# CITY OF CHARLES TOWN
## BOARD OF PARKS AND RECREATION
## AGENDA • AUGUST 13, 2026

**Commission/Board Meeting** **COUNCIL CHAMBERS** **6:00 PM**

**101 E Washington Street, Charles Town, WV 25414**

**1. CALL TO ORDER**

**APPROVAL OF MINUTES**

: **2026-1797:** Board of Parks and Recreation Meeting Minutes - July 9, 2026
julyMeetingMinDraft.docx

**UNFINISHED BUSINESS**

: **2026-1799:** Charles Town Public Pool Update

: **2026-1800:** Pool Operations Discussion

: **2026-1801:** Public Private Partnership Between Charles Town and Ranson Community Garden Discussion
MOUCharlesTownParksRansonCommunityGardensRevisedClean.docx
MOUCharlesTownParksRansonCommunityGardensRevisedRed.pdf

: **2026-1802:** CLEAN Parks Initiative
CLEAN_Parks_Evitts_Run_RFP_DRAFT.docx

: **2026-1803:** Parks Master Plan Discussion
Master Parks RFP 2023.docx

: **2026-1804:** Happy Retreat MOU Special Meeting
HR Blaze 3.jpeg
HR Blaze 1.jpeg
HR Blaze 2.jpeg

: **2026-1805:** Happy Retreat Bridge Dedication

: **2026-1806:** Charles Town Parks and Rec Maintenance Plan
CTown P&R Maintenance Plan - Content Guide - Draft - Apr 2026.pdf

**NEW BUSINESS**

: **2026-1818:** FY2027 P&R Budget Revision #1
FY 2027 P&R Revision #1.pdf

: **2026-1807:** Shrub Planting Proposal around JMP Pool
swale-planting-plan.pdf
culvert-outlet-planting-plan.pdf
ctppDrain1.jpg

ctppDrain2.jpg
ctppDrain3.jpg
ctppDrain4.jpg

: **2026-1808:** Signage at Jefferson Memorial Park
JMP Tennis Sign.jpeg

: **2026-1809:** Manager's Report
July 2026 P&R Financials.pdf
erpBridge (1).jpg
erpBridge (2).jpg
erpBridge (3).jpg
20260810_082457.jpg
20260810_141206.jpg
20260810_141159.jpg
20260810_141118.jpg

: **2026-1810:** Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland, Public Comment

**2. ADJOURNMENT**

**3. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:**

**https://www.charlestownwv.us/government/agendas_minutes.php**

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1797: Board of Parks and Recreation Meeting Minutes - July 9, 2026

Board will review minutes report from last meeting for approval.

**ATTACHMENTS:**

- julyMeetingMinDraft.docx

# City of Charles Town

## Parks and Recreation Commission Report

July 9, 2026 / 6:00 PM / City Hall

### I. CALL TO ORDER: 6:03 PM

Persons Present:

Commissioners Present: Alden Roth, Elizabeth Ricketts, Nick Zaglifa (remote), Trudy Roth, Mike Slover, Kevin Derr, Steven Galleher

Staff: Gavin Bailey

### II. APPROVAL OF MINUTES:

**2026-1675: Approval of Minutes**

June 2026 Minutes - Approved

Motion: E. Ricketts; 2nd: K. Derr

*Unanimous*

### III. OLD BUSINESS

**2026-1676: Jefferson Memorial Park Pool Update**

Staff provided an update on pool construction. Construction cleaners are scheduled for the 16th and 17th, with a walkthrough to take place soon. Pool decking is to be installed on the 16th, with concession inspection on the 17th. Staff reported several possible opening timelines depending on staffing, ranging from the 18th to the weekend of the 25th, with a target of the 20th.

*No Action.*

**2026-1677: Pool Operations Discussion**

The board discussed ongoing staffing challenges, including limited staff and limited availability.

The board discussed the possibility of a soft opening.

The board discussed a public communications approach.

The board granted the Parks Manager full flexibility on operating hours.

The board discussed a potential ribbon cutting.

**Motion:** I motion to authorize parks manager to make an announcement about pool opening as soon as it is operationally feasible (day of), and to make a general public announcement saying we will be opening soon, having the P&R president review and approve the verbiage of the announcement prior to arrival

**Motion:** K. Derr; 2nd: N. Zaglifa

*Unanimous*

**2026-1678: Liberty Street Parcel (next to 414 W. Liberty Street) Discussion - Possible Executive Session**

**Motion:** to enter executive session (8:07 PM) Motion: E. Ricketts

**Motion:** to exit executive session (8:14 PM)

*No Action.*

**2026-1679: Public-Private Partnership Between Charles Town and Ranson Community Gardens Discussion**

Staff presented the revised MOU with requested edits. The board requested additional revisions.

**Motion:** to direct staff to make edits with the assistance of the City Attorney and return the draft to the Board at the next meeting

**Motion:** E. Ricketts; 2nd: M. Slover

*Unanimous*

**2026-1680: CLEAN Parks Initiative**

The board discussed which areas to include in the green infrastructure master planning. There were no updates from Matt Ward. The board identified the following sections of Evitts Run for special consideration:

- West Liberty Street bridge by Evitts Run Park
- Coordination with Phase 3 of the Augustine Trail (behind Save-A-Lot)
- New bridge by the skate park, all along the Evitts Run Creek corridor, to where Evitts Run Creek meets Augustine Ave.
- Mt. Parvo Avenue, where it is closed to street traffic
- Gravel lot next to Perry Fields

Staff directed to coordinate with the CLEAN Parks board and Matt Ward for next steps.

*No Action.*

**2026-1680: Parks Master Plan**

Staff is currently working on the RFP, though drafting has been delayed due to pool-related responsibilities and other duties. The board discussed the amount approved for master planning, structures of master plans, and the outcome of previous master plans that have been made.

*No Action.*

### 2026-1681: Pickleball Courts Grand Opening

The board discussed planning a grand opening event for the pickleball courts. A ribbon cutting was planned to take place during the next Walks About Nothing on July 15th.

*No Action.*

### 2026-1683: Happy Retreat Bridge Dedication

The board discussed a bridge dedication event honoring Chet Hines. Staff will speak with Matt Ward regarding the plaque and request dates from Happy Retreat, ensuring the plaque is ready and its placement is determined. Staff was also directed to reach out to the Friends of Happy Retreat about viable days for a bridge dedication ceremony.

*No Action.*

### 2026-1684: Charles Town Parks & Recreation Maintenance Plan

Kevin Derr's maintenance plan draft was presented. This will be a recurring item for ongoing iteration.

*No Action.*

## IV. NEW BUSINESS

### 2026-1685: Skatepark Bridge Vandalism

Staff presented photos of vandalism at the skatepark bridge. The board discussed options for the light post vandalism, including removing the lights or finding sturdy, low-profile alternatives. The board directed staff to remove the lights, repair the cabling and check the mounting point, install no cameras, and check the bridge with an update at the next meeting.

*No Action.*

### 2026-1686: Trail Maintenance at Happy Retreat

Board discussed maintenance plans for the trails at Happy Retreat. The plan is to let the trails grow except for previously outlined areas, with intent to revisit once they grow. Tree blazes will be posted on the trails that are currently being mowed. Staff was directed to use story walk signage to create temporary directional signs before next meeting.

*No Action.*

### 2026-1687: Manager’s Report

Happy Retreat MOU Special Meeting

Staff reported that directional signage and certificates of insurance have not yet been addressed due to workload constraints. Regarding mulch, Mr. Hines used some, and the remainder was either spread out or disposed of. Staff spoke with Friends of Happy Retreat about CBP billing. Staff will verify that CBP is not billing the City for Happy Retreat mowing.

**Illegal Dumping at Evitts Run Park**

Staff reported that decals have been placed at Evitts Run and Willingham Knolls Parks and have withstood the heat. Two individuals were caught dumping at Evitts Run by city staff before the decals were placed, and police issued a warning in June.

*No Action.*

**2026-1688: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland, Public Comment**

The board discussed the potential need for a yield sign at Jefferson Memorial Park. Staff will replace the email on the tennis court sign with a general inquiry email address.

*No Action.*

**VII. ADJOURNMENT 8:12pm**

**VIII. NEXT MEETING: Thursday August 13, 2026 at 6pm**

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1799: Charles Town Public Pool Update

Board will receive updates on the pool construction and operation.

**ATTACHMENTS:**

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1800: Pool Operations Discussion

Board will discuss operations at the pool

**ATTACHMENTS:**

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1801: Public Private Partnership Between Charles Town and Ranson Community Garden Discussion

Board will discuss an MOU between Charles Town Parks and Rec and the Ranson Community Garden.

**ATTACHMENTS:**

- MOUCharlesTownParksRansonCommunityGardensRevisedClean.docx
- MOUCharlesTownParksRansonCommunityGardensRevisedRed.pdf

**MEMORANDUM OF UNDERSTANDING**

**Between**

**CITY OF CHARLES TOWN BOARD OF PARKS AND RECREATION**

**and**

**RANSON COMMUNITY GARDENS**

THIS Memorandum of Understanding (hereinafter "MOU" or "Agreement"), made this ____ day of _____ 2026, by and between CITY OF CHARLES TOWN PARKS AND RECREATION COMMISSION, a municipal board which derives its authority from the City of Charles Town, hereinafter called the "Board " and RANSON COMMUNITY GARDENS, hereinafter called the "RCG," collectively referred to as the "Parties."

**WITNESSETH**

In consideration of the mutual covenants and conditions hereinafter set forth, it is agreed as follows:

1. Purpose: The purpose of this Memorandum of Understanding is to improve park cleanliness and safety, enhance trail accessibility, and protect the ecological health of the Evitts Run corridor through a partnership with the Ranson Community Gardens to conduct limited and defined stewardship opportunities.

2. Scope: The partnership applies to the section of forested park land along the east side of Evitts Run adjacent to the Charles Town Skatepark, as described in Appendix . The Board retains full ownership, policy authority, and oversight of the property. For purposes of this Agreement, any reference to the "Evitts Run Corridor" or "Evitts Run" means the Evitts Run as defined in the Appendix attached hereto and incorporated herein by reference.

