

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

SEPTEMBER 26, 2016

The Board of Park Commissioners met on this date, Thursday, September 26, 2016, 1:00 p.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, Karen Fegan, and Senior Assistant Legal Counsel, Kyle G. Baker, were also in attendance.

APPROVAL OF MINUTES.

No. 16-09-151: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of September 8, 2016, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Messrs. Moore and Rinker.

Abstained: Ms. Berry

Nays: None.

FINANCIAL REPORT.

Chief Financial Officer, Karen Fegan, presented a Comparative Summary of Revenues & Expenditures 2016 vs. 2015 Year-To-Date, for the Month Ended August 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **82367** to **82369** and they were filed for audit.

ACTION ITEMS.

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

Curtis A. Gindlesperger, Zoo Animal Keeper

Curtis A. Gindlesperger has served Cleveland Metroparks for 30 years, utilizing his knowledge, skills and abilities as an Animal Keeper. Curt has made valuable contributions and demonstrated diverse knowledge throughout his career during which time he worked in the African area, The RainForest, and Wilderness Trek where he observed animal behavior as it related to compatibility, breeding and general health, and prepared countless daily reports relating to animal health and welfare. He used his skills to educate the public during Meet the Keeper events, behind-the-scenes tours, and media activities which put the zoo in a positive light. Curt assisted with achieving the first successful voluntary blood draw of a sloth bear, and most recently assisted with preparation and opening of Rosebrough Tiger Passage. He also assisted with the Sun bear and bear enrichment research projects. Curt has been a valued asset to Cleveland Metroparks Zoo and the products of his labor are appreciated and will forever serve generations of future Cleveland Metroparks Zoo visitors.

Kathy S. Monreal, Zoo Service Maintenance II

Kathy S. Monreal has served Cleveland Metroparks for more than 28 years, utilizing her knowledge, skills and abilities as Grounds Maintenance, Service Maintenance, Truck Driver, and Service Maintenance II. Kathy used her knowledge and skills to maintain and enhance the Zoo's buildings and grounds. She has assisted with numerous preparations for events such as Zippity Zoo Doo, Earth Day, Twilight at the Zoo, Boo at the Zoo, and countless other private events that served Zoo guests. Kathy has led work crews, provided work direction and safe equipment operation, and shared her expertise with others to assist them in developing their skills and knowledge of equipment, processes, and techniques. She demonstrated a spirit of cooperation when she served on the Personnel Committee, supported the Park Pathways Intern Partnership with Washington Park Environmental Studies School, assisted with CrossRoads, holiday decorating, and when she served her peers by providing leadership and judgment while serving as union steward. Kathy'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.

No. 16-09-152: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to recognize Curtis A. Gindlesperger and Kathy S. Monreal for their years of service to Cleveland Metroparks and the greater Cleveland community by adopting the Resolutions found on pages **82370** to **82371**.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

- (b) ***Contract Amendment – RFP #6032-B: Replacement Edgewater Beach House – Construction Guaranteed Maximum Price 2***
(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer)

Background

On March 13, 2015 the Board awarded a Guaranteed Maximum Price (GMP) Contract to The Albert M. Higley Co. (Higley), for construction manager (at risk) services for construction of improvements at Edgewater Beach inclusive of the replacement Edgewater Beach House, Lakefront Reservation. At the time of the Board’s award, only the preconstruction stage compensation was fixed at \$10,000. Per the contract, a Guaranteed Maximum Price for construction is then developed and brought back to the Board for approval.

Since March of 2015, the design and pricing of the improvements at Edgewater Beach has solidified, following several rounds of cost estimating and design modifications. As reported to the Board during the August 18, 2016 Board meeting, the design of the improvements has evolved to carefully balance the important site aspects with the replacement Beach House.

GMP Establishment

Instituting a phased approach to the development of the Guaranteed Maximum Price by Higley, on September 8, 2016 the Board approved Guaranteed Maximum Price 1 (GMP 1) which was inclusive of site improvements to Edgewater Park, a community connector structure and an early building package.

Guaranteed Maximum Price 2 now follows in sequence, including the costs related to the construction of the replacement Beach House structure.

<u>BP</u>	<u>Bid Package Description</u>	<u>GMP Value</u>
07	Masonry	\$ 355,820
08	Miscellaneous Metals	\$ 282,000
09	Carpentry & Interiors	\$ 348,850
10	Roofing	\$ 100,000
11	Glass & Glazing	\$ 60,150
12	Resinous Flooring	\$ 16,866
13	Painting	\$ 32,000
14	Toilet Partitions & Accessories	\$ 34,860
15	Fireplace	\$ 7,900
16	Plumbing	\$ 319,000
17	HVAC	\$ 109,000
18	Electrical/Communication/Security	\$ 403,828
	Allowance: Bar Buildout	\$ 56,500
COST OF THE WORK:		\$ 2,126,774
	General Conditions & Requirements (7.19%)	\$ 152,915
	Construction Contingency (3.0%)	\$ 63,803
	Taxes and Insurance	\$ 17,074
	Subcontractor Bonds / Default Insurance (1.2%)	\$ 25,521
	CM Fee (3%)	\$ 63,803
GUARANTEED MAXIMUM PRICE (GMP2):		\$ 2,449,890

ACTION ITEMS (cont.)**Construction Schedule**

Higley's construction schedule, associated with the proposed GMP, anticipates a spring 2017 project delivery, barring any unseasonal weather. Cleveland Metroparks staff will monitor construction progress and provide updates to the Board.

- No. 16-09-153:** 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 **The Albert M. Higley Co.**, for construction of the replacement **Edgewater Beach House at Edgewater Park, Lakefront Reservation**, to reflect a GMP in the amount of **\$2,449,890**, in addition to the \$1,909,109 already awarded for GMP 1 and \$10,000 already awarded for preconstruction services, for a revised contract amount of **\$4,368,999**. Form of contract 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.

- (c) ***Contract Amendment – RFP #6118-B: Euclid Beach and Villa Angela Beach Shoreline Improvements – Component 2 – Construction Guaranteed Maximum Price (Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Tammy Oliver, Director of Project Development)***

Background:

On December 17, 2015 the Board awarded a Guaranteed Maximum Price (GMP) Contract to Nerone & Sons, Inc. (Nerone) for construction manager (at risk) services for construction of Component 1 and Component 2 of the Euclid Beach and Villa Angela Beach Shoreline Improvements within the Euclid Creek Reservation. At the time of the Board's award, only the preconstruction stage compensation was fixed (at \$27,530), as the project drawings had not yet surpassed the design-development stage. Per the contract, a Guaranteed Maximum Price for construction is then developed and brought back to the Board for approval for each of the two (2) project components. The GMP for Component 1 (described below) was approved by the Board on March 10, 2016. Two submerged "sills" were installed and the beach re-graded to create a sustainable swimming area, which opened in June of 2016.

