

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

OCTOBER 22, 2015

The Board of Park Commissioners met on this date, Thursday, October 22, 2015 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

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

APPROVAL OF MINUTES.

No. 15-10-158: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of October 1, 2015, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. 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.

Controller, Karen Fegan, presented a Comparative Summary of Revenues & Expenditures 2015 vs. 2014 Year-To-Date, for the Month Ended September 30, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **80537** to **80539** and they were filed for audit.

ACTION ITEMS.**(a) 2015 Budget Adjustment No. 3**

(Originating Sources: David J. Kuntz, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)

Two types of 2015 budget adjustments are requested for Board approval:

Type I: Transfers, listed on pages **80540** to **80547**. Represents transfers with **NO NET INCREASE/DECREASE** to the 2015 operating and/or restricted funds budgets.

Type II: Appropriations: None.

No. 15-10-159: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve the 2015 Budget Adjustment No. 3 for "Type I: Transfers," for **NO OPERATING OR RESTRICTED FUND NET INCREASE/DECREASE** as listed on pages **80540** to **80547**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

(b) *Garfield Park Reservation: Authorization of Land Acquisition – Kantorowski Property (± 0.2 acres)*

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Donna L. Studniarz, Chief of Strategic Initiatives/Stephanie Kutsko, Land Protection Coordinator)

In May 2015, Cleveland Metroparks acquired the former Bainbridge Grinding facility owned by the Simmons family, a ±0.6 acre property at the entrance of the Mill Creek Falls Overlook area in Garfield Park Reservation. This acquisition was key in providing improved public access to the 48-foot Mill Creek Falls, Cuyahoga County's largest waterfall and providing more greenspace in the City of Cleveland. Following the Simmons acquisition, Cleveland Metroparks identified one remaining private in-holding in the Mill Creek Falls Overlook area, a residential ±0.2 acre property situated adjacent to Cleveland Metroparks existing park land and the all-purpose trail that connects with Garfield Park Nature Center and the surrounding neighborhoods (reference map, page **80548**).

ACTION ITEMS (cont.)

The acquisition of this property would enable the Park District to create a more inviting experience for park visitors to enjoy a connected green space and the scenic Mill Creek Falls. The property contains two houses which will be demolished following acquisition of the property. After discussions and negotiations, the owners Raymond A. Kantorowski and Karolyne Kantorowski, husband and wife, have agreed to sell the property for \$60,000 with the condition they are able to remove some recent house improvements, such as a leaded glass door, furnace, flooring and other miscellaneous items.

No. 15-10-160: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the acquisition of fee simple title of ±0.2 acre as hereinabove described, from Raymond A. Kantorowski and Karolyne Kantorowski, for a purchase price of \$60,000, and remove mutually agreeable house improvements such as listed above, subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

- (c) ***South Chagrin Reservation: Authorization of Land Acquisition and Clean Ohio Conservation Fund Grant Application (±16.3 acres)***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Donna L. Studniarz, Chief of Strategic Initiatives/Stephanie Kutsko, Land Protection Coordinator)

Background

South Chagrin Reservation is an anchor reservation, consisting of 1,575 acres, in the eastern suburbs of Cuyahoga County, offering a variety of outdoor recreation experiences for park users. The southeastern portion of the reservation includes a ±2 mile trail corridor that was acquired from the Lake Erie and Wheeling Railroad that links South Chagrin Reservation and Chagrin Falls. Adjacent to the trail are undeveloped landholdings that have been of interest to the Park District for several years due to its location, proximity to the trail, and high quality forest, headwater streams, and wetlands.

ACTION ITEMS (cont.)**Recommended Fee Acquisition of ±16.3 Acres**

Cleveland Metroparks has been in contact with the landowner, John C. L. Jackson, for several years, and at this time, he is willing to sell the two parcels adjacent to the trail corridor (reference map, page **80549**). After negotiations the owners, John C. L. Jackson and Claudia K. Jackson, have agreed to sell the ±16.3 acres via fee simple title for \$1,050,000. Acquisition of the property would preserve Class II headwater streams that support perennial and intermittent warm water biologic communities, including green frogs, redback salamanders and dusky salamanders, high quality wetlands, a high quality forest and a diverse wildlife habitat.

Cleveland Metroparks has the opportunity to apply for Clean Ohio Conservation Program Funds to acquire the property. The proposed funding for the acquisition and associated due diligence costs are shown below:

Costs:

Acquisition via fee simple title	\$1,050,000
Due diligence costs (appraisal, title, environmental, etc.)	<u>\$6,000</u>
	\$1,056,000

Funding:

Clean Ohio Conservation Program (75%)	\$792,000
Cleveland Metroparks (25%)	<u>264,000</u>
	\$1,056,000

The acquisition is contingent on receiving Clean Ohio funding with Cleveland Metroparks contribution of \$214,000 in cash and \$50,000 in non-cash.

No. 15-10-161:

It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the land acquisition of fee simple title of ±16.3 acres as hereinabove described, from John C. L. Jackson and Claudia K. Jackson, husband and wife, for a purchase price of \$1,050,000, contingent on funding and subject to the terms and conditions hereinabove summarized, and subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorizes the Chief Executive Officer to execute agreements, together with supplemental instruments related thereto, if any, as deemed necessary or appropriate and in a form acceptable to the Chief Legal & Ethics Officer; finally, that the Board authorize the submittal of a grant application, referred to as the Cleveland Metroparks Preservation Initiative, to the Clean Ohio Conservation Program Fund for funding assistance for the above-described acquisition and, in conjunction therewith, that the Board authorize a resolution as referenced on page **80550**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

ACTION ITEMS (cont.)**(d) Mill Stream Run Reservation: Authorization of Land Acquisition – Walker Property (±10 acres)**

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Donna L. Studniarz, Chief of Strategic Initiatives/Stephanie Kutsko, Land Protection Coordinator)

During periodic checks of properties for sale adjacent to the park reservations, staff identified a ±10 acre undeveloped forested property on Mill Hollow Lane in the City of Strongsville adjacent to Mill Stream Run Reservation (reference map, page **80551**). The property has a fairly steep gradient adjacent to Mill Hollow Lane and a plateau area adjacent to the reservation that was being evaluated by a local builder for development of over 20 home sites. The property contains headwater streams to the East Branch of the Rocky River that create scenic ravines and is highly visible from the Riverview Mountain Bike trails (reference photo, page **80552**).

The property was listed for \$499,900. After negotiations, the landowner, Donna C. Walker, has agreed to sell for \$350,000 provided the transaction is not contingent on grant funding and would be transferred as soon as possible.

No. 15-10-162:

It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the acquisition of fee simple title of ±10 acres as hereinabove described, from Donna C. Walker, for a purchase price of \$350,000, subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

(e) Contract Amendment – RFP #6101-B: Wildwood Management Center – Guaranteed Maximum Price

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

Background

On August 20, 2015 the Board awarded a guaranteed maximum price contract to Regency Construction Services, Inc. (Regency) for design-build services for construction of the Wildwood Management Center at Wildwood Park in the Euclid Creek Reservation. At the time of the Board's award, only the preconstruction stage compensation was fixed at \$43,589. Per the contract, a Guaranteed Maximum Price for construction is then developed brought back to the Board for approval.

ACTION ITEMS (cont.)

Since August, the design of the management center has solidified, and involves construction of a new 2,900 s.f. pre-engineered structure which consists of two (2) heated vehicle bays, management office, employee break room, restrooms and a locker room. Additionally, an existing 1,590 s.f. structure will be remodeled under separate contracts and utilized for secured and covered cold storage bays.

GMP Establishment

Regency has established the below Guaranteed Maximum Price based on 50% complete construction documents:

<u>Item</u>	<u>Cost</u>
Metals	\$ 89,852.00
Concrete	102,700.00
Carpentry and Millwork	3,000.00
Thermal and Moisture Protection	In Metals/Concrete
Finishes	56,421.00
Plumbing	51,200.00
Heating, Ventilating, and AC	23,600.00
Electrical	40,500.00
Earthwork	8,000.00
Exterior Improvements	67,175.00
<i>Subtotal</i>	\$442,448.00
Construction Contingency 5.00%	22,122.40
General Conditions 11.36%	52,775.20
Construction Stage Design Services Fee .85%	4,397.44
<u>CM Fee 3%</u>	<u>15,652.29</u>
Total Guaranteed Maximum Price	\$537,395.33

Note: *Previously approved Preconstruction Stage Compensation of \$43,589 is not included in GMP.*

Construction Schedule:

Regency's construction schedule associated with the proposed GMP anticipates an April 14, 2016 project delivery, barring any unseasonal weather. Cleveland Metroparks staff will monitor construction progress and provide updates to the Board.

No. 15-10-163:

It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to amend the Guaranteed Maximum Price (GMP) contract with **Regency Construction Services, Inc.**, for construction of the **Wildwood Management Center, Euclid Creek Reservation**, to reflect a GMP in the amount of **\$537,395.33**, for a total contract amount of **\$580,984.33**, in a form to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

ACTION ITEMS (cont.)**(f) *Operating Agreement between Cleveland Metroparks and the Cleveland Zoological Society***

(Originating Sources: Christopher W. Kuhar, Zoo Director /Elizabeth Fowler, Executive Director, Cleveland Zoological Society)

Background

The Cleveland Zoological Society generates philanthropic and community support for Cleveland Metroparks Zoo and shares the same mission: *We create compelling experiences that connect people with wildlife and inspire personal responsibility for conserving the natural world.* Between 1998 and 2012, the Zoological Society and Cleveland Metroparks worked together under an operating agreement which provided the Zoo with operating support equal to 70% of the revenue received from the general membership program (memberships up to the Sustaining level or its equivalent). On average this agreement provided \$1.79 million to Cleveland Metroparks.

Since 2013, the annual commitment from the Zoo Society was increased to an amount equivalent to 72% of the revenue from the general membership program; the amendment was renewed for 2014. The Commitment is divided such that 65% goes to the Cleveland Metroparks general fund and 7% goes to a restricted fund for education programs and animal feed. This change has made it possible for the Zoo Society to simplify its fundraising messaging and increase overall support for the Zoo. The adjusted agreement is projected to provide \$2,110,824 in revenue to Cleveland Metroparks in 2015. This is an increase of \$52,000 in revenue over the previous 70% agreement.