3. Board Responsibilities:

    a. The Board will provide access, subject to prior written approval from the Parks and Recreation Manager, to RCG to conduct various trail maintenance activities, including litter and debris clean-up, tree planting and selective underbrush clearing on the Evitts Run.

    b. The City Parks and Recreation Manager will respond to requests from RCG to perform the various activities in writing. An acceptable response will include the following: 1) Written permission to perform the requested activity; or 2) A written confirmation that the request has been received but requires approval from the City Parks and Recreation Commission before permission may be granted. Any written permission or confirmation may be provided via e-mail.

4. Ranson Community Gardens Responsibilities:

a. RCG will perform trail maintenance, litter and debris clean-up, tree planning, and selective underbrush clearing from the Evitts Run Corridor.

b. RCG agrees to obtain written permission from the Board prior to conducting any activities by submitting a written request outlining 1) the proposed activity, 2) the expected volunteer participation and supervision plan, 3) the anticipated timelines for completion, and 4) any materials and supplies to be used. Permission may be obtained via an e-mail request to Parks and Recreation Manager, Gavin Bailey, at gbailey@charlestownwv.us.

c. RCG agrees that it will not undertake any activities prior to receipt of written approval from the Parks and Recreation Manager, which approval may be granted via e-mail communication.

d. Any activities authorized under this MOU would not include construction of permanent structures, use of heavy equipment, or removal of mature trees without express Board authorization.

e. RCG will comply with all applicable City policies and regulations.

f. RCG will supervise all volunteer activities and ensure complete site cleanup following all activities. RCG agrees to immediately report any safety concerns or incidents to the Parks and Recreation Manager.

g. All activities are anticipated to be conducted on a volunteer basis, and no direct city-funding has been allocated to support the activities authorized herein. Any funding for materials, supplies, or other incidental costs require the approval of the Board prior to any expenditure.

h. Prior to conducting any activity on any City park land, RCG agrees to have any and all volunteers working on a project, execute a City of Charles Town Volunteer Waiver and Release of Liability Form.

5. Term and Termination: This MOU shall commence on the date written above and shall continue for a term of one year. The agreement may be automatically renewed in year increments for total of two (2) additional years.

a. Either party may terminate this Agreement, in whole or in park at any time before the date of termination by providing thirty (30) days written notice to the other party.

b. The Board may immediately suspend or terminate this Agreement if the Partner fails to comply with authorization requirements, conducts unauthorized activities, creates safety or environmental hazards, or violates City of Charles Town policies or regulations. Upon termination, the Partner shall immediately cease all activities and remove any materials or equipment from park property.

6. Indemnification: RCG will indemnify and save harmless both the Board and the City of Charles Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from a willful or negligent act or omission of RCG, its officers, agents, servants, and employees in the performance of this Agreement; provided, however, that RCG shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses, or attorneys' fees arising out of a willful or negligent act or omission of the City, its officers, agents, servants, and employees.

7. Compliance with All Laws: RCG shall faithfully comply with all laws, ordinances, and regulations Federal, State, or local which may be applicable to the operations to be conducted hereunder.

8. Governing Law: This MOU shall be governed by and constructed and enforced in accordance with the laws of the State of West Virginia.

9. Entire Agreement: This Agreement represents the entire integrated agreement between Board and RCG supersedes and replaces all of the terms and conditions of any prior agreements, arrangements, negotiations, or representations, written or oral, which have not been specifically incorporated by reference herein with respect to this Agreement. This Agreement may be changed, modified or altered only by written agreement of the parties.

**Signatures**

| **City of Charles Town Parks and Recreation** | **Ranson Community Gardens** |
|---|---|
| By:_____ | By:_____ |
| Attested: _____<br>Town Clerk | Its:_____ |

Appendix – Scope



*Section of park land where this MOU applies is outlined in the Orange bordered polygon.*

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**Between**

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**and**

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g. All activities are anticipated to be conducted on a volunteer basis, and no direct city-funding has been allocated to support the activities authorized herein. Any funding for materials, supplies, or other incidental costs require the approval of the Board prior to any expenditure.

h. Prior to conducting any activity on ~~Board owned property~~any City park land, RCG agrees to have any and all volunteers working on a project, execute a City of Charles Town Volunteer Waiver and Release of Liability Form.

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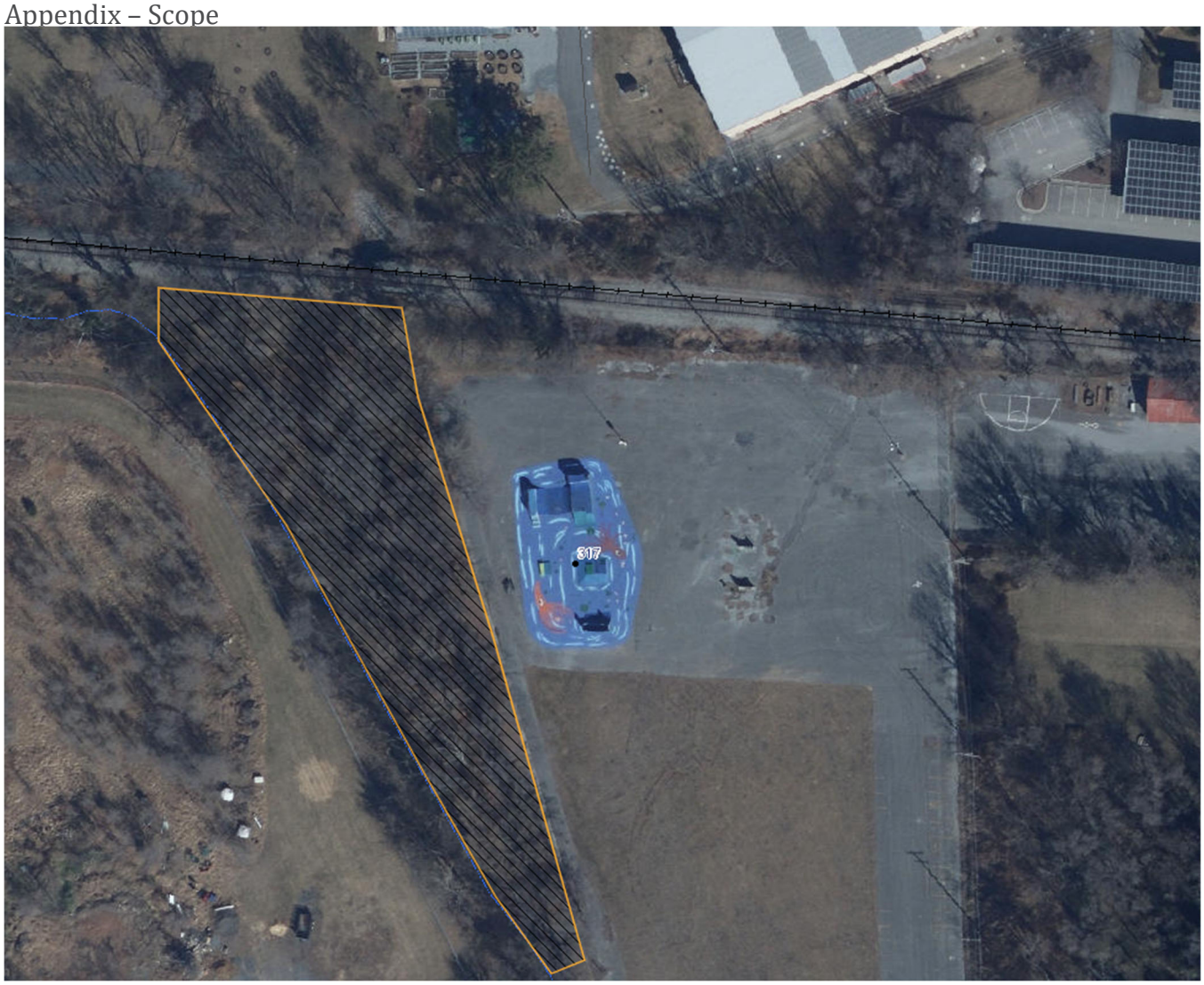
8. Governing Law: This MOU shall be governed by and constructed and enforced in accordance with the laws of the State of West Virginia.

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**Signatures**

| **City of Charles Town Parks and Recreation** | **Ranson Community Gardens** |
|---|---|
| By:_____ | By:_____ |
| Attested: _____<br>Town Clerk | Its:_____ |

Appendix – Scope



*Section of park land where this MOU applies is outlined in the Orange bordered polygon.*

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1802: CLEAN Parks Initiative

Board will discuss the CLEAN Parks initiative.

**ATTACHMENTS:**

- CLEAN_Parks_Evitts_Run_RFP_DRAFT.docx

CITY OF CHARLES TOWN, WEST VIRGINIA

REQUEST FOR PROPOSALS

CLEAN Parks: Evitts Run Green Infrastructure Master Plan and Shovel-Ready Designs

(need to add cover letter)

**Issue Date: [date]**

**Proposals Due**: **[date and time]**

**Submit To:**

City of Charles Town Board of Parks and Recreation

Attn: Gavin Bailey

Parks and Recreation Manager

101 E. Washington Street

Charles Town, WV 25414

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*DRAFT — This is a working draft for internal review only*

## 1. INTRODUCTION

The City of Charles Town, West Virginia (the "City") is requesting proposals from qualified firms to prepare a Green Infrastructure Master Plan and a set of shovel-ready design packages for the public spaces along the Evitts Run Creek corridor. This work is part of the City's Charles Town Leads Environmental Action in Neighborhood Parks initiative ("CLEAN Parks").

The selected firm will lead a community-driven planning process and produce construction-ready designs for green infrastructure improvements on municipal and partner properties along the creek. The base scope is funded by a Thriving Communities grant from the U.S. Environmental Protection Agency (EPA) Region 3 and the Green & Healthy Homes Initiative (GHHI).

This RFP also includes an OPTIONAL additive scope — a comprehensive Evitts Run Parks Master Plan — that the City may elect to award using City funds rather than federal grant funds. Firms are invited, but not required, to propose on this optional scope. The City reserves the right to award the base scope only, the base scope plus the optional scope, or to make no award.

