

**Portland Parks Department  
Monthly Report  
January 2011**

**Steve Osborne  
Parks Director**

**Programs and Activities**

The Boys Basketball program has started play in January. The season will conclude in March.

The Adult Volleyball League also started play in January (and will conclude in March). We again are coordination with the schools and using their facilities to play this league, and the middle school girls program used Richland Gym for practices (3<sup>rd</sup> year we have done this).

Adult Softball registration is underway. We are offering leagues for men, women, and co-ed this spring. We are also offering a new church division, for men, which will offer a less competitive level of play.

**Overtime**

November	0.00
December	0.00
January	0.00

**Misc**

Our section of the City of Portland website is up and running (even though it is constantly changing). Your feedback would be appreciated!

After repeated acts of vandalism in December and lacking the staff to patrol the area, we locked the restroom facilities in Richland Park (leaving the area serviced by the portables). Of course the vandalism in the facility stopped. But also, as a result, general vandalism in the area has decreased significantly. Perhaps taking away a warm place to hang out while our city property was being destroyed has driven the vandals elsewhere.

We have an intern working with the department, from WKU, through May 2011. This is at no expense to the City of Portland.

## **Portland Parks Department Maintenance Report**

- *CHECK/CLEAN GYM DAILY*
- *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 COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK MONTHLY*
- *REPAIRED/PAINTED PORCH RAILING ON RCCC*
- *SERVICE/WINTERIZE EQUIPMENT*

Portland Parks Department  
Tammy Groves – Asst. Director  
Monthly Report  
January 2011

Programs and Activities

January: Boys youth basketball games have started on Saturdays. The league is starting off very well. We currently have 7 teams with the season running from Jan-Mar.

Adult volleyball games have started at the Portland High School. We currently have 8 teams with their season running from Jan.-Mar.

We have started sign ups for the Adult Softball program. This league is open for men's, women's, co-ed and men's church teams. The league is expected to start in late March or early April and run through June.

Attended a meeting with the health committee of Sumner County to work on a program called "Walk Across Sumner". This committee is going to produce an 8 week program for all patrons of Sumner County to walk and also to help introduce and promote walking areas across the county. More information will be announced as plans are finalized.

Upcoming Events

February will be a busy month. Will continue working on the "Walk Across Sumner" program. Will be attending the 1<sup>st</sup> steering committee meeting at the chamber to make plans for the upcoming strawberry festival.

**Portland Parks Department  
Monthly Report  
February 2011**

**Steve Osborne  
Parks Director**

**Programs and Activities**

The Boys Basketball program and the Adult Volleyball League will conclude in March.

Adult Softball registration is underway. We are offering leagues for men, women, and co-ed this spring. We are also offering a new church division, for men, which will offer a less competitive level of play.

**Overtime**

December	0.00
January	0.00
February	0.00

**Misc**

Restrooms (that were closed for winterization) will start opening up the first week of March.

We have approached two local scout groups, and have coordinated an effort from them to handle some landscaping at the mini-park this spring. This project will save us a considerable amount of man-power. The Master Gardeners will also handle landscaping at the main flag at the Richland Park offices.

The Movie in the Park program will start back up in May. More details will follow.

A big thank you to Tommy's Garden Center for the donation of trees for the park (planted this month at Richland Park).

## **Portland Parks Department Maintenance Report**

- *CHECK/CLEAN GYM DAILY FOR BASKETBALL/VOLLEYBALL (SEASONAL)*
- *CHECK/CLEAN SOCCER RESTROOMS DAILY*
- *CHECK/CLEAN ROBERT COLEMAN C.C. DAILY*
- *CHECK/CLEAN METAL CONCESSION RESTROOMS DAILY*
- *CHECK/CLEAN BASEBALL RESTROOMS DAILY (SEASONAL)*
- *CHECK/CLEAN MEADOW BROOK RESTROOMS DAILY*
- *MOW CITY HALL (SEASONAL)*
- *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 COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK MONTHLY*
- *RE-ANCHORED GRIND RAIL AT SKATE PARK*
- *REBUILT NAIL DRAGS FOR BASEBALL FIELD MAINTENANCE*
- *PREPARING FOR BASEBALL/SOFTBALL SEASON*
- *PREPARING FOR SOCCER SEASON*
- *INSPECT/REPAIR BLEACHERS ON ATHLETIC FIELDS*
- *REPLACED 2 EVERGREEN TREES AT RICHLAND PARK MEMORIAL*
- *REPAIR/PAINT PICNIC TABLES THROUGHOUT RICHLAND PARK*
- *PLANT 6 EVERGREEN TREES AT R.P. (DONATED BY TOMMY'S GARDEN CTR)*
- *REINSTALLED 6 HANDICAP PARKING SIGNS AT RICHLAND PARK*
- *REMOVED FLAG POLE FROM MEADOW BROOK PARK*
- *REBUILT PITCHERS MOUND ON BB5*
- *REMOVED SOD AROUND FLAG POLE IN FRONT OF RCCC FOR GARDEN CLUB*
- *REMOVING FENCE FROM BB11 DUE TO SAFETY ISSUES & NORMAL WEAR*
- *STARTED REOPENING RESTROOMS FOR SPRING*
- *INSTALLED FLAG POLE (REMOVED FROM MEADOW BROOK) AT BASEBALL QUAD AT RICHLAND PARK*

Portland Parks Department  
Tammy Groves – Asst. Director  
Monthly Report  
February 2011

Programs and Activities

February: Boys youth basketball continue to play their games with a tournament to take place March 7<sup>th</sup> and 8<sup>th</sup> and the Championships on March 10<sup>th</sup>. We will be conducting a contest for players that night.

