% (\$4,892). Due to the situation at Jodie’s Gym, the Gymnastics Center has picked up some additional rental revenue.
- **Wellness** – Wellness revenue was up roughly \$5,000 over January 2012 and expenses were also up approximately \$5,000 as well.
- **Hamilton Center** – Hamilton Center had a slight increase in revenue over January 2012 (roughly \$1,500) and a slight increase in expenses (roughly \$1,100) compared to January 2012.
- **Teams and Leagues** – Teams and Leagues had a large increase in revenue (roughly \$77,000) and a slight decrease in expenses (roughly \$2,000) over January 2012. Again, this increase was due to payments from both CSA and Columbus Express for 2012 activities.

❖ Summary

- Revenues for 2013 are running ahead of 2012 to date (\$91,600). Expenses for 2013 are also running ahead of 2012 (\$3,500). The Non-reverting balance is solidly in the black (\$165,585.05) for the month.

Columbus Parks and Recreation Department					
2013 Cash Balance Fund 204 - Park and Recreation General Fund					
	Balance Begin of Month	Revenue Month to Date	Disbursed Month to Date	Month Balance	Current Balance
January	2,253,231.18	4,068.00	225,033.26	-220,965.26	2,032,265.92
February	2,032,265.92			0.00	2,032,265.92
March	2,032,265.92			0.00	2,032,265.92
April	2,032,265.92			0.00	2,032,265.92
May	2,032,265.92			0.00	2,032,265.92
June	2,032,265.92			0.00	2,032,265.92
July	2,032,265.92			0.00	2,032,265.92
August	2,032,265.92			0.00	2,032,265.92
September	2,032,265.92			0.00	2,032,265.92
October	2,032,265.92			0.00	2,032,265.92
November	2,032,265.92			0.00	2,032,265.92
December	2,032,265.92			0.00	2,032,265.92
Total YTD		4,068.00	225,033.26	-220,965.26	

Columbus Parks and Recreation Department					
2013 Cash Balance Fund 211 - Park and Recreation Non-Reverting Fund					
	Balance Begin of Month	Revenue Month to Date	Disbursed Month to Date	Month Balance	Current Balance
January	506,292.94	263,769.48	98,184.43	165,585.05	671,877.99
February	671,877.99			0.00	671,877.99
March	671,877.99			0.00	671,877.99
April	671,877.99			0.00	671,877.99
May	671,877.99			0.00	671,877.99
June	671,877.99			0.00	671,877.99
July	671,877.99			0.00	671,877.99
August	671,877.99			0.00	671,877.99
September	671,877.99			0.00	671,877.99
October	671,877.99			0.00	671,877.99
November	671,877.99			0.00	671,877.99
December	671,877.99			0.00	671,877.99
Total YTD		263,769.48	98,184.43	165,585.05	

