



United States Department of the Interior

NATIONAL PARK SERVICE

OCMULGEE NATIONAL MONUMENT

1207 Emery Highway
Macon, Georgia 31201

IN REPLY REFER TO:

A2621

January 23, 1989

Memorandum

To: Regional Director, Southeast Region
From: Superintendent, Ocmulgee National Monument
Subject: Superintendent's Annual Narrative Report

Enclosed are three copies of the Superintendent's Annual Narrative Report for 1988. If you have any questions, please give me a call at FTS number 238-0248.

Enclosure



Ocmulgee National Monument
SUPERINTENDENT'S ANNUAL REPORT

FY 1988

BUDGET AND FINANCE:

ONPS	364.6	FTE	12.0
Cyclic	74.0		
Quarters	7.4		
Fee Collection	21.5		
Change of Station	14.1		
Enhancement	9.4		

All reprogramming of budget performed and AOP'S & PMP'S submitted as requested.

Mini-ledger was used to track funds for all accts. in Park.
End of year budget was only \$690.09 overspent.

Monthly Expenditure Report and 444 payroll report checked monthly and UDO's and changes submitted to SERO. All prior year UDO's have been submitted to SERO but not year removed.

PERSONNEL ACTIONS:

Appointments

2 seasonal laborers
2 seasonal fee collectors
2 Park Rangers GS-04
1 mobile equipment operator

Resignations/Terminations

1 clerk typist
2 seasonal laborers
2 seasonal Fee Collectors
1 tractor operator

Transfers

1 clerk typist
1 maintenance worker
2 Park Rangers
1 Superintendent
1 Lead Ranger

Upgrade

1 mobile equipment operator
1 clerk typist
1 Park Ranger

Conversion & Upgrade

1 Park Ranger
1 Park Ranger

Furloughs

3 GS-4 Park Rangers
1 GS-5 Park Ranger
1 laborer
1 tractor operator
1 mobile equipment operator

TRAINING

- 1 Federal Law Enforcement Training Center
- 1 Administrative workshop
- 2 H2 Accounting system
- 1 Pre-print form system
- 2 Introduction to Word Perfect
- 1 "The Superintendency"
- 4 How to delegate and ensure it's done right
- 1 Instructors' workshop in interpretive skills
- 5 EEO-its place in the Federal Government
- 3 Orientation to NPS operations
- 1 Self esteem and peak performance
- 1 Advanced small purchases
- 1 Contract administration for contractors
- 1 Interpretive skill II
- 1 Interpretive skill I
- 1 Orientation to Natural and Cultural Resource Management
- 1 Cooperating Association Management for NPS Coordinators
- 1 NAI annual conference
- 1 OJT SERO Personnel on budge & property
- 1 Fire management principles S-260
- 1 Crew boss S-230
- 1 Archeology Resource Protection training
- 1 Curatorial Methods workshop
- 1 Superintendent's conference
- 1 Special Populations workshop
- 4 OJT maintenance management
- 1 three week assignment on Yellowstone fires

SPECIAL ACHIEVEMENT AWARDS

9 Cash Awards were presented totaling \$1,150.

EQUAL EMPLOYMENT OPPORTUNITY:

No EEO Complaints for 1988.

Equal Opportunity and Sexual Harassment addressed in Superintendent's memos and in staff meeting.

Five year Affirmative Employment Plan written and approved by SERO.

Recruitment was done from Park through posters and vacancy announcements. Park staff shortages kept recruitment to a minimum. Attended career day at Georgia College.

HEALTH/SAFETY

No serious injuries to any Park visitor or employees.

Reported minor injuries: Visitors - 4 with 2 needing medical attention. Employees - 6 with 5 needing medical attention. No injury required hospitalization.

PROPERTY:

All property accounted for and kept logged due to switching from CPP to PROP. SER-AC will work with Administrative Technician in FY89 to correct property accountability. Local and Golden Eagle Passports were properly accounted for and surveyed at the end of CY 87 - CY 88 to be surveyed.

Purchases Fy 88

- 1 Chevrolet pick-up truck through SERO
- 2 Electric Club Cars (1 with equipment replacement)
- 1 Compaq computer system - administration (equipment replacement)
- 1 Savin Copier through WASO approval
- 1 Camcorder (enhancement)
- 1 Video recorder/player (enhancement)
- 6 Air purifiers
- 1 Kroy machine (enhancement)
- 1 Weedeater
- 2 Lawn mowers
- 1 Stove top (qtrs #1)
- 1 Flat bed trailer
- 1 Angle tank and pump
- 1 5-watt portable radio
- 1 Chainsaw

Transferred 1 Club Car to Fort Fredrica.