## 2. PROJECT BACKGROUND

Evitts Run is a tributary of the Shenandoah River with significant historical, cultural, and ecological importance to the City of Charles Town. The creek flows through several sections of the city, including the historically African American West End neighborhood and five public parks. One of these is the land surrounding the historic residence of Charles Washington, youngest brother of the first president and founder of the city.

Past alterations to Evitts Run have degraded its ecological health. Partial channelization in the 1950s, tree clearing from former land uses, and a lack of stormwater run-off management have increased sediment loads, raised average water temperatures, and left adjacent land susceptible to erosion. Much of the creek corridor sits within or beside former brownfield properties that have been remediated but remain largely undeveloped, paved, or fenced. Evitts Run is listed as a Clean Water Act impaired water for fecal coliform.

The City has secured a $350,000 Tier III Project Development grant through the Thriving Communities program, funded by GHHI and EPA Region 3, to develop a community-driven green infrastructure master plan for the public spaces along the corridor. The initiative's express goal is a Green Infrastructure Master Plan that also includes a set of shovel-ready project designs ready to be constructed. The City is now procuring the consultant team to carry out that planning and design work.

Note: The $350,000 grant covers a broader set of activities than this consultant contract, including community engagement, water quality monitoring led by partner organizations, and environmental education. The not-to-exceed budget for this contract is a subset of the grant and is stated in Section 7.

## 3. SCOPE OF SERVICES

The Scope of Services is organized into a Base Scope (grant-funded) and an Optional Additive Scope (City-funded). Proposers must respond to the Base Scope. Response to the Optional Additive Scope is encouraged but not required.

BASE SCOPE (GRANT-FUNDED)

A. Green Infrastructure Master Plan for the Evitts Run Corridor. Through a community-driven process, transform the City's existing vision and concept documents into a specific plan for deploying green infrastructure for stormwater management, and community health across properties along the creek. Deliverables include a schematic corridor plan and preliminary design drawings.

Target areas include: the Skatepark property (approx. 6 acres); the Boys & Girls Club (approx. 1 acre); Perry Fields (approx. 9 acres); Evitts Run Park (approx. 1 acre); Fisherman's Hall African American Community Center; and the Public Works Yard (approx.

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6 acres). These properties are contiguous along the creek and are part of roughly 60 acres of creekside parkland.

Green infrastructure to be evaluated includes riparian bioswales, rain gardens, urban tree canopy and native plantings, replacement of asphalt and other impervious surfaces with meadows and sustainable pervious playfields, and pervious parking pavement systems.

Community engagement to include at least four community-based workshops conducted in partnership with key neighborhood and community organizations, a dedicated project web page for document and design sharing, community preference and input surveys, and outreach through traditional and social media. Partners include the African American Community Association, Jefferson County Branch of the NAACP, Boys & Girls Club of the Eastern Panhandle, Blue Ridge Watershed Coalition, WV Rivers Coalition, Charles Town Parks & Recreation Commission, Charles Town Tree Board, City of Ranson, Ranson Community Gardens, and residents.

B. Shovel-Ready Design Packages. Once the master plan is finalized with community consensus, provide full design, engineering, cost estimation, permitting, and construction bid documentation for green infrastructure facilities at priority sites. Deliverables are shovel-ready construction documents and cost estimates suitable for competitive construction bidding.

Number and location of shovel-ready priority sites: **(To be determined by CLEAN Parks Board)**

Permitting to include all applicable federal, state, and local approvals as required.

C. Coordination and Support. Coordinate the plan and designs with the parallel water quality monitoring effort (led by the Blue Ridge Watershed Coalition and WV Rivers Coalition) and the community environmental-education workshops so that green infrastructure benefits can be tracked. Coordinate with the fully funded Augustine Trail walking and cycling pathway, which is under final design and runs along the corridor.

BASE SCOPE DELIVERABLES

- Community engagement plan and documentation of at least four workshops, surveys, and a public project web page.
- Green Infrastructure Master Plan: schematic corridor plan, preliminary design drawings, and pollutant-reduction analyses.
- Shovel-ready construction documents, engineer’s cost estimates, permitting packages, and bid documentation for the priority sites.

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OPTIONAL ADDITIVE SCOPE (CITY-FUNDED) — EVITTS RUN PARKS MASTER PLAN

As an optional add-on to be funded with City funds rather than the EPA/GHHI grant, the City may commission a comprehensive Evitts Run Parks Master Plan covering the full corridor. This is intended to guide long-term park and recreation investment along the Evitts Run. Anticipated elements include:

- A corridor-wide parks and recreation vision covering all creekside parks (Perry Fields, Evitts Run Park, the Charles Town Skate Park, Craighill Estates Park, and Happy Retreat)
- Recreational programming and amenity planning (fields, courts, play areas, gathering and event space, restrooms, lighting, parking, and signage/wayfinding).
- Trail and connectivity planning, including connection with the Augustine multi-use path.
- ADA accessibility assessment and improvements, site safety and circulation considerations.
- Conceptual designs, phasing, planning-level capital cost projections, and operations and maintenance considerations for each park.
- A prioritized, phased implementation plan aligning park improvements with the green infrastructure investments and potential future funding sources.
- Community engagement plan including outreach with key stakeholders and local residents.

Firms proposing on the Optional Additive Scope should price it separately from the Base Scope so the City can evaluate it separately. Because this scope is City-funded, it is governed by the City's and West Virginia's procurement rules rather than the federal grant terms that apply to the Base Scope.

**PREPARING AND SUBMITTING A PROPOSAL**

The evaluation and selection of a firm and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

**Proposers must submit one (1) original, bound copy for and an <u>electronic version</u> of all materials required for acceptance of their proposal by DATE AND TIME to:**

City of Charles Town Board of Parks and Recreation

DRAFT

Attn: Gavin Bailey

Parks and Recreation Manager

101 E. Washington Street

Charles Town, WV 25414

All proposals must be packaged, sealed and display the following information on the outside of the package: Firm/Proposer's name, address, and response to the RFP title.

All respondents to the RFP must include the items provided in the following list. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm(s). The sequent of the listing is not intended to reflect the relative weight of each category.

1. Letter of Transmittal

    - Statement indicating an understanding of the work to be performed and interest in performing the scope of work – either the main scope (EPA grant funded) or both the main and optional scope (EPA grant and City funded.)
    - Discuss consultant's availability over the next 6-9 months.
    - Identification of key contact persons for communicating with the City on the proposal and all project-related matters.

2. Qualifications/Project Portfolio

    - Areas of specialization.
    - Years in the business and history of firm.
    - Examples of three (3) to five (5) projects the firm took a lead role in the preparation of a Comprehensive Master Plan and community-wide survey, specifically as it relates to Master Parks Planning. The projects should be compatible in complexity,

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size, scope and discipline as described in this RFP's Scope of Work and undertaken during the past five (5) years.

3. Project Management

   - Introduction to the team (all firm staff and sub-consultants assigned to complete work on the project), including resumes for all the key personnel, which provides educational background/training, experience and detailed descriptions of roles played on past projects.
   - Services/functional roles to be performed by each team member.
   - Location of each team member.
   - Availability and commitment of assigned professionals who will undertake the scope of work.
   - Technical resources of the firm.

4. Methodology and Process to Complete all Phases of the Project

   - Describe the vision, strategic overview and approach to the project.
   - Express how the components above reflect your qualifications for this project.
   - Discuss what parameters you will engage to develop a project that will be creative, logical and engaging.
   - Include detailed descriptions of the procedures and methods you propose to use to complete all tasks within this scope of work.
   - Discuss tasks, timelines and anticipated deliverables for each phase of the project.
   - Include the proposed process and methods to assure quality, cost, and schedule control.
   - Explain in the proposal all supporting studies, models, and assumptions that will be used or developed as part of the study.

5. References

   - List of three (3) to five (5) references (similar in scope) we may contact that have been undertaken during the past five (5) years with client contact information.
   - Indicate project names and the personnel assigned to this project (include sub-consultants) and the roles and involvement in each project

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6. Schedule

   - Provide a proposed detailed project work schedule with a start date of **DATE AND TIME (**contingent upon negotiation of a final scope of work); all meetings that need to be scheduled should be built into the timeline (e.g., initial meeting with staff to review project schedule, strategic direction review, presentations of the final report, etc.).

   - Include time frames for each major component of the scope of work and target dates for completing each phase of the project.

7. Fee Proposal

   - One (1) copy in a sealed envelope along with an electronic copy in .pdf format)

   - Include a total "**not to exceed**" figure for the scope of work (based on the estimated level of effort to be spent on each task) including any noted reimbursable expenses.

   - Include itemized schedule of all expenses by phase and a composite schedule of hours estimated for included tasks.

   - Provide hourly rates for all team members, sub-consultants and staff levels.

   - Describe the methodology for billing reimbursable expenses (such as travel, production documents, etc.).

   - Do not include any reference to fees in the body of the RFP response. Failure to comply with this provision will result in disqualification of your firm. The City reserves the right not to fund any portion of the firm's proposal.

   - Note: All submittals that include the optional Evitts Run Parks Masterplan must have separate fee proposals for each scope.

**PROPOSAL SELECTION**

The proposals will first be reviewed to determine if all requirements are met. Failure to meet requirements will result in the proposal being rejected. In the event all firms do not meet one or more of the mandatory requirements, the Board of Parks and Recreation reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

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## RIGHT TO REJECT PROPOSALS and NEGOTIATE CONTRACT TERMS

The Board of Parks and Recreation reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Board of Parks and Recreation may negotiate a contract with the next highest scoring proposer.

## EVALUATION CRITERIA

The Board of Parks and Recreation will select a firm on the basis of its ability to respond to the Request for Proposal (RFP) requirements, the qualifications and expertise of the team working on this project, past performance on similar projects, the time required to complete project, methodology, cost, firm resources and the firm's willingness to negotiate and execute an acceptable written agreement. The City reserves the right to reject any, some portions of or all proposals and supporting material and to request written clarification of any portion or section of proposals and support materials. The City reserves the right to negotiate with more than one potential respondent after the submission of all proposals. The City also reserves the first right of-refusal to work with any sub-consultant proposed by the firm.