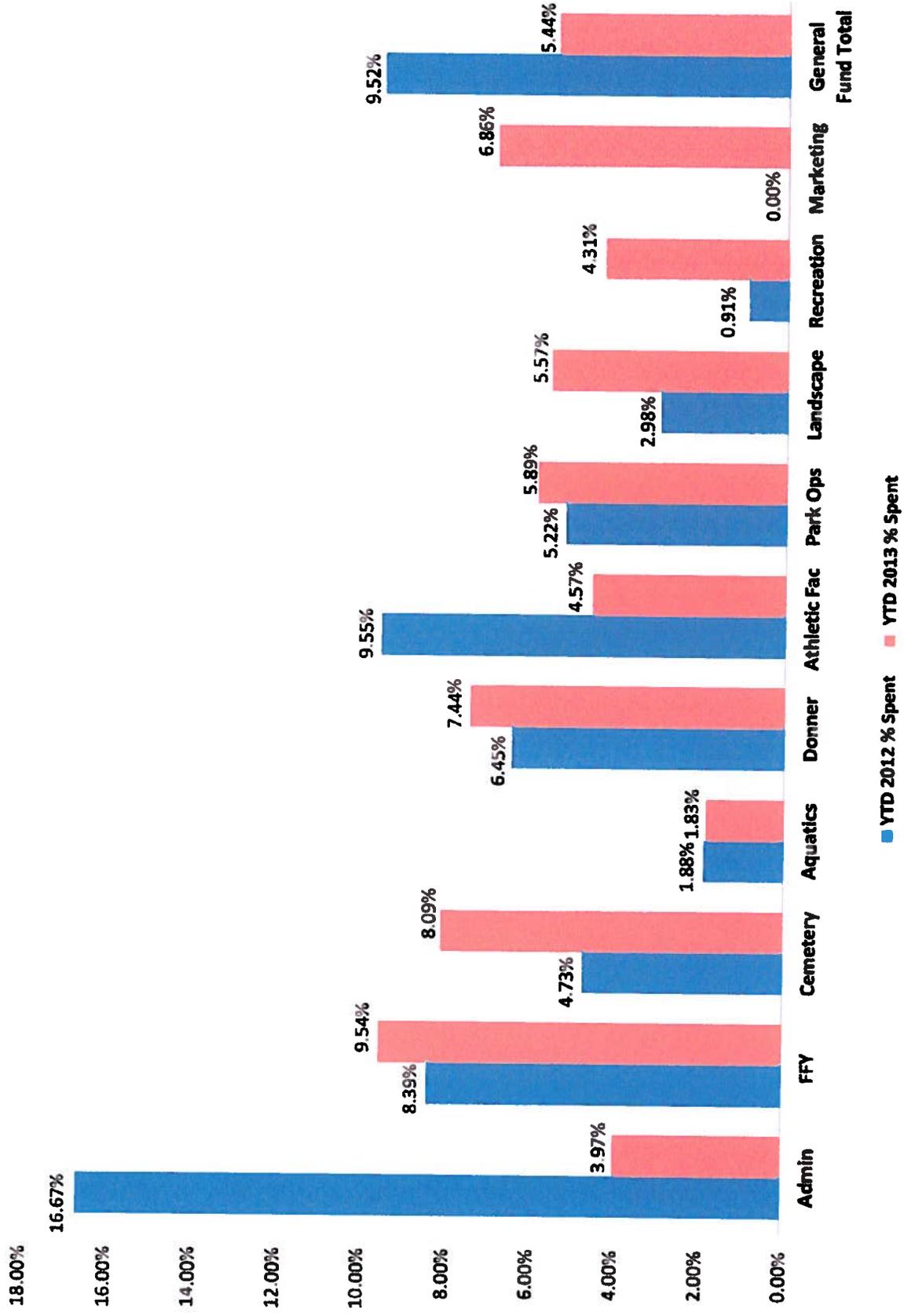
Columbus Parks and Recreation Department					
2013 Cash Balance Fund 114 - Commons Capital Non-Reverting Fund					
	Balance Begin of Month	Revenue Month to Date	Disbursed Month to Date	Month Balance	Current Balance
January	919,874.93	35,532.34	67,245.51	-31,713.17	888,161.76
February	888,161.76			0.00	888,161.76
March	888,161.76			0.00	888,161.76
April	888,161.76			0.00	888,161.76
May	888,161.76			0.00	888,161.76
June	888,161.76			0.00	888,161.76
July	888,161.76			0.00	888,161.76
August	888,161.76			0.00	888,161.76
September	888,161.76			0.00	888,161.76
October	888,161.76			0.00	888,161.76
November	888,161.76			0.00	888,161.76
December	888,161.76			0.00	888,161.76
Total YTD		35,532.34	67,245.51	-31,713.17	

