

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

SEPTEMBER 18, 2013

The Board of Park Commissioners met on this date, Wednesday, September 18, 2013, 8:01 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 Director of Human Resources (Compensation and Benefits), Matthew Hawes, were also in attendance.

PUBLIC COMMENTS.

Ms. Marty Leshar of Olmsted Township read from a prepared statement voicing her opinion with respect to multiple issues. Commissioners Rinker and Moore, as well as Chief Executive Officer Zimmerman, responded to some of the comments made by Ms. Leshar. All of the aforementioned 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. 13-09-130: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to approve the minutes from the Regular Meeting of August 28, 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 August 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **76531** to **76533** and they were filed for audit.

ACTION ITEMS.

- (a) ***2014 Temporary Appropriations***
(*Originating Source: David J. Kuntz, Chief Financial Officer*)

Cleveland Metroparks Board of Park Commissioners are required to adopt a final budget by March 31 of each year. During the interim, the Board is also required to adopt temporary appropriations, based upon a *maximum* of 25% of the previous year's budget. A 2014 proposed budget will be completed by January 31, 2014 and reviewed with Commissioners. In the meantime, a temporary budget must be filed with the County Fiscal Officer on or before January 15. Staff requests that the Board approve the following resolution:

2014 TEMPORARY APPROPRIATIONS

BE IT RESOLVED, That there is hereby appropriated in the funds of this Board, for the period of January, February and March 2014, or until the approval of a budget for the full year 2014, the amounts set opposite the items listed on page **76534**.

BE IT FURTHER RESOLVED, That a certified copy of this Resolution be filed with the Cuyahoga County Fiscal Officer.

- No. 13-09-131:** It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to approve the 2014 Temporary Appropriations Resolution above.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

- (b) ***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. The Board of Park Commission 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:

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	1.80

ACTION ITEMS (cont.)

(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. 13-09-132: 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.

(c) ***Request for 2014 Tax Advances***
(Originating Source: David J. Kuntz, Chief Financial Officer)

By statute, the County Fiscal Officer is only required to deliver all taxes collected ninety days after the close of elections, unless the Board of Park Commissioners adopts a resolution requesting tax advances on a timelier basis. To meet Cleveland Metroparks 2014 cash requirements, staff is requesting that the Board adopt the resolution listed below:

RESOLUTION REQUESTING TAX ADVANCES

BE IT RESOLVED, To meet the fiscal obligations of the Board, the Cuyahoga County Fiscal Officer is requested to make advances from time to time on all tax money collected for the payment of all taxes from funds available for distribution and allocated to the Board of Park Commissioners of Cleveland Metroparks; and

BE IT FURTHER RESOLVED, That the Secretary of the Board be and is hereby directed to certify a copy of this Resolution to the Cuyahoga County Fiscal Officer.

No. 13-09-133: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to approve the resolution requesting tax advances as noted above.

Vote on the motion was as follows:

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

ACTION ITEMS (cont.)

- (d) ***Amendment: Concession Agreement with THEO'S RESTAURANT, INC., d/b/a THEO'S RESTAURANT AND CATERING***
(Originating Source: Brian M. Zimmerman, Chief Executive Officer)

On December 17, 2009, the Board authorized a three (3) year concession agreement with Theo's Restaurant, Inc., d/b/a Theo's Restaurant and Catering, to provide food concession services at Sleepy Hollow Golf Course Clubhouse in the Brecksville Reservation for a period commencing January 1, 2010 through December 31, 2012 with the option to extend the term, at the sole discretion of the Grantor, for up to two (2) additional years, i.e., through December 31, 2014. On June 22, 2012, the Board approved extending the concession agreement with Theo's Restaurant and Catering at Sleepy Hollow Golf Course one (1) additional year, through December 31, 2013.

Bill Loizos, President of Theo's Restaurant, has requested to **extend the concession agreement at Sleepy Hollow Golf Course through the final year of the original 2010 agreement option, (i.e., January 1, 2014 through December 31, 2014)**. The 2014 rent has been negotiated out in the amount of **\$44,000.00**. The 2013 concession fee was \$37,100.00 for rent with an additional investment of \$2,900.00 to fund certain capital improvements. Based upon Theo's Restaurant and Catering's reliability and concession service feedback, staff recommends extending the agreement with Theo's through the end of their agreement option.

- No. 13-09-134:** It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to approve a one (1) year Concession Agreement with Theo's Restaurant, Inc., d/b/a Theo's Restaurant and Catering to operate the concession services at Sleepy Hollow Golf Course for the term period beginning January 1, 2014 and ending December 31, 2014 in a form approved by the Chief Legal and Ethics Officer. The negotiated 2014 concession fee is \$44,000.00.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

- (e) ***Request for Purchase Order for the Services of PRADCO***
(Originating Sources: Harold Harrison, Chief Human Resources Officer/Daniel Veloski, Interim Chief Ranger)

Background:

In 2010, Human Resources retained the services of PRADCO to conduct applicant assessments and leadership assessments, and identify developmental opportunities for staff. PRADCO's proprietary processes assess intellect, executive skills, judgment, motivation, insight, maturity, interpersonal skills, and much more.

In 2013, the Ranger department engaged the services of PRADCO to assist recruitment efforts for new and promotional opportunities. PRADCO performed psychological testing, law enforcement index assessments, promotional assessments, and dispatcher assessments. As a result of the Lakefront acquisition and unexpected retirements, it became necessary for the Ranger department to increase their recruitment efforts and hire additional safety personnel. All law enforcement candidates are required to successfully pass a law enforcement assessment and psychological examination. Utilizing PRADCO's services assures Cleveland Metroparks identifies the best candidate for the position.

Specific fees to administer assessments and indexes are as follows: psychological - \$650 per assessment, law enforcement index - \$125 per index, executive and administrative \$1,360 per assessment, developmental - \$375 per index, and Chief Ranger \$2,760 per assessment. The year-to-date Ranger department expense is \$55,230, which exceeded the Chief Executive Officer's authorization level by \$5,230.00.

Future Assessments/Indexes:

Human Resources and the Ranger department would like to continue to utilize the services of PRADCO for recruitment efforts, and are requesting an increase to the Ranger purchase order in the amount of \$5,000.00 and a new purchase order in the amount of \$15,000.00 for Human Resources.

Interim Chief Ranger, Daniel Veloski, explained in detail the process by which Cleveland Metroparks screens and selects ranger staff in response to an inquiry by Commissioner Rinker.

No. 13-09-135: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the amount of \$55,230.00, plus an additional \$5,000.00 for the Ranger department and \$15,000.00 for Human Resources, for a total amount not to exceed \$75,230.00 through December 31, 2013, for the services of PRADCO to continue to assist with applicant, promotional and leadership assessments.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

- (f) ***Authorization of Grant Submittal and Installation/Maintenance of Navigational Buoys for Hinckley Lake***
(Originating Sources: Jeremy Peppard, Hinckley Park Manager/Kristen Trolio, Grant and Outreach Coordinator)

Background

The Ohio Department of Natural Resources Division of Watercraft offers Navigational Aids grants for buoys to mark Ohio's waterways for recreational boaters. If awarded, the buoys would be provided, at no cost, to Cleveland Metroparks for the park district to install and maintain. The buoys conform with the Uniform Waterway Marking System.