After a thorough review by City staff of the proposals submitted by respondents to this RFP, a short list will be created of the firms that meet the requirements outlined in this RFP and those firms may be required to make a presentation on their qualifications and proposals to the staff and Parks and Recreation Board. Based on these interviews, the City team will recommend to the Board the firms that are the best fit for the City and this project for approval. All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the City. When conducting negotiations, the City will not disclose information from proposals submitted by competing firms. A selection committee will review each proposal to determine if it meets the RFP requirements. A firm will be selected based on professional qualifications and demonstrated competence, according to the responses to information required.

The Board of Parks and Recreation will utilize a qualifications-based selection process in selecting a firm for this project. Firms will be evaluated on creativity, experience and expertise in preparing parks master plans.

DRAFT

In addition, the City (Board of Parks and Recreation) will review the selected firm's ability to meet schedules, coordinate effectively with groups and interested parties, and work effectively with community groups and to work within the budget limitations.

EDITORS NOTE: THIS IS BASED OFF OF LAST RFP PROCESS FOR MASTER PLANNING

- Firm's past experience on project of similar size and scope (40%)
- Evaluation of approach (20%)
- Proposed organizational structure and key staff (20%)
- *Total project cost (20%)

*The proposal will be scored using a standard quantitative calculation where the most project cost criteria points will be awarded to the proposal with the lowest cost.

**AWARD**

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer. The Board reserves the right to not make any selection of applications.

**SPECIAL CONTRACT TERMS AND CONDITIONS**

The City of Charles Town and the Board of Parks and Recreation shall have the right to review all deliverables prior to issuing payments. Payments shall be issued no later than 60 days after deliverables are submitted to Charles Town Board of Parks and Recreation.

DRAFT

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1803: Parks Master Plan Discussion

Board will discuss parks master planning.

**ATTACHMENTS:**

- Master Parks RFP 2023.docx

# REQUEST FOR PROPOSALS (RFP)

City of Charles Town Board of Parks & Recreation

| | | |
|---|---|---|
| **RFP TITLE** | **City of Charles Town Master Parks Plan** | |
| **PURPOSE** | The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for concept planning services. | |
| **DEADLINE FOR RFP SUBMISSIONS** | 4:00 P.M.<br>**March 10, 2023**<br>LATE AND/OR UNSIGNED PROPOSALS WILL BE REJECTED | |
| **SUBMIT RFP TO THIS ADDRESS** | CHARLES TOWN BOARD OF PARKS & RECREATION<br>101 E. WASHINGTON STREET<br>CHARLES TOWN, WV 25415 | |
| **DIRECT ALL INQUIRES TO** | **NAME** | Alissa Meeks |
| | **TITLE** | Director of Community Development |
| | **PHONE #** | 304-724-3253 |
| | **EMAIL** | ameeks@charlestownwv.us |
| | **WEB SITE** | www.charlestownwv.us |

## INTRODUCTION

The City of Charles Town Board of Parks and Recreation is requesting proposals from qualified consulting/engineering firms to provide professional services to the City to create an all-inclusive Parks Master Plan. The selected firm will have proven experience and knowledge in park and recreation planning, project management and effective public involvement processes and work closely with City staff, the Board of Parks and Recreation, and other key stakeholders in preparing the Master Plan.

The City of Charles Town Board of Parks and Recreation intends to use the results of this process to award a contract for the creation of the City's Master Park Plan. The City utilizes comprehensive planning to define a consistent future vision and strategic priorities. The City will use the Master Parks Plan to establish the desired future of its services, while recognizing the realities of the external operating environment and developing an action plan to make the desire future a reality.

## PROJECT SCOPE

The purpose of this Request for Proposal (RFP) is to solicit proposals from interested firms to provide professional services to City of Charles Town Board of Parks and Recreation for the following purposes:

- Create a Master Parks Plan incorporating all five (5) City-owned parks: Charles Town Skate Park; Evitts Run Park; Happy Retreat/Craighill Estates; Jefferson Memorial Park; and Willingham Knolls Park and other identified and designated parkland.

- Facilitate and coordinate community outreach to include a series of public meetings with partners and stakeholders to establish a common vision for the City's parks.

- The established Master Plan will drive City parks long-range and near-term planning and direct decision-making and resources toward a clearly defined vision for its future, including development and redevelopment of the parks, facilities, open space, trail connectivity and overall comprehensive recreation system over the next 20 years.

- The planning process shall include needs/amenity assessment, visioning, identification and evaluation of community needs, priorities and opportunities, defining level of service standards, and creating a phased implementation and financial plan. In addition, the Plan should include an analysis/update to the City's Park and Recreation Developer Fee and be consistent with the Historically Hip Charles Town 2040 Comprehensive Plan.

- The selected firm must create a response document which summarizes the planning process, the public input process, maps and data collected, process for analyzing level of service standards, process for updating the developer fee, the analysis of forecasted needs and implementation strategies and present it to the Board of Parks and Recreation for review and approval.

## PROJECT BACKGROUND

In 2009, the City of Charles Town collaboratively with the City of Ranson developed a preliminary concept plan for Evitts Run Park, but those plans never completely came to fruition. Since that time, the City Council adopted the Historically Hip Charles Town 2040 Comprehensive Plan which states the City will ensure the provision of quality and affordable public services to meet the health, safety, and welfare needs of its residents and visitors which includes continuing to provide diverse recreational programs and opportunities, quality facilities, and open natural spaces.

Since the creation of the City's Comprehensive Plan, the Charles Town Board of Parks and Recreation has not developed a parks and recreation master plan; however, as indicated above, the City's Evitts Run Revitalization Master Plan provides a series of detailed expansion and improvement recommendations for Evitts Run Park, as well as repurposing opportunities for the Charles Town Skate Park. According to the Comprehensive Plan Community Survey, community outreach endeavors concluded the general public's interest in the availability of volleyball courts, tennis courts, and water features (splash pads), bike trails, soccer fields, bike lanes, baseball fields, among other recreational facility amenities The Parks Board envisions that the creation and development of a Master Parks Plan will conserve both natural and cultural resources, while also offering diverse recreational opportunities and connectivity options among all of the City's park amenities, trails, and other locations. The 2018 Historically Hip Charles Town 2040 Comprehensive Plan and the West End Master Plan is available on the City's website www.charlestownwv.us via Government tab and Plans and Proposals. The Evitts Run Concept plan is also available by contacting Alissa Meeks at ameeks@charlestownwv.us.

***Partners and Stakeholders***

Partners and stakeholders for this concept plan include, but are not limited to, City of Charles Town Parks and Recreation Board, City of Charles Town City Council, Jefferson Memorial Park Dolphins Swim Team, Jefferson Junior Boys/Girls Tennis League, Jefferson County Boys & Girls Club, and other partners and stakeholders will be identified during the concept planning process.

***Parks***

Charles Town Skate Park – 1.5 acres
Evitts Run Park –2 acres
Happy Retreat/Craig Hill Estates -23 acres
Jefferson Memorial Park – 11.6 acres
Willingham Knolls Park – 66 acres
Other identified parkland*

*Other City-owned and deeded parkland areas will need to be identified through this planning process and designed to reflect either active or passive park status.

**PROJECT COMPONENTS**

**Task 1 – Project Start-Up**

- Attend a meeting to launch the planning process and appropriate roles of the consultant, partners, and staff. Initial insights, context, and expectations will be discussed at this meeting.
- Contact and coordinate planning with City of Charles Town Board of Parks and Recreation and other partners and stakeholders.

Deliverables:

- Arrange and facilitate a meeting
- Prepare summary of findings. Provide web ready electronic and hard copies of written summary to the City's Community Development Director.

**Task 2 – Research and Inventory**

*Review other plans, studies, and site history.*

- Review other appropriate studies or plans related to developing a city-wide comprehensive Master Parks Plan. This could include, but is not limited to, the following plans:

  - 2018-Historically Hip Charles Town 2040 Comprehensive Plan
  - 2009 Evitts Run Park Master Plan – Summary of Opportunities and Constraints
  - West End Revitalization Plan
  - 2016 City of Charles Town Walkability and Connectivity Study – (Trail Connectivity)
  - Most recent Jefferson County Parks and Recreation Master plan
  - Research the history of the sites, including but not limited to, the past and present uses of the sites including any cultural/historical aspects.

***Site Inventory and Analysis***

- Identify key natural resource features, facilities, and site conditions for site inventory analysis considerations.
- Conduct a needs assessment process to analyze open space, community park and recreation needs and interests and identify the gaps to be addressed to meet those needs and interests. There are other agencies with open space and recreational opportunities within and near the City and recognition of those existing facilities and open spaces must factor in to the assessment process.
- Assess the future vision of the parks, open space and conservation, and recreation-related services.

Deliverables:

- Convene and facilitate meetings as needed with City staff to coordinate the development of site inventory.
- Prepare a map and written summary of opportunities and constraints based on site inventory and analysis.
- Determine the strategic priorities to achieve the vision and a cost-analysis/implementation plan that incorporates the City's capital developer fees to address short- and long-term planning.
- Evaluate active and passive recreational opportunities.

- Assess and rate the conditions of park amenities such as playgrounds, outdoor restrooms, shelters/pavilions, hard courts, skate park, grass/dirt sports fields and other amenities.

**Task 3 - Public Involvement**

Facilitate and coordinate public meetings with partners and stakeholders to establish a common vision for each identified park (and other lands identified in the process) and collectively as a comprehensive park system and a needs assessment.

- Kick-off meeting that sets the stage for the planning process: project goals, key issues, expectations, concept planning timeline and public involvement/visioning. Consultant will also present and discuss the opportunities and constraints for the parks based on a site inventory and analysis.
- Conduct public meetings to present a final draft concept plan at a Board of Parks and Recreation meeting regular board meeting and City Council meeting.

Deliverables:

- Facilitate public meetings and arrange with City of Charles Town Board of Parks and Recreation.
- Coordinate the development of meeting materials (agendas, power point presentations, presentation boards, etc.).
- Summarize meetings and public comments for Charles Town Board of Parks and Recreation to review.
- Provide web ready electronic and hard copy of written summary to the City's Community Development Director.

**Task 4 - Preliminary Plan Development**

Provide a first-draft conceptual concept plan for each of the five (5) parks (or more if additional parkland is identified in the analysis) based on site research and inventory, and public input.

