CITY OF CHARLES TOWN
BOARD OF PARKS AND RECREATION
AGENDA • FEBRUARY 12, 2026

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2026-1152:** Charles Town Parks and Recreation Meeting Report. - January 2026
Parks and Rec Report January 2026.pdf

3. UNFINISHED BUSINESS

: **2026-1153:** Jefferson Memorial Park Pool Contract Update

: **2026-1154:** Tennis Program - Summer/Fall 2026
TennisRevReport.docx
TennisSplitReport.docx

: **2026-1155:** Pool Staffing and Operations - Summer 2026
Pool_Operations_Summary_Report.docx
Pool Pricing Report.docx
Swim Lesson Fees.docx
Swim Lesson Proposal 2026.docx
JCPRC Swim Lesson Plans.pdf
Assistant Pool Manager Job Description 2026.docx
Job Description Concession Admissions Clerk 2026.docx
Lifeguard Position Description2026.docx
Pool Manager Job Description (Jan. 2026).docx
2026JobFlyerForPool.png

: **2026-1156:** Pickleball Court Contract
TopGunPickleballBlueRed.jpg
TopGunPickleballRedBlue.jpg

: **2026-1157:** Update on Maintenance Yard Study

4. NEW BUSINESS

: **2026-1158:** Parks Master Planning Discussion
Master Parks RFP.docx
Kimley-Horn Response to City of Charles Town Master Parks Plan Fee Proposal.pdf

: **2026-1159:** Managers' Report
IMG_20260211_142533.jpg
Draft Letter to Hosbys.docx
December 2025 P&R Financials.pdf

: **2026-1078:** Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

5. ADJOURNMENT

6. 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: 02/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1152: Charles Town Parks and Recreation Meeting Report. - January 2026

Board will approve the previous meeting's report.

ATTACHMENTS:

- Parks and Rec Report January 2026.pdf

City of Charles Town

Parks and Recreation Commission Report
January 2026

January 22, 2026 / 6:00 PM / City Hall

I. CALL TO ORDER:

Persons Present: Commissioners Present: Elizabeth Ricketts, Nick Zaglifa, Alden Roth, Mike Slover, Trudy Roth (6:10), Kevin Derr, Steven Galleher

Staff: Alissa Meeks, Gavin Bailey

Guest: Sam Rich (Thrasher)

II. APPROVAL OF MINUTES:

December 2025 - *Approved*- **Motion:** M. Slover; **2nd:** K. Derr - *Unanimous*
January Special Meeting - *Approved*- **Motion:** K. Derr; **2nd:** M. Slover - *Unanimous*

III. UNFINISHED BUSINESS

2026-1071: Willingham Knolls Border Fence

With a recommendation from Maintenance Director Jim Wysong, the board unanimously agreed to replace the parking lot buffer fences using funding from Buildings and Grounds budget line in the Parks and Recreation budget in the amount of $1,079.84. The Board requested that Mr. Bailey communicate with Mr. Wysong about scheduling the replacement.

Motion: *Approve the expenditure* to replace the fence with a split rail fence per staff recommendation and to allocate funds from the Buildings and Grounds budget line.
Motion: M. Slover; **2nd:** S. Galleher

2026-1072: Tennis Program Analysis and Discussion

The discussion also included agenda item *2026-1075: Tennis Program - Summer / Fall 2026*. The Commissioners discussed the background, public feedback, program format, costs, payment structure, statistics and county partnership surrounding the City's tennis programs. Public feedback included requests for evening sessions and private lessons. Mr. Bailey has been in discussions with staff at the County Parks and Recreation. The Board requested that staff enter conversations with Coach Jorge.

IV. NEW BUSINESS

2026-1073: Pickleball Court Contract

The Commissioners heard updates from staff regarding the pickleball court contract. The Contractor is looking for recommendations on the colors. The board requested a mock-up.

No Action.

2026-1074: Jefferson Memorial Park Pool Contract Update

This agenda item was handled first in the meeting. Staff and Sam Rich from Thasher provided a status update on the project and budget.

No Action.

2026-1075: Tennis Program - Summer / Fall 2026

The Commissioners discussed the upcoming tennis program ahead of advertising in the County guide with a print deadline in early March. A final decision on the Summer program will be made in February.

No Action

2026-1076: Pool Staffing and Operations - Summer 2026

The Commissioners discussed the needs for pool staffing and operations based on past statistics and anticipated needs with the new pool facility. Discussion included training opportunities for staff and lifeguards, concessions, usage by the Dolphins swimteam, pool entry fees/passes and rentals. The Board asked staff to research entry fees and staff salaries of other public pools in the area.

No Action.

2026-1077: Park Manager's Updates

Parks Manager, Gavin Bailey, provided an update on current projects and answered questions from board members. Topics included: Perry Fields right-of-way regarding future trail, CLEAN Parks initiative update, land donation request, Evitts Run Little Library, and Willingham Knolls Park trail and barbed wire fence removal.

No Action.

2026-1078: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment on Stake Park

Commissioners discussed playground equipment damage and lighting needs at Jefferson Memorial Park, mulching plans, the Tree Board pollinator garden grant (not awarded), dedication of the bridge at Happy Retreat in the Spring, and public comments received regarding the Skate Park.

No Action.

2026-1080: Review of State Code Chapter 8, Article 21 and City Ordinance Article 138

Documents were provided for information.

No Action.

2026-1081: Election of 2026 Officers: President, Vice President, Secretary - Article 138

Per City Ordinance, the commissioners nominated and elected officers for 2026 as follows:

Alden Roth, **President**
Kevin Derr, **Vice President**
Elizabeth Ricketts and Gavin Bailey (staff support), **Secretary**

2026-1082: Approval of Meeting Schedule

Commissioners approved a meeting schedule for 2026 with a regularly occurring monthly meeting planned for the 2nd Thursday of each month at 6PM at City Hall (unless otherwise decided and advertised).

Motion: *to accept meeting schedule* **Motion:** M. Slover; **2nd:** K. Derr - unanimous

V. ADJOURNMENT: 08:05 PM

VI. NEXT MEETING: Thursday, February 12th 6PM at City Hall.

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

Meeting: 02/12/26
Department: Board of Parks and Recreation
Category: Contract
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1153: Jefferson Memorial Park Pool Contract Update

Board will discuss any updates to the pool project. Updates for this period will be communicated by the park manager.

ATTACHMENTS:

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

Meeting: 02/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1154: Tennis Program - Summer/Fall 2026

Discussion and action on registration pricing and payment structure. Deadline for tennis programming is the end of February.

ATTACHMENTS:

- TennisRevReport.docx
- TennisSplitReport.docx

Tennis Splits

Tennis currently operates under two different monetary models. Both have advantages and disadvantages. Currently the split is as so:

70 City / 30 County – Summer

65 Coach / 20 City / 15 County – Spring and Fall

The major differences are in responsibility for costs. In the 70/30 split, the city is responsible for staff wages and materials. This helps Charles Town keep the larger programs operational since it has the payroll resources to hire a larger number of staff for the busy summer season. The 65/20/15 model used in the spring and fall allows for the city to be cash-positive (since tennis staff pay is a cut taken from the registration revenue) and gives the coach the ability to make more if registration booms. Downsides are limited scalability due to staffing and pay being the responsibility of the coach instead of the city.

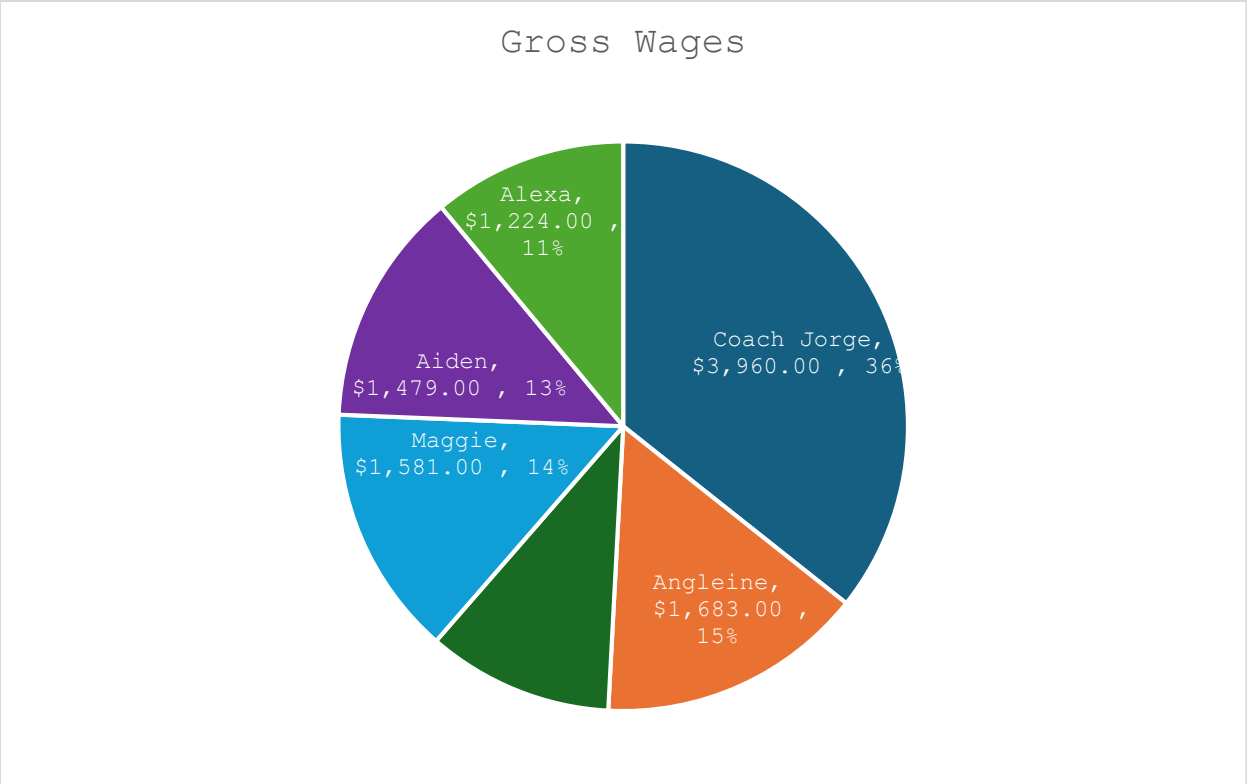
A more verbose explanation by Tommy at JCPR:

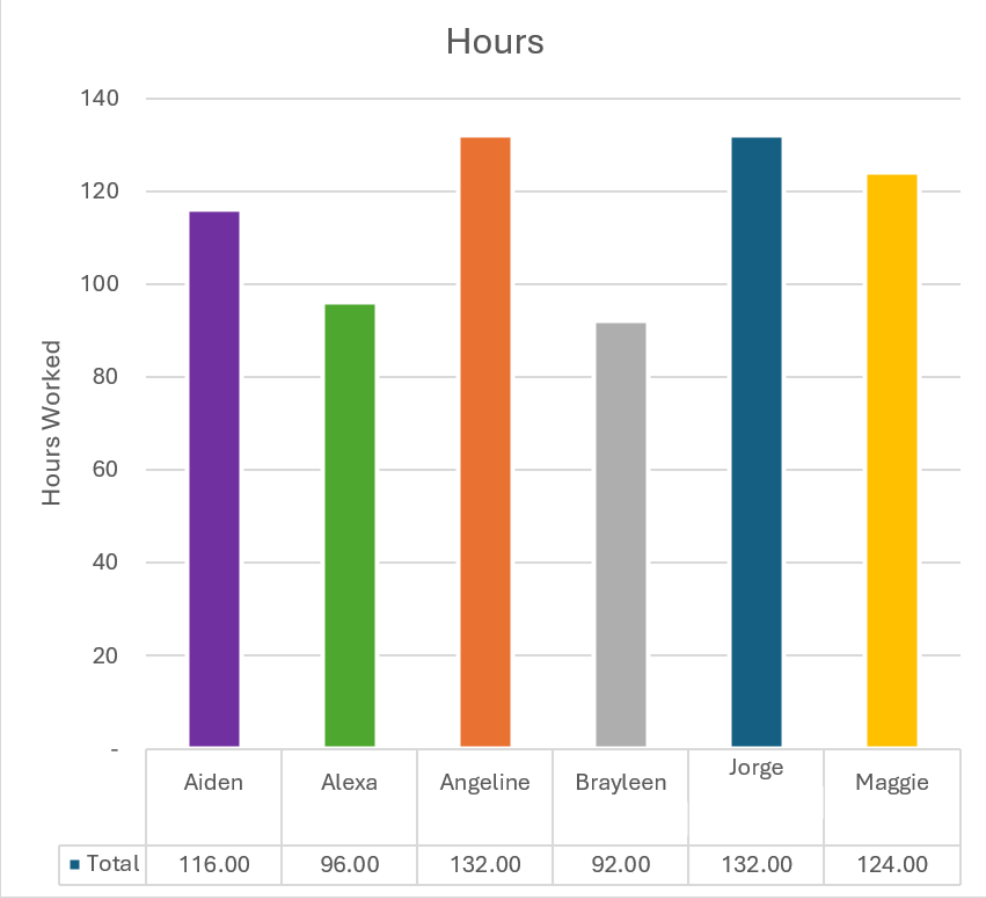
“For fee splits, in my first year here, we were still on a 50/50 split, but before my second summer working with the City for Tennis and Swim, we presented the idea of the City taking home a larger portion of the revenue which is why we switched to the 70/30 agreement. The 65/20/15 agreement came as we implemented tennis for the first time outside of the Summer season, working with the old City Manager, John Nissel. The idea behind that is that at a 70/30, the City is paying Jorge an hourly rate, and if registrations were low, there was the potential for the city to spend more than [the staff] were earning in part time staff salary. By switching to a 65/20/15, Jorge was paid out of the proceeds of the program, the City was guaranteed to be cash positive, and we recovered back just enough on our end to be slightly positive for our work. Jorge had the biggest upside in that agreement, as the more people who enrolled, the greater his take home would be, but in this agreement, he was responsible for paying any help he brought on, buying tennis balls, etc. The City no longer had to bear personnel or equipment costs, other than the lights being turned on the court, and although it was only 20% compared to 70%, there was no way to be cash negative after all is said and done.

Essentially, in the past, the City was guaranteed 70% but your overhead costs and the work to manage part time staff was all incurred by the City. In the new agreement, Jorge can take home more than what his hourly rate was, but he bears the burden of hiring staff and purchasing equipment instead of you. You essentially generate revenue as if it were a court rental without having to do any of the real boots-on-the-ground work."

Costs

Tennis' major cost is payroll. Accounting for $11,100 of the $11,622.37 that was reported for 2025.



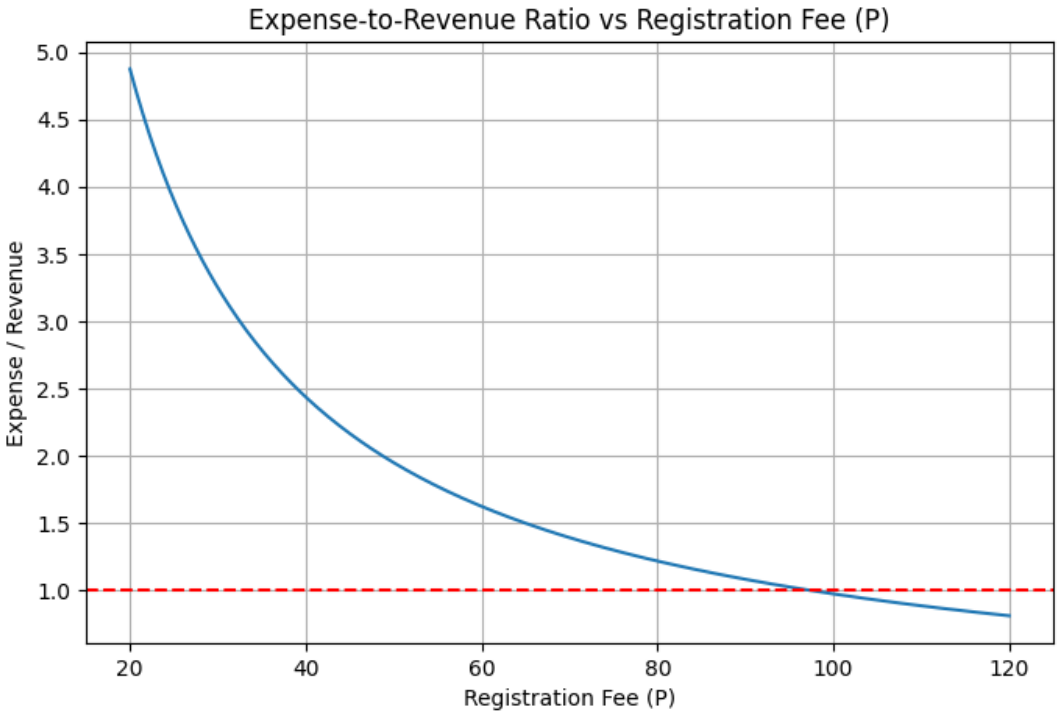


Revenue

Time	Total Revenue	CT Revenue	Expenses	Payroll expenses
Spring 2025	$ 5,440.00	$ 1,088.00	$ 372.59	
Summer 2025	$ 7,027.50	$ 4,884.25	$ 81.22	$ 11,100.00
Fall 2025	$ 3,780.00	$ 756.00	$ 68.56	
Totals	$ 16,247.50	$ 6,728.25	$ 522.37	$ 11,100.00
			Total Expenses	$ 11,622.37

Summer revenue was $7,027.50, and of that, Charles Town took 4,884.25 (70%.) Average given the 115 that registered during Summer was $61.10 with the city seeing $42.47 on average per person.

Summer Program – Expense-to-Revenue



For every dollar we receive (from the 70% split) we spend $2.29 for the tennis program. To theoretically break even, we would have to increase registration fees by $36.13 (just under 60%) to around $97.37. The graph shown above lists possible ratios of registration fee to expense given the expenses and registration numbers of summer 2025.

The formula is: $$Ratio = \frac{Expense}{Persons} * \frac{1}{(Registration\ Fee \times 70\%)}$$

Tennis Revenue Splits Overview

50/50 split: City 50% / JCPR 50%

70/30 split: City 70% / JCPR 30%

65/20/15 split: Jorge 65% / City 20% / JCPR 15%

Key highlights:

- Spring 2025 revenue:
    - 65/20/15 yields the highest amount for Jorge but reduces the City and JCPR portions.
- Summer 2025 revenue:
    - Higher overall revenues, but Jorge becomes cash-negative if he covers staff payroll under 65/20/15.
- Fall 2025 revenue:
    - Mirrors spring patterns, with 65/20/15 favoring Jorge but reducing City and JCPR shares.

Expenses vary significantly, particularly in the summer, where total costs exceed $11,000, creating Jorge's deficit under some models. Net yearly performance shows that:

- **50/50** benefits JCPR most.
- **70/30** benefits the City more than 50/50.
- **65/20/15** is the only split that produces a cash-positive result for all three groups given current cost structures, but effectively cuts Jorge's pay by 60% to around 11.98/hr.

