



SHAKER HEIGHTS

Recreation Committee Agenda City Hall Council Chambers Wednesday, March 4, 2020 , 6 pm

1. February 2020 Minutes

Documents:

[FEB 2020 MINUTES.PDF](#)

2. Presentation on Bench Donation Program

Documents:

[GUIDELINES FOR BENCH DONATIONS01162020.PDF](#)
[MEMORIALBENCHANDPLAQUEAGREEMENT01162020.PDF](#)

To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.



SHAKER HEIGHTS

DRAFT
Recreation Committee Minutes
Wednesday, February 5, 2020
6 P.M.
City Hall Council Chambers

Members Present: Earl Williams, Council Member, Chairperson
Carmella Williams, Council Member
David E. Weiss, Mayor
Jeri Chaikin, CAO
Sharyn Lowenkamp, Citizen Member
Alexandria Nichols, Recreation Department Director
Tim Richards, School Representative
Lisa Cremer, School Board Representative
Kathleen Hayes, Citizen Member
Jonathan Kraft, Citizen Member

Others Present: Jan Devereaux, League of Women Voters Representative
Ifeolu Claytor

CALL TO ORDER

Earl Williams, Council Member, Chairperson
The meeting was called to order at 6:06 pm by Council Chairperson, Earl Williams

Review and Approval of December 4, 2019 Minutes

Earl Williams, Council Member, Chairperson
Minutes from December 2019 were reviewed and approved as written.

Introduction and Role of Committee

The City of Shaker Heights functions with a number of committees and committee chairs. The tradition is to include citizen members on these committees so that the residents are included in the processes. Voting members of the committee are council members and appointed citizens. Various decision making Recreation Department items will come before the committee for discussion and proposed legislation for City Council to be voted on. At the beginning of each two year term, each director that reports to a committee provides the committee a presentation that describes functions of their department and explains prior year accomplishments and identifies the current year's focus and goals. The presentation shared with the Recreation Committee is attached at the end of this document.

CITY OF SHAKER HEIGHTS

3400 Lee Road Shaker Heights, Ohio 44120 P 216.491.1400 F 216.491.1465 Ohio Relay Service 711
shakeronline.com www.shaker.life

Questions:

Where does the most community engagement occur for the Recreation Department?

Answer: The School Age Care program is the department's largest program and touches the most families as far as program initiatives. Thornton Park is by far the most heavily trafficked and visited facility that the Recreation Department operates.

Does the Recreation Department have a process in place that measures the usage of the facilities and the effectiveness of the programs?

Answer: The City offers a variety of programs that are tracked in different ways. For a fee based program the department has a minimum number of registrants that are expected and the program will be cancelled if the minimum number is not met. There are activities and pop up programs that are offered for free that are measured by participation. The department regularly reviews what activities were utilized and underutilized based on time of year, time of day and dates that the particular activity was offered. Based on that, research the department amends the activity offerings going forward. Other programs are reviewed and changed based on trends in participation over a period of time.

How are the members of the Recreation Committee helpful to the city?

Answer: The City relies on the members of the committee to help approve various potential legislative issues that will be recommended to City Council as well as utilizing the various member's educational skill sets. The resident members are also valued for their perspective as an active resident of the city and their opinion on the topics as it relates to the residents.

How does the city continuously engage with the community and residents?

Answer: The overwhelming focus has been to enhance the experience and opportunities for Shaker families with children. The City has a number of programs that help develop children in sports and other relationships. The City is always looking for diverse ways to stay engaged with the community and hear their wants and needs as it relates to what the City can do for them.

Does the Recreation Department look at other cities strategies for programming and other engagement ideas?

Answer: Yes, the Recreation Department participates in a variety of different networking opportunities and conferences that are offered throughout the country. Also the staff frequently seek information from other communities as it relates to programs, fees, and facility management.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:20 pm. The next Recreation Committee meeting will be held on Wednesday, Mach 4, 2020, 6:00 pm at City Hall.

Earl Williams, Council Member
Chairperson, Recreation Committee


**SHAKER
HEIGHTS**
Recreation Overview

**Recreation Committee
February 5, 2020**

Department Description

The Recreation Department provides leisure time and recreation activities for residents and non-residents of all ages, including child care, sports and services for senior adults 50+.

Department Tag Line:
Be Active. Stay Healthy. Have Fun.

