



## Monthly Report / January 2012

### Steve Osborne, Parks Director

#### **Programs and Activities**

Basketball league started play in January. Will conclude in March.

Adult volleyball league began play in January.

Adult softball league registration is in progress.

#### **Overtime**

November	576.32
December	0.0
January	0.0

November overtime due to setup for the Highland Harvest Festival (craft show) on November 12. Staff was required to work on the holiday.

#### **Misc**

We are close to completing a written facility sharing agreement between the City of Portland Parks Department and the Sumner County Board of Education, with respect to our facility relationship with the local schools. We have been operating under an unwritten agreement in the past, which is leading to confusion with the County's increasing budget constraints. This is something I tried to initiate a few years ago, so we are thrilled to get this in place. This is a very important relationship for our community.

Another break-in, this one at the pool. Had to replace a door and hardware. The department has spent over \$700 to date (FY 11-12) on vandalism related repairs. Also, police was dispatched for fights at Meadowbrook Park in January, resulting in a couple kids arrested and more kids suspended from the facilities. Really hard to determine if increased patrol and security would curtail these problems, but issues seem to be increasing lately.

A great deal of new signs have been installed within the parks, mostly with respect to facility management. These have been needed for a while, and will help to clarify policies and promote their use.



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A few line items are over budget. Overall – we are still in good shape.

But addressing these particular lines:

- 262 Repair – Other Machinery & Eqpt  
Getting hit pretty hard here – mowers, tractors and utility vehicle. This is equipment that has to be kept in good working condition. We historically push this line item.
- 520 Vandalism  
This line item doesn't really contain a budget entry – it was established this FY to give us an easier means to track vandalism expenses.
- 733 Prizes and Awards  
This was due to a major purchase earlier this FY for the Parks Department Swim Team program (ribbons). We purchased enough ribbons to carry forward about 2-3 seasons, and that quantity purchase saved us a lot of money. Further, this is one of those line items that is offset by revenues (registration fees) – so it is actually funded by the users.
- 939 Walk of Honor  
Again, this line item is funded by folks purchasing memorial bricks, so if it over it is typically offset by revenues. These funds are actually maintained outside of the general fund, and we are limited to that balance (we occasionally take some landscaping and general maintenance expenses from that account).
- 260 POOL – Repairs & Maint  
This line item will go over, and it is due to the ADA Lift, which was a required purchase in order to open the facility (new law).
- 320 POOL – Operating Supplies  
This is related to purchase of swim suits, tied to the Parks Department Swim Team. These items are also tied to the registration fees.



## Maintenance Report

- CHECK/CLEAN GYM DAILY FOR EXERCISE/BASKETBALL/VOLLEYBALL
- CHECK/CLEAN SOCCER RESTROOMS DAILY
- CHECK/CLEAN ROBERT COLEMAN C.C. DAILY
- CHECK/CLEAN METAL CONCESSION RESTROOMS DAILY
- CHECK/CLEAN BASEBALL RESTROOMS DAILY
- CHECK/CLEAN MEADOW BROOK RESTROOMS DAILY
- DAILY CLEAN UP OF RICHLAND PARK AND MEADOW BROOK PARK
- CHECK TRASH CANS AT RICHLAND PARK AND MEADOW BROOK PARK
- MAINTAIN VETERANS MEMORIAL AT RICHLAND PARK
- MAINTAIN GROUNDS AT COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK
- INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY
- INSPECT DOG DISPOSAL UNITS MONTHLY
- INSPECT SKATE PARK & TENNIS COURTS MONTHLY
- WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)
- BASEBALL FIELD MAINTENANCE (FILLING LOW SPOTS WITH RED CLAY, EDGE ARCS, ETC.)
- REPAIRING/REPLACING WOOD ON MEADOW BROOK BARN
- INSTALLED SIGNS THROUGOUT RICHLAND AND MEADOW BROOK PARKS
- TAKE DOWN CHRISTMAS DECORATIONS AT GAZEBO OFF MAIN STREET
- REPLACE DOOR ON FOOTBALL PRESSBOX (VANDALISM)
- REPLACE DOOR ON GUARD ROOM AT GYM (VANDALIZM)
- REPLACE (4) DOWNSPOUTS ON SHELTER 2 AT RICHLAND PARK
- FABRICATE/REPLACE DOOR ON MEADOW BROOK BARN ELECTRICAL ROOM
- SEED/STRAW AREAS OF RICHLAND & MEADOW BROOK PARKS
- REMOVE (3) CYLINDERS FROM BATWING TO HAVE REWORKED
- REPAIRED BUSTED WINDOW IN COLD SPRINGS SCHOOL HOUSE
- MADE REPAIRS TO PRESS BOXES AT 5PLEX; INSTALLED NEW LOCKS
- REPAIRED (3) CHALK MACHINES FOR 5PLEX



