

**MINUTES OF THE
BOARD OF PARK COMMISSIONERS
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
DECEMBER 14, 2023**

The Board of Park Commissioners met on this date, Thursday, December 14, 2023, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed President Bruce G. Rinker, Vice President Yvette M. Ittu, and Vice President Dan T. Moore to be present. It was determined there was a quorum. Chief Executive Officer, Brian M. Zimmerman, Chief Financial Officer, Wade Steen, and Chief Legal and Ethics Officer, Rosalina M. Fini, were also in attendance.

APPROVAL OF MINUTES.

No. 23-12-191: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to approve the minutes from the Regular Meeting of November 16, 2023, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

FINANCIAL REPORT.

Chief Financial Officer, Wade Steen, presented a Comparative Summary of Revenues & Expenditures 2023 vs. 2022 Year-To-Date, and for the Month Ended November 30. Also provided is a Schedule of Accounts Receivable and Investments, which along with the Comparative Summary is found on pages **100113** to **100120**.

ACTION ITEMS.

- (a) ***Swearing in of Patrol Officers***
(Originating Source: Kelly J. Stillman, Chief of Police)

Isaiah Hayworth

Isaiah Hayworth completed his Peace Officer Basic Training at the Cleveland Police Academy where he has been a member of the Cleveland Police Department since August 2017. Prior to becoming a police officer, he served as a member of the Ohio Army National Guard, where he was deployed to Afghanistan in 2014 in support of Operating Enduring Freedom.

Brandon Tolliver

Brandon Tolliver joined Cleveland Metroparks in 2016. During his tenure with the department, he received numerous awards for his service. On July 5, 2023, Officer Tolliver resigned from the department to pursue other career opportunities and acknowledged his desire to continue to serve Cleveland Metroparks Police Department in a part-time capacity.

- No. 23-12-192:** It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to appoint Isaiah Hayworth as a full-time police officer and Brandon Tolliver as a part-time police officer for Cleveland Metroparks as authorized by Section 1545.13 of the Ohio Revised Code.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

ACTION ITEMS (cont.)

(b) 2023 Budget Adjustment No. 12

(Originating Sources: Wade Steen, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)

The following amendments are requested for Board approval:

**CLEVELAND METROPARKS
Appropriation Summary - 2023**

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #12 12/14/2023	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 64,280,149	\$ 23,254	\$ 64,303,403	\$ (331,591)	\$ 94,095 A	\$ 64,065,907
52	Employee Fringe Benefits	20,015,070	877,092	20,892,162	21,473	-	20,913,635
53	Contractual Services	15,837,597	3,062,699	18,900,296	963,760	28,294 B	19,892,350
54	Operations	26,536,916	3,132,931	29,669,847	2,781,963	(158,318) C	32,293,492
	Operating Subtotal	126,669,732	7,095,976	133,765,708	3,435,605	(35,929)	137,165,384
CAPITAL							
571	Capital Labor	800,000	-	800,000	-	-	800,000
572	Capital Construction Expense	20,538,624	14,503,182	35,041,806	52,522,845	4,198,185 D	91,762,836
574	Capital Equipment	3,438,515	1,790,688	5,229,203	4,056,696	62,751 E	9,348,650
575	Zoo Animals	75,000	3,081	78,081	-	-	78,081
576	Land	1,200,000	49,283	1,249,283	8,467,000	160,000 F	9,876,283
	Capital Subtotal	26,052,139	16,346,233	42,398,372	65,046,541	4,420,936	111,865,850
TOTALS							
Grand totals		\$ 152,721,871	\$ 23,442,210	\$ 176,164,081	\$ 68,482,146	\$ 4,385,007	\$ 249,031,234

An explanation of adjustments, by category, can be found on pages **100121** to **100124**. The net effect of all adjustments is an increase of \$4,385,007 which is funded by increased revenue, donations, grants, or received but previously unappropriated funds.

No. 23-12-193: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to approve 2023 Budget Adjustment No. 12 for a total increase of \$4,385,007 as delineated on pages **100121** to **100124**.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

ACTION ITEMS (cont.)

(c) 2024 Appropriations Budget

(Originating Sources: Wade Steen, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)

According to State statute, the Board of Park Commissioners must adopt Cleveland Metroparks’ 2024 appropriations budget on or before December 31, 2023.

Budget proposals were submitted by each of the Chiefs for their respective departments. A comprehensive budget was compiled considering operations for 2024, covering the entire span of the current tax levy.

A summary of the budgeted appropriations for 2024 are as follows:

CLEVELAND METROPARKS				
Appropriation Summary - 2024				
Object Code	Object Description	Original Budget		
		Baseline Budget	Estimated Carry Over Encumbrances	Estimated Total
OPERATING				
51	Salaries	\$ 70,457,162	\$ -	\$ 70,457,162
52	Employee Fringe Benefits	21,396,109	543,837	21,939,946
53	Contractual Services	17,161,050	2,231,530	19,392,581
54	Office Operations	31,109,745	4,191,705	35,301,451
	Operating Subtotal	140,124,067	6,967,073	147,091,140
CAPITAL				
571	Capital Labor	1,000,000	-	1,000,000
572	Capital Construction Expenses	27,875,059	15,046,964	42,922,023
574	Capital Equipment	6,394,036	2,207,611	8,601,647
575	Zoo Animals	100,000	298	100,298
576	Land	2,500,000	137,245	2,637,245
	Capital Subtotal	37,869,095	17,392,119	55,261,214
TOTALS				
Grand totals		\$ 177,993,162	\$ 24,359,191	\$ 202,352,353

ACTION ITEMS (cont.)

Additionally, pursuant to Article 4 of its By-Laws, Cleveland Metroparks Board of Park Commissioners shall fix the compensation range for all employees. To account for increases to the State of Ohio minimum wage, cost of living increases, maintain organizational market competitiveness, and plan for the retention and succession of critical positions, the above 2024 appropriations budget includes the following:

- A Regular Employee compensation range from \$5.25/hour (tipped employee minimum) to \$353,600/annual for 2024, plus other benefits such as life insurance, deferred compensation, and/or continuing education/training, and
- An Intermittent Employee compensation range from \$5.25/hour (tipped employee minimum) to \$38.50/hour for 2024.

No. 23-12-194: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to approve the 2024 proposed appropriations budget, as reflected above, inclusive of the fixing of the 2024 compensation range for all employees.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.
 Nays: None.

(d) *Authorization and Revision to Change Fund and Petty Cash Fund*
(Originating Source: Wade Steen, Chief Financial Officer)

Cleveland Metroparks has a need for a Change Fund to be able to operate revenue-producing amenities. Additionally, the Park District has a need for a Petty Cash Fund to be able to make emergency cash and other necessary purchases (in accordance with the Petty Cash Administrative Procedure). State auditors require that the Board of Park Commissioners reauthorize existing, and approve revisions to, Change and Petty Cash Fund amounts.

Therefore, Cleveland Metroparks is requesting that the Board of Park Commissioners authorize a revised Change Fund of **\$77,250** and a Petty Cash Fund of **\$40,250** distributed as follows (edits or updates are indicated by ***bold italics***):

Change Fund:

Location	Division Number	Custodian/Title	Current 2023	Proposed 2024
Administrative Deposit Account, Finance Department	12010	Gary Butzback, Controller	\$ 50	\$ 50
Special Events/ Experience	13070	Sam Cario, Director of Special Events & Experiences;	300	<i>0</i>

ACTION ITEMS (cont.)

Location	Division Number	Custodian/Title	Current 2023	Proposed 2024
		Aulbrie Kitson, Special Events/ Experiences Mgr.		
Nature Shops - North Chagrin	13301	Kim Damiano, Retail Assistant II	300	300
Nature Shops - Rocky River	13303	Donna Repasy, Retail Assistant II	400	400
Nature Shops - West Creek	13304	Closed	200	0
Nature Shops - Hinckley Lake	13305	Melissa Pinto, Manager of Hinckley Lake Boathouse and Store	900	900
Retail - Special Events Off-Site	13306	Donna Repasy, Retail Assistant II	250	250
Nature Shops - Edgewater	13310	Kim Damiano, Retail Assistant II	200	200
Ledge Pool	15702	Christy Moore, Aquatics Director; Allison Eastman, Aquatics Manager; Toni Moore, Administrative Specialist 2	700	1,000
North Chagrin Nature Center	15602	Beth Joyave, Center Manager; Lynn Barron, Information Specialist	50	50
Brecksville Nature Center	15603	Min Keung, Center Manager; Susan McCann Stroemple, Information Specialist	0	50
Rocky River Outdoor Education	15604	Val Fetzer, Nature Center Manager; Joyce Masterson, Information Specialist	50	50
CanalWay Visitor Center	15605	Terry Joyce, Center Manager; Jo Ann Kubicki, Information Specialist	150	150
Watershed Stewardship Center	15606	Beth Majeski, Center Manager; Terri Martincic, Information Specialist	50	50
Outdoor Recreation	15608	Rachel Nagle, Outdoor Recreation Manager; Kerry Braskie, Information Specialist	200	200
Chalet (includes hayrides)	15703	Amy McRitchie, Concession Manager	3,000	3,000
East 55 th Marina	15706	Jarrold McCarthy, Director of Enterprise; August Schill, Marina Manager; Nicholas Detlev, Assistant Marina Manager	1,500	1,500
Emerald Necklace Marina	15707	Jarrold McCarthy, Director of Enterprise; Mike Bobincheck, Marina Manager;	1,500	1,500

ACTION ITEMS (cont.)

Location	Division Number	Custodian/Title	Current 2023	Proposed 2024
		Nicholas Detlev, Assistant Marina Manager		
Wildwood Marina	15708	Jarrold McCarthy, Director of Enterprise; August Schill, Assistant Marina Manager; <i>Nicholas Detlev, Assistant Marina Manager</i>	1,000	1,000
Wallace Lake Concessions	15802	Amy McRitchie, Concession Manager	500	4,000
Huntington Concessions	15803	Katelin Beltavski, Assistant Restaurant Manager; Katie Lanzo, Floor Manager	4,000	4,000
The Pier Edgewater Concessions	15805	Amy McRitchie, Concession Manager	1,500	1,500
Hinckley Spillway Concessions	15806	Amy McRitchie, Concession Manager	1,000	1,000
Euclid Beach Concessions	15807	<i>August Schill, Assistant Marina Manager;</i> <i>Nicholas Detlev, Assistant Marina Manager</i>	1,000	1,000
Merwin's Wharf	15850	Ben Rockower, General Manager of Restaurant Food Service; <i>Victoria Gallo, Floor Manager</i>	4,000	4,000
East 55 th Restaurant	15851	Ben Rockower, General Manager of Restaurant Food Service; <i>Victoria Gallo, Floor Manager</i>	3,000	3,000
EN Marina Restaurant	15852	Katelin Beltavski, Assistant Restaurant Manager Katie Lanzo, Floor Manager	4,000	4,000
Edgewater Beach House	15853	<i>Katelin Beltavski, Assistant Restaurant Manager;</i> <i>Katie Lanzo, Floor Manager</i>	11,000	8,000
Zoo	17401	Tim Savona, Director of Revenue; Theresa Moore, Admissions Manager Zoo Guest Services	20,000	20,000
Big Met Clubhouse	31101	<i>John Pustai, Golf Course Manager;</i> Brendan McLaughlin, Golf Clubhouse Manager	1,500	1,500
Big Met Concessions	31102	<i>Bryan VanLoan, General Manager of Food & Beverage;</i> <i>Ben Smith, Chef;</i> <i>Zachary Bohn, Restaurant Manager, Golf Operations</i>	1,000	1,000

ACTION ITEMS (cont.)

Location	Division Number	Custodian/Title	Current 2023	Proposed 2024
Little Met Clubhouse	31201	<i>John Pustai, Golf Course Manager;</i> Brendan McLaughlin, Golf Clubhouse Manager	800	800
Mastick Woods Clubhouse	31301	<i>John Pustai, Golf Course Manager;</i> <i>Jared Budner, Golf Clubhouse Manager</i>	800	800
Manakiki Clubhouse	31401	Bill Roeder, Golf Course General Manager; Milt Johnson, Golf Clubhouse Manager/Pro	1,500	1,500
Sleepy Hollow Clubhouse	31501	<i>Mark Pucky, Golf Course General Manager;</i> <i>Rena M. Galeti Golf Clubhouse Manager</i>	1,500	1,500
Sleepy Hollow Concessions	31502	<i>Bryan VanLoan, General Manager of Food & Beverage;</i> <i>Ben Smith, Chef;</i> <i>Zachary Bohn, Restaurant Manager, Golf Operations</i>	1,000	1,000
Shawnee Hills Clubhouse	31601	Brad Vecchio, Golf Course General Manager; Ben Ladaika, Clubhouse Supervisor/Pro	1,500	1,500
Shawnee Hills Concessions	31602	<i>Bryan VanLoan, General Manager of Food & Beverage;</i> <i>Ben Smith, Chef;</i> <i>Zachary Bohn, Restaurant Manager, Golf Operations</i>	1,000	1,000
Washington Golf Learning Center Clubhouse	31701	<i>Steven J. Shavel, Golf Course General Manager;</i> <i>Steven Morgan, Golf Professional/ Camp & Events Coordinator</i>	1,000	1,000
Seneca Clubhouse	31801	Kevin Kolesar, Golf Course General Manager; Daniel N. Ratliff, Golf Clubhouse Manger/Pro	1,500	1,500
Seneca Concessions	31802	<i>Bryan VanLoan, General Manager of Food & Beverage;</i> <i>Ben Smith, Chef;</i> <i>Zachary Bohn, Restaurant Manager, Golf Operations</i>	1,000	1,000
<i>Ironwood Golf Clubhouse</i>	<i>31901</i>	<i>Stephen E. Maclay, Golf Course General Manager;</i> <i>Mike Franko, Golf Professional/ Clubhouse Manager</i>	<i>0</i>	<i>1,000</i>

ACTION ITEMS (cont.)

Location	Division Number	Custodian/Title	Current 2023	Proposed 2024
<i>Ironwood Concessions</i>	31902	<i>Bryan VanLoan, General Manager of Food & Beverage; Ben Smith, Chef; Zachary Bohn, Restaurant Manager, Golf Operations</i>	0	1,000
Total Change Fund			\$74,900	\$77,250

Petty Cash:

Location	Division Number	Custodian/Title	Current 2023	Proposed 2024
Administrative Petty Cash, Finance Department	12010	Gary Butzback, Controller	\$ 20,000	\$ 20,000
Special Purchase Account, Finance Department	12010	Gary Butzback, Controller	20,000	20,000
Nature Shops - North Chagrin	13301	Stephen Devney, Retail Assistant II	50	50
Nature Shops - Rocky River	13303	Macy Salem, Retail Assistant I	50	50
Nature Shops – West Creek	13304	<i>Closed</i>	50	0
Nature Shops - Hinckley Lake	13305	Melissa Pinto, Manager of Hinckley Lake Boathouse and Store	50	50
Nature Shops - Edgewater	13310	<i>Jayson Callahan, Retail Assistant</i>	100	100
Total Petty Cash Fund			\$40,300	\$40,250

No. 23-12-195:

It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to reauthorize existing and approve revisions to Change/Petty Funds amounts as listed above.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

ACTION ITEMS (cont.)

- (e) ***Ratification of Collective Bargaining Agreement with the Fraternal Order of Police, Ohio Labor Council – Officer Unit***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Harold G. Harrison, Chief Human Resources Officer)

Cleveland Metroparks and the Fraternal Order of Police, Ohio Labor Council – Officer Unit (FOP-Officer Unit) successfully negotiated a new three-year collective bargaining agreement that will commence on January 1, 2024, through December 31, 2026.

