

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

NOVEMBER 17, 2016

The Board of Park Commissioners met on this date, Thursday, November 17, 2016, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

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

APPROVAL OF MINUTES.

No. 16-11-183: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of October 27, 2016, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

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

Nays: None.

FINANCIAL REPORT.

Chief Financial Officer, Karen Fegan, presented a Comparative Summary of Revenues & Expenditures 2016 vs. 2015 Year-To-Date, for the Month Ended October 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages 82645 to 82647 and they were filed for audit.

ACTION ITEMS.

- (a) ***Designees in Absence of Chief Financial Officer (CFO)***
(Originating Source: Karen Fegan, Chief Financial Officer)

According to their By-Laws, adopted by Resolution No. 16-01-004 on January 7, 2016, the Board of Park Commissioners are required to designate that:

In the absence of the Chief Financial Officer (CFO), her designee shall serve in the place of the CFO.

There is need to update these designations due to staffing changes. Therefore, to effectuate the intent and purposes of the above-described portion of the By-Laws and to carry on the business of the Board, it is recommended that the Board approve the following new designees in the CFO's absence.

It is recommended that, effective November 17, 2016, the Board adopt a resolution that the following positions shall act as CFO in the CFO's absence. The designation shall be effective if the previous positions are not available.

1. Controller (to be determined)
2. Accounting Manager (Chlondra Hunter)
3. Compliance Manager (Dana Skully)

No. 16-11-184: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, that, effective November 17, 2016, the Board of Park Commissioners designate the Controller (to be determined) to assume the duties of the Chief Financial Officer (CFO) in the absence of the CFO; further, if both the Controller and the CFO are absent, that the Accounting Manager (Chlondra Hunter) assume the duties of the CFO; and further, should the CFO, the Controller and the Accounting Manager all be absent, that the Compliance Manager (Dana Skully), shall assume the duties of the CFO, which designation shall continue until further action by the Board to the contrary.

Vote on the motion was as follows:

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

ACTION ITEMS (cont.)

- (b) ***Request for 2016 Tax Advances***
(Originating Source: Karen Fegan, 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 2017 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. 16-11-185:** It was moved by Vice President Moore, seconded by Vice President Rinker 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.

- (c) ***2017 Temporary Appropriations***
(Originating Source: Karen Fegan, Chief Financial Officer)

Cleveland Metroparks Board of Park Commissioners is 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 2017 proposed budget will be completed by January 31, 2017, and reviewed with Commissioners. In the meantime, a temporary budget must be filed with the County Fiscal Officer on or before January 15. Staff requests that the Board approve the following resolution:

ACTION ITEMS (cont.)**2017 TEMPORARY APPROPRIATIONS**

<u>Object Code</u>	<u>Object Description</u>	<u>Operating</u>	<u>Capital</u>	<u>Total</u>
51 - 71	Salaries & Capital Project Labor	\$ 11,057,361	\$ -	\$ 11,057,361
52	Employee Fringe Benefits	37,984,985	-	37,984,985
53	Contractual Services	2,667,990	-	2,667,990
54	Office Operations	5,449,011	-	5,449,011
	Subtotal	57,159,348	-	57,159,348
571	Capital Labor	-	360,000	360,000
572	Construction Materials	-	1,619,460	1,619,460
573	Capital Contracts	-	10,089,806	10,089,806
574	Capital Equipment	-	3,360,326	3,360,326
575	Zoo Animal Acquisition	-	24,343	24,343
576	Land Acquisition	-	592,395	592,395
	Subtotal	-	16,046,329	16,046,329
	Totals	\$ 57,159,348	\$ 16,046,329	\$ 73,205,677

BE IT RESOLVED, that there is hereby appropriated in the funds of this Board, for the period of January, February and March 2017, or until the approval of a budget for the full year 2017, the amounts set opposite the items listed above.

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

No. 16-11-186: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the 2017 Temporary Appropriations Resolution above.

Vote on the motion was as follows:

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

(d) *Minor Equipment beyond Estimate (SS Kemp)*
(Originating Source: Ronald D. Ciancutti, Director of Procurement)

At the Board meeting of May 12, 2016 the Board was informed of the \$50,000 expenditure with Trimark SS Kemp & Co. on the "Items between \$10,000 - \$50,000" list for various locations throughout Cleveland Metroparks. The purchasing of various minor equipment, cleaning chemicals for appliances and miscellaneous supplies was underestimated.

In light of this the Board is hereby asked to approve an increase of \$5,000 to the award amount to accommodate the additional products. 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:

ACTION ITEMS (cont.)

ORIGINAL AWARD:	\$50,000.00
Additional consumption estimate:	<u>5,000.00</u>
REVISED TOTAL AWARD	\$55,000.00

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

- No. 16-11-187:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the increase of minor equipment and cleaning chemicals for appliances and miscellaneous supplies to Trimark SS Kemp & Co. pursuant to the agenda originally approved on May 12, 2016, for a revised total estimate not to exceed \$55,000.

Vote on the motion was as follows:

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

Nays: None.

- (e) ***Award RFP #6224-B: Brecksville Nature Center Auxiliary Building – Brecksville Reservation***
(*Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/ Tammy Oliver, Director of Project Development*)

Background:

On September 14, 2016 Cleveland Metroparks issued an RFQ for construction management firms to submit qualifications for the construction management, at risk, for the Brecksville Nature Center Auxiliary Building, Brecksville Reservation.

