



Cincinnati Board of Park Commissioners
Board Meeting Agenda
May 15, 2025 9:00 AM
950 Eden Park Drive Cincinnati, OH 45202

ORDER OF BUSINESS

- I. Call to Order**
 - A. Public Comments
- II. Administrative Actions**
 - A. Action Item: Approval of April 17, 2025, Meeting Minutes
 - B. Action Item: Appointment of Kerry DePietro to the Park Board Investment Committee
- III. Information / Updates / Action Items**
 - A. Planning & Design Update Joel Gross, P&D Division Manager
 - B. Monthly Finance / IT Division Highlights Herta Fairbanks, CFO
 - C. HR Update Derrick Gentry, HR Manager
 - D. Action Item: Sawyer Point Playground Vendor Selection Jason Barron, Director
 - E. Action Item: Acceptance of Q1 2025 In-Kind Contributions Jason Barron, Director
- IV. Director's Comments**
- V. Open Commissioner Discussion & Comments**
- VI. Next Regular Meeting Date: Friday, June 20, 2025, at 9:00 AM**
- VII. Adjournment**



Date: May 15, 2025
To: Board of Park Commissioners
From: Jason Barron - Director
Subject: Action Agenda

BOARD OF PARK

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Rocky Merz
Division Manager

This memo provides a summary of action items for the May 2025 Board of Park Commissioners Meeting.

Action Items

- **Approval of the April 17, 2025, Meeting Minutes**
- **Appointment of Kerry DePietro to the Park Board Investment Committee**
- **Sawyer Point Playground Vendor Selection**
Staff respectfully requests approval of Midstates Recreation as the design and build vendor for the Sawyer Point Playground project, and authorization of up to \$50,000 as downpayment for custom Earthscape play equipment.
- **Foundation Grants Application / Acceptance**
 - Q1 2025 In-Kind Contributions

BOARD OF PARK COMMISSIONERS

April 17, 2025

CALL TO ORDER

A meeting of the Cincinnati Board of Park Commissioners was held on this day at 950 Eden Park Drive. Commissioners present: President Molly North, Vice President Kick Lee, Commissioner Susan Castellini, and Commissioner John Neyer. Commissioner Phyllis McCallum was not present. President North called the meeting to order at 9:00am.

Acknowledgement of Public Comments

President North acknowledged two in-person public comments regarding the Burnet Woods Dog Park and the Doris Day Dog Park at Mt. Airy Forest. President North also acknowledged public comments received via email regarding the Burnet Woods dog park, staffing for trail maintenance, and the Cincinnati Parks Foundation.

ADMINISTRATIVE ACTIONS

Approval of the March 20 Meeting Minutes

Vice President Lee motioned to approve the March 20, 2025, meeting minutes. Commissioner Neyer seconded. The motion passed by a unanimous voice vote.

Election of Officers

Commissioner Neyer motioned to nominate President North to continue in her role as President of the Board of Park Commissioners. Commissioner Castellini seconded. The motion passed by a unanimous voice vote. President North nominated Vice President Lee to continue in his role as Vice President. Commissioner Castellini seconded. The motion passed by a unanimous voice vote. President North nominated Vice President Lee to continue in his role as the Park Board representative on the CRC Board. Commissioner Neyer seconded. The motion passed by a unanimous voice vote. President North nominated Commissioner Neyer to continue in his role as the Park Board representative on the Investment Committee. Commissioner Castellini seconded. The motion passed by a unanimous voice vote.

ACTION ITEMS

Everybody's Treehouse – Repairs and Stabilization

Division Manager Joel Gross updated the Commissioners on progress to repair and stabilize Everybody's Treehouse at Mt. Airy Forest. Staff recommended assigning the work to Megan Construction in the amount of \$291,489, with an additional \$25,000 in owner-controlled contingencies, as well as a \$10,000 provision for special inspections, for a total of \$326,489. The Commissioners and Staff discussed the funding source and timelines. Commissioner Castellini motioned to assign the work to Megan as described. Vice President Lee seconded. The motion passed by a unanimous voice vote. President North clarified that the approval is contingent upon confirmation that the capital dollars are available and encumbered.

Sawyer Point & Yeatman's Cove - Geologic Timeline Repairs

Division Manager Gross updated the Board on quotes received for repair of approximately 70 tiles on the Geologic Timeline walking path at Sawyer Point & Yeatman's Cove. Staff

recommended award of the work to Adleta Construction in the amount of \$55,418, including a \$5,000 contingency, using funding from the Board of Visitors. Commissioner Neyer motioned to award the work to Adleta as described. Commissioner Castellini seconded. The motion passed by a unanimous voice vote.

INFORMATION/ UPDATES

Planning & Design Update

Division Manager Joel Gross briefed the Board on a request from Duke Energy for an easement to install and maintain underground electric utilities within several City-owned parcels along Columbia Parkway. Final easements and plans will be brought to the Board for consideration when received.

Finance / IT Division Highlights

Herta Fairbanks, CFO, presented an overview of recent significant accomplishments, improvements to processes, and general activities of Parks' Finance and IT Division as of the close of Q3 FY25, including new hires and the submission of the 2026-2027 Biennial Operating and Capital Budget (including a 6-year Capital Budget Projection). The Commissioners and Staff discussed ideal use of Commissioner's Fund dollars.

HR Update

Director Jason Barron provided an update on new full-time hires and classification changes, as well as the testing process for certain classifications. Staff provided an update on progress with seasonal hiring and new positions created within Parks' Tree Crew.

Cincinnati Parks Department Budget Presentation

Director Barron shared Parks' Budget Presentation, shared with City Councilmembers at the April 2, 2025, meeting of the Budget & Finance Committee. The Commissioners and Staff discussed challenges and opportunities presented by the City's use of Customer Service Requests (CSRs) to gauge departmental performance.

Parks Improvement Projects 3-Year Plan Update

Director Barron shared an updated version of the Parks 3-Year Plan, and briefed the Commissioners on projects with timelines that have shifted since the Plan was last updated in September 2024. The Commissioners and Staff discussed strategies to speed up the timeline on the Inwood Park rehabilitation.

DIRECTOR'S COMMENTS

Director Barron presented the following updates:

- Parks Waterfront crews responded to a second flood that crested even higher than the first flood of 2025.
- Krohn Conservatory's annual butterfly show opens May 10th and runs through August 10. This year's theme is *Gothica Botanica*.
- Parks staff gathered for a spring All-Staff celebration to kick off the summer season.
- Events including Earth Day at Smale, Springfest in Burnet Woods, Arbor Day events, the Rockin' the Roebling concert series, the International Friendship Park Grand Opening on May 16, and the Warder Nursery Plant Sale on May 17.

OPEN COMMISSIONER DISCUSSION & COMMENTS

Commissioner Neyer thanked Staff for their exceptional work to quickly and thoroughly clean and restore the Waterfront parks impacted by a second significant Ohio River flood event this spring.

ADJOURNMENT

President North adjourned the meeting at 10:58am.

The next regular meeting date is Thursday, May 15, 2025, at 9:00am.

ATTEST:

PRESIDENT _____ DIRECTOR _____

Contact

www.linkedin.com/in/kerry-jostworth-8326b812 (LinkedIn)

Top Skills

Tax

Financial Analysis

Financial Reporting

Certifications

Certified Public Accountant

Kerry DePietro

Westwood Management

Cincinnati, Ohio, United States

Experience

Westwood Management

Chief Financial Officer

July 2014 - Present (10 years 11 months)

Deloitte

Tax Manager

November 2009 - June 2014 (4 years 8 months)

Private Client Advisory Tax Services

Castellini Management Company

Analyst

May 2006 - November 2009 (3 years 7 months)

Education

Miami University

B.S., Accounting



Date: May 15, 2025

To: Board of Park Commissioners

From: Jason Barron, Director

Subject: Sawyer Point Playground Vendor Selection

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950 Eden Park Drive
Cincinnati, Ohio 45202
Phone (513) 352-4080
Fax (513) 352-4096
www.cincinnatiiparks.com

Background

On the morning of November 1, 2024, the 1000 Hands Playground in Sawyer Point was set on fire, completely destroying the playground and the surrounding area of the park and causing extensive damage to the I-471 bridge above. Sawyer Point is one of the most heavily trafficked parks in the Parks system, playing host to many signature events every year, such as Oktoberfest, the Black Family Reunion, and the Pride Festival, among others. Built in 2003 in six days with the help of over 2,000 volunteers, the 1000 Hands Playground has been one of Cincinnati Parks premier playgrounds and featured a signature, iconic steamboat themed design.

Description

Cincinnati Parks plans to replace the destroyed playground with a new playground that is equally iconic and exciting for children throughout the region to enjoy. Parks staff estimate that replacing the 1000 Hands Playground with a new playground of the same level could cost between \$1.9 and \$2.1 million.