Cleveland Metroparks staff has continued to work with Nerone and KS Associates, Inc. to further develop plans and cost estimates for Component 2, the design and construction of a new pier at Euclid Beach. As reported to the Board on September 8, 2016, conceptual design efforts are solidifying with community input being sought. Further development of the design and construction documents for the future pier will be brought forth to Board accordingly. In the interim, demolition of the existing pier is ready to commence.

ACTION ITEMS (cont.)

GMP Establishment:

Nerone & Sons, Inc. has submitted the first of two Guaranteed Maximum Price amendments for Component 2, which will be presented to the Board in a phased approach (i.e. Part 1 and Part 2).

The GMP below is as follows, and includes the removal of the existing pier structure, pool, sidewalk and adjacent failing retaining walls:

<u>Description</u>	<u>Cost</u>
Mobilization	\$22,332.08
Retaining Wall Demolition	\$45,284.12
Sidewalk Demolition	\$12,037.52
Pier Demolition	\$50,459.60
Pool Demolition	\$20,650.24
<i>Cost of Work</i>	<i>\$150,763.56</i>
General Conditions 2.50%	\$3,769.09
CMR Contingency 2.00%	\$3,015.27
CM Fee 6.00%	\$9,045.81
Total Guaranteed Maximum Price	\$166,593.73

Part 1 of the GMP amendment for Component 2 will be followed by a second amendment (Part 2), which will include the construction of the new pier and associated site improvements.

Construction Schedule:

Nerone’s construction schedule associated with the proposed GMP anticipates an early October 2016 construction commencement, barring any unseasonal weather. Cleveland Metroparks staff will monitor construction progress and provide updates to the Board.

No. 16-09-154:

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 **Nerone & Sons, Inc.**, for construction of **Component 2 – Part 1- of the Euclid Beach and Villa Angela Beach Shoreline Improvements, Cleveland Metroparks Euclid Creek Reservation**, to reflect a GMP in the amount of **\$166,593.73**, which will be an amount in addition to the \$569,621.51 already awarded for Component 1 and \$27,530.00 already awarded for preconstruction services, for a revised contract amount of **763,745.24**. Form of contract 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.

ACTION ITEMS (cont.)

- (d) ***Change Order No. 1: Bid No. 6216 – 2016 Parkwide Painting***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Jim Rodstrom, Director of Construction)

Background

On September 8, 2016, the Board awarded Southwest Companies, Inc. a contract in the amount of \$143,415.00 for the exterior painting and/or staining of seventeen structures throughout the Park District. Utilizing funding allocated within the budget, an additional structure at Timberlane Farms has been identified for painting improvements.

Contract and Change Order Summary

Original Bid Awarded September 8, 2016	Contract Amount \$143,415.00
Request for Change Order No. 1	
<u>Timberlane Farms Stables:</u> Exterior painting of the 16,000 sf structure, including: pressure washing, scraping, caulking, priming, and two coats of Sherwin Williams Multi-Surface Acrylic paint.	\$39,845.00
Total, Change Order No. 1	
\$39,845.00	
Total Revised Contract Including Change Order No. 1	
\$183,260.00	

The unit cost for this change order work computes to \$2.50 per square foot of surface to be painted. These unit costs are comparable to the unit costs for painting work seen over the past several years.

2016 Budget Code: 1538-43470-S15011

No. 16-09-155: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve Change Order No. 1 with Southwest Companies, Inc. in the amount of \$39,845.00 as described above resulting in a revised, total contract amount of \$183,260.00; further, that the Board authorize the Chief Executive Officer to execute Change Order No. 1.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

- (e) ***Authorization to Submit Grant Application and Commit Funds***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Kelly Manderfield, Chief Marketing Officer/Kristen Trolio, Grant and Outreach Coordinator)

The Ohio Development Services Agency, through the Local Government Efficiency Program, offers grants to government agencies to utilize Lean Six Sigma to examine and improve processes. Cleveland Metroparks has identified the Special Events Reservation process as an area to study and improve in order to increase efficiency, improve customer satisfaction, and increase revenue. Cleveland Metroparks has submitted an application to the Ohio Development Services Agency Local Government Efficiency Program for funds for a consultant to lead a selected team of Park District staff through a Kaizen event to examine and improve the Special Events Reservation Process.

The project costs are as follows:

Local Government Efficiency Program:	\$37,950 (Consultant Fees)
Cleveland Metroparks:	\$ 4,500 (In-kind match)

The required resolution is on page **82372**.

- No. 16-09-156:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the adoption of the resolution to authorize the submittal of the grant application to the Ohio Development Services Agency for funding assistance through the Local Government Efficiency Program for ±\$37,950 as described above; to authorize and agree to obligate the funds required to satisfactorily complete the proposed projects and become eligible for reimbursement under the terms and conditions of the program; and further, that the Board authorize the Chief Executive Officer to enter into agreements and execute any other documents as may be required to accept the grants upon award; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

- (f) ***Consumption of Various Meats for Zoo Animals beyond Estimate***
(Originating Source: Ronald D. Ciancutti, Director of Procurement)

At the Board meeting of August 20, 2015 the Board was informed of the \$50,000 estimate with Central Nebraska Meats on the “Items between \$10,000 - \$50,000” list for Cleveland Metroparks Zoo.

ACTION ITEMS (cont.)

The estimate was intact until a release against the existing purchase order was placed on July 29, 2016 for \$14,566.64, just prior to the expiration of the term and the beginning of the new purchase order. This order was made in advance of the new purchase order to maintain the inventory necessary to insure all carnivores well-being. The release on July 29, 2016 caused the overall meat purchase for the year to be \$53,997.00, \$3,997.00 over the estimate.

In light of this, the Board is hereby requested to approve an increase of \$3,997.00 to the award amount to accommodate the additional product and close out the invoice. Since the original purchase order was for an amount less than \$50,000, the Board viewed the information item (on the \$10,000 - \$50,000 list), but did not approve the recommended action. The cross-over to the \$50,000 and above level now requires Board approval for a revised amount as follows:

ORIGINAL AWARD:	\$50,000.00
Additional consumption estimate:	<u>3,997.00</u>
REVISED TOTAL AWARD	\$53,997.00

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

No. 16-09-157: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the increase of various meats to Central Nebraska Meats pursuant to the agenda originally approved on August 20, 2015, for a revised total estimate not to exceed \$53,997.00.

Vote on the motion was as follows:

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

AWARD OF BIDS:

No. 16-09-158: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the following bid awards:

- (a) **Bid #6218:** **Strawberry Pond Dredging – North Chagrin Reservation** (see page **82353**);
- (b) **Co-Op/National IPA #6219:** **Office Furnishings and Workstations – Phase I – Administrative Office Addition** (see page **82355**);
- (c) **Bid #6222:** **Hay Barn – Cleveland Metroparks Zoo** (see page **82356**); and
- (d) **Sole Source #6227:** **Used Vehicles Purchased through Auction** (see page **82358**).

