



MUNICIPAL BUILDING
655 Blacklick St.
Groveport, OH 43125
614.836.5301
www.groveport.org

City Administrator Report to Council
BJ King, City Administrator
January 22, 2024

Legislation Summary

Ord. 2024-001 – Amend Codified Ordinance Chapter 505 – Animals and Fowl

Approval of this ordinance would amend Codified Ordinance Section 505 to require dogs to be on a leash when on any property. This includes sidewalks, parks, city facilities, etc... This ordinance was unanimously recommended for approval during the January 16th Committee of the Whole meeting.

Ord. 2024-002 – Annual Franklin County Health Department Contract

The city contracts with the Franklin County Health Department (FCHD) on an annual basis for the provision of health services. A new contract is necessary each year. Approval of this ordinance would authorize the City Administrator to execute a contract with the FCHD for health services in 2024 in the amount of \$59,102.64. The approved 2024 budget includes funding for this contract. Due to the timing of receipt of this contract, the Administration requests emergency passes of this ordinance.

Ord. 2024-003 -Retitle and Reclassification of Fitness Coordinator position

The Recreation Center staffing structure includes positions that are listed as managers: Recreation Manager, Aquatics Manager, and Customer Service Manager. These positions are responsible for management of staff and management of programs and services provided at the Recreation Center. The Fitness Coordinator, as shown on the attached "Summary of Duties" handles many similar duties that other managers are responsible to handle. These include, but not limited to, management of staff, management of independent contractors, performance evaluations, "manager on duty" shifts, and budget preparation. Approval of this ordinance would retitle the Fitness Coordinator title and reclassify the compensation grade to be consist with the other manager positions at the Recreation Center. This ordinance should be referred to the February 19th Committee of the Whole meeting. Seth Bower and Joyce Myers will attend the February 9th Committee meeting to take part in the discussion about this ordinance.

Ord. 2024-004 & Ord. 2024-005 – Re-Zoning & Final Development Plan and Final Plat

These are companion ordinances for the "Cold Storage Facility" that is proposed for property on Groveport Road. This project will also require annexation of a portion of the property. In

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2023, this project was proposed. The Re-Zoning and Final Plat were submitted and considered by the Planning Commission. Additionally, annexation of the property was submitted and approved by the Franklin County Commissioners. The annexation then was in front of Council for consideration. The applicant requested postponement of Council action on the annexation twice in 2023. Ultimately, the annexation was indefinitely postponed, at which point the related legislation expired at the end of 2023. The applicant has come back to pursue this development once again. These two ordinances should be referred to the Planning & Zoning Commission.

Ord. 2024-006 – Amendment of Golf Rates

Consideration has been given to increasing the rates at the Groveport Golf Course. If approved, this ordinance would authorize such increase. This ordinance should be referred to the February 19th Committee of the Whole meeting. Tom Walker, Director of Golf, will attend the Committee meeting to answer questions that Council may have.

Ord. 2024-007 – Addition of Maintenance Worker – Parks

The approved 2024 includes funding for an additional maintenance worker in the Parks Division of the Public Services Department. Approval of this ordinance would authorize the addition of the funded position, thereby increasing the strength of staff. This ordinance should be referred to the February 19th Committee of the Whole meeting.

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RECREATION DEPARTMENT
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**Fitness Coordinator
Position Evaluation
01/18/2024**

Seth Bower
Director of Recreation
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During the process of the wage compensation study with Clemons-Nelson it was realized that the fitness coordinator position should be moved to the manager position. I strongly feel that the fitness coordinator position should be on the same level as the other managers that work here. It should also be noted that the recreation coordinator position is comparable to the recreation manager position in both scope of work and job duties.

I would also like to point out that our current fitness coordinator, Kelly Carter, has been a tremendous asset to this organization. Kelly has stepped into the manager role for several positions at times when it was needed the most. Kelly served as the interim aquatic manager for the recreation department from July 2019-November 2019. This was due to a gap in the aquatic department prior to my hire as the aquatic manager. Kelly also served as the sports and fitness manager, while also continuing her duties as the aquatic coordinator from March 2021-October 2021. This was due to another lapse in hiring prior to hiring for the recreation manager position.

Kelly has also demonstrated a willingness to help the entire recreation department when it was needed the most. Kelly spearheaded and successfully ran Kids Fest in 2021. This was prior to Community Affairs taking over Kids Fest and the recreation department was responsible for overseeing this event. During this time, the previous recreation director was on a medical leave of absence. Kelly was able to successfully identify and work with vendors to keep the event running smooth in the absence of the previous recreation director.

Below is a list of duties that the fitness coordinator currently oversees. It should also be noted that this position is responsible for the payroll, hiring, annual evaluations, and management of the fitness staff and department. If you have any other questions or concerns please feel free to reach out me.

Fitness Coordinator

Current Job Duties

- **Fitness Floor Desk:**
 - Fitness Attendant Schedule:
 - 14 fitness attendant staff report to the fitness coordinator.
 - 12p-4p shift Monday-Friday.
 - 4p-8p shift Monday-Friday.
 - 1p-6p shift Saturday and Sunday.
 - There are a total of 50 shift hours per week.
- **Group Exercise Fitness Classes:**
 - 9 group exercise independent contractors report to the fitness coordinator.
 - 28 group exercise classes are held throughout each week.
 - 3 Tae Kwon Do/Karate Ki Do classes are held each week.
- **Personal Trainers:**
 - 2 Personal Trainer independent contractors report to the fitness coordinator.
 - 20-40 personal trainer sessions are held every 2 weeks.
- **Additional Fitness Department Implementations:**
 - This past year the fitness department has also worked on transforming the department to better fit the needs of our members and guests.
 - **The fitness floor remodel:**
 - Worked with several vendors on securing 3d renderings, fitness equipment quotes, fitness floor layout and design, and inventorying all fitness equipment with mileage and years of service.
 - **Eyes on the Pie 5K Turkey Trot:**
 - 5K race on Thanksgiving day.
 - **New Fitness Class Offerings:**
 - Cardio Drumming
 - Hip Hop Xtreme
 - **Fitness Floor Cleanliness:**
 - Redesigned the fitness attendant cleaning list to make it more efficient and productive.

- Implemented sanitary wipes instead of the traditional spray/towel to create a cleaner environment.

- **Additional roles/responsibilities:**

- Manager on Duty shifts.
- Customer service, front desk assistance, and tours.
- Annual budget preparation.
- Staff performance evaluations.
- Staff/independent contractor payroll.
- Organizing, maintaining, and updating independent contractor contracts and licenses.
- Marketing upcoming fitness classes and events.

- **Upcoming goals for the Fitness Department:**

- Expand the 5K race into a series to be held quarterly throughout the year.
 - Identify new group exercise instructors/classes that haven't been traditionally offered.
 - Continue to work with other departments to offer new events such as:
 - Indoor/Outdoor Triathlons.
 - Fitness Challenges.
 - Community event fitness events: (School programs, outdoor fitness, etc).
 - Identify ways to implement HIIT classes, boot camp, and cross fit training.
 - Identify ways to create fitness programs geared towards children and families.
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