

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



Programs/Excursions/Events

- Programming consisted of:
 - After School Chess at Ithan Elementary with Shining Knights (26 participants)
 - After School Science at Ithan Elementary with Professor Bob (25 participants)
 - Junior & Adult Tennis Lessons with David Broida (12 participants)
 - Pre-School T-Ball with Jump Start Sports (33 participants)
 - School's Out Program (November 3) with Jump Start Sports (37 participants)
 - Junior Soccer with Soccer Shots (91 participants)
 - Junior Soccer with World Cup Sports Academy (46 participants)
 - Pickleball (25 participants)
 - Women's Boot Camp (7 participants)
 - Men's Basketball (13 participants)
 - Regal Movie Discount Ticket Program (191 movie tickets sold to date 2015)
 - PRPS Discount Ticket Program – Amusement Park Tickets (390 sold to date 2015)
 - Fall Harvest Great Pumpkin Patch Event (on the rain date) – (4,500 participants)
 - Radnor Skatepark Re-opening Jam (75 participants)
 - Radnor Run (575 registered runners/walkers)
 - Trick or Treat at the Township Building (125 children)
- Met with winter/spring programming and event vendors/instructors, aligned contractual agreements, and coordinated facility schedules.
- Distributed Fall 2015 Recreational Activities Brochure; developed Winter Township Newsletter and began working on Winter Recreational Activities Brochure.
- Continued planning Winter 2016 Radnor Youth Basketball Program in cooperation with Jump Start Sports; met with the basketball program coordinator and various league leaders to divide duties, plan travel tryouts (for grades 4-8 only), player evaluation schedules, draft, coaches information session (November 8th); coaches clinic/open practice hosted by the Radnor High School boys coach (November 27th); worked with league leaders and coaches on division placement; coordinated facility usage with RTSD and various local private schools (Agnes Irwin School, Hill Top Preparatory School, Woodlynde School, and Villanova University); submitted requests to area schools/facilities for additional gym time; worked with program sponsors, apparel and equipment vendors; coordinated program communications; and updated township website; there are currently 732 players registered for grades 1 to 12 and 73 registered for preschool to kindergarten.
- Upcoming Community Events coordinated consisted of:
 - Fall Harvest and Great Pumpkin Patch Event – coordinated activities, entertainment, logistics and layout, sponsors and vendors, volunteers and staff placements, and communications; event was postponed from October 4th to the October 11th due to inclement weather.
 - Radnor Skatepark Re-opening Jam – coordinated activities, communication, and logistics with event leadership.
 - Radnor Run – met with police and public works departments and members of the Radnor Run committee; coordinated course safety and police locations, allocated course marshals, coordinated event-day logistics, disseminated event communications, attended sponsor reception 10/23.
 - Trick or Treat at the Township Building – coordinated activities with Radnor Memorial Library, building staff, and sponsors.
 - Camp Summit – coordinated local parks and recreation professionals' session and lunch to share ideas on camp delivery.
 - Santa's Delivery/Gift Registration Drop off – coordinated volunteers, program delivery logistics, and communications.
 - New York City Trip – coordinated staffing and logistics.

- Continued sponsorship development by working with local businesses and organizations for current events and programs; conducted meetings and discussions with potential sponsors to secure monetary and in-kind sponsorships for remaining 2015 events and programs; monetary sponsorship contributions are currently at \$65,250.
- Met to discuss partnership collaborations with Young Sports, Radnor Memorial Library, Villanova University, and the Radnor Hotel.

Administrative

- Processed daily phone and email communications in order to provide information on community sports, recreational activities, and events; coordinated registrations for programs; prepared purchase orders/invoices, deposited income; prepared program financial reports that include participation reconciliation, instructor payments, and performance analyses; distributed program evaluations to participants; 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 operations; updated all Department areas of the Township website and social media page and distributed seasonal e-newsletters; filmed monthly segment for the *Radnor 411* television show and prepared slides for the Radnor Cable Channel; coordinated marketing efforts; managed inventories and distributed supplies to programs; worked with Township solicitor on various pieces of Department legislation and matters
- Monitored Department budgetary line items and developed year-to-date performance analysis - prepared financial tracking and analysis for all Department service areas including discount ticket program, events, and park and athletic field usage; reviewed revenue and expense projections for 2016 budget development relative to Department's operations and services; worked with Township BOC, Parks Board, and staff to develop funding options for parks capital improvements.
- Continued working on Passport to Parks Project, Department Strategic Plan, solutions for online registration.
- Continued to work with Program Supervisor and Program Coordinator on daily planning, programming, and procedures; discussed daily and seasonal operations, services, and Township/Department procedures; conducted programmatic planning and developed short-term goals and objectives for 2015/2016.
- Worked with Department's part-time staff member on front desk operations and projects.
- 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 Villanova Graphics to develop promotional magnet for 2016.
- Met with Delaware County Sports Hall of Fame representative and coordinated logistics for the sports memorabilia displays within the Radnor Township Building.

