

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

SEPTEMBER 25, 2014

The Board of Park Commissioners met on this date, Thursday, September 25, 2014, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

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

APPROVAL OF MINUTES.

No. 14-09-150: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to approve the minutes from the Regular Meeting of September 12, 2014, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Ms. Berry, 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."

FINANCIAL REPORT.

Chief Financial Officer, David J. Kuntz, presented a Comparative Summary of Revenues & Expenditures 2013 vs. 2012 Year-To-Date, for the Month Ended August 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **78437** to **78439** and they were filed for audit.

ACTION ITEMS.

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

Ronald M. Bittner, Service Maintenance II – Cleveland Metroparks Zoo

Ronald (Ron) Bittner has served Cleveland Metroparks for more than 38 years, utilizing his knowledge, skills and abilities as a Seasonal Parking Attendant, Grounds Maintenance, Service Maintenance, Service Maintenance Leader, and Lead Service Maintenance II. He has led work crews, provided work direction, and shared his expertise with peers while assisting them in the development of their skills and knowledge of equipment, processes and techniques. Ron has supported many maintenance projects and participated in facility rehabilitation enhancements throughout the Zoo. Some of those projects include building a support foundation for the aquariums, final preparation and opening of The RainForest, installation of wood decks located at the Primate, Cat & Aquatics building, giraffes, Wolf Wilderness, Australia Adventure, rhinos and penguins, and countless other improvement projects that affect each visitor's experience. He has assisted with events such as Zippity ZooDoo, Earth Day, Dream Night, and Twilight at the Zoo. Ron's dedication has been a valued asset to Cleveland Metroparks Zoo and the products of his labor are appreciated and will not be forgotten.

- No. 14-09-151:** It was moved by Vice President Berry, seconded by Vice President Moore and carried, to recognize Ronald M. Bittner for his years of service to Cleveland Metroparks and the greater Cleveland community by adopting the Resolution found on page **78440**.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

- (b) ***Authorization of the 2015 Tax Levy Amounts and Rates and Certifying Them to the County Fiscal Officer***
(Originating Source: David J. Kuntz, Chief Financial Officer)

By statute, the Board of Park Commissioners are required to adopt a resolution accepting the amounts and rates determined by the County Budget Commission, and authorizing them to levy the taxes necessary. The Board of Park Commissioners could reduce these amounts if the Park District experienced an unforeseen windfall and the amounts were not necessary. This is not the case, however, and staff is requesting that the Board adopt the following resolution.

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

WHEREAS, This Board of Park Commissioners, in accordance with the provisions of law, have previously adopted a preliminary tax budget for the next succeeding fiscal year, commencing January 1, 2015; and

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

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

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

SCHEDULE A

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

	Est. of amount to be derived from levies	County Fiscal Officer's estimate of tax to be levied	
		Inside 10-mil Limit	Outside 10-mil limit
General/capital funds	\$ (A)	.05	2.7

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

ACTION ITEMS (cont.)

and be it further

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

No. 14-09-152: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to approve the resolution above.

Vote on the motion was as follows:

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

Nays: None.

(c) ***Request for 2015 Tax Advances***
(*Originating Source: David J. Kuntz, Chief Financial Officer*)

By statute, the County Fiscal Officer is only required to deliver all taxes collected ninety days after the close of elections, unless the Board of Park Commissioners adopts a resolution requesting tax advances on a timelier basis. To meet Cleveland Metroparks 2015 cash requirements, staff is requesting that the Board adopt the resolution listed below.

RESOLUTION REQUESTING TAX ADVANCES

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

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

No. 14-09-153: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to approve the resolution requesting tax advances as noted above.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

- (d) ***2015 Temporary Appropriations***
(Originating Source: David J. Kuntz, Chief Financial Officer)

Cleveland Metroparks Board of Park Commissioners are required to adopt a final budget by March 31 of each year. During the interim, the Board is also required to adopt temporary appropriations, based upon a *maximum* of 25% of the previous year's budget. A 2015 proposed budget will be completed by January 31, 2015 and reviewed with Commissioners. In the meantime, a temporary budget must be filed with the County Fiscal Officer on or before January 15, 2015. Staff requests that the Board approve the following resolution:

2015 TEMPORARY APPROPRIATIONS

BE IT RESOLVED, That there is hereby appropriated in the funds of this Board, for the period of January, February and March 2015, or until the approval of a budget for the full year 2015, the amounts set opposite the items listed on page **78441**.

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

- No. 14-09-154:** It was moved by Vice President Berry, seconded by Vice President Moore and carried, to approve the 2015 Temporary Appropriations Resolution above.

Vote on the motion was as follows:

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

Nays: None.

- (e) ***Ohio Geese Control Contract Increase***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Terry L. Robison, Director of Natural Resources)

At the Board meeting of March 27, 2014, the Board was informed of the \$49,904 estimated expenditure with Ohio Geese Control on the "Services (\$10,000 -\$50,000) Acquired" list for management activities at various locations throughout Cleveland Metroparks for 2014-2015. The estimate of locations to be serviced through this contract was difficult to gauge because Cleveland Metroparks has not utilized these services before and have since acquired, or will soon acquire, additional properties.

ACTION ITEMS (cont.)

In light of this, the Board is hereby asked to approve an increase of \$13,888 to the award amount to accommodate the addition of Whiskey Island, the Ohio & Erie Canal Reservation towpath, and the East 72nd Street Marina to the contract for the second year of the award (2015). Service on these three (3) properties and the original seven (7) properties (Edgewater, Emerald Necklace Marina, Rivergate, Scranton Road, East 55th Street Marina, Euclid Beach & Wildwood Marina and wetland) will include all services as originally described. In addition, Ohio Geese Control will provide services at no additional charge at all original and new locations for the month of February 2015 in addition to the March through mid-September service. Because 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: \$49,904.00
Additional consumption estimate: \$13,888.00

REVISED TOTAL AWARD: \$63,792.00
Consequently, an increase in the total amount, as shown above, is recommended for approval by the Board at this time.

No. 14-09-155: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to authorize the increase of wildlife management coverage pursuant to the agenda originally approved on March 27, 2014, for a revised total estimate not to exceed \$63,792.00.

Vote on the motion was as follows:

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

(f) ***Project Development Agreement – Achievement Centers for Children, Camp Cheerful Arts and Crafts Building***
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer)

Background:

Achievement Centers for Children (ACC) operates the Camp Cheerful facility located in the Mill Stream Run Reservation of Cleveland Metroparks under a License Agreement dated March 13, 1990, which was amended by an Amended and Restated Agreement dated as of January 1, 2009. In continuing the partnership and collaboration between ACC and Cleveland Metroparks, Cleveland Metroparks Staff has been coordinating with Camp Cheerful, and its architect, Vocon, towards the completion of plans for the new

ACTION ITEMS (cont.)

Arts and Crafts Building at Camp Cheerful. The existing Arts and Crafts Building is functionally obsolescent and does not provide a first class experience to Camp Cheerful's clients. In this partnership, Cleveland Metroparks has committed staff resources, civil engineering services, construction administration, and construction project management. Planning, programming, design, and coordination has been ongoing since January to bring a new Arts and Crafts Building to the Camp Cheerful campus.

