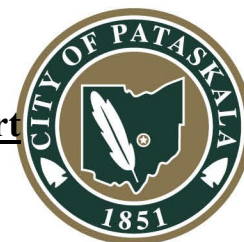


City of Pataskala Parks and Recreation Department Council Report

Lenier Crawford, Parks Manager



Administrative

○ Pool Concession Operations

▪ Parks Supplemental:

- The parks department is asking council for funds to cover expenses that will accrue with adding the concessions to our operations this summer. We have received a lot of information from PRA concession operations since 2019 as this has helped drive our decision to ask for \$20,000. With the passing of the Swim Instructor/Guest Services Position, we have budgeted 1250 total hours to operate the concession stand at a pay rate of \$10.00 per hour. We will run a modified schedule while having some food truck appearances in the park for the community sometimes during the summer months. The option to continue operating the concession stand in house will come with an additional expense, so we are asking council to approve this amount to ensure we have the spending authority ahead of our pool season. We are still taking applications for aquatic positions. We have completed 2 rounds of interviews

▪ Ordinance 2022-4416: Creating New Aquatic Facility Concession Stand positions

- This is an ordinance to create 2 new positions within the parks and recreation department. We are seeking to add Concession Stand Worker and an Assistant Concessions Manager. The Pataskala Municipal Pool has been offering concessions for the patrons for many years and we would like to have this option in the future as we prepare to fully take over. The recreation department now would like to create official positions to solely operate this aspect of the Aquatic Division. The positions are not funded in the 2022 budget cycle at this time.

○ Parks Advisory Board meetings being held in park in 2022

- Starting in April, 1 of 2 parks board meetings will be held in 1 of 7 parks. We will highlight each park and engage the community and collect data for future use as the community grows. Economic development in the area is booming and now is the time to gather as much data as possible and begin discussion to begin implementing plans for the future of our parks system. More information will be given at next council meeting regarding our goal of the meetings. See attached schedule. We hope to see ward representatives present in the parks.

➤ Project updates

- **Foundation Park Dugout:** Project has started
- **Aeration of Ponds:** Service will be added by the end of the month (AEP)
 - Only completing Liberty Park this season. Citizens Park will be delayed due to Headwall construction being planned this summer