As its contribution to this thriving public/private partnership, Cleveland Metroparks has and will continue to provide office space and operational support of the Zoo Society membership and fund raising activities.

Proposal for a One-Year Extension to the Operating Agreement

Based on these results, the modification to the operating agreement is viewed as a success for both organizations. A continuation of the agreement in 2016 would allow Cleveland Metroparks to continue to receive greater revenue and facilitate continued growth in overall support from the Cleveland Zoological Society.

It is proposed that the modification to the operating agreement be renewed for 2016, whereby 65% of the revenue from the general membership program be directed to the Cleveland Metroparks general fund and 7% goes to a restricted fund for education programs and animal feed.

Elizabeth Fowler and Gigi Benjamin of the Cleveland Zoological Society were both in attendance.

ACTION ITEMS (cont.)

No. 15-10-164: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to amend the 1997 Operating Agreement between Cleveland Metroparks and the Cleveland Zoological Society for 2016, in a form approved by the Chief Legal and Ethics Officer, whereby the Zoo Society will, during that year, guarantee general operation support of an amount equal to 65% of their revenue from the general membership program be directed to Cleveland Metroparks general fund, with 7% going to a restricted fund for education programs and animal feed.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

(g) ***Extension to Gift Shop/Retail Services Contract***
(Originating Source: Christopher Kuhar, Executive Director, Cleveland Metroparks Zoo)

Background

On November 8, 2007 the Board of Cleveland Metroparks passed Resolution No. 07-11-282 allowing Cleveland Metroparks to enter into contract with Event Network, Inc. for gift shop/retail services based on the proposal received. Under those terms a contract was entered into between Cleveland Metroparks and Event Network, Inc. for service through December 31, 2017. The details of that contract include an initial capital investment of \$400,000 from Event Network along with annual commission rate of 31% with a guaranteed minimum annual remittance of \$450,000. The commission rate is broken down as a percentage of total sales as the following:

26% - general fund

2% - utilities fund

1% - refurbishment and replacement fund

1% - advertising and promotions fund

1% - conservation fund

The original capital investment allowed Event Network to transition the gift shops over to their specifications. Over the contract period to date the average commission remittance to Cleveland Metroparks from Event Network has been \$660,703. The growth of this revenue, however, is limited by the space and design of the main gift shop.

ACTION ITEMS (cont.)

Given that the original contract allows for a single five-year contract extension, Event Network proposed a plan to increase the space and flow of the main gift shop through capital improvements. The proposed gift shop enhancements would include HVAC renovation, a new stroller rental tent, a more open floor plan with approximately 3,450 ft² of floor space, updated fixtures and “spillover” space outside the gift shop. This project is estimated to cost between \$450,000 and \$475,000 and would be subject to applicable prevailing wage and procurement requirements. Cleveland Metroparks would contribute a maximum of \$150,000 out of the existing gift shop refurbishment and replacement fund while Event Network would contribute a minimum of \$300,000 and cover the balance of all costs. All other details of the contract would remain in effect.

No. 15-10-165: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Event Network, Inc.** for a five (5) year extension (1/1/2018 – 12/31/2022) to the original contract in exchange for a renovation of the existing main gift shop at an estimated cost of \$450,000 - \$475,000 with Event Network, Inc. paying all costs of this renovation with a required minimum of \$300,000 to be expended, and Cleveland Metroparks contributing not more than \$150,000 out of an existing gift shop refurbishment fund.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

(h) ***Extension to RFP #5618: Cleveland Metroparks Zoo Point-of-Sale (POS) and Group Reservations System, Support System and Equipment***
(Originating Sources: Christopher Kuhar, Executive Director, Cleveland Metroparks Zoo/Rosalina M. Fini, Chief Legal and Ethics Officer)

Background

On October 7, 2010 the Board of Cleveland Metroparks passed Resolution No. 10-10-206 allowing Cleveland Metroparks Zoo to partner with Centaman, Inc for its POS and Group Reservation System as an outcome of **RFP# 5618** Cleveland Metroparks Zoo Point-of-Sale (POS) and Group Reservations System, Support System and Equipment based on the proposal received.

ACTION ITEMS (cont.)

Under those terms a contract was entered into between Cleveland Metroparks and Centaman, Inc. for service through January 31, 2016. In an effort to streamline the implementation and acceptance of the phases of implementation of the Centaman System an addendum to the original contract was completed on September 25, 2012. Since that time, Centaman, Inc. and Cleveland Metroparks staff members have worked through an extensive original implementation, including online ticket purchasing and registration, in-person ticket sales and multiple reporting options, and successive upgrades to the Centaman System. While the implementation has been labor intensive, this system has allowed for significant improvements in our ticket sales and reporting options over the previous system.

Given that the original contract allows for successive one-year contract extensions, not to exceed five additional years, we request the contract be extended for the first extension year through January 31, 2017. This would allow Cleveland Metroparks staff to build upon the implementation of the Centaman System and do the necessary work for the preparation of an RFP for a POS and Group Reservation System in the future.

Payment terms, as per the original contract, include a 3.75% increase in service fees each year. Therefore fees for the 2016 service year would be \$30,598.99.

No. 15-10-166: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Centaman, Inc.** for a twelve (12) month extension (2/1/2016 – 1/31/2017) to the original contract relating to RFP #5618, for Point-of-sale and Group Reservation System, Support System and Equipment at Cleveland Metroparks Zoo, for total sum of \$30,598.99.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

(i) ***2016 Property and Liability Insurance Coverages***
(Originating Source: Thomas R. Coles, Director of Risk Management)

Background

The current insurance coverages and pricing by Jackson Dieken & Associates Insurance, Inc. with U.S. Specialty Insurance Company, a subsidiary of Houston Casualty Company (HCC), is the first year of a three-year program (i.e. 2015, 2016, 2017) where the rates are guaranteed not to increase from year to year subject to an account loss ratio that does not exceed 22 percent at 9 months and 32 percent at 21 months. The Park District's loss ratio for the current policy year was 3% as of September 30, 2015, well within the rate guarantee parameters.

ACTION ITEMS (cont.)**Market Review**

A review of the market conditions by the Park District Risk Management consultant (Crain, Langner) and Jackson Dieken & Associates, Inc., indicates that insurance rates have remained relatively flat compared to last year. Entities with good loss experience have experienced modest improvement in rates, per Crain, Langner.

2016 Proposed Premium

As we move into the second year of a three-year program, the Park District's proposed premium for 2016 is **\$727,535 (+3.09%)** versus \$705,712 in 2015 (an increase of \$21,823). The increase in HCC premium is primarily due to change in exposure(s), including, but not limited to, the acquisition of Whiskey Island and Timberlane Stables along with new construction that included Stillwater Place, Cleveland Foundation Centennial Trail bridges and Villa Angela bridge. A three year premium comparison chart is included on page **80553**.

The Park District Director of Risk Management and Risk Management Consultant, Crain, Langner & Co., have reviewed the proposal from Jackson Dieken & Associates Insurance, Inc. for 2016 and recommend that the proposal be accepted, as reflected below.

Dan Buser of Crain, Langner & Co., as well as Kelly McKeon and Carly Young of Jackson Dieken & Associates, were all in attendance.

No. 15-10-167: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to accept the proposal of Jackson Dieken & Associates Insurance, Inc., as described above, for insurance coverages for the second year of a three-year program effective November 1, 2015 to November 1, 2016, at the proposed coverages and pricing as follows:

Commercial General Liability Insurance for \$71,001 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Auto Liability Insurance for \$81,780 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Public Officials Liability Insurance for \$12,853 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Law Enforcement Liability Insurance for \$12,728 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Employment Practices Liability Insurance (included in Public Officials Liability Insurance) with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

ACTION ITEMS (cont.)

Excess Liability Insurance for \$59,690 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Terrorism Coverage (TRIA) (liability and property) for \$8,409 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Liquor Liability Insurance (included in commercial general liability Insurance) with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Property Insurance for \$236,737 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Inland Marine Insurance for \$71,327, with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

EDP Insurance for \$9,048 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Employee Dishonesty and Crime Insurance for \$4,232 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Boiler and Machinery Insurance (included in property insurance premium) with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Earthquake and Flood (Excluding Zone A) Insurance (included in property insurance premium) with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Auto Physical Damage (comprehensive/collision coverage on select vehicles; auto catastrophic coverage 5 locations) for \$65,399 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Property Coverage (Scheduled Article Floater for pedestrian bridges e.g. Towpath Trail Overpass Bridges, Cleveland Foundation Centennial Trail Bridges, Villa Angela Bridge) for \$38,686 with Allianz Global Corporation through Jackson Dieken & Associates;

Treasurer's Bond for \$5,145 with CNA/Western Surety Company through Jackson Dieken & Associates;

ACTION ITEMS (cont.)

Claims Administration for \$7,500 with HCC Public Risk Claims Service Inc. through Jackson Dieken & Associates; and

Broker Fee for \$43,000 with Jackson Dieken & Associates.

Grand Total: \$727,535

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

- (j) ***2016 Cleveland Metroparks Employee Group Health Care Benefits***
(*Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Harold G. Harrison, Chief Human Resources Officer/David J. Kuntz, Chief Financial Officer*)

A. 2016 MEDICAL BENEFITS

1) Self-Insured Preferred Provider Organization (“PPO”) Plans

Since January 1, 2007, the Park District has offered a self-insured medical plan which includes an administrative services only (“ASO”) provider network and claims adjudication service and reinsurance/stop-loss insurance coverage (“Stop-Loss Coverage”). The Park District currently offers three plan design options (High Premium-Plan A, Mid Premium-Plan B, and High Deductible/Health Savings Account - Plan C).

Administrative Service Only Agreement – Medical Mutual of Ohio

In 2012, the Park District entered into a three-year agreement with Medical Mutual of Ohio (“MMO”) to provide access to their provider network (including discounts) and claims adjudication service for the self-insured medical plans. This contract expires at the end of the 2015 plan year (12/31/15).

In July 2015, Human Resources (“HR”) and its benefits consultant, Oswald Companies (“Oswald”), released Request for Proposal #6108, requesting proposals for a new three-year ASO agreement. Three providers, Aetna, Cigna, and MMO (incumbent), provided timely responses to RFP #6108.