Cleveland Metroparks is proposing to submit a grant application to request 20 buoys (total estimated value \$2,500) from the Division of Watercraft to mark shallow areas and the dam area of Hinckley Lake to increase safety for recreational boaters. The buoys will be installed and maintained by park staff.

The required grant resolution is on page **76535**.

- No. 13-09-136:** It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the submittal of a grant application to the Ohio Department of Natural Resources for funding assistance for 20 buoys for Hinckley Lake through the Navigational Aids grant program as described above, and to obligate the staff labor to install and maintain the 20 buoys; and further, that the Board authorize the Chief Executive Officer to enter into agreements and execute any other documents as may be required to submit the application and accept the buoys 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, Messrs. Moore and Rinker.

Nays: None.

- (g) ***Consultant Agreement – Bridge Inspection and Evaluation Professional Engineering Services Agreement RFQ #5918 Re: 20013 to 2018 Park District Bridge Inspection and Rehabilitation/Replacement Program; 2013 Bridge Inspection and Load Ratings***
(Originating Sources: Richard J. Kerber, Chief Planning and Design Officer/John C. Kilgore, P.E., Chief of Engineering and Design)

Background:

The State of Ohio requires governmental entities to have an annual bridge inspection program for all bridges used by public vehicles. The Ohio Department of Transportation requires that the inspections be performed by an organization qualified and certified to perform the work. An annual condition report for each roadway bridge is transmitted to

ACTION ITEMS (cont.)

ODOT, who maintains an inspection database. Cleveland Metroparks’ program also includes bridges that carry maintenance vehicles, APT bridges and a number of selected trail bridges that have longer spans and/or are advanced in age at least once every five years.

Cleveland Metroparks issued Request for Qualifications No. 5918 in June 2013 for engineering firms to provide bridge inspection and/or bridge rehabilitation/replacement engineering design services for the period from 2013 through 2018. The last multiyear year period of inspections for 44 roadway bridges and fords is summarized as follows according to the ODOT rating system:

Condition Category	Description of Condition	2007 Condition	2012 Condition
Excellent, Very Good or Good	No work needed	16	9
Satisfactory or Fair	Minor deficiencies, still functioning as designed	26	30
Poor or Serious	At least one component with a major deficiency, in need of repair to continue functioning as designed	5	4
Critical, Immanent Failure or Failed	No longer functioning as designed	0	0
Totals		47	43

Six Year Program Summary:

1. Professional Services Fees

- a. 2007 – Inspections \$46,430.00 , Design Services \$150,490.00
- b. 2008 – Inspections \$21,384.37 , Design Services \$ 25,074.37
- c. 2009 – Inspections \$53,112.00 , Design Services \$ 20,824.37
- d. 2010 – Inspections \$26,436.00 , Design Services \$121,140.00
- e. 2011 – Inspections \$27,965.00 , Design Services \$ 0.00
- f. 2012 – Inspections \$27,508.00 , Design Services \$ 0.00

2. Construction Costs for Rehabilitation/Replacement

- a. 2007 – Bridges: 4 Roadway + 3 Trail, Cost \$ 863,442
- b. 2008 – Bridges: 2 Roadway, Cost \$ 146,500
- c. 2009 – Bridges: 2 Roadway, Cost \$ 44,500
- d. 2010– Bridges: 2 Roadway, Cost \$ 498,980
- e. 2011 – Bridges: 0 , Cost \$ 0
- f. 2012 – Bridges: 0 , Cost \$ 0

ACTION ITEMS (cont.)

Consultant Selection:

Eleven consulting firms submitted qualifications in response to RFQ #5918. Staff reviewed the submittals and interviewed a short list of two firms. The firm of Jones-Stuckey was selected as the most qualified. Jones-Stuckey is primarily a bridge engineering firm with a total staff of 29 including 10 registered engineers. They perform similar services for a variety of public agencies around the state of Ohio. They are prequalified by ODOT for the highest level of roadway and bridge design and bridge inspection services. Three members of the Jones-Stuckey staff have been involved with Cleveland Metroparks bridge program in the past while at other firms. Staff feels Jones-Stuckey is well qualified for both the inspection and design of a wide range of bridge structures.

2013 Inspection and Load Rating Tasks:

For purposes of developing a continuity with evaluations and recognizing the multi-year duration of rehabilitation efforts staff is recommending that Jones-Stuckey be retained as the bridge consultant for a five year period with each inspection and design project quoted and authorized individually assuming successful completion of the previous services. Staff is requesting that the initial agreement with Jones-Stuckey cover the 2013 inspection task for 44 bridges and load rating of 20 bridges. The State has recently required that all bridges that carry public traffic have a load rating determined based on the design and current condition. ODOT has agreed to perform the load rating service for all but 20 of Cleveland Metroparks bridges. Staff has negotiated a fee proposal with Jones-Stuckey and recommends the following fee structure:

• Safety Inspections	\$21,900
• Inspection report	\$13,600
• Load Ratings	\$67,900
• On-Call Response NTE	\$4,600
• Total NTE	\$108,000

No. 13-09-137:

It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to execute a professional services agreement with Jones-Stuckey, in a form acceptable to the Chief Legal and Ethics Officer, pursuant to its proposal dated September 11, 2013, in an amount not to exceed \$108,000 to provide for architectural/engineering services for the 2013 Bridge Inspection and Load Rating Program as described above.

Vote on the motion was as follows:

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

ACTION ITEMS (cont.)

- (h) ***Amendment to the Professional Services Agreement for Criteria Architect Services for the Circle of Wildlife Carousel Project***
(Originating Source: Richard J. Kerber, Chief Planning and Design Officer)

On April 18, 2013 the Board authorized a Professional Services Agreement with Peninsula Architects in the amount of \$56,144 to provide criteria architect design services for the Circle of Wildlife Carousel Project at Cleveland Metroparks Zoo. A criteria architect is used to produce preliminary design documents for use in a design-build project delivery system. The criteria documents were produced and design-build qualifications and proposals were accepted resulting in the award of a design-build contract to Hummel Construction on August 28, 2013.

Staff recommends that Peninsula Architects be retained to provide additional services during the design-build design and construction stages. These services were quoted as a part of the original fee proposal and are referenced in the Agreement as optional services. The fee for these services is:

• Clarifications and Questions	\$8,750
• Drawing Reviews	\$8,830
• <u>Site Meetings/Observations</u>	<u>\$3,860</u>
• Total Not-to-Exceed	\$21,440

No. 13-09-138: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to execute Amendment No. 1 to the Professional Services Agreement with Peninsula Architects in a form acceptable to the Chief Legal and Ethics officer for additional criteria architect service as stipulated above and in the architect’s proposal of April 15, 2013 for an amount not to exceed \$21,400.

Vote on the motion was as follows:

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

ACTION ITEMS (cont.)

- (i) ***Change Order No. 1: Bid No. 5925 - 2013 Asphalt Pavement Improvements – Euclid Creek and Mill Stream Run Reservations***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Jim Rodstrom, Director of Construction)

Background:

On August 28, 2013, the Board awarded Karvo Paving Company a contract in the amount of \$805,491.25 for asphalt pavement improvements to 2.38 miles in Euclid Creek Reservation and 1.79 miles in Mill Stream Run Reservation. Utilizing additional available funding identified within the budget, an additional section of parkway and adjacent all purpose trail has been identified in Mill Stream Run Reservation for asphalt pavement improvements.

