

## Parks and Recreation Department Update

December

2022

We had a wonderful December filled with Holiday programs and cheer. The new town Christmas tree lighted up Town Hall and was the focus point on our lighting the tree event. Hundreds gathered at Town Hall to partake in Smores led by our maintenance team, crafts for children, hot chocolate for all, a bounce house, letters to Santa and of course meeting Santa himself. Mr. Nigel led a Christmas sing along before we lit the tree. The Parks and Recreation program team also played Christmas games with the Senior Nutrition program, a Christmas grab and Go for children, and drive through Hot Cocoa day. Basketball tryout and practices began this month as we had over 150 kids register.



## **General Programming – Belle Johnston**

**Pickleball:** Open Pickleball times are Mondays and Friday from 9am-12pm and Wednesdays from 1:30pm-4:30pm. 132 participants

**Karate:** They hold classes on Wednesdays. 23 participants

**Pre School Open Gym** – Wednesday morning from 9a – 12p – 31 participants

**Craft Day with Senior Nutrition** –12 participants

**Cookie Decorating with Seniors** – 28 participants per class

**National Cocoa Day** – December 13 - 48 participants

**Family Game Night – Bingo** – 32 participants – December 16

**Arts Delivered Workshop** – 20 participants – December 17

**Holiday Grab & Go Drive Through** – 100 participants – December 20

## **Lake Park**

**Bootcamp with Lia** – Bootcamp meets 5:45am – 6:45am M/W/F in Lake Park. 63 participated

**Tai Chi:** Hold classes T/Th/Sat under the large shelter/stage. 143 participated

**Storytime in the Park** – Mecklenburg County Library hosts Storytime in the park each Wednesday morning from 10am – 11am. 49 Kids/55 Adults

## **The Hut**

**Senior Fit** – Senior Fit takes place at the Hut M – Thursdays. 247 participants

**Yoga** – 11 participants

**Cardio Funk:** Lem holds class on Tuesdays at 6:30pm. 16 participants

## **Town Hall**

**Christmas Tree Lighting** – December 3<sup>rd</sup> – Around 400 patrons

## **Jack Hughes**

### **Facility Rentals**

\*Shelter 1 at JH: 0 Rentals

\*Shelter 2 at JH: 0 Rentals

\*Shelter 3 at JH: 0 Rental

### **Jack Hughes Special Events**

No tournaments in December.

### **Baseball Field Usage**

On Deck used the field 4 outfield in December for winter workouts.

### **Multipurpose Field Usage**

Carolina LAX used their box lacrosse structure for games/practices in December.

## **Park Maintenance Update**

### **Belle Johnston/ Lake Park**

Blow leaves as needed

Christmas Decorations

Daily park check

Monthly building inspections

Repaired ADA Swing

### **The Hut**

Mulched Beds

Trimmed all shrubbery

Monthly building inspections

Added River Stone in Rear Courtyard – 5 tons

Christmas Tree Decorations

### **Cemetery**

Blow leaves as needed

### **Dog Park**

Removed limbs as needed

### **Jack Hughes**

Cleared out damaged equipment in concession stand

Put new delivered equipment in concession stand

Sanitize restrooms daily

Serviced Kubota parts  
Trimmed shrubs and shop clean up  
Monthly building inspections  
Leaf Removal as needed

**Town Hall**

Leaf Removal as needed  
Assembled new Christmas tree and decorated  
Assisted with Tree Lighting Program

**Social Media**

**Facebook**

Post Reach: 8,763  
Post Engagements: 2,945  
New Page Likes: +23      Total Page Likes: 4,296      Total Page Followers: 4,672

