

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

**AUGUST 18, 2016**

The Board of Park Commissioners met on this date, Thursday, August 18, 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. 16-08-131:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of July 28, 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 July 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **82147** to **82149** and they were filed for audit.

**ACTION ITEMS.**

- (a) **2016 Budget Adjustment No. 2**  
*(Originating Sources: Karen Fegan, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)*

Two types of 2016 budget adjustments are requested for Board approval:

Type I: Transfers, listed on pages **82150** to **82152**. Represents transfers with **NO NET INCREASE/DECREASE** to the 2016 operating and/or restricted fund budgets.

Type II: Appropriations, listed on pages **82153** to **82154**. The effect of these adjustments in the Operating/Capital Fund is \$490,000; in the Restricted Funds, an increase of \$1,082,947 (derived from grants and/or donations).

A summary of the adjustments, by category, can be found on page **82155**. The effect of both types of adjustments is a combined net increase of \$1,572,947.

- No. 16-08-132:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the 2016 Budget Adjustment No. 2 for "Type I: Transfers," for **NO OPERATING OR RESTRICTED FUND NET INCREASE/DECREASE** and "Type II: Appropriations," for an increase of **\$1,572,947** as noted on page **82155**.

Vote on the motion was as follows:

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

Nays: None.

- (b) **Contract Amendment: RFP #6114: Euclid Creek Restoration Areas 1.1, 1.2 and 3 – Acacia Reservation – Construction Guaranteed Maximum Price**  
*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer, Tammy Oliver, Director of Project Development, Chris Cheraso, Landscape Architect, Jennifer Grieser, Senior Natural Resources Manager-Urban Watersheds)*

**Background:**

On December 3, 2015 Cleveland Metroparks awarded a contract to Biohabitats, Inc. for the restoration of Euclid Creek and its headwaters within Acacia Reservation. Following execution of the contract, Biohabitats, Inc. began working with Cleveland Metroparks staff on the design. The project objectives are to restore stream, floodplain, and wetland habitat along 1,300 lineal feet of Euclid Creek and re-establish 14 acres of wetlands throughout Acacia Reservation.

**ACTION ITEMS (cont.)**

The project is funded by: Ohio Environmental Protection Agency, Water Resource Restoration Sponsor Program (WRRSP) \$1,838,980; Ohio Environmental Protection Agency, Section 319 (h) \$200,000; U.S. Fish and Wildlife Service \$150,000; The Conservation Fund \$66,250; the balance of funds for the project will come from Cleveland Metroparks capital budget.

Biohabitats, Inc. will restore Euclid Creek by reconnecting it to its floodplain. They will realign the stream and provide riparian vegetation. The vegetation will provide habitat for aquatic insects, birds, and amphibians. Trees removed for stream realignment will be reused as standing snags and will be integrated to secure slopes and provide habitat along the stream. Riffles, cascades, and a reconnected floodplain will reduce downstream impacts of storm water flows. In addition, Biohabitats, Inc. will reestablish approximately 14 acres of wetlands by removing drain tile that runs through existing swales and sand traps. Berms will be added to slow water in swales and be planted with wetland vegetation. Berms paired with cascades, riffle structures, and riparian vegetation will retain water on site for longer periods and reduce downstream flows into Euclid Creek. Vegetated areas within the swales will reestablish into wetlands. Disrupted trails will reconnect to the existing trail network.

Cleveland Metroparks staff has controlled invasive plants within project areas in preparation for the restoration activities. In addition, staff has been stockpiling mulch generated throughout the park onsite to reduce project costs.

At the time of the Board's award, only the preconstruction services fee, due diligence and design fee, and preconstruction expenses were established at \$358,755. The GMP for Areas 1.1, 1.2 and 3, and the GMP for Area 2 were to be developed separately in phases and the contract amended accordingly in order to expedite the project schedule.

**GMP Establishment:**

Biohabitats, Inc., based on 50% complete construction documents, has established the Guaranteed Maximum Price for Areas 1.1, 1.2 and 3 as referenced below:

<b><u>Item</u></b>	<b><u>Cost</u></b>
Erosion and Sediment Control	\$ 98,798.70
Demolition*	\$ 151,973.70
Utilities*	\$ 17,800.00
Earth Work	\$ 370,231.70
Stream Structures*	\$ 270,157.81
Plantings*	\$ 238,495.89
Habitat Features	\$ 23,597.93
Site Stabilization	\$ 80,031.60
Pathways*	\$ 109,189.40
Survey	\$ 20,848.00
Post Construction Maintenance (Allowance)	\$ 15,000.00
<u>Ecological Restoration Modification (Allowance)</u>	<u>\$ 115,000.00</u>
<i>Total Cost of Work</i>	<i>\$1,511,124.73</i>

**ACTION ITEMS (cont.)**

Staff Costs/General Conditions 3.70%	\$ 55,911.62
Construction Contingency 1.00%	\$ 15,111.25
Construction Stage Design Services Fee 4.85%	\$ 73,289.55
<u>Design-Builder's Fee 8.00%</u>	<u>\$ 120,889.98</u>

**Total Guaranteed Maximum Price** **\$1,776,327.13**

\*Indicates an item that includes an allowance

Staff will return to the Board to amend the Guaranteed Maximum Price to include Area 2 at a later date.

**Construction Schedule:**

Biohabitats, Inc.'s construction schedule associated with the proposed GMP anticipates a September 2016 construction commencement, pending issuance of necessary permits, and a June 2017 substantial completion, barring any unseasonal weather. Cleveland Metroparks staff will monitor construction progress and provide updates to the Board.

**No. 16-08-133:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to amend the Guaranteed Maximum Price (GMP) contract with **Biohabitats, Inc.**, for construction of **RFP# 6114-b, Euclid Creek Restoration Areas 1.1, 1.2 and 3 – Acacia Reservation**, to reflect a GMP in the amount of **\$1,776,327.13**, which will be an amount in addition to the \$358,755.00 already awarded for preconstruction services, for a total of **\$2,135,082.13**, in a form to be approved by the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

(c) ***Nomination of Terry L. Robison re: Natural Resources Advisory Council District I – Clean Ohio Program***  
(Originating Source: *Brian M. Zimmerman, Chief Executive Officer*)

**Background**

On July 26, 2001, Ohio Governor Taft signed legislation creating the Clean Ohio Program, a fund to remediate brownfield sites and preserve green space, farmland, improve water quality, and expand outdoor recreational opportunities.

The District One Public Works Integrating Committee (DOPWIC), which administers the State Issue 2 Infrastructure Bond Program in Cuyahoga County, is charged with appointing members of the **Natural Resources Assistance Council (NRAC)**. The NRAC administers the Clean Ohio Program in Cuyahoga County, which receives

**ACTION ITEMS (cont.)**

approximately \$3.7 million each year for acquisition, preservation and restoration of open space. Cleveland Metroparks has successfully competed for Clean Ohio funds each year.