Deliverables:

- Prepare a written summary of proposed conceptual concept plan recommendations. Summary should include explicit recommendations for future vegetation/natural resource management, park operations and maintenance and development.
- Provide a city-wide vision for the established parks and generate a strategic direction for the parks system to include recognition of the City's Parks developer fee to provide financial sustainability to accomplish Plan goals.
- Foster an awareness of parks, open space and conservation.
- Identify key areas for future park land development and potential acquisition.
- An implementation plan included in the Master Parks Plan that identifies priorities for near and long-range planning, including an analysis of costs (capital as well as operating) and how public-private partnerships with local groups might help implementation.
- Give a public presentation of the draft plan during a Board of Parks & Recreation meeting.

- Provide a color version of the draft Master Plan document consisting of one (1) printed and bound color copy and an electronic copy in a pdf format compatible with the City's software and a hard copy of the draft visual concept plan.

**Task 5 - Final Concept plan**

Identify and achieve consensus for a final Master Parks Plan based on prior conceptual draft plans and public input. The final Master Parks Plan should be a "living document" which reflects the outcomes of the process and provides clear direction on actions to be taken to address strategy and provides a foundation for the development of all other planning and operating documents (e.g., budget, capital, facility and marketing plans).

Deliverables:

- Convene and facilitate meetings as needed with stakeholders and City of Charles Town Board of Parks and Recreation & staff to reach a consensus on a final draft concept plan.

- The firm must submit a final report which summarizes the findings and conclusions and includes a clear demonstration that the firm has fulfilled all the elements contained in the agreed upon scope of work. The Plan must include written goals, plans, objectives and policy statements that articulate a clear vision and "road map" for the City's parkland future. The firm will make two (2) on-site presentations to report and summarize findings. The first presentation onsite will be to the City's Board of Parks and Recreation and the second presentation will be the final presentation to the City Council. The report must be in an easy-to-understand format with charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences. The final report must be submitted as follows: A color version of the final Master Plan document consisting of fifteen (15) printed and bound color copies and an electronic copy in a .pdf format compatible with the City's software and a hard copy of the visual concept plan.

**Any questions concerning this RFP must be submitted in writing by e-mail on or before February 24 at 12:00 p.m. to:**

Alissa Meeks
Director of Community Development
101 E. Washington Street Charles Town, WV 25414
304-724-3253
E-MAIL: ameeks@charlestownwv.us

In the event it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the City of Charles Town's website.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

## PREPARING AND SUBMITTING A PROPOSAL

The evaluation and selection of a firm and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

**Proposers must submit one (1) original, bound copy and an <u>electronic version</u> of all materials required for acceptance of their proposal by March 10, 2023 at 4:00 p.m. to:**

City of Charles Town Board of Parks and Recreation
Attn: Alissa Meeks
Director of Community Development
101 E. Washington Street
Charles Town, WV 25414

All proposals must be packaged, sealed and display the following information on the outside of the package: Firm/Proposer's name, address, and response to the RFP title.

All respondents to the RFP must include the items provided in the following list. All the listed items should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm(s). The sequent of the listing is not intended to reflect the relative weight of each category.

1. Letter of Transmittal
    - Statement indicating an understanding of the work to be performed and interest in performing the scope of work.
    - Discuss consultant's availability over the next 6-12 months.
    - Identification of key contact persons for communicating with the City on the proposal and all project-related matters.

2. Qualifications/Project Portfolio
    - Areas of specialization.
    - Years in the business and history of firm.
    - Examples of three (3) to five (5) projects the firm took a lead role in the preparation of a Comprehensive Master Plan and community-wide survey, specifically as it relates to Master Parks Planning. The projects should be compatible in complexity, size, scope and discipline as described in this RFP's Scope of Work and undertaken during the past five (5) years.

3. Project Management

    - Introduction to the team (all firm staff and sub-consultants assigned to complete work on the project), including resumes for all the key personnel, which provides educational background/training, experience and detailed descriptions of roles played on past projects.

- Services/functional roles to be performed by each team member.
- Location of each team member.
- Availability and commitment of assigned professionals who will undertake the scope of work.
- Technical resources of the firm.

4. Methodology and Process to Complete all Phases of the Project
    - Describe the vision, strategic overview and approach to the project.
    - Express how the components above reflect your qualifications for this project.
    - Discuss what parameters you will engage to develop a project that will be creative, logical and engaging.
    - Include detailed descriptions of the procedures and methods you propose to use to complete all tasks within this scope of work.
    - Discuss tasks, timelines and anticipated deliverables for each phase of the project.
    - Include the proposed process and methods to assure quality, cost, and schedule control.
    - Explain in the proposal all supporting studies, models, and assumptions that will be used or developed as part of the study.

5. References
    - List of three (3) to five (5) references (similar in scope) we may contact that have been undertaken during the past five (5) years with client contact information.
    - Indicate project names and the personnel assigned to this project (include sub-consultants) and the roles and involvement in each project.

6. Schedule
    - Provide a proposed detailed project work schedule with a start date of May 2023 (contingent upon negotiation of a final scope of work); all meetings that need to be scheduled should be built into the timeline (e.g., initial meeting with staff to review project schedule, strategic direction review, presentations of the final report, etc.).
    - Include time frames for each major component of the scope of work and target dates for completing each phase of the project.

7. Fee Proposal
    - One (1) copy in a sealed envelope along with an electronic copy in .pdf format)
    - Include a total "**not to exceed**" figure for the scope of work (based on the estimated level of effort to be spent on each task) including any noted reimbursable expenses.
    - Include itemized schedule of all expenses by phase and a composite schedule of hours estimated for included tasks.
    - Provide hourly rates for all team members, sub-consultants and staff levels.
    - Describe the methodology for billing reimbursable expenses (such as travel, production documents, etc.).
    - Do not include any reference to fees in the body of the RFP response. Failure to comply with this provision will result in disqualification of your firm. The City reserves the right not to fund any portion of the firm's proposal.

## PRIMARY OBJECTIVES

- Prepare and implement a comprehensive community outreach plan, especially to underserved and underrepresented neighborhoods for the Master Parks planning process.
- Conduct and prepare an amenity study for Charles Town's population while considering the youth/young & elderly adult population.
- Conduct and prepare a comprehensive needs assessment study for the parks, recreation, arts, trails and open space within Charles Town.
- Conduct and prepare a condition assessment report of major park assets such as outdoor restrooms and playgrounds.
- Prepare and recommend capital projects for the next 10 years including cost estimates.
- Develop a useful, readable planning document that will guide the Board of Parks and Recreation in strategically managing Charles Town's Park system for the next 20 years.
- Hold public meetings and interact with the community to find out the expected level of service, goals and objectives from the residents.
- Develop a Charles Town Master Parks Plan to reflect current needs and priority.
- Provide recommendations based on public input for types of uses in undeveloped parks.
- Provide guidance for updating existing parks.

## PROPOSAL SELECTION

The proposals will first be reviewed to determine all requirements are met. Failure to meet requirements will result in the proposal being rejected. In the event all firms do not meet one or more of the mandatory requirements, the Board of Parks and Recreation reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

## RIGHT TO REJECT PROPOSALS and NEGOTIATE CONTRACT TERMS

The Board of Parks and Recreation reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Board of Parks and Recreation may negotiate a contract with the next highest scoring proposer.

## EVALUATION CRITERIA

The Board of Parks and Recreation will select a firm on the basis of its ability to respond to the Request for Proposal (RFP) requirements, the qualifications and expertise of the team working on this project, past performance on similar projects, the time required to complete project, methodology, cost, firm resources and the firm's willingness to negotiate and execute an acceptable written agreement. The City reserves the right to reject any, some portions of or all proposals and supporting material and to request written clarification of any portion or section of proposals and support materials. The City reserves the right to negotiate with more than one potential respondent after the submission of all proposals. The City also reserves the first right of-refusal to work with any sub-consultant proposed by the firm.

After a thorough review by City staff of the proposals submitted by respondents to this RFP, a short list will be created of the firms that meet the requirements outlined in this RFP and those firms may be required to make a presentation on their qualifications and proposals to the staff and Parks and Recreation Board. Based on these interviews, the City team will recommend to the Board the firms that are the best fit for the City and this project for approval. All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the City. When conducting negotiations, the City will not disclose information from proposals submitted by competing firms. A selection committee will review each proposal to determine if it meets the RFP requirements. A firm will be selected based on professional qualifications and demonstrated competence, according to the responses to information required.

The Board of Parks and Recreation will utilize a qualifications-based selection process in selecting a firm for this project. Firms will be evaluated on creativity, experience and expertise in preparing parks master plans.

In addition, the City (Board of Parks and Recreation) will review the selected firm's ability to meet schedules, coordinate effectively with groups and interested parties, and work effectively with community groups and to work within the budget limitations.

- Firm's past experience on project of similar size and scope (40%)
- Evaluation of approach (20%)
- Proposed organizational structure and key staff (20%)
- *Total project cost (20%)

*The proposal will be scored using a standard quantitative calculation where the most project cost criteria points will be awarded to the proposal with the lowest cost.

**AWARD**

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer. The Board reserves the right to not make any selection of applications.

**SPECIAL CONTRACT TERMS AND CONDITIONS**

The City of Charles Town and the Board of Parks and Recreation shall have the right to review all deliverables prior to issuing payments. Payments shall be issued no later than 60 days after deliverables are submitted to Charles Town Board of Parks and Recreation.

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1804: Happy Retreat MOU Special Meeting

Board will discuss items outlined in the MOU between the Parks and Rec Department and the Friends of Happy Retreat.

**ATTACHMENTS:**

- HR Blaze 3.jpeg
- HR Blaze 1.jpeg
- HR Blaze 2.jpeg







**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1805: Happy Retreat Bridge Dedication

Board will discuss the dedication of the bridge at Happy Retreat Park.

**ATTACHMENTS:**

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1806: Charles Town Parks and Rec Maintenance Plan

Board will discuss the formation of a yearly maintenance plan.

**ATTACHMENTS:**

- CTown P&R Maintenance Plan - Content Guide - Draft - Apr 2026.pdf

# Charles Town Parks & Recreation Maintenance Plan
# - Content Guide -

**1. Authorization:** The Charles Town Board of Parks & Recreation has directed the Charles Town Parks Manager to draft a comprehensive parks maintenance plan.