Contract and Change Order Summary

Original Bid Awarded August 28, 2013	Contract Amount	\$805,491.25
Request for Change Order No. 1		
1-1/2” asphalt overlay of approximately 1.74 miles of roadway with a typical pavement width of 22 feet on Valley Parkway between the Chalet and Royalton Road and overlay of approximately 4,974 square yards of existing parking and all purpose trail pavement adjacent to the parkways being paved. Asphalt grind and overlay repair of approximately 5,032 square yards prior to the asphalt overlay.		\$298,350.00
Total, Change Order #1		\$298,350.00
Total Revised Contract Including Change Order No. 1		\$1,103,841.25

The unit cost for this change order work computes to \$171,466.52 per mile of parkway. These unit costs are favorable when compared with the unit costs for the base contract work of \$175,242.51 per mile in the original bid.

2013 Budget Code: 1510-73462-A11002

- No. 13-09-139:** It was moved by Vice President Moore, seconded by President Berry and carried, to approve Change Order No. 1 with Karvo Paving Company in the amount of \$298,350.00, as described above, resulting in a revised, total contract amount of \$1,103,841.25; further, that the Board authorize the Chief Executive Officer to execute Change Order No. 1.

Vote on the motion was as follows:

- Ayes: Ms. Berry, Mr. Moore.
- Abstained: Mr. Rinker
- Nays: None.

AWARD OF BIDS:

RECOMMENDED ACTION:

No. 13-09-140: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize the following bid awards:

Co-Op #5925: One (1) New Current Model Toro Model 4000-D Groundsmaster Mower (see page **76519**); and

Bid #5929: Green Street Stormwater Improvements – Parkhaven Dr, Meadow Lane, Thorncliff Blvd., and Klusner Avenue - West Creek Reservation (see page **76520**).

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS (cont.):

CO-OP #5925 SUMMARY: ONE (1) NEW CURRENT MODEL TORO MODEL 4000-D GROUNDMASTER MOWER (New Addition)

DESIGNATION	Lakefront Parks
UNIT(S) REPLACED	New Addition
Mileage and Condition	N/A
NEW UNIT BASE COST	\$54,580.64
<u>TOTAL COST (with delivery)</u>	\$54,580.64
PURPOSE - use of vehicle	This unit will be used to mow grass areas located primarily in the East Shores area of the Lakefront Parks.
COMPARATIVE UNIT	The most recent purchase of a similar mower was in June of 2011 (Co-Op #5739) at a base price of \$58,047; a 2013 decrease in cost of 6% compared to the 2011 model.

RECOMMENDED ACTION:

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

	<u>EXPENDITURES</u>			<u>NUMBER OF PIECES</u>			Number that are	
	<u>Licensed</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>License d</u>	<u>Non-Licensed</u>	<u>Total</u>	<u>New</u>	<u>Replac ed</u>
2009 total	\$342,748	\$132,662	\$475,410	14	7	21	5	16
2010 total	\$466,486	\$128,777	\$595,263	18	5	23	5	18
2011 total	\$338,893	\$174,525	\$513,418	14	7	21	6	15
2012 total	\$360,032	\$36,578	\$396,610	12	2	14	2	12
2013 y-t-d	\$263,757	\$270,388.	\$534,145	11	4	15	10	5

(See Approval of this Item by Resolution No. 13-09-140 on Page 76518)

AWARD OF BIDS (cont.):**BID #5929 SUMMARY: GREEN STREET STORMWATER IMPROVEMENTS -
PARKHAVEN DR, MEADOW LANE, THORNCLIFF BLVD,
AND KLUSNER AVENUE - WEST CREEK RESERVATION**

*(Originating Sources: Richard Kerber, Chief Planning and Design Officer/Jim Rodstrom,
Director of Construction/Jennifer Grieser, Sr. Natural Resource Manager)*

In October of 2011, Cleveland Metroparks was awarded a Great Lakes Restoration Initiative grant from the USEPA to install a variety of green infrastructure practices (e.g. rainbarrels, raingardens, right-of-way raingardens, and street trees) on residential streets adjacent to West Creek Reservation. Cleveland Metroparks is monitoring the stormwater flows to determine what effect these practices will have on flow reduction in the municipal storm sewer, which ultimately discharges into West Creek Reservation. This is a multi-year grant with the completion date in September of 2014.

Cleveland Metroparks and West Creek Preservation Committee have worked with the City of Parma and homeowners on various streets surrounding West Creek Reservation for the installation of these practices within the City owned right-of-way and on individual homeowner properties. The first implementation of this project was completed on Klusner Avenue this past spring. This second project will be implemented on Parkhaven Dr, Meadow Lane, Thorncliff Blvd, and again on Klusner Avenue.

Construction of these practices for this project includes the following scope of work:

Base Bid:

1. Excavation and installation of 16 treelawn bioswales and 10 front yard raingardens.
2. Removal and replacement of approximately 200 sf of concrete sidewalk.
3. Installation of 49 rainbarrels with associated pads, risers, and diverters.
4. Installation of approximately 52 cy of hardwood mulch after the landscape plantings are installed.

Alternate A:

Labor, material, and equipment cost to provide standard maintenance on all installed features for 1 year from the date of completion.

Alternate B:

Labor and material cost to provide and install the project landscape and plantings which includes 2-2" caliper trees, 5-7' ornamental trees, 76 deciduous shrubs, 1,495 assorted perennials, and 390 assorted bulbs.

AWARD OF BIDS (cont.):

Bids for were received on September 11, 2013 and are tabulated below:

BID NO. 5929, GREEN STREET STORMWATER IMPROVEMENTS, WEST CREEK RESERVATION			
BIDDER NAME	LUMP SUM BASE BID AMOUNT	ADD ALT. A	ADD ALT. B
Brookside Construction Services	\$92,242.90	\$13,233.00	\$32,952.51
DCH Landscaping, LLC	\$106,495.00	\$4,600.00	\$17,000.00
ENGINEER'S ESTIMATE	\$100,000.00		

2013 Budget Code: 5414-73462-P11414

Staff recommends awarding the **LUMP SUM BASE** bid to **Brookside Construction Services, Inc.** Brookside has completed numerous projects in the past for Cleveland Metroparks including landscaping improvements at Shawnee Hills Golf Course, ballfield enhancements in Hinckley Reservation, and was the primary landscaping/wetland subcontractor on the West Creek Reservation site construction improvements. In addition, they have completed similar site and green infrastructure construction projects for other northeast and central Ohio public and private entities. They have been in business for 25 years and specialize in excavation, landscape enhancement, hardscapes, and storm water runoff and habitat improvement projects.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Brookside Construction Services, Inc.** as the lowest and best bidder for Bid #5929, Green Street Stormwater Improvements, West Creek Reservation for the **lump sum base bid amount of \$92,242.90**. 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 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. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 13-09-140 on Page 76518)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 09/18/13)

