



RECREATION DEPARTMENT MONTHLY REPORT SEPTEMBER 2013

STAFF: Norma Jean Page, Recreation Director
Karrie Ferrell, Assistant Director (programs)
Ben Hull, Recreation Supervisor (athletics)
Holly Norton, Community Specialist
Miklos “Nick” Bako, Parks & Grounds Supervisor
Will McElheny, Recreation Supervisor (special events)
Shelia Redmon, Parks & Facilities Specialist

SPECIAL EVENTS

Will McElheny

Employee Wellness Program

In cooperation with existing instructors, a group of exercise classes are offered to City employees at no-charge. The classes are also available to the general public with a nominal walk-in fee; these classes are held at the Recreation Department. Classes offered include BOSU, Semi-Personal Training, Total Body Challenge, Pilates, Yoga and Zumba. Employees are encouraged, through the wellness newsletter and reminder emails, to continue their fitness mile record-keeping and their exercise programs in the Cardio Room and to attend the instructional classes available to them.

The annual **Isle of Palms Community Wellness Fair** was held on Thursday, September 26th from 7:00 a.m. – 11:00 a.m. The City of Isle of Palms partnered with East Cooper Medical Center to provide services to the community and the employees of the City of Isle of Palms. This year East Cooper Medical Center offered free blood work to the first hundred (100) residents and neighbors. Over fifty-five signed ahead of time for the blood work and forty (40) residents showed up on that morning to receive the free blood work. IOP Fire Department personnel provided blood pressure checks for the employees and those attending the Wellness Fair; Dr. Germain was available for skin screenings for everyone as well. The Recreation Department personnel provided entertainment throughout the morning along with competitions and doors prizes that were donated by local businesses and health specialists in the area. Some of the vendors that helped to make the Wellness Fair run so smoothly were *Imagine PT, Beach House Spa, The Foot Store, Fleet Feet, Pleasant Dentistry, Health Source, Carolina Eye Care, Charleston Neck and Back, Physicians Plan, Vision Center at Seaside Farms* and many more. Fifty-two (52) Isle of Palms City employees signed in and well over two hundred (200) residents attended this year's Wellness Fair, and thirty-three (33) employees received annual flu shots which were administered by *A Doctor on Call* for twenty dollars (\$20.00) per employee. Forty-eight (48) employees signed up for blood work which was administered by East Cooper Medical Center at no cost to the City or the Employees.

Upcoming Events

Isle of Palms Connector Run and Walk for the Child, Inc

The 2013 Run and Walk is scheduled for Saturday, October 5th beginning at 8:00 a.m.; the Connector will close at 7:00 a.m. for vehicle traffic so the course can be set up. Dimi Matouchev from the Isle of Palms Exchange Club is the race chair for this year's event. The Recreation Department will assist in the coordination of registration, starting line setup and work closely with the Isle of Palms Exchange Club in the operations of the race. The Public Works Department will have the Connector swept prior to the event and provide additional trash containers will be placed at the starting line and in the post-race area. The Fire Department is providing fire bays for packet pick up and registration on the morning of the race. The Police Department personnel met with the committee to develop the Incident Action Plan to make sure all areas of traffic and safety are covered. Packet stuffing was held Monday, September 30th beginning at 5:30 p.m. Seventeen hundred (1,700) bags were stuffed. Currently approximately 750 people have registered for the event. Packet pick up will be held at the IOP Exchange Club building on Thursday, October 3rd and Friday, October 4th.

Halloween Carnival

The Annual Halloween Carnival is scheduled for Thursday, October 31st from 5:00 p.m. to 7:00 p.m. At this year's Halloween Carnival the entertainment will include jump castles, a face painter, balloon artists, temporary tattoo booth, and a haunted room. Costume contests began at 5:30 p.m. All participants in the costume contest received a prize, and the top three (3) winners will receive an additional prize. The age groups for the costume contest will be ages 1 year and under, 3 years and under, 4-5 years, 6-7 years, 8 years, 9 years, 10 years, 11-12 years and 13 years and older. The Isle of Palms Exchange Club will be selling concessions during the Halloween Carnival. Over nine hundred (900) children are expected to attend this free event.

