



## RISE TOGETHER - AUG. 29, 2023

### SECTION SPOTLIGHT

#### BUILDING SERVICES-PARKS AND FACILITY OPERATIONS

**What's your core function?**

Our primary function is to maintain, repair and improve the department's facilities.

**How do you benefit residents?**

Much of the work we do is unseen to our community with plumbing, electrical, HVAC, and security and safety systems. We keep the buildings cool, the water running and the lights on. We also build or install anything you can think of for resident use.

**How do you interact with residents?**

We regularly interact with the public when out in facilities and receive requests directly from residents through 311.

**How many staff work on your team?**

25 full time and 1 part time staff

**What's new in the last 18 months?**

For the first time in 10+ years, we have painters on staff! We currently have two and are hoping to add more.

**What's a fun fact about your section?**

For the one or two of you who haven't heard us talk about it, we are getting a sawmill! Trees that have to be removed in parks due to health, storms, etc. will be turned into lumber to be used in all of our facilities within a year! For example, a 100-year-old oak tree that fell down in Westgate Park could be turned into a new front desk in the center. We are also getting our large sign machine up and running, which will let us carve the department logo in a countertop made from that tree.

**Anything else you'd like to share?**

We have lots of expansions in consideration for 2024 and beyond. All of them are focused on doing more and improving our facilities. Everyone reading this, along with the residents of Columbus, is a customer of Building Maintenance and we want to raise the standard of what we can provide.



# NEWS AND INFORMATION

## REVIEW THREE NEW AND UPDATED POLICIES

Three new and updated policies have been added to the department's [Administrative Policy and Procedure Manual](#), which is posted on the department's intranet page. Please review these policies so you're aware of and following these policies.

- Dress Code Policy:** The updated policy offers guidance on dressing appropriately for work. It's not an all-inclusive list of what is and is not acceptable, so you should use sound judgment in your choice of clothing worn to work. Staff working in administrative offices (1111) should dress professionally and wear business casual attire (shorts are discouraged); casual attire, including T-Shirts and sweatshirts, can be worn on Fridays. It does encourage employees to wear departmental apparel to promote the department and events.
- Internal Severe Weather Guidelines:** These guidelines outline the operation of department facilities during inclement weather and detail when staff should report to work.
- External Inclement Weather Guidelines:** These guidelines outline the operation of department facilities during inclement weather to ensure the health, safety and wellbeing of participants, volunteers and staff.

If you have questions, please contact Shannon Prince, our senior policy manager, at [SOPrince@columbus.gov](mailto:SOPrince@columbus.gov).

## DID YOU RECEIVE THE EMERGENCY NOTIFICATION TEST LAST WEEK?

Last Wednesday, Aug. 23, at approximately 12 p.m., our department tested its new emergency notification system by sending a test message to all staff members.

9/1/2023

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 18

All day

ADULT KICKBALL LEAGUES - FALL SESSION REGISTRATION

All day

NITE OWL CLASSIC MEN'S AND WOMEN'S DIVISION NITE REGISTRATION

All day

KNOWN AND STRANGE THINGS EXHIBITION

All day

MOBILE PRODUCE MARKETS

All day

NITE OWL CLASSIC MIXED DIVISION NITE REGISTRATION

September 1 @ 3:00 pm - 5:00 pm

FREE MOBILE PRODUCE MARKET - MARION FRANKLIN

September 1 @ 3:00 pm - 5:00 pm

If you updated your Dayforce information but did not receive any sort of notification via either work phone, cell phone, work email or personal email, [please let us know by filling out the short survey](#). All surveys must be completed by 12 p.m. ET on Friday, Sept. 1.

If you are unsure on how to update your information on Dayforce, [view this step-by-step guide on how to make those updates](#).

## LAST CHANCE TO ACTIVATE OR RENEW YOUR OPRA MEMBERSHIP

**Today** is the last day to renew our group membership with the Ohio Parks and Recreation Association (OPRA). You can renew or start your OPRA membership for just \$20 a year.

All members receive benefits including a subscription to the OPRA magazine, access to the membership directory, a discount to the annual conference and workshops/ education sessions, the opportunity to serve on OPRA committees and much more. For more information about the benefits of joining OPRA, please visit [Ohio Parks and Recreation Association's](#) website.

To join or renew, email your name and title to Hawa Diakite at [HADiakite@columbus.gov](mailto:HADiakite@columbus.gov) and drop off your payment (check or cash-make checks payable to the City of Columbus). Hawa is located at 1111, next to Marc Elwell's office.