HR and Oswald performed an initial review of the proposals and determined that Cigna and MMO provided the lowest cost and best proposals. Accordingly, Cigna and MMO submitted to interviews with the labor/management Benefit Study Team and separately with Human Resources and Oswald. For the following reasons, Human Resources, Oswald, and the Benefit Study Team are recommending entering into a three-year ASO contract with Cigna:

ACTION ITEMS (cont.)

- The total cost of the Cigna ASO contract, including pharmacy drug rebates, (approximately \$144,394 per year) is projected to be lower than than the MMO contract (approximately \$146,824 per year). In addition, Cigna has offered to waive one month of ASO charges (approximately \$16,843) as a new client bonus.
- Cigna offers increased network access, including full access to University Hospitals.
- Cigna has financially guaranteed enhanced customer service and claims management.
- Cigna offers cutting-edge claims reduction programs, including disease management, health coaching, and telehealth programs.

Stop-Loss Coverage

Stop-Loss Coverage provides the Park District with individual claim caps (currently \$125,000 per individual) and aggregate claim caps (125% of expected claims for the Park District). HR and Oswald solicited proposals (RFP #6128) for a new one-year Stop-Loss Coverage and received timely responses from two providers, Cigna and MMO. Cigna has proposed a 24.0% premium increase (approximately \$654,659 total premium in 2016) for coverage and MMO has proposed a 21.5% premium increase (approximately \$641,269 total premium in 2016). MMO, however, has proposed “lasers” on four claims, exposing the Park District to \$170,000 in potential additional claims liability. Cigna’s proposal includes no lasers. In addition, Cigna’s proposal includes approximately \$10,000 in savings on the ASO contract if stop loss services are purchased from Cigna. Based on this review, HR and Oswald recommend acceptance of Cigna’s proposal at current coverage levels.

Cigna has set the annual maximum claims amount for 2016 at \$7,003,083.

Self-Insured Plan Designs and 2016 Premiums

HR and Oswald are recommending no plan design changes for the A-Plan, B-Plan, and C-Plan for 2016.

The following is a summary of the monthly premium rates for 2016 under the revised plan designs:

<i>Cigna Open Access Plus Plan</i>	A-Plan	B-Plan	C-Plan
Single	\$543.64	\$489.82	\$425.09
Family	\$1,291.26	\$1,150.90	\$1,009.68

Unless otherwise modified by a collective bargaining agreement, employee contribution rates for each plan will be determined by the Chief Executive Officer.

ACTION ITEMS (cont.)**2) Wellness Incentive Program**

Since 2013, Cleveland Metroparks has offered a wellness incentive program to encourage and reward health behaviors/actions of employees, spouses, and dependents. Pursuant to the program, monthly employee premium contributions were reduced by credits for obtaining certain requirements, including preventive care certifications, non-tobacco affidavits, health risk assessments and registration for Teladoc. Based on the success of the program, HR will continue to offer wellness incentive premium credits at the same level as 2015 (\$45/month for single and \$70/month for families).

3) Medical Buyout

The “buyout” option is a cash payment to employees, who would otherwise be eligible for family medical coverage, who decline to elect medical benefits from the Park District and utilize their spouse’s employer’s health plan. Annual verification documentation is required. HR and Oswald are recommending continuing the buyout rate at \$150.00 per month in 2016.

B. 2016 DENTAL AND VISION BENEFITS**1) Dental Benefits**

In July 2015, HR and Oswald released Request for Proposal #6109, requesting proposals for a new fully-insured dental agreement. Six providers, Aetna (incumbent), Cigna, Delta Dental, Liberty Dental, MetLife Dental and Ameritas, provided timely responses to RFP #6109.

Aetna’s proposal included a renewal of current services at a 7% premium reduction, with a 3% increase cap in year two. Although Cigna, Delta Dental and MetLife all provided quotes at slightly lower rates than Aetna, it is recommended that the Park District enter into a renewal agreement with Aetna. HR, Oswald, and the Benefit Study team feel that Aetna’s excellent customer service level and the avoidance of network disruption justify finding Aetna’s proposal as lowest and best.

The following are the proposed 2016 rates with Aetna:

	Dental PPO	Dental DMO
Single	\$21.12	\$21.12
Family	\$66.82	\$66.82

Unless otherwise modified by a collective bargaining agreement, employee contribution rates for the dental plan will be determined by the Chief Executive Officer.

ACTION ITEMS (cont.)**2) Vision Benefits**

In 2013, Cleveland Metroparks entered into a contract with Aetna for vision coverage in 2014. This contract included a flat renewal rate guarantee for 2016. Accordingly, HR and Oswald recommend that the Park District enter into a renewal contract with Aetna to provide fully-insured vision coverage at the below rates:

	Vision
Single	\$3.89
Family	\$11.81

Unless otherwise modified by a collective bargaining agreement, employer contribution rates for the vision plan will be determined by the Chief Executive Officer.

Jan Walker, Vice President of Sales and Client Management, and Sue Onuska, New Business Manager, were both in attendance from Cigna.

No. 15-10-168: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to

A. Self-Insurance Plan

- a. That the Board approve the continuation by the Chief Executive Officer of the self-insured employee health benefits program, maintained pursuant to Section 9.833 of the Ohio Revised Code, to pay for authorized health care benefits, including health care and prescription drugs, under the Cigna PPO plan options described above (the “Self-Insured Program”) for the 2016 plan year.
- b. That the Board direct the Chief Executive Officer to take all necessary actions to reserve funds, as are necessary, in the exercise of sound and prudent actuarial judgment, to cover potential costs of health care benefits for the Self-Insured Program. The funds shall be reserved in a special fund (the “Self-Insurance Fund”) established pursuant to this resolution, which shall comply with the requirements of Ohio Revised Code Section 9.833. The costs of the Self-Insured Program, including, but not limited to, claims paid, administrative fees, consultant fees, wellness programs, telehealth services, and legal fees, may be allocated to the Self-Insurance Fund on the basis of relative exposure and loss experience.
- c. That the Board direct the Chief Executive Officer to have a report prepared and published of amounts reserved and disbursements made from the Self-Insurance Fund, which comports with and conforms to the requirements of Ohio Revised Code Section 9.833, and is maintained and made available for inspection at all reasonable times during regular business hours at the Cleveland Metroparks Administrative Office.

ACTION ITEMS (cont.)

- d. That the Board authorize the Chief Executive Officer to offer the health care “buyout” option at the rate of \$150 per month.
- B. Medical ASO Agreement (RFP #6108)
That the Board approve an award on RFP #6108 and authorize the Chief Executive Officer to enter into a three-year agreement, in a form approved by the Chief Legal & Ethics Officer, with Cigna at the rates cited above to purchase medical ASO services from January 1, 2016 through December 31, 2018.
- C. Stop-Loss / Reinsurance Coverage (RFP #6128)
That the Board approve an award on RFP #6128 and authorize the Chief Executive Officer to enter into a one-year agreement, in a form approved by the Chief Legal & Ethics Officer, with Cigna at the rates cited above to purchase stop-loss reinsurance for \$125,000 deductible specific stop-loss insurance and aggregate stop-loss insurance at 125% of expected claims as projected by Cigna. The agreement shall commence on January 1, 2016 and cover claims incurred in the twelve (12) month period covering the Self-Insured Program’s year beginning January 1, 2016, but paid on or before March 31, 2017.
- D. Dental Benefits (RFP #6109)
That the Board approve an award on RFP #6109 and authorize the chief Executive Officer to enter into a three-year agreement, in a form approved by the Chief Legal & Ethics Officer, with Aetna at the rates cited above to purchase fully-insured dental coverage from January 1, 2016 through December 31, 2017. Such agreement shall contain a one-year renewal option with a maximum 3% premium increase cap.
- E. Vision Benefits
That the Board authorize the Chief Executive Officer to exercise the one (1) year renewal option, in a form approved by the Chief Legal & Ethics Officer, with Aetna Insurance Company at the rates cited above for vision benefits.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

ACTION ITEMS (cont.)

- (k) ***Authorization to Commit Matching Funds and Enter into Grant Agreement***
(Originating Sources: Daniel J. Veloski, Chief of Rangers/Joseph V. Roszak, Chief Operating Officer/Anthony Joy, Chief Information Officer/Seth Willits, Marine Patrol Coordinator/Kristen Trolio, Grant and Outreach Coordinator)

Cleveland Metroparks has submitted and received a grant from the U.S. Department of Homeland Security under the 2015 Port Security Grant Program (PSGP) to purchase a patrol boat for the Ranger Department Marine Patrol Unit and to purchase and install security cameras at East 55th Street Marina and Edgewater Park pier. With the acquisition of the lakefront parks, including marinas and yacht clubs, Cleveland Metroparks has assumed a portion of the responsibility for maritime safety and security for much of the region’s lakefront. These necessary pieces of safety equipment will allow Cleveland Metroparks to increase their security presence along the lakefront.

The grant funds will be used to purchase a 29’ SAFE BOATS International patrol boat to be operated by Cleveland Metroparks Ranger Department Marine Patrol Unit to patrol the waters of Lake Erie, the Cuyahoga River, and the Rocky River. The patrol boat will be equipped with Forward Looking Infrared to assist with search and rescue and maritime law enforcement.

The grant funds will also be used to purchase 10 external IP Pan Tilt Zoom surveillance cameras for East 55th Street Marina, 3 fixed IP and 1 IP Pan Tilt Zoom surveillance camera for Edgewater Park pier, and the necessary server and storage for these cameras.

The total project budget is:

FEMA	\$369,000
Patrol Boat (\$287,000)	
Cameras (\$82,000)	
<u>Cleveland Metroparks</u>	<u>123,000</u>
TOTAL	\$492,000

No. 15-10-169: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to enter into a grant agreement with U.S. Department of Homeland Security; to commit \$123,000 as match dollars for the project; to enter into an agreement and execute any other documents as may be required to complete the projects; and form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.
 Nays: None.

ACTION ITEMS (cont.)

- (1) **4th Amendment: Lease Agreement with Forest City Yacht Club**
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer; Rosalina M. Fini, Chief Legal & Ethics Officer/Donna L. Studniarz, Chief of Strategic Initiatives)

Effective June 6, 2013, the City of Cleveland (City) and the State of Ohio mutually terminated the Lease between them dated April 26, 1978 for the Cleveland Lakefront State Park properties pursuant to the terms delineated in the June 6, 2013 Memorandum of Agreement, and the City entered into a new Lease (Metroparks' Lease) for such properties with the Board of Park Commissioners of the Cleveland Metropolitan Park District (Board). The Board assumed, as Lessor, the various leases the State had entered into with the boat and yacht clubs, including the Forest City Yacht Club (FCYC) Lease.