The following is a summary of the financial impact of the new agreement:

Officers who complete annual Continuing Professional Training (CPT) required by Ohio Administrative Code 109:2-18-03 in a calendar year shall receive a five percent (5%) hourly pay supplement in addition to the following wage increases during the term of the contract:

2024 – 3.0% wage increase
 2025 – 3.0% wage increase
 2026 – 3.0% wage increase

A \$800 (one-time) contract renewal incentive shall be provided to all current FOP-Officer Unit employees.

Unless otherwise modified, all other terms and conditions shall remain the same as the current Agreement.

- No. 23-12-196:** It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to execute a collective bargaining agreement, in a form approved by Counsel and the Chief Human Resources Officer, with FOP-Officer Unit for the three-year period from January 1, 2024 through December 31, 2026.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.
 Nays: None.

- (f) ***Authorization of Land Acquisition: Duncan Property, Hinckley Reservation (± 2.8 acres)***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Director of Real Estate & Senior Assistant Legal Counsel/Stephanie A. Kutsko, Senior Real Estate Manager)

Cleveland Metroparks has the opportunity to acquire a ± 2.8-acre in-holding located along East Drive in Hinckley Township (the “Duncan Property”) and fully surrounded by

ACTION ITEMS (cont.)

Hinckley Reservation (reference map, page **100125**). The Duncan Property is the only privately held land located on the shores of Hinckley Lake, offering picturesque views of the lake and access to the lake for water sport enthusiasts and anglers. Hinckley Lake is part of the Rocky River watershed and provides a variety of opportunities for recreation on the water including fishing, boating and swimming. While currently closed for the dam rehabilitation project, the 87-acre Hinckley Lake has provided recreation and helped mitigate flooding of the East Branch of the Rocky River for nearly a century and is the largest inland lake in Cleveland Metroparks.

The acquisition of the Duncan Property will provide the opportunity to ensure the viewsheds and shorelines are preserved in their entirety in perpetuity protecting the views from not only Hinckley Lake but the Hinckley Lake Loop Trail, and opportunities for future trail improvements and connections. Laurabeth Duncan Surviving Co-Trustee of the Laurabeth Duncan Trust Dated March 24, 2000, as Amended on March 8, 2006, has agreed to sell the Duncan Property via fee simple title for \$750,000.

No. 23-12-197: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to authorize the acquisition of fee simple title of ± 2.8 acres as hereinabove described, from Laurabeth Duncan Surviving Co-Trustee of the Laurabeth Duncan Trust Dated March 24, 2000, as Amended on March 8, 2006 for a purchase price of \$750,000 subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

- (g) *Adoption of 2024 By-Laws***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Wade Steen, Chief Financial Officer)

Background

Cleveland Metroparks is committed to continuously improving procedures and in order to implement new procurement procedures to become effective January 1, 2024, staff is recommending the approval of By-Law changes at this December 2023 meeting.

Specifically, changes are being proposed to Article 5, entitled “Procurement,” to reflect changes in Ohio law which raise the threshold for mandatory procurement processes, to reflect further refinement in the definition of “management services,” and to provide

ACTION ITEMS (cont.)

direction for “Sponsorships and Other Revenue-Generating Opportunities with Third Parties.”

No. 23-12-198: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to adopt the 2024 By-Laws as reflected on pages **100126** to **100132** which are to become effective on January 1, 2024.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

- (h) ***Change Order No. 4 – Contract No. 1637 – Cleveland Metroparks First Tee Expansion Washington Reservation – Guaranteed Maximum Price #2***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Keith Carney, Project Manager/Michele Crawford, Project Development Manager)

Background

On October 19, 2021, Cleveland Metroparks advertised a Request for Qualifications (RFQ #6612) for interested parties to submit qualifications related to the performance of Construction Manager at Risk for the Cleveland Metroparks First Tee Cleveland Expansion (“Project”). On January 20, 2022, pursuant to Board Resolution No. 22-01-008, the Board awarded a Construction Manager at Risk Contract to Turner Construction Company (“Turner”) for the Project. At the time of the Board’s award, only the preconstruction stage compensation was fixed at \$6,000.00. On February 16, 2023, pursuant to Board Resolution No. 23-02-024, the Board approved Guaranteed Maximum Price #1 (“GMP #1”) in the amount of \$349,250.00, authorizing the commencement for the first phase of construction which included the selective demolition of the existing building interiors to prepare for a full renovation as well as an additional \$13,851.00 allowance for preconstruction stage due diligence fees to cover the selective demolition of building envelope components to test existing conditions to aid in the final design of the Project. On June 15, 2023, pursuant to Board Resolution No. 23-06-103, the Board approved Guaranteed Maximum Price #2 (“GMP #2”) in the amount of \$2,177,502.04, and an additional Construction Manager at Risk Fees of 0.25% to GMP #1 in the amount of \$767.00. To date three (3) change orders have been processed during the execution of the Project which increased the contract amount by \$38,636.51. To date, the total contract amount is \$2,586,006.55.

Change Order No. 4

Since June, the construction of the Project has begun and is progressing as scheduled. The scope of work encompassed in Change Order No. 4 includes added scope to the Project with the replacement of 17 existing exterior windows and addition of an exterior concrete pad for an outdoor patio area. Change Order No. 4 also includes separate and additional items that will be billed against the established GMP contingencies in the

ACTION ITEMS (cont.)

amount of \$12,401.09, and against the established GMP allowances in the amount of \$14,511.63, both of which will not increase the GMP. Change Order No. 4 will increase the Guaranteed Maximum Price in the amount of \$64,715.43 to reflect an updated GMP total of \$2,630,870.98 and a total contract value of \$2,650,721.98.

No. 23-12-199: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to approve Change Order No. 4 with **Turner Construction Company**, for the construction of RFP #6612-b, Cleveland Metroparks First Tee Cleveland Expansion, Washington Reservation, in an amount of \$64,715.43 as described above resulting in a revised total Guaranteed Maximum Price of \$2,630,870.98, in addition to the \$19,851.00 for preconstruction stage compensation, resulting in a total project cost of **\$2,650,721.98**; and further, that the Board authorize the Chief Executive Officer to execute Change Order No. 4.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

- (i) ***Gordon Park Boat Launch Pan-Am Games Improvements: Project Development Agreement***
(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer)

Background

The 2024 Pan-American Masters Games (“Pan-Am Games”) are scheduled to take place July 12th - 21st, 2024 at multiple venues throughout Northeast Ohio. Thousands of athletes from over 50 countries will compete for medals in 26 sports, including sailing. Cleveland Metroparks and The Foundry, in order to host sailing events for the 2024 Pan-Am Games, desire to work cooperatively to improve facilities at the Gordon Park Boat Launch in Cleveland Metroparks Lakefront Reservation.

The facilities already includes a five-lane public boat launch and docks available for the launch and retrieval of watercraft. Improvements will include a 2-ton boat hoist and foundation, floating docks, and a gangway to access the floating docks (the “Project”).

The Foundry is a local non-profit organization located in the Flats of Cleveland whose mission is to transform the lives of Cleveland’s youths through access to the sports of rowing and sailing. The Foundry also runs programming and sailing out of the Historic U.S. Coast Guard Station, located within Cleveland Metroparks Lakefront Reservation, as an affiliate organization. Due to unrelated U.S. Army Corps of Engineers construction on the west pier of the Cuyahoga River which will restrict access to the Historic U.S. Coast Guard Station, the Foundry wishes to move their 2024 sailing programming to the Gordon Park Boat Launch to utilize existing facilities and the new improvements.

ACTION ITEMS (cont.)

Cleveland Metroparks wishes to partner with The Foundry through a Project Development Agreement (“PDA”) to complete the Project. Cleveland Metroparks will be responsible for the design and construction of the Project but will work with The Foundry collaboratively to fund, design, and construct the Project successfully.

No. 23-12-200: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to enter into a Project Development Agreement(s) or other associated agreement(s) with **The Foundry** for the Gordon Park Boat Launch Pan-Am Games Improvements and any other documents/agreements as may be necessary to effectuate the above, in form(s) to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

(j) ***2024 Operating Agreement between Cleveland Metroparks and the Cleveland Zoological Society***

(Originating Source: Christopher W. Kuhar, Zoo Executive Director)

Background

The Cleveland Zoological Society generates philanthropic and community support for Cleveland Metroparks Zoo and shares the Zoo’s mission. Since 1998, Cleveland Zoological Society and Cleveland Metroparks have worked together under an operating agreement which has provided operating support to Cleveland Metroparks varying between 65% and 72% of the revenue generated from sales of the general membership program.

The Operating Agreement was modified in 2021 to streamline fundraising efforts for Cleveland Zoological Society and provide focused operational goals for the Zoo. The operating terms were modified such that 70% of membership revenue is returned to Cleveland Metroparks as commission, with 60% of that revenue being credited to the Cleveland Metroparks general fund and 10% of that revenue being held in a restricted fund for conservation support.

This agreement proved to be highly successful, and we propose a one-year extension of the existing agreement.

Proposal for a One-Year Operating Agreement

Both Cleveland Zoological Society and Cleveland Metroparks have agreed upon operating terms whereby 70% of membership revenue is returned to Cleveland Metroparks as commission, with 60% of that revenue being credited to the Cleveland

ACTION ITEMS (cont.)

Metroparks general fund and 10% of that revenue being held in a restricted fund for conservation support.

As its contribution to this thriving public/private partnership, Cleveland Metroparks has and will continue to provide office space and operational support of the Zoological Society membership and fund raising activities.

No. 23-12-201: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to amend the Operating Agreement with the Cleveland Zoological Society for 2024, in a form approved by the Chief Legal and Ethics Officer, whereby the Cleveland Zoological Society will, during that year, guarantee general operating support of 60% of their revenue from the general membership program be directed to Cleveland Metroparks general fund, and 10% of the revenue from the general membership program going to a restricted fund for conservation.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

(k) ***Authorization to Submit Grant Application: Ohio Department of Natural Resources Division of Forestry***
(*Originating Sources: Natalie Ronayne, Chief Development Officer/Kristen Trolio, Director of Grants/Jennifer Grieser, Director of Natural Resources*)

The Ohio Department of Natural Resources (“ODNR”) Division of Forestry is soliciting applications for Urban Forestry Grants funded through the U.S. Forest Service and the Inflation Reduction Act. The funds are available for tree planting activities in disadvantaged communities as defined by the Council On Environmental Quality’s Climate and Economic Justice Screening Tool (CEJST). Cleveland Metroparks plans to submit an application to this program for tree planting in several locations throughout the Park District including, but not limited to, Dunham Park in Bedford Reservation, Euclid Creek Reservation, and Gordon Park South in Lakefront Reservation. These park areas qualify for this program based on the grant program criteria.

Cleveland Metroparks Division of Natural Resources will coordinate and oversee the tree selection and planting. In 2023, this division planted over 2,350 trees and shrubs and over 12,000 tree seeds throughout the Park District. Additionally, Cleveland Metroparks commits to the long-term maintenance, including watering, mulching, and pruning, and monitoring of the trees for both tree growth and health. Cleveland Metroparks is currently developing the budget for the grant submission and will request up to \$500,000 for planting and subsequent maintenance activities. No matching funds are required for this application.

ACTION ITEMS (cont.)

The required resolution is on page **100133**.

No. 23-12-202: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to approve the adoption of the resolution to authorize the submittal of the grant application; authorize and agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the program; and further, that the Board authorize the Chief Executive Officer to enter into agreements with the grantor as described above and execute any other documents as may be required to accept the grant upon award; form of document(s) to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

(I) *Amendment #1 – Contract 1640 – First Tee Cleveland Expansion – Washington Reservation – Professional Design Services*

(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Michele Crawford, Project Development Manager)

Background

On November 16, 2021, Cleveland Metroparks issued a Request for Qualifications (RFQu #6623) for interested parties to submit qualifications for Professional Design Services for First Tee Cleveland Expansion (“Project”) at the Washington Reservation. DS Architecture was selected as the top-ranked firm to perform design and engineering services for the Project and a contract was authorized by the Board on February 17, 2022 (Board Resolution No. 22-02-022) in the amount of \$217,920. The Project’s desired outcome is to create a flagship facility for the First Tee of Cleveland (“First Tee Cleveland”) that provides adequate space and amenities for growing programs and an increasing number of students and participants. Through this advancement of the needs of First Tee Cleveland, Cleveland Metroparks held discussions with the Cleveland Metropolitan School District (“CMSD”) regarding their plans for the Washington Park Horticulture School Campus, which has not been fully utilized for several years. Cleveland Metroparks and CMSD agreed to amend the Washington Lease to add an additional ±9.062 acres and a subsequent sublease back of specific buildings to CMSD for its continued use in collaboration with Cleveland Metroparks, and First Tee of Cleveland will make use of the former Science Building. The lease amendment was authorized by the Board on December 15, 2022 (Board Resolution No. 22-12-190). The execution of the Project is summarized in a Project Development Agreement between First Tee and Cleveland Metroparks (“PDA”) which was authorized by the Board on November 18, 2021 (Board Resolution No. 21-11-161) and amended on August 10, 2023. In this partnership, Cleveland Metroparks has committed staff resources and in-kind services.

ACTION ITEMS (cont.)**Proposal Analysis**

Due to the change in the Project site to the former Science Building and an increased building area and program, additional design services are required. A proposal was requested from DS Architecture for additional professional design and engineering services, which includes existing conditions analysis, building survey and testing, and commercial kitchen design. DS Architecture's proposed not-to-exceed cost of \$48,004 will cover the additional design services. Pursuant to the PDA, First Tee Cleveland will cover the cost of the additional design services.

Although the proposed contract amendment amount of \$48,004 is less than \$50,000, which is the one of the two thresholds for required Board action for an amendment of a professional services contract, the second applicable threshold of an increase in excess of 10% of the current contract value is exceeded. Therefore, Board action is required. In this specific case the contract amendment has formerly been executed on November 28, 2023. Therefore, the need for ratification by the Board exists.

No. 23-12-203: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to ratify the Chief Executive Officer's execution of Amendment No. 1 to Contract #1640 with **DS Architecture, LLC**, for professional services as summarized above, for an additional **not-to-exceed amount of \$48,004** which will be in addition to the already awarded amount of \$217,920 for a total **contract value of \$265,924**, in a form acceptable to the Chief Legal and Ethics Officer, pursuant a proposal dated October 16, 2023.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES.

No. 23-12-204: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to authorize the following awards:

- (a) **RFP Renewal #6530:** Information Systems Staff Augmentation (see page **100092**);
- (b) **RFP #6644:** Washington Reservation – First Tee Cleveland Expansion (see page **100094**);
- (c) **RFP #6696:** Zoo Ticketing, CRM, and Online Reservation System (see page **100096**);
- (d) **Co-Ops #6815:** Information Technology Equipment and Services (see page **100099**);
- (e) **Single Source #6816:** Estimated 2024 Postage (see page **100101**);
- (f) **Single Source #6817:** Paid Media Advertising for 2024 (see page **100102**);
- (g) **Single Source #6818:** Lightspeed Point of Sale (POS) System (see page **100103**); and,
- (h) **Ohio Co-Op #6819:** Eleven (11) New 2024 Police Chevrolet Tahoes (see page **100104**).

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.
Nays: None.

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES (cont.)