Primary Department Functions

- o Administration
- o Facilities
- o Teen Programs
- o Events
- o Sports Leagues and Clinics
- o Camps
- o School Age Child Care
- o Youth Programs
- o Adult Programs
- o Pools
- o Ice Rink
- o Senior Adult Programs



2019 Recreation Accomplishments

- Pool Entrance Study Completed
- Revised 6-8 Grade Traditional Camp
- Modified Summer Swim Lessons
- Expanded Pop-Ups and rebranded as #ShakerPlays



2019 Recreation Accomplishments Continued

- Created Parent's Night Out
- Collaborated with Shaker Rocks
- Resumed Touch a Truck
- New Cameras and Lighting at Around the World Playground



2019 Recreation Accomplishments Continued

- Collaborated with Planning on Bench Donation Program
- Senior Program Questionnaire
- Moved Camp Registration to January
- Piloted 100% Direct Deposit for Staff



2020 Initiatives

- Resume The Getaway Teen Afterschool Program
- Revitalize Summer Skating Programs



2020 and Initiatives Continued

- Develop Lifeguard Incentive Program
- Camp Registration Starts in January

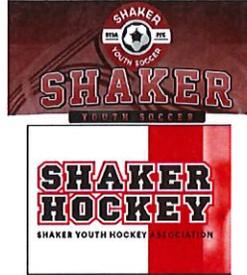


Summer Camp Registration Now Open
Sign up by phone, in person or online
[Read More](#)



2020 Initiatives Continued

- o Resume Summer Jobs Fair
- o Collaborate with Shaker Sports Organization



2020 Initiatives Continued

- o Renew ECEC Swim Lesson Program
- o Rebrand Traditional Camp



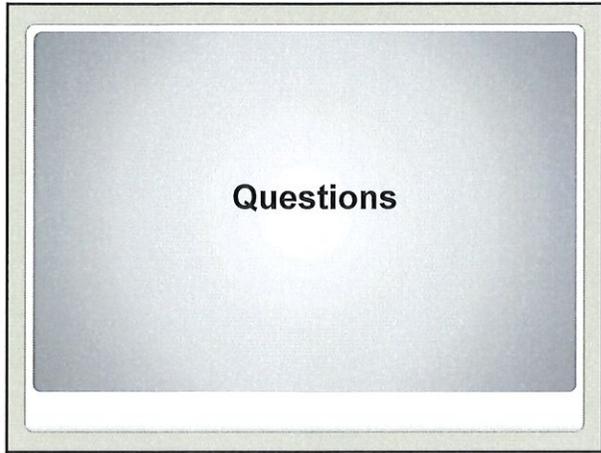
2020 Initiatives Continued

- o Monitor Realigned Annual Operating Budget



2020 Capital Projects

\$10,000.00	Pool Trash Can Replacement
\$20,000.00	Sussex Tennis Court Improvements
\$20,000.00	Thornton Rink Scoreboard Replacement
\$40,000.00	Thornton Entry Door Replacement
\$25,000.00	Pool Shades Structures
\$50,000.00	Pool Entry Improvements
\$60,000.00	Ice Rink Reflective Roof Coating
\$15,000.00	Shaker Median Trail Replacement
\$215,000.00	





MEMORIAL BENCH DONATION GUIDELINES
Adopted January 30, 2020

1. Donations will be accepted by the City for the purchase and placement of a memorial bench and plaque, for placement at a location approved by the City in a park or along a trail.
2. The City will work with the Donor to select a bench site from the list of allowable sites.
3. The Donor must complete the ***Commemorative Bench Donation and Maintenance Agreement*** ("Bench Agreement") and submit payment in order for the bench and plaque to be purchased and installed.
4. The City will select the style of the bench.
5. The Bench Agreement includes the following terms and conditions:
 - a. The cost for a commemorative bench shall be \$2,500 or market value based upon the cost to the City, which includes the cost of the bench, installation of a concrete pad, and plaque, and their installation and maintenance.
 - b. The bench and plaque shall be the property of the City.
 - c. The City will maintain the bench and plaque for a period of ten (10) years after the Effective Date of the Bench Agreement. At the end of the ten-year period, the Donor may renew the donation, or the bench may be removed by the City and re-used elsewhere or discarded.
 - d. The City will repair damage to the bench and/or plaque, and/or replace the bench and/or plaque, one time only during the initial ten-year period.
 - e. A second donation will be required in order for the City to repair or replace the bench and/or plaque a second or subsequent time during the initial ten (10) year period, or to extend the term for another ten (10) years.
6. A commemorative plaque (4" x 6") will be included with the bench. Commemorative plaques installed on benches may only be for the purpose of honoring an individual or family, an institution, a non-profit organization, including places of worship, or a business. The Planning and Recreation Departments will approve the text.
7. In the event that a donated bench and/or plaque is vandalized, damaged, or stolen a second or subsequent time during the ten (10) year term, and in any case after the end of the ten year term, if the Donor does not want to renew the donation at the then-applicable cost, the commemorative plaque (*if available*) will be returned to the Donor at the address provided on the Bench Agreement, or to such other address as the Donor provides.
8. It is the responsibility of the Donor to notify the Recreation Department Director of current contact information (i.e. change of address, phone, or email) during the ten-year Bench Agreement period.
9. The Recreation Department will inventory, date, and maintain a listing of all existing commemorative benches and plaques that have been installed prior to and after the adoption of this policy.
10. Unless otherwise agreed to in writing by the City, all benches and plaques that have been installed prior to the adoption of this Policy shall no longer be maintained after January

1, 2020. Donors, if they can be located, will be notified of their ability to enter into a Bench Agreement, subject to all of the terms and conditions stated in these Guidelines and the Agreement, and subject to City approval of the style and location of benches and plaques.