It has been discovered that FCYC's lease overlapped the City's lease with Sailing Inc. by a few feet. Representatives from Cleveland Metroparks, the City, FCYC and Sailing Inc. worked to resolve the overlapping boundary by having a new survey conducted. Based upon the new survey, new legal descriptions have been created. The revised FCYC legal description can be found at pages **80554** to **80556**.

The Metroparks' Lease has been amended to properly reflect the revised boundary between FCYC and Sailing Inc. At this time, there is a need to revise FCYC's lease with the Board to also properly reflect the revised boundary. Pursuant to said Metroparks' Lease, Metroparks is authorized to amend such boat and yacht club leases in a limited manner consistent with the City and State's Memorandum of Agreement.

On September 1, 2015, FCYC unanimously approved the revised lease amendment to properly reflect the revised boundary.

- No. 15-10-170:** It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve the Fourth Amendment to the Lease Agreement with the Forest City Yacht Club to properly amend the legal description and authorize the Chief Executive Officer to execute said amendment, in a form approved by the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

AWARD OF BIDS:

No. 15-10-171: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the following bid awards:

Bid #5927: **Contract Termination and Award: Supply and Install Three Precast Concrete Restrooms** (see page **80526**);

Bid #6127 and Ohio Co-Op #6130:
Phase 2 – Sleepy Hollow Irrigation System (see page **80527**); and

Co-Op #6135: **Fiber Optic Network for Connectivity** (see page **80528**).

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

AWARD OF BIDS (cont.):**BID # 5927: CONTRACT TERMINATION AND AWARD:**
SUPPLY AND INSTALL THREE PRECAST CONCRETE RESTROOMS

On August 28, 2013 a contract in the amount of \$99,476.57 was awarded to Park and Restroom Structures, Inc. for Bid #5927, Supply and Install Three Precast Concrete Restrooms. The awarded contract was for the supply and installation of two double precast vaults with chase restrooms at Harper Ridge Picnic Area in South Chagrin Reservation and Top O Ledges Picnic Area in Hinckley Reservation, and one single precast vault restroom unit at Indian Point Picnic Area in Hinckley Reservation.

In the board action (August 28, 2013/ No. 13-08-127) and associated bid documents, authority is granted to award the contract to the next lowest and best bidder if the original contract is not met. Staff recommends cancelling the original contract to Park and Restroom Structures, Inc. for non-performance and awarding a new contract to CXT, Inc. which has been recognized as the next lowest and best bidder in Resolution No. 13-08-127. Under the terms of the original bid specifications and contract, Cleveland Metroparks will utilize the bid guarantee from Park and Restroom Structures, Inc. (\$5,844.00) to pay the difference between their bid and the next lowest and best bid, CXT, Inc. and all related costs.

Since it has been more than 2 years since this bid was authorized, CXT is under no obligation to hold its price. Their request is simply to have Cleveland Metroparks provide the bond liquidation to compensate for inflation/expenses since the original award. Staff considers this request reasonable and would recommend approval of same to the Board as follows:

Original Park and Restroom Structures, Inc. Bid	\$ 99,476.57
Applied Bid Guarantee for non-performance	<u>5,800.00</u>
TOTAL RECOMMENDED AWARD TO CXT, Inc.	\$105,276.57

RECOMMENDED ACTION:

That the Board authorize the contract termination of Park and Restroom Structures, Inc. and re-award to CXT, Inc. as detailed in the summary above for a total cost of \$105,276.57 under the provision of the Resolution No. 13-08-127, dated August 28, 2013 that allows for the Board's determination of the next lowest and best bid.

(See Approval of this Item by Resolution No. 15-10-171 on Page 80525)

AWARD OF BIDS (cont.):**BID #6127 and OHIO CO-OP #6130 SUMMARY: PHASE 2 – SLEEPY HOLLOW IRRIGATION SYSTEM****Background**

In 2014, the Board of Park Commissioners authorize the approval to purchase various Toro irrigation components to be installed at Sleepy Hollow Golf Course Phase 1 (back 9). Phase 1 is complete and Cleveland Metroparks Golf Staff is ready to move forward with Phase 2 (front 9).

Cleveland Metroparks is seeking approval to purchase the supply of additional Toro sprinklers heads, controls and various fittings to stay align with Phase 1 mechanics by leveraging the State of Ohio contract number 800261 as well as the purchase of various non-contract materials (HDPE pipe, wire, fittings, valves, etc.) via a bid (Bid #6127 as noted in the chart below). Items related to the Toro equipment have been secured through letter and quote; and are maintained in the Procurement Office.

<u>Vendor (Ohio Co-Op #6130)</u>	<u>Description</u>	<u>Total cost</u>
Century Equipment	Sprinkler heads, controls, and fittings	\$ 59,636.51
<u>Bidder(s) Bid #6127</u>	<u>Description</u>	<u>Base bid</u>
WOLF CREEK	HDPE pipe, wire, fittings, valves, etc.	\$ 95,674.88
CENTURY	HDPE pipe, wire, fittings, valves, etc.	\$ 98,204.63
GREEN MILE GROUP	Charter pipe, wire, fittings, valves, etc.	\$157,428.64
	Total combined award	\$155,311.39

Charge Codes: 3305-72625-410001

RECOMMENDED ACTION:

That the Board approve Bid #6127 and Ohio Co-Op #6130 as presented above, to Century Equipment for \$59,636.51 and Wolf Creek Company, for \$95,674.88 respectively, for retrofitting the irrigation system to be installed at Sleepy Hollow Golf Course for phase 2 of the project resulting in a total of \$155,311.39. In the event these vendors cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. In the event the log of consumption approaches 90 percent of the estimate, an action item will presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 15-10-171 on Page 80525)

AWARD OF BIDS (cont.):**CO-OP #6135 SUMMARY: FIBER OPTIC NETWORK FOR CONNECTIVITY****Background**

The State of Ohio Master Service Agreement Division competitively bids local telephone service, long distance, cellular telephone services, and other telecommunications services. For many of the sites listed below, they have had a variety of miscellaneous companies providing their internet which includes Time Warner Cable, AT&T DSL, Verizon and/or AT&T Air Cards. AT&T has a service called ASE (AT&T Switched Ethernet Service) which is a privately leased fiber optic network allowing multi point to point connections on a high speed backbone for faster internet & collaborative connectivity.

AT&T Most Recent Proposal/Negotiations

Although fiber optic connections were already available to Cleveland Metroparks on the negotiated monthly rate from the Master Services agreement, they incurred large fees for construction costs (up to \$250,000 for one site). However, AT&T began a push to install more fiber in various areas and if sites were purchased in a bulk type service, it would waive the construction costs. As such, Cleveland Metroparks was able to use the State of Ohio rate, and waive the construction costs for this private fiber optic network for five years as shown below:

Site	Bandwidth	Cost (per month)
Cleveland Metroparks Admin (Head End)	500mb	\$900
Millstream	20mb	\$375
Rocky River / Park Ops / Ranger Backup	100mb	\$500
North Chagrin Nature Center	10mb	\$349
Rocky River Nature Center	10mb	\$349
Canalway	10mb	\$349
Garfield	10mb	\$349
Brecksville Sites (Viscom, Park Mgmt.)	50mb	\$490
The Chalet	10mb	\$349
East 55 th	10mb	\$349

In one immediate case of cost savings, the Brecksville sites saved money by merging the 3 separate areas together (Rangers, Park Ops, Viscom) in a high speed fashion instead of 3 older type internet connections. This type of configuration also allows sites to communicate with one another even if Cleveland Metroparks Administrative Offices or Rocky River OPS/Rangers is “down.”

With the installation of the new phone system, Rocky River Park Operations/Rangers will serve as a backup site for internal call connectivity. In other cases, as sites are migrated away from their legacy telephone systems, they may actually see a cost savings from the new internet services. The aforementioned sites may be modified to higher speed if required and other sites can be added without any additional construction costs. New services ordered by Cleveland Metroparks will also receive the same discounts and will potentially include migrating away from older technologies or adding additional sites.

AWARD OF BIDS (cont.):

Portions of this agreement will run concurrent with existing Co-Op #5997 but will run beyond that action's (June 30, 2017) expiration date.

RECOMMENDED ACTION:

That the Board accept the offer for a privately leased fiber optic network for internet and inter-site connectivity from AT&T, for a (5) five year period beginning November 1, 2015 and ending October 31, 2020 for an initial estimated annual cost for the above listed locations of \$52,308, with the ability to utilize Co-Op #6135 for additional locations pursuant to Cleveland Metroparks ITS 5-year Strategic Plan at the State of Ohio applicable rates, while paying no construction costs, in full utilization of the State of Ohio Master Service Agreement.

(See Approval of this Item by Resolution No. 15-10-171 on Page 80525)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 10/22/15)

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>
Custom draperies for main ballroom at Manakiki Clubhouse.	State Window Shade and Drape	\$10,231.25	(2)
Mechanical engineering services for HVAC replacement at Steffee Center and Kookaburra Station.	Tec., Inc.	\$11,500.00	(5)
Priming and painting sides of Manakiki clubhouse – shown here to accommodate increased charges for a man-lift.	Alfa Construction Service	\$32,337.00	(7)
	...Additional	<u>2,601.18</u> \$34,938.18	
Paving and pavement repairs at East 55 TH Marina – price includes labor and materials.	Ohio Paving and Construction Company	\$46,172.53	(7)
Biomimicry display box sets to be used in teacher resource kits (zoo).	N A S C O	\$15,920.00	(7)
Annual maintenance and software license for accounting system beginning January 1, 2016 through December 31, 2016.	APTEAN, Inc.	\$36,456.83	(3)
Tear off and replacement of shingle roof at the Palava Hut (zoo).	Second to None, Inc.	\$28,160.00	(7)
Structural engineering services for giraffe deck. Shown here to add entry sign revisions and to remedy concrete sign anchor issues.	Osborn Engineering Company	\$16,650.00	(5)
	...Additional	<u>2,420.00</u> \$19,070.00	