The Brecksville Nature Center Auxiliary Building will be a new structure in the Brecksville Reservation consisting of approximately 1,500 square feet. The structure will contain a gathering space for educational programs, a storage/utility space and a covered outdoor patio for outdoor programs and group lunches. The project will also include paved connections to the adjacent trail system, landscaping and tree removal of a group of non-native red pine trees. Due to its proximity to adjacent historical resources, the proposed structure is intended to be complimentary in design to the existing Brecksville Nature Center and Harriet Keeler Memorial Shelterhouse. Cleveland Metroparks will also compliment the selected construction manager by utilizing our own highly skilled workforce to perform certain scopes of work on the project.

The RFQ yielded 6 responding construction management firms. The firm's statements of qualifications were reviewed by a panel of Cleveland Metroparks staff, including Sean McDermott, Tammy Oliver, Jim Rodstrom, Ryan Denker and Bob Burichin. The review panel determined a short list of three firms and proposals were requested from each.

ACTION ITEMS (cont.)

Cleveland Metroparks RFQ #6224 Respondents Brecksville Nature Center Auxiliary Building	
<u>Construction Manager at Risk</u>	<u>Short List</u>
John G. Johnson Construction Co.	X
Krumroy-Cozad Construction Corp.	
Panzica Construction	
Regency Construction Services, Inc.	X
Schirmer Construction LLC	X
Turner Construction Co.	

Proposals from each short listed construction management firm were received and reviewed by the project review panel. Additionally, all short listed firms were then interviewed. The firms were then ranked in compliance with the Ohio Revised Code (“ORC”). As permitted by the ORC, both the qualifications of the firm and the proposed price are blended to produce a “best value” score. At the Cleveland Metroparks election, qualifications are weighted at 80% and price at 20%. Below is a listing of the three short listed construction managers, and their correlating “best value” score.

RFP #6244-B Results:

Ranking	Construction Manager at Risk	Price	(1) Price Component	(2) Qualifications Component	(1)+(2) Best Value Score
1	Regency Construction Services, Inc.	\$33,816	20.0	79.2	99.2
2	Schirmer Construction LLC	\$54,175	8.0	74.4	82.4
3	John G. Johnson Construction Co.	\$85,740	-10.7	77.6	66.9

The price reflected in the above table includes the preconstruction services fee, the preconstruction expenses, estimated general conditions costs (based on percentage of construction cost) and the construction manager fee (based on percentage of construction cost). Once construction documents are nearing finalization, staff will return to the Board to set a Guaranteed Maximum Price, at which time, inclusive of construction costs, the general conditions costs, and the construction manager fee will be finalized. Upon the negotiation of a contract with the recommended construction management firm, Regency Construction Services, Inc., the preconstruction services fee and preconstruction stage expenses will be established at \$1,616.

ACTION ITEMS (cont.)**RFP Analysis:**

Staff recommends the construction manager at risk contract be negotiated and awarded to **Regency Construction Services, Inc.**, (“Regency”) of Lakewood, Ohio. Regency, who has been in business since 1994, has extensive construction manager at risk and general contracting experience in Northeast Ohio. Regency’s experience and competitive price associated with their services, establishes their team as the “best value” when ranked against the short listed construction management firms. Regency’s understanding of the coordination needs for this project, and the experience they have with complementary projects, suits them well for the Brecksville Nature Center Auxiliary Building, among other strengths. Regency has also performed positively for the Metroparks on the 4D Theater & Site Improvement and Administrative Office Addition projects.

No. 16-11-188:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to enter into a Guaranteed Maximum Price contract with **Regency Construction Services, Inc.**, being ranked as the “best value” for **RFP #6224-b, Brecksville Nature Center Auxiliary Building**, Brecksville Reservation, inclusive of \$1,616 for preconstruction stage compensation. In the event that a GMP contract cannot be negotiated with the construction manager, a contract would then be negotiated, per Ohio Revised Code, with the next ranked construction manager, who the Board, in its discretion, has reflected in the minutes as being the next ranked construction manager. Form of contract to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

- (f) ***Talking Storybook: Authorization to Enter into a Contract to Provide Zoo Keys Vendor to Cleveland Metroparks Zoo***
(Originating Source: Christopher Kuhar, Executive Director of Cleveland Metroparks Zoo)

Background

In the 1960’s and 1970’s “Zoo Keys” became a part of the popular zoo culture. Zoo guests would purchase a plastic souvenir key in the shape of an elephant and use them throughout the zoo to “unlock” audio content describing zoo animals or special programs. Because they were reusable, guests brought them back to the zoo visit after visit and they became a part of the zoo-going experience. To this day, members of the community fondly recall their zoo keys and many bring their keys back as a conversation piece.

ACTION ITEMS (cont.)

Cleveland Metroparks Zoo would like to bring back this nostalgia as part of the centennial year of Cleveland Metroparks. The Talking Storybook Company, hereafter “Storybook”, is a sole-source provider of this service. In business since 1979, Storybook provides zoo key experiences at several AZA zoos, mostly on the west coast. Discussions with Storybook have produced the following services proposal:

Services Proposal

- Storybook will provide 22 story boxes to be installed throughout the zoo. Outdoor boxes will be solar powered, while indoor boxes will be hard-wired.
- Two of the boxes will not require a key to be operated. These boxes will be positioned at the Zoo entrances. The remaining boxes will be placed strategically throughout the Zoo.
- Cleveland Metroparks will purchase souvenir keys from Storybook at 50% the retail sales price. Keys will be sold at retail locations throughout the Zoo for \$3.00.
- Cleveland Metroparks may acquire sponsorships for the zoo key experience. Storybook would receive \$50/box as a sponsorship fee and Cleveland Metroparks would retain additional sponsorship revenue.
- The length of the contract will be five years.