**Columbus Parks and Recreation Department
2013 General Fund Budget Report
by Category of Expense**

	2012				2013			
	Adjusted Budget	January	YTD	% Spent	Budget	January	YTD	% Spent
Admin 01	772,881.00	40,202.04	40,202.04	5.20%	527,094.38	33,631.38	33,631.38	6.38%
Admin 02	7,778.00	363.01	363.01	4.67%	10,289.96	1,590.96	1,590.96	15.46%
Admin 03	486,693.00	32,692.89	32,692.89	6.72%	401,442.00	2,257.48	2,257.48	0.56%
Admin 04	291,522.63	186,679.49	186,679.49	64.04%	4,697.20	-	-	0.00%
Admin Total	1,558,874.63	259,937.43	259,937.43	16.67%	943,523.54	37,479.82	37,479.82	3.97%
Admin Revenue	25,000.00	1,397.65	1,397.65	5.59%	25,000.00	-	-	0.00%
FFY 01	272,972.00	14,563.79	14,563.79	5.34%	283,179.24	19,235.87	19,238.87	6.79%
FFY 02	17,950.00	1,445.57	1,445.57	8.05%	12,818.00	1,537.88	1,537.88	12.00%
FFY 03	253,932.27	29,711.34	29,711.34	11.70%	150,847.40	21,847.88	21,847.88	14.48%
FFY 04	-	-	-	-	-	-	-	-
FFY Total	544,854.27	45,720.70	45,720.70	8.39%	446,844.64	42,621.63	42,624.63	9.54%
FFY Revenue	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Cemetery 01	53,356.00	2,902.90	2,902.90	5.44%	54,675.57	4,736.15	4,736.15	8.66%
Cemetery 02	950.00	-	-	0.00%	1,505.00	-	-	0.00%
Cemetery 03	7,433.00	15.35	15.35	0.21%	2,526.00	13.67	13.67	0.54%
Cemetery 04	-	-	-	-	-	-	-	-
Cemetery Total	61,739.00	2,918.25	2,918.25	4.73%	58,706.57	4,749.82	4,749.82	8.09%
Cemetery Revenue	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Aquatics 01	199,319.00	4,029.15	4,029.15	2.02%	184,592.31	4,960.82	4,960.82	2.69%
Aquatics 02	57,250.00	19.31	19.31	0.03%	67,321.00	-	-	0.00%
Aquatics 03	23,850.00	1,211.64	1,211.64	5.08%	21,330.00	46.00	46.00	0.22%
Aquatics 04	-	-	-	-	-	-	-	-
Aquatics Total	280,419.00	5,260.10	5,260.10	1.88%	273,243.31	5,006.82	5,006.82	1.83%
Aquatics Revenue	135,000.00	1,556.00	1,556.00	1.15%	135,000.00	4,068.00	4,068.00	3.01%
Donner 01	90,694.00	4,930.76	4,930.76	5.44%	93,836.55	6,253.67	6,253.67	6.66%
Donner 02	6,117.00	541.62	541.62	8.85%	4,165.00	377.88	377.88	9.07%
Donner 03	141,000.19	9,857.46	9,857.46	6.99%	99,326.00	8,041.58	8,041.58	8.10%
Donner 04	-	-	-	-	-	-	-	-
Donner Total	237,811.19	15,329.84	15,329.84	6.45%	197,327.55	14,673.13	14,673.13	7.44%
Athletic Fac 01	267,740.00	13,164.30	13,164.30	4.92%	421,976.51	25,838.46	25,838.46	6.12%
Athletic Fac 02	109,459.00	29,865.58	29,865.58	27.28%	104,267.00	1,270.86	1,270.86	1.22%
Athletic Fac 03	32,493.00	872.25	872.25	2.68%	23,412.00	289.11	289.11	1.23%
Athletic Fac 04	50,000.00	-	-	-	50,000.00	-	-	-
Athletic Fac Total	459,692.00	43,902.13	43,902.13	9.55%	599,655.51	27,398.43	27,398.43	4.57%
Park Ops 01	692,566.00	41,290.96	41,290.96	5.96%	747,614.04	43,114.33	43,114.33	5.77%
Park Ops 02	217,501.00	5,969.95	5,969.95	2.74%	173,958.00	14,437.96	14,437.96	8.30%
Park Ops 03	178,583.00	9,596.30	9,596.30	5.37%	189,632.14	7,886.66	7,886.66	4.16%
Park Ops 04	-	-	-	-	-	-	-	-
Park Ops Total	1,088,650.00	56,857.21	56,857.21	5.22%	1,111,204.18	65,438.95	65,438.95	5.89%

	2012				2013			
	Adjusted Budget	January	YTD	% Spent	Budget	January	YTD	% Spent
Landscape 01	282,484.00	10,699.44	10,699.44	3.79%	278,077.28	19,011.18	19,011.18	6.84%
Landscape 02	17,909.00	-	-	0.00%	18,731.00	-	-	0.00%
Landscape 03	58,939.00	-	-	0.00%	51,240.00	379.35	379.35	0.74%
Landscape 04	-	-	-	-	-	-	-	-
Landscape Total	359,342.00	10,699.44	10,699.44	2.98%	348,048.28	19,390.53	19,390.53	5.57%
Recreation 01	19,846.00	232.52	232.52	1.17%	80,849.00	3,947.25	3,947.25	4.88%
Recreation 02	4,250.00	88.18	88.18	2.07%	3,953.00	14.94	14.94	0.38%
Recreation 03	10,979.00	-	-	0.00%	7,595.00	22.42	22.42	0.30%
Recreation 04	-	-	-	-	-	-	-	-
Recreation Total	35,075.00	320.70	320.70	0.91%	92,397.00	3,984.61	3,984.61	4.31%
Marketing 01	-	-	-	0.00%	59,420.00	4,236.03	4,236.03	7.13%
Marketing 02	-	-	-	0.00%	-	-	-	-
Marketing 03	7,589.00	-	-	0.00%	3,125.00	53.49	53.49	1.71%
Marketing 04	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	-
Marketing Total	7,589.00	-	-	0.00%	62,545.00	4,289.52	4,289.52	6.86%
Department 01	2,651,888.00	132,015.86	132,015.86	4.98%	2,731,314.88	164,965.14	164,968.14	6.04%
Department 02	439,164.00	38,293.22	38,293.22	8.72%	397,007.96	19,230.48	19,230.48	4.84%
Department 03	1,201,491.48	83,957.23	83,957.23	6.99%	950,475.54	40,837.64	40,837.64	4.30%
Department 04	341,522.63	186,679.49	186,679.49	54.66%	54,697.20	-	-	0.00%
Department Total	4,634,046.00	440,945.80	440,945.80	9.52%	4,133,495.58	225,033.26	225,038.26	5.44%
Department Revenue	160,000.00	2,953.65	2,953.65	1.85%	160,000.00	4,068.00	4,068.00	2.54%

