

DIRECTOR'S REPORT

February 2009

I. Parks Report:

1. Sam Michaels Park

A. On-Going Projects

1. Access Road Lighting

- *Description:* The Parks and Recreation department is installing lighting for the access road on Sam Michael's Lane at the Jefferson County Community Center. Currently, there is no lighting to mark the entrances for the community center off of Job Corps Road, and no lighting along the road leading to the community center. The access road lighting will provide much needed security for the Jefferson County Community Center, and provide community awareness of the recreational facilities at Sam Michael's Park.
- *Status:* Waiting for delivery and installation of light poles by Allegheny Power
- *Cost:* \$42,000 (CIP Funding)
- *Start Date:* October 2008
- *End Date (Expected):* March 2009
- *Vendor:* Bryant Electrical, Allegheny Power

2. CTRLLL Concession Stand/Rest Room Facility

- *Description:* The Charles Town/Ranson Little League (CTRLLL) is constructing a concession stand/restroom facility at Sam Michaels Park.
- *Status:* Building/pavilion is under roof; exterior brick is completed; currently working on running water, electric lines, and installing exterior siding.
- *Cost:* \$85,000 (Land Improvement Fund)
- *Start Date:* August 2008
- *End Date (Expected):* Spring 2009
- *Vendor:* Twin Oaks Construction

B. Vandalism/Damage

- Damage was done to the fencing at Sam Michael's Park from a car accident. The fence has been repaired.
- Stage top was blown off due to high winds last week.

2. South Jefferson Park

A. On-Going Projects

- N/A

B. Vandalism/Damage

- Some aluminum siding was lost on the dugouts due to high winds last week.

3. Mount Mission Park

A. On-Going Projects

- N/A

B. Vandalism/Damage

- Vandals set the slide on fire at Mt. Mission Park.

II. **Personnel:** (Recommendation for new hires)

A. Part Time Night/Weekend Staff: Brian Moler.

B. Swim Staff: Tom Stollings

III. **Leave Request:** (A summary of staff requesting leave, amount of time, dates requested and a plan for coverage)

Johnny Kite is currently on leave due to the recent death of his son.

IV. **Report of Previous Request By The Board** (items the board voted on at the previous meeting)

None

V. **Report on Grant Projects:** (status of any grants requested) (intended use of the grant) (completion dates)

A. Awarded a \$35,000 grant from the Land and Water Conservation Fund (LWCF) for resurfacing Tennis Courts at Leetown Park. Tennis Courts have been finished and reimbursement from state has been received.

B. Reimbursement for Community Partnership Grant for the Sam Micharels park sign has been submitted.

C. National Park Foundation Grant (America's Best Idea Grant): A grant request has been submitted (see January 2009 Director's Report for Details).

VI. **Donations Received:** (List of current donations received and their intended use) (completion dates)

No donations to report for this period.

VII. **Fund Raising Initiatives:** (Plans for any activities that will generate revenue to help offset cost; intended use for money raised)

No fund raising initiatives to report for this period.

VIII. **Bids / Quotes:** (A list of bids or quotes received for specific work to be performed showing completion dates)

No bids/quotes to report for this period.

IX. **Program Updates:** (new and existing programs, participation levels with comparison to past offerings)

We are currently in Session III of our winter/spring program guide. A list of current programs and their registration are attached. Registration is up 12% from last year at this time.

Our Middle School dances continue to be popular. We had 463 kids at the dance this month.

The Play & Learn Preschool continues to grow. We are expanding our classroom in order to accept additional children into the program.

Our 2nd annual Father/Daughter dance was a success. We had 128 fathers and daughters come out for an evening of dancing and snacks.

Our joint trip with the JCCOA to the Spy Museum was taken on Monday. There were 43 participants.

X. **Staff Evaluation Schedule:** (dates to be completed)

All Professional Staff Evaluations are currently being conducted and will be completed in February 2009.

XI. **Update on Yearly Plan:**

An update will be provided once a yearly plan has been established.

XII. Equipment Issues: (address any issues regarding equipment: repairs, purchases)

As a Certified Playground Safety Inspector, the Director recommends the removal of the existing play equipment at Leetown Park due to the fact that this equipment is in non-compliance with current standards of the U.S. Consumer Product Safety Commission (CPSC), American Society for Testing Materials (ASTM) or Americans with Disabilities/Architectural Barriers Act (ADA/ABA).

The Director recommends that JCPRC allocate \$45,000.00 from the Land Improvement/Acquisition fund for the installation of a new play system at Leetown Park that would meet the current CPSC, ASTM and ADA/ABA standards for public playground equipment.

XIII. Information or assistance needed from the board

No information or assistance is needed from the board.

Attachment A
JCPRC Program Report
Feb-09

Program Name	Location	Winter 08	Winter 09	% Increase	% Decrease	Program Status
Dance	JCCC	59	48	100%	-18%	Existing
Gymnastics	JCCC	230	161	100%	-30%	Existing
Basketball League	JCCC	135	120		-11%	Existing
Indoor Soccer League	JCCC	156	127	100%	-18%	Existing
Swimming- Feb	CTAC	129	88		-32%	Existing
Preschool Cheerleading	JCCC	6	0		-100%	Existing
Cheerleading	JCCC	Cancelled	Cancelled	100%		Existing
Tennis	JCCC	6	7	16%		Existing
Golf	JCCC	Cancelled	Cancelled	100%		Existing
Indoor Playground Feb/Week 1	JCCC	48	56	16%		Existing
Little Dribblers	JCCC	0	9	100%		NEW
Play & Sing	JCCC	0	Cancelled			NEW
Pre-K Parent & Me	JCCC	Cancelled	Cancelled			Existing
Little Ninjas	JCCC	0	46	100%		NEW
Young Picasso	JCCC	0	8	100%		NEW
TaeKwon Do	JCCC	0	7	100%		NEW
Dog Obedience	JCCC	10	3		-70%	Existing
Late Night Indoor Soccer	JCCC	0	19	100%		NEW
Middle School Dances- Feb	JCCC	300	463	66%		Existing
Play & Learn Preschool	JCCC	58	71	20%		Existing
Make Ceramic Heart	JCCC	0	6	100%		NEW
Valentine Craft	JCCC	Cancelled	Cancelled			Existing
Father/Daughter Dance	JCCC	88	128	45%		Existing
Total Program Numbers		1225	1367	12%		