

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

NOVEMBER 26, 2013

The Board of Park Commissioners met on this date, Thursday, November 26, 2013, 8:00 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 with respect to several topics. 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. 13-11-169: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to approve the minutes from the Regular Meeting of October 31, 2013 and the Special Meeting of November 7, 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 October 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **76849** to **76851** and they were filed for audit.

ACTION ITEMS.

- (a) ***2014 Lake Erie Nature and Science Center Educational Grant***
(Originating Source: Brian M. Zimmerman, Chief Executive Officer)

Recommended 2014 Educational Grant - \$70,000

Since 1969, Cleveland Metroparks has provided an educational operating grant to the Lake Erie Nature and Science Center. From 1993 to 1999, a grant for \$50,000 per year was authorized; the 2000 grant was \$55,000 due to the increased number of programs and increased wildlife rehabilitation efforts; from 2001 through 2004 the educational grant was \$60,000 per year; and from 2005 through 2008, the grant was \$65,000. **In 2009, the educational grant was increased to \$70,000. A \$70,000 grant is recommended for 2014.**

The Center's operating budget for 2014 is approximately \$1.2 million. The largest sources of income for the Center are school classes and public programs which generate approximately 36 percent of the total budget. Other sources of income include special events, fundraisers, memberships, foundation grants, gift shop revenue and endowment income. Cleveland Metroparks contribution represents five percent of the operating budget. Lake Erie Nature and Science Center serves over 155,000 people annually.

- No. 13-11-170:** It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize an educational grant of \$70,000 in 2014 to Lake Erie Nature and Science Center for remittance in January 2014.

Vote on the motion was as follows:

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

Nays: None.

- (b) ***RFP #5930: Operation of Brecksville Stables Concession***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/David J. Kuntz, Chief Financial Officer/Joseph V. Roszak, Chief Operating Officer)

Background

The Brecksville Stables, Brecksville Reservation, occupies a portion of the structure at 11921 Parkview Road in the City of Brecksville and consists of an indoor, unheated arena; instructor's office; tack room; wash racks; feed storage; tool room; offices; viewing room; manager's apartment; lounge; storage room; restrooms; two pasture paddocks; and outdoor training ring.

ACTION ITEMS (cont.)

In December 2010, Park Commissioners approved the proposal from Brecksville Stables, Inc. (BSI, a non-profit organization formed by the Ohio Horseman’s Council) to provide services at Brecksville Stables through December 31, 2011. The agreement was a pilot program for a shared usage agreement between Brecksville Stables, Inc. and Cleveland Metroparks Rangers Mounted Unit. After a comprehensive review of the first year’s operational challenges, efforts and progress under this agreement, both Cleveland Metroparks and Brecksville Stables, Inc. were in agreement to continue the shared usage program at Brecksville Stables for an additional two years (January 1, 2012 through December 31, 2013). Under the current agreement, BSI fulfilled a two-year capital improvement commitment to insulate the structure/arena of approximately \$5,000.00.

With the term of the agreement coming to an end, a Request for Proposals went out for operation of the stables on September 6, 2013. Two proposals were received; one from the current operator, **Brecksville Stables, Inc. c/o Penny Passalacqua, Vice President**, and one from **Slosar Properties, LLC, c/o Lauren Slosar, President** for calendar years 2014, 2015, and 2016. The proposals are summarized as follows:

	<u>Brecksville Stables, Inc. *</u>	<u>Slosar Properties llc</u>
<i>Year 1 Annual Remittance</i>	\$2,500	\$5,000
<i>Year 2 Annual Remittance</i>	\$2,500	\$5,000
<i>Year 3 Annual Remittance</i>	\$2,500	\$5,000
<i>Capital Investment</i>	<p style="text-align: center;">2014=\$2,500</p> <ol style="list-style-type: none"> 1. Seed, lime, fertilize lower and middle pastures Phase 1 2. Renovate tack rooms and/or Barn 4 <p style="text-align: center;">2015 = \$3,900 (est.)</p> <ol style="list-style-type: none"> 1. Purchase or repair a watering system for use in both indoor and outdoor arena/system to be approved by Cleveland Metroparks – Propose a water tank sprinkler and wagon mobile system that could be utilized both indoor & outdoor <p style="text-align: center;">2016 = \$1,400</p> <ol style="list-style-type: none"> 1. Seed, lime, fertilize lower and middle pastures – Phase II 2. Renovate tack and/or feed rooms. 	<p style="text-align: center;">2014-2016 = \$30,000</p> <ol style="list-style-type: none"> 1. Tack Room (2014) 2. Aisle way Repave or Mat Installation (2015 or 2016) 3. Fencing Improvements (2015 or 2016) 4. Lounge and Meeting Area Update (2014 or 2015)
<i>Total Value to Cleveland Metroparks</i>	\$15,300, three year	\$45,000, three years

Cleveland Metroparks issued RFP #5930 seeking proposals for a three-year contract term, with potential for an extended contract term. In reviewing the submitted proposals, Cleveland Metroparks staff considered the following criteria:

- Background, experience, references and professional capability of the proposers.
- Amount and timetable for proposed capital investment.
- Rate and amount of financial return.

ACTION ITEMS (cont.)

- Degree, amount and value of participation in cooperative park promotions, advertising, sponsorship and educational program enhancements.
- Creativeness of proposed services regarding park/special events, local, regional and national marketing.

Based upon the above criteria, staff recommends Slosar Properties, LLC as the concessionaire for Brecksville Stables for the following reasons:

- The rate and amount of financial return over the requested three year period was the best value as delineated above.
- Amount and timetable for proposed capital investment is appropriate.
- Through 20+ years as an avid equestrian, horse owner, and volunteer with CANTOR of Ohio, Ms. Slosar has developed key relationships within the equine communities of the Cleveland Metro areas complimenting her ten+ years of experience in private facility hospitality, sales, and marketing.
- Creativeness with services proposed for the facility, the reservation and the adjacent communities in close collaboration with Cleveland Metroparks teams. (e.g., Urban Equine Program/Educational Camp, Police & Ranger Horse Retirement, Equine Therapy/Vocational Program, Equine Trade & Flea Market Sale, monthly farmer's market, inclusive in CM Fall Fest).
- Demonstrates a strong commitment to Cleveland Metroparks, its mission and the concession operations.

No. 13-11-171:

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 **Slosar Properties, LLC. c/o Patricia Slosar, Owner, and Lauren Slosar, Manager.** for its proposal, as summarized above and maintained in the bid/proposal file for RFP #5930, for the stable and livery operations at the Brecksville 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 \$15,000.00 and a total of \$30,000.00 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.

ACTION ITEMS (cont.)

- (c) ***Bridge Design Services – Mill Creek Connector Trail***
(*Originating Sources: Richard Kerber, P.E., Chief Planning and Design Officer/John Kilgore, P.E., Manager of Engineering and Design*)

Background:

Cleveland Metroparks is in the process of finalizing design documents for the second phase of the Mill Creek Connector Trail that will extend approximately 1.1 miles from Bacci Park to the intersection of Warner Road and Garfield Boulevard, including a pedestrian bridge over Mill Creek. Since the project will be partially funded through Federal grants administered by the Ohio Department of Transportation (ODOT), ODOT requires that the bridge type study and the final design tasks be completed by an ODOT certified bridge engineer.

