

Parks and Events Board Report

For July 20, 2021

Hiring/Staffing Updates:

Parks Maintenance and Parks Campground Staffing Plan – Board Approval Needed:

I have been working on staffing plan for the year and have completed an analysis of what positions we need to get the Ice-rink, camping receipts, and grounds maintenance for this budget year. I have attached preliminary DRAFT job descriptions for the positions moving ahead. Working within budget I am asking that you approve the revised job descriptions and the new job descriptions – to then work with Civil Service/Human Resources to get positions in place before September.

The positions are:

Parks and Ground Maintenance – New Position, job description attached (operates Zamboni, watering, park maintenance)

Parks Maintenance Laborer – Existing Position, change from seasonal to full-time hourly in October

Parks Campground Laborer – Existing Position, change from Seasonal Laborer clerk to full-time

Parks and Recreation Coordinator (Diane) – Job Description revised

Parks Maintenance Coordinator – (Derick) Job Descriptions revised and reporting change back to Parks and Event Center Manager

Event Coordinator – New Position, Part-Time beginning September 2021 (Budget permitting)

Lakeside/Clute Park:

Split rail fencing around flowers and walking areas bids have been completed

Working on master landscaping plan for Clute Park

New Business Hours – Parking 9 to 7pm, based on sales volumes

5-foot Walking Path with FLX Land Services – UFPO submitted, work done before Italian Festival

Seneca Lake Events Center:

RFP – Vendors for Café being promoted and due back for Aug 17 meeting

5 feet pathway to separate center from general public – retention wall needed

Dry Swales – update from 7/20 @ 10:30 am

Tables, Ice Machine, and Umbrellas have arrived

Photographer for website promotion researched

Inquiries and Rentals – have begun

Upcoming Dates/Calendar:

July 29 – Rotary Luncheon – 1st event

Special Events for Board Approval:

Grand Prix Sep 9-12

Italian Festival Aug 13, 14

LaFayette Park Concert Series:

Collaboration with Watkins Glen Promotions working well

Tracking document in place for donations collected

Concerns and Celebrations:

Cargill donated a large shed – 16x10x11

Swarthout's will move the shed – donated as well, now placement?

Thanks for reading – Craig

Parks and Event Center Manager