Parks staff conducted a location study of Sawyer Point to determine the best location for the replacement playground and selected the area east of the I-471 bridge, to the south of the volleyball courts and pickleball/tennis courts. This location offers between 11,000 and 14,000 sq ft and is centrally located within Sawyer Point, with close connectivity to the Kroger Promenade, the P&G Stage and Event Lawn, the volleyball courts, the tennis and pickleball courts, the Schott Amphitheater, and the skating rink.

Parks engaged several playground vendors to evaluate who would be the best partner for this project. Evaluation criteria included categories such as design process, timeline, cost and fee structure, approach to inclusive play, materials, and ability to deliver a signature, exciting project – the “wow factor”. The parks evaluation team selected Midstates Recreation to partner with us to design a signature, iconic replacement playground project featuring custom Earthscape play features.

With Board approval, Parks will work with the City’s Office of Procurement to get Midstates under contract. Once under contract, Parks will begin a several-month design phase, which will include opportunities for community input and engagement. The fee to design the custom Earthscape play equipment is a downpayment of 5% of the estimated cost of the Earthscape equipment, which

will not exceed \$50,000. Once the design is finalized, Parks Staff will return to the board with a final project design and budget for approval.

Recommendation

Park Board Staff respectfully requests approval of Midstates Recreation to design and build a signature, iconic playground in Sawyer Point, and authorization of up to \$50,000 as the downpayment for the custom Earthscape play equipment to begin design.



Date: May 15, 2025

To: Board of Park Commissioners

From: Joel Gross, Division Manager of Planning & Design

Subject: Planning & Design Monthly Update

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Park Board Commissioners, please review the monthly update from the Planning & Design (P&D) team (**attachment cues in red**, **action items in green**):

2025 PLAN OF WORK UNDERWAY PROJECTS:

Theodore M. Berry International Friendship Park Reconstruction: P&D continues to coordinate with GCWW, Prus, and their subcontractors on completing the restoration of this park. Major milestones and progress since the last monthly update are as follows:

- Porphyry paver and seat wall installation has been completed.
- Final mulching is on schedule to be complete on May 7, 2025.
- Sod installation was completed on April 30, 2025.
- Prus and SITESCAPES are on site completing final touch up items the week of May 5, 2025.
- The asphalt trail parallel to the railroad tracks will be resurfaced within the project limits the week of May 12, 2025.

The Grand Opening event to officially reopen this portion of the park is set for 11:00 am on Friday, May 16, 2025. **Please see the attached photos of project punch list finalization work in progress.**

Lytle Park Comfort Station: The mandatory Prebid meeting was held on site on April 23, 2025. Bids are due May 22, 2025. Only one contractor was present for the Prebid meeting, so it is possible that this work will need to be rebid.

Burnet Woods Dog Park: P&D received word from GCWW Branch Services that the water tap for the water fountain and irrigation quick connections will be completed on May 7, 2025. Prus is planning to mobilize the week of May 6, 2025. Parks DNR placed tree protection devices on May 6, 2025. According to the tentative construction schedule provided by Prus, substantial project completion is anticipated to occur in late June, 2025.

Smale Lot 23 Enhancements – Construction: During the March 2025 meeting, the Board of Park Commissioners approved utilization of funding for this project in an amount not to exceed \$5,224,293. As of May 5, 2025, Parks is still awaiting final confirmation that the contracts for this work have been awarded. It is anticipated that this issue will be resolved in May, and Parks will be able to

proceed with the contract as presented in the March meeting. P&D will make the Board aware of any additional updates during the May meeting.

Mt. Airy Area 23 Bike Skills Course, ADA Pathway & Comfort Station: After the April 10 kickoff meeting, P&D conducted two additional meetings with CORA, Parks Operations, and Parks DNR staff to align strategy and placement for the outer trail work to be completed in conjunction with the bike skills course. Design work and collaboration between American Ramp Company, CORA, and Parks stakeholders is anticipated to continue through the end of summer 2025, with onsite work tentatively scheduled for fall 2025. P&D is working to align all objectives and perspectives into an updated working document to help continue to move the project forward. We anticipate presenting to the Mt. Airy Park Advisory Council this summer as more detailed plans are developed and will coordinate this effort with Parks' CEV team. In light of uncertainty in our bond capacity to bid the pavilion and overlook shelter under the Third-Party Agreement and Megan Construction, P&D is exploring alternate methods of procuring services for the refurbishment of these facilities. We still anticipate being able to complete the concrete work under existing paving or recreational area improvement term contracts and will begin to finalize documents for procurement of these services as final crossings and points of intersection with the skills course are refined.

Mt. Airy Everybody's Treehouse – Repairs and Stabilization: During the April 2025 meeting, the Board of Park Commissioners voted to approve repairs to the treehouse by Megan Construction the amount of \$291,489. P&D submitted a Form 1 for certification of funds in this amount on May 2, 2025, from fund line 222000. The Board also approved an owner-controlled contingency for this project in the amount of \$20,000, and a \$7,500 allowance for special inspections, which P&D is currently procuring through the city's revolving vendor contract. On May 13, City Purchasing confirmed that there is sufficient bonding limit to complete the work with Megan under the Third-Party Agreement. P&D will be meeting with Megan soon to establish construction timelines for the project.

Ault Park Playground: P&D understands that contract issues have been resolved, and we are awaiting a final copy of the fully executed contract. DWA issued a request for color scheme confirmation for the play equipment, which P&D completed and returned on April 30, 2025. We anticipate a 12-week lead time on this equipment, which places a tentative delivery date of late July. Upon receipt of our copy of the executed contract, P&D will reach out to DWA to begin setting construction dates. It is anticipated that construction will begin in late August and be completed in fall 2025.

California Woods – Hydrological Plan Design: P&D met with Stantec and Parks staff on April 17, 2025, to kick off design work. Garcia Surveying completed all of the initial topographic survey for this site on May 2, 2025. Survey data processing is underway, with Stantec's geomorphology team to begin interpretation of existing conditions based upon this topographic data and other studies. It is anticipated that we will receive an existing conditions report in early June for review and comment. P&D plans to include an update on these findings for the Board in the June report.

Sinton - East Operations, Facilities and Biochar Campus: P&D anticipates that Design Development (DD) – level plans for all work on the Sinton campus, to include the biochar facility, will be received by our office on or before May 28, 2025. P&D will begin internal review of costs, staging, and project components the first week of June 2025. We anticipate providing KZF with initial comments by late June. It is anticipated that P&D will share a high-level review with the Board during the June 2025 meeting, and we will include concerns and direction we

receive back with our comments. P&D welcomes the opportunity to set a specific review of this major project update with any and all Board members as their schedules allow.

Many facets of the project will move forward once updated costs estimates are received as a part of the DD package. Significant items that will require further vetting at that time include:

- Timing of biochar with equipment deliveries to coincide with available on-site staging locations / timing of building construction.
- DD-level review with Eastern Operations and Facilities and Maintenance leadership to ensure all necessary building needs and functions are met.
- Coordination and negotiation with Duke Energy to determine the extents of energy production that will be permitted, and the extents of Eden Park that will be allowed to be included in these production offset metrics, discounts, and credits. Parks is coordinating a meeting with the City's Office of Environment and Sustainability (OES) in preparation for these meetings with Duke.
- Detailed review of all known available funding, credits, and city participation as the 2026 FY budget is finalized and passed in July 2025.

P&D coordinated with KZF and Terracon to complete soil borings for analysis of the biochar facility site location for bearing capacity. Survey and layout staking work was completed in house the week of April 21, 2025, with soil borings completed by Terracon on April 28, 2025. P&D received the preliminary soil boring analysis on April 30, 2025. We are awaiting the final report that will be incorporated in to the foundation and footing designs for the biochar building. **Please see the attached overall site plan utilized to properly locate soil borings, and excerpts from the preliminary boring logs, as provided by Terracon Consultants.**

Inwood Park – Master Planning, Concept, and Request for Proposals: In April and May 2025, P&D conducted two meetings aimed at preparing the RFP/Q Solicitation Prep Checklist document the City utilizes when they prepare Requests for Proposals. This document outlines the format in which RFP's must be submitted and defines the scope of work for which the RFP has been prepared. We anticipate refining this document to the point where it will be ready for Board review and comment by the June 2025 meeting. It is intended that this RFP will cover work from where we are at initial community engagement through construction level documents for major park renovation components. We are working to define the scope of services such that we can give the vendors enough information to properly price what will be needed in design, without narrowing their design focus too much before the conceptual phase of work. It is anticipated that the bulk of work will be focused in lower Inwood Park, and will involve these three areas:

- Restoration of the pavilion to include best-use analysis and plans for activation.
- Refurbishment to repurpose the concrete pond area. Initial community engagement raised potential updates and/or altered uses for the pond such as the creation of a natural fishing pond or wetland, repurposing the pond as basketball and pickleball courts, or replacing it with a splash pad, fountain, or water play area.
- Assessment and planning for sustainability measures throughout the remainder of the park to include protection and enhancement of the park's natural elements, preservation of greenspaces and mature trees, expansion of park lighting, and review of supporting elements such as the lower picnic table grove and playground locations in relation to and support of new / improved amenities.