Preliminary Design:

The qualification statements from professional engineering firms already on file were examined, and E. L. Robinson was selected based on their ODOT prequalification and experience to perform the **bridge type study task**. On May 31, 2013 a purchase was issued in the amount of **\$31,249.00**, which also included soil borings for foundation design. The study was completed, submitted to ODOT and approved.

Final Design:

Based on the quality of the study task and the qualifications of their staff, E. L. Robinson was selected to continue with the **bridge final design task**. A proposal was solicited and received on August 22, 2013 in the amount not to exceed **\$24,854.00** to provide bidding documents to be included with the overall project bidding package, for a total amount of \$56,103.00. As the total for this professional service provider is greater than \$50,000, Board approval is required.

No. 13-11-172:

It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to enter into a professional services agreement with **E. L. Robinson Engineering** for an additional amount not to exceed \$24,854.00, resulting in a total amount not-to-exceed **\$56,103.00** to perform the bridge design engineering services outlined in their August 22, 2013 proposal. Form of agreement to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

- (d) ***REVISED Authorization for Amounts and Rates as Determined by the Budget Commission, Authorizing the Necessary Tax Levies and Certifying Them to the County Fiscal Officer***
(Originating Source: David J. Kuntz, Chief Financial Officer)

By statute, the Board of Park Commissioners are required to adopt a resolution accepting the amounts and rates determined by the County Budget Commission, and authorizing them to levy the taxes necessary. As required, at the September 18, 2013 meeting of the Board of Park Commissioners, Resolution 13-09-132 was adopted at an outside millage rate of 1.80 and an inside millage rate of .05 for a total of 1.85 mills.

Subsequently on November 5, 2013, the voters of Cuyahoga County and Hinckley Township of Medina County overwhelmingly approved a property tax levy in which an outside millage rate of 2.7 would replace the previous 1.8 in outside mills for a new ten-year period. The new millage rate would commence in 2013, first due in calendar year 2014. Therefore, it is necessary that the Board of Park Commissioners authorize a revised total millage rate of 2.75 mills to the Cuyahoga County Budget Commission as detailed in Schedule A.

The Board of Park Commissioners could reduce these amounts if the Park District experienced an unforeseen windfall and the amounts were not necessary. This is not the case, however, and staff is requesting that the Board adopt the following resolution.

**RESOLUTION AUTHORIZING THE AMOUNTS AND RATES
AS DETERMINED BY THE BUDGET COMMISSION,
AUTHORIZING THE NECESSARY TAX LEVIES AND
CERTIFYING THEM TO THE COUNTY FISCAL OFFICER**

WHEREAS, This Board of Park Commissioners, in accordance with the provisions of law, have previously adopted a preliminary tax budget for the next succeeding fiscal year, commencing January 1, 2014; and

WHEREAS, The Budget Commission of Cuyahoga and Medina counties, Ohio, has certified its action hereon to this Board, together with an estimate by the County Fiscal Officer of the rate of each tax necessary to be levied by this Board, and what part thereof is without and what part within the ten-mil tax limitation; therefore, be it

RESOLVED, By the Board of Park Commissioners of Cleveland Metroparks, of Cuyahoga and Medina counties, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said county the rate of each tax necessary to be levied within and without the ten-mil limitation as follows:

ACTION ITEMS (cont.)

SCHEDULE A

**Summary of Amounts Required from General Property Tax
Approved by Budget Commission and County Fiscal Officer's Estimated Tax Rates**

	Est. of amount to be derived from levies	County Fiscal Officer's estimate of tax to be levied	
		Inside 10-mil Limit	Outside 10-mil limit
General/capital funds	\$ (A)	.05	2.70

(A) To be provided by County Budget Commission in mid-December.

and be it further

RESOLVED, that the Secretary of this Board be and is hereby directed to certify a copy of this Resolution to the County Fiscal Officer of said county.

No. 13-11-173: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to approve the resolution above.

Vote on the motion was as follows:

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

(e) ***Rivergate: City of Cleveland & Cleveland Metroparks Leases***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal and Ethics Officer/Donna L. Studniarz, Director of Strategic Initiatives/John Cardwell, Senior Landscape Architect)

Background

The City of Cleveland, Cleveland Rowing Foundation and Cleveland Metroparks have assembled Rivergate, an eight acre complex on the Cuyahoga River in the center of Cleveland's Flats District. Cleveland Metroparks goal is to manage and enhance Rivergate park to facilitate public access and enjoyment of the Cuyahoga River, including constructing a riverfront promenade, developing a food/beverage area, and creating a recreational hub of outdoor recreation. The City of Cleveland's goal is to develop the new Crooked River Skatepark with the assistance of the Public Square Group

ACTION ITEMS (cont.)

and support of the Tony Hawk Foundation. The City owns a ± 0.87 acre parcel along the Cuyahoga River, adjacent to Cleveland Metroparks property (reference map, page **76852**) that was intended as the skatepark site. However, during site reconnaissance, the City determined they would be unable to construct the skatepark due to soil conditions and bulkheading issues. Cleveland Metroparks and the City have discussed leases to facilitate skatepark development while preserving greenspace along the riverfront.

City of Cleveland Lease to Cleveland Metroparks

The City is offering a 99-year lease for the frontage parcel, ± 0.87 acre, adjacent to Cleveland Metroparks Rivergate property, for a \$1.00 a year for use as open space and park to increase public access to the river and developing park facilities, including a trail or promenade.

Cleveland Metroparks Lease to City of Cleveland

The City is requesting a 99-year lease for a ± 0.74 acre triangular piece of land at the northern end of Rivergate park, for \$1.00 a year, to develop the Crooked River Skatepark.

Both leases will provide permanent access rights for ingress and egress. The City desires access across Cleveland Metroparks property, specifically the entrance drive to the parking area and skatepark and Cleveland Metroparks desires access across the skatepark property for a future trail connection. To facilitate the transaction, the City has agreed to pay closing and due diligence costs in an amount not to exceed \$5,000.

As required by Ohio Revised Code 1545.11, Judge Anthony J. Russo approved the acceptance of lease prior to the Board's consideration.

No. 13-11-174:

It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to execute a 99-year lease, and attempt to secure the right and option to renew for two additional 99 year periods, and any supplemental documents related thereto, for Cleveland Metroparks to lease a ± 0.87 acre parcel of Cuyahoga River frontage property as described above from the City of Cleveland, for \$1 per year ; and further to execute a 99-year lease, attempt to secure the right and option to renew for two additional 99 year periods, and any supplemental documents related thereto, for Cleveland Metroparks to lease to the City of Cleveland a ± 0.74 acre of land as described above; both to provide permanent access rights as described above; and both are subject to the approval of all elements of due diligence, including but not limited to the environmental assessment report, survey, and evidence of title, including exceptions to title, by the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)**(f) *Cleveland Metroparks Zoo: Northeast Ohio Regional Sewer District (NEORS D) Request for Sewer Easements***

(Originating Sources: Richard J. Kerber, Chief Planning and Design Officer/ Christopher Kuhar, Zoo Executive Director/Donna Studniarz, Director of Strategic Initiatives)

Background:

Cleveland Metroparks Board of Park Commissioners were briefed on the NEORS D's request for a sewer easement at the September 18, 2013 Board Meeting. The informational item summarized the NEORS D's proposed design of a combined sewer overflow to replace an existing failing overflow in the vicinity of West 25th Street and Big Creek (reference map, page **76853**). Since that time staff has been working with NEORS D to refine the project scope, draft temporary and permanent easements, and

discuss compensation for the impacts to the Zoo parking lot and compost area. A summary of the proposed easements, acreages and real estate compensation is below:

Easements	Permanent Parcel Numbers	Acres	Real Estate Compensation
Permanent Easement (1)	014-24-011	0.0016	\$400.00
Permanent Easement (4,6)	014-24-002	0.2646	\$5,800
Temporary Easement (1,2,7)	014-24-002	2.2082	\$5,300
	Totals:	2.4744	\$11,500

The permanent easements will include the right of access to the easement area for the purpose of installing, constructing, reconstructing, operating, repairing, inspecting and maintaining public sanitary sewers and related appurtenances. Cleveland Metroparks will be restricted from constructing any buildings, structures or improvements (excepting pavement) within the easement areas or otherwise interfering with the access to, or structural integrity of, the sanitary sewer. The temporary easement provides access to the NEORS D for the purpose of installing and constructing the public sanitary sewers. The NEORS D will have the right to utilize the temporary easement area to store earth, materials and machinery, or for other purposes which may be necessary to facilitate the construction.

The NEORS D will be responsible for restoring the easement area to the condition existing prior to being disturbed. While there will be a temporary disruption to the Zoo parking lot and compost area, the completed project will provide environmental benefits to Big Creek and the surrounding natural resources of the Park District.

ACTION ITEMS (cont.)

The proposed cash compensation is as follows:

Real Estate Compensation	\$ 11,500
Loss of use of compost area and cost to haul & dispose materials off-site	\$ 3,000
Loss of revenue from compost	\$ 4,000
Loss of parking spaces during construction & staffing to utilize alternative parking areas	\$ 12,000
Managing access to Zoo/Construction site	<u>\$ 5,000</u>
Total Cash Compensation:	\$ 35,500

In addition, NEORS D has agreed to provide in-kind compensation, at their cost, to maintain trash operation during the construction period, remove existing compost piles at the time of construction, and to repave the access route and all temporary and permanent easement areas (approximately 9,800 square yards at an estimated cost of \$117,000) at the completion of the project.

No. 13-11-175: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to grant permanent and temporary easements, as described above, to the NEORS D for the purpose of installing, constructing, reconstructing, operating, repairing, inspecting and maintaining public sanitary sewers and related appurtenances for cash compensation of \$35,500 plus additional in-kind consideration as described above, including repaving; further, that the Board authorize the Chief Executive Officer to execute the agreement(s), together with supplemental instruments related thereto, if any, as deemed necessary and each in form acceptable to the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

- (g) ***Authorization of Land Acquisition and Clean Ohio Conservation Fund Grant Application, Rocky River East Branch: Timberlane Farm (±80 acres)***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Donna L. Studniarz, Director of Strategic Initiatives/Jennifer McAnlis-Harvey, Grants Specialist/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, acquisitions have focused on creating two natural resource cores – one in North Royalton in an area of wetlands, undeveloped stream corridor and broad

ACTION ITEMS (cont.)

floodplains, and the other in the headwaters area in Hinckley Township. The Hinckley reserve along the Rocky River East Branch includes Rising Valley Park and 3 other acquisitions totaling ±401 acres. The North Royalton core extends southward from Mill Stream Run Reservation and in 2013, three acquisitions including: Vasil (5.3 acres), Ceracky (24.1 acres), and Faldetta (20.2 acres) were added to previous 2010-2012 acquisitions for a total of ±138 preserved acres with the assistance of the Clean Ohio Conservation Fund and Ohio EPA’s Water Resource Restoration Sponsor Program (WRRRSP). The following proposed ±80 acres and the adjacent ±70 acre conservation easement held by the Cuyahoga Soil and Water Conservation District would create a core natural resource reserve in North Royalton of ±288 acres.

Recommended Fee Acquisition – Timberlane Farm

Cleveland Metroparks has the opportunity to apply for Clean Ohio Conservation Program Funds to acquire Timberlane Farms Limited Partnership aka Timberlane Farms LTD property, ±80 acres in the City of North Royalton, preserving natural resources, adding land to the core reserve and providing the opportunity to restore former pasture lands and improve the stream channel along the eastern boundary (reference map, page **76854**). Acquisition of the Timberlane Farm property would preserve headwater streams, floodplains, a mixed hardwood forest, an excellent wildlife habitat and a rich diversity of plant species. The rear of the property is undeveloped and the front portion of the property is currently operated as a horse stable and is under consideration for continuing use as a stable operation. The owner has agreed to sell the property via fee simple title for \$925,000, contingent on Cleveland Metroparks securing funding by March 7, 2014. As part of the transaction, easements need to be recorded and/or amended for an existing retention basin and a shared access use of the entrance drive from Boston Road.

The proposed funding for the acquisition is shown below:

Costs:

Acquisition via fee simple title	\$925,000
Due Diligence costs (appraisal, title, environmental, etc.)	\$ 9,000
Restoration (restoration of former pasture; stream work; etc.)	<u>\$ 15,000</u>
	\$949,000

Funding:

Clean Ohio Conservation Program (75%)	\$ 711,750
Cleveland Metroparks (25%)	<u>\$ 237,250</u>
	\$ 949,000

No. 13-11-176:

It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the land acquisition of fee simple title of ± 80 acres as hereinabove described, from Timberlane Farms Limited Partnership aka Timberlane Farms, LTD for a purchase price of \$925,000, with the costs of closing to be split equally, contingent on Cleveland Metroparks securing funding satisfactory to Cleveland Metroparks, subject

ACTION ITEMS (cont.)

to the terms and conditions hereinabove summarized, and subject to the approval of the Chief Legal & Ethics Officer of the environmental assessment report, survey and evidence of title including exceptions to title; further, that the Board authorizes the Chief Executive Officer to execute agreements, including the retention basin easement and driveway/access easement as described above, together with supplemental instruments related thereto, if any, as deemed necessary or appropriate and in a form acceptable to the Chief Legal & Ethics Officer; finally, that the Board authorize the submittal of a grant application to the Clean Ohio Conservation Program Fund for funding assistance for the above-described acquisitions in the amount of \$711,750 and, in conjunction therewith, that the Board authorize a resolution as referenced on page **76834**.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

**Resolution Authorizing Application to the
Clean Ohio Conservation Program Fund
East Branch of the Rocky River – Timberlane Farm
November 26, 2013**

WHEREAS, The State of Ohio, through the Ohio Public Works Commission, administers financial assistance for public recreation purposes, for the Clean Ohio Conservation Program funds; and

WHEREAS, Cleveland Metroparks desires financial assistance under the Clean Ohio Conservation Program funds; and

WHEREAS, Cleveland Metroparks desires to acquire ± 80 acres as part of Mill Stream Run Reservation, referred to as the Timberlane Farm property;

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 approves filing an application for the Clean Ohio Conservation Program financial assistance.
2. That Brian M. Zimmerman, Chief Executive Officer, is hereby authorized and directed to execute and file an application with the Ohio Public Works Commission and to provide all information and documentation required to become eligible for possible funding assistance and further, that Brian M. Zimmerman, Chief Executive Officer is authorized to enter into any agreements as necessary and appropriate for obtaining this financial assistance.
3. That the Board of Park Commissioners of the Cleveland Metropolitan Park District does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the Clean Ohio Conservation Program.