Portland Soccer Club is finishing up their sign ups for the spring league. Dixie Youth is gearing up to start practicing.

Attended the first steering committee meeting for the strawberry festival and we will continue to meet every few weeks to update plans for the 2011 festival. We are planning on having a movie in the park the night of the strawberry festival plus other activities to be announced later.

The annual city Easter Egg Hunt has been scheduled for Sunday, April 17, 2011 at 2 p.m. in Richland Park at the soccer complex. This is open to the public.

Continue to meet with the health committee of Sumner County on the “Walk Across Sumner” program. The date for this event is October 1<sup>st</sup> and will run through October 29<sup>th</sup>. More updated information will be announced as we continue to plan this event.

Upcoming Events

March: We will start advertising and taking applications for our swim team. Our new name is the “Portland Stingrays”. We will be sending this information to the schools.

**Portland Parks Department  
Monthly Report  
March 2011**

**Steve Osborne  
Parks Director**

**Programs and Activities**

The Boys Basketball program and the Adult Volleyball League concluded in March. The middle school girls volleyball program is still running in the gym through April 1. Swim Team registration is underway (thru March 31).

We formed one adult softball league this spring, with 7 teams in a Co-Ed division on Sunday afternoons. Games begin in April.

Dixie baseball / softball and the Portland Soccer Club have started practices in March. Dixie games expected to start in April, and soccer games to start March 26. Dixie hosted a 6u baseball tournament March 19-20 – with 8 teams.

League Teams	Dixie	Baseball	19
		Softball	10
	Soccer		21

<b><u>Overtime</u></b>	January	0.00
	February	0.00
	March	0.00

**Misc**

All restrooms are open for the spring. We ran into a lot of trouble with the baseball building, as more roof failures led to a lot of water damage over the winter. We have made repairs and also replaced the roof on that facility, opening those restrooms about 2 weeks later than others.

We have also had more leaks and repairs to the gym and community center. The center, in particular, is in bad shape, and a new roof has been recommended for a while now. This is an item we will probably need to address in 2011.

The Movie in the Park program will start back up on May 21 – we are showing Despicable Me. This event is part of our Family Fun Night in the park, to finish off the week-long Strawberry Festival. We are in the process of lining up more activities for the evening, and details will be posted on the website.

The Parks Department is now using TWITTER to allow patrons to receive information from the Parks Department in a timely manner. For example, parents can get rain-out info instantly via e-mail or TXT from the Parks Department, or get reminders on registration deadlines or special events. There are links on the website to allow an easy means to signup for this free service.

We caught and had charges filed against two youths for reckless driving in the park, with an April court date. We are severely limited without qualified and experience security staff, and having a hard time battling the reckless endangerment and vandalism.

## **Portland Parks Department Maintenance Report**

- *CHECK/CLEAN GYM DAILY FOR 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*
- *MOW CITY HALL*
- *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 COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK & TENNIS COURTS MONTHLY*
- *SUPERVISE TRUSTEES 3 DAYS PER WEEK*
- *RE-ANCHORED GRIND RAIL AT SKATE PARK*
- *REBUILT NAIL DRAGS FOR BASEBALL FIELD MAINTENANCE*
- *PREPARING FOR BASEBALL/SOFTBALL SEASON*
- *PREPARING FOR SOCCER SEASON*
- *REMOVING FENCE FROM BB11 DUE TO SAFETY ISSUES & NORMAL WEAR*
- *REPAIRED LEAKS IN MEADOW BROOK RESTROOM*
- *SOD CUT/SOD REMOVAL AT CIRCLE IN FRONT OF RICHLAND GYM/RCCC AROUND FLAG POLE*
- *GRADED ACCESS ROAD NORTH END OF PARK*
- *INSTALLED NEW PITCHING ANCHORS ON BB6 & BB7*
- *REPAIRED LEAKS IN PORTABLE RESTROOM AT 5PLEX*
- *REPAIR DAMAGED DOOR ON PORTABLE CONCESSION STAND*
- *REINSTALLED ADA SWING AT RICHLAND PARK PLAY GROUND*
- *INSTALLED SIGNS ON WALKING TRAIL AT MEADOW BROOK AND RICHLAND PARK (NO MOTORIZED VEHICLES, ETC.)*

Portland Parks Department  
Tammy Groves – Asst. Director  
Monthly Report  
March 2011

Programs and Activities

March: Held the end of season youth basketball tournaments. Presented all players with awards and introduced each child before the start of each game.

Held the adult volleyball end of season tournament. Presented awards to team winners.

Met with Strawberry Festival steering committee. There is not any new information yet to pass along.

The adult softball co-ed league has officially formed. The league has 7 teams and is scheduled to start playing on Sunday, April 3, 2011.

Continuing to take registration for the Portland Swim Team and nominations for the Wall of Fame.

The Portland Soccer Club will be kicking off their spring season on March 26<sup>th</sup>.

Upcoming Events

April: Dixie Youth Baseball and Softball will be kicking off their season this month.

