

**MINUTES OF THE
BOARD OF PARK COMMISSIONERS
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
OCTOBER 15, 2014**

The Board of Park Commissioners met on this date, Wednesday, October 15, 2014, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

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

APPROVAL OF MINUTES.

No. 14-10-162: It was moved by Vice President Berry, seconded by President Rinker and carried, to approve the amended minutes from the Regular Meeting of September 12, 2014 which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.
Nays: None.

No. 14-10-163: It was moved by Vice President Berry, seconded by President Rinker and carried, to approve the minutes from the Regular Meeting of September 25, 2014, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.
Nays: None.

PUBLIC COMMENTS.

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

ACTION ITEMS.

- (a) ***Authorization to Submit Archery Grant Application and Commit Funds***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Donna L. Studniarz, Chief of Strategic Initiatives/Kristen Trollo, Grant and Outreach Coordinator)

Cleveland Metroparks proposes to submit an application to the Ohio Department of Natural Resources (ODNR) for their Cooperative Shooting Range Grant program, which supports the development and improvement of shooting ranges throughout the State of Ohio to provide safe areas for public use.

Cleveland Metroparks proposes to submit an application for a new archery range at the York Road Picnic Area in Brecksville Reservation. Cleveland Metroparks current archery range is located at Albion Woods Picnic Area in Mill Stream Run Reservation. The current range does not have adequate parking or safety features such as a fence and a designated firing line. The proposed new archery range at York Road Picnic Area will be configured to include adequate parking, including handicap spaces, an informational kiosk to display the safety rules of the range, permanent targets, a designated firing line, and a fence to ensure that spectators do not enter the firing area (see site plan on pages **78526** and **78527**).

Currently, two archery clubs, the Cleveland Archers and the Crooked River Archers, utilize the archery range and have been involved in the design of the new range at York Road Picnic Area. The range will also be open to the public at no cost to users.

The project costs are as follows:

ODNR	\$25,000.00
Cleveland Metroparks	<u>\$21,532.50</u>
	\$46,532.50

The required resolution is on page **78528**.

ACTION ITEMS (cont.)**No. 14-10-164:**

It was moved by Vice President Berry, seconded by President Rinker and carried, to approve the adoption of the resolution to authorize the submittal of the grant application to the Ohio Department of Natural Resources for funding assistance through Cooperative Shooting Range Grant program as described above; to authorize and agree to obligate the funds in the amount of \$21,532.50 required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the program; and further, that the Board authorize the Chief Executive Officer to enter into agreements and execute any other documents as may be required to accept the grant upon award; form of document(s) to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

- (b) ***Hinckley Reservation: Land Acquisition for the East Branch of the Rocky River Initiative (±70 acres)***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Donna L. Studniarz, Chief of Strategic Initiatives/Stephanie Kutsko, Land Protection Coordinator)

Background

In previous discussions with the Board, the East Branch of the Rocky River protection initiative has been discussed based on Behnke Associates Greenway Study “A Treasure to Protect.” To date, the acquisitions have focused on creating two natural resource core reserves (reference map, page **78529**) - the western core extends southward from Mill Stream Run Reservation and is referred to as the Heron Rookery area due to the presence of a large rookery near a Category 3 wetland. This year an additional 80 acres was added to the western core reserve with the acquisition of Timberlane Farm in July.

The eastern core reserve was initiated with the acquisition of Rising Valley Park in 2005, and has continued with additional acquisitions with an emphasis on protecting the East Branch main stem and the Category 3 Rising Valley wetland complex. In 2009, Cleveland Metroparks was awarded a Water Resource Restoration Sponsor Program (WRRSP) grant for land acquisition to complete the preservation of the large Category 3 Rising Valley wetland complex (±192 acres), associated headwater streams and buffer. As the only remaining, relatively intact headwater wetland/stream complex east of the Cuyahoga River in the Lake Erie drainage basin, protecting and maintaining the ecological integrity and water quality of the Rocky River basin is significant.

ACTION ITEMS (cont.)**Kuchta (Kohler) Property**

Cleveland Metroparks has worked with George Kuchta (property held in trust by John E. Kohler, Trustee) for over five years to acquire a portion of his ± 100 acre property in Hinckley Township (reference map, page **78530**) and adjacent to the Rising Valley park section of Cleveland Metroparks Hinckley Reservation to preserve the remaining unprotected portion of the Rising Valley wetland, the headwater streams that flow to the wetland, the steep hillside and the associated upland. In June, staff was able to work out a mutually acceptable agreement to acquire ± 70 acres with the landowner retaining ± 30 acres. The owner has agreed to sell the property via fee simple title for \$875,000, provided a gas line easement is granted to the Seller for access and maintenance of a gas line and well that service the house on the retained ± 30 acres. The remaining WRRSP funds of \$455,969 will be utilized towards the acquisition with Cleveland Metroparks contributing \$419,031. The proposed ± 70 acre acquisition would create an eastern core natural resource reserve of ± 477 acres.

No. 14-10-165:

It was moved by Vice President Berry, seconded by President Rinker and carried, to authorize the acquisition of fee simple interest of ± 70 acres as hereinabove described, from John E. Kohler, Trustee for real estate held in trust for George and Bridge Kuchta, for a purchase price of \$875,000, subject to the approval of the environmental assessment report, survey, and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, including the gas line easement and the documents necessary for WRRSP funding, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate, and in form acceptable to the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. 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 (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.

ACTION ITEMS (cont.)

Zoo 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 Zoological 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.

In 2013, an amendment to the operating agreement was reached whereby the annual commitment from the Zoological Society was increased to an amount equivalent to 72% of the revenue from the general membership program; the amendment was renewed for 2014. The Commitment is divided such that 65% goes to the Cleveland Metroparks general fund and 7% goes to a restricted fund for education programs and animal feed. The adjusted agreement is projected to provide \$1,894,961 in revenue to Cleveland Metroparks in 2014. This is an increase of more than \$50,000 in revenue over the previous 70% agreement. 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 2013/2014 agreement is viewed as a success for both organizations. A continuation of the agreement in 2015 would allow Cleveland Metroparks to continue to receive greater revenue over the previous 70% agreement. Additionally, 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 Zoological 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 2013/2014 agreement be renewed for 2015, 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.

No. 14-10-166:

It was moved by Vice President Berry, seconded by President Rinker and carried, to amend the 1998 Operating Agreement between Cleveland Metroparks and the Cleveland Zoological Society for 2015, 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 and Mr. Rinker.

Nays: None.

ACTION ITEMS (cont.)

