

RADNOR TOWNSHIP RECREATION & COMMUNITY PROGRAMMING DEPARTMENT MONTHLY REPORT – JUNE 2015



Programs/Excursions/Events

- Programming consisted of:
 - Radnor Day Camp (256 camp participants; 240 full day; 16 half day)
 - Preschool Camp (42 camp participants; 25 full day; 17 half day)
 - Summer Sports Camp (78 participants for the various weeks offered)
 - Harry Potter Camp with Brandywine Learning Center (7 participants)
 - Survivor Nature Camp with World Cup Sports Academy (25 participants)
 - Lacrosse Camp with Main Line Youth Lacrosse
 - Junior Tennis Program (13 participants)
 - Yoga Program (8 participants)
 - Preschool T-ball with Jump Start Sports Academy (107 participants)
 - Women's Boot Camp (11 participants)
 - Men's Basketball (19 participants)
 - Regal Movie Discount Ticket Program (114 movie tickets sold to date 2015)
 - PRPS Discount Ticket Program – Amusement Park Tickets (117 sold to date)
 - Great American Backyard Campout – postponed to July 18th (250 participants registered)
 - Cancelled due to low participation: Boys Youth Lacrosse Clinic, Geoventures Camp, Field Hockey Camp.
- Met with summer programming and event vendors/instructors and aligned contractual agreements; coordinated facility schedules with venues; developed new walking club and summer specialty camps including new baseball, and science camps.
- Continued distribution of the Spring & Summer 2015 Recreational Activities Brochure.
- Coordinated various components of Radnor Day Camp and Summer Preschool Camp including registration management; camp scholarship applications (44 applications); facility usage details with Radnor Elementary School (new location) and restructuring of the swimming program due to camp relocation (will take place at RHS); facility logistics and communications with RTSD Operations Department and RES staff; the hiring process for fulfillment of summer camp staff positions (43 part-time seasonal staff have been hired); staff-camper placement for grades/groups and special needs campers; two-day staff training program schedule and activities; payroll management; planning/meetings with camp Directors and Coordinators along with other levels of staff; coverage for extended day camp; Extended School Year Program for campers with RTSD Pupil Services Department; parent communications and newsletters; website updates; daily, trip, and swimming transportation schedules with RTSD Transportation Department; procurement of camp equipment and supplies.
- Planning for Radnor Youth Basketball 2015-2016 season – the Board of Commissioners approved our program partnership with Jump Start Sports; began planning for upcoming season; met with basketball program coordinator and Radnor High School Varsity Coach.
- Upcoming Community Events coordinated consisted of:
 - Wayne Magazine Music Festival – coordinated event logistics and fireworks.
 - Great American Backyard Campout – coordinated activities, logistics, and registration.
 - Summer Concert Series – prepared three concert nights July to August at Veterans Park, Clem Macrone Park, and Bo Connor Park.
 - Shakespeare in the Park – met with Wayne Art Center and coordinated logistics and event staffing.
 - Night at the Ball Park – planned activities, sponsorships, and fireworks.
 - Truck Zoo – began coordinating vehicles and sponsorships.
 - Active Aging & Wayne Senior Center Open House – moved date to October 1st.
 - Radnor Run – attended monthly meeting.
- Continued sponsorship development by working with local businesses and organizations for current events and programs; conducted meetings and discussions with several potential sponsors to secure monetary and in-kind sponsorships for 2015 events; monetary sponsorship contributions are near \$25,000; updated areas of the website to include continual updates on event information and sponsorship opportunities.

- Continued/developed event and programming collaborations with Radnor Township School District, Villanova University, Radnor Memorial Library, Wayne Senior Center, the Wayne Business Association; the American Lung Association, Radnor Hotel, La Maison, PSSC, and with other prospective businesses and organizations within the community.
- Prepared financial reporting and evaluation for seasonal programming, events, discount ticket program, picnic, park, athletic field, and facility rentals; continued review and development of the Department's Goals and Objectives/Projects and Status for 2015.