Proposed Camp Cheerful Arts and Crafts Building:

The Arts and Crafts Building involves the construction of a 3,966 s.f. structure with two classrooms, a conference room, kitchen, restroom, shower, laundry facilities, and ample storage. With the razing of the former Arts and Crafts Building and construction of the new Arts and Crafts Building, Camp Cheerful will be able to adequately serve its clients with a first class facility. The design of all aspects of the new Arts and Crafts Building meet or exceed ADA design requirements and guidelines.

The design is complete and mutually acceptable to Cleveland Metroparks and ACC. Cleveland Metroparks and ACC will enter into a project development agreement based on the following:

1. ACC will be responsible for providing all design services and other "soft costs" through construction documents suitable for public bidding and permitting through the State of Ohio.
2. Upon completion of bidding of the project, ACC will remit to Cleveland Metroparks \$399,752.00. Cleveland Metroparks will commit a maximum of \$250,000.00 from the general budget. *Combining the above amounts results in a sum of \$649,752.00, which represents the cost of the recently received bid for the project (see page 78427) minus identified cost savings of \$42,648.00.*
3. Cleveland Metroparks will administer bidding, accept the lowest and best bid and enter into a construction contract in accordance with Cleveland Metroparks standard procedures.
4. Cleveland Metroparks will administer the construction contract.
5. ACC will retain the design consultant for construction phase services typically provided by design consultants.
6. Any changes to the work during construction will be approved jointly by Cleveland Metroparks and ACC.

No. 14-09-156:

It was moved by Vice President Berry, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer to enter into a Project Development Agreement with **Achievement Centers for Children**, for the construction of an arts and crafts building, in a form acceptable to 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.)

- (g) ***Paragon Food Service Increase***
(Originating Source: Ronald D. Ciancutti, Director of Procurement)

At the Board meeting of May 29, 2014 the Board was informed of the \$50,000 estimated expenditure with Paragon Food Service on the “Items between \$10,000 - \$50,000” list for various locations throughout Cleveland Metroparks.

The purchasing of organic chicken and produce for Merwin’s Wharf was particularly difficult to gauge since history of self-operating the new concession was non-existent.

In light of this, the Board is hereby asked to approve an increase of \$40,000 to the award amount to accommodate the additional products needed. 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>40,000.00</u>
REVISED TOTAL AWARD	\$90,000.00

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

- No. 14-09-157:** It was moved by Vice President Berry, seconded by Vice President Moore and carried, to authorize the increase of various food items as presented above from Paragon Food Service pursuant to the agenda originally approved on May 29, 2014, for a revised total estimate not to exceed \$90,000.00. This closes out final invoices from the original agreement.

Vote on the motion was as follows:

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

- (h) ***RFP #6016: Management Services for Whiskey Island Operations***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer, and David J. Kuntz, Chief Financial Officer)

NOTE #1: Vice President Moore left the room prior to discussion of this matter, thereby recusing himself from both the discussion and vote related thereto.

NOTE #2: Messrs. Tom Lawson and Joe Laumer of Skyline Marine were in attendance and were permitted to offer their public comments at this time to the Board with respect to this matter. Their comments can be heard in their entirety by accessing the “About Us” section of Cleveland Metroparks website under “Board Meetings/Board Meeting Archives.”

ACTION ITEMS (cont.)

Background

One of Cuyahoga County Administration’s priorities was to address the County’s complicated real estate holdings and divest the County of certain land holdings not needed for County purposes and to be able to operate more efficiently as a county government as well as to enhance collaboration and regionalism. As part of this initiative, the County identified properties held as greenspace and parks that they desired to divest their interest in and contacted Cleveland Metroparks because of Cleveland Metroparks’ acquisitions of the Cleveland Lakefront State Parks and Rivergate, which laid the foundation for strategically continuing greenspace and trail connections along Cleveland’s prominent waterfronts, the Cuyahoga River and Lake Erie.

As part of the Cuyahoga County acquisitions, Cleveland Metroparks will acquire title to Whiskey Island on or about December 17, 2014. Whiskey Island is approximately ±64.5 acres located along the Lake Erie shoreline and includes Wendy Park, Whiskey Island Marina, and a food service operation. Whiskey Island Marina is a full-service marina and boat launching facility providing access to Lake Erie. It is directly located on Lake Erie, only 5 minutes from Downtown Cleveland. In anticipation of and contingent upon Cleveland Metroparks acquiring title to Whiskey Island, Cleveland Metroparks issued a request for proposals (RFP) to solicit interested parties to manage both the Whiskey Island Marina and the food service operation.

Proposals Received RE: RFP#6016

Specifically, on Friday August 15, 2014, Cleveland Metroparks issued a RFP for Management Services of Whiskey Island Marina and/or Food Service Operations offering proposers the following 3 options:

- Option 1: COMBINED Marina Operation and Marina Food Services
- Option 2: Marina Operation
- Option 3: Marina Food Service

Two proposals were received; both proposals were for Option 1: Combined Marina and Marina Food Service Operations. The proposals are summarized as follows:

	<u>Skyline Marine, LLC</u>	<u>FDL Marine Services</u>
Total three year Remittance	\$175,000	\$270,000
Year 1 Annual Remittance	\$ 25,000	\$ 90,000
Year 2 Annual Remittance	\$100,000	\$ 90,000
Year 3 Annual Remittance	\$ 50,000	\$ 90,000
<i>Capital Investment</i>	<p style="text-align: center;">Total - \$125,000 <u>Year 1 - \$75,000</u></p> <p>Recycling Center - \$6,000 Cooler Wrap - \$4,000 Kitchen Improvements - \$65,000 <u>Year 2 - \$25,000</u></p> <p>Pave restaurant walkway - \$8,000 Picnic Tables - \$7,000 Misc. - \$10,000 Misc. - \$10,000</p>	<p style="text-align: center;">Total - \$ 75,000 <u>Year 1 - \$25,000</u></p> <p>South and East side marina basin fencing and gates <u>Year 2 - \$25,000</u></p> <p>Semi-private fencing for walk-in coolers, storage sheds and open grill area; top-load beer cooler, charcoal grills, Boater Vending Area, Emergency Call Box, Pet Waste Station, Paint interior of Sunset Grill, AED, Walk-In Cooler and Freezer</p>

ACTION ITEMS (cont.)

