

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

NOVEMBER 12, 2015

The Board of Park Commissioners met on this date, Thursday, November 12, 2015 1:00 p.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed President Dan T. Moore, Vice President Debra K. Berry, and Vice President Bruce G. Rinker, to be present. It was determined there was a quorum. Chief Executive Officer, Brian M. Zimmerman, Chief Financial Officer, David J. Kuntz, and Chief Legal and Ethics Officer, Rosalina M. Fini, were also in attendance.

APPROVAL OF MINUTES.

No. 15-11-174: It was moved by Vice President Rinker, seconded by Vice President Berry and carried, to approve the minutes from the Regular Meeting of October 22, 2015, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

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

Nays: None.

PUBLIC COMMENTS.

Ms. Marty Leshner of Olmsted Township read from a prepared statement. Ms. Leshner's comments can be heard in their entirety by accessing the "About Us" section of Cleveland Metroparks website under "Board Meetings/Board Meeting Archives."

FINANCIAL REPORT.

Chief Financial Officer, David J. Kuntz, presented a Comparative Summary of Revenues & Expenditures 2015 vs. 2014 Year-To-Date, for the Month Ended October 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages 80647 to 80649 and they were filed for audit.

ACTION ITEMS.

(a) ***Second Reading and Adoption - Dignity and Respect for All: Nondiscrimination Policy***

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer; Rosalina M. Fini, Chief Legal and Ethics Officer)

The business case for promoting diversity and adopting non-discrimination policies is strong. Data research evidences that cultural competency brings about (1) improved problem solving (2) increased creativity and innovation, (3) increased organizational flexibility; (4) improved quality of personnel through better recruitment and retention; and, (5) improved marketing strategies.¹ On May 1, 2012, Cleveland Metroparks CEO Brian Zimmerman adopted the Five Year Strategic Plan for Cultural Competency which was developed by the Diversity Advisory Council.

The Plan includes the following four major goals:

1. Create a workplace that attracts and retains the most talented, skilled and hard-working individuals dedicated to the Cleveland Metroparks' mission.
2. Promote understanding and communication so that all employees are valued and respected.
3. Ensure that Cleveland Metroparks is accessible to all guests, patrons and vendors.
4. Cultural Competency is woven into the fabric of Cleveland Metroparks culture.

Each goal is supported by strategies and actions steps which are all grounded in the respective business cases. Since implementation, the DAC and multiple employees have been diligently working toward completing all of the action steps upon a specified timeline and have been measuring results with outcomes.

To further the business case for cultural competency and Cleveland Metroparks' efforts to comply with applicable federal and state non-discrimination rules, regulations and statutes, as the policy-making authority for Cleveland Metroparks, pursuant to Article 1, Section 1(a) of its by-laws, it is recommended that the Board establish a uniform guideline in order to promote a work and public environment at Cleveland Metroparks that is free of discrimination and harassment in its "Dignity and Respect for All: A Non-Discrimination Policy." This policy also confirms Cleveland Metroparks' commitment to equal opportunity and its commitment to the Manager/Employee recently developed core values which include "dignity and respect" for all individuals, and its "guest focus" and "professionalism."

ACTION ITEMS (cont.)

The full Policy is can be found at pages **80650** to **80652**.

This Policy was offered for its first reading on October 22, 2015.

No. 15-11-176: It was moved by Vice President Rinker, seconded by Vice President Berry and carried, to adopt the “Dignity and Respect for All: A Non-Discrimination Policy” for implementation.

Vote on the motion was as follows:

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

Nays: None.

¹Creating the Multicultural Organization: A Strategy for Capturing the Power of Diversity, by Taylor Cox, Jr., 2001.

- (b) ***Authorization of Land Acquisition from Flats Industrial Inc. (fka Flats Industrial Railroad Co.): Rivergate Park (±0.2 Acres)***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Kyle G. Baker, Assistant Legal Counsel/Stephanie Kutsko, Land Protection Coordinator)

Background

In 2012, Cleveland Metroparks invested in creating Rivergate, a public park along the Cuyahoga River providing scenic views, recreational opportunities, and a new emphasis on Cleveland’s riverfront. In 2014, Merwin’s Wharf Restaurant became established as a place to enjoy freshly prepared food in a unique setting within the Cleveland Metroparks. In 2014, the City of Cleveland and Cleveland Metroparks entered into long-term leases to facilitate the best public use of the green space at Rivergate Park. Cleveland Metroparks leased to the City the northern triangular piece of land for the City’s Crooked River Skatepark and the City leased to Cleveland Metroparks the frontage parcel along the Cuyahoga River adjacent to Merwin’s Wharf.

Flats Industrial (fka Flats Industrial Railroad Co.) Property

Cleveland Metroparks would like to continue to improve and enhance public access, trail connections and green space along the Cuyahoga River by accepting a donation of a ±0.2 acre parcel of land from Flats Industrial Inc. (fka Flats Industrial Railroad Co.) (reference map, page **80653**). Cleveland Metroparks plans to use the donated parcel (25 foot strip of land) to extend a future trail from Rivergate Park to British Street to improve the connectivity around Rivergate Park.

ACTION ITEMS (cont.)

Judge Anthony J. Russo approved the acceptance of the donated fee parcel of land pursuant to Chapter 1545 of the Ohio Revised Code prior to the Board's consideration.

No. 15-11-177: It was moved by Vice President Rinker, seconded by Vice President Berry and carried, to authorize the acceptance of a donation of fee simple title of ± 0.2 acres as hereinabove described, from Flats Industrial Inc. (fka Flats Industrial Railroad Co.), 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 and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

- (c) ***Big Creek Reservation Land Acquisition: Lake to Lake Trail (± 0.9 acres)***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Kyle G. Baker, Assistant Legal Counsel/Stephanie Kutsko, Land Protection Coordinator)

Background

Adjacent and visible from the 2.5 mile Lake to Lake Trail is the Kisil/Pincombe property, a ± 0.9 acre property located north of the Lake Isaac Waterfowl Sanctuary and just south of the Fowles Wetland area (reference map, page **80654**). This universally accessible all-purpose multi-use trail is a highlight of the reservation. The trail travels through 175 acres of headwater wetlands and connects Lake Abram and Lake Isaac, the largest kettle lakes in Cuyahoga County.

Pincombe/Kisil Property

Cleveland Metroparks has the opportunity to acquire this property in fee simple title as Beth A. Kisil, Trustee of the Pincombe Discretionary Family Trust A and B, desires to sell the property. The property contains a residence which was built in 1960, which will be evaluated for demolition following acquisition. The family has agreed to sell the property via fee simple title for \$155,000. The acquisition will provide a buffer to this highly popular trail and a more welcoming trail experience as visitors enter the trail from Fowles Road.

ACTION ITEMS (cont.)

