

MEMORANDUM



Date: August 13, 2018

To: Joe Snook
Administrator of Parks and Recreation

From: David Dean
Superintendent of Recreation Services II

Re: Longview Community Center Budgets and Organizational Changes (Amended)

At the July 2018 Park Board meeting, the board approved the acquisition of the Longview Recreation Center from the Junior College District of Metropolitan Kansas City (MCC). As previously discussed in closed session, staff identified approximately \$1,650,000.00 in proposed renovations to the facility. Attachment A is an overview of the revised renovation budget that includes facility improvements, FFE, IT infrastructure and contingency funds for the project. In addition, Attachment B provides information regarding the current availability of funds which can be allocated to fund the renovation. Staff proposes the funding for the renovation project totaling approximately \$1,650,000 be obtained from Parks and Recreation fund, the Legacy Park Community Center fund and the Parks COP Debt fund.

Proposed Motion: I move to approve the project renovation budget as outlined in Attachment A and approve an allocation of funds to be transferred from the Parks and Recreation fund (\$650,000), the Legacy Park Community Center fund (\$200,000) and the Parks COP Debt fund (\$800,000) in the total amount of \$1,650,000.00.

Next, staff developed an operational budget assuming an opening date of November 1, 2018. The year-end net shows a projected loss of \$147,460.00. Some revenue line items of special note include gate receipts and membership fees. The projected opening of November 1 puts the opening at the front end of the peak season for fitness facilities. Even with that, staff was conservative with the revenue projections, knowing it will take time to grow the membership base.

In gate receipts staff used 60% of the gates receipts (single visits) that is averaged at Legacy Park Community Center and membership fees, staff projected 3,900 units compared to 6,700 at Legacy Park Community Center. Membership revenues were projected to grow modestly throughout the fiscal year.

In the expense line items, it should be noted that full-time staffing levels have been minimized until the membership base dictates the need for additional full-time staff. The only staff cost adjustment made outside of the addition of new staff is the reallocation of the Aquatics Manager position, with 40% of the total position costs allocated to Longview Community Center, 30% of the total position costs allocated to



Summit Waves, and 30% of the total position costs allocated to Legacy Park Community Center. This funding allocation is already reflected in the budget proposal for the Longview Community Center operations which was previously provided.

Any shortfall in this fund would be covered by fund 200 per the Fund Balance Policy

Proposed Motion: I move to approve the projected operational budget for the Longview Community Center as outlined in Attachment C and to cover any shortfall per the fund balance policy resolution that is included in the annual budget packet that is approved by the board.

Lastly, staff identified positions that either do not exist in the current pay plan or that need to have additional FTE's assigned for Longview Community Center operations, and/or to backfill positions at the Legacy Park Community Center which result from transferring staff to Longview. The positions which need to be added to the pay plan include the Legacy Park Community Center Manager and the Aquatics Supervisor (which will be funded by LPCC and Summit Waves). Additional FTE's will need to be authorized for the positions of Recreation Supervisor I (1 FTE for Longview), Maintenance Specialist (1 FTE for Longview), Maintenance Specialist (1FTE for Longview) and Service Representative (1 FTE for Longview). Job descriptions for the two positions which need to be added to the pay plan are included as Attachments D and E and an organizational chart is included as Attachment F.

Proposed Motion: I move to approve the creation and inclusion in the Pay Plan of the Legacy Park Community Center Manager position for placement in Pay Grade 15, and the creation of the Aquatics Supervisor position for placement in Pay Grade 11, as well as authorizing an additional FTE in each of the positions of Recreation Supervisor I, Maintenance Specialist, Maintenance Supervisor, and Service Representative, with all positions being included in the FY2019 budget.