	<u>Year 3 - \$25,000</u> Kitchen Improvements - \$15,000	<u>Year 3 - \$25,000</u> Deep Fryer, CCTV Upgrades, roof over patio, fence for trailer storage area, semi-private fencing for walk-in coolers, storage shed and open grill area, landscaping
<i>Value Added</i>	<ul style="list-style-type: none"> • Cleveland based small business limited partnership • Sustainable practices • High quality product – known vendor • Community involvement – food donations • Social media – promotions • Special events • Free Entertainment • Local brews, whiskies, food • Profits revert to Wendy Park Foundation 	<ul style="list-style-type: none"> • Local owned business • Local area farm markets and Sysco • Sustainable practices • Boating Vending Area • Marina/Boater Convenience Store • Online Dockage Reservations • Product Branding (Coke) • Online Food Service Ordering • Mobile App: Wi-Fi • Proposed Base Rates for Dockage is lower
<i>Total Guaranteed Value to Cleveland Metroparks</i>	\$300,000 three year* * revenues in excess of Skyline Marina’s Revenue plan would be subject to an additional 5% commission to Cleveland Metroparks. Due to the uncertainty of Skyline Marina to obtain sales in excess of their estimated revenue budget, this incentive was not included in the guaranteed value to Cleveland Metroparks.	\$345,000 three year

Evaluation of Proposal

In reviewing the submitted proposals, Cleveland Metroparks staff considered the following criteria:

Cleveland Metroparks issued RFP #6016 seeking proposals for a three year contract term, with potential for a longer contract term. In reviewing the submitted proposals, Cleveland Metroparks staff considered the following criteria:

- Background, experience, references and professional capability of the proposers.
- Amount and timetable for proposed capital investment.
- Rate and amount of financial return.
- Degree, amount and value of participation in cooperative park promotions, advertising, sponsorship and educational program enhancements.
- Creativeness of proposed services regarding local, regional and national marketing.
- Quality and appropriateness of food services and/or catering menu and pricing structures. Specifically, the responsiveness to local or regional food, organic, conservation and energy initiatives were considered (*e.g.*, sustainable and healthy food, green materials, waste management).

Both proposals were submitted by equally experienced marina operators. Based upon the above criteria, staff recommends FDL Marine, Inc. as the management service for Whiskey Island Marina Operations for the following reasons:

- The guaranteed remittance and capital investment combined over the requested three year period was the highest and best as delineated above.
- Appropriateness of capital investments.

ACTION ITEMS (cont.)

No. 14-09-158: It was moved by Vice President Berry, seconded by President Rinker and carried, that, contingent upon Cleveland Metroparks acquiring title to Whiskey Island, the Board authorizes the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **FDL Marine, Inc.** for its highest and best proposal, as summarized above and maintained in the bid/proposal file for RFP #6016, for the marina operations at Whiskey Island Marina, for a three-year period from on or about December 17, 2014 through December 31, 2017, with the option to extend the Agreement for an additional three (3) years at the sole discretion of Cleveland Metroparks, i.e., January 1, 2018 through December 31, 2020, with a **total three-year rent remittance to Cleveland Metroparks of \$270,000.00, and a total of \$75,000.00 for capital investments.**

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Recused and not present for the vote: Mr. Moore

Nays: None.

AWARD OF BIDS:

No. 14-09-159: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to authorize the following bid awards:

Commodities Usage Report:

- **Bid #5897:** **Portable Toilet Rentals** provided on an "as needed" basis for a two (2) year period beginning April 16, 2013 through April 15, 2015 (see page **78425**);
- **Bid #5903:** **Solid Waste Removal and Recycling Services** to be supplied on an "as needed" basis beginning May 5, 2013 through May 4, 2015 (see page **78426**);

Bid #6001: **Camp Cheerful Arts and Crafts Building** (see page **78427**); and

Bid #6020: **Harriet Keeler Shelter Cedar Shake Roof Replacement** (see page **78428**); and

Sole Source #6027: **Used Vehicles from Auction** (see page **78429**).

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS (cont.):

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

BID #5897 SUMMARY: **PORTABLE TOILET RENTALS** provided on an "as needed" basis for a two (2) year period beginning April 16, 2013 through April 15, 2015

ORIGINAL ESTIMATE \$105,600 (90% = \$95,040)

The estimated encumbrance was based upon a two year spend of portable toilet rentals throughout the Park District. With the acquisition of Lakefront properties and hosting various new events in the summer of 2014, additional funding is required. The requested commodity adjustment pays current invoices and anticipates remaining orders through April 15, 2015.

ORIGINAL AWARD (March 28, 2013)	\$105,600
Additional Consumption/Final “Close-out” Estimate	<u>60,000</u>
REVISED TOTAL AWARD:	\$165,600

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to amend Resolution No. 13-03-052 to accommodate usage in excess of the original estimate as follows:

No. 13-03-052: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to award Bid #5897 to lowest and best bidder, **Superior Speedie Portable Services, Inc.**, for a two-year period beginning April 16, 2013 through April 15, 2015, for portable toilet rentals at the unit prices listed above, **for a total cost not to exceed ~~\$105,600~~ \$165,600**. 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 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.

Vote on the motion was as follows:

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

(See Approval of this Item by Resolution No. 14-09-159 on Page 78424)

AWARD OF BIDS (cont.):

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

BID #5903 SUMMARY: **SOLID WASTE REMOVAL AND RECYCLING SERVICES**
to be supplied on an "as needed" basis beginning May 5, 2013
through May 4, 2015.

ORIGINAL ESTIMATE \$204,000 (90% = \$183,600)

The encumbrance was based upon an estimated two year spend of solid waste removal and recycling services throughout the Park District. With the acquisition of Lakefront properties, Acacia Reservation, West Creek Reservation, and self-operating various concessions additional funding is required. The requested commodity adjustment pays current invoices and anticipates remaining orders through May 4, 2015.

ORIGINAL AWARD (April 18, 2013)	\$204,000
Additional Consumption/Final “Close-out” Estimate	\$100,000
REVISED TOTAL AWARD:	\$304,000

RECOMMENDED ACTION:

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

No. 13-04-064: It was moved by Vice President Rinker, seconded by Vice President Moore and carried, to authorize an award for solid waste disposal and recycling services to lowest and best bidder **Republic Services, Inc.** for all other solid waste and recycling services, at the unit costs specified above and maintained in the bid file, for a two-year period beginning May 5, 2013 and extending through May 4, 2015 **for a total cost not to exceed \$204,000 \$304,000 (~~\$174,000~~ \$264,000 for regular services plus ~~\$30,000~~ \$40,000 for supplemental services for two years)**. In the event this 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. 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.

Vote on the motion was as follows:

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

(See Approval of this Item by Resolution No. 14-09-159 on Page 78424)

AWARD OF BIDS (cont.):

AWARD OF BID # 6001: CAMP CHEERFUL ARTS AND CRAFTS BUILDING

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

Background:

Achievement Centers for Children (ACC) operates the Camp Cheerful facility located in the Mill Stream Run Reservation of Cleveland Metroparks under a License Agreement dated March 13, 1990, which was amended by an Amended and Restated Agreement dated as of January 1, 2009. Continuing the partnership and collaboration between the ACC and Cleveland Metroparks, Cleveland Metroparks Staff has been coordinating with Camp Cheerful, and its architect, Vocon, towards the completion of plans for the new Arts and Crafts Building at Camp Cheerful. The existing Arts and Crafts Building is functionally obsolescent and does not provide a first class experience to Camp Cheerful’s clients. In this partnership, Cleveland Metroparks has committed staff resources, civil engineering services, construction administration, and construction project management. Planning, programming, design, and coordination has been ongoing since January to bring a new Arts and Crafts Building to the Camp Cheerful campus. Additionally, \$250,000 will be expended by Cleveland Metroparks towards the project, with the balance of funds provided by ACC.