No. 15-11-178: It was moved by Vice President Rinker, seconded by Vice President Berry and carried, to authorize the acquisition of fee simple title of ±0.9 acres as hereinabove described, through Beth A. Kisil, Trustee of the Pincombe Discretionary Family Trust A and B, for a purchase price of \$155,000, 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 and Ethics Officer

Vote on the motion was as follows:

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

Nays: None.

- (d) ***Nomination of Terry L. Robison re: Natural Resources Advisory Council District I – Clean Ohio Program***
(Originating Source: *Brian M. Zimmerman, Chief Executive Officer*)

Background

On July 26, 2001, Ohio Governor Taft signed legislation creating the Clean Ohio Program, a fund to remediate brownfield sites and preserve green space, farmland, improve water quality, and expand outdoor recreational opportunities.

The District One Public Works Integrating Committee (DOPWIC), which administers the State Issue 2 Infrastructure Bond Program in Cuyahoga County, is charged with appointing members of the **Natural Resources Assistance Council (NRAC)**. The NRAC administers the Clean Ohio Program in Cuyahoga County, which receives approximately 3.7 million each year for acquisition, preservation and restoration of open space. Cleveland Metroparks has successfully competed for Clean Ohio funds each year.

Nomination of NRAC Representative: Terry L. Robison

The DOPWIC selects members from organizations that meet the requirements set forth in Ohio Revised Code Section 164.21(A). In August 2001, Cleveland Metroparks Board nominated Vern J. Hartenburg to serve on NRAC, whose nomination was accepted by the appointing DOPWIC group. Vern J. Hartenburg served on NRAC from August 2001 through March 30, 2010. In April 2010, the Board nominated Brian M. Zimmerman to serve on NRAC, whose nomination was accepted by DOPWIC. On July 25, 2013, the Board nominated Donna L. Studniarz to serve on NRAC, whose nomination was accepted by DOPWIC. It is now recommended that Terry L. Robison, Director of Natural Resources, now serve as Cleveland Metroparks NRAC representative.

ACTION ITEMS (cont.)

No. 15-11-179: It was moved by Vice President Rinker, seconded by Vice President Berry and carried, to nominate Terry L. Robison to serve as a representative to the District One Natural Resources Advisory Council of the Ohio Public Works Commission (Clean Ohio Program), pursuant to Ohio Revised Code Section 164.21(a).

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS:

No. 15-11-180: It was moved by Vice President Rinker, seconded by Vice President Berry and carried, to authorize the following bid awards:

Bid #5975: **Renewal of Printing, Design and Mailing Services of Emerald Necklace Newsletter** (see page **80636**);

Commodities Usage Report:

- **Sole Source # 6046:** **Estimated 2015 Postage** (see page **80637**);

RFP #6053: **Financial Software System** (see page **80638**); and

Sole Source #6141: **Used 2008 Peterbilt Truck 365 (Cab and Chassis) with New 16-Foot Dump Bed Supplied and Installed** (see page **80640**).

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS (cont.)

BID #5975 RENEWAL SUMMARY: **PRINTING, DESIGN and MAILING SERVICES** of Cleveland Metroparks monthly *Emerald Necklace* Newsletter for a one (1) year period, beginning with January 2016 issue and ending December 2016 issue.

History

The Emerald Necklace is a monthly newsletter that provides the general public with information on Cleveland Metroparks educational and recreational opportunities. The newsletter has been published for over 63 years and has undergone many changes, from a newspaper-style publication to a 2-color magazine publication. Currently, 36,000 newsletters are distributed monthly. The 2016 issues will consist of 18, 32-page 4-color issues.

In a recent survey conducted by the Marketing Department, 96% of readers are very satisfied with the Emerald Necklace newsletter and appreciate having it delivered to their home.

Currently, both design services and mailing services are performed by outside contractors, although in an effort to consolidate these services, printing specifications have always provided for mailing and design options. Design was still found to be more cost effective when provided by an external graphic designer under a separate contract.

The current awarded suppliers, Penton Marketing, is able to hold pricing for printing (including paper) and mailing services, and EriePro LTD, is able to hold pricing for design of the Emerald Necklace newsletter. Cleveland Metroparks would like to exercise the option to renew for a period of twelve (12) months which includes the January 2016 through December 2016 issues.

RECOMMENDED ACTION:

That the Board authorize a split award of printing (and paper), design and mailing services, to the lowest and best bidder for Bid Renewal #5975 to **Penton Marketing**, for the printing, paper, and mailing services for a 12-month period, beginning with the January 2016 issue and ending with the December 2016 issue, **for a total cost not to exceed \$103,548.07** (\$100,068.07 in printing and paper; \$236.67/M for a 32-page issue, including author's alteration allowance not to exceed \$1,000; plus \$3,480.00 in mailing services, \$220/month for individual imprinted addressed and \$70/month for Bundled in various quantities), and to **Eriepro, Ltd.** for the design services for a 12-month period, beginning with the January 2016 issue and ending with the December 2016 issue, **for a total cost not to exceed \$10,200.00** (\$850/month), for a **total combined bid cost not to exceed \$113,748.07**. In the event that expenditures approach 90 percent of the total estimate, an action item will presented to the Board requesting an increase. In the event this vendor cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety.

(See Approval of this Item by Resolution No. 15-11-180 on Page 80635)

AWARD OF BIDS (cont.)

SOLE SOURCE/PROPRIETARY #6046 SUMMARY:

COMMODITIES USAGE REPORT - “In the event the original estimate exceeds 90% consumption, an action item will be presented to the Board.”

ESTIMATED 2015 POSTAGE for Presort and First Class Mailing from U.S. Postmaster

ORIGINAL ESTIMATE \$132,800.00 (90% = \$119,520.00)

Cleveland Metroparks is requesting an additional \$20,000 for postage for 2015. Initial estimates were based upon prior years however actual expenses for the last several months include the November and December issues of the *Emerald Necklace* which will drive totals above that estimate. As well, sales driven mailings were approved in the 2015 budget but also conservatively estimated. Several projects, including calendar mailings, are still to be completed. The requested commodity adjustment therefore pays current invoices and anticipates remaining orders through December 31, 2015.

ORIGINAL AWARD (December 4, 2014)	\$132,800.00
Additional Consumption/Final “Close-out” Estimate	<u>20,000.00</u>
REVISED TOTAL AWARD:	\$152,800.00

RECOMMENDED ACTION:

That the Board amend Resolution No. 14-12-202 to accommodate usage in excess of the original estimate as follows:

No. 14-12-202: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to approve U.S. Postmaster as a Sole Source supplier of Presort and First Class Postage during 2015, for a total cost not to exceed ~~\$132,800~~ \$152,800.00 as itemized in the Sole Source #6046 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.

