



Park & Recreation Department Monthly Report

July 2015

Jim Attanucci
Park & Recreation Director

July 3 – July 9

Meetings

- Jump Start Sports – Coordinating Fall Programs
- Paige Umbel (Girl Scout) field request and assisting the girls scouts with contact information for the various sports group. The girl scouts would like to hold a sports awareness clinic in the park.
- Brentwood High School Athletic Director – Review the school districts facility needs for the fall season
- Parks & Recreation Meeting - George

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals for Civic Center, Community Room, Swimming Pool, Baseball and Football Fields.
- Processed and approved requests for permits for Civic Center, Community Room, and Pool
- Processed deposits
- Refunded Security Deposits

Programming

- Entered additions on Jump Start Sports on Rec Desk
- Coordinating Jump Start Sports Programs for Fall. Anticipated programs include dek hockey, basketball, volleyball, tennis, t-ball.
- The intentions are to have programs conducted in Brentwood and Baldwin Boroughs
- The dek hockey will now include the ages of 11,12,and 13.
- Developing a program with South Arts to bring art classes to Brentwood and Baldwin Borough
- Processed registrations, payments and refunds
- Swim Lessons continue with favorable feedback from patrons
- Entered permit usage and rentals on Google Calendar
- Continue to promote the concert scheduled for July 10, 2015
- Received sponsor payment of \$500.00 each for the second and third concer
- Advertising blood drive for Central Blood Bank

Concession Stand

- Ordered picked up, and received product for concession stand
- Ordered from Sams Club was picked up and delivered by Public Works
- Deposited Concession Stand Income
- Received phone call from the Brentwood Police Department at 1:00am notifying me that the window of the concession stand was open. Upon arriving at the park it was determined nothing was missing from the concession stand and everything was intact.
- Concession stand was opened for the fireworks display on the 4th and sales were at a brisk pace.

Civic Center/Community Room

- Continue to receive applications for rentals
- Continued to price tables and chairs to purchase

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
- Additional electrical outlets are being installed at the stadium for the concert

Swimming Pool

- Swim lessons continue to be offered. The feedback is very positive
- 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

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

July 10– July 16

Meetings

- Monthly Parks & Recreation Meeting
- Playground/ Pat Hein
- Mayor Troy and Borough Manager

Permits & Facility Rentals

- Reviewing applications for permits and facility rentals for Civic Center, Community Room, Swimming Pool, Baseball and Football Fields.
- Processed and approved requests for permits for Civic Center, Community Room, and Pool
- Processed deposits

Programming

- Entered additions on Jump Start Sports on Rec Desk
- Coordinating Jump Start Sports Programs with Baldwin Borough
- Movie Nights in Brentwood will be July 24 and August 15
- Movie Nights in Baldwin will be July 25 and August 14
- Sponge Bob – Sponge Out of Water will be shown first
- Movie License will be purchased from Criterion Pictures
- Processed registrations, payments
- Swim Lessons continue
- Entered permit usage and rentals on Google Calendar
- Blood drive for Central Blood Bank was held on July 10
- The third Concert of the year was held on July 10 with good results

- Requesting that July 2, 2016 be approved as Brentwood Community Day
- Working on new Pool Party Policy for 2016
- Paid Instructors
- Looking for instructors to do Yoga and or Sculpt & Tone Classes

Playground Update

- Purchase Order for Playground equipment has been prepared and submitted to Jeffrey Associates along with signed agreement.
- Borough will receive an additional \$4,500.00 discount for early down payment
- Community Build Date will remain September 12, 2015
- Coordinating teams to participate in build
- Bids are being prepared for site work
- Additional lighting will be added

Concession Stand

- Purchased and received product for concession stand
- Copied additional sales sheet to document orders
- Deposited Concession Stand Income
- Updated employees on procedures for concession stand
- Concession stand was opened for the concert on July 10th

Civic Center/Community Room

- Use of facilities and income is ahead of last year

Concert Series

- Looking at various bands for the 2016 Concert Series

Swimming Pool

- Swim lessons continue to be offered. The feedback is very positive
- 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
- Updated employees on pool procedures
- The weather has hindered attendance
- Wi Fi at the pool is down and attendants are manually checking in guests

Field Permits

- The due date for fall field permits was July 1, 2015.
- The Brentwood Athletic Assoc., Brentwood Dukes, and Brentwood Travel Baseball Assoc. all submitted requests by the July 1 due date.
- The Brentwood Soccer Association submitted a late incomplete request
- Once again all permits will be issued in accordance with the latest rules and regulations as passed by Brentwood Council
- At this time it is resolution 2015-17
- It was discussed at the Parks and Recreation Meeting that the Brentwood Soccer Association is not a non - profit organization