The Arts and Crafts Building involves the construction of a 3,966 s.f. structure with two classrooms, a conference room, kitchen, restroom, shower, laundry facilities, and ample storage. With the razing of the former Arts and Crafts Building and construction of the new Arts and Crafts Building, Camp Cheerful will be able to adequately serve its clients with a first class facility. The design of all aspects of the new Arts and Crafts Building meet or exceed ADA design requirements and guidelines. The project is scheduled for completion by May 31, 2015 in order to prepare for the 2015 Camp Cheerful summer season.

Bid Results:

The published engineer’s estimate for the work was \$680,000. Two bid alternates were requested in order to identify the most economical method to provide necessary fill to the project site. Alternate 1 required that the bidding contractor supply its own fill for the project. Alternate 2 offered to provide fill material at two locations within the park to the contractor for use at Camp Cheerful.

On September 3, 2014, 2 sealed bids were received and are summarized as follows:

Bidder	Base Bid	Add Alt No.1	Add Alt No. 2	Total Alt No. 1	Total Alt No. 2
Alabasi Construction, Inc.	\$674,400	\$28,000	\$18,000	\$702,400	\$692,400
Lakeland Management	\$888,000	\$20,000	\$23,000	\$908,000	\$911,000

AWARD OF BIDS (cont.):**Bid Analysis:**

Following receipt of the bids, Cleveland Metroparks Staff and ACC met with Alabasi Construction, Inc. (Alabasi) to perform a scope review. Additionally, due to the budgetary constraints of ACC, Cleveland Metroparks Staff requested Alabasi to identify cost-reduction measures. On September 10, 2014, Alabasi provided a memo proposing items of potential cost savings. Following a meeting and concurrence with ACC on September 17, 2014, \$42,648.00 of cost reductions can be realized by utilizing alternative construction materials.

Cleveland Metroparks Staff recommends a contract be awarded to Alabasi for the Base Bid amount plus Add Alternate 2, for a total sum of \$692,400.00. Immediately following execution of the contract, staff recommends a Change Order be executed to reduce contract amount by \$42,648.00.

Alabasi is a Cleveland based contractor who has been in the general contracting business since 1997. Alabasi has performed on a wide range of construction projects including single family homes, townhomes, apartments and offices as well as public sector projects for owners including Cuyahoga County, City of Cleveland, RTA, CMHA, and LMHA. Alabasi's typical annual contract volume is in the \$10,000,000 range. Additionally, Alabasi formerly completed the Merwin's Wharf project for Cleveland Metroparks at Rivergate Park and just recently commenced construction of the BAYarts Ceramic Studio. Cleveland Metroparks Staff interviewed Alabasi's principals and project manager and is satisfied that they have a good understanding of the scope of work and have a solid approach to enable them to complete the work within the allotted time and costs.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with Alabasi Construction, Inc. as the lowest and best bidder for Bid #6001, the **Camp Cheerful Arts and Crafts Building**, Mill Stream Run Reservation for the lump sum amount of \$692,400.00. Following the execution of the contract, the Board authorizes the Chief Executive Officer to enter into and execute a deduct Change Order to reduce the lump sum amount of the contract by \$42,648.00. In the event that the bidder cannot satisfy the bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lower and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of contract and change order to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 14-09-159 on Page 78424)

AWARD OF BIDS (cont.):

BID #6020 SUMMARY: HARRIET KEELER SHELTER CEDAR SHAKE ROOF REPLACEMENT – BRECKSVILLE RESERVATION

(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Jim Rodstrom, Director of Construction)

The existing cedar shake roof on the approximately 83 year old Harriet Keeler Shelter in Brecksville Reservation is showing significant shake deterioration and rot, moss growth, and has numerous areas where the shake shingles are missing altogether. The condition of the shakes is allowing water to infiltrate into the shelter and will begin to cause significant deterioration of the wood structure below the roof if not addressed. The proposed work consists of removal and disposal of the entire 4,600 square foot existing shake roof and replacement with a new, certified premium, cedar shake roof system including all associated underlayment, cedar breather, drip edge, and flashing.

Bids were received on September 17, 2014 and are tabulated below:

BID NO. 6020, HARRIET KEELER SHELTER CEDAR SHAKE ROOF REPLACEMENT, BRECKSVILLE RESERVATION	
BIDDER NAME	BID AMOUNT
Southwest Companies, Inc.	\$50,969.00
Regency Roofing Co.-Shakemasters	\$55,927.00
Professional Roofing Service, Inc.	\$56,365.00
Absolute Roofing and Construction, Inc	\$60,000.00
Engineer's Estimate	\$65,000.00

2014 Budget Code: 1536-73470-K14001

Staff recommends awarding the **lump sum bid** to the lowest and best bidder, **Southwest Companies, Inc.** Southwest Companies has completed numerous projects for Cleveland Metroparks in the past including painting at Canalway Center, Shawnee Golf Course, and Rocky River Reservation and epoxy floor sealing at Cleveland Metroparks Zoo. In addition, they have successfully completed similar sized roofing projects for other public and private entities in the northeast Ohio region. They have been in business for 28 years and they specialize in commercial and government roofing, painting, and general contracting. Southwest staff qualifications have been reviewed specific to cedar shake roofing and references and sub-contractor references indicated satisfactory performance.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Southwest Companies, Inc.** as the lowest and best bidder for Bid #6020, Harriet Keeler Shelter Cedar Shake Roof Replacement, for the **total, lump sum amount of \$50,969.00.** In the event that the bidder cannot satisfy their 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. 14-09-159 on Page 78424)

AWARD OF BIDS (cont.):

SOLE SOURCE #6027 SUMMARY: USED VEHICLES FROM AUCTION

Cleveland Metroparks is interested in a pilot purchase, through auction, of pickup trucks, compact pickup trucks and service trucks to replace some of its aging fleet. Replacement focus will be vehicles from 1992-2000 or those that have repair costs that have exceeded 50% of the acquisition price. The majority of Cleveland Metroparks older fleet (1991-1994) are primarily dump trucks and may not be available for auction-purchase at this time (reason; Cleveland Metroparks is focusing on pickup trucks).

Leaning towards **2008 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 \$240,000 - \$300,000. The goal through auction is to purchase 10 or more vehicles with a total value not to exceed \$141,000.

Below are the vehicles the fleet manager has been looking at and the auction prices of those vehicles, if the fleet manager is able to buy 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

RECOMMENDED ACTION:

That the Board approve the purchase of approximately 13 used vehicles at live auction from JJ Kane for a total amount not to exceed \$141,000. 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 \$141,000.