Annual City Easter Egg Hunt is scheduled for April 17, 2011 at 2:00 p.m. at the Richland Park Soccer fields.

**Portland Parks Department  
Monthly Report  
April 2011**

**Steve Osborne  
Parks Director**

**Programs and Activities**

Swim Team registration concluded in March. We are currently at 32 participants in this program. Practices will begin in May.

The adult co-ed softball league began play in April.

Dixie baseball / softball and the Portland Soccer Club have started games in April.

<b><u>Overtime</u></b>	February	0.00
	March	0.00
	April	0.00

**Misc**

A youth softball tournament is scheduled at Richland Park on May 7. This tournament brought 300 people to the park in 2010 (May). The Highland Rim Historical Society is hosting the Civil War Living History Camp May 13 – which brings a lot of local schools to the park. Raise the Praise holds their annual event in June (4-5).

The Movie in the Park program will start back up on May 21. This event is part of our Family Fun Night in the park, to finish off the week-long Strawberry Festival. We are in the process of lining up more activities for the evening, and details will be posted on the website.

The Parks Department is now using TWITTER to allow patrons to receive information from the Parks Department in a timely manner. For example, parents can get rain-out info instantly via e-mail or TXT from the Parks Department, or get reminders on registration deadlines or special events. There are links on the website to allow an easy means to signup for this free service.

We have suspended a parent from the park indefinitely, for constant disrespectful behavior to our facilities and staff during the season. I expect this to become an issue of debate, and we will process any appeals through the Advisory Board and/or the Parks Committee.

Our staff caught a young man in the act of reckless driving in the park in March, and successfully brought him in front of the judge in April. We coordinated this with the Portland Police Department and Judge Glaser.

## **Portland Parks Department 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*
- *MOW/WEEDEAT CITY HALL*
- *MOW/WEEDEAT MEADOW BROOK PARK*
- *MOW/WEEDEAT RICHLAND PARK*
- *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 COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK & TENNIS COURTS MONTHLY*
- *SUPERVISE TRUSTEES 3 DAYS PER WEEK*
- *WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)*
- *PREP BASEBALL FIELDS DAILY FOR GAMES*
- *PREP/PAINT SOCCER FIELDS WEEKLY FOR GAMES*
- *REMOVED ELBOWS AND RE-LEVELED BASEBALL FIELD 10*
- *REPAIR DOOR ON PORTABLE CONCESSION STAND DOOR DAMAGED BY VANDALS*
- *PREP MEADOW BROOK BASEBALL FIELD FOR CRICKET*
- *MULCHED TREES AT RICHLAND PARK*
- *REWORKED BASEBALL FIELD 10 AT RICHLAND PARK*
- *FERTILIZED ALL ATHLETIC FIELDS*

Portland Parks Department  
Tammy Groves – Asst. Director  
Monthly Report  
April 2011

Programs and Activities

April: Update on the Portland Stingrays swim team. Currently still taking registration for the team. We currently have 31 team members.

The City Easter Egg Hunt was held on April 17, 2011 at the Richland Park Soccer Complex. There was approximately 200 children that participated. Once again, it was a huge success.

Will be meeting one last time with the Strawberry Steering Committee to finalize plans for the festival. There will be a family fun night at the Wanda Collins Ampitheater starting at 8:00 p.m. A free movie “Despicable Me” will be playing along with a performance from a local comedian Charlie McCoin. There will also be laser tag available to play.

Continuing to meet with the Sumner County Health Committee for the Walk Across Sumner event to take place in October of 2011. A decision was made to hold separate kickoffs in each city and to give away goody bags with items in it from every city when participants register. We will continue to meet every month until the events take place. Will be updating with new information each month.

Hired lifeguards for the 2011 pool season.

Scouts will be planting flowers in the mini park as a project for their packs.

Upcoming Events

May: Will be preparing the swimming pool the first week of May for our season opening of May 28, 2011. We will be starting swim team practices and setting up swim lesson classes.

Will be preparing the park for the Strawberry Festival activities scheduled for May 21, 2011. Will also be preparing the float for the parade.

Co-ed Softball will be finishing up their regular season play and then they will have their end of season tournament.



## Monthly Report / May 2011

### Steve Osborne, Parks Director

#### **Programs and Activities**

Our swim team will begin practice in May, and will have meets in June and July. The adult co-ed softball league will conclude their season the first week of June. Swimming lessons begin in June. Next Movie in the Park is June 25, and we will also host a cornhole tournament.

<b><u>Overtime</u></b>	March	0.00
	April	230.00
	May	767.00

\$104 of the overtime hours in May are a result of scheduling for the festival. The balance of the overtime hours are a result of the recent employee termination. This situation has already been corrected, and overtime is expected to reduce to minimal amounts. Our YTD overtime is still just \$1101, and that figure is anticipated to carry forward to the end of this fiscal year.

#### **Misc**

The youth softball tournament we hosted on May 7 had 16 teams, 200 players, and over 400 spectators. A nice event, good exposure for the park, and a nice boost for our local economy.

Family Fun Night in the park (May 21) was a success. Nice crowd for the evening (featuring our first movie in the park of the season) – well over 200 people. The flag football tournament had a nice turnout.