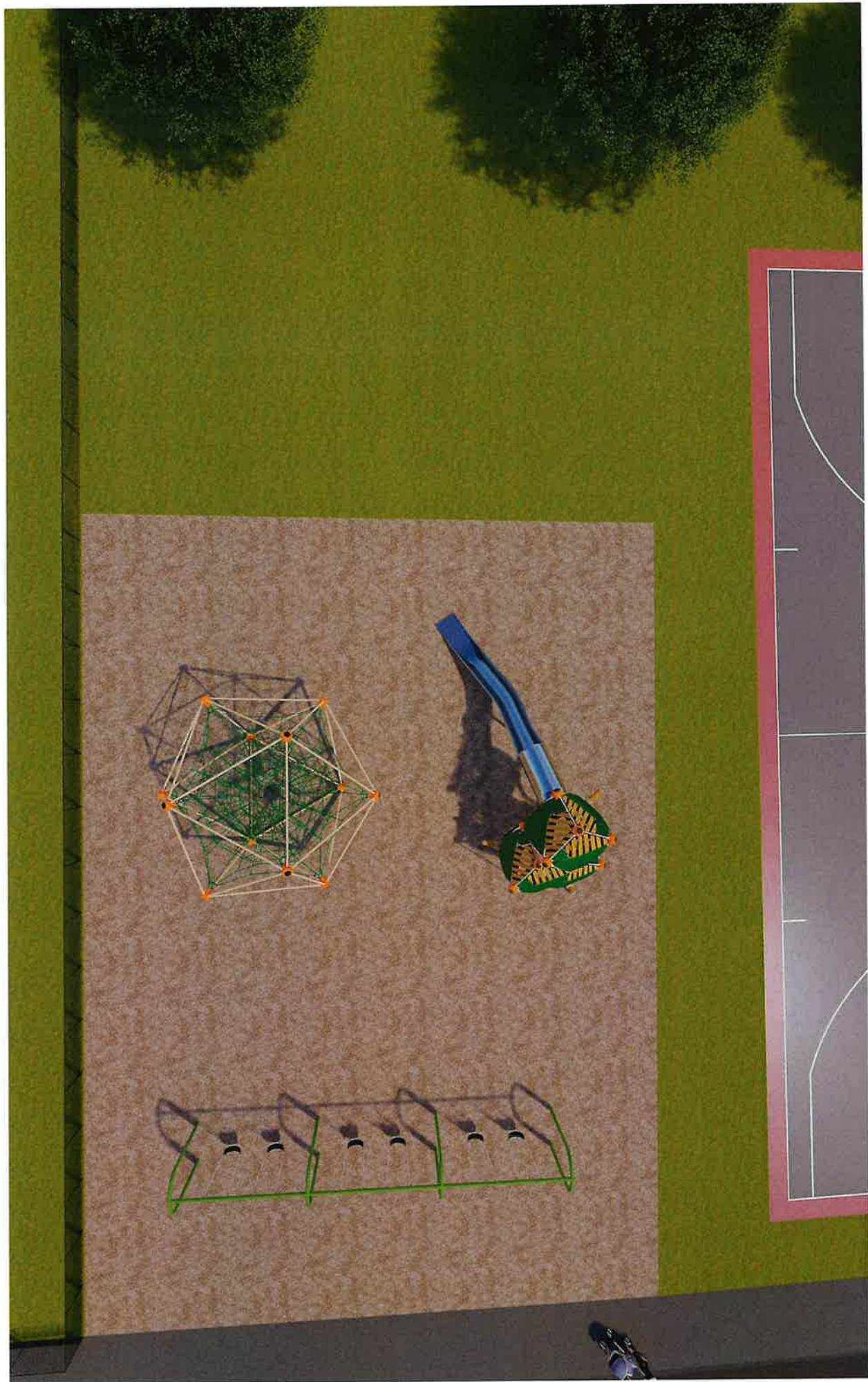
- **Security Cameras:** Final quote has been approved and will be under budget. In the final process of the budget cycle in 2021, this line item wasn't added into the budget by accident so we are asking to place it on this supplement so that I can move forward with purchasing the camera systems to ensure installation prior to the busy spring/summer season approaching.
- **Ice Machines:** Ordered and will be installed April 13th.
- **Pool Pump:** New Pump/motor has been installed
 - **Pool Pre-Season Prep** work begins the April 4th
- **Foundation Park: Athletic Field Development Project:** Preliminary planning for the future of our parks and recreation program growth. Parking will be included in the plan as well. See attached document
 - Currently in our unfunded CIP we have athletic field improvements. We are in the process of obtaining a feasibility study for Foundation Parks open space to add additional fields to help with our existing programs (Soccer) and will be a resource for other leagues within the community who need open athletic field space for practices and games. We are working with Verdantas to obtain a site image of the site work. This feasibility study will be completed by September 2022 to ensure that I can potentially apply for the Land and Water Conservation Fund (ODNR) This is a 50% match grant for the development and rehabilitation of recreation areas.
- **Citizens Park planning:** The goal this year is to apply for a nature works grant for this park. We are waiting on site plan from Midstate Recreation. We are writing the grant to engineer the area and do the following in 2024: The nature works grant is a 25% allocation from the city. The goal would be to apply for improvement two years in a row. **See imaging attached**
 - Add/Upgrade Parking lot on site
 - Add caged basketball court
 - Add an aggregate walking path around the perimeter of the park and connect to Faith Ann (Taylor Rd)
 - Grade field area to add greenspace so that its usable space for the West Side of Pataskala. Athletic Fields

Parks and Recreation News/ New Updates:

- **News:**
 - **Pool Recruiting is still active.**
 - **Seasonal Maintenance: Planning to return a seasonal from last year and hire an additional body from the 3 applications received. Will be taking apps to PBR April 7th.**
 - **In June 2022 Parks Manager will be taking an exam to become a Certified Parks and Recreation Professional (CPRP): This certification is for park professional seeking to become a director and more with the city's parks department.**
 - **Soccer Registration is closed: 47 Teams**
 - **Licking Memorial will be using our facilities for Walk with a Doc program on July 30th.**
 - **Pace with Passion 5K Race: May 21st, 2022**
 - **Story Walk: May 27th: TBD Also opening day of the pool 4pm**

- **Outdoor Adventure Day: Fishing, Archery and more: June 18th, 2022**
- **Pataskala Chamber 50th Anniversary Event: June 11th: planning is in progress. The event will take place at foundation Park. A movie will be played, music, vendors tent. More information to come.**
- **United Way 5k July 2nd, 2022: Confirmed the race for July 2nd.**