Administrative

- Processed daily phone and email communications in order to provide information on community sports, recreational activities, and events; set up online registration for applicable programs and events through egov Strategies/handled registrations for programs; prepared purchase orders/invoices, deposited income; conducted ongoing program wrap-ups as needed including the reconciling of participation numbers, finalizing instructor payments, performing program financial analyses, and sending out program evaluations; coordinated locations and logistics for programming, scheduled facility reservations/submitted applications, maintained Outlook event calendars, met with instructors and vendors to develop program agreements and process background checks; continued utilization of PEN (Programmer's Exchange Network) listserv to obtain and share information to evaluate and advance; updated all Department areas of the Township website and social media page and distributed monthly/weekly e-newsletters; filmed our monthly segment for the *Radnor 411* television show, *30 Minutes with the Manager* television show, and prepared slides for the Radnor Cable Channel; coordinated ongoing marketing efforts; managed inventories and distributed supplies to programs; worked with Township solicitor on various pieces of Department legislation and matters.
- Filled vacant Program Coordinator position – Heather Fay has joined our Department in this role.
- Continued to work with Program Supervisor and Program Coordinator on planning, programming, and procedures; visited facilities in the Township; met with organizations; discussed daily/seasonal operations, services, and Township/Department procedures; conducted programmatic planning and developed short-term goals and objectives for 2015.
- Attended and prepared reports and documentation for monthly Board of Commissioners Meetings and monthly Parks Board Meeting.
- Attended weekly staff meetings with Township Manager and Department Directors/Supervisors, began Township budget planning process.
- Met with staff to begin planning for September Papal Visit to Philadelphia and the impacts on the Township.
- Worked with Township Solicitor to discuss details of State Act 153 and impact on Department background clearance process.
- Worked with summer internship student from Temple University through Department assimilation process.
- Monitored budgetary line items; developed budgetary analyses outline and management of vendor expense data along with budgetary composition analyses; continued to build on our Department's reporting and time allocation; developed cost assumptions and cost recovery illustrations relative to our Department's financial overview; continued review of Department operating budget and parks capital and improvement planning.
- Administrative Projects underway: Passport to Parks Program Initiative; Department Strategic Plan; Online registration solution for programs.

Parks/Facilities

- **Athletic Fields:** Coordinated field scheduling for summer 2015 with the community sports organizations and programs - primary summer users include Radnor Wayne Little League; Radnor Soccer Club; Legion Baseball; Adult Men's Softball; other organizations for rentals; and Township summer programming.
- **Park Areas:** Continued taking reservations for the 2015 season; there are 42 total picnic rentals to date; 30 of them are for Fenimore Woods; 12 are at the Willows; 2 are for Clem Macrone). Overall picnic rentals are down by 34%.