- (d) **2015 Cleveland Metroparks Employee Group Health Care Benefits**
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Harold G. Harrison, Chief Human Resources Officer/David J. Kuntz, Chief Financial Officer)

A. 2015 MEDICAL BENEFITS

1) Self-Insured Preferred Provider Organization (“PPO”) Plans

Since January 1, 2007, the Park District has offered a self-insured medical plan which includes an administrative services only (“ASO”) provider network and claims adjudication service and reinsurance/stop-loss insurance coverage (“Stop-Loss Coverage”). The Park District has historically offered two plan design options (Plan A and Plan B).

Administrative Service Only Agreement – Medical Mutual of Ohio

In 2012 the Park District entered into a three (3) year agreement with Medical Mutual of Ohio (“MMO”) to provide access to their provider network (including discounts) and claims adjudication service for the self-insured medical plans. This contract requires a 2% increase in ASO premium payments for 2015. Accordingly, the MMO ASO premium for 2015 will be \$35.42 per employee per month (“PEPM”).

Stop-Loss Coverage

Stop-Loss Coverage provides the Park District with individual claim caps (currently \$100,000 per individual) and aggregate claim caps (125% of expected claims for Park District). Human Resources (HR) and Oswald solicited proposals (RFP #6018) for Stop-Loss Coverage and received responses from four (4) providers. HR and Oswald recommend that the Park District determine that the proposal from AIG Accident and Health Insurance - National Union Fire Insurance Company (“AIG”) is the lowest and best proposal. The incumbent, HCC Life, has proposed a 99.0% premium increase for specific coverage and a 13.5% premium increase for aggregate coverage. HR and Oswald considered various alternative proposals, including increased individual claim caps. Based on this review, HR and Oswald recommend acceptance of proposal from AIG with an increased specific claim cap to \$150,000 on two current high claims and \$125,000 on all other claims. This proposal will result in a 26.2% increase for specific coverage and 40.0% premium decrease for aggregate coverage.

AIG has set the annual maximum claims amount for 2015 at \$6,355,264.

ACTION ITEMS (cont.)**Self-Insured Plan Designs and 2015 Premiums**

Due to lower than expected overall claims experience in 2014, HR and Oswald are recommending no plan design changes for the Medical Mutual A-Plan and B-Plan for 2015. HR and Oswald, though, are recommending the addition of a third (C-Plan) high deductible – health savings account plan (“HDHP”) option. An HDHP features higher deductibles than traditional insurance plans, but offer lower premium rates and are paired with a health savings account to allow employees to pay for qualified out-of-pocket medical expenses on a pre-tax basis. HDHP’s now account for 25.6 of all public sector health plans in Ohio.

The following is a summary of the monthly premium rates for 2015 under the revised plan designs:

	A-Plan	B-Plan	C-Plan
Single	\$486.02	\$437.90	\$315.60
Family	\$1,154.40	\$1,028.91	\$749.62

Unless otherwise modified by a collective bargaining agreement, employee contribution rates for each plan will be maintained at the current rates.

2) Telehealth Services

In 2013, the Park District entered into a one-year contract with Teladoc to offer a telephonic medical consultation service with board certified practicing physicians, licensed by the State of Ohio. Employees contact Teladoc to inform them of their medical condition and a physician returns the call within minutes to consult with the employee. The physician may then prescribe medications as required. Cleveland Metroparks pays the entire monthly premium (\$1.35 PEPM) for the service, while the consultation charge (\$40) is offset by a \$10 employee co-pay.

Through September, 135 employees or dependents have received consultations through Teladoc in 2014. Based on self-reporting of where these employees would have sought treatment if Teladoc did not exist, HR estimates that the Park District has diverted \$20,800 from its self-insured claims experience by avoiding office, urgent care and emergency room visits. Based on this performance, HR will continue to offer Teladoc in 2015.

3) Wellness Incentive Program

Since 2013, Cleveland Metroparks has offered a wellness incentive program to encourage and reward health behaviors/actions of employees, spouses or same-sex domestic partners, and dependents. Pursuant to the program, monthly employee premium contributions were reduced by credits for obtaining certain requirements, including preventive care certifications, non-tobacco affidavits, health risk assessments and registration for Teladoc. Based on the success of the program, HR will continue to offer wellness incentive premium credits at the same level as 2014 (\$45/month for single and \$70/month for families).

ACTION ITEMS (cont.)**4) Medical Buyout**

The “buyout” option is a cash payment to employees, who would otherwise be eligible for family medical coverage, who decline to elect medical benefits from the Park District and utilize their spouse’s or domestic partner’s employer health plan. Annual verification documentation is required. HR and Oswald are recommending continuing the buyout rate at \$150.00 per month in 2015.

B. 2015 DENTAL AND VISION BENEFITS**1) Dental Benefits**

In 2013, Cleveland Metroparks entered into a contract with Aetna for dental coverage in 2014. This contract included a 5% renewal rate increase cap for 2015. Aetna has provided a renewal quote with a 2.4% increase.

Accordingly, HR and Oswald recommend that the Park District enter into a renewal contract with Aetna to provide dental coverage at the below rates:

	Dental PPO	Dental DMO
Single	\$23.82	\$23.82
Family	\$78.96	\$78.96

2) Vision Benefits

In 2013, Cleveland Metroparks entered into a contract with Aetna for vision coverage in 2014. This contract included a flat renewal rate guarantee for 2015. Accordingly, HR and Oswald recommend that the Park District enter into a renewal contract with Aetna to provide Dental Coverage at the below rates:

	Vision
Single	\$3.89
Family	\$11.81

No. 14-10-167:

It was moved by Vice President Berry, seconded by President Rinker and carried, to:

A. Self-Insurance Plan

- a. That the Board approve the continuation by the Chief Executive Officer of the self-insured employee health benefits program, maintained pursuant to Section 9.833 of the Ohio Revised Code, to pay for authorized health care benefits, including health care and prescription drugs, under the Medical Mutual PPO plan options described above (the “Self-Insured Program”) for the 2015 plan year;

ACTION ITEMS (cont.)

- b. That the Board direct the Chief Executive Officer to take all necessary actions to reserve funds, as are necessary, in the exercise of sound and prudent actuarial judgment, to cover potential costs of health care benefits for the Self-Insured Program. The funds shall be reserved in a special fund (the "Self-Insurance Fund") established pursuant to this resolution, which shall comply with the requirements of Ohio Revised Code Section 9.833. The costs of the Self-Insured Program, including, but not limited to, claims paid, administrative fees, consultant fees, wellness programs, telehealth services, and legal fees, may be allocated to the Self-Insurance Fund on the basis of relative exposure and loss experience;
- c. That the Board direct the Chief Executive Officer to have a report prepared and published of amounts reserved and disbursements made from the Self-Insurance Fund, which comports with and conforms to the requirements of Ohio Revised Code Section 9.833, and is maintained and made available for inspection at all reasonable times during regular business hours at the Cleveland Metroparks Administrative Office; and
- d. That the Board authorize the Chief Executive Officer to offer the health care "buyout" option at the rate of \$150 per month.