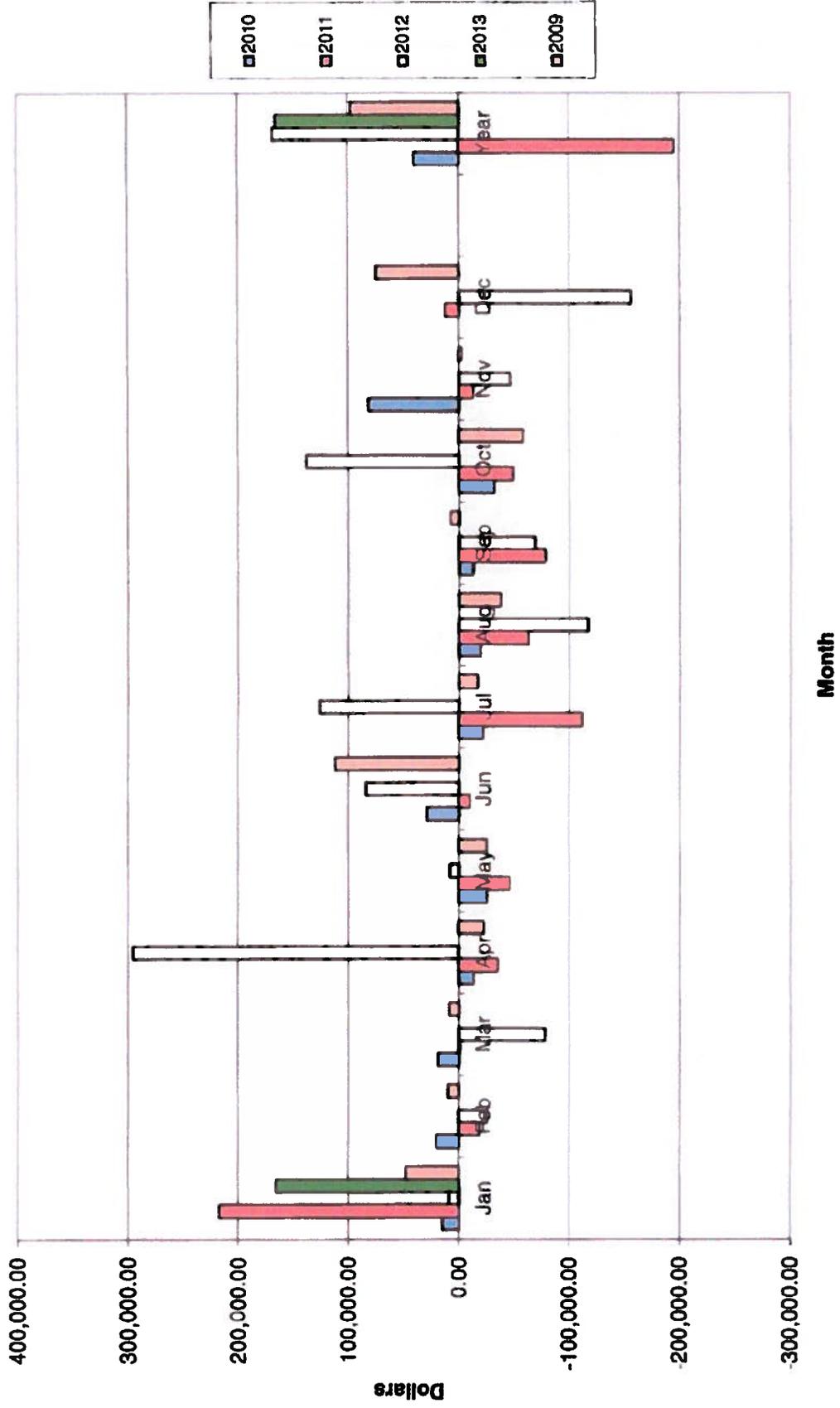
% of General Fund Budget Spent YTD by Department



Columbus Parks and Recreation Department
Park Non-Reverting Fund
2013 Revenue and Expense Month and YTD Summary Report
Without The Commons and Golf