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

AWARD OF BIDS:

No. 13-11-177: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the following bid awards:

Commodities Usage Report:

- **Bid #5889:** Asphaltic Concrete supplied as needed, for the 2013 paving season (see page 76836);
- **Sole Source #5906:** Television Advertising for 2013 Zoo and Park District Promotions (see page 76837); and
- **Sole Source #5907:** Radio Advertising for 2013 Zoo and Park District Promotions (see page 76838).

Vote on the motion was as follows:

Ayes: Ms. Berry, Messrs. Moore and 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.”*

Sole Source #5906: TELEVISION ADVERTISING FOR 2013 ZOO AND PARK DISTRICT PROMOTIONS

ORIGINAL ESTIMATE \$310,000

(90% = \$279,000)

The estimated encumbrance was based upon a typical yearly spend of television advertising, on an as-needed basis, to promote programs and events in a given year. Recently, several media vendors contacted Cleveland Metroparks Marketing Department indicating opportunities for “one-day sales” which feature significant price reductions on premium inventory which Cleveland Metroparks could use to fund the new “brand campaign.” The requested commodity adjustment anticipates taking advantage of some of these economical opportunities through December 31, 2013.

ORIGINAL AWARD (April 18, 2012)	\$310,000
Additional Consumption/Final “Close-out” Estimate	<u>100,000</u>
REVISED TOTAL AWARD:	\$410,000

RECOMMENDED ACTION:

That the Board amend Resolution No. 13-04-064 to accommodate usage in excess of the original estimate as follows:

No. 13-04-064: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the purchase of various sole source television buys as estimated above for a total cost not to exceed ~~\$310,000~~ \$410,000. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 13-11-177 on Page 76835)

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.”*

SOLE SOURCE #5907: **RADIO ADVERTISING FOR 2013 ZOO AND PARK DISTRICT PROMOTIONS**

ORIGINAL ESTIMATE \$210,000 (90% = \$189,000)

The estimated encumbrance was based upon a typical yearly spend of radio advertising, on an as-needed basis, to promote programs and events in a given year. Recently, several media vendors contacted Cleveland Metroparks Marketing Department indicating opportunities for “one-day sales” which feature significant price reductions on premium inventory which Cleveland Metroparks could use to fund the new “brand campaign.” The requested commodity adjustment anticipates taking advantage of some of these economical opportunities through December 31, 2013.

ORIGINAL AWARD (April 18, 2012)	\$210,000
Additional Consumption/Final “Close-out” Estimate	<u>90,000</u>
REVISED TOTAL AWARD:	\$300,000

RECOMMENDED ACTION:

That the Board amend Resolution No. 13-04-064 to accommodate usage in excess of the original estimate as follows:

No. 13-04-064: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the purchase of various sole source radio buys as estimated above for a total cost not to exceed ~~\$210,000~~ \$300,000. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 13-11-177 on Page 76835)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 11/26/13)

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>
Seneca Golf Course renovation plans and consulting services.	Sustainable Sports Solutions, LLC	\$25,000.00	(8)
Various zoo grains to be supplied on an "as needed" basis for a six month period beginning November 16, 2013 and ending May 15, 2014.	Western Reserve Farm Corp.	\$50,000.00	(8)
Provide and install specified emergency lights, sirens, prisoner partitions, weapon mounts, etc. on 2 Dodge Chargers for Rangers. First shown to the Board on June 25, 2013 then on July 11, 2013 but included here to add charges for stream light flashlights.	Statewide Emergency Products	\$13,294.00 <u>116.00</u> \$13,410.00	(8)
Aerial infrared deer survey beginning December 2013 and ending January 2014 at a cost of \$2.50/acre in the following reservations: North Chagrin, North and Central Mill Stream Run and Bradley Woods (11,773 acres).	Davis Aviation	\$29,432.50	(3)
Provide mechanical and electrical engineering services for the Rivergate Outdoor Recreation (IGO) Building.	TEC, Inc.	\$22,500.00	(6)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
New roofing system at Lakefront Reservation including rafter repair, tuck pointing chimney, screen and soffit repairs.	Second to None, Inc.	\$35,683.00	(8)
Equipment and labor to install new conveyor belt over chain assemblies on two plow trucks.	Concord Road Equipment	\$11,930.42	(2)
Concept/preliminary design for Cleveland Metroparks Administrative Building Addition Phase II.	HWH Architects Engineers and Planners, Inc.	\$16,000.00	(6)
Structural evaluation of retaining walls and pier at Euclid Beach Park.	EL Robinson Engineering of Ohio	\$21,352.00	(6)
Operation and maintenance of three stream flow gauges (two at West Creek and one at Abram Creek) through September 30, 2014.	US Geological Survey	\$30,000.00	(3)
Remove two houses, two barns, stable fence, haul away debris and grade to level at Ceracky Property, North Royalton, Ohio 44133.	Fabrizi Trucking and Paving	\$41,625.00	(8)
Various lamps and ballasts to be supplied on an “as needed” basis through November 21, 2014.	Rexel	\$49,900.00	(8)
Customized rhino transport crate made of galvanized steel. Includes sprayed in floor coating, removable rollers.	LZ Equipment	\$15,800.00	(8)
Additional legal and employment advertising in the Plain Dealer, Sun News and on Cleveland.com. Originally shown to Board January 10, 2013.	Northeast Ohio Marketing Network, LLC	\$22,000.00 <u>\$ 4,000.00</u> \$26,000.00	(3)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Proposal for the procurement of the design and construction of the Carousel Enclosure, Nature Play Area and future development of the carousel area in the zoo. Originally shown to the Board on May 9, 2013. Shown here to add coverage for owner’s representative.	Project Management Consultants, LLC	\$13,000.00 <u>5,437.50</u> \$18,437.50	(6)
LinkedIn recruiter – account includes network search, basic training/support and job postings for one year from December 2013 – November 2014.	LinkedIn Corporation	\$10,100.00	(3)
Analysis for improvement of Brecksville Reservation processes and productivity (est. 70 hrs.).	Improve Consulting and Training Group	\$11,375.00	(6)
8 desktop and 2 laptop computers for North Chagrin Outdoor Education Division.	Open Systems of Cleveland, Inc.	\$12,109.00	(8)
2013 contribution to University of Oxford for the Ruaha Carnivore Project in the United Kingdom through Quarters for Conservation, Cans for Conservation and the Zoo Education Conservation Fund(s).	University of Oxford	\$22,191.00 750.00 <u>140.00</u> \$23,081.00	(3)
Raingarden and Bioswale plantings to be used in the West Creek Reservation.	Vizmeg Landscaping	\$24,351.75	(8)

===== **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
NOVEMBER 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		May 2014	80%	\$785,200	\$0	\$785,200
Rivergate Site Improvements	Q12001	In-house	June 2013	50%	\$500,000	\$0	\$500,000
Trail Construction	A12003	In-house	Oct 2013	70%	\$90,000	\$0	\$90,000
Zoo Carousel	V12026	8/15/13	May 2014	20%	\$1,890,000	\$0	\$1,890,000
Paving	A11002	7/28/13	Nov 2013	85%	\$805,491	\$298,350	\$1,103,841
Roadway Striping	A97109	7/28/13	Nov 2013	90%	\$81,900	\$0	\$81,900
“Green Street” Improvements Phase 2	P11414	10/10/13	Nov 2013	25%	\$92,242	\$0	\$92,242
Zoo Entry Signs	V12020	10/31/13	Mar 2014	5%	\$46,450	\$0	\$46,450
Lakefront Management Center (Rangers)	Q13003	10/31/13	Dec 2013	20%	\$157,400	\$0	\$157,400
Total					\$4,244,833	\$ 0	\$4,543,183

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
Total		\$2,990,000			

CLEVELAND METROPARKS CAPITAL IMPROVEMENT PROJECTS (cont.)

