

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

OCTOBER 27, 2016

The Board of Park Commissioners met on this date, Thursday, October 27, 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. 16-10-171: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of October 13, 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 September 30, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **82561** to **82563** and they were filed for audit.

ACTION ITEMS.

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

Judith A. Forster, Administrative Coordinator

Judith (Judy) Forster has served Cleveland Metroparks for more than 33 years, utilizing her knowledge, skills and abilities as a Seasonal Laborer, Seasonal Crew Supervisor, Hostler, Handyperson, Senior Handyperson, Receptionist, Secretary, Operations Department Secretary, and Administrative Coordinator. Judy oversaw the daily care of horses and public trail rides, performed semi-skilled labor such as mowing, weed-eating, cleaning restrooms and picnic shelters, painting, and small tree removal. More recently, she assisted management staff with coordinating meeting schedules, preparing reports, presentations, and recordkeeping. Through her attention to detail and organizational skills, Judy prepared the department's annual year-end report and annual assignment calendar, gathered data related to salt usage, playground and call box inspections, coordinated the annual purchase of picnic tables and grills, and the pesticide license and certification process. She provided helpful information and friendly service experiences to vendors, visitors and staff. Judy demonstrated a spirit of cooperation as evidenced by her letters of commendation in assisting with the OPRA Conference activities which included being the Co-Chair for the Newsletter Committee, and volunteered for various Summer Magic events. Judy has been a valued asset to Cleveland Metroparks and the products of her labor have been appreciated and will not be forgotten.

- No. 16-10-172:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to recognize Judith A. Forster for her years of service to Cleveland Metroparks and the greater Cleveland community by adopting the Resolution found on page **82546**.

Vote on the motion was as follows:

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

- (b) ***2016 Budget Adjustment No. 3***
(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 **82547** to **82553**. Represents transfers with **NO NET INCREASE/DECREASE** to the 2016 operating and/or restricted fund budgets.

Type II: Appropriations, listed on page **82554**. The effect of these adjustments in the Operating/Capital Fund is \$5,040; in the Restricted Funds, an increase of \$190,831 (derived from grants and/or donations).

ACTION ITEMS (cont.)

A summary of the adjustments, by category, can be found on page **82555**. The effect of both types of adjustments is a combined net increase of \$195,871.

No. 16-10-173: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the 2016 Budget Adjustment No. 3 for "Type I: Transfers," for **NO OPERATING OR RESTRICTED FUND NET INCREASE/DECREASE** and "Type II: Appropriations," for an increase of **\$195,871** as noted on page **82555**.

Vote on the motion was as follows:

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

Nays: None.

(c) ***2016 Property and Liability Insurance Coverages***
(Originating Source: Greg Headley, Director of Risk Management)

Background

The current insurance coverages and pricing by Jackson Dieken & Associates Insurance, Inc. with U.S. Specialty Insurance Company, a subsidiary of Tokio Marine - Houston Casualty Company (HCC), is the second year of a three-year program (i.e. 2015, 2016, 2017) where the rates are guaranteed not to increase from year to year subject to an account loss ratio that does not exceed 22 percent at 9 months and 32 percent at 21 months. The Park District's loss ratio for the current policy year was 2% as of September 30, 2016, well within the rate guarantee parameters.

Market Review

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

2016 Proposed Premium

As we move into the third year of a three-year program, the Park District's proposed premium for 2017 is **\$767,627 (+5.2%)** versus \$727,535 in 2016 (an increase of \$40,092). The increase in HCC premium is primarily due to change in exposure(s), including, but not limited to, construction of Rosebrough Tiger Passage and Wildwood Management Center. A three year premium comparison chart is included on page **82556**.

The Park District Director of Risk Management and Risk Management Consultant, Crain, Langner & Co. have reviewed the proposal from Jackson Dieken & Associates Insurance, Inc. for 2017 and recommend that the proposal be accepted, as reflected below.

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

ACTION ITEMS (cont.)**No. 16-10-174:**

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to accept the proposal of Jackson Dieken & Associates Insurance, Inc., as described above, for insurance coverages for the third year of a three-year program effective November 1, 2016 to November 1, 2017, at the proposed coverages and pricing as follows:

Commercial General Liability Insurance for \$74,030 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Auto Liability Insurance for \$86,908 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

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

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

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

Excess Liability Insurance for \$62,344 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Terrorism Coverage (TRIA) (liability and property) for \$8,874 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

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

Property Insurance for \$249,966 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Inland Marine Insurance for \$79,911, with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

EDP Insurance for \$9,950 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Employee Dishonesty and Crime Insurance for \$5,010 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

ACTION ITEMS (cont.)