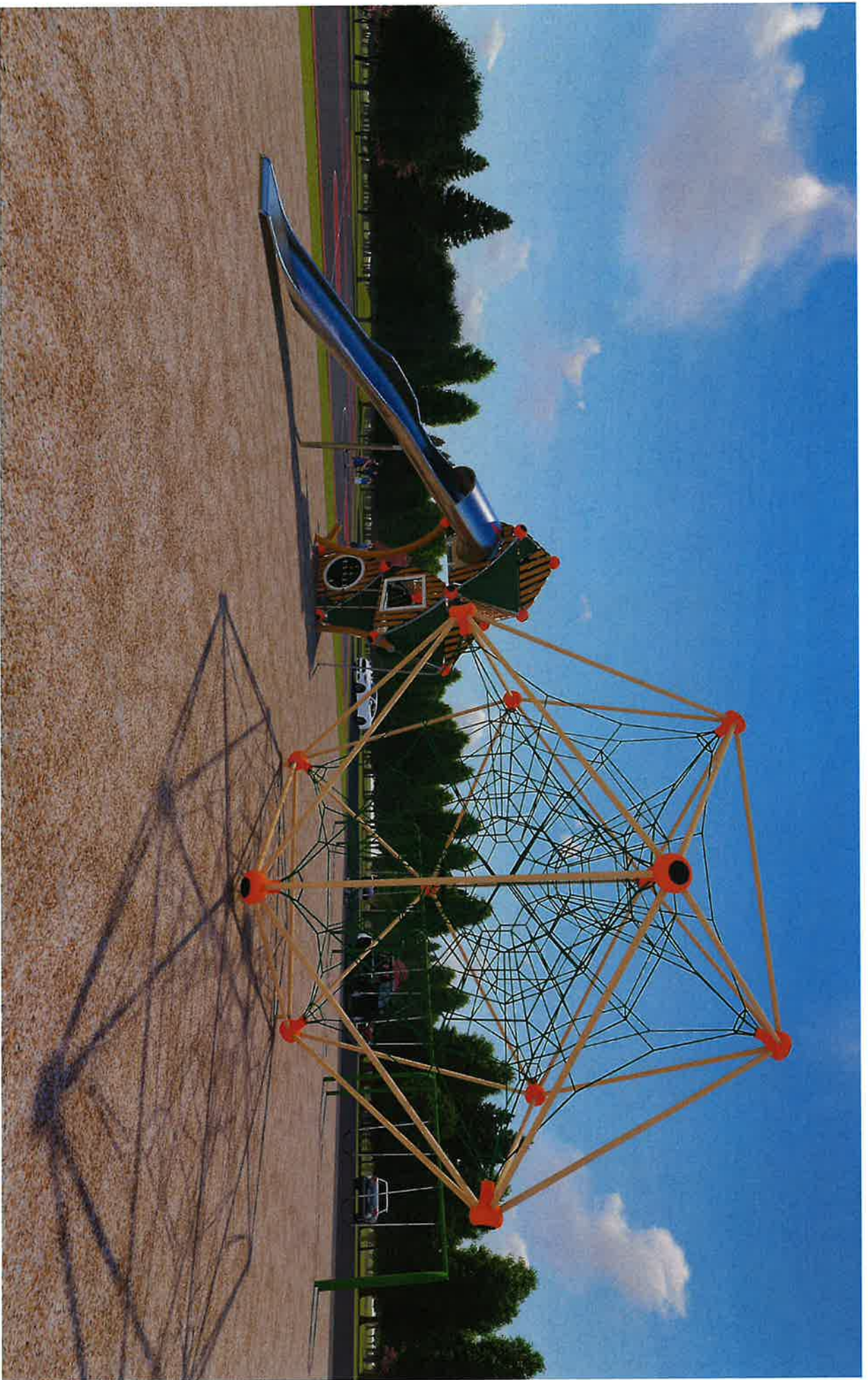




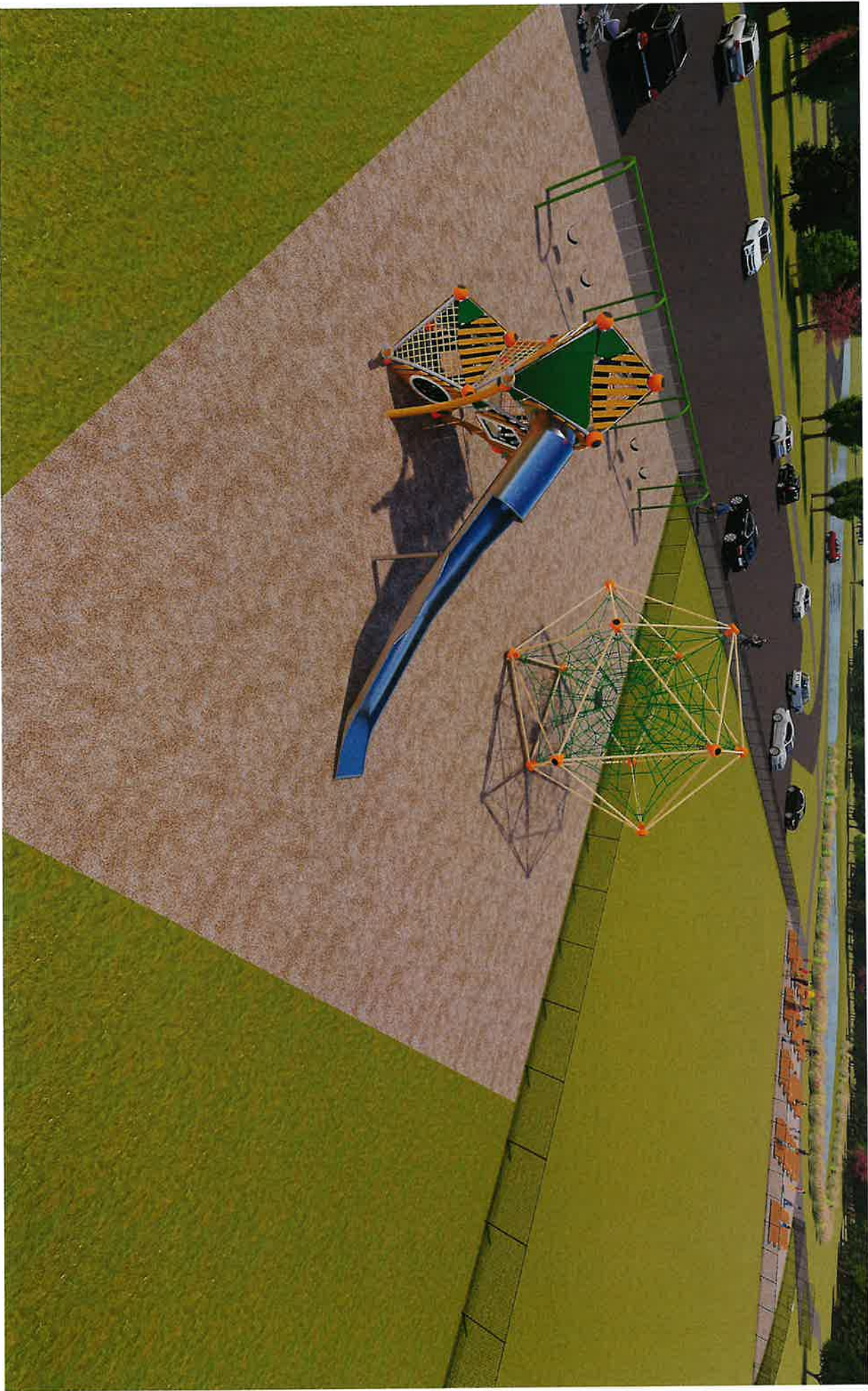
















March 29, 2022



Parks

—
Lenier A. Crawford
Parks Manager

CITY OF PATASKALA PARKS AND RECREATION DEPARTMENT

*Lenier Crawford AFO
Parks and Recreation Manager*

2022 and Beyond





Parks

Lenier A. Crawford
Parks Manager

Ultimately our goal is to have enough employees to effectively manage and facilitate all resources that the city's park programs provide. Parks and recreation agencies across the country provide a vital service to an ever-growing population. Operations and maintenance funding, staffing, access, dedicated funding sources all play a vital role in Pataskala's ability to able to provide high-quality amenities and services. As Pataskala grows more people are taking advantage of our parks and recreational programming. Pataskala takes great pride in providing these services to our citizens. It is our goal to continue to deliver quality park and recreation amenities and services to our community. This is the best way to facilitate growth and harness the demands that come with operating a well-run department.

Below, I am providing council members with an idea of the typical work week for the Parks Manager during the busy months of March -September.