Cost Center	2012		2013	
	January	YTD	January	YTD
Marketing Revenue	2,579.74	2,579.74	2,714.00	2,714.00
Marketing Expense	450.00	450.00	0.00	0.00
Marketing Balance	2,129.74	2,129.74	2,714.00	2,714.00
Administration Revenue	31,569.39	31,569.39	30,952.67	30,952.67
Administration Expense	12,785.52	12,785.52	11,489.00	11,489.00
Administration Balance	18,783.87	18,783.87	19,463.67	19,463.67
Gymnastics Revenue	16,672.55	16,672.55	22,652.04	22,652.04
Gymnastics Expense	6,013.91	6,013.91	7,101.83	7,101.83
Gymnastics Balance	10,658.64	10,658.64	15,550.21	15,550.21
Hamilton Center Revenue	48,110.65	48,110.65	49,547.32	49,547.32
Hamilton Center Expense	33,198.68	33,198.68	34,322.05	34,322.05
Hamilton Center Balance	14,911.97	14,911.97	15,225.27	15,225.27
Wellness Revenue	23,025.80	23,025.80	28,245.55	28,245.55
Wellness Expense	7,154.46	7,154.46	12,584.40	12,584.40
Wellness Balance	15,871.34	15,871.34	15,661.15	15,661.15
Special Events Revenue	147.35	147.35	100.00	100.00
Special Events Expense	-11.98	-11.98	109.03	109.03
Special Events Balance	159.33	159.33	-9.03	-9.03
Teams & Leagues Revenue	49,046.50	49,046.50	125,818.90	125,818.90
Teams & Leagues Expense	34,840.68	34,840.68	32,449.35	32,449.35
Teams & Leagues Balance	14,205.82	14,205.82	93,369.55	93,369.55
Sport Camps Revenue	0.00	0.00	0.00	0.00
Sport Camps Expense	0.00	0.00	0.00	0.00
Sport Camps Balance	0.00	0.00	0.00	0.00
Recreation & Arts Revenue	1,036.00	1,036.00	3,739.00	3,739.00
Recreation & Arts Expense	165.44	165.44	128.77	128.77
Recreation & Arts Balance	870.56	870.56	3,610.23	3,610.23
Total Fund Revenue	172,187.98	172,187.98	263,769.48	263,769.48
Total Fund Expense	94,596.71	94,596.71	98,184.43	98,184.43
Total Fund Balance	77,591.27	77,591.27	165,585.05	165,585.05

Non-Reverting Fund Cash Balance by Month 2009 - 2013



		2013	January	Year-to-Date	Percent
		Budget	Expenses	Expenses	Spent
Personal Services					
112	Salary Employees	\$ 84,872.00	\$ 6,457.28	\$ 6,457.28	8%
113	Hourly Employees	\$ 197,742.00	\$ 15,547.20	\$ 15,547.20	8%
114	Part Time Employees	\$ 9,448.00	\$ -	\$ -	0%
115	Seasonal/Temp Employees	\$ 4,456.00	\$ -	\$ -	0%
117	Overtime	\$ 7,725.00	\$ 1,940.60	\$ 1,940.60	25%
119	PERF	\$ 35,567.00	\$ -	\$ -	0%
123	FICA	\$ 23,275.00	\$ 1,777.59	\$ 1,777.59	8%
125	Insurance	\$ 45,456.00	\$ 4,780.69	\$ 4,780.69	11%
	Category Total	\$ 408,541.00	\$ 30,503.36	\$ 30,503.36	7%
Supplies					
211	Office Paper	\$ 500.00	\$ -	\$ -	0%
212	Office Other	\$ 1,500.00	\$ 63.96	\$ 63.96	4%
231	Cleaning Supplies	\$ 6,000.00	\$ -	\$ -	0%
234	Building Materials	\$ 5,000.00	\$ -	\$ -	0%
236	Groundskeeping	\$ 4,450.00	\$ -	\$ -	0%
241	HVAC Supplies	\$ 1,000.00	\$ -	\$ -	0%
249	Misc Repair Supplies	\$ 2,500.00	\$ 63.79	\$ 63.79	3%
250	Medical Supplies	\$ 400.00	\$ 70.91	\$ 70.91	18%
261	Misc Supplies Other	\$ 8,750.00	\$ 1,038.75	\$ 1,038.75	12%
	Category Total	\$ 30,100.00	\$ 1,237.41	\$ 1,237.41	4%
Other Services and Charges					
316	Maintenance Agreements	\$ 65,000.00	\$ -	\$ -	0%
317	Training & Instruction	\$ 1,250.00	\$ -	\$ -	0%
319	Misc Professional	\$ 500.00	\$ -	\$ -	0%
328	Advertising	\$ 2,000.00	\$ -	\$ -	0%
330	Property & Casualty Ins	\$ 7,500.00	\$ -	\$ -	0%
339	Umbrella Insurance	\$ 2,500.00	\$ -	\$ -	0%
340	General Liability Ins	\$ 2,500.00	\$ -	\$ -	0%
341	Public Officials Ins	\$ 1,000.00	\$ -	\$ -	0%
350	Telephone	\$ 1,500.00	\$ -	\$ -	0%
360	Electric Utilities	\$ 110,000.00	\$ 22,337.14	\$ 22,337.14	20%
361	Gas Utilities	\$ 80,000.00	\$ 5,716.67	\$ 5,716.67	7%
362	Water/Sewer Utilities	\$ 25,000.00	\$ 1,601.90	\$ 1,601.90	6%
370	Building Repair Services	\$ 29,500.00	\$ -	\$ -	0%
371	Equipment Repair	\$ 1,500.00	\$ 250.42	\$ 250.42	17%
375	Misc Repair Other	\$ 14,000.00	\$ -	\$ -	0%
378	Uniform	\$ 3,000.00	\$ 552.72	\$ 552.72	18%
399	Misc Services	\$ 32,500.00	\$ 5,045.89	\$ 5,045.89	16%
	Category Total	\$ 379,250.00	\$ 35,504.74	\$ 35,504.74	9%
	Commons Total	\$ 817,891.00	\$ 67,245.51	\$ 67,245.51	8%