Vote on the motion was as follows:

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

(See Approval of this Item by Resolution No. 15-11-180 on Page 80635)

AWARD OF BIDS (cont.)**RFP #6053 SUMMARY: FINANCIAL SOFTWARE SYSTEM****Background:**

Cleveland Metroparks envisions a financial software environment that is always available, secure, highly responsive, flexible in configuration, easy to maintain, enhance, and upgrade, and above all, one that provides the information and analysis tools to support the Cleveland Metroparks staff in fulfilling the mission and goals of the organization.

To that end, Cleveland Metroparks Finance Department researched and gathered data to assemble a comprehensive request for proposal package enabling an upgrade to a new financial software system that would:

- A. Provide an all-inclusive financial software system that will improve work flow and provide real-time data to all users.
- B. Utilize current technology to improve access to information.
- C. Provide secure, user-friendly software that can be upgraded and grow to meet the future needs of the organization.

Process:

In April, 2015, the proposal was advertised and released (*seven vendors were notified through direct invitation*) and two respondents proposed a variety of opportunities.

Presentations were reviewed by staff with Tyler Technologies (MUNIS) and Software Solutions, Inc. (SSI).

Evaluation:

The lowest and best solution was evaluated based on the following criteria:

1. The ability to provide all required modules.
2. Technology that will improve work flow and processes.
3. Ability to allow controlled access to the system by end users.
4. Integration and communication between all modules.
5. Record of exceptional client support.
6. The lowest and best price for current technology and evidence of continual updates.

Validation and Implementation:

On-site visits and phone interviews were conducted with other public entities who were already using the system or parts of the system and each visit further validated staff's belief that the product was reliable, cutting edge and relevant.

In all, when complete, the new system will provide a comprehensive solution for all finance needs including modules addressing budgeting, purchasing, accounts payable, accounts receivable, fixed assets and others.

Considerations were made for training, travel, "shadowing," conversions, running parallel (new and former systems) and "go live" requirements.

AWARD OF BIDS (cont.)**Selection:**

After a thorough review, staff found that the offer from Tyler Technologies utilizing the MUNIS system was lowest and best.

Comparative costs for the comprehensive purchase and implementation are as follows:

FINANCIAL SOFTWARE SYSTEM – BASE PROPOSALS		
	Tyler Technologies, Inc. (MUNIS)	Software Solutions, Inc. (SSI) **
Licensing	\$ 174,449.00	\$290,000.00
Implementation	\$ 98,175.00	\$ 72,000.00
Data Conversion	\$ 22,900.00	\$ 33,000.00
Other Services	\$ 37,806.00	\$ 12,890
Estimated Travel	\$ 41,100.00	Not quoted
Total	\$ 374,430.00	\$407,890.00
OTHER RELATED AND IDENTIFIABLE COSTS		
Third Party Hardware (First Year Only)	\$ 1,750.00	None Noted
Maintenance Fees	\$ 67,150.00 <i>Estimated annual cost to begin in year 2</i>	\$59,000.00 <i>Estimated annual cost to begin 6 months after implementation</i>

** SSI software does not include Accounts Receivable or General Billing modules. Those modules are therefore not included in the SSI cost proposal.

After demonstration of software, Cleveland Metroparks personnel determined that additional modules offered by Tyler Technologies would also be beneficial. The additional modules include Payroll, which will be utilized for budgeting purposes, and Fleet Maintenance and Work Orders. The total cost of these modules is \$24,400.00 and \$40,375.00, respectively.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with Tyler Technologies for their lowest and best proposal for a financial software system as described above for a total base cost of \$374,430.00 and additional modules totaling \$64,775.00, for a total cost not to exceed of \$439,205.00 in a form of contract as approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 15-11-180 on Page 80635)

AWARD OF BIDS (cont.)

SOLE SOURCE #6141 SUMMARY: **USED 2008 PETERBILT TRUCK 365 (CAB AND CHASSIS) WITH NEW 16 FOOT DUMP BED SUPPLIED AND INSTALLED.**

DESIGNATION	Park Operations (Site Construction)
UNIT(S) REPLACED	None
Mileage and Condition	2008 Used Peterbilt 365 Tandem Dump Truck equipped with a Caterpillar C13 engine having 78,000 miles. Truckmart USA will supply and install a NEW 16 foot dump bed onto chassis at no additional cost to Cleveland Metroparks.
<u>TOTAL COST</u>	\$70,000.00
PURPOSE - use of vehicle	This vehicle is in addition to the fleet. Site Construction will be stepping down a tandem dump truck to the Lakefront for debris removal and hauling.
COMPARATIVE UNIT	Comparable prices: <ul style="list-style-type: none"> • Milam Truck Sales, \$95,900.00 • Atkinson Truck Sales, \$99,900.00 • Oilfield Truck World, \$85,000.00

RECOMMENDED ACTION:

That the Board approve the purchase of **one (1) used 2008 Peterbilt Truck (Cab and Chassis) with New Dump body**, equipped as specified in Sole Source #6141 summary, from sole source, Truckmart USA, **for a total cost of \$70,000.00.**

(See Approval of this Item by Resolution No. 15-11-180 on Page 80635)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 11/12/15)

Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (a), as revised and approved by the Board of Park Commissioners on January 10, 2013, *"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>
Rental fees for kiosks used to sell Cleveland Metroparks merchandise throughout the holiday season at two selected area malls.	South Park Mall, LLC	\$ 7,426.00	(3)
	Star-West Great Northern Mall	<u>\$ 7,426.00</u> <u>\$14,852.00</u>	
Propane Gas – bulk and cylinder for various locations throughout Cleveland Metroparks beginning November 1, 2015 and ending October 31, 2016.	Amerigas Propane	\$50,000.00	(2)
Various light fixtures for the foyer, main ballroom and stairwell of Manakiki Golf Clubhouse. First seen by the Board on August 20, 2015. Shown here to add for the bulbs to light the aforementioned fixtures.	House of Lights, Inc.	\$10,945.00	(7)
	Additional ...	<u>\$ 1,190.00</u> <u>\$12,135.00</u>	
Sample analysis and data processing of amphibian skin bacterial microbiome as part of a post-doctorial zoo research project.	Case Western Reserve University	\$10,900.00	(3)
New boiler installed at AEC Building in the zoo.	Active Plumbing Supply	\$30,067.75	(7)
Various lamps and ballasts to be supplied as needed throughout Cleveland Metroparks beginning November 22, 2015 and ending November 21, 2016.	WESCO Distribution	\$35,000.00	(7)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Informacast (Emergency notification for VOIP phones).	Logicalis, Inc.	\$24,983.34	(7)
Video input tracking device to capture features, images and samples for integration into ODM.	Mapillary AB	\$39,200.00	(3)
Various plants for restoration projects from only nursery to carry native and select species.	Genius Loci, Inc.	\$14,344.40	(3)
One year agreement for advertising and talent acquisition network searches on the social media site beginning December 8, 2015 and ending December 7, 2016.	LinkedIn Corp.	\$10,100.00	(3)

===== **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, US Communities, etc.
- (3) "**SOLE SOURCE**" – Purchased from one source as competitive alternatives are not available.
- (4) "**PROPRIETARY**" – Merchandise 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 (11/12/15)

Pursuant to Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (b) and (c), as revised and approved by the Board of Park Commissioners on January 10, 2013, "...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 cost of the contract. 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."

