

KEN-CARYL RANCH METROPOLITAN DISTRICT STATUS REPORT FOR THE MONTH OF MARCH 2017

I. ADMINISTRATION/FINANCE/GENERAL OPERATIONS/HUMAN RESOURCES

- We welcomed our new Recreation Director, Kristen Peterka, back to Ken-Caryl Ranch. Her official start date is April 3rd but she was able to start connecting with staff ahead of time.
- The new playground installation and site work took place at Dakota Lodge.
- District Dimensions was published electronically.
- Staff began working on the new splash pad features for the Community Center.
- Melissa Daruna notified Elevation Fitness that we will be terminating our contract effective July 3. Staff began planning to hire an in-house fitness coordinator in July.
- Summer hiring continues in the Parks and Recreation Departments.

A. Ranch House and Dakota Lodge Rentals Through March

2017	FUNCTION	RANCH HOUSE		DAKOTA LODGE		NON-RESIDENT
		HOURS	EVENTS	HOURS	EVENTS	EVENTS
JANUARY	Community*	157	57	36	16	0
	Private	32	8	19	4	1
FEBRUARY	Community*	109	45	48	18	0
	Private	27	7	18	5	4
MARCH	Community*	136	55	27	16	0
	Private	41	11	13	4	3
APRIL	Community*					
	Private					
MAY	Community*					
	Private					
JUNE	Community*					
	Private					
JULY	Community*					
	Private					
AUGUST	Community*					
	Private					
SEPTEMBER	Community*					
	Private					
OCTOBER	Community*					
	Private					
NOVEMBER	Community*					
	Private					
DECEMBER	Community*					
	Private					
2017 TOTALS	Community*	402	157	111	50	0
	Private	100	26	50	13	8

*Facilities are provided at no charge for community functions.

B. Facilities Maintenance

Ranch House

- Replaced several burned out bulbs throughout building.
- Assembled and installed 2 coat racks on the bridge outside the Shaffer Room.
- Brought up blueprint file cabinet for Historical Committee and installed it in their room.

- Ordered and received LED replacement lamps for \$6 each with Xcel Rebate program, (compared to \$20 each at Home Depot). Have begun to replace all 4' T8 lamps with LED lamps in admin. offices, bathrooms, basement and some on the recreation side.
- The circuit panel and light poles on tennis courts 1 & 2 were rewired to go from 240 watts down to 120 watts so we could convert the 12, 1000 watt metal halide lamps with ballasts to 175 watt corn cob LED lamps. There were 3 bad ballasts on the courts and it cost less to convert all 12 to LED than it would have cost to replace the 3 ballasts. The cost to run all 12 lights is now similar to the cost to run just one of the old Metal Halide lamps.
- We will be converting the Centre Court lights to LED lamps next month since they turn on automatically each night starting in April. This conversion will show the biggest savings in energy costs.
- Long term Radon testing kits were installed in several rooms throughout the building. They will be picked up and sent to the lab after a minimum of 90 days collecting air samples.
- Had a meeting with Chris Pacetti, Vanir Rep, and Joe from Western States Fire Protection to go over routine maintenance for the dry fire system on the recreation side of the building.
- Replaced the Ken-Caryl flag on the flag pole.
- Cut and installed new lens cover for a light fixture in the Spruce Room.
- Performed daily walk-through inspections of facility. Made necessary repairs or scheduled repairs for future date.

Community Center

- Replaced several burned out light bulbs throughout the building.
- Hung the rock climbing board on a beam in the Aerobics Room.
- Moved an electrical outlet from floor height to above countertop height in the Mastodon Room. Purchased materials and built a cabinet/storage closet for the folding chairs. A countertop was added so it can also be used as a serving area during rentals. This work was done in-house.
- Ordered tables for the Mastodon Room. Picked them up and brought them to the Community Center.
- Performed daily walk-through inspections of facility. Made necessary repairs or scheduled repairs for future date.

Dakota Lodge

- The hot water circulating pump was turned to a horizontal position to meet the manufacturer's recommended installation. An Aqua-stat was added to the hot water line to prolong the life of the circulating pump.
- Designed and ordered a reception desk for the Dakota Lodge lobby. Upon arrival we will install it, move the fire extinguisher cabinet to a new location and have the desk tops installed.

Youth

- Purchased and installed a wire shelf hanging system for each closet in the Spruce and Columbine Rooms.
- We had the carpet replaced in the Sunshine Room. To save money we used a piece of leftover material from construction to replace a section of linoleum floor next to the new carpet that had holes in it.
- Hung a section of artwork made by the children's programs at Ken-Caryl in the hallway on the recreation side of the Ranch House.

Pools

- Checked pool slide pit at Community Center Pool weekly to see how dehumidifier was working. Bumped the slide motor to check for seizing.
- Per West Metro Fire Department, we moved several outlets that were below the maximum water level to above the maximum water level in the pit for the pool at the Ranch House.
- Rewired a burned-out ballast in the pump room to take LED replacement lamps.

Bradford Park

- Did weekly checks of building to make sure no vandalism had taken place.
- Ordered and received new light fixtures for the Bradford Pool Building. New fixtures will be installed in April by maintenance staff.