Hosting the carnival went well from our perspective. The crowds in the parking lot were manageable – and we had adjusted some field schedules to help alleviate some of this. No games or league activities were canceled as a result – as that was a priority for me. While a few citizens and coaches were reportedly “put out” with the inconvenience of a longer walk or having to practice on a different field, there was only one actual complaint received in our office, and I can say the park suffered no detriment to hosting this event. I saw little or no evidence of the event being promoted or advertised, and I don’t believe the public was well notified of its location. Given that, if it did not do well, I would suggest it was due to their late organization of the event and lack of promotion.

The pool opens to the public on May 28. Our efforts last fall and this spring (repairs and professional services for opening and closing) appear to have paid off. Hopefully this will amount to less (or no) down time this season.



## **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*
- *MOW/WEEDEAT CITY HALL*
- *MOW/WEEDEAT MEADOW BROOK PARK*
- *MOW/WEEDEAT RICHLAND PARK*
- *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 COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK & TENNIS COURTS MONTHLY*
- *SUPERVISE TRUSTEES 3 DAYS PER WEEK*
- *WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)*
- *PREP BASEBALL FIELDS DAILY FOR GAMES*
- *PREP/PAINT SOCCER FIELDS WEEKLY FOR GAMES*
- *PREPARED GYM ENTRANCE FOR FLOWERS & MULCH*
- *ADDRESSED DRAINAGE ISSUES AT ENTRANCE OF RICHLAND GYM*
- *REMOVE POOL COVERS*
- *PREP FOR SOFTBALL TOURNAMENT ON QUAD/BASEBALL FIELD 10*
- *PREPARATION FOR STRAWBERRY FESTIVAL*
- *WEED OUT MEMORIAL AT RICHLAND PARK*
- *WEED OUT CITY HALL*
- *PREP FOR CIVIL WAR HISTORY CAMP*
- *PREP FOR STRAWBERRY FESTIVAL (CONCERT, MOVE FLOAT, FLAG FOOTBALL TOURNAMENT, MOVIE AT THE PARK AND GENERAL CLEAN UP)*



Tammy Groves – Asst. Director  
Monthly Report  
May 2011

Programs and Activities

April: Swimming pool is now ready and will be opening to the public on May 28, 2011. Swim team practices will start on May 31, 2011 with the first meet scheduled in June.

Family Fun Night at the park for the strawberry festival was a huge success. Approximately 200 people attended the festivities which included music and a comedian.

Co-Ed softball will be wrapping up their regular season games with a tournament to follow in June. Dixie youth will continue with their regular season games for the month of June.

Upcoming Events

June: The swim team will start competing this month with their first meet scheduled for June 16, 2011 in Scottsville, Ky. Their first home meet is scheduled for June 30, 2011 against Franklin, Ky.

The swimming pool will have officially opened for the summer season.

The 2<sup>nd</sup> Movie In the Park is scheduled for June 25, 2011. The featured movie is "RED".



## Monthly Report / June 2011

### Steve Osborne, Parks Director

#### **Programs and Activities**

Our swim team will compete in meets in June and July (with home meets on June 30, July 14 & 19 at the Richland pool).

Swimming lessons began in June, and over 50 kids enrolled over the first 3 weeks. The second Movie in the Park of the season is June 25.

<b><u>Overtime</u></b>	April	230.00
	May	767.00
	June	0

\$104 of the overtime hours in May are a result of scheduling for the festival. The balance of the overtime hours are a result of the recent employee termination. Our YTD overtime is \$1101.

We are facing a very busy period at the end of June (tournament in the park and special event), and heavy rains in the second and third weeks pushed us behind with mowing and grounds maintenance. Possibility we will incur a few overtime hours the last week payroll period of June as a result – and will compare that with the expense of using more part-time hours to cover staffing requirements. The most cost effective method will be used.

#### **Misc**

The pool opened to the public on May 28, with very good attendance in the first two weeks. Diving board cracked – we were able to purchase new and replace in house, saving almost \$2000 in the process. We are dealing with a major plumbing leak at the moment, which we have repaired sufficiently in order to keep the pump operating and the pool open.

The parks suffered some fairly major tree damage a few weeks ago, both at Meadowbrook and Richland. The public use areas have been cleared, and we are coordinating with Public Works to clear the downed trees.

Some long overdue work has been recently completed at the community center. Major plumbing and drainage issues were addressed, restoring the hot water to the facility and also correcting recurring sewage issues.



## **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*
- *MOW/WEEDEAT CITY HALL*
- *MOW/WEEDEAT MEADOW BROOK PARK*
- *MOW/WEEDEAT RICHLAND PARK*
- *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 COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK & TENNIS COURTS MONTHLY*
- *SUPERVISE TRUSTEES 3 DAYS PER WEEK*
- *WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)*
- *PREP BASEBALL FIELDS DAILY FOR GAMES*
- *PREP/PAINT SOCCER FIELDS WEEKLY FOR GAMES*
- *TEAR DOWN OLD FOOTBALL PRESSBOX BY WALKING TRAIL*
- *GENERAL MAINTENANCE/CLEAN UP FOR POOL OPENING*
- *PREPARE AMPHITHEATER FOR RAISE THE PRAISE CONCERT*
- *REPAIR BATWING*
- *INSTALL NEW DIVING BOARD AT POOL*
- *PICKED UP COMMODITIES FOR DISTRIBUTION*
- *REPAIR LEAK AT POOL*
- *INSTALL (2) SAFES – GYM CONCESSION AND TAMMY'S OFFICE*
- *PREP FOR MOVIE AT THE PARK*
- *PREP BASEBALL/SOFTBALL FIELDS FOR DIXIE/USFA TOURNAMENTS (2)*
- *JACKED UP MENS RESTROOM FLOOR IN RCCC*
- *ENCLOSED SERVING WINDOW AT POOL CONCESSION*



Tammy Groves – Asst. Director  
Monthly Report  
June 2011

Programs and Activities

June: Swim team is now competing in their conference in Kentucky. Their 1<sup>st</sup> meet was in Scottsville, KY, and they did very well.