## GET YOUR FISCAL REQUESTS TO THE RIGHT PERSON

Submitting requests to the correct person and on time speeds up processing. Here are a few reminders for several Fiscal tasks:

- Supervisors should submit approved [Mileage Reimbursement Forms](#) by the 5th of each month to [RecParksPayments@Columbus.gov](mailto:RecParksPayments@Columbus.gov).
- Send refund receipts (check refunds) to [RecParksPayments@columbus.gov](mailto:RecParksPayments@columbus.gov) for processing.
- If you need a repair to equipment in a community center, email your request to the following contacts:
  - Appliances: Marc Elwell, [MElwell@columbus.gov](mailto:MElwell@columbus.gov)
  - Custodial equipment: Carl Miller, [CLMiller@columbus.gov](mailto:CLMiller@columbus.gov)
  - Fitness equipment: Dashaunta Drew, [DNDrew@columbus.gov](mailto:DNDrew@columbus.gov)
  - Game room equipment: Marc Elwell, [MElwell@columbus.gov](mailto:MElwell@columbus.gov)
  - Gymnastic equipment: Annie Brown, [AMBrown@Columbus.gov](mailto:AMBrown@Columbus.gov)
  - Pianos (maintenance and repairs): Marc Elwell, [MElwell@columbus.gov](mailto:MElwell@columbus.gov)

## VOLUNTEER FOR TEEN GIRLS OUTDOOR DAY

We're looking for staff members to assist with Teen Girls Outdoor Day, which will see roughly 50 participants ages 12-8 enjoy some fun outdoor activities. The event is set to take place on Saturday, Sept. 23 from 10 a.m.-3 p.m. at McKnight Outdoor Education Center. The activities for the day will include canoeing, archery, birding and fire building. If you're interested in volunteering, please email Suzanne Schwartz at [smschwartz@columbus.gov](mailto:smschwartz@columbus.gov).

*Please note: If you're typically scheduled to work on Saturdays, you will need to get permission from your supervisor.*

## SHARE YOUR THOUGHTS!

How do you prefer to communicate with your teammates?

kfrancisapr@gmail.com [Switch account](#)

Not shared

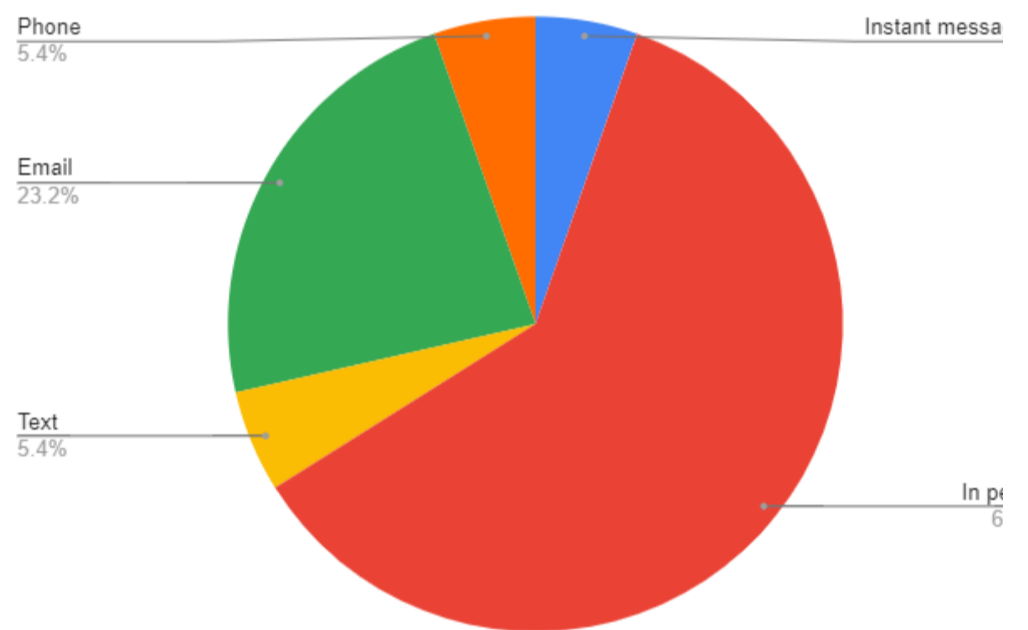
\* Indicates required question

How do you prefer to communicate with your teammates? \*

- In person
- Email
- Phone
- Text
- Instant messaging (Slack, WebEx)

Submit

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## LEADERSHIP UPDATE



## STAFF SPOTLIGHT

### CASSANDRA IRONS

She/Her/Hers



**Section**

Recreation Assistant Manager-Lazelle Woods Community Center

**Length of Employment**

22 years

**What's your favorite aspect of Columbus Recreation and Parks?**

Never-ending opportunities to explore and build upon my innermost capabilities. The freedom to create new and innovative programs and classes. The visits, letters and stories of how we impacted the lives of many.

**What's your favorite project that you have worked on?**

Community Mother's Day Dinner and Fashion Show - one for the history books!

**What is your favorite ice cream flavor?**

Chocolate

**What is your favorite book or movie?**

The Holy Bible

**What is one piece of advice you have?**

Passion for what you do is the driving force behind your work happiness. Stay focused. People are "people," but YOU are you. The department is forever moving forward, so gain as much knowledge as possible through the plethora of trainings the department offers to support our growth. Do not conform, "CONTRIBUTE."

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**Nominate A Coworker for the Staff Spotlight**

[Fill out this form to nominate a coworker.](#) They will be notified that they were nominated in order to answer spotlight questions.