

Division/Department Summary Information
RCRC Accomplishments 2021-2022
Goals & Objectives for FY23
Last Reviewed: 5/20/2022

Executive/Administration

1. Completed 2 Feasibility Studies: Multi-Sports Complex in June 2021 & Aquatics Feasibility in July 2021. (Goal 3:I)
2. Completed LinRick Golf Course Business Plan in April 2021 (Goal 4:E)
3. Secured funding from Richland County during the Budget process to renovate the Parklane Tennis Center. (Goal 3:A)
4. Implemented Performance Management Tool (PMT) for the entire performance year. (9:A)

FY23 G&Os

1. Complete Blythewood Master Plan. (Goal 3)
2. Pursue re-accreditation in Spring 2023. (Goal 6:C)
3. Implement Records Management and Retention Process to be completed by September 2022. (Goal 3:J)
4. Update Strategic Plan for 2022-2025 (Goals 1-12)

Budget & Finance

1. Refunding of Series 2022 A&B GO Bonds in May 2022. (Goal 4)
2. Successful implementation of Kronos Payroll system in January 2022, to include 100% direct deposit compliance. (Goal 8; 9:A&D)
3. Provided support in August/September 2021 for a successful Audit of FY21 Financials. (Goal 4; 9:G)
4. Implemented Agency-wide purchase card procedures in July 2021. (Goal 4)
5. Re-wrote and created agency-wide fiscal policies and procedures in FY22. (Goal 6:A, 8:C, and 9:E)

FY23 G&Os

1. Division to engage heavily in functional cross-training in FY23. (Goal 9:C, 12:B&C)
2. Continue to review and streamline procedures, including the agency Budget Process, AR procedures, and fiscal year-end procedures. (Goal 6:A, 8:C, 9:E)
3. Work toward a successful RecTrac/PayTrac implementation in FY23. (Goal 8:B, 9)
4. Explore investment/wealth management options for the agency. (Goal 4)

Human Resources

1. Introduced a new and modern HR system to track employee information more efficiently in March 2021. (Goal 9:D)
2. Updated various policies for the HR Handbook, which is ongoing. (Goal 8:C)
3. Completed an I-9 audit of the agency bringing us in compliance with federal and state laws in May 2021 (Goal 9:G)
4. Implemented an employee recognition program. - March 2021. (Goal 9:H)
5. Ensured the safety of the organization by confirming that everyone had up-to-date background checks on file in July 2021. (Goal 9:G)

6. Completed an assessment of agency medical files to ensure compliance with federal and state laws in July 2021. (Goal 9:G)
7. Developed a training credential collection process that results in all trainings being documented electronically. (Goal 12:B)
8. Created a monthly training calendar that includes all Agency trainings. (Goal 12: B)

FY23 G&Os

1. Develop a walk-through video/tutorial for new hires on how to use Kronos for the first time, beyond just clocking in and out, etc. It will show new hires how to complete documents in Kronos by March 2023 (Goal 12:A)
2. Improving Employee Engagement and Connection by March 2023 (Goal 12)
3. Prioritizing Employee Mental Health by January 2023. (Goal 9:C)
4. Diversity, equity, and inclusion strategies that promote workplace justice by March 2023. (Goal 12:D)
5. Implement a Learning Management System (LMS) to include learning pathways for employees. (Goal 12:B)
6. Increase training opportunities for all employees. (Goal 12:B)

Risk Management

1. Completed all handicap parking for all facilities in December 2021. (Goal 3:B)
2. Implemented safety training during orientation in March 2022, which is ongoing. (Goal 12:A)
3. Completed upgrades to all of the alarm systems to 5G in February 2022. (Goal 3:A)
4. Completed inspections and permitted 2 concession stands at Blythewood/Kelly Mill and application in February 2022. (Goal 3:A)
5. Completed the agency asset accountability project with CFO and Senior Accountant in February 2022. (Goal 3:E)
6. Assisted IT Dept in getting all of the agency's computers and other technology equipment tagged for inventory accountability which was completed in April 2022. (Goal 3:E)
7. Completed Mold Feasibility Study at Parklane AAC in February 2022. (Goal 3:K)