The swimming pool has been up and running and doing very well with attendance.

The 2<sup>nd</sup> movie in the park will be held on June 25<sup>th</sup> at the amphitheater in the park. Featured movie is “RED”.

Commodities were distributed on June 15<sup>th</sup> and 16<sup>th</sup>.

The Co-ed Softball League wrapped up their season.

Upcoming Events

July: Nashville radio station Jack FM will be visiting the swimming pool on July 19<sup>th</sup> to hand out free ice cream to promote their radio station.

The Chamber of Commerce will be holding their annual “Back to School Bash” on July 23<sup>rd</sup> in the park.

Will be preparing to mail out craft show letters for the annual Highland Harvest Craft Show.



## Monthly Report / July 2011

### Steve Osborne, Parks Director

#### Programs and Activities

Adult softball registration is underway during the month of July. Offering leagues for men, women and co-ed.

The Portland Youth Football League started in July, with their camp at Richland Park the week of July 18, and practices starting the week of July 25.

The Portland Soccer Club runs registration for their fall league through August.

Our next movie in the park will be August 20.

<b><u>Overtime</u></b>	May	767.00
	June	66.00
	July	73.00

\$104 of the overtime hours in May was due to scheduling for the festival. The balance of the overtime hours was due to an employee termination.

June overtime hours were a result of field prep required for a Dixie tournament.

July overtime hours were a result of field prep required after rain for youth softball tournament.

#### Misc

The downed trees at Richland and Meadowbrook have been removed by the Public Works Department. We appreciate the assistance with this cleanup.

Richland Park hosted a youth softball tournament July 16-17, with 26 teams involved (brought at least 1000 people to town for the event). Late rain overnight Friday caused some issues, as extra staff had to work Saturday morning in order to get them back on the field Saturday.

About to start bid process for new roof at Community Center (budgeted).

About to place RFQ for purpose of retaining engineering services for restroom project (LPRF grant).



## **Maintenance Report**

- *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*
- *MOW/WEEDEAT CITY HALL*
- *MOW/WEEDEAT MEADOW BROOK PARK*
- *MOW/WEEDEAT RICHLAND PARK*
- *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 COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK & TENNIS COURTS MONTHLY*
- *SUPERVISE TRUSTEES 2 DAYS PER WEEK*
- *WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)*
- *PREP BASEBALL FIELDS DAILY FOR GAMES*
- *PREP/PAINT SOCCER FIELDS WEEKLY FOR GAMES or PRACTICES*
- *GENERAL MAINTENANCE/CLEAN UP FOR POOL DAILY OPERATION*
- *PREP FOR MOVIE AT THE PARK*
- *PREP BASEBALL/SOFTBALL FIELDS FOR TOURNAMENTS (2)*
- *AERATE/FERTILIZE SOCCER/FOOBALL FIELDS*



Tammy Groves – Asst. Director  
Monthly Report  
July 2011

Programs and Activities

July: Chamber of Commerce holding Back to School Bash on Saturday, July 23<sup>rd</sup> at Richland Park

Will be meeting with the Historical Society to prepare for this year's craft show.

PYFL conducted their annual youth football camp at Richland Park and teams are starting to practice.

The Portland Stringrays swim team is ending their season with the championship meet in Glasgow, KY. They had a very successful and fun season.

Soccer sign ups and Fall League Softball sign ups have begun.

Upcoming Events

August: Pool will remain open only on weekends starting August 3<sup>rd</sup>. Pool will officially be closing after August 21<sup>st</sup>.

Fall League Softball, Soccer and PYFL will be gearing up and playing games.

Continue to work with the Sumner County Health Committee on project Walk Across Sumner that Will take place in October. Will update with new information next month.



## **Monthly Report / August 2011**

### **Steve Osborne, Parks Director**

#### **Programs and Activities**

No adult softball this fall. Not enough teams signed up.

The Portland Youth Football League started practice in August, and begins regular season play in September.

The Portland Soccer Club will begin team practices in August.

Basketball registration is underway for the Portland Parks Dept girls youth program.

The August 20 movie in the park event drew around 50. Our next movie in the park will be October 22 (final of the season).

<b><u>Overtime</u></b>	June	66.00
	July	73.00
	August	46.00

June overtime hours were a result of field prep required for a Dixie tournament.

July overtime hours were a result of field prep required after rain for youth softball tournament.

August overtime was associated with pool (swim team) program.

#### **Misc**

Requested and received RFQ for purpose of retaining engineering services for restroom project (LPRF grant). Selection went to Goodwyn, Mills & Cawood. Contract will submit to Council in September.

We have secured 4 home games for Aaron Academy (football) at Richland Park. These games always bring a lot of people to town.