(See Approval of this Item by Resolution No. 14-09-159 on Page 78424)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 09/26/14)

Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (a), as revised and approved by the Board of Park Commissioners on January 10, 2013, *"The CEO is authorized to enter into contracts and contract amendments for construction, change orders, and to purchase equipment, goods and services, and real estate, without prior approval of the Board in each instance, if the cost of the contract or contract amendment, for any single project, or the amount of the purchase, does not exceed \$50,000. Any contracts where the cost exceeds \$10,000 or any purchase where the amount exceeds \$10,000, and approved by the CEO, shall be reported to the Board at its next regularly scheduled meeting following the execution of said contract or said purchase,"* the following is provided:

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Sterling make-up unit (packaged air handling units suitable for heating, cooling, ventilating) at the Zoo.	Cleveland Hermetic	\$11,126.18	(7)
Post annual inspection and repairs to Forestry boom bucket truck. Original repair on July 22, 2014; unforeseen pressure line and hose replacement on July 22, 2014; repairs to frame found on September 03, 2014. Original purchase order plus modifications total over \$10,000.	Dueco, Inc.	\$ 7,795.14 1,154.02 <u>1,584.24</u> \$10,533.40	(6)
Bathroom renovations at Villa Angela, Euclid Reservation. Originally seen by the Board on July 10, 2014. Shown here to include additional fixtures, fittings and labor beyond original estimate.	Calypso Plumbing	\$38,387.52 <u>6,860.16</u> \$45,247.68	(7)
Green infrastructure plan for Lakefront Parks Phases I – III.	Olin Partnership, Inc.	\$49,900.00	(3)
FMLA leave administration service for one year September 1, 2014 – August 31, 2015.	Benefit Administration Services Intl.	\$19,000.00	(7)
453 linear feet of 12-strand cable, 42” high railing to match existing cable rail system at Rivergate including machine rental for installation, hardware and posts. First seen by the Board April 17, 2014.	Stainless Railing Solutions	\$30,094.85 <u>1,723.90</u> \$31,818.75	(3)

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Criteria specifications and plans regarding the pedestrian bridge and trail at Villa Angela Park.	E. L. Robinson	\$32,083.00	(5)
Annual power purchase agreement to provide solar power to zoo carousel for 15-year period.	Hyde Park Partners	\$22,500.00	(7)
Clean and seal cedar shake roofs at Rocky River and Brecksville Nature Centers, Oak Grove and Strawberry Pavilions.	Regency Roofing Co., Inc.	\$20,817.00	(7)
Cleveland Plain Dealer/Sun News legal advertising beginning January 1, 2014 through January 31, 2015. Seen by the Board on January 9, 2014; modified and shown on July 31, 2014; now presented for final projected estimate.	Northeast Ohio Marketing Network, LLC	\$20,000.00 1,556.00 3,144.00 <u>15,300.00</u> \$40,000.00	(3)
Quarterly inspection of Euclid Beach retaining walls and piers.	E.L. Robinson Engineering	\$12,980.00	(5)
Rental of CAT mini excavator for Hinckley Reservation. Continued rental and addition of a backhoe loader brought total to \$11,700.	CAT Rental	\$ 1,100.00 5,000.00 <u>5,600.00</u> \$11,700.00	(6)

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

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

CONSTRUCTION CHANGE ORDERS

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

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

There are no change orders to report for this period.

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

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

Christopher Dembowski, Sr. Technician – Building Trades

Christopher (Chris) Dembowski began his career at Cleveland Metroparks in October 2013 as a Senior Technician in the Building Trades division. Prior to joining Cleveland Metroparks Chris worked as a carpenter for Clement Construction in Brunswick, Ohio. While there he was responsible for completing various carpentry tasks in new construction and remodeling. He also managed a work crew of 5 – 10 carpenters, coordinated and managed subcontractors on assigned job sites, provided customer service, performed residential and commercial door and window installations, drywall hang and finish, cabinet installation, light plumbing, electrical work, and flooring installation. Chris has been a certified EPA lead safe renovator since October 2010.

Robert Rak, Sr. Technician – Building Trades

Robert (Bob) Rak joined the staff of Cleveland Metroparks in December 2013 as a Senior Technician in the Building Trades division. Prior to coming to Cleveland Metroparks, Bob worked as a Mobile Route Technician for ABM Engineering where he coordinated maintenance for a multi-site facility while following a preventative maintenance program. He performed inspections; made repairs on HVAC, electrical, mechanical and plumbing systems, read prints, schematics and technical manuals. From April 2010 to February 2011, Bob worked as a Building Engineman at the Metro Health Medical Center working with boilers, chillers, air handlers and roof top units. He was also a HVAC/Plumbing Supervisor at Metro Health Medical Center from 2007 to 2010. In addition, he worked as a HVAC Director/Maintenance Supervisor for Westfield America/Richard E. Jacobs Group, and as a HVAC Refrigeration Technician at Fairview General Hospital. Bob has attended the Westside Institute of Technology, has a 3rd Class License through the State of Ohio, and has a Universal Certification from Ferris State University.

- b. ***Strategic Planning: Demographic & Recreation Trends***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Donna L. Studniarz, Chief of Strategic Initiatives/Sara Maier, Senior Strategic Park Planner)

The *Cleveland Metroparks 2020: The Emerald Necklace Centennial Plan* (2020 Plan) was created in 2012 to serve as the strategic framework to guide the park over the next ten years and beyond. To continue to stay current and relevant within this framework, Cleveland Metroparks planners evaluate demographic data and recreation and leisure trends annually to reflect current conditions. Staff will provide updated demographic analyses, recreational trends, and provide recommendations to continue to successfully achieve the strategic plan's key directions, as well as a perspective into Cuyahoga County's tax-base challenges.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- c. ***Live Animal Programs with Outdoor Experiences Division***
(Originating Source: Joseph V. Roszak, Chief Operating Officer)

Naturalist Jeff Riebe from North Chagrin Nature Center has been providing live animal programs for 12 years with Cleveland Metroparks. Audiences of all kinds enjoy seeing live animal programs given by an informed presenter. Along with the benefits of live animal programs comes a great responsibility for the health and safety of our animals. Jeff has accepted the responsibility to monitor the health, safety and conditions of our live animal collections in all of Outdoor Experiences.

Naturalist Jeff Riebe and Nature Center Manager Barb Holtz, were in attendance and shared a live owl and snake with the Board.

- d. ***Turtle Monitoring at Ohio & Erie Canal Reservation***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Terry L. Robison, Director of Natural Resources/Owen Lockhart, Natural Resources Specialist - Seasonal)

The Ohio & Erie Canal Reservation (OEC) became part of Cleveland Metroparks in 1999. That same year, three male and one female adult Blanding's Turtles, a threatened species in Ohio, were discovered at OEC during a reptile and amphibian survey. Since then, we have made efforts to bolster this population through the combined efforts of Cleveland Metroparks Zoo, the Ohio Division of Wildlife, and Cleveland Metroparks Natural Resources Division. As part of this program, we have monitored survival, growth and habitat conditions of the turtle population at OEC almost continuously since this discovery using trap and release efforts and radio telemetry. Findings show significant populations of Blanding's Turtles and four other turtle species. Management efforts are focused on increasing suitable nesting habitat and reducing threats to nests and young, native turtles.

Seasonal Natural Resources Specialist, Owen Lockhart, gave a very detailed presentation on Blanding Turtles to the Board.

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 **78424** through **78430**; \$10,000 to \$50,000 purchased items/services report, pages **78431** through **78432**; and construction change orders, page **78433**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 14-09-149: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **78442** to **78499**.

Vote on the motion was as follows:

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

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Wednesday, October 15, 2014, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT.