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS (cont.):

**BID SUMMARY #6218: **STRAWBERRY POND DREDGING, 2016,
NORTH CHAGRIN RESERVATION****

*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/
John C. Kilgore, P.E., Manager of Facilities Engineering)*

Background:

Strawberry Pond was created by the Works Progress Administration (WPA) in the 1930's by constructing an earth dam across an existing ravine on which Buttermilk Falls Parkway was also built. A winter skating venue for a long time, it became a passive feature in recent years with a majestic stand of pine trees along its eastern shore. Runoff from storm sewers and upstream development brought sediment which gradually filled the two acre pond until it was only several feet deep.

As presented at the September 8, 2016 Board Meeting, a program, funded by both a Natureworks grant and internal budgets, was initiated to convert Strawberry Pond into an accessible fishing venue, install docks and to convert Strawberry Lane into an All Purpose Trail (APT). One component of that program is the subject project to deepen Strawberry Pond so it can support a population of fish. Excavated sediment will be used to restore natural landscaping around the new APT and the adjacent field area. Award of an additional 735 cubic yards of excavation will allow installation of a forebay at the north end of the pond where sediment will collect and be easier to remove in the future.

Bid Results:

On September 9, 2016, the following bids were received:

Bidder:	Base Bid:	Unit Cost Addn'l Excavation:	Base Bid + 735 CY Addn'l:
C. Crump, Inc.	\$143,000.00	\$25.00/CY	\$161,375.00
River Reach Construction	\$149,806.28	\$15.75/CY	\$161,382.53
Great Lakes Construction, Inc.	\$154,000.00	\$15.35/CY	\$165,282.25
Nerone & Sons	\$156,000.00	\$8.00/CY	\$161,880.00
Haynes Construction	\$159,500.00	\$15.00/CY	\$170,525.00
Huffman Equipment Rental and Contracting	\$174,800.00	\$15.00/CY	\$185,825.00
<i>Engineer's Estimate</i>	<i>\$175,000.00</i>		

Bid Analysis:

Staff recommends the contract be awarded to C. Crump, Inc., of Hubbard, Ohio, as they proposed the lowest and best bid. Crump has not worked for Cleveland Metroparks previously, but investigation of references revealed they have performed a number of similar projects elsewhere to the satisfaction of their clients.

ACTION ITEMS (cont.)**RECOMMENDED ACTION:**

That the Board authorize the Chief Executive Officer to enter into a contract with **C. Crump, Inc.** as the lowest and best bidder for Bid #6218, Strawberry Pond Dredging, 2016, North Chagrin Reservation, for the not-to-exceed bid amount of **\$161,375.00**. In the event that the bidder cannot satisfy the bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 16-09-158 on Page 82352)

AWARD OF BIDS (cont.):**CO-OP and NATIONAL IPA #6219 SUMMARY: OFFICE FURNISHINGS AND WORKSTATIONS TO BE SUPPLIED AND INSTALLED IN CONJUNCTION WITH PHASE I – ADMINISTRATION OFFICE ADDITION**

*(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer/
Vickie Neale, Interior Design Project Manager)*

The new addition allows for 41 workspaces which will house approximately 41 employees. The center of the Finance wing contains a large open office area that will be divided into twelve workstations. Workstations will have separating walls that are at a height of 42”, plus glass stackers have been added to each cubicle for a total height of 54” for an added level of privacy and sound baffling.

All workstations are manufactured by Steelcase (in combination of both the “Answer” and “Kick” product lines) and include electrical wiring and outlets and will accommodate all necessary data lines that will be simultaneously installed by Cleveland Metroparks IT Division. All selected furnishings and chairs are manufactured by Steelcase or National, utilizing a combination of two procurement programs (Ohio Co-Op and National IPA), falling under a negotiated discounted tier of 56% off list for National and a range of 62 – 65% off list for Steelcase.

In addition to the furniture contained herein, several items will be made in-house by Cleveland Metroparks carpenters (i.e. conference room tables, hub table, shelving, and other decorative and architectural elements throughout the new addition).

Existing furniture that is presently used by staff that will be moving into the new wing will be categorized in four classifications: 1) Furniture that will be moved to and re-purposed in the new addition (i.e. various safes, files, etc.); 2) Furniture that can be re-purposed throughout Cleveland Metroparks to replace older items; 3) Furnishings that should go to online auction on GOVDEALS.NET; and 4) Items that are broken, have no value that will be discarded or recycled appropriately.

The recommended vendor, The Ohio Desk Company, has submitted the cost for supplying and installation of the furnishings package of Phase I is \$218,064.21, plus an allowance of \$10,000 for field revisions and modifications (to be used upon expressed authorization of Cleveland Metroparks), for a total cost of \$228,064.21. *(Budget Code: 1110-72645-A10007 (\$210,600.63) and 1810-73480-A15009 (\$17,463.58)).*

RECOMMENDED ACTION:

That the Board authorize the purchase and installation of office furniture and workstations as described above to accommodate approximately forty-six staff, from **The Ohio Desk Company**, in the amount of \$218,064.21, plus an allowance of \$10,000, **for a total cost of \$228,064.21**, in full utilization of the Ohio Cooperative Purchasing and National IPA Procurement Contracts. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 16-09-158 on Page 82352)

AWARD OF BIDS (cont.):

BID SUMMARY # 6222: HAY BARN, CLEVELAND METROPARKS ZOO

*(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer/
Andy Simons, Project Manager)*

Background:

On September 16, 2016 sealed bids were received for construction of the Zoo Hay Barn. The Hay Barn is a pre-engineered metal building with metal wall panels, wainscot, including light gauge steel and sheathed with screening for ventilation. The roof is standing seam metal and has a large overhang such that the rain does not blow into the building. The north façade includes an overhead door semi-truck access and hay deliveries. The building is fully sprinklered and includes high bay LED lighting. Convenience water hydrants are also located at the north and south entrance.

In order to provide flexibility and receive competitive prices, the project was bid with several alternates, described as such:

- Alternate No. 1 – Addition of sloped floors with trench drains and a sanitary sewer connection
- Alternate No. 2 – Addition of a feed storage room
- Alternate No. 3 – Addition of gabion basket wainscot
- Alternate No. 4 – Ability to provide on-site disposal of soils.
- Alternate No. 5 – Installation of rammed aggregate piers below foundation
- Alternate No. 6 – Installation of rammed aggregate piers below floor slab.
- Alternate No. 7 – Installation of rammed aggregate piers for the gabion
- Alternate No. 8 – Addition of FRP man doors in lieu of hollow metal doors.

The proposed work is to be complete by June 14, 2017, allowing for the first harvest of the 2017 season to be on site.