Revenue Estimates

Other institutions show a 2-3% penetration for zoo key purchases. We estimate year one to be closer to 3% with a decline in percentage to 2% in successive years. With all costs estimated and no sponsorship assumed, we predict ~\$40,000 in revenue in year one, with successive years declining to near \$20,000.

No. 16-11-189:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to enter into an agreement with the Talking Storybook Company and accept the proposal, for a five-year contract agreement for the provision of a “Zoo Key” experience at Cleveland Metroparks Zoo, with revenue share as defined above. The contract will be entered into in a form approved by the Cleveland Metroparks Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS:

No. 16-11-190:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the following bid awards:

- (a) **RFP #6212: VMware Virtual Desktop Infrastructure** (see page **82635**);
- (b) **Sole Source #6220: Seal/Sea Lion Ozone Generator and Oxygen Monitoring Equipment** (see page **82637**); and
- (c) **Ohio Co-Op/ORC 125.04 #6230: Audio/Visual for Edgewater Beach House** (see page **82638**);

Vote on the motion was as follows:

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

Nays: None.

AWARD OF BIDS (cont.):

RFP #6212 SUMMARY: VMWARE VIRTUAL DESKTOP INFRASTRUCTURE

Background:

The following represents the **2016 VMware Virtual Desktop Infrastructure**. This purchase is made pursuant to the Park District Strategic Information Systems Guideline (available from the Finance Department) with regard to district-wide technology improvement. The below equipment fulfills the following needs: Allows desktops to be virtualized which enables the users to have their roaming machine anywhere in the Park District or remote locations, eliminates the need for PC's on desktops replacing them with zero clients which are far less expensive than PC's, allows technicians to automatically upgrade nearly 100 PC's over an evening rather than taking a year to complete such a task.

Recommended VMware Virtual Desktop Infrastructure:

Proposals were received by two vendors; IntelliNet and NaviSite. The following items are recommended for purchase from Intellinet and show the breakdown of costs between the two vendors. Each vendor presented a different method for the needed services.

IntelliNet is a more traditional (consulting services) approach in which Cleveland Metroparks would manage all hardware and the software would be purchased from the State of Ohio via OARNet through a separate request (estimated cost \$14,000). Once this occurs, IntelliNet would then install and configure all hardware and software.

NaviSite uses a cloud approach method in which Cleveland Metroparks would not need any hardware or software, but it would essentially be leased on a month to month basis (minimum 3 year agreement), and they would take care of initial configuration and installation. The monthly costs would never go away and would be in perpetuity as long as Cleveland Metroparks operates the service through them.

VMware Virtual Desktop Infrastructure

IntelliNet		
	Base	
Year 1	\$ 62,320.00	Pricing of VMWare via OARNet
Year 2	\$ -	Consulting and set up configuration
Year 3	\$ -	
Year 4	\$ -	
Year 5	\$ -	
	\$ 62,320.00	\$ 62,320.00
NaviSite		
	Base	<i>Software included in monthly fee</i>
Year 1	\$ 36,016.00	<i>Contract must be 3 year min</i>
Year 2	\$ 31,680.00	
Year 3	\$ 31,680.00	
Year 4	\$ 31,680.00	
Year 5	\$ 31,680.00	
	\$ 162,736.00	\$ 162,736.00

AWARD OF BIDS (cont.):

RECOMMENDED ACTION:

That the Board authorize an award of RFP #6212 to **IntelliNet** for the purchase of consulting services in the sum of **\$62,320.00** as specified in the summary and maintained in the Procurement Office files. Form of the contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 16-11-190 on Page 82634)

AWARD OF BIDS (cont.):

SOLE SOURCE #6220 SUMMARY: **SEAL/SEA LION OZONE GENERATOR AND OXYGEN MONITORING EQUIPMENT**

Background:

The following represents the purchase of ozone generation equipment for the pinniped exhibit at the Cleveland Metroparks Zoo. This purchase is made pursuant to the recommendation made by the animal care team as well as Hall Aquatic Design, with regard to improving animal welfare and conserving resources. The below equipment will help accomplish Cleveland Metroparks goal of reducing chlorine usage in a marine mammal exhibit while allowing Cleveland Metroparks to maintain the highest water quality standards.

Recommended Equipment:

The recommended equipment is an ozone generator unit with a state of the art oxygen monitoring system (Sentinel Evo). International Ozone has the only product on the market that meets our specified needs. The Sentinel Evo protects the oxygen prep and subsequent ozone generator by monitoring oxygen quality, pressure and flow. International Ozone is able to construct a custom skid unit with the Sentinel Evo unit built to fit the footprint of the filtration room. Other manufacturers may be able to purchase the EVO, however Cleveland Metroparks is able to purchase direct from manufacturer which reduces the cost.

The following items are recommended for purchase from International Ozone.