Holiday Craft Workshop

The Holiday Craft workshop will be held on Thursday, November 14th beginning at 4:00 p.m. Children ages fifteen (15) and under are invited to decorate Holiday Ornaments. All materials will be provided for the \$5.00 registration fee. Participants must pre-register by Friday, November 8th.

Holiday Street Festival

The first annual Holiday Street Festival will be held on Saturday, December 7, 2012 from 2:00 p.m. to 7:00 p.m. There was such a great response and participation at last year's event that the Recreation staff has been planning for this afternoon festival for several months. Island restaurants and businesses will have the opportunity to display and sell their products; the restaurants will be serving up some of their best menu items. The festival will also include carnival rides, face painting, balloon artist, photo booth, jump castles, climbing wall and, of course, Santa Claus will make an appearance. As always the Palm Trees and Christmas Tree will be lit. Entertainment will be provided throughout the day to include local bands; Connor Christian and Southern Gothic have already been secured for the 2013 event.

Santa's Cookie Workshop

The Cookie workshop will be held on Wednesday, December 11 from 4:00 p.m. to 6:00 p.m. in the Magnolia and Palmetto Rooms. The Isle of Palms Recreation Department is anticipating at least a hundred (100) children to register for this event. The children will get to decorate 5 cookies with unlimited supplies of icing, chocolate and candy.

Additional Work Completed

- Attended weekly staff meetings.
- Worked with and participated in the City's Wellness Program.
- Developed Wellness Newsletter and mileage updates.
- Assisted with updating information boards at Connector and Breach Inlet.

ATHLETICS

Ben Hull

Adult Fall 3-on-3 Basketball

Registration for the 3-on-3 basketball league was held July 29th – August 23rd. The registration fee was \$60 per team with twelve (12) teams signing up. The captain's meeting was held on Tuesday, August 27th at 5:45 p.m. Games are played on Tuesday evenings and began Tuesday, September 10th. *Chem South*, captained by Tom Oppold is currently in 1st place. Regular

season and post-season champions will receive t-shirts. Games are officiated by the players, while a Recreation Staff member is on-site to keep score.

Adult Fall 6 vs 6 Soccer

Registration for the 6 vs. 6 soccer league was held July 29th – August 23rd. The registration fee is \$250 per team, and eight (8) teams registered to play in this league. The captain's meeting was held on Tuesday, August 27th at 6:30 p.m. Games are played on Tuesday evenings at 7:00 p.m. and 8:00 p.m. and began Tuesday, September 10th. *Sneaker Miraflores* is currently in first place. Regular season and post-season champions will receive t-shirts. Games are officiated by Mike Flato and crew, with a Recreation staff member on-site to record the outcome of the match.

Adult Fall Table Tennis Singles League

Registration for the Singles Table Tennis League was held July 29th – August 23rd. The registration fee was \$5 a player. Nine (9) participants are registered in this league. The captain's meeting was held on Tuesday, August 27th at 10:00 a.m. Games are scheduled Tuesdays from 10:00 a.m. – 12:00 p.m., and competition began Tuesday, September 10th. A double elimination tournament will take place following the regular season. Games and scores are kept and recorded by the players and recreation staff.

Youth Sports

Fast Start Soccer

Registration was held July 29th – August 23rd for Isle of Palms' residents. Open registration ran August 5th – August 23rd; the registration fee was \$20 for Isle of Palms residents and \$25 for non-residents. The parent/player meeting for Fast Start was held Thursday, August 29th at 5:00 p.m. Participants will receive a team jersey. Game/activity days are Saturdays, with the first one taking place on Saturday, September 7th. Pictures are scheduled for Tuesday, October 1st. Participants will receive medals at the end of the season. Recreation staff will be on site to transport equipment and supervise the activity.