No. 14-09-160: There being no further matters to come before the Board, upon motion by Vice President Berry, seconded by Vice President Moore, and carried, President Rinker adjourned the meeting at 9:44 a.m.

Vote on the motion was as follows:

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

President.

Attest:

Secretary.

CLEVELAND METROPARKS COMPARATIVE SUMMARY OF REVENUES & EXPENDITURES

2014 VS. 2013, FOR THE MONTH ENDED AUGUST 31

	2014						2013								
	Annual Budget	Rev. Annual Estimate (A)	Y-T-D Estimate	Y-T-D Actual	Y-T-D Variance	% of Rev. Ann. Est.	M-T-D Estimate	M-T-D Actual	M-T-D Variance	% of Rev. Ann. Est.	Annual Actual	Y-T-D Actual	% of Ann.	M-T-D Actual	% of Ann.
Beginning Cash Bal. Receipts:	\$27,389,019	\$27,389,019	\$27,389,019	\$27,389,019	\$0	100.0%	\$35,358,466	\$50,740,695	\$15,382,230	185.3%	\$13,846,511	\$13,846,511	100.0%	\$35,733,580	258.1%
Property Tax	\$73,610,221	\$73,610,221	\$66,841,633	\$67,666,349	\$824,716	91.9%	\$12,396,910	\$9,268,050	(\$3,128,860)	12.6%	\$50,020,240	\$45,081,028	90.1%	\$10,122,874	20.2%
Grants/Loc. Govt.	8,981,847	10,087,337	5,407,483	4,940,964	(466,519)	49.0%	1,015,961	900,943	(115,019)	8.9%	18,772,815	16,933,847	90.2%	648,911	3.5%
Invest. Inc.	50,000	50,000	31,117	40,588	9,471	81.2%	5,341	5,472	130	10.9%	53,425	33,248	62.2%	5,707	10.7%
Golf Receipts	6,583,600	6,583,600	5,087,503	4,769,288	(318,215)	72.4%	1,133,869	1,118,856	(15,014)	17.0%	6,035,880	4,664,250	77.3%	1,039,537	17.2%
Zoo Receipts	9,197,539	9,197,539	7,653,161	6,342,893	(1,310,268)	69.0%	1,394,662	1,037,901	(356,761)	11.3%	9,089,972	7,563,656	83.2%	1,378,351	15.2%
Chalet/Rest./Conc.	1,861,915	1,861,915	1,243,852	1,209,911	(33,941)	65.0%	51,849	451,418	399,569	24.2%	524,639	350,485	66.8%	14,610	2.8%
Ledge Pool	167,091	167,091	171,324	137,326	(33,999)	82.2%	12,619	11,511	(1,108)	6.9%	124,626	127,784	102.5%	9,412	7.6%
Self-funded Reserve	6,253,001	6,253,001	4,325,031	3,999,443	(325,588)	64.0%	475,651	420,340	(55,311)	6.7%	5,656,852	3,912,691	69.2%	430,303	7.6%
Marina and Other	2,456,867	2,456,867	1,398,583	2,586,170	1,187,587	105.3%	124,623	322,427	197,804	13.1%	5,054,690	3,906,092	77.3%	256,395	5.1%
Total Receipts	\$109,162,082	\$110,267,572	\$92,159,687	\$91,692,931	(\$466,755)	83.2%	\$16,611,485	\$13,536,916	(\$3,074,569)	12.3%	\$95,333,139	\$82,573,081	86.6%	\$13,906,101	14.6%
Expenditures:															
Salaries & Fringe	\$56,311,614	\$55,108,387	\$37,098,510	\$36,132,941	\$965,569 (C)	65.6%	\$5,794,274	\$6,659,188	(\$864,914)	12.1%	\$47,992,569	\$33,069,466	68.9%	\$5,980,964	12.5%
Oper. Sup./Oth.	19,359,273	19,808,816	11,732,476	10,723,054	1,009,422	54.1%	1,684,199	1,381,197	303,002	7.0%	14,080,965	8,407,869	59.7%	1,099,256	7.8%
Utilities	4,973,780	4,974,840	3,506,811	2,856,315	650,496	57.4%	455,569	392,611	63,509	7.9%	3,541,024	2,496,633	70.5%	324,337	9.2%
Equipment	3,351,748	3,662,068	2,188,104	2,016,541	171,563	55.1%	420,116	250,582	169,534	6.8%	1,890,593	1,202,913	63.6%	318,470	16.8%
Land	3,379,957	3,379,957	2,137,965	1,141,051	996,914	33.8%	128,057	3,287	124,770	0.1%	2,555,888	2,524,134	98.8%	323,692	12.7%
Constr. Mats.	5,221,583	5,562,964	3,114,912	1,643,347	1,471,565	29.5%	267,735	149,576	118,159	2.7%	1,946,176	1,272,798	65.4%	137,061	7.0%
Constr. Contracts	25,618,179	27,387,887	13,501,223	5,425,950	8,075,273	19.8%	1,162,810	104,268	1,058,541	0.4%	4,613,327	2,784,271	60.4%	191,391	4.1%
Zoo Animals	83,101	83,101	55,432	37,508	17,924	45.1%	2,480	396	2,084	0.5%	18,260	12,180	66.7%	545	3.0%
Self-funded Reserve	6,328,482	6,328,482	4,687,418	4,279,332	408,086	67.6%	528,855	511,144	17,711	8.1%	5,151,831	4,467,146	86.7%	1,081,782	21.0%
Total Exp.	\$124,627,716	\$126,296,502	\$78,022,852	\$64,256,040	\$13,766,812	50.9%	\$10,444,096	\$9,451,700	\$992,396	7.5%	\$81,790,633	\$56,237,411	68.8%	\$9,457,500	11.6%
End. Cash Bal.	\$11,923,386	\$11,360,089	\$41,525,854	\$54,825,911	\$13,300,057	482.6%	\$41,525,854	\$54,825,911	\$13,300,057	482.6%	\$27,389,017	\$40,182,182	146.7%	\$40,182,182	146.7%
Encumbrances	\$0	\$0	\$11,161,507	\$11,161,507 (B)	\$0	N/A	\$11,161,507	\$11,161,507	\$0	N/A	\$5,578,889	\$6,974,767	17.4%	\$6,974,767	17.4%
Avail. Cash Bal.	\$11,923,386	\$11,360,089	\$30,364,347	\$43,664,404	\$13,300,057	384.4%	\$30,364,347	\$43,664,404	\$13,300,057	384.4%	\$21,810,128	\$33,207,415	152.3%	\$33,207,415	152.3%
Bal. in Restricted Funds	\$4,649,001	\$4,068,303	\$5,239,217	\$5,239,217	\$0	128.8%	\$5,239,217	\$5,239,217	\$0	128.8%	\$5,202,784	\$4,467,146	17.4%	\$4,467,146	17.4%
Adj. Avail. Cash Bal.	\$7,274,385	\$7,291,786	\$25,125,130	\$38,425,187	\$13,300,057	527.0%	\$25,125,130	\$38,425,187	\$13,300,057	527.0%	\$16,607,344	\$28,740,269	173.1%	\$28,740,269	173.1%

(A) Includes Appropriation Adjustment #2.