Seal/Sea Lion ozone generator and oxygen monitoring Equipment

Item	Cost	Purpose
Ozone generator skid unit	\$70,968.00	Reduce chlorine usage, improving animal welfare.
Integrated oxygen monitoring equipment (Sentinel Evo)	\$4,365.00	Monitoring oxygen quality, pressure and flow. Protects ozone generator and air prep equipment.
	\$75,333.00	

RECOMMENDED ACTION:

That the Board authorize an award of Sole Source #6220 to **International Ozone** for the purchase of an Ozone Generator and Oxygen Monitor to International Ozone, in the amount of **\$75,333.00** as specified in the summary, maintained in the Procurement Office files and in full cooperation with Cleveland Metroparks purchasing policies.

(See Approval of this Item by Resolution No. 16-11-190 on Page 82634)

AWARD OF BIDS (cont.):**OHIO CO-OP ORC 125.04 #6230 SUMMARY: AUDIO/VISUAL FOR EDGEWATER BEACH HOUSE****Background:**

The following represents the **Audio/Visual Systems for Edgewater Beach House**. This purchase is made pursuant to the Park District Strategic Information Systems Guideline (available from the Finance Department). The equipment below fulfills the following needs: 2 – Outdoor Rated Digital Signage, Internal Audio Systems capable of multiple zones, amplifiers/systems for menu ordering, emergency broadcast/notifications, and other needs as required.

Recommended Audio/Visual Systems for Edgewater Beach House:

The equipment and services are purchased through the State of Ohio Cooperative Purchasing program, kept on file in the Procurement Office and purchased based upon standard Cleveland Metroparks purchasing policies.

The following items are recommended for purchase from Ohio State supplier, specifically SoundCom (State of Ohio contract STS-800487, Index#STS581, in full cooperation of ORC 125.04.

Audio/Visual Systems for Edgewater Beach House

Item	Cost
Concession area outdoor digital signage	\$19,130.00
Beach House Audio System	19,615.00
Professional service, engineering, design, install, training	20,850.00
Allowance for changes and additions	4,000.00
T O T A L	\$63,595.00

RECOMMENDED ACTION:

That the Board authorize an award to **Soundcom** for Ohio Co-Op ORC 125.04 #6230 for the purchase of Audio/Visual Equipment & Services in the sum of **\$63,595** as specified in the summary and maintained in the Procurement Office files in full cooperation of ORC 125.04 State of Ohio Purchasing Program and Cleveland Metroparks purchasing policies.

(See Approval of this Item by Resolution No. 16-11-190 on Page 82634)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 11/17/16)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Membership dues for 2017 for the Association of Zoos & Aquariums.	AZA Membership	\$19,898.00	(3)
4 Dell servers and VM ware to be used by ITS Department.	Dell	\$30,839.10	(2)
“Thermomap” camera with “Ebee” adaptor kit for Planning and Design Department.	3D Aerial Solutions	\$16,015.00	(7)
Additional work regarding the fiber optic network for new data center in Administration Building including extending the cable TV to data center and surrounding locations.	US Communications and Electric, Inc.	\$43,392.00 <u>1,702.00</u> \$45,094.00	(7)
Facility assessment for Huntington Playhouse, Huntington Reservation.	Richard L Bowen & Associates	\$18,800.00	(5)
Mapping services (professional) for clevelandmetroparks.com update.	Substrate Websoft, LLC	\$32,890.00	(3)
Network equipment for ITS data center, Administrative Offices.	Logicalis, Inc.	\$17,524.20	(2)
Second amendment to accomplish additional MEP work resulting from increase in project scope.	Tec Inc. Consulting Services	\$43,500.00 <u>6,000.00</u> \$49,500.00	(5)
Renewal of preventative maintenance contract for the digital printing press at Visual Communications through September 30, 2019.	Presstek, LLC	\$44,501.40	(3)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Refurbish 4 yard stationary compactor at Rocky River Mtce.	Reddy Equipment, Inc.	\$17,620.00	(7)
Ground control and image upload features for Planning/Design drone.	Stamen Design, LLC	\$15,000.00	(3)
1,400 linear feet of fence at Sulphur Springs Picnic Area, South Chagrin.	Sabia Landscape, Inc.	\$15,678.00	(7)
Character’s performance at “Boo at the Zoo.” Additional characters on final Sunday night.	Spectacular Party Entertainment, LLC	\$15,715.00 <u>240.00</u> \$15,955.00	(3)
Data center hosting for new website including initial set up fees.	Expedient	\$18,212.00	(7)
Xerox 79701 color copier with network printing and scanning, fax, finisher, sorter includes delivery and set up for the new Administrative Office wing.	Comdoc, Inc.	\$13,317.00	(2)
Patient protection and Affordable Care Act transitional reinsurance fee for 2016, payable to the federal government.	Centers for Medicine and Medicaid Services	\$27,022.14	(3)
Repairs to boom including hose and bearing replacement on Forestry Bucket Truck.	Dueco, Inc.	\$13,955.30	(2)

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

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

CONSTRUCTION CHANGE ORDERS (11/17/16)

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

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

<u>Contract</u>	<u>Item/Service</u>	<u>Vendor</u>	<u>Change Order No.</u>
<u>Zoo Pump Station #1 & #2</u> \$346,900.00 <u>Revised Contract Amount:</u> Change order #1 Added \$1,890.00 Total revised to \$348,790.00	Reinforce I-Beam monorail support at door opening	ABC Piping Company	Change Order No. 1

INFORMATION/BRIEFING ITEMS/POLICY.