March Typical Work Week

Task	Time Spent (Weekly)
Park Inspections/Document work completed	4 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	5 hours
Inspecting soccer fields post winter and prepping for youth soccer programs/select programs	10 hours
Equipment Maintenance/prep for mowing season/finalize plans for parks	5 hours
Aquatic Season Final Planning	2 hours
Recreation Program Administrative duties: Recreation emails ramp up	15 hours
Seasonal Recruiting and Hiring Process	5 Hours
Field Lining Prep work	2 hours
Total	50 Hours

April Typical Work Week



Parks

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Lenier A. Crawford
Parks Manager

Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	10 hours
Parks Maintenance Duties: Mowing and Turf Management/Soccer field work	20 Hours
Coordinate/Supervise Pool Managers	5 hours
Pre-Season Pool Operations Training Review (Licensed Instructor: creating lessons for each day and finalizing aquatic operations in prep for new employees)	5 Hours
Pre Pool opening list: Cleaning and working on pool prep to open and have water in the pool no later than the 2 nd Monday in May each year	10 Hours: Will work 2-3 half days on site to begin working on the lawn, drain water and begin pulling out furniture etc and more.
Admin/On site coordinator: Soccer program: Wednesday night games/Saturday soccer days.	12 Hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 hours
Public Relations: Email/social media/resident communications	3 hours
Total	73 Hours



Parks

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Parks Manager

May Typical Work Week

Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	10 hours
Coordinate/Supervise Pool Managers on site	10 hours
Pre-Season Pool Operations Training (New employee training)	15 Hours
Pre-Pool Opening: Day to Day water checks and prepping facility for opening	
Admin/On site coordinator: Soccer program: Wednesday night games/Saturday soccer days.	12 Hours: Weekends included
Parks Maintenance Duties: Mowing and Turf Management/Soccer field work	20 hours
Public Relations: Email/social media/resident communications	3 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	80 Hours

June Typical Work Week



Parks

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Lenier A. Crawford
Parks Manager

Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	12 hours
Coordinate/Supervise Pool Managers and seasonal employees on site. Pool Day to day operation: Daily Checks, Money Handling practices	20 hours: In 2021 there were stretches where I worked at the pool 7 days per week
In-Season Pool Operations Training (In-Services)	6 Hours: 4 hours required for each guard this time include lesson plan for each of the 4 days
Admin/On site coordinator: Soccer program: Wednesday night games/Saturday soccer days.	8 Hours: Weekends included
Parks Maintenance Duties: Mowing and Turf Management/Soccer field/Ball diamond work	20 hours
Public Relations: Email/social media/resident communications	3 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	79 hours

July Typical Work Week



Parks

—
Lenier A. Crawford
Parks Manager

Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	12 hours
Coordinate/Supervise Pool Managers and seasonal employees on site. Pool Day to day operation: Daily Checks, Money Handling practices	20 hours:
In-Season Pool Operations Training (In-Services)	6 Hours: 4 hours required for each guard this time include lesson plan for each of the 4 days
Admin/On site coordinator: Soccer program: Registration and Prep for Fall Season	6 Hours
Parks Maintenance Duties: Mowing and Turf Management/Soccer field/Ball diamond work	20 hours
Public Relations: Email/social media/resident communications	3 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	77 hours



August Typical Work Week

Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	12 hours
Coordinate/Supervise Pool Managers and seasonal employees on site. Pool Day to day operation: Daily Checks, Money Handling practices	20 hours:
In-Season Pool Operations Training (In-Services)	6 Hours: 4 hours required for each guard this time include lesson plan for each of the 4 days
Admin/On site coordinator: Soccer program Prep	5 Hours
Parks Maintenance Duties: Mowing and Turf Management/Soccer field/Ball diamond work	20 hours
Public Relations: Email/social media/resident communications: Recreation emails ramp up	10 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	83 hours

Parks

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Lenier A. Crawford
Parks Manager

September Typical Work Week



Parks

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Lenier A. Crawford
Parks Manager

Task	Frequency (Weekly)
Coordinate/Supervise Parks Maintenance Seasonals	12 hours
Coordinate/Supervise Pool Managers and seasonal employees on site. Pool Day to day operation: Daily Checks, Money Handling practices	5 hours:
In-Season Pool Operations Training (In-Services)	2 Hours:
Admin/On site coordinator: Soccer program: Wednesday night games/Saturday soccer days.	12 Hours: Weekends included
Parks Maintenance Duties: Mowing and Turf Management/Soccer field/Ball diamond work	20 hours
Public Relations: Email/social media/resident communications: Recreation emails ramp up	10 hours
Administrative Duties: Board meetings/Council meetings/Future of our parks department	10 Hours
Total	71 Hours

Lenier Crawford Parks Manager, AFO

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