5/6 yr old Soccer

Registration was held July 29th – August 23rd for Isle of Palms' residents. Open registration ran August 5th – August 23rd. Team practices began September 3rd and were scheduled by coaches. Participants received a team jersey. Games started on Monday, September 30th. Pictures are scheduled for Tuesday, October 1st. Children must wear shin guards, soccer socks and cleats. Children will receive a medal at the end of the season. Staff is on-site to supervise the games and practices. Coaches referee their own games.

7/8 yr old Soccer

Registration was held July 29th – August 23rd for Isle of Palms' residents. Open registration ran August 5th – August 23rd. Team practices began September 3rd and were determined by coaches. Games started on Wednesday, September 25th. Pictures are scheduled for Tuesday, October 1st. Participants received a team jersey. Children must wear shin guards, soccer socks and cleats. Children will receive a medal at the end of the season. Staff is on-site to supervise the games and practices. Coaches referee their own games.

9-12 yr old Soccer

Registration was held July 29th – August 23rd for Isle of Palms' residents. Open registration ran August 5th – August 23rd. The registration fee was \$30 for residents and \$35 for non-residents.

Practices began September 3rd and were determined by coaches. Games started on Monday, September 30th. Pictures are scheduled for Tuesday, October 1st. Participants received a team jersey. Children need shin guards, soccer socks and cleats. Regular season and post-season champions will receive medals following the season. Staff is on-site to supervise the games and practices. Nate Rudolph and Joey Gorman referee league games.

Soccer Registration

Fast Start 3/4yr Soccer Total: 69	Isle of Palms: 24	Non-residents: 45
5/6 yr Micro Soccer Total: 53	Isle of Palms: 26	Non-residents: 27
7/8 yr Micro Soccer Total: 36	Isle of Palms: 21	Non-residents: 15
9/12 yr Youth Soccer Total: 51	Isle of Palms: 32	Non-residents: 19

Soccer Player/Parent Rivalry Match

The Soccer Parent versus Player game is scheduled for Tuesday, October 22nd at 5:30 p.m. This is for children, ages 9-12 years, and their parents. Parents will come out and play a soccer game against their children. All participants will be given a prize for their participation.

10-12 yr old Girls Volleyball

Registration was held August 5th – August 30th for Isle of Palms' residents and non-residents; the registration fee was \$30 for residents and \$35 for non-residents. The player/parent meeting was held on Thursday, September 5th at 5:00 p.m. Eighteen (18) girls are participating in this league. Games are played on Thursday evenings and started on September 12th. Participants received a team jersey. Laura Togami and Recreation staff are on-site for every game. Knee pads are required and ankle braces are recommended.

13-14 yr old Girls Volleyball

Registration was held August 5th – August 30th for Isle of Palms' residents and non-residents. The registration fee was \$30 for residents and \$35 for non-residents. The player/parent meeting was held on Thursday, September 5th at 5:00 p.m. Seventeen (17) girls are participating in this league. Games are played on Thursday evenings and started on September 12th. Participants received a team jersey. Knee pads are required and ankle braces are recommended.

Girls Volleyball Registration

10-12 yr old Girls Volleyball Total: 18	Isle of Palms: 5	Non-residents: 13
13-14 yr old Girls Volleyball Total: 17	Isle of Palms: 2	Non-residents: 15

Youth Basketball League

The Isle of Palms Youth Basketball league is for youths aged 5-14 years. Registration will be held October 14th - November 8th; the registration fee is \$30 for residents and \$35 for non-residents. The 9-12 year old age group will have a skill evaluation on Tuesday, November 19th. The coach's meetings will be held on Wednesday, November 20th, and the mandatory parent/player meeting is scheduled for Tuesday, November 26th at 5:00 p.m. Practices will be held in December, and games will begin in January. Solicitations are going out for coaches and sponsors. Participants will receive a jersey.