Along with that directive this document has been issued from the board, to the Parks Manager in order to provide guidance on what items should be covered in the Charles Town Parks & Recreation Maintenance Plan. That document must include the below mentioned items, but it is not limited to those items.

**2. Intent:** To have a consolidated, comprehensive document that covers and guides the who, what, when, where, and why for all maintenance at Charles Town Parks.

*The Charles Town Parks & Recreation Maintenance Guide* would be:

- The authoritative SOP guiding regular and ongoing maintenance by Parks and City staff
- Valuable resource of information for Charles Town Board of Parks & Recreation to review when making decisions about budget, contracts, master planning, etc.

It is intended to be a living document, updated regularly by Parks Management, operating under the direction of the Charles Town Board of Parks & Rec. A resource that can be passed along from manager to manager, ensuring uninterrupted strategic maintenance of the Charles Town parks system.

**3. General Maintenance To Be Documented & Prescribed:**

- Mowing / trimming
- Regular Tree maintenance (arborist, stick/limb clean up)
- Brush/other rough clearing / maintenance
- Shrub maintenance
- Mulching (landscaping & play areas)
- Regular equipment inspections
- Snow removal (roads, parking, paths)
- Path maintenance
- Trash removal
- Watering
- Treatments (pest, fertilization, other)
- Disaster response (storm cleanup)
- Pool (Note: The pool will probably require a full SOP itself. That could be included in this document, or this document might directly link to the Pool SOP for maintenance related tasks. However, insofar as the *Parks & Rec Maintenance Guide* includes a high level table or schedule of regular maintenance tasks, pool related maintenance should be noted).

DRAFT

**4. Plan Should Include:**

- Aerial maps with clearly marked paths, landscaped areas, equipment, etc
- Contract details (who is responsible, scope of work, frequency, costs, points of contact, links to relevant documentation (signed contracts, MOU's etc.))
- High level schedule / table for regular inspections, maintenance, contract renewals etc.
- System for keeping ahead of contract renewals, INS expirations, etc.
- Lists of relevant partners & contractors and their contact information
- Summary table showing general general main schedules, responsible parties, and links to more info.

**Example A:** Table showing parks, general maintenance, responsible parties, etc.

| | **Mowing & trimming** | Mowing Cost | Mowing Frequency | Mowing Contract Expiration | **Mulching** | Mulching Cost | Mulching Frequency |
|---|---|---|---|---|---|---|---|
| **Evitts Run Park** | ABC mowing | Annual contract, $4k | 1x week, Mar - Oct | 5/1/2030 | CTown Maint | $2 cubbed yard, about $2000 for both play grounds | 1x yr |
| **Jeff Memorial** | 123 mowing | $300 per visit | 1x week, Mar - Oct | 1/1/2028 | Chips Mulch Services | $2 cubbed yard, about $5000 for both play grounds, Another $500 for landscaped areas | 1x yr |

**Example B:** A calendar or table tracking routine maintenance.

| | **Grounds** | **Equipment** | **Pool** | **Contracts** | **Other** |
|---|---|---|---|---|---|
| **Feb** | Arborist walk through (all parks) | Inspect:<br>-bridges<br>-pavilions | | Review all mowing contracts, present to board | |
| **Mar** | Check mulch at:<br>-playgrounds<br>-andscaped areas<br>-mulched paths<br>Trim landscaped shrubs | Inspect:<br>-playgrounds<br>-trash receptacles<br>-water stations<br>-bathrooms | See Pool SOP:<br>-Spring Cleaning<br>-Pool deck equipment<br>-Concessions equipment<br>-Start advertising for staff | Finalize mowing contracts | FOHR events tag up |
| **Apr** | Cut back growth from walking paths<br><br>Weekly mowing starts | | See Pool SOP:<br>- Pool systems check | | |
| **May** | Clear undergrowth from play spaces along Evitts run creek (Willingham, Evitts Run, Happy Retreat) | | See Pool SOP:<br>-Routine daily, weekly, monthly operations maint. | | |

DRAFT

DRAFT

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1818: FY2027 P&R Budget Revision #1

Board will discuss the first parks and rec budget revision of FY2027.

**ATTACHMENTS:**

- FY 2027 P&R Revision #1.pdf

the city of Charles Town, WV

# FY 2027 P&R

| REVENUES | FY 2027 BUDGET | REVISION #1 | CURRENT BUDGET | FY 2027 YEAR TO DATE | FY 2027 BUDGET BALANCE | FY 2027 % OVER/UNDER BUDGET | FINANCE NOTES | REVISION #1 NOTES |
|---|---|---|---|---|---|---|---|---|
| Carryover | 38,045 | 107,360 | 145,405 | - | 145,405 | 0% | | FY 2026 carryover brought into FY 2027. |
| 207-340-000 Pool Admission | 32,000 | | 32,000 | 1,594 | 30,406 | 5% | | |
| 207-340-010 Pool Concession Stand | 8,000 | | 8,000 | 750 | 7,250 | 9% | | |
| 207-340-020 Pool Rental | 4,000 | | 4,000 | - | 4,000 | 0% | | |
| 207-340-030 Pool Passes | 3,500 | | 3,500 | - | 3,500 | 0% | | |
| 207-340-040 Swimming Lessons | 5,000 | | 5,000 | - | 5,000 | 0% | | |
| 207-340-070 Pavilion Rental | 3,000 | | 3,000 | 300 | 2,700 | 10% | | |
| 207-340-100 Park Donations | 6,000 | | 6,000 | - | 6,000 | 0% | | |
| 207-340-120 Hotel/Motel | 87,500 | | 87,500 | - | 87,500 | 0% | | |
| 207-340-140 Tennis CIP Donations | | | - | - | - | | | |
| 207-340-210 Junior Tennis | 850 | | 850 | - | 850 | 0% | | |
| 207-340-220 Tennis Lessons | 7,500 | | 7,500 | - | 7,500 | 0% | | |
| 207-340-520 Sale of Items | | | - | - | - | | | |
| 207-380-000 Interest on Investments | 2,000 | | 2,000 | - | 2,000 | 0% | | |
| 207-369-000 Contributions from GF | 20,000 | | 20,000 | - | 20,000 | 0% | | |
| 207-399-000 Misc. Rev.- CC Convenience Fees | | 1,000 | 1,000 | 35 | 965 | 4% | | Convenience fees charged to customers to recover credit card processing costs. |
| **TOTAL REVENUES** | **217,395** | **108,360** | **325,755** | **2,680** | **323,075** | **2%** | | |

| EXPENSES | FY 2027 BUDGET | REVISION #1 | CURRENT BUDGET | FY 2027 YEAR TO DATE | FY 2027 BUDGET BALANCE | FY 2027 % OVER/UNDER BUDGET | FINANCE NOTES | REVISION #1 NOTES |
|---|---|---|---|---|---|---|---|---|
| 207-900-103 Salaries | 91,825 | | 91,825 | 3,633 | 88,192 | 4% | Pool - 15 Part-time employees @ $71,000<br>Tennis - 6 Part-time employees @ $12,000<br>Bonuses for Pool Staff and Concessions $3325 | |
| 207-900-104 FICA Tax Expense | 7,600 | | 7,600 | 278 | 7,322 | 4% | FICA @ 7.65% of Salary | |
| 207-900-108 Overtime | 3,000 | | 3,000 | - | 3,000 | 0% | | |
| 207-900-211 Telephone | 1,000 | | 1,000 | - | 1,000 | 0% | Jefferson Memorial Pool Phone Line ($80 a month) | |
| 207-900-213 Utilities | 16,200 | | 16,200 | 503 | 15,697 | 3% | Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $7,000<br>Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $8,000 | |
| 207-900-215 Buildings and Grounds | 12,000 | | 12,000 | - | 12,000 | 0% | Grass/Weed killer, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies). | |
| 207-900-216 Pool supplies and equipment | 7,500 | | 7,500 | - | 7,500 | 0% | Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts. | |
| 207-900-217 Automobile Repair & Maintenance | | 1,000 | 1,000 | - | 1,000 | 0% | | Air filters, vehicle repairs, state inspections, vehicle maintenance (brakes/rotors, tire repair/rotation, etc.) |
| 207-900-220 Advertising/Legal Pub | 500 | | 500 | - | 500 | 0% | Publishing fees | |
| 207-900-221 Training | 3,000 | | 3,000 | - | 3,000 | 0% | Certifications (10 @ $200), Food Handler's Card (10 @ @15) | Allowance for Park Manager Pool Operation Certification |
| 207-900-222 Dues | 120 | | 120 | - | 120 | 0% | NRPA Membership | |
| 207-900-226 Insurance & Bonds | | | - | - | - | | Commercial Property, Umbrella Liability, | |
| 207-900-230 Contracted Services | 52,500 | | 52,500 | 1,655 | 50,845 | 3% | Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $35,000;<br>Porta Potty Setup/Clean and Service - $7,000<br>Payroll Processing - $2500<br>Annual Pest Control Services - $500<br>JMP Trash Service - $6500 | |
| 207-900-230 Community Foundation Landscaping - Contracted Services | 6,000 | | 6,000 | - | 6,000 | 0% | Landscaping at JMP per JB Smith Foundation Trust contribution. | |
| 207-900-230 Bank Charges - CC Fees | | 1,000 | 1,000 | 55 | 945 | 6% | | Credit card processing fees. |
| 207-900-236 Refunds | 500 | | 500 | - | 500 | 0% | | |
| 207-900-237 Other Fees/Taxes | 300 | | 300 | 299 | 1 | 100% | Pool permit fee Health Department | |
| 207-900-341 Departmental Supplies | 8,000 | | 8,000 | 8 | 7,992 | 0% | nets, camera supplies, story trail supplies, dog waste bags | |
| 207-900-341 Junior Tennis Supplies | 850 | | 850 | - | 850 | 0% | Jr. Tennis Girls and Boys Shirts and Jackets and | |
| 207-900-342 Concession Stand Supplies | 4,000 | | 4,000 | 963 | 3,037 | 24% | | |
| 207-900-343 Auto Supplies (Gas, Oil & Tires) | | 1,500 | 1,500 | - | 1,500 | 0% | | Gas, oil changes and tires |
| 207-900-345 Uniforms | 2,500 | | 2,500 | - | 2,500 | 0% | Life guard bathing suits | |
| 207-900-359 Capital Outlay | | 94,860 | 94,860 | - | 94,860 | 0% | | |
| 207-699-568 Contingencies | | 10,000 | 10,000 | - | 10,000 | | | |
| **TOTAL EXPENSES** | **217,395** | **108,360** | **325,755** | **7,394** | **318,361** | **2%** | | |
| **REVENUES OVER EXPENSES** | **-** | **0** | **0** | **(4,714)** | | | | |