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

Leigh Anne Lomax, Horticulture/Facilities Manager

Leigh Anne Lomax is the Manager of Horticulture and Facilities for Cleveland Metroparks Zoo, a position she has held since April of this year. Leigh Anne came to Cleveland Metroparks after working independently as the owner of a garden design and consulting business in Nashville, Tennessee where she provided garden designs and consultation reports for residential clients. Prior to owning her own business, Leigh Anne was employed by the Cheekwood Botanical Garden and Museum of Art in Nashville as the Botanical Garden and Horticulture Manager where her responsibilities included leading the garden team with horticulture tasks, including general landscape maintenance and improvements, turf grass management, woodland management, and production greenhouse activities. Leigh Anne was a key contributor in achieving National Plant Collection status for Cheekwood's Dogwood collection with the American Public Gardens Association's North American Plant Collection. Leigh Anne also had the honor of being the Associate Director of Horticulture for the Audubon Zoo in New Orleans, Louisiana. Leigh Anne holds a Bachelor of Science in Ornamental Horticulture from Virginia Tech.

- b. ***Euclid Creek Greenway – Euclid Central Middle School Property***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Sean E. McDermott, P.E., Chief Planning and Design Officer/Sara Byrnes Maier, Senior Strategic Park Planner)

At the October 13, 2016 meeting of the Board of Park Commissioners of the Cleveland Metropolitan Park District, staff presented an information item about the Euclid Central Middle School property, which is envisioned as part of the Euclid Creek Greenway, a proposed connector trail between the lower Euclid Creek Reservation and its lakefront portion. A 5.4-acre parcel that is part of the 17.0-acre school site had originally been part of the Euclid Creek Reservation and was sold to the Euclid City School District in 1965, but included a property reversion clause triggered by cessation of school-related functions.

Euclid City Schools was successful in passing its bond issue on November 8, 2016 to fund further school building consolidations, including a new middle school on a combined campus with the high school. Part of this \$96.3 million bond issue includes abatement and demolition of the Euclid Central Middle School. The conceptual rendering that appeared in the October 13 meeting materials is shown again on page **82648** to illustrate how the site may look if the site is redeveloped for passive recreation. An exact schedule has not been set yet for the demolition of the school, but is anticipated to be several years in the future. Staff will provide another update to the Board of Park Commissioners on this process when more has been determined by Euclid City Schools.

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 **82634** through **82638**; \$10,000 to \$50,000 purchased items/services report, pages **82639** through **82640**; and construction change orders, page **82641**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 16-11-182: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **82649** to **82721**.

Vote on the motion was as follows:

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

PUBLIC COMMENTS.

Public comments were heard by Ms. Marty Leshner of Olmsted Township, Ohio, Ms. Laura McShane of Brooklyn, Ohio, Ms. Tonya Yonak of Cleveland, Ohio, and Ms. Diana Miller of Cleveland, Ohio. All such comments can be heard in their entirety by accessing the "About Us" section of Cleveland Metroparks website under "Board Meetings/Board Meeting Archives."

DATE OF NEXT MEETING.

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

WORK SESSION RE: PRIMATE, CAT AND AQUATICS PLANNING AND DESIGN STUDY.

At the July 28, 2016 meeting of the Board of Park Commissioners of the Cleveland Metropolitan Park District, the Board approved a contract with Van Auken Akins Architects, LLC (VAA) for the planning and design of the exhibits related to the Zoo's Primate, Cat and Aquatics building. VAA, in combination with Zoo and Planning and Design staff, is nearing the completion of the study.

WORK SESSION (cont.)

Christopher W. Kuhar, Ph.D., Zoo Executive Director, and Sean E. McDermott, P.E., Chief Planning and Design Officer, reviewed the preliminary findings of the study and discussed the path forward related to the exhibits for the Zoo's Primate, Cat and Aquatics building, including planning for a new gorilla exhibit.

ADJOURNMENT.

No. 16-11-191: There being no further matters to come before the Board, upon motion by Vice President Moore, seconded by Vice President Rinker, and carried, President Berry adjourned the meeting at 10:07 a.m.

Vote on the motion was as follows:

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

Nays: None.

President.

Attest:

Secretary.