Tots Lacrosse (3-5 years old)

Tots Lacrosse is designed to teach children, aged 3-5 years old, and their parents the mechanics of lacrosse, i.e. cradling, passing, catching, shooting and scooping ground balls. One parent from each family must attend each session, and children need to bring a lacrosse stick and goggles. Sessions are held once a month from 9:00 a.m. – 10:00 a.m.; the next session will be

held on October 19th, and the cost is \$10 for island residents and \$15 for non-residents. Zero (0) children participated in the October session of Tots Lacrosse. Henry Haggerty, Instructor.

July 20th Session Total: 5 Isle of Palms: 4 Non-residents: 1
August 10th Session Total: 0
September 21st Session Total: 0

Individual Volleyball Lessons

A volleyball net is set up on Sundays for individual and group lessons, starting at 1:30 p.m. which are instructed by Kraig and/or Laura Togami.

Youth Dodgeball Pick-Up Games

Games are scheduled almost every month on a Wednesday from 4:00 p.m. - 5:00 p.m. This is geared for children 7-14 years old and is free to participate. Children can sign up in advance or just show up to play. Games are played in the gymnasium. Recreation staff members were on-site to supervise these games. The next session will be held on October 16th.

PROGRAMS AND CLASSES

Karrie Ferrell

Babysitting Course

Nine (9) youth participated in the babysitting class that was held on Saturday, September 14th. The class was instructed by the American Red Cross.

Ballet

Three (3) children pre-registered for the class. Two (2) participants had schedule conflicts and ended up dropping the class before the start date; therefore, the class was cancelled. The next session of ballet is scheduled for November 4th 12:30 p.m. - 1:00 p.m. Kim Chesley-Breland, Instructor.

Boater Education

Class was cancelled due to low participation. The class is instructed by Department of Natural Resources.

BOSU Training/Core & More

September Session: Wednesday/Friday 10:30 a.m. – 11:30 a.m. Eight (8) people have been participating; two (2) paid for the session; the others are paying by the class.

Monday/Wednesday: 5:30 p.m. – 6:30 p.m. Five (5) have been participating; four (4) paid for the session, and all others are paying by the class.

Saturdays: 9:30 a.m. – 10:30 a.m. Four (4) people have been participating in the class; one (1) paid for the session; all others are paying by the class. Class fees are \$64 for Isle of Palms' residents and \$69 non-residents, or a \$10 walk-in fee. Isle of Palms' employees can take the class for free as a part of the Employee Wellness Program. Jeromy Miller, Instructor.

Gather Knit & Stitch

September: Four (4) women have been attending the Gather Knit & Stitch program that is held on Mondays from 10:00 a.m. - 11:30 a.m. in the Lobby.

Ghostly Tide Tales

Ghostly Tide Tales will be held on Friday, October 25th from 7:00 p.m. to 8:00 p.m.; Eric Lavender will be telling ghost and pirate stories on the beach at 28th Ave. The beach path will be lit by tiki torches along with barrel camp fires on the beach for participants to gather around. A fire permit has been received by the Isle of Palms Fire Department. The Isle of Palms Police Department has been notified of the event to assist with traffic and pedestrian patrol. This event has been posted on the city's website along with other community and event calendar websites.

Gymnastics

Sixteen (16) children are participating in the gymnastics class. Classes are held on Tuesdays; the session started September 10th at 3:30 p.m. Classes teach basic tumbling, balance beam and mini-bars. Tricha Tapio, Instructor.

Hablamos Espanol

Two (2) children are participating in the Spanish class. Preschool students are being introduced to the Spanish language in an informal manner through song, games, arts and crafts and familiar stories. The program is geared toward English-speaking students. The session started on Thursday, September 12th from 12:15 p.m. – 1:00 p.m. Andrea Woolum, Instructor.

