

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

DECEMBER 19, 2013

The Board of Park Commissioners met on this date, Thursday, December 19, 2013, 8:08 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed President Debra K. Berry, Vice President Bruce G. Rinker, 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, David J. Kuntz, and Chief Legal and Ethics Officer, Rosalina M. Fini, were also in attendance.

PUBLIC COMMENTS.

Ms. Marty Leshar of Olmsted Township read from a prepared statement voicing her opinion with respect to the Modification of Restrictions for Fairview Park and Abode. Ms. Leshar's comments can be heard in their entirety by accessing the "About Us" section of Cleveland Metroparks website under "Board Meetings/Board Meeting Archives."

APPROVAL OF MINUTES.

No. 13-12-183: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to approve the minutes from the Regular Meeting of November 26, 2013, 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.

FINANCIAL REPORT.

Chief Financial Officer, David J. Kuntz, presented a Comparative Summary of Revenues & Expenditures 2013 vs. 2012 Year-To-Date, for the Month Ended November 30, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **76973** to **76975** and they were filed for audit.

ACTION ITEMS.

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

Theodora M. Graham, Senior Visitor Services Specialist

Theodora ("Thea") Graham has served Cleveland Metroparks for more than 15 years utilizing her knowledge, skills and abilities as a Receptionist, Visitor Services Assistant, and Senior Visitor Services Specialist. Thea has created more than 10,000 permits as she used her knowledge of Cleveland Metroparks and her excellent customer service skills to assist callers in reserving Park District facilities for family, corporate and church events, as well as special-use permits. Through her excellent attention to detail, Thea has proofed the Emerald Necklace publication, produced comprehensive driving directions to all park reservations, and used her experience and abilities to provide organizational support for Visitor Services staff. Thea was the "voice of Cleveland Metroparks" as she created, recorded and updated the automated switchboard and on-hold messages for the Administrative Offices. She was an integral team member who assisted with the implementation of the CLASS reservation system. Thea served on the Charity Choice Campaign Committee for 9 years, and created a cookbook that featured employee and volunteer recipes that raised additional funding for the Cleveland Foodbank. Thea has been a valued asset to Cleveland Metroparks, and the products of her labor have been appreciated and will not be forgotten.

Edward R. McElhiney, Grounds Maintenance

Edward McElhiney has served Cleveland Metroparks for more than 18 years utilizing his knowledge, skills and abilities as a Seasonal Laborer, Golf Specialist, Handyperson, Senior Handyperson, Senior Service Worker and Grounds Maintenance employee. Prior to his 18 years of service, Edward served for four summers as a seasonal employee. During his employment Edward used his knowledge and skills to maintain tees, fairways, greens, all purpose trails, facilities and parkways. He has assisted with numerous improvements and initiatives which include repair and replacement of irrigation systems, reconstruction of greens, aeration of greens and tees, spin grinding of bed knives and reels, park maintenance, and was responsible for snow plowing roadways and parking lots. Edward also served on the CMEA Safety Committee, and was commended for minimal sick leave usage. Edward's has been a valued asset to the Park District, and the products of his labor have been appreciated and will not be forgotten.

ACTION ITEMS (cont.)**Jeffrey D. Polcen, Animal Keeper**

Jeffrey Polcen has served Cleveland Metroparks for more than 30 years utilizing his knowledge, skills and abilities as a Seasonal Laborer, Hostler, Lead Animal Keeper, and Animal Keeper. As an Animal Keeper, Jeff has provided animals with excellent exhibits, care and enrichment. He has made valuable contributions in animal care with this extensive knowledge of giraffes, zebras, slender-horned gazelles, and bonteboks, and served as a committee member of the project committee for the Sarah Allison Steffee Center for Zoological Medicine and the expansion of the Africa Barn. Jeff used his skills to educate the public when he participated with Zoo Education's Night Tracks program, provided behind-the-scenes tours, and assisted with educational and marketing events which put the Zoo in a positive light. He also served as Vice President of the American Association of Zoo Keepers, as a member of the Animal Welfare Committee and Zoo Safety Committee, and as a mentor with the Park Pathways Intern Partnership (PPIP) where he was committed to the success of the students from the Washington Park Environmental Studies Academy who participated in the program. Jeff has been a valued asset to Cleveland Metroparks Zoo, and the products of his labor have been appreciated and will not be forgotten.

Frank A. Staszak, Technician

Frank Staszak has served Cleveland Metroparks for more than 22 years utilizing his knowledge, skills and abilities as a Technician and Lead Technician at Mastick Woods Golf Course, and Technician at Rocky River Reservation. Frank used his knowledge, skills and abilities to maintain tees, fairways, greens and turf equipment, repair roadways and bridges, and pave all-purpose trails. He has been involved in numerous renovation projects during his career such as installation and repair of irrigation systems, landscaping improvements, equipment repair, aeration and reseeding of baseball diamonds and the riding arena, and was responsible for plowing roadways and parking lots. Through continuous learning opportunities, Frank was able to utilize acquired skills to repair small engines and address electrical concerns. Frank assisted with the renovation at Big Met Golf Course and was designated as the Lead Technician at Mastick Woods Golf Course. He has been recognized by letters of commendation for his dedication and minimal use of sick hours and for a lifesaving event of a park patron. Frank has been a valued asset to Cleveland Metroparks, and the products of his labor have been appreciated and will not be forgotten.

No. 13-12-184:

It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to recognize Theodora M. Graham, Edward R. McElhiney, Jeffrey D. Polcen, and Frank A. Staszak for their years of service to Cleveland Metroparks and the greater Cleveland community by adopting the Resolutions found on pages **96976** through **96979**.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)**(b) 2013 Budget Adjustment No. 4**

(Originating Sources: David J. Kuntz, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)

Two types of 2013 budget adjustments are requested for Board approval:

Type I: Transfers, listed on pages **96980** to **96990**. Represents transfers with **NO NET INCREASE/DECREASE** to the 2013 operating and/or restricted funds budgets.

Type II: Appropriations, none.

No. 13-12-185:

It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to approve the 2013 Budget Adjustment No. 4 for "Type I: Transfers," for **NO OPERATING OR RESTRICTED FUND INCREASE/DECREASE** as listed on pages **96980** to **96990**.

Vote on the motion was as follows:

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

Nays: None.

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

(Originating Sources: Christopher W. Kuhar, Zoo Director/Elizabeth Fowler, Executive Director, Cleveland Zoological Society)

Background

The Cleveland Zoological Society generates philanthropic support for Cleveland Metroparks Zoo and shares the same mission: *We create compelling experiences that connect people with wildlife and inspire personal responsibility for conserving the natural world.* Between 1998 and 2012, the Zoological Society and Cleveland Metroparks worked together under an operating agreement which provided the Zoo with operating support equal to 70% of the revenue received from the general membership program (memberships at \$125 and below). On average this agreement provided \$1.79 million to Cleveland Metroparks.

Zoological Society membership programs around the country are costly to operate and in order to operate the membership program of the Cleveland Zoological Society, they must use funds other than general membership funds to meet the requirements of the agreement. The Zoo Society has been effective in working with foundations, corporations and other donors when they explain that funds they raise are for the Zoo's education, animal care and conservation programs, even though from an accounting point of view the operating agreement funds go into the Zoo's general revenue which in turn partially offsets the Zoo's cost of these programs.

ACTION ITEMS (cont.)

In 2013, an amendment to the operating agreement was reached whereby the annual commitment from the Zoo Society was increased to an amount equivalent to 72% of the revenue from the general membership program. It was divided such that 65% went to the Cleveland Metroparks general fund and 7% went to a restricted fund for education programs and animal feed. With three weeks remaining in the calendar year, the adjusted agreement is projected to provide \$1,960,878 in revenue to Cleveland Metroparks. This is an increase of \$54,700 in revenue over the previous 70% agreement. This is higher than the \$25,000 increase that was estimated when the agreement was reached.

Additionally, with this modified agreement the Cleveland Zoological Society was able to invest additional dollars into their operation, creating an optimal scenario for both organizations.

Proposal for a One-Year Extension to the Operating Agreement

Based on these results, the 2013 agreement is viewed as a success for both organizations. A continuation of the agreement in 2014 would allow Cleveland Metroparks to continue to receive greater revenue over the previous 70% agreement. Additionally, the Cleveland Zoological Society will be able to continue to make a clear case that they are raising funds for conservation, education and animal care and welfare. This agreement will not change the Zoo Society's efforts to raise additional funds for education, conservation and animal care and welfare programs that augment the Zoo's existing budget, such as elevated feeders for elephants, major veterinary equipment, field conservation programs, the on-line resource center, etc.

It is proposed that the 2013 agreement be renewed, whereby 65% of the revenue from the general membership program be directed to the Cleveland Metroparks general fund and 7% goes to a restricted fund for education programs and animal feed.

Ms. Virginia Benjamin, President of the Cleveland Zoo Society, was in attendance to address the Board.

No. 13-12-186:

It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to amend the 1998 Operating Agreement between Cleveland Metroparks and the Cleveland Zoological Society for 2014, in a form approved by the Chief Legal and Ethics Officer, whereby the Zoo Society will, during that year, guarantee general operation support of an amount equal to 65% of their revenue from the general membership program be directed to Cleveland Metroparks general fund, with 7% going to a restricted fund for education programs and animal feed.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)**(d) RFP #5931: Operation of Rocky River Stables Concession**

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Joseph V. Roszak, Chief Operating Officer/David J. Kuntz, Chief Financial Officer)

Background

The Rocky River Stables, Rocky River Reservation, include an indoor arena, heated viewing room attached to arena, tack rooms, wash racks, storage rooms, offices, employee's apartment, lounge, and three outdoor training rings. The stable is located in the park system and directly connected to bridle trails along the Emerald Necklace.

Margaret McElhany, Valley Riding, Inc., operates the Rocky River Stables in Rocky River Reservation, and has been the stables manager since 1985. The current concession agreement for Rocky River Stables was for a three (3) year term expiring December 31, 2013; with a total capital improvement commitment to Cleveland Metroparks over the term of the agreement in the amount \$5,000.00.

A Request for Proposals went out for operation of the stables on September 6, 2013. One proposal from the current operator, **Valley Riding, Inc. c/o Margaret McElhany, President**, was received for the Rocky River Stables operations for calendar years 2014, 2015, and 2016. The proposal is summarized as follows:

	<u>Valley Riding, Inc.</u>
<i>Year 1 Annual Remittance</i>	\$2,500
<i>Year 2 Annual Remittance</i>	\$2,500
<i>Year 3 Annual Remittance</i>	\$2,500
<i>Capital Investment</i>	2014=\$3,000* 2015 = \$2,500* 2016 = \$2,500* *capital expenditures to be utilized toward property improvement needs as initiated by Valley Riding with the approval of Cleveland Metroparks.
<i>Total Value to Cleveland Metroparks</i>	\$15,500, three years

In review of the single proposal, Cleveland Metroparks staff is recommending Valley Riding, Inc. as the stables concessionaire for Rocky River Stables for the following reasons:

- Background, experience, and professional capability are very strong. Margaret McElhany has operated the Rocky River Stables Concession for almost 25 years.
- Values to park patrons include Therapeutic Riding Program, English Horseback Style Riding Lessons, Horse Shows, and Special Event/Tour.
- Demonstrates a strong commitment to Cleveland Metroparks, its mission and the concession operations.

Ms. Margaret McElhany of Valley Riding, Inc. was in attendance to address the Board.

ACTION ITEMS (cont.)

No. 13-12-187: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Valley Riding, Inc. c/o Margaret McElhany, President**, for its proposal, as summarized above and maintained in the bid/proposal file for RFP #5931, for the stable and livery operations at the Rocky River Stables Concession, for a three (3) year period from January 1, 2014 through December 31, 2016 with a **total rent remittance to Cleveland Metroparks of \$7,500.00 and a total of \$8,000.00 for capital investments**, with the option to extend the Agreement for additional terms for a total of up to three (3) years (i.e., through December 31, 2019).

Vote on the motion was as follows:

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

Nays: None.

(e) ***Termination of Lease Agreement East 55th Street Marina-Discovery Dive Charters & Tours, Inc.***

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Joseph V. Roszak, Chief Operating Officer)

Background

On June 4, 2013, Cleveland Metroparks met with all of the owners of ODNR Lease agreements to operate concessions at the Lakefront Parks to discuss the assignment of their contract from the State of Ohio to Cleveland Metroparks. Discovery Dive Charters & Tours, Inc. holds lease agreements for concession operation at both East 55th Street Marina and Wildwood Marina. During this meeting, owners were very clearly informed that Cleveland Metroparks representatives would be closely watching their operations and would be monitoring their compliance with contract terms.

Since June 6, 2013 through the present date, there have been multiple contract violations at East 55th Street Marina, namely:

1. Numerous dates of failing to operate pursuant to the contract operating hours;
2. Multiple complaints received of noncompliance with contract terms:
 - a. Gas dock and pump closed when it should have been open
 - b. Unclean facilities
 - c. Food items on menu not carried
 - d. Food quality is poor
 - e. Service is poor
3. Arrest and conviction of Discovery Dive Charters & Tours, Inc. employee for public indecency while on duty working at the East 55th Marina;

ACTION ITEMS (cont.)

4. Failure to comply with Cleveland Metroparks directives on November 6, 2013 and November 8, 2013 to clean the building in preparation for Cleveland Metroparks winterization of the building. Specifically, the building was left in a filthy and unsafe condition including, but not limited to, grease being left in the fryers, tires stacked in the hallway, moldy food left in the refrigerator, very dirty freezer, electrical panels in the closet are blocked with junk, etc.

Consequently, Cleveland Metroparks Chief Executive Officer is recommending terminating this agreement pursuant to Section 18 of the contract which states, in pertinent part, *“If the Concessionaire... shall fail to maintain adequate standards in providing service required by this Lease, or in any manner shall fail to provide adequate service to the public,” the Cleveland Metroparks shall have the right to immediately reenter and take possession of the Property and declare this lease to be terminated.*

No. 13-12-188: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer terminate the Lease to operate the East 55th Street Marina at Cleveland Metroparks Lakefront Park by and between The State of Ohio and Discovery Dive Charters & Tours, Inc. which had been assigned to the Board of Park Commissioners of the Cleveland Metropolitan Park District on June 6, 2013.

Vote on the motion was as follows:

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

Nays: None.

- (f) ***RFP #5933: Operation of Wildwood Marina Concession***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Joseph V. Roszak, Chief Operating Officer)

Background

Wildwood Marina is a full-service marina located at Wildwood Park in the Euclid Creek Reservation. It includes areas for food service, bait and merchandise sales, an exterior covered dining area, one gas service dock, a minimum of twenty dock spaces for seasonal dock rental, rental boats, courtesy dockage, and transient dockage. Cleveland Metroparks proposes to grant an initial concession agreement for three (3) years from January 1, 2014, through December 31, 2016, for the operation at the Wildwood Marina Concession. The concession agreement would include the potential for renewals of additional term(s); maximum of three (3) years.

One proposal from the current operator, **Discovery Dive Charters & Tours, Inc. c/o Vitas Kijauskas, Owner**, was received for the Wildwood Marina Concession operations for January 1, 2014 through December 31, 2016. The proposal is summarized as follows:

ACTION ITEMS (cont.)

	<u>Discovery Dive Charters & Tour, Inc.</u>
<i>Year 1 Annual Remittance</i>	\$15,000
<i>Year 2 Annual Remittance</i>	\$15,000
<i>Year 3 Annual Remittance</i>	\$15,000
<i>Capital Investment</i>	2014 = \$6,000* 2015 = \$6,000* 2016 = \$6,000* *capital expenditures to be utilized toward property improvement needs as discussed and approved by of Cleveland Metroparks.
<i>Total Value to Cleveland Metroparks</i>	\$63,000 over three years

In review of the single proposal, Cleveland Metroparks staff is recommending Discovery Dive Charters & Tours, Inc. as the marina and food concessionaire for Wildwood Marina for the following reasons:

- Background and experience are stable. Vitas Kijauskas has operated the Wildwood Marina Concession for the past 14 years; offering sightseeing, dive, and fishing charter services for the public's enjoyment, and he has developed a constituency that he serves.
- Amount and timetable for proposed capital investment is appropriate.
- Articulates a strong commitment to Wildwood Park and the concession operations at this location.

No. 13-12-189:

It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Discovery Dive Charters & Tours, Inc.**, for its proposal, as summarized above and maintained in the bid/proposal file for RFP #5933, for the Marina and Food Operations Concession at Wildwood Park, for a three (3) year period from January 1, 2014 through December 31, 2016, with a **total rent remittance to Cleveland Metroparks of \$45,000.00, and a total of \$18,000.00 for capital investments**, with the option to extend the Agreement for additional terms for a total of up to three (3) years at the sole discretion of Cleveland Metroparks, (i.e., through December 31, 2019).

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

- (g) ***2014 Workers Compensation – Third Party Administration***
(Originating Sources: Christina Anderson, Risk Management Specialist/Thomas R. Coles, Director of Risk Management)

Background:

On November 18, 2010, the Board approved the selection of K.K.S.G. and Associates as the Park District's Workers' Compensation Third Party Administrator (TPA) for a two year period beginning January 1, 2011 through December 31, 2012 at an annual cost of \$17,500 with an option for Cleveland Metroparks to extend the agreement for two additional one year periods (2013 and 2014) at an annual cost of \$18,500. On December 20, 2012 the Board approved to extend the agreement for a one-year period from January 1, 2013 through December 31, 2013.