Tennis Building

- Inspected and scheduled repairs for future date.

Equestrian Center

- Performed walk-through inspections of facility.

Community Park

- Did a weekly inspection of the flag, pole and operation of such.

Other

- Set up for several meetings throughout the month in the Bradford and Shaffer Rooms.
- Reset all clocks and thermostats for Daylight Saving Time.
- Cleaned gutters at all locations.
- Did inspections of Community Center and Ranch House to ensure proper cleaning is being done by contractor. Met with operations manager for City Wide Maintenance every Thursday to inspect the 3 locations.
- Changed information on all marquee signs as needed.
- Refilled supplies in employee kitchen and Adult Lounge on admin side at Ranch House.
- Ordered supplies, coffee, paper products, trash bags, etc. for the Ranch House, Dakota Lodge and Equestrian Center.
- Brought supplies (toilet tissue, multifold towels, soap, coffee, etc.) to the Dakota Lodge, Bradford Park and the Equestrian Center.
- Brought boxes, papers and other items to Community Center from Ranch House and vice versa.
- Responded to alarm and service calls.
- Lowered and raised flags at all 4 flag pole locations in accordance with National and State authorized requests.

II. PARKS DEPARTMENT**A. Fleet Maintenance****Vehicles**

- Completed the 3000-mile services/90-day inspections on the following vehicles: #13, 21, 23, 26, 29, 35, 36, 37, 41 and 92.
- Updated vehicle registrations and tags.
- Replaced a leaking power steering pressure hose on Truck #34. Replaced the front brake pads and turned the rotors. The cooling system was also flushed and the coolant was replaced.

- Replaced the battery on Truck #27. The battery was under warranty and there was no charge for the replacement.
- Replaced the two batteries, battery terminals and cables on Truck #21.
- Repaired a puncture in the right front tire of Truck #20.
- Replaced the front license plate mounting brackets on Trucks #25 and 39.
- Rotated the tires on Truck #37.
- Replaced the right front tire pressure monitoring sensor on the Jeep Liberty #89.
- Replaced the corroded in-line fuse holder assembly to the beacon on Truck #38.
- Completed emissions testings on Trucks #21, 27 and 28.
- The PTO assembly was replaced on the Bucket Truck.
- Verified that all of the District's vehicle identification numbers matched our records.

Equipment

- Completed the annual preventive maintenance safety inspection and dielectric test on the Bucket Truck.
- Modified the Turfco front-mount aerator to fit on our John Deere model 1445 and 1565 tractors.
- Replaced the leaking governor seal on a Toro ZTR mower.
- Cleaned and rebuilt the carburetor on the Stihl MS440 chain saw.
- Replaced the snapped traction engagement pin on the stump grinder.
- Completed the annual safety inspection of the shop lift.
- Completed the annual service of the golf cart, the John Deere 1565 tractor and mowing deck and two sidewalk edgers.
- Welded an aluminum soccer goal support.
- Serviced the sprayer pump and engine on the water truck. Inspected the tank, mounting straps, hoses, reels and fittings.
- Tuned-up and serviced a hand-held blower.
- Completed servicing the walk-behind aerator, the plate compactor and the Lincoln welder/generator.

- Removed a section of fence from the Community Center Pool, fabricated and welded steel channel to the support posts, re-installed the fence section in the channels and secured the section with padlocks to create a gate.
- Repaired flat tires and bent rims.
- Sold one of the two John Deere walk behind mowers for \$1,500.00.
- Shop personnel attended an equipment maintenance training class through the LL Johnson Co.

B. Turf/Horticulture/Forestry

- Pruned trees for sidewalk and mower clearance.
- Ground stumps and prepared areas for sod that will be installed in April.
- Created a shrub rejuvenation schedule.
- Parks foreman attended training for pesticide applicator license.
- Forestry Crew removed an Ash tree from Eagles Pointe sign area in preparation for the sign being removed. The area was then prepared for sod.
- North Ranch Park and the upper portion of Greenbelt 'W' were aerated.
- Seeded areas at the Community Center and the upper portion of Greenbelt 'W'.
- Installed crushed rock on the east side of Court #1 at the Community Center.
- Mowed Prairie Meadow Park, Ken-Caryl Ave. and the upper and lower portions of Amaranth Park.
- Cleaned the curb line along Valley Parkway of debris.
- Reattached insulation and vapor barrier, using the bucket truck, at the indoor arena at the Equestrian Center.
- Moved and replanted plants on medians.
- Designed a Children's Garden at the Community Center and began prepping the area.

C. Preventive Maintenance

Trash

- Inspected all trash can and dog bag locations twice a week and replaced bags as needed.
- Daily litter pick up at:
 - The Ranch House parking lots and the Frisbee Golf Course
 - The Community Center parking lots

- The Community Park
- Simms St. from Gore Range Rd. to Chatfield High School
- The Prairie Meadow Park parking lot
- Picked up litter on Continental Divide and on Valley Parkway.

