

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

DECEMBER 19, 2019

The Board of Park Commissioners met on this date, Thursday, December 19, 2019, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

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

APPROVAL OF MINUTES.

No. 19-12-152: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of November 13, 2019, 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, William Chorba, presented a Comparative Summary of Revenues & Expenditures 2019 vs. 2018 Year-To-Date, for the Month Ended November 30, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **90557** to **90564** and they were filed for audit.

ACTION ITEMS (cont.)

- (a) ***Swearing in of Patrol Officer(s)***
(Originating Source: *Katherine M. Dolan, Chief Police Officer*)

Pendeza I. Wadesisi

Pendeza Wadesisi, who goes by her nickname Penny, was born in the Democratic Republic of the Congo. She is a two-year veteran police officer from the Cleveland Heights Police Department and is a graduate of the Cleveland Heights Police Academy. Penny holds a Bachelor of Arts Degree from Notre Dame College, graduating in 2018.

- No. 19-12-153:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to appoint Pendeza I. Wadesisi as a full-time police officer for Cleveland Metroparks as authorized by Section 1545.13 of the Ohio Revised Code.

Vote on the motion was as follows:

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

Nays: None.

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

Mary Ann Horton, Service Maintenance II

May Ann Horton has served Cleveland Metroparks for more than 27 years as a full-time employee. In addition, she previously worked as a seasonal employee at Bradley Woods and Huntington reservations for three seasons. MaryAnn devoted these years of service utilizing her knowledge, skills and abilities as a Seasonal Laborer, Seasonal Maintenance Specialist, Service Maintenance I, and Service Maintenance II. She used her knowledge and skills to consistently maintain and enhance the Zoo's appearance of buildings and grounds for the enjoyment of guests and staff, assisted with numerous preparations, and provided service for events such as Zippity Zoo Doo, Earth Day, Twilight at the Zoo, Zoo Blooms, Boo at the Zoo, the Asian Lantern Festival, and Wild Winter Lights, as well as countless other private events that served zoo guests. MaryAnn performed the duties of a zone leader where she provided work direction and leadership to seasonal staff to ensure a high standard of quality service for all zoo guests. She displayed a great deal of attention to detail for numerous painting projects such as picnic tables, fences, and offices. MaryAnn Horton demonstrated a spirit of cooperation and welcomed the opportunity to train and provide meaningful work experiences for Magnolia House staff to succeed. MaryAnn's dedication has been a valued asset to Cleveland Metroparks Zoo and the products of her labor have been appreciated and will not be forgotten.

ACTION ITEMS (cont.)**Jeffrey C. Keegan, Technician-Lead**

Jeffrey C. Keegan has served Cleveland Metroparks for more than 34 years, utilizing his knowledge, skills and abilities as a Handyperson, Senior Handyperson, Technician, and Lead Technician. He has used his knowledge and skills to maintain and enhance parkways, all-purpose trails, buildings, and beaches, and was responsible for snow-plowing roadways and parking lots. Jeff participated in continuous learning opportunities which allowed him to successfully implement changing technologies over the course of his career. He displayed a strong attention to detail when he performed maintenance, repair and construction of water lines, and when he rerouted sanitary sewer lines. Jeff shared his expertise of beach safety when he trained staff at other parks on the proper use of beach grooming equipment during the time when Cleveland Metroparks acquired two additional beaches. He exhibited leadership skills and good judgment when he provided supervision to seasonal staff and assembled the right combination of people and equipment to complete projects. Jeff demonstrated a spirit of cooperation when he maintained positive working relationships with Bay Arts, Huntington Playhouse and Lake Erie Nature & Science Center, and when he provided work direction and communicated the importance of attention to detail to other members of the work crew. Jeff's dedication and commitment to Bradley Woods and Huntington Reservations has been a valued asset to the Park District and the products of his labor have been appreciated and will not be forgotten.

Catherine A. Poilpre, Visual Communications Manager

Catherine A. Poilpre has served Cleveland Metroparks for more than 3 years, utilizing her knowledge, skills and abilities as Marketing and Visual Communications Manager. Cathy has used her knowledge and skills to manage the creative process of the Visual Communications team to include planning and implementation while supporting strategic goals and objectives. She exhibited leadership and good judgment when she oversaw creation of numerous graphic identities, ad campaigns, printed collateral, signage, exhibits, photography, and website design. Cathy was responsible for managing more than 2,000 projects annually, including Cleveland Metroparks Emerald Necklace printed and digital monthly newsletter, and an all-new mobile, 'Pollinator Power' exhibit which will travel throughout the Park District. She displayed a strong attention to detail when working with staff and peers to assure a quality work product. Cathy demonstrated a spirit of cooperation when she assisted with the development and production of Cleveland Metroparks Centennial coffee table book, the Zoo's rebrand, and the "Time to Explore" campaign. She was instrumental in establishing visual components of various new properties, services and attractions such as Edgewater Beach House, Euclid Beach Pier, Asian Lantern Festival, and Wild Winter Lights. Cathy's dedication and commitment has been a valued asset to the Park District and the products of her labor have been appreciated and will not be forgotten.

ACTION ITEMS (cont.)**Kathleen R. Schmidt, Naturalist 1**

Kathleen R. Schmidt has served Cleveland Metroparks for more than 37 years, utilizing her knowledge, skills and abilities as a Seasonal Naturalist, Naturalist, Naturalist II, and Naturalist 1. Kathy developed and provided a variety of innovative outdoor education programs where she increased the participant's environmental awareness, conservation concerns and appreciation for native plants and wildlife. She has provided natural history and historical programs, and regularly contributed to the Emerald Necklace publication and the Roots Revealed history blog. Kathy conveyed useful information to park visitors, nature center guests and volunteers, and was recognized for producing youth programs for children to easily learn and successfully perform difficult skills. She has planned, created and conducted programs such as the children's Books Alive series, adult Wilderness Skills series, Primitive Skills Camp, and the History of Maple Sugaring. Kathy played an integral role with the Rocky River Nature Center beekeeping program and assisted with the native plant gardens at Brecksville Nature Center. She was responsible for revising the Home School Happenings program and initiating the Outdoor Adventures for Homeschoolers program. Kathy could always be counted upon to support programs and events such as the Pioneer Potpourri, Fallfest, Maple Sugaring, and Indians of America to name a few. She demonstrated a spirit of cooperation as evidenced by her letters of commendation from staff and park visitors, and when she assisted with coordinating several Cedar Valley Settlers celebrations and the OPRA Fall Section Conference. Kathy's dedication has been a valued asset to Cleveland Metroparks and the products of her labor have been appreciated and will not be forgotten.

No. 19-12-154: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to recognize Mary Ann Horton, Jeffrey C. Keegan, Catherine A. Poilpre and Kathleen R. Schmidt for their years of service to Cleveland Metroparks and the greater Cleveland community by adopting the Resolutions found on pages **90565** to **90568**.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

(c) 2019 Budget Adjustment No. 11

(Originating Sources: William Chorba, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)

The following amendments are requested for Board approval:

**CLEVELAND METROPARKS
Appropriation Summary - 2019**

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #11 12/19/2019	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 53,558,482	\$ -	\$ 53,558,482	\$ (5,460)	\$ (1,155,087) A	\$ 52,397,935
52	Employee Fringe Benefits	18,477,174	20,446	18,497,620	77,549	5,576 B	18,580,745
53	Contractual Services	14,727,221	900,758	15,627,979	336,956	(1,159,220) C	14,805,715
54	Office Operations	25,262,956	1,623,806	26,886,762	1,263,424	378,819 D	28,529,005
	Operating Subtotal	112,025,833	2,545,010	114,570,843	1,672,469	(1,929,912)	114,313,400
CAPITAL							
571	Capital Labor	1,110,000	-	1,110,000	14,000	-	1,124,000
572	Capital Materials	1,893,884	536,076	2,429,960	801,970	38,631 E	3,270,561
573	Capital Contracts	14,432,303	3,682,444	18,114,747	4,259,108	1,533,857 F	23,907,712
574	Capital Equipment	2,670,302	280,328	2,950,630	988,227	23,069 G	3,961,926
575	Zoo Animals	75,000	-	75,000	(10,000)	-	65,000
576	Land	9,191,274	16,956	9,208,230	-	2,395,357 H	11,603,587
	Capital Subtotal	29,372,763	4,515,804	33,888,567	6,053,305	3,990,914	43,932,786
TOTALS							
Grand totals		\$ 141,398,596	\$ 7,060,814	\$ 148,459,410	\$ 7,725,774	\$ 2,061,002	\$ 158,246,186

An explanation of the adjustments, by category, can be found on pages **90569** to **90571**. The net effect of all adjustments is an increase of \$2,061,002, all of which is provided for by increased revenue, donations, grants, or other restricted funds.

No. 19-12-155: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the 2019 Budget Adjustment No. 11 for a total increase of \$2,061,002 as delineated on pages **90569** to **90571**.

Vote on the motion was as follows:

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

ACTION ITEMS (cont.)

(d) 2020 Appropriations Budget

(Originating Sources: William Chorba, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)

According to State statute, the Board of Park Commissioners must adopt Cleveland Metroparks 2020 appropriations budget on or before December 31, 2019.

Budget proposals were submitted by each of the Chiefs for their respective departments. A comprehensive budget was compiled, not only considering operations for 2020, but also projecting operations through 2023, which is the entire span of the current tax levy.

A summary of the budgeted appropriations for 2020 are as follows:

CLEVELAND METROPARKS Appropriation Summary - 2020				
Object Code	Object Description	Original Budget		
		Baseline Budget	Estimated Carry Over Encumbrances	Estimated Total
OPERATING				
-		-	-	-
51	Salaries	\$ 56,164,224	\$ -	\$ 56,164,224
52	Employee Fringe Benefits	18,489,702	45,856	18,535,558
53	Contractual Services	14,615,911	1,663,414	16,279,325
54	Office Operations	24,071,314	2,402,147	26,473,461
	Operating Subtotal	113,341,151	4,111,417	117,452,568
CAPITAL				
571	Capital Labor	900,000	-	900,000
572	Capital Construction Expenses	26,205,084	10,705,764	36,910,848
574	Capital Equipment	2,766,476	681,616	3,448,092
575	Zoo Animals	75,000	5,265	80,265
576	Land	2,032,525	10,656	2,043,181
	Capital Subtotal	31,979,085	11,403,301	43,382,386
TOTALS				
Grand totals		\$ 145,320,236	\$ 15,514,718	\$ 160,834,954

ACTION ITEMS (cont.)

Additionally, pursuant to Article 4 of its By-Laws, Cleveland Metroparks Board of Park Commissioners shall fix the compensation range for all employees. To account for increases to the State of Ohio minimum wage, cost of living increases, and to maintain market competitiveness, the above 2020 appropriations budget includes the following:

- A Regular Employee, CEO and CFO compensation range from \$4.35/hour (tipped employee minimum) to \$264,495/annual for 2020, and
- An Intermittent Employee compensation range from \$4.35/hour (tipped employee minimum) to \$35.00/hour for 2020.

In addition, the above 2020 appropriations budget includes a 3.00% aggregate performance-based merit wage adjustment for Regular Non-Union employees. Performance merit wage adjustments (ranging from 1% - 4%) are based on the forced distribution evaluation method. Such wage increases would be effective with the pay period beginning December 22, 2019 (January 10, 2020 pay date).

No. 19-12-156: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the 2020 proposed appropriations budget, as reflected above, inclusive of the fixing of the 2020 compensation range for all employees and the aggregate performance-based merit wage adjustment for Regular Non-Union employees.

Vote on the motion was as follows:

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

(e) **Sole Source(s): Surplus Declaration(s), Auction Approval(s):**
A) Declaration of Surplus Equipment/Vehicles for 2020 and Sale through GovDeals;
B) Permission for Live Auction (September 26, 2020); and
C) Purchase of Used Vehicles through Participation in Auction(s).
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/William Chorba III, Chief Financial Officer/Charlie Rosol, Purchasing Manager/Mike Wegas, Fleet Manager)

A.) Surplus Declaration

GovDeals is an on-line clearinghouse for government surplus property. It provides a means for government agencies to post items for sale and for potential buyers to bid upon these items via an internet-based auction system. Recent results as follows:

	2015	2016	2017	2018	2019
Items Sold	101 (12/1)	144 (12/3)	114 (12/4)	52 (7/24)	23 (11/8)
On-Line Sale Value	\$42,534.99	\$76,051.10	\$86,256.31	\$30,859.19*	\$19,681.66**
Gov-Deals Cost (7.5%)	\$2,514.97	\$5,558.56	\$6,469.23	\$2,210.60	\$1,490.69

*Live Auction, October 13, 2018 – Items Sold 485 – Net Sales \$170,998.70

**Live Auction, September 28, 2019 – Items Sold 59 – Net Sales \$120,287.70

ACTION ITEMS (cont.)

GovDeals proves to continue to be the lowest and best option even though the only other viable auction house, LightGov, LLC had a lower commission, as it has far fewer bidders and sells significantly fewer items. GovDeals has a cooperative purchasing contract with Sourcewell (contract number 041316-GDI), a consortium of which Cleveland Metroparks is a member.

Fleet Management continues to pass the entire GovDeals administrative fee of 7.5% on to the winning bidder in each instance so GovDeals invoices Cleveland Metroparks for those fees at 0%. This continues to work well with both the winning bidders and Cleveland Metroparks Fleet Management.

