

**BOARD OF COMMISSIONERS:**

*Cynthia Shepard, Chair  
Lisa L. Cotten, Vice Chair  
Robert Lapin, Secretary  
Thomas Clark  
Jermaine L. Johnson, Sr.  
Dorretta Lindsay  
Stephen Venugopol*



*"Enriching Lives, Connecting Communities."*

**ADMINISTRATIVE OFFICE:**

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**Richland County Recreation Commission  
Special Call Meeting Agenda  
September 10, 2018  
6:00PM**

**1. Call to Order:**

Chair Shepard is scheduled to call the meeting to order.

**2. Adoption of Agenda: (Action)**

**3. Minutes: (Action)**

Chair Shepard will request the Board to approve minutes from the July 16, 2018 Regular Board meeting.

**4. Public Input:**

Citizens requesting to address the Board must sign up in advance prior to the beginning of the meeting and are limited two minutes each.

**5. Financial Report: (Attachment)**

Executive Director, Ms. Lakita Watson will present to Board.

**6. New Business:**

None

**7. Other Business:**

- Executive Director will present updates for Policy No. 065 Employment Recruitment and Hiring (**Action**); Policy No. 1065 Vehicle Use (**For Review**); Policy No. 1010 Cellular Telephone Use (**For Review**)
- Executive Director Report – Ms. Lakita Watson (**Handout**)

**8. Executive Session**

- Contractual Matters:
  - Compensation Study
  - Denny Terrace Lease Agreement
- Personnel Matters: Legal Counsel

**9. Adjournment**



*Nationally Accredited:  
The Richland County Recreation Commission  
became South Carolina's first nationally  
accredited parks and recreation agency in 2006.*

*Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.*

**Richland County Recreation Commission  
Regular Board Meeting Minutes  
July 16, 2018  
6:00PM**

**Commissioners in Attendance:**

Cynthia Shepard  
Lisa Cotten  
Robert Lapin  
Thomas Clark  
Donzetta Lindsay  
Jermaine Johnson, Sr.

**Others in Attendance:**

Mayor Bob Coble, Interim Parliamentarian

**1. Call to Order:**

Commissioner Shepard called the meeting to order at 6:00pm.

**2. Adoption of Agendas**

Motion to adopt the agenda made by Commissioner Lindsay and second by Commissioner Clark. Motion approved unanimously by all members present; Clark, Johnson, Lapin, Cotten, Shepard and Lindsay.

**3. Minutes:**

Motion to approve minutes from the June 18, 2018 Regular Board Meeting made by Commissioner Johnson and second by Commissioner Lapin. Motion approved unanimously by all members present; Shepard, Johnson, Lapin, Cotten, Clark, and Lindsay.

#### **4. Public Input:**

**Sean King**, representing Victory Lacrosse, reported updates on the League and requested a location that they are able to play in the fall.

**Gloria J. Brown**, REC committee, requested clean up at front of the Adult Activity Center and questioned the closing of Hopkins pool for a week.

**David Perkins**, spoke in support of Lacrosse.

**Hainsley Lewis**, welcomed Ms. Watson, the new Executive Director. Mr. Lewis invited all to the back to school bash at Crane Creek on August 25<sup>th</sup>.

**Barbara Roach**, Meadowlake community, addressed concerns of lighting at entrance to park and disturbing walkers on track with lacrosse, pointing out that the football field is in the middle of the track. Ms. Roach stated that what is best for the people have to be considered and not just for a team. Ms. Roach invited Commissioners to Meadowlake Park on Tuesday July 24<sup>th</sup> at 6:00pm for their community meeting.

**D'Andrea Outten-Brown**, AAC REC Committee, welcomed new Executive Director. Ms. Brown addressed again, her concerns for safety at the James Clyburn Technology Center and the status of an updated printer.

**Rev. Charles Epps, Sr.**, Starlite Neighborhood Association, congratulated the new Executive Director. Rev. Epps stated that the Starlite Neighborhood Park is dilapidated and has been there for the past 20 years. Rev. Epps requested replacement of playground with up to date equipment.

#### **5. Financial Report: (Information)**

Kasey Wilson, Financial Operations, reviewed financial reports included in Board's packet and entertained questions.

#### **6. New Business:**

None

## **7. Other Business:**

Mayor Coble reported that MOU was delivered to County Council on time.

Regular scheduled Board Meeting for September 17, 2018 is cancelled due to SCRPA Annual Conference.

Commissioner Johnson requested that Lisa Lewis-Hutcherson is included in all staff Department/Division meetings.

Commissioner Lapin applauded the staff and their work at Camp Sunshine.

**Motion to go into Executive Session for a Personnel Matter-employee request and contractual matter made by Commissioner Clark, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Cotten, Lindsay, Johnson, Lapin and Shepard.**

Entered Executive Session 6:35p.m.

## **8. EXECUTIVE SESSION:**

Executive Session ended at 7:52p.m.

Chair Shepard stated no vote was taken in Executive Session.

**Motion made by Commissioner Lapin to authorize Executive Director to hire an attorney on retainer, second by Commissioner Johnson. Motion approved unanimously by all members present; Lapin, Johnson, Shepard, Lindsay, Clark and Cotten.**

**Motion to adjourn meeting made by Commissioner Lindsay, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Cotten, Lapin, Shepard, Johnson and Lindsay.**

**9. Adjournment**

Meeting adjourned at 7:53 p.m.

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Cynthia Shepard, Chair

Minutes approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

# ESTIMATED RCRC CASH FLOW 18-19

July 2018 - June 2019 Cash Balances

| EXPENSES |                                 | REVENUES                         |                   |               |                 |                                 | Percent Increase<br>/(Decrease) |
|----------|---------------------------------|----------------------------------|-------------------|---------------|-----------------|---------------------------------|---------------------------------|
| MONTH    | NET PAYROLL &<br>PR TAXES       | WH & OTHER CASH<br>DISBURSEMENTS | TAX REVENUE       | SITE REVENUE  | CASH BALANCE    | Actual Numbers<br>from FY 17-18 |                                 |
|          |                                 |                                  | BEGINNING BALANCE |               |                 |                                 |                                 |
| JUL      | \$ 967,957.86                   | \$ 569,694.61                    | \$ 147,941.16     | \$ 299,436.28 | \$10,094,248.64 | \$8,047,633.69                  | 25%                             |
| AUG      |                                 |                                  | \$ 153,711.55     |               | \$9,003,973.61  | \$7,259,207.93                  | 24%                             |
| SEP      |                                 |                                  |                   |               |                 | \$5,684,768.81                  | -100%                           |
| OCT      |                                 |                                  |                   |               |                 | \$4,969,820.80                  | -100%                           |
| NOV      |                                 |                                  |                   |               |                 | \$3,988,458.46                  | -100%                           |
| DEC      |                                 |                                  |                   |               |                 | \$3,371,700.54                  | -100%                           |
| JAN      |                                 |                                  |                   |               |                 | \$3,551,866.93                  | -100%                           |
| FEB      |                                 |                                  |                   |               |                 | \$7,836,222.16                  | -100%                           |
| MAR      |                                 |                                  |                   |               |                 | \$11,999,490.76                 | -100%                           |
| APR      |                                 |                                  |                   |               |                 | \$11,462,269.54                 | -100%                           |
| MAY      |                                 |                                  |                   |               |                 | \$10,715,410.13                 | -100%                           |
| JUN      |                                 |                                  |                   |               |                 | \$10,564,671.97                 | -100%                           |
|          |                                 |                                  |                   |               |                 | \$10,094,248.64                 | -100%                           |
|          | 967,958                         | 569,695                          | 301,652.71        | 299,436       | 9,549,111       | 7,657,367                       | -81%                            |
|          | Averages                        | Averages                         | Totals            | Averages      | Averages        | Averages                        | Averages                        |
| Notes:   | Indicates Longevity Pay         |                                  |                   |               |                 |                                 |                                 |
|          | Indicates 3 payrolls in a month |                                  |                   |               |                 |                                 |                                 |
|          | Indicates actual numbers        |                                  |                   |               |                 |                                 |                                 |

# RCRC REVENUE VS EXPENDITURES COMPARED TO PRIOR YEAR W/BUDGET JULY 2018

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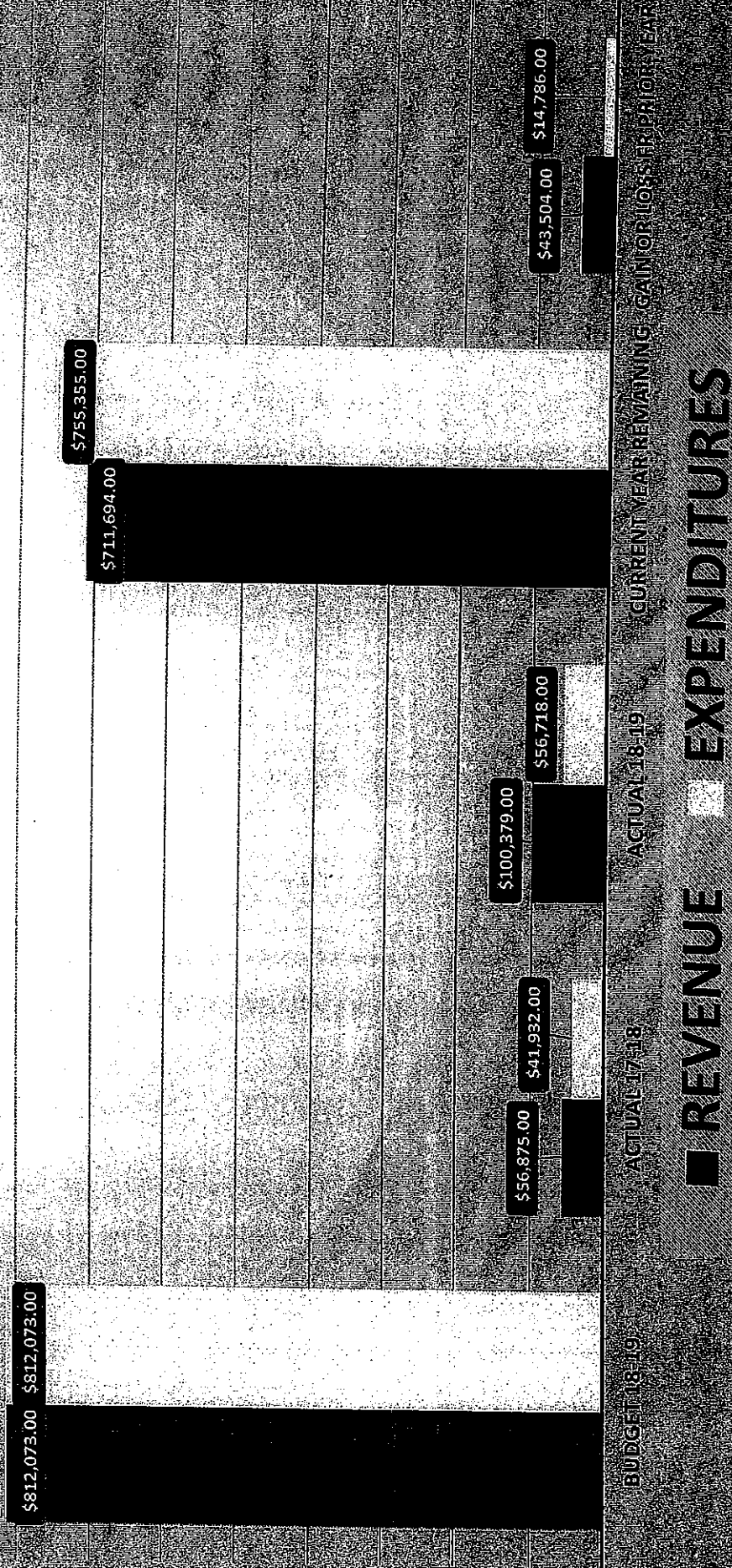
# ESTIMATED LINRICK CASH FLOW 18-19

| July 2017 - June 2018 | Actual | Cash Balances |
|-----------------------|--------|---------------|
|-----------------------|--------|---------------|

| EXPENSES |                            |                                     | REVENUES          |              | COMPARE TO PRIOR FY                |                                         |
|----------|----------------------------|-------------------------------------|-------------------|--------------|------------------------------------|-----------------------------------------|
| MONTH    | PAYROLL<br>PAID TO<br>RCRC | WH & OTHER<br>CASH<br>DISBURSEMENTS | GOLF REVENUE      | CASH BALANCE | FY 17-18<br>ACTUAL CASH<br>BALANCE | CASH BALANCE<br>DIFF FROM<br>CURRENT FY |
|          |                            |                                     | BEGINNING BALANCE | \$ 66,638.09 | \$ 31,126.96                       | 35,511.13                               |
| JUL      | \$ 63,293.44               | \$ 36,689.42                        | \$ 101,540.49     | \$ 68,195.72 | \$ 39,252.60                       | 28,943.12                               |
| AUG      |                            |                                     |                   |              | \$ 27,765.16                       | 40,430.56                               |
| SEP      |                            |                                     |                   |              | \$ 48,272.08                       | 19,923.64                               |
| OCT      |                            |                                     |                   |              | \$ 27,224.32                       | 40,971.40                               |
| NOV      |                            |                                     |                   |              | \$ 32,086.84                       | 36,108.88                               |
| DEC      |                            |                                     |                   |              | \$ 38,569.32                       | 29,626.40                               |
| JAN      |                            |                                     |                   |              | \$ 5,363.18                        | 62,832.54                               |
| FEB      |                            |                                     |                   |              | \$ 23,371.87                       | 44,823.85                               |
| MAR      |                            |                                     |                   |              | \$ 36,064.06                       | 32,131.66                               |
| APR      |                            |                                     |                   |              | \$ 58,066.93                       | 10,128.79                               |
| MAY      |                            |                                     |                   |              | \$ 33,519.93                       | 34,675.79                               |
| JUN      |                            |                                     |                   |              | \$ 66,638.09                       | 1,557.63                                |
|          |                            |                                     |                   |              |                                    |                                         |
| Averages | 63,293                     | 36,689                              | 101,540           | 68,076       | 35,948                             | 32,128                                  |
|          | Average                    | Average                             | Average           | Average      | Average                            | Average                                 |
| Notes:   | * 3 Payrolls in a month    |                                     |                   |              |                                    |                                         |
|          | Longevity Pay              |                                     |                   |              |                                    |                                         |
|          |                            |                                     |                   |              |                                    |                                         |
|          |                            |                                     |                   |              |                                    |                                         |
|          |                            |                                     |                   |              |                                    |                                         |
|          |                            |                                     |                   |              |                                    |                                         |



