



Park & Recreation Department Monthly Report

August 2015

Jim Attanucci
Park & Recreation Director



Park & Recreation Department Weekly Report

July 31 - August 1, 2015

**Jim Attanucci
Park & Recreation Director**

July 31 – August 1

Meetings

- Monthly Staff Meeting - Topics included the Community Build Playground and update to the current Programs
- Parks and Recreation Department meeting with Borough Manager. Reviewed previous months activities, discussed future needs, and established priorities
- Allegheny County Health Department
- BSA – Dave Sayre and Stephanie Richards. Discussed the needs of the Soccer Association mainly concerning field time. Presented tem information on their non-profit status
- Playground meeting with Pat Hein

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Coordinated times with the School District and Brentwood Dukes to maximize time for everyone
- New applications for 2015 included the Brentwood Band Parents
- Processed and approved requests for permits and facilities
- Processed deposits
- Entered permit usage and rentals on Google Calendar
- Developing proposed edits to the facility request form for Councils review

Programming

- Coordinating fall events
- Jump Start Sports will conduct basketball, t-ball, tennis, dek hockey for the 2015 fall program. Programs will be held in both Brentwood and Baldwin Borough
- In discussions with Simplicie Njoya former University of Pittsburgh basketball player from Fitness and Sports Training Edge to bring additional fitness programs to Brentwood and Baldwin. The classes include segments on speed and agility
- Coordinating art classes with South Arts
- Having conversations with Pittsburgh Urban Magnet Program (PUMP) to have their Pittsburgh Sports League rent Brentwood fields to conduct their kick ball program.

Concession Stand

- Inspection was done by Allegheny County Health Department with glowing results.
- Ordered and received product
- Shopped and picked up product
- Deposited Concession Stand Income
- Scheduled employees
- Received proposed edits from the Brentwood Dukes concerning their contracts

Swimming Pool

- Wi Fi continues to be down and pool check ins are being handled manually
- Pool passes are being processed by paper
- Baldwin residents very grateful that Brentwood Council opened the Brentwood Pool to Baldwin residents
- 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
- Many plans are being developed for Community Day

Field Permits

- Currently field permits for the fall 2015 season have been issued to the Brentwood School District, Brentwood Dukes, Brentwood Athletic Assoc., Brentwood Travel Baseball Association, and finalizing the approval of the Brentwood Soccer Association to receive filed permits

Playground Update

- Building Community build teams for playground. Currently they include PALS, BPI, PSEA(Brentwood teachers union) BAA, at least one team from the Community not representing another organization, Brentwood Boro
- Scheduling team leader meeting with Pete Jeffrey
- Creating budget for Community Build Day
- Funding from Brentwood Borough, Allegheny County CTIF Grant, BPI(partially through the Snee-Reinhardt Foundation)
- Build day donations from community businesses and organizations

Dive in Movie

A second dive in movie is planned for the Brentwood Pool on Saturday August 15, 2015 featuring The Penguins of Madagascar. The movie will start at dusk.



*Dive-In Movie at Brentwood Pool
Presented by
Brentwood Borough
Parks & Recreation Department
Saturday, August 15, 2015
Movie Begins at Dusk
Free Admission*

*Bring the whole family
Enjoy a beautiful summer night under the stars
Bring a blanket or a lawn chair and relax poolside or...
Bring your inner tube or floatie and
Watch our featured film from the cool clear water!*

- In addition to the movie the Concession Stand will be opened
- Free popcorn will be distributed while it lasts
- Other activities will include Korn Hole(bean bag toss)

Safety Concerns

Retrained employees on closing procedures of restrooms in the park. The updated procedure will include two workers, in addition to one checking and opening each stall the second worker will guard outside of the unlocked door until the first worker checks and locks door.



Park & Recreation Department Weekly Report

August 7 - August 13, 2015

**Jim Attanucci
Park & Recreation Director**

August 7 – August 13

Meetings

- Parks and Recreation Committee Meeting
- Field/Facility Permitting
- Update was given on the organizations that requested the field permits
- Update was given on field permit user meeting
- Report given on Civic Center and Community Room usage
- Report given on pool party's
- Report given on the application process for the use of the facilities including the need for follow the rules as voted on by Council
- Concession Stand
- Discussed portable fencing for grilling area
- Discussed Dukes Concession Stand Agreement
- Movies in the Park – Saturday August 15 featuring Penguins of Madagascar
- Community Day July 2, 2016
- Playground Update including Community Build Day scheduled for September 12, 2016
- Build Day team participants must be 18 years of age and sign waiver
- Discussed the possibility of designated smoking areas in the park
- Dek Hockey – Lil Penguins expanding program ages
- Walk through the Park is scheduled for August 18, 2015