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>
Emergency Catering Services at Manakiki Golf Clubhouse.	Executive Caterers	\$25,268.35	(6)
Various weapons (15 S&W hand guns, 3 Remington rifles, 6 batons with holders) for Rangers.	Vances Law Enforcement	\$13,456.70	(2) & (3)
Polyurethane foam/silicone-coated roof system for 72 nd Maintenance Building.	West Roofing Systems	\$39,450.00	(8)
Two new John Deere utility vehicles for use by Rangers.	John Deere Co.	\$31,340.74	(2)
21 Point Blank Vision Body Armor Vests for Ranger Department. Each vest includes a carrier.	D & G Uniforms	\$15,032.50	(2)
Deep tine aerification on tees and greens at Big Met, Little Met, Mastick Woods, Manakiki, Sleepy Hollow, Shawnee Hills and Seneca Golf Courses (total 881,000 sq. ft.).	Country Club Landscaping and Equipment Repair	\$10,739.39	(8)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Installation of roof membrane as well as flashing repairs at the main gift shop attached to the Zoo Administration Building. First shown to the Board on March 14, 2013. Included here to indicate \$329.41 increase for additional curb not anticipated originally.	Damschroder Roofing	\$47,507.00 <u>\$ 329.41</u> \$47,836.41	(8)
Professional design services criteria engineer for Cleveland Metroparks Towpath Trail-Lake Connector Project.	GPD Associates	\$48,500.00	(6)
Eight digital bulletins for two weeks promoting “Boo at the Zoo” event; 300 spots per day utilizing prime digital bulletin locations.	Clear Channel Outdoor	\$13,200.00	(3)

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

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

CONSTRUCTION CHANGE ORDERS

Pursuant to Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (b) and (c), as revised and approved by the Board of Park Commissioners on January 10, 2013, *"...the CEO is not authorized to enter into any change orders to construction contracts, without prior approval of the Board in each instance, except that the CEO is authorized to enter into change orders to construction contracts, without prior approval of the Board in each instance, where the additional cost is less than THE LESSER OF: (i) \$50,000, or (ii) ten percent (10%) of the cost of the contract. Each change order by the CEO under this Article shall be reported to the Board at the next meeting of the Board following the execution of said change order."*

(c). "Amendment to Professional Service Contract. For professional service contracts greater than \$50,000, the CEO is not authorized to enter into any amendment to professional services or other special services agreement, without prior approval of the Board in each instance, except that the CEO is authorized to enter into amendments to professional services and other special services agreements for additional fees, without prior approval by the Board in each instance, where the additional fees for the agreement by the CEO pursuant to this Section, aggregate less than THE LESSER OF: (i) \$50,000, or (ii) ten percent (10%) of the cost of the agreement. Each amendment by the CEO under this Section shall be reported to the Board at the next meeting of the Board following the execution of said amendment.", the following is provided:

<u>Contract</u>	<u>Item/Service</u>	<u>Vendor</u>	<u>Change Order No.</u>
<p><i>There are no construction change orders or professional service amendments to report for this period.</i></p>			

**CLEVELAND METROPARKS CAPITAL IMPROVEMENT PROJECTS
SEPTEMBER 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	70%	\$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	5%	\$1,890,000	\$0	\$1,890,000
Paving	A11002	7/28/13	Nov 2013		\$805,491	\$0	\$805,491
Roadway Striping	A97109	7/28/13	Nov 2013		\$81,900	\$0	\$81,900
Total					\$4,152,591	\$ 0	\$4,152,591

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
Zoo Entry Signs	V12020	\$85,000	In-house	Out to Bid	3rd Qtr 2013
Lakefront Management Center (Rangers)	Q13003	\$150,000	In-house	Out to Bid	Dec 2013
Edgewater/Shoreway Entrance	Q13003	\$1,000,000	Baker	2 nd Qtr 2014	3 rd Qtr 2014
“Green Street” Improvements Phase 2	P11414	\$100,000	URS	Out to Bid	Nov 2013
Total		\$3,090,000			

Projects Completed in 2013					
Project	Budget Code	Completion Date	Original Contract Amount	Change Orders	Contract Total
West Creek Site Improvements	P07001 5418 5422 5427	May 2013	\$5,277,882	\$756,238	\$6,034,120
Zoological Society Office Renovations	V12770 V13013	May 2013	\$189,522	\$36,851	\$226,373
Emerald Necklace Marina Dredging	R93003	May 2013	\$57,750 Budgeted		\$48,487 Actual
“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

INFORMATION/BRIEFING ITEMS/POLICY.

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

Nathan Meisterics, Grounds Maintenance

Nathan Meisterics is a Cleveland Metroparks success story. He originally began working for Cleveland Metroparks through the Park Pathway Internship Program (PPIP) while still a student at Cleveland South High School. He graduated from Cleveland South High School in 2007 with a 3.42 GPA, and also attended Washington Park Horticulture Center in Newburgh Heights. Since 2005, Nathan had worked for Cleveland Metroparks in various seasonal positions which included Seasonal Laborer, Crew Leader, Maintenance Specialist, and Crew Supervisor - Maintenance. Finally in July of 2013, Nathan secured a full-time Grounds Maintenance position at the Lakefront.

Lisa Buie, Lakefront Marina Administrator

In June of this year, Lisa Buie began her career at Cleveland Metroparks by becoming the Lakefront Marina Administrator. Prior to joining the staff of Cleveland Metroparks, she was most recently the Administrative Assistant/Account Clerk for the Cleveland Lakefront State Park. While in that position Lisa was responsible for handling all accounts payable/receivables, entered payroll, processed special activity permits, managed dock sales at East 55th Street Marina, compiled financial and Human Resources reports, tracked the Park's operational budget, and performed any other task assigned to her by park management. Lisa holds a Bachelor of Science degree in Archaeology from the University of Rio Grande where she graduated from in 2006 with Honors. She also graduated with Honors from Hocking Technical College in 2004 as she obtained an Associate degree in Applied Science in Archaeology.

- b. ***Watershed Volunteer Program***
(Originating Source: *Jennifer Grieser, Senior Natural Resource Manager*)

One year ago Cleveland Metroparks received a \$44,500 grant from Ohio Environmental Education Fund to develop and implement a Watershed Volunteer Program (WVP) in support of the mission of the Watershed Stewardship Center at West Creek. With three main goals for the Center as community stewardship, watershed research and restoration, WVP aligns perfectly by providing learning modules, restoration opportunities and monitoring activities. The long-term objective of WVP is to change watershed behaviors by engaging knowledgeable residents who can apply their experiences in Cleveland Metroparks at home and in their communities. To date, 428 individuals have assisted throughout the Park District and on other public properties. Over 50 programs and activities have been offered in partnership with 14 different entities (e.g. West Creek Conservancy, Ohio Environmental Protection Agency (OEPA), OSU Watershed Network, etc.). WVP has become well regarded as a source of experienced, passionate volunteers for watershed organizations throughout Northeast Ohio.