# LinRick Revenue Vs. Expenditures Compared to Prior Year w/Budget July 2018



## **IMPORTANT NOTICE**

**THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE RICHLAND COUNTY RECREATION COMMISSION. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES OF RICHLAND COUNTY RECREATION COMMISSION ARE "AT WILL". THE RICHLAND COUNTY RECREATION COMMISSION RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY IN WHOLE OR IN PART. EXCEPTIONS TO THIS DISCLAIMER MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.**



## **Employment Recruitment and Hiring**

Human Resources  
Policy No. 065

Date Revised: September 10, 2018  
Last Revision Date: June 15, 2015

### **Policy Statement**

Richland County Recreation Commission (RCRC) is committed to providing Equal Employment Opportunities and welcomes applications from all individuals for advertised jobs that match their skills and interests. Employees of RCRC and qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, covered veteran's status, marital status, or the presence of a non-job-related medical condition or disability as upheld in the rights and privileges as outlined in Title I of the American's with Disabilities Act of 1990. It is RCRC's policy that all vacant positions will be posted and that all job applicants complete an application when applying for a vacancy. Applicants seeking assistance in completing employment applications may do so by contacting the RCRC's Human Resources Department.

### **I. PURPOSE**

- A. To select and appoint employees with appropriate skills and experience through a uniform selection process.

### **II. DEFINITIONS**

- A. **Applicant Pool** All persons who apply by the application closing date for a specific position for which RCRC is recruiting.
- B. **Background Check** Review of an individual's work, personal and educational history to determine if a candidate is suitable for employment.
- C. **Closing Date** The last date that the RCRC application can be received in order for the applicant to be considered for the advertised position. The application must be received on that date by the close of business or other time specified in the vacancy announcement.
- D. **Disability** A physical or mental impairment that substantially limits a major life activity.
- E. **Hiring Manager** The individual recommending the hiring decision.
- F. **Interview Panel** The group of individuals (two or more) who interviews job applicants for selection.
- G. **Open Until Filled Recruitment** A method of recruiting for frequently vacant or hard-to-fill positions that allows the RCRC to receive and consider applications without a deadline until the position has been filled.

- H. **Reasonable Accommodation** Modifications or adjustments in a work site, program or job that make it possible for a qualified employee with a disability to perform the essential functions or duties required by the position.
- I. **Recruitment** The process by which the RCRC seeks qualified candidates by posting or advertising a position that the RCRC intends to fill through a competitive selection process.
- J. **References** Information obtained from former employers, supervisors, co-workers or others regarding a candidate's work performance or behavior. This information is used by the RCRC along with other information collected during the hiring process to determine the candidate's suitability for the advertised position, and ultimately to determine which candidate is best suited for employment.
- K. **Screening** The process of evaluating the qualifications of individuals in an applicant pool against established position requirements in order to determine which applicants in the pool meet minimum requirements.
- L. **Selection** The result of the hiring process that identifies the applicant best suited for a specific position.
- M. **Structured Interview Approach** The method of interviewing whereby prepared interview questions and/or exercises are utilized in a standardized fashion across all applicants.
- N. **Vacancy Announcement** A statement, posting notice, or advertisement that a position is to be filled, including position requirements and a general statement of the job.

### III. EMPLOYMENT/RECRUITMENT GUIDELINES

Minimum Employment Age: The Richland County Recreation Commission sets minimum ages for employment:

- A. Maintenance Positions – the minimum age for employment 18
- B. Administrative/Parks/Other Positions - the minimum age for employment 18
- C. Camp Counselor- the minimum age for employment 18
- D. Lifeguards-minimum age is 15 provided that the hours worked comply with FLSA regulations and requires certification. (See Human Resources for more details).
- E. All full-time, part-time (including regular part-time and seasonal part-time) candidates must submit to a pre-employment drug screening.

### IV. PROCEDURES

- A. The Hiring Manager/supervisor submits a Recruitment Requisition to be approved by Human Resources and the Executive Director as the final approval.
- B. Upon approval, a Vacancy Announcement is prepared by Human Resources. The Vacancy Announcement is posted on the website, and any additional resources deemed necessary such as other internet sites, through professional organizations, newspapers, in trade journals and/or in special publications. When deemed necessary or advisable, from time to time, job openings may be determined, after consultation with the appropriate Division Head and Human Resources, to be exempt from the posting procedure by the Executive Director.
- C. A closing date will be included in each job announcement so as to maintain the integrity of an applicant pool. Job openings will be advertised for a minimum of 3 work days, and may be posted for current employees only, or open for current employees and the general public.
- D. The RCRC applications can be emailed to Human Resources, faxed or hand delivered to the agency. A person interested in employment with RCRC will need to complete an application for a currently posted position. No other forms of application will be accepted.
- E. Applicants are screened for minimum qualifications as outlined in the job posting and job

description. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. Positions (if any) requiring post-job offer drug and alcohol screenings are listed in the RCRC's Alcohol Use and Alcohol Testing Policy – HR No. 010.

- F. The applications of individuals that meet the minimum position requirements will be sent to the appropriate Hiring Manager or designated subject matter expert (SME) for interview selection. The Hiring Manager may elect to hire a candidate from an application review, with the appropriate justification and approval of Human Resources; or they must interview all applicants; or may further screen down the applicant pool with appropriate justification and approval of Human Resources. The Hiring Manager will schedule each candidate for an interview or next step in the hiring process for the position. The Hiring Manager should prepare a set of applicable job related interview questions and have them approved by Human Resources if they have not attended the HR supervisory training on selection & recruitment, prior to the interviews being held. Human Resources staff may assist hiring departments in scheduling interviews in cases of conflict of interest.
- G. Internal Transfer Applications are defined as those made by present employees of the RCRC through the internal application process. The RCRC encourages and supports its employees to pursue career or professional advancement and/or alternated positions within RCRC to complete an Internal Application Form when positions are available. Internal applications are available in the Human Resources Office. Employees who have received disciplinary suspensions will not be able to apply for a transfer until six months after the suspension occurred. Employees are not normally eligible to transfer until employed on (1) year in a job.
- H. A telephone interview may be used to refine the applicant pool before an interview panel is scheduled. The panel will consist of a diverse group of at least 2 to 3 members. Human Resources staff may be required to serve on interview panels to assist hiring departments in their selection. Hiring Managers must complete formal interviewing and selection training presented by Human Resources in order to conduct interview panels or must have a Human Resources staff member present until such time as they complete the required training. The purpose of the training is to educate potential interviewers on how to hold an effective and legal interview process. Specific topics include questions which are legal and illegal, how to create behavior based questions, importance of providing a standard and consistent process for all applicants, as well as an overview of this policy. The Hiring Manager is responsible for ensuring reference checks are completed for each candidate recommended for hire. Effort should be made to contact all employers over the past 5 years and be documented in the hiring comment box for the applicant. At least two employment verifications with most recent employers must be attempted. Professional references provided by the applicant may also be contacted; however, an effort to contact at least two previous supervisors should be made and documented in the comment block for hired applicants.
- I. Reference checks/employment verifications need to be completed, however, RCRC may make a conditional job offer to the selected candidate to ensure the salary expectation and start dates are acceptable to the applicant being proposed for hire. The Hiring Manager is responsible for the final decision. Approval routing will include the Division Head; then the Executive Director for final approval.
- J. In compliance with Title I of the Americans with Disabilities Act (ADA) of 1990, RCRC will not discriminate against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. A disability is a mental or physical impairment which substantially limits one or more major life activities. An applicant may also establish a disability by showing he or she has a record of impairment or is regarded as being impaired. A qualified individual with a disability is any individual with a disability who, with or without reasonable accommodations, is qualified to perform the essential functions of the job. Reasonable accommodations may be provided unless it constitutes an undue hardship upon RCRC. If an applicant or an

employee makes a request for a reasonable accommodation and the disability and/or need for the accommodation is not readily apparent or otherwise known, the RCRC may ask the applicant or employee for information necessary to determine if the individual has a disability-related condition eligible for accommodation based on the ADA. The RCRC will make an individualized assessment of whether a qualified individual with a disability, as defined by the ADA, meets the selection criteria for employment decisions. To the extent that the RCRC selection criteria has the effect of disqualifying an individual because of a disability, the criteria will be job related and consistent with business necessity.

- K. The Hiring Manager must return to Human Resources a completed hiring selection form, Background Release Forms and Request to Obtain Applicant Driving Record Form, if applicable, will also be provided to Human Resources. Human Resources will conduct all relevant background checks to include a statewide criminal history check for all states in which a candidate has resided in the past seven years, a National Sex Offender registry check as well as a driving record check and credit history check. Upon approval of the Director of Human Resources, an offer will be extended to the selected candidate and the Hiring Manager will be notified of acceptance and dates for orientation.
- L. The Human Resources Department will develop and extend a formal offer letter for the selected individual and send a copy to the Hiring Manager stating the hire date, salary and general orientation information.
- M. Job applications will be maintained in the HR File in an active status until such time that notifications have been sent to all applicants that the position has been filled or cancelled, and the position is archived.
- N. Employees Authorized to Drive RCRC Vehicles and Employees Required by their Jobs to Drive: Employees authorized to drive and employees required to drive must possess a valid driver's license. A 10 year driving record must be obtained at the time of hire or when the employee is transferred into a position which requires driving or a position which authorizes the use of RCRC vehicles. Obtaining the 10 year driving record is at the employee's expense. Thereafter, HR will conduct annual driving records.
- O. **EMPLOYMENT DATE:** The employment date is the date on which an employee actually begins employment and is normally the first day of a pay period.
- P. **EMPLOYMENT ORIENTATION:** Each new employee is to attend the first scheduled orientation should begin the first day of work and should include details relating to the employee's specific work assignment, time card procedure, and the RCRC policies and procedures. The Human Resources Department assists with departmental orientation; however, the employee's new department retains ultimate responsibility.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: September 10, 2018  
(Date Approved)

APPROVED \_\_\_\_\_  
Cynthia Shepard, Chair

For more information about this policy, contact Human Resources



## Enriching Lives & Connecting Communities

### Vehicle Use

Administration  
Policy No. 1065

Revision Date: October 15, 2018  
Last Revised: November 17, 2014

#### Policy Statement

Richland County Recreation Commission provides vehicles for employees to use in carrying out their job responsibilities. All RCRC employees who operate RCRC owned or leased vehicles must comply with RCRC's policies and all applicable State and Federal laws for the safe operation of motor vehicles.

#### General

Recreation Commission vehicles may be operated only by full-time permanent employees of the Recreation Commission. The Executive Director may authorize part-time and seasonal employees to operate Recreation Commission vehicles when requested to do so, in writing, by the employee's supervisor. Employees of Richland County Recreation Commission authorized to operate RCRC vehicles are issued a (5) digit Personal Identification Number (PIN) to be used with the agency's Fuelman Fleet Cards.

The following are requirements for employees who operate RCRC owned or leased vehicles:

1. Employees must possess a valid driver's license appropriately classed for the type of vehicle being used. A 10 year driving record must be obtained at the time of hire or when the employee is transferred into a position which authorize the use of RCRC vehicles at the employees own expense.
2. Employees must sign the Acknowledgement of RCRC Vehicle Use Policy attached as **Addendum A** at the time of hire or transfer or when the Vehicle Use Policy has been updated.
3. Employees must sign the Employee Fuelman Card Agreement attached as **Addendum B** to certify that they understand their responsibilities and the agency's policies regarding the use of the Fuelman Fleet Card and PIN.
4. Employees must attend the Eight-Hour Defensive Driving Course within ninety days of employment or transfer. After attending the initial training, employees will be required to

successfully complete the Four-Hour- refresher Defensive Driving Course every three years prior to the anniversary of their last attendance date.

5. Any loss of driving privileges due to expiration or penalty for traffic violation must be reported to the employee's supervisor the first working day following receipt of notice of the suspension. Employees with a suspended driver's license shall not operate a RCRC vehicle until the driver's license has been reinstated by the Department of Motor Vehicles and the HR Director reinstates his/her driving privileges for the agency.
6. All traffic violations involving a Richland County Recreation Commission owned or leased vehicle must be reported to the driver's supervisor immediately. Copies of records regarding such violations may be requested and must be provided at the driver's expense.
7. All use of Richland County Recreation Commission gas credit cards must be approved in advance by the Executive Director.
8. Trash must be removed from vehicle before returning to the office.
9. Vehicles should never be left with less than a half tank of fuel. Vehicles should be refueled when they are returned to the office.
10. All vehicles must be locked when left unattended.
11. Smoking in any RCRC vehicles is prohibited (see also policy 1055 Smoke-Free and Tobacco-Free Facilities).
12. When traveling on official business, employees of the Recreation Commission should use RCRC Motor Pool vehicles. Employees, who travel on official business using a personal vehicle, even though a RCRC vehicle is available, will not be reimbursed for mileage. When an RCRC Motor Pool vehicle is not available and an employee of the Richland County Recreation Commission uses his or her personal vehicle in traveling on necessary official business, mileage will be reimbursed at the rate set for employees of the State of South Carolina or the current standard business mileage rate established by the Internal Revenue Service (see also Policy 1060 – Travel Reimbursement).

