

DIRECTORS REPORT

PARKS & RECREATION BOARD

MARCH 2023

- After our last Parks & Recreation Board meeting, several projects have been underway, with a list of those below.
- The approved Indoor Pool Water Heaters have been ordered and should arrive within the next month or two.
- The Poles and Signs have been ordered for the Park Entrance Signs, and they will be sent in the next couple weeks. Staff will work with Public Works on putting in one of these signs to understand the entire process of assembly. After that, the sign installation will be placed on a schedule and various community groups contacted for the landscape part of this project.
- The Fitness Equipment has been ordered and will arrive sometime in May or June. Staff is working on a schedule for painting the Fitness Center area and preparing for the Ribbon Cutting, which will announced as that time gets closer.
- Gathering pricing for the Pickle Ball project, if approved. This will be a scheduled project and staff will keep the Park Board informed on our progress.
- I am very pleased to provide to the Board a copy of the CODE OF CONDUCT, that will be given to all Coaches, Parents and Participants who sign up for our Sports Programs. I would like to recognize Josh Rogan for the work that he has gathered towards the development of this policy. Thank you, Josh.,

- I am already starting work on the 2023-2024 Budget for the Parks & Recreation Department. This will include ALL of our Parks & Recreation Divisions and will include our Full Time staff to have “input and ownership” during the budget process.
- I will be attending a Management Team Retreat with ALL City-wide Department Directors, to work through budget issues as well as policy and decisions for future direction.
- Please note the Activities Code of Conduct as completed by Josh Roglon in the Sports report. This will be used for all our activities, specifically Sports.
- And finally, just a reminder that we will have the Joint Meeting with City Council on Wednesday, April 26th.

Business & Information Report

Brandon Maberry, B & I Specialist

Operations

- Made Park Board Manuals
- Learned how to navigate Incode
- Beginning of budget preparation
- Finished Summer Food Service Program Application
 - Missouri Department of Health & Senior Services is using new online software starting this year. Cannot submit application yet due to server issue. Application has been viewed and approved by Teresa Skaggs, our Health Program Rep. Currently waiting for server issues to be fixed on the MDHS side to then submit SFSP Application.
- Met with IT Gary Swanson about getting new security cameras installed to cover blind spots in our camera coverage where there has been recent vandalism damage.
 - Numerous broken windows.
 - Our cameras are currently under a 5-year contract with DH Pace.
 - DH Pace has spec'd cameras for inside the pool area and outside on the Southeast side of the Community Center. Currently waiting for Andy from DH Pace to get a quote on this.

Marketing

- Completed 2023 Summer Activity Guide and sent it to the Sedalia Democrat Newspaper for printing and distribution.
 - One copy of Activity Guide sent out to 12,000 residents of Warrensburg area by April 26th, 2023.
- Recruitment baskets and letters sent out to previous sponsors.
- Continued regular social media postings, newspaper ads, radio ads, etc.
- Met with the Warrensburg Chamber of Commerce to go over our mutual sponsorship agreement.
- Met with the Rotary Club to go over sponsorship agreement.
- Contacted with other sponsors about current agreements in place.
- Working with Josh R. on introducing indoor gymnasium schedule to WPR website and print schedules to the WCC lobby similar to the indoor pool schedule.
- Will update and maintain WPR website calendar.

Office Manager Report

Carrie Battles – Office Manager

- Met with Senior Center to discuss rental requests
- Assisted with proofreading Spring Activity Guide
- Weekly Rec Staff meetings
- Weekly Staff meetings with Parks & Public Works
- Interviewing for front desk attendants
- Attended Park Board Orientation
- Attended job fair

Fitness

- Received an estimated ship date for fitness equipment of mid May from Advanced Exercise
- Working on planning for the 2023 Freedom Fest 5K
- Hiring new Fitness Attendants - hired 2 wanting to get one more
- Hiring new Aquacise instructors - waiting on quality applications, being very thorough with instructor search.

- Hiring more personal trainers to give potential clients a wide selection to pick from, and to make sure we provide a trainer to as many people as possible.

Program Supervisor of Programs & Special Event

- Tiny Tee's registration open
- KOKO Radio Report
- New session of swim lessons began March 7th
- Lizzy's Art Class- March 2nd
- Spring Break Camp- March 6th-10th
- Held Community Job Fair March 22nd
- Kids Night In- March 24th
- Met with swim coordinator to discuss group and private swim lessons
- Scheduled programs and events for Summer Activity Guide
- Booked several birthday party packages for March
- Organizing upcoming events- Underwater Egg Hunt, Monthly Kids Night In
- After School Program
- Continue to prepare for Summer Day Camp
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- New Activity Code Of Conduct

Program Supervisor of Sports

- Indoor Soccer Games started 3/25
 - Ends April 29th
- Adult Pickleball started 2/21
 - End the first week of May
- Baseball/Softball Coach Meeting scheduled for 3/30
 - Practices start April 1st
 - Games Start May 1st
 - Shippy Meeting April 15th
 - Team Pictures June 19th-23rd
- Tee ball Registrations are open
- **Created ACTIVITIES CODE OF CONDUCT - SEE ATTACHED**