Jennifer Grieser, Senior Natural Resource Manager, was present and shared a very detailed and informational PowerPoint presentation with the Board.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)**c. *Cleveland Metroparks Membership in Southwest Emergency Response Team (SERT)***
(Originating Source: Daniel Veloski, Interim Chief of Rangers)

In the late 1960's, the Cleveland Metroparks Ranger Department formed its first police dive team. The unit has functioned effectively and has served Cleveland Metroparks and Greater Cleveland consistently for more than forty years. Within the past decade, the Ranger Dive team has expanded its capabilities by developing comprehensive protocol, upgrading its equipment, improving training and establishing partnerships with other Northeast Ohio public safety dive teams. Moreover, the Ranger Department has become an important component of several statewide search and rescue initiatives that include training and emergency response for wide area search and missing persons. Perhaps the finest example of these effective partnerships has been the Ranger Department's evolving collaboration with the Southwest Emergency Response Team (SERT). Since 1991, 19 local communities have pooled their resources and collective expertise to build an all-inclusive technical rescue and hazardous materials response team with seven specialized land and water-based disciplines.

Cleveland Metroparks will become the 20th member agency and will provide valuable contributions to the Technical Rescue disciplines, particularly in the areas of lost persons search and rescue, dive rescue, ice rescue and swift water rescue. The benefit to membership communities is extraordinary. Presently, for a manpower and mutual aid investment of \$5,000 annually, Cleveland Metroparks and the other 19 communities have access to expertise, training, collaborative emergency response, manpower and equipment to effectively respond to a host of emergencies. The SERT mission is to combine shared regional resources in the event that specialized teams are needed during an emergency incident.

The Cleveland Metroparks Master Planning, Centennial Plan, Strategic Plan and the key directions within the plans call for interaction with surrounding communities, improvement, partnerships and sustainability. Membership in SERT is just one more example of Cleveland Metroparks and the Ranger Department's commitment to ALL of Greater Cleveland by offering its resources and expertise to others while creating and leveraging new partnerships for greater community and Park District benefits.

Daniel Veloski, Interim Chief of Rangers, shared a very informative and interesting PowerPoint presentation related to the numerous Ranger Department affiliations and all of the excellent services that the Department provides for the community.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- d. ***Northeast Ohio Regional Sewer District (NEORS) Request for Sewer Easement – Cleveland Metroparks Zoo***
(Originating Sources: Christopher Kuhar, Zoo Executive Director – Cleveland Metroparks Zoo/Richard J. Kerber, Chief Planning and Design Officer)

NEORS has been working with staff on the design of a combined sewer overflow to replace an existing failing overflow in the vicinity of West 25th Street and Big Creek. NEORS evaluated several options for replacing the collapsing overflow and determined that the only feasible route involved relocating the outfall from the east side of West 25th Street to the west side. The overflow will continue to function in the period until the Big Creek tunnel system is completed and becomes the primary storage for combined sewer storm flows. That completion is some years off.

The drawing on page **76536** illustrates the impact on the Zoo parking lot and compost area from the construction. The sewer is five feet in diameter and will be constructed using a combination of open cut and tunneling methods. The section of sewer from Big Creek through the Zoo compost area will be constructed by open cut. The construction shifts to tunneling at the bottom of the steep embankment behind the current Zoo compost area.

The project is nearing the completion of design and will be ready for bidding shortly. The construction on within Cleveland Metroparks property is ebbing restricted to the off season months between September 2014 and May 2015. During that duration for varying periods of time, the compost and trash compaction operations of the Zoo will be disturbed. Staff is working with NEORS and their consultants to set up procedures in the bidding documents to instruct the contractor on how to maintain continuous operation of these services by providing temporary replacements during disruption.

Easement agreements including compensation parameters are being prepared and will be brought to the Board in the near future for approval.

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 **76518** through **76521**; \$5,000 to \$50,000 purchased items/services report, pages **76522** through **76523**; construction change orders, page **76524**; and status report regarding capital projects, page **76525**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 13-09-129: 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 **76537** to **76604**.

Vote on the motion was as follows:

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

Nays: None.

COMMENTS FROM THE CHIEF EXECUTIVE OFFICER.

Chief Executive Officer Zimmerman recognized the efforts of Sanaa Julien (Chief Marketing Officer) and Susan Allen (Director of Communications), and the entire Marketing Team for their work in securing the Cleveland Metroparks insert that appears in Cleveland Magazine. The insert highlights all of the wonderful things that are going on in Cleveland Metroparks, with the last page highlighting all of the things can be done for free within Cleveland Metroparks. The insert was provided at no cost to Cleveland Metroparks. Thanks also to the Marketing Division for the article that appeared in this past week's Crains Cleveland Business which focused on the Lakefront.

Mr. Zimmerman also advised that Cleveland Metroparks has obtained the endorsement of every mayor and manager within Cuyahoga County. They and their teams have all supported Cleveland Metroparks. He and Commissioner Rinker were at a meeting last evening in Pepper Pike and the Mayor was astounded at the work Cleveland Metroparks does and how many communities it actually covers. Mr. Zimmerman further commented that the group was very appreciative of what Cleveland Metroparks has done and continues to do for the Lakefront which is a nice compliment to what this Board has accomplished.

Commissioner Rinker added that everyone was awestruck by all of the accomplishments made by this organization. Commissioner Rinker was also amazed by the way staff has worked so hard to get the word out which leaves him optimistic.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Friday, October 11, 2013, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 13-09-141: At 9:02 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 the Appointment of a Position, as stated by Director of Human Resources (Compensation & Benefits), Matthew Hawes.

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. 13-09-142: 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 9:28 a.m.

Vote on the motion was as follows:

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

President.

Attest:

Secretary.