Bid #6333 - Results:

Contractor	Total	Alternate No. 1	Alternate No. 2	Alternate No. 3	Alternate No. 4	Alternate No.5	Alternate No. 6	Alternate No. 7	Alternate No. 8
Regency Construction Services, Inc.	\$734,963	\$53,000	\$49,500	\$68,000	\$0	\$79,500	\$39,250	\$13,800	\$13,500
Apex Construction	\$754,700	\$55,200	\$53,500	\$62,000	(\$6,500)	\$105,000	\$50,000	\$24,200	\$10,200
Krumroy-Cozad Construction	\$890,194	\$65,832	\$65,892	\$69,353	(\$5,565)	\$67,893	\$41,181	\$14,469	\$13,055
* Engineer's Estimate	\$700,000								

Bid Analysis:

Staff recommends the contract be awarded to Regency Construction Services, Inc. (“Regency”) of Lakewood, Ohio, as Regency submitted the lowest and best bid. Regency, who has been in business since 1994, has extensive general contracting experience in Northeastern Ohio. Regency has performed positively in the past on several projects including Stillwater Place, 4D Theater and the Wildwood Management Center.

ACTION ITEMS (cont.)

Upon review of the bids received and the accompanying alternates, Staff is recommending the following alternates, and allowance be awarded and incorporated with the contract:

- Alternate No. 2 in the amount of \$49,500, to construct a 550 s.f. feed storage room.
- Alternate No. 8 in the amount of \$13,500 to provide fiber reinforced plastic (FRP) man doors to better resist rust and corrosion.
- Allowance of \$40,000 to be utilized only if encountered geotechnical conditions warrant remediation and the installation of enhanced foundation systems. The request to establish the allowance is in result of the high bids received for installation of rammed aggregate pier deep foundation systems (as reflected by Alternates 5, 6 and 7). It is hoped that more economical solutions can be determined in the field once in-situ conditions are encountered.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Regency Construction Services, LLC** as the lowest and best bidder for Bid #6122, Zoo Hay Barn, Cleveland Metroparks Zoo for the not-to-exceed amount of \$837,963 (funded by the Cleveland Zoological Society). In the event that the bidder cannot satisfy the bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 16-09-158 on Page 82352)

AWARD OF BIDS (cont.):

SOLE SOURCE(S) #6227 SUMMARY: USED VEHICLES PURCHASED THROUGH AUCTION

Fleet Management is requesting approval to attend used vehicle auctions with a spending limit of up to \$150,000 (total) in pursuit of used, good condition or pre-leased vehicles and equipment. The Fleet Manager has previously attended auctions in 2014 and 2015, purchasing 13 such used vehicles and spending \$134,000.

This pursuit of used (off-lease) vehicles has saved ±\$160,000 over the last two years. The next available auction is October 6, 2016 and the focus will be vehicles for golf, park operations and the zoo.

This effort has reduced the average age of the fleet over the last two years (12.6 years vs. 13.9 years in 2014) as a result of maturing vehicles through this process.

The 2016 auctions will continue to focus on **2008 and newer** vehicles which 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 instead of used units would cost anywhere from \$240,000 - \$300,000.

Below are some of the vehicles that The Fleet Manager has been considering, and the auction prices of those vehicles, if the fleet manager is able to buy any or all of the desired units.

Targeted Vehicles for Purchase at Auction

				High	Low	Target Qty	Average	Total Potential
2008	Ford	F150	Pickup	\$10,000.00	\$6,100.00	3	\$8,050.00	\$24,150.00
2008	GMC	Canyon	Compact Pickup	\$5,000.00	\$2,000.00	2	\$3,500.00	\$7,000.00
2008	Ford	F250	Service Truck	\$20,500.00	\$8,100.00	2	\$14,300.00	\$28,600.00
2007	Ford	Ranger	Compact Pickup	\$10,000.00	\$8,100.00	6	\$9,050.00	\$54,300.00
Average				\$11,375.00	\$6,075.00	13		\$114,050.00

These are the vehicles earmarked for replacement:

REPLACEMENT	ANTICIPATED COST TO REPLACE WITH USED
EO0301 – LAKEFRONT PLOW TRUCK	\$25,000.00
EO3903 – NR UTILITY TRUCK	\$14,000.00
EO2398 – VIS COM VAN	\$ 8,000.00
EO3300 – VIS COM COMPACT CAR	\$ 4,500.00
EO0400 – BIG MET PICKUP	\$ 7,000.00
EO1302 – LITTLE MET PICKUP	\$ 7,000.00
EO3399 – SHAWNEE DUMP	\$12,000.00
EO2395 – WASHINGTON TURF PICKUP	\$ 9,000.00
EO2798 – SENECA PICKUP	\$ 9,000.00

AWARD OF BIDS (cont.):

RECOMMENDED ACTION:

That the Board approve the purchase of *approximately* 13 used vehicles at various live auctions as noted above for an amount not to exceed \$ 150,000; further, that the Board authorize the Chief Financial Officer to generate and release manual checks in the amounts of the total active purchase, per auction, not to exceed \$150,000.00 in total.

(See Approval of this Item by Resolution No. 16-09-158 on Page 82352)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 09/26/16)

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>
On-line employee benefits enrollment and administration system from September 1, 2016 through August 31, 2017.	4/My Benefits, Inc.	\$19,867.50	(7)
Engineering services for pump station rehabilitation and upgrades at Lakefront and Euclid Creek Reservations.	CT Consultants	\$15,000.00	(7)
1400 lineal ft. of 8’ fence including installation at Sulphur Springs in South Chagrin Reservation.	Sabia Landscape, Inc.	\$15,258.00	(7)
Cameras provided and installed at zoo in cash area by main entrance.	Integrated Precision Systems	\$18,482.97	(2)
FMLA leave administration services for a one-year period ending August 31, 2017.	Benefit Administration Services, Int’l.	\$20,460.00	(7)
Creation of database to assist regional monitoring system for Natural Resources – originally seen by the Board on July 30, 2015, shown here to include charges for additional services.	GEO Solutions	\$19,000.00 <u>4,000.00</u> \$23,000.00	(7)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Low moisture carpet and furniture cleaning services for “as needed” use at Cleveland Metroparks Nature Centers for a one year period beginning October 1, 2016.	Interfinish, LLC	\$13,055.00	(2)

===== **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 (09/26/16)

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

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

<u>Contract</u>	<u>Item/Service</u>	<u>Vendor</u>	<u>Change Order No.</u>
<p><u>Mill Creek Connector Trail</u> \$3,396,970.33</p> <p><u>Revised Contract Amount:</u> Change order #6 Added \$6,881.97</p> <p>Total revised to \$3,403,852.30</p>	<p>Erosion protection and related items pertaining to foundation soil.</p>	<p>Independence Excavating</p>	<p>Change Order No.6</p>
<p><u>Fort Hill Steps</u> \$376,800.00</p> <p><u>Revised Contract Amount:</u> Change order #1 Added \$12,000.00</p> <p>Total revised to \$388,800.00</p>	<p>Removal of additional soil along valley edge and transporting and dispersing on back side of hill.</p>	<p>Schirmer Construction</p>	<p>Change Order No.1</p>

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

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

Bonnie L. Schneider, Receptionist – Administrative Offices

Bonnie Schneider began her employment with Cleveland Metroparks in January 2016 as a part-time receptionist at the Administrative Offices. Bonnie brought to her position a wealth of customer service experience, some of which she gained while employed with the Medina County District Library where she served the Brunswick, Medina and Highland branches. While at the Library, she assisted patrons with check-out of library materials, processed and located file materials, accepted and reviewed Passport applications, and worked with patrons on delinquent accounts and collections. Bonnie is very detail-oriented, extremely dependable, and displays superior customer service to Cleveland Metroparks patrons on a daily basis. In addition, she grew up enjoying Cleveland Metroparks, especially Euclid Creek Reservation, and currently resides near Hinckley Reservation. Bonnie has attended both Cuyahoga Community College and Lakeland Community College where she studied Accounting, Office Communications, and Economics.