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Finalized times with the School District and Brentwood Dukes to maximize time for everyone
- Processed and approved requests for permits and facilities
- Processed deposits
- Entered permit usage and rentals on Google Calendar
- Developing proposed edits to the facility request form for Councils review

Programming

- Continues to work with Jump Start Sports will conduct basketball, t-ball, tennis, dek hockey for the 2015 fall program. Programs will be held in both Brentwood and Baldwin Borough
- Scheduled meeting Simplece Njoya and Amber Cristiano for speed and agility classes
- Developing Happy Feet Soccer Program
- Continuation of Zumba classes
- Continuation of P90X Live classes

Concession Stand

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

Swimming Pool

- Wi Fi continues to be down and pool check ins are being handled manually
- Pool passes are being processed by paper
- Pool was down for a day to to clogged chlorine pipe
- Residents with Brentwood Pool Passes were admitted into the Baldwin Pool free of charge
- Balanced income to registrations
- Deposited pool income
- Scheduled employees
- Monitored activities

Field Permits

- Brentwood Soccer was issued field permits
- Brentwood Band Parents were issued permit for their Band Festival

Playground Update

- Building Community build teams for playground. Currently they include PALS, BPI, PSEA(Brentwood teachers union) Brentwood Athletic Assoc., Brentwood Soccer, Brentwood Soccer
- Food team will be lead by the BPI
- Developing Music team
- Scheduling team leader meeting with Pete Jeffrey

- Creating budget for Community Build Day
- Funding from Brentwood Borough, Allegheny County CTIF Grant, BPI(partially through the Snee-Reinhardt Foundation)
- Build day donations from community businesses and organizations
- Requested donation and loan of tools from Home Depot for build day

Dive in Movie

- A second dive in movie is planned for the Brentwood Pool on Saturday August 15, 2015 featuring The Penguins of Madagascar. The movie will start at dusk.
- In addition to the movie the Concession Stand will be opened.
- Free popcorn will be distributed
- Other activities will include Korn Hole(beanbag toss)



Park & Recreation Department Weekly Report

August 14 - August 20, 2015

**Jim Attanucci
Park & Recreation Director**

August 14 – August 20

Meetings

- Simplee Njoya and Amber Cristiano to discuss speed and agility classes and weight loss programs
- Shawna Shannon to discuss advertising for Zumba classes
- Park walk thru committee to identify areas of concern
- Met Councilman Dean Trent concerning keys for press box
- Members of the Brentwood Dukes concerning concession stand

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Processed and approved requests for permits and facilities
- Processed deposits
- Entered permit usage and rentals on Google Calendar
- Continue to develop proposed edits to the facility request form for Councils review
- Approved use of Facilities for Girl Scout Silver Awards

Programming

- Scheduled dek hockey for three age groups through Jump Start Sports
- Scheduled tennis for two age groups through Jump Start Sports
- Scheduled basketball for two age groups through Jump Start Sports
- Scheduled basketball and t-ball for the Baldwin Facilities
- Scheduled Happy Feet Story Time Soccer in Baldwin through Pittsburgh Indoor Sports League
- Dive in Movie took place on Saturday August 15, 2016 at the Brentwood Pool
- Offered to do Dive in Movies in Baldwin
- Adult dek hockey will be announced and advertised soon
- Discussing Art Classes with South Arts
- Will start speed and agility classes in September
- Will start weight loss program classes in September

Concession Stand

- Ordered and received product
- Shopped and picked up product
- Deposited Concession Stand Income
- Scheduled employees
- Purchased 3 stainless steel tables and 3 pizza ovens to satisfy the Borough's agreement with the Brentwood Dukes using the Concession Stand
- Withdrew Borough operations from the main concession stand to satisfy the Borough's concession stand agreement with the Brentwood Dukes
- Expanded concession operations in the ticket booth

Swimming Pool

- Deposited pool income
- Scheduled employees
- Monitored activities
- Approved pool party for the Brentwood Band Parents
- Approved pool party for Brentwood Soccer Association
- Approved pool party for Elroy PTA

Playground Update

- Community build teams for playground currently include PALS, BPI, Brentwood Education Association, Brentwood Athletic Assoc., Brentwood Soccer, Brentwood Dukes
- Food team will be led by the BPI
- Developing Music team
- Team leader meeting will take place Saturday August 22, 2015
- Acquiring tools from Public Works for Build Day
- Received donation from Home Depot for additional tools
- Demo and excavation has started at the site of the new playground

Dive in Movie

- A second dive in movie was shown at their Brentwood Pool on Saturday August 15, 2015 featuring The Penguins of Madagascar. The movie started at dusk and was enjoyed by many.
- Free popcorn was distributed
- Other activities included Korn Hole (beanbag toss).