KKSG has been the Park District's Third Party Administrator since January 1, 2001 and works closely with Cleveland Metroparks Risk Management staff on workers' compensations claims management, hearing representation, financial analysis and forecasting of the Park District's retrospectively rated program.

Noteworthy Performance:

Throughout 2012-2013, KKSG has proactively worked with staff and the Park District's Managed Care Organization, Careworks, in a cooperative effort to minimize Park District workers' compensation cost exposure. Noteworthy efforts include:

- Cost saving efforts through the Ohio Bureau of Workers' Compensation handicap reimbursement program during the past two contract years has achieved not less than \$36,355 in rate adjustment credits.
- Directly related to the recovery efforts noted above, K.K.S.G. recovered an estimated additional refund/credit of \$83,921.

K.K.S.G. continues to provide valuable assistance with representation at hearings before the Industrial Commission of Ohio (164 hearings from January 1, 2011 through November 5, 2013).

K.K.S.G. has an established record with Cleveland Metroparks of prompt claim handling, early intervention and problem solving on difficult claims and immediate action and response to requested tasks, and the company has a familiarity with the various aspects of Cleveland Metroparks operation, personnel, and jobs.

Risk Management Specialist Christina Anderson and Risk Manager Tom Coles were both in attendance to address the Board.

ACTION ITEMS (cont.)

No. 13-12-190: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to enter into an agreement with K.K.S.G. and Associates to extend the agreement with KKSG & Associates, Inc. as the Park District's Workers' Compensation Third Party Administrator for a one-year period from January 1, 2014 through December 31, 2014 at an annual cost of \$18,500.

Vote on the motion was as follows:

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

Nays: None.

- (h) ***Amendment to Resolution No. 12-11-203: Modification of Restrictions – Fairview Park and Abode, Modern Lifestyle Developers, Rocky River Reservation***
(Originating Sources: Richard J. Kerber, Chief of Planning & Design/Rosalina M. Fini, Chief Legal & Ethics Officer/Donna L. Studniarz, Director of Strategic Initiatives)

Note: President Berry recused herself from the discussion of this matter.

Background

On November 14, 2012, the Board of Park Commissioners of the Cleveland Metropolitan Park District (Board) heard from Fairview Park Mayor Eileen Ann Patton requesting modifications to the Cleveland Metroparks' easement that restricts the use of the land, located on Lorain Avenue, which is proposed to be used by developer Andrew Brickman of Abode, Modern Lifestyle Developers (Abode) for a high-end condominium project overlooking the Rocky River Reservation. The City of Fairview Park strongly advocated that Cleveland Metroparks grant Abode's requests to aid in its efforts as an "older first ring suburb of Cleveland" trying to survive the "most challenging financial times for all municipalities since the 1930's," "while experiencing some of the enormous cuts from Columbus and the elimination of \$800,000.00 in income tax due to the loss of employment at NASA Glenn." Abode's project at that time was estimated to generate approximately \$268,000.00 per annum for the City of Fairview Park.

In Resolution No. 12-11-203, the Board approved the following narrow and specific action:

1. The modification of the original restrictions contained in the easement recorded on June 27, 1924 in Volume 3112, Page: 206 – 208 to be replaced by modified restrictions whereby:
 - a. no more than 530 square feet of encroachment will be permitted within the 20' set-back zone on Abode property as detailed on the Abode "Townhouse Concept "C" Revised October 19, 2012" and submitted to Cleveland Metroparks on October 23, 2012;

ACTION ITEMS (cont.)

- b. Amend the easement to add further clarification that Cleveland Metroparks shall not be responsible for and shall not financially contribute to any necessary work related to slope stability issues that may arise as a result of Abode's condominium project, including but not limited to, assist Abode or any of Abode's successors, assigns, agents, future owners, etc.
2. That Cleveland Metroparks staff will express its concern to Fairview Park with respect to the slope stability issues and any variance from the rear set-back requirements.
3. That Abode shall provide \$17,700.00 to Cleveland Metroparks to replace the trees removed from the Abode site and to be planted at the Rocky River Reservation.
4. That Abode may engage in a one-time removal of up to 177 trees on Permanent Parcel Nos. 323-05-003 and as approved by Cleveland Metroparks staff; however, Abode shall not be permitted to remove any trees from any adjacent Cleveland Metroparks owned property. Abode shall have a survey completed to identify property boundaries.
5. That a recordable agreement be prepared between Abode and Cleveland Metroparks to formalize the restriction modifications and all terms of this Board Action in a form approved by the Law Director.

Abode has acquired another parcel adjacent to the western boundary of the original development. At this time, after further exploration and evaluation of the proposed site, Abode has modified the site plan for development. Abode's revised project is now estimated to generate approximately \$316,800 per annum for the City of Fairview Park. Abode's revised site plan is attached as Exhibit A on page **76991**.

Since this is a change from the site plan approved by the Board, entitled "Townhouse Concept 'C' Revised October 19, 2012" and submitted to Cleveland Metroparks on October 23, 2012, the revised site plan would not be permitted to move forward without the Board approving this modified plan. This revised site plan includes 36 residences with 597 square feet of building footprint plus an additional 380 square feet of elevated decks and canopies for a total of 977 square feet of encroachment in the 20' set-back zone, instead of 530 square feet encroachment. Abode is requesting no other changes to Resolution No. 12-11-203.

After receiving notice of Abode's request for multiple variances from the City of Fairview Park for its revised plan, pursuant to the Board's direction in Resolution No. 12.-11-203 and in addition to Cleveland Metroparks communication dated May 23, 2013, Cleveland Metroparks sent additional written communication on December 6, 2013 to the City to express the Board's concern with respect to slope stability issues and any variances from the rear set-back requirements. However, on December 9, 2013, the City of Fairview Park approved the multiple zoning variances for the project which include, but are not limited to, front, side and rear setback variances.

ACTION ITEMS (cont.)

Cleveland Metroparks staff has reviewed the revised request from Abode and finds that the incremental change in the permitted encroachment will not result in a material change to the impact on the park or park users.

Mr. Andrew Brickman was present from Abode, as well as Mr. Rob Berner, the Service Director for the City of Fairview Park. Commissioners Rinker and Moore asked a variety of questions in an effort to better understand the impact of this project on Cleveland Metroparks property. Commissioner Rinker requested that Mr. Brickman and the City of Fairview do more research related to the slope area that they are proposing to encroach upon, as well as any potential liability that might be created for Cleveland Metroparks. The Board chose to table this matter pending the results of the research requested.

No. 13-12-191: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, **to table** the request for only one amendment to Resolution No. 12-11-203, which allowed the modification of the original restrictions contained in the easement recorded on June 27, 1924 in Volume 3112, Page: 206 – 208 to be replaced by modified restrictions, to permit no more than 977 square feet of encroachment within the 20' set-back zone as detailed on the Abode site plan, attached as Exhibit A on page **76992**, or as that plan appears in a substantially similar form. All other provisions of Resolution No. 12-11-203 remain in full force and effect.

Vote on the motion was as follows:

Ayes: Messrs. Moore and Rinker.
Recused from the vote: Ms. Berry
Nays: None.

- (i) ***Amendment to Easement – Acacia Development Co., Ltd. – Acacia Reservation***
(Originating Sources: Richard Kerber, Chief of Planning & Design; and Rose Fini, Chief Legal & Ethics Officer)

Background

On December 6, 2012, Cleveland Metroparks acquired the 155-acre Acacia Reservation upon which a pond is situated at the northeast corner, as noted in the attached Exhibit A on page **76993**. This pond serves as a critical component of the storm water management system for the residential development project known as the Acacia Country Club Estates, under development by Acacia Development Co., Ltd. (Development Co.). This pond also served to meet irrigation needs of the former Acacia Country Club.

ACTION ITEMS (cont.)

During the land transaction in which the Acacia Country Club sold part of its land to the Development Co., an Easement Agreement to address the uses of the pond was negotiated and recorded between the parties. At this time, Cleveland Metroparks stands in the place of the Acacia Country Club and possesses a Pond Easement over certain adjacent parcels of land which are a part of the Acacia Country Club Estates. Certain provisions of the Pond Easement allow Cleveland Metroparks to gain vehicular or pedestrian access to the pond. These provisions prohibit the Development Co. from erecting any “dock or other improvements within the pond easement areas.”

Development Co. respects the concept of the easement restrictions, but is requesting a modification to the easement which would allow “ancillary residential improvements” within the Pond Easement area so that future homeowners may be able to build a patio, deck or other landscaping while not impeding Cleveland Metroparks ability to gain vehicular or pedestrian access to the pond.

Cleveland Metroparks staff has met with Development Co., conducted site visits and have carefully studied the request and, therefore, make the following recommendation below.

No. 13-12-192: It was moved by Vice President Rinker, seconded by Vice President Moore and carried:

- A. That the Board of Park Commissioners of the Cleveland Metropolitan Park District agree to amend Section 2I the Easement Agreement dated August 19, 2005, which was filed for record in Cuyahoga County, Ohio on October 20, 2005 and known as Instrument Number 200510200913, in the following manner:
1. Continue to not allow Development Co. to erect any dock, residential structure or other improvements within the Pond Easement area unless as otherwise specified below;
 2. Allow Development Co. to erect ancillary residential improvements such as (i) decks, (ii) patios and (iii) landscaping located immediately adjacent to such permitted ancillary residential improvements within the Pond Easement area, as long as the following conditions are met:
 - a. The ancillary residential improvements located within the Pond Easement area are attached directly to the residential structure constructed on each of the Sub-lots;
 - b. No ancillary residential improvements shall be located within ten (10) feet of the area designated as the pond’s high water mark, in order to permit Cleveland Metroparks vehicular and pedestrian ingress and egress to the pond;

ACTION ITEMS (cont.)

- c. The pond's usage as a component of the storm water management system will be under the jurisdiction of the Development Co. pursuant to the terms of the original Storm Water Management Permit issued by the City of Lyndhurst;
- d. Except for the ancillary residential improvements and the related landscaping located immediately adjacent thereto, the remainder of the Pond Easement area on each of the Sub-lots shall remain in a natural, undeveloped condition; and
- e. Cleveland Metroparks shall retain the right to use the pond for irrigation subject to the original easement.

- B. That an recordable agreement be prepared between Development Co. and Cleveland Metroparks to formalize the amendment to the Easement Agreement and all terms of this Board Action in a form approved by the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

(j) ***Resolution Accepting Ohio Department of Natural Resources Boating Safety Education Grant***

(Originating Sources: Wendy Weirich, Director of Outdoor Education/Dana Smith, Outdoor Recreation Manager/Jennifer McAnlis-Harvey, Grants Specialist)

Cleveland Metroparks will receive \$28,529 to continue existing boating and paddling education programs along Lake Erie and inland lakes. Cleveland Metroparks cost share for the grant is \$9,510, (25% of the grant program budget), to be paid as in-kind salaries and fringe benefits for existing program staff. The grant funds will be used to purchase personal floatation devices (PFDs)/life jackets and 10 stand up paddleboards; provide training for new volunteers; and provide replacement parts for equipment purchased through previous grants.

It is required by the Ohio Department of Natural Resources to provide for proof of agency by means of a resolution authorizing the political subdivision to enter into an agreement with the Ohio Department of Natural Resources Division of Watercraft for the grant program.

ACTION ITEMS (cont.)

No. 13-12-193: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to accept the above-described funding from the Ohio Department of Natural Resources Division of Watercraft, 2014 Boating Safety Education Grant Program, in the amount of \$28,529; further, that the Board authorize the Chief Executive Officer to execute an assistance agreement with the Ohio Department of Natural Resources Division of Watercraft, and supplemental instruments related thereto, if any, in a form acceptable, by the Chief Legal & Ethics Officer. Furthermore, in conjunction therewith, that the Board authorize the resolution on page **76994**.

Vote on the motion was as follows:

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

Nays: None.

- (k) ***Surplus Equipment – Acacia Executive Wood Lockers, Light Fixtures, Vanities, Mirrors, and Benches***
(*Originating Sources: Michael Wegas, Fleet Manager/Ronald D. Ciancutti, Director of Procurement*)

Background

GovDeals is an online clearing house for government surplus property. It provides a means for government agencies to post items for sale and for potential buyers to bid upon these surplus items via an internet-based auction system. Surplus items are available for bidding for no less than 15 days. Cleveland Metroparks has found the relationship with GovDeals to be positive and beneficial.

Method:

Surplus items are authorized in writing by the respective department director and the Chief Executive Officer prior to internet auction for items with an anticipated value less than \$10,000. **Board approval is required for items with an anticipated value of \$10,000 or more.**

Bidding Process

Subsequent to the acquisition of Acacia Country Club (now Acacia Reservation) it was determined by Cleveland Metroparks staff and concessionaire (Dino's Catering) that the 373 executive cherry-wood lockers, 23 benches, 56 light fixtures, 6 mirrored vanities, 4 end panels, 3 half panels, 28 corner panels, 5 large mirrors and crown molding located in the men's and women's locker room would be unnecessary as the room was repurposed by Cleveland Metroparks. Therefore the entire lot of lockers and peripherals listed above were then placed on GovDeals and the highest bidder was LaPine Truck Sales and Equipment for \$41,500.

ACTION ITEMS (cont.)

No. 13-12-194: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to ratify the sale of Acacia Executive Wood Lockers, Light Fixtures, Vanities, Mirrors, and Benches via Gov Deals to LaPine Truck Sales and Equipment for the lump sum payment of \$41,500 (pending LaPine's acquisition of permit and insurance coverage) to Cleveland Metroparks.

Vote on the motion was as follows:

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

Nays: None.

(1) ***Authorization of 2014 Performance Merit Wage Adjustments for Non-Union Staff***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Harold G. Harrison, Chief Human Resources Officer)

It is recommended that the Board of Park Commissioners approve a 3.00% aggregate performance merit adjustment in 2014. Performance merit wage adjustments are based on the forced distribution evaluation method. The total cost to implement the adjustments for the 357 non-union employees (214 full-time and 143 part-time) is ±\$478,850.

The State of Ohio minimum wage will increase 10 cents per hour, from \$7.85 to \$7.95 per hour, effective January 1, 2014, which is reflected in the 2014 Seasonal and Intern Wage Structure.

In 2014, the Human Resources Department will oversee a comprehensive compensation study aimed at analyzing the part-time differential, salary grades and market wage data. The last full compensation study was completed in 1998.

No. 13-12-195: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, as follows:

To authorize a 3.00% aggregate performance merit adjustment in 2014 for all full-time and part-time non-union employees hired on or before August 31, 2013;

To authorize an increase to the Seasonal and Intern Wage Structure to comply with the 2014 Ohio minimum wage adjustment of \$7.95, effective January 1, 2014;

To authorize Cleveland Metroparks Chief Executive Officer's salary at \$178,000 and OPERS pick up pursuant to the direction of the Board of Park Commissioners President, effective December 19, 2013; and

ACTION ITEMS (cont.)

Further, to authorize Cleveland Metroparks Chief Financial Officer's salary at \$130,000, effective December 19, 2013.

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS:

Note: Vice President Rinker abstained from the vote related to this item.

No. 13-12-196:

It was moved by Vice President Moore, seconded by President Berry and carried, to authorize the following bid awards:

Bid #5950: Janitorial and Carpet Cleaning Services (see page 76953);

Co-Op #5951: Five New 2014 Compact 7-Passenger Mini Vans (see page 76955);

Co-Op #5952: Three New Jacobsen Model R311T Rotary Wide Area Mowers (see page 76956);

Co-Op #5953: One New Toro Model 4000-D Groundsmaster Mower (see page 76957);

Co-Op #5954: One New Farber Model MH38-V10 Mobile Education Vehicle (see page 76958);

Sole Source #5955: Estimated 2014 Postage (see page 76959);

Sole Source #5956: One Demo John Deere Model 180G Hydraulic Excavator (see page 76960);

Sole Source #5957: 2014 AT&T/Nortel Telephone System Maintenance (see page 76961); and

Commodities Usage Report:

- **Bid #5889: Asphaltic Concrete (see page 76963).**

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Abstained: Mr. Rinker

Nays: None.

AWARD OF BIDS (cont.):

BID #5950 SUMMARY: **JANITORIAL and CARPET CLEANING SERVICES** at various locations for a one-year period beginning January 1, 2014 extending through December 31, 2014 with option to extend for a 2nd year (2015).



---- HIGHLIGHTS AT A GLANCE ----
<ul style="list-style-type: none"> ● 2013 Expenditure - \$16,992 janitorial plus \$2,432 carpet cleaning = \$19,424
<ul style="list-style-type: none"> ● 2014 Estimate - \$16,848 janitorial plus \$4,200 carpet cleaning = \$21,048

This bid requires the successful bidder(s) to perform scheduled, routine janitorial services at Garfield Park Nature Center, the Visual Communications facility in Brecksville, and Washington Golf Learning Center. "As needed" carpet cleaning services are specified for the above locations, as well as general service at unit prices to clean carpet in any Cleveland Metroparks facility on an "as needed" basis.