RFP RENEWAL #6530 SUMMARY: INFORMATION SYSTEMS STAFF AUGMENTATION

HIGHLIGHTS AT A GLANCE
2021-2023 YTD Estimated Expenditures - \$157,118.45
2024 Estimate - \$250,000.00

Background

Currently, the Information Technology Services (ITS) utilizes outside IT contracts and consultants to supplement the efforts of related IT projects and services. This includes but is not limited to database administration, desktop services, web development, and other system services. These contractors assist Cleveland Metroparks in a variety of ways, including but not limited to:

- a.) Additional projects in which outside knowledge is required,
- b.) IT services in order to expedite timelines, and
- c.) IT services for internal employment scenarios (departures, etc.)

Cleveland Metroparks staff issued a Request for Proposal (RFP) in 2020 for an initial two (2) year term (January 1, 2021 through December 31, 2022) with an option to renew for up to two (2) additional one-year (1-year) terms to select a list of companies for which Cleveland Metroparks could obtain certain contractors to assist Cleveland Metroparks with IT services.

This competitive process allows Cleveland Metroparks to select the best contractors for the required job while maintaining financial objectivity. Therefore, the below companies were selected in order to provide IT related services on an “as-needed” basis. The RFP looked at various companies examining three (3) criteria including: statement of capability (experience, resumes), prior work history & overall company (previous work with government, process, etc.) and average pricing. All of this concluded with an overall score highlighting the awarded clients below.

The Board approved the following list of vendors as potential service providers for the initial two-year (2-year) period, January 1, 2021 through December 31, 2022 (Resolution No. 20-12-172) and the first one-year (1-year) renewal period, from January 1, 2023 through December 31, 2023 (Resolution No. 22-11-175).

Anticipated Vendors (include, but are not limited to the following):

Vendor	Statement of Capability (Exp/Resumes) - 40%	Prior Work History - 30%	Pricing Score - 30%	Total
Beacon Systems, Inc	35	28	30	93
Convertex Technologies	40	20	30	90
Dataman USA	35	30	20	85
DevCare Solutions	40	25	20	85
Global Solutions Group	35	20	30	85

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES (cont.)

Vendor	Statement of Capability (Exp/Resumes) - 40%	Prior Work History - 30%	Pricing Score - 30%	Total
TMH Solutions	35	30	20	85
ComTec Consultants	33	20	30	83
Saigan Technologies	35	18	30	83
Robert Half/Protiviti	35	25	20	80
Vertex Computer Systems	35	25	20	80
Infojini	38	20	20	78
Diskriter, Inc	30	15	30	75
Maven Workforce	30	15	30	75
Randstad Tech	30	25	20	75
SJN Data Center/Encore	30	25	20	75
Pomeroy	35	18	20	73
Provato	30	22	20	72
Beacon Hill Staffing Group	30	20	20	70
Paramount Software Solutions	18	20	30	68
SecurityZeal	20	18	30	68

*Please note other vendors/consultants may be chosen throughout 2024 through the State of Ohio Cooperative Contract or another cooperative agreement available to government entities.

Cleveland Metroparks reserves the right to not award any contracts to any of the vendors/consultants listed above.

The Purchasing Department recommends renewal of the contracted services from the vendors/consultants listed above to be provided on an “as needed” basis for an additional one (1) year period beginning January 1, 2024 through December 31, 2024.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **various consultants** listed and summarized above, and maintained in the proposal file for RFP Renewal #6530, for a one (1) year contract beginning January 1, 2024 through December 31, 2024, for a **total one (1) year cost not to exceed \$250,000** and a **total four (4) year cost not to exceed \$800,000**. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 23-12-204 on Page 100091)

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES (cont.)

RFP #6644 SUMMARY: WASHINGTON RESERVATION – FIRST TEE CLEVELAND EXPANSION

(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Michele Crawford, Project Development Manager)

Background

The First Tee Cleveland (“First Tee”) Expansion (“Project”) relocates the First Tee programming to the previous Cleveland Metropolitan School District Science Building located at Washington Reservation. Improvements include building renovation of approximately 11,000 square foot facility at Washington Reservation, which renovated building will be known as the “First Tee Activity Center.” New spaces will allow for increased session capacity and the ability to serve more students. The final scope will be a function of the available funds raised for the Project by First Tee. The execution of the Project is summarized in a Project Development Agreement between First Tee and Cleveland Metroparks (“PDA”) which was authorized by the Board on November 18, 2021 (Board Resolution No. 21-11-161) and amended on August 10, 2023. In this partnership, Cleveland Metroparks has committed staff resources and in-kind services. In addition to the design and construction contracts, additional owner provided furniture, fixture and equipment items are required for a fully functional space.

Cleveland Metroparks, First Tee, and Audio Visual Innovations worked together to develop a list of equipment that satisfies the future needs of First Tee programs and classes. As such, First Tee wants to purchase audio visual equipment to complement their services and align with the newly renovated space. Pursuant to the PDA, First Tee will cover the cost of the equipment from Audio Visual Innovations.

Recommendation

Cleveland Metroparks staff with the approval of First Tee recommends the purchase of the following equipment quoted by Audio Visual Innovations (as per a bundled quote):

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
Equipment	Cables, connectors, hardware, switches, relays, terminal blocks, panels, etc. to ensure operational system	Lump Sum	\$89,242.21
Professional Integration Services	Engineering, project management, CAD, on-site installation and wiring	Lump Sum	\$41,512.00
Direct Cost	Non-equipment labor cost	Lump Sum	\$0.00
General & Administrative	Vehicle Mileage, shipping and insurant, as applicable	Lump Sum	\$2,990.40
Services - Room Support & Maintenance	Post installation support and maintenance options selected for installed rooms	Lump Sum	\$6,920.00
Contingency	(If Authorized)	Lump Sum	\$5,000
<u>Total Amount</u>			\$145,664.61

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

RECOMMENDED ACTION:

That the Board approve the purchase of **audio visual and technology items quoted by Audio Visual Innovations** as per RFP #6644, as described in the above summary, for a lump sum of **\$145,664.61** in full utilization of the Ohio Cooperative Purchasing Program. Form of agreement to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 23-12-204 on Page 100091)

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES (cont.)

RFP #6696 SUMMARY: ZOO TICKETING, CRM, AND ONLINE RESERVATION SYSTEM

Background

Cleveland Metroparks solicited proposals from qualified vendors interested in entering into a contract to provide point-of-sale (POS) software to handle ticketing, reservations for education program sales, Zoo rentals, and eCommerce for Cleveland Metroparks Zoo from January 1, 2024 through December 31, 2026 with an option to renew for two (2) additional years.

Proposals Received

In January 2023, Cleveland Metroparks issued RFP #6696 Zoo Ticketing, Customer Relationship Management (CRM), and Online Reservation System. Eight (8) vendors responded. Responsive vendors are listed below with the evaluation criteria/scores.

Vendor	Quality & Content (35)	Business Terms (30)	Experience & Reputation (20)	Other/Core Values (15)	TOTAL (100)
accesso, LLC	30	18	20	14	82
Anchor OS	16	22	15	8	61
Centaman	27	24	14	12	77
Combase	13	21	14	13	61
Gateway	19	27	13	11	70
KMIT	24	30	4	10	68
RocketRez	27	27	11	11	76
Tessitura	23	22	17	13	75

Evaluation of Proposal

Cleveland Metroparks Zoo, Marketing, ITS, and the Finance department staff considered the following criteria for each proposer relative to the solution they put forth to satisfy the requirements of the respective RFP. Cleveland Zoological Society was also consulted on integration with and/or mutual use for membership services.

- Quality & Content: ability to deliver product features, integrations, and capabilities
- Business Terms: overall cost of the solution
- Experience & Reputation: prior experience with similar projects and complexity, knowledge and record of performance, implementation plan, and proven history of innovation
- Other/Core Values: Proposer’s commitment to Cleveland Metroparks’ core values, years of experience, and ongoing customer support, customer ticket support structure, and service level response times.

Of these eight (8) proposals, four (4) vendors (accesso, LLC, Centaman Inc., RocketRez Inc., and Tessitura Network Inc.) were invited to Cleveland Metroparks for in-person presentations/interviews based on initial scoring of their proposals. At the conclusion of this phase, the committee verified pricing in greater detail, interviewed references, and engaged in follow-up discussions as needed for clarification.

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES (cont.)

While these four (4) vendors had similar ratings and were able to meet Cleveland Metroparks Zoo’s general needs for a ticketing and online reservation software system, only one (1) was able to provide the following enhancements for future performance, improved guest experience, and efficiencies:

- Reduced cybersecurity risk
- Modern back-office interface with robust API and improved online sales experience
- Seamless process to provide instant access for members to entitlements and discounts
- Ability to sell, redeem, check balance, and activate Elavon GiveX gift cards online and in-person within the sales system
- Automated camp waitlists and filling of camp vacancies
- Electronic waiver signing during the program purchase
- Optional white-label mobile app add-on
- Digital wallet compatibility for processing contactless payments as well as digital ticket storage
- Affiliate direct webstore portals for external agencies

As a result, Cleveland Metroparks selected accesso, LLC based on its submittal of the best proposal in response to RFP #6696.

COST SUMMARY

Item	Cost
Annual license fee (three (3) years)	\$204,000
Implementation, integrations, professional services	\$165,600
Estimated online transaction amounts (three (3) years)	\$769,000
Training and implementation travel costs including accommodations (three (3) years)	\$10,000
Contingency (not scored)	\$100,000
Optional mobile app	\$45,000
TOTAL	\$1,293,600

Although the amount proposed for the initial three (3) year term is \$1,193,600, a \$100,000 contingency will be added for changes in the scope of the work or additional design work that may be needed during the initial term of the agreement. Cleveland Metroparks will seek further Board approval in the event that costs for services will exceed \$1,293,600 during the initial term. Hardware purchase and replacement costs are not included in the total identified above as hardware might not be purchased through accesso, LLC and could potentially be purchased directly with suppliers.

Based upon the selection criteria outlined above and extensive evaluation of all proposals, Cleveland Metroparks staff recommends accesso, LLC for the Zoo’s Ticketing, CRM, and Online Reservation System. Accesso, LLC offered the most comprehensive software solution and is the best candidate to meet the Zoo’s future performance needs. The initial term of the agreement shall be for three (3) years beginning January 1, 2024 through December 31, 2026

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

with an option to renew for two (2) additional years at the sole discretion of Cleveland Metroparks.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **accesso, LLC** for the best proposal, as summarized above and maintained in the proposal file for RFP #6696 Zoo Ticketing, CRM, and Online Reservation System for a three (3) year contract **in an amount not to exceed \$1,293,600** in the initial term. The initial term shall commence January 1, 2024 and continue through December 31, 2026 with the software implementation (go live) in quarter four (4) of 2024, with an option to renew the Agreement for two (2) years at the sole discretion of Cleveland Metroparks.

(See Approval of this Item by Resolution No. 23-12-204 on Page 100091)

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

CO-OPS #6815 SUMMARY: **INFORMATION TECHNOLOGY EQUIPMENT AND SERVICES** for a two (2) year period beginning January 1, 2024 through December 31, 2025

HIGHLIGHTS AT A GLANCE
2022/2023 YTD Estimated Expenditure - \$2,821,521.73
2024/2025 Estimate - \$4,000,000.00

Background

This recommendation makes available certain equipment and services on an “as-needed” basis for a two (2) year period beginning January 1, 2024 through December 31, 2025 to the Information Technology Services Department (ITS) for the purchase of multiple items which may include but are not to be limited to: desktop computers, laptops, servers, storage area network (SAN) storage devices, switches, firewall, phone system equipment, wireless equipment, audio/visual equipment, and other related technologies and services.

In 2022 and 2023, multiple items were procured from various vendors such as: Dell, Logicalis, CDWG, MCPc, and Integrated Precision Systems. The purchases from these vendors approved in this summary are part of a cooperative agreement (*i.e.*, either the State of Ohio, GSA pricing, or other purchasing cooperative programs).

The increased 2024/2025 expenditure estimate includes but is not limited to network switch replacements, server and storage infrastructure additions, replacement and additional surveillance camera systems and servers, audio-visual exhibits, and replacements and new location online access including Wallace Lake, the Barge, Zoo Rainforest, Garfield Center, and other locations.

The award will provide flexibility to purchase from various vendors based on need and availability. Furthermore, this recommendation will allow the ITS Department to purchase products and services more quickly and efficiently on state term or other purchasing cooperatives.

Vendors and Possible Equipment/Services (included but not limited to):

- **Dell (1675):** Cleveland Metroparks generally does two bulk purchases, one at the beginning of the year and one at the end that are focused on desktop computers, laptops, etc. In addition, Networking Operations will purchase servers, additional storage, and other needed network equipment needed with various purchases done throughout the year.
- **Logicalis (2264):** Network switches, wireless access points, routers, firewalls, and necessary VoIP equipment.
- **CDWG (1445):** Anti-Virus Software, renewals of various hardware and software, Microsoft Surface Devices, and other various technologies.
- **MCPc (2325):** Microsoft Software, endpoints (desktops, laptops), and various hardware.
- **Integrated Precision Systems (IPS) (4305):** Access Control systems, security cameras, gate and door access.
- **SoundCom:** Audio/Visual components, media systems
- **AVI/SPL:** Audio/Visual components, media systems

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)**RECOMMENDED ACTION:**

That the Board approve the purchase of Information Technology Equipment & Services per Co-Ops #6815 from **various vendors** from various purchasing cooperative programs for a two (2) year period beginning January 1, 2024 through December 31, 2025, for a **total cost not to exceed \$4,000,000**. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 23-12-204 on Page 100091)

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

SINGLE SOURCE #6816 SUMMARY: ESTIMATED 2024 POSTAGE for First-Class mailing from U.S. Postmaster

HIGHLIGHTS AT A GLANCE
2023 YTD Estimated Expenditure - \$42,156.40
2024 Estimate - \$63,820.00

Background

Cleveland Metroparks currently uses the services of the United States Postal Service for the mailing of first-class mail. The United States Postal Service is the only provider of presort and first-class mail.

FIRST CLASS POSTAGE

First Class postage for the Park District is estimated at \$63,820 (\$60,000 - Administration, \$1,800 - Zoo, and \$2,020 - Police) for 2024. First Class postage is used primarily for outgoing office mail including daily correspondence, vendor payments, news releases, and reservation confirmations.

1013005 – (First Class)	Administration Office	\$60,000.00
1017010 – (First Class)	Zoo Administration	\$1,800.00
1016030 – (First Class)	Police Department	\$2,020.00
TOTAL BUDGET ALLOCATION		\$63,820.00

RECOMMENDED ACTION:

That the Board approve **U.S. Postmaster** as a single source supplier of First-Class Postage during 2024, for a **total cost not to exceed \$63,820** as itemized in the Single Source #6816 Summary. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 23-12-204 on Page 100091)

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES (cont.)

SINGLE SOURCE #6817 SUMMARY: PAID MEDIA ADVERTISING FOR 2024

HIGHLIGHTS AT A GLANCE
2023 YTD Estimated Expenditure - \$859,223.00
2024 Estimate - \$1,550,000.00

Background

The 2023 YTD estimated expenditure reflects invoices paid to date, plus remaining fourth quarter advertising and outstanding invoices.

This item provides for paid media advertising to be used/secured on an “as-needed” basis throughout 2024 in support of the following initiatives: grow attendance/usage for zoo, golf, parks, rental facilities, and retail.

The media advertising mix and vendor allocations will be based on ability to effectively and efficiently reach the relevant target market(s) specific to each initiative.

The following is a summary of the advertising mediums and anticipated vendors. Actual expenditures for a given vendor will depend on market driven factors determined at the time of the actual advertising buys therefore the recommendation authorizes an overall “not to exceed” \$1,550,000 amount versus a specific spend allocation by medium and/or vendor.

