



## RECREATION & COMMUNITY PROGRAMMING DEPARTMENT APRIL 2018 REPORT

### Programs/Excursions/Community Events

#### Programs/Excursions

- Men's Pickup Basketball (21 participants)
- Pickleball at Radnor Activity Center (61 participants)
- Radnor Steps Community Walking Program along the Trail – (participation varies each week)
- Junior Tennis with Pam Rende at Warren Filipone Park (2 sessions/16 participants)
- NEW – Hoops Clinic with Jump Start Sports at Radnor Activity Center (7 participants)
- Spring Little Hoop Stars with Jump Start Sports at Radnor Activity Center (14 participants)
- T-ball Programming with Jump Start Sports at Bo Connor (2 sessions/93 participants)
- NEW - Champions Soccer at Radnor Elementary School (12 participants)
- After School Chess Club at Ithan Elementary School (44 participants)
- After School Science Club (“Advanced Science”) at Ithan Elementary School (15 participants)
- Junior Soccer with World Cup Sports Academy at Warren Filipone Park (2 sessions/55 participants)
- Junior Soccer with Soccer Shots at Clem Macrone Park (6 sessions/118 participants)
- Spring Break Sports Camp with Jump Start Sports at Radnor Activity Center (31 participants)
- Spring Break Soccer Camp with World Cup Sports Academy at Radnor Memorial Park (41 participants)
- NEW – Junior Nature Program with World Cup Sports Academy at the Willows (7 participants)
- NEW – After School Nature Program with World Cup Sports Academy at the Willows (5 participants)
- NEW - Multi-Sport Program with Young Sports at Cowan Park (10 participants)
- Radnor Day Camp at Radnor Elementary School (170 participants registered to date)

#### PRPS Discount Ticket Program

- Regal Movie Discount Ticket Program (131 sold to date 2018)
- Ski Destination Tickets (44 sold to date 2018)

#### Community Events:

- 21<sup>st</sup> Annual Youth Trout Derby was held on Saturday, April 21 and Sunday, April 22 at Saw Mill Park (200 registered/Sold Out)
- Spring Eggstravaganza Event was on Sunday, April 22 at Villanova University, event was postponed due to weather from April 8 (approximately 1,000 in attendance)
- Arbor Day Celebration/Tree City USA Award Ceremony and DCNR (PA Department of Conservation & Economic Resources) Presentation of Green Park Award for Clem Macrone Park was held on Friday, April 27 at Clem Macrone Park (approximately 50 were in attendance)
- Wheels of Wayne Event was held on Sunday, April 29 in Downtown Wayne (over 3,000 in attendance; 84 vehicle registrants; 15 participating Township/County/Sponsor vehicles)

#### Additional Programming Activity:

- Prepared season-end financial reporting and evaluation of programming, discount ticket program, community events, and projects.
- Met with spring/summer programming and event vendors/instructors, developed program details, contractual agreements, coordinated facility schedules, program logistics, participant communications, and emergency/safety procedures.
- Revised Operational Guidelines for Contractual Programming Policies.
- Coordinated inclement weather re-scheduling for various programming and events.
- Continued comprehensive planning for Radnor Day Camp and summer camps – met with Radnor Elementary School Principal/Maintenance to plan building usage/logistics; met with Ithan Elementary School Social Worker to discuss scholarship program/special needs support.

- Finalized development of Summer 2018 Recreation Activities Brochure; developed ongoing information for new Township Magazine, Radnor Life & Style.
- Continued working with our professional organization, the PA Recreation and Parks Society (PRPS), regarding the child care licensing requirements for preschool-age programming participants under the Pennsylvania Department of Human Services; a structured, operating protocol was developed and submitted to the DHS under which public recreation providers would operate – consideration and waiver request by the DHS has been denied; the PRPS group has continued to lobby for legislative support on this topic.
- Coordinated with Recreation/Public Works/Police/Fire Departments to prepare and plan for spring and summer events including Spring Eggstravaganza, Wheels of Wayne, Arbor Day, and Emlen Tunnell Statue Dedication; discussed logistics and set up, activities and entertainment, staffing, registration, promotions, and supplies relative events.
- Continued sponsorship development by working with local businesses and organizations for current events and programs; conducted meetings with potential and current sponsors; continued soliciting sponsorship proceeds for 2018 events and programs.
- Continued event and programming collaboration development with various businesses and organizations within the community – met with Radnor Conservancy, Sports Legends of Delaware County, Villanova University, Insane Impact LED Screen company, Whole Foods Devon, David Auto.