	2016										2015				
	Annual Budget	Rev. Annual Estimate (A)	Y-T-D Estimate	Y-T-D Actual	Y-T-D Variance	% of Rev. Ann. Est.	M-T-D Estimate	M-T-D Actual	M-T-D Variance	% of Rev. Ann. Est.	Annual Actual	Y-T-D Actual	% of Ann.	M-T-D Actual	% of Ann.
Beginning Cash Bal.	\$34,424,295	\$34,424,295	\$34,424,295	\$34,424,295	\$0	100.0%	\$35,344,847	\$49,195,817	\$13,850,970	142.9%	\$36,015,173	\$36,015,173	100.0%	\$50,666,894	140.7%
Receipts:															
Property Tax	\$73,127,868	\$73,127,868	\$73,124,942	\$73,843,183	\$718,241	101.0%	\$114,186	\$6,056	(\$108,130)	0.0%	\$73,976,165	\$73,973,205	100.0%	\$2,228,842	3.0%
Grants/Local Gov't	14,568,284	19,048,484	13,843,761	7,456,722	(6,387,039)	39.1%	1,898,553	426,132	(1,472,421)	2.2%	9,736,902	7,076,434	72.7%	625,659	6.4%
Investment Income	100,000	100,000	91,196	191,481	100,285	191.5%	6,862	52,357	45,495	52.4%	148,559	135,480	91.2%	8,347	5.6%
Golf Receipts	6,820,442	6,820,442	6,322,748	5,942,162	(380,586)	87.1%	368,912	422,110	53,198	6.2%	6,318,686	5,857,606	92.7%	334,407	5.3%
Zoo Receipts	10,035,855	10,035,855	8,849,934	9,163,863	313,929	91.3%	636,321	736,613	100,292	7.3%	10,046,601	8,859,136	88.2%	537,435	5.3%
Chalet/Rest./Conc.	4,944,371	4,998,071	4,693,218	3,883,166	(810,052)	77.7%	431,783	228,242	(203,541)	4.6%	3,664,531	3,441,016	93.9%	211,753	5.8%
Ledge Pool	168,620	168,620	168,153	159,965	(8,188)	94.9%	132	595	463	0.4%	151,560	151,140	99.7%	105	0.1%
Self-Funded Reserves	7,724,864	7,724,864	6,926,774	6,445,833	(480,941)	83.4%	551,587	553,989	2,402	7.2%	6,184,172	5,545,258	89.7%	485,162	7.8%
Other	3,519,295	3,519,295	3,203,651	2,847,268	(356,383)	80.9%	177,718	198,272	20,554	5.6%	3,061,465	2,787,092	91.0%	233,417	7.6%
Total Receipts	\$121,009,599	\$125,543,499	\$117,224,378	\$109,933,643	(\$7,290,735)	87.6%	\$4,186,054	\$2,624,366	(\$1,561,689)	2.1%	\$113,288,641	\$107,826,368	95.2%	\$4,665,126	4.1%
Expenditures:															
Salaries & Fringe	\$62,867,088	\$62,931,569	\$52,350,289	\$50,356,601	\$1,993,688	80.0%	\$4,113,057	\$4,704,292	(\$591,235)	7.5%	\$58,865,597	\$48,967,968	83.2%	\$4,191,402	7.1%
Operating Supplies/Other	23,495,498	23,819,261	20,583,686	15,610,209	4,973,477	65.5%	2,410,880	1,021,842	1,389,038	4.3%	17,744,446	15,334,163	86.4%	1,847,947	10.4%
Utilities	5,382,952	5,391,314	4,680,661	3,278,186	1,402,475	60.8%	464,637	309,484	155,153	5.7%	3,894,830	3,382,456	86.8%	373,810	9.6%
Equipment	3,435,009	3,458,771	3,021,327	2,802,298	219,029	81.0%	567,933	346,097	221,836	10.0%	2,771,528	2,421,002	87.4%	310,658	11.2%
Land	2,068,312	2,468,312	2,073,008	2,200,105	(127,097)	89.1%	202,255	4,346	197,909	0.2%	2,678,044	2,249,152	84.0%	888,759	33.2%
Constr. Materials	6,706,443	6,747,747	5,836,295	2,277,043	3,559,252	33.7%	223,316	192,552	30,764	2.9%	3,567,416	3,085,547	86.5%	119,507	3.3%
Construction Contracts	37,872,247	42,040,857	33,444,532	18,087,337	15,357,195	43.0%	4,831,699	2,776,762	2,054,937	6.6%	18,110,323	14,407,206	79.6%	2,293,943	12.7%
Zoo Animals	101,430	101,430	69,820	27,906	41,914	27.5%	10,000	1,102	8,898	1.1%	37,780	26,006	68.8%	0	0.0%
Self-Funded Reserves	7,838,165	8,338,165	7,075,101	8,589,139	(1,514,038)	103.0%	409,555	1,334,592	(925,037)	16.0%	7,209,557	6,180,871	85.7%	331,548	4.6%
Total Expense	\$149,767,143	\$155,297,426	\$129,134,720	\$103,228,824	\$25,905,896	66.5%	\$13,233,332	\$10,691,069	\$2,542,263	6.9%	\$114,879,521	\$96,054,370	83.6%	\$10,357,575	9.0%
Ending Cash Balance	\$5,666,751	\$4,670,368	\$22,513,952	\$41,129,114	\$18,615,161	880.6%	\$26,297,569	\$41,129,114	\$14,831,545	880.6%	\$34,424,293	\$47,787,171	138.8%	\$44,974,445	130.6%
Encumbrances	\$0	\$0	\$17,337,126	\$17,337,126 (B)	\$0	N/A	\$17,337,126	\$17,337,126	\$0	N/A	\$7,932,655	\$11,842,466	24.8%	\$11,762,143	26.2%
Adj. Avail. Cash Balance	\$5,666,751	\$4,670,368	\$5,176,826	\$23,791,988	\$18,615,161	509.4%	\$8,960,443	\$23,791,988	\$14,831,544	509.4%	\$26,491,638	\$35,944,705	135.7%	\$33,212,302	125.4%
Balance in Restricted Fund	\$4,535,712	\$4,304,188	\$1,352,431	\$1,352,431	\$0	-31.4%	\$1,352,431	\$1,352,431	\$0	-31.4%	\$4,431,774	\$3,752,868	24.8%	\$3,752,868	26.2%
Adj. Avail. Cash Balance	\$1,131,039	\$366,180	\$3,824,395	\$22,439,557	\$18,615,161	6128.0%	\$7,608,012	\$22,439,557	\$14,831,544	6128.0%	\$22,059,864	\$32,191,837	145.9%	\$29,459,434	133.5%

(A) Includes Appropriation Adjustment #3 (October).
 (B) Summary of Encumbrances follows on next page.