Advertising Mediums & Anticipated Vendors (not limited to):

- **Digital** (Online Display/Paid Search/Mobile): Facebook, Google, WeddingWire
- **Outdoor** (Billboards/Transit): Clear Channel Airports, Lamar, Outfront Media
- **Radio**: Cleveland Guardians Radio Network, Audacy (i.e., WDOK, WKRK), iHeartMedia (i.e., WHLK, WMJI), Radio One (i.e., WENZ, WZAK), WCPN, WKNR
- **Print**: Call and Post, Code M Magazine, Crain's, Destination Cleveland, Great Lakes Publishing, La Prensa, Northeast Ohio Boomer, Northeast Ohio Parent
- **Television**: Spectrum Reach, WEWS, WJW, WKYC, WUAB/WOIO

To the extent possible, media buys are purchased utilizing funds contributed by branded product sponsors (i.e., CrossCountry Mortgage, Key Bank, MetroHealth) and the general Marketing fund.

RECOMMENDED ACTION:

That the Board approve the purchase of various single source paid media advertising buys, Single Source #6817, for a **total cost not to exceed \$1,550,000**. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 23-12-204 on Page 100091)

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

SINGLE SOURCE #6818 SUMMARY: **LIGHTSPEED POINT OF SALE (POS) SYSTEM** for a three (3) year period beginning January 1, 2024 through December 31, 2026 for Golf

Background

Cleveland Metroparks operates nine (9) golf courses throughout the Park District. In 2023, Cleveland Metroparks transferred all its golf course operations to the Lightspeed Point of Sale (POS) software system for a one (1) year contract to provide a better experience for guests. Amongst other features, Lightspeed provides tee sheet reservation functionality that links to a retail module to track all golf sales.

Since transferring to Lightspeed, the golf division has experienced a high level of guest satisfaction as well as user-friendliness for golf employees. Lightspeed offers modern day technology that golfers have come to expect, including but not limited to: online reservations, loyalty discount tracking (bonus rounds), and a singular customer database shared by all locations.

Lightspeed has proven to be the strongest POS software system the golf division has used over the years. In Spring 2023, Lightspeed was integrated with RangeStar which provides guests with the ability to purchase driving range services at the dispenser rather than using the token exchange method in the Clubhouse. This change increased sales as well as increasing guest convenience and efficiencies.

In 2023, Lightspeed was also integrated into Munis (the Park District's financial/accounting software system), allowing for accurate and consistent data from the golf division to be delivered directly into Munis by replacing a manual process.

Cleveland Metroparks recommends entering into a three (3) year contract with Lightspeed beginning January 1, 2024 through December 31, 2026. The total spend during the term of the contract, including hardware, software, and installation, shall not exceed \$88,695.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Lightspeed** as summarized above and maintained on file for Single Source #6818, for the Lightspeed Point of Sale (POS) System for a three (3) year period beginning January 1, 2024 through December 31, 2026, in an amount **not to exceed \$88,695**.

(See Approval of this Item by Resolution No. 23-12-204 on Page 100091)

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES (cont.)

OHIO CO-OP #6819 SUMMARY: **ELEVEN (11) NEW 2024 POLICE CHEVROLET TAHOES for Police**

ITEM	Eleven (11) New 2024 Police Chevrolet Tahoes for Police
Description	The Tahoes will be equipped with 7.3L V8 gasoline engine, ten (10) speed auto transmission, all-wheel drive, white exterior color, power doors and locks; Police equipment installed with standard and extended warranty, as per quote and in full cooperation with Ohio Cooperative Contract #RSI016980.
*New unit base cost-plus accessories, includes delivery and tags.	*\$78,678 each
Unit replaced	EO0314 – 2014 Ford Explorer with 224,000 miles EO0414 – 2014 Ford Explorer with 213,000 miles EO2417 – 2014 Ford Explorer with 204,000 miles EO0514 – 2014 Ford Explorer with 246,000 miles EO2014 – 2014 Ford Explorer with 207,000 miles EO0717 – 2017 Ford Explorer with 210,000 miles EO0614 – 2014 Ford Explorer with 231,000 miles EO2414 – 2014 Ford Explorer with 191,000 miles EO1215 – 2015 Ford Explorer with 182,000 miles EO1315 – 2015 Ford Explorer with 183,000 miles EO0917 – 2017 Ford Explorer with 191,000 miles
*Allowance	*\$60,000
TOTAL (x11)	\$865,458
Total Order plus Allowance	\$925,458

*Manufacturer and the State of Ohio are currently negotiating the 2024 pricing to be set forth for the State of Ohio Cooperative Purchasing Contract. \$78,678 is the current unit cost. Unit cost and accessories may change but the per unit cost, including accessories, will not exceed State of Ohio purchasing pricing or the allowance included in this Board action.

The replaced units will go to online auction or replace units of lesser value that will go to online auction.

RECOMMENDED ACTION:

That the Board approve the purchase of Eleven (11) New 2024 Police Chevrolet Tahoes as per Ohio Co-Op #6819, equipped as specified in the above summary, from **Tim Lally Chevrolet, for a total cost of approximately \$925,458**, in full utilization of the Ohio Cooperative Purchasing Program, Contract Number RSI016980.

(See Approval of this Item by Resolution No. 23-12-204 on Page 100091)

GOODS AND SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 12/14/23)

Pursuant to Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 5(a), “The CEO is authorized to enter into contracts and contract amendments for construction, change orders, and to purchase equipment, goods and services, and real estate, without prior approval of the Board in each instance, if the cost of the contract or contract amendment, for any single project, or the amount of the purchase, does not exceed \$50,000. Any contracts where the cost exceeds \$10,000 or any purchase where the amount exceeds \$10,000, and approved by the CEO, shall be reported to the Board at its next regularly scheduled meeting following the execution of said contract or said purchase,” the following is provided:

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Replacement services for a 30 HP Jockey irrigation pump and installation services for Big Met Golf Course at Rocky River Reservation.	Mid-Ohio Electric Co.	\$23,025.00	(7)
DJ dance party services for 2023 Wild Winter Lights at the Zoo.	Spectacular Party Entertainment LLC	\$29,593.41	(3)
Ice carving services for 2023 Wild Winter Lights at the Zoo.	Dave Zajac	\$12,800.00	(3)
Costume characters for 2023 Wild Winter Lights at the Zoo.	Spectacular Party Entertainment LLC	\$49,990.00	(3)
Santa services for 2023 Wild Winter Lights at the Zoo.	Raymond P Jackson	\$36,028.00	(3)
Fifty-eight (58) freestanding 39” grey Q-Cord stainless steel barriers.	10-31 Inc.	\$24,645.00	(7)
2023 estimated lab fees for veterinary diagnostic testing for Zoo; additional fees.	Idexx Distribution Inc.	\$30,000.00 5,000.00 <u>8,000.00</u> \$43,000.00	(3)
Services for digital droplet PCR for blood samples for red wolves at the Zoo; additional services.	Regents of the University of Minnesota	\$5,000.00 <u>7,500.00</u> \$12,500.00	(6)
Two (2) new 2024 John Deere TX Gators for Zoo.	John Deere Company	\$16,195.56	(2)

GOODS AND SERVICES (\$10,000 - \$50,000) ACQUIRED (cont.)

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Two (2) new Curtis Cabs for John Deere Gators for Zoo.	Polen Implement	\$15,308.00	(2)
Rental of two (2) fusion welders for new irrigation system for Manakiki Golf Course at North Chagrin Reservation; additional rental.	Morain Sales & Services	\$7,600.00 3,800.00 <u>3,900.00</u> \$15,300.00	(7)
Lift station pump for Edgewater Yacht Club at Lakefront Reservation.	Excel Fluid Group, LLC	\$11,793.00	(7)
Black Locust wood for various Trails Projects.	Midwest Black Locust	\$18,800.00	(3)
York rooftop HVAC unit and materials for Sleepy Hollow Clubhouse at Brecksville Reservation.	Virginia Air	\$11,920.00	(3)
On-site solar photovoltaic system feasibility study.	Enerlogics Networks, Inc.	\$50,000.00	(1)
Crucial Conversations for Mastering Dialogue for HR.	Vitalsmarts	\$22,760.00	(3)
Sidewalk replacement at Acacia Reservation.	Platform Cement, Inc.	\$28,600.00	(7)
Consulting services for GIS infrastructure and utility mapping.	Luna Geospatial, Inc.	\$15,597.00	(3)
Two (2) new Autel EVO II (V3) dual 640T enterprise Drone bundles for Police.	Advexure LLC	\$13,998.00	(2)
Various banquet tables for the Zoo.	Mity-Lite	\$10,125.32	(2)
Fifty (50) new Baldwin Square 32-gallon trash receptables with dome lid for the Zoo.	Barco Products Company	\$10,395.68	(7)

GOODS AND SERVICES (\$10,000 - \$50,000) ACQUIRED (cont.)

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Two (2) new 2023 Club Car Carryall 700 for the Zoo.	Jerry Pate Turf & Irrigation	\$42,277.24	(2)
Six (6) new Swan paddleboats for Hinckley Boat House.	Great Lakes Composite LLC	\$25,200.00	(7)
Professional services to stain the exterior of the Park Operations Building at Rocky River Reservation; additional staining and painting.	JLDCP, LLC	\$11,647.00 2,031.96 <u>561.00</u> \$14,239.96	(7)
One (1) new Canon imagePROGRAF 355 printer (plotter) plus Canon Colortrac 42C scanner and stand for P&D.	Electronic Imaging, LLC	\$13,838.49	(7)
Purchase and installation services of Milliken brand carpet squares and Shaw walk-off entryway carpet squares for Cleveland Metroparks Park Operations/ Police Headquarters Building; additional services.	D&R Carpet Service, Inc.	\$28,904.16 <u>177.91</u> \$29,082.07	(2)
Professional tree removal services along Wildlife Way at the Zoo.	Vancuren Services, Inc.	\$48,920.00	(7)
One (1) new 2023 Carryall 500 with portable refreshment center for Golf.	Club Car, LLC	\$17,500.00	(2)
Natural Channel Design Review workshop for Natural Resources.	Stream Mechanics, PLLC	\$19,500.00	(3)
New workstations and installation services for Police at Police Headquarters.	Ohio Desk	\$30,261.77	(2)
Professional services for staining Rocky River Nature Center Auditorium at Rocky River Reservation.	JLDCP, LLC	\$11,676.59	(7)

GOODS AND SERVICES (\$10,000 - \$50,000) ACQUIRED (cont.)

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
New workstations for Marketing Sales team and Event Coordinators at the Zoo.	Ohio Desk	\$11,695.19	(2)
Trash and recycling receptacles for Park Operations.	Bearsaver	\$25,197.00	(3)
Project agreement for RAISE Cleveland Bicycle and Pedestrian Planning.	Norfolk Southern Railway Co.	\$30,000.00	(3)
Professional consulting services to perform data collection and evaluation for new civic action exhibit and program for Zoo Conservation Education.	Inform Evaluation & Research, Inc.	\$19,999.00	(7)

===== **KEY TO TERMS** =====

- (1) “BID” – Formal bid invitations sent and advertised in *The Plain Dealer* 15 days preceding the bid opening.
- (2) “COOPERATIVE” – Purchased through cooperative purchasing programs i.e. – State of Ohio, OMNIA, etc.
- (3) “SINGLE SOURCE” – Purchased from one source as competitive alternatives are not available.
- (4) “PROPRIETARY” – Products purchased for resale directly from the brand’s manufacturer.
- (5) “PROFESSIONAL SERVICE” – Services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor or appraiser as outlined under Article 5, Sections 1-4 of the Board By-Laws and defined by ORC 307.86.
- (6) “COMPETITIVE QUOTE (up to \$10,000)” – Originally estimated \$10,000 or less, quoted by three vendors.
- (7) “COMPETITIVE QUOTE (over \$10,000 to \$50,000)” – Chosen through the accumulation of three written quotes.

**CONSTRUCTION CHANGE ORDERS OR AMENDMENTS TO
PROFESSIONAL SERVICE CONTRACTS (12/14/23)**

Pursuant to Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 5(b) and (c), “...the CEO is not authorized to enter into any change orders to construction contracts, without prior approval of the Board in each instance, except that the CEO is authorized to enter into change orders to construction contracts, without prior approval of the Board in each instance, where the additional cost is less than THE LESSER OF: (i) \$50,000, or (ii) ten percent (10%) of the total cost of the contract at the time of the change order. Each change order by the CEO under this Article shall be reported to the Board at the next meeting of the Board following the execution of said change order. The aggregate value of all change orders authorized by the CEO shall not exceed fifty percent (50%) of the original contract value without prior approval of the Board. If the Board approves a revised contract value, then the aggregate value of all change orders issued after Board approval of the revised contract value shall not exceed fifty percent (50%) of the revised contract value without additional approval of the Board.”

I. “Amendment to Professional Service Contract. For professional service contracts greater than \$50,000, the CEO is not authorized to enter into any amendment to professional services or other special services agreement, without prior approval of the Board in each instance, except that the CEO is authorized to enter into amendments to professional services and other special services agreements for additional fees, without prior approval by the Board in each instance, where the additional fees for the agreement by the CEO pursuant to this Section, are less than THE LESSER OF: (i) \$50,000, or (ii) ten percent (10%) of the total cost of the agreement at the time of the amendment. Each amendment by the CEO under this Section shall be reported to the Board at the next meeting of the Board following the execution of said amendment. The aggregate value of all amendments authorized by the CEO shall not exceed fifty percent (50%) of the original contract value without prior approval of the Board. If the Board approves a revised contract value, then the aggregate value of all change orders issued after Board approval of the revised contract value shall not exceed fifty percent (50%) of the revised contract value without additional approval of the Board.”, the following is provided:

<u>Contract</u>	<u>Item/Service</u>	<u>Vendor</u>	<u>Change Order or Amendment</u>
<u>Tropical Bear Exhibit Design</u> Contract Amount: Original Amount: \$727,407.00 Amendment No. 1 Amount: \$8,800.00 Revised Contract Amount: \$736,207.00	Additional mechanical design for Tiger HVAC.	Van Auken Akins Architects LLC	#1

AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCES; CONSTRUCTION CHANGE ORDERS.

The following were presented to the Board for award/acknowledgment: bid/RFP/co-op/single source tabulations, as shown on pages **100091** through **100104**; \$10,000 to \$50,000 purchased items/services report, pages **100105** through **100108**; and construction change orders, page **100109**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 23-12-190: It was moved by Vice President Ittu, seconded by Vice President Moore and carried, to approve vouchers, net payroll, employee withholding taxes, and procurement card charges, as identified on pages **100134** to **100285**.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.

Nays: None.

PUBLIC COMMENTS.

Public comments were offered by Marty Leshner of Olmsted Township, Lenny of Cleveland, Kevin Cronin of Cleveland, Anthony Beard of Cleveland, William Hart of Cleveland, and Derrick Childs of Container Homes USA. All such comments can be heard in their entirety by accessing the “About” section of Cleveland Metroparks website at <https://www.clevelandmetroparks.com/about/cleveland-metroparks-organization/boards-of-park-commissioners/board-meeting-archives>.

INFORMATION/BRIEFING ITEMS/POLICY.

- (a) ***History Moment: Board Members of the Past***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Judy MacKeigan, Historian and Archivist)

Judy MacKeigan shares some fun facts about former Cleveland Metroparks commissioners.

- (b) ***2023 Reservation Plan Updates – Acacia, Euclid Creek, North Chagrin Reservation Plan Updates***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Kelly Coffman, Principal Planner)

Reservation Plans translate the six core goals of the System Plan into specific actions for each reservation. The plans are updated on a rotating basis in accordance with the Commission for Accreditation of Park and Recreation Agencies (“CAPRA”) recommendations. Reservation Plans for Acacia, Euclid Creek, and North Chagrin Reservations were updated this year; these plans were last updated in 2015.