Janitorial Services

The total cost of janitorial cleaning services in the 2013 contract was \$1,416 per month. The 2014 total is \$1,404 per month reflecting a decrease in cost of \$12 per month for all three locations.

Carpet Cleaning Services

Carpet Cleaning formerly cost \$.075 per square foot, with an \$85 minimum charge. The low quote received for Bid #5950 is \$.09 per square foot with a \$99 minimum charge per cleaning. In 2013, less than \$2,432 was expended for carpet cleaning services. The estimate for 2014 is \$4,200.

BIDDER	VISUAL COMMUNICATIONS	GARFIELD PARK NATURE CENTER	WASHINGTON PARK GOLF LEARNING CENTER	CARPET CLEANING
<u>CleanNet Cleveland</u>	<u>\$460</u>	<u>\$535</u>	<u>\$409</u>	\$0.21 sq. ft./\$150 min.
Any Domestic Work	\$470	\$545	\$395	No Bid
The JandS Group, Inc	\$626	\$500	\$425	\$0.39 sq. ft./\$195 min.
<u>Antonius Brothers</u>	No Bid	No Bid	No Bid	<u>\$.09 Sq. Ft./\$99 min.</u>
Leo's Carpet Cleaning	No Bid	No Bid	No Bid	\$0.10 Sq. Ft./\$99 min.
Jeff's Carpet/upholstery	No Bid	No Bid	No Bid	\$0.12 Sq. Ft./\$75 min.
Rainbow International	No Bid	No Bid	No Bid	\$0.24 sq. ft./\$85 min.

In addition to the above, formal "no bids" were received from Finley & Associates, LTD and Janco Svc.

AWARD OF BIDS (cont.):

Fifty-three (53) invitations to bid were sent out (including fifteen to minority business enterprises) with nine responses being received (1 minority owned business).

Although a slight savings could be realized by means of a split award for janitorial services, the savings for the year is outweighed by the efficiency of selecting one source for janitorial services, i.e. - single payment, single purchase order, etc.

RECOMMENDED ACTION:

That the Board authorize an award of Bid #5950 to the lowest and best bidder(s) as follows:

CleanNet Cleveland for janitorial cleaning services at a **total cost of \$16,848**, and **Antonius Brothers, Inc.** for carpet cleaning services on an "as needed" basis at \$.09 per square foot (\$99 minimum charge per cleaning) for an amount **not to exceed \$4,200**, both for a one year period beginning January 1, 2014 and extending through December 31, 2014 for a **total cost not to exceed \$21,048** with **an option to extend for a second year**, based on positive staff recommendation of work and vendor's ability to hold prices. In the event these vendors cannot satisfy the bid, the award will be given to the 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. 13-12-196 on Page 76952)

AWARD OF BIDS (cont.):

CO-OP #5951 SUMMARY: FIVE (5) NEW 2014 COMPACT SEVEN PASSENGER MINI VANS (4 Replacements, 1 New Addition)

DESIGNATION	Garfield Park Outdoor Education Information Systems Naturetracks Visitor Services Hinckley Management (New Addition),
NEW UNIT BASE COST	\$20,465.00 ea.
Additional Set of Keys	\$35.00 ea.
30 Day Tag	\$18.50 ea.
Delivery to Cleveland	\$98.25 ea.
TOTAL COST (with delivery)	\$103,083.75
PURPOSE - use of vehicle	These units will be used to transport staff and/or equipment.
COMPARATIVE UNIT	The most recent purchase of the identical vehicle was in March of 2009 at a base price of \$19,899. The recommended unit reflects an increase of 8% over the 2009 model.

The replaced units will go to on-line auction or replace units of lesser value that will go to on-line auction.

RECOMMENDED ACTION:

That the Board approve the purchase of Five (5) New 2014 Dodge Grand Caravans Model RTKH53 Passenger Vans, equipped as specified in the above summary, from **Key Chrysler for a total cost of \$103,083.75** in full utilization of the Ohio Cooperative Purchasing Program.

	<u>EXPENDITURES</u>			<u>NUMBER OF PIECES</u>			Number that are	
	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>New</u>	<u>Replaced</u>
2009 total	\$342,748	\$132,662	\$475,410	14	7	21	5	16
2010 total	\$466,486	\$128,777	\$595,263	18	5	23	5	18
2011 total	\$338,893	\$174,525	\$513,418	14	7	21	6	15
2012 total	\$360,032	\$36,578	\$396,610	12	2	14	2	12
2013 y-t-d	\$366,841	\$377,784.	\$744,625	16	7	23	14	9

(See Approval of this Item by Resolution No. No. 13-12-196 on Page 76952)

AWARD OF BIDS (cont.):

CO-OP #5952 SUMMARY: THREE (3) NEW CURRENT MODEL JACOBSEN MODEL R311T ROTARY WIDE AREA MOWERS (New Additions)

DESIGNATION	North Chagrin Reservation Bedford Reservation Mill Stream Run Reservation
UNIT(S) REPLACED	New additions to the fleet
Mileage and Condition	N/A
NEW UNIT BASE COST	\$50,609.25 ea.
Delivery to Cleveland	included
<u>TOTAL COST (with delivery)</u>	\$151,827.75
PURPOSE - use of vehicle	These units will be used to mow wide areas located in their respective reservations.
COMPARATIVE UNIT	Prior to this year, the most recent purchase of a wide area mower was in August of 2003 (Co-Op #4659) at a base price of \$39,713. The 2013 model represents an increase in cost of 27% over that ten year span.

RECOMMENDED ACTION:

That the Board approve the purchase of Three (3) New Current Model Jacobsen Model R311T wide area Mower, equipped as specified in the above summary, from **Baker Vehicle Systems Inc. for a total cost of \$151,827.75** in full utilization of the Ohio Cooperative Purchasing Program.

	<u>EXPENDITURES</u>			<u>NUMBER OF PIECES</u>			Number that are	
	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>New</u>	<u>Replaced</u>
2009 total	\$342,748	\$132,662	\$475,410	14	7	21	5	16
2010 total	\$466,486	\$128,777	\$595,263	18	5	23	5	18
2011 total	\$338,893	\$174,525	\$513,418	14	7	21	6	15
2012 total	\$360,032	\$36,578	\$396,610	12	2	14	2	12
2013 y-t-d	\$366,841	\$529,612.	\$896,453	16	10	26	17	9

(See Approval of this Item by Resolution No. No. 13-12-196 on Page 76952)

AWARD OF BIDS (cont.):

**CO-OP #5953 SUMMARY: ONE (1) NEW CURRENT MODEL TORO 4000-D
GROUNDMASTER MOWER (New Addition)**

DESIGNATION	Garfield Park Management
UNIT(S) REPLACED	New Addition
Mileage and Condition	N/A
NEW UNIT BASE COST	\$54,580.64
<u>TOTAL COST (with delivery)</u>	\$54,580.64
PURPOSE - use of vehicle	The unit will be used to mow grass areas within Garfield Park Reservation.
COMPARATIVE UNIT	Prior to this year, the most recent purchase of a similar mower was in June of 2011 (Co-Op #5739) at a base price of \$58,047. The 2013 model represents a decrease in cost of 6% compared to the 2011 model.

This unit is “Tier 4 compliant” meaning it meets the most recent EPA pollutant standards

RECOMMENDED ACTION:

That the Board approve the purchase of One (1) New Current Model Toro Model 4000-D Groundsmaster Mower, equipped as specified in the above summary, from **Century Equipment Inc. for a total cost of \$54,580.64** in full utilization of the Ohio Cooperative Purchasing Program.

	<u>EXPENDITURES</u>			<u>NUMBER OF PIECES</u>			Number that are	
	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>New</u>	<u>Replaced</u>
2009 total	\$342,748	\$132,662	\$475,410	14	7	21	5	16
2010 total	\$466,486	\$128,777	\$595,263	18	5	23	5	18
2011 total	\$338,893	\$174,525	\$513,418	14	7	21	6	15
2012 total	\$360,032	\$36,578	\$396,610	12	2	14	2	12
2013 y-t-d	\$366,841	\$584,193	\$951,034	16	11	27	18	9

(See Approval of this Item by Resolution No. 13-12-196 on Page 76952)

AWARD OF BIDS (cont.):

CO-OP #5954 SUMMARY: ONE (1) NEW CURRENT MODEL FABER MODEL MH38-V10

MOBILE EDUCATION VEHICLE (Replacement)

DESIGNATION	Outdoor Education (NatureTracks)
UNIT(S) REPLACED	A 1993 Willard Trailer and a 1999 Ford F-550
Mileage and Condition	Trailer’s frame and interior is failing. Towing truck has 35,000 miles and is in fair condition. It will be repurposed into the current fleet.
NEW UNIT BASE COST	\$266,884.00
TOTAL COST (with delivery)	\$266,884.00
PURPOSE - use of vehicle	The unit will be used by NatureTracks as a mobile classroom and driven to appointed locations throughout Cuyahoga County.
COMPARATIVE UNIT	This is the first purchase of this kind. The original mobile classroom, purchased in 1993 was a custom built trailer pulled by a 2-1/2 ton pickup truck. The new unit is comparable to a customized RV and as such, a comparison to any previous purchase would be inconclusive.

RECOMMENDED ACTION:

That the Board approve the purchase of One (1) New Current Model Faber Model MH38-V10 Mobile Education Vehicle, equipped as specified in the above summary, from **Faber Specialty Vehicles, for a total cost of \$266,884** in full utilization of the Ohio Cooperative Purchasing Program.

	<u>EXPENDITURES</u>			<u>NUMBER OF PIECES</u>			Number that are	
	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>New</u>	<u>Replaced</u>
2009 total	\$342,748	\$132,662	\$475,410	14	7	21	5	16
2010 total	\$466,486	\$128,777	\$595,263	18	5	23	5	18
2011 total	\$338,893	\$174,525	\$513,418	14	7	21	6	15
2012 total	\$360,032	\$36,578	\$396,610	12	2	14	2	12
2013 y-t-d	\$633,725	\$584,193	\$1,217,918	17	11	28	18	10

(See Approval of this Item by Resolution No. 13-12-196 on Page 76952)

AWARD OF BIDS (cont.):

SOLE SOURCE #5955 SUMMARY: **ESTIMATED 2014 POSTAGE** for Presort and First Class mailing from U.S. Postmaster

---- HIGHLIGHTS AT A GLANCE ----
2013 Expenditure -- \$121,800
2014 Estimate -- \$120,300

Cleveland Metroparks currently uses the services of the United States Postmaster for the mailing of both presort and first class mail.

PRESORT MAIL POSTAGE

A total of \$65,000 is estimated for the Park District's 2014 Presort Mail expenses to accommodate the mailing of publications offered by Cleveland Metroparks (primarily the "Emerald Necklace [monthly] Newsletter").

FIRST CLASS POSTAGE

First Class postage for the Park District is estimated at \$54,300 (\$45,000 Administration; \$8,500 Zoo; \$800 Rangers) for 2014. First Class postage is used primarily for outgoing office mail including daily correspondence, bid specifications, vendor payments, news releases and reservation confirmations.

1310 – (Presort Mail) Administration Office	\$ 65,000
1310 – (First Class) Administration Office	45,000
1710 – (First Class) Zoo Administration	8,500
1630 – (First Class) Ranger Department	<u>800</u>
TOTAL BUDGET ALLOCATION	\$120,300

RECOMMENDED ACTION:

That the Board approve **U.S. Postmaster** as a Sole Source supplier of Presort and First Class Postage during 2014, for a total cost not to exceed **\$120,300** as itemized in the Sole Source #5955 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. 13-12-196 on Page 76952)

AWARD OF BIDS (cont.):

SOLE SOURCE #5956 SUMMARY: ONE (1) DEMO MODEL JOHN DEERE 180G HYDRAULIC EXCAVATOR (New Addition)

---- HIGHLIGHTS AT A GLANCE ----
This construction grade excavator will be used by Site Construction Division
This is the first purchase of a “hydraulic” excavator

Cleveland Metroparks Senior Management, Director of Construction and Fleet Manager collectively identified a need for a large construction grade excavator that would be used for planned projects throughout Cleveland Metroparks. The project requirements far exceeded the capacities of any existing equipment currently owned by the Park District.

The Fleet Manager determined units capable of performing the needed functions and used the purchase cost of a *new excavator* based on State of Ohio Cooperative Bid Pricing for a benchmark. Extensive searches were conducted including searches of internet sites such as *The Construction Equipment Guide* and *Equipment Trader Online* for recent model used equipment that would meet anticipated needs for functionality.

SEARCH RESULTS (EQUIPMENT PRICES) AS FOLLOWS:

<u>Bidder/Dealer</u>	<u>Year Make & Model</u>	<u>Hours/condition</u>	<u>Price</u>
<u>Murphy Tractor & Equipment</u>	<u>2013 John Deere Model 180G</u>	<u>211 Engine Hrs.</u>	<u>\$120,000</u>
Nortrax Inc. Tampa, FL	2008 John Deere Model 200D LC	5600 Engine Hrs.	\$105,000
Erb Equipment Fenton, MO	2006 John Deere Model 200C LC	4080 Engine Hrs.	\$112,000
Flint Equipment Asheville, NC	2008 John Deere Model 200D LC	4403 Engine Hrs.	\$115,000
Inversiones, Willdel Miami, FL	2007 John Deere Model 350D LC	Unavailable	\$138,000
RDO Equipment Burnsville, MN	2012 John Deere Model 180G LC	New sold to State of MI in 2012	\$139,748

When purchasing used equipment, an *exact* match of age, engine hours used, etc cannot be located. Each unit is therefore unique in condition. The choice then is defined as a “Sole Source.”

RECOMMENDED ACTION:

That the Board authorize an award to **Murphy Tractor & Equipment, Inc.** (Brunswick, Ohio) as noted above, for a total cost of **\$120,000.**

	<u>EXPENDITURES</u>			<u>NUMBER OF PIECES</u>			<u>Number that are</u>	
	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>New</u>	<u>Replaced</u>
2009 total	\$342,748	\$132,662	\$475,410	14	7	21	5	16
2010 total	\$466,486	\$128,777	\$595,263	18	5	23	5	18
2011 total	\$338,893	\$174,525	\$513,418	14	7	21	6	15
2012 total	\$360,032	\$36,578	\$396,610	12	2	14	2	12
2013 y-t-d	\$633,725	\$704,193	\$1,337,918	17	12	29	19	10

(See Approval of this Item by Resolution No. 13-12-196 on Page 76952)

AWARD OF BIDS (cont.):**SOLE SOURCE #5957 SUMMARY: 2014 AT&T/NORTEL TELEPHONE SYSTEM MAINTENANCE**

<i>--- HIGHLIGHTS AT A GLANCE ---</i>
2013 Expenditures - \$53,380.20
2014 Estimate - \$53,380.20

Background

In December 1999 Cleveland Metroparks awarded the purchase and installation of a telephone system (RFP #3877) to Ameritech (now AT&T) based on the recommendation of telecommunications consultant, Business Technologies Services, Inc. (BTS) (now Telisys). The systems, manufactured by Nortel, have been in place since that time and have performed favorably for Cleveland Metroparks Administrative Offices, Zoo Administration Offices, Cleveland Metroparks Ranger and Park Operations Headquarters, Rocky River Management Center, and the Zoo Hospital and paging system.

The Board last approved the telephone system's maintenance on December 20, 2012, by Resolution No. 12-12-031. The system is serviced by AT&T, which was the sole marketer of Nortel equipment in the Great Lakes region. Due to improvements at the Administrative Offices a new and/or revised system has been discussed and may be proposed in the future. To that end, *should any of the systems referenced below be replaced in 2014 by newer technology or cloud based service, AT&T will not hold Cleveland Metroparks to the costs shown below. They would terminate at the end of the given month.* Full service maintenance provided under agreement with AT&T includes all parts, labor and material costs.

Additionally, AT&T provides for like replacement for irreparable equipment. By comparison, hourly maintenance (without a maintenance agreement) is billed at \$110 per hour with a two-hour minimum and with parts and material billed in addition. AT&T's monthly **maintenance costs have not changed** since their inception.