**Instagram**

New Followers: +21      Total Followers: 1,272

**The Hut:** 2 Rentals

**The BJCC Dining Room:** 5 Rentals

**The BJCC Gym:** 1 rental every Tuesday/Thursday

**Large Shelter:** 2 Rentals

**Medium Shelter:** 0 Rentals

**Tot Lot at Lake Park:** 0 Rentals

**\*Shelter 1 at JH:** 0 Rentals

**\*Shelter 2 at JH:** 1 Rentals

**\*Shelter 3 at JH:** 0 Rental

**\*WE DO NOT RENT JACK HUGHES SHELTERS WHEN THERE IS A TOURNAMENT GOING ON.**

## **Administration**

Daily Park Walks by all Full-Time staff

Monthly Building Inspection by all Full Time Staff

Hut rental showings provided monthly by all staff

Weekly field trips with Summer Camp by all Full Time Staff

Weekly staff meetings with staff

Weekly Facility Rentals/ Pull all rentals for the week/Make Kiosk Signs/ Make Check in/out sheet for Park Aides/ Check Request (Refunds/Deposits) after rentals are complete

Jordan attended the Monthly Boy Scout Troop 7 Committee Meeting.

Heather cleans BJCC daily

Erin and Heather audit shelter rentals weekly

Heather updates large kiosk monthly

Heather schedules community service workers/ show them what to do when they arrive

Erin creates and sends out new social media posts each week.

Erin/Heather order office supplies and cleaning supplies both weekly and monthly

Heather completes - Weekly Facility Rentals/ Pull all rentals for the week/Make Kiosk Signs/ Make Check in/out sheet for Park Aides/ Check Request (Refunds/Deposits) after rentals are complete

Matt/Heather do weekly Cash Register Deposits – weekly on Fridays

All staff - answer phones – give rental info, take payments for different programs, general questions about center and programs we offer, etc.

All staff - make resident cards / Show new residents around center

Heather schedules community service workers/ show them what to do when they arrive/ Weekly- email their time sheet to the Community Service Program office

All staff - Mon. /Wed. /Fri – Check in Pickleball players/ take payment

Heather sets up, sanitize, break down, and do sign- ups for Pre-School Open Gym every Wed.

Heather/Erin/Jordan create flyers for all programs

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Heather corresponded with Emma from Charlotte Ballet on doing another Culture block program class. She confirmed the Fitness Dance class will start January 9 (Mondays 6:30pm – 7:30pm)

Heather met with Shelia Douglas on Dec. 12 to set January Calendar for P&R to do activities with seniors.

Heather corresponded with Sharon C to do a paint class with the seniors on Jan. 25<sup>th</sup>

Senior Drive Thru/ Walk-In (National Cocoa Day) Dec. 13<sup>th</sup> – set up / Give out treat/ clean -up – 48

Heather researched/ Shopped for/ Played Christmas themed games with seniors on Dec. 15 - 14 participants

Heather shopped for prizes and snacks/ worked Family Game Night (Disney Trivia)/ (Nov. 18) – 32 participants

Heather worked on Jan./Feb./March newsletter – Contact instructors for updated info on classes, research national days, update Fitness class info, research and booked Senior fields trips, format the info that instructors from different programs we offer, create flyers for special events

All staff worked Tree Lighting Event (Dec. 3<sup>rd</sup>)– Started at the community center to boil water for hot chocolate, pour into large Cambro's (took about 1 hour)/ Set up stations (craft, hot chocolate, smores, letters to Santa) at the Town Hall location/ Clean up

Jordan and Erin met with the lady to discuss painting of power boxes at Lake Park, Jack Hughes and new Town Hall area.

Jordan and Matt met with Linda Hood to discuss Community Garden.

Jordan met with Scooter Abrams to finalize Rock'n and Reel'n concert series.

Erin attended the Athletics Director's Workshop in Greensboro Dec 5-7.

Erin met with the PE teacher at Pineville Elementary School to go over gym logistics.

Matt, Heather, Erin, Jordan handed out hot cocoa to seniors on senior drive thru day.

Heather and Erin handed out the Christmas grab n go bags.

Matthew met with Ryan with Brady Services to discuss updating cameras at Jack D. Hughes Park

Matthew met with Randy Chamberlain with Sports Court Charlotte to discuss Outdoor Pickleball design.