(c). "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, aggregate less than THE LESSER OF: (i) \$50,000, or (ii) ten percent (10%) of the cost of the agreement. 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 following is provided:

<u>Contract</u>	<u>Item/Service</u>	<u>Vendor</u>	<u>Change Order No.</u>

There are no change orders to report for this period.

CHIEF EXECUTIVE OFFICER'S REPORT.**INFORMATION/BRIEFING ITEMS/POLICY.**

- a. ***Chief Executive Officer's Employee Guests***
(Originating Source: Brian M. Zimmerman, Chief Executive Officer)

Cheryl Chintella, Animal Keeper – Cleveland Metroparks Zoo

Cheryl Chintella came to Cleveland Metroparks Zoo in October 2014 as an Animal Keeper. She brought to her position experience that she gained from working for several zoos and wildlife centers. In her most recent position with Buffalo Zoological Gardens in Buffalo, New York, Cheryl gained four years of intensive and diverse experience in animal care ranging from neonates to individuals at the end stages of life requiring special consideration and accommodations. She also has extensive knowledge of the care of primates from tamarins to great apes, large and small carnivores, aves, macropods and other small mammals. Cheryl has also worked for the Akron Zoo and Lake Metroparks Wildlife Center caring for a variety of wild and domestic animals. Cheryl holds a Bachelor of Science in Zoology/Pre-Veterinary Medicine from Kent State University.

- b. ***A Look Back: Civilian Conservation Corps Camps in Brecksville and Euclid Creek Reservations***
(Originating Sources: Wendy Weirich, Outdoor Experiences Director/Carl Casavecchia, Special Project Manager – Cleveland Metroparks 100th Anniversary)

The Civilian Conservation Corps (CCC) played a big role in the early days of Cleveland Metroparks. William Stinchcomb harnessed manpower from this New Deal Era program that brought with it the installation of Camp Euclid (1934-1941) and Camp Brecksville (1935-1937). Trails, bridges, shelter houses, retaining walls and more still exist within Cleveland Metroparks. We will take a look back at these camps and some of the projects that continue to benefit us today.

- c. ***2015 Reservation Plan Updates – Acacia, Euclid Creek, North Chagrin and South Chagrin Reservations***
(Originating Sources, Kelly Coffman, Senior Strategic Park Planner/Sean E. McDermott, P.E., Chief Planning and Design Officer)

Reservation Concept Plans were completed in fall 2012 as part of the Emerald Necklace Centennial Plan. The plans are being revisited and updated on an ongoing basis in accordance with CAPRA recommendations. Acacia, Euclid Creek, North Chagrin, and South Chagrin Reservations are the focus of the 2015 update. The plans will help achieve the goals of the Strategic Plan by identifying actions at the reservation level.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

An internal stakeholder group met throughout the year to guide the plans. The team included park management, planning and design, natural resources, marketing and communications, law enforcement, and outdoor experiences. Previous plans provided the foundation for the update. Recommendations were generated from staff observations and discussions. Public comment was sought at four Open Houses and on Cleveland Metroparks website and social media.

The updated Reservation Master Plans define actions, identify priorities, and honor the special characteristics of each reservation. The plans will be published and posted online. The update process continues in 2016 at Bedford, Brecksville, Hinckley, and West Creek Reservations.

d. *Fort Hill Steps – Rocky River Reservation*

(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer)

Constructed in 1982, ascending a steep ridge overlooking the Rocky River, the Fort Hill steps have proven to be a popular amenity among the network of trails at the Rocky River Nature Center. During the past 33 years for which the steps were present, erosion and weathering have been a constant force working against the shale and clay visible along the valley wall.

Starting in late September of 2015, it was noticed by Park District staff that a cavity in the cliff wall had started to form below the steps and the resulting deposits were evident in the riverbed below. The site was analyzed on September 25, 2015 by staff along with a local geotechnical engineer, and the cavity monitored closely thereafter. A separate firm was then hired to perform a 3D scan of the cliff which recorded the depth and dimensions of the cavity.

On November 9, 2015 the cavity notably expanded which was evident by the amount of the deposits below. Due to the extent of the expanding cavity, the unpredictable nature of further failure and potential impact on visitor safety, the Fort Hill steps had to be removed from operation. A presentation will be provided to the Board summarizing the data collected over the past few weeks and also discuss next steps in replacing the steps.

AWARD OF BIDS; CONSTRUCTION CHANGE ORDERS; STATUS RE: CAPITAL PROJECTS.

The following were presented to the Board for award/acknowledgment: bid tabulations, as shown on pages **80635** through **80640**; \$10,000 to \$50,000 purchased items/services report, pages **80641** through **80642**; and construction change orders, page **80643**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 15-11-173: It was moved by Vice President Rinker, seconded by Vice President Berry and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **80655** to **80730**.

Vote on the motion was as follows:

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

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, December 3, 2015, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT.

No. 15-11-180: There being no further matters to come before the Board, upon motion by Vice President Rinker, seconded by Vice President Berry, and carried, President Moore adjourned the meeting at 2:22 p.m.

Vote on the motion was as follows:

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

President.

Attest:

Secretary.