CLEVELAND METROPARKS COMPARATIVE SUMMARY OF REVENUES & EXPENDITURES

2013 VS. 2012, FOR THE MONTH ENDED AUGUST 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.	\$13,846,511	\$13,846,511	\$13,846,511	\$13,846,511	\$0	100.0%	\$25,386,747	\$35,733,580	\$10,346,833	258.1%	\$17,174,739	\$17,174,739	100.0%	\$19,529,613	113.7%
Receipts:															
Property Tax	\$49,439,840	\$49,439,840	\$43,421,179	\$45,081,028	\$1,659,849 (C)	91.2%	\$11,118,005	\$10,122,874	(\$995,131)	20.5%	\$52,990,873	\$46,539,920	87.8%	\$12,452,473	23.5%
Grants/Loc. Govt.	6,406,095	21,337,801	17,718,382	16,933,847	(784,536) (C)	79.4%	1,793,631	648,911	(1,144,719)	3.0%	4,661,109	2,912,439	62.5%	1,305,055	28.0%
Invest. Inc.	45,007	45,007	29,527	33,248	3,722	73.9%	5,136	5,707	572	12.7%	48,082	31,544	65.6%	5,486	11.4%
Golf Receipts	6,372,703	6,372,703	5,193,076	4,664,250	(528,826)	73.2%	992,005	1,039,537	47,533	16.3%	6,264,814	5,105,158	81.5%	975,210	15.6%
Zoo Receipts	8,861,086	8,861,086	7,258,303	7,563,656	305,353	85.4%	1,173,493	1,378,351	204,858	15.6%	8,128,887	6,658,543	81.9%	1,076,527	13.2%
Chalet/Conc. Rec.	540,898	540,898	291,505	350,485	58,980	64.8%	21,570	14,610	(6,961)	2.7%	423,843	228,421	53.9%	16,902	4.0%
Ledge Pool	156,517	156,517	159,888	127,784	(32,104)	81.6%	13,409	9,412	(3,997)	6.0%	160,917	164,383	102.2%	13,786	8.6%
Self-funded Reserve	5,406,614	5,406,614	3,714,138	3,912,691	198,553	72.4%	387,627	430,303	42,677	8.0%	5,488,559	3,922,704	71.5%	393,502	7.2%
Other	1,597,163	4,047,163	3,699,829	3,906,092	206,263	96.5%	248,039	256,395	8,356	6.3%	1,497,887	1,172,142	78.3%	232,621	15.5%
Total Receipts	\$78,825,923	\$96,207,629	\$81,485,826	\$82,573,081	\$1,087,255	85.8%	\$15,752,914	\$13,906,101	(\$1,846,813)	14.5%	\$79,664,971	\$66,735,253	83.8%	\$16,471,562	20.7%
Expenditures:															
Salaries & Fringe	\$49,513,523	\$50,977,115	\$35,157,164	\$33,069,466	\$2,087,698 (D)	64.9%	\$5,991,255	\$5,980,964	\$10,290	11.7%	\$47,164,011	\$32,917,360	69.8%	\$5,516,449	11.7%
Oper. Sup./Oth.	16,286,689	16,982,551	10,509,921	8,407,870	2,102,052	49.5%	1,718,238	1,099,256	618,982	6.5%	12,426,401	8,171,444	65.8%	1,158,384	9.3%
Utilities	4,039,299	4,109,849	2,807,990	2,496,633	311,357	60.7%	421,086	324,337	96,748	7.9%	3,374,255	2,345,673	69.5%	351,757	10.4%
Equipment	1,194,639	2,480,612	1,974,187	1,202,913	771,275	48.5%	401,571	318,470	83,101	12.8%	1,237,355	1,009,021	81.5%	105,203	8.5%
Land	1,977,472	3,742,388	3,256,564	2,524,134	732,429	67.4%	453,289	323,692	129,597	8.6%	1,788,452	1,461,213	81.7%	409,960	22.9%
Constr. Matls.	2,756,916	3,372,945	2,022,068	1,272,798	749,270	37.7%	396,170	137,061	259,108	4.1%	1,312,164	938,613	71.5%	140,963	10.7%
Constr. Contracts	7,950,543	8,422,828	4,952,206	2,784,271	2,167,934	33.1%	1,012,133	191,391	820,742	2.3%	9,892,924	6,320,620	63.9%	1,383,836	14.0%
Zoo Animals	54,637	54,637	3,100	12,180	(9,080)	22.3%	257	545	(288)	1.0%	317,503	18,012	5.7%	1,493	0.5%
Self-funded Reserve	5,709,120	6,046,120	4,479,291	4,467,146	12,145	73.9%	575,817	1,081,782	(505,965)	17.9%	5,480,134	4,251,637	77.6%	456,732	8.3%
Total Exp.	\$89,482,839	\$96,189,045	\$65,162,491	\$56,237,412	\$8,925,079	58.5%	\$10,969,814	\$9,457,500	\$1,512,315	9.8%	\$82,993,199	\$57,433,593	69.2%	\$9,524,776	11.5%
End. Cash Bal.	\$3,189,595	\$13,865,096	\$30,169,847	\$40,182,181	\$10,012,334	289.8%	\$30,169,847	\$40,182,181	\$10,012,334	289.8%	\$13,846,511	\$26,476,399	191.2%	\$26,476,399	191.2%
Encumbrances	\$0	\$0	\$6,974,767	\$6,974,767 (B)	\$0	N/A	\$6,974,767	\$6,974,767	\$0	N/A	\$3,676,359	\$8,815,565	33.3%	\$8,815,565	33.3%
Avail. Cash Bal.	\$3,189,595	\$13,865,096	\$23,195,080	\$33,207,415	\$10,012,334	239.5%	\$23,195,080	\$33,207,415	\$10,012,334	239.5%	\$10,170,152	\$17,660,834	173.7%	\$17,660,834	173.7%
Bal. in Restricted Funds	\$3,166,374	\$3,162,118	\$4,467,146	\$4,467,146	\$0	141.3%	\$4,467,146	\$4,467,146	\$0	141.3%	\$4,736,170	\$3,538,267	33.3%	\$3,538,267	33.3%
Adj. Avail. Cash Bal.	\$23,221	\$10,702,978	\$18,727,934	\$28,740,269	\$10,012,334	268.5%	\$18,727,934	\$28,740,269	\$10,012,334	268.5%	\$5,433,982	\$14,122,567	259.9%	\$14,122,567	259.9%

- (A) Includes Appropriation Adjustment #2.
- (B) Summary of Encumbrances follows on next page.
- (C) Timing difference in property tax receipts and grant receipts.
- (D) Represents a savings of \$1,767,586 due to the Position Management Program.

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

Cash balance, 7/31/13				\$35,733,580	(Exp., cont'd)		
Revenue, August 2013				\$13,906,101			
Exp.:	A/P vouchers	08/05/13	\$1,105,828		Payrolls	07/27/13	\$1,117,284
		08/14/13	99,809			08/10/13	1,148,769
		08/19/13	4,621			08/24/13	1,074,487
		08/28/13	1,205,788		Payroll adj.		\$0
		08/27/13	175,429		Withholding	07/27/13	264,263
						08/10/13	290,808
	Purchasing card		\$353,763			08/24/13	265,135
	Fringe vouchers	08/02/13	486,406		ADP		\$10,486
		08/16/13	503,601		Total payroll		\$4,171,231
		08/30/13	437,690				
	Rec./vouch. adj.		(\$11,541)		Total exp.		\$9,457,500
	Refunds		(44,455)				
	Hospitalization/WC Reserve		384,947				
	Medical Mutual Self Insurance		392,959				
	Bank fees		27,125				
	Aud./treas. fees		3,442				
	Sales tax, misc. exp.		160,857				
			5,286,269				
Subtotal exp.				\$5,286,269	Ending cash bal., 08/31/13		\$40,182,181

**Cleveland Metroparks
Encumbrance Summary - 08/31/13**

	<u>General</u>	<u>Capital Equip., Animals & Land</u>	<u>Capital Constr. Projects</u>	<u>Encumbrance</u>
General Fund	\$4,194,811			\$4,194,811
Health Insurance Reserve	453,613			453,613
Property Insurance Reserve	65,552			65,552
Workers' Comp. Reserve	0			0
<i>Subtotal</i>	\$4,713,976	\$0	\$0	\$4,713,976
Capital Fund:				
Equipment		\$606,112		
Animals		250		
Land		5,871		
Constr. Matl.			\$134,782	
Constr. Contracts			772,891	
<i>Subtotal Capital Fund</i>		\$612,233	\$907,673	\$1,519,906
Restricted Funds:				
General	\$74,954			
Equipment		\$10,920		
Animals		0		
Land		26,247		
Constr. Matl.			\$35,089	
Constr. Contracts			593,676	
<i>Subtotal Restricted Funds</i>	\$74,954	\$37,167	\$628,764	\$740,885
Subtotal Construction Projects Encumbrances			\$1,536,437 *	
Total Encumbrances				\$6,974,766