B. Stop-Loss / Reinsurance Coverage (RFP #6018)

That the Board approve an award on RFP #6018 and authorize the Chief Executive Officer to enter into a one (1) year agreement, in a form approved by the Chief Legal and Ethics Officer, with AIG at the rates cited above to purchase stop-loss reinsurance for \$125,000 deductible (\$150,000 deductible on two identified claims) specific stop-loss insurance and aggregate stop-loss insurance at 125% of expected claims as projected by AIG. The agreement shall commence on January 1, 2015 and cover claims incurred in the twelve (12) month period covering the Self-Insured Program's year beginning January 1, 2015, but paid on or before March 31, 2015.

C. Dental Benefits

That the Board authorize the Chief Executive Officer to exercise the one (1) year renewal option, in a form approved by the Chief Legal and Ethics Officer, with Aetna Insurance Company at the rates cited above for dental benefits.

ACTION ITEMS (cont.)**D. Vision Benefits**

That the Board authorize the Chief Executive Officer to exercise the one (1) year renewal option, in a form approved by the Chief Legal and Ethics Officer, with Aetna Insurance Company at the rates cited above for vision benefits.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

- (e) ***Consultant Agreement – RFQ #5985: Coastal and Shoreline Professional Design Services – Euclid Beach Pier – Preliminary Design***
(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer)

Background:

In September of 2013, KS Associates, Inc. (KS) performed an engineering inspection of the existing shoreline structures at Euclid Beach, Villa Angela, and Wildwood Parks in the Euclid Creek Reservation. The resulting report documented the conditions of more than 1.5 miles of shore and structure frontage (KS Report). Due to the nature of the KS Report and its concentration on the shore protection structures, an additional report was needed to analyze the structural adequacy and conditions of the existing Euclid Beach Pier. In February of 2014, E.L. Robinson Engineering of Ohio Co. performed and prepared an evaluation study of the pier, with the recommendation to remove the pier “due to the amount of deterioration found, lack of design details, current limited access to the beach, construction cost,” among other identified issues.

Due to the importance of the pier, and its historical nature and association with Euclid Beach Park, a replacement pier is desired to be constructed at Euclid Beach. As discussed at the February 20, 2014 Work Session with Board, \$1,500,000 has been budgeted for the construction of a new pier in the general location of the existing pier.

RFQ Response and Analysis:

On May 12, 2014, Cleveland Metroparks issued a request for qualifications (RFQ) for professional design services and invited qualified design professionals to submit their qualifications for the design of twenty-seven (27) potential types of shoreline improvement projects (of which pier design was included). Projects included not just lakefront improvements, but also those to potentially take place on other waterways within the park system. The RFQ was issued for a period to last five years (2014 to 2019), with an annual review of the selected consultant to be performed.

ACTION ITEMS (cont.)

The RFQ yielded seven (7) responses from consultant teams. Qualifications were reviewed by Cleveland Metroparks staff and interviews were held with four (4) of the seven (7) consultant teams and, pursuant to ORC 153.69, the top three (3) firms were ranked in order of most qualified. Presented as an Information Item at the July 10th, 2014 Board meeting, KS Associates, Inc. / W.F. Baird & Associates Ltd. team (KS Team) was deemed most qualified by Cleveland Metroparks staff. With concurrence of the Board to select the KS Team as the most qualified, individual contracts will be negotiated on a per project basis and brought to the Board per the Cleveland Metroparks Bylaws.

Proposal Analysis:

A proposal was requested from the KS Team to cover the due diligence and preliminary engineering for the Euclid Beach Pier. The proposed cost of \$149,555 covers the below scope:

Due Diligence:

- Topographic Survey
- Hydrographic Survey (lake bottom)
- Existing Conditions Map
- Geotechnical Analysis

Metoccean Analysis

- Water Level Analysis
- Offshore and Near Shore Wave Analysis
- Ice Analysis
- Preliminary Load Assessment (Wave and Ice)

Basis of Design

- Develop Functional and Operational Requirements of Pier

Structural Alternatives

- Provide Alternatives for Pier Structure Type

Pier Location and Architectural Vision

- Evaluate Potential Locations of Pier
- Establish Architectural Guidelines for Pier

Retaining Wall Alternatives

- Evaluate 2 Wall Types

Upon the selection by Cleveland Metroparks of a preferred design alternate, a final design fee will be negotiated with the KS Team for construction document preparation. It is anticipated that the KS Team will need approximately five months to complete the above scope.

ACTION ITEMS (cont.)

No. 14-10-168:

It was moved by Vice President Berry, seconded by President Rinker and carried, to authorize the Chief Executive Officer to enter into a Professional Service Agreement for the Euclid Beach Pier with **KS Associates, Inc.**, in the not-to-exceed amount of **\$149,555** for due diligence and preliminary design services, in a form acceptable to the Chief Legal and Ethics Officer, pursuant a proposal dated September 17, 2014.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

AWARD OF BIDS:

No. 14-10-169:

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

Commodities Usage Report:

- **Bid #5911:** **Topsoil, Mulch, and Golf Course Top Dressing** provided on an "as needed" basis for a two (2) year period beginning June 16, 2013 through June 15, 2015 (see page **78513**);

Bid #6028: **26 Ft. Yacht Club Launch (Water Taxi)**
(see page **78514**);

Bid #6029: **Seneca Golf Course Improvements – Earthwork
– Phase I – Brecksville Reservation** (see page **78516**); and

Co-Op #6030: **Truck Body and Modifications (up fitting)
Installed on New 2014 37,000 GVW Cab and
Chassis** (see page **78518**).

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

AWARD OF BIDS (cont.):

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

BID #5911 SUMMARY: **TOPSOIL, MULCH, and GOLF COURSE TOP DRESSING**
provided on an "as needed" basis for a two (2) year period
beginning June 16, 2013 through June 15, 2015

ORIGINAL ESTIMATE \$225,000

(90% = \$205,000)

The estimated encumbrance was based upon a two year spend of topsoil, mulch, and golf course top dressing material for various locations throughout the Park District. With the renovation of the area near and around Merwin's Wharf, rehabilitation of property (at various reservations) due to the flood in May 2014 and improvements at Lakefront properties additional funding is required. The requested commodity adjustment pays current invoices and anticipates remaining orders through June 15, 2015.