Supplemental Attachments:

- FY2019 Pay Plan – Amended August 15, 2018
- Updated Organizational Chart
- Updated Aquatics Supervisor Job Description (reflecting changed minimum qualifications and Pay Grade)

**FULL TIME STAFF COMPENSATION
2018/2019 SCHEDULE AMENDED AS OF AUGUST 15, 2018**

Grade	Title	2017-2018 Salary Range			2018-2019 Salary Range		
7	None	\$24,566	-	\$39,355	\$24,566	-	\$39,355
8	Service Representative I (2) (3) Assistant Recreation Supervisor (1)	\$26,112	-	\$41,963	\$26,112	-	\$41,963
9	Recreation Supervisor I (3) (4) Maintenance Specialist (3) (4) Park Specialist (2)	\$28,269	-	\$45,541	\$28,269	-	\$45,541
10	Skilled Park Specialist (1)	\$30,644	-	\$49,520	\$30,644	-	\$49,520
11	Senior Park Specialist (4) Recreation Supervisor II (0) Administrative Services Coordinator (1) Aquatics Supervisor (1)	\$33,261	-	\$53,884	\$33,261	-	\$53,884
12	Legacy Park Community Center Assistant Manager (1) Maintenance Supervisor (4) (2) Park Maintenance Supervisor (1) Marketing Coordinator (1) Master Park Specialist (6) Recreation Supervisor III (0)	\$36,150	-	\$56,331	\$36,150	-	\$56,331
13	None	\$39,339	-	\$64,162	\$39,339	-	\$64,162
14	Park Operations Manager (1)	\$42,866	-	\$70,171	\$42,866	-	\$70,171
15	Aquatics Manager (1) Gamber Community Center Manager (1) Harris Park Community Center Manager (1) Administration Manager (1) Assistant Superintendent of Park Construction (1) Legacy Park Community Center Manager (1)	\$46,769	-	\$76,794	\$46,769	-	\$76,794
16	Assistant Superintendent of Recreation Services (1)	\$51,093	-	\$84,099	\$51,093	-	\$84,099
17	Superintendent of Recreation (1) Superintendent of Park Planning and Construction (1) Superintendent of Park Operations (1) Superintendent Legal Services and Human Resources (1)	\$55,889	-	\$92,273	\$55,889	-	\$92,273
18	Superintendent of Administration II (1) Superintendent of Recreation II (1)	\$61,213	-	\$101,308	\$61,213	-	\$101,308
19	None	\$70,546	-	\$116,754	\$70,546	-	\$116,754
20	Assistant Administrator (0)	\$74,711	-	\$123,721	\$74,711	-	\$123,721
21	None	\$80,142	-	\$132,715	\$80,142	-	\$132,715
22	None	\$82,910	-	\$134,816	\$82,910	-	\$134,816

Unclassified--Administrator of Parks and Recreation (1)
Longview Community Center Additions/Modifications in RED

Lee's Summit Parks & Recreation Board



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Samantha Shepard

Lawrence Bivins
Treasurer

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Park Board Liaison



Joe Snook
Administrator

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David Dean
Superintendent of Rec II



Tede Price
Superintendent of Rec



Carole Culbertson
Superintendent of Admin II



Jackie McCormick Heanue
Superintendent of
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Resources



Steve Casey
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Brooke Chestnut
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Park Operations



Jodi Jordan
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Recreation Services



Devin Blazek
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VACANT
LPCC Manager