(B) Summary of Encumbrances follows on next page.

(C) Represents a total savings of \$1,655,806 due to the Position Management Program.

\$1.1 million of this budget savings was utilized to accomplish additional road paving in 2014.

* Amounts in brackets () represent unfavorable variances.

** Encumbrance percentage is of ending cash.

Cash balance, 7/31/14				\$50,740,695	(Exp., cont'd)		
Revenue, August 2014				\$13,536,916			
Exp.:	A/P vouchers	08/06/14	\$107,225		Payrolls	07/26/14	\$1,278,028
		08/20/14	280,449			08/09/14	1,282,693
		08/21/14	1,464,764			08/23/14	1,225,772
		08/27/14	53,791		Payroll adj.		\$0
	Purchasing card		\$272,583		Withholding	07/26/14	301,102
	Fringe vouchers	08/01/14	549,564			08/09/14	296,325
		08/15/14	545,071			08/23/14	290,978
		08/29/14	490,296		ADP		\$12,025
	Rec./vouch. adj.		(\$1,310)		Total payroll		\$4,686,921
	Refunds		(44,537)				
	Hospitalization/WC Reserve		395,655		Total exp.		\$9,451,700
	Medical Mutual Self Insurance		507,185				
	Bank fees		33,102				
	Aud./treas. fees		(9,351)				
	Sales tax, misc. exp.		120,292				
Subtotal exp.			\$4,764,779		Ending cash bal., 08/31/14		\$54,825,911

**Cleveland Metroparks
Encumbrance Summary - 08/31/14**

	<u>General</u>	<u>Capital Equip., Animals & Land</u>	<u>Capital Constr. Projects</u>	<u>Encumbrance</u>
General Fund	\$4,795,624			\$4,795,624
Health Insurance Reserve	422,062			422,062
Property Insurance Reserve	108,949			108,949
Workers' Comp. Reserve	0			0
<i>Subtotal</i>	<hr/> \$5,326,636	\$0	\$0	<hr/> \$5,326,636
Capital Fund:				
Equipment		\$552,563		
Animals		10,680		
Land		21,892		
Constr. Matl.			\$538,698	
Constr. Contracts			<u>3,445,355</u>	
<i>Subtotal Capital Fund</i>		<hr/> \$585,135	\$3,984,053	\$4,569,189
Restricted Funds:				
General	\$222,380			
Equipment		\$52,771		
Animals		0		
Land		0		
Constr. Matl.			\$124,342	
Constr. Contracts			<u>866,190</u>	
<i>Subtotal Restricted Funds</i>	<hr/> \$222,380	\$52,771	\$990,532	\$1,265,683
Subtotal Construction Projects Encumbrances			<hr/> \$4,974,585 *	
Total Encumbrances				<hr/> \$11,161,507

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	225,850
1510	Park Operations Management	A09007 CXT Restrooms	240,727
1510	Park Operations Management	A11001 Emerald Ash Borer Management	91,250
1543	Ohio and Erie Canal Park Management	L13001 Mill Creek Connector Trail	1,482,858
1546	Lakefront Park Management	Q14001 Rivergate Building Improvements	140,285
1546	Lakefront Park Management	Q14005 Edgewater Park Bathhouse Design	180,668
1750	Zoo Facility Operations	V12027 Carousel Construction	69,193
1750	Zoo Facility Operations	V14029 Event Center Construction	149,196
1930	Human Resources	A14005 HRIS/Payroll System	130,000
3104	Manakiki Golf Course	303001 Clubhouse Improvements	65,858
3305	Sleepy Hollow	410001 Sleepy Hollow Turf Irrigation	131,759
5465	Mill Creek Connector - ODOT	J12465 Mill Creek Connector -Phase II	800,000
5478	Rocky River Trail - EN Endowment	R14478 Rocky River Trail Improvements	62,500
5509	Acacia - Conservation Fund	U12509 Acacia Improvements	92,094
5515	Ceramic Studio - Bay Arts	D14515 Ceramic Studio Construction	489,902
	All other capital project encumbrances		622,446
Total Capital Construction Projects Encumbrances			<hr/> \$4,974,585 *

Source: David J. Kuntz, Chief Financial Officer
9/15/14

**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED AUGUST 31, 2014**

ACCOUNTS RECEIVABLE

RANGER/COURT FINES RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$34,003	\$8,858	\$1,739	\$15,396	\$59,995

Total
\$1,550

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Principal	Interest to be Earned
07/31/14	STAR Ohio	State pool (A)	31	0.03%	08/31/14	\$1,012,020	\$27
07/31/14	STAR Plus	State pool (B)	31	0.20%	08/31/14	\$15,052,970	\$2,555
07/31/14	PNC Bank	Money Market (C)	31	0.05%	08/31/14	\$35,096,489	\$1,309

- (A) State Treasurer's Asset Reserve (STAR). Interest rate is compounded on a treasury note basis.
 (B) STAR Plus (Interest rate is actual yield earned in prior month).
 (C) Government Performance Money Market Account (Rate is compounded based on Average Collected Monthly Balance).
 Investment principal varied between \$28,096,489 and \$37,096,489 in August.

Source: David J. Kuntz, Chief Financial Officer
09/15/14

**RESOLUTION
RECOGNIZING THE
RETIREMENT OF
RONALD M. BITTNER**

WHEREAS, *Ronald M. Bittner has served Cleveland Metroparks for more than 38 years; and,*

WHEREAS, *Ronald M. Bittner has devoted these years of service utilizing his knowledge, skills and abilities as a Seasonal Parking Attendant, Grounds Maintenance, Service Maintenance, Service Maintenance Leader, and Lead Service Maintenance II; and,*

WHEREAS, *Ronald M. Bittner has led work crews, provided work direction, and shared his expertise with his peers and assisted them in developing their skills and knowledge of equipment, processes and techniques; and,*

WHEREAS, *Ronald M. Bittner labored in support of many maintenance projects and facility rehabilitation enhancements throughout the Zoo such as building a support foundation for the aquariums, final preparation and opening of The RainForest, installation of wood decks located at the Primate, Cat & Aquatics building, giraffes, Wolf Wilderness, Australia Adventure, rhinos and penguins, and countless other improvement projects that affect each visitor's experience; and,*

WHEREAS, *Ronald M. Bittner has used his knowledge and experience to assist with preparations and provide service during annual events such as Zippity ZooDoo, Earth Day, Dream Night, Twilight at the Zoo and countless special events and parties that served Zoo guests; and,*

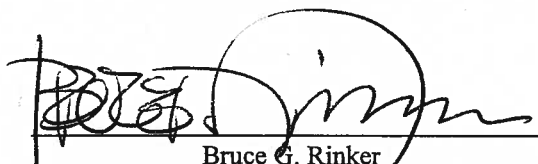
WHEREAS, *Ronald M. Bittner's dedication and commitment to the Zoo has been evidenced by his ability to operate and repair all of the Zoo's heavy equipment, train and direct seasonal staff, and respond to employee related activities including relocation of office documents and furniture; and*