Playground

- Performed the monthly equipment inspections on all of the playgrounds and made all the necessary repairs.
- Raked the engineered wood fiber in all of the playgrounds.
- Construction of the new playground at the Dakota Lodge began in early March. The old playground and concrete curbing has been removed, the new playground footprint has been excavated and new concrete curb has been poured, drainage has been placed, the site has been graded and the new irrigation system has been installed.

Athletic Fields

- Maintained ballfields as weather allowed.
- Installed a new homerun fence on Community Park west field.
- Filled in holes on Ranch House soccer fields.
- Put up all soccer goals with new nets.
- Re-installed all base anchors on the baseball fields.
- Laid out a new soccer field for the Rush Soccer League at the Community Park.

Fence Repair

- Replaced a post and a full section of privacy fence along Continental Divide Rd.

Lighting Repairs

- Performed the monthly light inspection.
- Replaced bulbs on greenbelt light poles H-2 and D-8.

Miscellaneous

- Cleaned out the Preventive Maintenance vehicles.
- Removed random graffiti throughout the Ranch.
- Poured a concrete pad and installed a new bench at the Community Center.
- Removed the Eagle's Pointe monument sign at the intersection of Valley Pkwy and Amaranth (North).
- Replaced the 'Stay off the Ice' signs with 'No Swimming' signs at the ponds.
- Cleaned trash out of the Settlement Pond.
- Cleaned and painted the floor in the break room at the Shop.

D. Irrigation

- Installed an 'Add-a-Valve' to separate two valves that had been previously wired together in the Ranch House pool area.
- Located wires at the Dakota Lodge for the contractor installing the new irrigation system around the playground.
- Located sprinkler heads and pipe for the fence contractor who is replacing fence at the North Entrance. Repaired a lateral line and 4 sprinkler heads that had been damaged by the fence contractor.
- Completed the annual backflow inspections and submitted test results to the Water District.
- Charged the mainline at Community Park and went through the zones. Made repairs to a 3" lateral tee.
- Installed a new irrigation controller at the Equestrian Center.
- Poured a concrete pad and installed a controller on a pedestal at the Ranch House.
- Installed a new valve box at the Community Center.

III. RECREATION

A. Van Usage:

GROUP	MILEAGE
Before & After Care	225
Camp	
Teens	
Preschool	120
Environmental Education B&A	590
Special Events	
Month Total	935

B. Fitness Center:

		March 2015 PARTICIPANTS	March 2017 PARTICIPANTS
NURSERY SERVICES			
Community Center		54 children	13 children
FITNESS CENTER			
Cardio / Weight Room	Community Center	1127	2090
Yoga	Community Center	142	344
Fitness Classes	Community Center	637	750
TOTAL CHECK-INS		1906	3184
Membership Passes Sold			
Yearly		13	11
3 Month		11	21
1 Month		20	27
Punch Pass		10	11
Corporate Pass		0	1
Silver Sneakers		5	9
Renovation Pass		N/A	N/A
Drop In Usage		176 individuals	82 individuals
Adult Personal Training	Community Center	0	15

C. General Recreation Programs:

	PARTICIPANTS
Watercolor Art Class – RH	23
Acrylic Art Class – RH	9
Jr. Weight Room Certification	3
Babysitting Clinic – RH – None offered	0
Dream Interpretation Class – RH	4
Bradford Middle School Sports: Basketball	20
Fencing – DL	13
Taekwon-Do – DL	5
Hip Hop Dance Class – CC	12

D. Tennis Programs:

	PARTICIPANTS
INDOOR TENNIS PROGRAM (COMMUNITY CENTER)	
Indoor Available	1712
Pickleball Mixer	22
Pickleball Lessons	0
Indoor Open	110
Indoor Leagues	58
Indoor Lessons	478
PCT	541
TENNIS PROGRAM	
Cardio Tennis	148
Private / Group Lessons	103
Adult Tennis Lessons	0
Adult Tennis Leagues	0
Junior Tennis Lessons	143
OUTDOOR COURT USAGE (COMMUNITY CENTER)	
Outdoor Available	0
Open	0
Leagues	0
Lessons	0
OUTDOOR COURT USAGE (BRADFORD)	
Open	0

OUTDOOR COURT USAGE (RANCH HOUSE)	
Open	6
Leagues	0
Tournaments	0
Lessons	0
High School	504

E. Before and After School:

Location	Total Registered	Registered Daily Average	Number of Days
Community Center	1023	57	18
Ranch House	623	35	18
Spring Break Camp Ranch House	213	43	5
DL - Young Explorers	477	27	18
Spring Break Camp Dakota Lodge-Full Day	85	17	5
Spring Break Camp Dakota Lodge-Half Day	8	2	5

F. Preschool Programs:

Class	Location	Total Attendance
Rainbow Room	Community Center	274
Sunshine Room	Community Center	236
Before Care	Community Center	147
After Care	Community Center	177
Spring Break Camp	Community Center	58
Columbine Room	Ranch House	123
Baby Time	Ranch House	33 Adults / 34 Kids
Story Time	Ranch House	37 Adults / 70 Kids

G. KC Nature Programs:

Location	Total Registered	Registered Daily Average	Number of Days
Adult Hikes	0	0	0
Outdoor Discovery	55	5	11
Family Program	0	0	1