Fleet Management would like to continue this process while testing other auction suppliers in an effort to ensure Cleveland Metroparks is obtaining the best resale gain, paying competitive fees and searching enhanced services such as, managing listings, bidder questions and item logistics.

In 2020, it is recommended that the Park District continue the public sale of surplus equipment to the highest bidder, *through either on-line auction or live auction services* depending on item and historic sale prices to determine avenue.

B.) Surplus II – Declaration and Auction Permission

However, some items would gain a better price through a live auction so in the fall of 2020 Cleveland Metroparks would like to hold a “Live Auction”, on site, at Rocky River Maintenance. This would be an opportunity for reservations to purge surplus items that typically do not make their way to the on-line auction process. The last live auction was September 2019 which Cleveland Metroparks sold 59 items with revenue of \$120,288.

Park Operations proposes holding a “Live” Surplus Auction on Saturday, September 29, 2020 at the Rocky River Management Center.

As well as *holding* an auction, Cleveland Metroparks is also interested *in participating* in the same.

C.) Sole Source #6478 Summary: 2020 Purchase of Used Vehicles and Equipment Through “Live” or Online Auctions

Cleveland Metroparks is interested in the purchase, through “live” or online auctions of pickup trucks, compact pickup trucks, service trucks, off-road equipment, and related equipment to replace some of its aging fleet. Replacement focus will be vehicles from 1999-2008 or those that have repair costs that have exceeded 50% of the acquisition price. The majority of Cleveland Metroparks older fleet (1999-2005) are primarily dump trucks and may not be available for auction-purchase at this time (reason: Cleveland Metroparks is focusing on pickup trucks and service vehicles).

ACTION ITEMS (cont.)

Leaning towards **2012 and newer** vehicles will provide a useful life of an additional 5-7 years and spread the replacement cost over a decade rather than the fleet maturing all at the same time (as is the current scenario). Replacing these vehicles with new would cost anywhere from \$340,000 - \$400,000. The goal through auction is to purchase vehicles as well as equipment with a total value not to exceed \$350,000 for a period of two years.

No. 19-12-157: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize utilization of the internet auction services of GovDeals, Inc. for 2020, as described above, to dispose of Park District surplus equipment and vehicles, whereby equipment and vehicles for disposal would be authorized in writing as surplus by the respective Department Chief and the Chief Executive Officer prior to auction and subsequently require prior Board approval being secured for items with anticipated value over \$10,000; and

Further, that the Board authorize a live auction on September 26, 2020, as described above, that normally do not make their way to the on-line process. Park District surplus equipment and vehicles, whereby equipment and vehicles for disposal would be authorized in writing as surplus by the respective Department Chief and the Chief Executive Officer prior to live auction and subsequently require prior Board approval being secured for items with anticipated value over \$10,000; and

Lastly, that the Board approve the purchase of used vehicles and/or equipment at “live” or online auctions, as specified in the above Sole Source #6478, for a total amount not to exceed \$350,000 for a period of two years. Further, that the Board authorize the Chief Financial Officer to generate and release a manual check in the amount of the total active auction purchase not to exceed \$350,000.

Vote on the motion was as follows:

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

Nays: None.

- (f) ***Contract Amendment – 1519 – The RainForest Dome Replacement – Cleveland Metroparks Zoo – Design Builder – Guaranteed Maximum Price 1***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer, Christopher M. Kuhar/Zoo Executive Director/Andy Simons, Project Manager/Christopher Widdowson, Architect)

Background

On July 11, 2019 Cleveland Metroparks issued a Request for Qualifications (RFQu# 6436) for design-build teams to submit qualifications for the design and installation of a

ACTION ITEMS (cont.)

new ETFE (ethylene tetrafluoroethylene) domed roof structure over the orangutan exhibit of the Cleveland Metroparks Zoo RainForest (Project). As identified in the recently completed facility assessment, the RainForest Dome is in need of replacement and requires special analysis and engineering considerations. Due to those needs, it was requested that the interested design-build teams include a design-assist partner to execute the ETFE specialty design and fabrication. As is allowed under Ohio law, Cleveland Metroparks staff is acting as the criteria architect on the design-build Project. On September 18, 2019 the Board awarded a Guaranteed Maximum Price Contract to Regency Construction Services, Inc. (“Regency”), for construction manager (at risk) services for the Project. Regency, as did all other proposers, included Vector Foiltec as their design-assist partner for the ETFE foil and dome superstructure. At the time of the Board’s award, only the preconstruction stage compensation was fixed at \$158,301, which included Vector Foiltec’s design-assist fees. Per the contract, a Guaranteed Maximum Price (GMP) for construction is then developed and brought back to the Board for approval.

Since September 2019, the design of the Project has advanced allowing for a phased GMP approach. The Project’s design and pricing has solidified as reflected below and now also includes the restoration of the dome soffit and an analysis of skylights. The first phase of GMP pricing for the Project includes the Vector Foiltec ETFE Dome, sprinkler and vent control engineering, soffit design fees, and skylight analysis fees.

GMP Establishment

Regency has established the below GMP 1:

<u>Item</u>	<u>Cost</u>
Vector Foiltec Dome Fabrication	\$1,561,090.00
Alt: 3 rd Layer of ETFE	\$ 12,646.00
Alt: ETFE 20% Shade Fritting	\$ 4,534.50
Alt: Three (3) Dome Operable Vents	\$ 83,055.00
<i>Cost of Work Subtotal</i>	\$1,661,325.50
General Conditions (6.32%)	\$ 104,995.77
DB Construction Stage Fee (1.58%)	\$ 26,248.94
DB Fee (2.5%)	\$ 41,533.14
Contingency (2.5%)	\$ 41,533.14
Sprinkler and Vent Control Engineering	\$ 6,000.00
Soffit Design and Evaluation	\$ 11,392.00
<u>Skylight Design and Analysis</u>	<u>\$ 22,292.00</u>
Guaranteed Maximum Price 1	\$1,915,320.49
Total GMP 1	\$1,915,320.49

ACTION ITEMS (cont.)

Staff will return to the Board with GMP 2 which will include the balance of costs related to the Project. GMP 2 will include, but is not limited to, dome demolition, temporary building enclosure systems, building structure modifications for dome bearing connections, exhibit enclosure systems (netting), lighting protection, sprinkler rework, and electrical components and systems.

Construction Schedule

Regency's construction schedule associated with the proposed GMP 1 anticipates a late summer 2020 project delivery barring any unseasonal weather. Cleveland Metroparks staff will monitor construction progress and provide updates to the Board.

No. 19-12-158: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to amend the Guaranteed Maximum Price (GMP) contract with **Regency Construction Services, Inc.**, for construction of the **Zoo Rainforest Dome Replacement, Cleveland Metroparks Zoo**, to reflect a GMP 1 in the amount of **\$1,915,320.49**, which will be an amount in addition to the \$158,301 already awarded for preconstruction services, for a total contract value of **\$2,073,621.49**, in a form 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) ***Ratification of Contracts Regarding Holiday Lights Show***
(*Originating Sources: William Chorba, Chief Financial Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Priscila Rocha, Assistant Legal Counsel/Kelly Manderfield, Chief Marketing Officer/Christopher M. Kuhar, Executive Director of Cleveland Metroparks Zoo/Sam Cario, Senior Manager of Special Events & Experiences/Tim Savona, Director of Revenue Development*)

Background

On March 14, 2019 pursuant to Resolution No. 19-03-040, the Board of Park Commissioners, authorized the Chief Executive Officer to enter into a contract with Oak Island Creative to create a new evening event at the Zoo which was determined to be Wild Winter Lights, a holiday lights event, to run from November 21, 2019 through January 5, 2020.

Nine (9) business days prior to the opening of the show, Oak Island sent an email to all of its employees which stated, in pertinent part,

ACTION ITEMS (cont.)

“Dear Oak Island Employee,

It is with great sadness and regret that I must inform you that Oak Island Creative (OIAC, Inc.) will be permanently closing business operations effectively immediately, and today will be the last day of operations.

As a result of this, all Oak Island facilities will close, all projects will cease operation, and your position will be eliminated effective today.

I am sorry that we have had to make this announcement on a weekend, that we have had to do so by email and that the announcement comes so suddenly and without notice....”

Upon learning of the Oak Island Creative closing, Cleveland Metroparks had to immediately takeover the procurement of assets and installation of the Wild Winter Lights show and incur significant expense since it was set to open in less than two weeks. 10,000 tickets had already been sold, and the community had been promised a holiday lights event.

In order to complete all of the work that needed to be performed since Oak Island Creative failed to perform and did not complete the installation of the light show as specified in the contract, it was necessary for Cleveland Metroparks to enter into additional contracts that exceeded \$50,000 pursuant Article 5, Section 4(d) of the Board of Park Commissioners Bylaws. (The contracts that exceed \$50,000 only represent some of the costs incurred and are being brought before the Board at this time as required by the By-Laws.)

As a result of Oak Island Creative’s breach of contract, Oak Island Creative is contractually obligated to reimburse Cleveland Metroparks for all of the expenses incurred as a result of this breach. Also, pursuant to the Agreement, Oak Island Creative is liable to Cleveland Metroparks for any and all losses Cleveland Metroparks suffers as a result of the breach, including “incidental, punitive, exemplary or consequential (including damages for loss of profit, business interruption, and loss of information) in connection with a claim arising out of the Agreement.”

No. 19-12-159:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to ratify the Chief Executive Officer’s execution of the following contracts pursuant to Article 5, Section 4(d) of the By-Laws, for the specified amounts:

1. Artistic Holiday Design in the sum of \$113,429.82; and,
2. Rock the House in the sum of \$76,550.00; and,
3. Jason Adams International in the sum, not to exceed, \$69,544.24.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)**(h) Increase for Carbon Market Consultation**

(Originating Sources: Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Senior Assistant Legal Counsel and Director of Real Estate)

In April 2018, Cleveland Metroparks staff attended the North American Carbon World Conference sponsored by Climate Action Reserve to investigate the feasibility of Cleveland Metroparks participation in the carbon credit compliance and/or voluntary markets to finance improved forest management and land acquisition.

Since that time, Cleveland Metroparks staff has been meeting with and discussing the viability of a carbon offset project on the voluntary market with multiple professionals in the carbon market arena. After several discussions and extensive research, it became evident that the carbon sequestration occurring within Cleveland Metroparks' forests present a viable carbon offset project on the voluntary market.

In order to increase Cleveland Metroparks ability to skillfully negotiate a carbon project development agreement, it became necessary to enlist the expertise of experienced consultants, Latham & Watkins.

Cleveland Metroparks entered into an agreement and secured a Purchase Order (20192166) in the amount of \$30,000, which was reported to this Board on the \$10,000 - \$50,000 list on September 18, 2019 and November 13, 2019 (\$15,000 increase). At this time, Latham & Watkins will need to exceed the estimated budget as a result of the complexities of the proposed terms and protracted negotiations. Consequently, the Board is hereby asked to approve an increase of \$90,000 to the award amount. Since the original Purchase Order was for an amount less than \$50,000, under the By-Laws the Board was not required to approve the request. The cross-over to the \$50,000 and above level now requires Board approval for a revised amount as follows:

ORIGINAL AWARD (9/18/19):	\$ 30,000
Revised PO (11/13/19):	15,000
Additional consumption estimate:	<u>90,000</u>
REVISED TOTAL AWARD:	\$ 135,000

Consequently, an increase in the total amount, as shown above, is recommended for approval by the Board at this time.

No. 19-12-160: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the increase of the consultation services as described above with Latham & Watkins pursuant to the Purchase Order originally approved on September 18, 2019 and increased on November 13, 2019, for a revised total of \$135,000.

Vote on the motion was as follows:

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

AWARD OF BIDS:

No. 19-12-161: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the following bid awards:

- (a) **Bid Renewal #6390:** **Uniform Apparel** (see page **90534**);
- (b) **Bid #6453:** **Amendment to Various Paper Products and Trash Can Liners** (see page **90535**);
- (c) **Bid #6457:** **Camel Ride Operations at Cleveland Metroparks Zoo** (see page **90536**);
- (d) **Bid #6459:** **Cleveland Metroparks Geese and Gull Management Program** (see page **90537**);
- (e) **Bid #6472:** **Lion Holding Caging Replacement** (see page **90539**);
- (f) **Bid #6474:** **Asphaltic Concrete** (see page **90540**);
- (g) **Bid #6475:** **Concrete** (see page **90541**);
- (h) **Bid #6476:** **72' Tracked Crawler with Mounted Aerial Platform Lift and 10,000 GVW Trailer** (see page **90542**);
- (i) **Sole Source #6479:** **Paid Media Advertising for 2020** (see page **90543**);
- (j) **Co-Op #6480:** **Information Technology Equipment and Services** (see page **90544**); and
- (k) **Sole Source #6481:** **Estimated 2020 Postage** (see page **90545**).

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS (cont.)

BID RENEWAL #6390 SUMMARY: **UNIFORM APPAREL** - to be ordered bi-annually (bulk) and with the option to be supplied on an “as needed” basis to various locations throughout Cleveland Metroparks, for a one (1) year period, beginning January 1, 2020 through December 31, 2020

<i>HIGHLIGHTS AT A GLANCE</i>
2019 Expenditure - \$180,000
2020 Estimate - \$250,000

This bid renewal requires the awarded vendors (split award with B.P. Britches and PROforma 3rd Degree Marketing) to provide specified uniform apparel to Cleveland Metroparks to be ordered bi-annually (bulk) and with the option to be supplied on an “as needed” basis from January 1, 2020 through December 31, 2020 with an option to renew for one (1) additional year (2021). This method is intended to ensure quality control, performance, and service standards.