ORIGINAL AWARD (May 30, 2013)	\$225,000
Additional Consumption/Final "Close-out" Estimate	<u>\$100,000</u>
REVISED TOTAL AWARD:	\$325,000

RECOMMENDED ACTION:

That the Board amend Resolution No. 13-05-081 to accommodate usage in excess of the original estimate as follows:

No. 13-05-081: That the Board authorize a **split award at the lowest and best unit prices** indicated above, for the purchase of Topsoil and Planting Mix from **Madden Brothers Inc.**, Golf Course Top Dressings from **Arms Trucking Co.**, pickup loads of Topsoil, Leaf Humus and Yellow Clay from **Kurtz Bros., Inc.** and Aged Bark Mulch, Fresh Bark Mulch, Cypress Mulch and Diamond Clay from **Three-Z-Inc.** on an "as needed" basis for a two year period, beginning June 16, 2013 and extending through June 15, 2015 for a **total cost not to exceed ~~\$225,000~~ \$325,000**. In the event a vendor cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. In the event the log of consumption approaches 90 percent of the total estimate, an action item will be presented to the Board requesting an increase.

Vote on the motion was as follows:

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

See Approval of this Item by Resolution No. 14-10-169 on Page 78512)

AWARD OF BIDS (cont.):**AWARD BID #6028: 26 FT. YACHT CLUB LAUNCH (WATER TAXI)**

(Originating Sources: Sean E. McDermott, P.E., Chief Planning Officer/John G. Cardwell, RLA, Senior Landscape Architect)

Background:

Cleveland Metroparks acquisition of Lakefront and Cuyahoga River properties provides significant opportunities to develop linkages between these significant public parks. Currently many park visitors arrive traditionally by car, but new regional emphasis is being focused on more underutilized modes of transportation such as the R.T.A. Waterfront Line, pedestrian, kayak, bicycle routes and a Water Taxi. The Cuyahoga River remains a formidable interruption to activities on opposite banks and the Water Taxi is being proposed as a means to effectively bridge that separation.

The “Holy Moses” Water Taxi operated on the Cuyahoga River during the 1980’s and 1990’s moving Flat’s revelers between a single location on both the East and West Banks. When the Flat’s lost its entertainment appeal the Water Taxi service was discontinued. The current new development in the Flats and increasing numbers of residents living in Downtown Cleveland is creating a renewed recreational interest in the Flats. Cleveland Metroparks is playing a vital role in this resurgence and sees an opportunity to provide a much needed over-water means of connectivity. Cleveland Metroparks intends to begin the Water Taxi operation between the East and West Banks with a single boat by Memorial Day 2015, increasing the number of stops as opportunities develop. Bids were received for Bid #6028: 26 Ft. Yacht Club Launch on October 9, 2014 with the results listed below.

Bid #6028: 26 Ft Yacht Club Launch	
<u>Bidder Name</u>	<u>Base Bid Amount</u>
Crosby Yacht Yard, Inc.	\$169,050
Landscape Architect Estimate	\$167,000

Bid Analysis:

Cleveland Metroparks staff researched boat style options, prior to developing the specifications, placing significant emphasis on the vessel being ADA-accessible, stable during varied river conditions, maneuverable on what is a busy river, and have a “New England” charm. The Bidder, “Crosby Yacht Yard, Inc.”, is located in Osterville Massachusetts and has been building fiberglass vessels since 1850. Cleveland Metroparks staff has visited two 26’ Crosby Launches currently in use at the Lorain Port Authority for river and light house tours and two at Put-In-Bay transporting boaters back and forth between Mooring Ball Fields and shore. Crosby Yacht Yard, Inc. provides a “turnkey” product which includes the vessel complete with overhead canopy, ADA access door, bow-thruster, Coast Guard coordination including testing and Certifications, trailer, life vests, horn, lights, anchor etc., and delivery.

AWARD OF BIDS/BID #6028 (cont.):**RECOMMENDED ACTION:**

That the Board authorize the Chief Executive Officer to enter into a contract with **Crosby Yacht Yard, Inc.** as the best and lowest bidder for **Bid #6028**: 26 Ft Yacht Club Launch, for the lump sum base bid of **\$169,050.00**. In the event that the bidder cannot satisfy the bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lower 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. Form of contract to be approved by the Chief Legal and Ethics Officer.

See Approval of this Item by Resolution No. 14-10-169 on Page 78512)

AWARD OF BIDS (cont.):**AWARD BID #6029: SENECA GOLF COURSE IMPROVEMENTS – EARTHWORK - PHASE I – BRECKSVILLE RESERVATION**

(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Sean McHugh, Executive Director of Golf/Bob Burichin, Project Manager)

Background:

Improvements to Seneca Golf Course have been underway since November of 2010. On October 9, 2014 bids were received for Bid #6029 – Seneca Golf Course Improvements – Earthwork – Phase I. The project consists of the mass re-grading of holes one (1) through nine (9) and also secures price alternates for the performance of additional work. The re-grading of all twenty seven (27) holes will be completed in three (3) phases. The completed project will result in dramatically improved playability of the course, in addition to the improvement of drainage and on-site stormwater management.

Bidders were asked to provide alternate pricing to 1) provide labor and equipment to spread seed and establish cover over all excavated areas; 2) provide labor and equipment to spread straw over all seeded areas; and 3) provide labor and equipment for the final shaping and bunker construction. The received bids results are listed below:

<u>Bid #6029:</u> Seneca Golf Course Improvements – Earthwork - Phase I – Brecksville Reservation				
Bidder Name	Base Bid Amount	Alternate No. 1 (Add)	Alternate No. 2 (Add)	Alternate No. 3 (Add)
DiGioia Suburban Excavating LLC	\$620,585	\$35,000	\$41,000	\$208,740
United Civil Contractors and Developers, Inc.	\$648,045	\$14,360	\$18,980	\$210,600
Haynes Construction	\$657,000	\$27,000	\$29,000	\$189,000
Site Tech, Inc.	\$672,000	\$26,000	\$8,000	\$50,000
Vizmeg Landscape, Inc.	\$784,920	\$61,763	\$23,711	\$90,300
Engineer's Estimate	\$650,000			

Bid Analysis:

Staff has performed a review of the bid results and subsequently reviewed the scope of work and project schedule with DiGioia Suburban Excavating LLC, the low bidder. Staff is confident DiGioia Suburban Excavating LLC will complete this project in a very professional and timely manner. DiGioia Suburban Excavating LLC has successfully performed for Cleveland Metroparks in the past at Big Met where in 1998 they performed earthwork, utility installation, cart path installation, and construction of the pump house. Due to the cost of the alternates secured as part of the bid, staff recommends that no alternates be exercised or awarded at this time.