Pricings in the area

(for reference we charge $70 for 8, 1.5hr lessons and $37.50 for 8, 50min lessons (+5-dollar non-res fee) which is **$8.75** and **$5.63/hr.** respectively. **We charge significantly less** than surrounding areas and programs

Stonebrook Club – **$18-80/hr** (depending on member status, instructor experience, and number of people attending)

Tuscarora Tennis Club - **$20/hr.** camp, **$24.50/hr**. Private Lessons

Clark County – Single private lesson - **$65/hr.**, 2 people, **$35/hr.**, 3+ person lesson - **$24/hr./pp**

Fredrick County MD - **$14.67/hr.**

Fredrick County VA – **$11.67-25/hr.** (depending on location)

Tennis splits		50/50 split			70/30 split			65/20/15 Split			
	Total	CT 50	JCPR 50	Jorge pay	CT 70	JCPR 30	Jorge pay	CT 20	JCPR 15	Jorge 65	
Rev. Spr. 2025	$ 5,440.00	$ 2,720.00	$ 2,720.00	$ 1,920.00	$ 3,808.00	$ 1,632.00	$ 1,920.00	$ 1,088.00	$ 816.00	$ 3,536.00	
Rev. Sum. 2025	$ 7,027.50	$ 3,513.75	$ 3,513.75	$ 3,960.00	$ 4,919.25	$ 2,108.25	$ 3,960.00	$ 1,405.50	$ 1,054.13	$ 4,567.88	
Rev. Fall 2025	$ 3,780.00	$ 1,890.00	$ 1,890.00	$ 1,920.00	$ 2,646.00	$ 1,134.00	$ 1,920.00	$ 756.00	$ 567.00	$ 2,457.00	
Exp. Spr. 2025		$ (2,292.59)			$ (2,292.59)					$ (372.59)	<- Jorge Pay taken out ($1920)
Exp. Sum. 2025		$ (11,181.22)			$(11,181.22)					$ (7,140.00)	<- Jorge Pay taken out ($3960)
Exp. Fall 2025		$ (1,988.56)			$ (1,988.56)					$ 68.56	<- Jorge Pay taken out ($1920)
Net Spr.		$ 427.41	$ 2,720.00	$ 1,920.00	$ 1,515.41	$ 1,632.00	$ 1,920.00	$ 1,088.00	$ 816.00	$ 3,163.41	
Net Summer		$ (7,667.47)	$ 3,513.75	$ 3,960.00	$ (6,261.97)	$ 2,108.25	$ 3,960.00	$ 1,405.50	$ 1,054.13	$ (2,572.13)	
Net Fall		$ (98.56)	$ 1,890.00	$ 1,920.00	$ 657.44	$ 1,134.00	$ 1,920.00	$ 756.00	$ 567.00	$ 2,525.56	
Net Year		$ (7,338.62)	$ 8,123.75	$ 7,800.00	$ (4,089.12)	$ 4,874.25	$ 7,800.00	$ 3,249.50	$ 2,437.13	$ 3,116.85	

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

Meeting: 02/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1155: Pool Staffing and Operations - Summer 2026

Discussion and possible action on wages for seasonal staff, operations and policies of new pool facility, rental agreements and rates for pool facility.

ATTACHMENTS:

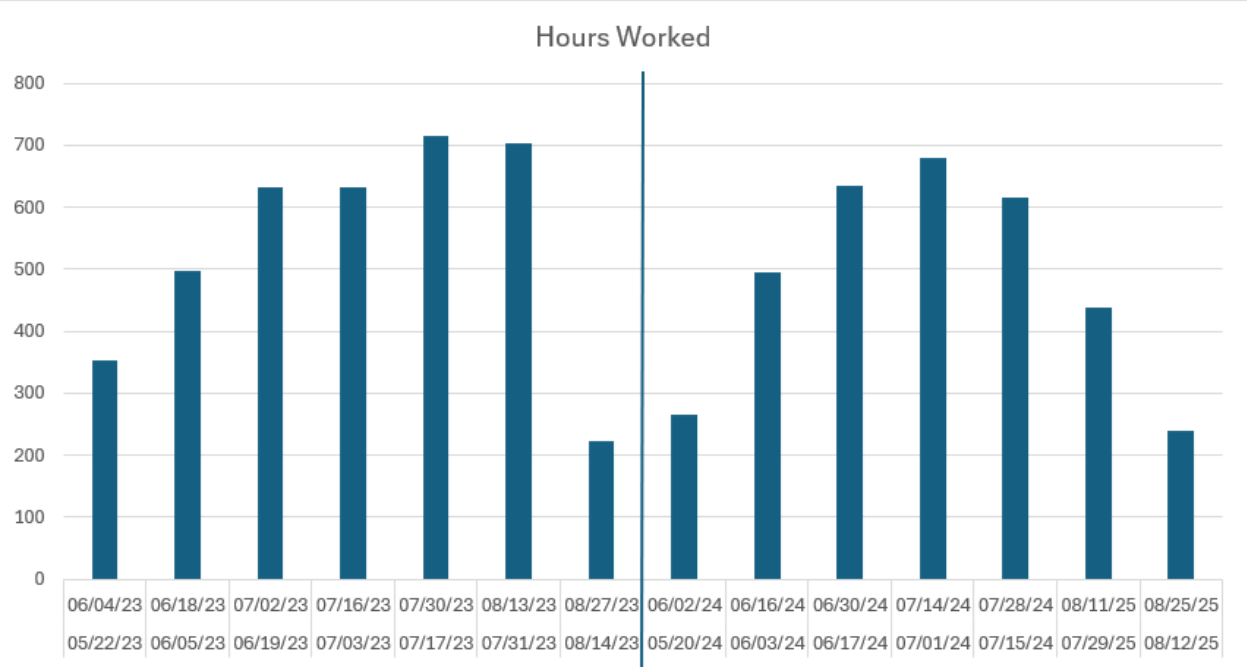
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- Lifeguard Position Description2026.docx
- Pool Manager Job Description (Jan. 2026).docx
- 2026JobFlyerForPool.png

Pool Operations Summary Report

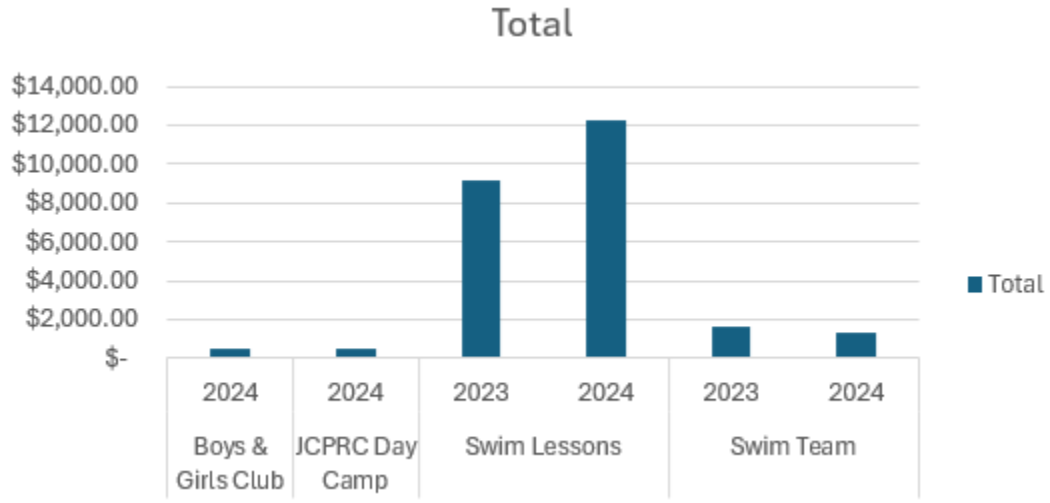
Overview

This report summarizes pool staff hours, usage, and income across multiple pay periods for the years 2023–2025. It includes total hours worked and program income.

Hours Worked



Program Income



Key Insights

- Peak Staffing & Hours: July 2024 had the highest average hours per person (52.23 hours).
- Program Revenue: Swim Lessons generated the most income, peaking at $12,274.50 in 2024.
- Staffing Trends: Staff numbers ranged from 10 to 20, with fewer staff in later periods but higher individual workloads.

1. Staffing

Brunswick Public Pool

- Does not hire staff directly. Pays local YMCA **~$120,000 per season**.

Clarke County Pools

- Staff pay ranges **$13–$20/hr**, depending on position and length of service.

Frederick County, VA

- Lifeguards: **$15/hr**
- Assistant Pool Managers: **$18/hr**
- Pool Managers: **$20/hr**
- **No separate swimming lesson pay rate.**

Shepherd University Wellness Center

- Lifeguards: **$11/hr**
- Front Desk Managers: **$13/hr**
- Swim Instructors: **$19/hr**
- **No separate swimming lesson pay rate.**

City of Frederick

- Staffing info **not provided**.

Berkeley County

- Staffing info **not provided**.

Jefferson Memorial Pool

- Lifeguards:
    - New: **$12.75/hr**
    - Returning: **$12.80/hr**
- Assistant Manager: **$13.25/hr**
- Pool Manager: **17/hr**
- 2024 staffing total: **9 Guards, 3 Assistant Managers, 1 Manager**

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2. Admissions Pricing

Brunswick

- Youth (12 & under): **$5**
- Teens/Seniors (13–17 / 60+): **$6**
- Adults: **$8**

Clarke County

- Ages 2 & under: **Free**
- Ages 3–5: **$3.50**
- Ages 6–15: **$4.50**
- Ages 16–54: **$5**
- Seniors & Military: **$3.50**

Frederick County, VA

- Weekdays: **$4**
- Weekends: **$5**

Shepherd University Wellness Center

- No admission fees listed (only memberships/lessons referenced).

City of Frederick

City Residents:

- Adults (16–54): **$5**
- Youth/Senior/ADA/Military: **$3**
- Ages 2 & under: **Free**

Non-Residents:

- Adults: **$6**
- Youth/Senior/ADA/Military: **$4**
- Ages 2 & under: **Free**

Berkeley County

- Admission: **$5 per person**

Jefferson Memorial Pool

- General: **$4**
- Senior: **$3**

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3. Season Passes

Brunswick

- Youth: **$85**
- Teens/Seniors: **$100**
- Adults: **$130**
- Two-Person: **$180**
- Household (up to 4): **$220** (+$45 per additional person)

Clarke County

- **None offered**.

Frederick County, VA

- Individual: **$60**
- Family of 5: **$300**
- Additional member: **$50**

City of Frederick

City Residents:

- Family: **$180**
- Single Family: **$120**
- Adult / ADA / Military Family / Senior Couple: **$90**
- Youth/Senior/ADA/Military: **$65**

Non-Residents:

- Family: **$360**
- Single Family: **$240**
- Adult / ADA / Military Family / Senior Couple: **$180**

- Youth/Senior/ADA/Military: **$130**

Punch Pass (punch card good for 12 visits):

- Adult: $40 (resident) / $48 (non-resident)
- Youth/Senior/ADA/Military: $24 (resident) / $32 (non-resident)

Shepherd University, Berkeley County

- No season pass information provided.