Capital Construction Project Encumbrances over \$50,000

<u>Div.</u>	<u>Location</u>		<u>Capital Constr. Project #/Description</u>	<u>Encumbrance</u>
1543	Canal Park Management	L13001	Mill Creek Connector	106,630
1546	Lakefront Park Management	Q13003	Miscellaneous Capital Improvement	138,201
1750	Zoo Facility Operations	V11003	Amphitheater Shade Structure	77,000
1750	Zoo Facility Operations	V12027	Carousel Construction	200,001
5771	Carousel-Zoo Society	V13771	Zoo Carousel Construction	478,251
	All other capital project encumbrances			536,354
Total Capital Construction Projects Encumbrances				\$1,536,437 *

Source: David J. Kuntz, Chief Financial Officer
9/13/13

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

ACCOUNTS RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$142,409	\$0	\$19,393	\$46,868	\$208,670

RANGER/COURT FINES RECEIVABLE

Total
\$1,550

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Principal	Interest to be Earned
07/31/13	STAR Ohio	State pool (A)	31	0.03%	08/31/13	\$1,011,792	\$26
07/31/13	STAR Plus	State pool (B)	31	0.20%	08/31/13	\$15,023,007	\$2,467
07/31/13	PNC Bank	Money Market (C)	31	0.10%	08/31/13	\$22,081,843	\$1,908

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

Investment principal varied between \$1,011,792 and \$4,011,792 in August.

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

Investment principal varied between \$12,023,007 and \$15,023,007 in August.

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

Investment principal varied between \$18,081,843 and \$25,081,843 in August.

Source: David J. Kuntz, Chief Financial Officer
09/13/13

CLEVELAND METROPARKS
2014 TEMPORARY APPROPRIATIONS BY OBJECT OF EXPENDITURE
 (equivalent to 24% of 2013 appropriations)

<u>Object Code</u>	<u>Object Description</u>	<u>Operating</u>	<u>Capital</u>	<u>Self-funded Insurance Reserve</u>	<u>Property/Liability Ins. Reserve</u>	<u>Restricted Donations</u>	<u>Total</u>
51000 }							
53000 }							
71000 }	Salaries & cap. proj. labor	\$8,656,516.09	\$312,000.00	\$36,000.00	\$45,071.14	\$63,690.59	\$9,113,277.82
52000	Employee fringe benefits	2,725,580.45	0.00	12,000.00	11,041.15	15,991.50	2,764,613.10
54000	Property taxes	5,760.00	0.00	0.00	0.00	0.00	5,760.00
55000	Risk management	72.00	0.00	1,359,987.36	178,062.96	0.00	1,538,122.32
56000	Legal fees	69,492.00	0.00	0.00	0.00	0.00	69,492.00
57000	Office operations	791,236.08	0.00	9,600.00	5,316.24	124,937.28	931,089.60
58000	Employee services	196,376.40	0.00	0.00	5,715.84	3,223.44	205,315.68
59000	Tools & equipment	49,673.52	0.00	0.00	0.00	1,121.04	50,794.56
60000	Janitorial sup./exp.	137,423.52	0.00	0.00	0.00	6,284.64	143,708.16
61000	Turf mgmt. sup./exp.	143,555.04	0.00	0.00	0.00	13,168.08	156,723.12
62000	Rd./trail mtce./repairs	74,870.88	0.00	0.00	0.00	223.44	75,094.32
63000	Prop. mtce./repairs	265,306.56	0.00	0.00	0.00	7,611.84	272,918.40
64000	Fleet mtce. sup./exp.	524,665.68	0.00	0.00	168.00	4,689.12	529,522.80
65000	Animal care sup./exp.	217,833.60	0.00	0.00	0.00	25,561.68	243,395.28
66000	Enterprise expense	345,996.48	0.00	0.00	0.00	432.00	346,428.48
67000	Spec. prog. sup./exp.	226,241.28	0.00	0.00	553.20	122,878.56	349,673.04
68000	Utilities	859,142.16	0.00	0.00	322.56	233.89	859,698.61
69000	Prod. sup./exp. & contingency	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal	\$15,289,741.75	\$312,000.00	\$1,417,587.36	\$246,251.09	\$390,047.10	\$17,655,627.29
72000	Constr. matls./exp.	\$0.00	\$441,045.36	\$0.00	\$2,242.80	\$138,618.24	\$581,906.40
73000	Contract cap. imp.	0.00	820,415.04	0.00	0.00	823,301.52	1,643,716.56
74000	Major cap. equip.	0.00	201,540.00	0.00	408.00	37,103.04	239,051.04
75000	Zoo animal acquis.	0.00	12,133.92	0.00	0.00	438.96	12,572.88
76000	Land acquis.	0.00	205,514.40	0.00	0.00	255,166.56	460,680.96
	Subtotal	\$0.00	\$1,680,648.72	\$0.00	\$2,650.80	\$1,254,628.32	\$2,937,927.84
	Total fund	\$15,289,741.75	\$1,992,648.72	\$1,417,587.36	\$248,901.89	\$1,644,675.42	\$20,593,555.13

**Resolution Authorizing Application to the Ohio Department of Natural Resources
Division of Watercraft for Navigational Aids for Hinckley Lake**