AWARD OF BIDS/BID #6029 (cont.):**RECOMMENDED ACTION:**

That the Board authorize the Chief Executive Officer to enter into a contract with DiGioia Suburban Excavating LLC as the lowest and best bidder for **Bid #6029: Seneca Golf Course Improvements – Earthwork – Phase I**, Brecksville Reservation for the lump sum base bid of \$620,585. In the event that the bidder cannot satisfy the bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lower 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. Form of contract to be approved by the Chief Legal and Ethics Officer.

See Approval of this Item by Resolution No. 14-10-169 on Page 78512)

AWARD OF BIDS (cont.):**CO-OP #6030 SUMMARY: TRUCK BODY AND MODIFICATIONS (UP-FITTING)
INSTALLED ON NEW 2014 (37,000 GVW) CAB AND
CHASSIS**

This recommendation provides the truck body (v-box salt spreader) and snow plow that will equip the cab and chassis purchased in July, 2014 (Co-Op #6003) from Cleveland Freightliner, Inc., for a total cost of \$77,578.00. The addition of this recommendation brings the total cost of the truck to \$137,162.25.

DESIGNATION	Mill Stream Run Reservation
UNIT(S) REPLACED	Not applicable
Mileage and Condition	Not applicable
NEW UNIT BASE COST	\$59,584.25 ea.
Build Out Date	90 Days
<u>TOTAL COST</u>	\$59,584.25
PURPOSE - Use of Vehicle	Stainless Steel Dump Body equipped with 13' snow plow, four (4) yard v-box salt spreader, 10' dump body, all related hydraulics, lighting, and controls installed on cab and chassis (Co-Op #6003) approved by the Board on July 14, 2014. This unit will be used to plow various road ways and parking lots located in their respective reservation.
COMPARATIVE UNIT	Prior to this year, the most recent purchase of a truck body and modifications was in September of 2010 (Bid #5675) at a base price of \$52,328.03, which represents an increase in cost of 12% over the 2010 model.

RECOMMENDED ACTION:

That the Board approve the purchase of **One (1) Plow Truck Body and Plow**, equipped as specified in the above summary, from **Cenweld Corp.**, for a total cost of **\$59,584.25** in full utilization of the State of Ohio Contract Number 800297.

See Approval of this Item by Resolution No. 14-10-169 on Page 78512)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 10/15/14)

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>
Post annual inspection and repairs to Forestry boom bucket truck. Original repair on July 22, 2014, shown here to add last inspection repairs.	Dueco, Inc.	\$10,533.40 <u>570.23</u> \$11,103.63	(6)
Roof replacement at Rocky River Scenic Park Pavilion, Huntington Lake Shelter, Albion Woods Pavilion, Albion Woods Shelter.	Absolute Roofing and Construction, Inc.	\$27,900.00	(7)
Argo HDI utility vehicle for Natural Resources including shipping.	Leo's All Season Vehicles	\$25,495.00	(7)
XProtect Corporate Base Server software for Information Systems Department including license and five years of support services.	Integrated Precision Systems	\$15,585.00	(2)
Paving of Johnson's Picnic Area parking lot, Hinckley Reservation.	Premier Asphalt Paving	\$20,939.00	(7)
Carpet, floor tile cleaning for nature centers throughout Cleveland Metroparks for a one year period beginning October 1, 2014 and ending September 30, 2015.	Interfinish, LLC	\$15,000.00	(2)
"Come out and Play" banners to be supplied for a one year period beginning April 25, 2014 through April 24, 2015 with an option to renew for second year. Additional cost to place more banners at more sites than originally anticipated.	Third Dimension, Inc.	\$13,000.00 <u>8,000.00</u> \$21,000.00	(7)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Various cleaning and maintenance products supplied for one year period beginning October 1, 2014 through September 30, 2015.	WW Grainger	\$50,000.00	(2)
Repair to seven (7).	Viktor's Legacy Custom Gunsmithing	\$12,459.92	(7)
Various fresh seafood for Merwin's Wharf through December 31, 2014.	Cantonese Classic Seafood	\$30,000.00	(3)
Lighting and sound production services, equipment rental and set-up for "Boo at the Zoo."	Vertical Sound	\$34,220.00	(7)
Rental of 80' straight man lift for work at Manakiki Golf Clubhouse.	Sunbelt Rentals	\$11,417.24 <u>8,688.76</u> \$20,106.00	(6)
2014 estimated defense litigation counsel increase.	Mananec, Raskin and Ryder Co., LPA	\$20,000.00 <u>5,000.00</u> \$25,000.00	(5)
Scrap metal recycling services from June 1, 2014 through May 31, 2016. Increase due to designation of more pick-up areas hence greater consumption of services.	Demilta Iron and Metal	\$21,080.00 <u>5,660.00</u> \$26,740.00	(1)
Stand up paddleboards for rental for Outdoor Recreation programming.	Nalu Sup	\$16,502.00	(7)

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

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

CONSTRUCTION CHANGE ORDERS

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:

There are no change orders to report for this period.

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

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

Jacqueline D. Hahn, Revenue Specialist

In April of 2014, Jacqueline (Jackie) Hahn joined Cleveland Metroparks Finance Division as a part-time Revenue Specialist. Jackie previously worked for six years at P.J. Ellis Electric Company in Parma, Ohio as an Office Administrator, where she oversaw multiple functions related to daily office operations and provided administrative support to four senior managers. While employed in that capacity, Jackie handled all accounts receivable, general ledgers, reconciliation, and banking. She prepared weekly payroll and payroll taxes for 27 employees; managed all waivers and liens; maintained supplies; and prepared and distributed weekly union reports, including fringe benefits details. Jackie was involved with bid preparation and attended bid meetings as the company representative. Jackie is currently enrolled in the Bachelor of Science program at Baldwin-Wallace College majoring in Urban Studies with a minor in Business.

Robert T. Burichin, Project Manager

Robert (Bob) Burichin joined the staff of Cleveland Metroparks in June of this year in the position of Project Manager in the Department of Planning and Design. Bob previously spent seven years working for Project and Construction Services, Inc. (PCS) where he managed construction projects in a team environment from the time the project bids process through closeout documentation. He coordinated projects between architects, engineers, owners, prime contractors, sub-contractors, and various testing agencies. Bob prepared and executed submittals, shop drawings, requests for further information, change orders, pay applications, coordination drawings, schedules and daily reports. He also worked for R.S. Jenny Construction for four years completing residential construction projects which involved building homes, home additions, pole barns, pavilions and small commercial remodeling. Bob holds a Bachelor's Degree in Construction Management from Bowling Green State University; is a member of the Construction Employers Association (CEA); is a member of the Construction Management Association of America (CMAA); and has OSHA training.