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Rental of D5 bulldozer at Seneca Golf Course. First seen by Board on March 13, 2015. Shown here to accommodate additional rental time.	Ohio CAT	\$16,600.00	(7)
	Additional ...	<u>3,210.00</u>	
		\$19,810.00	
Holiday tee shirts and hoodies for resale at Cleveland Metroparks shops and holiday kiosks.	717 Ink Screen Printers	\$11,265.72	(7)
Printing/reproduction services supplied as needed beginning September 13, 2015 through September 12, 2016.	SE Blueprint, Inc.	\$10,500.00	(7)
Research to explore changing the identity/logo of Cleveland Metroparks Zoo.	Marketvision Research	\$13,500.00	(7)
53' Great Dane refrigerated reefer trailer (2006).	Utility Keystone Trailer	\$18,785.00	(7)
Search firm services for the position of Chief Development Officer.	Sager Company, Inc.	\$49,500.00	(7)
Painting and staining at Acacia maintenance building, Whipp's Ledges Shelter, Red Wing Cabin and the Shelter house in South Chagrin Reservation.	Thomarios	\$30,400.00	(7)
Candy for distribution at Cleveland Metroparks annual Boo at the Zoo.	BA Sweetie Candy	\$10,004.72	(7)
Sound, staging and lighting for 2015 Boo at the Zoo.	Vertical Sound	\$35,920.00	(7)
Crack filling, sealing and striping of hippo and otter parking area.	Holland Enterprises, Inc.	\$44,440.00	(7)
Extractors, scrubbers and vacuums for use by zoo facilities.	Sovereign Industries, Inc.	\$15,926.00	(2)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Construction materials, testing service and special inspection services.	PSI-Professional Services	\$23,826.50	(5)
Organize logistics for VIBI grant projects with Natural History Museum.	Cleveland Museum of Natural History ...Additional	\$10,000.00 <u>25,000.00</u> \$35,000.00	(3)
Costumed character performances for Boo at the Zoo.	Spectacular Party Entertainment, LLC	\$14,143.68	(3)
Design of irrigation system for 27 holes at Seneca Golf Course. Shown here to include additional services for Phase II.	AS Altum and Associates ...Additional	\$12,000.00 <u>4,500.00</u> \$16,500.00	(7)
Seven portable Ranger radios with chargers, speaker microphones and one year warranty.	VASU Communications, Inc.	\$17,430.00	(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**" – Products 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 (10/22/15)

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>

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

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

Kimberly K. Callis, Animal Keeper – Cleveland Metroparks Zoo

In November of 2014, Kimberly Callis joined the team of Cleveland Metroparks Zoo as an Animal Keeper. She came to the Zoo after most recently working for the Akron Zoo where she was responsible for the daily husbandry and behavioral management of two routines within the Komodo Kingdom team. Kim also has experience working for the Nashville Zoo where she was a Hoofstock Keeper, and as an Animal Keeper for Disney's Animal Kingdom in Orlando, Florida and Oglebay Good Zoo in Wheeling, West Virginia. Kim holds a Bachelor of Arts in Zoology from Miami University.

- b. ***First Reading: Dignity and Respect for All: Nondiscrimination Policy***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal and Ethics Officer)

The business case for promoting diversity and adopting non-discrimination policies is strong. Data research evidences that cultural competency brings about (1) improved problem solving (2) increased creativity and innovation, (3) increased organizational flexibility; (4) improved quality of personnel through better recruitment and retention; and, (5) improved marketing strategies. ¹On May 1, 2012, Cleveland Metroparks CEO Brian Zimmerman adopted the Five Year Strategic Plan for Cultural Competency which was developed by the Diversity Advisory Council.

The Plan includes the following four major goals:

1. Create a workplace that attracts and retains the most talented, skilled and hard-working individuals dedicated to the Cleveland Metroparks' mission.
2. Promote understanding and communication so that all employees are valued and respected.
3. Ensure that Cleveland Metroparks is accessible to all guests, patrons and vendors.
4. Cultural Competency is woven into the fabric of Cleveland Metroparks culture.

Each goal is supported by strategies and actions steps which are all grounded in the respective business cases. Since implementation, the DAC and multiple employees have been diligently working toward completing all of the action steps upon a specified timeline and have been measuring results with outcomes.

To further the business case for cultural competency and Cleveland Metroparks' efforts to comply with applicable federal and state non-discrimination rules, regulations and statutes, as the policy-making authority for Cleveland Metroparks, pursuant to Article 1, Section 1(a) of its by-laws, it is recommended that the Board establish a uniform guideline in order to promote a work and public environment at Cleveland Metroparks

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

that is free of discrimination and harassment in its “Dignity and Respect for All: A Non-Discrimination Policy.” This policy also confirms Cleveland Metroparks’ commitment to equal opportunity and its commitment to the Manager/Employee recently developed core values which include “dignity and respect” for all individuals, and its “guest focus” and “professionalism.”

The full Policy is can be found at pages **80557** to **80559**.

¹Creating the Multicultural Organization: A Strategy for Capturing the Power of Diversity, by Taylor Cox, Jr., 2001.

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 **80525** through **80529**; \$10,000 to \$50,000 purchased items/services report, pages **80530** through **80532**; and construction change orders, page **80533**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 15-10-157: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **80560** to **80628**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, November 12, 2015, 1:00 p.m. at the Board’s office, 4101 Fulton Parkway, Cleveland, Ohio.

EXECUTIVE SESSION.

No. 15-10-172: At 8:44 a.m., upon motion by Vice President Berry, seconded by Vice President Rinker and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Acquisition/Purchase of Real Property and a Personnel (Employment) matter, as stated by Chief Legal and Ethics Officer, Rose Fini.

Vote on the motion was as follows:

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

ADJOURNMENT.

No. 15-10-173: There being no further matters to come before the Board, upon motion by Vice President Berry, seconded by Vice President Rinker and carried, Vice President Rinker adjourned the meeting at 9:34 a.m.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.
Nays: None.

President.

Attest:

Secretary.

CLEVELAND METROPARKS COMPARATIVE SUMMARY OF REVENUES & EXPENDITURES

2015 VS. 2014, FOR THE MONTH ENDED SEPTEMBER 30

	2015						2014								
	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:	\$36,015,173	\$36,015,173	\$36,015,173	\$36,015,173	\$0	100.0%	\$43,542,781	\$54,855,432	\$11,312,652	152.3%	\$27,389,019	\$27,389,019	100.0%	\$54,825,911	200.2%
Property Tax	\$72,941,650	\$72,941,650	\$69,321,403	\$73,958,579	\$4,637,176	101.4%	\$0	\$3,081,775	\$3,081,775	4.2%	\$73,424,458	\$67,666,349	92.2%	\$0	0.0%
Grants/Loc. Govt.	10,353,741	13,517,647	7,833,744	6,535,313	(1,298,431)	48.3%	1,763,486	1,289,752	(473,734)	9.5%	8,112,053	6,087,591	75.0%	1,146,627	14.1%
Invest. Inc.	75,000	75,000	55,969	127,390	71,421	169.9%	22,602	40,249	17,647	53.7%	91,232	68,082	74.6%	27,494	30.1%
Golf Receipts	6,480,011	6,480,010	5,940,992	5,465,493	(475,499)	84.3%	679,602	694,853	15,251	10.7%	5,873,930	5,385,326	91.7%	616,038	10.5%
Zoo Receipts	9,512,234	9,512,234	8,373,433	8,214,973	(158,460)	86.4%	863,471	957,414	93,943	10.1%	8,034,006	7,072,178	88.0%	29,285	9.1%
Chalet/Rest./Conc.	4,045,497	4,045,497	2,999,270	3,266,894	267,623	80.8%	532,157	397,086	(135,070)	9.8%	1,983,975	1,470,889	74.1%	260,978	13.2%
Ledge Pool	167,050	167,050	166,441	155,516	(10,925)	93.1%	(6,223)	270	6,493	0.2%	132,861	132,376	99.6%	(4,949)	-3.7%
Self-funded Reserve	6,726,905	6,726,905	5,101,085	5,014,913	(86,172)	74.6%	554,067	488,987	(65,081)	7.3%	5,916,817	4,486,787	75.8%	487,344	8.2%
Marina and Other	2,566,924	2,566,924	2,138,437	2,545,317	406,881	99.2%	169,382	321,892	152,510	12.5%	3,371,415	2,808,637	83.3%	222,467	6.6%
Total Receipts	\$112,869,012	\$116,032,918	\$101,930,775	\$105,284,388	\$3,353,614	90.7%	\$4,578,544	\$7,272,278	\$2,693,734	6.3%	\$106,940,747	\$95,178,214	89.0%	\$3,485,283	3.3%
Expenditures:															
Salaries & Fringe	\$59,958,431	\$60,012,729	\$45,383,290	\$44,645,484	\$737,806 (C)	74.4%	\$4,410,906	\$4,512,487	(\$101,581)	7.5%	\$53,206,687	\$40,490,844	76.1%	\$4,357,903	8.2%
Oper. Sup./Oth.	20,514,353	20,981,711	15,323,880	13,605,216	1,718,663	64.8%	2,014,767	1,302,262	712,505	6.2%	16,477,157	12,341,317	74.9%	1,618,263	9.8%
Utilities	5,045,882	5,045,882	3,837,353	3,104,099	733,253	61.5%	487,027	359,123	127,904	7.1%	4,059,523	3,087,234	76.0%	230,919	5.7%
Equipment	3,542,494	3,685,679	2,379,957	1,862,805	517,152	50.5%	321,799	274,925	46,873	7.5%	2,906,072	2,198,493	75.7%	181,952	6.3%
Land	2,321,418	2,944,543	2,186,443	2,149,429	37,014	73.0%	199,678	178,543	21,136	6.1%	2,058,540	1,140,766	55.4%	(286)	0.0%
Constr. Mats.	8,569,077	7,604,176	5,424,482	2,731,064	2,693,418	35.9%	985,242	153,800	831,862	2.0%	2,490,262	1,929,669	77.5%	286,322	11.5%
Constr. Contracts	33,001,219	36,131,925	22,269,797	13,019,437	9,250,360	36.0%	4,037,019	414,049	3,622,970	1.1%	11,602,769	6,142,137	52.9%	716,188	6.2%
Zoo Animals	94,961	94,961	83,336	18,411	64,925	19.4%	2,180	1,072	1,108	1.1%	39,074	38,405	98.3%	897	2.3%
Self-funded Reserve	6,901,396	6,901,396	5,712,564	5,620,254	92,310	81.4%	317,860	388,508	(70,648)	5.6%	5,474,511	4,531,474	82.8%	252,142	4.6%
Total Exp.	\$139,949,230	\$143,403,002	\$102,601,101	\$86,756,200	\$15,844,901	60.5%	\$12,776,478	\$7,584,349	\$5,192,129	5.3%	\$98,314,595	\$71,900,340	73.1%	\$7,644,300	7.8%
End. Cash Bal.	\$8,934,956	\$8,645,089	\$35,344,847	\$54,543,361	\$19,198,514	630.9%	\$35,344,847	\$54,543,361	\$19,198,514	630.9%	\$36,015,171	\$50,666,894	140.7%	\$50,666,894	140.7%
Encumbrances	\$0	\$0	\$13,620,130	\$13,620,130 (B)	\$0	N/A	\$13,620,130	\$13,620,130	\$0	N/A	\$8,593,797	\$15,324,394	30.2%	\$15,324,394	30.2%
Avail. Cash Balance	\$8,934,956	\$8,645,089	\$21,724,716	\$40,923,231	\$19,198,514	473.4%	\$21,724,716	\$40,923,231	\$19,198,514	473.4%	\$27,421,374	\$35,342,500	128.9%	\$35,342,500	128.9%
Bal. in Restricted Funds	\$4,459,526	\$4,304,188	\$3,752,868	\$3,752,868	\$0	87.2%	\$3,752,868	\$3,752,868	\$0	87.2%	\$5,389,515	\$6,280,773	30.2%	\$6,280,773	30.2%
Adj. Avail. Cash Bal.	\$4,475,430	\$4,340,901	\$17,971,848	\$37,170,363	\$19,198,514	856.3%	\$17,971,848	\$37,170,363	\$19,198,514	856.3%	\$22,031,859	\$29,061,727	131.9%	\$29,061,727	131.9%