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
“Green Street” Improvements – West Creek	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
Paving	A11002	Nov 2013	\$805,491	\$298,350	\$1,103,841
Roadway “Striping”	A97109	Nov 2013	\$92,242	\$0	\$92,242

INFORMATION/BRIEFING ITEMS/POLICY.

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

Judith MacKeigan, Historian/Archivist (part-time)

Since August of 2010, Judy MacKeigan had been employed by Cleveland Metroparks as a seasonal employee in the role of Historian/Archivist. However, in September of this year, she was promoted to the position of part-time Historian/Archivist. Prior to coming to Cleveland Metroparks, Judy worked for the Cuyahoga Valley National Park as an Interpretive Ranger. She has experience tracing the origins and development of urban neighborhoods using primary sources and images to highlight specific trends and transitions in local history. She has abstracted, organized and compiled contemporary newspaper articles and census data for use by first person interpreters at a living history museum. As Historian/Archivist for Cleveland Metroparks, Judy catalogs historical documents, researches important historical details on land acquisitions and stories, and is enthusiastically helping to prepare for the Park District's 100th Anniversary. Judy holds a Bachelor of Arts degree in History from Cleveland State University where she graduated *Summa Cum Laude* in May 2008 and, in 2011, received a Masters of Arts degree in History from Cleveland State University.

Matthew D. Zupan, Golf Concessions Manager

Matt Zupan is the new Golf Concessions Manager who just recently joined the staff of Cleveland Metroparks. Matt has been in the food industry for the past 15 years, most recently serving as a kitchen manager for TGI Fridays, a \$2.5 - \$3 million per year restaurant. While employed at TGI Fridays, Matt was directly responsible for ordering all food and product for the restaurant. He has supervised up to 30 employees per shift, and has a proven history of turning in great weekly profits. He also won the "Kitchen of the Quarter" for the 4th quarter of 2012, and recorded the highest Health Department and EcoSure scores in store history. During his tenure, the restaurant was also awarded the "Store of the Year" award for 2011. Matt has an Associate Degree in Specialized Technology from the Pennsylvania Culinary Institute and has a certification in NRA ServSafeSanitation.

- b. ***Cleveland Metroparks Hay Program***
Originating Source: Dr. Christopher Kuhar, Cleveland Metroparks Zoo

As an organization that operates with large herbivores, Cleveland Metroparks utilizes a large amount of hay. Between the Cleveland Metroparks Rangers stables and Cleveland Metroparks Zoo, over 600 tons of hay are purchased each year for consumption with nearly 90% of that being used at the zoo, primarily by elephants and rhinos.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

This demand for hay can be economically challenging as the price of hay has increased by an average of 65% over the past five years. This is due to several factors, including the high number of farmers getting out of hay production and selling land for development, and the unpredictability of the yield due to severe weather patterns. This last factor is exacerbated by the fact that Cleveland Metroparks lacks storage space for extremely large purchases of hay and as a result is outcompeted by large industrial cattle farms for quality hay.

In response to these challenges, Cleveland Metroparks has developed a dual response. First, several locations have been identified for the construction of a large hay barn that could hold up to a whole years worth of hay. This would allow for more competitive hay bids. Currently, we are working with Cleveland Zoological Society and have identified several strong leads for private funding for all or a large portion of the construction of this barn. Second, Cleveland Metroparks has sought out alternative partnerships to provide hay. We are in the process developing a partnership with Case Western Reserve University to create a cooperative whereby hay can be produced for the zoo on the CWRU's farm in Hunting Valley at a cost less than the current market value hay prices.

By far the most impactful approach, however, would be for Cleveland Metroparks to produce our own hay, thereby assuming only the labor costs and not being subject to market fluctuations and profit margins. Cleveland Metroparks has obtained a permit to farm 50 acres in the Cuyahoga Valley National Park on Boston Mills Road. Long-term, this single parcel of land could produce up to 150 tons of hay each year. This historical farm has been fallow for the past seven years and the return to farming on this land contributes to the National Park System goal for historical farming practices in this area. Over the past several months we have mobilized to cut back the years of growth, obtained a secondary permit for the use of herbicides on the land and sprayed to control weeds and obtained soil samples. We are currently preparing soil amendments and readying to turn the soil over for the winter. The goal is to be able to plant hay in the spring with the first potential yield in summer 2014.

The hay program outlined above serves as a pilot project to assess the feasibility of hay production by Cleveland Metroparks. This would be extremely beneficial to the parks system, not only in terms of financial savings, but in terms of the quality of hay that can be obtained and the reduction of the carbon footprint in bringing hay to the Zoo and Ranger stables from a significantly closer location. We will examine the possibilities of expanding this program in light of the costs and benefits of this pilot program.

- (c) ***Cleveland Metroparks Volunteer Services Update***
(Originating Sources: Harold G. Harrison, Chief Human Resources Officer/Heather Triplett, Director of Volunteer Services)

Effective May 2013, the Park District and Zoo Volunteer Services were merged into one sector under the Human Resources Department. At that time a thorough review of both components commenced and continues. In addition to the merging of the two sectors, Volunteer Services has also experienced growth in community service activities,

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

collaborations and individual volunteer recruitment. A brief update will be provided regarding the status of the combined Volunteer Services, Make a Difference Day event, Cleveland Metroparks employee outreach in Maple Heights and overall growth of ongoing volunteer opportunities.

d. *The History of Edgewater Park*

(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Wendy Weirich, Director of Outdoor Education/Stacey Allen, CanalWay Center Manager)

Edgewater Park is the heart of Cleveland both literally and emotionally. For more than 100 years people have flocked to Edgewater Park to celebrate both their unity in being Clevelanders and the uniqueness of their heritages. A PowerPoint presentation will be shown to allow you to take a glimpse into the early days of this park and how it brought people together.

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 76835 through 76838; \$5,000 to \$50,000 purchased items/services report, pages 76839 through 76841; construction change orders, page 76842; and status report regarding capital projects, pages 76843 through 76844.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 13-11-168: 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 76849 to 76931.

Vote on the motion was as follows:

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

Nays: None.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, December 19, 2013, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 13-11-178: At 9:51 a.m., upon motion by Vice President Rinker, seconded by Vice President Moore and carried, the meeting adjourned to an Executive Session for the purpose of discussing a Personnel (Compensation) matter, as stated by Chief Legal and Ethics Officer, Rose Fini.