**Nomination of NRAC Representative: Terry L. Robison**

The DOPWIC selects members from organizations that meet the requirements set forth in Ohio Revised Code Section 164.21(A). In August 2001, Cleveland Metroparks Board nominated Vern J. Hartenburg to serve on NRAC, whose nomination was accepted by the appointing DOPWIC group. Vern J. Hartenburg served on NRAC from August 2001 through March 30, 2010. In April 2010, the Board nominated Brian M. Zimmerman to serve on NRAC, whose nomination was accepted by DOPWIC. On July 25, 2013, the Board nominated Donna L. Studniarz to serve on NRAC, whose nomination was accepted by DOPWIC. On November 12, 2015, the Board nominated Terry L. Robison to serve on NRAC, whose nomination was accepted by DOPWIC. Because Dr. Robison's term expires October 14, 2016, it is now recommended that Terry L. Robison, Director of Natural Resources, be re-nominated to serve as Cleveland Metroparks NRAC representative.

**No. 16-08-134:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to nominate Terry L. Robison to serve as a representative to the District One Natural Resources Advisory Council of the Ohio Public Works Commission (Clean Ohio Program), pursuant to Ohio Revised Code Section 164.21(a).

Vote on the motion was as follows:

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

Nays: None.

**AWARD OF BIDS:**

**No. 16-08-135:**

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

- (a) **Ohio Co-Op #6217: Three (3) Carry All Utility Club Car Vehicles and Four (4) Passenger Golf Club Car Carts for Cleveland Metroparks Zoo** (see page **82138**).

Vote on the motion was as follows:

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

Nays: None.

**AWARD OF BIDS:****OHIO CO-OP #6217 SUMMARY:      **THREE (3) CARRY ALL UTILITY CLUB CAR VEHICLES AND FOUR (4) PASSENGER GOLF CLUB CAR CARTS FOR ZOO****

DESIGNATION	Cleveland Metroparks Zoo
UNIT(S) REPLACED	Seven (7) Carry All Utility Vehicles (three are from 1995 and four from 1996)
Item	Three (3) Carry All Utility Vehicles
Base Cost	\$ 9,359.20 each
Cargo Beds including electric bed lift	\$664.00
Taillight, Brake Light and Horn	\$184.00
CPL Cab	\$3,339.20
Set up/Installation	\$600.00
UNIT TOTAL	\$14,146.40 each
<b>TOTAL ORDER (3)</b>	<b>\$42,439.20</b>
////////////////////////////////////	
Item	2- Four Passenger Golf Carts
Base Cost	\$7,880.00
Fold Down Windshield	\$120.80
Set up / Installation	\$300.00
UNIT TOTAL	\$8,300.80 each
<b>TOTAL ORDER (2)</b>	<b>\$16,601.60</b>
////////////////////////////////////	
Item	2- Four Passenger Golf Carts with Bed
Base Cost	\$9,679.20
Canopy Top	\$719.20
Fold Down Windshield	\$136.00
Set up / Installation	\$300.00
UNIT TOTAL	\$10,834.40 each
<b>TOTAL ORDER (2)</b>	<b>\$21,668.80</b>
<b>GRAND TOTAL (x7)</b>	<b>\$80,709.60</b>

Charge Codes: 1750-74716-Equipc

The three (3) Carry All Utility Vehicles and four (4) Passenger Car Carts will be used by Cleveland Metroparks Zoo Facility Operations and Zoological Programs staff. Two are equipped with larger beds and full cabs making them available for use in all seasons and two of the four passenger carts will have flat beds making them more versatile. The seven (7) utility vehicles marked for replacement were purchased in 1995/1996 and are beyond economical repair. The replaced units will go to on-line auction or replace units of lesser value that will go to on-line auction.

**RECOMMENDED ACTION:**

That the Board approve the purchase of **Three (3) Carry All Utility Club Car Vehicles and Four (4) Passenger Golf Club Car Carts**, equipped as specified in the above summary, Ohio COOP #6217, from **South East Golf Car Company for a total cost of \$80,709.60** in full utilization of the Ohio Cooperative Purchasing Program, contract number 800322.

**(See Approval of this Item by Resolution No. 16-08-135 on Page 82137)**

**SERVICES (\$10,000 - \$50,000) ACQUIRED**  
**SINCE LAST BOARD MEETING (Presented 08/18/16)**

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:

<b><u>REF. NO. / ITEM – SERVICE</u></b>	<b><u>VENDOR</u></b>	<b><u>COST</u></b>	<b><u>PROCEDURE</u></b>
Additional equipment for various restaurant operations throughout Cleveland Metroparks (last seen by Board on May 26, 2016).	<b>Trimark SS Kemp and Company</b>	<b>\$31,385.06</b> <b><u>18,614.94</u></b> <b>\$50,000.00</b>	<b>(7)</b>
Wetland mitigation credit for the Valley Parkway Connector Trail Phase I Project as required by the Corps Permit.	<b>Nature Conservancy</b>	<b>\$21,600.00</b>	<b>(3)</b>
Audio visual upgrades in Hickory Room at Rocky River Park Operations including projector package, control touch panel.	<b>Sound Com</b>	<b>\$26,370.00</b>	<b>(2)</b>
Various trash can liners to be supplied on an "as needed" basis throughout Cleveland Metroparks for a one year period beginning August 1, 2016 through July 31, 2017.	<b>Joshen Paper and Packaging</b>	<b>\$32,735.00</b>	<b>(7)</b>
All labor and materials and equipment to perform installation of storefront window systems at Lakefront Management Office, Gordon Park.	<b>SRK Enterprises, Inc.</b>	<b>\$45,700.00</b>	<b>(7)</b>
Asphalt pavement crack sealing improvements using approximately 30,000 pounds of sealant for various locations throughout Cleveland Metroparks.	<b>Specialized Construction, Inc.</b>	<b>\$41,400.00</b>	<b>(7)</b>



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

<b><u>REF. NO. / ITEM – SERVICE</u></b>	<b><u>VENDOR</u></b>	<b><u>COST</u></b>	<b><u>PROCEDURE</u></b>
Employee assistance program for a two-year period beginning August 1, 2016 and ending July 31, 2018.	<b>Center for Families and Children</b>	<b>\$35,712.00</b>	<b>(7)</b>
Supply and install carpet squares and tile at Garfield Park renovation.	<b>D&amp;R Carpet Service, Inc.</b>	<b>\$19,971.98</b>	<b>(2)</b>
Additional mechanical, electrical, plumbing services beyond original estimate for addition to Zoo Administration Office.	<b>Tec, Inc.</b>	<b>\$42,000.00</b> <b><u>1,500.00</u></b> <b>\$43,500.00</b>	<b>(5)</b>
Internet bandwidth fees for 2016 and 2017 for 100MB.	<b>OARNET</b>	<b>\$12,480.00</b>	<b>(2)</b>
Adding sound, stage and emcee services for one additional week at Edgewater Live.	<b>Rock the House</b>	<b>\$35,550.00</b> <b><u>3,950.00</u></b> <b>\$39,500.00</b>	<b>(7)</b>
Additional audio/visual, stage, etc. equipment for the Progressive insurance event at the zoo.	<b>Colortone Staging and Rent</b>	<b>\$10,000.00</b> <b><u>159.31</u></b> <b>\$10,159.31</b>	<b>(7)</b>

===== **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 (08/18/16)**

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:

<b><u>Contract</u></b>	<b><u>Item/Service</u></b>	<b><u>Vendor</u></b>	<b><u>Change Order No.</u></b>
<b><u>4-D Theater (Zoo)</u></b> <b>\$772,520.93</b>  <u>Revised Contract Amount:</u> Change order #3 Added \$11,955.82.  Total revised to \$784,476.75	Additional survey work and partial rework of drinking fountain, wall plates, handrails, concrete and miscellaneous carpentry items.	Regency Construction	Change Order No.3
<b><u>Zoo HVAC at Steffee Center</u></b> <b>\$439,400.00</b>  <u>Revised Contract Amount:</u> Change order #1 Added \$13,000.  Total revised to \$452,400.00	Rerouting ductwork	T.H. Martin, Inc.	Change Order No.1
<b><u>Zoo Tiger Exhibit</u></b> <b>\$3,742,294.00</b>  <u>Revised Contract Amount:</u> Change order #9 Added \$49,505.00  <b><u>Total revised to \$3,791,799.00</u></b>	Additional valves, post holes, cemrock work, piping revisions, handrail tie ins, etc.	Panzica Construction Company	Change Order No.9

**CONSTRUCTION CHANGE ORDERS (08/18/16) (cont.)**

<p><b><u>Seneca Parking Lot</u></b> <b><u>\$321,900.00</u></b></p> <p>Revised Contract Amount: Change order #1 Added \$10,536.75</p> <p><b><u>Total revised to \$332,436.75</u></b></p>	<p>Added aggregate bid as sub-grade undercut, install 189 tons asphalt base, remobilization fee</p>	<p>Mr. Excavator, Inc.</p>	<p>Change Order No.1</p>
<p><b><u>Sea Lion Renovations</u></b> <b><u>\$270,998.26</u></b></p> <p>Revised Contract Amount: Change order #2 Added \$3,629.67</p> <p><b><u>Total revised to \$274,627.93</u></b></p>	<p>Colored concrete at wall cap, replace 6 glass pieces to eliminate metal edge trim.</p>	<p>Whitehouse Construction</p>	<p>Change Order No. 2</p>
<p><b><u>Edgewater Bath house design</u></b> <b><u>\$573,218.00</u></b></p> <p>Revised Contract Amount: Amendment #2 Added \$30,000.00</p> <p>Revised Contract Amount: Amendment #3 Added \$123,380.00 Approved by Resolution No. 16-07-125 on July 28, 2016</p> <p><b><u>Total revised to \$726,598.00</u></b></p>	<p>Design modifications</p> <p>---</p> <p>Drawing modifications and revisions to construction administration.</p>	<p>Bialosky and Partners Architects</p>	<p>Amendment No. 2 and 3</p>
<p><b><u>4D Theater &amp; Sited</u></b> <b><u>\$784,476.75</u></b></p> <p>Revised Contract Amount: Change order #4 Added \$5,452.79</p> <p><b><u>Total revised to \$789,929.54</u></b></p>	<p>Concrete grinding at statue and project reconciliation.</p>	<p>Regency Construction</p>	<p>Change Order No. 4</p>

**INFORMATION/BRIEFING ITEMS/POLICY.**

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

**Geoffrey D. Koller, Golf Professional/Clubhouse Manager**

Geoffrey Koller became the Golf Professional/Clubhouse Manager at Seneca Golf Course in February of this year. Prior to coming to Cleveland Metroparks, Geoff spent several years working as the PGA Head Golf Professional/Operations Manager for Fowler's Mill Golf Course in Chesterland, Ohio where he established operating procedures for multiple departments, managed 50 seasonal employees, and managed a \$1.6 million budget. He also conducted over 100 private golf lessons on an annual basis. Geoff holds a Bachelor of Science in Business Administration with distinction in Management from Coastal Carolina University in Conway, SC, and has a Specialization in PGA Golf Management.

- b. ***Recent Financial Awards***  
(Originating Source: Brian M. Zimmerman, Chief Executive Officer)

In accordance with state statute and CAPRA requirements, Cleveland Metroparks conducts a financial audit annually.

The recent financial audit of Cleveland Metroparks, for the year ended December 31, 2015, conducted by Auditor of State Dave Yost's office, has returned a clean audit report. The Park's excellent record keeping has qualified it for the *Auditor of State Award with Distinction*. This is Cleveland Metroparks third consecutive year receiving this honor.

According to Auditor Dave Yost, "Clean financial books are vital to accountability in government. Cleveland Metropolitan Park District is clearly committed to maintaining accurate records and I am proud to present this award."

The *Auditor of State Award with Distinction* is presented only to entities that meet all of the following criteria:

- Timely filing of a CAFR (Comprehensive Annual Financial Report) with the Auditor of State's Office
- The annual audit does not contain any findings for recovery, material citations, material weaknesses, Single Audit findings or questioned costs
- The annual audit did not contain any management comments related to ethics referrals, reconciliations, public meetings or public records
- No other financial or other concerns exist

Additionally, the purchasing staff was recently honored to receive (for the sixth consecutive year) *The Achievement of Excellence in Procurement Award* which recognizes organizational excellence in procurement. The award's criteria are designed to measure innovation, modernization, professionalism, e-procurement, productivity and leadership attributes of the procurement function. The award is sponsored by the National Procurement Institute (NPI), The Institute of Supply Management (ISM), The National Institute of Governmental Purchasing (NIGP) and several others.

**INFORMATION/BRIEFING ITEMS/POLICY (cont.)**

Cleveland Metroparks is the only park district in the United States and Canada and one of only three governmental agencies in Ohio to receive the award.

The receipt of this award evidences that Cleveland Metroparks is utilizing the most up-to-date techniques embracing e-procurement advances and internet usage and is setting trends as is expected of leading institutions.

Ms. Rebecca L. Widowski presented the award to Cleveland Metroparks on behalf of the Auditor of State's Office.

- c. ***2016 Parkway Paving Bid Package***  
*(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Jim Rodstrom, Director of Construction)*

Cleveland Metroparks has advertised for bids for the 2016 Asphalt Pavement Improvements (Bid No. 6215) for parkway asphalt paving construction. The proposed contract will consist of approximately 5.25 miles of parkway paving work in North Chagrin, Big Creek, Brecksville, and Mill Stream Run Reservations. Staff will provide background of the pavement condition assessment performed for this contract in preparation of the receipt of forthcoming bids.

- d. ***Reservation Plan Updates: Bedford, Bedford, Hinckley and West Creek Reservation***  
*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Kelly Coffman, Sr. Strategic Park Planner)*

Planning and Design staff has been working with a team of internal stakeholders to update the 2012 Reservation Concept Plans for Bedford, Brecksville, Hinckley, and West Creek Reservations. The plans lay the roadmap for improvements, modifications and capital initiatives within the reservations and fulfill CAPRA requirements by linking strategic goals to actions. The updates identify priority initiatives while honoring the special characteristics of each reservation. Drafts of the updated plans will be presented for review, in anticipation of public meetings scheduled for September 13, 14, 20, and 21. Final versions of the reservation plans will be brought back to the board in late 2016.

- e. ***Historic and Cultural Resource Management Plan RFP***  
*(Originating Sources, Sean E. McDermott, P.E., Chief Planning and Design Officer, Kelly Coffman, Sr. Strategic Park Planner)*

Cleveland Metroparks has advertised a Request for Proposals (RFP No. 6167) for consultant services to prepare a Historical and Cultural Resource Management Plan. The Plan will review an existing inventory of historical and cultural resources and develop management strategies in accordance with CAPRA Standard 2.8. Cleveland Metroparks has prepared a basic plan in the past, but now looks to develop a robust plan to guide the Park District going forward. Staff will provide background of the CAPRA standard in preparation of the receipt of forthcoming proposals.

