



Park & Recreation Department Monthly Report

June 2015

Jim Attanucci
Park & Recreation Director

June 5– June 11

Meetings

- Staff Meeting
- Park and Recreation Meeting
- Playground/Pete Jeffry's, George, Vitale

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Processed and approved or denied requests for permits and facilities
- Processed deposits
- Took necessary steps to assure Civic Center was ready for rentals

Programming

- Entered additions on Jump Start Sports on Rec Desk
- Little Penguins Hockey started
- Canceled Introduction to Lacrosse due to insufficient registrations
- Coordinating an outdoor "in the park" P90X class
- Advertising swim lessons
- Looking into a tennis league for adults
- Working with Jump Start Sports for fall events
- Making copies for BBOA July 3 event

Concession Stand

- Ordered and received product
- Deposited Concession Stand Income
- Sent e-mail to Rick Gralish in an attempt to complete Concession Stand equipment purchase

Civic Center/Community Room

- Kitchen of Civic Center was cleaned and sanitized.
- Took necessary steps to order water filter for ice machine in Civic Center
- Scheduled installation of filter for Friday June 12, 2015
- Shopping for replacement tables for Civic Center
- Comparing round tables vs rectangular tables
- Assisted resident needs for additional tables to be placed at Civic Center for this weekend events

Concert Series

- Part II of the Concert series will feature Refuge. Brentwood native JT Toth is part of Refuge.
- Flyers and posters have been distributed to local businesses
- A 3'x24' banner is on display at Brownsville Rd and Park Dr. to advertise the Concert Series
- Banners, signs, posters, flyers, newspapers, social media are being used to promote Concert.

Park Lighting

- Working with Vitale to determine the number of lamp posts needed at playground to sufficiently light the area
- Activated lights on stadium field for Brentwood Soccer Area (BSA) event

Ball Fields

- Ball fields grass was cut and infields were groomed.
- Repairs to the infield on field 2 are needed
- Infield mix is in parking lot and needs spread on field 2
- Crushed stone has been placed in and around the dugout, backstop, and bleacher area on field 2

Swimming Pool

- Rec desk is working well for pool passes
- Advertising swim lessons
- Approved pool party requests
- Notified Jeff Ellis Management of the dates of the pool party and requested lifeguards
- Balanced income to registrations
- Deposited pool income
- Scheduled employees
- Monitored activities
- Approved employees pool passes
- Patrons are enjoying using "noodles" and beach balls at the pool
- Buoy rope for the deep water warning has been replaced

Park Conditions and Suggestions

- Porta John that is in handicap parking space needs removed.
- Sink hole at the storm sewer near the ball fields concession stand is being repaired
- Handicap parking lot below the playground area near field 1 is attracting people without handicap placards or plates to park there.
- Some are using the area as a drop off point for players and park visitors.
- There are drivers traveling too fast for this area.
- I have received many complaints from parents concerning this.

June 12– June 18

Meetings

- Pool Attendants
- BPI Meeting

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Processed and approved or denied requests for permits and facilities
- Processed deposits
- Took necessary steps to assure Civic Center was ready for rentals

Programming

- Entered additions on Jump Start Sports on Rec Desk
- Refunded payments for Introduction to Lacrosse due to low registration
- Continued advertising swim lessons
- Formulating tennis rules
- Working with Jump Start Sports for fall events
- Concert in the Park on June 13 was moved to BHS auditorium due to inclement weather
- Movies in the Park
 - June – Sandlot will be shown on Baseball Field 3
 - July – Sponge Bob Out of the Water will be shown at Swimming Pool

Playground Update

- Received updated quote from Pete Jeffry
- Waiting for green light from Allegheny County to order equipment
- Approaching deadline to order equipment to keep Community Build Date of September 12, 2015