### **Accidents**

1. Any accident involving a Recreation Commission vehicle and causing or incurring damage or injury must be investigated by law enforcement authorities.
2. The driver of the Recreation Commission vehicle involved in an accident is responsible for notifying law enforcement authorities immediately.
3. The driver is also responsible for notifying his supervisor immediately. The Supervisor must fill out an Accident Report.

### **Agency Owned Passenger Vehicles**

Generally, it is the policy of the Richland County Recreation Commission to not place any agency passenger vehicles on permanent assignment. RCRC follows applicable State Budget and Control Board Office of General Services Motor Vehicle Management Plan provisions regarding vehicle use.

1. Assignment and Use:

- A. Assignment of an RCRC passenger vehicle for personal use shall not be made as a prerequisite of office [except for the agency head as determined by the Commission Board].

2. Assignment Criteria to be considered:

- A. Passenger vehicles essential to the performance of official duties by individuals whose remote location or total official business use requirements [annual official business mileage in preceding fiscal year] are such that preclude shared or part-time use by members of the same or other work units;
- B. The urgency of employee availability and frequency of actual recall must be justified in order to qualify for assignment [number of emergency response calls in the preceding fiscal year];
- C. In the rare cases when passenger vehicles are permanently assigned to individuals a Form 980-1 will be completed and forwarded to the Board for review.

Further, the Commission Board at its discretion may assign those passenger vehicles which it deems necessary to support the critical business needs of the RCRC. Approved assigned passenger vehicles shall observe the same policy guidelines as agency owned work-trucks.

**Agency Owned Work Trucks**

It is the policy of the Richland County Recreation Commission to place park service vehicles (work trucks) that are deemed necessary on permanent assignment. These vehicles (those which are essential to the performance of an employee's official duties) provide maintenance support services to Commission recreation facilities.

Any Commission work truck placed on permanent assignment must adhere to the following policies:

- 1. Assignment of agency work trucks for permanent use will be based on the on-call status of the Parks Maintenance Division employee;
- 2. Employees may use their work trucks to commute to and from work and on business errands for the Recreation Commission;
- 3. Assigned work trucks may not be used for personal purposes except for *de minimis* personal use (such as a stop for personal errand on the way between a business delivery and the employee's home);
- 4. At no time shall the number of vehicle occupants exceed the number of available safety belts in the vehicle. All vehicle occupants must wear safety belts at all times.



**Agency Owned Motor Pool Vehicles (Passenger Vehicles, Buses, Vans, etc.)**

1. Only vehicles that meet the requirements of Jacob's Law are to be used in transporting children.
2. Buses and vans are to be used primarily for local trips defined as up to a 60 mile radius of the RCRC Headquarters Building on Shakespeare Road and can be approved by the Director of Facilities, Director of Parks, or Director of Recreation. Each approved trip must have an emergency back-up plan in place to assist potential stranded passengers. The Director approving the trip or their designee should always be accessible by phone as the first point of contact in case an emergency should arise in order to implement the emergency back-up plan.
3. Trips beyond the 60 mile radius must be approved in advance by the Executive Director and considered only on a case by case basis. All trips beyond the 60 mile radius must be requested by the Director. Any trip requested by a Director for a program excursion beyond the 60 mile radius must have a pre-arranged, written emergency retrieval plan for the safe return of the program participants in case of a breakdown or accident. The Director requesting approval of the trip or their designee should always be accessible by phone as the first point of contact in case an emergency should arise in order to implement the emergency retrieval plan.
4. Due to a limited number of agency motor pool vehicles it will be necessary to reserve vehicles in advance. Vehicles will be signed out on a first come first serve basis. Check the vehicle assignment sheet for vehicle availability before planning trips or events that will require the use of an agency motor pool vehicle. Reservations may be made for up to one year in advance.
5. An electronic "Vehicle Use Request" form has been developed and is available upon request.
6. Drivers must follow established procedures when checking out and returning vehicles. The vehicle dispatch office hours of operation are Monday thru Friday 8:30 a.m. to 5:00 p.m. Vehicles must be picked up and returned during these hours. Vehicle drivers/users must ensure each vehicle is re-fueled (topped off) and cleaned.
7. Cell Phone Usage while Operating RCRC Vehicles:

**NEW WORDING:**

A. The Richland County Recreation Commission prohibits drivers from using handheld or hands free mobile telephones while operating an agency owned vehicle (automobile, van, truck or bus). Drivers may use a handheld or hands free mobile telephone while driving only in special circumstances, such as contacting law enforcement or emergency services. NO TEXTING IS AUTHORIZED WHILE DRIVING.

**OLD WORDING**

A. When operating a vehicle with a capacity of seven or less (pickup car/SUV), employees should limit their use of cellular devices. Employees should try to make

[REDACTED]

B. When operating an RCRC Bus or Multi-passenger Van, Usage of all cellular devices is strictly prohibited unless it is a special circumstance (e.g. contacting 911).

### **Commercial Motor Vehicles Drivers**

The U.S Department of Transportation prohibits commercial drivers from using a hand-held mobile telephone while operating a commercial truck or bus. Drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses. Additionally, states will suspend a driver's commercial driver's license (CDL) after two or more serious traffic violations. Companies that allow their drivers to use hand-held cell phones while driving will face a maximum penalty of \$11,000. CMV drivers may use a handheld mobile telephone while driving only in special circumstances, such as contacting law enforcement or emergency services.

### **Screening**

The HR Department will screen the driving record of all RCRC employees who operate agency vehicles. A driving record check for all employees who operate RCRC owned or leased vehicles will be completed annually. If necessary, the Executive Director may request a copy of an employee's driving record at any time.

Driving privileges to operate an RCRC owned or leased vehicle may be denied or suspended and a decision regarding the employment status may be made under the following circumstances:

1. Two at fault accidents during the previous three year period in personal or agency vehicle;
2. Failure to attend the initial and refresher Defensive Driving Course and obtain a passing score;
3. When the Department Head, in consultation with the Human Resources Director, determines that an employee should no longer operate RCRC vehicles;
4. Failure to report an accident involving an RCRC owned or leased vehicle to your supervisor within 24 hours;
5. Suspension of driver's license. An employee can be dismissed from employment for operating an RCRC vehicle without a valid driver's license.
6. Operating a RCRC owned or leased vehicle outside the scope of the destination and business related activity;
7. Operating a RCRC owned or leased vehicle under the influence of alcohol or controlled substance.

### **Remedial Action**

The decisions regarding the employment status of an employee who has been removed from driving responsibilities shall be made on a case-by-case basis. When an employee is removed from driving responsibilities, the Department Head will give reasonable consideration, if circumstances warrant, to

reassigning the employee to a non-driver position vacancy in the department for which the employee is qualified.

If reassignment in the department is not possible, the Department Head should notify the employee of a pending dismissal from employment.

**Exceptions:**

The Executive Director with review of the Board Chairman has the authority to make exceptions to the Vehicle Use Policy when deemed necessary in the best interest of the agency.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: October 15, 2018  
(Date Approved)

APPROVED

\_\_\_\_\_  
Cynthia Shepard, Chair

For more information about this policy, contact the Executive Department.

**Addendum A**

**ACKNOWLEDGEMENT OF RCRC VEHICLE USE POLICY**

By my signature, I certify that I have received, read and understand the Richland County Recreation Commission (RCRC) Vehicle Use Policy and Acknowledgment of RCRC Vehicle Use Policy Agreement Form updated on October 20, 2014 and agree to the terms identified in these documents. Failure to comply with the policy may lead to disciplinary action, up to and including termination of employment.

By my signature I authorize RCRC to obtain my driving record annually.

I understand that nothing contained in the Vehicle Use Policy is intended to constitute an employment contract or to infer or grant any contractual rights or obligations and should not be construed as such.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Addendum B**

**EMPLOYEE FUELMAN CARD AGREEMENT**

1. I have provided RCRC HR Department with a copy of my 10 year driving record and received authorization to have a PIN issued.
2. I have been issued a PIN, which authorizes me to fuel agency vehicles only, using the agency's Fuelman Fleet Cards.
3. I understand that my PIN identifies me by name on a weekly fuel report and that I am accountable for all transactions made using my PIN. Therefore, I will not share my PIN with anyone. If I believe someone else knows my PIN, I will immediately notify my supervisor.
4. I understand that the Fuelman Fleet Cards are not to be used for personal vehicles or non-business purposes. Using the Fuelman card for any purpose other than official business use will be considered theft of Commission property.
5. I understand that each time I use a Fuelman Fleet Card, I am required to completely fill the vehicle's fuel tank and enter an accurate odometer reading. This will allow the company to monitor fuel usage and track required maintenance intervals.
6. I understand that each Fuelman Fleet Card is assigned to either an individual agency vehicle or specific fueling purpose (example: off road equipment fuel card). My PIN will work with any Fuelman Fleet Card issued to the agency. I understand that it is against agency policy to swap or share cards between vehicles or use any card for other than the intended purpose.

Evidenced by my signature below, I understand and agree to the above statements.

Employee Name: (Print) \_\_\_\_\_ PIN: \_\_\_\_\_

SC Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**For HR Use Only**

☐ Approved ☐ Disapproved

Signature HR Representative: \_\_\_\_\_



## Enriching Lives & Connecting Communities

### Cellular Telephone Use

Administration  
Policy No. 1010

Revision Date: October 15, 2018  
Last Revision Date: December 16, 2013

#### **Policy Statement**

Richland County Recreation Commission has cellular telephones to be used for official business only. The telephones are provided primarily for use by weekend on-call staff. Cellular telephones may also be provided for use where telephone access is critical and where a land line is not readily available.

#### **GUIDANCE:**

The Executive Director must approve the assignment of cellular phones. In making those assignments, the Executive Director must consider the following:

1. If the assignment of the cellular phone device is necessary for the employee to perform essential RCRC business,
2. If the assignment of the cellular phone device will improve safety,
3. If the assignment of the cellular phone device will increase productivity,
4. If the assignment of the cellular phone device will increase service to the public, and/or
5. If there are other situations in which necessary communications cannot be provided by any other means.

#### **Form 303: Attached as Addendum A**

The employee who is issued a cellular phone device must sign the agreement (Form # 303) prior to his or her receiving the cellular phone device. Human Resources will retain a copy on file.

#### **Parks Division:**

Due to the unique nature of the Parks Department, phones may be assigned to individuals serving in a temporary supervisory or on-call capacity. However, the employee must sign Form # 303 prior to being given the phone by the Parks Department.

### **USE OF AGENCY ASSIGNED CELLULAR PHONES:**

#### **Training:**

Employees should be trained by the vendor or approved RCRC staff regarding the features of the cellular phone prior to the phone's issuance.

#### **Authorized Use of Cellular Phone:**

Cellular telephones are to be used for business purposes only except for the following situations related to the employee's job:

1. Calls to family if the employee is required to work late in a place other than their office after the employee's normal work day,
2. Calls to notify family of a change in schedule when an employee is traveling on Commission business,
3. Calls to make childcare or similar arrangements when an employee is delayed because of Commission business,
4. Emergency calls to family to check on the well-being of a family member.

#### **Use While Operating an Agency Non-Commercial Motor Vehicle:**

##### **NEW WORDING:**

The Richland County Recreation Commission prohibits drivers from using handheld and hands-free mobile telephones while operating an agency owned vehicle (automobile, van, truck or bus). Drivers may use a handheld or hands free mobile device while driving only in special circumstances, such as contacting law enforcement or emergency services. **NO TEXTING IS AUTHORIZED WHILE DRIVING.**

##### **OLD WORDING:**

Employees should try to limit use of cellular phones / blackberry's while operating a motor vehicle. Employees should try to make calls while the vehicle is parked or stopped. Some use of cellular phones while driving is inevitable; therefore, employees are to use care in driving while talking on the phone. Employees likely to use cellular phones while driving are encouraged to use the hands free / speaker phone features of the phone / blackberry device to allow full use of both hands while driving. No texting while driving. Persons operating a RCRC bus or van are prohibited from using a handheld mobile telephone unless it is a special circumstance, such as contacting law enforcement or emergency services.

#### **Commercial Motor Vehicles**

The U.S Department of Transportation prohibits commercial drivers from using a hand-held mobile telephone while operating a commercial truck or bus. Drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial

motor vehicle for multiple offenses. Additionally, states will suspend a driver's commercial driver's license (CDL) after two or more serious traffic violations. Companies that allow their drivers to use hand-held cell phones while driving will face a maximum penalty of \$11,000. CMV drivers may use a handheld mobile telephone while driving only in special circumstances, such as contacting law enforcement or emergency services.

### **ACCOUNTABILITY:**

#### **Review of Phone Bills:**

Phone bills will be reviewed and audited to ensure compliance with authorized use requirements and budget limits. Any employee who is assigned a cellular phone may be asked to provide information regarding and/or justify any call made. Employees are responsible for any unauthorized charges and will reimburse the agency for those charges. Unauthorized charges may include but are not limited to the following:

1. Roaming charges not part of the plan that are attributable to personal use,
2. Long distance charges not part of the plan that are attributable to personal use, and
3. Charges (unauthorized) for additional minutes beyond the maximum minutes allowed by the plan.