The draft plans were presented in September, prior to a series of Community Open Houses. The final drafts are now being shared with the Board for any additional comments. The plans represent the work of internal stakeholders from park management, planning and design, natural resources, marketing and communications, law enforcement, development, information technology, legal, and outdoor experiences. Public comments and coordination with elected officials and staff from the communities surrounding the three reservations is also reflected in the plans.

The Reservation Plans define actions, identify priorities, and honor the special characteristics of each reservation. The plans will be published and posted online in late 2023 and form a key component of the overall System Plan. The update process continues in 2024 at South Chagrin, Bedford, Brecksville, and Hinckley Reservations.

- (c) ***2023 Year in Review***
(Originating Sources: Brian Zimmerman, Chief Executive Officer/Kelly Manderfield, Chief Marketing Officer)

As 2023 concludes, Cleveland Metroparks marks a year of significant achievement as part of its *Second Century of Stewardship System Plan*. The Park District now protects over 25,000 acres thanks to strategic acquisitions that expand park access and connectivity including Gordon Park South, the initial phases of the Euclid Creek Greenway, Ironwood Golf Course and more. Dynamic partnerships and donations helped elevate Cleveland Metroparks’ special events and laid the groundwork for transformative projects ahead including an historic gift from the Jack, Joseph and Morton Mandel Foundation. Cleveland Metroparks also marked significant progress on key capital projects including the restoration of Garfield Pond and the rehabilitation of the Hinckley Lake Dam.

A video presentation will feature 2023 accomplishments and highlights across the organization.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, January 18, 2024, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 23-12-205: At 9:26 a.m., upon motion by Vice President Ittu, seconded by Vice President Moore and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Purchase/Acquisition of Real Property and Personnel Matters (Appointment, Employment, and Promotion of Employees), as stated by Chief Legal and Ethics Officer, Rose Fini.

Roll-call vote on the motion was as follows:

Aye: Mr. Rinker.
Aye: Ms. Ittu.
Aye: Mr. Moore.
Nays: None.

No action was taken as a result of the Executive Session.

ADJOURNMENT.

No. 23-12-206: There being no further matters to come before the Board, upon motion by Vice President Ittu, seconded by Vice President Moore, and carried, President Rinker adjourned the meeting at 10:40 a.m.

Vote on the motion was as follows:

Ayes: Ms. Ittu, Messrs. Moore and Rinker.
Nays: None.

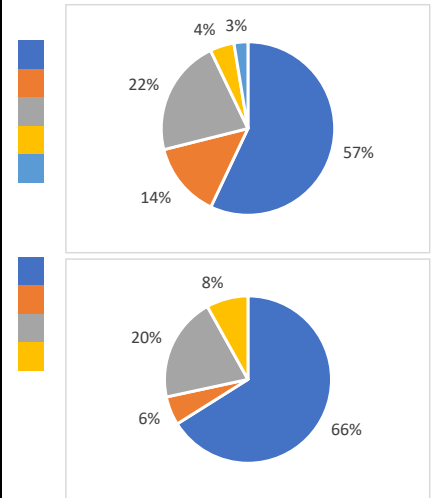
President.

Attest:

Secretary.

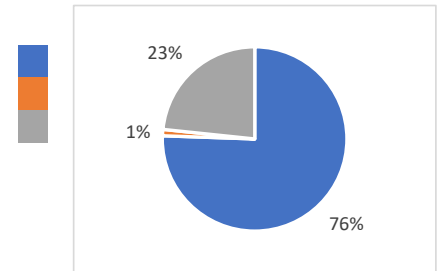
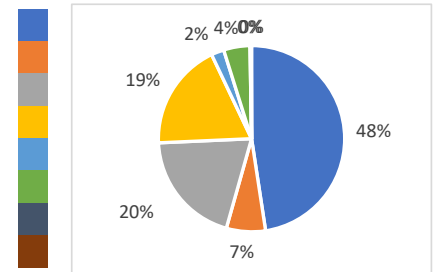
Cleveland Metroparks
 Financial Performance
 11/30/2023
 CM Park District

	Actual November '22	Actual November '23	Fav (Unfav)	Actual YTD November '22	Actual YTD November '23	Fav (Unfav)
Revenue:						
Property Tax	98,854	31,281	(67,573)	78,473,841	97,514,599	19,040,758
Local Gov/Grants/Gifts	523,940	907,746	383,806	11,324,179	24,074,700	12,750,521
Charges for Services	2,375,225	1,613,930	(761,295)	33,361,065	37,271,402	3,910,337
Self-Funded	766,546	762,068	(4,478)	6,040,384	7,642,466	1,602,082
Interest, Fines, Other	<u>561,949</u>	<u>446,961</u>	<u>(114,988)</u>	<u>2,276,418</u>	<u>4,462,480</u>	<u>2,186,062</u>
Total Revenue	4,326,514	3,761,986	(564,528)	131,475,887	170,965,647	39,489,760
OpEx:						
Salaries and Benefits	5,298,729	5,723,709	(424,980)	64,105,150	71,597,123	(7,491,973)
Contractual Services	539,994	662,611	(122,617)	4,776,994	6,026,198	(1,249,204)
Operations	1,776,975	1,907,195	(130,220)	19,884,590	21,901,056	(2,016,466)
Self-Funded Exp	<u>941,953</u>	<u>(447,592)</u>	<u>1,389,545</u>	<u>6,795,071</u>	<u>8,771,621</u>	<u>(1,976,550)</u>
Total OpEx	8,557,651	7,845,923	711,728	95,561,805	108,295,998	(12,734,193)
Op Surplus/(Subsidy)	(4,231,137)	(4,083,937)	147,200	35,914,082	62,669,649	26,755,567
CapEx:						
Capital Labor	67,571	79,301	(11,730)	669,905	763,322	(93,417)
Construction Expenses	2,075,514	4,724,149	(2,648,635)	17,354,187	31,499,893	(14,145,706)
Capital Equipment	270,961	261,974	8,987	3,356,405	6,254,939	(2,898,534)
Land Acquisition	67,448	68,500	(1,052)	1,612,781	4,160,353	(2,547,572)
Capital Animal Costs	<u>5,313</u>	<u>4,074</u>	<u>1,239</u>	<u>18,164</u>	<u>19,442</u>	<u>(1,278)</u>
Total CapEx	2,486,807	5,137,998	(2,651,191)	23,011,442	42,697,949	(19,686,507)
Net Surplus/(Subsidy)	(6,717,944)	(9,221,935)	(2,503,991)	12,902,640	19,971,700	7,069,060



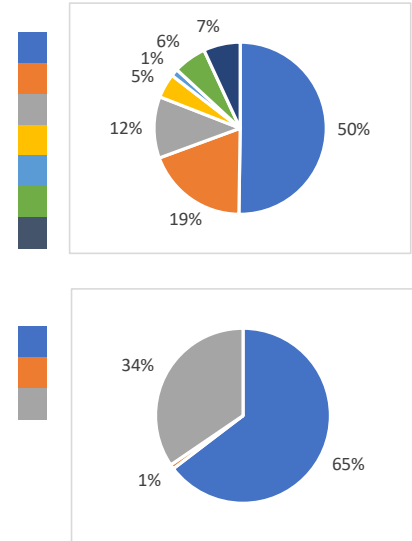
**Cleveland Metroparks
Financial Performance
11/30/2023
Zoo**

	Actual November '22	Actual November '23	Fav (Unfav)	Actual YTD November '22	Actual YTD November '23	Fav (Unfav)
Revenue:						
General/SE Admissions	692,830	475,039	(217,791)	6,946,144	7,029,644	83,500
Guest Experience	20,896	(2,950)	(23,846)	1,181,500	1,004,721	(176,779)
Zoo Society	573,309	0	(573,309)	2,813,234	2,948,090	134,856
Souvenirs/Refreshments	185,685	177,496	(8,189)	2,340,802	2,751,794	410,992
Education	2,280	2,480	200	347,721	328,056	(19,665)
Rentals & Events	16,600	10,300	(6,300)	545,410	672,516	127,106
Consignment	1,154	103	(1,051)	33,690	40,158	6,468
Other	<u>3,196</u>	<u>(492)</u>	<u>(3,688)</u>	<u>4,015</u>	<u>2,877</u>	<u>(1,138)</u>
Total Revenue	1,495,950	661,976	(833,974)	14,212,516	14,777,856	565,340
OpEx:						
Salaries and Benefits	1,235,404	1,307,306	(71,902)	14,486,674	15,700,636	(1,213,962)
Contractual Services	6,892	12,056	(5,164)	183,536	233,823	(50,287)
Operations	<u>520,841</u>	<u>466,590</u>	<u>54,251</u>	<u>4,768,518</u>	<u>4,849,521</u>	<u>(81,003)</u>
Total OpEx	1,763,137	1,785,952	(22,815)	19,438,728	20,783,980	(1,345,252)
Op Surplus/(Subsidy)	(267,187)	(1,123,976)	(856,789)	(5,226,212)	(6,006,124)	(779,912)
CapEx:						
Capital Labor	9,084	0	9,084	16,054	26,792	(10,738)
Construction Expenses	93,959	382,504	(288,545)	1,341,580	8,193,754	(6,852,174)
Capital Equipment	34,845	26,700	8,145	161,762	230,803	(69,041)
Capital Animal Costs	<u>5,313</u>	<u>4,074</u>	<u>1,239</u>	<u>18,164</u>	<u>19,442</u>	<u>(1,278)</u>
Total CapEx	143,201	413,278	(270,077)	1,537,560	8,470,791	(6,933,231)
Net Surplus/(Subsidy)	(410,388)	(1,537,254)	(1,126,866)	(6,763,772)	(14,476,915)	(7,713,143)
Restricted Revenue-Other	26,329	84,642	58,313	4,081,168	4,224,631	143,463
Restricted Revenue-Zipline	15,265	16,644	1,379	495,219	481,707	(13,512)
Restricted Expenses	<u>790,857</u>	<u>759,263</u>	<u>31,594</u>	<u>4,723,793</u>	<u>6,229,685</u>	<u>(1,505,892)</u>
Restricted Surplus/(Subsidy)	(749,263)	(657,977)	91,286	(147,406)	(1,523,347)	(1,375,941)



**Cleveland Metroparks
Financial Performance
11/30/2023
Golf Summary**

	Actual November '22	Actual November '23	Fav (Unfav)	Actual YTD November '22	Actual YTD November '23	Fav (Unfav)
Revenue:						
Greens Fees	189,189	161,825	(27,364)	5,313,747	6,094,005	780,258
Equipment Rentals	81,001	73,576	(7,425)	2,032,293	2,323,928	291,635
Food Service	42,783	37,176	(5,607)	1,165,353	1,399,364	234,011
Merchandise Sales	17,967	21,319	3,352	495,705	554,366	58,661
Pro Services	125	310	185	150,825	170,693	19,868
Driving Range	16,121	21,897	5,776	497,761	754,361	256,600
Other	<u>1,420</u>	<u>14,326</u>	<u>12,906</u>	<u>488,633</u>	<u>836,254</u>	<u>347,621</u>
Total Revenue	348,606	330,429	(18,177)	10,144,317	12,132,971	1,988,654
OpEx:						
Salaries and Benefits	375,969	388,179	(12,210)	4,821,731	5,475,094	(653,363)
Contractual Services	6,393	18,420	(12,027)	63,331	74,471	(11,140)
Operations	<u>140,378</u>	<u>277,294</u>	<u>(136,916)</u>	<u>2,495,165</u>	<u>2,924,034</u>	<u>(428,869)</u>
Total OpEx	522,740	683,893	(161,153)	7,380,227	8,473,599	(1,093,372)
Op Surplus/(Subsidy)	(174,134)	(353,464)	(179,330)	2,764,090	3,659,372	895,282
CapEx:						
Capital Labor	1,261	5,256	(3,995)	87,584	162,927	(75,343)
Construction Expenses	31,281	561,001	(529,720)	491,838	3,984,804	(3,492,966)
Capital Equipment	<u>311</u>	<u>0</u>	<u>311</u>	<u>453,291</u>	<u>579,212</u>	<u>(125,921)</u>
Total CapEx	32,853	566,257	(533,404)	1,032,713	4,726,943	(3,694,230)
Net Surplus/(Subsidy)	(206,987)	(919,721)	(712,734)	1,731,377	(1,067,571)	(2,798,948)

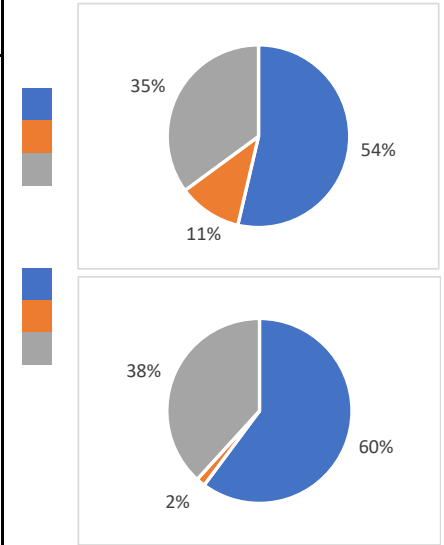


Cleveland Metroparks
Financial Performance
11/30/2023
Golf Detail

		Big Met (18)		Little Met (9)		Mastick Woods (9)		Manakiki (18)		Sleepy Hollow (18)			
		YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23
Operating Revenue	1	1,597,227	1,894,236	516,450	626,438	360,746	440,079	1,542,846	1,703,729	2,090,918	2,516,654		
Operating Expenses	2	<u>1,196,522</u>	<u>1,425,331</u>	<u>283,572</u>	<u>336,202</u>	<u>252,320</u>	<u>344,930</u>	<u>1,049,053</u>	<u>1,095,724</u>	<u>1,502,096</u>	<u>1,634,458</u>		
Operating Surplus/(Subsidy)		400,705	468,905	232,878	290,236	108,426	95,149	493,793	608,005	588,822	882,196		
Capital Labor	3	0	0	38,710	0	0	0	16,758	8,168	8,098	50,104		
Construction Expenses	4	77,606	0	36,409	0	0	0	252,434	3,565,637	45,436	157,691		
Capital Equipment	5	0	<u>44,074</u>	<u>8,890</u>	0	0	0	<u>38,541</u>	<u>49,151</u>	0	<u>49,150</u>		
Total Capital Expenditures		77,606	44,074	84,009	0	0	0	307,733	3,622,956	53,534	256,945		
Net Surplus/(Subsidy)		323,099	424,831	148,869	290,236	108,426	95,149	186,060	(3,014,951)	535,288	625,251		
		Shawnee Hills (27)		Washington Park (9)		Seneca (27)		Ironwood		Golf Admin		Total	
		YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23
Operating Revenue	1	1,351,825	1,636,758	667,110	798,028	2,010,526	2,498,469	0	18,580	6,671	0	10,144,319	12,132,971
Operating Expenses	2	<u>912,029</u>	<u>1,025,968</u>	<u>476,436</u>	<u>535,614</u>	<u>1,172,635</u>	<u>1,292,954</u>	0	<u>29,925</u>	<u>535,567</u>	<u>752,493</u>	<u>7,380,230</u>	<u>8,473,599</u>
Operating Surplus/(Subsidy)		439,796	610,790	190,674	262,414	837,891	1,205,515	0	(11,345)	(528,896)	(752,493)	2,764,089	3,659,372
Capital Labor	3	0	24,376	7,669	28,028	16,349	52,251	0	0	0	0	87,584	162,927
Construction Expenses	4	7,757	41,840	20,669	14,331	51,527	156,938	0	0	0	48,367	491,838	3,984,804
Capital Equipment	5	<u>20,540</u>	<u>720</u>	<u>49,000</u>	0	<u>184,843</u>	0	0	0	<u>151,476</u>	<u>436,117</u>	<u>453,290</u>	<u>579,212</u>
Total Capital Expenditures		28,297	66,936	77,338	42,359	252,719	209,189	0	0	151,476	484,484	1,032,712	4,726,943
Net Surplus/(Subsidy)		411,499	543,854	113,336	220,055	585,172	996,326	0	(11,345)	(680,372)	(1,236,977)	1,731,377	(1,067,571)