Therefore, anticipated prices for 2014 are shown below:

<i>AT&T's Large System Monthly Maintenance Costs</i>	<u>Monthly Cost</u>	<u>Months in 2014</u>	<u>Annual Cost</u>
Existing Cleveland Metroparks full service maintenance (including equipment replacement)	\$2,079.04	12	\$24,948.48
Central Communications System maintenance	\$82.80	12	993.60
Call pilot maintenance	\$117.34	12	1,408.08
Equipment for Ranger Headquarters and Park Operations Administration	\$697.16	12	8,365.92
Equipment for Zoo Hospital	\$608.49	12	7,301.88
Zoo Hospital paging equipment	\$7.57	12	90.84
Total Large System maintenance cost for 2014	\$3,592.40	12	\$43,108.80

AWARD OF BIDS (cont.):

Small Stand Alone Nortel Telephone Systems serviced by AT&T as follows:

<u>Location</u>	<u>Division</u>	<u>Monthly</u>	<u>Annual Cost</u>
Visual Communications	1360	\$111.33	\$1,335.96
Mill Stream Management Center	1538	211.70	2,540.40
North Chagrin Nature Center	1552	55.40	664.80
Garfield Park Nature Center	1553	73.83	885.96
Rocky River Nature Center	1555	86.00	1,032.00
Big Met Club House	1562	41.57	498.84
Sleepy Hollow Club House	1566	101.42	1,217.04
Washington Park GLC	1568	51.47	617.64
The Chalet	1572	63.23	758.76
CanalWay Center	1591	60.00	720.00
Total monthly cost collectively		\$855.95	
Annual cost (\$855.95 x 12 months)			\$10,271.40

Annual cost of Cleveland Metroparks Administration, Zoo, Park Ops, Ranger System	\$43,108.80
Annual cost of small stand alone Nortel Telephone Systems	\$10,271.40
Total Recommended	\$53,380.20

RECOMMENDED ACTION:

That the Board award Nortel Telephone System Maintenance, as herein described, to sole source **AT&T**, for a one-year period commencing January 1, 2014 through December 31, 2014 **at a cost of \$53,380.20.**

(See Approval of this Item by Resolution No. 13-12-196 on Page 76952)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 12/19/13)

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>
Ultracold (SU780) Temperature Freezer for storage of serum samples at zoo hospital.	Stirling – A Division of Global Cooling	\$12,877.00	(8)
Various merchandise for resale (October/November).	Universal North, Inc.	\$15,866.43	(4)
8 desktop and 2 laptop computers for North Chagrin Outdoor Education Division. Originally shown to the Board on November 26, 2013 – shown here to add \$180 omitted in error when first reported.	Open Systems of Cleveland	\$12,109.00 <u>\$ 180.00</u> \$12,289.00	(8)
“I Heart Leafman” T-shirts for resale. Originally shown to Board on July 11, 2013. Shown here to increase order for third time as indicated.	MKLR Connections, Inc.	\$16,050.06 \$ 4,335.44 \$10,656.38 <u>\$ 5,801.59</u> \$36,843.47	(8)
Marathon commercial 3-yard compactor for Cleveland Metroparks.	Olympic Compactor Rentals	\$25,537.00	(8)
Increase the award to MSC Industrial Supply Co. from an amount not to exceed \$29,900 to an amount not to exceed \$38,600. This will complete all remaining invoices through September 30, 2013. Originally shown to the Board on July 11, 2013 – Last seen October 11, 2013.	MSC Industrial Supply Co.	\$37,900.00 <u>\$ 700.00</u> \$38,600.00	(8)
One new, never titled, Smithco Model V62 Sweepstar.	Baker Vehicle Systems	\$17,995.00	(2)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Audio/Visual system to be used in the Zoo auditorium.	Sound Com	\$12,937.00	(2)
Annual Renewal of maintenance agreement for accounting software for the period of January 1, 2014 – December 31, 2014.	Aptean, Inc.	\$33,067.41	(3)
Estimate of Tier I, II and III legal services, consultation and expertise for 2013 (increase).	Squire, Sanders and Dempsey Attorneys	\$20,000.00 <u>\$12,000.00</u> \$32,000.00	(6)
Xerox 7220 color copier for Rocky River Nature Center and Xerox 7225 color copier for North Chagrin Nature Center.	ComDoc, Inc.	\$ 4,289.00 <u>\$ 7,305.00</u> \$11,594.00	(2)
Reimbursable expenses for FDL Marine, Inc.	FDL Marine, Inc.	\$12,913.82	(3)
Various merchandise for resale at Nature Shops/Chalet (December).	Universal North, Inc.	\$10,009.48	(4)
Additional expenditures required beyond original encumbrance for employee screening services through January 31, 2013.	AISS, A Sterling Infosystems Company	\$39,700.00 <u>\$ 4,500.00</u> \$44,200.00	(1)
Timers, cabinets, freezer, wash machine and other related items to provide storage, sanitary and safety improvements at zoo in preparation of 2014 AZA accreditation.	Lowe's	\$13,840.92	(2)
9) Field Scout TDR 300 soil moisture meters for Golf Operations.	Spectrum Technologies, Inc.	\$10,276.75	(8)
Drawings and manufacture of Rhino restraint to house scale for weighing.	Livestock and Zoo Equipment	\$18,215.00	(3)

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

- (1) "**BID**" - Advertised twice in *The Plain Dealer* during 15 days preceding bid opening/specific bid invitations sent.
- (2) "**OHIO CO-OP**" - Purchased through the Ohio Cooperative Purchasing Program.
- (3) "**SOLE SOURCE**" - Purchased from specified source as competitive alternatives are not available.
- (4) "**PROPRIETARY**" - Items purchased directly from manufacturer at lowest cost. Bid yields sole source results.
- (5) "**COMPETITIVE QUOTE (up to \$10,000)**" - Originally estimated \$10,000 or less, quoted by three vendors
- (6) "**PROFESSIONAL SERVICES**" - Authorized by discretionary selection of Chief Executive Officer.
- (7) "**ARTICLE 5**" - Per By-laws - Construction projects costing \$50,000 or less may be entered into by Chief Executive Officer.
- (8) "**COMPETITIVE QUOTE (over \$10,000 to \$50,000)**" - Authorized by Chief Executive Officer under Board By-Laws where three written quotes are sought.

CONSTRUCTION CHANGE ORDERS

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>
<i>There are no construction change orders or professional service amendments to report for this period.</i>			

**CLEVELAND METROPARKS CAPITAL IMPROVEMENT PROJECTS
DECEMBER 2013 STATUS REPORT
Projects Estimated Over \$50,000**

Projects Under Construction							
Project	Budget Code	Award Date	Projected Completion Date	% Complete	Original Contract Amount	Change Orders to Date	Contract Total
Zoo Carousel	V13771		April 2014	80%	\$785,200	\$0	\$785,200
Rivergate Site Improvements	Q12001	In-house	May 2014	50%	\$500,000	\$0	\$500,000
Lakefront Management Center (Rangers)	Q13003	10/31/13	Jan 2014	60%	\$154,700	\$0	\$154,700
Zoo Carousel Buildings/Site	V12026	8/15/13	May 2014	20%	\$1,890,000	\$0	\$1,890,000
“Green Street” Improvements Phase 2	P11414	10/10/13	Nov 2013	95%	\$92,242	\$0	\$92,242
Zoo Entry Signs	V12020	10/31/13	Mar 2014	10%	\$46,450	\$0	\$46,450
Total					\$3,468,592	\$ 0	\$3,468,592

Projects Under Design					
Project	Budget Code	Estimated Construction Cost	Design By	Estimated Construction Start	Estimated Completion Date
Mill Creek Connector Trail	L11001	\$1,600,000	In-house	4 th Qtr 2013	3 rd Qtr 2014
Zoo Sewage Pump Replacement	V07008	\$100,000	In-house	3rd Qtr 2013	3 rd Qtr 2013
ADA Doors – RainForest & PCA	V12015	\$55,000	Design/Build	3rd Qtr 2013	3rd Qtr 2013
Edgewater/Shoreway Entrance	Q13003	\$1,000,000	Baker	2 nd Qtr 2014	3 rd Qtr 2014
Rivergate Building Improvements	Q12001	\$1,000,000	In-house	Feb 2014	May 2014
Total		\$3,755,000			

Projects Completed in 2013					
Project	Budget Code	Completion Date	Original Contract Amount	Change Orders	Contract Total
West Creek Site Improvements	P07001, 5418, 5422, 5427	May 2013	\$5,277,882	\$756,238	\$6,034,120
Zoological Society Office Renovations	V12770 V13013	May 2013	\$189,522	\$36,851	\$226,373
Emerald Necklace Marina Dredging	R93003	May 2013	\$57,750 Budgeted		\$48,487 Actual
West Creek “Green Street”	P11414	June 2013	\$109,760	\$0	\$109,760
Cleveland Metroparks Administrative Offices	A10007	July 2013	\$450,000 Budgeted		\$420,000
Parma Heights Trail	G13001	Sep 2013	\$282,835	\$0	\$282,835
Trail Construction	A12003	Nov 2013	In-house		\$92,017
Paving	A11002	Nov 2013	\$805,491	\$298,350	\$1,103,841
Roadway Striping	A97109	Nov 2013	\$81,900	\$0	\$81,900

INFORMATION/BRIEFING ITEMS/POLICY.

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

Sean McDermott, Director of Design Services

Sean McDermott recently began his career with Cleveland Metroparks as the Director of Design Services. He comes to Cleveland Metroparks after most recently being employed with the Zaremba Group, LLC where he served as a Sr. Development Manager. During his employment with Zaremba, Sean managed the planning, entitlement, design and construction of concurrent projects for their self developed shopping centers and program development throughout the United States. He also supervised and coordinated multiple consultants, design professionals and vendors for successful project planning, implementation and completion. Sean holds a Bachelors of Civil Engineering degree from the University of Dayton, a Masters of Urban Planning, Design and Development from Cleveland State University, and is a registered Professional Engineer in the State of Ohio. Sean also is very active in the community and serves on boards and committees in Lakewood, including serving as the President of the Board for LakewoodAlive.

- b. ***Notice of Bidding – Rivergate Building Improvements***
(Originating Sources: Richard Kerber, Chief Design Officer/Stephen Knowles, Architect)

The property at Rivergate came with a former “hospitality building” for the previous marina operation. The 6,600 square foot building included offices, restrooms, a food service area and storage for the marina operation. The basic building construction is slab on grade with a steel and masonry frame and a metal exterior skin and roof. Photographs of the building are on page **76995**. Last year, Cleveland Metroparks Building Trades crews made minor modifications to the building to make it useable for events, meetings and rentals.

The current plan calls for a complete interior and exterior renovation of the building to provide a facility in keeping with Cleveland Metroparks standards of service. A floor plan for the new configuration is on page **76996**. The renovated space will include an updated food service area suitable for indoor and outdoor dining with a code compliant kitchen area, remodeled restrooms, and an area for use by staff for teaching water related activities and storing equipment. In preparation for the remodeling, Building Trades crews are in the process of stripping the interior of partitions, equipment and finishes that will not be reused.

Bidding is expected to begin the first week of January with a bid award at the end of January and a construction start in early February. The goal is to have the facility ready to open to the public by Memorial Day. Updated cost estimates are being prepared based on the final plans, with the budget for the project at approximately \$1,000,000.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)**c. *Innerbelt Project – Tremont “Sideyard”***

(Originating Sources: Richard J. Kerber, Chief Planning and Design Officer/John G. Cardwell, Senior Landscape Architect)

During the Board meeting on December 6, 2012 ODOT’s Jason Wise presented the plans his agency had been preparing for the second, eastbound, Innerbelt Bridge. Mr. Wise identified a unique opportunity for the Tremont community to access a public park on land normally “vacant” due to its close proximity to highway construction. The 1.75 acres of “usable” park was proposed to be constructed by ODOT and include an adjacent 100 car parking lot under the bridges, winding lighted paths, grass and trees and provide space for a playground. This concept had been presented to and approved by the community, stakeholders and the City of Cleveland Planning commission. ODOT suggested an agreement would be appropriate with Cleveland Metroparks for the maintenance of the park.

Since that presentation ODOT, Tremont West and Cleveland Metroparks have met to review opportunities for the park which respond to changes in ODOT’s plans for the second bridge. Two significant changes are the rerouting of West 14th Street from its current location to a new route north of the highway, and relocation of the 50 car parking lot out from under the second bridge. The current proposed “usable” park acreage is now 2.2 acres in addition to the area occupied by the parking lot. ODOT anticipates constructing the park, including earthwork, drainage/stormwater, pathways with associated water crossings and pole lighting, landscaping, water connection, entry plaza, safety cameras, and the 50 car parking lot accessed from Abbey Avenue. The proposed picnic shelter and playground will be Cleveland Metroparks responsibility to provide.

ODOT anticipates the park site will be developed along with the schedule for the bridge with the site becoming available for use September 2016 at the earliest.

d. *New Cleveland Metroparks Gift Card*

(Originating Sources: Chlondra N. Hunter, Accounting Manager/David J. Kuntz, Treasurer)

On November 25, 2013, Cleveland Metroparks was the second government agency to implement gift cards in a nine state region that includes Ohio, Kentucky, Indiana, Tennessee, Michigan, Arkansas, South Carolina, North Carolina and Virginia.

The gift card industry is growing at a rapid rate. \$110 billion was loaded onto gift cards in 2012 and 85% of the United States population participated in some sort of gift card exchange. Gift cards have become the most profitable square foot of selling space in retail. They have also been the number one gift during the holiday season every year since 2007, yet 4-15% of them are never redeemed.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

Gift cards increase sales by attracting new customers to the business. 55% of people who receive a gift card make more than one trip to totally redeem the card, and 61% of the recipients spend an average of 25% more than the original card value.

Cleveland Metroparks Gift Cards are now being sold, redeemed, and reloaded at all 36 Cleveland Metroparks credit card locations. They are the perfect holiday gift! Please visit our website for more information.

e. *Human Resources Information System (HRIS)*
(Originating Source: Harold G. Harrison, Chief Human Resources Officer)

In July 2013, the Human Resources Department convened a human resources information systems (HRIS) exploratory committee to analyze the Park District's networked software systems that drive human resources and payroll. Since 2006, Automatic Data Processing (ADP) has served as the HRIS for Cleveland Metroparks. Currently, the HRIS serves as a storage and organization tool relative to employee data. The current HRIS lacks the capacity to meet the changing needs of the organization.

The HRIS exploratory committee analyzed the current and anticipated future needs of the organization with an emphasis on increasing the overall efficiency and effectiveness of the Human Resources Department. Based on operational requirements and the need to remain competitive in the marketplace it is time to upgrade the current system to a web-based platform that includes on-line employment application and tracking, benefit administration, on-line benefits enrollment, employee self service, manager self service, strategic compensation, organizational management, workforce planning and labor relations. The committee concluded that there are a number of manual processes that would benefit from automation.

Several software solutions (Oracle, Munis, Ultimate Software, Ascentis, CPI Action HRM, and ADP) were analyzed. The HRIS exploratory committee concluded that ADP is the best solution for Cleveland Metroparks based on functionality and cost.

f. *Cleveland Metroparks Zoo 2013 Brass Ring and 2013 Cleveland Rocks! Awards*
(Originating Source: Sue Allen, Director of Communications)

Cleveland Metroparks Zoo received five significant awards within the past month. In late November, the International Association of Amusement Parks and Attractions (IAAPA) awarded the Zoo with a Brass Ring for Public Relations Programming for The RainForest's 20th Anniversary Celebration. Competition is formidable as IAAPA receives hundreds of entries for the Brass Ring Awards which recognize excellence in the attractions and amusement park industry.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

On December 6, 2013, Cleveland Metroparks Zoo received four Cleveland Rocks! Awards from the Public Relations Society of America (PRSA). The PRSA Cleveland Rocks! Awards honor the best public relations practices in the Greater Cleveland area. The awards recognize outstanding public relations programs and projects.

The Zoo received the following five awards:**IAAPA**

- Brass Ring for Public Relations Programming – The RainForest’s 20th Anniversary

PRSA

- Special Events (seven or fewer days) – The RainForest’s 20th Anniversary
- Integrated Communications – The RainForest’s 20th Anniversary
- Cleveland Metroparks Zoo Press Kit
- Interactive Communications – the Zoo’s mobile app

- g. *Cleveland Metroparks Brand Equity Study Presentation***
(*Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Sanaa M. Julien, Chief Marketing Officer/Kelly Manderfield, Director of Marketing & Strategy*)

As part of the 2020 Strategic Plan, Cleveland Metroparks has embarked on a brand audit and marketing program to unify the overall brand and collectively market Cleveland Metroparks assets. Cleveland Metroparks first engaged Strategic Design Partners to present a review of the brand and marketing opportunities. As a next step, Cleveland Metroparks engaged Adcom, a local research and marketing firm, to study the organization’s brand equity in order to assess areas of opportunity.

Kelly Manderfield, Director of Marketing & Strategy, and Sue Stabe, Director of Insights and Account Planning for Adcom, will present the results of the brand equity study and explain how the findings will drive marketing programs in 2014.

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 76952 through 76963; \$5,000 to \$50,000 purchased items/services report, pages 76964 through 76965; and construction change orders, page 76966.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 13-12-182: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages 76996 to 77071.

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, January 9, 2014, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT.