CLEVELAND METROPARKS COMPARATIVE SUMMARY OF REVENUES & EXPENDITURES

2015 VS. 2014, FOR THE MONTH ENDED OCTOBER 31

	2015						2014								
	Annual Budget	Rev. Annual Estimate (A)	Y-T-D Estimate	Y-T-D Actual	Y-T-D Variance	% of Rev. Ann. Est.	M-T-D Estimate	M-T-D Actual	M-T-D Variance	% of Rev. Ann. Est.	Annual Actual	Y-T-D Actual	% of Ann.	M-T-D Actual	% of Ann.
Beginning Cash Bal.	\$36,015,173	\$36,015,173	\$36,015,173	\$36,015,173	\$0	100.0%	\$35,344,847	\$54,543,361	\$19,198,514	151.4%	\$27,389,019	\$27,389,019	100.0%	\$50,666,894	185.0%
Receipts:															
Property Tax	\$72,941,650	\$72,941,650	\$69,435,589	\$73,973,205	\$4,537,616	101.4%	\$114,186	\$14,626	(\$99,560)	0.0%	\$73,424,458	\$69,895,191	95.2%	\$2,228,842	3.0%
Grants/Loc. Govt.	10,353,741	13,517,647	9,732,298	7,076,434	(2,655,863)	52.3%	1,898,553	541,121	(1,357,432)	4.0%	8,112,053	6,713,250	82.8%	625,659	7.7%
Invest. Inc.	75,000	75,000	62,831	135,480	72,649	180.6%	6,862	8,090	1,228	10.8%	91,232	76,429	83.8%	8,347	9.1%
Golf Receipts	6,480,011	6,480,010	6,309,904	5,857,606	(452,298)	90.4%	368,912	392,113	23,201	6.1%	5,873,930	5,719,733	97.4%	334,407	5.7%
Zoo Receipts	9,512,234	9,512,234	9,009,755	8,859,136	(150,618)	93.1%	636,321	644,163	7,842	6.8%	8,034,006	7,609,613	94.7%	537,435	6.7%
Chalet/Rest./Conc.	4,045,497	4,045,497	3,431,053	3,441,016	9,963	85.1%	431,783	174,123	(257,660)	4.3%	1,983,975	1,682,642	84.8%	211,753	10.7%
Ledge Pool	167,050	167,050	166,573	151,140	(15,432)	90.5%	132	(4,376)	(4,508)	-2.6%	132,861	132,481	99.7%	105	0.1%
Self-funded Reserves	6,726,905	6,726,905	5,652,672	5,545,258	(107,414)	82.4%	551,587	530,345	(21,242)	7.9%	5,916,817	4,971,948	84.0%	485,162	8.2%
Marina and Other	2,566,924	2,566,924	2,316,155	2,787,092	470,937	108.6%	177,718	241,775	64,057	9.4%	3,371,415	3,042,053	90.2%	233,417	6.9%
Total Receipts	\$112,869,012	\$116,032,918	\$106,116,829	\$107,826,368	\$1,709,539	92.9%	\$4,186,054	\$2,541,980	(\$1,644,074)	2.2%	\$106,940,747	\$99,843,341	93.4%	\$4,665,126	4.4%
Expenditures:															
Salaries & Fringe	\$59,958,431	\$59,902,510	\$49,496,347	\$48,967,968	\$528,380 (C)	81.7%	\$4,113,057	\$4,322,484	(\$209,426)	7.2%	\$53,206,687	\$44,682,246	84.0%	\$4,191,402	7.9%
Oper. Sup./Oth.	20,514,353	21,091,864	17,734,760	15,334,163	2,400,597	72.7%	2,410,880	1,728,946	681,934	8.2%	16,477,157	14,189,264	86.1%	1,847,947	11.2%
Utilities	5,045,882	5,045,882	4,301,989	3,382,456	919,533	67.0%	464,637	728,357	263,720	5.5%	4,059,523	3,461,045	85.3%	373,810	9.2%
Equipment	3,542,494	3,774,920	2,947,890	2,421,002	526,887	64.1%	567,933	558,197	9,736	14.8%	2,906,072	2,509,151	86.3%	310,658	10.7%
Land	2,321,418	2,944,543	2,388,698	2,249,152	139,546	76.4%	202,255	99,722	102,532	3.4%	2,058,540	2,029,525	98.6%	888,759	43.2%
Constr. Matls.	8,569,077	7,416,266	5,647,798	3,085,547	2,562,251	41.6%	223,316	354,483	(131,167)	4.8%	2,490,262	2,049,175	82.3%	119,507	4.8%
Constr. Contracts	33,001,219	36,239,068	27,101,497	14,407,206	12,694,291	39.8%	4,831,699	1,387,768	3,443,931	3.8%	11,602,769	8,436,081	72.7%	2,293,943	19.8%
Zoo Animals	94,961	94,961	93,336	26,006	67,330	27.4%	10,000	7,595	2,405	8.0%	39,074	38,405	98.3%	0	0.0%
Self-funded Reserves	6,901,396	6,892,988	6,122,119	6,180,871	(58,752)	89.7%	409,555	560,617	(151,062)	8.1%	5,474,511	4,863,022	88.8%	331,548	6.1%
Total Exp.	\$139,949,230	\$143,403,002	\$115,834,433	\$96,054,370	\$19,780,063	67.0%	\$13,233,332	\$9,298,170	\$3,935,162	6.5%	\$98,314,595	\$82,257,914	83.7%	\$10,357,575	10.5%
End. Cash Bal.	\$8,934,956	\$8,645,089	\$26,297,569	\$47,787,171	\$21,489,602	552.8%	\$26,297,569	\$47,787,171	\$21,489,602	552.8%	\$36,015,171	\$44,974,445	124.9%	\$44,974,445	124.9%
Encumbrances	\$0	\$0	\$11,842,466	\$11,842,466 (B)	\$0	N/A	\$11,842,466	\$11,842,466	\$0	N/A	\$8,593,797	\$11,762,143	26.2%	\$11,762,143	26.2%
Adj. Avail. Cash Bal.	\$8,934,956	\$8,645,089	\$14,455,103	\$35,944,705	\$21,489,602	415.8%	\$14,455,103	\$35,944,705	\$21,489,601	415.8%	\$27,421,374	\$33,212,302	121.1%	\$33,212,302	121.1%
Bal. in Restricted Funds	\$4,459,526	\$4,304,188	\$3,752,868	\$3,752,868	\$0	87.2%	\$3,752,868	\$3,752,868	\$0	87.2%	\$5,389,515	\$5,944,884	26.2%	\$5,944,884	26.2%
Adj. Avail. Cash Bal.	\$4,475,430	\$4,340,901	\$10,702,235	\$32,191,837	\$21,489,602	741.6%	\$10,702,235	\$32,191,837	\$21,489,601	741.6%	\$22,031,859	\$27,267,418	123.8%	\$27,267,418	123.8%

- (A) Includes Appropriation Adjustment #3.
- (B) Summary of Encumbrances follows on next page.
- (C) Includes an estimated savings of \$1,776,602 due to the Position Management Program.

* Amounts in brackets () represent unfavorable variances.
 ** Encumbrance percentage is of ending cash.