**INFORMATION/BRIEFING ITEMS/POLICY (cont.)**

- f. ***Edgewater Park Improvements and Replacement Beach House Update***  
(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer)

Improvements at the lakefront parks continue as plans come to fruition. Specifically, investments and replacement of aged infrastructure is a focus of the improvements to occur within the lakefront parks. Edgewater Park, which is benefiting from immediately adjacent projects like ODOT's Lakefront West and W. 73<sup>rd</sup> underpass projects, will see continued investment in the coming months.

Beginning in August of 2014, the Bialosky Partners, Architects, LLC team commenced working with staff to develop plans for improvements to Edgewater Beach, including the planning for the replacement of the existing obsolete Beach House. Since that time, staff has been teaming with The Albert M. Higley Co., LLC, the project's construction manager, on the details of constructing the improvements. An update will be provided to the Board regarding the development of plans for improvements to the Edgewater Beach parking lot, utilities, a community connector and replacement of the Beach House. Furthermore, staff is preparing to bring phased Guaranteed Maximum Price contract amendments to the Board for the subject improvements.

**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 **82137** through **82138**; \$10,000 to \$50,000 purchased items/services report, pages **82139** through **82140**; and construction change orders, pages **82141** through **82142**.

**APPROVAL OF VOUCHERS AND PAYROLL.**

**No. 16-08-130:** 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 **82156** to **82241**.

Vote on the motion was as follows:

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

Nays: None.

**PUBLIC COMMENTS.**

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

**DATE OF NEXT MEETING.**

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

**ADJOURNMENT TO EXECUTIVE SESSION.**

**No. 16-08-136:** At 9:07 a.m., upon motion by Vice President Moore, seconded by Vice President Rinker and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Purchase/Acquisition of Real Property, as stated by Chief Legal and Ethics Officer, Rose Fini.

Vote on the motion was as follows:

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

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

**ADJOURNMENT.**

**No. 16-08-137:** 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 10:43 a.m.

Vote on the motion was as follows:

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

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President.

Attest:

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Secretary.

**CLEVELAND METROPARKS**  
**Comparative Summary of Revenues & Expenditures**

2016 VS. 2015, FOR THE MONTH ENDED JULY 31

	2016							2015							
	Original Annual Budget	Revised Annual Estimate (A)	Y-T-D Estimate	Y-T-D Actual	Y-T-D Variance	% of Revised Annual Estimate	M-T-D Estimate	M-T-D Actual	M-T-D Variance	% of Revised Annual Estimate	Annual Actual	Y-T-D Actual	% of Ann.	M-T-D Actual	% of Ann.
<b>Beginning Cash Bal.</b>	\$34,424,295	\$34,424,295	\$34,424,295	\$34,424,295	\$0	100.0%	\$20,505,300	\$37,281,519	16,776,219	108.3%	\$36,015,173	\$27,389,019	76.0%	\$37,606,053	104.4%
<b>Receipts:</b>															
Property Tax	\$73,127,868	\$73,127,868	\$60,255,916	\$59,831,070	(\$424,846)	81.8%	\$19,747,920	\$19,154,000	(\$593,920)	26.2%	\$73,976,165	\$60,954,896	82.4%	\$19,977,000	27.0%
Grants/Local Gov't	14,568,284	18,223,049	9,415,364	6,072,615	(3,342,749)	33.3%	2,664,056	1,110,623	(1,553,433)	6.1%	9,736,902	5,030,798	51.7%	1,423,453	14.6%
Investment Income	100,000	100,000	50,636	110,170	59,534	110.2%	3,465	15,169	11,704	15.2%	148,559	75,225	50.6%	5,147	3.5%
Golf Receipts	6,820,442	6,820,442	3,921,782	3,876,591	(45,191)	56.8%	1,281,452	1,174,450	(107,002)	17.2%	6,318,686	3,633,270	57.5%	1,187,180	18.8%
Zoo Receipts	10,035,855	10,035,855	6,072,195	6,347,028	274,833	63.2%	2,370,898	2,889,297	518,399	28.8%	10,046,601	6,077,781	60.5%	2,371,665	23.6%
Chalet/Rest./Conc.	4,944,371	4,998,071	2,998,039	2,527,171	(470,868)	50.6%	1,058,926	847,157	(211,769)	16.9%	3,664,531	2,198,130	60.0%	776,393	21.2%
Ledge Pool	168,620	168,620	152,258	146,309	(5,949)	86.8%	50,470	38,327	(12,143)	22.7%	151,560	136,854	90.3%	45,363	29.9%
Self-Funded Reserve	7,724,864	7,724,864	5,044,802	4,787,192	(257,610)	62.0%	606,106	545,973	(60,133)	7.1%	6,184,172	4,038,637	65.3%	485,221	7.8%
Marina and Other	3,519,295	3,519,295	2,224,220	2,131,586	(92,634)	60.6%	385,771	318,462	(67,309)	9.0%	3,061,465	1,935,723	63.2%	337,651	11.0%
<b>Total Receipts</b>	\$121,009,599	\$124,718,064	\$90,135,213	\$85,829,732	(\$4,305,481)	68.8%	\$28,169,063	\$26,093,458	(\$2,075,605)	20.9%	\$113,288,641	\$84,081,313	74.2%	\$26,609,074	23.5%
<b>Expenditures:</b>															
Salaries & Fringe	\$62,867,088	\$62,922,845	\$37,625,207	\$35,443,807	\$2,181,400 (C)	56.3%	\$7,775,341	\$8,004,294	(\$228,953)	12.7%	\$58,865,597	\$35,199,144	59.8%	\$7,273,989	12.4%
Oper. Supplies/Other	23,495,498	23,651,415	13,945,534	10,722,148	3,223,386	45.3%	3,149,758	1,409,242	1,740,516	6.0%	17,744,446	10,462,943	59.0%	2,362,995	13.3%
Utilities	5,382,952	5,382,952	3,212,554	2,238,101	974,453	41.6%	468,669	392,367	76,302	7.3%	3,894,830	2,324,116	59.7%	338,371	8.7%
Equipment	3,435,009	3,457,571	1,899,198	1,816,375	82,822	52.5%	542,674	188,510	354,164	5.5%	2,771,528	1,522,363	54.9%	434,998	15.7%
Land	2,068,312	2,068,312	1,511,141	2,048,822	(537,681)	99.1%	632,056	187,942	444,114	9.1%	2,678,044	1,956,620	73.1%	818,384	30.6%
Constr. Materials	6,706,443	6,941,147	4,328,925	1,677,337	2,651,588	24.2%	899,132	311,594	587,538	4.5%	3,567,416	2,224,859	62.4%	462,111	13.0%
Constr. Contracts	37,872,247	41,164,771	27,191,343	12,366,871	14,824,472	30.0%	4,744,097	2,948,486	1,795,611	7.2%	18,110,323	11,962,753	66.1%	2,087,152	11.5%
Zoo Animals	101,430	101,430	54,614	23,516	31,098	23.2%	9,112	5,103	4,009	5.0%	37,780	20,342	53.8%	3,394	9.0%
Self-Funded Reserve	7,838,165	7,838,165	5,102,869	5,827,582	(724,713)	74.3%	765,401	1,837,971	(1,072,570)	23.4%	7,209,557	4,693,628	65.1%	704,017	9.8%
<b>Total Expenditures</b>	\$149,767,143	\$153,528,608	\$94,871,384	\$72,164,559	\$22,706,824	47.0%	\$18,986,240	\$15,285,509	3,700,731	10.0%	\$114,879,521	\$70,366,770	61.3%	\$14,485,411	12.6%
<b>Ending Cash Balance</b>	\$5,666,751	\$5,613,751	\$29,688,124	\$48,089,468	\$18,401,343	856.6%	\$29,688,124	\$48,089,468	\$18,401,344	856.6%	\$34,424,293	\$49,729,716	144.5%	\$49,729,716	144.5%
Encumbrances	\$0	\$0	\$17,690,108	\$17,690,108 (B)	\$0	N/A	\$17,690,108	\$17,690,108	\$0	N/A	\$7,932,655	\$14,708,734	29.6%	\$14,708,734	29.6%
<b>Avail. Cash Balance</b>	<b>\$5,666,751</b>	<b>\$5,613,751</b>	<b>\$11,998,016</b>	<b>\$30,399,360</b>	<b>\$18,401,343</b>	<b>541.5%</b>	<b>\$11,998,016</b>	<b>\$30,399,360</b>	<b>\$18,401,344</b>	<b>541.5%</b>	<b>\$26,491,638</b>	<b>\$35,020,982</b>	<b>132.2%</b>	<b>\$35,020,982</b>	<b>132.2%</b>
Balance in Restricted Fun	\$4,535,712	\$2,451,559	\$2,451,559	\$2,451,559	\$0	100.0%	\$2,451,559	\$2,451,559	\$0	100.0%	\$4,431,774	\$3,177,180	29.6%	\$3,177,180	29.6%
<b>Adj. Avail. Cash Balance</b>	<b>\$1,131,039</b>	<b>\$3,162,192</b>	<b>\$9,546,457</b>	<b>\$27,947,801</b>	<b>\$18,401,343</b>	<b>883.8%</b>	<b>\$9,546,457</b>	<b>\$27,947,801</b>	<b>\$18,401,344</b>	<b>883.8%</b>	<b>\$22,059,864</b>	<b>\$31,843,802</b>	<b>144.4%</b>	<b>\$31,843,802</b>	<b>144.4%</b>