No. 13-12-197: There being no further matters to come before the Board, upon motion by Vice President Rinker, seconded by Vice President Moore, and carried, President Berry adjourned the meeting at 10:16 a.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

2013 VS. 2012, FOR THE MONTH ENDED NOVEMBER 30

	2013						2012								
	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. Receipts:	\$13,846,511	\$13,846,511	\$13,846,511	\$13,846,511	\$0	100.0%	\$21,028,388	\$33,605,934	\$12,577,546	242.7%	\$17,174,739	\$17,174,739	100.0%	\$18,667,625	108.7%
Property Tax	\$49,439,840	\$49,439,840	\$47,911,202	\$46,674,891	(\$1,236,311) (C)	94.4%	\$2,707,072	\$10,049	(\$2,697,023)	0.0%	\$52,990,873	\$51,352,440	96.9%	\$2,901,509	5.5%
Grants/Loc. Govt.	6,406,095	21,337,801	19,879,162	17,904,614	(1,974,548) (C)	83.9%	1,002,297	381,191	(621,106)	1.8%	4,661,109	3,745,317	80.4%	171,861	3.7%
Invest. Inc.	45,007	45,007	41,774	48,738	6,964	108.3%	3,353	4,719	1,366	10.5%	48,082	44,628	92.8%	3,582	7.4%
Golf Receipts	6,372,703	6,372,703	6,228,058	5,948,066	(279,992)	93.3%	159,397	214,072	54,675	3.4%	6,264,814	6,122,618	97.7%	156,698	2.5%
Zoo Receipts	8,861,086	8,861,086	8,731,919	8,919,929	188,010	100.7%	229,109	151,383	(77,726)	1.7%	8,128,887	8,010,393	98.5%	210,177	2.6%
Chalet/Conc. Rec.	540,898	540,898	367,695	416,708	49,013	77.0%	19,483	30,239	10,756	5.6%	423,843	288,122	68.0%	15,267	3.6%
Ledge Pool	156,517	156,517	156,517	124,626	(31,890)	79.6%	657	225	(432)	0.1%	160,917	160,917	100.0%	675	0.4%
Self-funded Reserve	5,406,614	5,406,614	4,970,899	5,216,777	245,878	96.5%	434,927	436,415	1,488	8.1%	5,488,559	5,096,998	92.9%	390,762	7.1%
Other	1,597,163	4,047,163	4,062,333	4,881,091	818,759	120.6%	94,576	495,687	401,111	12.2%	1,497,887	1,512,114	100.9%	88,697	5.9%
Total Receipts	\$78,825,923	\$96,207,629	\$92,349,559	\$90,135,440	(\$2,214,118)	93.7%	\$4,650,870	\$1,723,981	(\$2,926,889)	1.8%	\$79,664,971	\$76,333,547	95.8%	\$3,939,228	4.9%
Expenditures:															
Salaries & Fringe	\$49,513,523	\$50,969,414	\$47,016,387	\$44,331,275	\$2,685,111 (D)	87.0%	\$3,893,126	\$3,730,411	\$162,716	7.3%	\$47,164,011	\$43,399,260	92.0%	\$3,458,003	7.3%
Oper. Sup./Oth.	16,286,689	17,018,637	15,138,250	12,486,961	2,651,289	73.4%	1,769,590	1,103,832	665,759	6.5%	12,426,401	11,400,727	91.7%	895,530	7.2%
Utilities	4,039,299	4,111,239	3,863,316	3,416,528	446,788	83.1%	305,921	271,036	34,885	6.6%	3,374,255	3,168,312	93.9%	255,553	7.6%
Equipment	1,194,639	2,495,560	2,458,306	1,837,494	620,812	73.6%	48,493	182,459	(133,966)	7.3%	1,237,355	1,214,252	98.1%	28,915	2.3%
Land	1,977,472	3,742,388	3,576,047	2,535,888	1,040,159	67.8%	135,040	10,076	124,964	0.3%	1,788,452	1,773,673	99.2%	122,132	6.8%
Constr. Matls.	2,756,916	3,296,455	3,136,806	1,825,420	1,311,386	55.4%	276,301	141,639	134,662	4.3%	1,312,164	1,236,178	94.2%	82,755	6.3%
Constr. Contracts	7,950,543	8,589,605	7,420,437	4,390,601	3,029,836 (C)	51.1%	1,198,993	1,275,607	(76,614)	14.9%	9,892,924	9,143,363	92.4%	869,762	8.8%
Zoo Animals	54,637	54,637	52,504	15,860	36,645	29.0%	240	1,093	(853)	2.0%	317,503	305,110	96.1%	1,392	0.4%
Self-funded Reserve	5,709,120	6,046,120	5,816,167	4,860,367	955,800	80.4%	333,706	332,205	1,500	5.5%	5,480,134	5,259,404	96.0%	284,805	5.2%
Total Exp.	\$89,482,839	\$96,324,055	\$88,478,221	\$75,700,394	\$12,777,827	78.6%	\$7,961,409	\$7,048,357	\$913,052	7.3%	\$82,993,199	\$76,900,281	92.7%	\$5,998,848	7.2%
End. Cash Bal.	\$3,189,595	\$13,730,086	\$17,717,849	\$28,281,558	\$10,563,709	206.0%	\$17,717,849	\$28,281,558	\$10,563,709	206.0%	\$13,846,511	\$16,608,005	119.9%	\$16,608,005	119.9%
Encumbrances	\$0	\$0	\$5,412,084	\$5,412,084 (B)	\$0	N/A	\$5,412,084	\$5,412,084	\$0	N/A	\$3,676,359	\$5,188,639	31.2%	\$5,188,639	31.2%
Avail. Cash Balance	\$3,189,595	\$13,730,086	\$12,305,765	\$22,869,474	\$10,563,709	206.0%	\$12,305,765	\$22,869,474	\$10,563,709	206.0%	\$10,170,152	\$11,419,367	112.3%	\$11,419,367	112.3%
Bal. in Restricted Funds	\$3,166,374	\$4,138,740	\$4,659,590	\$4,659,590	\$0	112.6%	\$4,659,590	\$4,659,590	\$0	112.6%	\$4,736,170	\$4,108,541	31.2%	\$4,108,541	31.2%
Adj. Avail. Cash Bal.	\$23,221	\$9,591,346	\$7,646,174	\$18,209,884	\$10,563,709	189.9%	\$7,646,174	\$18,209,884	\$10,563,709	189.9%	\$5,433,982	\$7,310,826	134.5%	\$7,310,826	134.5%

- (A) Includes Appropriation Adjustment #3.
- (B) Summary of Encumbrances follows on next page.
- (C) Timing difference in property tax receipts, grant receipts and construction contract payments.
- (D) Represents an estimated savings of \$2,477,573 due to the Position Management Program.

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

Cash balance, 10/31/13			\$33,605,934	(Exp., cont'd)
Revenue, November 2013			\$1,723,981	
Exp.:	A/P vouchers	11/06/13	\$25,730	Payrolls
		11/13/13	106,575	
		11/26/13	2,405,835	
		11/26/13	29,809	Payroll adj.
		11/27/13	149,953	Withholding
	Purchasing card		\$286,099	ADP
	Fringe vouchers	11/08/13	450,135	Total payroll
		11/22/13	439,681	\$2,445,160
	Rec./vouch. adj.		\$0	Total exp.
	Refunds		(23,414)	\$7,048,357
	Hlth. ins./WC reserve posting		394,252	
	Medical Mutual		287,435	
	Bank fees		18,074	
	Aud./treas. fees		661	
	Sales tax, Misc. exp.		32,371	
Subtotal exp.			\$4,603,197	Ending cash bal., 11/30/13
				\$28,281,558

**Cleveland Metroparks
Encumbrance Summary - 11/30/13**

	<u>General</u>	<u>Capital Equip., Animals & Land</u>	<u>Capital Constr. Projects</u>	<u>Encumbrance</u>
General Fund	\$2,443,807			\$2,443,807
Health Insurance Reserve	158,002			158,002
Property Insurance Reserve	41,063		2,140	43,203
Workers' Comp. Reserve	0			0
<i>Subtotal</i>	<hr/> \$2,642,872	\$0	\$2,140	<hr/> \$2,645,012
Capital Fund:				
Equipment		\$188,018		
Animals		0		
Land		140,328		
Constr. Matl.			\$352,623	
Constr. Contracts			<u>1,066,615</u>	
<i>Subtotal Capital Fund</i>		<hr/> \$328,346	\$1,419,237	\$1,747,583
Restricted Funds:				
General	\$230,393			
Equipment		\$22,660		
Animals		0		
Land		20,456		
Constr. Matl.			\$18,848	
Constr. Contracts			<u>727,131</u>	
<i>Subtotal Restricted Funds</i>	<hr/> \$230,393	\$43,116	\$745,980	\$1,019,489
Subtotal Construction Projects Encumbrances			<hr/> <u>\$2,167,357</u> *	
Total Encumbrances				<hr/> <u>\$5,412,084</u>

Capital Construction Project Encumbrances over \$50,000

<u>Div.</u>	<u>Location</u>	<u>Capital Constr. Project #/Description</u>	<u>Encumbrance</u>
1510	Park Operations Management	A02105 Bridge Maintenance and Inspection	72,755
1510	Park Operations Management	A09007 CXT Restrooms	99,477
1510	Park Operations Management	A97109 Pavement Marking	81,900
1543	Canal Park Management	L13001 Mill Creek Connector	58,228
1546	Lakefront Park Management	Q12001 Rivergate Park Improvement	50,186
1546	Lakefront Park Management	Q13003 Miscellaneous Capital Improvement	320,186
1750	Zoo Facility Operations	V11003 Amphitheater Shade Structure	77,000
1750	Zoo Facility Operations	V12027 Carousel Construction	174,241
5414	West Creek Ecosystem - USEPA	P11414 Ecosystem Restoration	101,478
5509	Acacia - Conservation Fund	U12509 Acacia Improvements	120,750
5771	Carousel-Zoo Society	V13771 Zoo Carousel Construction	416,601
	All other capital project encumbrances		<hr/> 594,555
Total Capital Construction Projects Encumbrances			<hr/> <u>\$2,167,357</u> *

Source: David J. Kuntz, Chief Financial Officer
12/16/13

**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED NOVEMBER 30, 2013**

ACCOUNTS RECEIVABLE

RANGER/COURT FINES RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$44,123	\$19,292	\$100,339	\$55,876	\$219,630

Total
\$1,550

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Principal	Interest to be Earned
10/31/13	STAR Ohio	State pool (A)	30	0.02%	11/30/13	\$1,011,858	\$17
10/31/13	STAR Plus	State pool (B)	30	0.20%	11/30/13	\$15,030,492	\$2,469
10/31/13	PNC Bank	Money Market (C)	30	0.10%	11/30/13	\$11,086,966	\$1,010

(A) State Treasurer's Asset Reserve (STAR). Interest rate is compounded on a treasury note basis.

(B) STAR Plus (Interest rate is actual yield earned in prior month).

(C) Government Performance Money Market Account (Rate is compounded based on Average Collected Monthly Balance).

Investment principal varied between \$11,086,966 and \$15,086,966 in November.

Source: David J. Kuntz, Chief Financial Officer
12/16/13

**RESOLUTION
RECOGNIZING THE
RETIREMENT OF
THEODORA (THEA) M. GRAHAM**

WHEREAS, *Thea M. Graham has served Cleveland Metroparks for more than 15 years; and,*

WHEREAS, *Thea M. Graham has devoted these years of service utilizing her knowledge, skills and abilities as a Receptionist, Visitor Services Assistant, and Senior Visitor Services Specialist; and,*

WHEREAS, *Thea M. Graham has created more than 10,000 permits and used her knowledge of Cleveland Metroparks and her customer service skills to assist callers in reserving Park District facilities for family, corporate and church events, as well as special-use permits; and,*

WHEREAS, *Thea M. Graham has exhibited excellent attention to detail when she proofed the Emerald Necklace publication, produced comprehensive driving directions to all park reservations, and used her experience and abilities to provide organizational support for Visitor Services staff; and,*

WHEREAS, *Thea M. Graham has used her excellent communication and interpersonal skills to interact with and respond to requests and questions from Park District visitors; and,*

WHEREAS, *Thea M. Graham was responsible for the "voice of Cleveland Metroparks" as she created, recorded and updated the automated messages for the switchboard, and on-hold messages for the Administrative Offices; and,*

WHEREAS, *Thea M. Graham was an integral team member and demonstrated persistence when she assisted with implementation of the CLASS reservation system; and,*

WHEREAS, *Thea M. Graham has demonstrated a spirit of cooperation when she served on the Charity Choice Campaign Committee for 9 years, and when she created a cookbook of employee and volunteer recipes as a campaign fundraiser which raised additional funding for the Cleveland Foodbank; and,*

WHEREAS, *Thea M. Graham has been a valued asset to Cleveland Metroparks. The results of her labor have been appreciated and will not be forgotten.*

NOW, THEREFORE, BE IT RESOLVED, *that the Board of Park Commissioners of Cleveland Metroparks expresses its sincere appreciation to Thea M. Graham for her years of service and dedication in serving the citizens of Greater Cleveland.*

Debra K. Berry
President, Board of Park Commissioners

Brian M. Zimmerman
Chief Executive Officer

**RESOLUTION
RECOGNIZING THE
RETIREMENT OF
EDWARD R. MCELHINEY**

WHEREAS, *Edward R. McElhiney has served Cleveland Metroparks for more than 18 years, and prior to that as a seasonal employee for four summers; and,*

WHEREAS, *Edward R. McElhiney has devoted these years of service utilizing his knowledge, skills and abilities as a Seasonal Laborer, Golf Specialist, Handyperson, Senior Handyperson, Senior Service Worker, and Grounds Maintenance employee; and,*

WHEREAS, *Edward R. McElhiney has used his knowledge and skills to maintain and enhance tees, fairways, greens, all purpose trails, parkways, and facilities; and,*

WHEREAS, *Edward R. McElhiney has assisted with numerous improvements and initiatives such as repair and replacement of irrigation systems, reconstruction of greens, aeration of greens and tees, spin grinding of bed knives and reels, park maintenance, and was also responsible for snow-plowing roadways and parking lots; and,*

WHEREAS, *Edward R. McElhiney has demonstrated a spirit of cooperation when he served on the CMEA Safety Committee, when he was commended for minimal sick leave usage, and for participation with Ranger Open House events; and,*

WHEREAS, *Edward R. McElhiney's dedication has been a valued asset to the Park District. The products of his labor have been appreciated and will not be forgotten.*

NOW, THEREFORE, BE IT RESOLVED, *that the Board of Park Commissioners of Cleveland Metroparks expresses its sincere appreciation to Edward R. McElhiney for his years of service and dedication in serving the citizens of Greater Cleveland.*

Debra K. Berry
President, Board of Park Commissioners

Brian M. Zimmerman
Chief Executive Officer

RESOLUTION RECOGNIZING THE RETIREMENT OF JEFFREY D. POLCEN

WHEREAS, *Jeffrey D. Polcen has served Cleveland Metroparks for more than 30 years, and prior to that as a seasonal employee for two seasons; and,*

WHEREAS, *Jeffrey D. Polcen has devoted these years of service utilizing his knowledge, skills and abilities as a Seasonal Laborer, Hostler, Animal Keeper, Lead Animal Keeper, and Animal Keeper; and,*

WHEREAS, *Jeffrey D. Polcen has served Cleveland Metroparks Zoo through his dedication and commitment by providing animals with excellent exhibits, care and enrichment; and,*

WHEREAS, *Jeffrey D. Polcen has made valuable contributions in animal care with his extensive knowledge of giraffes, zebras, slender-horned gazelles, and bonteboks, and when he served as a committee member for the Sarah Allison Steffee Center for Zoological Medicine building development project and the Africa Barn expansion; and,*

WHEREAS, *Jeffrey D. Polcen has used his skills to educate the public when he participated with Zoo Education's Night Tracks program, provided behind-the-scenes tours, and assisted with educational and marketing events which put the zoo in a positive light; and,*

WHEREAS, *Jeffrey D. Polcen has provided excellent leadership skills when he shared his knowledge with his peers, seasonal staff, interns, and the animal care community; and,*

WHEREAS, *Jeffrey D. Polcen has demonstrated a spirit of cooperation when he served as Vice President of the American Association of Zoo Keepers, as a member of the Animal Welfare Committee and the Zoo Safety Committee, and when he was a mentor with the Park Pathways Intern Partnership (PPIP) where he was committed to the success of the students from the Washington Park Environmental Studies Academy who participated in the program; and,*

WHEREAS, *Jeffrey D. Polcen has been a valued asset to Cleveland Metroparks Zoo. The products of his labor are appreciated and will forever serve generations of future Cleveland Metroparks Zoo visitors.*

NOW, THEREFORE, BE IT RESOLVED, *that the Board of Park Commissioners of Cleveland Metroparks expresses its sincere appreciation to Jeffrey D. Polcen for his years of service and dedication in serving the citizens of Greater Cleveland.*

Debra K. Berry
President, Board of Park Commissioners

Brian M. Zimmerman
Chief Executive Officer

**RESOLUTION
RECOGNIZING THE
RETIREMENT OF
FRANK A. STASZAK**

WHEREAS, *Frank A Staszak has served Cleveland Metroparks for more than 22 years; and,*

WHEREAS, *Frank A. Staszak has devoted these years of service utilizing his knowledge, skills and abilities as a Technician and Lead Technician at Mastick Woods Golf Course, and Technician at Rocky River Reservation; and,*

WHEREAS, *Frank A. Staszak has used his knowledge and skills to maintain tees, fairways, greens and turf equipment, repair roadways and bridges, and pave all-purpose trails; and,*

WHEREAS, *Frank A. Staszak has been involved in numerous renovation projects during his career such as installation and repair of irrigation systems, landscaping improvements, equipment repair, aeration and reseeded of baseball diamonds and the riding arena, and was also responsible for snow-plowing roadways and parking lots; and,*

WHEREAS, *Frank A. Staszak has attended continuous learning opportunities which allowed him to utilize the skills acquired to repair small engines and address electrical concerns; and,*