# SHELIA CLIFFORD TRUST CAPITAL PROJECT

| REVENUES | FY 2027 BUDGET | REVISION #1 | CURRENT BUDGET | FY 2027 YEAR TO DATE | FY 2027 BUDGET BALANCE | FY 2027 % OVER/UNDER BUDGET | FINANCE NOTES | REVISION #1 NOTES |
|---|---|---|---|---|---|---|---|---|
| Carryover | 510,000 | 5,830 | 515,830 | - | 515,830 | 0% | Balance of portfolio at 2/28/26. | FY 2026 carryover brought into FY 2027. |
| 207-340-216 Clifford Trust Restricted Donation | | | - | - | - | | Trust. | |
| 207-380-000 Interest on Investments | | | - | - | - | | account. | |
| 207-380-050 Dividends | 15,000 | | 15,000 | 1,494 | 13,506 | 10% | Dividends received on investments. | |
| 207-380-100 Gains/ Losses on Investments | | | - | - | - | | Gains/Losses received on investments. | |
| **TOTAL REVENUES** | **525,000** | **5,830** | **530,830** | **1,494** | **529,336** | **0%** | | |

| EXPENSES | FY 2027 BUDGET | REVISION #1 | CURRENT BUDGET | YEAR TO DATE | BUDGET BALANCE | % BUDGET | FINANCE NOTES | REVISION #1 NOTES |
|---|---|---|---|---|---|---|---|---|
| 207-900-223 Professional Services | 2,600 | | 2,600 | 237 | 2,363 | 9% | $212.00 a month.) | |
| 207-900-459 Clifford Trust Capital Expenditures | 522,400 | 5,830 | 528,230 | - | 528,230 | - | and heated bird baths with garden as specified in | |
| **TOTAL EXPENSES** | **525,000** | **5,830** | **530,830** | **237** | **530,593** | **0%** | | |
| **REVENUES OVER EXPENSES** | **-** | - | - | **1,257** | | | | |

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1807: Shrub Planting Proposal around JMP Pool

Board will discuss a proposed shrub planting submitted by the tree board.

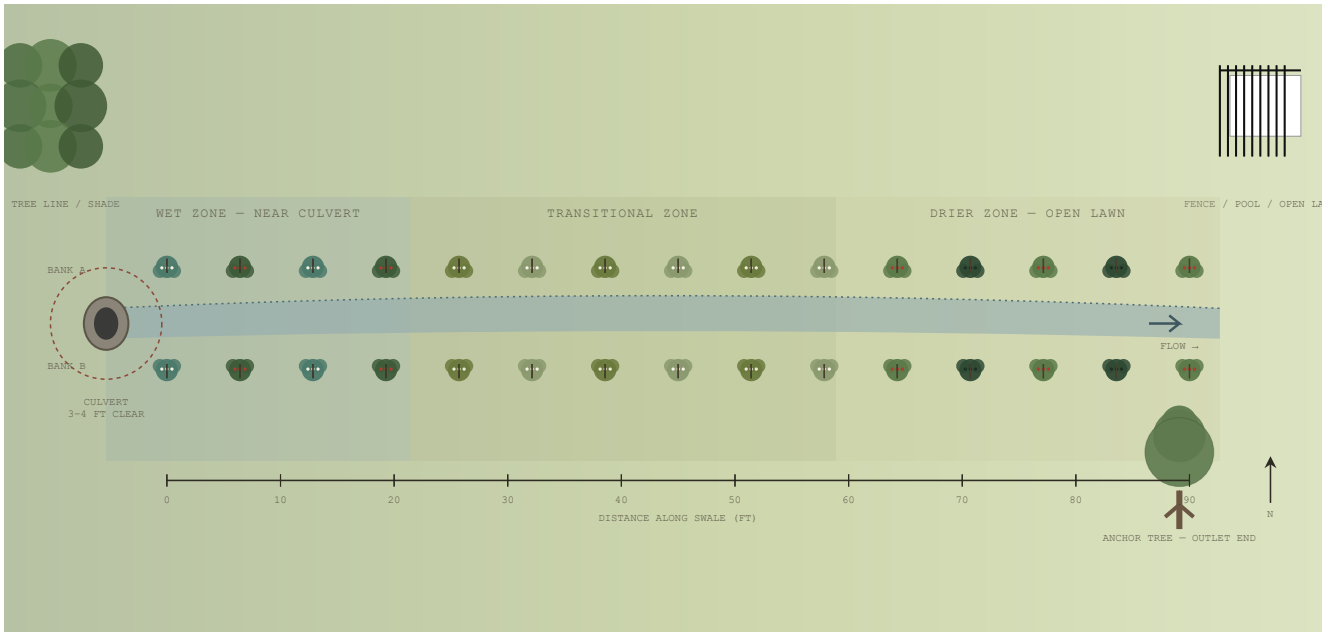
**ATTACHMENTS:**

- swale-planting-plan.pdf
- culvert-outlet-planting-plan.pdf
- ctppDrain1.jpg
- ctppDrain2.jpg
- ctppDrain3.jpg
- ctppDrain4.jpg

# Drainage Swale Planting Plan

90 LF · ONE RUN, BOTH BANKS · 15 SHRUBS PER SIDE · 30 TOTAL

SCALE: NOT TO SCALE (SCHEMATIC)
SPACING: ~6 FT O.C.
PREPARED: JUL 30, 2026



**Buttonbush**
*Cephalanthus occidentalis*
Spiky white summer blooms, pollinator magnet, handles periodic saturation.
WET ZONE

**Winterberry Holly**
*Ilex verticillata*
Deciduous holly, tolerates wet–dry swings, red winter berries.
WET ZONE

**Virginia Sweetspire**
*Itea virginica*
Arching form, fibrous roots for erosion control, fall color.
TRANS ZONE

**Summersweet**
*Clethra alnifolia*
Fragrant, tolerates shade or sun, fills gaps readily.
TRANS ZONE

**Red-Twig Dogwood**
*Cornus sericea*
Winter stem interest, tolerant of wet or average soil.
DRY ZONE

**Inkberry Holly**
*Ilex glabra*
Evergreen structure, tidy form near manicured areas.
DRY ZONE

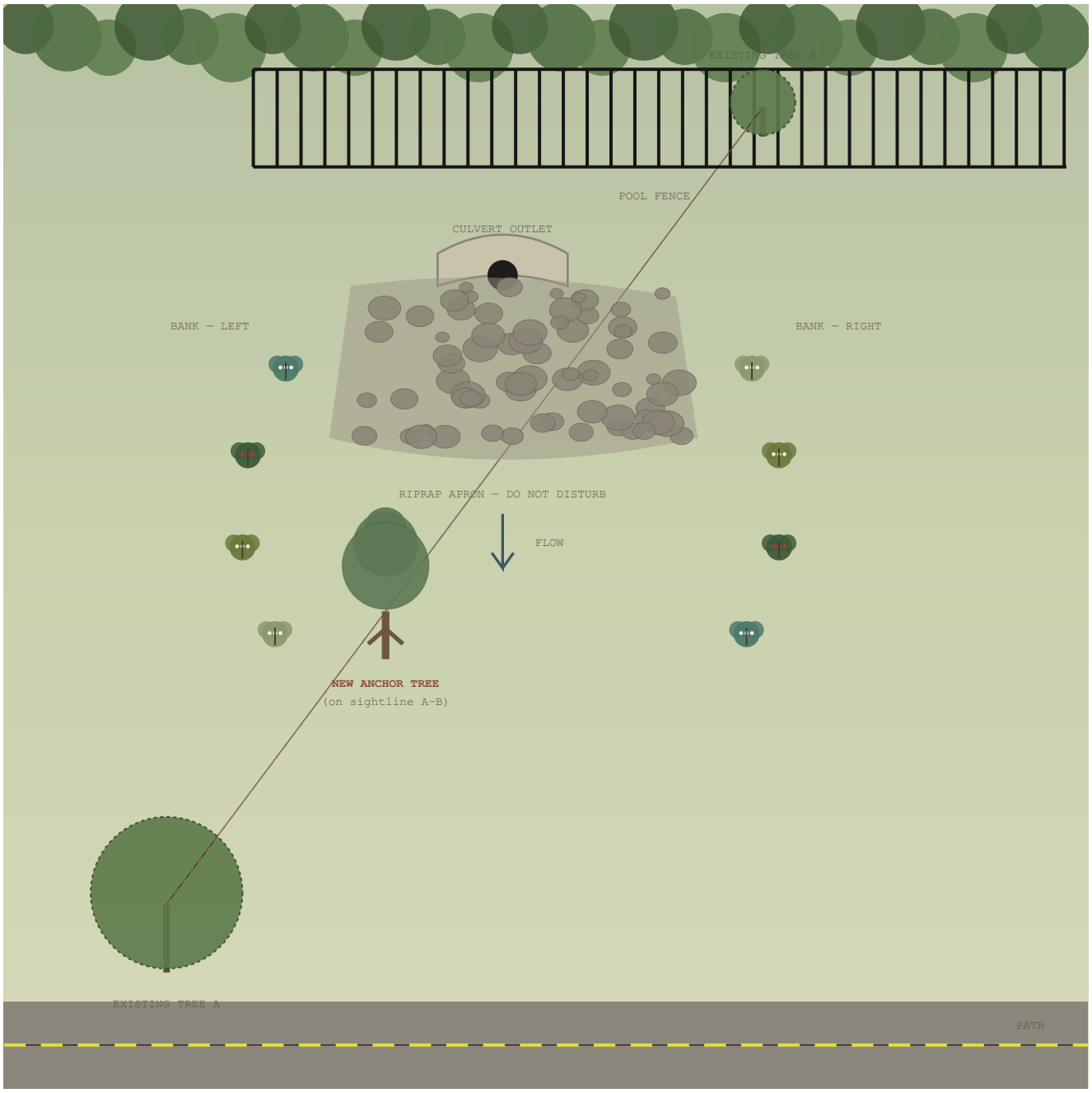
FIELD NOTES

- Culvert end stays clear ~3–4 ft — no shrubs directly on the pipe inlet, so it doesn't clog and stays accessible.
- Wet-zone species tolerate periodic saturation; they're not swamp plants, so avoid standing water year-round.
- Shaded/tree-line side favors Clethra + Winterberry; sunnier/lawn side favors Dogwood + Inkberry.
- Set the row back 1–2 ft from the swale's low point so roots reinforce the bank rather than sitting in the flow path.