Press Box & Scoreboard

- Obtained and copied user manuals for the scoreboard and placed in press box
- Purchased new computer to be used in conjunction with the scoreboard
- Scheduled scoreboard training through Nevco
- Invited Public Works, Brentwood School District, Brentwood Dukes, and Brentwood Soccer to attend scoreboard training

Park

- Sent second e-mail to the School District and Brentwood Dukes concerning the cross over mats
- Work on the dug outs has resumed and progress is being made



Park & Recreation Department Weekly Report

August 21 - August 26, 2015

Jim Attanucci
Park & Recreation Director

August 21 – August 26

Meetings

- Playground build day meeting was held with the team leaders of each team
- Scoreboard meeting and training with Nevco representative
- Meeting with Alyssa Degidio from Happy Feet and scheduled story time Soccer at the Baldwin Municipal Building
- Staff Meeting – Parks and Recreation topics were the Playground and 2016 Community Day
- Grand Opening for Playground will be Oct. 17, 2015

Permits & Facility Rentals

- Accepted new applications for permits and facility rentals
- Processed and approved requests for permits and facilities
- Processed deposits
- Entered permit usage and rentals on Google Calendar
- Continue to develop proposed edits to the facility request form for Councils review
- Approved additional field time for Brentwood High School

Programming

- Advertising programs we are doing through Jump Start Sports that include two age groups for basketball in Brentwood and Baldwin.
- Two ages for tennis in Brentwood
- Three ages for dek hockey in Brentwood
- T-Ball in Baldwin
- Story time soccer through Happy Feet will be in Baldwin
- Zumba by Shawna Shannon at the Brentwood Civic Center on Monday's and Wednesday's at 7:15 pm
- P90X classes by Tiffany Joyce at the Brentwood Civic Center Saturday's at 9:00am and Tuesday's at 8:00pm
- Currently working advertising plans for adult dek hockey in late September
- Currently working on advertising plans for speed and agility classes
- Currently working on advertising plans for weight loss programs

Concession Stand

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

Swimming Pool

- Deposited pool income
- Scheduled employees
- Monitored activities
- Pool party was held by the Brentwood Band Parents
- Pool party was held by Brentwood Soccer Association
- Pool party is scheduled for Elroy PTA
- Pool schedule has been modified for the duration of the season
- Council voted to close pool on Friday September 4, 2015 due to the Brentwood Spartans football game.

Playground Update

- Community build teams for playground currently include PALS, BPI, Brentwood Education Association, Brentwood Athletic Assoc., Brentwood Soccer, Brentwood Dukes
- In addition to the build teams there are food concrete teams, wrap/unwrap teams to handle the packaging, reception/waiver teams, and music teams.
- Conducted a team leader meeting on meeting on Saturday August 22, 2015
- Pete Jeffrey attended the meeting and each team was represented at the meeting
- Plans were developed for build day.
- In addition to the teams and meetings excavation is underway
- KaBoom pre build documents were turned in to KaBOOM including our Play programing goals and maintenance plan

Brentwood Borough
Playground – Build Day Play of Action
September 12, 2015

BUILD DAY PLAN OF ACTION

Currently removal of old playground equipment and excavation is underway.

The playground equipment will arrive seven to twelve days in advance of the “build day”. The equipment will be unloaded, inspected and inventoried.

A day or so after the delivery holes will be drilled and posts will be set in concrete.

The build day will consist of a number of teams of skilled and unskilled volunteers comprised of parents, friends, teachers, members of community organizations, borough staff and local dignitaries.

- A reception team will staff the registration/waiver table.
- A music team is planned to be on hand to maintain a festive atmosphere throughout the day.
- A photographer and hopefully a videographer will take action pictures and film of the build.
- Local media will cover the event.
- A food team will provide breakfast and lunch for all involved. The food team will also supply water to the other teams throughout the build.
- There will be five or six component teams who will be responsible for the assembly of the equipment. They will preassemble slides, climbers, panels etc. to be mounted on the structures.
- A concrete team that will be responsible for mixing and pouring the concrete needed on build day.
- A cardboard/bubble wrap team will continue to unwrap equipment and break down cardboard, bubble wrap and deposit in recycle containers. This team will also be ready to assist other teams as necessary.
- “Jump Teams” will be developed on the spot, from teams that have ample help, to assist other teams, to furnish teams with tools, and do whatever is needed at the time.
- Brentwood Emergency Medical Service will furnish and staff a first aid station.

