

DIRECTORS REPORT

Chris Deal, Director

PARKS & RECREATION BOARD

JUNE 2023

- The Outdoor Lap Pool motor and pump have quit and need to be rebuilt. Since this will take some time, I have ordered a new pool motor and pump for the NASSIF Lap Pool. We don't have an exact time when this will come in, but we are hoping for the end of the week next week, and staff will keep the Park Board posted. To keep our crowding down at NASSIF, the Summer Day Camp has been moved to the Indoor Pool and the Piranhas Swim Team has also moved to the Indoor Pool, until the Outdoor Lap Pool is repaired.
- Staff is very excited about the new Park Entrance Signs and Landscaping project around the signs. Public Works has installed 5 Park Entrance signs thus far. On our first landscaping project at Blind Boone Park, Scott Holmberg and Sandy Irle provided volunteer time to complete this project. Also, Scott Holmberg is taking the lead on finding future volunteers for the Park Entrance Sign Landscaping. This is much appreciated, and I look forward to working with Scott on these projects.
- The 2023-2024 Budget planning for the Parks & Recreation Department continues, as the first draft was presented to the Park Board in May. The City Council reviews the budgets in

June and July, with the final Park Board budget reviewed by the Park Board in July. The City Council approves the city-wide budgets in August and September.

- I am very excited to report the growth of our Membership, from 420 the month of November to 1,507 year to date. And that includes 70 military discounts, which I am very happy to report. As a comparison, the Community Center had 1,999 members in 2019, so our numbers are increasing daily, and our goal is to exceed expectations on our membership count.
- Other department wide issues have been covered within the Committee Reports and Board meeting, and are included below in the department staff reports.

Office Manager Report

Carrie Battles – Office Manager

- Weekly Staff meetings with Parks & Public Works
- The front desk position is open again. We will be losing some staff due to football starting in August.
- I escorted the Trips & Tours group to the New Theater Restaurant on June 14th. The upcoming trip is on July 7th to the American Jazz & Negro Baseball Museum.
- M.J. Poynter & I have the trips planned through December 2023 for the Trips & Tours group.
- I continue to work with the Senior Center to schedule their events through summer while working around Summer Day Camp needs.
- I'm currently working with the Nutritionist for Care Connection to schedule ServSafe classes for their employees.
- Brandon & I are meeting with Community Chorus on June 23rd.
- I scheduled Summer Singers event for July 13th. The event is an open invitation to anyone in the community to come & sing-a-long to approximately 40 songs. This is a partnership between Community Chorus & Parks. Refreshments will be provided.
- Currently working with the Arts Commission to plan a dinner theater event in October.

- I have been working closely with Marcella & Rachel in Finance since conversion of Incode to a cloud-based version. Incode is the financial system that the City uses & we've had to work through some issues with the export of our data from ActiveNet since the conversion. ActiveNet is the software that Parks uses.

Business & Information Report

Brandon Maberry, B & I Specialist

Operations

- Continuing to clear out and refile old paperwork/ update information binders.
- Began the Summer Food Service Program
- Installed motion-sensor spotlights at Nassif due to break-ins.
- Working with IT to fix the Wi-Fi at Nassif so that cameras can be installed.
- Cleared out old tentative program list on Active Net.
- Checked over Fall Sport registration for Active Net posting.
- Working with United Way to work out debt of \$4000 through middle school programming.
- Have had a lot of issues with the Active Net POS System. The credit card readers are constantly resetting to factory settings which requires me to go to that POS System & uninstall the USB Driver and then reinstall it. This can have issues due to needing Admin Clearance on the network which I don't have. Besides this issue, Active Net had a bug where the workstation program on each POS System (we have 6) had to be uninstalled and reinstalled. Then the settings had to be adjusted for each program, which required Admin Clearance. This was a multiple-day process to work through this with Active Net Support and our IT department. This is an example of a common type of issue with Active Net.

Marketing

- Midway through working on the Fall Activity Guide. Need to get with Recreation programmers to set program dates to finish the Activity Guide.
- Updated various parts of the WPR webpage
- Worked with Director on messaging for pool operations
- Worked with Erica on getting signs made for the Juneteenth Event
- Met with the Visitor Center to take photos of Nassif
- Regular marketing tasks (social media, flyers, etc.)

Recreation

- Set up WPR's movie screen for Main Street's Movie on the Lawn
- Planned Free Swim Event with Johnson County United Way for June 23rd

- Met with Community Chorus group
- Set up the sound system for the Juneteenth Event
- Started planning process of recreation programming 24-25
- Created recreation program plan for Fall-A-Day Event
- Started working with Corbin, Fitness Supervisor, on a recreation program plan for the Freedom Fest 5K
- Will be meeting with the Recreation Supervisors in the next weeks to finalize programs and dates for 24-25.

Program Supervisor of Fitness and Wellness

- Getting ready for freedom fest 5K:
 - Staffing
 - Shirts
 - Medals
 - Sponsors
 - Timing System
 - Route
- Acquired food trucks for Juneteenth Celebration
- Getting new personal trainers onboarded, New Fitness Classes from Mollie Cavanaugh and Intro to Strength and Conditioning led by Sam Collins
- Working on training certification - NSCA CSCS
 - Certification, along with my BS Kinesiology, will allow me to become more qualified when supervising personal trainers and establishing new programs and classes
- Working on repairing old equipment that has recently gone down in order to make sure new fitness center is in top shape and is able to serve the correct purpose to our patrons

Program Supervisor of Programs and Special Events

- KOKO Radio Report
- Booked several birthday party packages
- Booked several cabana party packages for the summer
- Booked pool rentals for the summer
- Continued operations of Summer Day Camp
- Continued operations of the concession stand
- Coordinated swim lesson plans for the summer with swim coordinator

Program Supervisor of Sports

- Fall programs registrations have opened
 - Flag Football registration ends August 6th
 - Youth Soccer Registration ends August 7th
 - Youth Volleyball registration ends August 21st
 - Little Kickers registration ends August 28th
 - Super Kickers registration ends August 28th
- Youth Baseball & Softball playoffs start July 6th
 - The last game in Warrensburg will be July 14th
- All team photos have been taken for Summer sports
- The last day of Tee ball games was 6/22
- The last day of Tiny T's session was 6/25