Jefferson Memorial

Waiting on figure

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4. Facility Rentals

Brunswick

- Does not rent to swim teams (credential issues).
- Private event pricing depends on attendance, residency, and number of guards.
- Non-Residents are charged another $50

In-Town Pricing:

- ≤25 ppl: **$300**
- 26–50 ppl: **$325**
- 51–99 ppl: **$350**

Out-of-Town Pricing:

- ≤25 ppl: **$350**
- 26–50 ppl: **$375**
- 51–99 ppl: **$400**

Clarke County

- Residents: **$200 for 2 hrs**
- Non-Residents: **$250 for 2 hrs**

Frederick County, VA

- Residents:
    - 2 hrs: **$309**
    - 4 hrs: **$541**
- Non-Residents:
    - 2 hrs: **$371**
    - 4 hrs: **$649**

City of Frederick

- No rental information provided.

Shepherd University, Berkeley County

- No facility rental information specified

Jefferson Memorial Pool

- $230 for 50ppl for 2hrs
- $260 for 50ppl for 2hrs

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5. Hours of Operation

Brunswick

- Season: Memorial Day → Labor Day
- Hours: **12 PM – 7 PM**
- Closes after dark (no lights)

Clarke County

- Mon–Fri: **9 AM – 6 PM**
- Sat–Sun: **12 PM – 6 PM**

Frederick County, VA

- Programming/Rentals: **7–11 AM**, **6–9 PM**
- Open Swim: **11 AM – 6 PM**

Shepherd University

- Mon–Fri: **6 AM – 7 PM**

- Weekends: **8 AM – 4 PM**

City of Frederick

Pre-Season (Memorial Day → last day of school):

- Mon–Fri: 4–7 PM
- Sat–Sun: 12:30–7 PM

Full Season:

- Mon–Fri: 11 AM – 8 PM
- Sat–Sun: 12:30–8 PM

Post-Season (Aug 20 → Labor Day):

- Sat: 11 AM – 7 PM
- Sun/Labor Day: 12:30–7 PM

Jefferson Memorial

Mon–Thurs:

- Private use (lessons/team): **9–11:50 AM**, **5–7:15 PM**
- Open Swim: **1–5 PM**

Friday:

- Open Swim: **1–10 PM**

Weekends:

- Open Swim: **10 AM – 6 PM**

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6. Private Lessons No Pools contacted or researched have contracts with private swimming coaches

Pool Revenue Type	*MAY-SEPT 2021 POOL*	*MAY-SEPT 2022 POOL*	*Total over 2 years*	*Percentage of Revenue*
POOL ADMISSION	$ 14,901.00	$ 18,148.20	$ 33,049.20	45.5%
POOL CONCESSION	$ 2,769.00	$ 3,022.73	$ 5,791.73	8.0%
POOL RENTAL	$ 3,792.40	$ 3,209.50	$ 7,001.90	9.6%
POOL PASSES	$ 3,154.00	$ 2,689.00	$ 5,843.00	8.0%
BOYS AND GIRLS CLUB	$ 500.00	$ 500.00	$ 1,000.00	1.4%
COUNTY SWIM LESSONS	$ 6,753.45	$ 13,210.80	$ 19,964.25	27.5%
TOTAL	***$ 31,869.85***	***$ 40,780.23***	***$ 72,650.08***	

Swimmers 2022	*Percentage of Swimmers*
4,537	75.9%
250	4.2%
250	4.2%
940	15.7%
5,977	

Swim Lesson Fees in and Near Jefferson County

- City of Charles Town and Jefferson County Parks & Recreation Commission (2024): $65 for 4, 30-minute lessons
    - $0.54/minute
- Shepherd University Wellness Center (2026): $96 for 8, 30-minute lessons
    - $0.40/minute
- City of Winchester (2026): $48 for 8, 30-minute lessons
    - $0.20/minute
- Frederick County, VA (2025): $45 for 4, 45-minute lessons
    - $0.25/minute
- Loudoun County, VA (2026): $45 for 4, 30-minute lessons
    - $0.38/minute
- Leesburg, VA (2026): $80 for 8, 30-minute lessons
    - $0.33/minute
- Frederick YMCA (2026): $105 for 7, 30-minute lessons
    - $0.50/minute
- Hagerstown YMCA (2026): $80 for 7, 30-minute lessons
    - $0.38/minute.54

Average without Charles Town & Jefferson County is: $0.37/minute

Recommend keeping prices the same or raising by as little as possible

Swim Lessons Summer 2026 (proposed)

(Compiled by Heather Chapelle, Recreation Coordinator with JCPRC)

Morning Class Times 2026

- 9:00-9:30am (Pufferfish & Sharks)
- 9:35-10:05am (Goldfish)
- 10:10-10:40am (Guppies 1)
- 10:45-11:15am (Guppies 2)
- 11:20-11:50am (Guppies 1)

Evening Class Times 2026

- 5:00-5:30pm (Guppies 1)
- 5:35-6:05pm (Guppies 2)
- 6:10-6:40pm (Goldfish)
- 6:45-7:15pm (Pufferfish & Sharks)

*Changes bring younger children to class earlier, so they can get home for early bedtimes.

Class Dates 2026 (Monday – Thursday, Fridays reserved for makeups)

- June 22 – 25 (morning)
- July 6 – 9 (evening)
- July 13 - 16 (morning)
- July 20 – 23 (evening)
- July 27 – August 31 (morning)
- Can add another session if staffing allows (need 2 weeks' notice to setup)

*Changes more equally distribute evening and morning lessons across the summer and start the summer in the evening, which could potentially be warmer, while ending in the morning (avoiding earlier loss of light). Adds one additional week of swim lessons.

Maximum enrollment and ages by class

- Guppies 1 – ages 3-5, max 8
- Guppies 2 – ages 3-5, max 8
- Goldfish – ages 6-14, max 14
- Pufferfish – ages 6-14, max 6
- Sharks – ages 6-14, max 6

Fees: $65/session but recommend no more than $75/session - see attached fee survey from surrounding areas.

Saturday Morning Only Lessons (6-week session)

- June 13 – August 1 (skip 6/20 and 7/4)
- Same morning schedule as weekday classes
- Same per minute fee as weekday classes

*One way to add some additional classes

Swim Lessons Summer 2024

Morning Class Times 2024

- 9:00-9:30am (Pufferfish & Sharks)
- 9:35-10:05am (Goldfish)
- 10:10-10:40am (Guppies 1)
- 10:45-11:15am (Guppies 2)
- 11:20-11:50am (Guppies 1)

Evening Class Times 2024

- 5:00-5:30pm (Pufferfish & Sharks)
- 5:35-6:05pm (Goldfish)
- 6:10-6:40pm (Guppies 1)
- 6:45-7:15pm (Guppies 2)

Class Dates 2024 (Monday – Thursday, Fridays reserved for makeups)

- June 17 - 20 (morning)
- June 24 – 27 (evening)
- July 8 – 11 (morning)
- July 15 - 18 (morning)
- July 22 – 25 (evening)
- July 29 – August 5 (evening)

Total enrolled 2024: 268

Total remaining on waitlists 2024: 129

Maximum enrollment and ages by class

- Guppies 1 – ages 3-5, max 8
- Guppies 2 – ages 3-5, max 8
- Goldfish – ages 6-14, max 14
- Pufferfish – ages 6-14, max 6
- Sharks – ages 6-14, max 6

Fees: $65/session

Swim Lesson Outlines and Checklists

This document provides swim lesson outlines and skill checklists designed to guide instruction and track progress. While specific games and activities are not included, instructors are encouraged to incorporate age-appropriate, engaging activities to motivate participants and reinforce skill development. Most students will repeat levels multiple times before mastering all skills; instructors should adjust pacing and expectations based on each swimmer's current ability level.

Guppies 1 – Four-Day Lesson Plan (Ages 3–5)

Focus on comfort, confidence, and early independent movement in the water.

Day 1 – Comfort & Introduction
Safety Topic: Always stay with your grown-up or teacher in the water.
Welcome & Water Entry
- Seated or hand-held entries; encourage independence.

Water Acclimation
- Pour water on arms/shoulders; gentle splashes.

Bubble Work
- Blow bubbles with mouth, then nose and mouth.

Kicking at the Wall
- Hands on the wall; small straight-leg kicks.

Supported Back Float
- Instructor supports head/back; calm breathing.

Wrap-Up

Day 2 – Simple Movements & Confidence
Safety Topic: Lifeguards are here to keep us safe.
Independent Entries
- Slide-ins with supervision.

Bubble Skills
- Bubbles while walking; dip chin/nose/face for toys.

Kicking with Kickboards
- Hold kickboard or instructor's hands; steady kicks.

Supported Front Glide
- Gentle push-offs, glide 3–5 feet.

Review Back Floats
- Light support; eyes up, tummy up.

Wrap-Up

Day 3 – Face in Water & Beginning Independence
Safety Topic: We walk in the pool—no running on the deck.
Warm-Up Entry & Walk
- Independent entry; warm-up walk and splash.

Bubble + Submersion Progression
- Moving bubbles; chin → nose → full face.

Kicking with Support
- Kickboard or noodle; short-distance kicking.

Front Glide with Light Support
- One-hand support or hold instructor's hands.

Back Float with Reduced Support

- Light one-hand support; “starfish” position.

Wrap-Up

Day 4 – Combining Skills & Building Independence

Safety Topic: If you need help, use your words or raise your hand.

Independent Entry Challenge

- Seated slide-in.

Bubbles + Face Under

- Bubble games; brief face dips to reach toys.

Kickboard Progression

- Kick between instructors or from instructor to standing area.

Front Glide with Minimal Support

- Push off wall; glide with a light touch.

Back Float & Recovery

- Float with light support; practice standing up safely.

Final Review & Celebration

Guppies 1 Skills Checklist – Ready for Next Level?

A child is ready to move up when they can consistently:

☐ Enter the water willingly and safely
☐ Blow bubbles comfortably
☐ Put their whole face in the water
☐ Kick with support (wall, kickboard, or instructor)
☐ Perform a supported front glide
☐ Perform a supported back float
☐ Show comfort moving through the water with minimal assistance
☐ Follow basic safety instructions in and around the pool

Guppies 2 – Four-Day Lesson Plan (Ages 3–5)

Focus: Early front-crawl skills, comfort underwater, floating on the back, gliding, and increasing independence.