Pat Shepard
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HPCC Manager



Toni Stock
Admin Manager



Steve Thomas
Assistant Superintendent
of Park Construction



Andy Carr
Park Operations
Manager



VACANT
Maintenance Supervisor



VACANT
Aquatics Supervisor



Mike Hedrick
LPCC Assistant
Manager



Eric Schooley
Maintenance
Supervisor



Jay Martin
Maintenance
Specialist



Jacob Johnson
Recreation
Supervisor I



Heath Harris
Recreation
Supervisor I



Kalaen Wheeler
Maintenance
Specialist



Collin McCage
Marketing
Coordinator



Dana Thurber
Admin Services
Coordinator



Ken Harper
Master Park
Specialist



Rob Hemme
Master Park
Specialist



Keith Schloman
Master Park
Specialist



Kevin Brackman
Master Park
Specialist



Liz Drentlaw
Senior Park
Specialist



VACANT
Park Maintenance
Supervisor



Steve Bonner
Senior Park
Specialist



Bryan Bair
Senior Park
Specialist



Steve Kirchoff
Master Park
Specialist



Stormy Dale
Master Park
Specialist



Michael Cox
Skilled Park
Specialist



Jared Greene
Park Specialist



VACANT
Park Specialist



Sara Dyer
Service Rep



Ruth Buckland
Service Rep



Vernon Hughes
Maintenance
Specialist



Jenny Brennan
Rec Supervisor I



Dom Thomas
Assistant Recreation
Supervisor

PT Staff

Public Swim
Swim Instruction
Special Events
Rentals
Listening Sessions

PT Staff

Memberships
Rentals
Special Events
Listening Sessions

PT Staff

Fac. Supervisor
Maintenance
Janitorial Svcs

PT Staff Contract EEs

Aerobics
Fitness
Personal Training
Water Fitness
HEED
RevUP Sales
Massage
Childcare
Weight Room

PT Staff

RevUP
HEED

PT Staff Contract EEs

Site Supv
Service Reps
Custodians
Events
VIP Program
Adult & Youth Inst.
Rentals
Listening Sessions

PT Staff Contract EEs

Youth Leagues
Adult Leagues
Instructional
Clinics/Camps
Events
Field Supv
Concessions
Hartman Park

PT Staff

Instructional
Sylvia Bailey
Rentals
Site Supv
Camp Summit

PT & Volunteer Staff

LPA
Special Events
Listening Sessions

Marketing
Social Media
Publications
Graphic Design

PT Staff

Admin Support
Patron Svcs
Document Retention
Accounting

ITS
Budget
Purchasing
Analysis

HR/Payroll
Legal
Contract Review

Park Design
Greenway
Bikeway
Neighborhood Parks

Park Construction
Park Renovation

600 Acres
30 Parks

Beautification Commission
City Grounds Maint.
Youth Sports Assoc.
Historical Cemetery

Legacy Park Ops
700 Acres
VERP
Inventory Control
Purchasing

Carpentry
General Maintenance
Repairs

LEE'S SUMMIT PARKS AND RECREATION

Job Description



Job Title: AQUATICS SUPERVISOR
Division: Recreation
Department: Parks & Recreation
Supervisor: Aquatics Manager
Date: July 2018

Pay Grade: 11
FLSA Status: Exempt

Job Summary

The Aquatics Supervisor, under the general direction and guidance of the Aquatics Manager, is responsible for the daily operations and maintenance of the indoor aquatic facility located at the Legacy Park Community Center and at Summit Waves outdoor aquatic facility located at Harris Park. Assists with staffing of programs and activities, training and supervision of lifeguard and program staff, developing programs for a variety of aquatic interests, and the staffing for the welcome desk and food and beverage operations at the outdoor facility.

Job Scope

Directly supervises volunteers, part-time employees, and contract professionals for programs, facility operations and special events. Assists with preparation, administration, and monitoring of budgets for assigned facilities and programs.

Principal Duties and Responsibilities

1. Ensures quality control, patron service and risk management policies and procedures for the aquatic facilities.
2. Enforces facility policies and procedures consistently for staff and patrons.
3. Compiles all operational records for the aquatic facility.
4. Evaluates and reports on the functional capabilities of all pool equipment.
5. Assists Aquatics Manager with recruitment, training, supervision and retention of aquatic staff.
6. Teaches aquatic courses as necessary.
7. Collaborates with other divisions of the Department in order to ensure delivery of service consistent with Departmental missions and objectives.
8. Assists in the preparation of assigned aquatic facility budgets.
9. Participates in professional organizations.
10. Consults and advises the community regarding recreation activities and facilities.
11. Ensures the enforcement of park and recreation rules and regulations.
12. Performs those activities necessary to insure the safety of participants.
13. Assist with the development and maintenance of the operational manuals for the aquatic facilities.
14. Monitors and oversees marketing efforts for assigned facilities, including use of social media platforms, to maximize exposure for facility events and activities; works collaboratively with Marketing Coordinator for large scale marketing efforts.

