

## CITY OF MARTINEZ

## MEMO

Date: December 13, 2016  
To: Dylan Radke, PRMCC Chair  
From: Patty Lorick, Recreation Supervisor  
Subject: November Staff Report

### AQUATICS

- Staff began updating the pool schedule for 2017 swim season.
- Staff cleaned equipment and put it into storage for the winter. Unclaimed lost and found items were washed and donated to charity.
- Two CPR/AED/First Aid classes were held at the pool for City Staff. Twenty people were trained.
- Maintenance is identifying rust on all metal surface, sanding it down and repainting.

### BROCHURE

- Staff began designing and preparing the 2017 Winter Spring Activity Guide. The final activity guide will have 16-24 pages and will cover Recreation and Senior Services programs from January through April

### SPECIAL EVENTS

- **Fall Frenzy Camp** – Thirty-two children enjoyed three days of crafts, games, hiking, and more at Nancy Boyd Park
- **Holiday Frolic** – In November, the entire staff focused on preparing for the Holiday Frolic. This includes preparing crafts, working with the high school civics class to recruit volunteers and coordinating building use. Supplies were purchased. Light towers and porta potties were reserved. Recreation coordinated with public works and the police department to close roads and transport equipment. Staff tested 650 light wands and repaired the broken wands. The Recreation Office looks more like Santa's workshop than a city office.
- **Face Painting & Balloon Animal Class** – was held to teach volunteers how to paint faces and make basic balloon animals for the Holiday Frolic. Two people attended.
- **Letters from Santa** - Recreation Services is now taking requests for Santa Letters. To date, 220 letters have been reserved. These letters will be mailed out to children around December 19.
- **Train Day at the Library** – Sixty people attended the event. Train books were read by the Librarian. Recreation provided several train crafts and activities to the enthusiastic crowd of young train buffs.

### TOURNAMENTS

- Two boy's baseball tournaments were held in November
- Tournament directors and the City are finalizing the dates for 2017 tournaments. Joe DiMaggio Ball Fields are booked every weekend from the beginning of April through the start of the remodel. All tournament directors are aware of the construction beginning early summer.