- 11. The City may provide for a bench and commemorative or memorial plaque to recognize an individual or organization that has made an unusual contribution, service, or gift to the City. Such bench and plaque are not subject to these guidelines.
- 12. Donations are accepted year round. All donations to the program are fully tax deductible to the extent provided by law. The City will send all donors a letter acknowledging the gift.
- 13. Plaque guidelines:

Commemorative Plaque (4" x 6")

Please note: The below font is used for all plaques.

SAMPLE

S
A
M
P
L
E



SAMPLE

5 Lines Maximum

30 characters per line (1/4") 25 characters per line (5/16") 20 characters per line (3/8").

For more information contact:
Go to www.shakeronline.com

**COMMEMORATIVE BENCH AND PLAQUE
DONATION AND MAINTENANCE
AGREEMENT**

This Agreement is entered into on the ____ day of _____, 20__, between the **City of Shaker Heights** ("City") and _____ ("**Donor**"), for the donation by Donor of funds to pay for the City's purchase, installation and maintenance of a commemorative bench ("Bench") and plaque, subject to the following terms and conditions:

1. Donor agrees to pay to the City two thousand five hundred dollars (\$2,500) or market value based upon the cost to the City, with a check made payable to the *City of Shaker Heights*, and to provide the check and this Agreement, signed by Donor. The donation will include the cost of the Bench, the installation of a concrete pad, and the cost of a 4" x 6" bronze plaque with name(s) and text designated by Donor and approved by the City.
2. The Bench with the plaque shall be located at the place generally indicated on the map attached hereto as **Exhibit A**, and incorporated herein, which location and Exhibit will be finalized once the site has been agreed upon between Donor and the Recreation Department. The type of bench to be installed will be noted on Exhibit A.
3. The City agrees to purchase, install and maintain the Bench and plaque to the City's standards. If the Bench and/or plaque is damaged or stolen during the ten-year period following the Effective Date above, the City will repair or replace it one time at no additional cost to Donor.
4. Additional replacements of the Bench or plaque more than once in ten years or replacement beyond the ten-year period will require another donation at the current designated amount, or the damaged Bench and plaque will be removed.
5. Donor shall acquire no right, title, or interest in the Bench and plaque beyond that expressly identified in this Agreement. Donor acknowledges and understands that the Bench will be open and available for general public use in a manner consistent with City policy and practices.
6. Any dispute regarding this Agreement or the operation of the Bench Donation Program will be resolved at the sole discretion of the Recreation Department Director. Any other appeal or complaint process, whether in court or otherwise, is expressly waived by Donor.
7. Donor expressly agrees that, except as set forth in writing in this Agreement, there are no other obligations or duties on the part of the City with respect to the subject Bench or plaque.
8. Donor agrees to release, hold harmless, and make no claim against the City for any delay in the purchase and installation of the bench or plaque, or for the location, manner of installation, style, condition, appearance, maintenance, repair, damage or theft of the bench or plaque.

9. The Donor Contact Information is as follows: (Print or type the information required below.)

Donor Name: _____

Street Address/P.O. Box: _____

City, State Zip Code: _____

Home phone/Cell: _____ Work phone: _____

Email: _____

Donor and the City's representative, indicating their approval of the terms herein, have signed as of the dates set forth below.

DONOR: _____ (printed name)

Signature: _____

Date: _____

CITY OF SHAKER HEIGHTS

By: _____

Printed name: _____

Date: _____

Note: Please complete and submit Bench Donation Form online.

Bench and Plaque Donation Worksheet

Donor: _____

Project Main Point of Contact: _____

Address, City, State, Zip: _____

Contact Number(s): Cell _____ Other _____

Email _____

* Requested Park: **Only parks on this list will be considered (check one):**

- | | | | |
|------------------|--------------------------|---------------------|--------------------------|
| Chelton Park | <input type="checkbox"/> | Gridley Triangle | <input type="checkbox"/> |
| Hildana Park | <input type="checkbox"/> | Horseshoe Lake Park | <input type="checkbox"/> |
| Ludlow Park | <input type="checkbox"/> | Southerly Park | <input type="checkbox"/> |
| Sussex Park | <input type="checkbox"/> | Thornton Park | <input type="checkbox"/> |
| Town Center Park | <input type="checkbox"/> | Winslow Park | <input type="checkbox"/> |
| Median Trail | <input type="checkbox"/> | | |

* Requested Bench Specific Location: _____

* The City will attempt to honor requests but cannot guarantee that the park or location can be honored.

Text Selection for Plaque

INSTRUCTIONS:

Submit online Bench Donation Request Form online.

Bench request will be reviewed and once approved, donor will be asked to sign the agreement and submit payment.

Examples of Bench Styles (to be selected by the City)