Cash balance, 9/30/15				\$54,543,361	(Exp., cont'd)		
Revenue, October 2015				\$2,541,980			
Exp.:	A/P vouchers	10/01/15	\$2,352,726		Payrolls	10/03/15	\$1,132,998
		10/07/15	67,934			10/17/15	1,131,447
		10/21/15	178,849				
		10/22/15	1,392,746		Payroll adj.		0
		10/22/15	1,585				
		10/28/15	33,941		Withholding	10/03/15	\$278,790
						10/17/15	283,042
						ADP	6,210
						Total payroll	\$2,832,486
	Purchasing card		354,535				
	Fringe vouchers	10/09/15	528,030				
		10/23/15	526,136				
	Rec./vouch. adj.		(0)	Total exp.	\$9,298,170		
	Refunds		(20,925)				
	Hospitalization/WC Reserve		432,067				
	Medical Mutual		443,088				
	Bank fees		25,918				
	Auditor/Treasurer fees		1,770				
	Sales tax, misc. expense		147,285				
Subtotal exp.				\$6,465,683	Ending cash bal., 10/31/15	\$47,787,171	

Cleveland Metroparks
Encumbrance Summary - 10/31/15

	<u>General</u>	<u>Capital Equip., Animals & Land</u>	<u>Capital Constr. Projects</u>	<u>Encumbrance</u>
General Fund	\$3,029,252			\$3,029,252
Health Insurance Reserve	229,085			229,085
Property Insurance Reserve	60,490			60,490
Workers' Comp. Reserve	0			0
<i>Subtotal</i>	<u>\$3,318,827</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,318,827</u>
Capital Fund:				
Equipment		\$831,342		
Animals		13,500		
Land		18,252		
Constr. Matl.			\$501,848	
Constr. Contracts			<u>4,792,547</u>	
<i>Subtotal Capital Fund</i>		<u>\$863,094</u>	<u>\$5,294,395</u>	<u>\$6,157,489</u>
Restricted Funds:				
General	\$447,690			
Equipment		\$38,396		
Animals		0		
Land		0		
Constr. Matl.			\$39,569	
Constr. Contracts			<u>1,840,495</u>	
<i>Subtotal Restricted Funds</i>	<u>\$447,690</u>	<u>\$38,396</u>	<u>\$1,880,064</u>	<u>\$2,366,150</u>
Subtotal Construction Projects Encumbrances			<u><u>\$7,174,459</u></u> *	
Total Encumbrances				<u><u>\$11,842,466</u></u>

Capital Construction Project Encumbrances over \$50,000

<u>Div.</u>	<u>Location</u>	<u>Capital Constr. Project #/Description</u>	<u>Encumbrance</u>
1110	Executive Administration	A10007 Administrative Office Improvements	\$ 131,982
1510	Park Operations Administration	A09007 CXT Restrooms	105,277
1510	Park Operations Administration	A11001 Emerald Ash Borer Management	66,300
1510	Park Operations Administration	A11002 Parkway Paving	89,343
1543	Ohio and Erie Canal Park Management	L13001 Mill Creek Connector Trail	1,365,080
1546	Lakefront Park Management	Q14006 Edgewater Post-Season Construction	68,772
1546	Lakefront Park Management	Q14010 E. 55 Marina Bathrooms and Shelter	168,505
1546	Lakefront Park Management	Q14041 Water Taxi Docks	478,135
1546	Lakefront Park Management	Q15003 Dock Replacement	60,120
1547	Euclid Creek/East Shores	Q14029 Wildwood Management Building	595,484
1547	Euclid Creek/East Shores	Q14032 Park General Design	81,655
1750	Zoo Facility Operations	V15002 Tiger Passage Exhibit	773,828
1750	Zoo Facility Operations	V91099 Zoo General Projects	72,486
1810	Information Technology Services	A14011 Network Upgrades	88,826
1930	Human Resources	A14005 HRIS/Payroll System	98,920
3305	Sleepy Hollow Irrigation	410001 Golf Course Irrigation	185,584
3308	Seneca Golf Course	812001 Seneca Course Redesign	68,829
5134	Wendy Park Bridge - TPL	Q15134 Wendy Park Bridge Design	294,170
5135	Willow Avenue Bridge - TPL	Q15135 Willow Avenue Bridge Study	139,963
5142	Centennial Trail North - TPL	Q15142 Centennial Trail North	249,610
5434	Resurfacing - ODOT	A15434 Biennial Resurfacing	450,320
5465	Mill Creek Connector - ODOT	J12465 Mill Creek Connector Phase 2	131,771
5791	Tiger Exhibit - Zoological Society	V15791 Tiger Exhibit Construction	403,854
	All other capital project encumbrances		<u>1,005,646</u>
Total Capital Construction Projects Encumbrances			<u><u>\$ 7,174,459</u></u> *

**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED OCTOBER 31, 2015**

ACCOUNTS RECEIVABLE

RANGER/COURT FINES RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$151,761.21	\$11,414.36	\$881.52	\$11,296.98	\$175,354

Total
\$19,014.30

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Principal	Interest to be Earned
09/30/15	STAR Ohio	State pool (A)	31	0.13%	10/31/15	\$1,012,872	\$137
09/30/15	STAR Plus	State pool (B)	31	0.20%	10/31/15	\$34,083,050	\$5,784
09/30/15	PNC Bank	Money Market (C)	31	0.01%	10/31/15	\$604,384	\$25
09/30/15	Fifth Third Securities	Money Market (D)	31	0.01%	10/31/15	\$31,499	\$0

(A) State Treasurer's Asset Reserve (STAR).

(B) State Treasurer's Asset Reserve Plus Account (STAR Plus)

(C) Government Performance Money Market Account.

Investment principal varied between \$4,104,338 and \$604,409 in October.

(D) Federated Government Money Market Account used to temporarily reinvest Brokered Certificate of Deposit interest payments.

Investment principal varied between \$30,964 and \$31,499 in October.

Source: David J. Kuntz, Chief Financial Officer
11/09/15

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

SUBJECT: Dignity and Respect for All: Nondiscrimination Policy

EFFECTIVE DATE: November 12, 2015 (tentatively)

I. PURPOSE: To establish uniform guidelines in order to promote a work and public environment at Cleveland Metroparks that is free of discrimination and harassment and to affirm Cleveland Metroparks' commitment to equal opportunity and the core values of "dignity and respect" for all individuals, and its "guest focus" and "professionalism".

II. POLICY

A. Programs, Services and Activities: Cleveland Metroparks shall operate its programs, services, and activities without regard to race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, sexual orientation, military service or veteran status, gender identity or expression, mental or physical disability, or genetic information, in accordance with the following:

- Title VI of the Civil Rights Act of 1964;
- The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. §3789d);
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681, et seq.);
- Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act;
- Section 504 of the Rehabilitation Act of 1973;
- Title II of the Americans with Disabilities Act of 1990;
- The Age Discrimination Act of 1975;
- Executive Order 13166;
- Executive Order 13279;
- Ohio Revised Code Chapter 4112; and
- All regulations implementing the above-cited statutes.

B. Employment Practices: Cleveland Metroparks employees shall be appointed, employed, promoted, and compensated without regard to their race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, sexual orientation, military service or veteran status, gender identity or expression, mental or physical disability, or genetic information.

C. Retaliation: Cleveland Metroparks also prohibits retaliation based on a protected activity, such as the filing of a complaint of discrimination or participation in the investigation of such a claim. Any witness, complainant or respondent involved in an investigation shall not to be retaliated against for their participation in the fact-finding process.