Build Day General Schedule:

8:00am – 8:30am - Registration, signing of waivers and socializing will take place.

8:30am – 9:00am – Welcoming remarks will be made as breakfast is served.

9:00am – 10:00am – Unwrapping and laying out components for the teams to begin their assembly. Necessary tools will be taken to installation site. Electrical supply and water supply will be connected.

10:00am – 11:30am – Additional support posts, decks frames will be put into place. Components will be attached.

11:30 am – 1:00 pm Lunch will take place in shifts. Some of the teams will continue to build as others break for lunch.

1:00pm – 2:00pm – Teams will continue the finishing touches of the build.

2:00pm – 3:30pm General cleanup will begin and the hardware will be checked and tightened.

Everyone will be asked to stay until all clean-up is completed.

Approximately one week after the build the playground surface will be poured.

Brentwood Borough
Playground – Play Programming Plan
September 2015

PLAY PROGRAMMING PLAN/GOAL

- Playgrounds are essential to children and Community development. By incorporating play and the playground into our priorities our community will gain unification of the children and families who use the play space to develop physical and social awareness. Self-confidence will increase as the participants master different skill levels of play. The playground's bigger purpose will be a bridge to building life-long friends and memories.
- To achieve our goal Brentwood Borough through the Parks and Recreation Department will encourage families, pre- schools and schools to use the playground as a meeting place for a "play date location."
- To implement unstructured play time in our community a summer playground program may be developed and include playground activities, board games, jump rope, kick ball, story time and movies. Arts and crafts may be incorporated and park field trips and lunches may also be included.
- Engage parents by creating fitness programs that will support families to encourage and guide their children to participate.
- Following is a list of other organizations and play advocates in Brentwood that can partner and help to achieve our goal:
 - Pre School Activities Learning Support (PALS)
 - Brentwood Summer Day Camp
 - Brentwood Public Library
 - Brentwood Athletic Association
 - Brentwood Youth Football
 - Brentwood Soccer Association
 - Brentwood Public Library
 - Brentwood Girl Scouts
 - Brentwood Boy Scouts
- To help insure that the value of play is realized by greater number of children and families we will promote the use of the playground and playground programs through local organizations, schools, news media, and social media. We will also encourage the school district to develop programs using the playground.
- The story of the impact the new playground has on the community will be told by the participants themselves. As different programs are developed and advertised the participants will be given the opportunity to have their experiences published in the Community Magazine and the local newspapers.
- The published experiences of participants will inspire and encourage other children and families to join in the play.
- Other initiatives in the community that have play as a component are Brentwood PALS and Brentwood Summer Day Camp. They use the playground as part of their daily curriculum. The Borough supports both groups by ensuring them the use of their facilities and in some instances with financial support.

**Brentwood Borough
Playground Maintenance Plan
September 2015**

PLAYGROUND MAINTENANCE PLAN

Brentwood Borough Public Works Department will be in charge of the playground maintenance.

Staff Training – After Build

- Set-up training for Public Works Department to educate them on all the components the playground, and the required maintenance duties to be performed on each.

Daily / Weekly

- Pick up litter
- Sweep walkways

Monthly

- Check potential wear points and mechanisms with movement
- Inspect and tighten hardware connections

Bi-Annual

- Check high traffic equipment for scraped and scratches and paint and repair
- Inspect motion bearings and moveable parts and repair or replace as needed

Annual

- Safety audit and inspection by experienced, trained personnel

Documentation

- Log of all inspections and repairs

- **Important Playground Contact Information**

Brentwood Borough Public Works Department

Bob Mackewich

412-884-1500/ext. 113

Jeffrey Associates

Pete Jeffrey

412-767-5585

Playworld

1-800-233-8404

1-570-522-9800

info@PlayworldSystems.com

Scoreboard

- There was a malfunction with the scoreboard which seemed to remedy itself and it is being looked into
- Attended a scoreboard/message center training session conducted by Nevco

Park

- Ordered portable fencing to be used around the grilling area of the concession stand and for a VIP area
- Current Park activities include Brentwood Dukes Football, Brentwood Athletic Association Baseball, Softball, and T-Ball, Brentwood Travel Baseball League Baseball, Brentwood High School Football and Soccer
- Brentwood Soccer starts in one week
- Swimming Pool is open through Labor Day