Concession Stand

- Ordered and received product
- Deposited Concession Stand Income
- Agreed with Rick Galish of the Brentwood Dukes to move forward with concession stand equipment purchase
- Created equipment purchase list
- Large service window at times is difficult to roll up and down – reported to Public Works
- Notified Rick Galish of the Brentwood Dukes that coolers and some other equipment needs removed from stand

Civic Center/Community Room

- Removed Drapes from Civic Center to enhance appearance
- Water filter on ice machine being replaced
- Received additional keys from Public Works
- Showed room to potential renters

Concert Series

- Part II of the Concert series was held on Saturday June 13, 2015
- Concert was moved to BHS auditorium due to inclement weather and other factors
- Attendance was good and the performers were excellent
- Submitted invoice for payment to REFUGE
- Created flyers for Part III of the Concert Series featuring River Trail
- Distributing flyers

Park Lighting

- Adjusted times for lights on field 2

Ball Fields

- Ball fields grass was cut and infields were groomed.
- Repairs to the infield on field 2 are needed
- Infield mix is in parking lot and needs spread on field 2
- Gate was installed on field 2

Swimming Pool

- Advertising swim lessons
- Approved pool party requests
- Notified Jeff Ellis Management of the dates of the pool party and requested lifeguards
- Balanced income to registrations
- Deposited pool income
- Scheduled employees
- Monitored activities
- Mailed to free pool pass forms to all employees, emailed same to members of the VFD and EMS
- Approved employees pool passes

Park Conditions and Suggestions

- Handicap parking lot near pool and field 1 continues to create many complaints due to the speed vehicles are driving, the way cars are parking, and people using it as a drop off area
- Porta John that is in handicap parking space needs removed
- Dugouts on Field 4 need completed
- Catch basin problems near field 3 have been addressed
- Ticket booth flooded due to heavy rains
- Newly added crushed stone around field 2 washed away from heavy rains
- Concrete at rear entrance of Civic Center needs repaired

June 19– June 25

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Processed and approved requests for permits and facilities
- Processed deposits

Programming

- Entered additions on Jump Start Sports on Rec Desk
- Processed registrations, payments and refunds
- Advertising swim lessons
- Formulating tennis rules
- Working with Jump Start Sports for fall events
- Entered permit usage and rentals on Google Calendar
- Promoting Concert in the Park on July 10, 2015 through social media, local newspapers, church bulletins, and flyers.
- Movies in the Park
 - The showing of Sandlot scheduled for June 27, 2015 was postponed due to conflicts with other events. Considering July 5 as a reschedule date.
 - July – Sponge Bob Out of the Water will be shown at Swimming Pool
 - Attempting to schedule a football movie on the football field and a hockey movie on the dek hockey rink

Community Day 2016

- Recommending that Community Day 2016 be held on July 2

Playground Update

- The borough has requested approval from Allegheny County to submit purchase order to Jeffry Associates for the playground equipment
- We are at the deadline to order the playground equipment to keep the Community build date of September 12, 2015
- Looking at alternate dates that do not conflict with other community activities for the Community build
- Inviting the public to participate in the community build

Concession Stand

- Ordered picked up, and received product for concession stand
- Deposited Concession Stand Income
- Concession sales are going well.
- Menu includes: Hot Dogs, Hamburgers, Pizza, Pretzels, Funnell Cakes, a variety of ice cream, candy, and bag snacks. Soft drinks including diet soft drinks. Water with sports cap.
- Swimming pool items are a hit with the pool patrons, they include beach balls, noodles, and goggles.
- Notified Rick Gralish of the Brentwood Dukes that coolers and some other equipment needs removed from stand. Coolers have been removed however other equipment needs removed to provide working and storage space.

Civic Center/Community Room

- Civic Center will be open to the public when there is extreme heat and or inclement weather.
- Rectangular and round tables are being considered for the Civic Center.