# Culvert Outlet Planting Plan

4 SHRUBS PER SIDE · 1 LARGE ANCHOR TREE, CENTERED ON EXISTING TREE SIGHTLINE

SCALE: NOT TO SCALE (SCHEMATIC)
VIEW: PLAN, LOOKING DOWNSTREAM
PREPARED: JUL 30, 2026



**Bald Cypress (Anchor Tree)**
*Taxodium distichum*
Large center anchor tree, set on the sightline between the two existing trees. Thrives with standing/moving water at the outlet — deep-rooted, long-lived.

CENTER — ON SIGHTLINE

**Buttonbush**
*Cephalanthus occidentalis*
Spiky white blooms, handles pulses of concentrated flow well.

4 PER SIDE

**Winterberry Holly**
*Ilex verticillata*
Deciduous holly, wet–dry tolerant, red winter berries.

4 PER SIDE

**Virginia Sweetspire**
*Itea virginica*
Fibrous roots hold the bank right where flow spreads out.

4 PER SIDE

**Summersweet**
*Clethra alnifolia*
Fragrant, fills in fast around the rock edge.

4 PER SIDE

## FIELD NOTES

- Don't disturb the riprap apron — it's doing erosion-control work right where the pipe discharges. Plant shrubs at its outer edge, not on the stone itself.
- New tree sits on the sightline between the two existing trees — confirm the exact station in the field with a string line before digging.
- Give the tree's root ball clearance from the rock apron (~6–8 ft) so roots aren't fighting concentrated flow early on.
- All four shrub species tolerate periodic saturation — right for a spot that sees pulses of fast water after storms.









**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1808: Signage at Jefferson Memorial Park

Board will discuss signage at Jefferson Memorial Park

**ATTACHMENTS:**

- JMP Tennis Sign.jpeg


All for-profit use must be approved
by Charles Town Parks & Recreation
charlestownparks.rec@gmail.com
304-820-2735

**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1809: Manager's Report

Board will receive a report from the Parks and Recreation Manager

**ATTACHMENTS:**

- July 2026 P&R Financials.pdf
- erpBridge (1).jpg
- erpBridge (2).jpg
- erpBridge (3).jpg
- 20260810_082457.jpg
- 20260810_141206.jpg
- 20260810_141159.jpg
- 20260810_141118.jpg

the city of Charles Town, WV

# FY 2027 P&R

| REVENUES | CURRENT BUDGET | JULY 2026 | FY 2027 YEAR TO DATE | FY 2027 BUDGET BALANCE | FY 2027 % OVER/UNDER BUDGET | FINANCE NOTES |
|---|---|---|---|---|---|---|
| Carryover | 38,045 | | - | 38,045 | 0% | |
| 207-340-000 Pool Admission | 32,000 | 1,594 | 1,594 | 30,406 | 5% | |
| 207-340-010 Pool Concession Stand | 8,000 | 750 | 750 | 7,250 | 9% | |
| 207-340-020 Pool Rental | 4,000 | | - | 4,000 | 0% | |
| 207-340-030 Pool Passes | 3,500 | | - | 3,500 | 0% | |
| 207-340-040 Swimming Lessons | 5,000 | | - | 5,000 | 0% | |
| 207-340-070 Pavilion Rental | 3,000 | 300 | 300 | 2,700 | 10% | |
| 207-340-100 Park Donations | 6,000 | | - | 6,000 | 0% | |
| 207-340-120 Hotel/Motel | 87,500 | | - | 87,500 | 0% | |
| 207-340-140 Tennis CIP Donations | - | | - | - | | |
| 207-340-210 Junior Tennis | 850 | | - | 850 | 0% | |
| 207-340-220 Tennis Lessons | 7,500 | | - | 7,500 | 0% | |
| 207-340-520 Sale of Items | - | | - | - | | |
| 207-380-000 Interest on Investments | 2,000 | | - | 2,000 | 0% | |
| 207-369-000 Contributions from GF | 20,000 | | - | 20,000 | 0% | |
| 207-399-000 Misc. Rev.- CC Convenience Fees | | 35 | 35 | (35) | | |
| **TOTAL REVENUES** | **217,395** | **2,680** | **2,680** | **214,715** | **2%** | |

| EXPENSES | CURRENT BUDGET | JULY 2026 | FY 2027 YEAR TO DATE | FY 2027 BUDGET BALANCE | FY 2027 % OVER/UNDER BUDGET | FINANCE NOTES |
|---|---|---|---|---|---|---|
| 207-900-103 Salaries | 91,825 | 3,633 | 3,633 | 88,192 | 4% | Pool - 15 Part-time employees @ $71,000<br>Tennis - 6 Part-time employees @ $12,000<br>Bonuses for Pool Staff and Concessions $3325 |
| 207-900-104 FICA Tax Expense | 7,600 | 278 | 278 | 7,322 | 4% | FICA @ 7.65% of Salary |
| 207-900-108 Overtime | 3,000 | | - | 3,000 | 0% | |
| 207-900-211 Telephone | 1,000 | | - | 1,000 | 0% | Jefferson Memorial Pool Phone Line ($80 a month) |
| 207-900-213 Utilities | 16,200 | 503 | 503 | 15,697 | 3% | Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $7,000<br>Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $8,000<br>Internet - $1200 |
| 207-900-215 Buildings and Grounds | 12,000 | | - | 12,000 | 0% | Grass/Weed killer, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies). |
| 207-900-216 Pool supplies and equipment | 7,500 | | - | 7,500 | 0% | Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts. |
| 207-900-220 Advertising/Legal Pub | 500 | | - | 500 | 0% | Publishing fees |
| 207-900-221 Training | 3,000 | | - | 3,000 | 0% | Pool Operation Certifications, Lifeguard Certifications (10 @ $200), Food Handler's Card (10 @ @15) |
| 207-900-222 Dues | 120 | | - | 120 | 0% | NRPA Membership |
| 207-900-226 Insurance & Bonds | - | | - | - | | Commercial Property, Umbrella Liability, Automobile, Worker's |
| 207-900-230 Contracted Services | 52,500 | 1,655 | 1,655 | 50,845 | 3% | Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $35,000;<br>Porta Potty Setup/Clean and Service - $7,000<br>Payroll Processing - $2500<br>Annual Pest Control Services - $500<br>JMP Trash Service - $6500 |
| 207-900-230 Community Foundation Landscaping - Contracted Services | 6,000 | | - | 6,000 | 0% | Landscaping at JMP per JB Smith Foundation Trust contribution. |
| 207-900-230 Bank Charges - CC Fees | | 55 | 55 | (55) | | |
| 207-900-236 Refunds | 500 | | - | 500 | 0% | |
| 207-900-237 Other Fees/Taxes | 300 | 299 | 299 | 1 | 100% | Pool permit fee Health Department |
| 207-900-341 Departmental Supplies | 8,000 | 8 | 8 | 7,992 | 0% | Floats and whistles, soccer, tennis, & volleyball nets, camera supplies, story trail supplies, dog waste bags |
| 207-900-341 Junior Tennis Supplies | 850 | | - | 850 | 0% | Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls |
| 207-900-342 Concession Stand Supplies | 4,000 | 963 | 963 | 3,037 | 24% | |
| 207-900-345 Uniforms | 2,500 | | - | 2,500 | 0% | Life guard bathing suits |
| 207-900-359 Capital Outlay | - | | - | - | | |
| 207-699-568 Contingencies | - | | - | - | | |
| **TOTAL EXPENSES** | **217,395** | **7,394** | **7,394** | **210,001** | **3%** | |
| **REVENUES OVER EXPENSES** | **-** | **(4,714)** | **(4,714)** | | | |

# SHELIA CLIFFORD TRUST CAPITAL PROJECT

| REVENUES | CURRENT BUDGET | JULY 2026 | FY 2027 YEAR TO DATE | FY 2027 BUDGET BALANCE | FY 2027 % OVER/UNDER BUDGET | FINANCE NOTES |
|---|---|---|---|---|---|---|
| Carryover | 510,000 | | - | 510,000 | 0% | Balance of portfolio at 2/28/26. |
| 207-340-216 Clifford Trust Restricted Donation | - | | - | - | | Additional donations received from the Clifford Trust. |
| 207-380-000 Interest on Investments | - | | - | - | | Interest earned on money market checking account. |
| 207-380-050 Dividends | 15,000 | 1,494 | 1,494 | 13,506 | 10% | Dividends received on investments. |
| 207-380-100 Gains/ Losses on Investments | - | | - | - | | Gains/Losses received on investments. |
| **TOTAL REVENUES** | **525,000** | **1,494** | **1,494** | **523,506** | **0%** | |
| **EXPENSES** | **CURRENT BUDGET** | **JULY 2026** | **YEAR TO DATE** | **BUDGET BALANCE** | **% BUDGET** | **FINANCE NOTES** |
| 207-900-223 Professional Services | 2,600 | 237 | 237 | 2,363 | 9% | Portfolio management fees. (Approximately $212.00 a month.) |
| 207-900-459 Clifford Trust Capital Expenditures | 522,400 | | - | 522,400 | - | with garden as specified in the Trust Agreement. |
| **TOTAL EXPENSES** | **525,000** | **237** | **237** | **524,763** | **0%** | |
| **REVENUES OVER EXPENSES** | **-** | **1,257** | **1,257** | | | |











**Board of Parks and Recreation**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/13/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1810: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland, Public Comment

Board will discuss any park updates and have a space for public comment.

**ATTACHMENTS:**