WHEREAS, *Frank A. Staszak has demonstrated a spirit of cooperation when he assisted with the renovation at Big Met Golf Course, and when he was designated as the Lead Technician at Mastick Woods Golf Course where he established teamwork, led his peers, shared his golf turf knowledge, and trained and directed seasonal staff; and,*

WHEREAS, *Frank A. Staszak was recognized by letters of commendation for his dedication and minimal use of sick hours and for a lifesaving event of a park patron; and,*

WHEREAS, *Frank A. Staszak has been a valued asset to Cleveland Metroparks. The products of his labor have been appreciated and will not be forgotten.*

NOW, THEREFORE, BE IT RESOLVED, *that the Board of Park Commissioners of Cleveland Metroparks expresses its sincere appreciation to Frank A. Staszak for his years of service and dedication in serving the citizens of Greater Cleveland.*

Debra K. Berry
President, Board of Park Commissioners

Brian M. Zimmerman
Chief Executive Officer

Cleveland Metroparks
2013 Budget Adjustment #4
December 19, 2013

Type I: Transfers

Division	Account Code	Project	Transfer Amount
Operating/Capital Fund			
T01 <i>To accommodate 2013 property taxes and special assessments .</i>			
To:	1130 - STRATEGIC INITIATIVES DIV	54401 - PROPERTY TAXES/ASSESSMENT	-\$36,420
From:	1130 - STRATEGIC INITIATIVES DIV	68447 - CELL PHONES	\$1,700
	1130 - STRATEGIC INITIATIVES DIV	57413 - BOOKS/PUBLICATIONS/SUBSCR	\$3,000
	1130 - STRATEGIC INITIATIVES DIV	57501 - COMPUTER EQUIPMENT/SUPPLY	\$3,000
	1130 - STRATEGIC INITIATIVES DIV	57406 - CONSULTING/PROF. SERVICES	\$10,000
	1130 - STRATEGIC INITIATIVES DIV	76832 - LAND ACQUISITION EXPENSE	\$18,720
		LANDCP - LAND ACQUISITION	
T02 <i>To purchase a new 8" cutter blade for the Powermatic planer including installation costs.</i>			
To:	1360 - VISUAL COMMUNICATIONS	63543 - MISC. HARDWARE SUP/EXP.	\$2,100
From:	1360 - VISUAL COMMUNICATIONS	57406 - CONSULTING/PROF. SERVICES	\$2,100
T03 <i>To accommodate the purchase a full size 52" sign maker's panel saw .</i>			
To:	1360 - VISUAL COMMUNICATIONS	74705 - MINOR CAPITAL EQUIPMENT	\$3,600
From:	1360 - VISUAL COMMUNICATIONS	57501 - COMPUTER EQUIPMENT/SUPPLY	\$3,600
		EQUIPC - CAPITAL FUND EQUIPMENT	
T04 <i>Transfer between operating accounts.</i>			
To:	1370 - SPEC. EVENTS/EXPERIENCES	66825 - CREDIT CARD EXPENSES	\$500
	1370 - SPEC. EVENTS/EXPERIENCES	66822 - SALES TAX	\$250
	1370 - SPEC. EVENTS/EXPERIENCES	67571 - MISC. SUPPLIES & EXPENSE	\$150
From:	1370 - SPEC. EVENTS/EXPERIENCES	58422 - TRAINING/CONFERENCE EXP.	\$900
T06 <i>To accommodate cages used for water monitoring.</i>			
To:	1440 - NATURAL RESOURCE MGT.DIV.	73470 - BLDG. CONSTR. CONTRACTS	\$23,940
From:	1510 - OPERATIONS ADMIN.DIVISION	72601 - BLDG. CONSTRUCTION MATLS.	\$23,940
		A09003 - WEST CRK WATER MONITORING	
		A93999 - GENERAL PARK IMPROVEMENT	
T07 <i>To accommodate the purchase of a used excavator for Site Construction.</i>			
To:	1521 - SITE CONSTRUCTION DIV.	74712 - TRACTORS/LOADERS/BACKHOES	\$120,000
From:	1630 - RANGER OPERATIONS	51101 - SALARIES FULL-TIME	\$120,000
		EQUIPC - CAPITAL FUND EQUIPMENT	
T08 <i>To purchase tools.</i>			
To:	1522 - BUILDING CONSTRUCTION DIV	59507 - MINOR EQUIPMENT	\$8,600
From:	1522 - BUILDING CONSTRUCTION DIV	67423 - BUSINESS MEETING EXPENSE	\$100
	1522 - BUILDING CONSTRUCTION DIV	63542 - NAILS/FASTENERS	\$300
	1532 - NORTH CHAGRIN PARK MGMT.	62529 - ROCK SALT/CINDERS	\$8,200