Day 1 – Building Confidence & Underwater Comfort

Safety Topic: Stay close to the wall or your instructor.

Welcome & Water Entry

- Step or gentle jump into chest-deep water with assistance nearby.

Warm-Up Bobs

- Hold the wall; practice 3–5 bobs with full-face submersion.

Underwater Exploration

- Retrieve submerged toys; begin reaching slightly below the surface.

Back Float Introduction

- Supported back float (head, shoulders, or back supported); focus on relaxed body and ears in the water.

Kick Practice

- Kick on front with kickboard or instructor support.

Wrap-Up

Day 2 – Strengthening Bobs & Beginning Independence

Safety Topic: Lifeguards are here for our safety.

Independent Slide-In

- Practice sliding into chest-deep water independently with instructor nearby.

Bobbing Progression

- 5–7 bobs while holding the wall; steady rhythm and breathing.

Object Retrieval

- Pick up items from the bottom in chest-deep water with guidance.

Back Float Practice

- Longer back float with reduced support when ready; focus on staying calm and still.

Front Glide Introduction

- Gentle push off the wall into a short front glide with face in the water and instructor support.

Wrap-Up

Day 3 – Floating, Gliding & Early Front Crawl

Safety Topic: Always look before stepping or jumping into the pool.

Warm-Up Entry & Walk

- Slide-in entry; walk and splash to warm up.

Bobbing Toward Goal

- 5–10 bobs holding the wall.

Bottom Retrieval

- Retrieve toys from the bottom independently or with light support.

Back Float with Less Support

- Practice floating with minimal assistance; encourage self-correction.

Front Crawl Basics

- Kick with kickboard while practicing arm pulls; short distances.

Wrap-Up

Day 4 – Combining Skills & Building Independence

Safety Topic: Use your words if you feel tired or need help.

Independent Slide or Jump Entry

- Confident step-ins or small jumps into chest-deep water.

Bobbing Review

- Consistent 5–10 bobs with controlled breathing.

Underwater Retrieval Challenge

- Retrieve objects from the pool bottom in chest-deep water.

Front Glide Progression

- Push off → glide forward independently for short distances.

Front Crawl Sequence

- Kick + arms + face in the water for several body lengths, support as needed.

Final Review & Celebration

Guppies 2 Skills Checklist – Ready for Next Level?

A child is ready to move up when they can consistently:

☐ Step or jump independently into chest-deep water
☐ Bob 5–10 times while holding the wall
☐ Retrieve an item from the bottom in chest-deep water
☐ Perform a back float
☐ Push off the wall into a front glide
☐ Perform supported front-crawl arms and kicks
☐ Show increasing independence and comfort in the water
☐ Follow safety directions during the lesson

Goldfish – Four-Day Lesson Plan (Ages 6–17)

Focus on floating, beginning front crawl, and treading in shallow water.

Day 1 – Comfort & Water Familiarity

Safety Topic: Always enter and exit the water safely, feet first.

Welcome & Water Entry

- Step or jump into water independently; practice safe exits.

Water Acclimation

- Pour water on shoulders/arms; gentle splashes to get used to water.

Bubble Work

- Blow bubbles with mouth and nose; practice controlled breathing.

Bobbing Practice

- Hold the wall and bob 5–7 times with full-face submersion.

Front & Back Float Introduction

- Instructor supports head/back; practice relaxed body positions.

Wrap-Up

Day 2 – Building Independence & Breath Control

Safety Topic: Lifeguards and parents must be present for our safety.

Independent Entries & Exits

- Step-in, climb in or jump in safely; exit using the ladder or wall independently.

Bobbing Review

- Hold the wall; bob 5–10 times, counting aloud.

Object Retrieval

- Retrieve floating or sinking items from chest-deep water.

Front & Back Glide Practice

- Push off the wall and glide 3–5 body lengths with support if needed.

Front Crawl Introduction

- Kick and begin arm movements for 2–3 body lengths using kickboard or instructor guidance.

Wrap-Up

Day 3 – Strengthening Skills & Glides

Safety Topic: Walk on the deck; no running or horseplay.

Warm-Up Entry & Swim

- Step-in or jump-in; swim/walk in shallow water to warm up.

Bobbing & Breath Control

- Bobbing 5–10 times; focus on exhaling underwater.

Object Retrieval Challenge

- Retrieve items from the bottom in chest-deep water with minimal support.

Front & Back Float Practice

- Hold longer floats independently; maintain straight body.

Front Crawl Skills

- Kick and perform arm strokes for 3–5 body lengths; focus on face in water.

Wrap-Up

Day 4 – Combining Skills & Treading Introduction

Safety Topic: Use your words or raise your hand if you need help.

Independent Entry & Exit Challenge

- Step-in or jump-in and exit safely without assistance.

Bobbing & Object Retrieval

- Bob 10 times and retrieve items from chest-deep water.

Front & Back Glide Practice

- Glide from push-off for 5 body lengths.

Front Crawl Review

- Front crawl for 5 body lengths with correct face position and arm movement.

Treading Introduction

- Practice treading in chest-deep water for 20 seconds using arms and legs.

Final Review & Celebration

Goldfish Skills Checklist – Ready for Next Level?

A child is ready to move up when they can consistently:

☐ Enter and exit water independently and safely
☐ Blow bubbles comfortably
☐ Bob 10 times with full-body submersion
☐ Retrieve an item from the bottom in chest-deep water
☐ Perform front floats and glides
☐ Perform back floats and glides
☐ Swim front crawl for 5 body lengths
☐ Tread water for 20 seconds
☐ Demonstrate comfort and confidence in shallow water
☐ Follow safety instructions in and around the pool

Pufferfish – Four-Day Lesson Plan (Ages 6–17)

Focus on refining front crawl, learning additional strokes, and improving endurance in deep water.

Day 1 – Deep Water Comfort & Endurance

Safety Topic: Always enter and exit deep water safely, and stay where the instructor can see you.

Welcome & Water Entry

- Step or jump into deep water independently; practice safe exits.

Floating & Treading Review

- Float and tread for 30–45 seconds with instructor supervision.

Front Crawl Refresher

- Kick and stroke for short distances; focus on proper body position and breathing.

Introduction to Backstroke

- Practice arm movements and body position while holding the wall or using kickboard.

Wrap-Up

Day 2 – Building Stamina & Stroke Techniques

Safety Topic: Always be aware of other swimmers and maintain personal space.

Independent Entry & Exit

- Enter and exit deep water safely on their own.

Floating & Treading Practice

- Float and tread for 45–60 seconds; emphasize calm breathing.

Front Crawl Endurance

- Swim 15–20 yards focusing on rhythm, arm technique, and breathing.

Elementary Backstroke Introduction

- Kick and perform arm movements for 10–15 yards; maintain proper alignment.

Wrap-Up

Day 3 – Stroke Refinement & New Skills

Safety Topic: Walk on the deck; no running or rough play.

Warm-Up & Deep Water Entry

- Step-in or jump-in; swim a few body lengths to warm up.

Floating & Treading Review

- Float and tread for 60 seconds independently.

Front Crawl & Backstroke Practice

- Front crawl for 20–25 yards; backstroke for 15–20 yards.

Introduction to Butterfly and Breaststroke

- Demonstrate arm and leg movements; practice short distances with guidance.

Wrap-Up

Day 4 – Combining Skills & Stroke Endurance

Safety Topic: Use your words or raise your hand if you need help.

Independent Entry & Exit Challenge

- Enter and exit deep water safely without assistance.

Floating & Treading Test

- Float and tread for 60 seconds independently.

Front Crawl & Backstroke Review

- Front crawl for 25 yards; backstroke for 25 yards.

Begin Butterfly & Breaststroke Practice

- Short distances focusing on correct form and coordination.

Final Review & Celebration

Pufferfish Skills Checklist – Ready for Next Level?

A child is ready to move up when they can consistently:

☐ Float for 60 seconds in deep water
☐ Tread for 60 seconds in deep water
☐ Swim front crawl for 25 yards
☐ Swim elementary backstroke for 25 yards
☐ Demonstrate basic butterfly and breaststroke movements
☐ Enter and exit deep water independently and safely
☐ Demonstrate comfort and confidence swimming in deep water
☐ Follow safety instructions in and around the pool

Sharks – Four-Day Lesson Plan (Ages 6–17)

Focused on stroke development, confidence, strength-building, and basic lifeguard awareness skills.

Day 1 – Stroke Review & Water Comfort

Safety Topic: Always enter feet-first unless an instructor gives the okay to dive.

Warm-Up & Water Entry

- Practice safe entries; introduce shallow dive progressions from a seated or kneeling position.

Front Crawl Review

- Swim 25 yards; reinforce breathing pattern, body position, and steady kicking.

Backstroke Review

- Swim 25 yards focusing on straight arm recovery and body rotation.

Breaststroke Basics

- Introduce breaststroke kick and glide; practice 10–15 yards with support or short-distance drills.

Wrap-Up

Day 2 – Building Strength & Coordination

Safety Topic: Stay aware of lane boundaries and other swimmers.

Warm-Up Swim

- Short warm-up using a mix of strokes or kicking for 1–2 lengths.

Front Crawl & Backstroke Practice

- Gradually build toward 50 yards with a focus on controlled breathing and smooth arm movement.

Breaststroke Coordination

- Add arm movements to the kick; practice for 15–20 yards with instructor feedback.

Shallow Dive Practice

- Progress from kneeling or sitting dives to crouched dives if safe and ready.

Wrap-Up

Day 3 – Stroke Development & Basic Rescues

Safety Topic: No extended breath-holding or underwater swimming.

Warm-Up

- Kicking on front and back; swim one length easy pace.

Front Crawl Development

- Swim 25 yards focusing on longer strokes and better timing.

Backstroke Development

- Swim 25 yards with emphasis on body rotation and steady kick.

Breaststroke Improvement

- Work on timing (kick–glide–pull); swim 25 yards as able.