**Tammy Groves – Asst. Director  
Monthly Report  
January 2012**

Programs and Activities

January

Boys youth basketball games started on January 14, 2012.

Adult Co-Ed Volleyball league games started on January 15, 2012.

Adult Softball registrations are now going on.

Attended the first Health Committee meeting for Sumner County on January 24<sup>th</sup> for the planning for the 2012 “Walk Across Sumner” annual event.

Upcoming Events

February

Deadline for Adult Softball registration is February 24, 2012.

The girls youth middle school volleyball league will start their practices in Richland Gym on February 3, 2012.



**Monthly Report / February 2012**  
**Steve Osborne, Parks Director**

**Programs and Activities**

Basketball league concludes in March. Adult volleyball league concludes in March.  
Adult softball league registration is in progress.  
Swim Team registration will begin in March.

Other Parks & Rec events scheduled include the Easter Beauty Pageant March 24 (Richland Gym) and the Easter Egg Hunt April 1 (Richland Park).

Spring leagues begin practice in March (Dixie Baseball/Softball and Portland Soccer Club).

2 wrestling events are scheduled at Richland gym (March 9 and March 31).

New middle school softball tournament scheduled at Richland April 20-22.

The carnival is scheduled back at Richland Park for the week of the Strawberry Festival. Plans are coming together for activities at the park May 18 and 19, in association with this event.

Raise the Praise scheduled back at Richland Park on June 1-2 (concert).

<b><u>Overtime</u></b>	December	0.0
	January	0.0
	February	0.0

**Misc**

We are accepting bids for the restroom project (LPRF grant) at Richland Park. Anticipating late spring – early summer completion.

Attended a meeting of the Sumner County Convention & Visitors Bureau in February. This will help get some exposure for events in Portland, hoping to draw more people to town. You can review their website {[www.sumnercvb.com](http://www.sumnercvb.com)}.



## Maintenance Report

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- INSPECT SKATE PARK & TENNIS COURTS MONTHLY
- WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)
- BASEBALL FIELD MAINTENANCE (FILLING LOW SPOTS WITH RED CLAY, EDGE ARCS, ETC.)
- INSTALLED POST & CHAIN AT PLAYGROUND TO KEEP TRASH CANS FROM BLOWING OVER
- INSTALLED SHELVES IN RCCC RECEPTIONIST CLOSET
- ASSISTED IN WATER LINE INSTALLATION TO FOOTBALL PRESSBOX (WILL BACKFILL TRENCH AND SEED/STRAW)
- SEED AND STRAW BARE SPOTS AT RP AND MBP
- PREP BB 6&7 FOR SOFTBALL TOURNAMENT
- REMOVE/REPLACE REPAIRED CYLINDERS ON BAT WING
- INSTALLED DRAIN AT POOL ENTRANCE
- INSTALLED SPLASH PAD FOR FAUCET AT FOOTBALL PRESSBOX
- REMOVED OLD PRESSBOX ON BASEBALL FIELD 11
- FILL RUTS AT MEADOW BROOK WITH CRUSHER RUN
- TILL AND OVERSEED BASEBALL FIELD 11
- FERTILIZE ATHLETIC FIELDS
- INSTALLED HAND DRYERS IN RCCC RESTROOMS
- SERVICED ALL MOWERS (3) and ALL TRACTORS (3)
- SERVICED REEL MOWER
- POURED CURB FOR DRAINAGE ISSUES AT GYM ENTRANCE
- BEGIN WORK ON BATTING CAGE AT 5PLEX
- REPAIRED DAMAGED DOOR AT AMPHITHEATER (VANDALISM)



**Tammy Groves – Asst. Director  
Monthly Report  
February 2012**

Programs and Activities

February

Attended the 1<sup>st</sup> Strawberry Festival Steering Committee meeting. Discussed last year's festival and what changes or additions need to be done.