Roll call and vote on the motion was as follows:

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

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

ADJOURNMENT.

No. 13-11-179: 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 11:30 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 OCTOBER 31

	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%	\$25,678,350	\$38,083,893	\$12,405,543	275.0%	\$17,174,739	\$17,174,739	100.0%	\$24,230,089	141.1%
Property Tax	\$49,439,840	\$49,439,840	\$45,204,130	\$46,664,842	\$1,460,712	94.4%	\$396,239	\$37,151	(\$359,088)	0.1%	\$52,990,873	\$48,450,932	91.4%	\$424,699	0.8%
Grants/Loc. Govt.	6,406,095	21,337,801	18,876,866	17,523,423	(1,353,442)	82.1%	377,156	330,517	(46,639)	1.5%	4,661,109	3,573,456	76.7%	201,660	4.3%
Invest. Inc.	45,007	45,007	38,421	44,019	5,597	97.8%	3,994	5,243	1,250	11.6%	48,082	41,046	85.4%	4,266	8.9%
Golf Receipts	6,372,703	6,372,703	6,068,662	5,733,994	(334,668)	90.0%	308,697	398,724	90,027	6.3%	6,264,814	5,965,920	95.2%	303,471	4.8%
Zoo Receipts	8,861,086	8,861,086	8,502,810	8,768,546	265,736	99.0%	525,594	420,309	(105,286)	4.7%	8,128,887	7,800,216	96.0%	482,164	5.9%
Chalet/Conc. Rec.	540,898	540,898	348,211	386,469	38,258	71.4%	37,415	22,505	(14,910)	4.2%	423,843	272,855	64.4%	29,318	6.9%
Ledge Pool	156,517	156,517	155,860	124,401	(31,459)	79.5%	1,020	220	(800)	0.1%	160,917	160,242	99.6%	1,048	0.7%
Self-funded Reserves	5,406,614	5,406,614	4,535,972	4,780,361	244,390	88.4%	434,978	457,417	22,438	8.5%	5,488,559	4,706,236	85.7%	390,813	7.1%
Other	1,597,163	4,047,163	3,967,756	4,385,404	417,648	108.4%	124,720	293,179	168,460	7.2%	1,497,887	1,423,416	95.0%	116,967	7.8%
Total Receipts	\$78,825,923	\$96,207,629	\$87,698,688	\$88,411,459	\$712,771	91.9%	\$2,209,813	\$1,965,265	(\$244,548)	2.0%	\$79,664,971	\$72,394,319	90.9%	\$1,954,408	2.5%
Expenditures:															
Salaries & Fringe	\$49,513,523	\$50,969,414	\$43,123,260	\$40,600,865	\$2,522,396 (C)	79.7%	\$3,835,956	\$3,744,278	\$91,678	7.3%	\$47,164,011	\$39,941,257	84.7%	\$3,470,759	7.4%
Oper. Sup./Oth.	16,286,689	17,018,637	13,368,659	11,383,129	1,985,530	66.9%	1,237,936	1,167,418	70,518	6.9%	12,426,401	10,505,197	84.5%	1,478,604	11.9%
Utilities	4,039,299	4,111,239	3,557,396	3,145,493	411,903	76.5%	452,878	348,202	104,676	8.5%	3,374,255	2,912,759	86.3%	372,091	11.0%
Equipment	1,194,639	2,495,560	2,409,813	1,655,035	754,779	66.3%	100,654	352,464	(251,810)	14.1%	1,237,355	1,185,337	95.8%	67,591	5.5%
Land	1,977,472	3,742,388	3,441,007	2,525,812	915,195	67.5%	24,677	1,178	23,500	0.0%	1,788,452	1,651,541	92.3%	147,128	8.2%
Constr. Matls.	2,756,916	3,296,455	2,860,505	1,683,781	1,176,724	51.1%	399,426	304,112	95,315	9.2%	1,312,164	1,153,424	87.9%	131,323	10.0%
Constr. Contracts	7,950,543	8,589,605	6,221,445	3,114,994	3,106,450	36.3%	218,924	154,593	64,331	1.8%	9,892,924	8,273,601	83.6%	1,143,424	11.6%
Zoo Animals	54,637	54,637	52,265	14,767	37,498	27.0%	48,700	1,820	46,879	3.3%	317,503	303,718	95.7%	283,001	89.1%
Self-funded Reserves	5,709,120	6,046,120	5,482,462	4,528,162	954,300	74.9%	540,623	369,159	171,464	6.1%	5,480,134	4,974,599	90.8%	422,950	7.7%
Total Exp.	\$89,482,839	\$96,324,055	\$80,516,812	\$68,652,037	\$11,864,775	71.3%	\$6,859,775	\$6,443,224	\$416,551	6.7%	\$82,993,199	\$70,901,433	85.4%	\$7,516,871	9.1%
End. Cash Bal.	\$3,189,595	\$13,730,086	\$21,028,388	\$33,605,934	\$12,577,546	244.8%	\$21,028,388	\$33,605,934	\$12,577,546	244.8%	\$13,846,511	\$18,667,625	134.8%	\$18,667,625	134.8%
Encumbrances	\$0	\$0	\$6,864,906	\$6,864,906 (B)	\$0	N/A	\$6,864,906	\$6,864,906	\$0	N/A	\$3,676,359	\$6,497,848	34.8%	\$6,497,848	34.8%
Adj. Avail. Cash Bal.	\$3,189,595	\$13,730,086	\$14,163,482	\$26,741,027	\$12,577,546	194.8%	\$14,163,482	\$26,741,027	\$12,577,546	194.8%	\$10,170,152	\$12,169,778	119.7%	\$12,169,778	119.7%
Bal. in Restricted Funds	\$3,166,374	\$3,141,011	\$4,276,984	\$4,276,984	\$0	136.2%	\$4,276,984	\$4,276,984	\$0	136.2%	\$4,736,170	\$3,943,017	34.8%	\$3,943,017	34.8%
Adj. Avail. Cash Bal.	\$23,221	\$10,589,075	\$9,886,497	\$22,464,043	\$12,577,546	212.1%	\$9,886,497	\$22,464,043	\$12,577,545	212.1%	\$5,433,982	\$8,226,761	151.4%	\$8,226,761	151.4%

- (A) Includes Appropriation Adjustment #3.
- (B) Summary of Encumbrances follows on next page.
- (C) Represents a savings of \$2,257,573 due to the Position Management Program.