The pool season has ended – and the facility has already been winterized and shut down. The facility had no significant down time in 2011 for repairs (one 4 hour period for a light repair). This has likely been a factor of utilizing a professional service for closing and opening, and handling the repairs in a timely manner.



## **Maintenance Report**

- *CHECK/CLEAN GYM DAILY*
- *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*
- *MOW/WEEDEAT CITY HALL*
- *MOW/WEEDEAT MEADOW BROOK PARK*
- *MOW/WEEDEAT RICHLAND PARK*
- *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 COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK & TENNIS COURTS MONTHLY*
- *SUPERVISE TRUSTEES 2 DAYS PER WEEK*
- *WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)*
- *PREP/PAINT SOCCER FIELDS WEEKLY FOR GAMES*
- *PREP/PAINT FOOTBALL FIELDS WEEKLY FOR GAMES*
- *GENERAL MAINTENANCE/CLEAN UP FOR POOL*
- *PREP FOR MOVIE AT THE PARK*



Tammy Groves – Asst. Director  
Monthly Report  
August 2011

Programs and Activities

August:

Pool officially closed on August 22, 2011. Pool has been winterized and closed down for the winter season.

Sign ups for girls youth basketball are currently going on.

Upcoming Events

September

Portland youth football and soccer leagues will be starting their seasonal games.

Girls youth basketball sign ups will end on September 10, 2011.

Letters for the Harvest Fall Festival will be mailed out and advertising will begin.

Walk Across Sumner (Sponsored By Sumner County Health Committee)

October 1, 2011 – October 29, 2011

The purpose for the Walk Across Sumner event is to get people to use the greenways and trails across Sumner County to promote good health and exercise. The kickoff for this event will be October 1, 2011 at the Gallatin Civic Center. There will be a fun walk for all participants. This is geared towards the elementary schools and they will be awarded with money for their PE classes for the amount of participation they have. Those who register and pay the fee will receive a t-shirt. The goal is to then walk at least 34.5 miles over the course of the 4 weeks. Everyone will be given an activity log. At the end of the month on October 29, 2011 there will be a celebration at the public library in Hendersonville. Activity logs will be turned in for prizes and giveaways and there will be a short “celebration” walk. All of this is still in the finalization stage and there could be some small changes made between now and October.

The Portland Parks and Recreation Department is going to hold a walking event to help participants to reach their goal. On October 22<sup>nd</sup> we will be holding a “Hallowalk” and a double feature Movie in the Park. The first 100 people will receive a flashlight (compliments of the Parks Dept) and we will do a night walk beginning at 5pm, which will finish at the amphitheater. The evening will feature a bonfire, movies, smore kits to roast and free popcorn. We hope this will generate people from other towns in Sumner County to promote and use our trail here in Richland Park.



## Monthly Report / September 2011

### Steve Osborne, Parks Director

#### Programs and Activities

The Portland Youth Football League had their first home game September 10.  
The Portland Soccer Club began their games September 10.

Not enough girls registered for a youth basketball program for girls. The boys will begin registration in October.

We are trying some open gym times, starting September 26. It will be open for general exercise and free play Mon-Fri from 7-10 AM, Tue & Thu from 3-7 PM, and Saturday mornings from 8 AM – 12 noon. We will continue this, and possibly make adjustments, based on attendance.

Our next movie in the park will be October 22 (final of the season).

<u>Overtime</u>	July	73.00
	August	46.00
	September	0.00

July overtime hours were a result of field prep required after rain for youth softball tournament.  
August overtime was associated with pool (swim team) program.

#### Misc

Richland Park hosted the 2<sup>nd</sup> Annual Wendy's Wish Fundraiser (September 24).

The issue with the basketball court (lost during the library construction) will eventually be presented to the finance committee / council. We referenced our intent (in Parks Committee minutes – Sept 12) to place one of the old goals at a location in Richland Park to provide at least a temporary place to shoot. It has since been discovered that both backboards were actually damaged during their removal, and neither can be used.



## **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*
- *MOW/WEEDEAT CITY HALL*
- *MOW/WEEDEAT MEADOW BROOK PARK*
- *MOW/WEEDEAT RICHLAND PARK*
- *DAILY CLEAN UP OF RICHLAND PARK & MEADOW BROOK PARK*
- *CHECK TRASH CANS - RICHLAND & MEADOW BROOK PARK*
- *MAINTAIN VETERANS MEMORIAL AT RICHLAND PARK*
- *MAINTAIN COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK & TENNIS COURTS MONTHLY*
- *SUPERVISE TRUSTEES 2 DAYS PER WEEK*
- *WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)*
- *PREP/PAINT SOCCER FIELDS WEEKLY FOR GAMES*
- *PREP/PAINT FOOTBALL FIELD WEEKLY FOR GAMES*
- *INSTALLED NEW SIGNS THROUGHOUT PARK*
- *FERTILIZED FOOTBALL FIELD*
- *PREP MEADOW BROOK ATHLETIC FIELD FOR CRICKET RESERVATIONS*
- *REPAIR FENCE AT RICHLAND GYM MEMORIAL*
- *PICKED UP AND DISTRIBUTED COMMODITIES*
- *TRIM BUSHES AT R.P. MEMORIAL (PREP FOR LIBRARY GRAND OPENING)*
- *REMOVE OLD FENCE AND DUGOUT PADS AT BASEBALL FLD 11*



Tammy Groves – Asst. Director  
Monthly Report  
September 2011

Programs and Activities

September: Portland Youth Football and Portland Soccer Club have officially started their league games in the park.