There will not be a price increase for apparel for 2020.

RECOMMENDED ACTION:

That the Board authorize a split award, as noted in the bid summary and at the unit prices set forth in the Bid Renewal #6390, to the following lowest and best bidders: **B.P. Britches and PROforma 3rd Degree Marketing, for a total amount not to exceed \$250,000**, to be ordered bi-annually and the option to be supplied "as needed" for a period beginning January 1, 2020 through December 31, 2020, with an option to renew for one (1) additional year. 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. In the event a vendor cannot satisfy the bid, the award will be given to the bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety.

(See Approval of this Item by Resolution No. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)

BID #6453 SUMMARY: **AMENDMENT TO VARIOUS PAPER PRODUCTS AND TRASH CAN LINERS** to be supplied on an “as needed” basis to Cleveland Metroparks Zoo, for a one (1) year period, beginning November 1, 2019 through October 31, 2020, with an option to renew for one (1) additional year.

--- HIGHLIGHTS AT A GLANCE ---
2018-2019 Expenditure = \$125,500 (15-month contract)
2019-2020 Estimate = \$100,000

Background

The Purchasing Department issued a combined bid for paper products and trash can liners to leverage the spend for both commodities. The bid included thirty-one (31) paper products and fourteen (14) different trash can liners.

Currently, Joshen Paper & Packaging provide the supply of paper products and trash can liners throughout Cleveland Metroparks for the contract period of August 1, 2018 through October 31, 2019.

The new contract term is for a one (1) year period beginning November 1, 2019 through October 31, 2020, with an option to renew for one additional year. Bids were received from 11 vendors.

Vendors responding to the bid were:

- All American
- Dawnchem
- Family Affair Skilled Labor, Inc.
- Interboro Packaging
- Independence Office and Business Supply Co. Inc.
- Janton Company/G and L Supply
- Joshen Paper & Packaging
- Pyramid Paper Company
- Staples
- The M. Conley Company
- W.B. Mason Co. Inc.

The following companies provided partial bids:

1. All American, Dawnchem, Family Affair Skilled Labor, Interboro Packaging, Janton Comp./G and L Supply, Pyramid Paper, and Janton Comp./G and L Supply.

The following vendors bid on all products:

1. Joshen Paper & Packaging, Independence Office and Business Supply Co. Inc., Staples, The M. Conley Company, and W.B. Mason Co. Inc.

AWARD OF BIDS (cont.)

The entire spreadsheet recording all bids and alternatives submitted is on file in the Procurement Office.

Recommendation

The Purchasing Department recommends making a split award to Joshen Paper & Packaging for the supply of all trash can liners and W.B. Mason Co. Inc. for Paper Products due to the fact that they provided the overall lowest and best cost.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to amend Resolution No. 19-10-137 to make a split award as follows:

No. 19-10-137: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, authorize a split award for the purchase of various paper products and trash can liners, as specified in the above summary for Bid #6356 to the lowest and best bidder Joshen Paper & Packaging (trash can liners) and W.B. Mason Co. Inc. (paper products) to be supplied on an “as needed” basis for a one (1) year period beginning November 1, 2019 through October 31, 2020, **for a total cost not to exceed \$100,000**, with an option to renew for one (1) additional year. 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. In the event a vendor cannot satisfy the bid, the award will be given to the bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety.

Vote on the motion was as follows:

Ayes: Messrs. Moore and Rinker.

Nays: None.

(See Approval of this Item by Resolution No. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)

RFP# 6457 SUMMARY: CAMEL RIDE OPERATION AT THE ZOO

The Australian Adventure area of Cleveland Metroparks Zoo contains an arena that allows for camel rides. These rides not only provide a revenue opportunity, but they are an opportunity for guests to get close to animals to make an inspiring connection. A three-year contract for camel ride operations, followed by three one-year extensions, was awarded to JK Animal Adventures in 2014. This contract will expire on March 12, 2020. In an effort to continue the camel ride experience for Zoo guests, RFP#6457 was issued for camel ride operation.

After two successful previous contracts, JK Animal Adventures was the lone proposal received for RFP#6457. The details of the contract are summarized below:

	JK Animal Adventures
TICKET PRICE	\$6
GROSS PROFIT SPLIT	35 percent Cleveland Metroparks 65 percent JK Animal Adventures
PHOTOGRAPHS	Cost \$5 per photo, expenses born by JK Animal Adventures, 100 percent income to JK Animal Adventures.
AFTER HOURS CHARGE	\$500 PER HOUR – two camels
PROMOTIONAL ACTIVITIES	Promotional activities are provided at no cost to Cleveland Metroparks – at the discretion of JK Animal Adventures
QUARANTINE COSTS	Cleveland Metroparks shall care for all camels in a “hands-off” manner during 30 day quarantine.
LIABILITY INSURANCE	Coverage of \$1,000,000 is to be maintained with an A-rated insurance company
NUMBER OF CAMELS	Three (3) Dromedary camels
OTHER ITEMS	All personnel will be uniformed by Cleveland Metroparks.
HOURS OF OPERATION	Monday-Friday 10 a.m. – 4:45 p.m. Saturday/Sunday/Holidays 10 a.m. – 5:45 p.m.
WEATHER FACTOR	Open seven days per week, inclement weather not withstanding
RIDE SEASON	Friday preceding Mother’s Day to Labor Day
LOADER / HANDLER	Cleveland Metroparks will load camels and sell tickets for the ride and photos

Camel rides have proven popular at Cleveland Metroparks Zoo as well as other zoos where JK Animal Adventures operates as concessionaire. This operation has netted an average of \$50,000 in revenue annually for Cleveland Metroparks.

RECOMMENDED ACTION:

That the Board approve RFP #6457 to JK Animal Adventures for its lowest and best proposal as summarized above for camel rides at Cleveland Metroparks Zoo for a two-year period, beginning March 13, 2020 and extending through March 12, 2022, with an option for up to two (2) one-year year extensions at the discretion of Cleveland Metroparks. Form of agreement to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)

RFP #6459 SUMMARY: CLEVELAND METROPARKS GEESE AND GULL MANAGEMENT PROGRAM

Background

Cleveland Metroparks is soliciting proposals from qualified vendors interested in providing geese and gull management for up to 10 park reservations utilizing a variety of deterrent techniques. Cleveland Metroparks seeks to enter into a five (5) year contract beginning January 1, 2020 through December 31, 2024, with the option to renew for five (5) additional years at Cleveland Metroparks sole discretion. Cleveland Metroparks is searching for Proposers with considerable experience in providing this type of service.

Proposals Received RE: RFP#6459

Proposals were received from two vendors, including: 1) Leaf Enterprises, Inc. and 2) Ohio Geese Control, LLC.

Evaluation of Proposal

Proposals were submitted to provide Cleveland Metroparks with geese and gull management services as issued in RFP #6459. In reviewing the submitted proposals, Cleveland Metroparks staff considered the following criteria:

Weight	Criteria
25%	Previous experience with similar projects, knowledge and record of performance, including previous experience with Cleveland Metroparks or other park districts.
25%	Certification, quality and diversity of personnel which have the ability to maintain good working relationships with customers, patrons and Cleveland Metroparks staff.
25%	Quality of equipment and services to be offered-
25%	The Proposer's proposed pricing for services. Cleveland Metroparks reserves the right to negotiate the fee quotation during the interview/selection process.
100%	Total

Based upon the review of both proposals, staff recommends awarding the bid to Ohio Geese Control, LLC. Reasons to award this bid to Ohio Geese Control, LLC include:

- **Ohio Geese Control, LLC** provides overall best value in regard to pricing (each subsequent year has a 5% increase) and service.
 - 2020 \$53,705.70
 - 2021 \$56,390.99
 - 2022 \$59,210.53
 - 2023 \$62,171.06
 - 2024 \$65,279.61

AWARD OF BIDS (cont.)**Total of five (5) year commitment of \$296,757.89**

- **Ohio Geese Control, LLC** has years of relevant goose and gull experience and lists multiple references for their work.
- Has successfully managed geese and gull for Cleveland Metroparks for the past six years and has relevant experience with another large park district.
- Staff has years of relevant goose and gull management experience, are certified under Ohio Department of Natural Resources (the state regulatory agency that issues permits) and Ohio Geese Control, LLC trains staff each year specifically on geese and gull management.
- Provides an integrated work plan specifically for geese and gulls with adaptive management for each reservation.
- Management plan includes: how they will communicate with Cleveland Metroparks staff; respond to requests; track employees and consider park patrons.
- **Leaf Enterprises, Inc.** total five (5) year commitment of \$3,993,120.
 - Leaf Enterprises, Inc. proposal didn't hit the mark on several factors critical factors.
 - Company's background is primarily with insect, indoor and household pests.
 - No experience with geese or gulls mentioned in bid.
 - No experience with park districts mentioned in bid.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Ohio Geese Control, LLC**. as the lowest and best proposal, for the amounts listed above over this multi-year agreement for a **total sum of \$296,757.89**, as summarized above and maintained in the proposal file for RFP #6459, for Cleveland Metroparks Geese and Gull Management Program.

(See Approval of this Item by Resolution No. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)

BID #6472 SUMARY: LION HOLDING CAGING REPLACEMENT – CLEVELAND METROPARKS ZOO

(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer, Andy Simons, Project Manager, Christopher Widdowson, Architect)

Background

The Cleveland Metroparks Zoo’s Lion exhibit holding was constructed in 1983. The original animal holding caging fabrication used steel and required regular painting. Staff prepared a detailed bid package to secure pricing for replacing the existing painted steel caging with either stainless steel or stainless/fiberglass material to minimize future maintenance. Alterations and upgrades to the holding transfer chutes and doors were identified, for animal welfare enhancements and, during AZA accreditation.

Bid Results

On December 9, 2019 the following sealed bids were received for Bid #6472 – Lion Holding Caging Replacement - Cleveland Metroparks Zoo. Pricing was for all stainless steel pieces and parts. Each bidder was instructed to include in their base bid allowances of \$21,500 for Transfer Door Control Systems and \$10,000 for a new additional Transfer Chute.

<u>Bid #6472</u>	
Rhinoceros Bull Barn Package	
Cleveland Metroparks Zoo	
<u>Bidder Name</u>	<u>Total Base Bid</u>
Lawler Construction, LLC	\$173,000
Thermeq Co.	\$215,000
<i>Engineer’s Estimate</i>	<i>\$225,000</i>

Bid Analysis:

Staff has performed a review of the bid results and subsequently reviewed the scope of work and details of Lawler Construction, LLC’s (“Lawler”) bid. Lawler has performed positively for the Metroparks renovating the East 55th Marina Concessions Building and additionally has been contracted for and started construction on the Rhinoceros Bull Barn Package. Lawler’s client base in the Cleveland area includes, but is not limited to Case Western Reserve University, Heinen’s Supermarkets, Dave’s Supermarkets and The Salvation Army.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with Lawler Construction, LLC as the lowest and best bidder for **Bid #6472 – Lion Holding Caging Replacement**, Cleveland Metroparks Zoo, in an amount not to exceed \$173,000. In the event that the bidder cannot satisfy the bid the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lower and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder. Form of the contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)

BID #6474 SUMMARY: ASPHALTIC CONCRETE to be supplied on an “as needed” basis from January 1, 2020 through December 31, 2020 to various locations throughout Cleveland Metroparks

--- HIGHLIGHTS AT A GLANCE ---
2019 Expenditures = \$40,000
2020 Estimate = \$150,000 (1)

(1) The 2020 estimate includes miscellaneous patches and repairs of roads and asphalt trails, as well as specific infrastructure rehabilitation, and capital projects performed by Park District staff.

This bid provides various asphaltic concrete material (all based on per yard pricing) for various locations throughout Cleveland Metroparks on an "as needed" basis for various projects.

Bid results as follows:	Allied Bedford Hts.	Allied W. 3rd St.	Allied W. 150th	Allied Copley	Kokosing Columbia Station	Kokosing Garfield Hts.	Kokosing Cleveland
301 w/Recycled Materials (per ton)	\$ 55.50	\$ 55.75	\$ 55.50	\$ 52.00	\$ 54.00	\$ 54.00	\$ 54.00
448-2 w/Recycled Materials (per ton)	\$ 56.50	\$ 56.50	\$ 56.50	\$ 56.50	\$ 56.00	\$ 56.00	\$ 56.00
448-1 w/Recycled Materials (per ton)	\$ 65.75	\$ 66.75	\$ 63.75	\$ 65.75	\$ 65.00	\$ 65.00	\$ 65.00
407 Tack Coat Type SS1	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	No Bid	No Bid	No Bid
5 Gallon Tack Coat Buckets	Included	Included	Included	Included	No Bid	No Bid	No Bid

Prices displayed above represent a comprehensive split award. This is necessitated from previous experiences wherein sometimes, during the paving season, the awarded low vendor cannot supply product demands in a timely manner (due to other customers picking up loads at the same time) and the second low bidder must be utilized (at the bid secured price) to complete jobs already in process. Proximity to the job also will have a bearing on which plant is utilized and selected. This decision will be made at the discretion of the Director of Construction.