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

Cash balance, 10/01/16		\$49,195,817	(Exp., cont'd)
Revenue, October 2016		\$2,624,366	
Expenditures:	A/P vouchers	10/07/16 \$129,200	Payrolls 10/07/16 \$1,230,551
		10/12/16 139,124	10/21/16 1,204,937
		10/13/16 2,546	
		10/13/16 2,058,180	Payroll Adjustment 0
		10/26/16 363,645	
		10/27/16 2,227,263	Withholding 10/07/16 \$308,390
			10/21/16 301,877
	Purchasing card	371,034	ADP 0
	Fringe vouchers	10/07/16 538,350	Total payroll \$3,045,755
		10/21/16 534,167	
	Rec./Voucher Adjustment	(702)	Total Expenditures
	Refunds	(15,081)	\$10,691,070
	Hospitalization/WC Reserve	489,114	
	Medical Mutual	637,561	
	Bank Fees	28,999	
	Auditor/Treasurer Fees	938	
	Sales Tax, Misc. Expenditures	140,979	
Subtotal - Expenditures		\$7,645,315	Ending cash bal., 10/31/16
			\$41,129,114

Source: Karen Fegan, Chief Financial Officer
 Date: 11/10/16

**Cleveland Metroparks
Encumbrance Summary - 10/31/16**

	<u>General</u>	<u>Capital Equipment, Animals & Land</u>	<u>Capital Construction Projects</u>	<u>Total Encumbrances</u>
General Fund	\$ 3,905,234	\$ -	\$ -	\$ 3,905,234
Health Insurance Reserve	137,438	-	-	137,438
Property Insurance Reserve	56,010	-	-	56,010
Workers' Comp. Reserve	-	-	-	-
<i>Subtotal</i>	<u>\$ 4,098,682</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,098,682</u>
Capital Fund:				
Equipment		\$ 685,532	\$ -	\$ 685,532
Animals		11,166	-	11,166
Land		3,119	-	3,119
Construction Materials		-	522,284	522,284
Construction Contracts		-	8,212,217	8,212,217
<i>Subtotal Capital Fund</i>		<u>\$ 699,817</u>	<u>\$ 8,734,501</u>	<u>\$ 9,434,318</u>
Restricted Funds:				
General	\$ 292,241	\$ -	\$ -	\$ 292,241
Equipment	-	17,151	-	17,151
Animals	-	-	-	-
Land	-	-	-	-
Construction Materials	-	-	8,314	8,314
Construction Contracts	-	-	3,486,420	3,486,420
<i>Subtotal Restricted Funds</i>	<u>\$ 292,241</u>	<u>\$ 17,151</u>	<u>\$ 3,494,734</u>	<u>\$ 3,804,126</u>
Subtotal Construction Projects Encumbrances			<u><u>\$12,229,235</u></u> *	
Total Encumbrances				<u><u>\$ 17,337,126</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	\$ 1,493,478
1210	Accounting Division	A15010 Financial ERP System	175,667
1510	Park Operations Administration	A11001 Emeral Ash Borer	62,488
1510	Park Operations Administration	A11002 Parkway Paving	922,538
1510	Park Operations Administration	A15002 Painting and Staining	51,548
1519	Natural Resources Management	N14007 Strawberry Pond Dredging	53,956
1535	Garfield Park Management	J16001 Management Center Roof Repair	149,668
1536	Brecksville Park Management	K15005 Valley Parkway APT Trail	547,464
1538	Mill Stream Run Park Management	S15011 Timberlane Farms Stables	189,890
1540	Rocky River Park Management	R15001 Cedar Point Road Culvert Replacement	169,400
1543	Ohio and Erie Canal Park Management	L13001 Mill Creek Connector Trail	69,936
1546	Lakefront Park Management	Q14006 Edgewater Post-Season Construction	2,010,971
1546	Lakefront Park Management	Q15004 Fuel Dock Replacement	255,376
1547	Euclid Creek/East Shores	Q14024 Euclid Beach Pier Construction	211,599
1547	Euclid Creek/East Shores	Q14032 Euclid Creek - General Design	71,974
1555	Rocky River Outdoor Experiences	R16101 Fort Hill Stairs	239,019
1572	The Chalet	S16102 Chute Valve & Hose Replacement	61,663
1750	Zoo Facility Operations	V07008 Pump Replacement	272,652
1750	Zoo Facility Operations	V16004 PCA Infrastructure	53,214
1810	Information Technology	A11006 Web Site Development	94,537
1810	Information Technology	A14011 Network Upgrades	113,967
1810	Information Technology	A15009 Data Center	375,743
1930	Human Resources	A14005 HRIS/Payroll System	56,779
3308	Seneca Turf	812001 Seneca Course Redesign	348,311
5130	Wendy Park Coast Guard Station	Q16130 Coast Guard Station Renovation	93,605
5134	Wendy Park Bridge - TPL	Q15134 Wendy Park Bridge Design	177,667
5151	Valley Parkway Trail	K16151 Valley Pkwy Trail - Phase 1 - ODOT	114,055
5152	Valley Parkway Trail	K16152 Valley Pkwy Trail - Phase 2 - ODOT	72,701
5307	Acacia Restoration - OEPA	U15307 Acacia Stream Restoration	116,000
5308	Acacia Restoration - WRRSP	U15308 Acacia Reservation Restoration	1,546,122
5433	Sulphur Springs Improvement - OEPA	C14433 Sulphur Springs Improvement	106,135
5483	Strawberry Pond - ODNR	N16483 Stawberry Pond Fishing Access	111,750
5786	Hay Barn	V14786 Hay Storage	847,965
5788	PCA Building	V15788 PCA Building Assessment	141,869
	All other capital project encumbrances		849,528
Total Capital Construction Project Encumbrances			<u><u>\$ 12,229,235</u></u> *