Cleveland Metroparks
 Financial Performance
 11/30/2023
 Enterprise Summary

	Actual November '22	Actual November '23	Fav (Unfav)	Actual YTD November '22	Actual YTD November '23	Fav (Unfav)
Revenue:						
Concessions	67,970	84,694	16,724	2,529,232	3,363,573	834,341
Dock Rentals	147,087	102,170	(44,917)	714,688	704,430	(10,258)
Other*	<u>115,619</u>	<u>110,834</u>	<u>(4,785)</u>	<u>2,057,526</u>	<u>2,202,610</u>	<u>145,084</u>
Total Revenue	330,676	297,698	(32,978)	5,301,446	6,270,613	969,167
OpEx:						
Salaries and Benefits	188,219	197,424	(9,205)	3,084,683	3,618,959	(534,276)
Contractual Services	7,361	6,304	1,057	112,466	95,672	16,794
Operations	<u>76,026</u>	<u>90,053</u>	<u>(14,027)</u>	<u>2,021,684</u>	<u>2,298,054</u>	<u>(276,370)</u>
Total OpEx	271,606	293,781	(22,175)	5,218,833	6,012,685	(793,852)
Op Surplus/(Subsidy)	59,070	3,917	(55,153)	82,613	257,928	175,315
CapEx:						
Capital Labor	8,674	0	8,674	9,557	17,019	(7,462)
Construction Expenses	9,114	6,578	2,536	57,037	13,147	43,890
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,183</u>	<u>12,241</u>	<u>7,942</u>
Total CapEx	17,788	6,578	11,210	86,777	42,407	44,370
Net Surplus/(Subsidy)	41,282	(2,661)	(43,943)	(4,164)	215,521	219,685



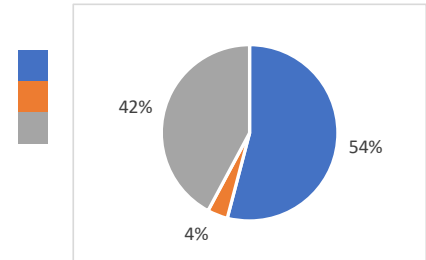
*Other includes Chalet fees, parking, hayrides, aquatics, gift cards, misc.

Cleveland Metroparks
Financial Performance
11/30/2023
Enterprise Detail

	Merwin's Wharf		EW Beach House		E55th Marina		E55th Restaurant			
	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23		
Operating Revenue	1,463,478	2,255,403	433,439	465,864	935,435	888,792	442,599	552,840		
Operating Expenses	<u>1,651,297</u>	<u>2,085,328</u>	<u>329,286</u>	<u>343,792</u>	<u>472,614</u>	<u>446,918</u>	<u>395,665</u>	<u>517,241</u>		
Operating Surplus/(Subsidy)	(187,819)	170,075	104,153	122,072	462,821	441,874	46,934	35,599		
Capital Labor	9,557	0	0	0	0	0	0	0		
Construction Expenses	18,856	6,732	0	0	14,050	1,772	0	0		
Capital Equipment	0	0	0	0	0	0	7,697	0		
Total Capital Expenditures	28,413	6,732	0	0	14,050	1,772	7,697	0		
Net Surplus/(Subsidy)	(216,232)	163,343	104,153	122,072	448,771	440,102	39,237	35,599		
	Wildwood		Euclid Beach		EmerNeck Marina		EmerNeck Restaurant			
	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23		
Operating Revenue	36,258	25,826	5,224	2,670	436,011	411,620	286,095	325,433		
Operating Expenses	<u>58,846</u>	<u>40,736</u>	<u>6,437</u>	<u>7,034</u>	<u>311,660</u>	<u>303,180</u>	<u>254,706</u>	<u>331,111</u>		
Operating Surplus/(Subsidy)	(22,588)	(14,910)	(1,213)	(4,364)	124,351	108,440	31,389	(5,678)		
Capital Labor	0	0	0	0	0	0	0	0		
Construction Expenses	0	0	0	0	0	0	0	0		
Capital Equipment	0	0	0	0	0	0	0	0		
Total Capital Expenditures	0	0	0	0	0	0	0	0		
Net Surplus/(Subsidy)	(22,588)	(14,910)	(1,213)	(4,364)	124,351	108,440	31,389	(5,678)		
	Edgewater Pier		Wallace Lake		Hinckley Lake		Huntington		Boat Dock	
	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23
Operating Revenue	36,232	30,180	29,406	34,761	9,850	19,549	318,726	381,871	0	1,816
Operating Expenses	<u>32,997</u>	<u>31,002</u>	<u>32,939</u>	<u>44,144</u>	<u>11,761</u>	<u>21,690</u>	<u>231,566</u>	<u>289,330</u>	0	<u>2,190</u>
Operating Surplus/(Subsidy)	3,235	(822)	(3,533)	(9,383)	(1,911)	(2,141)	87,160	92,541	0	(374)
Capital Labor	0	0	0	0	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0	0	0	0	0
Capital Equipment	0	0	0	0	0	0	0	0	0	0
Total Capital Expenditures	0	0	0	0	0	0	0	0	0	0
Net Surplus/(Subsidy)	3,235	(822)	(3,533)	(9,383)	(1,911)	(2,141)	87,160	92,541	0	(374)
	Chalet		Ledge Lake		Parking		Enterprise Admin		Total	
	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23	YTD November '22	YTD November '23
Operating Revenue	242,569	287,673	150,057	139,513	476,066	446,802	0	0	5,301,445	6,270,613
Operating Expenses	<u>219,370</u>	<u>292,696</u>	<u>146,856</u>	<u>150,178</u>	<u>25,524</u>	<u>21,695</u>	<u>1,037,308</u>	<u>1,084,420</u>	<u>5,218,832</u>	<u>6,012,685</u>
Operating Surplus/(Subsidy)	23,199	(5,023)	3,201	(10,665)	450,542	425,107	(1,037,308)	(1,084,420)	82,613	257,928
Capital Labor	0	0	0	0	0	0	0	17,019	9,557	17,019
Construction Expenses	0	0	0	0	0	0	24,131	4,643	57,037	13,147
Capital Equipment	0	0	0	0	0	0	<u>12,486</u>	<u>12,241</u>	<u>20,183</u>	<u>12,241</u>
Total Capital Expenditures	0	0	0	0	0	0	36,617	33,903	86,777	42,407
Net Surplus/(Subsidy)	23,199	(5,023)	3,201	(10,665)	450,542	425,107	(1,073,925)	(1,118,323)	(4,164)	215,521

Cleveland Metroparks
 Financial Performance
 11/30/2023
 Nature Shops and Kiosks

	Actual November '22	Actual November '23	Fav (Unfav)	Actual YTD November '22	Actual YTD November '23	Fav (Unfav)
Retail Revenue	51,728	81,148	29,420	492,251	647,572	155,321
OpEx:						
Salaries and Benefits	23,822	25,424	(1,602)	338,520	373,417	(34,897)
Contractual Services	1,052	2,941	(1,889)	7,654	26,159	(18,505)
Operations	<u>42,328</u>	<u>44,479</u>	<u>(2,151)</u>	<u>243,522</u>	<u>291,109</u>	<u>(47,587)</u>
Total OpEx	67,202	72,844	(5,642)	589,696	690,685	(100,989)
Op Surplus/(Subsidy)	(15,474)	8,304	23,778	(97,445)	(43,113)	54,332
CapEx:						
Capital Labor	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,365</u>	<u>21,554</u>	<u>(17,189)</u>
Total CapEx	0	0	0	4,365	21,554	(17,189)
Net Surplus/(Subsidy)	(15,474)	8,304	23,778	(101,810)	(64,667)	37,143



**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED NOVEMBER 2023**

ACCOUNTS RECEIVABLE

Current	Past Due				Total
	1-30 Days	30-60 Days	61-90 Days	Over 90 Days	
\$160,842	\$266,939	\$300,000	\$18,007	\$34,699	\$780,487

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Interest Earned	EOM Balance
11/01/23	Fifth Third Securities	Money Market (A)	29	5.47%	11/30/23	15.32	3,481.00
11/01/23	Key Bank Capital Markets	Portfolio (B)	29	5.042%	11/30/23	185,457.62	\$45,734,592
11/01/23	STAR Ohio	State pool (C)	29	5.65%	11/30/23	142,021.06	\$30,500,779
11/01/23	HNB	Money Market (D)	29	0.84%	11/30/23	3,069.86	\$9,003,070

(A) Federated Government Money Market Account

Investment balance ranged from \$3,466 to \$3,481 in November 2023.

(B) KBCM - Net Change in Portfolio \$36,288. Ending Account Value \$46,251,388 in November 2023.

Investment balance ranged from \$45,549,134 to \$45,734,592 in November 2023.

(C) State Treasurer's Asset Reserve (STAR Ohio)

Investment balance ranged from \$31,886,655 to 30,503,779 in November 2023.

(D) Huntington National Bank Premier MMA Public Funds

Investment balance ranged from \$9,000,000.00 to \$9,003,069.86 in November 2023.

Source: Wade Steen, Chief Finance Officer

12/04/23

**CLEVELAND METROPARKS
Appropriation Summary - 2023**

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #12 12/14/2023	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 64,280,149	\$ 23,254	\$ 64,303,403	\$ (331,591)	\$ 94,095 A	\$ 64,065,907
52	Employee Fringe Benefits	20,015,070	877,092	20,892,162	21,473	-	20,913,635
53	Contractual Services	15,837,597	3,062,699	18,900,296	963,760	28,294 B	19,892,350
54	Operations	26,536,916	3,132,931	29,669,847	2,781,963	(158,318) C	32,293,492
	Operating Subtotal	126,669,732	7,095,976	133,765,708	3,435,605	(35,929)	137,165,384
CAPITAL							
571	Capital Labor	800,000	-	800,000	-	-	800,000
572	Capital Construction Expenses	20,538,624	14,503,182	35,041,806	52,522,845	4,198,185 D	91,762,836
574	Capital Equipment	3,438,515	1,790,688	5,229,203	4,056,696	62,751 E	9,348,650
575	Zoo Animals	75,000	3,081	78,081	-	-	78,081
576	Land	1,200,000	49,283	1,249,283	8,467,000	160,000 F	9,876,283
	Capital Subtotal	26,052,139	16,346,233	42,398,372	65,046,541	4,420,936	111,865,850
TOTALS							
Grand totals		\$ 152,721,871	\$ 23,442,210	\$ 176,164,081	\$ 68,482,146	\$ 4,385,007	\$ 249,031,234

OPERATING

51 SALARIES

- \$ 100,000 Transfer of appropriations to Salaries Seasonal from Operations for Park Operations/Golf
Net budget effect is zero

- \$ (3,105) Transfer of appropriations from Salaries Seasonal to Operations for Park Operations
Net budget effect is zero

- \$ 2,000 Transfer of appropriations to Salaries Seasonal from Contractual Services and Operations for Park Operations
Net budget effect is zero

- \$ (5,000) Transfer of appropriations from Salaries Seasonal to Operations for Park Operations
Net budget effect is zero

- \$ 200 Increase of appropriation in Salaries Seasonal for Park Operations
Appropriation increase will be covered by existing education programs revenue

A \$ 94,095 Total increase (decrease) to Salaries

53 CONTRACTUAL SERVICES

- \$ (13,000) Transfer of appropriations from Court Costs and Other Contractual Services to Operations for Police
Net budget effect is zero

- \$ (136) Transfer of appropriations from Maintenance Service Contracts to Operations for Park Operations/Golf
Net budget effect is zero

- \$ (1,000) Transfer of appropriations from Maintenance Service Contracts to Salaries for Park Operations
Net budget effect is zero

- \$ 1,600 Transfer of appropriations to Other Contractual Services from Operations for Park Operations
Net budget effect is zero

- \$ 2,100 Increase of appropriation in Other Contractual Services for Park Operations' Streams Mechanic Workshop
Appropriation increase will be covered by existing and new education programs charges for services revenue

- \$ 50,000 Transfer of appropriations to Other Contractual Services from Operations for Legal
Net budget effect is zero

- \$ (9,500) Transfer of appropriations from Other Contractual Services and Operations to Capital Equipment for Planning and Design
Net budget effect is zero

- \$ (670) Transfer of appropriations from Other Contractual Services to Operations for Park Operations
Net budget effect is zero

- \$ (1,100) Transfer of appropriations from Other Contractual Services to Operations for Park Operations
Net budget effect is zero

B \$ 28,294 Total increase (decrease) to Contractual Services

54 OPERATIONS

- \$ (2,500) Transfer of appropriations from Training/Conference Expense and Contractual Services to Capital Equipment for Planning and Design
Net budget effect is zero

- \$ (11,200) Transfer of appropriations from Postage & Mailing Expense to Contractual Services for Marketing
Net budget effect is zero

- \$ (1,151) Transfer of appropriations from Office Supplies to Capital Equipment for Park Operations
Net budget effect is zero

- \$ 136 Transfer of appropriations to Office Supplies from Contractual Services for Park Operations/Golf
Appropriation increase will be covered by existing funds

- \$ (1,600) Transfer of appropriations from Program Supplies and Business Meeting Expense to Contractual Services for Park Operations

Net budget effect is zero

- \$ (25,200) Transfer of appropriations from Program Supplies to Capital Equipment for Marketing
Net budget effect is zero
- \$ (13,200) Transfer of appropriations from Program Supplies to Capital Equipment for Police
Net budget effect is zero
- \$ (5,000) Transfer of appropriation from Program Supplies to revenue for Euclid Creek reservation camps
Revenue increase from CrossCountry Mortgage sponsorship
- \$ (1,000) Transfer of appropriations from Exhibit Material and Expenses to Salaries for Park Operations
Net budget effect is zero
- \$ 17,000 Increase of appropriation in Sponsorship Expense for Zoo
Appropriation increase will be covered by existing Future for Wildlife sponsorship funds
- \$ 13,000 Transfer of appropriations to Tools and Minor Equipment from Contractual Services for Police
Net budget effect is zero
- \$ (100,000) Transfer of appropriations from Fungicides to Salaries for Park Operations/Golf
Net budget effect is zero
- \$ 2,522 Increase of appropriation in Plant Material for Park Operations
Appropriation increase will be covered by existing NOPEC grant funds
- \$ 3,105 Transfer of appropriations to Property Maintenance Supplies from Salaries for Park Operations
Net budget effect is zero
- \$ 10,000 Increase of appropriation in Property Maintenance Supplies for Park Operations
Appropriation increase will be covered by existing restricted funds
- \$ 5,000 Transfer of appropriations to Property Maintenance Supplies from Salaries for Park Operations
Net budget effect is zero
- \$ 670 Transfer of appropriations to Property Maintenance Supplies from Contractual Services for Park Operations
Net budget effect is zero
- \$ 1,100 Transfer of appropriations to Property Maintenance Supplies from Contractual Services for Park Operations
Net budget effect is zero
- \$ (50,000) Transfer of appropriations from Water-Sewer-Storm to Contractual Services for Legal
Net budget effect is zero