Wrap-Up

Day 4 – Skill Integration & Confidence Building

Safety Topic: Speak up if you feel tired, uncomfortable, or need help.

Warm-Up

- Easy swim focusing on relaxation and proper breathing.

Stroke Review

- Front crawl, backstroke, and breaststroke for 25–50 yards each, depending on swimmer stamina.

Shallow Dive & Streamline Practice

- Practice safe entries, streamlined glides, and smooth breakouts.

Final Review & Celebration

Sharks Skills Checklist – Ready for Next Level?

A swimmer is ready to move up when they can consistently:

☐ Perform a safe shallow dive from a seated, kneeling, or crouched start
☐ Swim front crawl for 50 yards with steady breathing and body control
☐ Swim backstroke for 50 yards with proper arm recovery and rotation
☐ Swim breaststroke for 50 yards with basic timing (kick–glide–pull)
☐ Perform reaching and throwing assists safely
☐ Demonstrate safe behavior, awareness, and confidence in deeper water

CITY OF
CHARLES TOWN
Job Description

Job Title: Assistant Pool Manager (Seasonal)

Position Summary: This person works as a team member of the Parks & Recreation Department in performance of the daily duties of operating and maintaining the swimming pool facility at Jefferson Memorial Park with guidance and oversight from the Pool Manager. This person will be charged with the critical life & safety preservation duties associated with lifeguarding. This is a seasonal position that will start in May of 2026 and end in October of 2026.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Requirements: Must have Lifeguard/First Aid and CPR/AED certification.

Reports Directly to: The Pool Manager

Corporate / Organization duties include:

- serve as the face of the City of Charles Town Parks and Recreation Commission by presenting a positive, professional image at all times
- coordinate daily with the management team to ensure all responsibilities are met and tasks are completed
- handle rentals of all pavilions, the pool and other facilities
- handle camp and swim lesson registrations
- know, understand, and participate in the Emergency Action Plan
- communicate clearly and professionally with patrons
- address patron concerns
- maintain records (admissions, registrations, rentals, season passes)
- answer the phone and relay messages

Supervisory duties include:

- supervise lifeguards to include:
    - completion of timecards
    - task assignments
    - appropriate surveillance and supervision of patrons
- provide regular in-service training for staff
- provide regular breaks for lifeguards
- know, understand, and consistently enforce all JMP Pool policies, rules, and regulations

Maintenance duties include:

- assist with seasonal opening and closing of the pool
- pool and pump room maintenance, including:
    - backwash filters (daily)
    - vacuum (2 to 3 times a week)
    - empty skimmers (daily)
    - manually skim (daily)
    - scrub water line (2 to 3 times a week)
    - sweep deck (daily)
    - hose deck (daily)
    - empty trash (daily)
    - mow grass (as needed)
- maintain proper chemical levels by testing, recording and adjusting levels three times a day
- maintain concession inventory
- sell concessions
- accept admission fees and help patrons complete the sign-in log
- handle daily rentals
- deposit admission and concession money daily
- maintain cleanliness of office and bathrooms, including
    - sweep pool house daily
    - clean toilets, urinals, and sinks daily
    - remove trash from the pool house daily
    - hose out bathrooms daily
    - disinfect all handles, knobs, and counters daily
    - keep soap and toilet paper available
    - mop pool house and bathrooms weekly or as needed

CITY OF
CHARLES TOWN
Job Description

Job Title: Pool Concession/Admissions Clerk (Seasonal)

Position Summary: This person works as a team member of the Parks & Recreation Department in performance of the daily duties of operating and maintaining the swimming pool facility at Jefferson Memorial Park with guidance and oversight from the Pool Manager. This person will be charged with facilitating admission to the pool and sales of concessions to pool and park patrons. This is a seasonal position that will start in May of 2026 and end in October of 2026.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Requirements: Current CPR/AED certification preferred but not required

Reports Directly to: Pool Manager and/or Assistant Pool Manager

Admissions and Concession Duties include:

- Facilitating the purchase of daily admissions and season passes
- Selling concessions and light food preparation (operation of microwave and soft-serve ice cream machine)
- Tallying up totals and dispensing appropriate change for purchases
- Operating a point of sale (POS) system to keep track of sales
- Making sure concession area is up to cleaning standards
- Answering phone calls

Corporate / Organization Duties include:

- Know, comprehend, and participate in the Emergency Action Plan
- See all emergencies and incidents through to their end, including paperwork
- Look for and report all potential safety hazards
- Participate in in-service training
- Prepare pavilions for rentals

Maintenance Duties include:

- Assist with seasonal opening and closing of the pool
- Maintain pool and deck cleanliness to include:
    - vacuum (2 to 3 times a week)
    - empty skimmers (daily)
    - manually skim (daily)
    - scrub water line (2 to 3 times a week)
    - sweep deck (daily)
    - hose deck (daily)
    - empty trash (daily)
    - mow grass (as needed)
- Maintain cleanliness of office and bathrooms, including
    - sweep pool house daily
    - clean toilets, urinals, and sinks daily
    - remove trash from the pool house daily
    - hose out bathrooms daily
    - disinfect all handles, knobs, and counters daily
    - keep soap and toilet paper available
    - mop pool house and bathrooms weekly or as needed

This job description reflects management's assignment of essential functions; nothing herein restrictsmanagement's right to assign or reassign duties and responsibilities to this job at any time.

CITY OF CHARLES TOWN

Job Description

Job Title: Lifeguard (Seasonal)

Position Summary: This person works as a team member of the Parks & Recreation Department in performance of the daily duties of operating and maintaining the swimming pool facility at Jefferson Memorial Park with guidance and oversight from the Pool Manager. This person will be charged with the critical life & safety preservation duties associated with lifeguarding. This is a seasonal position that will start in May of 2026 and end in October of 2026.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Requirements: Must have current CPR/AED certification and Lifeguard/First Aid certification.
A high levelof awareness and performance under pressure is required.

Reports Directly to: Pool Manager and/or Assistant Pool Manager

Corporate / Organization Duties include:

- Keep all certifications current and on file with the Pool Manager
- Know, comprehend, and participate in the Emergency Action Plan
- See all emergencies and incidents through to their end, including paperwork
- Look for and report all potential safety hazards
- Participate in in-service training
- Prepare pavilions for rentals

Safety/Surveillance/Lifeguard Duties include:

- Know, comprehend, and consistently enforce all JMP Pool policies, rules, and regulations
- Provide appropriate patron surveillance, always focusing on safety
- Participate in assigned lifeguard rotations
- Recognize and respond appropriately to all emergencies
- Review materials prior to teaching swim lessons

Maintenance Duties include:

- Assist with seasonal opening and closing of the pool
- Maintain pool and deck cleanliness to include:
    - vacuum (2 to 3 times a week)
    - empty skimmers (daily)
    - manually skim (daily)
    - scrub water line (2 to 3 times a week)
    - sweep deck (daily)
    - hose deck (daily)
    - empty trash (daily)
    - mow grass (as needed)
- Maintain cleanliness of office and bathrooms, including
    - sweep pool house daily
    - clean toilets, urinals, and sinks daily
    - remove trash from the pool house daily
    - hose out bathrooms daily
    - disinfect all handles, knobs, and counters daily
    - keep soap and toilet paper available
    - mop pool house and bathrooms weekly or as needed
- Assist in office with admissions, concessions, and phone coverage

This job description reflects management's assignment of essential functions; nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

CITY OF CHARLES TOWN
Job Description

Job Title: Pool Manager

Position Summary: This person works as a lead member of the Parks & Recreation Department in performance of the daily duties of managing, operating, and maintaining the swimming pool facility at Jefferson Memorial Park with guidance and oversight by the City of Charles Town Parks Administrator. This person will also be responsible for some management and coordination with other invested groups who utilize and operate authorized programs within the park system. This is a seasonal position.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Requirements:	Must have CPR/AED and lifeguard certification. CPO certification preferred. Position requires comprehensive knowledge of established lifeguard practices and protocols. This position further requires the ability to follow policies and procedures and to concentrate on tasks in the presence of distractions, articulate instructions to staff, and maintain excellent organizational, written, and oral communication skills.
Education:	High school diploma or GED preferred
Experience:	Two to three years of experience performing work related to aquatics facility operation and management of employees, or a similarly related field.
Reports Directly to:	City of Charles Town Parks and Recreation Manager (Parks Manager)

Corporate / Organization Duties:

- Serve as a representative of the City of Charles Town Parks and Recreation Commission in a professional manner.
- Notify the Parks Manager and Maintenance Supervisor promptly of any maintenance issues.
- Handle swim lesson registrations, group pool reservations (camps, Boys & Girls Club, private parties, etc.) and other facility reservations.
- Prepare facilities for rental needs (sweep, clear trash, etc.)
- Coordinate with the Dolphins Swim Team and the JMP Tennis program as directed by the Parks Manager.
- Establish and communicate Emergency Action Plan.
- Communicate clearly, professionally and regularly with patrons

Supervisory Duties:

- Supervise Assistant Pool Managers and Lifeguards in coordination and consultation with the Parks Manager to include:

    - hiring
    - confirming and recording certifications
    - training
    - scheduling
    - completion of timecards and payroll reports (includes collection and submission for all pool and Tennis Program staff).
    - documentation of all disciplinary issues involving both staff and patrons.
- Provide regular, rotational breaks and tasks for lifeguards, staff.
- Provide regular in-service training for staff.

Maintenance Duties:

- Seasonal opening of the pool, including equipment set-up and cleaning of the facility
- Pool and pump room maintenance, including:
    - backwash filters (daily)
    - vacuum (2 to 3 times a week)
    - empty skimmers (daily)
    - manual skim (daily)
    - scrub water line (2 to 3 times a week)
    - sweep deck (daily)
    - hose deck (daily)
    - empty trash (daily)
    - mow grass (as needed)
- Maintain proper chemical levels by testing, recording and adjusting levels three times a day
- Maintain pool maintenance reports for the Health Department
- Maintain rescue equipment and First Aid supplies
- Maintain concession inventory
- Concession sales
- Deposit admission and concession money daily
- Daily cleaning of pool, office, bathrooms, and deck
- Co-ordinate with the JMP Swim Team regarding hours, lock-up, and cleaning
- Seasonal closing of the pool, including storage, security, and cleaning

This job description is not an exhaustive or all-inclusive list of operational tasks required by the position; however, it reflects the broad overview of essential functions. Nothing herein restricts the Park Administrator's right to assign or reassign duties and responsibilities to this job at any time.