(A) Includes Appropriation Adjustment #2.

(B) Summary of Encumbrances follows on next page.

(C) Includes a savings of approximately \$1,481,714 due to the Position Management Program.

* Amounts in brackets () represent unfavorable variances.

** Encumbrance percentage is of ending cash.

Cash balance, 8/31/15			\$54,855,432	(Exp., cont'd)
Revenue, September 2015			\$7,272,278	
Exp.:	A/P vouchers	09/09/15	\$1,452,927	Payrolls
		09/09/15	1,607	09/19/15
		09/09/15	172,468	
		09/10/15	88,928	
		09/16/15	69,626	
		09/29/15	93,345	
		09/30/15	235,028	
	Purchasing card		\$463,206	ADP
	Fringe vouchers	09/11/15	543,456	
		09/25/15	543,881	
				Total payroll
				\$2,993,379
	Rec./vouch. adj.		(\$1,535)	Total exp.
	Refunds		(48,656)	\$7,584,348
	Hospitalization/WC Reserve		432,066	
	Medical Mutual		363,066	
	Bank fees		40,566	
	Auditor/Treasurer fees		20,081	
	Sales tax, misc. expense		120,908	
Subtotal exp.			\$4,590,969	Ending cash bal., 09/30/15
				\$54,543,361

Cleveland Metroparks
Encumbrance Summary - 09/30/15

	<u>General</u>	<u>Capital Equip., Animals & Land</u>	<u>Capital Constr. Projects</u>	<u>Encumbrance</u>
General Fund	\$4,080,630			\$4,080,630
Health Insurance Reserve	345,195			345,195
Property Insurance Reserve	65,906	1,041		66,947
Workers' Comp. Reserve	0			0
<i>Subtotal</i>	\$4,491,730	\$1,041	\$0	\$4,492,771
Capital Fund:				
Equipment		\$1,337,271		
Animals		20,698		
Land		20,617		
Constr. Matl.			\$443,173	
Constr. Contracts			4,968,186	
<i>Subtotal Capital Fund</i>		\$1,378,585	\$5,411,360	\$6,789,945
Restricted Funds:				
General	\$533,711			
Equipment		\$30,057		
Animals		0		
Land		83,000		
Constr. Matl.			\$72,618	
Constr. Contracts			1,618,029	
<i>Subtotal Restricted Funds</i>	\$533,711	\$113,057	\$1,690,646	\$2,337,414
Subtotal Construction Projects Encumbrances			<u><u>\$7,102,006</u></u> *	
Total Encumbrances				<u><u>\$13,620,130</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	\$175,267
1510	Park Operations Administration	A11001 Emerald Ash Borer Management	66,300
1510	Park Operations Administration	A15003 Roofing	69,744
1536	Brecksville Park Management	K14005 Aukerman Park Improvements	64,990
1538	Mill Stream Park Management	S15011 Timberlane Farm Stables	71,731
1543	Ohio and Erie Canal Park Management	L13001 Mill Creek Connector Trail	1,402,110
1546	Lakefront Park Management	Q14006 Edgewater Post-season Construction	102,244
1546	Lakefront Park Management	Q14010 E. 55 Marina Bathrooms and Shelter	169,045
1546	Lakefront Park Management	Q14041 Water Taxi Docks	815,383
1546	Lakefront Park Management	Q15003 Dock Replacement	67,840
1547	Euclid Creek/East Shores	Q14029 Wildwood Management Building	61,748
1547	Euclid Creek/East Shores	Q14032 Park General Design	83,506
1750	Zoo Facility Operations	V15002 Tiger Passage Exhibit	750,001
1750	Zoo Facility Operations	V91099 Zoo General Projects	73,127
1810	Information Technology Services	A14011 Network Upgrades	298,998
1930	Human Resources	A14005 HRIS/Payroll System	98,920
3104	Manakiki Clubhouse	303001 Clubhouse Improvements	53,651
3308	Seneca Golf Course	812001 Seneca Course Redesign	76,460
5134	Wendy Park Bridge - TPL	Q15134 Wendy Park Bridge Design	312,451
5135	Willow Avenue Bridge - TPL	Q15135 Willow Avenue Bridge Study	139,963
5465	Mill Creek Connector - ODOT	J12465 Mill Creek Connector Phase 2	353,686
5791	Tiger Exhibit - Zoological Society	V15791 Tiger Exhibit Construction	609,624
	All other capital project encumbrances		1,185,217
Total Capital Construction Projects Encumbrances			<u><u>\$7,102,006</u></u> *

**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED SEPTEMBER 30, 2015**

ACCOUNTS RECEIVABLE

RANGER/COURT FINES RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$194,730.41	\$881.52	\$915.98	\$13,127.00	\$209,655

Total
\$15,071.00

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Principal	Interest to be Earned
08/31/15	STAR Ohio	State pool (A)	30	0.13%	09/30/15	\$1,012,760	\$112
08/31/15	STAR Plus	State pool (B)	30	0.20%	09/30/15	\$34,077,454	\$5,597
08/31/15	PNC Bank	Money Market (C)	30	0.01%	09/30/15	\$4,104,338	\$47
08/31/15	Fifth Third Securities	Money Market (D)	30	0.01%	09/30/15	\$30,964	\$0

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

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

(C) Government Performance Money Market Account.

Investment principal varied between \$4,104,338 and \$7,104,338 in September.

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

Investment principal varied between \$17,557 and \$30,964 in September.