FY23 G&Os

1. Continue getting facilities ADA compliance. (Goal 3:B)
2. Installation 26 Supra Boxes for every facility equipped with a fire suppression/alarm system by July 2022. (Goal 3:A)
3. Completed Friarsgate Construction Project. (Goal 3:A)
4. Complete CPSI course in October 2023. (Goal 12:C)
5. Completed AED/CPR Instructor in May 2022. (Goal 12:E)

Information Technology

1. Completed migration of email from Exchange to Office 365 Cloud/Hybrid Azure with Defender and backups for email; Exchange decommissioning. (Goal 10:A&C)
2. Implementing strategies to facilitate staff and devices within the agency to create 99% availability and short ticket times while understaffed the last 8 months. (Goal 10:A&C)
3. Completed updates of Parton accessed devices for Office products at Garner's Ferry and James Clyburn Technology centers. (Goal 10:A&C)
4. Phone systems completed at Garner's Ferry and James Clyburn Technology Centers. (Goal 10:A&C)



10:D)

5. Completed new inventory asset tagging of all PCs and Monitors for all sites; Upgraded software and configurations for all sites. (Goal 10:A&C)

FY23 G&Os

1. Core network updates: Hardware and Software to better benefit the growth of the agency. (Goal 10:A&C)
2. Security System replacements and upgrades agency-wide. (Goal 10)
3. Administrative Building system replacements with laptops and docks to replace existing devices. (Goal 10:A)

Community Relations/Outreach

1. Created and implemented the Family Night at Kelly Mill Sports Complex on September 21, 2021, to serve multi-generational audiences. (Goal 2:B)
2. Created and implemented the Power In Pink Program at Garners Ferry Adult Activity Center in September 2021, to enhance life-long learning opportunities for Active Older Adults, Special Event and Health and Wellness. (Goal 2:C)
3. Consistent with rebranding goals, the agency started replacing signs in February 2021 and will continue to use standardized signage across the agency. (Goal 3:C, 5:D)
4. Created "Walking Path" Brochure and map in January 2021. (Goal 3:D)
5. Continue to leverage the RCRF for fundraising through events such as Jazz Fest held on April 23, 2022, with total sales \$18,653.62. Also expanding the philanthropic mission through Midlands Gives (Goal 4:B)
6. Developed a Sponsorship booklet that includes tiered sponsorship levels in December 2021. (Goal 4:C)
7. Created flyers for the Foundation in December 2021 that gives information on the steps required to become a sponsor, partner, or donor. (Goal 4:D)
8. New website was up and running in September 2021 and is updated with consistent information. (Goal 5:B)
9. RCRC utilizes social media to highlight different parks and facilities weekly. Starting in June 2021, these locations were featured on multiple platforms.
10. Cross-promoted programs at events where materials are requested. (Goal 5:F)
11. Developed and utilized the volunteer database to recruit, track, and communicate with volunteers across the agency in June 2021. (Goal 8:D, 10:E, 11:C)
12. Connected with law enforcement agencies and engaged in a Law Enforcement Panel Discussion on February 2, 2022, with community service organizations. (Several Community Projects Dates) (Goal 11:I)
13. Updated volunteer policies and procedures by updating the Volunteer Manual in June 2021. (Goal 11:B)
14. Collaborated with the Hopkins & Pine Grove REC Committees to host the Free Community Easter Egg Hunt on April 16, 2022. (Goal 11:H)
15. Established relationships with T-Mobile to maximize partnerships and resources. (Goal 11:I)

FY23 G&Os

1. Update Marketing Plan (Goal 5)
2. Increase social media followers by 25% in Summer 2023 (Goal 6)
3. Replace MyRec online registration software in September 2022 RecTrac. (Goal 10:B)

www.richlandcountyrecreation.com

SOCIAL MEDIA:



@richlandcountyrec



@richlandrec



Property Management

1. Completed field renovations at Polo Road soccer field. (Goal 3:A)
2. Completed installation of the planter boxes at 6 locations. (Goal 3)
3. Removed the rubber from Polo soccer playground and replaced with Engineer wood fiber. (Goal 3:E)
4. Replace HVAC units at 5 locations to include North Springs Park, Meadowlake Park, Denny Terrace, Friarsgate Park, Pine Grove Community Center. (Goal 3:A)
5. Repaved the driveway at Hopkins Park. (Goal 3:E)

FY23 G&Os

1. Clean out and cut down the retention ponds. (Goal 3)
2. Repair rain gardens. (Goal 3)
3. Repave parking lots at Meadowlake Park and Trenholm Park. (Goal 3:E)

Recreation—Adult Activity, Technology & Community Centers

1. Evaluated 3 current programs using the MyRec system as well as monthly program evaluations to include Low Impact Exercise, Bingo, & Circuit Fitness. (Goal 2:A)
2. Updated youth Birthday Package for indoor and pool parties for rentals which consist of RCRC Swag Bag, Bounce House, Popcorn Machine, and use of the Multipurpose Room for 2 hours, set up and break down, Pool for 4 hours. (Goal 2:A)
3. A survey was completed by senior groups. Seniors were able to evaluate the programs attended and were given the opportunity to indicate programs or classes they would be interested in attending relating to Health & Wellness. (Goal 2:B)
4. Successfully planned and hosted a Financial Literacy Workshop for ages 21-50 (Goal 2:G)
5. Staff worked all rentals at the AAC while efficiently completing the pre/post inspections for the rentals held at the site. (Goal 9:B)

FY23 G&Os

1. Continue evaluating program classification to ensure the balance between core importance and value-added (Goal 2:C)
2. Evaluate recreational and athletic programming to ensure fair and equitable access (Goal 7:D)
3. Employee Training and Development Program to address the ongoing needs of individual employees and the organization (Goal 12:B)

Recreation—Parks

1. Compliance audits for SOP manuals were done quarterly in 2021 by the Administrative Coordinator and all of the audit documentation was completed Jan 2022. (Goal 9:G)
2. Realigned staff within the division to better serve the citizens. (Goal 9:F)
3. Established a relationship with DHEC to provide facilities for COVID-19 tests and vaccinations throughout the County and continued a strong relationship with Red Cross for several blood drives. (Goal 11:I)
4. Programs and special events expanded at several park locations to include. Sr. Walking program and Halloween event at Meadowlake, Zumba at Friarsgate, Art classes for youth and adults at Blythewood. (Goal 2:E)
5. Twelve community gardens were restored or newly added throughout all four 4 districts.



(Goal 2:E)

FY23 G&Os

1. Evaluate all fees and charges based on true costs of service and determine cost recovery goals based on community values. (Goal 7:B)
2. Integrate public input into program planning and development. (Goal 2:G)
3. Expand program offerings and life-long learning opportunities for Active Older Adults, Conservation, Prevention, Special Events and Health and Wellness within communities and underserved populations. (Goal 2:E)

Recreation-Athletics, Adaptive Recreation, Health/Wellness, Aquatics

Athletics

1. Athletic added program offerings to target areas and age groups that did not previously have the opportunity. A list of new offerings from this past year includes Women's Adult Basketball, Adult Dodgeball, Coaches Pitch Baseball, Flag Football in District 4, Fall Flag Football for ages 4-6, Men's Basketball in District 2, 2-Ball Challenge, Adult Beginner Tennis, and Cardio Tennis. (Goal 2:B)
2. Athletics utilized feedback from town hall meetings, surveys, and participant feedback to adjust our program planning to meet the needs of the community. (Goal 2:G)
3. Athletic staff attended special events to help promote the agency and athletic programs at the State Fair Grounds, Job Fair at the Columbia Convention Center, Job Fair at the Garners Ferry AAC, State House, Back-to-School Bashes, Jazz Festival, Night Out Reading at Caughman Rd. Park, Blythewood Town Hall Meeting, Hopkins Community Meeting, and Senior Games (Goal 5:F)
4. Athletic staff attended NAYS (National Alliance of Youth Sports) virtual congress to earn continuing education credits and keep our certifications up to date. Tennis Pro earned PTR (Professional Tennis Registry) Certification. Athletic Supervisor earned CPRP. (Goal 12:B)
5. Athletics staff communicated with patrons and staff on program timeline, rules, and expectations the day after registrations closed. (Goal 1)