Ryan J. Denker, Architect

Ryan Denker began his career with Cleveland Metroparks in July of 2014 as an Architect in the Department of Planning and Design. Before coming to Cleveland Metroparks, Ryan was employed by Zarzycki-Malik Architects where he spent seven years. While employed with Zarzycki-Malik Architects Ryan was responsible for preparing and completing schematic design, design development and construction documents. He created written and graphical reports, proposals, master plan studies and marketing materials. Ryan also reviewed Federal, State and Local building and zoning codes for project compliance, and surveyed existing site and building conditions. Ryan's other prior employers included Dorsky-Hodgson-Parrish-Yue Architects, FORUM

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

Architects/GSI Architects and DSI Architects. He holds a Master of Architecture from Kent State University, Cleveland Urban Design Collaborative in Cleveland, Ohio, and a Bachelor of Science in Architecture from The Ohio State University. Ryan is a registered architect in the State of Ohio, a member of the National Council of Architectural Registration Boards, and a member of the City of Brunswick Board of Building Code Appeals.

Jesse E. Schook, Architect

Jesse Schook joined Cleveland Metroparks Department of Planning and Design as an Architect in April 2014. Prior to joining Cleveland Metroparks, Jesse was a Project Manager for GRW Architects, Engineers and Planners, a regional design firm based in Lexington, Kentucky where he worked and traveled between Kentucky, Indiana and Ohio. He performed autonomously all of the managerial tasks required to actualize new construction, renovation and historic preservation projects from the very small up to \$50 million dollars. His design and construction experience includes parks and recreation, equine, industrial, government and military projects for federal, state, and local governments as well as the private sector. Jesse is capable of producing two dimensional drawings and 3D renderings utilized in the schematic design and construction documents phases. Jesse holds a Bachelor of Architecture from the University of Kentucky, Atelier de Venetiziano – 2000 Study Abroad, and training on Access Control Point Standards and Training on Security Engineering and Standards from the U.S. Army Corps of Engineers, Protective Design Center.

b. *“Your Parks Your Stories” Initiative with Foster Brown*

(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Foster Brown, Historical Interpreter/Naturalist)

Historical Interpreter/Naturalist Foster Brown is leading up an exciting new initiative that has been collecting stories from park visitors, staff, and retirees. Being an interpreter with Cleveland Metroparks for the last 18 years, Foster has heard plenty of stories about how lives have been greatly impacted for the better by our Park District. He has been travelling to events, centers, historical societies and parks to sit down with park visitors and record their stories, collect copies of their historical photos and document their experiences. Now up to at least 80 stories with more to come, we will be able to reveal these tales in many exciting ways in the future.

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 **78512** through **78518**; \$10,000 to \$50,000 purchased items/services report, pages **78519** through **78520**; and construction change orders, page **78521**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 14-10-161: It was moved by Vice President Berry, seconded by President Rinker and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **78531** to **78601**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

COMMENTS FROM THE CHIEF EXECUTIVE OFFICER.

Chief Executive Officer, Brian M. Zimmerman, advised that “Boo at the Zoo” begins this coming weekend. Also, a baby Langur Monkey was born this morning at Cleveland Metroparks Zoo. The Zoo is also the home of two recently born baby giraffes.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, October 30, 2014, 8:00 a.m. at the Board’s office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 14-10-170: At 9:52 a.m., upon motion by Vice President Berry, seconded by President Rinker and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Acquisition/Purchase of Real Estate and Litigation, as stated by Chief Legal and Ethics Officer, Rose Fini.

The roll call and vote on the motion was as follows:

Aye: Ms. Berry

Aye: Mr. Rinker

Nays: None.

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

ADJOURNMENT.

No. 14-10-171: There being no further matters to come before the Board, upon motion by Vice President Berry, seconded by President Rinker and carried, President Rinker adjourned the meeting at 11:05 a.m.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

President.

Attest:

Secretary.

WORK SESSION.

After the Regular Meeting, a Work Session was held to discuss the following item:

Lakefront Draft Conceptual Master Plans

(Originating Sources: Donna L. Studniarz, Chief of Strategic Initiatives/Kelly Coffman, Senior Strategic Park Planner)

The Lakefront Reservation and the lakefront portion of Euclid Creek Reservation have been evaluated and studied by staff. Strategic Initiatives has worked with a group of internal stakeholders to develop draft conceptual master plans. Community input from the March public open houses, use patterns at summer events, historical research, and on-site observations have all been factored into the plans. The Draft Conceptual Master Plans are similar to the Reservation Plans currently in place for other Park District reservations, and reflect the goals of the Strategic Plan. The plans were well received at the Joint Chiefs and Directors meeting on August 12, 2014. A Board work session is the next step in the internal review process. Comments will be incorporated into updated plans which are slated to be presented at public Open Houses later this fall.

Senior Park Planner, Kelly Coffman, shared with the Board detailed plans related to this initiative.



Cleveland Metroparks

PROJECT NUMBER :