(A) Includes Appropriation Adjustment #1.  
 (B) Summary of Encumbrances follows on next page.

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

Cash balance, 6/30/16		\$37,281,519	(Exp., cont'd)	
Revenue, July 2016		\$26,093,458		
Exp.:	A/P vouchers	07/04/16 \$7,911	Payrolls	07/01/16 \$1,472,297
		07/06/16 121,897		07/15/16 1,503,432
		07/07/16 2,665,102		07/29/16 1,532,693
		07/13/16 71,124	Payroll adj.	
		07/27/16 221,115	Withholding	07/01/16 350,179
		07/28/16 3,031,143		07/15/16 363,353
				07/29/16 374,290
	Purchasing card	421,117	ADP	\$8,240
	Fringe vouchers	07/01/16 608,311	Total payroll	\$5,604,484
		07/15/16 616,495		
		07/29/16 620,106		
	Rec./vouch. adj.	-556	<b>Total exp.</b>	<b>\$15,285,509</b>
	Refunds	-61,656		
	Hospitalization/WC Reserve	481,269		
	Medical Mutual Self Insurance	577,417		
	Bank fees	40,306		
	Aud./treas. fees	0		
	Sales tax, misc. exp.	259,925		
<b>Subtotal exp.</b>		\$9,681,025	<b>Ending cash bal., 07/31/16</b>	<b>\$48,089,468</b>



**Cleveland Metroparks  
Encumbrance Summary - 07/31/16**

	General	Capital Equipment, Animals & Land	Capital Construction Projects	Total Encumbrances
General Fund	\$ 5,678,059	\$ -	\$ -	\$ 5,678,059
Health Insurance Reserve	5,120	-	-	5,120
Property Insurance Reserve	67,919	-	-	67,919
Workers' Comp. Reserve	175,303	-	-	175,303
<i>Subtotal</i>	<u>\$ 5,926,401</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,926,401</u>
Capital Fund:				
Equipment		\$ 1,100,131	\$ -	\$ 1,100,131
Animals		-	-	-
Land		18,817	-	18,817
Construction Materials		-	249,327	249,327
Construction Contracts		-	8,439,391	8,439,391
<i>Subtotal Capital Fund</i>		<u>\$ 1,118,948</u>	<u>\$ 8,688,718</u>	<u>\$ 9,807,666</u>
Restricted Funds:				
General	\$ 593,847	\$ -	\$ -	\$ 593,847
Equipment	-	107,596	-	107,596
Animals	-	-	-	-
Land	-	-	-	-
Construction Materials	-	-	74,889	74,889
Construction Contracts	-	-	1,179,709	1,179,709
<i>Subtotal Restricted Funds</i>	<u>\$ 593,847</u>	<u>\$ 107,596</u>	<u>\$ 1,254,598</u>	<u>\$ 1,956,041</u>
Subtotal Construction Projects Encumbrances			<u><u>\$9,943,316</u></u> *	
Total Encumbrances				<u><u>\$ 17,690,108</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	\$ 3,104,196
1210	Accounting Division	A15010 Financial ERP System	228,270
1370	Marketing Division	A15011 Online Reservation System	71,319
1510	Park Operations Administration	A15001 Parking Lot Paving	180,355
1510	Park Operations Administration	A97109 Pavement Marking	89,567
1535	Garfield Park Management	J16001 Management Center Roof Repair	149,668
1536	Brecksville Park Management	K15005 Valley Parkway APT Trail	653,403
1538	Mill Stream Run Park Management	S15011 Timberlane Farms Stables	161,745
1543	Ohio and Erie Canal Park Management	L13001 Mill Creek Connector Trail	89,069
1546	Lakefront Park Management	Q14006 Edgewater Post-Season Construction	95,408
1546	Lakefront Park Management	Q14010 E 55 Marina Bath/Shelter	58,085
1546	Lakefront Park Management	Q15004 Fuel Dock Replacement	255,376
1547	Euclid Creek/East Shores	Q14032 Euclid Creek - General Design	77,294
1555	Rocky River Outdoor Experiences	R16101 Fort Hill Stairs	304,818
1750	Zoo Facility Operations	V07008 Pump Replacement	355,373
1750	Zoo Facility Operations	V14014 Koala AHU Replacement	210,375
1810	Information Technology	A11006 Web Site Development	178,618
1810	Information Technology	A14011 Network Upgrades	244,576
1810	Information Technology	A15009 Data Center	330,847
1930	Human Resources	A14005 HRIS/Payroll System	62,719
3308	Seneca Turf	812001 Seneca Course Redesign	967,539
3308	Seneca Turf	815002 Seneca Parking Lot	73,963
5130	Wendy Park Coast Guard Station	Q15130 Facility Assessment	72,496
5134	Wendy Park Bridge - TPL	Q15134 Wendy Park Bridge Design	196,814
5151	Valley Parkway Trail	K16151 Valley Pkwy Trail - Phase 1 - ODOT	294,607
5308	Acacia Reservation - OEPA	U15308 Acacia Restoration	127,858
5413	Rocky River Dredging - USEPA	P11414 Rocky River Dredging	163,383
5433	Sulphur Springs Improvement - OEPA	C14433 Sulphur Springs Improvement	106,469
	All other capital project encumbrances		1,039,106
Total Capital Construction Project Encumbrances			<u><u>\$ 9,943,316</u></u> *

Source: Karen Fegan, Chief Financial Officer  
08/11/16

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

ACCOUNTS RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$144,684	\$484	\$29,994	\$18,915	\$194,076

RANGER/COURT FINES RECEIVABLE

Total	(1)
\$30,329	

(1) - Does not include receivable from Willoughby. Information was unavailable.