C \$ (158,318) Total increase (decrease) to Office Operations

\$ (35,929) TOTAL INCREASE (DECREASE) TO OPERATIONS

CAPITAL

572 CAPITAL CONSTRUCTION EXPENSES

- \$ 50,000 Increase of appropriation in Capital Contracts for North Chagrin shelters improvements
Appropriation increase will be covered by existing Fairmount Santrol Foundation donations
- \$ 2,000,000 Increase of appropriation in Capital Contracts for Old Highland Bridge Replacement in Euclid Creek Reservation
Appropriation will be covered by new Ohio Department of Transportation Municipal Bridge program funds
- \$ 2,000,000 Increase of appropriation in Capital Contracts for the Cheers project
Appropriation will be covered by new Foundation grants
- \$ 83,333 Increase of appropriation in Capital Contracts for Barge 225
Appropriation will be covered by existing restricted fund donations
- \$ 55,852 Increase of appropriation in Capital Contracts for Wallace Lake improvements
Appropriation increase will be covered by existing restricted fund donations
- \$ 9,000 Increase of appropriation in Capital Contracts for the South Chagrin Solon to Chagrin Falls all-purpose trail

Appropriation increase will be covered by reimbursements from the City of Solon

D \$ 4,198,185 Total increase (decrease) to Capital Construction Expenses

574 CAPITAL EQUIPMENT

\$ 25,200 Transfer of appropriations to Misc Capital Equipment from Operations for Marketing
Net budget effect is zero

\$ 13,200 Transfer of appropriations to Misc Capital Equipment from Operations for Police
Net budget effect is zero

\$ 11,200 Transfer of appropriations to Misc Capital Equipment from Operations for Marketing
Net budget effect is zero

\$ 12,000 Transfer of appropriations to Misc Capital Equipment from Contractual Services and Operations for Planning and Design
Net budget effect is zero

\$ 1,151 Transfer of appropriations to Technology Equipment from Operations for Park Operations
Net budget effect is zero

E \$ 62,751 Total increase (decrease) to Capital Equipment

576 LAND

\$ 160,000 Increase of appropriation in Land Purchase for purchase of Scothon property
Appropriation increase will be covered by existing capital funds

F \$ 160,000 Total increase (decrease) to Land

\$ 4,420,936 TOTAL INCREASE (DECREASE) TO CAPITAL

\$ 4,385,007 GRAND TOTAL - INCREASE (DECREASE) FOR AMENDMENT

Hinckley Reservation

Duncan Property - Hinckley Township



RESOLUTION NO. 4499 - Adopted August 1, 1977
 RESOLUTION NO. 4682 - Revised October 6, 1980
 RESOLUTION NO. 4867 - Revised June 17, 1985
 RESOLUTION NO. 4887 - Revised October 21, 1985
 RESOLUTION NO. 4986 - Revised March 21, 1988
 RESOLUTION NO. 5034 - Revised January 9, 1989
 RESOLUTION NO. 90-01-010 - Revised January 12, 1990
 RESOLUTION NO. 91-01-006 - Revised January 10, 1991
 RESOLUTION NO. 92-01-006 - Revised January 9, 1992
 RESOLUTION NO. 93-01-005 - Revised January 8, 1993
 RESOLUTION NO. 98-01-009 - January 9, 1998 (no revisions from May 7, 1997)
 RESOLUTION NO. 99-01-006 - January 14, 1999
 RESOLUTION NO. 94-01-007 - Revised January 13, 1994
 RESOLUTION NO. 95-01-009 – Revised January 5, 1995
 RESOLUTION NO. 96-01-006 - Revised January 9, 1996
 RESOLUTION NO. 97-01-007 - Revised January 9, 1997
 RESOLUTION NO. 97-05-130 - Revised May 7, 1997

RESOLUTION NO. 00-01-007 - January 6, 2000
 RESOLUTION NO. 01-01-007 - January 11, 2001
 RESOLUTION NO. 03-01-006 - January 9, 2003
 RESOLUTION NO. 06-01-005 - January 9, 2006
 RESOLUTION NO. 08-01-005 - January 10, 2008
 RESOLUTION NO. 13-01-006- January 10, 2013
 RESOLUTION NO. 15-01-006 - January 8, 2015
 RESOLUTION NO. 16-01-004 - January 7, 2016
 RESOLUTION NO. 16-05-095 – May 26, 2016
 RESOLUTION NO. 17-01-004 - January 6, 2017
 RESOLUTION NO. 18-01-004 - January 18, 2018
 RESOLUTION NO. 20-01-006 - January 15, 2020
 RESOLUTION NO. 21-01-004 - January 14, 2021
 RESOLUTION NO. 21-12-179 - December 16, 2021
 RESOLUTION NO. 23-01-003- January 19, 2023
 RESOLUTION NO. 23-12- - December 14, 2023

**BOARD OF PARK COMMISSIONERS OF THE
 CLEVELAND METROPOLITAN PARK DISTRICT**

BY-LAWS

ARTICLE 1. BOARD OF PARK COMMISSIONERS

Section 1. **Board of Park Commissioners.** The commissioners, appointed in accordance with Section 1545.09 of the Ohio Revised Code (ORC), will constitute the Board of Park Commissioners of the Cleveland Metropolitan Park District (the “Board”) and shall have all of the powers and responsibilities enumerated in ORC Chapter 1545. Commissioners will serve without compensation, but will be allowed their actual and necessary expenses incurred in the performance of their duties pursuant to ORC §1545.05. The Board was created on July 23, 1917 by action of the Cuyahoga County Probate Court in accordance with provisions of ORC Chapter 1545, constitutes a separate political subdivision of the State of Ohio, and as such is not subject to the jurisdiction of any local form of government such as a county, municipality or township.

- a. **Board Policies:** The Board shall serve as the policy-making approval authority and shall review Board level policy at least once every five (5) years or more often as necessary. New Board policies shall have two public readings before being voted upon and adopted by the Board. Existing Board policies which are being reviewed at the five-year anniversary and contain no substantial changes, may be adopted upon one public reading.
- b. **Park District Ordinances:** The Board shall adopt, on an annual basis, and more frequently if necessary, Rules and Regulations that are numbered laws or decrees. Ordinances are developed by the Chief of Police, Chief Prosecuting Attorney and Chief Legal & Ethics Officer and submitted to the Board for adoption.

Section 2. **Quorum.** Two members constitute a quorum of the Board for any meeting. Actions of the Board may be by motion or resolution with affirmative votes of at least two members necessary in order to adopt any motion or resolution. The President may **move**, second and vote on any action.

Section 3. **Officers and Appointments of the Board.**

- a. The officers of this Board shall consist of a President and two Vice Presidents, and shall serve one year terms. Board members shall annually rotate through the officer positions at the first meeting of the calendar year as determined by the date of his or her appointment to the Board. Specifically, unless otherwise as is necessary, a newly appointed Board member shall serve one, one-year term as Vice President prior to serving as President. Once a Board member serves his/her term as President and if the Probate Judge appoints the Board member to an

additional term, he/she shall then serve at least one, one-year term as Vice President prior to serving an additional term as President. Pursuant to ORC §1545.07, an Executive Director-Secretary shall be chosen by the Board, and a Treasurer and outside legal counsel shall be chosen by the Board at the latest by the first meeting of the calendar year, to serve at the pleasure of the Board, and none of such positions shall be filled by members of the Board. This provision does not preclude additional legal counsel from being retained throughout the year pursuant to Article 5.

- b. The Executive Director-Secretary shall be known as the Chief Executive Officer (CEO) of the Cleveland Metropolitan Park District and shall serve as the secretary to the Board pursuant to ORC §1545.07. The CEO shall make an accurate and permanent record of the proceedings of the Board, affix his/her signature thereto after the proceedings have been approved, shall certify all vouchers approved by the Board for payment, shall set employee compensation including but not limited to tips/gratuities, commissions, merit bonuses, moving expenses, in accordance with the Board-approved compensation range established pursuant to Article 4, and shall sign, as authorized, all legal documents for and on behalf of the Board, and may authorize employees to serve in their official capacity on certain boards, commissions or offices. In the absence of the CEO from the office which is documented by a written statement, his/her designee, shall serve in the place of the CEO. The CEO may designate certain staff to execute template contracts which have been created or approved by the Legal Department. The CEO shall have the responsibility of approving operational and administrative policies which have been developed and updated by staff. These operational and administrative policies shall govern the day-to-day operations and shall be consistent with the policies formulated and adopted by the Board.
- c. The Treasurer shall be an ex officio officer of the Board and shall be known as the Chief Financial Officer (CFO), serve as custodian of their funds and serve as their fiscal officer pursuant to ORC §1545.07. The CFO will endorse all checks payable to the depository of the Board, depositing to the credit of the Board all monies received and shall certify sufficiency of funds for contracts and vouchers on behalf of the Board. The CFO shall sign all checks for payment of Board approved and CEO certified payables. The CFO shall also sign all payroll checks in compliance with the Administrative Procedure for Payroll Processing. In the absence of the CFO, his/her designee shall serve in the place of the CFO.

ARTICLE 2. MEETINGS OF THE BOARD

Section 1. Meetings. As used herein, "meeting" shall be defined as any prearranged discussion of the public business of the Board by a majority of its members.

Section 2. Business of the Board. Every meeting of the Board shall be open to the public, except the section of the meeting held in an Executive Session pursuant to applicable state law.

Section 3. Posting Time and Place of Meetings. Regular or special meetings of the Board will be determined by the Board. The meetings will be held at such times and places as the Board will from time to time designate. Notice of the date, time and place of regularly scheduled meetings will be determined annually no later than the first meeting of the calendar year, subject to change at the Board's sole discretion, and that schedule will be posted on the Board's Web site and in the Administrative Offices located at 4101 Fulton Parkway, Cleveland, Ohio 44144.

Section 4. Notice of Regular and Special Meetings to the Public. Notice of any change in date, time, or place of a regular meeting shall be posted on the Board's Website and in the Administrative Offices at least seventy-two (72) hours in advance of such meeting. The time, place and purpose of a special meeting shall be posted on the Board's Website and in the Administrative Offices at least twenty-four (24) hours in advance of such meeting, except in the case of an emergency meeting.

- a. Any person who desires to receive advance personal notice of any change in date, time or place of a regular meeting or of any regular or special meeting of the Board at which any specific type of business is to be discussed may receive such advance notice by requesting in writing annually that the CEO put his or her name on a list, and by providing (1) a current email address; or (2) current phone number; or (3) self-addressed, stamped envelopes or postcards. Notice of emergency meetings of the Board requiring immediate official action will be given only to the news media that have requested notification immediately pursuant to ORC §121.22 and as the same may be amended.

Section 5. Notification of Regular and Special Meetings to the News Media. News media requesting notification of any meetings of the Board will provide the CEO with written designation of the person to whom notification will be given, including said person's name, phone number and e-mail address. The Board will, if at all possible, provide such notice only within normal working hours. It shall be the obligation of the news media requesting notification to keep this written designation current at all times.

Section 6. Special Meetings. Special meetings of the Board shall be held upon call of any member of the Board or the CEO. Notices of special meetings shall be mailed to each member at least twenty-four (24) hours before the time of such meetings or given by telephone, e-mail or personally served on each member at least three (3) hours before the time of such meeting. If any member of the Board is unavailable for a period of at least twenty-four (24) hours before such special meeting, failure of such member to receive notice of a special meeting shall not invalidate such meeting or any of its proceedings.

Section 7. Minutes of the Board. An accurate and permanent record of the proceedings and minutes of all meetings, regular and special, shall be kept and entered in a book to be known as the "Minutes of the Board"; and the record of each meeting in the "Minutes of the Board" shall be and constitute the only evidence of the acts of the Board at such meeting, when signed at the end of the record of such meeting by the presiding officer and CEO. The Resolutions shall be properly indexed. In addition, each meeting shall be recorded and those recordings kept in the Board archives as dictated by the records retention schedule. The CEO shall be the official custodian of all the records of the Board and shall be the proper person to certify any action of the Board.

Section 8. Minutes for Public Inspection. The minutes of the Board shall be open for public inspection and recorded after they have been read and approved by the Board. The minutes need only reflect the general subject matter of discussions in Executive Sessions which have been called and held pursuant to and in compliance with the applicable law.

Section 9. Business for Consideration of the Board. All petitions, applications and communications intended for the consideration of the Board (other than those presented by the members of the Board) must be in writing and shall not be considered nor acted upon by the Board unless placed in the hands of the CEO at least five (5) days before the meeting of the Board; provided, however, that the Board may grant exceptions to such requirement in its sole discretion. Public comment at board meetings is at the sole discretion of the Board and, if permitted, shall be received in a manner prescribed by the Board President.

Section 10. Absence of President. The President shall preside at all meetings. In the absence or disability of the President, a Vice President shall perform this duty. "Robert's Rules of Parliamentary Procedure" shall guide the proceedings of the Board when not expressly covered or provided for herein.

Section 11. Order of Business. The business of the Board will generally be considered as follows:

- a. Roll call.
- b. Minutes of previous meeting for approval or amendment.
- c. Presentation of Financial Statement.
- d. New Business/CEO's Report.
 - i. Approval of action items.
 - ii. Approval of resolution to pay expenses of the Board.
- e. Information/Briefing Items/Policy.
- f. Old business.
- g. Schedule for next meeting.

ARTICLE 3. ETHICS

Section 1. Ohio Ethics Laws. The Board and all of its employees are bound by Ohio's Ethics Laws as codified in Chapters 102 and 2921 of the Ohio Revised Code and as interpreted by the courts of Ohio and by the Opinions of the Ohio Ethics Commission and shall act in full compliance therewith. Additionally, the Board and all of its employees shall not violate any other provision of Ohio Law including, but not limited to, bribery and theft prohibitions.

Section 2. Conflict of Interest Process. In an effort to assist the Board's and its employees' compliance with the conflict of interest provisions of Ohio's Ethics Laws, a conflict of interest vetting process, which includes the review of a list of all Cleveland Metroparks current vendors and/or contractors, shall be completed biennially. In the event that a conflict of interest scenario would arise after the annual conflict of interest process was conducted, the Board member or employee shall disclose the potential conflict of interest to the CFO and Chief Legal & Ethics Officer to determine appropriate next steps.

ARTICLE 4. EMPLOYEES

The Board shall set the CEO salary, and the CEO shall set the CFO salary. The Board shall also fix the compensation range for all employees, and no person shall be employed in any position unless the compensation has been fixed for such position [by the CEO](#). The Board, in its discretion, may review the appointments of senior staff positions, prior to the person's employment, consisting of, *inter alia*, the Executive Director of Cleveland Metroparks Zoo, Chief Legal & Ethics Officer, Chief Human Resources Officer, Chief Operating Officer, Chief Planning and Design Officer, Chief Marketing Officer, Chief of Police, Chief Information

Officer, and Chief Development Officer. Appointment of Police personnel shall be in conformance with ORC §1545.13.

ARTICLE 5. PROCUREMENT

Section 1. Procurement of Goods. In procuring any goods, the Board shall contract as a contracting authority under ORC §§307.86 to 307.91.

Section 2. Procurement of Services.