Jump Start 4-year old Pre-K program

The 4-year old pre-K program started on Wednesday, August 21st. The Monday/Wednesday/Friday class is full with ten (10) children, and the Tuesday/Thursday class has six (6) participants. Interested participants can join the Tuesday/Thursday class anytime. Robin Lee, Instructor.

Kensington Enrichment: Pretty Little Flowers

One (1) person preregistered for the etiquette class. Due to low participation, the class was cancelled. Pretty Little Flowers will be offered in the 2014 season. D'ette Eglin, Instructor.

Kensington Enrichment: Bully Free Kids Club

A new class to the Recreation Department will be offered in October; the class will touch on topics dealing with peer pressure, making good decisions and leadership. Classes are for children ages 10 -14 years old. Classes will be held on Thursdays 3:30 p.m. - 4:45 p.m. D'ette Eglin, Instructor.

Kid's Night Out

The next activity is scheduled for 6:00 p.m. – 8:30 p.m. on Friday, October 11th

Lil Sports Fit

Thirteen (13) parents and toddlers participated in the Lil Sports Fit activity. The activity was held on Friday, September 6th from 9:15 a.m. – 10:00 a.m.; this new class to the Recreation Department is designed to expose children to sports in a fun manner. The next activity will be held Friday, October 11th. Corinne Enright, Instructor.

Line Dancing

Line Dancing will resume on the 1st and 3rd Friday of the month from 10:00 a.m. – 12:00 p.m. Class is free and open to everyone who enjoys dancing. Classes are instructed by students.

Little Lotus Yoga

Two (2) families have been participating in the Little Lotus Yoga class. Class is for children ages 3-5 years old, parents are welcome to stay and participate. Little Lotus Yoga is held on Wednesdays at 12:30 p. m. – 1:15 p.m. Jennifer Rogers, Instructor.

Mah Jongg

Eight (8) people participated in Mah Jongg during the month of September. The activity is held on Mondays at noon in the Magnolia Room.

Middle School Dance

Three hundred and twenty-five (325) middle school students attended the dance that was held on Friday, September 13th from 7:00 p.m. – 9:30 p.m. Dance is \$5 at the door and offered to 6th, 7th and 8th graders. The dance had a jump castle, DJ, concessions and activity supervised by Recreation staff. The next dance is scheduled for Friday, November 22nd.

Mommy & Me/Daddy & Me

Fourteen (14) participated in the toddler and parent play group that meets on the second Wednesday of the month from 9:30 a.m. – 11:00 a.m. The program is free and open to children 3 years and under.

Mommy & Me Yoga

A new class to the Recreation Department is designed for parents and children to stretch and bond with one another. Class is for children 1 – 2 years old, and the first class was held on Tuesday, September 17th from 9:30 a.m. – 10:00 a.m. No one participated in the scheduled activity. The next class is scheduled for Tuesday, October 15th. Jennifer Rogers, Instructor.

Pilates

Pilates class scheduled has been changed, and classes will now be held on Fridays from 10:00 a.m. – 11:00 a.m. Since the date change, class attendance has been a little low, hopefully attendance will increase for the month of October. Classes are on-going, and participants can register for the month or pay a drop-in fee. Kathryn Harris, Instructor.

Photo Contest

Residents can submit photos to the Recreation Department for the Photography Contest. Three (3) photos can be submitted per category, and the categories include IOP Lifestyle (cityscape, people, activities), IOP Natural (Landscapes & Plants), IOP Wild (Animals and Pets), and IOP Rec (Recreation Grounds, Sports, Programs and Special Events). All photos need to be submitted by Friday, November 8th. Photographs will become City property and will be used on the website and activity guide.

Semi-Personal Training

September: All sessions of Semi-Personal Training are full with six (6) participants. Classes are held on Tuesdays and Thursdays at 9:30 a.m., 10:30 a.m. and 5:30 p.m. and are held in the Cardio Room and High Tide/Low Tide Rooms. Geri D'Italia, Instructor.