www.clevelandmetroparks.com

**OVERALL
SITE PLAN
YORK ROAD ARCHERY RANGE
BRECKSVILLE RESERVATION
NORTH ROYALTON, OH 44130**

REVISIONS

NO.	DESCRIPTION	DATE	BY

SCALE CHECK: THIS MARK SHOULD MEASURE EXACTLY 1/2" WHEN PLOTTED

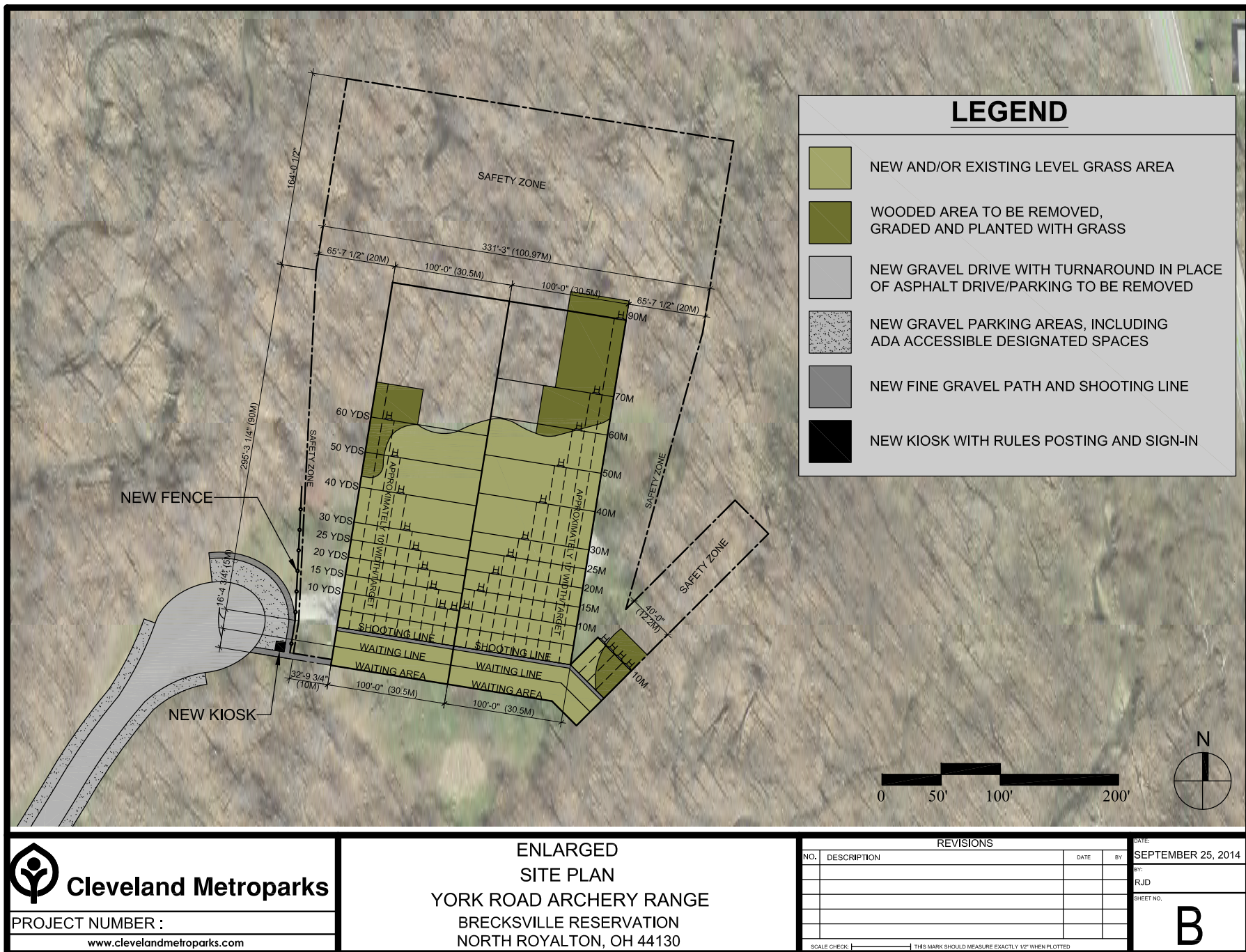
DATE: **SEPTEMBER 25, 2014**

BY:

RJD

SHEET NO.

A



**Resolution of Authorization
York Road Archery Range**

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public shooting ranges through the Cooperative Shooting Range Grant program, and

WHEREAS, Cleveland Metroparks plans to construct an archery range at York Road Picnic Area in Brecksville Reservation, and

WHEREAS, Cleveland Metroparks desires financial assistance under the Cooperative Shooting Range Grant program,

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

That the Board of Park Commissioners of the Cleveland Metropolitan Park District approves filing this application for financial assistance and certifies that this application is consistent and compatible with all adopted plans and programs for safe shooting range development.

That Brian M. Zimmerman is hereby authorized to act on behalf of the organization by conducting negotiations and by executing and submitting documents, including but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of the project.

That the Board of Park Commissioners of the Cleveland Metropolitan Park District agrees to comply with all procedures, guidelines, and requirements of the Division of Wildlife as part of the application process, and understands that the project scope and funding amount are subject to final approval by the Shooting Range Grant Program Scoring Committee.

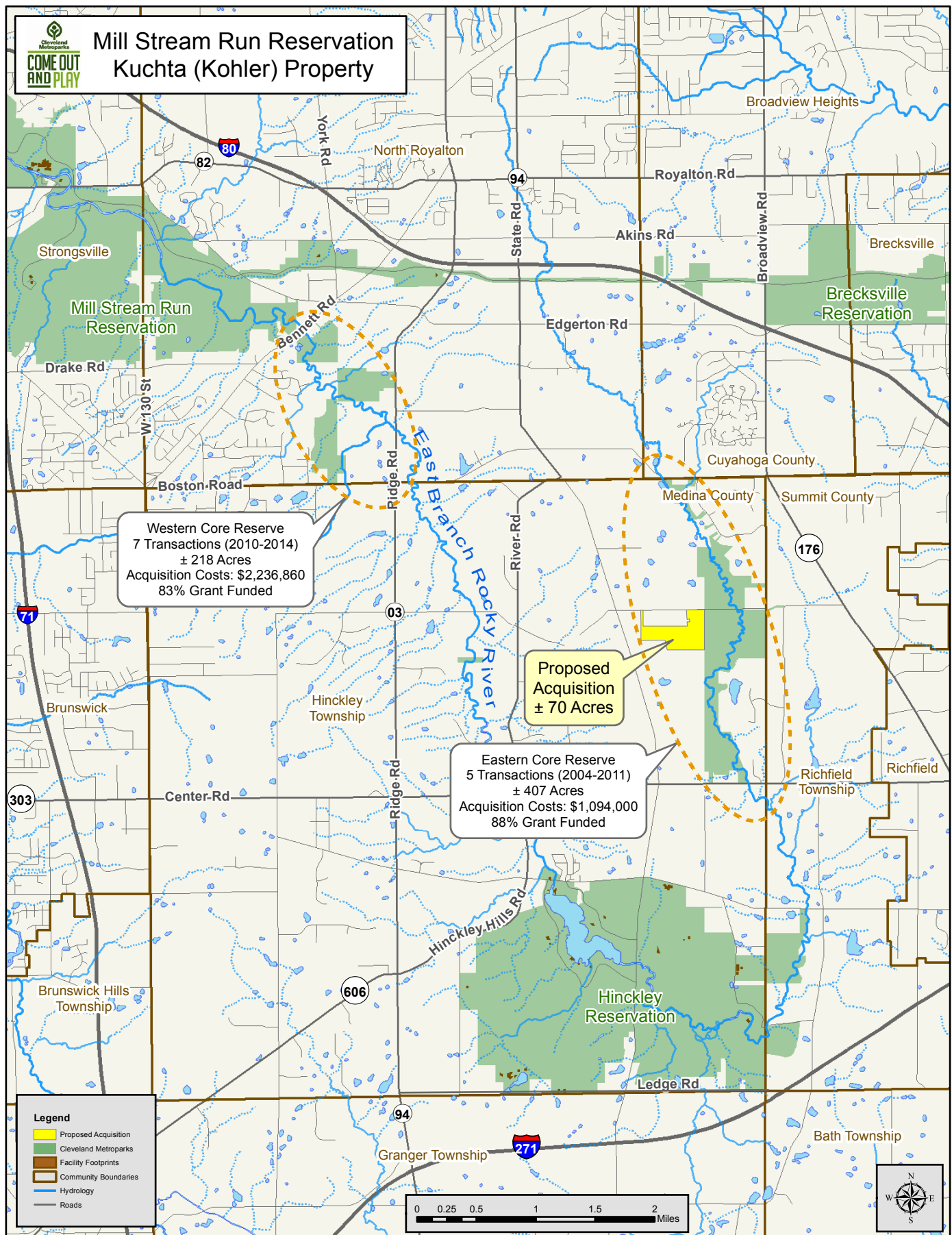
That the Board of Park Commissioners of the Cleveland Metropolitan Park District does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for payment under the terms of the grant program.