- b. ***ReadyCuyahoga Emergency Management Program Certification***
(Originating Source: Daniel J. Veloski, Chief of Rangers)

Cleveland Metroparks is being recognized as the 14th recipient of the ReadyCuyahoga Emergency Management Program certification. This program is designed to assist local communities in developing and operating their own emergency management programs. While the Cuyahoga County Office of Emergency Management is the primary emergency management agency within the county, each city, village, township or specialized agency like Cleveland Metroparks has a critical role in planning for, mitigating, responding to, and recovering from emergencies or disasters. The ReadyCuyahoga Emergency Management Certification program is a voluntary program for cities, villages, and townships that provides objective evaluation of the participating community's emergency management program.

The core of the program is a set of performance standards and other requirements that participating communities agree to comply with. Once Cleveland Metroparks was confident that the Park District met all requirements, we submitted appropriate documentation to the Cuyahoga County Office of Emergency Management (CCOEM) where the submitted materials were reviewed. Compliance with the standards was verified and CCOEM will certify our emergency management program.

Mr. Mack Flinn and Mr. Mark Christie were in attendance and presented Cleveland Metroparks with a plaque recognizing its certification in the ReadyCuyahoga Emergency Management Certification program.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- c. ***Cleveland Metroparks a Recipient of the NorthCoast 99 Legacy Award***
(*Brian M. Zimmerman, Chief Executive Officer/Harold G. Harrison, Chief of Human Resources*)

Cleveland Metroparks is very proud to once again be recognized as one of Northeast Ohio's 99 best places to work! NorthCoast 99 is an annual recognition program that honors 99 great workplaces for top talent in Northeast Ohio. The program was developed in 1999 by ERC. This year, Cleveland Metroparks is a recipient of the Legacy Award which identifies organizations that have received a total of ten NorthCoast 99 awards. After not receiving the award from 2005 through 2010, Cleveland Metroparks has received the NorthCoast 99 award in each of the past six years. NorthCoast 99 recognizes organizations for their ability to maintain great workplaces that support the attraction, retention, and motivation of top performers. The application for the award is comprised of not only statistics and information provided by the organization, but surveys completed by top performing and newly hired employees.

Mr. Pat Perry of ERC was in attendance and presented the NorthCoast 99 Legacy Award to Cleveland Metroparks.

- d. ***Guest Focused Communications***
(*Originating Sources: Kelly Manderfield, Chief Marketing Officer/Jacqueline Gerling, Director of Communications*)

With the constant emergence of new media impacting how media is consumed, Cleveland Metroparks Marketing Department continues to monitor and update communication methods. Media consumption continues to expand overall, driven primarily by the Internet. Therefore, Cleveland Metroparks plans to continue growing usage and engagement across multiple digital media platforms, including social media, Cleveland Metroparks website, email, etc. Additionally, as newspaper and magazine consumption continues to decline, changes are planned for future printed collateral and publications.

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 **82352** through **82359**; \$10,000 to \$50,000 purchased items/services report, pages **82360** through **82361**; and construction change orders, page **82362**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 16-09-150: 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 **82373** to **82428**.

Vote on the motion was as follows:

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

Nays: None.

PUBLIC COMMENTS.

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

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, October 13, 2016, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 16-09-159: At 2:00 p.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 a Personnel (Employment) Matter and the Acquisition/Purchase of Real Property, as stated by Senior Assistant Legal Counsel, Kyle G. Baker.

Vote on the motion was as follows:

Aye: Ms. Berry

Aye: Mr. Rinker

Aye: Mr. Moore

Nays: None.

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

ADJOURNMENT.

No. 16-09-160: 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 2:48 p.m.

Vote on the motion was as follows:

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

President.

Attest:

Secretary.

SEPTEMBER 26, 2016
CLEVELAND METROPARKS
Comparative Summary of Revenues & Expenditures