- **Trails:** met to discuss future interpretive signage for the Radnor Trail; the Radnor Trail is celebrating its 10-year milestone this year.
- **Radnor Activity Center:** Coordinated usage and rentals – 9 rentals took place in June, most were for multiple dates, along with the Department's seasonal recreational usage including Pickleball League; PSSC Volleyball League; and other Department-related programming and summer camps; we have continued to work on new rental opportunities, the birthday party program and general program growth at the facility; we are in the process of replacing the four side baskets in the facility as well as the rims on the main court; portable baskets were purchased and set up for the summer basketball play at the facility for the younger participants.
- **Odorisio Park:** The Wayne Legion Baseball organization is working on a project that includes the installation of batting cages at the park.
- **The Willows:** Working with the Willows, LLC. (firm that has been authorized by the Board of Commissioners in September 2014 through the development of a lease agreement to operate the Willows Mansion as a wedding/event facility with improvements to the Willows Mansion and the addition of a pre-fabricated event structure/terrace to accommodate 200+) on their timeline for building entry and construction as they have continued to develop their financing relative to the project. Replacement of the Willows entryway bridge remains underway through 2015 and it is anticipated the project will be completed by October.
- **Encke Park/Township Building Complex:** Recommended by the Parks & Recreation Board and authorized by the Board of Commissioners, a project is underway with members of Radnor Wayne Little League on park improvements that will include a combination comfort station/concession stand, and other anticipated park improvements such as repairs to the driveway access off of Iven Avenue, electronic scoreboards, and ball field conversion completion; this project will utilize funds received as part of the Township Building cell tower contract renegotiation; a Memorandum of Understanding with RWLL relative to the park improvements and RWLL's obligations, usage, and ownership has been finalized; the project is underway and work will be beginning soon on the comfort station. The parking expansion plan for the Township Building/Encke Park complex and resurfacing of Radnor Skatepark is almost completed.
- **Radnor Skatepark Improvements:** Recommended by the Parks & Recreation Board and authorized by the Board of Commissioners, the project is underway provide improvements to the skatepark that entails replacement and upgrade to structures – existing and new equipment has been re-installed and concrete footers have been installed; top coating color surfacing will take place soon along with some remaining finishing touches; this project has utilized funds received as part of the Township Building cell tower contract renegotiation.
- **Park Signage Replacement:** Approved in the 2015 Township Capital Plan, the Board of Commissioners authorized the replacement of the signs at their June Meeting; the process of replacing the park signage is currently underway and work will begin soon on the sign at Encke Park; we continued working with Bentley Homes to finalize the Township gateway entry sign located at Unkefer Park.
- **Clem Macrone Park Master Planning:** A master plan was developed that reviewed the existing site and provided a conceptual plan of how the park should be developed to maximize its footprint and best serve the passive and active recreational needs of the community (presented to Parks & Recreation Board and to the Board of Commissioners in April 2014); authorization to proceed with Kimmel-Bogrette to prepare the construction/design documentation was approved at the Monday, January 12th BOC Meeting and has been completed - a meeting was held in May with the neighbors to review the plan; members of KB and staff met with the Delaware County Conservation District (DCCD) to discuss the project and pre-meeting for submittal of the NPDES (National Pollutant Discharge Elimination System) application; KB is continuing to develop the construction documents for Township permitting and ultimately for bidding; an application was submitted for the DCNR C2P2 Program Grant in the amount of \$350K (requires a dollar-for-dollar match); the grant application that was submitted to the DCED Greenways, Trails, and Recreation Program (GTRP) for \$250K was approved with notification that \$224K has been awarded as part of this program with a required match of \$39,500; funding has been requested from the State

Capital Budget Program (no notification has been given to date); \$5,000 has been received from a PECO grant application.

- **Veterans Park Planning:** (formerly St. Davids Community Park): Planning project underway to honor Veterans, educate visitors, and improve various features of the site; The Parks and Recreation Board (on March 13th) and the Board of Commissioners (on March 24th) reviewed the Conceptual Plan as presented by Simone Collins Landscape Architecture who have been engaged to develop the plan; we met with the neighbors of the park in late April to discuss and review the plan; Simone Collins has incorporated the changes to the plan that were recommended and the updates were shared with the Parks & Recreation Board the park neighbors in July; fundraising is underway by the Township Manager to fund the park changes.
- **North Wayne Park Stormwater Plan:** Discussion and public meetings have been ongoing since 2010 and a plan has been developed to install a stormwater retention system at the site of North Wayne Park while retaining the recreational amenities of the site; land ownership is currently being evaluated with Radnor Township School District, owner of the property.
- **Greenways & Open Space Network Plan:** The Greenways and Open Space Network Plan has been completed. The plan examines opportunities for new pedestrian and bicycle routes throughout the Township that will link open space, natural areas, parks, existing trails, schools, residential developments, places of business, regional transportation, other prominent Township destinations, and provide links to trails in adjoining municipalities. The final plan was presented and approved by the Board of Commissioners in December 2014.

Respectfully Submitted,



Tammy S. Cohen
Director of Recreation & Community Programming