		2013	January	Year-to-Date	Percent
Commons Revenue		Budget	Revenue	Revenue	Received
152	Charges for Services	\$ 12,000.00	\$ 2,600.00	\$ 2,600.00	22%
154	Reimbursements - Wages	\$ 5,000.00	-	-	0%
156	Reimbursements - Insurance, Damage	\$ -	-	-	
157	Reimbursements - Other	\$ 180,000.00	\$ 5,480.71	\$ 5,480.71	3%
166	Other Receipts	\$ -	-	-	
212	Rentals	\$ 115,000.00	\$ 17,916.55	\$ 17,916.55	16%
214	Reimbursements - Lease	\$ 500,000.00	\$ 8,955.38	\$ 8,955.38	
218	Transfer of Funds	\$ -	-	-	0%
222	Sales Tax	\$ 8,000.00	\$ 579.70	\$ 579.70	7%
	Category Total	\$ 820,000.00	\$ 35,532.34	\$ 35,532.34	4%



Memo

To: Park Board
 From: Park and Recreation Staff
 Date: February 11, 2013
 Subject: Monthly Update

Following are department highlights for January and early February for your review.

1. Director's report from Ben Wagner:
 - a. *Annual Reports* - Mayor is asking all Departments to submit annual reports. She will have Chris Schilling re-format them into a City-wide annual report for 2012.
 - b. *Newspaper articles and Letters to the Editor* - The Mayor has asked each department to begin writing articles or letters to the editor. We already work with the paper quite a bit but think this is a good idea to get pertinent information out to the public about upcoming events, free programs, facility improvements, etc.
 - c. *Strategic Plan* - Work continues on the City-Wide Strategic Plan. I met with the Mayor last week to discuss goals and objectives for 2013. Some of the highlights include:
 - Expansion of Summer Free Playground Program to more Parks
 - Facility Improvements at Mill Race Park and Amphitheater
 - A City-wide CPR Campaign
 - Six Sigma project on energy efficiency
 - More free events in the Commons
 - Playground improvements at four parks
 - d. *People Trail Projects* - We are working hard with several departments to build a portion of the "south loop" that will eventually connect the Haw Creek Trail to Mill Race Park by looping south of town. Our goal is to build a portion of trail in 2013. We are also working with the county on the addition of the bridge over Haw Creek by Hamilton Center. That trail improvement process is moving along, slowly but surely. We now have the required easement for the Haw Creek area. We are working on engineering contracts for several projects and are excited about the progress being made.
 - e. *Mill Race Marathon* - Look for more information about Mill Race Marathon. The event will take place Sept. 27 and 28. We are very appreciative to Cummins for working to raise funds for People Trails as part of the Marathon planning.

2. Kathy McPeek reported the following for Recreation/Events and Administration:

Fun and Fit at Columbus Gymnastic Center:

 - a. We are currently in week 4 of our Winter Session 2 classes. After registration was completed, we have 172 children enrolled in this session. This is an increase of 45% from Winter Session 2 of 2012 (enrollment of 118).
 - b. We are currently taking registration for Spring Session 1 classes which begin on February 18. We have 86 children enrolled as of 2/6/13.
 - c. Birthday parties at the Gymnastics Center are the POPULAR thing to do. We are fully booked for February with 24 party rentals and almost fully booked for March as well with only 2 rental times open as of 2/6/13.

- d. Open Gym Numbers for January were:
 - Pre-school - 658 (includes MOMS Club & MOPS open gym sessions)
 - Ages 7-up - 55
 - Twice weekly Family Open Gyms - 214
- e. Our Friday Family Open Gym for January was held on Friday the 25th from 6:30-8pm with 60 children plus parents attending this evening of indoor fun!
- f. We had 2 pre-schools visit for field trips in January. Columbus Christian pre-school brought 29 children (2 visits - a morning and an afternoon) and Sandy Hook pre-school brought 10 children.
- g. Fairlawn Pre-school has scheduled 3 visits for the month of February.
- h. Our "Active Artists" program will be held on February 7 during the 12:30-1:30pm Family Open Gym time. Valentine's Day crafts and treats will be featured.
- i. Our next Friday Family Open Gym will be held on February 22 from 6:30-8pm. Cost is \$3 per child and parent supervision is required in the gymnastics activity space.
- j. I have completed work on the gymnastics information for the 2013-2014 Fun Guide. Most programs will remain the same with a few new class additions and changes in the schedule. I've also added a "Tumbling Only" open gym for the summer on Saturday mornings. We are seeing more folks who want to tumble and our Monday evening open gyms are filled with girls who want to practice their tumbling skills. This will offer them another opportunity to do that.