WANT THE COOLEST SUMMER JOB?

WORK AT THE JEFFERSON MEMORIAL PUBLIC POOL!



POOL MANAGER

LIFEGUARDS

CONCESSION AND ADMISSIONS ATTENDANTS

PLAN NOW TO HAVE YOUR SUMMER JOB COVERED AT OUR NEW FACILITY!

CITY OF CHARLES TOWN 1786

TRAINING REIMBURSEMENT AVAILABLE FOR LIFEGUARDS!
SCAN QR CODE FOR JOB INFO AND APPLICATIONS

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

Meeting: 02/12/26
Department: Board of Parks and Recreation
Category: Contract
Initiator:

SCHEDULED

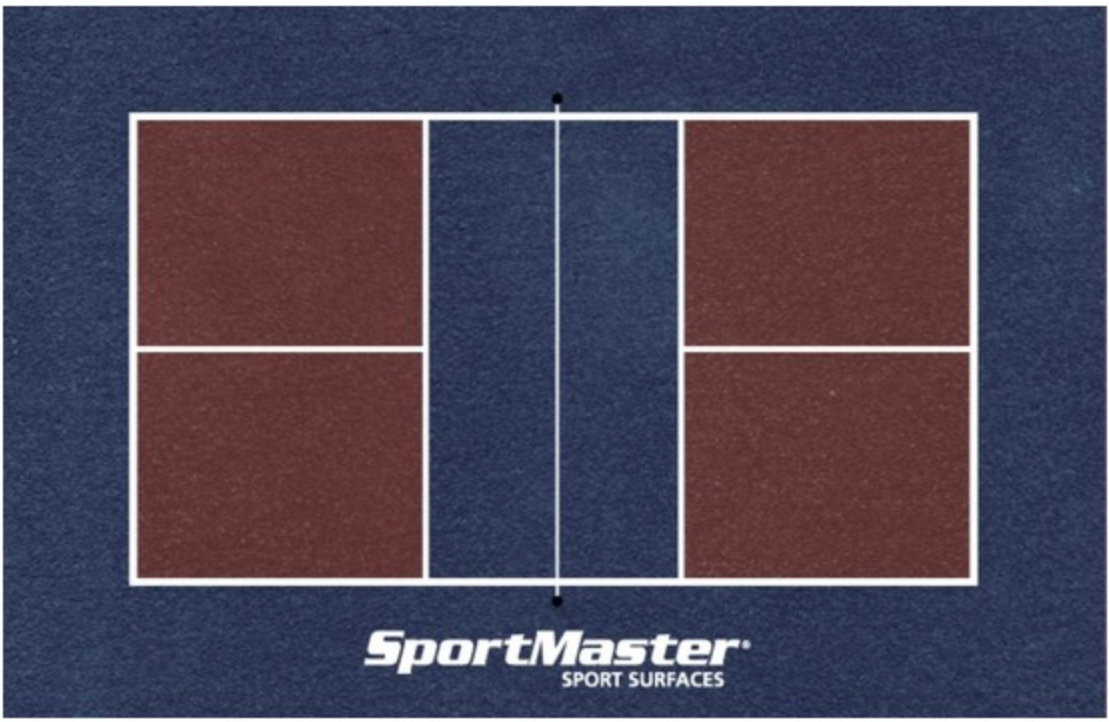
AGENDA ITEM (ID #)

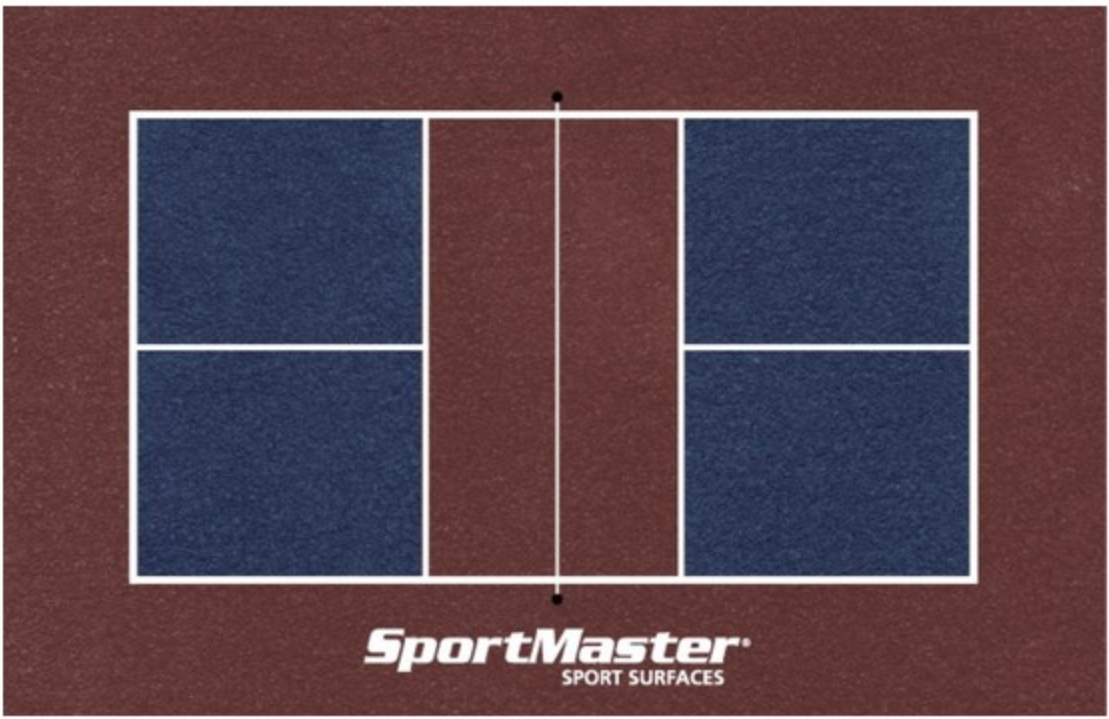
2026-1156: Pickleball Court Contract

The board has approved a contract for Top Gun Sealcoating LLC to construct a pair of pickleball courts. TopGun has provided mock-ups for the colors of the top coat.

ATTACHMENTS:

- TopGunPickleballBlueRed.jpg
- TopGunPickleballRedBlue.jpg


SportMaster
SPORT SURFACES


SportMaster
SPORT SURFACES

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

Meeting: 02/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1157: Update on Maintenance Yard Study

Cindy Rezmer and Jim Wysong will provide parks board with update on the maintenance yard study.

ATTACHMENTS:

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

Meeting: 02/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1158: Parks Master Planning Discussion

The board will discuss the possibility of having a new parks master plan.

ATTACHMENTS:

- Master Parks RFP.docx
- Kimley-Horn Response to City of Charles Town Master Parks Plan Fee Proposal.pdf

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. **March 10, 2023** LATE AND/OR UNSIGNED PROPOSALS WILL BE REJECTED	
SUBMIT RFP TO THIS ADDRESS	CHARLES TOWN BOARD OF PARKS & RECREATION 101 E. WASHINGTON STREET 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.

FEE PROPOSAL

City of Charles Town

Master Park Plan









PREPARED FOR: CITY OF CHARLES TOWN 1786

PREPARED BY: Kimley»Horn

March 2023

Master Park Plan

Task No.	Description	TASK TOTAL	Kimley-Horn								
			Labor Category	Project Manager	Architect/ Engineer I	Architect/ Engineer II	Architect/ Engineer III	Junior Architect/ Engineer I	Junior Architect/ Engineer II	Marketing/ Graphic Designer	Project Admin	KH LABOR Total
			Rate	$262.00	$212.00	$165.00	$144.00	$122.00	$109.00	$115.00	$96.00	
1	**Task 1 - Project Start Up**	**$9,108**		**6**	**4**	**4**	**18**	**14**	**0**	**0**	**18**	**$9108**
	Project Start Up	**$9,108**		**6**	**4**	**4**	**18**	**14**	**0**	**0**	**18**	**$9108**
1	Project Administration	**$5,082**		4	2	2	16	8				$5082
1.1	Project Kickoff Meeting	**$1,810**		2	2	2	2	2				$1810
	Meeting Notes and Action Items	**$488**						4				$488
	Invoicing, Accounting, and Finance	**$1,728**									18	$1,728
2	**Task 2 - Research and Inventory**	$17,192		**22**	**4**	**12**	**10**	**48**	**0**	**8**	**4**	**$17,192**
	Research and Inventory	**$17,192**		22	4	12	10	48	0	8	4	$17,192
2.1	Guiding Documents Data Review	**$2,058**		2		2	4	2			4	$2,058
2.2	Demographic Analysis	**$1,940**		2	2		2	2		4		$1,940
2.3	Parks and Facilities Evaluation and Inventory	**$7,450**		8		6		32		4		$7,450
2.4	Level of Service and Comparison Analysis	**$5,220**		8	2	4	4	12				$5,220
	QA/QC	**$524**		2								$524
3	**Task 3 - Public Involvement**	$22,822		**18**	**8**	**18**	**50**	**48**	**0**	**0**	**4**	**$22,822**
	Public Involvement	**$22,822**		18	8	18	50	48	0	0	4	$22,822
3.1	Virtual Stakeholder Interviews (6)	**$3,376**		4			6	12				$3,376
	Meeting notes and action items	**$864**					6					$864
3.2	Virtual focus groups (2)	**$3,088**		4			4	12				$3,088
	Meeting Notes and Action Items	**$576**					4					$576
3.3	Community Meeting	**$5,830**		4		6	6	24				$5,830
3.4	Statistically Valid Online Survey	**$2,038**		4		6						$2,038
3.5	Needs and Priorites Assesment	**$4,970**		2		6	24					$4,970
	QA/QC	**$2,080**			8						4	$2,080
4	**Preliminary Plan Development**	$30,722		**28**	**14**	**28**	**52**	**48**	**0**	**18**	**4**	**$30,722**
	Preliminary Plan Development	**$30,722**		**28**	**14**	**28**	**52**	**48**	**0**	**18**	**4**	**$30,722**
4.1	Virtual Vision and Implementation Workshop	**$5,544**		8		8	8	8				$5,544
	Meeting Notes and Action Items	**$532**					2	2				$532
4.2	Order of Magnitude Estimate of Probable Construction Cost	**$3,000**			6		12					$3,000
4.3	Strategic Plan	**$3,104**		4		4	8	2				$3,104
	Revisions based on City Comment	**$862**				2	2	2				$862
	Produce FINAL Strategic Plan	**$1,632**		2			6	2				$1,632
4.4	Draft Preliminary Plan Document	**$7,998**		8		8	8	8		18	4	$7,998
4.5	Public Open House	**$6,354**		6		6	6	24				$6,354
	QA/QC	**$1,696**			8							$1,696
5	**Task 5 - Final Concept Plan**	$28,470		**20**	**10**	**34**	**54**	**30**	**0**	**32**	**4**	**$28,470**
	Final Concept Plan	**$28,470**		**20**	**10**	**34**	**54**	**30**	**0**	**32**	**4**	**$28,470**
5.1	DRAFT Master Parks Plan Document	**$11,002**		8	2	12	24	8		18		$11,002
	Revisions based on City Comment	**$2,796**		2		4	8			4		$2,796
	FINAL Master Parks Plan Document	**$5,008**		2		8	12	8		4		$5,008
5.2	In Person presentations (2)	**$6,492**		8		8	8	12		4		$6,492
	Meeting Notes and Action Items	**$244**						2				$244
	Deliverable Package	**$1,232**				2	2			2	4	$1,232
	QA/QC	**$1,696**			8							$1,696
	Subtotal Labor	**$108,314**		94	40	96	184	188	0	58	34	$108,314
	Direct Expenses (mileage, printing, etc.)	**$10,722**										**$-**
	Estimated Expenses (Mileage, Tolls, travel expenses, Printed Documents, Public Meeting Materials, etc.)	**$10,722**										
	PROJECT TOTAL	**$119,036**										**$108,314**