Returned GSA vehicle to GSA on 12-2-88(FY 89).

Park has 130 items on present Capitalized Property list totalling \$121,610.54.

167 purchase documents totalling \$67,222,

113 of which were small businesses.

New computer programs were installed and all trouble shooting done by Administrative Technician. Only three documents returned to park to re-enter on H2 during FY88.

Imprest Fund: 34 vouchers were prepared and transmitted totalling \$22,074.89 in FY88. (includes 10 travel imprest vouchers submitted totalling \$5,173.33).

Deposits FY 88: 28 totalling \$18,915.32

Fee - entrance fee - \$16,418

Golden Eagle - \$ 925

Local Pass - \$ 950

Donations deposited \$ 622.32

Travel:

3 PCS moves into OCMU

3 PCS moves out of OCMU

2 Washington DC - Take Pride in America

1 Atlanta for Orientation of Superintendent

1 Salt Lake City, UT for Freeman Tilden Award
1 Yellowstone Fire

General Budget Items:

Bids were submitted for computer
Pest control service
Garbage collection
Electrical changes within Park
Cabinet making
Burglar alarm monitoring
Flooring (Qtrs #2)
Painting (Qtrs #1)

Postage Meter was operational and used for all Park mail as soon as requested by SERO.

MAINTENANCE/CONSTRUCTION:

Projects

Museum/Visitor Center

- Repaired leaks in roof
- Repaired water-damaged walls
- Ordered and installed paneling in museum shop
- Assembled new museum shop bookracks
- Relocated OCMU Assoc. business office and assisted with relocating phone
- Rearranged Administrative Officer and Clerk/Typist's offices
- Assembled new administrative computer desk
- Rewired speakers in special activities room
- Assembled laser-disk A/V system in museum
- Obtained estimate to upgrade security system
- Replastered and painted walls in museum foyer, restrooms and hallways

Maintenance Shop

- Painted walls

Grounds

- Constructed, carpeted and decorated stage for Public Lands Day Celebration
- Seeded grass in VC parking lot island
- Erected plant species interpretive e signs on trails and at turtle pond
- Placed soil in eroded areas of Great Temple Mound trail
- Reseeded grass in disturbed underground power cable right-of-way
- Replaced railroad caution signs
- Repaired picnic tables, litter container covers, benches and bridges
- Repaired one boundary fence gate; constructed one boundary fence gate
- Prepared drawings and compiled estimate for new wooden fence to be constructed after park entrance relocation
- Cleared underbrush and mowed Lamar Unit trails and boundary
- Cut Main Unit boundary fence line

Quarters

1 (Dunlap House)

- Installed 2 ceiling fans
- Installed 2 light fixtures with exhaust fans
- Painted interior
- Water pressure cleaned exterior and touched up exterior wall paint
- Constructed parking shed
- Repaired storm door and 2 bedroom doors
- "winterized"

Equipment

- Installed radio, lights and siren on new I&RM vehicle
- Installed bedliner in Administrative pick-up truck
- Replaced burned battery wiring in I&RM Club Car

Management systems

- Maintenance Management System went into operation on a trial basis. Activities, resource codes and location codes were finalized and system was fine-tuned for on-line operation in FY 89.

Cultural/Natural Resource projects

- Cleared 35' wide perimeter around base of Mound A and Spiral Mound at Lamar Unit.
- Wrote contract specifications and monitored contract for installation of 10' high chainlink fence around two mounds at Lamar Unit.
- Wrote 106 compliance statements for cyclic projects involving cultural resources.

Miscellaneous

- Installed dBase III Plus and Word Perfect software in Maintenance Division computer.
- Entered accountable property inventory in Maintenance Division computer.
- Assisted with taking reservations and traffic control because of staff shortage during Macon Cherry Blossom Festival torchlight walks.

Special work assignments

- Maintenance Foreman served as acting Superintendent 4 months
- Maintenance worker(former Ranger) served as acting Chief Ranger 2 1/2 months
- Maintenance worker-(former Ranger) wrote 1987 Superintendent's annual report

SQUAD AND STAFF MEETINGS:

Regular weekly squad and monthly staff meeting were held with many topics covered including EEO, safety, general communications and other subjects.

MANAGEMENT PLANS:

General Management Plan was discussed and reviewed.

PARK OPERATIONS EVALUATIONS:

Two Superintendent's walk-through inspections were conducted. All areas of concern were handled by the respective Division who had control over the area or item.