Recreation -

Programs:

- a. I have almost completed work on the recreation information for the 2013-2014 Fun Guide. I'm mainly waiting to hear back from folks I've contacted about activities for day camps and some special interest classes.

Events:

- a. The January 5th Columbus Bluegrass Jamboree Concert held on Jan. 5 drew a great crowd of approximately 300 to Donner Center to enjoy an evening of free bluegrass music!
- b. Our first "Community Cast-A-Ways" garage sale of 2013 was held on Saturday, Feb. 9th from 9am-1pm at Donner Center. It was fully booked with all booth spaces being reserved! The next sale will be held on March 9th from 9am-1pm at Donner Center. Several spaces for that sale have already been reserved as well.
- c. The 3rd annual "American Girl Doll Day" was held on Sunday, Feb. 10 from 1-4pm at Donner Center. Enrollment was again full for this event. This year's theme was "Mardi Gras Magic". Activities included making matching beads for the girls and their dolls, masks for the girls and their dolls, Mardi Gras glitter art and the highlight of the day was a Mardi Gras magic show with Travis Easterling.
- d. The annual "Mad Scientists" family science night will be held on Friday, Feb. 15 from 6:30-8pm at Donner Center. Cost is \$1 per person. A variety of hands-on science activities and experiments will be available. Snack will also be served.
- e. The annual "Kids & Teens Only Garage Sale" will be held on Saturday, March 2 from 9am-1pm at Donner Center. Children and teens ages 8-18 can sign up to sell items such as games, toys, sports equipment and other kids/teens items. No adult items are allowed to be sold. Cost is \$6 for the first 6 foot table and \$3 for each additional table.

Teens:

- a. Work continues for the 2013 After Prom Party. The mailing to local businesses has been sent and responses for donations have already started to come in. The first parent mailing was delivered to the post office during the week of Feb. 4. The steering committee met again on February 12 at 6:30pm at FFY.
- b. Teen Council hosted a dodge ball tournament on January 26th at FFY. Five teams participated. The teens are planning an "Open Mic Night" for February 22.

3. Mark Jones reported the following for the Sports and Athletic Facility Team:

Programs/Tournaments:

- a. Adult Spring Volleyball League registration has started.
- b. Winter Adult Volleyball Leagues continue.
- c. Baseball registration for youth ages 4 through 13 continues through Friday, February 22nd.
- d. Registration for the Spring Youth Soccer Leagues has ended.
- e. Staff is working on information for the next Fun Guide.
- f. The 2013 tournament schedule and contracts are being finalized.
- g. Prep work continues for all spring sports.
- h. The 2013 CSA contract has been finalized.
- i. We are working with North and East Athletic Director's to finalize the upcoming spring BCSC sports schedules. (Fastpitch and Baseball)
- j. Columbus North will be using Diamond 21 during the early spring until their new diamonds are ready for use.

Athletic Facilities:

- a. Athletic Facilities Team is starting to layout the spring soccer fields.
- b. They are working with Friends of Hamilton, Park Foundation and other user groups to finalize Hamilton Center capital projects.
- c. They are working with Express Soccer on Blackwell/Dick Wigh soccer complex capital projects.
- d. The BCSC sports facilities maintenance plans for 2013 are being finalized.

Hamilton Center:

- a. January was a great month! We continued with extra sessions from 1-3:00 p.m. on the final Christmas break week. We also started some new programs called "Spot Light" skating. Spotlights had decent attendance and hopefully it will grow as our other programs have.
- b. For the month of January, we had 8 birthday parties, with approximately 115 children in attendance. Our private rentals exceeded expectations with 3 school rentals and 2 church groups with over 300 participants. Our preschool program took off with a bang this year. We hosted 13 pre-school classes in January!
- c. On January 5th, the Broomball Association hosted a Holiday Broomball Tourney, with over 120 participants. This tourney is expected to be an annual event.
- d. The IU Figure Skating Club hosted their annual invitational at Hamilton, with over 125 girls participating at the collegiate level along with approximately 300 spectators.
- e. The Lincoln Center FSC hosted their annual MLK Day Competition on January 20. This year we had approximately 76 skaters from Indiana, Ohio, and Kentucky, participate in this all day event. This competition is for basic skills level skaters only, so it is a great opportunity for us to show off our rink to all the new competitive skaters in the area.
- f. Our current session of group classes is in full swing, and has become one of the biggest sessions we have had, with approximately 165 skaters!!! We are in the middle of the ice show costume sign up and have approximately 70 skaters, so far, from group classes registered for this year's show in April.

4. Katia Hatter reported for Marketing and Public Relations:

a. *Facebook/Twitter:*

Our Facebook and Twitter accounts continue to grow! As of today, we have 1,813 followers on Facebook and 331 followers on Twitter for our Parks & Rec pages and 1,603 followers on our Commons Facebook page and 260 followers on The Commons Twitter account. As always, we gain followers from current followers "sharing" the page with their friends, so if you are on Facebook, please become a fan and share these pages with your friends! This continues to be a tremendous "daily" marketing tool for both our Department and The Commons.