#### **Loss or Damage of Cellular Phone:**

The employee must immediately report any loss or damage of a RCRC issued cellular phone / blackberry to his or her immediate supervisor and to the vendor. If the loss is a result of the employee's negligence, the employee may be required to reimburse the RCRC for the full replacement cost of the phone. If the damage is a result of the employee's negligence, the employee may be required to reimburse RCRC for the repair or replacement of the phone.

#### **Loss of Cellular Phone Privileges:**

Failure to comply with this agreement may result in the loss of cellular phone or blackberry privileges to include disciplinary action up to and including termination. In addition, the division director and/or immediate supervisor may, at any time, request the return of the cellular phone or blackberry device. The employee must return the phone to their immediate supervisor within twenty-four hours of the request.

#### **Reassignment of Phone:**

The Department Director is responsible for notifying the Division Head if a cell phone device is reassigned to another staff member for any reason or is lost or inactive. Upon reassignment, the employee to whom the phone is assigned will complete Form # 303 and that form must be sent to the Executive Director or his designee for approval and forwarded to the Human Resource Department for filing. A copy of this form will be attached to the purchase order.



**Addendum A**

**RCRC Cellular Phone Usage Acknowledgement**

**FORM 303**

I acknowledge receipt of a cellular phone device and agree to use it only in accordance with RCRC policy, to prevent its unauthorized use, and to report its loss or theft immediately to my immediate supervisor. I agree to surrender my cellular phone device to my supervisor upon request.

\_\_\_\_\_  
Cellular phone user's signature and date

Phone Company: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Office Number: \_\_\_\_\_

**September 10, 2018**

**FOR YOUR INFORMATION ATTACHMENTS AS FOLLOWS:**

- Human Resources: Vacant positions to be filled
- Community Services: List of Recreation Enrichment Committees (REC)  
Media Releases July 2018  
Upcoming activities
- Property Management: List of projects in Planning Stage, In Progress and Completed
- Facility Operations/Athletics: Financials and Participation
- Foundation Report: Financials and Strategic Plan

**September 10, 2018**

**FOR YOUR INFORMATION ATTACHMENTS AS FOLLOWS:**

- Human Resources: Vacant positions to be filled
- Community Services: List of Recreation Enrichment Committees (REC)  
Media Releases July 2018  
Upcoming September events – SENIOR GAMES
- Property Management: List of projects in Planning Stage, In Progress and Completed
- Facility Operations/Athletics: Financials and Participation
- Foundation Report: Financials and Strategic Plan



## **DIVISION REPORT -**

*"Enriching Lives, Connecting Communities"*

**TO:** Richland County Recreation Commission (Board Members)

**FROM:** David Stringer, Division Head of Human Resources

**DATE:** September 10, 2018

**RE: Monthly Updates**

1. Human Resources

Recruitment - Vacant positions to be filled:

1. Purchasing Manager
2. Athletic Coordinator (two positions)
3. Superintendent of Maintenance and Repair
4. District Maintenance Supervisor
5. Building and Grounds Worker
6. Custodian

# REC

RECREATION INFORMATION  
 BOARD OF RECREATION

## LIST OF RECS

1. Adult Activity Center
2. Ballentine Community
3. Bluff Road Park
4. Blythewood Park
5. Caughman Road Park
6. Cedar Ridge Park
7. Denny Terrace Gym
8. Denny Terrace Gym
9. Eastover Park
10. Forest Lake Park
11. Frairsgate Park
12. Gadsden Park CC
13. Garners Ferry AAC
14. Hopkins AAC
15. Killian Park
16. Meadowlake Park
17. New Castle/Trenholm
18. North Springs CC
19. North Springs Park
20. North Springs Park
21. North Springs Park
22. Polo Park
23. Ridgewood Park CC
24. St. Andrews Park
25. Trenholm Park

## PRESIDENTS NAME/MEETING DATE

D'ANDREA OUTTEN - 3<sup>RD</sup> MONDAY AT 10:00 AM  
 NO REC COMMITTEE- HOA 1<sup>ST</sup> MONDAY AT 6:30 PM  
 REV. CHARLES EPPS WILL MEET AUGUST 30 AT 6:30 PM  
 NO REC COMMITTEE-HOA 3<sup>RD</sup> MONDAY AT 6:30 PM  
 NO REC COMMITTEE  
 PRESIDENTS NAME/MEETING DATE  
 PRESIDENTS NAME/MEETING DATE  
 NO REC COMMITTEE  
 WYONNE HALL- 2<sup>ND</sup> MONDAY AT 6:00 PM  
 NO REC COMMITTEE  
 NO REC COMMITTEE  
 WAYNE ADAMS 2<sup>ND</sup> MONDAY AT 6:00 PM  
 NO REC COMMITTEE  
 NO REC COMMITTEE  
 NO REC COMMITTEE  
 BARBARA ROACH 4<sup>TH</sup> TUESDAY AT 6:00 PM  
 JOAN MOBLEY/CLYDE HOLIDAY 4<sup>TH</sup> THURSDAY AT 5 PM  
 NO REC COMMITTEE  
 NO REC COMMITTEE  
 PRESIDENTS NAME/MEETING DATE  
 PRESIDENTS NAME/MEETING DATE  
 NO REC COMMITTEE  
 DR. ADESANYA ABD'ALLAH 3<sup>RD</sup> THURSDAY AT 7:00 PM  
 NO REC COMMITTEE  
 TRAY JEANA ROGERS



FELICIA@RCRC.STATE.SC.US



@RICHLANDREC



803-741-7272 EXT. 142



FAX: 803-741-2028

**BOARD OF COMMISSIONERS:**

Thomas Clark  
Cynthia Shepard  
Donzetta Lindsay  
Stephen Venugopal  
Lisa L. Cotten  
Robert Lapin  
Jermaine L. Johnson, Sr.



*"Enriching Lives, Connecting Communities."*

**ADMINISTRATIVE OFFICE:**

7473 Parklane Road  
Columbia, SC 29223  
Phone: (803) 741-RCRC (7272)  
Fax: (803) 741-2028  
Email: [info@rcrc.state.sc.us](mailto:info@rcrc.state.sc.us)  
[www.richlandcountyrecreation.com](http://www.richlandcountyrecreation.com)

**Contact: Felicia Venable, Community Relations Manager**  
**(803) 741-7272 ext. 141; [felicia@rcrc.state.sc.us](mailto:felicia@rcrc.state.sc.us)**

FOR IMMEDIATE RELEASE

**Columbia, S.C. (July 3, 2018)** All RCRC facilities will be closed on Wednesday, July 4, 2018 for Independence Day. All facilities will resume regular business hours on Thursday, July 5, 2018. LinRick Golf Course will be open.

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The Richland County Recreation Commission has served Richland County since 1960 and is dedicated to enriching lives and connecting communities through diverse recreational opportunities.



*Nationally Accredited:*  
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

*Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color; religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.*



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Felicia Venable, Community Relations Manager

(803) 741-7272 ext. 141  
[felicia@rcrc.state.sc.us](mailto:felicia@rcrc.state.sc.us)

**For Immediate Release**

## **Pro Style Combine**

**Columbia, S.C. (July 20, 2018)** – Are you ready for some football? Well, Richland County Recreation Commission has got you covered! Join us on Saturday, July 28 from 8:00 am – 12:30 pm at the Garners Ferry Sports Complex for Pro Style Combine. Whether you are an experienced player or just starting football, this program will be an experience you won't forget. Participants will be taught teamwork, consideration of others, self-discipline, and the basic fundamentals of the sport of football. This program will be a very positive stimulus and you will leave a better football player! For more information, call Michael Marshall at 803-741-7272 ext. 105 or register online at [www.richlandrec.com](http://www.richlandrec.com) FREE Admission and Open to All Ages

Location:

Garners Ferry Sports Complex

8620 Garners Ferry Road

Hopkins, SC 29061

Contact: Michael Marshall

###



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**BOARD OF COMMISSIONERS:**

*Cynthia Shepard, Chair  
Lisa L. Cotten, Vice Chair  
Robert Lapin, Secretary  
Thomas Clark  
Jermaine L. Johnson, Sr.  
Donzetta Lindsay  
Stephen Venugopal*



**ADMINISTRATIVE OFFICE:**  
*Lakita Watson, Executive Director*  
7473 Parklane Road  
Columbia, SC 29223  
Phone: (803) 741-RCRC (7272)  
Fax: (803) 741-2028  
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Contact: Felicia Venable, Community Relations Manager

(803)741-7272, ext. 141; [felicia@rcrc.state.sc.us](mailto:felicia@rcrc.state.sc.us)

**FOR IMMEDIATE RELEASE**

**Columbia, SC (July 25, 2018)** Richland County Recreation Commission is pleased to announce our new Executive Director, Mrs. Lakita Watson has been appointed to the Board of National Association of County Park and Recreation Officials. (NACPRO)

NACPRO is a non-profit professional organization that advances official policies that promote county and regional park and recreation issues while providing members with opportunities to network, exchange ideas and best practices, and enhance professional development.

Mrs. Watson is a Certified Parks and Recreation Professional (CPRP) with over 20 years of experience in recreation programming, planning, staff development, capital project implementation and strategic planning. She has been active at the state and national level serving as the President of Virginia Recreation and Parks Society in 2010 and currently as the chair-elect for both the National Recreation and Parks Association's Leadership Development Network and the Ethnic Minority Society.

Lakita graduated from Norfolk State University with a Bachelor's Degree in Social Work. She is currently pursuing a Master's in Public Administration from Liberty University.

For more information, contact the Richland County Recreation Commission at (803) 741-7272 ext. 153



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**Contact: Tara Dickerson**  
**(803) 741-7272 ext. 137; tara@rcrc.state.sc.us**

**FOR IMMEDIATE RELEASE**

### **Pools are open**

**Columbia, S.C. (July 25, 2018)** – With the arrival of summer also comes the heat. RCRC has four public pools located across the county to help Richland County Residents beat the heat.

RCRC strives to provide a safe experience for all who wish to enjoy our pools. RCRC has a Certified Pool Operator and a National Aquatics Facility Operator on staff who oversees the management of all RCRC pools. All lifeguards employed by the Commission are lifeguard certified. RCRC also offers swim lessons to residents in the afternoons. Cost for pool entry is \$2/per person 12 and under and \$3/per person 13+.

**Pool hours and locations:**

June 11-August 17, 2018

Monday, Wednesday and Friday from 11am -5 pm

Saturdays 12 -6 pm

St. Andrews Pool located at 920 Beatty Road, Columbia

Trenholm Pool located at 3900 Covenant Road, Columbia

Hopkins Pool located at 150 Hopkins Park Road, Hopkins

Eastover Pool located at 1031 Main Street, Eastover

For more information, please contact Robert Hickman at 803-741-7272 x 188

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The Richland County Recreation Commission has served Richland County since 1960 and is dedicated to enriching lives and connecting communities through diverse recreational opportunities.



## Pool Inspection Report

| Facility Information                                                                                                                                                                                                                                                                                                                            | Audit Information                                                                                                                                                                                                                                                                  | Other Information                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit:</b> 40-1121A<br><b>Facility Name:</b> STANFORD PARK<br><b>Address:</b> 920 BEATTY RD<br><b>Permit Type:</b> TYPE-A POOL<br><b>City/State/Zip:</b> COLUMBIA, SC 29210 Richland<br><b>Phone 1:</b> 803-741-7272<br><b>Phone 2:</b><br><b>Fax:</b><br><b>Email:</b> roberth@rcrc.state.sc.us,Dcnelledge@yahoo.com,rshickman54@yahoo.com | <b>Audit Name:</b> Pool Open Type A*<br><b>Type:</b> PSP-10 Routine Inspection<br><b>Start Date:</b> 18 Jul 2018 02:58 PM<br><b>End Date:</b> 18 Jul 2018 02:58 PM<br><b>Upload Date:</b> 18 Jul 2018 01:55 PM<br><b>Inspector:</b> William "Hunter" Jarvis<br><b>Rating:</b> Pass | <b>UDF-01:</b> Volume: 164827 Gal<br><b>UDF-02:</b> Pool Limit: 326 Persons<br><b>UDF-03:</b> Design Flow: 650 GPM<br><b>UDF-04:</b> Surface Area: 5596 SqFt<br><b>UDF-05:</b> Perimeter: 365 LinFt<br><b>UDF-06:</b> Minimum Flow: 458 GPM<br><b>UDF-07:</b> Night Swimming: Yes<br><b>UDF-08:</b> Deck Area: 12015 SqFt<br><b>UDF-09:</b> Automatic Controls: Yes<br><b>UDF-10:</b> Disinfection Type: Calcium hypochlorite |

Overall Rating: **Pass**

### Pool Status

| Question                 | Comments | Answer |
|--------------------------|----------|--------|
| Pool Open for Public Use |          | Yes    |
| Number of Swimmers       |          | 5      |

