

DIRECTOR'S REPORT  
March 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:* Completed
- *Cost:* \$42,000 (CIP Funding)
- *Start Date:* October 2008
- *End Date:* 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:* Most construction is complete; remaining work includes painting, complete kitchen installation, construction of stairs to the second story, and toilet installation.
- *Cost:* \$85,000 (Land Improvement Fund)
- *Start Date:* August 2008
- *End Date (Expected):* Spring 2009
- *Vendor:* Twin Oaks Construction

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

No recommendations for this period.

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

Ben Bolock is currently on leave due to the recent death of his father.

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

See Section VIII: Bids/Quotes for report on Leetown Park playsystem.

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

A. Reimbursement for Community Partnership Grant for the Sam Michaels park sign has been submitted.

B. National Park Foundation Grant (America's Best Idea Grant): A grant request was submitted (see January 2009 Director's Report for Details); the grant application was not approved.

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)

Leetown Park playsystem bids are due on Wednesday, March 18<sup>th</sup> at noon. Bids will be evaluated by the director and a recommendation will be made at the JCPRC Board Meeting.

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

A list of current programs and their registration are attached. Registration is up 17% from last year at this time.

As you can see, our gymnastics numbers and dance numbers are down for this session. We are adjusting some of the programs for the summer to try to boost registration.

Our Little Dribblers program, which teaches basketball to preschoolers ages 3-5, is very popular this session. We have 21 children participating.

Our Little Ninja classes continue to be popular. We are expanding these classes and offering a spring break camp as well as some summer camps for kids.

Our Teen Dances continue to be successful and we have decided to continue to offer them over the summer to give teens something to do while school is out.

Our Spring/Summer Brochure goes to print this week and includes over 500 activities.

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

All Professional Staff Evaluations are complete.

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)

No equipment issues to report for this period.

XIII. **Information or assistance needed from the board**

No information or assistance is needed from the board.

XIV. **Other**

Staff has been in Active Net software training all last week and this week. The program should be up and running for front desk/walk-in registration on May 1<sup>st</sup>, and for on-line registration on June 1<sup>st</sup>.

Director, Assistant Director, and Park Supervisor attended an OSHA conference on March 3<sup>rd</sup> dealing with workplace safety issues.

Director has been informed that 13 acres along the Shenandoah River on Mission Road is out of probate and owners are prepared begin discussions with the JCPRC about purchasing the property. Director recommends that a preliminary meeting be set up between the property owner and the Land Committee Chair and Director.

Attachment A  
**JCPRC Program Report**  
**February/March 2009**

Program Name	Location	2008	2009	% Increase	% Decrease	Program Status
Dance	JCCC	72	42		-41%	Existing
Gymnastics	JCCC	223	157		-29%	Existing
Swimming- Feb	CTAC	110	112	2%		Existing
Preschool Cheerleading	JCCC	16	7		-56%	Existing
Cheerleading	JCCC	16	Cancelled		-100%	Existing
Golf	JCCC	9	Cancelled		-100%	Existing
Indoor Playground Feb	JCCC	127	228	80%		Existing
Little Dribblers	JCCC	0	21	100%		NEW
Play & Sing	JCCC	0	5	100%		NEW
Pre-K Parent & Me	JCCC	Cancelled	Cancelled	0%		Existing
St. Patrick's Craft	JCCC	4	4	0%		Existing
Little Ninjas	JCCC	0	35	100%		NEW
Young Picasso	JCCC	0	7	100%		NEW
Taekwondo Do	JCCC	0	5	100%		NEW
Dog Obedience	JCCC	4	3		-25%	Existing
Quilting	JCCC	Cancelled	Cancelled	0%		NEW
Late Night Indoor Soccer	JCCC	0	17	100%		NEW
Middle School Dances	JCCC	325	475	46%		Existing
Exploring Movement	JCCC	0	7	100%		NEW
Play & Learn Preschool	JCCC	62	73	18%		Existing
Make Ceramic Heart	JCCC	0	6	100%		NEW
Father/ Daughter Dance	JCCC	150	160	7%		Existing
Tiny Majorettes	JCCC	9	Cancelled		-100%	Existing
<b>Total Program Numbers</b>		<b>1127</b>	<b>1314</b>	<b>17%</b>		