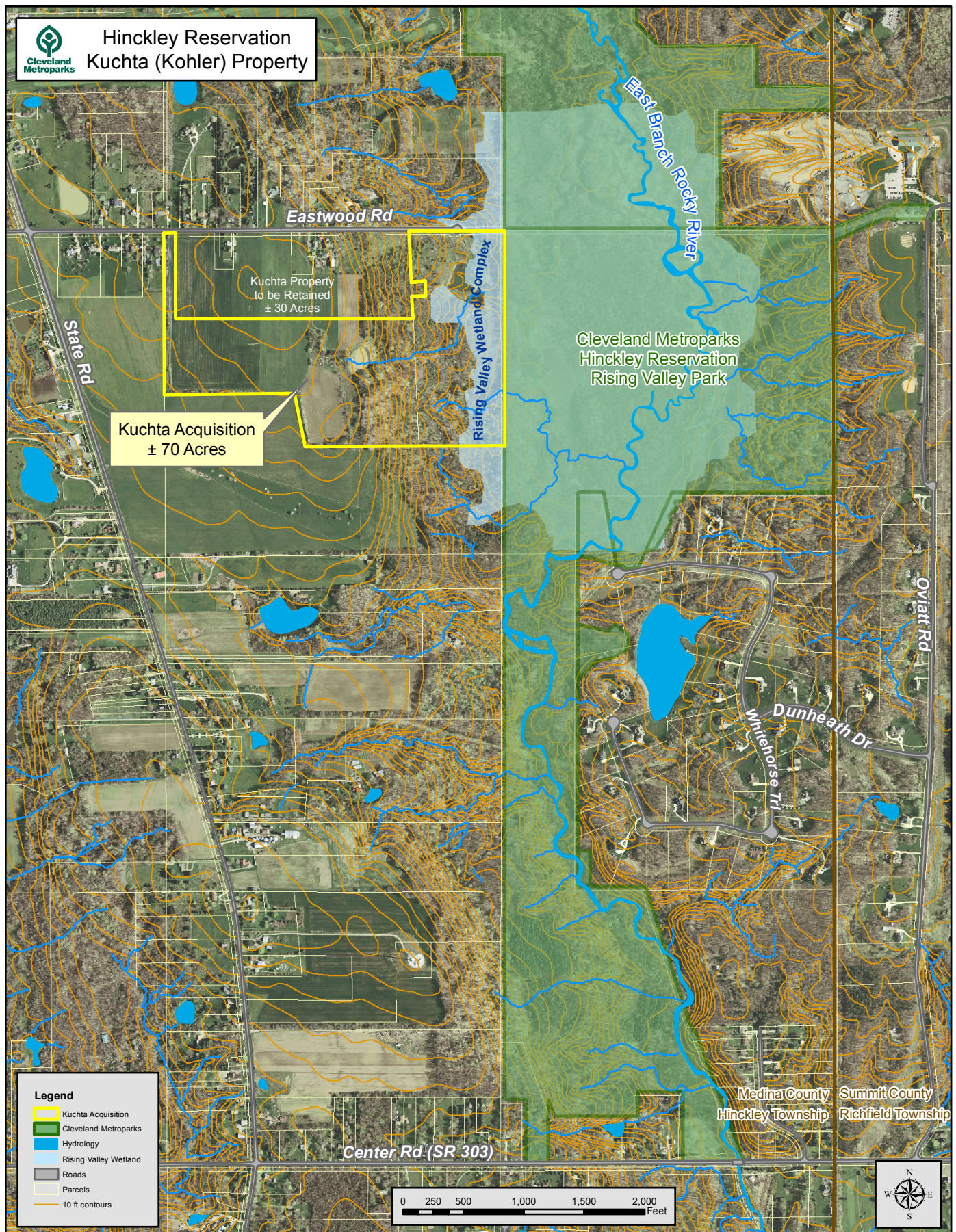
Bruce G. Rinker, President
Board of Park Commissioners

CERTIFICATE OF RECORDING OFFICER

I the undersigned, herby certify that the foregoing is a true and correct copy of the resolution adopted by Cleveland Metroparks on the 15th day of October 2014, and that I am duly authorized to execute this certificate.

Brian M. Zimmerman
Chief Executive Officer





RESOLUTION NO. 14-10-161

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 September 24, 2014 in the amount of \$156,105.83; and **Checks** dated September 26, 2014 in the amount of \$496,319.37; and **Checks** dated September 30, 2014 in the amount of \$1,887.33; and **Checks** dated October 1, 2014 in the amount of \$172,321.49; and **Checks** dated October 10, 2014 in the amount of \$499,667.19; and **Checks** dated October 15, 2014 in the amount of \$2,382,232.97; and **"Then and Now Certificates"** including **Visa Purchasing Card** purchases dated September 14, 2014 to October 4, 2014 in the amount of \$164,389.58; and **Visa Travel Card** purchases dated September 14, 2014 to October 4, 2014 in the amount of \$13,230.20; 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: October 15, 2014

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	37	189	\$ 1,760,381.94	\$ 47,577.89	\$ 9,314.19	C
Board Authorized Payments	28	137	\$ 209,170.10	\$ 7,470.36	\$ 1,526.79	A
Director Approved Payments	45	184	\$ 190,467.11	\$ 4,232.60	\$ 1,035.15	D
Telephone-Written Quote Items	21	25	\$ 68,905.59	\$ 3,281.22	\$ 2,756.22	P
Telephone Quote Items	40	67	\$ 73,041.05	\$ 1,826.03	\$ 1,090.16	T
Utilities	24	257	\$ 275,095.38	\$ 11,462.31	\$ 1,070.41	U
Health Insurance	6	9	\$ 85,696.79	\$ 14,282.80	\$ 9,521.87	H
Other Exempt Items	96	112	\$ 1,012,263.89	\$ 10,544.42	\$ 9,038.07	E
Non-Bid Items less than \$1,000	74	120	\$ 21,096.98	\$ 285.09	\$ 175.81	N
Purchases Obtained w/o Cert.	4	4	\$ 12,415.35	\$ 3,103.84	\$ 3,103.84	S
	375	1104	\$ 3,708,534.18	\$ 9,889.42	\$ 3,359.18	

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. 14-10-161** listed above.