Kokosing overall offered an **average decrease** in price of **8%**; while **Allied** overall offered an **average increase** in price of **7%** compared to 2019 price structure.

RECOMMENDED ACTION:

That the Board authorize a split award for asphaltic concrete, as noted in Bid #6474 Summary, to be supplied as needed beginning January 1, 2020 and extending through December 31, 2020 to the lowest and best bidders **Allied Corporation, Inc. and Kokosing Materials, Inc.** at the unit costs shown in the summary for a **total amount not to exceed \$150,000**. In the event these vendors cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)

BID #6475 SUMMARY: CONCRETE to be supplied on an “as needed” basis from January 1, 2020 through December 31, 2020 to various locations throughout Cleveland Metroparks

--- HIGHLIGHTS AT A GLANCE ---
2019 Expenditures = \$100,000
2020 Estimate = \$150,000 (1)

(1) The 2020 estimate includes miscellaneous patches and repairs of roads and asphalt trails, as well as specific infrastructure rehabilitation, and capital projects performed by Park District staff.

The awarded supplier will provide and pour up to \$150,000 of 3000 psi, 3500 psi, 4000 psi, 4500 psi, Class C, LSM 50, and LSM 100 concrete (all based on per yard pricing) as well as additives, additional services and colors at specified locations throughout Cleveland Metroparks on an "as needed" basis. The concrete will be used by Park District personnel for various projects such as footers, pads and other concrete items.

CONCRETE TYPE	3000 psi	3500 psi	4000 psi	4500 psi	Class C	LSM 50	LSM 100
2020	\$111	\$114	\$117	\$120	\$120	\$88	\$90
2019	\$110	\$113	\$116	\$119	\$119	\$87	\$89

**Prices for additives, additional services and colors are on file in the Procurement Office.*

The bid was sourced to ±25 suppliers and Cleveland Metroparks only received two bids: Shelly Materials, DBA: Medina Supply Company and Tri County Concrete Co., Inc. (incomplete bid). Overall, Medina Supply Company supplied the lowest and best bid.

The increase in cost per ton reflects an average of 1% compared to 2019 price structure.

RECOMMENDED ACTION:

That the Board authorize an award of Bid #6475 to the lowest and best bidder, **Shelly Materials, DBA: Medina Supply Company**, for the supply of concrete for the period beginning January 1, 2020 extending through December 31, 2020, at the unit costs specified in the summary and bid file, **for a total cost not to exceed \$150,000**. In the event these vendors cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)

BID #6476 SUMMARY: 72' TRACKED CRAWLER WITH MOUNTED AERIAL PLATFORM LIFT AND 10,000 GVW TRAILER

Background

Cleveland Metroparks solicited bids for a **72' Tracked Crawler with Mounted Aerial Platform Lift and 10,000 GVW Trailer**. The award of this bid will be made to the best bid, not necessarily the lowest, as determined by Cleveland Metroparks, in relation to the amount, equipment being offered, compliance with the specifications, warranties, qualifications of the bidder and the delivery date.

Bids were received from two vendors, including: 1) Utilisation Professionnelle Inc. and 2) Tracked Lifts Inc.

Utilisation Professionnelle Inc. supplied an alternate bid for a 70' Tracked Crawler and Tracked Lifts Inc. supplied a bid a 72' Tracked Crawler, however Tracked Lifts Inc. provided an incomplete bid response.

Results as follows:

Bidder	Bid Amount Total (cost/unit)
Utilisation Professionnelle Inc.	\$100,072
Tracked Lifts Inc. (incomplete bid)	\$103,369

Cleveland Metroparks staff recommends an award for the alternate bid of the 70' Tracked Crawler with Mounted Aerial Platform Lift and 10,000 GVW Trailer to Utilisation Professionnelle Inc., due the fact that they provided the lowest and best bid.

Features of the unit include but not limited to:

- | | |
|---|---|
| 1. 70' working height | 14. Proportional controls |
| 2. 36' horizontal reach | 15. Hour meter |
| 3. 440 lbs. lift capacity | 16. Basket anti-load redundant sensors |
| 4. Multiple position swing-out outriggers | 17. Wind safe up to 28 mph |
| 5. 34.5 inches overall width | 18. Harness anchor points |
| 6. Live hydraulic ground controls | 19. Warranty: Unlimited hrs. on engine and three full years on structural |
| 7. Work sideway in narrow mode | 20. Hydraulic basket rotation 180 degrees |
| 8. Wired remote control | 21. Extra-long black rubber tracks |
| 9. Fiberglass basket (one man) | 22. Hatz Diesel + electric AC motor |
| 10. Movement alarm | |
| 11. AC power to basket | |
| 12. Air-Water line to basket | |

RECOMMENDED ACTION:

That the Board authorize an award to lowest and best bidder, **Utilisation Professionnelle, Inc.**, for a **72' (70' alternative) Tracked Crawler with Mounted Aerial Platform Lift and 10,000 GVW Trailer** as noted in Bid #6476, for a total cost of **\$100,072**. In the event this vendor cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety.

(See Approval of this Item by Resolution No. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)**SOLE SOURCE #6479 SUMMARY: PAID MEDIA ADVERTISING FOR 2020**

- - - HIGHLIGHTS AT A GLANCE - - -
2019 Expenditures = \$1,712,254
2020 Estimate = \$1,850,000

This item provides for paid media advertising to be used/secured on an “as-needed” basis throughout 2020 in support of the following initiatives: grow attendance/usage for zoo, golf, parks, rental facilities and retail.

The media advertising mix and vendor allocations will be based on ability to effectively and efficiently reach the relevant target market(s) specific to each initiative.

The following is a summary of the advertising mediums and anticipated vendors. Actual expenditures for a given vendor will depend on market driven factors determined at the time of the actual advertising buys, therefore the recommendation authorizes an overall “not to exceed” \$1,850,000 amount, versus a specific spend allocation by medium and/or vendor.

Advertising Mediums & Anticipated Vendors (include, but are not limited to):

- **Digital** (Online Display/Paid Search/Mobile): Cool Cleveland, Facebook, Google, Pandora, WeddingWire
- **Outdoor** (Billboards/Transit): Clear Channel Airports, Lamar, Outfront Media
- **Radio**: Cleveland Indians Radio Network, Entercom (i.e.WDOK, WKRK), iHeartMedia (i.e.WHLK, WMJI), Radio One (i.e. WENZ, WZAK), TSJ Media, WCPN, WKNR
- **Print**: Call and Post, Crain's, Destination Cleveland, Great Lakes Publishing, La Prensa, Northeast Ohio Boomer, Northeast Ohio Parent, The Knot
- **Television**: Spectrum Reach, Viamedia, WEWS, WJW, WKYC, WUAB/WOIO

Media buys are purchased utilizing funds contributed by branded product sponsors, (i.e., Cleveland Clinic, Cuyahoga Community College, Fifth Third Bank) and general fund (Marketing).

RECOMMENDED ACTION:

That the Board approve the purchase of various sole source paid media advertising buys, Sole Source #6479, for a total cost not to exceed \$1,850,000. 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. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)

CO-OPs #6480 SUMMARY: **INFORMATION TECHNOLOGY EQUIPMENT AND SERVICES** for a one (1) year period beginning January 1, 2020 through December 31, 2020

<i>HIGHLIGHTS AT A GLANCE</i>
2019 Expenditure - \$205,000
2020 Estimate - \$600,000

This recommendation makes available certain equipment and services on an “as-needed” basis for a one (1) year period beginning January 1, 2020 through December 31, 2020 to the Information Technology Department (ITS) for the purchase of multiple items which may include but are not be limited to: desktop computers, laptops, servers, storage area network (SAN) storage devices, switches, firewall, phone system equipment, wireless equipment, and other related technologies and services.

In 2018, multiple items were procured from various vendors such as: Dell, Logicalis, CDWG, MCPc, and Integrated Precision Systems. The purchases from these vendors approved in this summary are part of a cooperative agreement (*e.g.*, either the State of Ohio, GSA pricing, or other purchasing cooperative programs).

The award will provide flexibility to purchase from various vendors based on need and availability. Furthermore, this recommendation will allow the ITS Department to purchase products more quickly and efficiently on state term or other purchasing cooperatives.

Vendors and Possible Equipment/Services: (*included but not limited to*):

- **Dell (1675):** Cleveland Metroparks generally does two bulk purchases one at the beginning of the year and one at the end that is focused on desktop computers, laptops, etc. In addition, Networking Operations will purchase servers, additional storage, and other network equipment needed with various purchases done throughout the year.
- **Logicalis (2264):** Network switches, wireless access points, routers, firewalls, and necessary VoIP equipment.
- **CDWG (1445):** Anti-Virus Software, Renewals of various hardware and software, Microsoft Surface Devices, and other various technologies.
- **MCPc (2325):** Microsoft Software, Endpoints (desktops, laptops), and various hardware.
- **Integrated Precision Systems (IPS) (4305):** Access Control systems, security cameras, gate and door access.
- **SoundCom:** Audio/Visual components, media systems
- **AVI/SPL:** Audio/Visual components, media systems

RECOMMENDED ACTION:

That the Board approve the purchase of **Information Technology Equipment & Services** per Co-Ops #6480 for a one (1) year period beginning January 1, 2020 through December 31, 2020, for a total cost not to exceed \$600,000. 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. 19-12-161 on Page 90533)

AWARD OF BIDS (cont.)

SOLE SOURCE #6481 SUMMARY: ESTIMATED 2020 POSTAGE for Presort and First Class mailing from U.S. Postmaster

---- HIGHLIGHTS AT A GLANCE ----
2019 Expenditure -- \$85,984
2020 Estimate -- \$142,950

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

Presort Mail Postage

A total of \$120,000 is estimated for the Park District’s 2020 Presort Mail expenses to accommodate the mailing of publications offered by Cleveland Metroparks (primarily the "Emerald Necklace [monthly] Newsletter").

First Class Postage

First Class postage for the Park District is estimated at \$22,950 (\$20,000 Administration, \$2,000 Zoo and \$950 Police) for 2020. First Class postage is used primarily for outgoing office mail including daily correspondence, vendor payments, news releases, and reservation confirmations.

1013005 – (Presort Mail) Administration Office	\$120,000
1013005 – (First Class) Administration Office	20,000
1017010 – (First Class) Zoo Administration	2,000
1016030 – (First Class) Police Department	<u>950</u>
TOTAL BUDGET ALLOCATION	\$142,950

RECOMMENDED ACTION:

That the Board approve **U.S. Postmaster** as a Sole Source supplier of Presort and First-Class Postage during 2020, for a total cost not to exceed **\$142,950** as itemized in the Sole Source #6481 Summary. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 19-12-161 on Page 90533)

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

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>
Association of Zoos and Aquariums Annual Institutional Membership dues for 2020.	Association of Zoos & Aquariums	\$28,499.00	(3)
Professional architectural services for the Tropical Bear Yard Exhibit at the Zoo.	Van Auken Akins Architects LLC	\$49,900.00	(5)
Prisoner housing with Cuyahoga County Jail for second half of 2018 and 2019.	Cuyahoga County Treasurer	\$36,000.00	(3)
Dunham Park tree installation project; Bedford Reservation.	Rusty Oak Nursery	\$18,441.00	(7)
Installation services of light experiences for 2019 Wild Winter Lights at Zoo	Jason Adams International, LLC	\$47,968.24	(3)
Costume characters for 2019 Wild Winter Lights at Zoo.	Spectacular Party Entertainment, LLC	\$24,137.93	(3)
Game and Animatronics for 2019 Wild Winter Lights at Zoo	Christmas Animatronic Magic, Inc.	\$27,390.47	(3)
Lake light show for 2019 Wild Winter Lights at Zoo.	DKL Productions, Inc.	\$38,952.50	(3)
Lights for Bridge for 2019 Wild Winter Lights at Zoo.	Rock the House	\$10,590.00	(3)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
New imagePRESS C710 Series Copier for VisCom.	Lake Business	\$30,400.00	(7)
Santa Performers for 2019 Wild Winter Lights at Zoo.	Center Ring Productions, LLC	\$24,500.00	(3)
DJ Dance Party for 2019 Wild Winter Lights at Zoo.	Zone Entertainment	\$20,277.50	(3)
Corporate Recruiter Services; LinkedIn Recruiter, Jobs Dashboard Manager, and Job Slots.	LinkedIn	\$22,050.00	(3)
Garland and Lighting for 2019 Wild Winter Lights at Zoo.	Holiday Radiance Lights	\$26,840.00	(3)
Fill dirt for Upper Edgewater nature-based play area; Lakefront Reservation.	Chieftain Trucking and Excavating	\$47,500.00	(7)
Galvanized material for Pensacola steps; Brookside Reservation.	Standard Welding	\$14,974.96	(7)
Hauling services of fill sand and stone from Keeney Sand & Stone to Rocky River, West Creek and Brecksville Reservations, additions services needed.	Arms Trucking Co.	\$45,000.00 <u>1,000.00</u> \$46,000.00	(7)
Education, outreach and proposal review for OEPA grant; additional fees.	Chagrin River Watershed Partners	\$10,000.00 252.50 <u>185.50</u> \$10,438.00	(3)
Web hosting services for 2019; additional services.	Expedient	\$15,249.60 <u>30,499.20</u> \$45,748.80	(7)
Plumbing fixtures and materials for the Huntington Reservation Restroom.	Wolff Bros. Supply	\$15,691.29	(7)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Freeze Dryer Unit for Zoo Hospital.	Fisher Scientific	\$12,219.54	(7)
Maintenance of Light Show for 2019 Wild Winter Lights at Zoo.	Jason Adams International LLC	\$21,576.00	(3)
Upgrade to existing Maps on clevelandmetroparks.com.	Substrate Websoft LLC	\$38,125.00	(3)
Rental of lifts and telehandler for 2019 Wild Winter Lights at Zoo.	Sunbelt Rentals	\$20,443.34	(3)

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

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

**CONSTRUCTION CHANGE ORDERS OR AMENDMENTS TO
PROFESSIONAL SERVICE CONTRACTS (12/19/19)**

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 or Amendment</u>
<u>ADA Paving at Cleveland Metroparks Zoo</u> Revised Contract Amount: Change Order No. 6 adds \$3,700.00 and revised total to \$604,489.25.	Additional road repairs at Rhino Expansion and full depth pavement repairs at PCA Drive.	Burton Scot Contractors LLC	Change Order #6
<u>Rhinoceros Bull Barn Package</u> Revised Contract Amount: Change Order No. 1 adds \$49,416.69 and revised total to \$1,429,316.69.	Additional work for the bull barn foundation and deductions.	Lawler Construction	Change Order #1

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 **90533** through **90546**; \$10,000 to \$50,000 purchased items/services report, pages **90547** through **90549**; and construction change orders, page **90550**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 19-12-150: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **90572** to **90744**.