2016 VS. 2015, FOR THE MONTH ENDED AUGUST 31

	2016						2015								
	Annual Budget	Rev. Annual Estimate (A)	Y-T-D Estimate	Y-T-D Actual	Y-T-D Variance	% of Rev. Ann. Est.	M-T-D Estimate	M-T-D Actual	M-T-D Variance	% of Rev. Ann. Est.	Annual Actual	Y-T-D Actual	% of Ann.	M-T-D Actual	% of Ann.
Beginning Cash Bal.	\$34,424,295	\$34,424,295	\$34,424,295	\$34,424,295	\$0	100.0%	\$39,995,397	\$48,089,468	\$8,094,071	139.7%	\$36,015,173	\$36,015,173	100.0%	\$49,729,716	138.1%
Receipts:															
Property Tax	\$73,127,868	\$73,127,868	\$70,064,048	\$70,797,539	\$733,491	96.8%	\$9,808,132	\$10,966,469	\$1,158,337	15.0%	\$72,941,650	\$70,876,804	97.2%	\$9,921,908	13.6%
Grants/Local Gov't	14,568,284	19,048,484	10,261,990	6,747,257	(3,514,733)	35.4%	420,145	674,642	254,497	3.5%	13,517,647	5,245,561	38.8%	214,763	1.6%
Investment Income	100,000	100,000	58,657	137,594	78,937	137.6%	8,021	27,424	19,403	27.4%	75,000	87,141	116.2%	11,916	15.9%
Golf Receipts	6,820,442	6,820,442	5,149,468	4,851,812	(297,656)	71.1%	1,227,687	975,221	(252,466)	14.3%	6,480,010	4,770,640	73.6%	1,137,370	17.6%
Zoo Receipts	10,035,855	10,035,855	7,250,440	7,491,957	241,517	74.7%	1,178,245	1,144,929	(33,316)	11.4%	9,512,234	7,257,559	76.3%	1,179,779	12.4%
Chalet/Rest./Conc.	4,944,371	4,998,071	3,914,144	3,190,280	(723,864)	63.8%	916,105	663,109	(252,996)	13.3%	4,045,497	2,869,808	70.9%	671,678	16.6%
Lodge Pool	168,620	168,620	172,721	159,145	(13,576)	94.4%	20,462	12,836	(7,626)	7.6%	167,050	155,246	92.9%	18,392	11.0%
Self-Funded Reserve	7,724,864	7,724,864	5,653,492	5,335,759	(317,733)	69.1%	608,690	548,567	(60,123)	7.1%	6,726,905	4,525,927	67.3%	487,289	7.2%
Marina and Other	3,519,295	3,519,295	2,555,198	2,450,916	(104,282)	69.6%	330,978	319,330	(11,648)	9.1%	2,566,924	2,223,425	86.6%	287,702	11.2%
Total Receipts	\$121,009,599	\$125,543,499	\$105,080,158	\$101,162,259	(\$3,917,899)	80.6%	\$14,518,465	\$15,332,527	\$814,062	12.2%	\$116,032,918	\$98,012,111	84.5%	\$13,930,798	12.0%
Expenditures:															
Salaries & Fringe	\$62,867,088	\$62,924,290	\$42,900,106	\$40,777,576	\$2,122,530 (C)	64.8%	\$5,274,035	\$5,333,769	(\$59,734)	8.5%	\$59,895,485	\$40,132,997	67.0%	\$4,933,853	8.2%
Oper. Supplies/Other	23,495,498	23,800,344	16,501,443	12,758,011	3,743,432	53.6%	2,468,090	2,035,863	432,227	8.6%	21,106,740	12,302,954	58.3%	1,840,011	8.7%
Utilities	5,382,952	5,382,952	3,794,095	2,655,579	1,138,516	49.3%	581,541	417,478	164,063	7.8%	4,931,479	2,744,977	55.7%	420,861	8.5%
Equipment	3,435,009	3,458,771	1,981,619	2,287,567	(305,948)	66.1%	81,762	471,192	(389,429)	13.6%	3,745,229	1,587,880	42.4%	65,516	1.7%
Land	2,068,312	2,468,312	1,816,536	2,183,212	(366,676)	88.4%	13,149	134,390	(121,241)	5.4%	2,944,543	1,970,887	66.9%	14,266	0.5%
Constr. Materials	6,706,443	6,783,187	4,901,282	1,830,442	3,070,840	27.0%	670,871	153,105	517,766	2.3%	7,519,810	2,577,684	34.3%	352,825	4.7%
Constr. Contracts	37,872,247	41,844,104	18,232,778	13,059,505	5,173,273	31.2%	1,484,815	692,634	792,181	1.7%	36,271,767	12,605,388	34.8%	642,635	1.8%
Zoo Animals	101,430	101,430	46,552	26,757	19,795	26.4%	(8,062)	3,241	(11,303)	3.2%	94,961	17,339	18.3%	(3,003)	-3.2%
Self-Funded Reserve	7,838,165	8,338,165	5,977,397	6,491,992	(514,595)	77.9%	622,357	664,410	(42,053)	8.0%	6,892,988	5,231,745	75.9%	538,118	7.8%
Total Expenditures	\$149,767,143	\$155,101,555	\$96,151,807	\$82,070,641	\$14,081,166	52.9%	\$11,188,557	\$9,906,082	\$1,282,476	6.4%	\$143,403,002	\$79,171,852	55.2%	\$8,805,082	6.1%
Ending Cash Balance	\$5,666,751	\$4,866,239	\$43,352,646	\$53,515,913	\$10,163,267	109.9%	\$43,325,304	\$53,515,913	\$10,190,609	109.9%	\$8,645,089	\$54,855,432	634.5%	\$54,855,432	634.5%
Encumbrances	\$0	\$0	\$17,122,177	\$17,122,177 (B)	\$0	N/A	\$17,122,177	\$17,122,177	\$0	N/A	\$0	\$13,154,565	24.0%	\$13,154,565	24.0%
Avail. Cash Balances	\$5,666,751	\$4,866,239	\$26,230,469	\$36,393,736	\$10,163,267	747.9%	\$26,203,127	\$36,393,736	\$10,190,609	747.9%	\$8,645,089	\$41,700,867	482.4%	\$41,700,867	482.4%
Bal. in Restricted Funds	\$4,535,712	\$4,304,188	\$1,983,310	\$1,983,310	\$0	46.1%	\$1,983,310	\$1,983,310	\$0	46.1%	\$4,304,188	\$3,303,528	24.0%	\$3,303,528	24.0%
Adj. Avail. Cash Balance	\$1,131,039	\$562,051	\$24,247,159	\$34,410,426	\$10,163,267	612.3%	\$24,219,817	\$34,410,426	\$10,190,609	612.3%	\$4,340,901	\$38,397,339	884.5%	\$38,397,339	884.5%

- (A) Includes Appropriation Adjustment #2.
- (B) Summary of Encumbrances follows on next page.
- (C) Includes a total savings of \$893,855 due to the Position Management Program.

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

Cash balance, 7/31/16			\$48,089,468	(Exp. cont'd)		
Revenue, August 2016			\$15,332,527			
Exp.:	A/P vouchers	08/03/16	\$149,526	Payrolls	08/12/16	\$1,494,639
		08/15/16	1,426		08/26/16	1,381,591
		08/17/16	169,987			
		08/18/16	2,512,437	Payroll adj.		\$0
		08/24/16	202,018	Withholding	08/12/16	363,504
					08/26/16	325,604
	Purchasing card		\$414,181	ADP		\$8,626
	Fringe vouchers	08/12/16	631,192	Total payroll		\$3,573,964
		08/26/16	579,297			
	Rec./vouch. adj.		(\$175)	Total exp.		\$9,906,082
	Refunds		(89,423)			
	Hospitalization/WC Reserve		483,958			
	Medical Mutual Self Insurance		550,658			
	Bank fees		44,418			
	Aud./treas. fees		463,077			
	Sales tax, misc. exp.		219,541			
Subtotal exp.			\$6,332,118	Ending cash bal., 08/31/16		\$53,515,913