### Non-Closure Items

| Question                                                 | Comments                                            | Answer         |
|----------------------------------------------------------|-----------------------------------------------------|----------------|
| 3. First Aid Kit                                         |                                                     | Compliant      |
| 4. Lifeline and Transition Line                          | • Space out floats no more than 5 feet apart.       | Compliant      |
| 5. Depth Markers on Deck & Walls                         |                                                     | Compliant      |
| 6. Ladders and Handrails                                 |                                                     | Compliant      |
| 7. Pool Wall, Floor, and Water Line Tiles                |                                                     | Compliant      |
| 8. Deck Clean and Clear; Backflow Preventers as Required |                                                     | Compliant      |
| 9. Skimmers or Gutter Operating; Skimmer Covers          | • A skimmer was missing weir(s).                    | Non-Compliant  |
| 10. Diving Board                                         |                                                     | Not Applicable |
| 11. Bathroom(s)                                          | • Replace soap.                                     | Non-Compliant  |
| 12. Drinking Water Fountain & Foot Rinse Shower          | • The foot rinse shower was not operating properly. | Non-Compliant  |
| 13. Other Item(s) or Issue(s) as Noted                   |                                                     | No Items Found |

### Immediate Closure Items

| Question                                                                | Comments                   | Answer                  |
|-------------------------------------------------------------------------|----------------------------|-------------------------|
| 14. Perimeter Fencing and Gate(s)                                       |                            | Compliant               |
| 15. Item(s) From Previous Inspection Not Corrected                      |                            | No Previous Items Found |
| 16. Chlorine or Bromine                                                 |                            | Chlorine                |
| 16a. Chlorine (mg/L)                                                    |                            | 5.8                     |
| 17. pH Level                                                            | • 7.82 rounds down to 7.80 | 7.8                     |
| 18. Cyanuric Acid                                                       |                            | Checked                 |
| 18a. Cyanuric Acid (mg/L)                                               |                            | 32                      |
| 19. Main Drain Grates                                                   |                            | Compliant               |
| 22. Minimum Number of Lifeguard(s) on Duty With Certification           |                            | Compliant               |
| 23. Rescue Tube (Required for Each Lifeguard)                           |                            | Compliant               |
| 24. Blankets, Backboard, Collar or Immobilizer Present                  |                            | Compliant               |
| 25. Emergency Notification Device                                       | • Inside lifeguard office. | Compliant               |
| 27. Pool and/or Spa Rules Signs Posted                                  |                            | Compliant               |
| 28. Two SHALLOW WATER (4-inch), NO DIVING ALLOWED (8-inch) Signs Posted |                            | Compliant               |
| 30. SC Pool Operator of Record Sign Posted                              | • Palmetto pool management | Compliant               |
| 31. Pool Log Book Available                                             |                            | Compliant               |
| 32. Disinfection Equipment Operating                                    |                            | Compliant               |
| 33. Recirculation and Filtration System Operating                       |                            | Compliant               |



## Pool Inspection Report

| Facility Information                                                          | Audit Information                 | Other Information               |
|-------------------------------------------------------------------------------|-----------------------------------|---------------------------------|
| Permit: 40-105-1                                                              | Audit Name: Pool Closed Type A*   | UDF-01: Volume: 105047 Gal      |
| Facility Name: HOPKINS PARK                                                   | Type: PSP-10_Routine Inspection   | UDF-02: Pool Limit: ? Persons   |
| Address: 150 HOPKINS PARK RD                                                  | Start Date: 26 Jun 2018 12:55 PM  | UDF-03: Design Flow: ? GPM      |
| Permit Type: TYPE-A POOL                                                      | End Date: 26 Jun 2018 12:56 PM    | UDF-04: Surface Area: 2625 SqFt |
| City/State/Zip: HOPKINS, SC 29061 Richland                                    | Upload Date: 28 Jun 2018 01:55 PM | UDF-05: Perimeter: 220 LinFt    |
| Phone 1: 803-783-9374                                                         | Inspector: Hannah Stanley         | UDF-06: Minimum Flow: ? GPM     |
| Phone 2:                                                                      |                                   | UDF-07: Night Swimming: Unknown |
| Fax:                                                                          |                                   | UDF-08: Deck Area: ? SqFt       |
| Email: robarth@rcrc.state.sc.us, Dcnellledge@yahoo.com, rshickman54@yahoo.com |                                   | UDF-09: Automatic Controls: No  |
|                                                                               |                                   | UDF-10: Disinfection Type:      |

### Overall Rating

### Pool Status

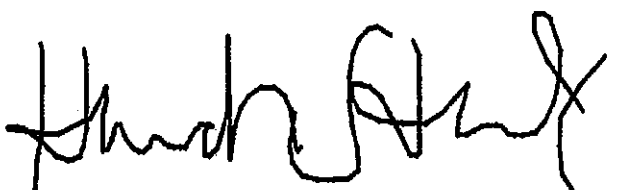
| Question                 | Comments          | Answer |
|--------------------------|-------------------|--------|
| Pool Open for Public Use |                   | No     |
| Inspection Performed     | Forced to re-open | No     |

### Immediate Closure Items

| Question                          | Comments | Answer    |
|-----------------------------------|----------|-----------|
| 14. Perimeter Fencing and Gate(s) |          | Compliant |

### Determination

| Question                    | Comments | Answer          |
|-----------------------------|----------|-----------------|
| Pool Reopening Instructions |          | Pool may reopen |

| Auditor Signature                                                                   | Account Signature                                                |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------|
|  | Submitted through mobileAUDITOR - Web, or no signature provided. |



## Pool Inspection Report

| Facility Information                                                                                                                                                                                                                                                                                                                              | Audit Information                                                                                                                                                                                                                                                         | Other Information                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permit:</b> 40-1138A<br><b>Facility Name:</b> EASTOVER PARK<br><b>Address:</b> 1031 MAIN ST<br><b>Permit Type:</b> TYPE-A POOL<br><b>City/State/Zip:</b> EASTOVER, SC 29044 Richland<br><b>Phone 1:</b> 803-741-7272<br><b>Phone 2:</b><br><b>Fax:</b><br><b>Email:</b> roberth@rcrc.state.sc.us, Dcnellledge@yahoo.com, rshickman54@yahoo.com | <b>Audit Name:</b> Pool Open Type A*<br><b>Type:</b> PSP-10 Routine Inspection<br><b>Start Date:</b> 27 Jun 2018 02:20 PM<br><b>End Date:</b> 27 Jun 2018 02:20 PM<br><b>Upload Date:</b> 27 Jun 2018 01:55 PM<br><b>Inspector:</b> Hannah Stanley<br><b>Rating:</b> Fail | <b>UDF-01:</b> Volume: 161109 Gal<br><b>UDF-02:</b> Pool Limit: 300 Persons<br><b>UDF-03:</b> Design Flow: 728 GPM<br><b>UDF-04:</b> Surface Area: 5602 SqFt<br><b>UDF-05:</b> Perimeter: 365 LinFt<br><b>UDF-06:</b> Minimum Flow: 448 GPM<br><b>UDF-07:</b> Night Swimming: No<br><b>UDF-08:</b> Deck Area: 10563 SqFt<br><b>UDF-09:</b> Automatic Controls: Yes<br><b>UDF-10:</b> Disinfection Type: Sodium Hypochlorite |

Overall Rating: **Fail**

*Closed for 2 hours  
to Repair Chlorine.*

### Pool Status

| Question                 | Comments | Answer |
|--------------------------|----------|--------|
| Pool Open for Public Use |          | Yes    |
| Number of Swimmers       |          | 0      |

### Non-Closure Items

| Question                                                 | Comments                            | Answer         |
|----------------------------------------------------------|-------------------------------------|----------------|
| 3. First Aid Kit                                         |                                     | Compliant      |
| 4. Lifeline and Transition Line                          | • The lifeline floats were damaged. | Non-Compliant  |
| 5. Depth Markers on Deck & Walls                         |                                     | Compliant      |
| 6. Ladders and Handrails                                 |                                     | Compliant      |
| 7. Pool Wall, Floor, and Water Line Tiles                |                                     | Compliant      |
| 8. Deck Clean and Clear; Backflow Preventers as Required |                                     | Compliant      |
| 9. Skimmers or Gutter Operating; Skimmer Covers          | • A skimmer was missing weir(s).    | Non-Compliant  |
| 10. Diving Board                                         |                                     | Not Applicable |
| 11. Bathroom(s)                                          |                                     | Compliant      |
| 12. Drinking Water Fountain & Foot Rinse Shower          |                                     | Compliant      |
| 13. Other Item(s) or Issue(s) as Noted                   |                                     | No Items Found |

### Immediate Closure Items

| Question                                                                | Comments                                                                                                                        | Answer                  |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 14. Perimeter Fencing and Gate(s)                                       |                                                                                                                                 | Compliant               |
| 15. Item(s) From Previous Inspection Not Corrected                      |                                                                                                                                 | No Previous Items Found |
| 16. Chlorine or Bromine                                                 |                                                                                                                                 | Chlorine                |
| 18a. Chlorine (mg/L)                                                    | • The chlorine level was below the acceptable water quality standard. See General Comment for 2nd reading.<br>Second reading .6 | 0.7                     |
| 17. pH Level                                                            |                                                                                                                                 | 7.5                     |
| 18. Cyanuric Acid                                                       |                                                                                                                                 | Checked                 |
| 18a. Cyanuric Acid (mg/L)                                               |                                                                                                                                 | 30                      |
| 19. Main Drain Grates                                                   |                                                                                                                                 | Compliant               |
| 22. Minimum Number of Lifeguard(s) on Duty With Certification           |                                                                                                                                 | Compliant               |
| 23. Rescue Tube (Required for Each Lifeguard)                           |                                                                                                                                 | Compliant               |
| 24. Blankets, Backboard, Collar or Immobilizer Present                  |                                                                                                                                 | Compliant               |
| 25. Emergency Notification Device                                       |                                                                                                                                 | Compliant               |
| 27. Pool and/or Spa Rules Signs Posted                                  | • The pool/spa rules sign was not completely filled out.                                                                        | Non-Compliant           |
| 28. Two SHALLOW WATER (4-inch), NO DIVING ALLOWED (6-inch) Signs Posted |                                                                                                                                 | Compliant               |
| 30. SC Pool Operator of Record Sign Posted                              | • The current pool operator of record information was not posted to the public or was obstructed.                               | Non-Compliant           |
| 31. Pool Log Book Available                                             |                                                                                                                                 | Compliant               |
| 32. Disinfection Equipment Operating                                    | • Small leak in automatic controller tube, needs to be fixed ASAP                                                               | Compliant               |
| 33. Recirculation and Filtration System Operating                       |                                                                                                                                 | Compliant               |
| 34. Automatic Controller Operating                                      |                                                                                                                                 | Not Applicable          |



## Pool Inspection Report

| Facility Information                                                          | Audit Information                 | Other Information                              |
|-------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|
| Permit: 40-1138A                                                              | Audit Name: Pool Closed Type A*   | UDF-01: Volume: 161109 Gal                     |
| Facility Name: EASTOVER PARK                                                  | Type: PSP-10_Routine Inspection   | UDF-02: Pool Limit: 300 Persons                |
| Address: 1031 MAIN ST                                                         | Start Date: 01 Jun 2018 12:16 PM  | UDF-03: Design Flow: 728 GPM                   |
| Permit Type: TYPE-A POOL                                                      | End Date: 01 Jun 2018 12:16 PM    | UDF-04: Surface Area: 5602 SqFt                |
| City/State/Zip: EASTOVER, SC 29044 Richland                                   | Upload Date: 01 Jun 2018 02:05 PM | UDF-05: Perimeter: 365 LinFt                   |
| Phone 1: 803-741-7272                                                         | Inspector: Hannah Stanley         | UDF-06: Minimum Flow: 448 GPM                  |
| Phone 2:                                                                      |                                   | UDF-07: Night Swimming: No                     |
| Fax:                                                                          |                                   | UDF-08: Deck Area: 10563 SqFt                  |
| Email: roberth@rcro.state.sc.us, Dcnellledge@yahoo.com, rshickman54@yahoo.com |                                   | UDF-09: Automatic Controls: Yes                |
|                                                                               |                                   | UDF-10: Disinfection Type: Sodium hypochlorite |

### Overall Rating

### Pool Status

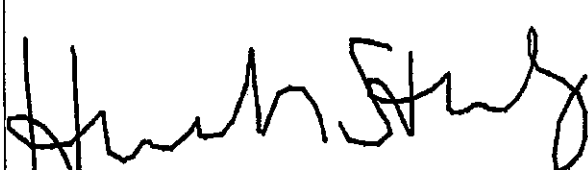
| Question                 | Comments  | Answer |
|--------------------------|-----------|--------|
| Pool Open for Public Use |           | No     |
| Inspection Performed     | Completed | No     |

### Immediate Closure Items

| Question                          | Comments | Answer    |
|-----------------------------------|----------|-----------|
| 14. Perimeter Fencing and Gate(s) |          | Compliant |

### Determination

| Question                    | Comments | Answer          |
|-----------------------------|----------|-----------------|
| Pool Reopening Instructions |          | Pool may reopen |

| Auditor Signature                                                                   | Account Signature                                                |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------|
|  | Submitted through mobileAUDITOR - Web, or no signature provided. |

23. Rescue Tube (Required for Each Lifeguard)
24. Blankets, Backboard, Collar or Immobilizer Present
25. Emergency Notification Device
27. Pool and/or Spa Rules Signs Posted
28. Two SHALLOW WATER (4-Inch), NO DIVING ALLOWED (6-Inch) Signs Posted
30. SC Pool Operator of Record Sign Posted
31. Pool Log Book Available
32. Disinfection Equipment Operating
33. Recirculation and Filtration System Operating
34. Automatic Controller Operating

- **Palmetto Pool Management**

**Compliant**  
**Compliant**  
**Compliant**  
**Compliant**  
**Compliant**  
**'Compliant**  
**Compliant**  
**Compilant**  
**Compliant**  
**Not Applicable**

### Determination

### Question

**If this inspection resulted in an overall rating of Fail, DHEC has closed the pool. This constitutes a violation of the State Recreational Waters Act, SC Code Section 44-55-2310, et. Seq.**

### Comments



**Answer**  
**No**

**Auditor Signature**

*[Handwritten signature]*

**Account Signature**

Submitted through mobileAUDITOR - Web, or no signature provided.