Senior Aerobics – Over 50 Fitness

Due to low participation, this class has been cancelled; it may be added back in January 2014.
Judy Fischer, Instructor.

Tae Kwon Do

Youth Participation: September: Six (6) participants have signed up for classes that are held on Saturdays in the gym at 9:00 a.m. New participants can join the youth class in January, June and September.

Adult Participation: September: Eighteen (18) adults are participating in classes offered Saturdays in the gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 9:45 p.m., and Mondays in the Magnolia Room from 6:30 p.m. to 7:30p.m. Adults can join classes at any time.

Tai Chi/Qigong

Six (6) people have been participating in the Tai Chi classes held on Tuesdays at 11:00 a.m. in the Palmetto Room. The class has a \$10 walk-in fee. Connie Cossetti, Instructor.

Tennis

Tiny Tennis September: Ten (10) 3-4 year olds are participating in the tennis program. Due to the popularity of the program, it has been split into two classes. Classes are held on Mondays and Thursdays from 4:00 p.m. – 4:30 p.m. and 4:30 p.m. – 5:00 p.m.; the next session will start Thursday, October 10th.

Youth Tennis - Beginner Class: Six (6) 5-8 year olds are participating in the youth beginner tennis classes that are held on Mondays and Thursdays from 5:00 p.m. – 6:00 p.m. The next session will start Thursday, October 10th.

Youth Tennis - Intermediate Class: Six (6) 8 -10 year olds are participating in the more advanced tennis class. Classes are held on Mondays and Thursdays from 6:00 p.m. – 7:00 p.m. The next session will start Thursday, October 10th. Corinne Enright, Instructor.

Tiny Tots 3-year old Pre-K program

The 3-year old pre-K program started on Wednesday, August 21st. The Tiny Tots program is full with ten (10) participants enrolled Monday - Friday. Classes are held August – May at 9:00 a.m. – 12:00 p.m. Cathy Adams, Instructor.

Total Body Challenge (TBC)

September: Twelve (12) people participated in morning aerobics classes held Monday – Friday at 8:00 a.m. to 9:00 a.m. in the High Tide/Low Tide Rooms. Pat Boyd and Angela Reinhardt, Instructors.

Wellness Workshops

Ten (10) participated in the balance and memory workshop held on Thursday, September 19th. Due to the high interest in the class a 4 week balance and strength workshop will be scheduled for Tuesdays starting October 8th – October 29th. The next wellness workshop will be held on Thursday, October 17th from 2:00 p.m. - 3:00 p.m. Judy Fischer, Instructor.

Writing from Memory

Seven (7) are participating in the writing workshop. Classes are scheduled for Wednesdays from 9:00 a.m. – 10:30a.m. Session starts September 18th – November 6th. Participants will take part in a public reading at the end of the session. Sara Thomason, Instructor.

Yoga - Afternoon

September: Three (3) people participated in the class, and all participants paid by the class. Classes were held on Tuesdays and Thursdays in the High Tide/Low Tide Rooms from 12:30 p.m. – 2:00 p.m. Pat Boyd, Instructor.

Yoga - Evening

September: Four (4) people participated in the evening yoga classes. Classes were held on Wednesdays at 5:30 p.m. – 6:30 p.m. Jen Schoolfield, Instructor.

Yoga – Morning

September: Eleven (11) people participated, and all paid by the class. Due to its popularity, a Friday class was added to the scheduled. Classes are now held on Mondays and Wednesdays and Fridays at 9:15 a.m. in the High Tide/Low Tide Room. Pat Boyd, Instructor.

Yoga – Saturday

September: Six (6) people participated in the class held on Saturday mornings from 10:00 a.m. - 11:15 a.m. in the Palmetto Room. Jen Schoolfield, Instructor.