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T09	<i>To accommodate additional uniform purchases.</i>			
To:	1524 - FORESTRY DIVISION	58422 - TRAINING/CONFERENCE EXP.	-	\$800
	1524 - FORESTRY DIVISION	57502 - OFFICE SUPPLIES	-	\$100
From:	1524 - FORESTRY DIVISION	67423 - BUSINESS MEETING EXPENSE	-	(\$100)
	1524 - FORESTRY DIVISION	63536 - ELECTRICAL SUPPLIES/EQUIP	-	(\$100)
	1524 - FORESTRY DIVISION	62531 - ROAD/TRAIL SIGNS,BARRIERS	-	(\$200)
	1524 - FORESTRY DIVISION	61524 - TOPSOIL	-	(\$500)
T10	<i>To cover roof repairs @ Bedford Management Center.</i>			
To:	1534 - BEDFORD PARK MANAGEMENT	72601 - BLDG. CONSTRUCTION MATLS.	B98001 - GENERAL PARK IMPROVEMENT	\$13,314
From:	1534 - BEDFORD PARK MANAGEMENT	73470 - BLDG. CONSTR. CONTRACTS	B13001 - GORGE PKWY RAIL REPLACE	(\$13,314)
T11	<i>Transfer between operating accounts.</i>			
To:	1534 - BEDFORD PARK MANAGEMENT	64551 - VEHICLE/EQUIP.REPAIR PART	-	\$2,000
	1534 - BEDFORD PARK MANAGEMENT	59510 - HAND & SHOP TOOLS	-	\$800
	1534 - BEDFORD PARK MANAGEMENT	67423 - BUSINESS MEETING EXPENSE	-	\$50
From:	1534 - BEDFORD PARK MANAGEMENT	61519 - GRASS SEED	-	(\$50)
	1534 - BEDFORD PARK MANAGEMENT	61522 - HERBICIDES	-	(\$200)
	1534 - BEDFORD PARK MANAGEMENT	63441 - RENTAL EQUIPMENT	-	(\$600)
	1534 - BEDFORD PARK MANAGEMENT	62529 - ROCK SALT/CINDERS	-	(\$2,000)
T12	<i>To cover rental of large farm tractor to haul chisel plow.</i>			
To:	1536 - BRECKSVILLE PARK MGMT.	64551 - VEHICLE/EQUIP.REPAIR PART	-	\$3,000
From:	1536 - BRECKSVILLE PARK MGMT.	59510 - HAND & SHOP TOOLS	-	(\$1,000)
	1536 - BRECKSVILLE PARK MGMT.	60430 - TRASH COLLECTION SERVICE	-	(\$2,000)
T13	<i>Transfer between operating accounts.</i>			
To:	1536 - BRECKSVILLE PARK MGMT.	62527 - AGGREGATE MATERIALS	-	\$10,000
	1520 - RR ADMINISTRATION BLDG.	57414 - OFFICE EQUIP.MTCE.SERVICE	-	\$1,000
	1536 - BRECKSVILLE PARK MGMT.	59510 - HAND & SHOP TOOLS	-	\$1,000
	1536 - BRECKSVILLE PARK MGMT.	60428 - PORTABLE TOILET RENTAL	-	\$1,000
From:	1520 - RR ADMINISTRATION BLDG.	63546 - HVAC SUPPLIES/EQUIP.	-	(\$1,000)
	1536 - BRECKSVILLE PARK MGMT.	64548 - GASOLINE/DIESEL FUEL	-	(\$12,000)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T14 <i>Transfer between operating accounts.</i>				
To:	1537 - HINCKLEY PARK MANAGEMENT	63532 - MISC.MTCE.MATERIAL/SUPPLY	-	\$3,500
	1537 - HINCKLEY PARK MANAGEMENT	60450 - TOILET TANK CLEANING SVC.	-	\$2,500
	1537 - HINCKLEY PARK MANAGEMENT	58224 - UNIFORMS/CLOTHING	-	\$200
From:	1537 - HINCKLEY PARK MANAGEMENT	67571 - MISC. SUPPLIES & EXPENSE	-	(\$200)
	1537 - HINCKLEY PARK MANAGEMENT	64549 - OIL, PETROLEUM PRODUCTS	-	(\$500)
	1537 - HINCKLEY PARK MANAGEMENT	61517 - SAND	-	(\$500)
	1537 - HINCKLEY PARK MANAGEMENT	62526 - CULVERT PIPE/DRAINAGE	-	(\$750)
	1537 - HINCKLEY PARK MANAGEMENT	64431 - REPAIR SVC-VEHICLES/EQUIP	-	(\$2,000)
	1537 - HINCKLEY PARK MANAGEMENT	62527 - AGGREGATE MATERIALS	-	(\$2,250)
T15 <i>Transfer between operating accounts.</i>				
To:	1543 - CANAL PARK MANAGEMENT	63534 - PLAYGROUND EQUIP/REPAIRS	-	\$3,500
	1543 - CANAL PARK MANAGEMENT	63536 - ELECTRICAL SUPPLIES/EQUIP	-	\$3,100
	1543 - CANAL PARK MANAGEMENT	58224 - UNIFORMS/CLOTHING	-	\$150
From:	1543 - CANAL PARK MANAGEMENT	57502 - OFFICE SUPPLIES	-	(\$150)
	1543 - CANAL PARK MANAGEMENT	62527 - AGGREGATE MATERIALS	-	(\$500)
	1543 - CANAL PARK MANAGEMENT	62530 - TRAFFIC PAINT	-	(\$500)
	1543 - CANAL PARK MANAGEMENT	59507 - MINOR EQUIPMENT	-	(\$600)
	1543 - CANAL PARK MANAGEMENT	60450 - TOILET TANK CLEANING SVC.	-	(\$1,000)
	1543 - CANAL PARK MANAGEMENT	62529 - ROCK SALT/CINDERS	-	(\$4,000)
T16 <i>Transfer between operating accounts.</i>				
To:	1544 - WASHINGTON PARK MANAGEMN	60428 - PORTABLE TOILET RENTAL	-	\$745
	1544 - WASHINGTON PARK MANAGEMN	68436 - ELECTRICITY	-	\$300
From:	1544 - WASHINGTON PARK MANAGEMN	61524 - TOPSOIL	-	(\$100)
	1544 - WASHINGTON PARK MANAGEMN	62531 - ROAD/TRAIL SIGNS,BARRIERS	-	(\$195)
	1544 - WASHINGTON PARK MANAGEMN	63536 - ELECTRICAL SUPPLIES/EQUIP	-	(\$300)
	1544 - WASHINGTON PARK MANAGEMN	63537 - PLUMBING SUPPLIES/EQUIP.	-	(\$450)
T17 <i>Transfer between operating accounts.</i>				
To:	1545 - WEST CREEK PARK MGMT.	64551 - VEHICLE/EQUIP.REPAIR PART	-	\$1,000
	1545 - WEST CREEK PARK MGMT.	59510 - HAND & SHOP TOOLS	-	\$400
From:	1545 - WEST CREEK PARK MGMT.	62528 - ASPHALT/COLD PATCH/TACK	-	(\$100)
	1545 - WEST CREEK PARK MGMT.	67423 - BUSINESS MEETING EXPENSE	-	(\$100)
	1545 - WEST CREEK PARK MGMT.	58224 - UNIFORMS/CLOTHING	-	(\$300)
	1545 - WEST CREEK PARK MGMT.	62527 - AGGREGATE MATERIALS	-	(\$900)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T18	<i>Transfer between operating accounts.</i>			
To:	1546 - LAKEFRONT PARK MANAGEMENT	63541 - PAINT/STAIN	-	\$2,400
	1533 - SOUTH CHAGRIN PARK MGMT.	59507 - MINOR EQUIPMENT	-	\$680
From:	1535 - GARFIELD PARK MANAGEMENT	62528 - ASPHALT/COLD PATCH/TACK	-	(\$42)
	1533 - SOUTH CHAGRIN PARK MGMT.	67423 - BUSINESS MEETING EXPENSE	-	(\$160)
	1533 - SOUTH CHAGRIN PARK MGMT.	61520 - FERTILIZER	-	(\$258)
	1535 - GARFIELD PARK MANAGEMENT	62531 - ROAD/TRAIL SIGNS,BARRIERS	-	(\$440)
	1533 - SOUTH CHAGRIN PARK MGMT.	60515 - PAPER TOWELS/TISSUE/ETC	-	(\$680)
	1535 - GARFIELD PARK MANAGEMENT	62529 - ROCK SALT/CINDERS	-	(\$1,500)
T19	<i>Transfer between operating accounts.</i>			
To:	1546 - LAKEFRONT PARK MANAGEMENT	60430 - TRASH COLLECTION SERVICE	-	\$13,000
	1546 - LAKEFRONT PARK MANAGEMENT	64501 - PURCHASING CARD SUP./EXP.	-	\$4,000
	1572 - THE CHALET DIVISION	65555 - HAY/ALFALFA	-	\$630
From:	1544 - WASHINGTON PARK MANAGEMN	59510 - HAND & SHOP TOOLS	-	(\$80)
	1543 - CANAL PARK MANAGEMENT	59509 - POWER TOOLS	-	(\$100)
	1543 - CANAL PARK MANAGEMENT	59511 - PAINTING EQUIP./LADDERS	-	(\$100)
	1543 - CANAL PARK MANAGEMENT	57582 - OFFICE PAPER PRODUCTS	-	(\$150)
	1543 - CANAL PARK MANAGEMENT	61519 - GRASS SEED	-	(\$200)
	1440 - NATURAL RESOURCE MGT.DIV.	67580 - SPECIAL EVENT SUP/EXP	-	(\$17,000)
T20	<i>Transfer between operating accounts.</i>			
To:	1546 - LAKEFRONT PARK MANAGEMENT	63501 - PURCHASING CARD SUP./EXP.	-	\$27,800
From:	1546 - LAKEFRONT PARK MANAGEMENT	57502 - OFFICE SUPPLIES	-	(\$3,800)
	1546 - LAKEFRONT PARK MANAGEMENT	62527 - AGGREGATE MATERIALS	-	(\$4,000)
	1546 - LAKEFRONT PARK MANAGEMENT	61501 - PURCHASING CARD SUP./EXP.	-	(\$10,000)
	1546 - LAKEFRONT PARK MANAGEMENT	58224 - UNIFORMS/CLOTHING	-	(\$10,000)
T21	<i>Transfer between capital accounts.</i>			
To:	1546 - LAKEFRONT PARK MANAGEMENT	73470 - BLDG. CONSTR. CONTRACTS	Q13003 - MISC. CAPITAL IMPROVEMENT	\$100,000
	1546 - LAKEFRONT PARK MANAGEMENT	73470 - BLDG. CONSTR. CONTRACTS	Q12001 - RIVERGATE PARK IMPROVE	\$5,300
From:	1546 - LAKEFRONT PARK MANAGEMENT	72601 - BLDG. CONSTRUCTION MATLS.	Q12001 - RIVERGATE PARK IMPROVE	(\$105,300)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T22	<i>Transfer between operating accounts.</i>			
To:	1547 - EUCLID CREEK/EAST SHORES	63501 - PURCHASING CARD SUP./EXP.	-	\$15,000
From:	1547 - EUCLID CREEK/EAST SHORES	57502 - OFFICE SUPPLIES	-	(\$2,000)
	1547 - EUCLID CREEK/EAST SHORES	60501 - PURCHASING CARD SUP./EXP.	-	(\$3,000)
	1547 - EUCLID CREEK/EAST SHORES	62527 - AGGREGATE MATERIALS	-	(\$4,000)
	1547 - EUCLID CREEK/EAST SHORES	61501 - PURCHASING CARD SUP./EXP.	-	(\$6,000)
T23	<i>Reallocation between divisions.</i>			
To:	1546 - LAKEFRONT PARK MANAGEMENT	63501 - PURCHASING CARD SUP./EXP.	-	\$1,980
	1539 - BIG CREEK PARK MANAGEMENT	60450 - TOILET TANK CLEANING SVC.	-	\$1,000
	1539 - BIG CREEK PARK MANAGEMENT	59510 - HAND & SHOP TOOLS	-	\$1,000
	1542 - BROOKSIDE PARK MANAGEMENT	62527 - AGGREGATE MATERIALS	-	\$900
	1542 - BROOKSIDE PARK MANAGEMENT	60516 - TRASH BAGS/CAN LINERS	-	\$300
	1543 - CANAL PARK MANAGEMENT	58224 - UNIFORMS/CLOTHING	-	\$20
From:	1543 - CANAL PARK MANAGEMENT	61520 - FERTILIZER	-	(\$200)
	1542 - BROOKSIDE PARK MANAGEMENT	61520 - FERTILIZER	-	(\$1,000)
	1539 - BIG CREEK PARK MANAGEMENT	62529 - ROCK SALT/CINDERS	-	(\$4,000)
T24	<i>To purchase four (4) I pads for visitor use at various outdoor education centers.</i>			
To:	1551 - OUTDOOR EDUCATION ADMIN.	57571 - OFFICE EQUIPMENT RENTAL	-	\$4,000
From:	1591 - CANALWAY VISITOR CENTER	66406 - ENTERPRISE SERVICES	-	(\$4,000)
T25	<i>For fencing at Lakefront East and maintenance contract and Rocky River Outdoor Education Center.</i>			
To:	1547 - EUCLID CREEK/EAST SHORES	63533 - FENCING	-	\$3,000
	1555 - ROCKY RIVER OUTDOOR EDUC.	57414 - OFFICE EQUIP.MTCE.SERVICE	-	\$250
From:	1555 - ROCKY RIVER OUTDOOR EDUC.	66406 - ENTERPRISE SERVICES	-	(\$250)
	1510 - OPERATIONS ADMIN.DIVISION	58422 - TRAINING/CONFERENCE EXP.	-	(\$3,000)
T26	<i>Reallocation between divisions.</i>			
To:	1540 - ROCKY RIVER PARK MGMT.	61524 - TOPSOIL	-	\$10,000
	1541 - HUNTINGTON/BRADLEY WOODS	60450 - TOILET TANK CLEANING SVC.	-	\$1,175
	1556 - LOOK-ABOUT-LODGE	65553 - MISC. ANIMAL FEED	-	\$800
	1541 - HUNTINGTON/BRADLEY WOODS	63501 - PURCHASING CARD SUP./EXP.	-	\$400
From:	1556 - LOOK-ABOUT-LODGE	67566 - OUTDOOR ED.PROG. EXPENSES	-	(\$800)
	1541 - HUNTINGTON/BRADLEY WOODS	64551 - VEHICLE/EQUIP.REPAIR PART	-	(\$1,575)
	1540 - ROCKY RIVER PARK MGMT.	62529 - ROCK SALT/CINDERS	-	(\$10,000)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T27	<i>Reallocation between divisions.</i>			
To:	1539 - BIG CREEK PARK MANAGEMENT	61524 - TOPSOIL	-	\$500
	1525 - FLEET MANAGEMENT	58224 - UNIFORMS/CLOTHING	-	\$440
	1558 - OUTDOOR RECREATION	58422 - TRAINING/CONFERENCE EXP.	-	\$325
	1577 - AQUATIC MGMT. DIVISION	64548 - GASOLINE/DIESEL FUEL	-	\$300
	1557 - NATURETRACKS	68447 - CELL PHONES	-	\$150
	1546 - LAKEFRONT PARK MANAGEMENT	67423 - BUSINESS MEETING EXPENSE	-	\$35
From:	1591 - CANALWAY VISITOR CENTER	66406 - ENTERPRISE SERVICES	-	(\$250)
	1525 - FLEET MANAGEMENT	60440 - RECYCLING SERVICES	-	(\$500)
	1542 - BROOKSIDE PARK MANAGEMENT	63440 - MTCE. SERVICE CONTRACTS	-	(\$1,000)
T28	<i>Reallocation between divisions.</i>			
To:	1546 - LAKEFRONT PARK MANAGEMENT	63501 - PURCHASING CARD SUP./EXP.	-	\$3,600
	1531 - EUCLID CREEK PARK MGMT.	63501 - PURCHASING CARD SUP./EXP.	-	\$550
	1531 - EUCLID CREEK PARK MGMT.	57582 - OFFICE PAPER PRODUCTS	-	\$350
From:	1545 - WEST CREEK PARK MGMT.	61522 - HERBICIDES	-	(\$100)
	1545 - WEST CREEK PARK MGMT.	60516 - TRASH BAGS/CAN LINERS	-	(\$200)
	1545 - WEST CREEK PARK MGMT.	62526 - CULVERT PIPE/DRAINAGE	-	(\$300)
	1545 - WEST CREEK PARK MGMT.	60515 - PAPER TOWELS/TISSUE/ETC	-	(\$300)
	1545 - WEST CREEK PARK MGMT.	62531 - ROAD/TRAIL SIGNS,BARRIERS	-	(\$600)
	1534 - BEDFORD PARK MANAGEMENT	64431 - REPAIR SVC-VEHICLES/EQUIP	-	(\$3,000)
T29	<i>To cover additional program expenses.</i>			
To:	1551 - OUTDOOR EDUCATION ADMIN.	67566 - OUTDOOR ED.PROG. EXPENSES	-	\$1,190
From:	1551 - OUTDOOR EDUCATION ADMIN.	58474 - MEMBERSHIPS/LICENSES	-	(\$1,190)
T30	<i>To purchase a replacement dishwasher and microwave.</i>			
To:	1552 - NORTH CHAGRIN OUTDOOR ED.	59507 - MINOR EQUIPMENT	-	\$800
From:	1552 - NORTH CHAGRIN OUTDOOR ED.	67573 - EXHIBIT MATERIAL & EXP.	-	(\$800)
T31	<i>Reallocation between operating accounts.</i>			
To:	1553 - GARFIELD PARK OUTDOOR ED.	63545 - INTERIOR FURNISHINGS	-	\$3,000
	1553 - GARFIELD PARK OUTDOOR ED.	65553 - MISC. ANIMAL FEED	-	\$900
	1553 - GARFIELD PARK OUTDOOR ED.	60514 - CLEANING SUPPLIES/EXP.	-	\$500
From:	1553 - GARFIELD PARK OUTDOOR ED.	67580 - SPECIAL EVENT SUP/EXP	-	(\$1,400)
	1553 - GARFIELD PARK OUTDOOR ED.	67566 - OUTDOOR ED.PROG. EXPENSES	-	(\$3,000)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T32	<i>Refrigerant for toboggan chute operations.</i>			
To:	1572 - THE CHALET DIVISION	63546 - HVAC SUPPLIES/EQUIP.	-	\$1,600
From:	1555 - ROCKY RIVER OUTDOOR EDUC.	66406 - ENTERPRISE SERVICES	-	(\$1,600)
T33	<i>To accommodate the purchase of I-heart shirts for resale.</i>			
To:	1572 - THE CHALET DIVISION	66902 - MERCHANDISE FOR RESALE	-	\$4,000
	1572 - THE CHALET DIVISION	63501 - PURCHASING CARD SUP./EXP.	-	\$800
	1572 - THE CHALET DIVISION	60430 - TRASH COLLECTION SERVICE	-	\$750
	1572 - THE CHALET DIVISION	65555 - HAY/ALFALFA	-	\$650
	1533 - SOUTH CHAGRIN PARK MGMT.	60430 - TRASH COLLECTION SERVICE	-	\$350
From:	1440 - NATURAL RESOURCE MGT.DIV.	67580 - SPECIAL EVENT SUP/EXP	-	(\$6,550)
T34	<i>To accommodate booth rentals and kiosk merchandise at Southpark Mall and Beachwood Mall.</i>			
To:	1598 - EARTHWORDS MOBILE	63441 - RENTAL EQUIPMENT	-	\$15,000
	1593 - BEACHWOOD MAL KIOSK	63441 - RENTAL EQUIPMENT	-	\$7,250
	1590 - EARTHWORDS ADMIN DIVISION	66905 - FOOD & BEVERAGE PURCHASE	-	\$1,000
	1590 - EARTHWORDS ADMIN DIVISION	67580 - SPECIAL EVENT SUP/EXP	-	\$1,000
From:	1310 - MKTG./STRATEGY/ADVERT.	57416 - PRINTING EXPENSE	-	(\$24,250)
T35	<i>To purchase three (3) replacement workstations.</i>			
To:	1630 - RANGER OPERATIONS	74724 - TECHNOLOGY EQUIPMENT	EQUIPC - CAPITAL FUND EQUIPMENT	\$3,900
From:	1630 - RANGER OPERATIONS	67568 - RANGER SUPPLIES & EXPENSE	-	(\$3,900)
T36	<i>To accommodate annual fees for centaman license maintenance and support.</i>			
To:	1740 - ZOO GUEST SERVICES	57414 - OFFICE EQUIP.MTCE.SERVICE	-	\$6,000
From:	1740 - ZOO GUEST SERVICES	58422 - TRAINING/CONFERENCE EXP.	-	(\$6,000)
T37	<i>To accommodate auditorium audio visual equipment at the Zoo.</i>			
To:	1750 - ZOO FACILITY OPERATIONS	73470 - BLDG. CONSTR. CONTRACTS	V13015 - AUDITORIUM VISUAL/EQUIP.	\$11,712
From:	1730 - ZOO EDUCATION DIVISION	74724 - TECHNOLOGY EQUIPMENT	EQUIPC - CAPITAL FUND EQUIPMENT	(\$1,662)
	1730 - ZOO EDUCATION DIVISION	74730 - A/V & PHOTOGRAPHY EQUIP.	EQUIPC - CAPITAL FUND EQUIPMENT	(\$10,050)
T38	<i>Consulting and professional services related to efficiency study.</i>			
To:	1930 - HUMAN RESOURCE DIVISION	57406 - CONSULTING/PROF. SERVICES	-	\$9,075
From:	1440 - NATURAL RESOURCE MGT.DIV.	64547 - TIRES & TUBES	-	(\$925)
	1510 - OPERATIONS ADMIN.DIVISION	60450 - TOILET TANK CLEANING SVC.	-	(\$3,150)
	1440 - NATURAL RESOURCE MGT.DIV.	61519 - GRASS SEED	-	(\$5,000)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T39	<i>Consulting and professional services related to efficiency study.</i>			
To:	1930 - HUMAN RESOURCE DIVISION	57406 - CONSULTING/PROF. SERVICES	-	\$2,300
From:	1520 - RR ADMINISTRATION BLDG.	58224 - UNIFORMS/CLOTHING	-	(\$50)
	1520 - RR ADMINISTRATION BLDG.	58506 - FIRST AID/SAFETY SUPPLIES	-	(\$50)
	1520 - RR ADMINISTRATION BLDG.	61524 - TOPSOIL	-	(\$100)
	1520 - RR ADMINISTRATION BLDG.	67423 - BUSINESS MEETING EXPENSE	-	(\$200)
	1520 - RR ADMINISTRATION BLDG.	59510 - HAND & SHOP TOOLS	-	(\$200)
	1520 - RR ADMINISTRATION BLDG.	59508 - LAWN & GARDEN TOOLS	-	(\$200)
	1540 - ROCKY RIVER PARK MGMT.	59511 - PAINTING EQUIP./LADDERS	-	(\$500)
	1520 - RR ADMINISTRATION BLDG.	60515 - PAPER TOWELS/TISSUE/ETC	-	(\$1,000)
T40	<i>To cover employee recognition awards.</i>			
To:	3010 - GOLF ADMINISTRATION DIV.	52298 - EMPLOYEE EVENT/RECOGNITIO	-	\$550
From:	3010 - GOLF ADMINISTRATION DIV.	51103 - SALARIES PERM. PART-TIME	-	(\$550)
T41	<i>Reallocation between operating accounts.</i>			
To:	3104 - MANAKIKI CLUBHOUSE	63537 - PLUMBING SUPPLIES/EQUIP.	-	\$115
	3104 - MANAKIKI CLUBHOUSE	63546 - HVAC SUPPLIES/EQUIP.	-	\$31
From:	3104 - MANAKIKI CLUBHOUSE	60514 - CLEANING SUPPLIES/EXP.	-	(\$146)
T42	<i>To replace duct heaters in Grille room and Manakiki.</i>			
To:	3104 - MANAKIKI CLUBHOUSE	72646 - HEATING/AIR CONDITIONING	303001 - CLUBHOUSE IMPROVEMENTS	\$7,500
From:	3103 - MASTICK WOODS CLUBHOUSE	59507 - MINOR EQUIPMENT	-	(\$1,500)
	3206 - SHAWNEE HILLS CONCESSIONS	57501 - COMPUTER EQUIPMENT/SUPPLY	-	(\$3,000)
	3206 - SHAWNEE HILLS CONCESSIONS	59507 - MINOR EQUIPMENT	-	(\$3,000)
T43	<i>Reallocation between divisions.</i>			
To:	3105 - SLEEPY HOLLOW CLUBHOUSE	63442 - OUTSIDE SERVICES	-	\$2,625
From:	3010 - GOLF ADMINISTRATION DIV.	67580 - SPECIAL EVENT SUP/EXP	-	(\$875)
	3010 - GOLF ADMINISTRATION DIV.	58224 - UNIFORMS/CLOTHING	-	(\$875)
	3010 - GOLF ADMINISTRATION DIV.	58422 - TRAINING/CONFERENCE EXP.	-	(\$875)
T44	<i>Reallocation between operating accounts.</i>			
To:	3301 - BIG MET TURF	58506 - FIRST AID/SAFETY SUPPLIES	-	\$100
From:	3301 - BIG MET TURF	59508 - LAWN & GARDEN TOOLS	-	(\$100)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T45	<i>Reallocation between operating accounts.</i>			
To:	3307 - WASHINGTON TURF	68444 - WATER-SEWER	-	\$11,200
	3303 - MASTICK WOODS TURF	61521 - FUNGICIDES	-	\$1,700
From:	3307 - WASHINGTON TURF	61518 - MISC. TURF SUPPLIES	-	(\$1,000)
	3303 - MASTICK WOODS TURF	64551 - VEHICLE/EQUIP.REPAIR PART	-	(\$1,700)
	3307 - WASHINGTON TURF	61440 - TURF MANAGEMENT SERVICES	-	(\$2,000)
	3307 - WASHINGTON TURF	61522 - HERBICIDES	-	(\$2,000)
	3307 - WASHINGTON TURF	63567 - GOLF COURSE SUPPLIES	-	(\$2,200)
	3307 - WASHINGTON TURF	61521 - FUNGICIDES	-	(\$4,000)
T50	<i>To purchase a replacement Nature Tracks Vehicle.</i>			
From:	1630 - RANGER OPERATIONS	51101 - SALARIES FULL-TIME	-	(\$266,884)
T52	<i>To accommodate the reimbursement to FLD Marine for refurbish and replacement of concessions items at Edgewater Marina from their restricted account.</i>			
From:	1543 - CANAL PARK MANAGEMENT	73462 - PAVING/SITE IMP.CONTRACTS	L13001 - MILL CREEK CONNECTOR	(\$12,980)
T53	<i>To accommodate year end expenses.</i>			
To:	1241 - PURCHASING STORES DIV.	68436 - ELECTRICITY	-	\$114,000
	1210 - ACCOUNTING DIVISION	66825 - CREDIT CARD EXPENSES	-	\$46,000
From:	1105 - PARK BOARD DIVISION	57406 - CONSULTING/PROF. SERVICES	-	(\$160,000)
T54	<i>Reallocation between divisions.</i>			
To:	1537 - HINCKLEY PARK MANAGEMENT	62529 - ROCK SALT/CINDERS	-	\$2,400
	1572 - THE CHALET DIVISION	63537 - PLUMBING SUPPLIES/EQUIP.	-	\$300
From:	1440 - NATURAL RESOURCE MGT.DIV.	58474 - MEMBERSHIPS/LICENSES	-	(\$300)
	1440 - NATURAL RESOURCE MGT.DIV.	67818 - SCHOLARSHIPS	-	(\$2,400)
T55	<i>Reallocation between capital projects.</i>			
To:	1440 - NATURAL RESOURCE MGT.DIV.	72601 - BLDG. CONSTRUCTION MATLS.	A09004 - INVASIVE PLANT CONTROL	\$30,000
From:	1591 - CANALWAY VISITOR CENTER	73470 - BLDG. CONSTR. CONTRACTS	L12002 - CANALWAY GEN IMPROVEMENT	(\$7)
	1556 - LOOK-ABOUT-LODGE	72601 - BLDG. CONSTRUCTION MATLS.	C07101 - LOOK-ABOUT-LODGE IMPRV.	(\$182)
	1555 - ROCKY RIVER OUTDOOR EDUC.	73470 - BLDG. CONSTR. CONTRACTS	R01101 - RRNC GENERAL IMPROVEMENT	(\$880)
	1555 - ROCKY RIVER OUTDOOR EDUC.	73470 - BLDG. CONSTR. CONTRACTS	R12002 - RRNC CARPETING	(\$1,495)
	1554 - BRECKSVILLE OUTDOOR EDUC.	73470 - BLDG. CONSTR. CONTRACTS	K99101 - NATURE CENTER IMPROVEMNT	(\$1,782)
	1552 - NORTH CHAGRIN OUTDOOR ED.	73470 - BLDG. CONSTR. CONTRACTS	N99101 - NATURE CENTER IMPROVEMEN	(\$1,939)
	1545 - WEST CREEK PARK MGMT.	73470 - BLDG. CONSTR. CONTRACTS	P12001 - WEST CREEK EXHIBITORY	(\$6,122)
	1571 - LEDGE LAKE DIVISION	73470 - BLDG. CONSTR. CONTRACTS	H13003 - POOL FENCING	(\$7,593)
	1440 - NATURAL RESOURCE MGT.DIV.	73470 - BLDG. CONSTR. CONTRACTS	A09004 - INVASIVE PLANT CONTROL	(\$10,000)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T56	<i>Reallocation between capital projects.</i>			
To:	1510 - OPERATIONS ADMIN.DIVISION	72601 - BLDG. CONSTRUCTION MATLS.	A10005 - APT RESURFACING	\$17,084
From:	1545 - WEST CREEK PARK MGMT.	73470 - BLDG. CONSTR. CONTRACTS	P11001 - WEST CREEK BLDG CONSTRUCT	(\$1,518)
	1440 - NATURAL RESOURCE MGT.DIV.	73470 - BLDG. CONSTR. CONTRACTS	A09004 - INVASIVE PLANT CONTROL	(\$5,150)
	1510 - OPERATIONS ADMIN.DIVISION	73470 - BLDG. CONSTR. CONTRACTS	A09005 - MISC. PARK MASONRY	(\$10,416)
T57	<i>Reallocation between accounts.</i>			
To:	1750 - ZOO FACILITY OPERATIONS	73407 - ENG/ARCH/PLAN CONTRACTS	V12027 - CAROUSEL CONSTRUCTION	\$5,439
From:	1105 - PARK BOARD DIVISION	57406 - CONSULTING/PROF. SERVICES	-	(\$5,439)
T58	<i>Reallocation between capital projects.</i>			
To:	3308 - SENECA TURF	72601 - BLDG. CONSTRUCTION MATLS.	810001 - MISC.GOLF COURSE IMPROVE.	\$14,100
	3308 - SENECA TURF	72601 - BLDG. CONSTRUCTION MATLS.	812001 - SENECA COURSE REDESIGN	\$3,000
From:	3308 - SENECA TURF	73470 - BLDG. CONSTR. CONTRACTS	812001 - SENECA COURSE REDESIGN	(\$6,463)
	3308 - SENECA TURF	73470 - BLDG. CONSTR. CONTRACTS	810001 - MISC.GOLF COURSE IMPROVE.	(\$10,637)
Subtotal, Operating/Capital Funds Transfers				(\$279,864)
Restricted Funds				
T46	<i>Reallocation between operating accounts.</i>			
To:	5303 - MARKETING-NATIONAL CITY	57420 - ADVERTISING EXPENSE	-	\$11,878
From:	5303 - MARKETING-NATIONAL CITY	67580 - SPECIAL EVENT SUP/EXP	-	(\$11,878)
T47	<i>Reallocation between capital accounts.</i>			
To:	5436 - BIG CRK CONNECTOR-PARMA	72601 - BLDG. CONSTRUCTION MATLS.	G13436 - BIG CREEK CONNECTOR TRAIL	\$1,912
From:	5436 - BIG CRK CONNECTOR-PARMA	73470 - BLDG. CONSTR. CONTRACTS	G13436 - BIG CREEK CONNECTOR TRAIL	(\$1,912)
T48	<i>Reallocation between accounts for consulting services.</i>			
To:	5446 - TRAILS FUND	57406 - CONSULTING/PROF. SERVICES	-	\$2,000
From:	5446 - TRAILS FUND	72601 - BLDG. CONSTRUCTION MATLS.	A12446 - TRAILS	(\$2,000)
T49	<i>Reallocation between accounts.</i>			
To:	5469 - STRMWTR RETRO - WC PRESER	73407 - ENG/ARCH/PLAN CONTRACTS	P13469 - WC STORMWATER RETROFIT	\$500
From:	5469 - STRMWTR RETRO - WC PRESER	59507 - MINOR EQUIPMENT	-	(\$500)
T50	<i>To purchase a replacement Nature Tracks Vehicle.</i>			
To:	5558 - NATURETRACKS-WHITE/OTHER	74706 - BUSES/TOUR TRAINS	-	\$266,884