September 18, 2013

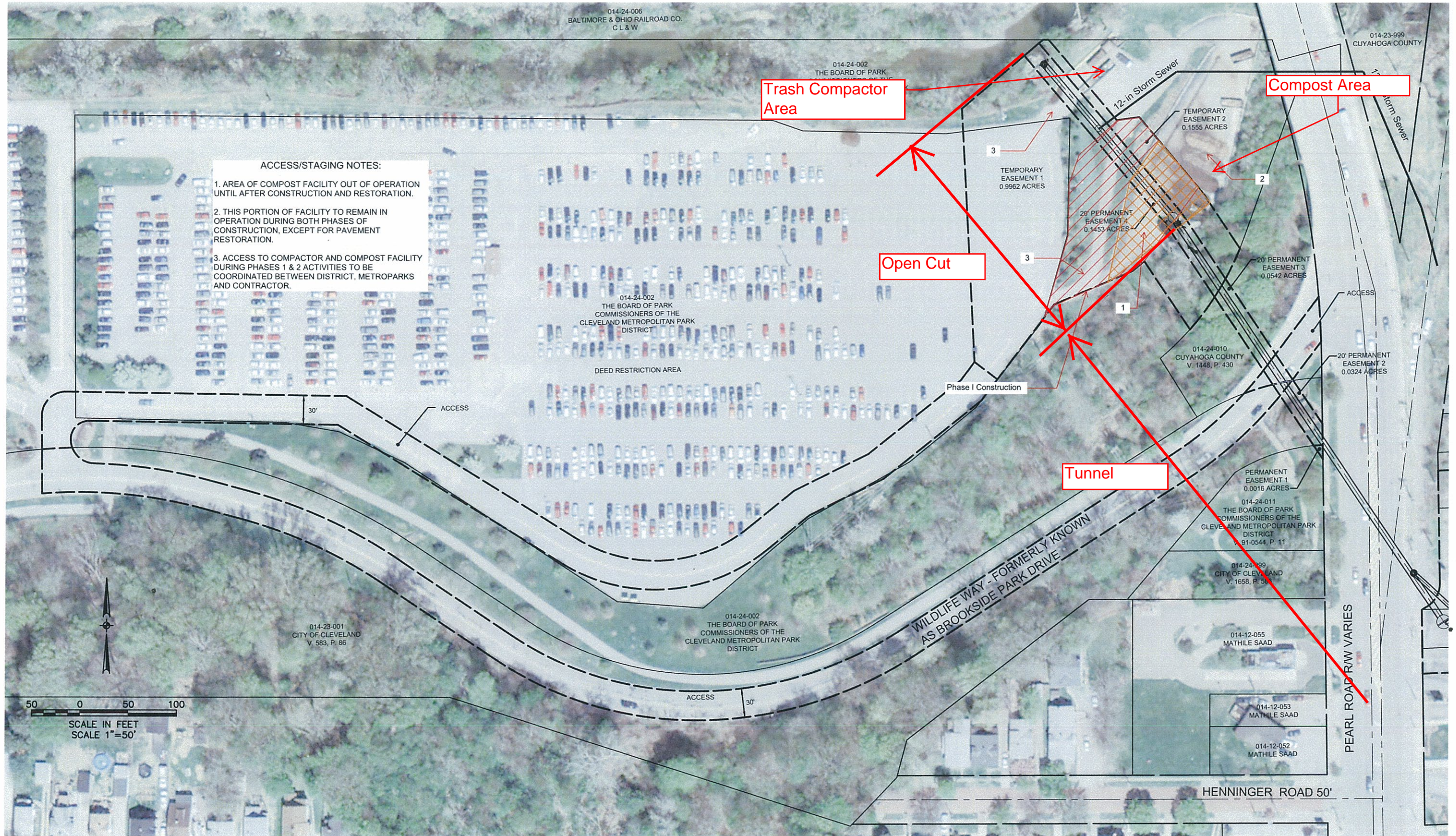
WHEREAS, The State of Ohio, through the Ohio Department of Natural Resources Division of Watercraft, administers navigational aids to mark Ohio's waterways through the Navigational Aids Grant program, and

WHEREAS, Cleveland Metroparks desires navigational aids for Hinckley Lake.

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 navigational aids for Hinckley Lake through the Navigational Aids Grant program.
2. That Brian M. Zimmerman, Chief Executive Officer, is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible assistance through the Navigational Aids Grant program.
3. That Brian M. Zimmerman, Chief Executive Officer, is authorized to enter into any agreements necessary and appropriate for obtaining the navigational aids.
4. That the Board of Park Commissioners of the Cleveland Metropolitan Park District does agree to install and maintain the navigational aids under the terms and conditions of the Navigational Aids Grant program.

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



ACCESS/STAGING NOTES:

1. AREA OF COMPOST FACILITY OUT OF OPERATION UNTIL AFTER CONSTRUCTION AND RESTORATION.
2. THIS PORTION OF FACILITY TO REMAIN IN OPERATION DURING BOTH PHASES OF CONSTRUCTION, EXCEPT FOR PAVEMENT RESTORATION.
3. ACCESS TO COMPACTOR AND COMPOST FACILITY DURING PHASES 1 & 2 ACTIVITIES TO BE COORDINATED BETWEEN DISTRICT, METROPARKS AND CONTRACTOR.

50 0 50 100
SCALE IN FEET
SCALE 1"=50'

Brown and Caldwell
CLEVELAND, OHIO

KS Associates, Inc.
250 Burns Road, Suite 100
Clyde, OH 44035
P 440 365 4730
F 440 365 4790
www.ksassociates.com

Northeast Ohio Regional Sewer District
Protecting Your Health and Environment

REV NO	DATE	ISSUED BY	REMARKS

DESIGNED BY: KAR
DRAWN BY: KAR
SHEET CHK'D BY: ABR
CROSS CHK'D BY: TAB
APPROVED BY: MAY
ISSUED DATE: 10/04/2012

This document was originally issued by on 10/04/2012. This document is not considered a sealed document.

NORTHEAST OHIO REGIONAL SEWER DISTRICT
CSO 049 AND 050 RELOCATION (C49/50R)
PROJECT NO. 1272

PHASE I CONSTRUCTION
ACCESS TO COMPOST FACILITY AND COMPACTOR

WARNING
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

PROJECT SET: OF
SHEET: 1 OF 3
SHEET NO.:

Oct 11, 2012 - 8:27am R1110001171\CIVIL_3D_2011\CURRENT DRAWINGS\BASE DRAWINGS\DWG0-Easements.dwg

RESOLUTION NO. 13-09-129

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 August 27, 2013 in the amount of \$175,428.64; and **Checks** dated August 30, 2013 in the amount of \$437,689.75; and **Checks** dated September 4, 2013 in the amount of \$117,580.81; and **Checks** dated September 9, 2013 in the amount of \$4,710.49; and **Checks** dated September 13, 2013 in the amount of \$461,444.41; and **Checks** dated September 18, 2013 in the amount of \$846,982.70; and **Net Payroll** dated July 14, 2013 to July 27, 2013 in the amount of \$1,117,283.52; and **Withholding Taxes** in the amount of \$264,262.65; and **Net Payroll** dated July 28, 2013 to August 10, 2013 in the amount of \$1,148,769.08; and **Withholding Taxes** in the amount of \$290,807.94; and **Net Payroll** dated August 11, 2013 to August 24, 2013 in the amount of \$1,074,487.11; and **Withholding Taxes** in the amount of \$265,135.36; and **Bank Fees/ADP Fees** in the amount of \$37,610.68; and **ACH Debits (FirstEnergy Utility; Sales Tax)** in the amount of \$160,856.86; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated August 18, 2013 to September 7, 2013 in the amount of \$185,651.03; and **Visa Travel Card** purchases dated August 18, 2013 to September 7, 2013 in the amount of \$24,394.19; 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: September 18, 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	38	246	\$ 232,066.29	\$ 6,107.01	\$ 943.36	C
Board Authorized Payments	21	57	\$ 125,117.69	\$ 5,957.99	\$ 2,195.05	A
Director Approved Payments	39	168	\$ 333,749.71	\$ 8,557.68	\$ 1,986.61	D
Telephone-Written Quote Items	15	29	\$ 40,197.68	\$ 2,679.85	\$ 1,386.13	P
Telephone Quote Items	25	99	\$ 36,081.37	\$ 1,443.25	\$ 364.46	T
Utilities	18	211	\$ 171,243.38	\$ 9,513.52	\$ 811.58	U
Health Insurance	7	8	\$ 85,317.05	\$ 12,188.15	\$ 10,664.63	H
Other Exempt Items	86	103	\$ 952,727.83	\$ 11,078.23	\$ 9,249.78	E
Non-Bid Items less than \$1,000	80	131	\$ 28,631.35	\$ 357.89	\$ 218.56	N
Purchases Obtained w/o Cert.	5	6	\$ 38,704.45	\$ 7,740.89	\$ 6,450.74	S
	334	1058	\$ 2,043,836.80	\$ 6,119.27	\$ 1,931.79	

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. 13-09-129** listed above.