Vote on the motion was as follows:

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

Nays: None.

No. 19-12-151: It was moved by Vice President Rinker, seconded by President Berry and carried, to approve Visa Card (Arborwear) dated November 3, 2019 to November 30, 2019 in the amount of \$811.25, as identified on pages **90745** to **90746**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Abstained: Mr. Moore.

Nays: None.

PUBLIC COMMENTS.

Ms. Marty Leshner of Olmsted Township read from a prepared statement. Ms. Leshner's comments can be heard in their entirety by accessing the "About" section of Cleveland Metroparks website at <https://clevelandmetroparks.com/about/cleveland-metroparks-organization/boards-of-park-commissioners/board-meeting-archives>.

INFORMATION/BRIEFING ITEMS/POLICY.

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

John Halabica, Technician – Lead

John Halabica's career at Cleveland Metroparks began in July 2014 when he was hired as a Maintenance Specialist at Big Creek Reservation. Since that time, he has worked at Brookside Reservation in the positions of Maintenance Specialist, Grounds Maintenance, and currently, Technician-Lead. John has become proficient in Carpentry and Mechanics, having completed many building projects. He has also learned to perform preventative maintenance on various types of equipment such as trucks, tractors, hydraulic mowers and utility vehicles. John has performed playground rebuilds, roof and roof deck repairs, repaired and/or replaced siding, removed hazardous materials, and basic park electrical and plumbing work. John is an excellent communicator and works well with his teammates to ensure high efficiency and provide friendly customer service to our patrons.

David M. Hunt, Sr. Technician – Vehicle Maintenance

David Hunt began his career with Cleveland Metroparks in May of 2019 as a Sr. Technician-Vehicle Maintenance. David brought to his position more than 20 years of experience in the automotive industry. Prior to coming to Cleveland Metroparks David worked as a Lead Technician for Motorcars Acura in Bedford, Ohio where he performed diagnosis, repair, and accessories on the Acura car line and used cars as necessary. He was also responsible for assisting with customer/factory related concerns and training entry level technicians. David has a Certificate of Completion of the Automotive Technology Program from Medina County Career Center.

- b. ***Deer Exclosures Across Cleveland Metroparks***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Jennifer Grieser, Director of Natural Resources)

In the past, Cleveland Metroparks Forestry Division maintained small fenced areas as tree nurseries to provide larger planting stock for landscaped areas. With high deer numbers and increased investment in native planting projects, the Natural Resources Division has installed additional fences for a variety of purposes. To date, 25 deer exclosures safeguard approximately 37 acres in 9 different reservations. As well as basic tree planting protection, exclosures provide research opportunities and zoo browse and bioengineering material. Overall, the fences protect other associated vegetation – herbaceous material, natural recruitment of seedlings and shrubs – and, therefore, supports a more robust plant community and ensures better survival of planted material.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- c. ***2019 Reservation Plan Updates – Lakefront Reservation and the Lakefront Portion of Euclid Creek Reservation***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Kelly Coffman, Senior Strategic Park Planner)

Draft updates to the Master Plans for Lakefront Reservation and lakefront portion of Euclid Creek Reservation were presented to the Board in August. The plans were then posted for six weeks on Cleveland Metroparks website for public comment. Open Houses hosted by Park District staff took place in three locations during the month of September to seek additional public input:

- Tuesday, September 11, 5-7 PM, Collinwood Recreation Center;
- Tuesday, September 17, 5-7 PM, Lakefront Administration; and
- Wednesday, September 18, 5-7 PM, Our Lady of Mount Carmel Gymnasium

The internal stakeholder group met to review public comments and provide final edits to the plan. The completed plans identify short term improvements along with initiatives that will take 10-20 years to realize. In addition, a National Fish and Wildlife Foundation planning grant awarded to Cleveland Metroparks and partners will fund a resilience study of the lakefront between Burke Lakefront Airport and the Cleveland Lakefront Nature Preserve. The study will kick off in early 2020.

Completion of the Lakefront Reservation and lakefront portion of Euclid Creek Reservation plans concludes the current cycle of Master Plan updates, with plans for all 18 Reservations being updated during the past five years. The plans depict ongoing actions identified by Cleveland Metroparks internal stakeholder team and verified through coordination with outside stakeholders and the public. The actions seek to continue to advance the organization's Strategic Goals. The plan updates help the Park District continue meet the National Recreation and Park Association's (NRPA) Commission for Accreditation of Park and Recreation Agencies (CAPRA) guidelines for planning activities.

- d. ***Capital Projects 2019 – The Year in Review***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Jim Rodstrom, P.E., Director of Construction/Christopher Lowe, Director of Facility Operations)

2019 was an exciting year for capital projects in the Park District and Cleveland Metroparks Zoo. Projects completed in 2019 vary from the first phases of the TIGER funded trails, zoo exhibits, plazas, a lakefront pier, natural surface trails, infrastructure upgrades, parkway and all-purpose trail paving, roof replacements, painting, and many other impactful endeavors. Staff will provide a brief overview of team's accomplishments.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- e. ***Coastal, Shoreline, and Riverfront Professional Design Services 2020 – 2024***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Tammy Oliver, Director of Project Development/John Cardwell, Senior Landscape Architect)

Following acquisition of the Lakefront parks in 2013, Cleveland Metroparks began management of more than six new miles of Lake Erie shoreline, which was in addition to the many miles of existing waterways throughout the Park District. As a result, in 2014 Cleveland Metroparks deemed KS Associates, Inc. the most qualified in response to a five-year professional design services Request for Qualifications (RFQu) to support a series of coastal, shoreline and other waterway improvement projects. In this briefing staff will provide an overview of the projects completed during this term.

In addition, as the former five-year request for qualifications is expiring on December 31, 2019, and as additional projects are anticipated, on July 22, 2019 Cleveland Metroparks issued a new five-year (2020-2024) RFQu# 6447 for the design of twenty-seven types of potential coastal, shoreline and riverfront improvement projects.

RFQu# 6447 Analysis

The RFQu# 6447 yielded eight responses and the statements of qualifications were reviewed by Cleveland Metroparks staff. Three firms were shortlisted for interviews and the three firms were ranked, pursuant to O.R.C. §153.69, in order of most qualified as detailed below:

RFQu# 6447		
Rank	Interview	Prime Consultant
1	Y	KS Associates, Inc.
2	Y	Stantec Consulting Services Inc.
3	Y	Tetra Tech, Inc.
	N	Coldwater Consulting, LLC
	N	Hull & Associates, Inc.
	N	Johnson, Mirmiran & Thompson, Inc.
	N	Langan Engineering & Environmental Services, Inc.
	N	TRC Companies, Inc.

Following a review of the KS Associates, Inc. (“KS”) statement of qualifications and interview, it was deemed by the Cleveland Metroparks review panel (Sean McDermott, John Cardwell and Tammy Oliver) that KS is the most qualified to provide the required professional design services for the upcoming shoreline projects. KS is based in Elyria, Ohio and has served the park district very well over the last five years on not only the former coastal RFQu but several other projects including the Wendy Park Bridge. KS’s Coastal Engineering Division has extensive knowledge of Lake Erie and the many waterways of the Cleveland Metroparks system, and will continue to be a valuable asset

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

in the design and permitting of future improvements. Additionally, to enhance the technical capabilities of the team, KS has partnered with: Foth Infrastructure & Environment, LLC, a firm based in De Pere, Wisconsin with offices in Sandusky, Ohio; The Osborn Engineering Co., based in Cleveland, Ohio; and TTL Associates, based in Toledo, Ohio.

With concurrence of the Board to rank KS Associates, Inc. as the most qualified firm, individual contracts will be negotiated on a per project basis and brought to the Board per the Cleveland Metroparks procurement procedures. In the event that a contract with KS cannot be agreed upon, negotiations would then take place with the next ranked firm.

f. *2019 Year End Review*

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Kelly Manderfield, Chief Marketing Officer)

As 2019 comes to a close, Cleveland Metroparks leadership team reflects on significant projects and achievements over the past year. The Park District continues to grow, expanding access and connections. This year, Cleveland Metroparks acquired 217 acres, bringing the total acreage to 23,822. Summer marked completion of the new Euclid Beach Pier, drawing more than 130,000 guests. The new Lookout Ridge Trail and West Creek Bike Trail were added to the vast trail network and renovations at Seneca Golf Course are complete. Amenities continue to be enhanced across the Park District from comfort stations at E. 72nd and lakefront bike boxes to donor-funded projects like the Rocky River Lagoon Bridge and Iron Springs Picnic Shelter in Garfield Reservation.

Cleveland Metroparks Zoo broke ground on an expanded Eastern black rhinoceros habitat, and Asian Lantern Festival presented by Cleveland Clinic Children's returned to the Zoo in 2019, setting a new national attendance record.

The organization received national, regional and local recognition throughout the year. Top honors include the Ohio EPA's Platinum Level Environmental Award, CALEA reaccreditation, OPRA 2nd place in the Natural Resources and Conservation category, five awards from the National Association of County Park and Recreation Officials, Vibrant NEO Champion Award: Valley Parkway Connector, Ohio Auditor of State Award with Distinction for excellence in financial reporting, 24th Annual Achievement of Excellence in Procurement, and winner of NorthCoast 99 'Best Workplaces' for the 13th consecutive year and more.

Moving into 2020, Cleveland Metroparks looks to complete several important capital projects that will continue to enhance the experience for our guests and the residents of Cuyahoga County and Hinckley Township. A video presentation will share a comprehensive overview of 2019 accomplishments and a look ahead for 2020.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for **Wednesday**, January 15, 2019, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 19-12-162: At 9:46 a.m., upon motion by Vice President Moore, seconded by Vice President Rinker and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Acquisition/Purchase of Real Property and a Personnel Matter (to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official), as stated by Chief Legal and Ethics Officer, Rose Fini.

Vote on the motion was as follows:

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

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

ADJOURNMENT.

No. 19-12-163: There being no further matters to come before the Board, upon motion by Vice President Moore, seconded by Vice President Rinker, and carried, President Berry adjourned the meeting at 11:08 a.m.

Vote on the motion was as follows:

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

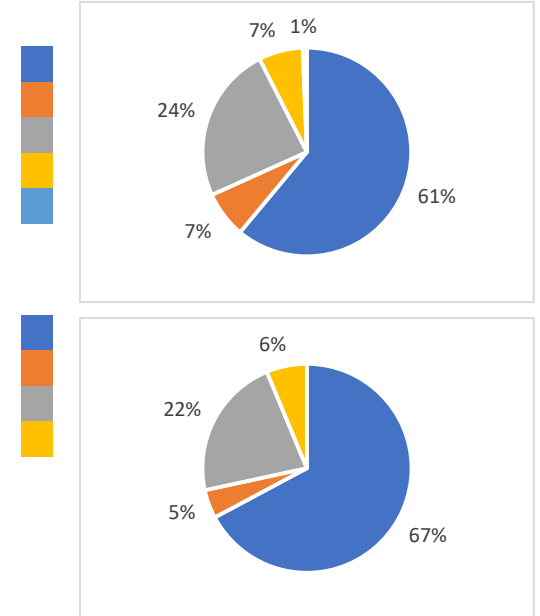
President.

Attest:

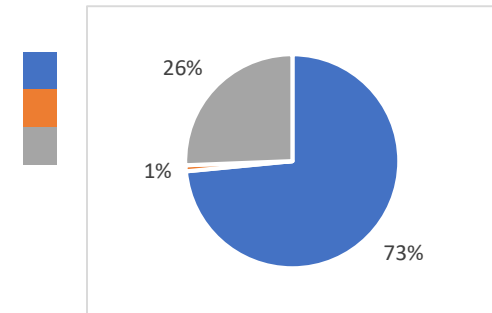
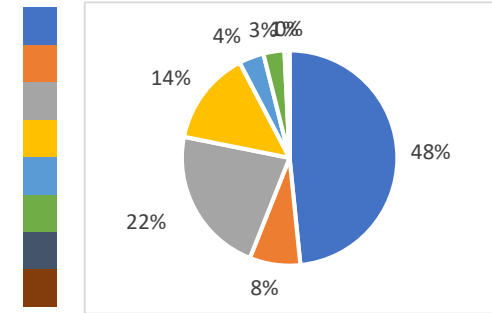
Secretary.