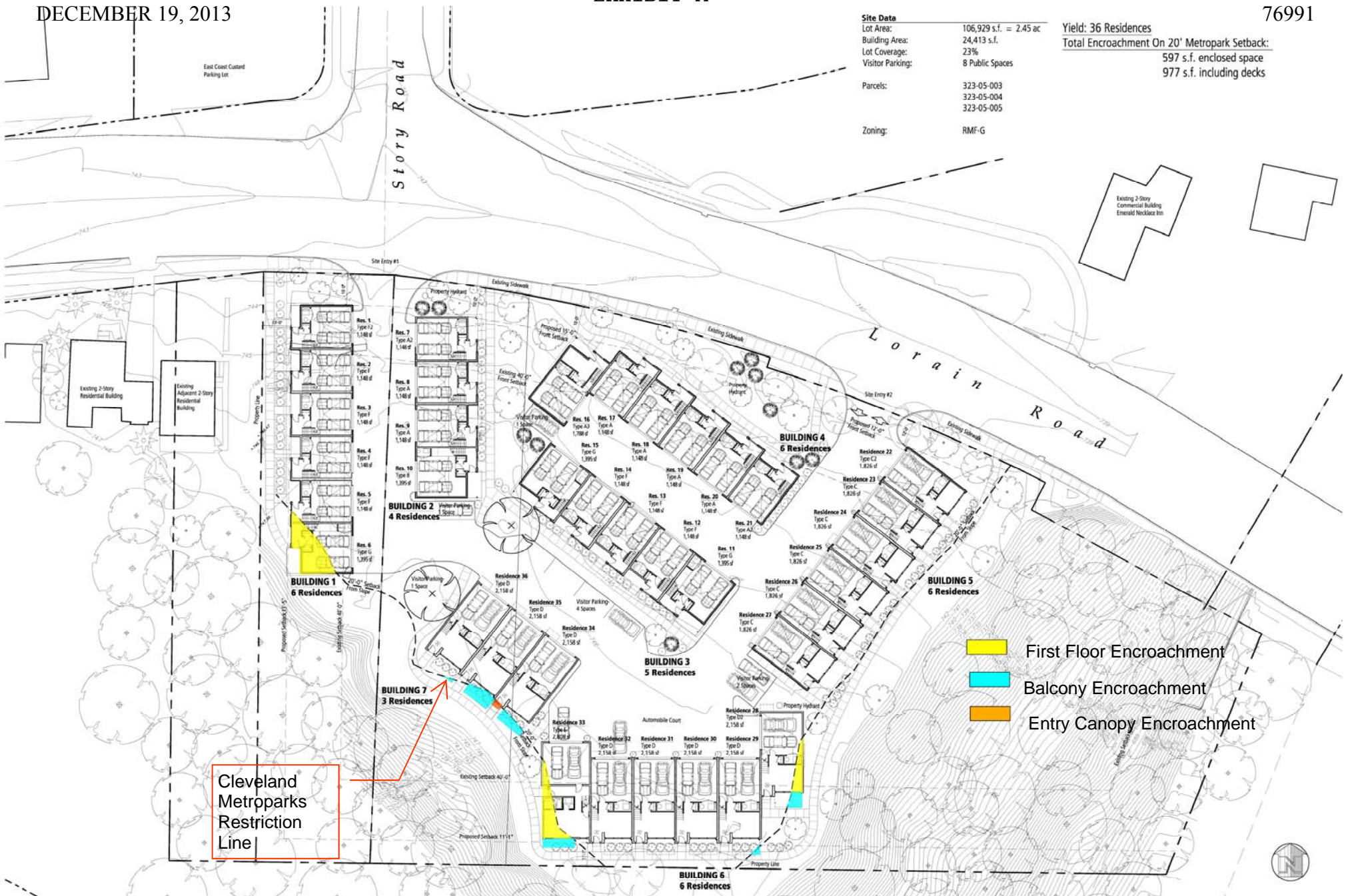
Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T51	<i>Reallocation between operating accounts.</i>			
To:	5755 - ZOO SOC. - ED WORKFRC DEV	67570 - ZOO PROGRAM SUPPLY & EXP.	-	\$35,122
From:	5755 - ZOO SOC. - ED WORKFRC DEV	51105 - SALARIES SEASONAL	-	(\$745)
	5755 - ZOO SOC. - ED WORKFRC DEV	67818 - SCHOLARSHIPS	-	(\$34,377)
T52	<i>To accommodate the reimbursement to FLD Marine for refurbish and replacement of concessions items at Edgewater Marina from their restricted account.</i>			
To:	5805 - FDL MARINE-REFURB./REPL.	72601 - BLDG. CONSTRUCTION MATLS.	Q13805 - EDGEWATER MARINA IMPR.	\$12,980
T58	<i>Reallocation between capital projects.</i>			
To:	5435 - WETLANDS-PARK SYNAGOGUE	72601 - BLDG. CONSTRUCTION MATLS.	C09435 - PRK SYN WETLAND MITIGATIO	\$1,200
	5415 - REGION ECO MONITOR -USEPA	72601 - BLDG. CONSTRUCTION MATLS.	A11415 - WETLAND PROG. DEVELOPMEN	\$106
From:	5415 - REGION ECO MONITOR -USEPA	73470 - BLDG. CONSTR. CONTRACTS	A11415 - WETLAND PROG. DEVELOPMEN	(\$106)
	5435 - WETLANDS-PARK SYNAGOGUE	73470 - BLDG. CONSTR. CONTRACTS	C09435 - PRK SYN WETLAND MITIGATIO	(\$1,200)
Subtotal, Restricted Funds Transfers				\$279,864
Net Increase to Budget				\$0

Site Data

Lot Area:	106,929 s.f. = 2.45 ac
Building Area:	24,413 s.f.
Lot Coverage:	23%
Visitor Parking:	8 Public Spaces
Parcels:	323-05-003 323-05-004 323-05-005
Zoning:	RMF-G

Yield: 36 Residences
Total Encroachment On 20' Metropark Setback:
 597 s.f. enclosed space
 977 s.f. including decks



DECEMBER 19, 2013

- Cleveland Metroparks**
- Reservation
 - Restricted
- Detailed Hydro**
- Ditch
 - Non-Stream Waterway
 - Stream
 - Stream or River
 - Pond
 - Lake Erie
 - Other Wet Areas
- Contours**
- Index Contour
 - Intermediate Contour
- Trails**
- ADA, APT
 - Bridle
 - Hiking
 - Mountain Bike Trails
 - Connector Trail



**Resolution Authorizing Acceptance of Ohio Department of Natural Resources
Boating Safety Education Grant Funds
December 19, 2013**

WHEREAS, The State of Ohio, through the Ohio Department of Natural Resources Division of Watercraft Boating Safety Education grant program, has awarded financial assistance to Cleveland Metroparks for boating safety education; and

WHEREAS, The Cleveland Metroparks desires financial assistance under the Division of Watercraft Boating Safety Education grant program;

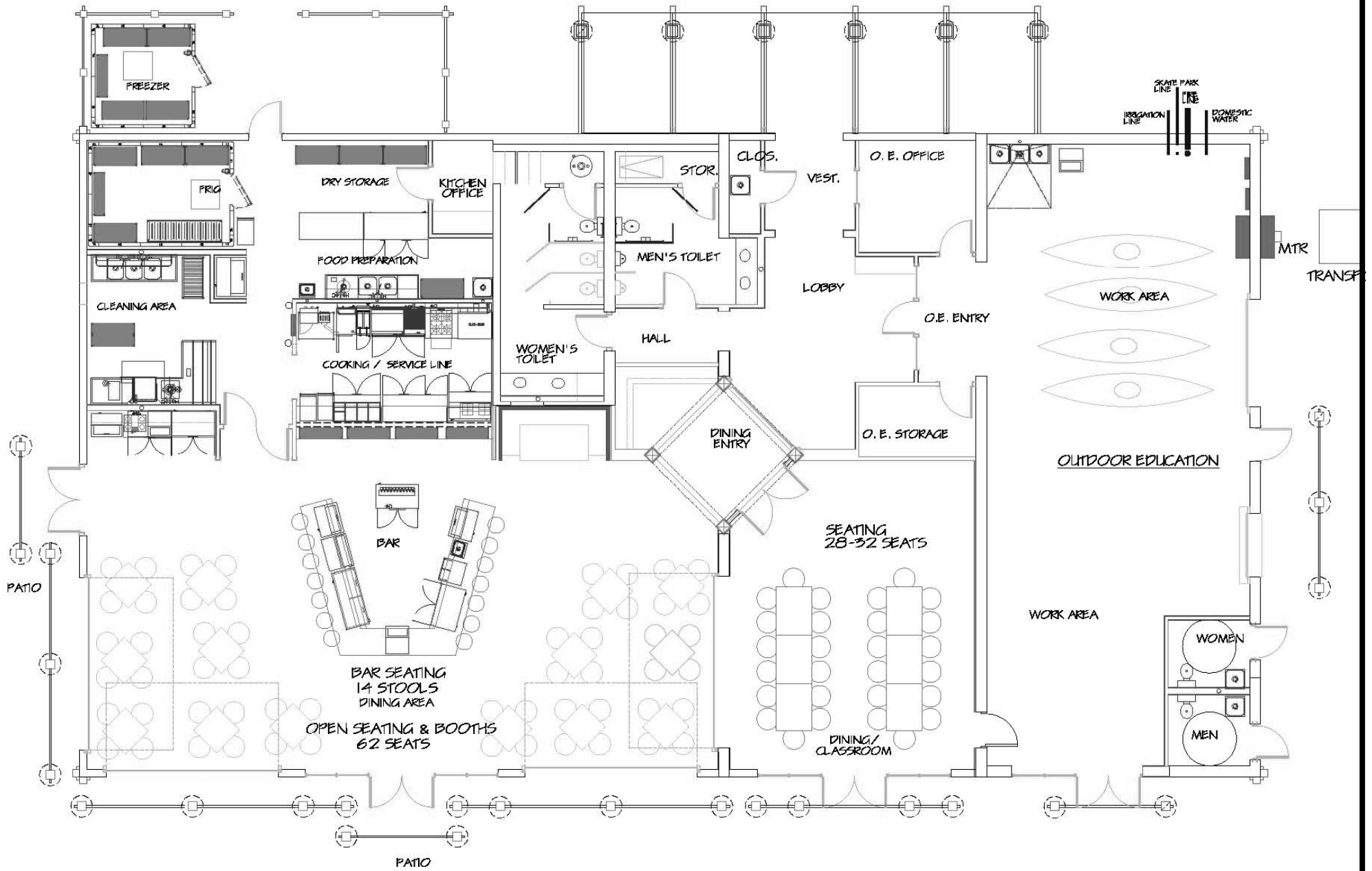
NOW THEREFORE, be it resolved by the Board of Park Commissioners of the Cleveland Metropolitan Park District as follows:

1. That the Board of Park Commissioners of the Cleveland Metropolitan Park District accepts financial assistance from Division of Watercraft Boating Safety Education grant program in the amount of \$28,529.
2. That Brian M. Zimmerman, Chief Executive Officer, is hereby authorized and directed to execute an assistance agreement with the Ohio Department of Natural Resources Division of Watercraft, and any agreements as necessary and appropriate for accepting this financial assistance.
3. That the Board of Park Commissioners of the Cleveland Metropolitan Park District does agree to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the Division of Watercraft Boating Safety Education grant program.

Debra K. Berry
President
Board of Park Commissioners
Cleveland Metropolitan Park District



Rivergate Building – Exterior Views



Rivergate Building Renovation—Floor Plan

RESOLUTION NO. 13-12-182

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 November 22, 2013 in the amount of \$439,681.25; and **Checks** dated November 27, 2013 in the amount of \$149,952.80; and **Checks** dated December 4, 2013 in the amount of \$104,405.61; and **Checks** dated December 6, 2013 in the amount of \$448,582.99; and **Checks** dated December 19, 2013 in the amount of \$994,780.59; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated November 17, 2013 to December 7, 2013 in the amount of \$266,429.98; and **Visa Travel Card** purchases dated November 17, 2013 to December 7, 2013 in the amount of \$11,878.57; 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: December 19, 2013

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
Bid Items	41	258	\$ 360,857.08	\$ 8,801.39	\$ 1,398.67	C
Board Authorized Payments	22	55	\$ 80,648.86	\$ 3,665.86	\$ 1,466.34	A
Director Approved Payments	41	144	\$ 345,229.05	\$ 8,420.22	\$ 2,397.42	D
Telephone-Written Quote Items	18	32	\$ 51,432.60	\$ 2,857.37	\$ 1,607.27	P
Telephone Quote Items	48	55	\$ 93,370.66	\$ 1,945.22	\$ 1,697.65	T
Utilities	19	203	\$ 161,448.38	\$ 8,497.28	\$ 795.31	U
Health Insurance	6	11	\$ 92,510.22	\$ 15,418.37	\$ 8,410.02	H
Other Exempt Items	106	119	\$ 894,865.57	\$ 8,442.13	\$ 7,519.88	E
Non-Bid Items less than \$1,000	90	123	\$ 38,463.54	\$ 427.37	\$ 312.71	N
Purchases Obtained w/o Cert.	2	13	\$ 18,577.28	\$ 9,288.64	\$ 1,429.02	S
	393	1013	\$ 2,137,403.24	\$ 5,438.69	\$ 2,109.97	

CODE LEGEND

- 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. 13-12-182** listed above.