



Park & Recreation Department Monthly Report

May 2015

Jim Attanucci
Park & Recreation Director

Meetings

- Staff Meeting
- Playground/ Pat Hein – Playground, Community Build
- DCNR/Kathy Frankel/George/Bob
- Parks & Rec/George
- Jeff Ellis & Associates concerning swimming pool needs/George/Bruce
- Huddle/George concerning department needs
- John Slater/BBOA
- Rec Desk Webinar
- Firewater Restoration – Cleaning kitchen and appliances in Civic Center
- Pool Manager Meeting
- Park Attendants Meeting
- BPI

Permits & Facility Rentals

- Accepted new applications for facility rentals
- Processed and approved requests
- Updated field time for BAA and BSA
- Processed Deposits
- Updated field time for BAA and BSA
- Posted facility use on Boro Calendar
- Submitted use of facility request to BHS for use of the auditorium as a rain event location for the Concerts

Programming

- Monitored Jump Start Sports Program
- Continued to work on plans for Dek Hockey
- Implemented swimming pool pass system on Rec Desk
- Deposited income for Programs
- Paid instructors
- Created flyers and posters for the Concert Series
- Ordered banner for concert series
- Held first of three Concerts in the Park
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Playground

- Determined that June 15 is the latest date to order Playground equipment to keep Sept. 12, 2015 as the Community build date.
- The excavating of the playground area will be contracted out
- Exploring the possibility of adding lamp posts to playgroud area
- Borough received &75,000.00 CTIF Grant for playground
- BPI received \$18,000.00 grant from Snee Reinhart for playground
- Exploring the possibility of adding fencing, guard rails, hedges or a combination of the the above along the roadway besides the playground

Public Relations

- Continued communication with all contracted accounts.

Concert Series

- Held first of three Concerts on May 9,2015
- Purchased stage for concert series
- Received permit from school district to use the auditorium as a backup location for the Concert Series
- Created and distributed flyers for the Concerts
- Ordered Banner
- Ensured that the proper electrical requirements for the sound was available in stadium
- Received sponsor payment for the first concert in the amount of \$500.00
- Ensured that there was proper security available for concert
- Changed the time form 6:00-9:00 pm to 7:00-10:00pm for the second and third concert
- Agreed to terms with JT Toth of REFUGE for the second concert
- Contracted with Dominic Fusca of Rivertrail for the third concert

Concession Stand

- Completed the setup of the Concession Stand for the Concert and opening of the swimming pool including all necessary cleaning
- Consulted Allegheny County Health Department concerning their requirements
- Workers are recording all sales at the concession stand
- Recived ice cream freezers at no charge from Pittsburg Best Ice Cream
- Placed and received ice cream order
- Received pizza ovens, nacho cheese warner, pretzel display case, and nacho display at no charge fro Tri State Snacks
- With the assistance of Sue Toth had Sams Club account switched from Dawn Lane to Sue and myself
- With the assistance of Lou Garase set up petty cash fund for stand
- Interviewed, hired and trained workers
- Borrowed and returned equipment from BAA until borough equipment was purchased
- Accepted donation from BAA concession stand workers for concert
- Purchased all necessary product and supplies

- Discovered much of the equipment owned by the Dukes is in poor condition and or can not be used by the Borough
- Meet with Rick Gralish and agreed on what equipment the Borough would purchase and when the Dukes would start using the stand
- The Dukes have language they want inserted into the contract that I passed on to the Borough manager as I do not feel I have the authority to do that
- Set up ticket booth as an additional concession stand selling pre package products and pool supplies such as swim diapers, beach balls, noodles, and goggles
- Ordered and received signs for the concession stand
- Created menu for both location
- Purchased and picked up hot dog roller grill

Civic Center

- Received quotes from Firewater restoration to clean and sanitize the kitchen and appliances in the Civic Center
- Pricing tables and chairs
- Showed Civic Center to potential users

Park

- Additional fence was installed on fields 1 and 2
- Gate still needs installed
- Infield mix needs spread