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

Cash balance, 9/30/13		\$38,083,893	(Exp., cont'd)
Revenue, October 2013		\$1,965,265	
Exp.:	A/P vouchers	10/09/13 \$109,150	Payrolls 10/05/13 \$970,735
		10/11/13 882,896	10/19/13 975,935
		10/16/13 179,826	
		10/30/13 39,120	Payroll adj. 0
		10/31/13 879,552	
		10/31/13 10,000	Withholding 10/05/13 \$236,346
			10/19/13 238,516
	Purchasing card	\$299,717	ADP 6,028
	Fringe vouchers	10/11/13 462,935	Total payroll \$2,427,560
		10/25/13 444,088	
	Rec./vouch. adj.	(45)	Total exp.
	Refunds	(7,305)	\$6,443,224
	Hospitalization/WC Reserve	392,492	
	Medical Mutual	251,636	
	Bank fees	16,825	
	Auditor/Treasurer fees	172	
	Sales tax, misc. expense	54,604	
Subtotal exp.		\$4,015,664	Ending cash bal., 10/31/13
			\$33,605,934

**Cleveland Metroparks
Encumbrance Summary - 10/31/13**

	<u>General</u>	<u>Capital Equip., Animals & Land</u>	<u>Capital Constr. Projects</u>	<u>Encumbrance</u>
General Fund	\$2,955,294			\$2,955,294
Health Insurance Reserve	220,968			220,968
Property Insurance Reserve	45,227		2,140	47,367
Workers' Comp. Reserve	0			0
<i>Subtotal</i>	\$3,221,488	\$0	\$2,140	\$3,223,628
Capital Fund:				
Equipment		\$336,200		
Animals		236		
Land		91,040		
Constr. Matl.			\$324,940	
Constr. Contracts			1,413,728	
<i>Subtotal Capital Fund</i>		\$427,477	\$1,738,668	\$2,166,145
Restricted Funds:				
General	\$200,036			
Equipment		\$0		
Animals		0		
Land		26,247		
Constr. Matl.			\$16,743	
Constr. Contracts			1,232,107	
<i>Subtotal Restricted Funds</i>	\$200,036	\$26,247	\$1,248,851	\$1,475,134
Subtotal Construction Projects Encumbrances			\$2,989,658	*
Total Encumbrances				\$6,864,906

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	A11002 Parkway Paving	621,841
1510	Park Operations Management	A97109 Pavement Marking	81,900
1543	Canal Park Management	L13001 Mill Creek Connector	62,956
1546	Lakefront Park Management	Q13003 Miscellaneous Capital Improvement	129,451
1750	Zoo Facility Operations	V11003 Amphitheater Shade Structure	77,000
1750	Zoo Facility Operations	V12027 Carousel Construction	200,001
5414	West Creek Ecosystem - USEPA	P11414 Ecosystem Restoration	112,809
5434	Biennium Resurfacing - ODOT	A13434 Parkway Paving	482,000
5509	Acacia - Conservation Fund	U12509 Acacia Improvements	120,750
5771	Carousel-Zoo Society	V13771 Zoo Carousel Construction	427,401
	All other capital project encumbrances		501,317
Total Capital Construction Projects Encumbrances			\$2,989,658

Source: David J. Kuntz, Chief Financial Officer
11/21/13

**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED OCTOBER 31, 2013**

ACCOUNTS RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$135,291	\$100,589	\$20,301	\$47,070	\$303,252

RANGER/COURT FINES RECEIVABLE

Total
\$1,550

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Principal	Interest to be Earned
09/30/13	STAR Ohio	State pool (A)	31	0.03%	10/31/13	\$1,011,836	\$22
09/30/13	STAR Plus	State pool (B)	31	0.20%	10/31/13	\$15,027,942	\$2,550
09/30/13	PNC Bank	Money Market (C)	31	0.10%	10/31/13	\$15,085,484	\$1,481

(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).

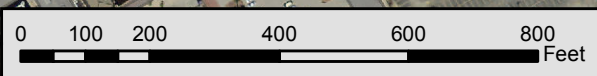
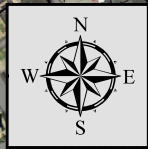
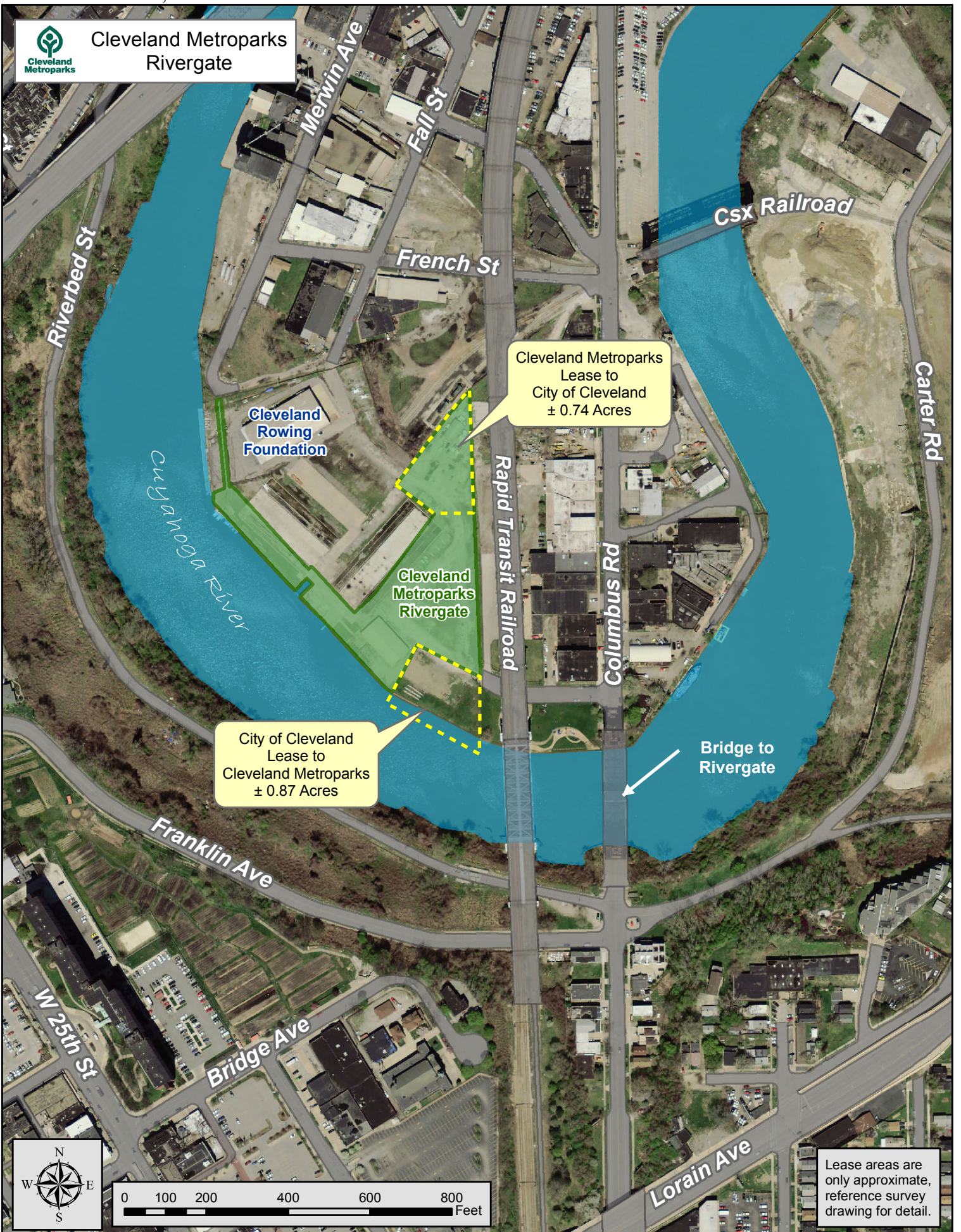
Investment principal varied between \$15,085,484 and \$20,085,484 in October.