CULTURAL/NATURAL RESOURCE PROTECTION:

- Cooperated with Soil Conservation Service on a vegetation plan to control erosion on the Great Temple Mound. Plan was to be considered if funds were available.
- Logic was used to control fire ant mounds in high visitor use areas.
- Special day use permits developed for Lamar Mounds visitation
- Conference was held with Chief Ranger, Park Ranger and SER Curator to assess the status of OCMU's curatorial collection and accountability. SER issued contract for Collections Management Plan to be completed in FY 89.
- Cooperative agreement with Georgia Forestry Commission was renewed.
- Community group of interested citizens began work on a plan to introduce native wildflowers/plants in order to enhance the historic scene. XXX form and 106 have been submitted to SER for review.

VISITATION:

FY 1988 was 123,754. This is a 30% decrease over 1987 of which part is due to the decreasing of the vehicle multiplier from 4 to 3 persons/car.

VISITOR PROTECTION:

- Contacts were made with Macon PD and Bibb SO; both agencies have let OCMU law enforcement rangers use their pistol ranges for practice and qualifications.
- Contacts were made with U.S. Attorney's office of Middle District of Georgia to get revised collateral schedule approved. Also discussed court procedures with U.S. Magistrate, Probation Office and U.S. Marshals.
- Contact was made with GBI to obtain local procedure in handling evidence and the Superintendent, Chief Ranger and Lead Park Ranger visited the GBI Lab.
- Evidence Management Plan written incorporating NPS procedures along with GBI lab procedures.
- Visited Federally approved jail in Milledgeville, GA
- No tickets were written. Major vandalism in park consisted of destruction of 14 signs and illegal excavations at Lamar Mounds which is still under investigation.
- Emergency Operations plan revised and updated
- Emergency Medical Service "Needs Assessment" and Plan written and included in Superintendent's Directives.

INTERPRETATION/VISITOR SERVICES:

-Interpretive tours were conducted for 14,262 school children. In addition, approximately 2000 students used the Discovery Lab facility. 673 visitors attended Torchlight tours conducted

during Cherry Blossom Festival. Approximately 2000 people were contacted during offsite programs. 5325 visitors attended Calendar of Events activities.

-Sylvia Flowers won both SER and National Freeman Tilden Awards for her work in planning and developing The Charles Fairbanks Discovery Lab.

-Professional travelling exhibit panels were purchased and a traveling exhibit was designed and constructed by Park staff.

-Work was started on OCMU Handbook.

-Work started on wayside exhibit plan for entire park. A team consisting of Chief Ranger, SER Staff Park Ranger, SER Historian, and SEAC Archeologist met for two days and worked on the plan. Chief Ranger has started the draft.

-Exhibit prepared by staff and exhibited in Special Exhibits Room. Carpet installed in room also.

-Approximately 20 Interpretive Nature Trail signs were designed and placed along nature trails in the Park.

VOLUNTEERS IN PARK PROGRAM:

-Active VIP program for FY 88 consisted of 79 volunteers who donated a total of 1,530 hours of work to the park in all types of work and with the Special Events held in the Park.

OCMULGEE N.M. ASSOCIATION

-New Board of Directors was installed.

-Membership drive resulted in a current membership of approximately 125.

-Bylaws and cooperative agreement were updated.

-Sales increased for the year by \$1,000.

-15 new titles were added to book sales and 14 new crafts.

-Association donated \$5510.00 to support the interpretive program.

SPECIAL EVENTS:

-Public Lands Day was held in September. Approximately 1200 visitors participated in events conducted at the Park which consisted of a litter pick up, awards ceremony, arts and crafts demonstrations and other exhibits.

-As part of the Take Pride in America Program an 8 K "Run for the Mounds" road and trail race was held in October; hosted by the NPS and Macon Health Club and sponsored by Reebok and Coors. About 15 businesses donated in kind services to the Park, 40 VIP's assisted with course layout and 130 runners competed. \$1,070.00 was raised and earmarked for future TPIA/PLD programs.

PUBLIC RELATIONS:

-Ranger Division was quite involved in the community of Macon. Rangers attended Cherry Blossom Festival committee meetings, Public Lands Day meetings, recycling committee meetings, and also worked with Mercer Univ. and their Elderhostel program.

-Several seminars held at the Park in cooperation with outside agencies such as the Society for Georgia Archeology, Dept. of Natural Resources(Historic Preservation section) and others.

Also the NPS conducted a public meeting on the proposed deSoto trail.

-TV coverage occurred approximately 6 times on various Park activities on local channels.