**Cleveland Metroparks
Financial Performance
11/30/2019
CM Park District**

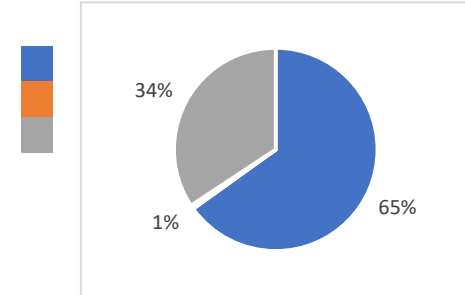
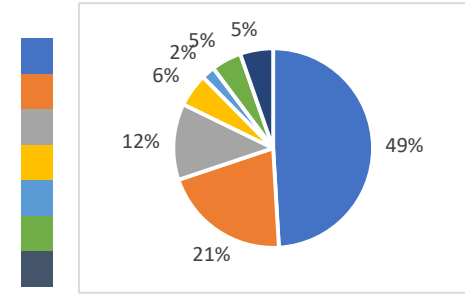
	Actual Nov '18	Actual Nov '19	Fav (Unfav)	Actual YTD Nov'18	Actual YTD Nov '19	Fav (Unfav)
Revenue:						
Property Tax	42,439	13,546	(28,893)	75,726,605	76,364,465	637,860
Local Gov/Grants/Gifts	1,542,180	486,294	(1,055,886)	12,103,005	8,981,412	(3,121,593)
Charges for Services	471,860	1,046,540	574,680	27,043,298	30,347,225	3,303,927
Self-Funded	808,490	779,922	(28,568)	8,096,399	8,569,314	472,915
Interest, Fines, Other	<u>46,761</u>	<u>46,370</u>	<u>(391)</u>	<u>460,614</u>	<u>803,704</u>	<u>343,090</u>
Total Revenue	2,911,730	2,372,672	(539,058)	123,429,921	125,066,120	1,636,199
OpEx:						
Salaries and Benefits	6,914,136	7,184,137	(270,001)	61,299,882	63,664,466	(2,364,584)
Contractual Services	295,266	759,339	(464,073)	3,700,245	4,183,244	(482,999)
Operations	1,596,463	1,983,904	(387,441)	21,077,914	20,967,494	110,420
Self-Funded Exp	<u>655,349</u>	<u>586,895</u>	<u>68,454</u>	<u>6,726,712</u>	<u>5,911,763</u>	<u>814,949</u>
Total OpEx	9,461,214	10,514,275	(1,053,061)	92,804,753	94,726,967	(1,922,214)
Op Surplus/(Subsidy)	(6,549,484)	(8,141,603)	(1,592,119)	30,625,168	30,339,153	(286,015)
CapEx:						
Capital Labor	60,034	67,267	(7,233)	856,251	821,195	35,056
Construction Expenses	1,820,242	1,204,626	615,616	19,993,102	8,701,539	11,291,563
Capital Equipment	33,381	104,938	(71,557)	2,674,512	2,902,226	(227,714)
Land Acquisition	3,740	2,702,671	(2,698,931)	4,476,612	5,015,396	(538,784)
Capital Animal Costs	<u>6,124</u>	<u>17,997</u>	<u>(11,873)</u>	<u>43,168</u>	<u>40,465</u>	<u>2,703</u>
Total CapEx	1,923,521	4,097,499	(2,173,978)	28,043,645	17,480,821	10,562,824
Net Surplus/(Subsidy)	(8,473,005)	(12,239,102)	(3,766,097)	2,581,523	12,858,332	10,276,809



	Actual Nov '18	Actual Nov '19	Fav (Unfav)	Actual YTD Nov'18	Actual YTD Nov '19	Fav (Unfav)
Revenue:						
General/SE Admissions	55,873	342,289	286,416	4,462,240	6,020,458	1,558,218
Guest Experience	2,125	(2,630)	(4,755)	931,592	952,529	20,937
Zoo Society	0	176,949	176,949	1,925,438	2,756,958	831,520
Souvenirs/Refreshments	73,370	120,850	47,480	1,638,507	1,762,022	123,515
Education	37,799	28,361	(9,438)	494,395	464,396	(29,999)
Rentals & Events	36,330	4,168	(32,162)	382,206	393,703	11,497
Consignment	13,228	39,338	26,110	306,912	81,971	(224,941)
Other	<u>(35,833)</u>	<u>201</u>	<u>36,034</u>	<u>(28,481)</u>	<u>14,179</u>	<u>42,660</u>
Total Revenue	182,892	709,526	526,634	10,112,809	12,446,216	2,333,407
OpEx:						
Salaries and Benefits	1,620,102	1,748,291	(128,189)	13,818,626	14,393,224	(574,598)
Contractual Services	42,498	20,478	22,020	196,302	179,601	16,701
Operations	<u>496,428</u>	<u>861,441</u>	<u>(365,013)</u>	<u>4,638,209</u>	<u>5,019,800</u>	<u>(381,591)</u>
Total OpEx	2,159,028	2,630,210	(471,182)	18,653,137	19,592,625	(939,488)
Op Surplus/(Subsidy)	(1,976,136)	(1,920,684)	55,452	(8,540,328)	(7,146,409)	1,393,919
CapEx:						
Capital Labor	0	0	0	32,322	41,372	(9,050)
Construction Expenses	146,236	762,690	(616,454)	2,155,863	2,520,396	(364,533)
Capital Equipment	1,770	33,583	(31,813)	314,330	199,888	114,442
Capital Animal Costs	<u>6,124</u>	<u>17,997</u>	<u>(11,873)</u>	<u>43,168</u>	<u>40,465</u>	<u>2,703</u>
Total CapEx	154,130	814,270	(660,140)	2,545,683	2,802,121	(256,438)
Net Surplus/(Subsidy)	(2,130,266)	(2,734,954)	(604,688)	(11,086,011)	(9,948,530)	1,137,481
Restricted Revenue	52,768	73,085	20,317	4,300,855	1,772,572	(2,528,283)
Restricted Expenses	<u>76,488</u>	<u>71,855</u>	<u>4,633</u>	<u>5,019,312</u>	<u>1,027,512</u>	<u>3,991,800</u>
Restricted Surplus/(Subsidy)	(23,720)	1,230	24,950	(718,457)	745,060	1,463,517



	Actual Nov '18	Actual Nov '19	Fav (Unfav)	Actual YTD Nov'18	Actual YTD Nov '19	Fav (Unfav)
Revenue:						
Greens Fees	36,971	19,118	(17,853)	3,042,777	3,445,650	402,873
Equipment Rentals	(65,847)	13,993	79,840	1,197,819	1,457,020	259,201
Food Service	27,426	15,175	(12,251)	885,723	868,702	(17,021)
Merchandise Sales	3,571	2,084	(1,487)	360,123	380,205	20,082
Pro Services	585	(1,652)	(2,237)	133,185	150,202	17,017
Driving Range	5,686	(884)	(6,570)	302,897	342,234	39,337
Other	<u>(25,896)</u>	<u>13,547</u>	<u>39,443</u>	<u>287,277</u>	<u>376,898</u>	<u>89,621</u>
Total Revenue	(17,504)	61,381	78,885	6,209,801	7,020,911	811,110
OpEx:						
Salaries and Benefits	371,335	406,893	(35,558)	3,624,744	3,938,826	(314,082)
Contractual Services	7,887	9,846	(1,959)	29,657	35,652	(5,995)
Operations	<u>129,642</u>	<u>180,456</u>	<u>(50,814)</u>	<u>2,134,494</u>	<u>2,076,538</u>	<u>57,956</u>
Total OpEx	508,864	597,195	(88,331)	5,788,895	6,051,016	(262,121)
Op Surplus/(Subsidy)	(526,368)	(535,814)	(9,446)	420,906	969,895	548,989
CapEx:						
Capital Labor	16,135	6,181	9,954	263,428	177,359	86,069
Construction Expenses	24,388	11,660	12,728	1,247,916	321,099	926,817
Capital Equipment	<u>0</u>	<u>46,102</u>	<u>(46,102)</u>	<u>665,571</u>	<u>869,424</u>	<u>(203,853)</u>
Total CapEx	40,523	63,943	(23,420)	2,176,915	1,367,882	809,033
Net Surplus/(Subsidy)	(566,891)	(599,757)	(32,866)	(1,756,009)	(397,987)	1,358,022

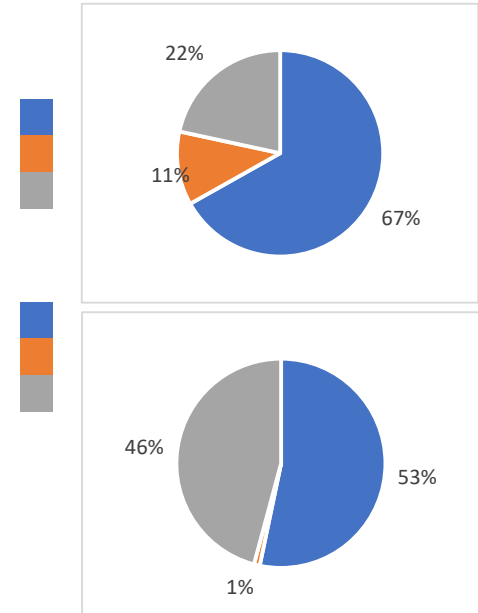


Cleveland Metroparks
 Financial Performance
 11/30/2019
 Golf Detail

	Big Met (18)		Little Met (9)		Mastick Woods (9)		Manakiki (18)		Sleepy Hollow (18)	
	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19
Operating Revenue	1,059,273	1,247,508	272,686	320,399	214,724	241,682	1,026,175	1,122,520	1,396,253	1,461,185
Operating Expenses	<u>897,609</u>	<u>888,099</u>	<u>254,918</u>	<u>240,943</u>	<u>234,951</u>	<u>251,252</u>	<u>784,628</u>	<u>842,235</u>	<u>1,249,753</u>	<u>1,296,014</u>
Operating Surplus/(Subsidy)	161,664	359,409	17,768	79,456	(20,227)	(9,570)	241,547	280,285	146,500	165,171
Capital Labor	0	0	0	0	0	0	2,930	0	2,125	34,303
Construction Expenses	32,034	11,160	0	0	0	0	52,898	0	51,817	287,397
Capital Equipment	<u>0</u>	<u>480,815</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,331</u>	<u>339,893</u>	<u>316,875</u>	<u>20,984</u>
Total Capital Expenditures	32,034	491,975	0	0	0	0	87,159	339,893	370,817	342,684
Net Surplus/(Subsidy)	129,630	(132,566)	17,768	79,456	(20,227)	(9,570)	154,388	(59,608)	(224,317)	(177,513)

	Shawnee Hills (27)		Washington Park (9)		Seneca (27)		Golf Admin		Total	
	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19
Operating Revenue	994,723	1,008,531	382,003	423,066	842,978	1,165,643	20,986	30,377	6,209,801	7,020,911
Operating Expenses	<u>758,817</u>	<u>799,200</u>	<u>361,169</u>	<u>424,450</u>	<u>773,978</u>	<u>922,393</u>	<u>473,072</u>	<u>386,430</u>	<u>5,788,895</u>	<u>6,051,016</u>
Operating Surplus/(Subsidy)	235,906	209,331	20,834	(1,384)	69,000	243,250	(452,086)	(356,053)	420,906	969,895
Capital Labor	0	0	0	0	258,373	143,056	0	0	263,428	177,359
Construction Expenses	0	0	0	0	1,111,167	22,542	0	0	1,247,916	321,099
Capital Equipment	<u>43,706</u>	<u>3,356</u>	<u>0</u>	<u>0</u>	<u>111,208</u>	<u>24,376</u>	<u>162,451</u>	<u>0</u>	<u>665,571</u>	<u>869,424</u>
Total Capital Expenditures	43,706	3,356	0	0	1,480,748	189,974	162,451	0	2,176,915	1,367,882
Net Surplus/(Subsidy)	192,200	205,975	20,834	(1,384)	(1,411,748)	53,276	(614,537)	(356,053)	(1,756,009)	(397,987)

	Actual Nov '18	Actual Nov '19	Fav (Unfav)	Actual YTD Nov'18	Actual YTD Nov '19	Fav (Unfav)
Revenue:						
Concessions	60,675	63,145	2,470	3,953,114	4,410,465	457,351
Dock Rentals	1,984	2,934	950	729,476	762,280	32,804
Other	<u>54,023</u>	<u>54,721</u>	<u>698</u>	<u>1,391,506</u>	<u>1,426,293</u>	<u>34,787</u>
Total Revenue	116,682	120,800	4,118	6,074,096	6,599,038	524,942
OpEx:						
Salaries and Benefits	229,146	244,559	(15,413)	3,182,467	3,407,182	(224,715)
Contractual Services	11,079	5,074	6,005	49,709	56,035	(6,326)
Operations	<u>101,562</u>	<u>126,491</u>	<u>(24,929)</u>	<u>2,783,134</u>	<u>2,931,861</u>	<u>(148,727)</u>
Total OpEx	341,787	376,124	(34,337)	6,015,310	6,395,078	(379,768)
Op Surplus/(Subsidy)	(225,105)	(255,324)	(30,219)	58,786	203,960	145,174
CapEx:						
Capital Labor	0	0	0	1,063	9,691	(8,628)
Construction Expenses	1,254	24,541	(23,287)	34,764	164,995	(130,231)
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>21,974</u>	<u>9,677</u>	<u>12,297</u>
Total CapEx	1,254	24,541	(23,287)	57,801	184,363	(126,562)
Net Surplus/(Subsidy)	(226,359)	(279,865)	(53,506)	985	19,597	18,612



*Other includes Chalet, Hayrides, Aquatics and Misc.