Source: Karen Fegan, Chief Financial Officer
11/10/16

**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED OCTOBER 31, 2016**

ACCOUNTS RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$303,232	\$0	\$59,668	\$5,890	\$368,790

RANGER/COURT FINES RECEIVABLE

Total
\$33,842

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Interest Earned	EOM Balance
09/30/16	PNC Bank	Money Market (A)	31	0.05%	10/31/16	\$653	\$12,908,016
09/30/16	Fifth Third Securities	Money Market (B)	31	0.26%	10/31/16	\$538	\$74,126
Various	Fifth Third Securities	Certificates of Deposit (C)	31	Various	Various	\$247	\$4,500,000
09/30/16	Key Bank Capital Markets	Federal Agencies (D)	31	1.00%	10/31/16	\$0	\$4,041,247
09/30/16	STAR Ohio	State pool (E)	31	0.63%	10/31/16	\$5,722	\$13,048,718
09/30/16	STAR Plus	State pool (F)	31	0.40%	10/31/16	\$2,494	\$5,148,682

(A) Government Performance Money Market Account.

Investment balance ranged from \$18,907,363 to \$12,908,016 in October.

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

Investment balance varied between \$2,573,341 to \$74,126 in October.

(C) Brokered Certificates of Deposit.

Maturities range from 09/05/17 through 10/07/19 at rates from 0.65% to 1.40%.

(D) United States Government Bonds

Federal Home Loan Bank investment. Interest is paid at maturity.

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

Investment balance ranged from \$9,042,996 to \$13,048,718 in October.

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

Investment balance ranged from \$9,146,188 to \$5,148,682 in October.

Norfolk and Western
Railroad

Euclid Creek

All Purpose Trail

All Purpose Trail

Playground

Entry Drive

Euclid Creek Reservation



Conceptual Euclid Creek Greenway Connector- Euclid Central Middle School Site

Cleveland Metroparks



0 100 200 300 400ft

RESOLUTION NO. 16-11-182

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 October 26, 2016 in the amount of \$363,644.62; and **Checks** dated November 2, 2016 in the amount of \$140,293.64; and **Checks** dated November 4, 2016 in the amount of \$528,762.86; and **Checks** dated November 17, 2016 in the amount of \$2,940,105.55; and **Net Payroll** dated September 18, 2016 to October 1, 2016 in the amount of \$1,230,550.87; and **Withholding Taxes** in the amount of \$308,390.22; and **Net Payroll** dated October 2, 2016 to October 15, 2016 in the amount of \$1,204,936.82; and **Withholding Taxes** in the amount of \$301,876.59; and **Bank Fees** in the amount of \$28,998.59; and **ACH Debits (FirstEnergy; Sales Tax)** in the amount of \$140,978.74; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated October 16, 2016 to November 5, 2016 in the amount of \$252,106.22; and **Visa Travel Card** purchases dated October 16, 2016 to November 5, 2016 in the amount of \$28,108.58; 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: November 17, 2016

Attest: _____
 President of the Board of Park Commissioners

 Chief Executive Officer

VOUCHER SUMMARY

	No. of Vendors	No. of Purchases	Average Vendor		Average	Code
			Amount	Amount	Purchase Amount	
Bid Items	44	172	\$ 1,895,700.06	\$ 43,084.09	\$ 11,021.51	C Bid Items
Board Authorized Payments	35	149	\$ 491,777.43	\$ 14,060.78	\$ 3,300.52	A Board Authorized Payments
Director Approved Payments	50	141	\$ 315,215.32	\$ 6,304.31	\$ 2,235.57	D Director Approved Payments
Telephone-Written Quote Items	30	47	\$ 106,533.22	\$ 3,551.11	\$ 2,266.66	P Telephone-Written Quote Items
Telephone Quote Items	47	58	\$ 87,879.61	\$ 1,869.78	\$ 1,515.17	T Telephone Quote Items
Utilities	30	255	\$ 306,854.02	\$ 10,228.47	\$ 1,203.35	U Utilities
Health Insurance	2	6	\$ 191,186.89	\$ 95,593.45	\$ 31,864.48	H Health Insurance
Other Exempt Items	62	66	\$ 550,677.99	\$ 8,881.90	\$ 8,343.61	E Other Exempt Items
Non-Bid Items less than \$1,000	76	112	\$ 24,535.98	\$ 322.84	\$ 219.07	N Non-Bid Items less than \$1,000
Purchases Obtained w/o Cert.	2	2	\$ 2,446.15	\$ 1,223.08	\$ 1,223.08	S Purchases Obtained w/o Cert.
	378	1008	\$ 3,972,806.67	\$ 10,510.07	\$ 3,941.28	

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

RECOMMENDED ACTION:

That The Board of Park Commissioners approves **Resolution No. 16-11-182** listed above.