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

SUBJECT: Dignity and Respect for All: Nondiscrimination Policy

EFFECTIVE DATE: November 12, 2015 (tentatively)

III. PROCEDURES

- A. All employees, commissioners, officers, volunteers, affiliates, vendors, contractors, and any individual or entity acting on behalf of Cleveland Metroparks are expected act in a manner without regard to race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, sexual orientation, military service or veteran status, gender identity or expression, mental or physical disability, or genetic information.
- B. Operational Policies and Procedures: The Chief Executive Officer (CEO), or his designee, shall implement any necessary operational policies and procedures to carry out this policy. This includes establishment of procedures to receive discrimination and/or harassment complaints and to monitor compliance with state and federal non-discrimination laws and regulations.
- C. Notices:
1. The CEO, or his designee, shall ensure that the required notices related to this policy are properly posted.
 2. Notice Under the Americans with Disabilities Act
 - a. **Effective Communication:** Cleveland Metroparks will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Cleveland Metroparks' programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Cleveland Metroparks, should contact the office of Director of Risk Management (trc@clevelandmetroparks.comr 216.635.3200) as soon as possible but no later than 48 hours before the scheduled event.
 - b. **Modifications to Policies and Procedures:** Cleveland Metroparks will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Cleveland Metroparks offices, even where pets are generally prohibited.
 - c. **Alteration or burden:** The ADA does not require Cleveland Metroparks to take any action that would fundamentally alter

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

SUBJECT: Dignity and Respect for All: Nondiscrimination Policy

EFFECTIVE DATE: November 12, 2015 (tentatively)

the nature of its programs or services, or impose an undue financial or administrative burden.

- d. **No surcharge:** Cleveland Metroparks will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

- D. Complaints under this Policy related to matters other than employment should be directed to the Director of Risk Management at trc@clevelandmetroparks.com or 216.635.3200. Employment related complaints shall follow the processes proscribed in the Cleveland Metroparks Employee Handbook.

References:

Title VI of the Civil Rights Act of 1964; The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. §3789d);
Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681, et seq.);
Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act;
Section 504 of the Rehabilitation Act of 1973;
Title II of the Americans with Disabilities Act of 1990;
The Age Discrimination Act of 1975; and
Executive Order 13166
Executive Order 13279
Ohio Revised Code Chapter 4112

Replaces and Supersedes: n/a

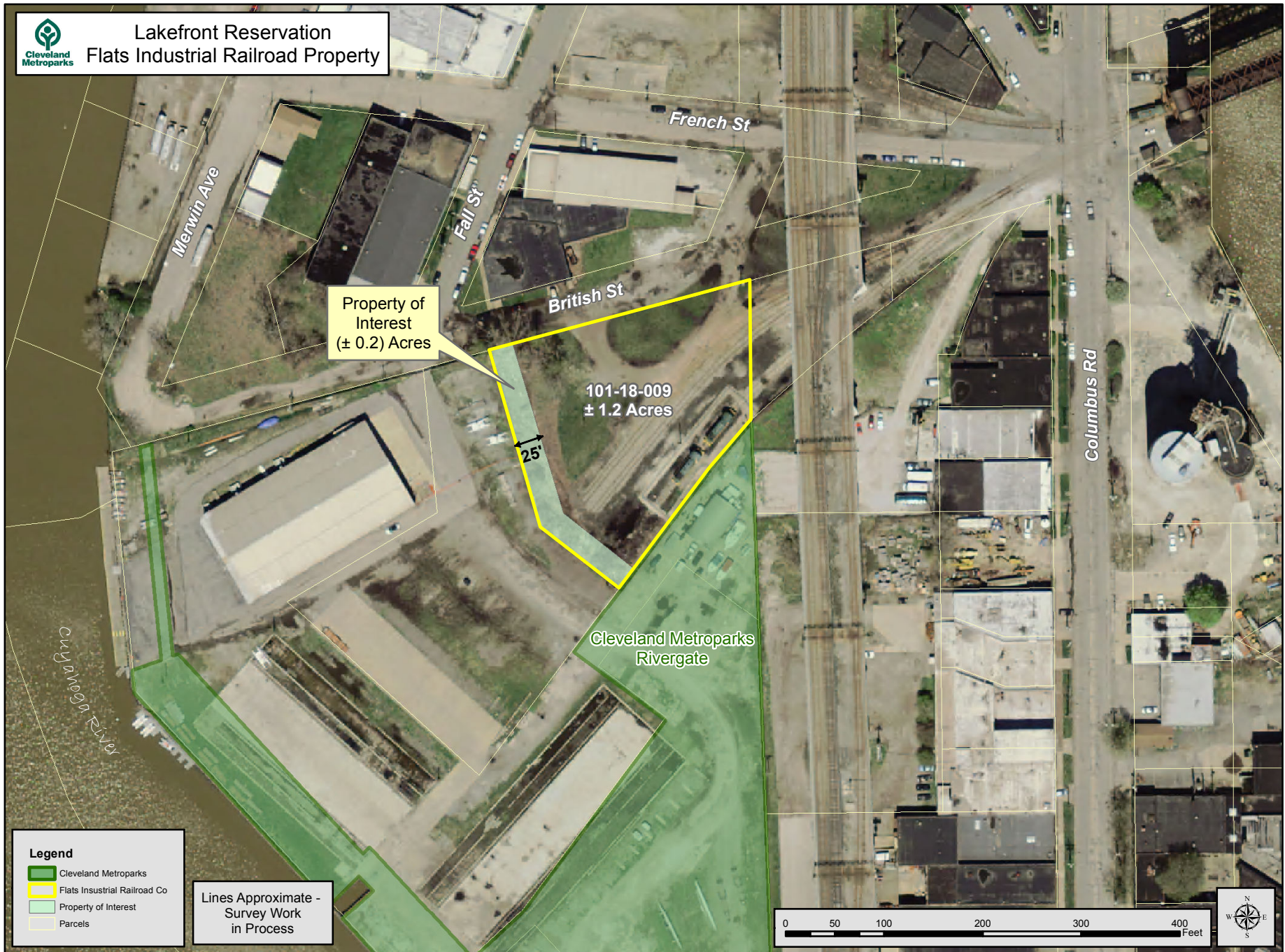
Approved:

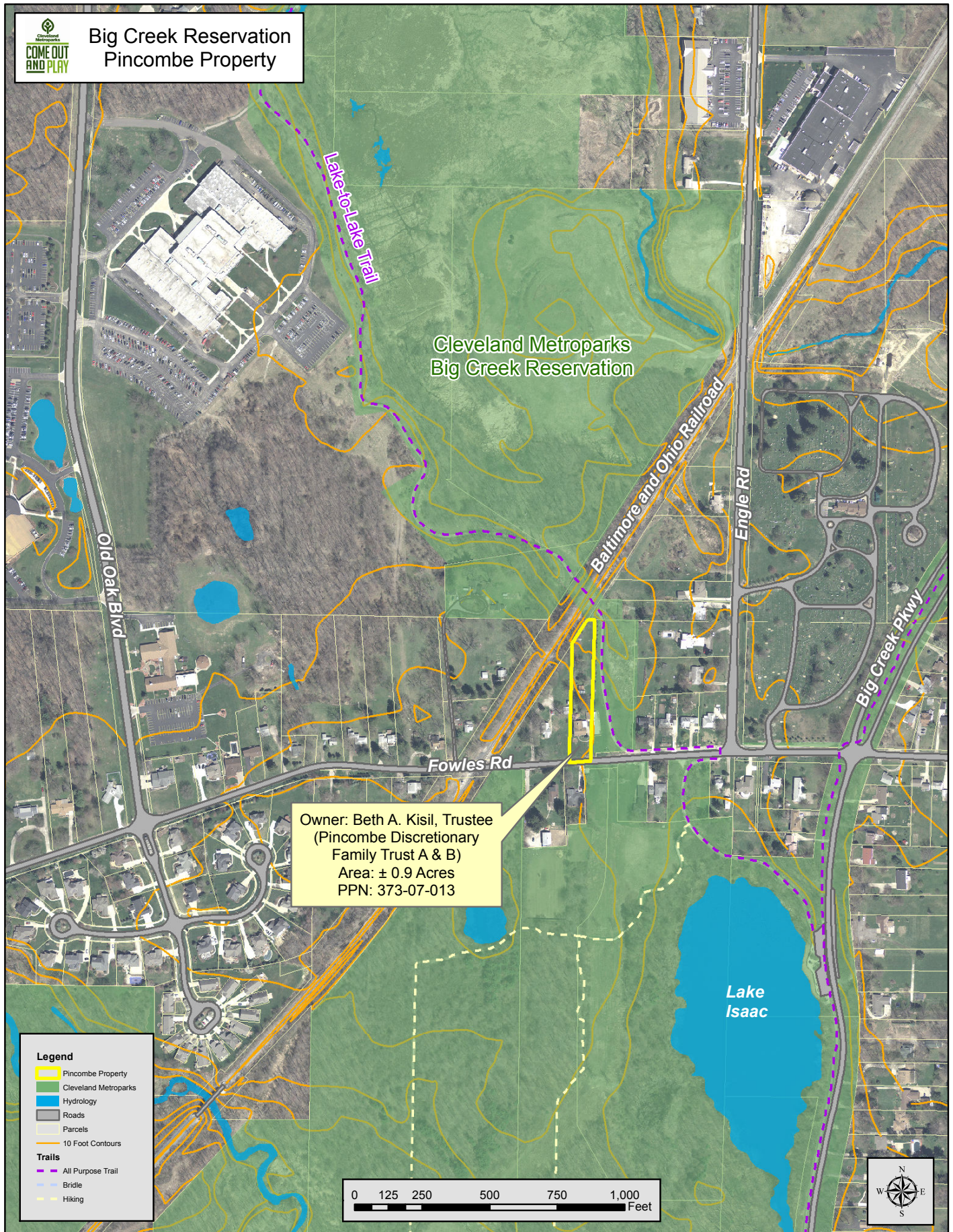
Chief Executive Officer-Secretary

Board President

Approval Date

Review Date





RESOLUTION NO. 15-11-173

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 following **Checks** dated October 21, 2015 in the amount of \$178,848.92; and **Checks** dated October 23, 2015 in the amount of \$526,135.78; and **Checks** dated October 28, 2015 in the amount of \$33,940.60; and **Checks** dated November 6, 2015 in the amount of \$514,890.54; and **Checks** dated November 12, 2015 in the amount of \$2,624,408.32; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated October 11, 2015 to October 31, 2015 in the amount of \$229,660.63; and **Visa Travel Card** purchases dated October 11, 2015 to October 31, 2015 in the amount of \$16,927.41; and **Purchases**, including but not limited to purchases of \$1,000.00 or more, as listed on the voucher summary for which certification of funds was not obtained before the purchase, be approved.

PASSED: November 12, 2015

Attest: _____

President of the Board of Park Commissioners

Chief Executive Officer

VOUCHER SUMMARY

	No. of Vendors	No. of Purchases	Amount	Average Vendor Amount	Average Purchase Amount	Code	<u>CODE LEGEND</u>
Bid Items	40	146	\$ 1,769,596.08	\$ 44,239.90	\$ 12,120.52	C	
Board Authorized Payments	35	124	\$ 272,836.58	\$ 7,795.33	\$ 2,200.30	A	
Director Approved Payments	52	196	\$ 293,299.17	\$ 5,640.37	\$ 1,496.42	D	
Telephone-Written Quote Items	24	39	\$ 70,801.45	\$ 2,950.06	\$ 1,815.42	P	
Telephone Quote Items	43	80	\$ 88,377.36	\$ 2,055.29	\$ 1,104.72	T	
Utilities	26	208	\$ 202,800.13	\$ 7,800.01	\$ 975.00	U	
Health Insurance	3	4	\$ 99,393.43	\$ 33,131.14	\$ 24,848.36	H	
Other Exempt Items	95	113	\$ 1,054,356.14	\$ 11,098.49	\$ 9,330.59	E	
Non-Bid Items less than \$1,000	77	109	\$ 23,231.63	\$ 301.71	\$ 213.13	N	
Purchases Obtained w/o Cert.	2	10	\$ 3,532.19	\$ 1,766.10	\$ 353.22	S	
	397	1029	\$ 3,878,224.16	\$ 9,768.83	\$ 3,768.93		

- N - Purchases less than \$1,000 for vendors who do not accept a credit card; purchase order is printed
- T - Telephone quoted items from \$1,000 to \$5,000 (Various vendors of our choice are contacted to provide a verbal quotation on a specific item. A minimum of three phone quotes are observed.)
- P - Telephone quoted items from \$5,001 to \$10,000 (The lowest of three phone quotes must submit a written quote.)
- D - Items from \$10,001 to \$50,000 approved by Chief Executive Officer including Article XII purchases.
- E - Exempt items - (Taxes, assessments, credit card payments and permit fees which require timely payments, employee reimbursements, prisoner housing, court costs, refunds, petty cash, special purchase account, land acquisition expense up to \$5,000 to secure closing transactions and legal obligations of the board.)
- C - A complete descriptive bid specification is developed, advertised for public notice and awarded to the lowest and/or best bidder including Article XII purchases.
- A - Board authorized payments.
- U - Utilities
- H - Health insurance purchase in accordance with our negotiated bargaining agreements and other employee/group insurance premiums.
- S - Purchases obtained without certifications of funds.

RECOMMENDED ACTION:

That The Board of Park Commissioners approves **Resolution No. 15-11-173** listed above.