Co-Ed Volleyball and youth basketball leagues will be finishing up their games.

Deadline for adult softball sign ups is February 24<sup>th</sup>.

Registration for our Easter Pageant and for our swim team starts on February 27<sup>th</sup>.

Upcoming Events

March

Tournaments for co-ed volleyball and youth basketball will be this month. Basketball is scheduled for March 3<sup>rd</sup> and volleyball is scheduled for March 11<sup>th</sup>.

The Beautiful Bunny Easter Pageant will be held in Richland Park Gym on March 24, 2012.

Deadline for swim team registration is March 30<sup>th</sup>.

Practices for Dixie Youth will start on March 1<sup>st</sup> and practices for soccer start on March 12<sup>th</sup>.



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**Steve Osborne, Parks Director**  
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**Programs and Activities**

Basketball league concluded in March. Adult volleyball league concluded in March.  
Adult softball league (COED) will begin play on Sunday afternoons (on April 1).  
Swim Team registration concludes in March.

Other Parks & Rec events scheduled include the Easter Beauty Pageant March 24 (Richland Gym) and the Easter Egg Hunt April 1 (Richland Park).

Spring leagues began practice in March (Dixie Baseball/Softball and Portland Soccer Club). Both will be into regular season play by late March – early April.

New middle school softball tournament scheduled at Richland April 20-22.

The carnival is scheduled back at Richland Park for the week of the Strawberry Festival. Plans are coming together for activities at the park May 18 and 19, in association with this event.

Raise the Praise scheduled back at Richland Park on June 1-2 (concert).

<b><u>Overtime</u></b>	January	0.0	
	February	0.0	
	March	48.28	Due to emergency storm preparation.

**Misc**

Coordinated a staff training session with Chester Darden, Loss Control Consultant with TML. Including maintenance and gym staff, this instruction covered facility inspections and safety, with respect to athletic fields, playgrounds, and other public facilities. TML did this at no cost to the City of Portland. Keeping our staff educated in this subject matter is a benefit to the City and the citizens.

Hit with heavy vandalism in the park in early March. Spray paint, extensive at Richland Park and Meadowbrook, several facilities. Cleanup was mostly labor, but still at a heavy cost to the City. We submitted a claim for \$2100 (\$1900 labor). TML has already reimbursed the City of Portland in the total of \$1100 (less our \$1000 deductible) for the damages.

Wind damage on March 2 took down one light pole at the basketball court at Meadowbrook Park. The pole was secured that evening, and TML approved its removal the following week (and it was removed the week of March 12). We are in the process of coordinating the replacement with TML, and expect this to be completed within a few weeks.



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The efforts of our Public Works Department, City Recorder, and Fire Department have all been vital in getting these situations handled quickly and safely. The public was never at risk as a result of this downed pole, and we only had one facility (tennis courts) shut down for a matter of less than two weeks as a result (the pole fell into the tennis courts). TML has also been very prompt and efficient in handling both of our issues this month.

Regarding the volunteer effort for painting the barn at Meadowbrook – the group from Oasis Church hit a little snag. Their part was to have been in progress in March. I am currently in discussions with representatives from Oasis, and the project should be back on track in April.



## Monthly Report / April 2012 Steve Osborne, Parks Director

### Programs and Activities

Adult softball league (COED) began play in April.  
Swim Team will begin practice in May.

Spring baseball, softball and soccer leagues continue their season play.

Middle school softball tournament played at Richland April 20-22. Weather was bad, but we were able to prepare fields and get the event in.

The carnival is scheduled back at Richland Park for the week of the Strawberry Festival.  
The City and Chamber of Commerce will sponsor a concert May 18.  
Movie in the Park is scheduled for May 19.

Raise the Praise scheduled back at Richland Park on June 1-2 (concert).

Fast pitch softball tournament is scheduled for June 9-10. Also in discussion with another group for another large tournament here later in June or July.

<b><u>Overtime</u></b>	February	0.0	
	March	48.28	Due to emergency storm preparation.
	April	65.63	Alarm – RCCC / Field Prep (weather)

### Misc

After a few months of work, we have finally arrived at an agreement with the Sumner County School Board, with respect to facility sharing. We are happy to be able to continue to work with the local schools, which in turn saves all users (taxpayers) money.