Concert Series

- Part III of the Concert series will be Friday July 13, 2015
- River Trail will be featured
- Advertising includes social media, newspapers, church bulletins, banners, and flyers

Ball Fields

- Ball fields grass was cut and infields were groomed.
- Repairs to the infield on field 2 are needed
- Infield mix is in parking lot and needs spread on field 2
- Home plate needs replaced on field 3
- The Brentwood Athletic Association is hosting the South Hills Sunday League Playoffs

Swimming Pool

- Pool Passes
 - 88 – Family Passes
 - 27 Individual Adult
 - 49 Individual 17 & Under
 - 24 Senior Citizen
 - 55 Fee Exempt
- This totals 243 passes to date. There are also an additional 282 family members under the family passes that have been issued pool passes. This brings the grand total of residents entering the pool under the pool pass program to 525 people.
- Many adults and youth are taking advantage of the reduced daily admission.
- Advertising swim lessons
- Approved pool party requests
- Pool party was cancelled on June 20 due to inclement weather and I made arrangements for the party to take place at the Civic Center
- Notified Jeff Ellis Management of the dates of additional pool parties and requested lifeguards
- Balanced income to registrations
- Deposited pool income
- Scheduled employees
- Monitored activities
- Approved employees pool passes
- Working with Jeff Ellis Management for them to provide a shark sign for the swimming pool

Park Conditions and Suggestions

- Porta John that was in handicap parking space was removed
- Dugouts on Field 4 need completed
- Ticket booth continues to flood during heavy rains

June 26– July 2

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Processed and approved requests for permits and facilities
- Processed deposits

Programming

- Entered additions on Jump Start Sports on Rec Desk
- Processed registrations, payments and refunds
- Swim Lessons started Monday June 29, 2015
- Scheduled with Jump Start Sports for fall events
- Entered permit usage and rentals on Google Calendar
- Promoting Concert in the Park on July 10, 2015 through social media, local newspapers, church bulletins, and flyers.
- Contacted Baldwin Borough concerning Movies in Baldwin
- Advertising blood drive for Central Blood Bank

Playground Update

- The borough has requested approval from Allegheny County to submit purchase order to Jeffry Associates for the playground equipment
- Cost estimates are being made for excavation, conduit, and lamps for playground
- Looking at alternate dates that do not conflict with other community activities for the Community build
- Inviting the public to participate in the community build

Concession Stand

- Ordered picked up, and received product for concession stand
- Deposited Concession Stand Income
- Menu includes: Hot Dogs, Hamburgers, Pizza, Pretzels, Funnell Cakes, a variety of ice cream, candy, and bag snacks. Soft drinks including diet soft drinks. Water with sports cap.
- Sent Rick Galish of the Brentwood Dukes documents pertaining to concession equipment purchase from the Dukes and draft of the Dukes concession stand agreement. Requested his input on both.
- Purchased glow necklaces to sell on the 4th of July

Civic Center/Community Room

- Civic Center will be open to the public when there is extreme heat and or inclement weather.
- A hazardous condition concerning the floor vents was reported and public works is looking into repairs or replacements

Concert Series

- Part III of the Concert series will be Friday July 10, 2015
- River Trail will be featured
- Advertising includes social media, newspapers, church bulletins, banners, and flyer

Swimming Pool

- There was an incident at the pool on Friday June 26 and a women was transported by the EMS to a hospital for medical needs.
- Swim lessons are underway
- Approved pool party requests
- Notified Jeff Ellis Management of the dates of additional pool parties and requested lifeguards
- Balanced income to registrations
- Deposited pool income
- Scheduled employees
- Monitored activities
- Approved employees pool passes

Park Conditions and Suggestions

- There has been inquiries concerning the completion of the dugouts on Field 4

Field Permits

- The due date for fall field permits was July 1, 2015.
- Permit requests were submitted by the Brentwood Athletic Assoc., Brentwood Dukes, and Brentwood Travel Baseball Assoc.
- Permits will be issued in accordance with resolution 2015-17