Source: Karen Fegan, Chief Financial Officer
Date: 09/13/16

**Cleveland Metroparks
Encumbrance Summary - 08/30/16**

	<u>General</u>	<u>Capital Equipment, Animals & Land</u>	<u>Capital Construction Projects</u>	<u>Total Encumbrances</u>
General Fund	\$ 5,100,617	\$ -	\$ -	\$ 5,100,617
Health Insurance Reserve	226,821	-	-	226,821
Property Insurance Reserve	71,315	-	-	71,315
Workers' Comp. Reserve	-	-	-	-
<i>Subtotal</i>	<u>\$ 5,398,753</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,398,753</u>
Capital Fund:				
Equipment		\$ 839,059	\$ -	\$ 839,059
Animals		6,166	-	6,166
Land		12,879	-	12,879
Construction Materials		-	376,675	376,675
Construction Contracts		-	8,184,798	8,184,798
<i>Subtotal Capital Fund</i>		<u>\$ 858,104</u>	<u>\$ 8,561,473</u>	<u>\$ 9,419,577</u>
Restricted Funds:				
General	\$ 446,210	\$ -	\$ -	\$ 446,210
Equipment	-	17,151	-	17,151
Animals	-	-	-	-
Land	-	-	-	-
Construction Materials	-	-	41,135	41,135
Construction Contracts	-	-	1,799,351	1,799,351
<i>Subtotal Restricted Funds</i>	<u>\$ 446,210</u>	<u>\$ 17,151</u>	<u>\$ 1,840,486</u>	<u>\$ 2,303,847</u>
Subtotal Construction Projects Encumbrances			<u><u>\$10,401,959</u></u> *	
Total Encumbrances				<u><u>\$ 17,122,177</u></u>

Capital Construction Project Encumbrances over \$50,000

<u>Div.</u>	<u>Location</u>	<u>Capital Constr. Project #/Description</u>	<u>Encumbrance</u>
1110	Executive Administration	A10007 Administrative Office Improvements	\$ 2,881,187
1210	Accounting Division	A15010 Financial ERP System	226,140
1510	Park Operations Administration	A11001 Emeral Ash Borer	62,488
1510	Park Operations Administration	A15001 Parking Lot Paving	180,355
1510	Park Operations Administration	A97109 Pavement Marking	88,754
1535	Garfield Park Management	J16001 Management Center Roof Repair	149,668
1536	Brecksville Park Management	K15005 Valley Parkway APT Trail	553,367
1538	Mill Stream Run Park Management	S15011 Timberlane Farms Stables	150,045
1540	Rocky River Park Management	R15001 Cedar Point Road Culvert Replacement	169,400
1543	Ohio and Erie Canal Park Management	L13001 Mill Creek Connector Trail	85,699
1546	Lakefront Park Management	Q14006 Edgewater Post-Season Construction	218,788
1546	Lakefront Park Management	Q15004 Fuel Dock Replacement	255,376
1547	Euclid Creek/East Shores	Q14032 Euclid Creek - General Design	76,384
1553	Garfield Park Outdoor Experiences	G14001 Nature Center Expansion	50,504
1555	Rocky River Outdoor Experiences	R16101 Fort Hill Stairs	305,718
1750	Zoo Facility Operations	V07008 Pump Replacement	355,373
1750	Zoo Facility Operations	V14014 Koala AHU Replacement	210,375
1810	Information Technology	A11006 Web Site Development	150,859
1810	Information Technology	A14011 Network Upgrades	90,424
1810	Information Technology	A15009 Data Center	330,847
1930	Human Resources	A14005 HRIS/Payroll System	57,258
3308	Seneca Turf	812001 Seneca Course Redesign	1,033,635
3308	Seneca Turf	815002 Seneca Parking Lot	73,963
5130	Wendy Park Coast Guard Station	Q15130 Facility Assessment	72,496
5134	Wendy Park Bridge - TPL	Q15134 Wendy Park Bridge Design	183,299
5142	Centennial Trail	Q15142 Centennial Trail North - TPL	253,537
5151	Valley Parkway Trail	K16151 Valley Pkwy Trail - Phase 1 - ODOT	294,607
5152	Valley Parkway Trail	K16152 Valley Pkwy Trail - Phase 2 - ODOT	72,701
5413	Rocky River Dredging - USEPA	P11414 Rocky River Dredging	223,383
5419	Fort Hill Stairs	R15419 Fort Hill Stairs	150,281
5433	Sulphur Springs Improvement - OEPA	C14433 Sulphur Springs Improvement	106,135
5788	PCA Building	V15788 PCA Building Assessment	252,299
	All other capital project encumbrances		1,036,614
Total Capital Construction Project Encumbrances			<u><u>\$ 10,401,959</u></u> *

Source: Karen Fegan, Chief Financial Officer
09/13/16

**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED AUGUST 30, 2016**

ACCOUNTS RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$179,784	\$2,642	\$0	\$43,719	\$226,145

RANGER/COURT FINES RECEIVABLE

Total
\$30,615

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Interest Earned	EOM Balance
07/31/16	STAR Ohio	State pool (A)	30	0.55%	08/30/16	\$19	\$41,518
07/31/16	STAR Plus	State pool (B)	30	0.40%	08/30/16	\$6,191	\$18,141,298
07/31/16	PNC Bank	Money Market (C)	30	0.05%	08/30/16	\$985	\$22,906,520
07/31/16	Fifth Third Securities	Money Market (D)	30	0.26%	08/30/16	\$9	\$2,059,612

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

Investment balance ranged from \$41,498 to \$41,518 in August.

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

Investment balance ranged from \$18,135,137 to \$18,141,298 in August.

(C) Government Performance Money Market Account.

Investment balance ranged from \$20,605,534 to \$22,906,520 in August.

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

Investment balance varied between \$2,059,157 to \$2,059,612 in August.

Source: Karen Fegan, Chief Financial Officer

09/14/16

**RESOLUTION
RECOGNIZING THE
RETIREMENT OF
CURTIS A. GINDLESERGER**

WHEREAS, *Curtis A. Gindlesperger has served Cleveland Metroparks for 30 years; and,*

WHEREAS, *Curtis A. Gindlesperger has devoted these years of service utilizing his knowledge, skills and abilities as an Animal Keeper; and,*

WHEREAS, *Curtis A. Gindlesperger has made valuable contributions and demonstrated diverse knowledge throughout his career during which time he worked in the African area, The RainForest, and Wilderness Trek where he observed animal behavior as it related to compatibility, breeding and general health, and prepared countless daily reports relating to animal health and welfare; and,*

WHEREAS, *Curtis A. Gindlesperger used his skills to educate the public during Meet the Keeper events, behind-the-scenes tours, and media activities which put the zoo in a positive light; and,*

WHEREAS, *Curtis A. Gindlesperger assisted with achieving the first successful voluntary blood draw of a sloth bear, and most recently assisted with preparation and opening of Rosebrough Tiger Passage; and,*

WHEREAS, *Curtis A. Gindlesperger has served Cleveland Metroparks through his dedication and commitment by providing animals with excellent care, exhibits, enrichment, and training for health and husbandry purposes; and,*

WHEREAS, *Curtis A. Gindlesperger demonstrated a spirit of cooperation and teamwork when he assisted with the Sun bear and bear enrichment research projects; and,*

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

NOW, THEREFORE, BE IT RESOLVED, *that the Board of Park Commissioners of Cleveland Metroparks expresses its sincere appreciation to Curtis A. Gindlesperger 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 KATHY S. MONREAL

WHEREAS, *Kathy S. Monreal has served Cleveland Metroparks for more than 28 years; and,*