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Interest Earned	EOM Balance
06/30/16	STAR Ohio	State pool (A)	31	0.52%	07/31/16	\$693	\$41,498
06/30/16	STAR Plus	State pool (B)	31	0.39%	07/31/16	\$5,950	\$18,135,137
06/30/16	PNC Bank	Money Market (C)	31	0.05%	07/31/16	\$412	\$20,605,534
06/30/16	Fifth Third Securities	Money Market (D)	31	0.22%	07/31/16	\$9	\$2,059,157

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

Investment balance ranged from \$41,498 to \$5,040,804 in July.

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

Investment balance ranged from \$18,129,187 to \$18,135,137 in July.

(C) Government Performance Money Market Account.

Investment balance ranged from \$105,122 to \$20,605,534 in July.

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

Investment balance varied between \$48,594 to \$2,059,157 in July.

Source: Karen Fegan, Chief Financial Officer

08/11/16

**Cleveland Metroparks**  
**2016 Budget Adjustment #2**  
**August 18, 2016**

**Type I: Transfers**

Division	Account Code	Project	Transfer Amount
<b>Operating/Capital Fund</b>			
<b>T01</b> <i>To reclass appropriations for unanticipated computer purchase.</i>			
To: 1533 - SOUTH CHAGRIN PARK MGMT.	57501 - COMPUTER EQUIPMENT/SUPPLY	-	\$500
From: 1533 - SOUTH CHAGRIN PARK MGMT.	62527 - AGGREGATE MATERIALS	-	(\$500)
<b>T02</b> <i>To reclass appropriations within division to correspond with actual expenditures.</i>			
To: 1535 - GARFIELD PARK MANAGEMENT	61524 - TOPSOIL	-	\$2,000
From: 1535 - GARFIELD PARK MANAGEMENT	63442 - OUTSIDE SERVICES	-	(\$1,000)
1535 - GARFIELD PARK MANAGEMENT	64551 - VEHICLE/EQUIP.REPAIR PART	-	(\$1,000)
<b>T03</b> <i>To reclass appropriations for rental equipment for Perkins Stable.</i>			
To: 1546 - LAKEFRONT PARK MANAGEMENT	72465 - RENTAL EQUIP.FOR PROJECTS	Q14142 - PERKINS STABLES	\$5,000
From: 1546 - LAKEFRONT PARK MANAGEMENT	73470 - BLDG. CONSTR. CONTRACTS	Q14142 - PERKINS STABLES	(\$5,000)
<b>T04</b> <i>To reclass project appropriations between categories to match actual expenditures.</i>			
To: 1546 - LAKEFRONT PARK MANAGEMENT	72601 - BLDG. CONSTRUCTION MATLS.	Q14021 - LF-PUMP STATION UPGRADES	\$20,000
From: 1546 - LAKEFRONT PARK MANAGEMENT	73470 - BLDG. CONSTR. CONTRACTS	Q14021 - LF-PUMP STATION UPGRADES	(\$20,000)
<b>T05</b> <i>To reclass project appropriations between categories to match actual expenditures.</i>			
To: 1547 - EUCLID CREEK/EAST SHORES	72601 - BLDG. CONSTRUCTION MATLS.	Q14025 - VILLA ANGELA BATH ROOMS	\$10,000
From: 1547 - EUCLID CREEK/EAST SHORES	73470 - BLDG. CONSTR. CONTRACTS	Q14025 - VILLA ANGELA BATH ROOMS	(\$10,000)
<b>T06</b> <i>To reclass appropriations for HVAC unit at Rocky River Nature Center.</i>			
To: 1555 - ROCKY RIVER OUTDOOR EXPE.	63546 - HVAC SUPPLIES/EQUIP.	-	\$6,000
From: 1555 - ROCKY RIVER OUTDOOR EXPE.	67573 - EXHIBIT MATERIAL & EXP.	-	(\$1,000)
1555 - ROCKY RIVER OUTDOOR EXPE.	66406 - ENTERPRISE SERVICES	-	(\$2,000)
1555 - ROCKY RIVER OUTDOOR EXPE.	67566 - OUTDOOR ED.PROG. EXPENSES	-	(\$3,000)
<b>T07</b> <i>To reclass project appropriations between categories to match actual expenditures.</i>			
To: 1555 - ROCKY RIVER OUTDOOR EXPE.	72601 - BLDG. CONSTRUCTION MATLS.	R16101 - FORT HILL STAIRS	\$800
From: 1555 - ROCKY RIVER OUTDOOR EXPE.	73470 - BLDG. CONSTR. CONTRACTS	R16101 - FORT HILL STAIRS	(\$800)
<b>T08</b> <i>To reclass appropriations to correspond with actual expenditures.</i>			
To: 1574 - MERWINS WHARF RESTAURANT	60514 - CLEANING SUPPLIES/EXP.	-	\$10,000
1574 - MERWINS WHARF RESTAURANT	63501 - PURCHASING CARD SUP./EXP.	-	\$10,000
From: 1574 - MERWINS WHARF RESTAURANT	66906 - SPIRITS PURCHASE	-	(\$20,000)

**Type I: Transfers**

	<b>Division</b>	<b>Account Code</b>	<b>Project</b>	<b>Transfer Amount</b>
<b>T09</b>	<i>To reclass appropriations to correspond with actual expenditures.</i>			
To:	1630 - RANGER OPERATIONS	67568 - RANGER SUPPLIES & EXPENSE	-	\$6,000
From:	1630 - RANGER OPERATIONS	59507 - MINOR EQUIPMENT	-	(\$6,000)
<b>T10</b>	<i>To reclass appropriations to correspond with actual expenditures.</i>			
To:	1710 - ZOO ADMINISTRATION DIV.	58474 - MEMBERSHIPS/LICENSES	-	\$5,000
From:	1710 - ZOO ADMINISTRATION DIV.	58224 - UNIFORMS/CLOTHING	-	(\$250)
	1721 - ZOOLOGICAL PROGRAMS	65562 - MISC.ANIMAL CARE SUPPLIES	-	(\$2,000)
	1710 - ZOO ADMINISTRATION DIV.	57572 - OFFICE FURNISHINGS	-	(\$2,750)
<b>T11</b>	<i>To reclass appropriations for service contract on new equipment.</i>			
To:	1721 - ZOOLOGICAL PROGRAMS	57414 - OFFICE EQUIP.MTCE.SERVICE	-	\$2,650
From:	1721 - ZOOLOGICAL PROGRAMS	65435 - LAB FEES	-	(\$2,650)
<b>T12</b>	<i>To reclass appropriations to correspond with new program.</i>			
To:	3010 - GOLF ADMINISTRATION DIV.	57406 - CONSULTING/PROF. SERVICES	-	\$4,500
From:	3010 - GOLF ADMINISTRATION DIV.	63545 - INTERIOR FURNISHINGS	-	(\$1,500)
	3010 - GOLF ADMINISTRATION DIV.	58224 - UNIFORMS/CLOTHING	-	(\$3,000)
<b>T13</b>	<i>To reclass appropriations to correspond with actual expenditures.</i>			
To:	3308 - SENECA TURF	72450 - OUTSIDE SVC. FOR CAP.PROJ	812001 - SENECA COURSE REDESIGN	\$43,200
From:	3011 - GOLF CONSTRUCTION	73470 - BLDG. CONSTR. CONTRACTS	A96002 - MISC. TURF REHABILITATION	(\$43,200)
<b>T14</b>	<i>To reclass appropriations to correspond with actual project expenditures.</i>			
To:	3308 - SENECA TURF	73470 - BLDG. CONSTR. CONTRACTS	812001 - SENECA COURSE REDESIGN	\$177,000
From:	3308 - SENECA TURF	72601 - BLDG. CONSTRUCTION MATLS.	815002 - SENECA IRRIGATION PUMP ST	(\$177,000)
<b>Subtotal, Operating/Capital Funds Transfers</b>				<b>\$0</b>