WHEREAS *Ronald M. Bittner has participated in continuous learning opportunities which allowed him to successfully implement new technologies over the course of his career; and,*

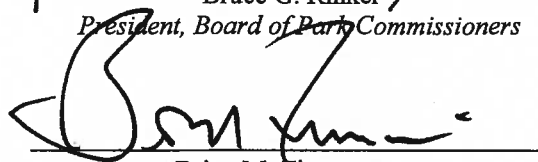
WHEREAS, *Ronald M. Bittner demonstrated a spirit of cooperation when he assisted animal care staff with relocation of animals, and when he prepared an equipment "How To" manual for all staff to reference; and,*

WHEREAS, *Ronald M. Bittner's dedication has been a valued asset to Cleveland Metroparks Zoo. 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 Ronald M. Bittner for his years of service and dedication in serving the citizens of Greater Cleveland.*



Bruce G. Rinker
President, Board of Park Commissioners



Brian M. Zimmerman
Chief Executive Officer



**CLEVELAND METROPARKS
2015 TEMPORARY APPROPRIATIONS BY OBJECT OF EXPENDITURE
(equivalent to 24% of 2014 appropriations)**

<u>Object Code</u>	<u>Object Description</u>	<u>Operating</u>	<u>Capital</u>	<u>Self-funded Insurance Reserve</u>	<u>Property/Liability Ins. Reserve</u>	<u>Restricted Donations</u>	<u>Total</u>
51000 }							
53000 }							
71000 }	Salaries & cap. proj. labor	\$9,953,716.80	\$312,000.00	\$18,576.00	\$43,366.08	\$71,234.40	\$10,398,893.28
52000	Employee fringe benefits	3,075,207.12	0.00	12,960.00	10,806.00	15,872.64	3,114,845.76
54000	Property taxes	8,740.80	0.00	0.00	0.00	0.00	8,740.80
55000	Risk management	72.00	0.00	1,505,184.24	218,115.12	12,724.80	1,736,096.16
56000	Legal fees	70,802.40	0.00	0.00	0.00	0.00	70,802.40
57000	Office operations	929,337.60	0.00	12,000.00	5,344.32	189,874.80	1,136,556.72
58000	Employee services	224,530.08	0.00	0.00	6,088.80	14,952.72	245,571.60
59000	Tools & equipment	66,174.24	0.00	0.00	0.00	7,892.64	74,066.88
60000	Janitorial sup./exp.	152,372.88	0.00	0.00	0.00	8,208.00	160,580.88
61000	Turf mgmt. sup./exp.	153,254.16	0.00	0.00	0.00	14,842.32	168,096.48
62000	Rd./trail mtce./repairs	79,628.40	0.00	0.00	0.00	177.12	79,805.52
63000	Prop. mtce./repairs	319,543.44	0.00	0.00	0.00	15,528.96	335,072.40
64000	Fleet mtce. sup./exp.	568,981.44	0.00	0.00	168.00	9,396.00	578,545.44
65000	Animal care sup./exp.	215,927.76	0.00	0.00	0.00	28,547.28	244,475.04
66000	Enterprise expense	523,476.48	0.00	0.00	0.00	1,785.12	525,261.60
67000	Spec. prog. sup./exp.	197,556.72	0.00	0.00	276.00	168,231.60	366,064.32
68000	Utilities	1,031,915.52	0.00	0.00	316.80	240.00	1,032,472.32
69000	Prod. sup./exp. & contingency	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal	\$17,571,237.84	\$312,000.00	\$1,548,720.24	\$284,481.12	\$559,508.40	\$20,275,947.60
72000	Constr. matls./exp.	\$0.00	\$988,724.16	\$0.00	\$1,729.20	\$165,826.56	\$1,156,279.92
73000	Contract cap. imp.	0.00	4,896,632.64	0.00	0.00	875,157.84	5,771,790.48
74000	Major cap. equip.	0.00	490,299.36	0.00	273.60	93,600.96	584,173.92
75000	Zoo animal acquis.	0.00	19,663.92	0.00	0.00	215.04	19,878.96
76000	Land acquis.	0.00	411,498.96	0.00	0.00	352,194.24	763,693.20
	Subtotal	\$0.00	\$6,806,819.04	\$0.00	\$2,002.80	\$1,486,994.64	\$8,295,816.48
	Total fund	\$17,571,237.84	\$7,118,819.04	\$1,548,720.24	\$286,483.92	\$2,046,503.04	\$28,571,764.08

RESOLUTION NO. 14-09-149

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 10, 2014 in the amount of \$56,554.31; and **Checks** dated September 12, 2014 in the amount of \$520,596.81; and **Checks** dated September 25, 2014 in the amount of \$1,237,417.46; and **Net Payroll** dated July 13, 2014 to July 26, 2014 in the amount of \$1,278,028.21; and **Withholding Taxes** in the amount of \$301,101.50; and **Net Payroll** dated July 27, 2014 to August 9, 2014 in the amount of \$1,282,692.54; and **Withholding Taxes** in the amount of \$296,324.54; and **Net Payroll** dated August 10, 2014 to August 23, 2014 in the amount of \$1,225,771.71; and **Withholding Taxes** in the amount of \$290,977.61; and **Bank Fees/ADP Fees** in the amount of \$45,126.79; and **ACH Debits (FirstEnergy Utility; Sales Tax)** in the amount of \$120,292.44; and **"Then and Now Certificates"** including **Visa Purchasing Card** purchases dated August 31, 2014 to September 13, 2014 in the amount of \$137,110.31; and **Visa Travel Card** purchases dated August 31, 2014 to September 13, 2014 in the amount of \$11,014.81; 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 25, 2014

Attest: _____
President of the Board of Park Commissioners

Chief Executive Officer

VOUCHER SUMMARY

	No. of Vendors	No. of Purchases	Amount	Average Vendor Amount	Average Purchase Amount	Code
Bid Items	33	275	\$ 711,579.43	\$ 21,563.01	\$ 2,587.56	C
Board Authorized Payments	24	88	\$ 212,455.87	\$ 8,852.33	\$ 2,414.27	A
Director Approved Payments	37	171	\$ 165,494.64	\$ 4,472.83	\$ 967.80	D
Telephone-Written Quote Items	15	25	\$ 57,951.24	\$ 3,863.42	\$ 2,318.05	P
Telephone Quote Items	28	104	\$ 39,595.38	\$ 1,414.12	\$ 380.72	T
Utilities	18	137	\$ 57,554.62	\$ 3,197.48	\$ 420.11	U
Health Insurance	0	0	\$ -	\$ 00.00	\$ 00.00	H
Other Exempt Items	49	59	\$ 543,964.57	\$ 11,101.32	\$ 9,219.74	E
Non-Bid Items less than \$1,000	64	106	\$ 18,897.83	\$ 295.28	\$ 178.28	N
Purchases Obtained w/o Cert.	3	6	\$ 7,075.00	\$ 2,358.33	\$ 1,179.17	S
	271	971	\$ 1,814,568.58	\$ 6,695.83	\$ 1,868.76	

CODE LEGEND

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

RECOMMENDED ACTION:

That The Board of Park Commissioners approves **Resolution No. 14-09-149** listed above.