July 17 – July 23

Meetings

- Pool Personnel Meeting
- Playground/Pete Jeffry's, Vitale

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Processed and approved requests for permits and facilities
- Processed deposits
- Processed security deposit refunds
- Entered permit usage and rentals on Google Calendar

Programming

- Entered registrations for Jump Start Sports on Rec Desk
- Coordinating fall events
- Obtained movie license for Sponge Out of the Water
- Preparing to show Sponge Out of the Water
- Tested projection and sound equipment
- Advertising "Dive in Movie" through flyers and Twitter
- Attempting to bring kick ball league from Pittsburgh Sports League to Brentwood

Concession Stand

- Ordered and received product
- Shopped and picked up product
- Deposited Concession Stand Income

Civic Center/Community Room

- Accepted and approved applications for use of facilities

Park Lighting

- Working with Vitale to determine the number of lamp posts needed at playground to sufficiently light the area

Ball Fields

- Ball fields grass was cut and infields were groomed.
- Repairs to the infield on field 2 are underway

Swimming Pool

- Wi Fi is down and pool check ins are being down manually
- Pool passes are being processed by paper while Wi Fi is down
- Swim Lessons continue
- Balanced income to registrations
- Deposited pool income
- Scheduled employees
- Monitored activities
- Approved employees pool passes

Park Conditions and Suggestions

- Porta John near the handicap parking lot needs serviced more often.
- Damaged trees from wind storm have been trimmed and or removed

Playground Update

- Ordered playground equipment as approved by council
- Met with Pete Jeffry's concerning excavation and poured surface for playground
- Inviting the public to participate in the community build

Community Day 2016

- Recommended that Community Day 2016 be held on July 2

Field Permits

- The due date for fall field permits was July 1, 2015.
- Permit requests were submitted on time by the Brentwood Athletic Assoc., Brentwood Dukes, and Brentwood Travel Baseball Assoc.
- Additional requests were submitted by the school district and Brentwood Soccer
- Brentwood Soccer verbally pulled their requests to use the stadium field for the fall 2015 permit season.
- Soccer was asked to send e-mail stating the same
- User meeting is scheduled for Thursday July 24, 2015
- Permits will be issued in accordance with resolution 2015-17

July 24 – July 30

Meetings

- Field user meeting. In attendance were representatives from the High School, BAA, BTBA, Dukes, Soccer
- Rick Huffman

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Processed and approved requests for permits and facilities
- Processed deposits
- Processed security deposit refunds
- Entered permit usage and rentals on Google Calendar

Programming

- Coordinating fall events
- Jump Start Sports College Sports Day Program is in progress
- Attempting to schedule art classes
- Bean Bag Toss “Korn Hole” was purchased and is being used by the park patrons at the pool plaza area.

Concession Stand

- Ordered and received product
- Shopped and picked up product
- Deposited Concession Stand Income

Ball Fields

- Progress was made on the dugouts on field 4
- Improvements were made to the infield on field 2

Swimming Pool

- Wi Fi is down and pool check ins are being down manually
- Pool passes are being processed by paper while Wi Fi is down
- Baldwin pool is closed due to problems with the pool pump
- Brentwood Council approved Baldwin residents to use Brentwood Pool
- Balanced income to registrations
- Deposited pool income
- Scheduled employees
- Monitored activities
- Approved employees pool passes

Community Day 2016

- Council approved July 2, 2016 as Brentwood Community Team
- Formatting plans for Community Day

Field Permits

- The due date for fall field permits was July 1, 2015.
- Permit requests were submitted on time by the Brentwood Athletic Assoc., Brentwood Dukes, and Brentwood Travel Baseball Assoc.
- Additional requests were submitted by the school district and Brentwood Soccer
- Brentwood Soccer verbally pulled their requests to use the stadium field for the fall 2015 permit season and resubmitted at the user meeting
- Working towards a resolution with time conflicts with the School District and Dukes
- Permits will be issued in accordance with resolution 2015-17

Playground Update

- Building Community build teams for playground
- Meeting with participants of community build

BRENTWOOD BOROUGH

Pittsburgh, PA



Dive in Movie

A Dive in Movie was held at the Brentwood Pool on Friday July 24, 2015. Sponge Bob "Sponge Out Of Water" was shown. The weather was perfect for such an event and it was well attended by both adults and children. The comments were very favorable and many people are looking forward to the next movie. A movie night is planned for Saturday August 14 and the title will be announced and advertised upon the acquisition of the movie license.

The Sponge Bob movie was planned to be shown at the Baldwin pool the following night but was cancelled by Baldwin due to a scheduling conflict with a pool party.