LIKE the Columbus Park Foundation page! We are up to 211 likes as of today! Check it out at <http://www.facebook.com/ColumbusParkFoundation>. You can help us grow by sharing the page with others!

b. *Columbus Park Foundation:*

I have been working closely with April on preparations for the CPF Annual meetings and Race to Play neighborhood meetings. We hope you can join us at Hamilton Center on February 20 for our first Annual Community meeting. I am also working with April and Cindy on preparations for the Tour de Trails events (April 20 – run/walk and May 18 – bicycle challenge) and continue to make updates to our CPF website. Be sure to see all the changes at www.columbusparkfoundation.org.

c. *Winter Family Guide/Fun Guide:*

I'll be presenting our plan for production of the 2013 Fun Guide to the Board for approval at the February meeting.

As always, if you have comments or concerns with how we're doing in the marketing/public relations area, please feel free to contact me anytime via email (khatter@columbus.in.gov) or via phone (343-8864 or 376-2696). I'd love to hear from you!

5. Nick Rush reported for Park Operations:

- a. Casey Ritz just completed his second year of The Park and Recreation Maintenance Management School at Oglebay National Training Center. He has been recommended to attend the graduate course in 2014.
- b. David Elsbury received notice that he had passed his Arborist Exam and now is a Certified Arborist. Park Operations now has three Certified Arborists and all planting, pruning and care will continue to be done according to ANSI standards. Having David certified is step one in starting to develop a plan for the impending Emerald Ash Borer.
- c. The Grounds Crew also supported all the snow events, flood clean-up, removing weed trees from Haw Creek along Hawcreek Blvd. They also are planning spring flower beds and writing specifications for tree and turf programs.
- d. The FFY Crew continued projects encumbered from 2012 and now have completed their ambitious lists of maintenance projects.
- e. Tim Coomer received a compliment from City Hall on his involvement in the Second Street Bridge lighting celebration. He and his maintenance crew led Park Operations on the snow removal events. They were also involved in the removal of Christmas lights and displays.
- f. The Equipment Maintenance crew continued with their ambitious list of winter service on all trucks and equipment.
- g. Daniel and Kyle from the Clean Team continue their thankless job of keeping the parks clean and neat.
- h. James and Gary from Donner were involved in regular setups, rental parties, cleaning and assisting in snow removal.
- i. Danny's Commons Facility crew continue to support events with 8 entire building closings for the performance space, 25 meetings in the Xenia Miller room and 14 meetings in the lower conference room. They now have a new carpet extractor and cleaned the playground area. A regular playground cleaning will now be built into their management plans. They have started their winter painting on the walls and pillars. In addition, they took down Christmas decorations, buffed floors, removed snow and put the stage extension in the performance area.

6. Jim Lemke reported for Aquatics:
 - a. The first session of Lifeguard Classes started this week and we have 22 participants registered for the class. The class has been moved back to FFY from East HS.
 - b. We are working with Southern Indiana SCUBA to bring back SCUBA classes to Columbus. We are looking at a weekend in March, (possibly the 9th and 10th) to have a full certification class and a Discover SCUBA class. This class will also be held at FFY. When DAC opens for the summer we will offer classes at Donner.

7. April Williams reported for Resource Development:
 - a. Current projects:
 - Hamilton Center Improvements: Continue meeting with interested parties in planning a larger fundraiser.
 - Race to Play Playground Initiative: We have been visiting with potential sponsors of the Race to Play Project. To-date we have raised approximately 75% of our goal of \$200,000.00. Mayor Brown, the Columbus Police Dept. and Healthy Communities will join us in neighborhood meetings beginning this Wednesday, February 13. Our “live simulcast” on February 1st during which Sinclair Playgrounds and Carter Oosterhouse (HGTV’s host of Trading Spaces) shared the opening of a park/playground in New Orleans was very well attended by our investors. The Mayor, Police Dept. and Park Foundation Board members also joined us. I am working to confirm all commitments by a deadline of March 1st to order equipment. We are also planning a Meet & Greet Party (Tony Stewart, Carter Oosterhouse and Amy Smart will attend to meet investors) at the home of Tom Wetherald on May 8th. This will be an invite only for those who have committed to sponsorship. The Visitors Center has generously offered their bus to transport “special guests” to each one of the playground sites for a ribbon cutting.
 - Currently planning our Park Foundation Annual Community Meeting Event which will take place at Hamilton Center on February 20th from 6:00 – 8:30 pm. Please make sure to save the date and join us for a “Fireside Chat” and encourage others to join us to learn more about the success of 2012 projects and projects scheduled for 2013.

Thank you for your service!
April Williams

- c: Mayor Kristen Brown
Dascal Bunch
Kelly Benjamin
Parks & Recreation FT Employees