Zumba

September: Twenty-five (25) people participated. Participants could attend four (4) classes for \$25 or eight (8) classes for \$50; participants also had the option of paying \$8 per class. Classes were held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Room. Dale Ellison, Instructor.

Miscellaneous Work:

- Created employee schedules.
- Processed time cards for employees and instructors.
- Met with staff and part-time employees.
- Conducted daily employee shift change meetings.
- Sent *The Island Eye News* Recreation pictures and information, when requested.
- Set up classrooms for programs and special events.
- Revised room schedules and calendars to accommodate classes.
- Updated Recreation portion of website.
- Working on winter activity guide January – April 2014.
- Attended Recreation Committee meeting on September 9th.
- Attended Employee Wellness Fair on September 26th.

COMMUNITY SPECIALIST

By Holly Norton

Daily Responsibilities

- Completed opening procedures and reported damages to supervisor.
- Readied classrooms for next program when supervisors unavailable.
- Updated Department's media center as needed.

- Registered class participants, answered phones and welcomed visitors.
- Updated daily front desk information folders.
- Monitored security cameras.
- Managed the sign-in sheets for gymnasium and Cardio Room.
- Answered questions regarding current and upcoming programs/events.
- Assisted the Director and other staff members on a regular basis.
- Prepared purchase orders for staff.
- Participated in daily/weekly staff meetings.
- Continued to post and update events and activities onto community calendars and media outlets event sites/contacts.
- Worked in Microsoft Publisher to complete following month's main and room calendars that display daily programs and activities being held.
- Showed first time visitors around Recreation Center and introduced them to all of our accommodations and programs that are available.
- Monitored coffee station for refills and clean up as needed.

Other Duties

- Located and entered special events/newspaper articles into binder.
- Maintained lost-and-found folder and bins.
- Completed and sent out weekly PSA's.
- Provided Resort Quest/Wild Dunes/Dunes Properties with upcoming month's activities and programs for distribution to their clients/renters.
- Contacted vending machine operators to report problems or refill request.
- Completed housekeeping duties when supervisor was unavailable.
- Updated Gymnasium/Cardio Room bulletin boards with upcoming classes/event flyers.
- Updated activity flyers for the media center.
- Entered E-newsletters and free T-shirts into the system.
- Help make flyers and assisted in the IOP Wellness Fair.
- Made flyers for upcoming events for tennis courts and dog park.

Most Frequently Asked Questions

- “What are your gym hours?”
- “What are the cardio room hours?”
- “Do you have to pay to be a member?”
- “What kind of programs do you offer?”

Most Frequent Unsolicited Comments

- “What a wonderful facility you have.”
- “You offer so many great programs.”
- “You have a great playground.”

Cardio Room Usage:	162	Open Gym Participants	
Phone Calls:	230	Residents:	39
Walk-Ins:	308	Non-Residents:	60

PARKS & FACILITIES

Shelia Redmon

Housekeeping

- Performed routine housekeeping duties.
- Completed monthly safety inspections.
- Cleaned and serviced housekeeping maintenance equipment.
- Replaced and refilled air fresheners and other sanitary devices.
- Sanitized ice machines.
- Supervised monthly pest control service.

Facility Preparations

- Assisted with the set-up of gymnasium and classrooms for daily scheduled programs, athletics, activities, meetings and special events.

Interior Maintenance

- Serviced, lubricated and cleaned Cardio Room equipment.
- Unclogged toilets and drains as needed.
- Re-tightened hardware throughout all restrooms.
- Replaced light bulbs and ballast as needed.
- Machine scrubbed the Magnolia/Palmetto room, High/Low Tide room and hall floors.
- Washed window blinds in Magnolia/Palmetto Room.
- Replaced broken light shield in gym.
- Touched-up paint in Cardio room.

Exterior Maintenance

- Inspected equipment, pest control treated, collected lost & found items and removed debris around the playground.
- Removed trash and debris from around the building.
- Washed expansion porch and rocking chairs.