Peripheral Duties:

1. Attends Park Board meetings, staff meetings, and other meetings as required.
2. Serves as a member of the Park Visit Team as assigned.
3. Serves as a staff member for special events as assigned.
4. Serves as the Inclusion Coordinator for the department.
5. Performs other duties as assigned.

LEE'S SUMMIT PARKS AND RECREATION

Job Description

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

Minimum Education, Experience and Certification Requirements

1. Bachelor's degree or equivalent in Parks and Recreation Administration, Education or a related field required; at the discretion of the Department, directly related work experience may be substituted for education at the rate of three years of directly related work experience per one year of education; and,
2. Minimum of 1 year experience in one or more of the following: pool operations, aquatic staff development, food and beverage operations and aquatic programming required; and,
3. Basic first aid, CPR and AED certification required within three (3) months of date of hire.
4. Lifeguard training instructor certification required within one (1) year of date of hire.
5. AFO or CPO certification preferred; required within one (1) year of date of hire.
6. WSI certification preferred.
7. Certified Parks and Recreation Professional preferred.

Skills, Knowledge and Abilities

1. Skills in organizing, planning and preparing materials and evaluating goals and objectives.
2. Skills in selecting, supervising, appraising, counseling and discharging personnel. Skills in management and staff development.
3. Knowledge of philosophy, methods and techniques for administering recreation and athletic facilities, and budgeting and accounting procedures.
4. Skills in using general office equipment.
5. Ability to analyze community needs, problem solve and implement solutions, and relate to the needs of all age groups.
6. Ability to establish good working relationship with public, subordinates and supervisors. Ability to maintain self-control and composure and set a professional example for the staff and participants.
7. Ability to understand, analyze and implement ideas and concepts.
8. Excellent written, verbal, organizational, and communication skills.
9. Demonstrates a strong commitment to patron services.

Physical Classification:

- Medium: Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to raise or lower an object from one level to another, transport an object, exert force upon an object so that it moves away from or toward the force, or otherwise move objects.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical activity of this position:

- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

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- Crawling. Moving about on hands and knees or hands and feet.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Repetitive motion. Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing. Particularly for sustained periods of time.
- Stooping. Bending body downward and forward by bending spine at the waist. This occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

The visual acuity requirements including color, depth perception, and field vision:

- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The conditions the worker will be subject to in this position:

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to outside environmental conditions. No effective protection from the weather.
- The worker is subject to both environmental conditions. Activities occur both inside and outside.
- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

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- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards. Including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

Psychological Demands:

The psychological demands of this position require the following while handling psychological stress:

- Ability to remain objective and calm while speaking with emotional, traumatized, angry, or distraught individuals
- Ability to follow protocol during periods of high stress and physically demanding conditions
- Ability to handle very difficult situations and address personal emotions after the situation has been concluded
- Ability to obtain the most accurate information possible while simultaneously helping someone facing a traumatic event
- Ability to handle a difficult call (customer/citizen/situation) and address personal emotions after the call has been concluded
- Ability to be empathetic and compassionate

LEE'S SUMMIT PARKS AND RECREATION

Job Description

JOB DESCRIPTION ACKNOWLEDGMENT

Job Description Title: Aquatics Supervisor

I, the undersigned, have been provided with a copy of the above titled job description for my review. My supervisor and/or manager have offered me the opportunity to meet with me and provide an opportunity to ask questions and to discuss my position and this job description, and I have either accepted or rejected that offer.

I understand that this job description lists essential and peripheral duties that are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

I also understand that the physical requirements and psychological demands identified in this job description are intended to be representative of those encountered while performing the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions.

The work environment characteristics listed in this job description are representative of those that may be encountered during the performance of the essential function of this job position are not intended to be all-inclusive.

Signature of Employee: _____ Date: _____

Witness Signature: _____ Date: _____

Witness Printed Name: _____