Submitted through mobileAUDITOR - Web, or no signature provided.



Auditor Signature

*Handwritten signature*

Account Signature

*Cynthia Chappell*



**Contact:** Felicia Venable, Community Relations Manager  
(803) 741-7272 ext. 141; [felicia@rcrc.state.sc.us](mailto:felicia@rcrc.state.sc.us)

**FOR IMMEDIATE RELEASE**

**Columbia, S.C. (July 30, 2018)** – The Richland County Recreation Commission will be hosting several free Back to School Celebrations. There will be games, activities, food, free school supplies and much more! For more information, call your local facility listed below or register online at [www.richlandrec.com](http://www.richlandrec.com)

Saturday, August 4  
11:00 am – 12:00 pm  
Upper Richland Community Center  
280 Camp Ground Road, Columbia, SC 29203  
803-754-9778

Saturday, August 11  
9:00 am – 1:00 pm  
Perrin-Thomas Park Community Center  
103 Andrews Road, Columbia, SC 29201  
803-400-1206

Saturday, August 11  
11:00 am- 3:00 pm  
Polo Road Park  
800 Polo Road, Columbia, SC 29223  
803-736-1657

Thursday, August 16  
6:00 – 8:00 pm  
Ridgewood Park Community Center  
805 Crest Street, Columbia, SC 29203  
803-735-8132

Friday, August 17  
6:00 – 8:00 pm  
Crossroad Community Center  
2750 McCords Ferry Road, Eastover, SC 29044  
803-353-3266



Saturday, August 18  
10:00 am – 1:00 pm  
Pine Grove Community Center  
937 Piney Woods Road, Columbia, SC 29210  
803-213-1296

Saturday, August 18  
10:00 am – 1:00 pm  
Frairsgate Park  
1712 Chadford Road, Irmo, SC 29063  
803-732-3220

Saturday, August 25  
10:00 am – 1:00 pm  
Crane Creek Gymnasium  
7405-B Fairfield Road, Columbia, SC 29203  
803-754-1662

###

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The Richland County Recreation Commission has served Richland County since 1960 and is dedicated to enriching lives and connecting communities through diverse recreational opportunities.



# PRO STYLE COMBINE

NON-CONTACT FOOTBALL CAMP

WEDNESDAY, JUNE 14

SATURDAY, JUNE 14

SATURDAY, JULY 21

**8:00 AM-12:30 PM**

**MEADOWLAKE PARK**

600 Beckman Road  
Columbia, SC 29203

**8:00 AM-12:30 PM**

**KELLY MILL SPORTS COMPLEX**

171 Bombing Range Road  
Elgin, SC 29045

**8:00 AM-12:30 PM**

**GARNERS FERRY SPORTS COMPLEX**

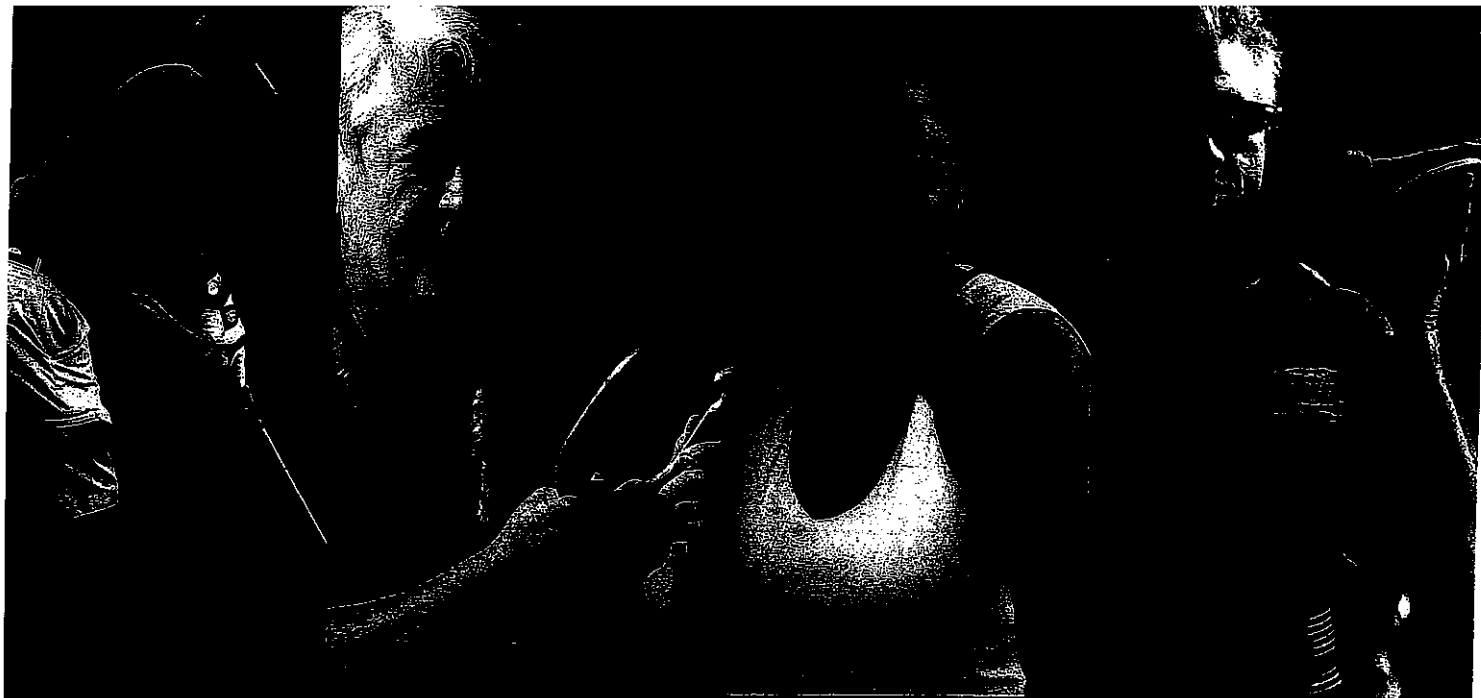
8620 Garners Ferry Road  
Hopkins, SC 29061

**FREE ADMISSION AND OPEN TO ALL AGES**

Pro Style Combine is designed to ensure every child has the opportunity to play. This **FREE** non-contact football camp teaches the fundamentals of the sport of football. Campers will also get a chance participate in the NFL combine experience. Cleats or athletic shoes and athletic shorts are recommended. Advance registration for this **FREE** event is required. For more information, call Michael Marshall (803) 741-7272 ext. 105 or register online at: [www.richlandcountyrecreation.com](http://www.richlandcountyrecreation.com)



For ADA accommodation, contact the ADA Coordinator at 803-741-7272 ext. 187.



GOLF • ARCHERY • BOWLING • SWIMMING • HORSESHOES • PICKLEBALL • TARGET SHOOTING • TABLE TENNIS  
BINGO • FITNESS WALK • TRACK & FIELD • BASKETBALL SPOT SHOOTING • BASKETBALL FREE THROW

# 31ST ANNUAL MIDLANDS AREA **SENIOR GAMES**

## SEPTEMBER 10-14

CO-ED AGES 50+ • REGISTER BY SEPTEMBER 1

**OPEN TO ALL SENIOR ATHLETES**

**aetna®**

Life  
Care  
Center  
of Columbia



For ADA accommodation, contact the ADA Coordinator at (803)-741-7272 ext. 187.

 [richlandcountyrecreationcommission](https://www.facebook.com/richlandcountyrecreationcommission)

 RichlandRec



# **DIVISION REPORT -**

*"Enriching Lives, Connecting Communities"*

**TO: Richland County Recreation Commission, Board Members**

**FROM: Billy Crouch, Division Head of Property Management**

**DATE: 9-4-2018**

**RE: Monthly Department Updates**

## **In Progress**

- Working on schematic design for Trenholm part renovation
- Polo Rd. Project Press box/canteen, anticipated start date October 15, 2018
- We have put together a proposal for safety issues at the James Clyburn Technology Center
- Caughman Rd. Tennis center repair

## **Completed**

- Completed 38 maintenance request.
- Cleaned sidewalk path at Marley Dr. Neighborhood was complaining.
- Reworked the drive at Ballentine Park, in order to divert rain water away from the building entrance.
- Reworked landscaping in front of the AAC building.
- Installed new LED light at entrance to Meadowlake Park
- Renovated North Springs baseball field number one.
- Installed a new water valve at Caughman Road Tennis Center.
- Painted and made plumbing repairs to Polo Road outdoor restrooms.
- Replaced the park benches at Summer Hill Park.
- Removed dead trees from Warner Dr. & Catalina Court. The neighborhood was complaining.
- Built new dugouts at Polo.
- Repaired major water leak at the entrance of North Springs Park



# **DIVISION REPORT -**

***"Enriching Lives, Connecting Communities"***

## **Planning**

- ADA Transition Plan
- Lower Richland Mini Park
- Park Sign replacement/upgrade
- Dugout replacement CRP, HP, KP, BRP
- Parking Lot repaving PRP, NSP, CRP, HP, FLP

## **All District Ground Maintenance**

- Normal monthly routine maintenance to include grass cutting, trimming, edging walkways, ball field markings, trash and debris removal from the parks. Blowing off all parking lots, walkways, dugouts, entrances, tennis courts, outdoor basketball courts and etc. for all parks in district.

**Richland County Recreation Commission**

**Facility Operations Division Report**

**September 10, 2018**

- I. Community Centers and Summer Camp/ After-School
  - I.1. Revenue for the month of July 2018
  - I.2. Registration Numbers for the month of July 2018
  - I.3. Revenue for the month of August 2018
  - I.4. Registration Numbers for the month of August 2018
  
- II. Parks and Athletics
  - II.1. Revenue for the month of July 2018
  - II.2. Registration Numbers for the month of July 2018
  - II.3. Revenue for the month of August 2018
  
- III. Division Reorganization Information

**Community Centers and Programming**  
**July 2017 Revenue Compared to July 2018**

| <b>Site</b>                   | <b>Jul-17</b>       | <b>Jul-18</b>      | <b>Difference</b>     |
|-------------------------------|---------------------|--------------------|-----------------------|
| Adult Activity Center         | \$12,182.00         | \$8,924.00         | (\$3,258.00)          |
| Ballentine                    | \$1,393.00          | \$1,672.00         | \$279.00              |
| Cross Roads                   |                     | \$1,252.00         | \$1,252.00            |
| Gadsden                       | \$1,427.00          | \$1,010.00         | (\$417.00)            |
| Garners Ferry AAC             | \$7,267.00          | \$4,687.00         | (\$2,580.00)          |
| Garners Ferry Tech            | \$146.70            | \$69.90            | (\$76.80)             |
| Hopkins AAC                   | \$727.00            | \$877.50           | \$150.50              |
| James Clyburn Tech Center     | \$636.20            | \$671.45           | \$35.25               |
| New Castle                    | \$1,160.00          | \$890.00           | (\$270.00)            |
| North Springs Comm Ctr        | \$1,497.00          | \$2,934.00         | \$1,437.00            |
| Perrin Thomas                 | \$1,660.00          | \$1,082.00         | (\$578.00)            |
| Pine Grove                    | \$1,035.00          | \$1,395.00         | \$360.00              |
| Ridgewood                     | \$254.00            | \$255.50           | \$1.50                |
| Upper Richland                | \$1,027.50          | \$1,156.50         | \$129.00              |
|                               |                     |                    |                       |
| <b>Total</b>                  | <b>\$30,412.40</b>  | <b>\$26,876.85</b> | <b>(\$3,535.55)</b>   |
|                               |                     |                    |                       |
| <b>Programming Department</b> | <b>Jul-17</b>       | <b>Jul-18</b>      | <b>Difference</b>     |
| After School                  | \$134.00            | \$10.00            | (\$124.00)            |
|                               |                     |                    |                       |
| Day Camp                      | \$133,406.00        | \$99,994.00        | (\$33,412.00)         |
|                               |                     |                    |                       |
| Playground                    | \$125.00            | \$950.00           | \$825.00              |
| FGP Stay and Play             |                     | \$6,580.00         | \$6,580.00            |
| HP Stay and Play              |                     | \$1,165.00         | \$1,165.00            |
| KP Stay and Play              |                     | \$5,715.00         | \$5,715.00            |
| MLP Stay and Play             |                     | \$5,405.00         | \$5,405.00            |
| STA Stay and Play             |                     | \$5,340.00         | \$5,340.00            |
|                               |                     |                    |                       |
| <b>Total</b>                  | <b>\$133,665.00</b> | <b>\$25,155.00</b> | <b>(\$108,510.00)</b> |