Adaptive Recreation

6. Maintain a relationship with the NFL Carolina Panthers for our football program. (Goal 4:B)
7. Participated in awareness programs across the state and promote inclusion to include the Ship & Shore Beach Party in August 2021 (Goal 12:C)
8. Created "Off the Couch and Get into the Groove" Online Video Series. (Goal 1:C)

Health & Wellness

9. Started building the RecTrac 3.1 registration software for the agency in April 2022 (Goal 8:B)
10. Completed 5 race events for the RCRC 5K Run Series, July 2021-May 2022: Stars and Stripes, Turkey Trot, Santa Run, Shamrock Run, and Mother's Day Run. (Goal 2:E)
11. Enhanced Starlite Park playground in September 2021 with grant monies provided by PlayCore. (Goal 3:E)
12. First Aid/CPR/AED and Instructor Trainings, September 2021-May 2022 (Goal 12:B)
13. Personal Training Re-certification and pursuing NRPA certification, September 2021 and May 2021 (Goal 9:C)

Aquatics

14. Conducted 4 successful learn-to-swim program sessions for levels 1-4, following all covid protocols. (Goal 2:E)



15. Provided free swim lessons to patrons at Hopkins and Eastover pools every Saturday during the summer. (Goal 2:E)
16. Offered free new water aerobics classes to patrons of Richland County. (Goal 2:E)
17. Established a new contract with Ben Lippen swim team who used St. Andrews pool as their practice facility. (Goal 11:I)
18. Received 1500+ new pool memberships. (Goal 2)
19. Hosted the Senior games award ceremony at St. Andrew Park

FY23 G&Os

Athletics, Adaptive Recreation, Health & Wellness, Aquatics

1. Athletic staff will evaluate program cost and income based on community needs, league fees and penalties to hold parties accountable when utilizing RCRC facilities to serve the community. (Goal 7:B)
2. Athletic trends can change quickly and it is important that we continue to offer diverse programming opportunities for different ages and interests. (Goal 2:B)
3. Athletics will meet with Park and Property Management departments at least once a quarter to discuss ways to continue improving communication and our processes for facility maintenance. (Goal 9:B)
4. Establish a suitable location to have Camp Sunshine. (Goal 3:A)
5. Reconnect with volunteers and youth programs to assist in the success of our programs by attending the High School agency resource & job fairs, local colleges and events with the Urban League. (Goals 11:G)
6. Offer RCRC employees Personal Training Certification and Group Fitness Instructor Certification opportunities by April 2023 (Goal 12:B)
7. Two Community Health and Wellness Fairs and Events by May 2023 (Goal 2:E)
8. Pursue developing a plan for paved walking trail for Polo Road/Polo Road Soccer Complex by June 2023 (Goal 3:D)
9. Continue our Learn-to-swim program and conduct more sessions. (Goal 2:E)
10. Continue to offer water aerobics for all ages at each facility. (Goal 2:B&E)
11. Establish a Lifeguard Training program to recruit and retain more lifeguards. (Goal 12:B)

LinRick Golf Course

1. Implemented a family golf program for small children and parents. (Goal 2:B)
2. Purchased new 68 golf carts to increase customer service and use of better equipment. (Goal 3:A&E)
3. Renovated 30 greenside sand traps to improve site for play. (Goal 3:A&E)
4. Increased golf rounds and revenue by 30%. (Goal 4)
5. Installed a new roof and soffit to enhance facility renovation and upgrade. (Goal 3:A&E)

FY23 G&Os

1. Reach more golfers through social media, especially younger golfers. (Goal 5)
2. Upgrade some of the maintenance equipment. (Goal 3:A&E)
3. Add golf programs for ladies and teens. (Goal 2:B&D)