Source: David J. Kuntz, Chief Financial Officer
10/15/15

Cleveland Metroparks
2015 Budget Adjustment #3
October 22, 2015

Type I: Transfers

Division	Account Code	Project	Transfer Amount
Operating/Capital Fund			
T01 <i>Transfer of appropriations for the purchase of a trailer.</i>			
To: 1519 - NATURAL RESOURCE MGT.DIV.	74718 - TRAILERS	EQUIPC - CAPITAL FUND EQUIPMENT	\$18,785
From: 1519 - NATURAL RESOURCE MGT.DIV.	72601 - BLDG. CONSTRUCTION MATLS.	A14008 - FOREST UNDERSTORY REST'N	(\$18,785)
T02 <i>Transfer of appropriations within department to match actual expenditures.</i>			
To: 1531 - EUCLID CREEK PARK MGMT.	60514 - CLEANING SUPPLIES/EXP.	-	\$4,000
1546 - LAKEFRONT PARK MANAGEMENT	60514 - CLEANING SUPPLIES/EXP.	-	\$3,825
1547 - EUCLID CREEK/EAST SHORES	63501 - PURCHASING CARD SUP./EXP.	-	\$1,000
From: 1554 - BRECKSVILLE OUTDOOR EXPE.	57413 - BOOKS/PUBLICATIONS/SUBSCR	-	(\$200)
1554 - BRECKSVILLE OUTDOOR EXPE.	57581 - A/V SUPPLIES & EXPENSE	-	(\$625)
1554 - BRECKSVILLE OUTDOOR EXPE.	57501 - COMPUTER EQUIPMENT/SUPPLY	-	(\$1,000)
1554 - BRECKSVILLE OUTDOOR EXPE.	67566 - OUTDOOR ED.PROG. EXPENSES	-	(\$2,000)
1531 - EUCLID CREEK PARK MGMT.	62529 - ROCK SALT/CINDERS	-	(\$5,000)
T03 <i>Transfer of appropriations within department to match actual expenditures.</i>			
To: 1531 - EUCLID CREEK PARK MGMT.	63537 - PLUMBING SUPPLIES/EQUIP.	-	\$4,650
From: 1548 - ACACIA PARK MANAGMENT	57502 - OFFICE SUPPLIES	-	(\$250)
1548 - ACACIA PARK MANAGMENT	58224 - UNIFORMS/CLOTHING	-	(\$900)
1548 - ACACIA PARK MANAGMENT	61524 - TOPSOIL	-	(\$1,000)
1548 - ACACIA PARK MANAGMENT	61519 - GRASS SEED	-	(\$1,000)
1548 - ACACIA PARK MANAGMENT	61518 - MISC. TURF SUPPLIES	-	(\$1,500)
T04 <i>Transfer of appropriations within department to match actual expenditures.</i>			
To: 1546 - LAKEFRONT PARK MANAGEMENT	62527 - AGGREGATE MATERIALS	-	\$10,000
1535 - GARFIELD PARK MANAGEMENT	63442 - OUTSIDE SERVICES	-	\$5,000
1538 - MILL STREAM RUN PARK MGMT	60514 - CLEANING SUPPLIES/EXP.	-	\$4,000
1533 - SOUTH CHAGRIN PARK MGMT.	58422 - TRAINING/CONFERENCE EXP.	-	\$2,000
1573 - WALLACE LAKE CONCESSION	63501 - PURCHASING CARD SUP./EXP.	-	\$500
From: 1519 - NATURAL RESOURCE MGT.DIV.	65435 - LAB FEES	-	(\$500)
1519 - NATURAL RESOURCE MGT.DIV.	61522 - HERBICIDES	-	(\$3,000)
1519 - NATURAL RESOURCE MGT.DIV.	67580 - SPECIAL EVENT SUP/EXP	-	(\$8,000)
1546 - LAKEFRONT PARK MANAGEMENT	67580 - SPECIAL EVENT SUP/EXP	-	(\$10,000)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T05	<i>Transfer of appropriations within department to match actual expenditures.</i>			
To:	1534 - BEDFORD PARK MANAGEMENT	72645 - INTERIOR FURNISHINGS	B98001 - GENERAL PARK IMPROVEMENT	\$3,000
	1534 - BEDFORD PARK MANAGEMENT	62529 - ROCK SALT/CINDERS	-	\$1,000
	1534 - BEDFORD PARK MANAGEMENT	61524 - TOPSOIL	-	\$700
From:	1545 - WEST CREEK PARK MGMT.	61524 - TOPSOIL	-	(\$700)
	1545 - WEST CREEK PARK MGMT.	62529 - ROCK SALT/CINDERS	-	(\$1,000)
	1546 - LAKEFRONT PARK MANAGEMENT	72601 - BLDG. CONSTRUCTION MATLS.	P14002 - GENL PARK IMP	(\$3,000)
T06	<i>Transfer of appropriations to match actual expenditures due to work performed in house.</i>			
To:	1536 - BRECKSVILLE PARK MGMT.	72601 - BLDG. CONSTRUCTION MATLS.	K14004 - MEADOWS PICNIC	\$2,667
From:	1536 - BRECKSVILLE PARK MGMT.	73470 - BLDG. CONSTR. CONTRACTS	K14004 - MEADOWS PICNIC	(\$2,667)
T07	<i>Transfer of appropriations to match actual expenditures due to work performed in house.</i>			
To:	1536 - BRECKSVILLE PARK MGMT.	72601 - BLDG. CONSTRUCTION MATLS.	K14005 - AUKERMAN PARK IMP	\$12,636
From:	1536 - BRECKSVILLE PARK MGMT.	73470 - BLDG. CONSTR. CONTRACTS	K14005 - AUKERMAN PARK IMP	(\$12,636)
T08	<i>Transfer of appropriations within department to match actual expenditures.</i>			
To:	1537 - HINCKLEY PARK MANAGEMENT	58224 - UNIFORMS/CLOTHING	-	\$385
	1537 - HINCKLEY PARK MANAGEMENT	62529 - ROCK SALT/CINDERS	-	\$89
From:	1537 - HINCKLEY PARK MANAGEMENT	59507 - MINOR EQUIPMENT	-	(\$474)
T09	<i>Transfer of appropriations within department to match actual expenditures.</i>			
To:	1537 - HINCKLEY PARK MANAGEMENT	60428 - PORTABLE TOILET RENTAL	-	\$765
	1537 - HINCKLEY PARK MANAGEMENT	60512 - TRASH CONTAINERS	-	\$235
From:	1537 - HINCKLEY PARK MANAGEMENT	59507 - MINOR EQUIPMENT	-	(\$1,000)
T10	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	1540 - ROCKY RIVER PARK MGMT.	62527 - AGGREGATE MATERIALS	-	\$8,900
From:	1520 - RR ADMINISTRATION BLDG.	61524 - TOPSOIL	-	(\$1,900)
	1520 - RR ADMINISTRATION BLDG.	63536 - ELECTRICAL SUPPLIES/EQUIP	-	(\$7,000)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T11	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	1535 - GARFIELD PARK MANAGEMENT	63442 - OUTSIDE SERVICES	-	\$1,440
	1535 - GARFIELD PARK MANAGEMENT	63544 - SECURITY SYSTEMS/EXPENSE	-	\$1,200
	1535 - GARFIELD PARK MANAGEMENT	60428 - PORTABLE TOILET RENTAL	-	\$640
	1535 - GARFIELD PARK MANAGEMENT	60514 - CLEANING SUPPLIES/EXP.	-	\$400
From:	1535 - GARFIELD PARK MANAGEMENT	62527 - AGGREGATE MATERIALS	-	(\$400)
	1535 - GARFIELD PARK MANAGEMENT	61522 - HERBICIDES	-	(\$500)
	1535 - GARFIELD PARK MANAGEMENT	62531 - ROAD/TRAIL SIGNS,BARRIERS	-	(\$640)
	1535 - GARFIELD PARK MANAGEMENT	59511 - PAINTING EQUIP./LADDERS	-	(\$700)
	1535 - GARFIELD PARK MANAGEMENT	59509 - POWER TOOLS	-	(\$1,440)
T12	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	1541 - HUNTINGTON/BRADLEY WOODS	60430 - TRASH COLLECTION SERVICE	-	\$1,950
From:	1541 - HUNTINGTON/BRADLEY WOODS	62531 - ROAD/TRAIL SIGNS,BARRIERS	-	(\$500)
	1541 - HUNTINGTON/BRADLEY WOODS	57502 - OFFICE SUPPLIES	-	(\$550)
	1541 - HUNTINGTON/BRADLEY WOODS	61524 - TOPSOIL	-	(\$900)
T13	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	1546 - LAKEFRONT PARK MANAGEMENT	60514 - CLEANING SUPPLIES/EXP.	-	\$7,400
From:	1523 - TRAILS DIVISION	62531 - ROAD/TRAIL SIGNS,BARRIERS	-	(\$150)
	1524 - FORESTRY DIVISION	62531 - ROAD/TRAIL SIGNS,BARRIERS	-	(\$250)
	1523 - TRAILS DIVISION	67571 - MISC. SUPPLIES & EXPENSE	-	(\$1,000)
	1532 - NORTH CHAGRIN PARK MGMT.	62529 - ROCK SALT/CINDERS	-	(\$2,000)
	1546 - LAKEFRONT PARK MANAGEMENT	59509 - POWER TOOLS	-	(\$4,000)
T14	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	1546 - LAKEFRONT PARK MANAGEMENT	63501 - PURCHASING CARD SUP./EXP.	-	\$25,000
From:	1519 - NATURAL RESOURCE MGT.DIV.	67580 - SPECIAL EVENT SUP/EXP	-	(\$10,000)
	1519 - NATURAL RESOURCE MGT.DIV.	57406 - CONSULTING/PROF. SERVICES	-	(\$15,000)
T15	<i>Transfer of appropriations to correct amount incorrectly approved in August.</i>			
To:	1553 - GARFIELD PARK OUTDOOR EX.	73470 - BLDG. CONSTR. CONTRACTS	G14001 - NATURE CENTER EXPAND	\$136,000
From:	1590 - EARTHWORDS ADMIN DIVISION	72601 - BLDG. CONSTRUCTION MATLS.	L12002 - CANALWAY GEN IMPROVEMENT	(\$136,000)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T16	<i>Transfer of appropriations to allow for additional purchases due to higher than anticipated sales.</i>			
To:	1573 - WALLACE LAKE CONCESSION	66905 - FOOD & BEVERAGE PURCHASE	-	\$2,485
From:	8578 - E. 55TH MARINA	59506 - PORTABLE RADIOS	-	(\$100)
	8578 - E. 55TH MARINA	59510 - HAND & SHOP TOOLS	-	(\$250)
	1579 - EDGEWATER FOOD CONC.	59507 - MINOR EQUIPMENT	-	(\$435)
	1578 - E.55TH RESTAURANT	59501 - PROCARD EXPENSES	-	(\$500)
	8578 - E. 55TH MARINA	59501 - PROCARD EXPENSES	-	(\$500)
	1575 - HUNTINGTON BEACH CONC.	59501 - PROCARD EXPENSES	-	(\$700)
T17	<i>Transfer of appropriations to allow for additional purchases due to higher than anticipated sales.</i>			
To:	1573 - WALLACE LAKE CONCESSION	66905 - FOOD & BEVERAGE PURCHASE	-	\$8,000
From:	8579 - EDGEWATER PIER	66905 - FOOD & BEVERAGE PURCHASE	-	(\$8,000)
T18	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	1740 - ZOO GUEST SERVICES	51105 - SALARIES SEASONAL	-	\$2,877
From:	1370 - SPEC. EVENTS/EXPERIENCES	67580 - SPECIAL EVENT SUP/EXP	EDLIVE - EDGEWATER LIVE	(\$2,877)
T19	<i>Transfer of appropriations to allow for higher than anticipated credit card fees.</i>			
To:	1740 - ZOO GUEST SERVICES	66825 - CREDIT CARD EXPENSES	-	\$10,000
From:	1740 - ZOO GUEST SERVICES	57572 - OFFICE FURNISHINGS	-	(\$1,600)