**Community Centers and Programming**  
**July 2017 Registration Numbers Compared to July 2018**

| Site                          | Jul-17     | Jul-18      | Difference |
|-------------------------------|------------|-------------|------------|
| Adult Activity Center         | 214        | 399         | 185        |
| Ballentine                    | 26         | 33          | 7          |
| Cross Roads                   | 0          | 18          | 18         |
| Gadsden                       | 19         | 69          | 50         |
| Garners Ferry AAC             | 150        | 327         | 177        |
| Garners Ferry Tech            | 0          | 0           | 0          |
| Hopkins AAC                   | 11         | 31          | 20         |
| James Clyburn Tech Center     | 1          | 3           | 2          |
| New Castle                    | 5          | 35          | 30         |
| North Springs Comm Ctr        | 19         | 23          | 4          |
| Perrin Thomas                 | 0          | 32          | 32         |
| Pine Grove                    | 10         | 17          | 7          |
| Ridgewood                     | 0          | 2           | 2          |
| Upper Richland                | 0          | 14          | 14         |
| <b>Total</b>                  | <b>455</b> | <b>952</b>  | <b>497</b> |
| <b>Programming Department</b> |            |             |            |
| <b>After School</b>           |            |             |            |
| Day Camp                      | 465        | 413         | -52        |
| Playground                    | 11         | 580         |            |
| FGP Stay and Play             |            | 42          |            |
| HP Stay and Play              |            | 8           |            |
| KP Stay and Play              |            | 48          |            |
| MLP Stay and Play             |            | 41          |            |
| STA Stay and Play             |            | 35          |            |
| <b>Total</b>                  | <b>476</b> | <b>1167</b> | <b>691</b> |



**Community Centers and Programming**  
**August 2017 Revenue Compared to August 2018**

| <b>Site</b>                   | <b>Revenue August 2017</b> | <b>Revenue August 2018</b> | <b>Difference</b>   |
|-------------------------------|----------------------------|----------------------------|---------------------|
| Adult Activity Center         | \$9,731.00                 | \$9,107.00                 | (\$624.00)          |
| Ballentine                    | \$456.00                   | \$1,970.00                 | \$1,514.00          |
| Cross Roads                   | \$700.00                   | \$730.50                   | \$30.50             |
| Gadsden                       | \$835.00                   | \$795.00                   | (\$40.00)           |
| Garners Ferry AAC             | \$7,267.00                 | \$5,669.50                 | (\$1,597.50)        |
| Garners Ferry Tech            | \$0.00                     | \$202.20                   | \$202.20            |
| Hopkins AAC                   | \$1,027.50                 | \$637.50                   | (\$390.00)          |
| James Clyburn Tech Center     | \$561.02                   | \$599.05                   | \$38.03             |
| New Castle                    | \$1,542.50                 | \$1,017.00                 | (\$525.50)          |
| North Springs Comm Ctr        | \$3,756.00                 | \$2,271.00                 | (\$1,485.00)        |
| Perrin Thomas                 | \$1,292.00                 | \$1,662.00                 | \$370.00            |
| Pine Grove                    | \$1,495.00                 | \$885.00                   | (\$610.00)          |
| Ridgewood                     | \$465.00                   | \$522.00                   | \$57.00             |
| Upper Richland                | \$940.00                   | \$1,525.00                 | \$585.00            |
|                               |                            |                            |                     |
| <b>Total</b>                  | <b>\$30,068.02</b>         | <b>\$27,592.75</b>         | <b>(\$2,475.27)</b> |
|                               |                            |                            |                     |
| <b>Programming Department</b> | <b>Aug-17</b>              | <b>Aug-18</b>              | <b>Difference</b>   |
| After School                  | \$17,189.00                | \$19,578.50                | \$2,389.50          |
|                               |                            |                            |                     |
| Day Camp                      | \$27,649.00                | \$40,409.00                | \$12,760.00         |
|                               |                            |                            |                     |
| Playground/Stay and Play      | \$15.00                    | \$710.00                   | \$695.00            |
| FGP/Stay and Play             |                            | \$2,165.00                 | \$2,165.00          |
| HP/Stay and Play              |                            | \$55.00                    | \$55.00             |
| KP/Stay and Play              |                            | \$1,760.00                 | \$1,760.00          |
| MLP/Stay and Play             |                            | \$1,720.00                 | \$1,720.00          |
| SAP/Stay and Play             |                            | \$1,750.00                 | \$1,750.00          |
|                               |                            |                            |                     |
| <b>Total</b>                  | <b>\$44,853.00</b>         | <b>\$68,147.50</b>         | <b>\$23,294.50</b>  |

**Community Centers and Programming**  
**August 2017 Registration Compared to August 2018**

| <b>Site</b>                   | <b>Reg. #'s August 2017</b> | <b>Reg. #'s August 2018</b> |
|-------------------------------|-----------------------------|-----------------------------|
| Adult Activity Center         | 287                         | 592                         |
| Ballentine                    | 10                          | 47                          |
| Cross Roads                   | 1                           | 54                          |
| Gadsden                       | 17                          | 57                          |
| Garners Ferry AAC             | 212                         | 254                         |
| Garners Ferry Tech            | 0                           | 0                           |
| Hopkins AAC                   | 5                           | 34                          |
| James Clyburn Tech Center     | 1                           | 2                           |
| New Castle                    | 4                           | 26                          |
| North Springs Comm Ctr        | 30                          | 23                          |
| Perrin Thomas                 | 1                           | 80                          |
| Pine Grove                    | 10                          | 64                          |
| Ridgewood                     | 1                           | 58                          |
| Upper Richland                |                             |                             |
| <b>Total</b>                  | <b>579</b>                  | <b>1291</b>                 |
| <b>Programming Department</b> |                             |                             |
| After School                  | 135                         | 197                         |
| Day Camp                      | 267                         | 335                         |
| Playground/Stay and Play      |                             | 559                         |
| FGP/Stay and Play             | 17                          | 29                          |
| HP/Stay and Play              | 11                          | 4                           |
| KP/Stay and Play              | 17                          | 38                          |
| MLP/Stay and Play             | 14                          | 27                          |
| SAP/Stay and Play             | 27                          | 24                          |
| <b>Total</b>                  | <b>488</b>                  | <b>532</b>                  |

**Parks/Athletics**  
**July 2017 Revenue Compared to July 2018**

|    | A                           | B                  | C                  | D                   |
|----|-----------------------------|--------------------|--------------------|---------------------|
| 1  |                             |                    |                    |                     |
| 2  | <b>Site</b>                 | <b>Jul-17</b>      | <b>Jul-18</b>      | <b>Difference</b>   |
| 3  | Bluff Road Park             | \$691.25           | \$1,542.00         | \$850.75            |
| 4  | Blythewood Park             | \$1,895.00         | \$2,618.00         | \$723.00            |
| 5  | Caughman Road Park          | \$2,026.00         | \$1,168.00         | (\$858.00)          |
| 6  | Crane Creek Gym             | \$0.00             | \$645.00           | \$645.00            |
| 7  | Denny Terrace Gym           | \$215.00           | \$348.50           | \$133.50            |
| 8  | Eastover Park               | \$190.00           | \$835.00           | \$645.00            |
| 9  | Forest Lake Park            | \$1,855.00         | \$1,395.00         | (\$460.00)          |
| 10 | Friarsgate Park             | \$642.00           | \$982.75           | \$340.75            |
| 11 | Hopkins Park                | \$1,035.00         | \$290.00           | (\$745.00)          |
| 12 | Killian Park                | \$2,322.50         | \$537.00           | (\$1,785.50)        |
| 13 | Meadowlake Park             | \$1,140.00         | \$1,797.00         | \$657.00            |
| 14 | North Springs Park          | \$1,968.00         | \$2,384.00         | \$416.00            |
| 15 | Polo Road Park              | \$3,781.00         | \$3,035.00         | (\$746.00)          |
| 16 | St. Andrews Park            | \$5,510.00         | \$672.00           | (\$4,838.00)        |
| 17 | Trenholm Road Park          | \$1,956.00         | \$888.00           | (\$1,068.00)        |
| 18 |                             |                    |                    |                     |
| 19 | <b>Parks Total</b>          | <b>\$25,226.75</b> | <b>\$19,137.25</b> | <b>(\$6,089.50)</b> |
| 20 |                             |                    |                    |                     |
| 21 | <b>Athletic Department</b>  | <b>Jul-17</b>      | <b>Jul-18</b>      | <b>Difference</b>   |
| 22 | Athletics                   | \$3,265.00         | \$6,229.00         | \$2,964.00          |
| 23 | Athletic Field Rental/Leagu | \$715.00           | \$950.00           | \$235.00            |
| 24 | Athletic Sponsorships       | \$852.00           | \$0.00             | (\$852.00)          |
| 25 | Kelly Mill                  | \$5,000.00         | \$0.00             | (\$5,000.00)        |
| 26 |                             |                    |                    |                     |
| 27 | <b>Athletics Total</b>      | <b>\$9,832.00</b>  | <b>\$7,179.00</b>  | <b>(\$2,653.00)</b> |

**Parks and Athletics**  
**July 2017 Registration Numbers in Compared to July 2018**

| Site                              | Jul-17 | Jul-18 | Difference |
|-----------------------------------|--------|--------|------------|
| Bluff Road Park                   | 16     | 12     | -4         |
| Blythewood Park                   | 98     | 98     | 0          |
| Caughman Road Park                | 134    | 108    | -26        |
| Crane Creek Gym                   | 0      | 1      | 1          |
| Denny Terrace Gym                 | 0      | 8      | 8          |
| Eastover Park                     | 30     | 42     | 12         |
| Forest Lake Park                  | 221    | 71     | -150       |
| Friarsgate Park                   | 57     | 170    | 113        |
| Hopkins Park                      | 0      | 139    | 139        |
| Killian Park                      | 62     | 203    | 141        |
| Meadowlake Park                   | 50     | 199    | 149        |
| North Springs Park                | 342    | 361    | 19         |
| Polo Road Park                    | 218    | 179    | -39        |
| St. Andrews Park                  | 83     | 179    | 96         |
| Trenholm Road Park                | 82     | 116    | 34         |
|                                   |        |        |            |
| Parks Total                       | 1393   | 1886   | 493        |
|                                   |        |        |            |
| Athletic Department               |        |        |            |
| Athletics                         |        |        |            |
| Athletic Field Rental/League Fees |        |        |            |
| Athletic Sponsorships             |        |        |            |
| Kelly Mill                        |        |        |            |
|                                   |        |        |            |
| Athletics Total                   | 621    |        | 874        |

**Parks/Athletics**  
**August 2017 Revenue Compared to August 2018**

| Site                        | Aug-17        | Aug-18        | Difference        |
|-----------------------------|---------------|---------------|-------------------|
| Bluff Road Park             | \$584.00      | \$724.37      | \$140.37          |
| Blythewood Park             | \$3,119.50    | \$2,828.00    | (\$291.50)        |
| Caughman Road Park          | \$972.50      | \$2,928.50    | \$1,956.00        |
| Crane Creek Gym             | \$397.00      | \$45.00       | (\$352.00)        |
| Denny Terrace Gym           | \$68.00       | \$3,057.00    | \$2,989.00        |
| Eastover Park               | \$130.00      | \$29.50       | (\$100.50)        |
| Forest Lake Park            | \$1,395.00    | \$1,077.00    | (\$318.00)        |
| Friarsgate Park             | \$2,669.00    | \$655.00      | (\$2,014.00)      |
| Hopkins Park                | \$84.00       | \$566.00      | \$482.00          |
| Killian Park                | \$3,773.00    | \$2,445.50    | (\$1,327.50)      |
| Meadowlake Park             | \$1,154.00    | \$1,774.50    | \$620.50          |
| North Springs Park          | \$2,329.50    | \$4,319.50    | \$1,990.00        |
| Polo Road Park              | \$6,837.50    | \$6,346.00    | (\$491.50)        |
| St. Andrews Park            | \$1,947.00    | \$2,194.00    | \$247.00          |
| Trenholm Road Park          | \$3,433.00    | \$3,608.00    | \$175.00          |
|                             |               |               |                   |
| Total                       | \$28,893.00   | \$32,597.87   | \$3,704.87        |
|                             |               |               |                   |
| <b>Athletic Department</b>  | <b>Aug-17</b> | <b>Aug-18</b> | <b>Difference</b> |
| Athletics                   | \$6,970.00    | \$23,049.00   | \$16,079.00       |
| Athletic Field Rental/Leagu | \$4,377.50    | \$1,852.00    | (\$2,525.50)      |
| Athletic Sponsorships       | \$1,212.00    | \$826.00      | (\$386.00)        |
| Kelly Mill                  | \$750.00      | \$0.00        | (\$750.00)        |
|                             |               |               |                   |
| Total                       | \$13,309.50   | \$25,727.00   | \$12,417.50       |

**Parks and Athletics**  
**August 2017 Registration Numbers Compared to August 2018**

| Site                              | Aug-17      | Aug-18      | Difference  |
|-----------------------------------|-------------|-------------|-------------|
| Bluff Road Park                   | 122         | 12          | -110        |
| Blythewood Park                   | 127         | 118         | -9          |
| Caughman Road Park                | 147         | 128         | -19         |
| Crane Creek Gym                   | 44          | 34          | -10         |
| Denny Terrace Gym                 | 0           | 4           | 4           |
| Eastover Park                     | 21          | 57          | 36          |
| Forest Lake Park                  | 193         | 121         | -72         |
| Friarsgate Park                   | 88          | 183         | 95          |
| Hopkins Park                      | 15          | 128         | 113         |
| Killian Park                      | 66          | 181         | 115         |
| Meadowlake Park                   | 38          | 184         | 146         |
| North Springs Park                | 247         | 254         | 7           |
| Polo Road Park                    | 456         | 722         | 266         |
| St. Andrews Park                  | 107         | 181         | 74          |
| Trenholm Road Park                | 93          | 108         | 15          |
|                                   |             |             |             |
| <b>Total</b>                      | <b>1764</b> | <b>2415</b> | <b>651</b>  |
|                                   |             |             |             |
| <b>Athletic Department</b>        |             |             |             |
| Athletics                         |             |             |             |
| Athletic Field Rental/League Fees |             |             |             |
| Athletic Sponsorships             |             |             |             |
| Kelly Mill                        |             |             |             |
|                                   |             |             |             |
| <b>Total</b>                      | <b>662</b>  | <b>122</b>  | <b>-540</b> |

**BOARD OF COMMISSIONERS:**

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Dorretta Lindsay  
Stephen Venugopal*



**ADMINISTRATIVE OFFICE:**  
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[www.richlandcountyrecreation.com](http://www.richlandcountyrecreation.com)

## Memorandum

**To:** Mrs. Lakita Watson, CPRP  
Executive Director

**From:** Michael Marshall, CPRP  
Facility Operation Division Head

**Subject:** Organization Restructuring – Phase 1 Facility Operations

**Date:** August 30, 2018

**CC:** Comelia Watts, Executive Assistant  
Gwendolyn Marshal, Executive Assistant

In order to effectively and consistently execute the vision and mission of the Richland County Recreation Commission, restructuring of the Facility Operations Division is required. Parks and Programming Departments are first to undergo adjustments:

- The Programmer position will be eliminated.
- The Facility Operations Director's title will change to Director of Recreation and will have four direct reports.
- Adult Activity Centers (AAC), Community Centers, Neighborhood Parks, and Recreation Centers are combined into one department, Facility Operations.
- The titles of the two (2) Assistant Park Directors will change to Recreation Supervisors.
- Two (2) of the Athletic Coordinators with the most experience have been moved into Facility Operations as Recreation Supervisors.
- Each Recreation Supervisor will be assigned a district based on geographic location and will communicate and coordinate activities with the Athletic Coordinators, community



*Nationally Accredited:  
The Richland County Recreation Commission  
became South Carolina's first nationally  
accredited parks and recreation agency in 2006.*

*Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.*

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stakeholders, Maintenance and Grounds Crew Supervisors and Youth and Adult Outreach Coordinators.