Parks/Facilities

- **Athletic Fields:** Coordinated field scheduling for fall 2015 with the community sports organizations and programs - primary fall users include Radnor Soccer Club, Radnor Wayne Little League; St. Katharine's of Siena School, Agnes Irwin School, RHS Ultimate Frisbee, Radnor Middle School Soccer (anticipated), various other organizations for rentals, and Township fall programming; met with sports groups to secure goals during the winter season.
- **Park Areas:** Continued taking reservations/wrapping up for the 2015 season; there are 68 total picnic rentals to date; 42 of them are for Fenimore Woods; 14 are at the Willows; 6 are for Clem Macrone). Total picnic rentals are down by 24% in 2015 compared to the total rentals for 2014.

- **Radnor Activity Center:** Coordinated usage and rentals – 12 rentals took place in October (many were for multiple dates) along with the Department's seasonal recreational usage including Pickleball, Women's Boot Camp, School's Out Sports, PSSC Volleyball League, and the Men's Basketball League; coordinated Ward 3/Precinct 1 polling location; coordinated backboard replacement for the side baskets and maintenance of the main court (scheduled to take place in mid-November).
- **Trails:** continued to evaluate interpretive signage for the Radnor Trail.
- **Park and Trail Improvements** – a bond ordinance was voted at the October 26th Board of Commissioners Meeting for the following parks and trails (\$5.75M - \$4.3M Parks/\$1.45M Trails):

Bo Connor Park
Cappelli Golf Range
Clem Macrone Park
Emlen Tunnel Park
Encke Park
Fenimore Woods
Ithan Valley Park
Petrie Park
Radnor Trail
Skunk Hollow
Warren Filipone Park
Ardrossan Trail
West Wayne Segment (8A-E, 1C, 1D)
Marth Brown Segment
Villanova – Chew Segment (16A, 9C, ½)
Radnor Station to Harford Park (9F)

- **Ithan Valley Park:** Continued working with Eagle Scout candidate to develop QR code labels for tree specimens in the park that tie back to the Township website.
- **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 – an extension was granted by the BOC that expires on 11/21. Replacement of the Willows entryway bridge remains underway.
- **Encke Park:** Recommended by the Parks & Recreation Board and authorized by the Board of Commissioners in March 2015, a project is underway with members of Radnor Wayne Little League on park improvements that includes a combination comfort station/concession stand (project is underway and should be completed by the end of the year), 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 prepared.
- **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 signage is currently underway and the signs at Encke, Filipone, Cowan, and Odorisio have been completed; installation of Dittmar and Saw Mill will take place by mid-December; additional signage has been approved through voted bond proceeds for Fenimore Woods and Ithan Valley Park; we continued working with Bentley Homes to finalize the Township gateway entry sign located at Unkefer Park.

- **Radnor Skatepark Improvements:** Recommended by the Parks & Recreation Board and authorized by the Board of Commissioners, improvements to the skatepark entailed replacement and upgrades to structures along with resurfacing. This project utilized funds received as part of the Township Building cell tower contract renegotiation. It is anticipated that a re-application of the top coat will take place in the spring due to lack of adherence of the coating that was applied as part of the project. A risk assessment of the facility took place in October.
- **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); the construction/design documentation has been completed and a final plan review meeting was held in July with the neighbors; funding for the project was approved by the Board of Commissioners at their September meeting; KB is finalizing submission for NPDES review along with all bid documentation; an application was submitted for the DCNR C2P2 Program Grant in the amount of \$350K (requires a dollar-for-dollar match) and we are awaiting status; 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.

Respectfully Submitted,



Tammy S. Cohen
Director of Recreation & Community Programming