Source: David J. Kuntz, Chief Financial Officer

11/21/13



Cleveland Metroparks Rivergate



 Cleveland Metroparks Zoo
NEORS D Easements










Temporary
Easements 1, 2 & 7
± 2.2082 Acres

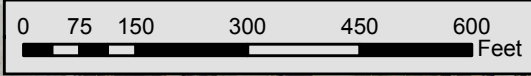
Permanent
Easements 4 & 6
± 0.2646 Acres

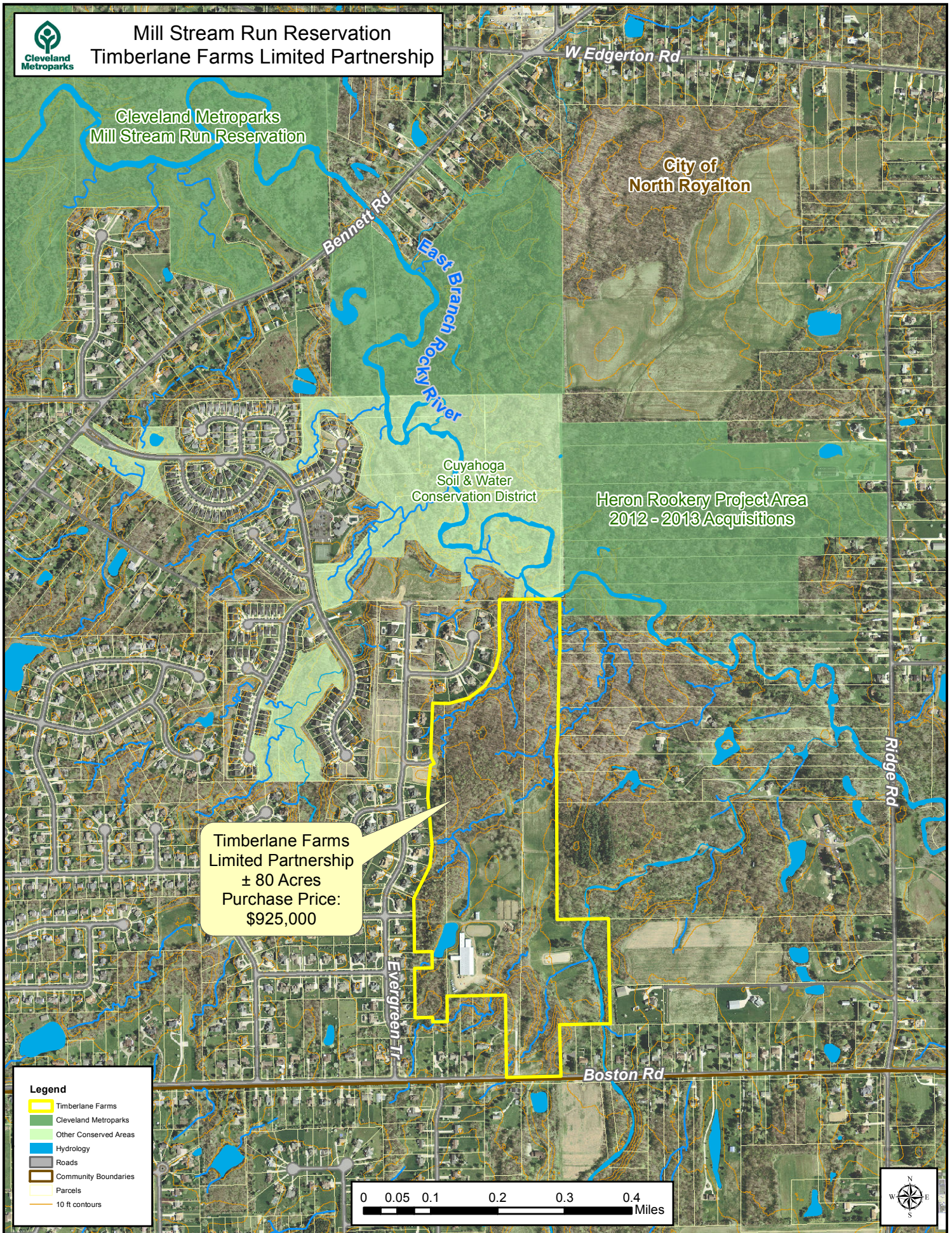
Permanent
Easement 1
± 0.0016 Acres

Legend

-  Cleveland Metroparks
-  Permanent Easements
-  Temporary Easements
-  Roads
-  Facility Footprints
-  Hydrology
-  Parcels

Easement areas are for reference only, refer to plats attached to easements agreements for scaled drawings.





RESOLUTION NO. 13-11-168

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

Attest: _____
Chief Financial Officer

BE IT RESOLVED, that the following **Checks** dated October 30, 2013 in the amount of \$39,120.23; and **Checks** dated November 6, 2013 in the amount of \$25,730.10; and **Checks** dated November 8, 2013 in the amount of \$450,135.26; and **Checks** dated November 13, 2013 in the amount of \$106,575.14; and **Checks** dated November 26, 2013 in the amount of \$2,405,834.60; and **Manual Check** number M000528 dated November 26, 2013 payable to Senghas Construction in the amount of \$29,808.75; and **Net Payroll** dated September 22, 2013 to October 5, 2013 in the amount of \$970,734.63; and **Withholding Taxes** in the amount of \$236,346.31; and **Net Payroll** dated October 6, 2013 to October 19, 2013 in the amount of \$975,935.42; and **Withholding Taxes** in the amount of \$238,515.68; and **Bank Fees/ADP Fees** in the amount of \$22,853.68; and **ACH Debits (FirstEnergy Utility; Sales Tax)** in the amount of \$54,603.61; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated October 20, 2013 to November 16, 2013 in the amount of \$283,671.81; and **Visa Travel Card** purchases dated September 20, 2013 to November 16, 2013 in the amount of \$16,921.72; and **Purchases**, including but not limited to purchases of \$1,000.00 or more, as listed on the voucher summary for which certification of funds was not obtained before the purchase; be approved.

PASSED: November 26, 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	39	267	\$ 1,589,751.69	\$ 40,762.86	\$ 5,954.13	C
Board Authorized Payments	38	90	\$ 293,304.21	\$ 7,718.53	\$ 3,258.94	A
Director Approved Payments	38	145	\$ 296,718.16	\$ 7,808.37	\$ 2,046.33	D
Telephone-Written Quote Items	25	46	\$ 86,700.11	\$ 3,468.00	\$ 1,884.79	P
Telephone Quote Items	56	71	\$ 111,543.83	\$ 1,991.85	\$ 1,571.04	T
Utilities	37	269	\$ 158,561.17	\$ 4,285.44	\$ 589.45	U
Health Insurance	3	5	\$ 15,046.41	\$ 5,015.47	\$ 3,009.28	H
Other Exempt Items	50	58	\$ 462,956.03	\$ 9,259.12	\$ 7,982.00	E
Non-Bid Items less than \$1,000	79	104	\$ 23,622.47	\$ 299.02	\$ 227.14	N
Purchases Obtained w/o Cert.	3	9	\$ 19,000.00	\$ 6,333.33	\$ 2,111.11	S
	368	1064	\$ 3,057,204.08	\$ 8,307.62	\$ 2,873.31	

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. 13-11-168** listed above.