- The Recreation Supervisors are responsible for supervising, programming planning, coordination, execution, and evaluation of recreational activities, within as assigned geographic area. Recreation Supervisors serving geographic districts will provide additional assistance, support, and supervision at facilities; connect communities as a result of building bonds and networking, while challenging, encouraging and motivating team members.



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**TREASURER'S REPORT  
RICHLAND COUNTY RECREATION FOUNDATION  
AS OF August 31, 2018**

**Balance of Accounts and Funds on Hand:**

|                 |                                 |                    |
|-----------------|---------------------------------|--------------------|
| FC account 5201 | Funds Unrestricted as to use:   | \$ 34,692.44       |
| FC account 6001 | Funds Restricted as to use:     | \$ 18,501.28       |
| FC account 7801 | Funds for ED discretionary use: | <u>\$ 672.95</u>   |
|                 | <b>Total on Hand</b>            | <b>\$53,866.67</b> |

**Restricted vs. Unrestricted Funds-Accounts 5201&6001**

These accounts reflect a mixture of restricted and unrestricted funds due to delays in the receipt of grant reimbursements and to automatic deposit of these funds into the 5201 account. This is periodically reconciled by transferring the funds into the correct account.

**Use and Replenishment of the Development Director's Discretionary Account 7801**

This account is used to facilitate approved expenditures for seminars, conferences, special items, meals with donors/prospects, etc. through transfer of funds from Account 5201 as appropriate and authorized. ED provides receipts for all expenditures.

Respectfully submitted by: Lisa W. Lewis-Hutcherson, Development Director



# Richland County Recreation Foundation **Strategic Plan 2018**

The Richland County Recreation Foundation 2018 Strategic Plan identifies four goals that will enhance our service to the community and grow philanthropy in Richland County, in alignment with our mission and vision.

**Mission:** Dedicated to enriching lives and connecting communities through diverse recreational opportunities.

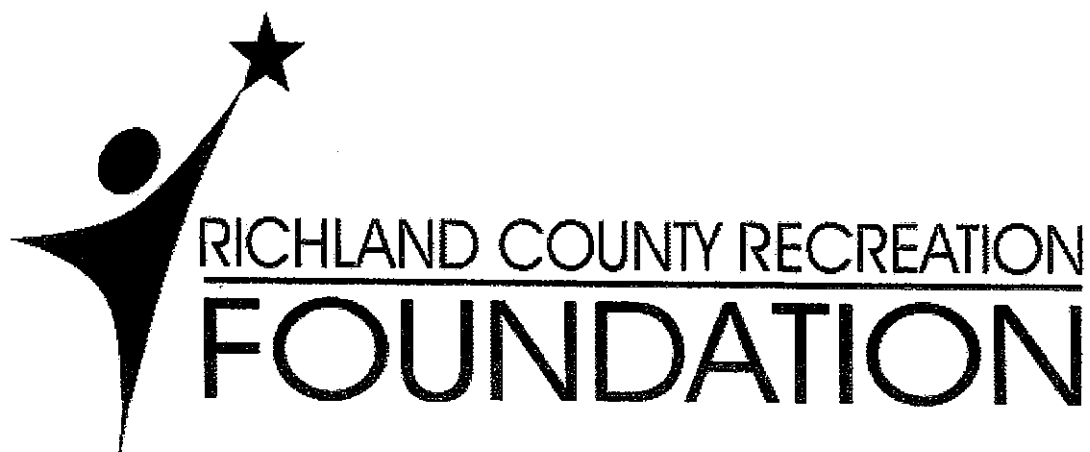
**Vision:** To be recognized as a leader in park management and the delivery of quality recreation programs in order to better promote health and improve the quality of life in Richland County.

| Core Values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Guiding Principles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Foundation is committed to providing high-quality recreational opportunities for all residents of Richland County, regardless of age, ability, or income.</p> <p>We are committed to being a leader in park management and the delivery of quality recreation programs.</p> <p>We are committed to being a leader in growing philanthropy in Richland County.</p> <p>We are committed to being a leader in connecting communities through diverse recreational opportunities.</p> <p>We are committed to being a leader in promoting health and improving the quality of life in Richland County.</p> | <p>The Foundation is committed to providing high-quality recreational opportunities for all residents of Richland County, regardless of age, ability, or income.</p> <p>We are committed to being a leader in park management and the delivery of quality recreation programs.</p> <p>We are committed to being a leader in growing philanthropy in Richland County.</p> <p>We are committed to being a leader in connecting communities through diverse recreational opportunities.</p> <p>We are committed to being a leader in promoting health and improving the quality of life in Richland County.</p> |

## Strategic Goals for 2018

The overarching aim is to increase the Richland County Foundation asset base by 10% annually, in order to make a larger positive impact on the community.

|        |                                                                                                                                                                                                                                                 |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal 1 | <ul style="list-style-type: none"> <li>• Increase the number of donors</li> <li>• Increase the number of volunteers</li> <li>• Increase the number of members</li> <li>• Increase the number of corporate sponsors</li> </ul>                   |
| Goal 2 | <ul style="list-style-type: none"> <li>• Increase the number of events</li> <li>• Increase the number of programs</li> <li>• Increase the number of services</li> <li>• Increase the number of partnerships</li> </ul>                          |
| Goal 3 | <ul style="list-style-type: none"> <li>• Increase the number of grants</li> <li>• Increase the number of awards</li> <li>• Increase the number of recognitions</li> <li>• Increase the number of accolades</li> </ul>                           |
| Goal 4 | <ul style="list-style-type: none"> <li>• Increase the number of publications</li> <li>• Increase the number of press releases</li> <li>• Increase the number of social media posts</li> <li>• Increase the number of website updates</li> </ul> |



### Building on core capabilities

We have identified our defining capabilities and perspectives:

- We are uniquely able to think and lead for the long term well-being of RCRF.
- We are deeply embedded in our community through networks of staff, boards, donors, and partners.
- We achieve leverage by connecting the passions and resources of donors with the state's most effective organizations, ideas, and people.
- We attract passionate and talented people – staff, board members and volunteers.

### Improving performance

By building on our core capabilities and focusing more strategically, we will improve performance in four equally important and interdependent outcomes:

- Increased community impact
- Greater giving
- Better brand recognition and visibility
- Organizational strength

These outcomes drive each other. The better we build impactful relationships, share knowledge and lever resources, our core constituency will get stronger. The better we communicate and display our brand, more people will identify with who we are. The greater we impact our community; the more donors we will inspire to invest. Greater impact leads to an increase in profits. The cycle grows, fueled by strategic investments in people, operations, finances, and programs.



### Changing The Culture of Philanthropy from Within

One of the most intangible, and yet most visible, characteristics of any nonprofit organization is its culture of philanthropy. Culture is the composite of thought, word and action, which expresses the fundamental values of any human community. Through observation, listening and reflection, donors can identify an organization's attitude toward philanthropy.

We will change the culture of philanthropy at RCRF and it will be expressed in the following manner:

1. Through consistent fundraising results;
2. Broad involvement of volunteers and staff in the identification, evaluation, cultivation, solicitation, and stewarding of donors;
3. Language that clearly and unequivocally expresses fundraising as a positive, integral value;
4. Clear understanding that fundraising is one of the most important roles for leaders – both administrative and volunteer;
5. Agency fundraising goals that are "owned" by both leadership and their staff;
6. A vocabulary which highlights the nobility of giving and the basic human dignity of those solicited;
7. Expressions of fun, humor, and excitement surrounding the fundraising enterprise.

At RCRF, our organization's culture of philanthropy is expressed in countless ways. Some expressions involve the practices of stewardship, donor recognition or a heartfelt thank you. The culture of philanthropy is also expressed in fundraising literature, volunteer involvement, the casual conversation of development staff, and the experience of donors

## **Goal 1: Building Impactful Relationship**

### **Objective:**

Develop a systematic approach to identifying prospects using the moves management process.  
(Identification, research, evaluation, cultivation, solicitation/engagement, and stewardship)

### **Actions Ideas**

- Join professional organizations that can connect people to RCRF
- Utilize foundation board members circles of influence.
- Meet with key members of the Richland County Council to establish a relationship and make them aware of RCRF's existence.
- Meeting with various businesses, foundations, and impactful people in the community who can advance the mission of RCRF.
- Offer ways individuals can take action either through financial support or program engagement. Align key individual with our mission.
- Capture contact information (including email and social media networks)
- Build impactful relationships with 10 businesses and/or professional organizations by December 2018
- Start attending Association of Fundraising Professionals monthly workshops/luncheons beginning September 2018.

*\*Not time-intensive, and for which results are not immediately apparent.\**

## **GOAL 2: Improved Visibility and Brand**

### **Objectives:**

- A. Develop and launch a new communications and marketing approach focused on key constituents -donors, prospects, professional advisors, and targeted opinion leaders from nonprofits, businesses, and government.
- B. Develop and execute a comprehensive and sustained communications strategy to tell the foundation's story and support philanthropic, programmatic and organizational goals.

### **Actions Items**

- a. Strategies to increase interaction-
  - i. Weekly posts- Wellness Wednesday and Thank you Thursday
  - ii. Weekly questions for feedback
  - iii. Interact/ Share with other organizations post
  - iv. Be involved in other conversations to get our name out
- b. Strategies to get more likes-
  - i. Promotions- T-shirt promotion
  - ii. Work with the Commission to feed off their likes
  - iii. Get the parks involved, put social media cards in the parks
  - iv. Take social media cards to events
  - v. Become vendors for other organization's events and use our materials to bring awareness to others
  - vi. Paid advertisement on Facebook, as low as 5 dollars
- c. Goals- 2 likes/followers per week and 1 comment/interaction per week
- C. Paid Advertising
  - a. Strategy- Billboard- strategic placement is key
    - i. Goal- To bring awareness to different areas
- D. Unpaid placements (PSAs)
  - a. Strategy- PSA with our information
    - i. Goal-Bring awareness
- E. Communications (newsletter, e-newsletter, case for support)
  - a. Strategies
    - i. Continue monthly newsletter- Use the CRAM method

1. Connect to things your audience cares about
  2. Identify and offer a compelling reward for taking action
  3. Have a clear call to action
  4. Make it memorable
- F. Develop a Case for Support via Marketing Company
- Continue to create Foundation newsletters monthly
  - Attend three Richland County Recreation Commission events and three non Richland County Recreation Commission events by December 2018
  - Continue social media updates weekly

### **Goal 3: Increase Community Impact**

#### **Objective:**

To improve the physical health of our neighborhoods and communities which creates a healthier, more stable environment where families can thrive.

#### **Action Items:**

- Volunteering at various charities and organizations to promote who we are and to show our commitment to service.
- Engage and recruit selfless volunteers
- Identifying gaps in services
- Developing and maintain resources to meet the needs
- Assist partner organizations in maintaining the capacity to adequately meet the needs of the populations they serve
- Volunteer at three various charities and organizations by January 2019
- Partner with a charity or nonprofit organization to host community event by 2019



#### **Goal 4: To increase profits to Richland County Recreation Foundation**

##### **Objective:**

- To increase the development capacity of the Foundation while maintaining its fiscal stability.
- To increase total Foundation public support and revenue by 20%
- To have installed an ongoing, comprehensive development program consisting of individual, corporate and foundation, special events, payroll deduction campaigns, third party events, planned giving and transactional campaigns.

##### **Action Items:**

- Signature Events
- Employee We Care Campaign
- Third-Party Events
- Foundation Board members
- Increase profits by hosting golf tournament in Spring of 2019
- Plan a third party event for 2019 w/ local businesses. (i.e. Chipotle, Texas Roadhouse, Sonic)
- Bring back Employee We Care Campaign in January 2019