P&D has meetings scheduled with Parks Operations staff to review the scope of services and ensure all operational elements of the request are captured within the proposal. Once those meetings are completed and design comments are incorporated, P&D plans to present the checklist document the Director and Board for review, comment, and implementation. We anticipate the checklist document will be fully vetted and ready for review by the June meeting.

The soil investigation contractor is returning to complete the last soil boring the week of May 12, 2025. We anticipate receipt of the report in mid-June. P&D will include the report and any substantial recommendations and findings with the aforementioned request for proposals such that subsurface conditions can be accounted for in the designer's project approach.

Eden Park Drive – Mount Adams Steps By Playhouse in the Park: As of the writing of this report, no additional plan updates have been received by the P&D office. We are expecting bid-level documents for final review very soon.

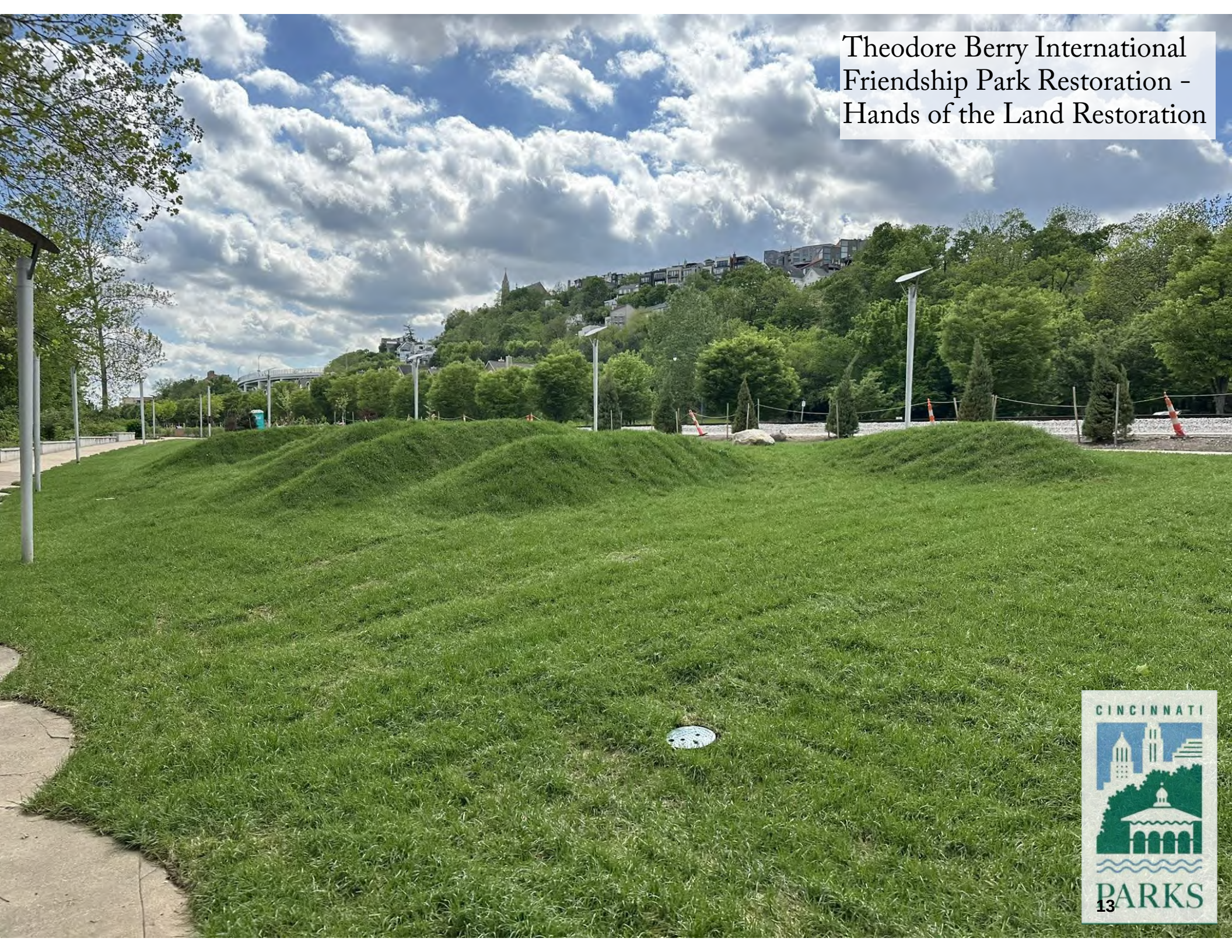
PRIORITY MAINTENANCE & EMERGING REPAIR PROJECTS

- **Alms Sink Holes:** One of the sink holes is along the side of the road on the incline loop shortly after the intersection of Alms Park Drive and Alms Park Circle. The second sink hole is closer to the Alms pavilion overlook. **Please see the attached exhibit indicating the location of these sink holes.**
- **Burnet Woods Millionaire's Club Sanitary Sewer Service Repair**
- **Cliff Drive Storm Sewer:** clear the storm sewer intake piping that drains the pavement on Cliff Drive in the vicinity of the Melan Arch Bridge.
- **Hauck Botanic Gardens – Building Renovation and Repairs:** **Please see the attached photos of work in progress.**
- **Mt Airy Sink Holes:** Along Blue Spruce Road. **Please see the attached exhibit indicating the location of the sink hole and erosion issue.**
- **Mt Airy Sink Holes Arboretum Drive Area Erosion Correction:** Erosion correction necessary along Arboretum Drive and near the adjacent pond in Mt Airy Forest. **Please see the attached exhibit outlining the major components of the work.**
- **Sawyer Point Bicentennial Commons Gateway Repairs:** Beginning the week of May.
- **Sawyer Point Pickleball Shade:** Beginning late May to be completed before July 4, 2025.
- **Sawyer Point / Yeatman's Cove – Geologic Timeline Repairs:** Construction for late June, if possible – to be completed before the end of July 2025.
- **Warder Nursery and Diehl Road Storage Bins:** Installation set for summer 2025.
- **Westwood Town Hall Parking Lot Paver Repair:** This project was completed on May 7, 2025. **Please see attached photos of the repair work.**

CURRENT PROPERTY IMPACTS

Ault Park – Duke Energy 863 Access Ramp: Construction work is in progress by Duke's team. As of May 6, 2025, Duke is working to finalize restoration plans for the areas near the bridge abutment that were disturbed for equipment access and utility pole installation. Parks DNR is overseeing the installation and has provided written guidance on the proper restorative practices and allowable seed mixes. P&D will assist in assuring the site is properly restored per the Right of Entry agreement as construction is completed.

Theodore Berry International
Friendship Park Restoration -
Hands of the Land Restoration



Theodore Berry International Friendship
Park Restoration - Restored Pavers, Paving
and Seat Walls



Theodore Berry International Friendship
Park Restoration - Restored Pavers, Paving
and Seat Walls



Theodore Berry International Friendship Park Restoration - Paver and Landscaping Restoration



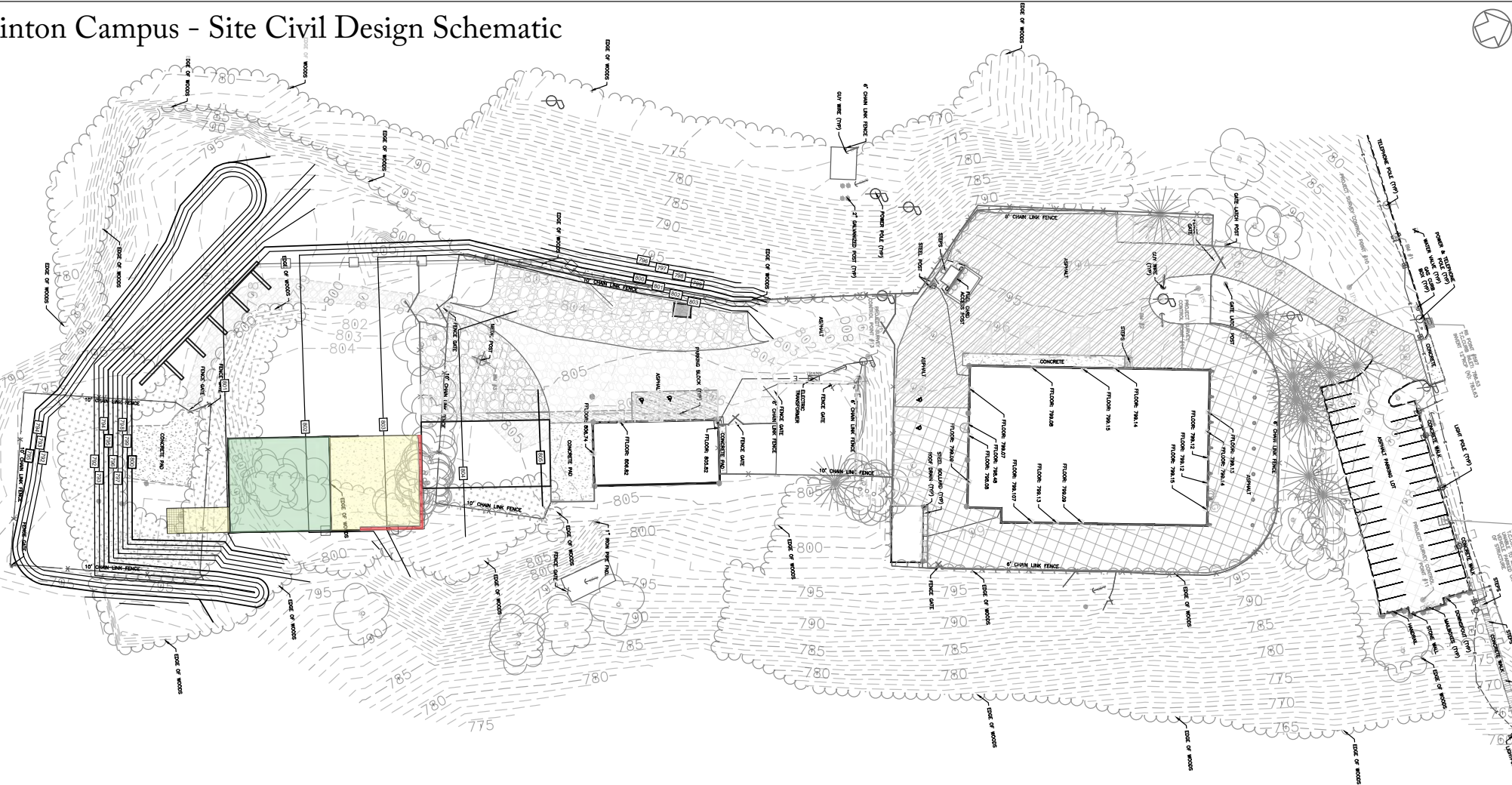
Theodore Berry International Friendship Park Restoration - Paver and Landscaping Restoration