Cleveland Metroparks
 Financial Performance
 11/30/2019
 Enterprise Detail

	Merwin's Wharf		EW Beach House		E55th Marina		E55th Restaurant	
	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19
Operating Revenue	2,079,451	2,266,793	852,963	834,177	861,469	898,355	506,240	741,708
Operating Expenses	<u>2,038,687</u>	<u>2,133,734</u>	<u>696,031</u>	<u>642,115</u>	<u>357,866</u>	<u>401,183</u>	<u>505,158</u>	<u>664,401</u>
Operating Surplus/(Subsidy)	40,764	133,059	156,932	192,062	503,603	497,172	1,082	77,307
Capital Labor	0	9,691	0	0	0	0	0	0
Construction Expenses	15,261	6,103	0	0	0	54,329	0	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>7,149</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Expenditures	15,261	15,794	7,149	0	0	54,329	0	0
Net Surplus/(Subsidy)	25,503	117,265	149,783	192,062	503,603	442,843	1,082	77,307

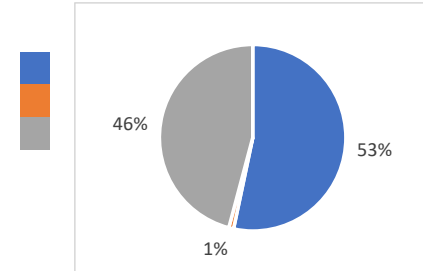
	Wildwood		Euclid Beach		EmerNeck Marina		EmerNeck Restaurant	
	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19
Operating Revenue	0	66,137	0	22,030	456,836	384,261	367,933	407,494
Operating Expenses	<u>0</u>	<u>128,909</u>	<u>0</u>	<u>29,773</u>	<u>339,003</u>	<u>289,166</u>	<u>376,024</u>	<u>423,871</u>
Operating Surplus/(Subsidy)	0	(62,772)	0	(7,743)	117,833	95,095	(8,091)	(16,377)
Capital Labor	0	0	0	0	0	0	0	0
Construction Expenses	0	49,950	0	0	558	24,999	0	7,232
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,375</u>
Total Capital Expenditures	0	49,950	0	0	558	24,999	0	8,607
Net Surplus/(Subsidy)	0	(112,722)	0	(7,743)	117,275	70,096	(8,091)	(24,984)

	Edgewater Pier		Wallace Lake		Hinckley Lake		Huntington	
	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19
Operating Revenue	82,096	90,603	61,944	65,502	33,366	34,438	178,035	148,864
Operating Expenses	<u>83,442</u>	<u>94,627</u>	<u>55,748</u>	<u>59,349</u>	<u>37,826</u>	<u>37,620</u>	<u>155,580</u>	<u>143,554</u>
Operating Surplus/(Subsidy)	(1,346)	(4,024)	6,196	6,153	(4,460)	(3,182)	22,455	5,310
Capital Labor	0	0	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0	0	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>1,915</u>	<u>0</u>	<u>3,944</u>	<u>0</u>	<u>0</u>	<u>1,416</u>
Total Capital Expenditures	0	0	1,915	0	3,944	0	0	1,416
Net Surplus/(Subsidy)	(1,346)	(4,024)	4,281	6,153	(8,404)	(3,182)	22,455	3,894

	Chalet		Ledge Lake		Parking		Enterprise Admin		Total	
	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19	YTD Nov'18	YTD Nov '19
Operating Revenue	244,472	291,394	182,926	191,036	166,365	156,246	0	0	6,074,096	6,599,038
Operating Expenses	<u>286,427</u>	<u>257,002</u>	<u>138,719</u>	<u>133,527</u>	<u>22,111</u>	<u>29,125</u>	<u>922,688</u>	<u>927,122</u>	<u>6,015,310</u>	<u>6,395,078</u>
Operating Surplus/(Subsidy)	(41,955)	34,392	44,207	57,509	144,254	127,121	(922,688)	(927,122)	58,786	203,960
Capital Labor	1,063	0	0	0	0	0	0	0	1,063	9,691
Construction Expenses	18,945	7,373	0	15,009	0	0	0	0	34,764	164,995
Capital Equipment	<u>0</u>	<u>4,276</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,966</u>	<u>2,610</u>	<u>21,974</u>	<u>9,677</u>
Total Capital Expenditures	20,008	11,649	0	15,009	0	0	8,966	2,610	57,801	184,363
Net Surplus/(Subsidy)	(61,963)	22,743	44,207	42,500	144,254	127,121	(931,654)	(929,732)	985	19,597

**Cleveland Metroparks
Financial Performance
11/30/2019
Nature Shops and Kiosks**

	Actual Nov '18	Actual Nov '19	Fav (Unfav)	Actual YTD Nov'18	Actual YTD Nov '19	Fav (Unfav)
Retail Revenue	46,553	34,143	(12,410)	545,957	587,968	42,011
OpEx:						
Salaries and Benefits	24,394	26,047	(1,653)	268,156	283,849	(15,693)
Contractual Services	0	1,096	(1,096)	11,114	6,853	4,261
Operations	<u>30,553</u>	<u>26,387</u>	<u>4,166</u>	<u>257,316</u>	<u>260,867</u>	<u>(3,551)</u>
Total OpEx	54,947	53,530	1,417	536,586	551,569	(14,983)
Op Surplus/(Subsidy)	(8,394)	(19,387)	(10,993)	9,371	36,399	27,028
CapEx:						
Capital Labor	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total CapEx	0	0	0	0	0	0
Net Surplus/(Subsidy)	(8,394)	(19,387)	(10,993)	9,371	36,399	27,028



**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED NOVEMBER 30, 2019**

ACCOUNTS RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$95,371	\$85,444	\$625	\$9,804	\$191,244

RANGER/COURT FINES RECEIVABLE

Total
\$46,562

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Interest Earned	EOM Balance
11/01/19	PNC Bank	Money Market (A)	29	0.84%	11/30/19	\$39	\$58,378
11/01/19	PNC Bank	Sweep Account (B)	29	2.07%	11/30/19	\$43,487	\$26,107,596
11/01/19	Fifth Third Securities	Money Market (C)	29	1.73%	11/30/19	\$2,427	\$1,741,081
11/01/19	STAR Ohio	State pool (D)	29	1.94%	11/30/19	\$19,000	\$12,162,575
11/01/19	STAR Plus	State pool (E)	29	1.86%	11/30/19	\$1,035	\$689,896

(A) Government Performance Money Market Account.

\$40,759,526

Investment balance ranged from \$58,339 to \$58,378 in November.

(B) Government Money Market Sweep Account.

Investment average monthly balance (AMB) for October was \$34,011,713. (Sweep interest is based on prior month's AMB).

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

Investment balance ranged from \$1,738,653 to \$1,741,081 in November.

(D) State Treasurer's Asset Reserve (STAR Ohio).

Investment balance ranged from \$12,143,574 to \$12,162,575 in November.

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

Investment balance ranged from \$688,861 to \$689,896 in November.

RESOLUTION RECOGNIZING THE RETIREMENT OF MARYANN HORTON

WHEREAS, *MaryAnn Horton has served Cleveland Metroparks for more than 27 years, and prior to that as a seasonal employee at Bradley Woods & Huntington reservations for 3 seasons; and,*

WHEREAS, *MaryAnn Horton has devoted these years of service utilizing her knowledge, skills and abilities as a Seasonal Laborer, Seasonal Maintenance Specialist, Service Maintenance I, and Service Maintenance II; and,*

WHEREAS, *MaryAnn Horton has used her knowledge and skills to consistently maintain and enhance the Zoo's appearance of buildings and grounds for the enjoyment of guests and staff; and,*

WHEREAS, *MaryAnn Horton has assisted with numerous preparations and provided service for events such as Zippity Zoo Doo, Earth Day, Twilight at the Zoo, Zoo Blooms, Boo at the Zoo, the Asian Lantern Festival, and Wild Winter Lights, and countless other private events that served zoo guests; and,*

WHEREAS, *MaryAnn Horton has performed the duties of a zone leader where she provided work direction and leadership to seasonal staff to ensure a high standard of quality service for all zoo guests; and,*

WHEREAS, *MaryAnn Horton utilized her attention to detail for numerous painting projects such as picnic tables, fences, and offices; and,*

WHEREAS, *MaryAnn Horton has demonstrated a spirit of cooperation and welcomed the opportunity to train and provide meaningful work experiences for Magnolia House staff to succeed; and,*

WHEREAS, *MaryAnn Horton's dedication has been a valued asset to Cleveland Metroparks Zoo. The products of her labor have been appreciated and will not be forgotten.*

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



Debra K. Berry
President, Board of Park Commissioners



Brian M. Zimmerman
Chief Executive Officer



**RESOLUTION
RECOGNIZING THE
RETIREMENT OF
JEFFREY C. KEEGAN**

WHEREAS, *Jeffrey C. Keegan has served Cleveland Metroparks for more than 34 years; and,*

WHEREAS, *Jeffrey C. Keegan has devoted these years of service utilizing his knowledge, skills and abilities as a Handyperson, Senior Handyperson, Technician, and Lead Technician; and,*

WHEREAS, *Jeffrey C. Keegan used his knowledge and skills to maintain and enhance parkways, all-purpose trails, buildings, and beaches, and was responsible for snow-plowing roadways and parking lots; and,*

WHEREAS, *Jeffrey C. Keegan participated in continuous learning opportunities which allowed him to successfully implement changing technologies over the course of his career; and,*

WHEREAS, *Jeffrey C. Keegan displayed a strong attention to detail when he performed maintenance, repair and construction of water lines, and when he rerouted sanitary sewer lines; and,*

WHEREAS, *Jeffrey C. Keegan shared his expertise of beach safety when he trained staff at other parks on proper use of beach grooming equipment when Cleveland Metroparks acquired two additional beaches; and,*

WHEREAS, *Jeffrey C. Keegan exhibited leadership skills and good judgment when he provided supervision to seasonal staff, and when he assembled the right combination of people and equipment to complete projects; and,*

WHEREAS, *Jeffrey C. Keegan demonstrated a spirit of cooperation when he maintained positive working relationships with Bay Arts, Huntington Playhouse and Lake Erie Nature & Science Center, and when he provided work direction and communicated the importance of attention to detail to other members of the work crew; and,*

WHEREAS, *Jeffrey C. Keegan's dedication and commitment to Bradley Woods and Huntington reservations has been a valued asset to the Park District. The products of his labor have been appreciated and will not be forgotten.*

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

Debra K. Berry

Debra K. Berry
President, Board of Park Commissioners

Brian M. Zimmerman

Brian M. Zimmerman
Chief Executive Officer



**RESOLUTION
RECOGNIZING THE
RETIREMENT OF
CATHERINE A. POILPRE**

WHEREAS, *Catherine A. Poilpre has served Cleveland Metroparks for more than 3 years; and,*

WHEREAS, *Catherine A. Poilpre has devoted these years of service utilizing her knowledge, skills and abilities as Marketing and Visual Communications Manager; and,*

WHEREAS, *Catherine A. Poilpre used her knowledge and skills to manage the creative process of the Visual Communications team to include planning and implementation while supporting strategic goals and objectives; and,*

WHEREAS, *Catherine A. Poilpre exhibited leadership and good judgment when she oversaw creation of numerous graphic identities, ad campaigns, printed collateral, signage, exhibits, photography, and website design; and,*

WHEREAS, *Catherine A. Poilpre was responsible for managing more than 2,000 projects annually, including Cleveland Metroparks Emerald Necklace printed and digital monthly newsletter, and an all-new mobile, 'Pollinator Power' exhibit which will travel throughout the Park District; and,*

WHEREAS, *Catherine A. Poilpre displayed a strong attention to detail when working with staff and peers to assure a quality work product; and,*

WHEREAS, *Catherine A. Poilpre demonstrated a spirit of cooperation when she assisted with the development and production of Cleveland Metroparks Centennial coffee table book, the Zoo's rebrand, and the "Time to Explore" campaign; and,*

WHEREAS, *Catherine A. Poilpre was instrumental in establishing visual components of various new properties, services and attractions such as Edgewater Beach House, Euclid Beach Pier, Asian Lantern Festival, and Wild Winter Lights; and,*

WHEREAS, *Catherine A. Poilpre's dedication and commitment has been a valued asset to the Park District. The products of her labor have been appreciated and will not be forgotten.*