Miscellaneous

- Attended staff meetings.
- Placed phone calls to and met with supply sales representatives.
- Ordered and received maintenance supplies.
- Updated the maintenance records.
- Assisted with updating the City Information Boards.
- Made follow-up contact with Express Entrances Services LLC and Burch Electrical Services regarding the scheduling for installation of automatic lobby door opener.
- Made follow-up contact with Lowes regarding the scheduling for replacement installation of expansion porch ceiling fans.

PARKS & GROUNDS MAINTENANCE

Nick Bako

Recreation Building and Activities

- Installed new U.S. flag.
- Installed new South Carolina flag.
- Attended staff meetings.
- Completed monthly reports.
- Completed monthly inspection reports.
- Helped with activities and events as needed for Keenagers, Wellness, and Middle School Dance.
- Replaced three "Repair Kits" to the outside water spigots attached to the building.
- Installed recycled indoor/outdoor carpeting at all entrances to old building.

Recreation Grounds

- Trimmed oak trees at Harnett Boulevard near soccer field.
- Trimmed oak trees at the softball field as needed.
- Trimmed bushes at all sides of building and playground.
- Weeded and applied herbicide to all beds around the main building.
- Sprayed for fire-ants on the multi-purpose field, soccer field, and picnic shelter.
- Installed a 4"x4"x30" post, to accommodate water supply spigot at tennis courts.
- Made repairs to temporary fence posts for soccer games.
- Removed all crepe myrtle off-shoots.
- Removed wasps nest from outside of building tower.
- Reinstalled light lens at picnic shelter.

Playground

- Reset border spikes as needed.
- Raked and leveled playground mulch as needed.
- Sprayed for fire-ants in playground area.
- Trimmed branches of trees surrounding play area.
- Applied weed killer to play area and exterior.

Basketball and Tennis Courts

- Applied weed killer to courts as needed and cleaned as needed.
- Trimmed shrubs outside fenced area surrounding tennis court several times.
- Replaced trash receptacle.

Baseball (Scalise) Field

- Applied weed killer to areas in dugout.
- Groomed field after baseball clay installation.

Softball (Clarkin) Field

- Applied weed killer in dug out.
- Groomed field after baseball clay installation.

Soccer Field

- Replaced several bulbs in the scoreboard.
- Set up field for soccer events.
- Filled areas in field as needed to make level after Half Rubber tournament.
- Re-lined soccer fields several times over as needed for Fast Start activities and games.
- Fertilized field with 21-0-0.
- Re-secured 110 Volt Outlet to post.

Bark Park

- Filled holes as needed.
- Filled Scooper boxes as needed.

Multi-purpose Field

- Picked up debris and maintained as needed.
- Filled areas in field to make level after Half Rubber Tournament.
- Filled holes and leveled due to vandalism.
- Set up for soccer practice and play schedules.
- Sprayed for fire ants several times.
- Re-lined soccer field as needed.

Equipment

- Washed all vehicles.
- Replaced pull start for Echo Weed trimmer.
- Replaced primer bulb for hedge trimmer.
- Cleaned pressure tube and contacts for the well pump.
- Replaced edger blade with new.
- Repaired goal line aerosol machine with nuts and bolts.
- Changed oil in groomer and Z-Master mower.
- Adjusted groomer door and hinge.

Other

- Applied white lines for parking on Palm Boulevard on Thursdays.
- Painted yellow/orange circles around fire hydrants along Palm Boulevard.
- Mowed grass on dry side of Palm Boulevard on Wednesdays.

OPERATIONS

Dodgeball Pick Up Games Participation:

September 18th Session Total: 5

OVERTIME:

September **2.25 Hours**

New programs and classes, Community Wellness Fair, attended the Ways & Means meeting, youth soccer games and team pictures and Middle School Dance

Building was available 329 hours in September (closed Monday, September 2nd).