We have resumed the trustee (inmate) work crews, and are using them 2 days a week.

We have made arrangements with Portland East Middle School to use the gym tarp system owned by the school. Considered part of our general facility sharing agreement, this will enable us to protect our gym floor during certain events in the facility. We are happy to provide facilities and equipment for the schools (such as shelters and fields), and we receive the benefits of facility and equipment use as well.

Worth mentioning, we have addressed some needed repairs at the baseball batting cage and around the pool, reducing our liability in those areas.

The money we invested in baseball field conditioning is paying off. Fields are bouncing back from wet conditions faster, resulting in less labor and fewer games lost to rain.



## **Maintenance Report**

- *BASEBALL FIELD MAINTENANCE*
- *SEED AND STRAW BARE SPOTS AT RP AND MBP*
- *PREP BASEBALL FIELDS FOR SEASON*
- *PAINT FOUL POLES ON BASEBALL FIELDS*
- *PREP SOCCER FIELDS FOR SEASON*
- *OPEN RESTROOMS AT MBP, PORTABLE AT 5PLEX & METAL CONCESSION @ RP*
- *REPAIRED BATTING CAGE – ADDED CABLE BRACING AND REINSTALLED NETTING*
- *REMOVED GRAFFITI FROM RP AND MBP RESTROOMS*
- *PICKED UP FLOOR TARP FROM PORTLAND EAST MIDDLE SCHOOL – INSTALLED IN RICHLAND GYM FOR S.A.W. WRESTLING EVENT*
- *REMOVED GOAL POSTS FROM FOOTBALL FIELD FOR SAFETY PURPOSES*
- *CHECK/CLEAN GYM DAILY FOR EXERCISE/BASKETBALL/VOLLEYBALL*
- *CHECK/CLEAN SOCCER RESTROOMS DAILY*
- *CHECK/CLEAN ROBERT COLEMAN C.C. DAILY*
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- *DAILY CLEAN UP OF RICHLAND PARK AND MEADOW BROOK PARK*
- *CHECK TRASH CANS AT RICHLAND PARK AND MEADOW BROOK PARK*
- *MAINTAIN VETERANS MEMORIAL AT RICHLAND PARK*
- *MAINTAIN GROUNDS AT COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK & TENNIS COURTS MONTHLY*
- *MOW/WEED EAT RICHLAND PARK*
- *MOW/WEED EAT MEADOW BROOK PARK*
- *MOW/WEED EAT CITY HALL & MINI-PARK*
- *MOW PUBLIC WORKS BUILDING*
- *DAILY BASEBALL FIELD PREP FOR GAMES/PRACTICES*
- *WEEKLY SOCCER FIELD PREP FOR GAMES/PRACTICES*
- *WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)*
- *REBUILT PITCHING MOUND ON BB FIELD 5*
- *PREP GYM FOR WRESTLING EVENT*
- *PREP FOR OPENING DAY DIXIE BASEBALL/SOFTBALL*
- *PREP FOR OPENING DAY SOCCER CLUB*
- *REPAIRED 3 LEAKS IN SOCCER FIELD IRRIGATION*
- *STARTED TRUSTEE PROGRAM (TUESDAYS AND THURSDAYS)*
- *STARTED WORKING ON SHUFFLE BOARD COURTS AT RICHLAND PARK*



- *PREP BASEBALL QUAD FOR SOFTBALL TOURNAMENT*

**Tammy Groves – Asst. Director  
Monthly Report  
April 2012**

Programs and Activities

April

The annual city Easter Egg Hunt held on April 1<sup>st</sup> was a huge success.

Co-Ed adult softball began their season on April 1<sup>st</sup>.

Dixie Youth began their season on April 7<sup>th</sup>.

We are preparing the swimming pool for our opening in May.

Upcoming Events

May

Planning events in the park for the Strawberry Festival. The carnival will be held May 15<sup>th</sup> – 19<sup>th</sup>. There will be a bluegrass concert on May 18<sup>th</sup>. Family Fun Night will be held May 19<sup>th</sup> with a movie starting at 8:30.

The pool is scheduled to open Saturday, May 26<sup>th</sup>.

The Portland Stingrays swim team will start practicing this month.

Special Friends Camp will be held at Richland Park Gym from May 29<sup>th</sup> thru June 8<sup>th</sup>.