**Restricted Funds**

<b>T15</b>	<i>To reclass approariations to correspond with actual project expenditures.</i>			
To:	5509 - ACACIA -CONSERVATION FUND	73470 - BLDG. CONSTR. CONTRACTS	U16509 - ACACIA CONSERVATION	\$60,000
From:	5509 - ACACIA -CONSERVATION FUND	73470 - BLDG. CONSTR. CONTRACTS	U12509 - ACACIA IMPROVEMENTS	(\$60,000)
<b>T16</b>	<i>To reclass appropriations to correspond with actual expenditures.</i>			
To:	5555 - BOATING SAFETY ED.	66406 - ENTERPRISE SERVICES	-	\$2,400
From:	5555 - BOATING SAFETY ED.	58422 - TRAINING/CONFERENCE EXP.	-	(\$2,400)

**Type I: Transfers**

	<b>Division</b>	<b>Account Code</b>	<b>Project</b>	<b>Transfer Amount</b>
<b>T17</b>	<i>To reclass project appropriations between categories to match actual expenditures.</i>			
To:	5563 - SENECA PARKING LOT-OEPA	73462 - PAVING/SITE IMP.CONTRACTS	815563 - SENECA PARKING LOT - OEPA	\$60,000
From:	5563 - SENECA PARKING LOT-OEPA	72601 - BLDG. CONSTRUCTION MATLS.	815563 - SENECA PARKING LOT - OEPA	(\$60,000)
<b>Subtotal, Restricted Funds Transfers</b>				\$0
<b>Net Increase to Budget</b>				\$0

**Cleveland Metroparks**  
**2016 Appropriation Adjustment #2**  
**August 18, 2016**

**Type II: Appropriations**

Division	Account Code	Project	Transfer Amount
<b>Operating/Capital</b>			
<b>A01</b> <i>Increase in appropriations for purchases not anticipated at beginning of year. \$285,000 from reimbursements.</i>			
To: 1130 - STRATEGIC INITIATIVES DIV	76832 - LAND ACQUISITION EXPENSE	LANDCP - LAND ACQUISITION	\$400,000
<b>A02</b> <i>Increase in appropriations to match actual.</i>			
To: 1543 - CANAL PARK MANAGEMENT	72682 - SIGNS	L13001 - MILL CREEK CONNECTOR	\$40
1543 - CANAL PARK MANAGEMENT	73462 - PAVING/SITE IMP.CONTRACTS	113001 - MILL CREEK CONNECTOR	\$89,960
<b>Subtotal, Operating/Capital Appropriations</b>			<b>\$490,000</b>
<b>Restricted Funds (appropriated from grants/donations)</b>			
<b>A21</b> <i>Increase in appropriations to cover higher than anticipated claims. Funds from fund balance.</i>			
To: 1217 - MEDICAL MUTUAL	55814 - HOSPITAL CLAIM	-	\$500,000
<b>A03</b> <i>Increase in appropriations for software purchase. Funds from fund balance.</i>			
To: 5120 - FUNDR'G SOFTWARE-EN ENDOW	57501 - COMPUTER EQUIPMENT/SUPPL	-	\$4,600
<b>A04</b> <i>Increase in appropriations due to additional donations received.</i>			
To: 5130 - WENDY PK C GD STN-CLEV FN	73470 - BLDG. CONSTR. CONTRACTS	Q16130 - COAST GUARD STN RENO	\$60,000
<b>A05</b> <i>Increase in appropriations for additional trees and planting materials. Funds from additional donations.</i>			
To: 5443 - LEGACY DONATIONS	61525 - PLANT MATERIAL	-	\$10,000
<b>A06</b> <i>Increase in appropriations for grant not budgeted at beginning of the year.</i>			
To: 5447 - PLANT-TOWPATH - IND EXCAV	61525 - PLANT MATERIAL	-	\$8,712
<b>A07</b> <i>Increase in appropriations to reflect new grant received.</i>			
To: 5485 - SIXTH GR PROG-SEC KIWANIS	67566 - OUTDOOR ED.PROG. EXPENSES	-	\$1,200
<b>A08</b> <i>Increase in appropriations to reflect new grant received.</i>			
To: 5486 - DRONE MAP-HUMAN INNO FUND	57406 - CONSULTING/PROF. SERVICES	-	\$71,400
<b>A09</b> <i>Increase in appropriations to reflect new grant received.</i>			
To: 5487 - MARRECK POND-OEPA	73407 - ENG/ARCH/PLAN CONTRACTS	H16487 - MARRECK POND DAM	\$81,373
<b>A10</b> <i>Increase in appropriations for computer purchase. Offset by funding from NEORS D.</i>			
To: 5489 - WC STD CTR AGREE.-NEORS D	74724 - TECHNOLOGY EQUIPMENT	-	\$1,200
<b>A11</b> <i>Increase in appropriations due to additional donations.</i>			
To: 5505 - POLO FIELD IMPROVEMENTS	63537 - PLUMBING SUPPLIES/EQUIP.	-	\$999
5505 - POLO FIELD IMPROVEMENTS	63541 - PAINT/STAIN	-	\$1,000
<b>A12</b> <i>Increase in appropriations for aviary. Funds from existing fund balance.</i>			
To: 5552 - NCNC FUND	73470 - BLDG. CONSTR. CONTRACTS	N16552 - NCNC OUWL AVIARY	\$30,000
<b>A13</b> <i>Increase in appropriations for purchase of safety gear for Rangers.</i>			
To: 5606 - RANGER DRUG OFFENSE -FED	67568 - RANGER SUPPLIES & EXPENSE	CONV16 - 2016 DOWNTOWN CONVENTION	\$8,814
<b>A14</b> <i>Increase in appropriations for window replacement at Timberlane Farms. Funds from fund balance.</i>			
To: 5607 - RANGER MOUNTED UNIT	67568 - RANGER SUPPLIES & EXPENSE	-	\$2,400