Theodore Berry International Friendship
Park Restoration - Paver, Paving, and
Landscaping Restoration



Sinton Campus - Site Civil Design Schematic



LEGEND

NOTES

SITE PLAN

PROJECT: Eden Park Sinton Service Center
 LOCATION: Cincinnati, Ohio
 CLIENT: KZF Design, Inc.
 TERRACON PROJ. NO.: PN1255038
 SCALE: 1"=60' H

PROJECT EN:A
 ND
 APPVD. BY:
 ND
 DRAN BY:A
 BCM
 DATE:
 4/17/2025
 SHEET NO.:



PN1255038.B

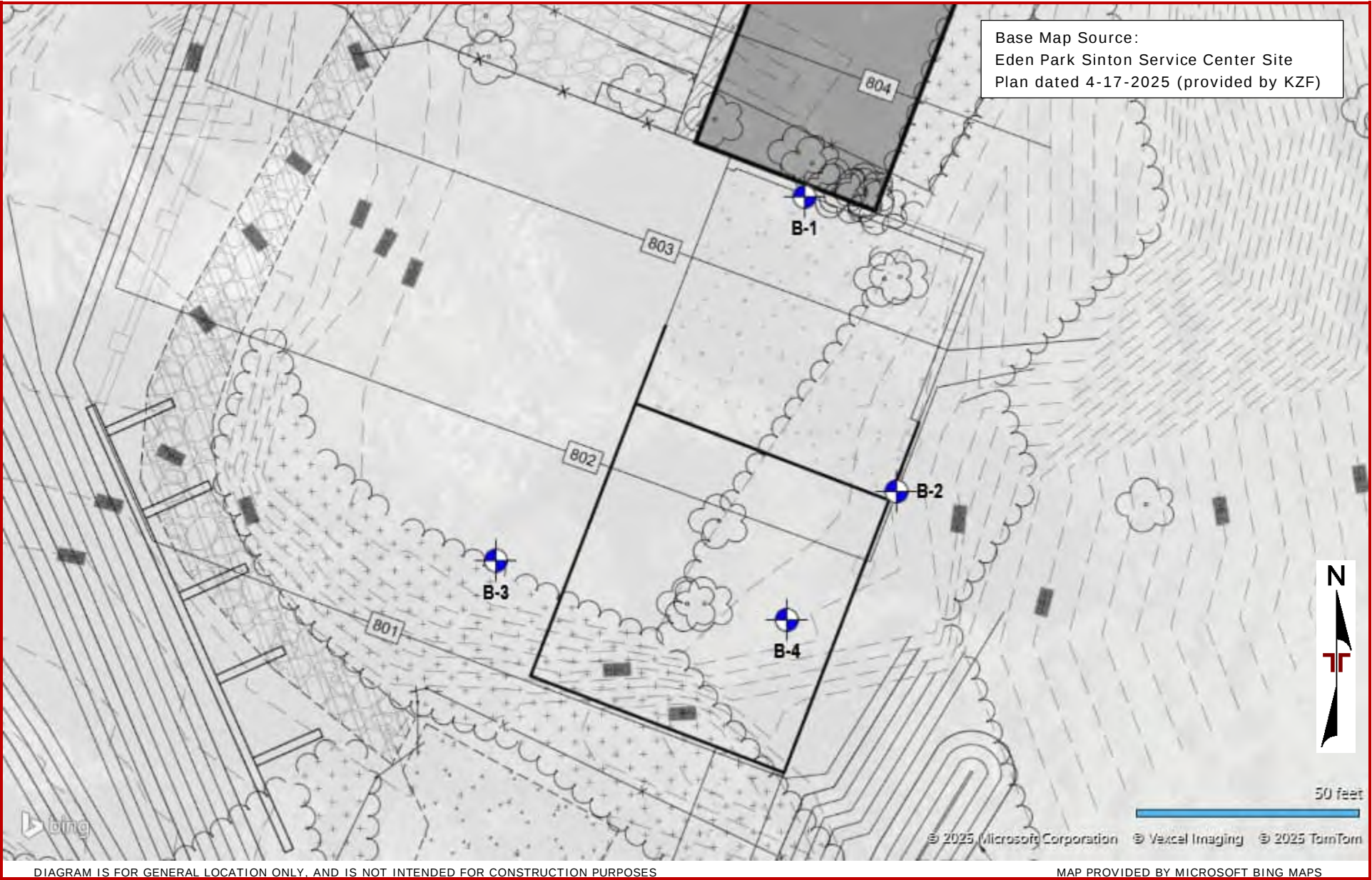
Site Location



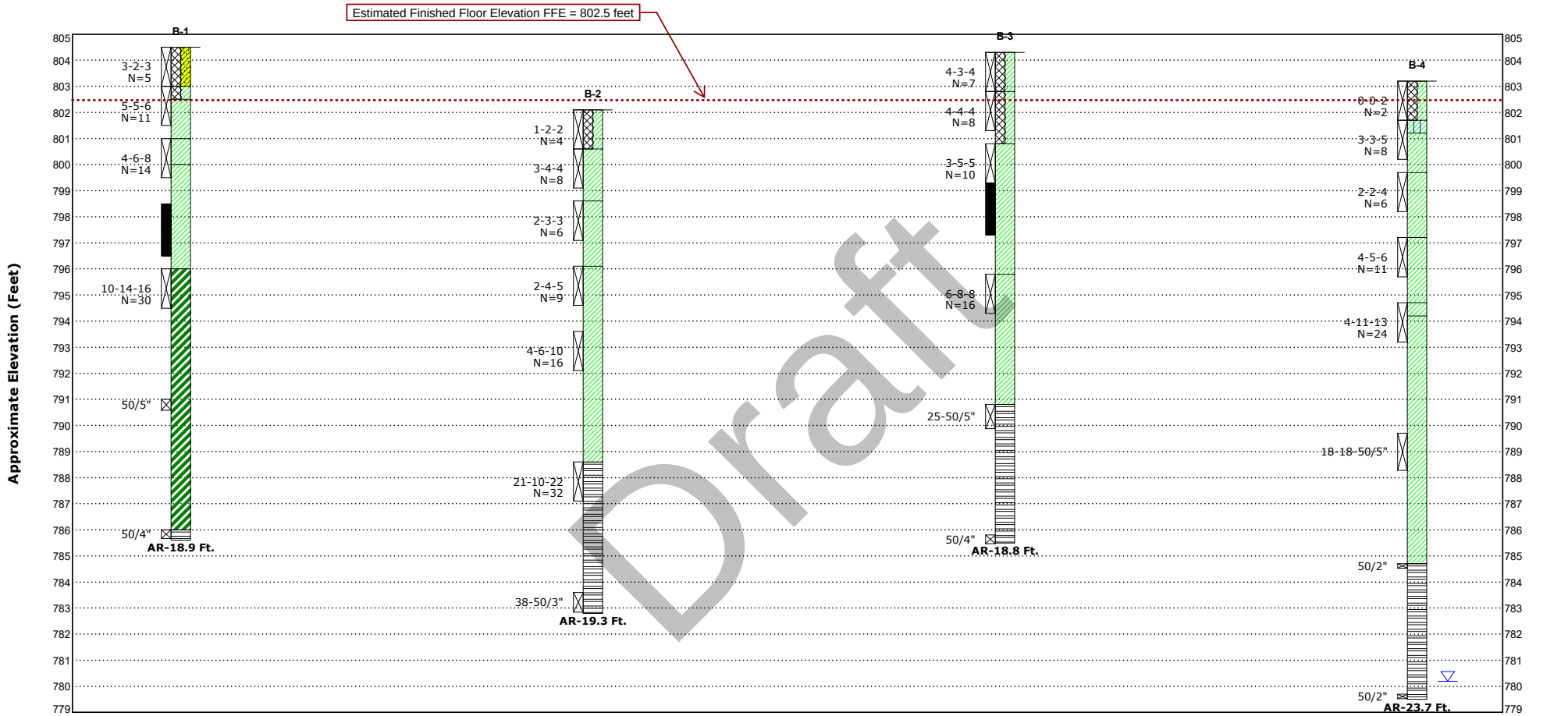
Exploration Plan



Exploration Plan



Subsurface Profile



Notes	Water Level Observations	Explanation	Material Legend
See Exploration Plan for orientation of soil profile. See General Notes in Supporting Information for symbols and soil classifications. Soils profile provided for illustration purposes only. Soils between borings may differ AR - Auger Refusal BT - Boring Termination	Water Level Reading at time of drilling. Water Level Reading after drilling.	Borehole Number Liquid and Plastic Limits Borehole Lithology Borehole Termination Type	Sandy Lean Clay Lean Clay Fat Clay Shale Silty Clay

Sinton Campus - Preliminary Soil Boring Analysis at Biochar Building Location



Alms Park - Sink Hole Locations



Hauck House Restoration - Old
Floors in Upper Offices / Storage
25

Hauck House Restoration - New