### **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 Department items.
- Monitored Department budgetary line items and developed year-to-date performance analyses for program and service areas; closed out year-end payments for 2017.
- Continued to work with Program Supervisor and Program Coordinator on daily planning, programming, events, operations, and Department projects for 2018.
- Finalized hiring process for part-time Recreation Assistant position – Genevieve Dixon and Lizette Subach will serve in the role.
- Continued working at the direction of the Finance Department on the implementation of Tyler Munis Enterprise Resource Planning Project – worked through implementation and took part in several ongoing training sessions for the recreational programming modules for online registration – go-live date is May 1<sup>st</sup> and online registration will officially launch for residents for all recreational programming.
- Attended weekly staff meetings with the Township Manager and Department Heads.
- Attended monthly Board of Commissioners Meetings; attended and prepared reports for monthly Parks Board Meeting.
- Met with Township Parks & Recreation Board Members.
- Met/filmed with Radnor Studio 21 various segments.
- Attended monthly Staff Safety Committee Meeting.
- Attended monthly Radnor Committee for Special Education Meeting.
- Attended monthly Sports Legends of Delaware County Museum Board Meeting.
- Attended monthly Wayne Senior Center Board Meeting.

## Parks & Facilities Usage

- **Athletic Fields:** Coordinated field scheduling and light schedules for spring season.
- **Park Areas/Picnic Rentals:** Coordinated reservations for the 2018 season to date:
  - Clem Macrone Park (8 rentals)
  - Cowan Park (1 rental)
  - Dittmar Park (1 rental)
  - Fenimore Woods (16 rentals)
  - Odorisio Park (1 rental)
  - Warren Filipone Park (1 rental)
  - Willows Park (5 rentals)
  - Veterans Park (1 rental)
- **Radnor Activity Center:** 12 rentals took place in April – most were for multiple days; usage included the Department’s seasonal programming including youth basketball and Champions Program; Radnor Soccer Club; Radnor Wayne Little League; Men’s Basketball and Soccer; worked with CleanNet to implement custodial services; coordinated roof analysis due to ongoing leaks.

## Parks & Facilities Meetings/Projects

- **Eagle Scout Projects:**
  - Bike repair station along the Radnor Trail – discussed prospective project.
  - Radnor Trail overpass median painting – discussed prospective project.
- **Incredible Edible Radnor Community Gardens** – met with organization members and established projects along the Radnor Trail and Wayne Senior Center; worked with Township solicitor to develop operating agreements.
- **Park Signage Replacement:**
  - Saw Mill Park sign has been put on hold as we evaluate the park traffic flow and logistics.
  - Radnor Memorial Park, Ithan Valley Park, Bo Connor Park, Emlen Tunnell Park, and Fenimore Woods sign development is underway.
  - Radnor Skatepark informational signage development is underway.
- **Park and Trail Improvements** – a bond ordinance was voted at the October 26, 2015 Board of Commissioners Meeting for the following parks and trails (\$5.75M - \$4.3M Parks/\$1.45M Trails); met with staff and continued working towards completion of the various park projects outlined – see update to the Parks & Recreation in May.

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

- **Bo Connor Park Improvements:** Coordinated engineering site survey and scope of work development for site improvements/continued working with Gannett Fleming to finalize bid documentation.
- **Emlen Tunnell Park:** drafted comfort station scope of supply and services with Romtec; coordinated site layout and engineering with Gannett Fleming; building purchase was tabled by the BOC in April in anticipation of further public review process.
- **Encke Park:** Worked with Radnor Wayne Little League on a project to improve the batting cages at the park.
- **Ithan Valley Park Improvements:** coordinated with Friends of Ithan Valley Park evaluation of anticipated park improvements.
- **Fenimore Woods Rehabilitation Project:** Comprehensive park renovation project planning underway; park outbound site and topographical surveys have been prepared; preliminary/ conceptual park improvement plan #2 was reviewed with the Parks Board in March, preliminary review of this plan occurred with Township traffic engineer; working to further identify the improvement details and corresponding project budget; coordinated pond study; worked on comfort station and pavilion design options with various vendors.
- **Radnor Skatepark Improvements:** coordinated completion of open project from 2015/2016 (where surfacing delamination occurred) to complete the layout of the skatepark structures.
- **Radnor Trail - Brookside Parking Lot Restroom:** worked on restroom design options with various vendors; coordinated site layout with Gannett Fleming to prepare bid documentation.
- **Veterans Park Planning:** (formerly St. Davids Community Park) – a planning project is underway to honor Veterans, educate visitors, and improve various features of the site with the conceptual plan prepared by Simone Collins Landscape Architecture; fundraising is underway by the Township Manager for the project.
- **Warren Filipone Park Improvement:** Coordinated engineering site survey and scope of work development for site improvements/continued working with Gannett Fleming to finalize bid documentation.
- **The Willows:** There is continued evaluation by the Board of Commissioners to find a viable use for the Mansion that will allow for its continued public use, public usage of the park with minimal impacts, building improvements to ensure code compliance consistent with intended use, and building updates – the BOC has budgeted for the building renovations that have been presented by the Willows Park Preserve; there is continued evaluation of the operability of the Mansion/corresponding lease agreement with the Willows Park Preserve – the Parks and Recreation Board will review the lease agreement in May.

Respectfully Submitted,



Tammy S. Cohen  
Director of Recreation & Community Programming