**Type II: Appropriations**

	<b>Division</b>	<b>Account Code</b>	<b>Project</b>	<b>Transfer Amount</b>
<b>A15</b>	<i>Increase in appropriations for expenses not budgeted at beginning of year. Funds from fund balance.</i>			
To:	5778 - RECYCLING-ALCOA	51101 - SALARIES FULL-TIME	-	\$1,445
	5778 - RECYCLING-ALCOA	60516 - TRASH BAGS/CAN LINERS	-	\$54
<b>A16</b>	<i>Increase in appropriations for PCA planning. To be funded by donation from Zoological Society.</i>			
To:	5788 - ZOO SOC - PCA ASSESSMENT	73470 - BLDG. CONSTR. CONTRACTS	V16788 - PCA PLANNING	\$250,000
<b>A17</b>	<i>Increase in appropriations to cover project costs. To be funded by donation from Zoological Society.</i>			
To:	5790 - ZOO SOC - GIRAFFE DECK	73470 - BLDG. CONSTR. CONTRACTS	V14790 - ZOO SOC. - GIRAFFE DECK	\$10,000
<b>A18</b>	<i>Increase in appropriations to cover project costs. To be funded by donation from Zoological Society.</i>			
To:	5799 - ZOO SOC - MISCELLANEOUS	57406 - CONSULTING/PROF. SERVICES	-	\$16,250
<b>A19</b>	<i>Increase in appropriations for AZA SAFE. To be funded by donation from Zoological Society.</i>			
To:	5799 - ZOO SOC - MISCELLANEOUS	58474 - MEMBERSHIPS/LICENSES	-	\$20,000
<b>A20</b>	<i>Increase in appropriations not budgeted at beginning of year. To be funded by donations.</i>			
To:	5718 - ZOO DONATIONS-ARAMARK	67816 - SPONSORSHIP EXPENSE	-	\$3,500
<b>Subtotal, Restricted Funds Appropriations</b>				\$1,082,947
<b>Net Increase to Budget</b>				\$1,572,947

<b>Cleveland Metroparks - Appropriations Summary - 2016</b>						
	<b>Baseline Budget 2016</b>	<b>Carry-over Encumbrances 2015</b>	<b>Total Original Budget 2016</b>	<b>Amendment #1 June 17, 2016</b>	<b>Proposed Amendment #2 August 18, 2016</b>	<b>Total Appropriations Including Amendment(s)</b>
<b>Operations</b>						
Salaries	\$ 47,571,738	\$ -	\$ 47,571,738	\$ 44,221	\$ 1,445	\$ 47,617,404
Fringe Benefits	15,285,272	10,078	15,295,350	11,536	-	15,306,886
Salary/Fringes Credit	(1,500,000)	-	(1,500,000)	-	-	(1,500,000)
Property Taxes	29,583	27,000	56,583	-	-	56,583
Risk Management	8,983,976	7,939	8,991,915	-	500,000	9,491,915
Legal Fees	300,880	132,478	433,358	-	-	433,358
Office Operations	5,614,971	566,653	6,181,624	131,628	97,150	6,410,402
Employee Services	1,270,379	168,403	1,438,782	3,065	19,350	1,461,197
Tools & Equipment	418,747	14,367	433,114	1,900	(6,000)	429,014
Janitorial Supply/Expense	760,879	70,092	830,971	2,000	10,054	843,025
Turf Mgmt Supply/Expense	703,423	136,637	840,060	6,980	20,712	867,752
Road/Trail Mtce/Repairs	350,227	89,148	439,375	1,120	(500)	439,995
Property Mtce/Repairs	1,528,179	116,624	1,644,803	(1,310)	15,499	1,658,992
Fleet Mtce Supply/Expense	2,550,921	60,138	2,611,059	1,375	(1,000)	2,611,434
Animal Care Supply/Expense	1,036,196	151,409	1,187,605	-	(4,650)	1,182,955
Enterprise Expense	3,540,106	257,445	3,797,551	(2,638)	(19,600)	3,775,313
Special Project Supply/Expense	2,180,810	266,051	2,446,861	9,483	17,914	2,474,258
Utilities	4,552,162	830,790	5,382,952	2,315	-	5,385,267
Product Supply/Expense/Cont	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
<b>Operating Subtotal</b>	<b>\$ 95,178,449</b>	<b>\$ 2,905,252</b>	<b>\$ 98,083,701</b>	<b>\$ 211,675</b>	<b>\$ 650,374</b>	<b>\$ 98,945,750</b>
<b>Capital</b>						
Capital Project Labor	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000.00
Construction Materials/Expense	6,363,401	343,043	6,706,444	234,704	(157,960)	6,783,188
Contract Capital Improvements	34,050,178	3,822,069	37,872,247	3,292,524	679,333	41,844,104
Major Capital Equipment	2,593,217	841,792	3,435,009	22,562	1,200	3,458,771
Zoo Animal Acquisition	94,730	6,700	101,430	-	-	101,430
Land Acquisition	2,054,513	13,799	2,068,312	-	400,000	2,468,312
<b>Capital Subtotal</b>	<b>\$ 46,656,039</b>	<b>\$ 5,027,403</b>	<b>\$ 51,683,442</b>	<b>\$ 3,549,790</b>	<b>\$ 922,573</b>	<b>\$ 56,155,805</b>
<b>Total Fund</b>	<b>\$ 141,834,488</b>	<b>\$ 7,932,655</b>	<b>\$ 149,767,143</b>	<b>\$ 3,761,465</b>	<b>\$ 1,572,947</b>	<b>\$ 155,101,555</b>



**RESOLUTION NO. 16-08-130**

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 July 27, 2016 in the amount of \$221,115.07; and **Checks** dated July 29, 2016 in the amount of \$620,106.40; and **Checks** dated August 3, 2016 in the amount of \$149,526.35; **Checks** dated August 12, 2016 in the amount of \$631,191.87; and **Checks** dated August 18, 2016 in the amount of \$2,512,436.76; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated July 17, 2016 to August 6, 2016 in the amount of \$303,036.88; and **Visa Travel Card** purchases dated July 17, 2016 to August 6, 2016 in the amount of \$17,827.05; 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: August 18, 2016

Attest: \_\_\_\_\_  
 President of the Board of Park Commissioners

\_\_\_\_\_  
 Chief Executive Officer

**VOUCHER SUMMARY**

	No. of Vendors	No. of Purchases	Average Vendor Amount	Average Purchase Amount	Code
Bid Items	38	183	\$ 726,163.19	\$ 3,968.10	C Bid Items
Board Authorized Payments	55	363	\$ 1,174,040.80	\$ 3,234.27	A Board Authorized Payments
Director Approved Payments	58	225	\$ 326,718.13	\$ 1,452.08	D Director Approved Payments
Telephone-Written Quote Items	24	40	\$ 75,257.69	\$ 1,881.44	P Telephone-Written Quote Items
Telephone Quote Items	53	73	\$ 91,355.92	\$ 1,251.45	T Telephone Quote Items
Utilities	33	288	\$ 281,274.27	\$ 976.65	U Utilities
Health Insurance	2	4	\$ 108,554.59	\$ 27,138.65	H Health Insurance
Other Exempt Items	97	104	\$ 1,317,306.49	\$ 12,666.41	E Other Exempt Items
Non-Bid Items less than \$1,000	71	109	\$ 28,576.47	\$ 262.17	N Non-Bid Items less than \$1,000
Purchases Obtained w/o Cert.	4	4	\$ 5,128.90	\$ 1,282.23	S Purchases Obtained w/o Cert.
	<b>435</b>	<b>1393</b>	<b>\$ 4,134,376.45</b>	<b>\$ 2,967.97</b>	

- 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. 16-08-130** listed above.