Floors / Restored Plaster in Upper
Offices / Storage



Hauck House Restoration - New
Floors / Restored Plaster in Upper
Offices / Storage

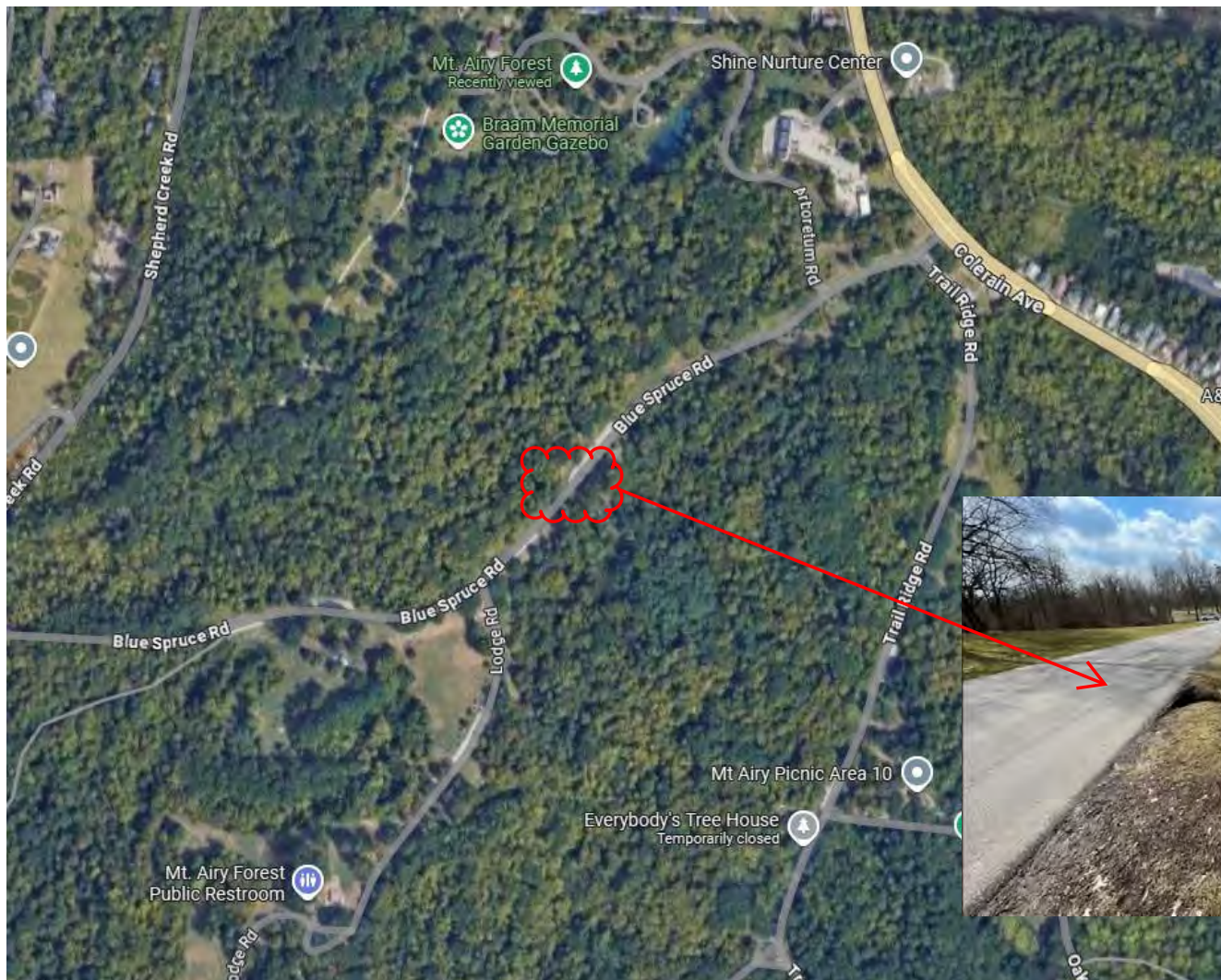


Hauck House Restoration - New Floors in Kitchenette



Hauck House Restoration - New
Floors in Kitchenette





REV.	DATE
DATE	
SCALE	
SHEET NAME	
SHEET #	

Mt Airy Forest - Sink Hole Location

**Mt Airy Forest - Arboretum Drive Area
Erosion Correction Project**

Overflow from adjacent building complex has severely eroded the steep hillside between properties. P&D plans to armor the hillside with Class C rip rap revetment as necessary to stabilize the hillside.

Additional erosion due to channelization from adjacent site runoff will be addressed with rip rap revetment. The grade will be corrected to properly drain to storm sewer infrastructure.

Significant sink holes have been identified adjacent to the Western Operations Maintenance Garage. These sink holes will be excavated to expose the issue, and corrected with revetment stone, additional fill stone, flowable fill, topsoil and seed as necessary to restore the areas.



Westwood Town Hall - Paver
Heave Correction and Restoration



Westwood Town Hall -
Paver Heave Correction
and Restoration

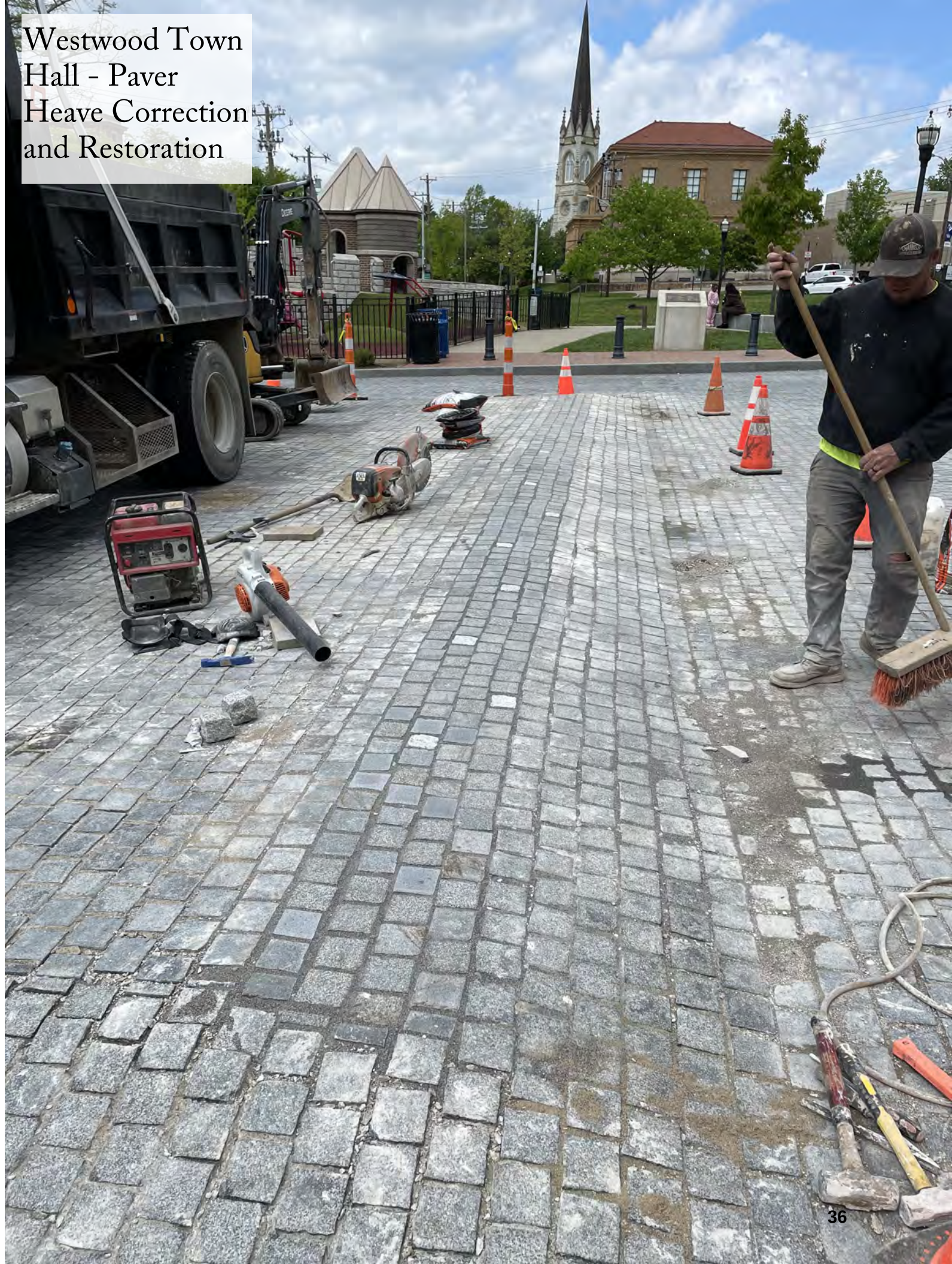
Westwood Town
Hall - Paver
Heave Correction
and Restoration