Girls Youth Basketball will be cancelled this season due to lack of participation.

Letters for the annual Harvest Fall Festival have been sent out.

Upcoming Events

October: Walk Across Sumner officially kicks off on October 1, 2011 with an opening ceremony at the Gallatin Civic Center.

A “Hallowalk” and a double feature movie will be taking place on October 22, 2011 at Richland Park. The one mile walk will start at the Portland Library and finish up at the Wanda Collins Ampitheater. The free double feature movie will start at 6 pm. There will be a bonfire as well as smore kits and concessions for sale. We will also provide free popcorn to everyone.

Trick or Treat on Main will take place on October 31, 2011 from 5-7 pm.



## **Monthly Report / October 2011**

### **Steve Osborne, Parks Director**

#### **Programs and Activities**

The Portland Youth Football League concluded their season in October.

Richland Park hosted a series of first round playoff games October 29, with three communities travelling to Portland to play. The Middle Tennessee Junior Football League specifically requested Richland Park as a first round site (with no Portland teams involved) – a compliment for our facilities.

The Portland Soccer Club wrapped up their fall season in October.

We have started registration for the boys' basketball league.

<b><u>Overtime</u></b>	August	46.22
	September	0
	October	112.42

August overtime was associated with pool (swim team) program.

October overtime due to GNRC event at park, and facility emergency.

Due to the holiday (November 11) – we will be forced to carry substantial overtime for setup for the Highland Harvest Festival (craft show) on November 12. No alternatives – staff will be required to work on the holiday.

#### **Misc**

The new roof at the community center was completed October 25.

The ADA list (chair) has been installed at the pool. This required task has been completed for the 2012 pool season. The installation was handled in house, although the core-drilling of the concrete had to be contracted (\$200).

Cleanup of the area in the north section of Richland Park (near Jim Courtney Road) is still in progress. The total anticipated expense of this job should be under \$2,000. There seemed to be some misconception that this job was being done at no expense to the city. That wasn't actually the case – the vendor did not volunteer his services.



## **Maintenance Report**

- *CHECK/CLEAN GYM DAILY*
- *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*
- *MOW/WEEDEAT CITY HALL*
- *MOW/WEEDEAT MEADOW BROOK PARK*
- *MOW/WEEDEAT RICHLAND PARK*
- *DAILY CLEAN UP OF RICHLAND PARK & MEADOWBROOK PARK*
- *TRASH CANS @ RICHLAND PARK & MEADOWBROOK PARK*
- *MAINTAIN VETERANS MEMORIAL AT RICHLAND PARK*
- *MAINTAIN COLD SPRINGS SCHOOL HOUSE AT RICHLAND PARK*
- *INSPECT ALL PLAYGROUND EQUIPMENT MONTHLY*
- *INSPECT DOG DISPOSAL UNITS MONTHLY*
- *INSPECT SKATE PARK & TENNIS COURTS MONTHLY*
- *SUPERVISE TRUSTEES 2 DAYS PER WEEK*
- *WEEKLY EQUIPMENT MAINTENANCE (CLEAN MOWER DECKS, SHARPEN BLADES, CHECK FLUIDS, MAKE REPAIRS, ETC.)*
- *PREP/PAINT SOCCER FIELDS WEEKLY FOR GAMES*
- *PREP/PAINT FOOTBALL FIELD WEEKLY FOR GAMES*
- *INSTALL ADA LIFT AT POOL*
- *OVERSEED ATHLETIC FIELD WITH RYE GRASS*
- *FERTILIZE ATHLETIC FIELDS*
- *PREP FOR MOVIE AT THE PARK/BONFIRE*
- *OVERSEE CLEANUP PROJECT, NORTH RICHLAND PARK*



Tammy Groves – Asst. Director  
Monthly Report  
October 2011

Programs and Activities

October: Walk Across Sumner Kickoff was a huge success and the closing ceremony was held at the Hendersonville Library on October 29, 2011.

The Hallowalk and Double Feature Movie was held on October 22<sup>nd</sup>. The walk was in conjunction with the Walk Across Sumner Program. Thank you to all who attended.

Boys youth basketball sign ups have begun and will continue through November. Deadline is November 18, 2011.

Trick or Treat on Main Street happens on October 31, 2011 with anticipation of having a huge number of children participating.

Upcoming Events

November: The first annual Highland Harvest Beauty Pageant will take place on Sunday, November 6, 2011.

The 38<sup>th</sup> Annual Highland Harvest Festival will take place on November 12, 2011 from 9am to 6 pm. at the Portland East Middle School.



## **Monthly Report / November 2011**

### **Steve Osborne, Parks Director**

#### **Programs and Activities**

Registration for boys basketball concluded November 18. Registration numbers were very disappointing. We are likely to form only one division, maybe two.

Adult volleyball registration is underway.

Craft Show was held November 12.

The Parks Department hosted a beauty pageant November 6. This program was managed entirely in house, brought very good public feedback, and netted about \$600 to the City of Portland.

We have expanded the open gym program over the last few weeks, opening 3 more times a week to try to encourage attendance from younger patrons. A similar attempt 3 years ago failed due to lack of interest. After a very slow start in October, we are starting to experience some very good crowds now, mostly teens.