- a. *Services with a cost of greater than \$5,000 and up to and including \$750,000.* In contracting for services, unless otherwise required under any of ORC §§9.33 to 9.334 or 153.65 to 153.71, inclusive, the CEO may, after considering no fewer than three quotes from persons or entities who could perform the contract and the competence, ability and availability of said person or entity, hire any such person or entity and authorize a contract therewith.
- b. *Services with a cost over \$750,000.* In contracting for services except the services of an accountant, attorney at law, physician, consultant, manager, surveyor, or appraiser, unless otherwise required under any of ORC §§9.33 to 9.334, inclusive, the CEO shall issue a Request for Proposal (RFP), Request for Qualifications (RFQu), Request for Information (RFI) or other competitive process to evaluate the competence, ability and availability of any person or entity and, upon the recommendation of the CEO, the Board may hire any such person or entity and authorize a contract therewith. For services of an accountant, attorney at law, physician, consultant, manager, or appraiser, Section 2(a) shall be followed.
- c. For services valued at or below \$5,000, the CEO is authorized to implement procurement process requirements.
- d. For services obtained pursuant to Sections 2(a) or (b), the CEO need not obtain three quotes or issue a RFP, RFQu, or RFI if: (a) the purchase is being made pursuant to a joint purchasing program similar to those addressed by ORC § 9.48; (b) the purchase is of services of a proprietary nature or are otherwise limited to a single source; or (c) the purchase is from the federal government, the state, another county or contracting authority of another county, or a board of education, educational service center, township or municipal corporation.
- e. Professional design services. In ~~contracting for procuring~~ “professional design services,” the Board shall comply with §§ 153.65 — 153.99 of the Ohio Revised Code. “Professional design services” means services within the scope of practice of an architect or landscape architect registered under Chapter 4703. of the Revised Code or a professional engineer or surveyor registered under Chapter 4733. of the Revised Code.
- f. Management Services: In contracting for management services, the Board shall exercise extensive controls over the manager while ensuring that Park District property is used exclusively for public purposes. A management services agreement is an agreement entered between a third party and the Park District to provide management of a Park District facility, asset, event, operation, or program for a usage fee reducing the Park District’s operational costs and increasing its efficiency.
 - i. For management service agreements ~~valued under \$100,000.00 per annum,~~ the CEO may approve a management services agreement for a “new” management ~~services operation~~ services operation on a trial, or pilot, basis to last no longer than three (3) years without conducting a RFP, RFQu, RFI or other competitive process. A “new” management ~~services operation~~ services operation is defined as a management ~~services operation~~ services operation the Board has not contracted for in the immediately preceding five (5) years at that location. After the trial or pilot period, an RFP, RFQu, RFI or other competitive process which evaluates multiple criteria (*i.e.*, including, but not limited to, quality, consistency with the Park District mission, level of revenue generated, etc.) shall be utilized to identify the person or entity to conduct the management services operation that has completed a trial or pilot time period.
 - ii. The CEO shall issue a RFP, RFQu, RFI or other competitive process for all management services- that do not qualify as “~~new~~” ~~to~~ new” to evaluate the competence, ability and availability of any person or entity, and award the agreement to the successful vendor or for those management service agreements projected to net the Park District an amount greater than \$100,000.00, upon the recommendation of the CEO, the Board, may hire ~~any such vendor person or entity~~ and authorize a contract therewith.
 - ~~i.iii.~~ iii. Contracts for management services under Section ~~32(a)(ii) of this Article~~ may be for a ~~period~~ an initial term of years not to exceed five (5) years, except where substantial capital improvements to be paid by the management entity are involved. The initial term of up to five (5) years may be on a year-to-year basis. Any such contracts may be renewed by the Board on one or more occasions, but the total number of years of all such renewals combined may not exceed the number of years of the initial contract ~~period~~ term, which initial contract term may be on a year-to-year basis. Thereafter, any consideration of a further contract for

the same service must first follow a competitive process-, and then be accepted by the Board.

Section 3. Sponsorships and Other Revenue-Generating Opportunities with Third Parties~~Concession/Management Operations or Special Services.~~

a. Definitions:

i. "Sponsorship" shall mean a mutually beneficial business arrangement between the Park District and a third party, whereby the third party provides cash and/or in-kind services or products to the Park District in return for access to the Park Districts' marketing potential and brand. Sponsorships may include, but is not limited to, sponsorship of one or more of the Park District's services, projects, events, facilities, or activities.

ii. "Sponsorship agreement" shall mean a mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of commercial and/or marketing benefits between the Park District and a sponsor for a specified period.

iii. "Other revenue-generating opportunities" shall mean opportunities other than management services in which the Park District derives income from unique activities or opportunities that are related to the Park District's mission under ORC Chapter 1545 in collaboration with a third party.

b. Process: The Board may procure sponsorships and other revenue-generating opportunities by engaging in processes that involve an appropriately broad field of potential third parties in a manner that ensures open and effective competition.

i. For those sponsorships and revenue-generating opportunities where there are no Park District costs, the Park District staff has broad discretion in determining the open and effective competition process to determine the best opportunity. ; and

ii. For those sponsorships and revenue-generating opportunities where the Park District is required to incur costs for goods, Article 5, Section 1 shall be followed.

iii. For those sponsorships and revenue-generating opportunities where the Park District is required to incur costs for services, Article 5, Section 2 shall be followed.

Section 4. Procurement of Construction

a. *Cost Up To and including \$750,000.* In contracting for anything to be constructed at a cost up to and including \$750,000 unless otherwise required under ORC §§ 153.12 to 153.14, 9.33 to 9.334, or 153.65 to 153.71, inclusive, the CEO may, after considering no fewer than three quotes from persons or entities who could perform the contract and the competence, ability and availability of said person or entity, hire any such person or entity and authorize a contract therewith.

b. *Cost Over \$750,000.* For anything to be constructed at a cost of greater than \$750,000, the Board shall award all construction contracts to the bidder it determines to be the lowest and best bidder or the best value proposer, as the case may be, in accordance with the applicable provisions of ORC §§ 153.12 to 153.14, 9.33 to 9.334, or 153.65 to 153.71 inclusive.

Section 5. Procurement Authority of CEO.

a. *Authority up to and including \$750,000.* The CEO is authorized to enter into contracts and contract amendments for construction, change orders, and to purchase equipment, goods and services, and real estate, without prior approval of the Board in each instance, if the cost of the contract or contract amendment, for any single project, or the amount of the purchase, does not exceed \$750,000. Any contracts where the cost exceeds ~~\$250,000~~ or any purchase where the amount exceeds ~~\$250,000~~, and approved by the CEO, shall be reported to the Board at its next regularly scheduled meeting following the execution of said contract or said purchase.

b. *Change Orders.* For construction contracts that are greater than \$750,000, the CEO is not authorized to enter into any change orders to construction contracts, without prior approval of the Board in each instance, except that the CEO is authorized to enter into change orders to construction contracts, without prior approval of the Board in each instance, where the additional cost is less than THE LESSER OF: (i) ~~\$750,000~~, or (ii) ten percent (10%) of the total cost of the contract at the time of the change order. Each change order by the CEO under this Article shall be reported to the Board at the next meeting of the Board following the execution of said change order. The aggregate value of all change orders authorized by the CEO shall not exceed fifty percent (50%) of the original contract value without prior approval of the Board. If the Board approves a revised contract value, then the aggregate value of all change orders issued after Board

approval of the revised contract value shall not exceed fifty percent (50%) of the revised contract value without additional approval of the Board.

- c. *Amendment to Professional Service Contract.* For professional service contracts greater than \$~~750,000~~, the CEO is not authorized to enter into any amendment to professional services or other special services agreement, without prior approval of the Board in each instance, except that the CEO is authorized to enter into amendments to professional services and other special services agreements for additional fees, without prior approval by the Board in each instance, where the additional fees for the agreement by the CEO pursuant to this Section, are less than THE LESSER OF: (i) \$~~750,000~~, or (ii) ten percent (10%) of the total cost of the agreement at the time of the amendment. Each amendment by the CEO under this Section shall be reported to the Board at the next meeting of the Board following the execution of said amendment. The aggregate value of all amendments authorized by the CEO shall not exceed fifty percent (50%) of the original contract value without prior approval of the Board. If the Board approves a revised contract value, then the aggregate value of all change orders issued after Board approval of the revised contract value shall not exceed fifty percent (50%) of the revised contract value without additional approval of the Board.
- d. *Emergencies.* All goods and services must be procured in accordance with Sections 1, 2, 3 and 4 of this Article 5, except that when, due to an emergency beyond the control of the Board, or any of its officers, employees or agents, the CEO determines that the delay in utilizing the quoting, bidding or proposal process or the delay in bringing a contract in excess of \$~~750,000~~ to the Board for approval would create a real and present danger to the health, safety or well-being of the public, Board employees, or Park animals or turf or other significant resources, the CEO shall be deemed authorized, after considering the competence, ability, availability and price of any person, firm, or corporation, with respect to any services or goods, including without limitation services and goods, to hire the person, firm, or corporation and to execute a contract with such person, firm or corporation. In the case of purchases greater than \$~~750,000~~ the CEO shall report such actions to each member of the Board by telephone, e-mail or facsimile transmission within one workday of such actions and by written summary of such actions containing the determination and the reasons therefore at the next meeting of the Board for ratification of the emergency contract by the Board.

Section 6. No value or use.

- a. *Sale at Auction.* Personal property not needed for Park purposes, the estimated value of which is less than \$~~25,000~~~~10,000~~, may be sold upon approval by the CEO at public auction or by informal quotations to the highest informal bidder. Personal property not needed for Park purposes, the estimated value of which is \$~~25,000~~~~10,000~~ or greater, may be sold upon approval by the Board at public auction or by informal quotations to the highest informal bidder. The auctioning of property set forth in this Section 6(a) may be conducted via internet auction.
- b. *Donation or Disposal of ~~Obsolete or Unfit Items of No Value~~.* Personal property that is obsolete or unfit for the use for which it was acquired or that has no useful value may be auctioned at a public auction, sold at a public sale at market price or, if there is no market price, a reasonable price, discarded, or donated to an organization or individual deemed appropriate in the CEO's discretion.
- c. *Donation or Disposal of Items Not Saleable.* When the CEO or Board has offered personal property for sale at public auction or sale at least once pursuant to Subsection 6(a) or 6(b), and the property has not been sold, the CEO, for property valued at less than \$~~25,000~~~~10,000~~, or the Board, for property valued at \$~~25,000~~~~10,000~~ or more, may authorize the sale of the property at a private sale, discard the property, or donate the property to an organization or individual deemed appropriate in the CEO's discretion.

Section 7. Certification by CFO. All contracts will be certified by the CFO for sufficiency of funds.

Section 8. Rejection of Bids and/or Proposals. In awarding any contracts pursuant to Article 5 of the By-Laws, the Board may choose to reject all bids and/or proposals.

Section 9. No Split or division. No contract may be artificially split or divided so as to avoid any of the bidding requirements provided in these By-Laws.

ARTICLE 6. APPROVAL OF VOUCHERS

Section 1. Voucher for Payment. All vouchers in payment of bills shall be certified by the CEO and then ratified for

payment by a resolution duly approved by the Board at the board meeting immediately following payment.

Section 2. Approval of Payment. The resolution authorizing payment shall not include any voucher which has not been first approved by the proper employee of the Board, as to its quantity, quality, price, validity and legality.

Section 3. Certification. The CFO shall not issue his/her check unless the voucher is certified by the CEO.

ARTICLE 7. PERMANENT FILES

No papers or documents belonging to the permanent files of the Board shall be taken out of the office of the Board, except upon approval of the Board, or upon legal process.

ARTICLE 8. SETTLEMENT AUTHORITY

Section 1. Value. The following Board employees or insurance carriers pursuant to the terms of an agreement approved by the Chief Legal & Ethics Officer shall have authority to settle claims arising against the Board for up to and including the following amounts: Insurance Carrier: \$10,000; Director of Risk Management--\$25,000; Chief Legal & Ethics Officer--\$50,000; CEO--\$100,000.

Section 2. Limit of Authority. No such claim shall be settled for more than \$100,000 without the prior approval of the Board through passage of a resolution.

All previous resolutions pertaining to the bylaws of the Board of Park Commissioners of the Cleveland Metropolitan Park District are hereby repealed.

Approved this 14th day of ~~December~~January 2023.

Board of Park Commissioners
Cleveland Metropolitan Park District

Attest:

President Bruce Rinker

Brian M. Zimmerman, Chief Executive Officer

Vice President ~~Yvette M. Ittu~~Debra K. Berry

Vice President Dan T. Moore

**Resolution of Authorization
Ohio Department of Natural Resources Division of Forestry
Urban Forestry Grants**

December 14, 2023

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources administers financial assistance for tree planting and maintenance through the Urban Forestry Grants program, and

WHEREAS, Cleveland Metroparks will plant trees throughout its parklands designated as disadvantaged communities, and

WHEREAS, Cleveland Metroparks commits to long-term maintenance and monitoring of the trees, and

WHEREAS, Cleveland Metroparks desires financial assistance under the Urban Forestry Grants program.

NOW, THEREFORE, be it resolved by the Board of Park Commissioners of the Cleveland Metropolitan Park District:

That the Board of Park Commissioners of the Cleveland Metropolitan Park District approves filing this application for financial assistance.

That Brian M. Zimmerman is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.

That the Board of Park Commissioners of the Cleveland Metropolitan Park District does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the grant program.

Bruce G. Rinker, President
Board of Park Commissioners

CERTIFICATE OF RECORDING OFFICER

I the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by Cleveland Metroparks on the 14th day of December 2023, and that I am duly authorized to execute this certificate.

Brian M. Zimmerman
Chief Executive Officer

RESOLUTION NO. 23-12-190

The following vouchers have been reviewed as to legality of expenditure and conformity with the Ohio Revised Code.

Attest: _____

Chief Financial Officer

BE IT RESOLVED, that the payment of the following items, which may include Then and Now Certificates, are ratified by the Board of Park Commissioners. All expenditures have been reviewed and approved for payment by the Chief Financial Officer and Chief Executive Officer in accordance with the by-laws of the Board of Park Commissioners.

Direct Disbursement dated November 9, 2023 in the amount of \$139,656.48

Wire Transfer dated November 9, 2023 in the amount of \$644,185.71

Printed Checks dated November 9, 2023 in the amount of \$1,264,157.53

Direct Disbursement dated November 17, 2023 in the amount of \$8,183.75

Wire Transfer dated November 17, 2023 in the amount of \$6,254.14

Printed Checks dated November 17, 2023 in the amount of \$3,062,932.04

Wire Transfer dated November 21, 2023 in the amount of \$642,923.74

Printed Checks dated November 21, 2023 in the amount of \$1,111,267.67

Direct Disbursement dated November 27, 2023 in the amount of \$125,000.00

Direct Disbursement dated December 1, 2023 in the amount of \$79,388.00

Wire Transfer dated December 1, 2023 in the amount of \$11,733.99

Printed Checks dated December 1, 2023 in the amount of \$2,560,437.33

Net Payroll dated October 22, 2023 to November 4, 2023 in the amount of \$1,499,978.32

Withholding Taxes in the amount of \$334,577.89

Net Payroll dated November 5, 2023 to November 18, 2023 in the amount of \$1,505,388.53

Withholding Taxes in the amount of \$340,432.68

Bank Fees/ADP Fees in the amount of \$29,733.28

Cigna Payments in the amount of \$705,993.14

ACH Debits (First Energy; Sales Tax) in the amount of \$108,155.85

JP Morgan Mastercard/Mastercard Travel Card dated November 1, 2023 to November 30, 2023 in the amount of \$857,597.02

Total amount: \$15,037,977.09

PASSED: December 14, 2023

Attest: _____

President of The Board of Park Commissioners

Chief Executive Officer

RECOMMENDED ACTION: That the Board of Park Commissioners approves **Resolution No. 23-12-190** listed above.