WHEREAS, *Kathy S. Monreal has devoted these years of service utilizing her knowledge, skills and abilities as Grounds Maintenance, Service Maintenance, Truck Driver, and Service Maintenance II; and,*

WHEREAS, *Kathy S. Monreal has used her knowledge and skills to maintain and enhance the Zoo's buildings and grounds; and,*

WHEREAS, *Kathy S. Monreal has assisted with numerous preparations for events such as Zippity Zoo Doo, Earth Day, Twilight at the Zoo, Boo at the Zoo, and countless other private events that served Zoo guests; and,*

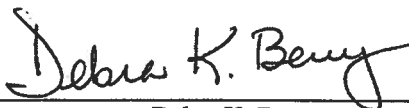
WHEREAS, *Kathy S. Monreal has attended continuous learning opportunities which allowed her to utilize the skills acquired to operate heavy equipment and make improvements to Zoo buildings and grounds; and,*

WHEREAS, *Kathy S. Monreal has led work crews, provided work direction and safe equipment operation, and shared her expertise with others to assist them in developing their skills and knowledge of equipment, processes, and techniques; and,*

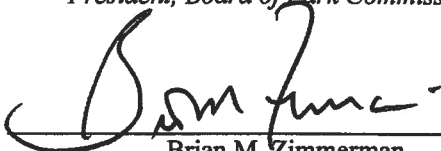
WHEREAS, *Kathy S. Monreal has demonstrated a spirit of cooperation when she served on the Personnel Committee, supported the Park Pathways Intern Partnership with Washington Park Environmental Studies School, assisted with CrossRoads, and holiday decorating, and when she served her peers by providing leadership and judgment while serving as union steward; and,*

WHEREAS, *Kathy S. Monreal's dedication has been a valued asset to the 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 Kathy S Monreal 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 of Authorization
Local Government Efficiency Program**

WHEREAS, the State of Ohio through the Ohio Development Services Agency, administers financial assistance for process improvement grants, through the Local Government Efficiency Program, and

WHEREAS, Cleveland Metroparks staff manage reservations for special events throughout the Park District and Cleveland Metroparks Zoo, and

WHEREAS, Cleveland Metroparks has identified the Special Events Reservation Process as an area to examine and improve, and

WHEREAS, Cleveland Metroparks desires financial assistance under the Local Government Efficiency Program to implement process improvements for the Special Events Reservation Process,

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

That the Board of Park Commissioners of the Cleveland Metropolitan Park District approves filing this application for financial assistance.

That Brian M. Zimmerman is hereby authorized and directed to execute and file an application with the Ohio Development Services Agency and to provide all information and documentation required to become eligible for possible funding assistance.

That the Board of Park Commissioners of the Cleveland Metropolitan Park District does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the Local Government Efficiency Program.

Debra K. Berry, President
Board of Park Commissioners

CERTIFICATE OF RECORDING OFFICER

I the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by Cleveland Metroparks on the 26th day of September 2016, and that I am duly authorized to execute this certificate.

Brian M. Zimmerman
Chief Executive Officer

RESOLUTION NO. 16-09-150

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 following **Checks** dated September 7, 2016 in the amount of \$98,293.76; and **Checks** dated September 9, 2016 in the amount of \$555,369.63; and **Checks** dated September 26, 2016 in the amount of \$1,631,701.81; and **Net Payroll** dated July 24, 2016 to August 6, 2016 in the amount of \$1,494,638.79; and **Withholding Taxes** in the amount of \$363,504.22; and **Net Payroll** dated August 7, 2016 to August 20, 2016 in the amount of \$1,381,590.76; and **Withholding Taxes** in the amount of \$325,603.67; and **Bank Fees/ADP Fees** in the amount of \$53,044.42; and **ACH Debits (FirstEnergy;Sales Tax)** in the amount of \$219,541.32; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated August 28, 2016 to September 10, 2016 in the amount of \$170,328.28; and **Visa Travel Card** purchases dated August 28, 2016 to September 10, 2016 in the amount of \$21,446.63; and **Purchases**, including but not limited to purchases of \$1,000.00 or more, as listed on the voucher summary for which certification of funds was not obtained before the purchase, be approved.

PASSED: September 26, 2016

Attest: _____
 President of the Board of Park Commissioners

 Chief Executive Officer

VOUCHER SUMMARY

	No. of Vendors	No. of Purchases	Average Vendor Amount		Average Purchase Amount	Code
Bid Items	29	136	\$ 1,108,088.28	\$ 38,208.22	\$ 8,147.34	C Bid Items
Board Authorized Payments	30	149	\$ 212,054.62	\$ 7,068.49	\$ 1,423.19	A Board Authorized Payments
Director Approved Payments	41	143	\$ 194,473.59	\$ 4,743.26	\$ 1,359.96	D Director Approved Payments
Telephone-Written Quote Items	17	34	\$ 46,343.11	\$ 2,726.07	\$ 1,363.03	P Telephone-Written Quote Items
Telephone Quote Items	27	96	\$ 49,952.08	\$ 1,850.08	\$ 520.33	T Telephone Quote Items
Utilities	21	159	\$ 63,587.49	\$ 3,027.98	\$ 399.92	U Utilities
Health Insurance	0	0	\$ -	\$ 00.00	\$ 00.00	H Health Insurance
Other Exempt Items	53	58	\$ 594,833.35	\$ 11,223.27	\$ 10,255.75	E Other Exempt Items
Non-Bid Items less than \$1,000	43	75	\$ 11,082.68	\$ 257.74	\$ 147.77	N Non-Bid Items less than \$1,000
Purchases Obtained w/o Cert.	1	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	S Purchases Obtained w/o Cert.
	262	851	\$ 2,285,365.20	\$ 8,722.77	\$ 2,685.51	

- N - Purchases less than \$1,000 for vendors who do not accept a credit card; purchase order is printed
- T - Telephone quoted items from \$1,000 to \$5,000 (Various vendors of our choice are contacted to provide a verbal quotation on a specific item. A minimum of three phone quotes are observed.)
- P - Telephone quoted items from \$5,001 to \$10,000 (The lowest of three phone quotes must submit a written quote.)
- D - Items from \$10,001 to \$50,000 approved by Chief Executive Officer including Article XII purchases.
- E - Exempt items - (Taxes, assessments, credit card payments and permit fees which require timely payments, employee reimbursements, prisoner housing, court costs, refunds, petty cash, special purchase account, land acquisition expense up to \$5,000 to secure closing transactions and legal obligations of the board.)
- C - A complete descriptive bid specification is developed, advertised for public notice and awarded to the lowest and/or best bidder including Article XII purchases.
- A - Board authorized payments.
- U - Utilities
- H - Health insurance purchase in accordance with our negotiated bargaining agreements and other employee/group insurance premiums.
- S - Purchases obtained without certifications of funds.

RECOMMENDED ACTION:

That The Board of Park Commissioners approves **Resolution No. 16-09-150** listed above.