Westwood Town
Hall - Paver
Heave Correction
and Restoration

Westwood Town
Hall - Paver
Heave Correction
and Restoration





Date: May 15, 2025
To: Board of Park Commissioners
From: Herta Fairbanks, CFO
Subject: Monthly Finance / IT Division Highlights

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Current Projects

Finance Group

- Gearing up for fiscal year end reporting requirements
- Identifying Parks-specific accounting cycle
- Transitioning financial functions to designated leads
- Revenue
 - Centralizing revenue tracking
 - Reviewing receivables and ensuring they are relieved when payment is received
- Operational Encumbrances and Tracking
 - Identifying process improvements to speed up approvals
 - Developing system of tracking contract expiration
- Capital Encumbrances and Tracking
 - Working with Director and Grant Writer to integrate tracking of capital
 - Developing a plan for updating Parks' fixed asset inventory

IT group

- Developing a plan for the Windows 11 upgrade
- Working on centralizing software management within Parks
- Developing a quick access location for forms and reports
- Working with ETS on city-wide network upgrade project
- Review of communication needs at Parks

April Financial Report

March represents completion of the first three quarters of the fiscal year, or 80%. Current spending is \$21.4 million of the \$27 million budget, representing 79% of the total budget indicating that spending is on track.

Other areas of note include the following:

Expenses by Type - Insurance

Insurance charges are new this month as they are billed from the City's risk management on an annual basis.

Expenses by Fund - Private Endowment / 430 Budget

What is commonly known as the Commissioners' Fund Budget, or the Fund 430 budget, is well below the 75% threshold for this time in the fiscal year. This is

typical for this fund as we spend budgeted funds from other funding sources first and then assign costs to Fund 430 once budgets from other funds are spent.

Endowment Fund Summary - Commissioner Fund 430

We will be completing a wire transfer in May to replenish the Commissioner Fund 430 balance. This fund is our operational spending account that supports the Private Endowment/430 Budget. In the past, large transfers have occurred on an as-needed basis. Going forward, these transfers will be tied directly to budget. This transfer will reduce the Commissioner Money Market and Investment accounts, which are the accounts that receive distributions from the various Parks trust accounts.

In Development

- Streamlined process for managing grants and donation ordinances
- Developing reporting by function that recognizes sources and uses of funds (revenue and expense)
- Reconciliation of various accounts



Date: May 15, 2025
To: Board of Park Commissioners
From: Derrick Gentry, Supervising Human Resources Analyst
Subject: HR Status Update

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Phyllis McCallum

John E. Neyer

This memo provides an overview of current staffing, vacancies, and the recruitment process for Parks.

KEY UPDATES



Full -Time: 167
Part - Time: 112



Civil Service Exams: 7



Job Postings: 6

Full Time Overview

Parks currently has **167 full-time employees and 22 vacant positions**, and we are moving swiftly to fill key roles across multiple divisions. Three (3) appointments / transfers went to the Civil Service Commission for approval on May 1, 2025.

Open Requisitions

Parks has one full-time position requisitioned: an Automotive Mechanic position recently vacated due to the previous employee receiving a promotional opportunity with an outside agency.

Current Job Postings

There are currently six (6) active job postings as of the week of May 11, 2025:

- Administrative Technician
- Supervising Engineer
- Parks / Recreation Specialist – Camp Counselor / Programming
- Parks / Recreation Specialist – Customer Service (Office/Front Desk/Cashier)
- Parks/Recreation Specialist – Events and Audio
- Parks/Recreation Specialist – Horticulture Technician
- Municipal Worker

Jason Barron
Director

Jenny Mobley
Deputy Director

Crystal Courtney
Division Manager

Herta Fairbanks
Division Manager

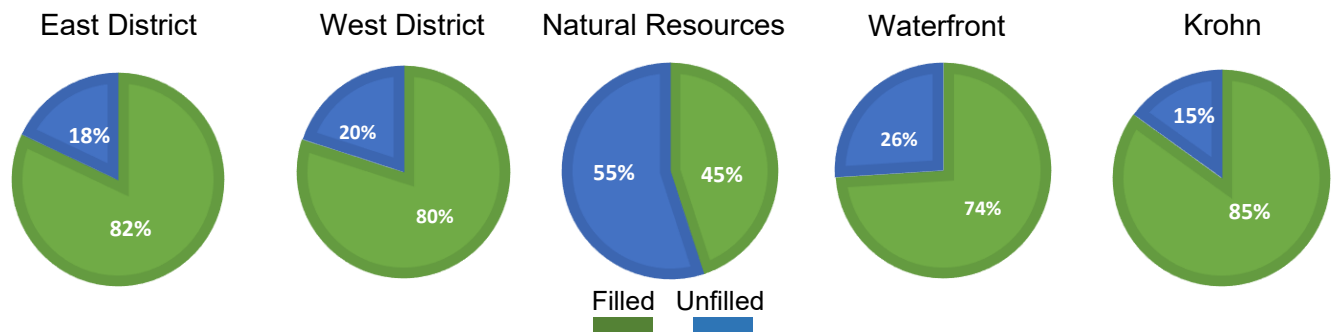
Joel Gross
Division Manager

Rocky Merz
Division Manager

Full-Time Vacant Positions

FULL-TIME VACANT POSITIONS		
Position Title	Total	Notes
Administrative Technician	2	Interviewing
Arborist 1 & 2	6	Examination under development
Lead Arborist	2	Examination in Development
Graphic Designer	1	Applications under review
Parks/Rec Maintenance Crew Leader	3	Examination under development
Natural Resource Specialist	2	Examination under development
Parks/Rec Programming Coord	2	Examination under development
Service Area Coordinator-EXM	1	Examination under development
Supervising Engineer-EXM	1	Re-Posted
Truck Driver	2	Applications under review
Total vacancies	22	

Part-Time Vacancy Overview by Division





Date: May 15, 2025
To: Board of Park Commissioners
From: Jason Barron, Director
Subject: Acceptance of In-Kind Contributions

BOARD OF PARK

COMMISSIONERS

Molly North
President

Kick Lee
Vice President

Susan F. Castellini

Phyllis McCallum

John E. Neyer

Background

Board approval is needed to retain QTR1 2025 in-kind contributions.

Description

Staff is requesting approval to accept QTR1 2025 in-kind contributions:

Quarter	Type	Amount
Quarter 1	Miscellaneous Supplies	\$6,186.75
Quarter 1	Horticultural Supplies	\$3,190.07
Total		\$9,376.82

Recommendation

Staff respectfully requests the Board approve acceptance of in-kind contributions in the amount of \$9,376.82.

Jason Barron
Director

Jenny Mobley
Deputy Director

Crystal Courtney
Division Manager

Herta Fairbanks
Division Manager

Joel Gross
Division Manager

Rocky Merz
Division Manager

Attachment A – In-Kind Donations QTR1 2025

Cincinnati Parks Foundation INDIRECT Donations to Cincinnati Park Board - 1st Quarter, 2025

Date	Type	Num	Name	Memo	Amount
01/21/2025	Check	16087	E C SHAW COMPANY	Inv 853965,6,7 Beachy, Moersdorf, Waldron	816.00
01/25/2025	Journal Entry	637		Baron ID Products-For Tree and Bench Program	280.00
01/25/2025	Journal Entry	637		Cincinnati Special Events-Ault Park Fireworks Special Event Permit Fee	500.00
02/07/2025	Check	16099	Jamie Powers	Inv D48 Lilacs Mt Airy Arboretum, replace check 16091	914.07
02/25/2025	Check	16126	E C SHAW COMPANY	Inv 854709 James Foster	147.00
02/26/2025	Journal Entry	649		Baron ID Products-Tree and Bench Engraving	34.75
02/26/2025	Journal Entry	649		Cincinnati Special Events-Ault Park Fireworks Special Events Fee	500.00
03/11/2025	Check	16143	ASI Signage Innovations	Inv CINC 19509 pickleball sign	519.00
03/18/2025	Check	16169	NATORP LANDSCAPE SUPPLY	Inv 160512 Arbor Day seedlings	2,276.00
03/18/2025	Check	16170	E C SHAW COMPANY	Inv 854708 Tallada plaque	147.00
03/18/2025	Check	16171	ROZZI, INC.	Inv 14549 deposit ault park 7/4	2,640.00
03/26/2025	Journal Entry	657		Baron ID Products-Memorial Tree and Bench Engravings	66.00
03/31/2025	Check	16186	E C SHAW COMPANY	Inv 855606/7/8 Young, Toms	358.00
03/31/2025	Check	16186	E C SHAW COMPANY	Gilbert	179.00
					9,376.82

Cincinnati Park Board

Financial Presentation – May 15, 2025

BOARD OF PARK COMMISSIONERS

Molly North
Kick Lee
John Neyer

Susan F Castellini
Phyllis McCallum

Jason Barron – *DIRECTOR* **Jenny Mobley** - *Deputy Director* **Rocky Merz** - *DIVISION MANAGER*
Crystal Courtney - *DIVISION MANAGER* **Joel Gross** - *DIVISION MANAGER* **Herta Fairbanks** - *DIVISION MANAGER*

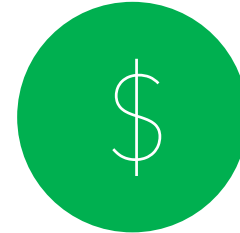
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SUMMARY



EXPENSES



YTD REVENUE



YTD PARK BOARD
FUND BALANCES



YTD PARK BOARD
TRUST BALANCES



FUND PURPOSE

Finance and IT

Significant Accomplishments

- Finance Team
 - Establishment of Parks' accounting cycle to establish proactive rather than reactive response
 - Reorganization of finance areas of responsibility
 - Revenue
 - Capital
 - Operational Expenditures
- IT Team
 - Planning for Windows 11 Upgrade
 - Identification of various Parks software
 - Consolidation of Parks credit card reader infrastructure
- In development:
 - Streamlined process for managing grants and donation ordinances
 - Developing budgets/reports by function that recognizes revenue and expenditures
 - Continuation of reconciliation of various accounts

Year to Date Expenses By Expense Type

As of April 30, 2025

Category	YTD Expended	Budget	Target Spend %	Actual Spend %	Variance
Advertising	\$ 93,962	\$ 79,585	68.1%	118%	50.0%
Auto & Truck Expense	\$ 386,638	\$ 548,156	86.7%	70.5%	-16.2%
Bank Fees	\$ 85,781	\$ 62,980	79.0%	136.2%	57.2%
Benefits & Taxes	\$ 3,694,522	\$ 4,648,440	83.6%	79.5%	-4.1%
Equipment	\$ 341,216	\$ 61,278	74.8%	556.8%	482.0%
Fuel	\$ 164,883	\$ 206,979	81.4%	79.7%	-1.7%
Insurance	\$ 29,479	\$ 31,310	100.0%	94.2%	-5.8%
IT	\$ 108,039	\$ 133,934	60.8%	80.7%	19.9%
Postage	\$ 3,601	\$ 3,308	86.9%	108.8%	22.0%
Professional Services	\$ 2,008,063	\$ 3,574,527	78.0%	56.2%	-21.9%
Rentals	\$ 146,811	\$ 335,435	76.2%	43.8%	-32.4%
Salaries	\$ 10,720,126	\$ 12,747,627	80.2%	84.1%	3.9%
Supplies	\$ 1,752,463	\$ 2,635,922	71.3%	66.5%	-4.8%
Taxes	\$ 978,570	\$ 1,004,741	98.0%	97.4%	-0.6%
Travel & Training	\$ 59,634	\$ 62,764	82.0%	95.0%	13.0%
Utilities	\$ 866,178	\$ 947,784	83.4%	91.4%	8.0%
	\$ 21,439,965	\$ 27,084,770			

Year to Date Expenses by Fund

As of April 30, 2025

Fund Name	Expenses	Budget	Target % Spend^	Actual % Spend	% Variance
General Fund	\$ 10,989,572	\$ 11,556,710	90.3%	95.1%	4.8%
Stormwater Fund	\$ 1,491,862	\$ 1,954,020	63.4%	76.3%	13.0%
Hwy Greenspace (Street Construction Management)	\$ 325,061	\$ 421,230	79.1%	77.2%	-1.9%
Infrastructure Fund (Income Tax-Infrastructure)	\$ 1,554,731	\$ 1,629,270	81.3%	95.4%	14.1%
Sawyer Point	\$ 468,686	\$ 1,194,630	72.4%	39.2%	-33.2%
Park Donations and Special Activity	\$ 864,358	\$ 1,058,520	71.8%	81.7%	9.9%
W.M. Ampt Fund (Free Concerts)	\$ 13,125	\$ 17,210	80.0%	76.3%	-3.7%
Groesbeck Fund (endowment)	\$ 10,706	\$ 20,240	80.0%	52.9%	-27.1%
Cincinnati Riverfront Park	\$ 1,116,117	\$ 1,558,180	80.0%	71.6%	-8.4%
Park Lodge / Pavilion Deposits	\$ 24,315	\$ 271,000	51.4%	9.0%	-42.5%
Krohn Conservatory	\$ 1,179,029	\$ 1,611,260	79.2%	73.2%	-6.1%
Yeatman's Cove Trust	\$ -	\$ -	0.0%	--	--
Urban Forestry	\$ 22,390	\$ 50,500	70.2%	44.3%	-25.8%
Private Endowment	\$ 841,277	\$ 2,541,220	71.4%	33.1%	-38.3%
Forestry Assessment	\$ 2,538,735	\$ 3,200,780	81.2%	79.3%	-1.9%
	\$ 21,439,965	\$ 27,084,770			

unspent dollars returned to the City

^target increases monthly

Year to Date Revenue

As of April 30, 2025

Fund Description	FY25 Revenue	FY25 Budget	Target % Revenue	Actual % Revenue	% Variance
318 - Sawyer Point	\$772,081	\$648,500	78.6%	119.1%	40.5%
326 - Parks Donations and Special Activiti	\$905,856	\$715,250	76.7%	126.6%	49.9%
329 - Smale Fund	\$898,562	\$1,431,000	78.6%	62.8%	-15.8%
330 - Pavilions	\$36,840	\$282,630	75.0%	13.0%	-62.0%
332 - Krohn	\$1,424,111	\$1,805,000	66.1%	78.9%	12.8%
Grand Total	\$4,037,451	\$4,882,380			

Items of Note:

- Sawyer Point Revenue target to actual is significantly different due to the budgeted revenue for FY25 being based on revenue for FY24 during which the parking revenue was artificially deflated due to the inability to accept credit cards for much of the year.
- Parks Donations and Special Activities are above target as donations are neither cyclical nor predictable.
- Pavilion rental income shows as behind target – staff is meeting this week to discuss Premier Park Events billing.

Park Board Fund Balances

As of April 30, 2025

Cincinnati Park Board *Fund Balances*

Fund	Name	Balance as of					
		Beg of FY 24	Beg of FY 25	EO 1st Qtr	EO 2nd Qtr	EO 3rd Qtr	4/30/25
318	Sawyer Point	\$1,230,729	\$1,235,689	\$1,377,356	\$1,494,452	\$1,473,615	\$1,458,807
326	Park Misc Revenue & Special Activity	\$1,172,721	\$1,077,492	\$1,057,711	\$1,283,802	\$1,110,458	\$1,070,260
327	WM Ampt Free Concerts	\$12,942	\$24,322	\$16,807	\$19,127	\$27,777	\$24,847
328	Groesbeck Endowment	\$149,396	\$173,596	\$170,972	\$163,872	\$178,847	\$178,615
329	Cincinnati Riverfront Park	\$3,578,882	\$3,037,841	\$3,250,978	\$3,292,287	\$2,783,138	\$2,686,563
330	Park Lodge/Pavilion Deposits	\$1,716,918	\$1,844,989	\$1,853,125	\$1,833,182	\$1,841,059	\$1,840,394
332	Krohn Conservatory	\$1,779,215	\$1,456,623	\$1,564,951	\$1,295,956	\$1,508,955	\$1,513,306
335	Schmidlapp Endowment	\$2,717	\$4,312	\$4,312	\$4,312	\$5,393	\$5,393
403	Yeatman's Cove Park Trust	\$724,010	\$611,709	\$615,049	\$620,174	\$624,018	\$624,018
428	Urban Forestry	\$583,324	\$533,628	\$539,559	\$589,742	\$646,582	\$716,584
430	Parks Private Endowment	\$924,214	\$860,715	\$647,538	\$437,779	\$126,259	\$212,352
706	Ampt Trust	\$138,440	\$126,987	\$130,199	\$133,804	\$127,615	\$127,615
707	Groesbeck Trust	\$56,147	\$38,688	\$43,698	\$48,823	\$35,368	\$35,379
708	Schmidlapp Music	\$51,112	\$50,703	\$50,988	\$51,421	\$50,666	\$50,666
752	Permanent Capital Improvement	\$1,031,248	\$928,991	\$984,072	\$1,042,471	\$1,093,814	\$1,102,535
792	Forestry Assessment	\$3,239,177	\$3,966,880	\$3,546,309	\$3,724,697	\$2,822,629	\$4,962,708
Total All Funds		\$16,391,192	\$15,973,165	\$15,853,624	\$16,035,902	\$14,456,194	\$16,610,043

Park Board Funds Remaining Available Spend

As of April 30, 2025

Cincinnati Park Board *Available Spend Calculation*

Fund Name	April 2025 Balance	Remaining Expenses	Remaining Revenue*	Recommend Reserves	Available for Spend Dollars
318 Sawyer Point	\$1,458,807	\$725,944	\$0	\$450,000	\$282,863
326 Park Donations and Special Activity	\$1,070,260	\$194,162	\$0	\$400,000	\$476,098
329 Cincinnati Riverfront Park	\$2,686,563	\$442,063	\$532,438	\$800,000	\$1,976,938
330 Park Lodge/Pavilion Deposits	\$1,840,394	\$246,685	\$245,790	\$200,000	\$1,639,499
332 Krohn Conservatory	\$1,513,306	\$432,231	\$380,889	\$700,000	\$761,964
403 Yeatman's Cove Park Trust	\$624,018	\$0	\$0	\$500,000	\$124,018
752 Permanent Capital Improvement	\$1,102,535	\$0	\$0	\$600,000	\$502,535
Total Available	\$10,295,882	\$2,041,085	\$1,159,117	\$3,650,000	\$5,763,914

* A zero balance indicates greater than anticipated revenue

Park Board Endowment Fund Summary

As of April 30, 2025

Cincinnati Board of Park Commissioners

Endowment Fund Summary

Fund Name	Jun-21 Balance	Jun-22 Balance	Jun-23 Balance	Jun-24 Balance	EO 1st Qtr	EO 2nd Qtr	EO 3rd Qtr	Apr-25 Balance
Trustee								
Bettman	\$2,591,101	\$2,227,929	\$2,470,657	\$2,794,919	\$2,963,083	\$2,940,368	\$2,875,818	\$2,858,881
Drabner	\$1,317,152	\$1,145,614	\$1,280,297	\$1,459,107	\$1,554,208	\$1,547,359	\$1,524,829	\$1,518,986
Fleischmann	\$856,907	\$745,006	\$807,308	\$875,328	\$932,253	\$890,616	\$877,641	\$874,249
Fleischmann	\$3,107,722	\$2,701,141	\$3,017,938	\$3,156,963	\$3,362,752	\$3,348,948	\$3,300,109	\$3,287,463
Geier	\$1,965,276	\$1,708,506	\$1,908,824	\$2,175,241	\$2,317,031	\$2,306,812	\$2,273,155	\$2,264,441
Miles-Edwards	\$4,047,626	\$3,864,459	\$4,245,084	\$5,139,297	\$5,526,462	\$5,427,673	\$5,359,180	\$5,328,144
Levy	\$39,131	\$32,395	\$36,682	\$43,339	\$45,851	\$46,426	\$45,260	\$45,061
Sub-total	\$13,924,915	\$12,425,051	\$13,766,790	\$15,644,194	\$16,701,641	\$16,508,202	\$16,255,991	\$16,177,225
Beneficiary Only								
Hauck- Sooty Acres	\$617,923	\$486,533	\$502,506	\$542,363	\$573,776	\$569,376	\$555,975	\$555,184
Hauck - Fountain Sq	\$1,740,235	\$1,380,434	\$1,390,504	\$1,510,557	\$1,597,554	\$1,585,316	\$1,548,605	\$1,546,953
Meyer	\$5,482,708	\$4,299,811	\$4,476,736	\$4,845,413	\$5,128,172	\$5,091,180	\$4,973,057	\$4,965,543
Sub-total	\$7,840,866	\$6,166,778	\$6,369,747	\$6,898,333	\$7,299,502	\$7,245,872	\$7,077,637	\$7,067,680
Endowment Total	\$21,765,782	\$18,591,829	\$20,136,537	\$22,542,527	\$24,001,143	\$23,754,073	\$23,333,628	\$23,244,905
Commissioner Fund 430	\$121,000	\$287,536	\$924,214	\$860,715	\$647,538	\$437,779	\$126,259	\$76,643
Commissioner Money Market Acc	\$3,387,364	\$1,704,458	\$1,488,098	\$1,615,023	\$2,171,101	\$2,455,309	\$2,926,408	\$2,938,913
Commissioner Investment Acct	\$4,219,967	\$3,003,382	\$1,586,535	\$1,663,058	\$1,683,003	\$1,701,066	\$1,717,017	\$1,721,080
Total Commissioner Dollars	\$7,728,331	\$4,995,376	\$3,998,846	\$4,138,796	\$4,501,641	\$4,594,154	\$4,769,684	\$4,736,635
Grand Total	\$29,494,113	\$23,587,205	\$24,135,383	\$26,681,323	\$28,502,784	\$28,348,227	\$28,103,312	\$27,981,541

Fund Purpose

Fund Number	Fund Name	Fund Purpose
50	General Fund	City Tax Fund - Used for General Operational Expenses
107	Stormwater Fund	Used for litter pickup (Salary reimbursement)
301	Hwy Greenspace (Street Construction Management)	Ohio motor vehicle tax fund - used for Hwy Greenspaces
302	Infrastructure Fund (Income Tax-Infrastructure)	City Tax Fund - Used for General Operational Expenses
318	Sawyer Point	To account for receipts and expenditures in the operation and maintenance of Bicentennial Commons at Sawyer Point, including the support of capital improvements and all monies received from fees and contributions
326	Park Donations and Special Activity	Fund No. 326 was established in 1932 for the purpose of accounting for donations made for various Parks Department purposes, but expanding the purpose of this fund to include capital improvements as an eligible use will enable the Parks Department to make improvements to Parks facilities
327	W.M. Ampt Fund (Free Concerts)	To account for money received as income from Investment of bequest and expenditures for the costs of concerts in various parks
328	Groesbeck Fund (endowment)	To account for money received from the investment of bequest and expenditures for the cost of concerts in Burnet Woods.
329	Cincinnati Riverfront Park	Established for the purpose of accepting donations, program funds, event funds, lease revenues and common area maintenance income from public and private entities to be used for park operations maintenance and capital replacements.
330	Park Lodge / Pavilion Deposits	Fund No. 330 was established in 1937 for the purpose of accounting for deposits made for the use of lodges and the expenditures for the maintenance of the lodges, replacements of damages to the lodges, and refunds of overages contained in the amounts collected, but expanding the purpose of this fund to include capital improvements as eligible expenditures will allow the Parks Department to make upgrades to lodges and pavilions;

Fund Purpose

Fund Number	Fund Name	Fund Purpose
332	Krohn Conservatory	To account for deposits for admissions and programs for Krohn. To deposit and expend monies collected by the Park Board Volunteers through the Friends of the Krohn organization and to receive donations from private sources and making expenditures for permanent improvements and operating expense at Krohn
335	Schmidlapp Endowment	To account for money received as income from Investment of bequest and expenditures for the costs of concerts in various parks.
403	Yeatman's Cove Trust	To receive \$500,000 gift from Proctor & Gamble to be used for the operation and maintenance of said park in accordance with the terms and conditions of the Trust Agreement.
428	Urban Forestry	To receive funds from the sale of forest products, donations, permit fees and compensatory payments and to make sure such expenditures to maintain the Urban Forest Management Program
430	Private Endowment	Established for the purpose of accounting for revenue from various private endowments to be used for park operations, maintenance, programs, events, and capital projects only at Parks facilities.
752	Permanent Improve Fund	To account for the revenue received from the rental, lease or sale of any park property. Expenditures may be made for maintaining and operating the property, including the payment of taxes, pending the use of the property for park purposes, and purchasing, constructing or acquiring permanent improvements for park purposes, but only when specifically authorized by ordinance.
792	Forestry Assessment	Based on a summary of the special assessment for street trees provided by the Hamilton County Auditor's office, the following detailed information is provided concerning the assessment revenue. The revenue is calculated at the rate of 21 (as of 2019) cents per front footage for all property within the City limits that abuts a public right-of-way.