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

Meeting: 02/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1159: Managers' Report

Parks Manager will update the board on management actions, and other happenings in the parks.

ATTACHMENTS:

- IMG_20260211_142533.jpg
- Draft Letter to Hosbys.docx
- December 2025 P&R Financials.pdf


The Spirit of Jefferson
& Farmer's Advocate
From Japan to Ranson, an Eagle Scout's vision comes to life
TROOPS
Harvey formally sworn in as U.S. Attorney
False-alarm shooting call believed to have stemmed from mental health episode
A free library in Evitts Run Park may be small, but it holds tons of knowledge
Two arrested in Berkeley Springs traffic stop leads to drug seizure at residence
ion forms new zoning district; text amendment
preservation catches ire from HLC and

Devin Hosby

Emily Hosby

[Address]

Charles Town, WV 25414

Dear Mr. Hosby and Ms. Hosby:

I am writing on behalf of the Charles Town Parks and Recreation Commission to respectfully request your consideration in donating or selling a parcel of land, identified as Parcel 125 on Map 1 in the Charles Town Corp district, which is adjacent to Evitt's Run Park. The City is currently working to revitalize and expand recreation opportunities in Evitt's Run, and obtaining this parcel—whether by donation or purchase—would significantly support those efforts. As our community continues to grow, the City is committed to expanding the park, enhancing recreational opportunities, supporting environmental conservation, and providing greater access for residents and visitors alike.

If you choose to donate the parcel, your contribution would help us create a lasting legacy, ensuring that Evitt's Run Park remains a vibrant space for families and outdoor recreation. Because Charles Town Parks and Recreation operates as a government organization, such a donation could be considered tax-deductible. We would also be pleased to publicly honor your generosity in a manner meaningful to you.

If you prefer to sell the parcel, the City would welcome the opportunity to discuss fair market value and any conditions or considerations you may wish to include. We are committed to a process that is reflective of the parcel's importance to both you and the community.

Please let us know if you are interested in exploring either option further. We would be happy to meet at your convenience to answer questions, discuss details, or provide any additional information you may need. Thank you for your consideration and for your support of Charles Town's parks and open spaces.

Sincerely,

Charles Town Parks and Recreation Commission

DRAFT

the city of Charles Town, WV

FY 2026 P&R

REVENUES	CURRENT BUDGET	DECEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	151,293		151,293	-	100%		FY 2025 carryover brought into FY 2026.
00 Pool Admission	20,400		-	20,400	0%		
01 Pool Concession Stand	3,000		16	2,984	1%		
02 Pool Rental	2,000		-	2,000	0%		
03 Pool Passes	3,000		-	3,000	0%		
04 Swimming Lessons	5,000		-	5,000	0%		
07 Pavilion Rental	4,000	100	1,400	2,600	35%		
10 Park Donations	-		2,500	(2,500)			
12 Hotel/Motel	100,000	8,643	38,092	61,908	38%		
14 Tennis CIP Donations	1,000		-	1,000	0%		
21 Junior Tennis	1,200		455	745	38%		
22 Tennis Lessons	7,500		5,640	1,860	75%		
38 Interest on Investments	750		1,041	(291)	139%		
39 Contributions from GF	20,000		20,000	-	100%		
52 Sale of Items	-		170	(170)			
TOTAL REVENUES	**319,143**	**8,743**	**220,607**	**98,706**	**131%**		

	EXPENSES	CURRENT BUDGET	DECEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
03	Salaries	62,000		11,100	50,900	18%	Pool - 15 Part-time employees @ $25,000 Tennis - 7 Part-time employees @ $6500	
04	FICA Tax Expense	5,000		849	4,151	17%	FICA @ 7.65% of Salary	
08	Overtime	1,000		-	1,000	0%		
11	Telephone	1,000		-	1,000	0%	Jefferson Memorial Pool Phone Line	
13	Utilities	12,000	455	1,902	10,098	16%	Charles Town Utility Board (Water) - Jeff Mem Park/Pool - $5,000 Potomac Edison (Electric) - Restroom Facilities, W. Liberty St., Jeff Mem Park/Pool - $5000	
15	Buildings and Grounds	12,000		425	11,575	4%	R&L Landscapes/Spring Cleanup ($2,500), Grass/Weed killer, Window Installation, Light bulbs, Grass seed, straw, Outdoor lights, drain pipe, Boards for Benches, Bathroom Repairs, Painting Supplies, and Kiddie Matt mulch (moved from Department Supplies).	
16	Pool supplies and equipment	5,000		-	5,000	0%	Halltown Pool & Spa - Chemicals/Filters/Pool Maintenance (#50 Tabs, Lube, Soda Splash, Filter Fresh, Algicide, Test Kits, Gaskets, Bolts.	
20	Advertising/Legal Pub	200		-	200	0%	Publishing fees	
21	Training	1,000		380	620	38%	CPR/First Aid training	Allowance for Park Manager Pool Operation Certification
26	Insurance & Bonds	4,000	764	5,795	(1,795)	145%	Commercial Property, Umbrella Liability, Automobile, Worker's	
30	Contracted Services	50,000	1,107	29,740	20,260	59%	Mowing (Evitts Run, Happy Retreat, Craig Hill, Willingham, Jeff Mem Park) - $26,000; Porta Potty Setup/Clean and Service - $2,000 Water Testing - Pool - $100 Payroll Processing - $700 Annual Pest Control Services - $300	
36	Refunds	300		100	200	33%		Allowance for refund of pavillion rental and registration fees.
37	Other Fees/Taxes	150		-	150	0%	Pool permit fee Health Department	
41	Departmental Supplies	13,150		4,890	8,260	37%	Trophies, T-shirts, Floats and whistles.	
41	Junior Tennis Supplies	850		465	385	55%	Jr. Tennis Girls and Boys Shirts and Jackets and tennis balls.	
42	Concession Stand Supplies	1,000		-	1,000	0%		
45	Uniforms	2,000		145	1,855	7%		Guard uniforms
59	Capital Outlay	114,000		-	114,000	0%		
99	Contingencies	34,493		-	34,493	0%		
TOTAL EXPENSES		**319,143**	**2,326**	**55,792**	**263,351**	**17%**		
REVENUES OVER EXPENSES		**-**	**6,418**	**164,815**				

SHELIA CLIFFORD TRUST CAPITAL PROJECT

REVENUES	CURRENT BUDGET	DECEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
Carryover	433,636		433,636	-	100%		FY 2025 Donations received carried into FY 2026
16 Clifford Trust Restricted Donation	28,000		27,947	53	100%		Additional donations received from the Clifford Trust.
38000 Interest on Investments	7,000		-	7,000	0%		Interest earned on money market checking account.
38005 Dividends	1,600		4,039	(2,439)	252%		Dividends received on investments.
38010 Gains/ Losses on Investments	35,000		34,884	116	100%		Gains/Losses received on investments.
TOTAL REVENUES	**505,236**	**-**	**500,506**	**4,730**	**99%**		

EXPENSES	CURRENT BUDGET	DECEMBER 2025	FY 2026 YEAR TO DATE	FY 2026 BUDGET BALANCE	FY 2026 % OVER/UNDER BUDGET	FINANCE NOTES	REVISION #1 NOTES
23 Professional Services	1,800		2,704	(904)	150%		Portfolio management fees.
59 Clifford Trust Capital Expenditures	503,436		-	503,436	-		Expenditures for dog watering pavillion station and heated bird baths with garden as specified in the Trust Agreement.
TOTAL EXPENSES	**505,236**	**-**	**2,704**	**502,532**	**1%**		
REVENUES OVER EXPENSES	**-**	**-**	**497,802**				

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

Meeting: 02/12/26
Department: Board of Parks and Recreation
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1078: Park Updates: Happy Retreat, Evitts Run Park, Willingham Knolls, Skate Park, Jefferson Memorial Park, Craighill Estates, Other Parkland. Public Comment

Open for discussion of any updates or concerns from board members about the city parks. Discussion and review of public comments.

ATTACHMENTS: