

SUPERINTENDENT'S ANNUAL REPORT

D-22

1990



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OCMULGEE NATIONAL MONUMENT  
SUPERINTENDENT'S ANNUAL REPORT  
ADMINISTRATIVE DIVISION

FY 1990

BUDGET AND FINANCE:

ONPS	\$365,800
CRPP FUNDS	11,000
CHANGE OF STATION	4,100
NO-YEAR FEE FUNDS	31,400
QUARTERS (CARRYOVER)	4,826
DONATIONS (CARRYOVER)	<u>1,553</u>
 TOTAL	 418,679

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

AFS was used to track and obligate funds for all accounts in park. Payments were made through H2 payment system. End of year budget showed \$13.42 overspent (final salaries projected) for FY90.

Monthly Expenditure Report, UDO's and 444 reports were checked monthly and adjustments submitted to AOD, as necessary. Some adjustments were sent to AOD on more than one occasion.

PERSONNEL ACTIONS:

Appointments

3 WG-2 Laborers  
1 WG-5 Mobile Equip Operator

Terminations

3 WG-2 Laborers

Change in Work Schedule

4 GS-3 Park Rangers

Conversions

2 GS-3 Park Rangers  
1 GS-4 Clerk Typist

Transfers

1 WG-8 Maintenance Worker

Promotions

1 WG-5 Tractor Operator  
1 WG-6 Tractor Operator

**TRAINING:**

- 1 Word Perfect 5.0
- 2 Law Enforcement Refresher
- 3 Archeological Resource Protection
- 1 Chief Rangers Conference
- 1 Stress Management Conference
- 1 Interpretive Skills II
- 1 AFS
- 1 Superintendent's Zone Meeting
- 1 Federal Law Enforcement Training Center
- 1 Orientation to NPS Cultural/Natural Resources

**AWARDS:**

1 Special Achievement Award in the amount of \$600 presented to Homer Leslie, Maintenance Worker Foreman, for sustained superior performance.

1 Quality Step Increase presented to Deborah Williams, Administrative Support Assistant, for sustained superior performance.

**EQUAL EMPLOYMENT OPPORTUNITY:**

No EEO Complaints for 1990.

Recruitment was done by Deborah Williams, Administrative Support Assistant, and Theresa Thomas, Clerk Typist, who attended Jones County High School "Career Day". Career Day is presented by the Future Business Leaders of America at Jones County High School. Alan Marsh, Park Ranger, and Sylvia Flowers, Maintenance Worker, attended the "Motivation Task Force" at Fort Valley State College.

**HEALTH AND SAFETY:**

Reported minor injuries: One summer seasonal employee injured his left eye and needed medical attention during FY 1990. This handicapped employee is blind in his right eye. No injuries required hospitalization.

**PROPERTY:**

- 109 - PROP input forms submitted to SER-AC for regional input onto property records to update listing.
- 44 - PROP input forms submitted to SER-AC to delete property from property records and to update listing.

Motorized Equipment Monthly Use Reports furnished monthly to SER-AC, as requested. PROP training will be given in FY 1991. Sale of two park vehicles will take place in FY 1991. Park will hold authorized small lot sale in FY 1991 to complete property update. Property took a great deal of time to organize but finally seems to be organized to a degree that can be easily handled.

OCMU received two law enforcement weapons from Great Smoky Mtns NP. These items were entered into the PROP system.

All Report of Survey, Report of Unserviceable and Transfer of Property forms were properly executed through SER-AC.

**PURCHASES:**

- 1 Disk Drive for IBM-PC
- 1 Travel Lightnin Software
- 2 Surge Protectors
- 1 Pocket Calculator
- 1 John Deere Front End Loader w/bucket
- 1 Hayes 2400 Modem
- 1 Makita Hand Sander
- 1 Light Meter
- 2 Sears Dehumidifiers
- 2 4-Drawer Curatorial Storage Cabinets
- 1 Panasonic Scanner
- 1 Northgate Computer System
- 1 Panasonic Printer
- 2 K-Hill Traffic Counters
- 1 Travel Manager Software
- 25 Candle Lanterns

31 imprest replenishment vouchers were submitted for a total of \$39,221.27.

6 travel advances were paid for \$1,446.

20 travel payments/vouchers were processed for \$2,474.02.

73 purchase documents were processed for \$36,415.00.

47 utility payments were processed for \$26,413.05. This does not include FTS telephone payments, 12 payments for \$2,036.78, that are included under journal entries.

9 donation deposits were processed for \$3,716.84.

1 fee deposit was processed for \$300.00 to return Class D Change-Making Fund to AOD due to fee collection ending 9/30/89.

27 journal entries were processed for \$13,457.08 due to accounts being charged incorrectly or correcting errors made on Monthly Expenditure Reports, UDO Report, or 444 Reports.

32 obligations were transmitted through the AFS system for a total of \$32,817.37.

**GENERAL INFO:**

\$1,144.00 postage was input into postage meter bringing our grand total up to \$4,934.00. Supplies \$114.00 for FY 90.

Bids were submitted for pest control, garbage collection and chemical treatment for solar system.

No cyclic projects were approved for OCMU for FY 90.

Curatorial storage climate control HVAC system was installed with \$11,000.00 from SERO.

All uniform orders were reviewed for accuracy prior to submittal to R & R Uniform.

Administration prepared and distributed 17 SOP's during FY 1990.

Files were set up for FY 90 and files for FY 88 were put into storage. Records are up to date and will be reviewed again in FY 1991.

Park tickler file was established as a reminder to employees of reports due dates. Clerk Typist has control of this system.

Annual inspection held during August, 1990, to enable division chiefs and Superintendent to identify work areas on 1991 annual calendar and funds needed for improvements.

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RANGER DIVN SUMMARY FOR CY 1990

BUDGET AND FINANCE:

The I&RM Division budget was met. Savings were applied to purchase of new computer.

PERSONNEL ACTIONS:

Appointments:

- 1 GS-7 Park Ranger
- 2 GS-4 Park Rangers (Temp)

Terminations:

- 2 GS-4 Park Rangers (Temp)

Training:

The division had a very successful year in obtaining training at no cost to the park. Our efforts would have been even better had we not lost several courses due to the October budget crisis. All division employees obtained the ARPA training this year.

- 4 Archeological Resources Protection Act (ARPA)
- 1 National Interpreters Conference
- 1 Interpretive Skills II
- 3 Incident Command System/Wildfire Dispatch
- 1 Volunteers in Parks
- 2 Law Enforcement Refresher
- 1 Chief Ranger Conf
- 1 Rock Eagle Conf

-Division saved funds by conducting several hours of inhouse Law Enforcement Refresher training.

EQUAL EMPLOYMENT OPPORTUNITY:

- No EO complaints were filed in 1990.
- Recruitment, Fort Valley State College

HEALTH AND SAFETY:

-Two employees and three visitors received minor injuries, with one needing medical attention. One seasonal employee suffered dizziness and nausea (possibly heat related). One visitor who

became dizzy and fainted was transported by ambulance to a hospital.

- First aid supplies were purchased and first aid kits restocked.
- Two additional first aid kits were placed in vehicles.
- Quarterly Safety Committee meetings were conducted.

PROPERTY:

- New computer, printer, scanner and software were purchased.
- Three audio tape players were upgraded with new units from Harpers Ferry.
- Two dehumidifiers were purchased for the curatorial storage area.
- Two fire-proof file cabinets were purchased for archival storage.
- HVAC system was installed for the Discovery Lab
- HVAC system was installed in Curatorial Storage Area

INTERPRETATION:

Several great events highlighted 1990 in interpretation. The children's workshop for the Davis Homes children was a great success. This program was part of our response to the Secretaries initiative and also part of our own efforts to improve relations between the park and our neighbors. Torch light tours were their usual success despite one vacant position. A new wrinkle was given to the tour with an excellent first person presentation by Sam Lawson. In September the Creek Indian Festival was a tremendous success, bringing over 12,000 persons to the park in three days. The first draft of the long awaited new park book was completed and sent out to reviewers, most responded favorably to the work.

- Revised and submitted Statement for Interpretation.
- Take Pride in America Creek Indian Festival was attended by approximately 12,000 visitors, including the entire Bibb County 4th grade (50 school buses). Participating were Claude Cox, Principal Chief, Muscogee (Creek) Nation and two dance teams from Oklahoma. Expenses and motel rooms were donated.
- A manuscript for a new park interpretive book was drafted and copies to reviewers for comment.
- Park visits totaled 122,386, with 60,741 in the Visitor Center

- Torchlight Tours were conducted for capacity audience of 885 people
- 280 interpretive programs were presented to 10,505 children
- 2,990 students used the Discovery Lab; 5 teacher orientation sessions were conducted.
- 614 off-site contacts were made
- 77 children attended the Summer Workshops, with 13 neighborhood children attending special workshops conducted for adjacent Davis Homes
- Developed a new visitation data collection form
- 38 Calendar of Events programs were attended by 545 people
- Take Pride in America Program and 1990 Calendar of Events schedule was printed by the local Vocational-Technical school on recycled paper donated by the park's cooperating association.
- Revised "Our Threatened Heritage" and "Discovery Lab Guidelines" bulletins

RESOURCE MANAGEMENT:

Efforts were concentrated this year on preparations for the FY91 Great Temple Mound project and the completion of the park's new Resource Management Plan. A renewed effort was made to control the China Berry Trees on the GTM. A new photographic monitoring program was started and a compilation of data on the GTM was begun. Work on the RMP seemed never ending. The first draft was submitted to SER and a revision is nearing completion. Park staff responded to the draft of the Overview and Assessment of Lamar.

- Prepared Resource Management Plan
- Great Temple Mound Stabilization Project
- Fire ant control
- Mimosa and Chinaberry control
- Exhibit environment for copper sun discs was monitored daily and Smithsonian loan agreement was renewed.
- 106 compliance document was initiated for installation of a fence at the Chief Ranger's residence.
- Key system



- Draft Lamar Overview and Assessment
- Assisted representative from the Nature Conservancy with natural resource database study at the park
- Initiated photographic monitoring program for Great Temple Mound
- Continued work to upgrade Museum Program

VOLUNTEER PROGRAM:

We had another great year for our VIF program. Over 50 VIP's assisted park staff during the TPIA Creek Indian Festival.

-2,378 volunteer hours; 309 volunteers; "Up With People" International Youth Group donated over 100 volunteer hours

-Assisted with Torchlight Tours; Take Pride in America Creek Indian Festival; Children's Summer Workshops and Davis Homes Workshops; Artifact Identification and other Calendar of Events programs; erosion control; native wildflower project; exotic vegetation control.

COOPERATING ASSOCIATION:

The Association had its biggest sales year in its history. Park visitors to Ocmulgee spend more per visit than any other independent association in Georgia. The Association made significant donations for such programs as the Children's Workshops, the Torch Light Tours, and the Creek Indian Festival.

(See copy of budget attached)

- Sponsored Calendar of Events programs
- Donated recycled paper for Calendar of Events brochure
- Provided books and videos for park library
- Assisted during Take Pride in America Creek Indian Festival

PUBLIC RELATIONS:

-Maintained professional relationships with the U.S. Attorney's Office, Macon Police Department, Bibb County Sheriff's Department, Macon Fire Department, Bibb County Animal Control and Georgia Forestry Commission

-Superintendent and park staff maintained positive relationships with the media. Excellent coverage was provided for several park events, especially the Take Pride in America Creek Indian

Festival which was partially sponsored by a local radio and TV station.

-Superintendent and staff also worked closely with numerous civic organizations, such as the Convention & Visitors Bureau and the Keep Macon-Bibb Beautiful Commission.

-Staff personnel were involved with numerous volunteer projects conducted by schools, Scouts and other organizations. The Chief Ranger and Assistant Chief Ranger serve on the Brown's Mount Preservation Association Board of Directors; the Assistant Chief Ranger is President of the Middle Georgia Chapter, Society for Georgia Archeology and serves on the Board of Directors of the Bibb County 4-H Clubs.

-Positive public relations with the general public were enhanced through special events such as the Torchlight Tours and Take Pride in America Celebration.

#### PROTECTION:

-Patrol activity logs were developed to document all patrol activity

-Worked to obtain .357 revolvers at no cost to park. Effort was unsuccessful.

-Fire Hose inspection was conducted, first time since 1987.

-Developed a Law enforcement response kit

-Conducted two boundary patrols

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MAINTENANCE DIVISION  
PROJECTS FOR FY90 COMPLETED

QUARTERS

1. REPLACED BACK STEPS
2. INSTALLED 5 FANS
3. REPAIRED OUTSIDE LIGHTS
4. HVAC CHECK-UP SUMMER AND WINTER
5. INSTALLED CARPET IN QUARTERS #1 AND #2
6. REPLACED LIGHT FIXTURE IN QUARTERS #1 KITCHEN
7. REPAIRED ROOF DAMAGE AT QUARTERS #2 FROM TREE FALLEN

GROUNDS

1. INSTALLED FRONT ENTRANCE GATE WITH SIGNS
2. REPLACED RAILROAD SIGNS
3. REPLACED GATE POST AT SECOND GATE
4. REPAIRED GATES AT MAINTENANCE SHOP
5. CHANGED MOWING PLAN
6. RAISED BRIDGE ON NATURE TRAIL NEXT TO GREAT TEMPLE MOUND
7. WALKER WENT TO HUSTLER TRAINING
8. UPDATED MMS
9. REPAIRED RIVER TRAIL FROM WINTER FLOOD
10. REPAIR BOUNDARY FENCE ON WEST SIDE OF PARK
11. REMOVED HAZARDOUS TREES FROM ROAD AREA
12. REPAIRED SIGNS NEXT TO TURTLE POND
13. CONTRACT ON NATIVE PLANTS AT FRONT ENTRANCE COMPLETED
14. CONTRACT ON HVAC IN DISC. LAB AND ART ROOM. HEATING AND COOLING COMPLETED.
15. COMPLETED PATIO CONTRACT
16. MADE NEW MAP OF GROUNDS
17. REPLACED CEILING TILES AT MUSEUM
18. PAINTED FAN IN LADIES ROOM DOWNSTAIRS

EMPLOYEE CHANGES

1. FLOWERS WENT BACK TO RANGER DIVISION
2. JEROME WALKER NEW MAINTENANCE WORKER WG-8 10/22/90
3. PUT UP 162 LINE FT. OF FENCE AT LAMAR