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

Debra K. Berry

Debra K. Berry
President, Board of Park Commissioners

Brian M. Zimmerman

Brian M. Zimmerman
Chief Executive Officer



RESOLUTION RECOGNIZING THE RETIREMENT OF KATHLEEN R. SCHMIDT

WHEREAS, *Kathleen R. Schmidt has served Cleveland Metroparks for more than 37 years; and,*

WHEREAS, *Kathleen R. Schmidt has devoted these years of service utilizing her knowledge, skills and abilities as a Seasonal Naturalist, Naturalist, Naturalist II, and Naturalist I; and,*

WHEREAS, *Kathleen R. Schmidt has developed and provided a variety of innovative outdoor education programs where she increased the participant's environmental awareness, conservation concerns and appreciation for native plants and wildlife; and,*

WHEREAS, *Kathleen R. Schmidt has provided natural history and historical programs, and regularly contributed to the Emerald Necklace publication and the Roots Revealed history blog; and,*

WHEREAS, *Kathleen R. Schmidt has conveyed useful information to park visitors, nature center guests and volunteers, and was recognized for producing youth programs for children to easily learn and successfully perform difficult skills; and,*

WHEREAS, *Kathleen R. Schmidt has planned, created and conducted programs such as the children's Books Alive series, adult Wilderness Skills series, Primitive Skills Camp, and the History of Maple Sugaring; and,*

WHEREAS, *Kathleen R. Schmidt played an integral role with the Rocky River Nature Center beekeeping program and assisted with the native plant gardens at Brecksville Nature Center; and,*

WHEREAS, *Kathleen R. Schmidt was responsible for revising the Home School Happenings program and initiating the Outdoor Adventures for Homeschoolers program; and,*

WHEREAS, *Kathleen R. Schmidt could always be counted upon to support programs and events such as the Pioneer Potpourri, Fallfest, Maple Sugaring, and Indians of America to name a few; and,*

WHEREAS, *Kathleen R. Schmidt has demonstrated a spirit of cooperation as evidenced by her letters of commendation from staff and park visitors, and when she assisted with coordinating several Cedar Valley Settlers celebrations and the OPRA Fall Section Conference; and,*

WHEREAS, *Kathleen R. Schmidt's dedication has been a valued asset to Cleveland Metroparks. The products of her labor have been appreciated and will not be forgotten.*

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

Debra K. Berry

Debra K. Berry
President, Board of Park Commissioners

Brian M. Zimmerman

Brian M. Zimmerman
Chief Executive Officer



CLEVELAND METROPARKS
Appropriation Summary - 2019

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #11 12/19/2019	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 53,558,482	\$ -	\$ 53,558,482	\$ (5,460)	\$ (1,155,087) A	\$ 52,397,935
52	Employee Fringe Benefits	18,477,174	20,446	18,497,620	77,549	5,576 B	18,580,745
53	Contractual Services	14,727,221	900,758	15,627,979	336,956	(1,159,220) C	14,805,715
54	Office Operations	25,262,956	1,623,806	26,886,762	1,263,424	378,819 D	28,529,005
	Operating Subtotal	112,025,833	2,545,010	114,570,843	1,672,469	(1,929,912)	114,313,400
CAPITAL							
571	Capital Labor	1,110,000	-	1,110,000	14,000	-	1,124,000
572	Capital Materials	1,893,884	536,076	2,429,960	801,970	38,631 E	3,270,561
573	Capital Contracts	14,432,303	3,682,444	18,114,747	4,259,108	1,533,857 F	23,907,712
574	Capital Equipment	2,670,302	280,328	2,950,630	988,227	23,069 G	3,961,926
575	Zoo Animals	75,000	-	75,000	(10,000)	-	65,000
576	Land	9,191,274	16,956	9,208,230	-	2,395,357 H	11,603,587
	Capital Subtotal	29,372,763	4,515,804	33,888,567	6,053,305	3,990,914	43,932,786
TOTALS							
Grand totals		\$ 141,398,596	\$ 7,060,814	\$ 148,459,410	\$ 7,725,774	\$ 2,061,002	\$ 158,246,186

CLEVELAND METROPARKS
Appropriations 2019 - Legend - Amendment #11

OPERATING

51 SALARIES

- \$ 102,400 Increase in appropriations for Overtime for Wild Winter Lights
Appropriation increase will be covered by additional Wild Winter Lights revenue
- \$ 97,000 Transfer of appropriations from Fleet Supplies and Program Supplies to Seasonal Salaries
Net budget effect is zero
- \$ (14,769) Transfer of appropriations from Seasonal Salaries to Grounds Maintenance Supplies for 2020 early buys
Net budget effect is zero
- \$ (86,876) Transfer of appropriations from Seasonal Salaries to Fungicides, Herbicides & Insecticides for 2020 early buys
Net budget effect is zero
- \$ (659) Transfer of appropriations from Tuition Reimbursement to Grounds Maintenance Supplies for 2020 early buys
Net budget effect is zero
- \$ (1,246,607) Transfer of appropriations from Salaries-Full Time to Land Purchase for Cuyahoga County building purchase
Net budget effect is zero
- \$ (5,576) Transfer of appropriations from Seasonal Salaries to PERS & Medicare to cover actual costs
Net budget effect is zero

A \$ (1,155,087) Total increase (decrease) to Salaries

52 FRINGE BENEFITS

- \$ 5,576 Transfer of appropriations from Seasonal Salaries to PERS & Medicare to cover actual costs
Net budget effect is zero

B \$ 5,576 Total increase (decrease) to Fringe Benefits

53 CONTRACTUAL SERVICES

- \$ 8,000 Transfer of appropriations from Program Supplies to Misc. Contractual Services to cover necessary services
Net budget effect is zero
- \$ 130 Transfer of appropriations from Enterprise Expenses to Maintenance Services to cover necessary services
Net budget effect is zero
- \$ (6,800) Transfer of appropriations from Misc. Contractual Services to Capital Equipment & Office Operations to cover necessary expenses
Net budget effect is zero
- \$ 2,200 Transfer of appropriations from Printing Expense to Misc. Contractual Services for research project
Net budget effect is zero
- \$ (1,148,750) Transfer of appropriations from Medical Claims to Land Purchase for Cuyahoga County building purchase
Net budget effect is zero
- \$ (14,000) Transfer of appropriations from Claims/Settlements/Awards to Capital Contracts to improve Euclid Beach playground
Net budget effect is zero

C \$ (1,159,220) Total increase (decrease) to Contractual Services

54 OFFICE OPERATIONS

- \$ 380,898 Increase in appropriations for Program Supplies & Rental Equipment for Wild Winter Lights
Appropriation increase will be covered by additional Wild Winter Lights revenue
- \$ (97,000) Transfer of appropriations from Fleet Supplies and Program Supplies to Seasonal Salaries
Net budget effect is zero
- \$ (8,000) Transfer of appropriations from Program Supplies to Misc. Contractual Services to cover necessary services
Net budget effect is zero
- \$ (130) Transfer of appropriations from Enterprise Expenses to Maintenance Services to cover necessary services
Net budget effect is zero
- \$ 14,769 Transfer of appropriations from Seasonal Salaries to Grounds Maintenance Supplies for 2020 early buys
Net budget effect is zero
- \$ 86,876 Transfer of appropriations from Seasonal Salaries to Fungicides, Herbicides & Insecticides for 2020 early buys
Net budget effect is zero
- \$ 5,000 Transfer of appropriations from Misc. Contractual Services to Office Operations to cover necessary expenses
Net budget effect is zero
- \$ (2,200) Transfer of appropriations from Printing Expense to Misc. Contractual Services for research project
Net budget effect is zero

CLEVELAND METROPARKS

Appropriations 2019 - Legend - Amendment #11

\$	847	Increase in restricted fund appropriations for Sponsorship Expense related to Gorilla SAFE project Appropriation increase will be covered by existing restricted funds
\$	659	Transfer of appropriations from Tuition Reimbursement to Grounds Maintenance Supplies for 2020 early buys Net budget effect is zero
\$	(7,100)	Transfer of appropriations from Training/Conference and Business Meetings to Capital Equipment to replace Merwin's presentation equipment Net budget effect is zero
\$	(2,800)	Transfer of appropriations from Exhibit Materials to Technology Equipment for 2 new classroom projectors at WSC Net budget effect is zero
\$	7,000	Increase in restricted fund appropriations for Property Maintenance Supplies to replace obsolete modems in parking lot kiosks Appropriation increase will be covered by existing restricted funds

D \$ 378,819 Total increase (decrease) to Office Operations

\$ (1,929,912) TOTAL INCREASE (DECREASE) TO OPERATIONS

CAPITAL

572 CAPITAL MATERIALS

\$	(369)	Transfer of appropriations from Capital Materials to Capital Equipment for bulk computer order Net budget effect is zero
\$	25,000	Increase in restricted fund appropriations for Capital Materials for Brookside Trail Improvements Appropriation increase will be covered by existing restricted funds
\$	14,000	Transfer of appropriations from Claims/Settlements/Awards to Capital Contracts to improve Euclid Beach playground Net budget effect is zero

E \$ 38,631 Total increase (decrease) to Capital Materials

573 CAPITAL CONTRACTS

\$	(3,000)	Transfer of appropriations from Capital Contracts to Capital Equipment for purchase of new cooler at Merwin's Net budget effect is zero
\$	1,536,857	Increase in restricted fund appropriations for Capital Contracts for Rhino Yard Expansion Appropriation increase will be covered by reimbursement from CZS

F \$ 1,533,857 Total increase (decrease) to Capital Contracts

574 CAPITAL EQUIPMENT

\$	8,000	Increase in restricted fund appropriations for Technology Equipment for raptor cameras Appropriation increase will be covered by existing restricted funds
\$	1,800	Transfer of appropriations from Misc. Contractual Services to Capital Equipment to cover necessary expenses Net budget effect is zero
\$	3,000	Transfer of appropriations from Capital Contracts to Capital Equipment for purchase of new cooler at Merwin's Net budget effect is zero
\$	369	Transfer of appropriations from Capital Materials to Capital Equipment for bulk computer order Net budget effect is zero
\$	7,100	Transfer of appropriations from Training/Conference and Business Meetings to Capital Equipment to replace Merwin's presentation equipment Net budget effect is zero
\$	2,800	Transfer of appropriations from Exhibit Materials to Technology Equipment for 2 new classroom projectors at WSC Net budget effect is zero

G \$ 23,069 Total increase (decrease) to Capital Equipment

576 LAND

\$	2,395,357	Transfer of appropriations from Medical Claims and Salaries-Full Time to Land Purchase for Cuyahoga County building purchase Net budget effect is zero
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H \$ 2,395,357 Total increase (decrease) to Land

\$ 3,990,914 TOTAL INCREASE (DECREASE) TO CAPITAL

\$ 2,061,002 GRAND TOTAL - INCREASE (DECREASE) FOR AMENDMENT

RESOLUTION NO. 19-12-150

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 payment of the following items, which may include Then and Now Certificates, are ratified by the Board of Park Commissioners. All expenditures have been reviewed and approved for payment by the Chief Financial Officer and Chief Executive Officer in accordance with the by-laws of the Board of Park Commissioners.

Printed Checks dated November 8, 2019 in the amount of \$706,837.52

Direct Disbursements dated November 8, 2019 in the amount of \$81,439.47

Printed Checks dated November 15, 2019 in the amount of \$1,255,649.70

Direct Disbursements dated November 15, 2019 in the amount of \$46,390.47

Printed Checks dated November 19, 2019 in the amount of \$109,545.74

Printed Checks dated November 22, 2019 in the amount of \$1,318,679.24

Printed Checks dated November 26, 2019 in the amount of \$3,439,747.05

Direct Disbursements dated November 26, 2019 in the amount of \$4,943.75

Printed Checks dated December 6, 2019 in the amount of \$2,168,685.11

Net Payroll dated October 13, 2019 to October 26, 2019 in the amount of \$1,321,652.23

Withholding Taxes in the amount of \$311,874.72

Net Payroll dated October 27, 2019 to November 9, 2019 in the amount of \$1,214,289.00

Withholding Taxes in the amount of \$281,064.09

Net Payroll dated November 10, 2019 to November 23, 2019 in the amount of \$1,294,617.62

Withholding Taxes in the amount of \$321,078.43

Bank Fees/ADP Fees in the amount of \$43,108.90

Cigna Payments in the amount of \$402,241.99

ACH Debits (First Energy; Sales Tax) in the amount of \$54,283.83

Visa/Travel Purchasing Card dated November 3, 2019 to November 30, 2019 in the amount of \$448,750.92

Total amount: \$14,824,879.78

PASSED: December 19, 2019

Attest: _____

President of The Board of Park Commissioners

Chief Executive Officer

RECOMMENDED ACTION:

That the Board of Park Commissioners approves **Resolution No. 19-12-150** listed above.

RESOLUTION NO. 19-12-151

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 payment of the following items, which may include Then and Now Certificates, are ratified by the Board of Park Commissioners. All expenditures have been reviewed and approved for payment by the Chief Financial Officer and Chief Executive Officer in accordance with the by-laws of the Board of Park Commissioners.

Visa Card-Arborwear dated November 3, 2019 to November 30, 2019 in the amount \$811.25

Total amount: \$811.25

PASSED: December 19, 2019

Attest: _____

President of The Board of Park Commissioners

Chief Executive Officer

RECOMMENDED ACTION:

That the Board of Park Commissioners approves **Resolution No. 19-12-151** listed above.