	1740 - ZOO GUEST SERVICES	59507 - MINOR EQUIPMENT	-	(\$1,900)
	1740 - ZOO GUEST SERVICES	57502 - OFFICE SUPPLIES	-	(\$3,000)
	1740 - ZOO GUEST SERVICES	58422 - TRAINING/CONFERENCE EXP.	-	(\$3,500)
T20	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	1750 - ZOO FACILITY OPERATIONS	72633 - FENCING	V13007 - UPPER ADMIN FENCE	\$6,000
From:	1750 - ZOO FACILITY OPERATIONS	73470 - BLDG. CONSTR. CONTRACTS	V13007 - UPPER ADMIN FENCE	(\$6,000)
T21	<i>Transfer of appropriations to match actual project expenditures.</i>			
To:	1750 - ZOO FACILITY OPERATIONS	72635 - LUMBER	V09002 - BIRD OF PREY NETTING	\$7,554
From:	1750 - ZOO FACILITY OPERATIONS	73470 - BLDG. CONSTR. CONTRACTS	V09002 - BIRD OF PREY NETTING	(\$7,554)
T22	<i>Transfer of appropriations to allow for utilization of insurance proceeds for the replacement of stolen property.</i>			
To:	1910 - PROP./LIAB. INS. RESERVE	74714 - MOWERS	EQUIPC - CAPITAL FUND EQUIPMENT	\$8,408
From:	1910 - PROP./LIAB. INS. RESERVE	55807 - ASSET LOSS	-	(\$8,408)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T23	<i>Transfer of appropriations to match actual expenditures for safety meetings and BUSTER compliance work.</i>			
To:	1920 - SAFETY/ENVIRONMENTAL	57406 - CONSULTING/PROF. SERVICES	-	\$600
	1920 - SAFETY/ENVIRONMENTAL	67423 - BUSINESS MEETING EXPENSE	-	\$100
From:	1920 - SAFETY/ENVIRONMENTAL	58474 - MEMBERSHIPS/LICENSES	-	(\$100)
	1920 - SAFETY/ENVIRONMENTAL	58422 - TRAINING/CONFERENCE EXP.	-	(\$600)
T24	<i>Transfer of appropriations to match purchase previously approved by Board.</i>			
To:	3011 - GOLF CONSTRUCTION	74712 - TRACTORS/LOADERS/BACKHOES	-	\$115,000
From:	3304 - MANAKIKI TURF	74714 - MOWERS	-	(\$2,302)
	3305 - SLEEPY HOLLOW TURF	74714 - MOWERS	410001 - SLEEPY HOLLOW IRRIGATION	(\$2,302)
	3306 - SHAWNEE HILLS TURF	74714 - MOWERS	-	(\$2,302)
	3302 - LITTLE MET TURF	74716 - UTILITY VEHICLE/GOLF CART	-	(\$6,265)
	3303 - MASTICK WOODS TURF	74716 - UTILITY VEHICLE/GOLF CART	-	(\$6,265)
	3305 - SLEEPY HOLLOW TURF	72601 - BLDG. CONSTRUCTION MATLS.	410001 - SLEEPY HOLLOW IRRIGATION	(\$18,432)
	3301 - BIG MET TURF	74714 - MOWERS	-	(\$38,132)
	3011 - GOLF CONSTRUCTION	72601 - BLDG. CONSTRUCTION MATLS.	A96002 - MISC. TURF REHABILITATION	(\$39,000)
T25	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	3104 - MANAKIKI CLUBHOUSE	67571 - MISC. SUPPLIES & EXPENSE	-	\$125
From:	3104 - MANAKIKI CLUBHOUSE	63546 - HVAC SUPPLIES/EQUIP.	-	(\$125)
T26	<i>Transfer of appropriations to match cost of PA system amp.</i>			
To:	3105 - SLEEPY HOLLOW CLUBHOUSE	67585 - GOLF PRO SHOP EXPENSES	-	\$650
From:	3105 - SLEEPY HOLLOW CLUBHOUSE	57582 - OFFICE PAPER PRODUCTS	-	(\$150)
	3105 - SLEEPY HOLLOW CLUBHOUSE	57502 - OFFICE SUPPLIES	-	(\$500)
T27	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	3108 - SENECA CLUBHOUSE	60515 - PAPER TOWELS/TISSUE/ETC	-	\$300
From:	3108 - SENECA CLUBHOUSE	63442 - OUTSIDE SERVICES	-	(\$300)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T28	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	3301 - BIG MET TURF	63588 - IRRIGATION/DRAINAGE SUP.	-	\$600
	3302 - LITTLE MET TURF	63537 - PLUMBING SUPPLIES/EQUIP.	-	\$400
	3303 - MASTICK WOODS TURF	63567 - GOLF COURSE SUPPLIES	-	\$250
	3302 - LITTLE MET TURF	58506 - FIRST AID/SAFETY SUPPLIES	-	\$25
	3303 - MASTICK WOODS TURF	58506 - FIRST AID/SAFETY SUPPLIES	-	\$25
From:	3302 - LITTLE MET TURF	59508 - LAWN & GARDEN TOOLS	-	(\$25)
	3303 - MASTICK WOODS TURF	60450 - TOILET TANK CLEANING SVC.	-	(\$275)
	3302 - LITTLE MET TURF	60450 - TOILET TANK CLEANING SVC.	-	(\$400)
	3301 - BIG MET TURF	60450 - TOILET TANK CLEANING SVC.	-	(\$600)
T29	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	3305 - SLEEPY HOLLOW TURF	63588 - IRRIGATION/DRAINAGE SUP.	-	\$3,000
From:	3305 - SLEEPY HOLLOW TURF	61520 - FERTILIZER	-	(\$1,500)
	3305 - SLEEPY HOLLOW TURF	64551 - VEHICLE/EQUIP.REPAIR PART	-	(\$1,500)
T36	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	8578 - E. 55TH MARINA	60514 - CLEANING SUPPLIES/EXP.	-	\$5,000
	8578 - E. 55TH MARINA	63442 - OUTSIDE SERVICES	-	\$3,000
	8578 - E. 55TH MARINA	63440 - MTCE. SERVICE CONTRACTS	-	\$1,500
	8578 - E. 55TH MARINA	57502 - OFFICE SUPPLIES	-	\$500
From:	8578 - E. 55TH MARINA	66904 - CONSUMABLE ENTERPRISE EXP	-	(\$10,000)
T37	<i>Transfer of appropriations to allow for additional purchases due to higher than anticipated sales.</i>			
To:	1573 - WALLACE LAKE CONCESSION	66905 - FOOD & BEVERAGE PURCHASE	-	\$9,000
From:	1571 - LEDGE LAKE DIVISION	67580 - SPECIAL EVENT SUP/EXP	-	(\$300)
	1548 - ACACIA PARK MANAGMENT	67423 - BUSINESS MEETING EXPENSE	-	(\$500)
	1548 - ACACIA PARK MANAGMENT	67580 - SPECIAL EVENT SUP/EXP	-	(\$1,500)
	1519 - NATURAL RESOURCE MGT.DIV.	67818 - SCHOLARSHIPS	-	(\$3,200)
	8579 - EDGEWATER PIER	67571 - MISC. SUPPLIES & EXPENSE	-	(\$3,500)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T38	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	1574 - MERWINS WHARF RESTAURANT	66571 - MISC. SUPPLIES & EXPENSE	-	\$48,500
	1546 - LAKEFRONT PARK MANAGEMENT	60514 - CLEANING SUPPLIES/EXP.	-	\$44,000
	1547 - EUCLID CREEK/EAST SHORES	63501 - PURCHASING CARD SUP./EXP.	-	\$6,500
	1546 - LAKEFRONT PARK MANAGEMENT	61518 - MISC. TURF SUPPLIES	-	\$3,000
	1547 - EUCLID CREEK/EAST SHORES	63442 - OUTSIDE SERVICES	-	\$1,000
From:	1535 - GARFIELD PARK MANAGEMENT	51110 - SALARIES OVERTIME (FULL)	-	(\$4,000)
	1553 - GARFIELD PARK OUTDOOR EX.	51103 - SALARIES PERM. PART-TIME	-	(\$20,000)
	1557 - NATURETRACKS	51103 - SALARIES PERM. PART-TIME	-	(\$30,000)
	1558 - OUTDOOR RECREATION	51103 - SALARIES PERM. PART-TIME	-	(\$49,000)
T39	<i>Transfer of appropriations to cover cost of trailer not covered by grant funding.</i>			
To:	1594 - YOUTH OUTDOORS PROGRAM	74718 - TRAILERS	EQUIPC - CAPITAL FUND EQUIPMENT	\$66
From:	1594 - YOUTH OUTDOORS PROGRAM	57406 - CONSULTING/PROF. SERVICES	-	(\$66)
T40	<i>Transfer of appropriations to cover additional enterprise expenses.</i>			
To:	1574 - MERWINS WHARF RESTAURANT	66822 - SALES TAX	-	\$200,000
From:	1241 - PURCHASING STORES DIV.	64548 - GASOLINE/DIESEL FUEL	-	(\$50,000)
	1525 - FLEET MANAGEMENT	64431 - REPAIR SVC-VEHICLES/EQUIP	-	(\$50,000)
	1630 - RANGER OPERATIONS	64431 - REPAIR SVC-VEHICLES/EQUIP	-	(\$50,000)
Subtotal, Operating/Capital Funds Transfers				\$50,000
Restricted Funds				
T30	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	5446 - TRAILS FUND	74703 - MISC. CAPITAL EQUIPMENT	-	\$4,550
From:	5446 - TRAILS FUND	72601 - BLDG. CONSTRUCTION MATLS.	A12446 - TRAILS	(\$4,550)
T31	<i>Transfer of appropriations to match actual expenditures.</i>			
To:	5455 - INVASIVE PLT-CUY RIV COMM	58224 - UNIFORMS/CLOTHING	-	\$109
From:	5455 - INVASIVE PLT-CUY RIV COMM	61522 - HERBICIDES	-	(\$109)
T32	<i>Transfer of appropriations due to electrical work needed. Reimbursement will cover expense.</i>			
To:	5505 - POLO FIELD IMPROVEMENTS	63536 - ELECTRICAL SUPPLIES/EQUIP	-	\$503
From:	5541 - VETERAN/SMOKY MEMORIAL	67573 - EXHIBIT MATERIAL & EXP.	-	(\$503)
T33	<i>Transfer of appropriations for program scholarships due to savings in salaries.</i>			
To:	5755 - ZOO SOC. - ED WORKFRC DEV	67818 - SCHOLARSHIPS	-	\$10,700
From:	5755 - ZOO SOC. - ED WORKFRC DEV	51105 - SALARIES SEASONAL	-	(\$10,700)

Type I: Transfers

	Division	Account Code	Project	Transfer Amount
T34	<i>Transfer of appropriations to match actual expenditures for scholarship transportation.</i>			
To:	5768 - ZOO SOC. - NURTURE WONDER	67818 - SCHOLARSHIPS	-	\$1,040
From:	5768 - ZOO SOC. - NURTURE WONDER	67570 - ZOO PROGRAM SUPPLY & EXP.	-	(\$1,040)
T35	<i>Transfer of appropriations to match actual expenditures of Alcoa grant.</i>			
To:	5778 - RECYCLING-ALCOA	51101 - SALARIES FULL-TIME	-	\$604
From:	5778 - RECYCLING-ALCOA	67570 - ZOO PROGRAM SUPPLY & EXP.	-	(\$604)
T40	<i>Transfer of appropriations to cover additional enterprise expenses.</i>			
From:	5450 - FISH SETTLEMENT	63501 - PURCHASING CARD SUP./EXP.	-	(\$50,000)
Subtotal, Restricted Funds Transfers				(\$50,000)
Net Increase to Budget				\$0