<b><u>Overtime</u></b>	September	0
	October	112.42
	November	576.32

October overtime due to GNRC event at park, and facility after-hours emergency.

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

#### **Misc**

Suffered some minor wind damage to the roof (new roof at the community center) during November. This was due to some faulty installation in one area – contacted the roofer and the area has been corrected at no charge to the city.

We conducted 8 interviews for the full-time maintenance opening (due to departure of Robert Lawrence). We received several qualified applicants, and are very pleased with our recommendation for hire.



## **Maintenance Report**

- *CHECK/CLEAN GYM DAILY 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*
- *MOW/WEEDEAT CITY HALL*
- *MOW/WEEDEAT MEADOW BROOK PARK*
- *MOW/WEEDEAT RICHLAND PARK*
- *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 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.)*
- *PREP/PAINT SOCCER FIELDS WEEKLY FOR GAMES*
- *PREP/PAINT FOOTBALL FIELD WEEKLY FOR GAMES*
- *BASEBALL FIELD MAINTENANCE (FILLING LOW SPOTS WITH RED CLAY, EDGE ARCS, ETC.)*
- *HELP WITH SETUP FOR TRICK OR TREAT ON MAIN*
- *PREP AREA OFF JIM COURTNEY RD. FOR TOP SOIL, SEED AND STRAW*
- *SETUP FOR CRAFT SHOW*
- *REPLACED O-RING FOR FUEL PUMP ON NEW HOLLAND TRACTOR*
- *ANCHOR DOWN PICNIC TABLES AT SOCCER FACILITY*
- *MADE REPAIRS TO PICNIC TABLES*



Tammy Groves – Asst. Director  
Monthly Report  
November 2011

### Programs and Activities

November: The first annual Harvest Festival Beauty Pageant held on November 6, 2011 was a huge success and we hope to continue this event for years to come.

The 38<sup>th</sup> annual Highland Harvest Festival held on November 12, 2011 was a great success. We are Already discussing plans for next year.

Youth Basketball sign ups were held until November 18, 2011.

### Upcoming Events

December: Preparing float for the Christmas parade to be held on December 3, 2011. This is a night time parade starting at 5:30. The floats are to have lights on them.

Visit with Santa will be held on December 10, 2011 from 10 am – 12 noon at the Robert Coleman Community Center.

Adult Co-Ed Volleyball registration will start on December 9, 2011 with games to start in January 2012.



## Monthly Report / December 2011 Steve Osborne, Parks Director

### **Programs and Activities**

One division of boys for basketball, with 4 teams in grades 1-2-3. Practices started in December, with games to start in January.

Adult volleyball registration is underway.

Great crowds continue during the offered open gym times. We are averaging 20-30 people, mostly teens, for free play (basketball).

<b><u>Overtime</u></b>	October	112.42
	November	576.32
	December	0.0

October overtime due to GNRC event at park, and facility after-hours emergency. November overtime due to setup for the Highland Harvest Festival (craft show) on November 12. Staff was required to work on the holiday.

### **Misc**

Upon recommendation by TML, some old pieces of playground equipment have been removed from Meadowbrook and Richland Park. These old items were inspected and identified as unsafe, and their removal greatly reduces our exposure to liability. Repairs and modifications are also in progress on other pieces to keep them in service.

As part of my coordination of the volunteer project at Meadowbrook Barn (repair and paint), damaged wood has been replaced and repaired to prepare for the painting effort. This has been lined up for March 2012. Further details have been reported in minutes of the Parks Committee.

We experienced a break-in at a facility at Richland Park. Contacted PD, resulted in arrests. Damages should be reimbursed by those individuals.

Some landscaping and cleanup work is in progress around the Cold Springs School. This is being primarily funded by the Highland Rim Historical Society.



## **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.)*
- *WINTERIZED MEADOW BROOK RESTROOMS, PORTABLE RESTROOMS AT BASEBALL AND METAL CONCESSION RESTROOMS BEHIND RCCC*
- *DECORATE BANDSTAND/GAZEBO OFF MAIN STREET FOR CHRISTMAS*
- *INSTALLED NEW SKATE PARK RULES SIGN AT MEADOW BROOK*
- *INSTALLED (2) MEMORIAL BRICKS AT MEMORIAL IN FRONT OF R.P. GYM*
- *TRANSPORTED COMMODITIES FROM GALLATIN TO RCCC*
- *REMOVED SLIDE AND MONKEY BARS AT MEADOW BROOK PARK*
- *REMOVED MERRY-GO-ROUND AND MONKEY BARS AT RICHLAND PARK*
- *REPAIRED DOOR ON FOOTBALL PRESSBOX (VANDALISM)*
- *REPLACED DAMAGED WOOD AND REATTACHED EXISTING WOOD AT MB BARN*



**Tammy Groves – Asst. Director  
Monthly Report  
December 2011**

Programs and Activities

December

The Christmas float representing the City of Portland was presented during the 2<sup>nd</sup> night time Christmas parade that was held on December 3, 2011.

Boys Youth Basketball teams have started practicing for their upcoming league.

“Visit With Santa” was held on Saturday, December 10<sup>th</sup>. Refreshments and goody bags were given out and we also had face painting. We had a great turn out for this event.

Upcoming Events

January

Boys Youth Basketball league will start their seasonal games on Saturday, January 14<sup>th</sup>.