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

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

Auto Physical Damage (comprehensive/collision coverage on select vehicles; auto catastrophic coverage 6 locations) for \$67,784 with U.S. Specialty Insurance Company through Jackson Dieken & Associates;

Property Coverage (Scheduled Article Floater for pedestrian bridges e.g. Towpath Trail Overpass Bridges, Cleveland Foundation Centennial Trail Bridges, Villa Angela Bridge) for \$41,624 with Allianz Global Corporation through Jackson Dieken & Associates;

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

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

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

Grand Total: \$767,627

Vote on the motion was as follows:

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

Nays: None.

(d) *Authorization of Land Acquisition and Land and Water Conservation Fund Grant Application: Western Reserve Land Conservancy Property (± 102 acres) – Brecksville Reservation*

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Joseph V. Roszak, Chief Operating Officer/Kyle G. Baker, Senior Assistant Legal Counsel/Stephanie Kutsko, Land Protection Manager/Kristen Trolio, Grant and Outreach Coordinator)

Just south of Brecksville Reservation and west of Hillsdale Road in the City of Brecksville is a large ±102 acre property owned by B. Palmieri Enterprises, LLC (reference map, page **82557**). This predominately forested property represents a significant acquisition to Brecksville Reservation including both upland and wetland

ACTION ITEMS (cont.)

forests with open wet meadows. The forest communities are a combination of oak woodland, beech-maple, mixed forests and wetland forests dominated by young red maple trees. The northern portion of the property that has remained undisturbed has numerous large white oak, hickory, and tulip trees. In fact, a total of 20 different species of trees were found on the property. The property also contains approximately 14 acres of Category 2 wetlands and wetland/non-wetland mosaic associated with several headwater streams. These streams are part of the Snowville Road subwatershed, which is one of Cleveland Metroparks Priority Watersheds. It is the only watershed in Cleveland Metroparks where southern redbelly dace, a cool water minnow species that is declining statewide, has been found. A vernal pool at the southwestern edge of the property likely supports breeding wood frogs and pond-breeding salamanders. The property contains a 1,040 square foot residence which was built in 1940 and a 2,565 square foot barn which will be demolished following acquisition as a part of the restoration of the property. Acquisition of this parcel would contribute to Cleveland Metroparks goal of protecting stream corridors, wetlands and a core forest habitat.

Western Reserve Land Conservancy (WRLC) has been working with the owner over the past several years to acquire the ± 102 acre property. WRLC entered into a purchase agreement with B. Palmieri Enterprises, LLC for \$2,500,000 in June of 2016, contingent upon WRLC securing financing through public or private funds. Staff has worked with WRLC on the acquisition and is recommending the following:

- WRLC will apply for \$2,200,000 in Clean Ohio Conservation Funds and as part of the application Cleveland Metroparks will commit \$20,000 in restoration to demolish the residence and barn on the property;
- Cleveland Metroparks, with the assistance of WRLC, will apply for \$300,000 in Land and Water Conservation Funds;
- Cleveland Metroparks will contribute due diligence costs and up to \$300,000 towards the acquisition of the property to cover any funding gaps, unless the full purchase price of \$2,500,000 is awarded in Clean Ohio Conservation Funds (\$2,200,000) and Land and Water Conservation Funds (\$300,000) for acquisition of the property; and
- Cleveland Metroparks will acquire fee simple title to the ±102 acre property from WRLC subject to a conservation easement to be held by WRLC.

The required resolution is on page **82558**.

As WRLC will be donating part of the value of the property to Cleveland Metroparks, Judge Anthony J. Russo approved the acceptance of the donated land pursuant to Chapter 1545 of the Ohio Revised Code prior to the Board's consideration.

ACTION ITEMS (cont.)

No. 16-10-175: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the contribution of up to \$320,000 (\$300,000 towards acquisition and \$20,000 toward restoration) plus due diligence costs and accept the fee simple title acquisition of the ±102 acre B. Palmieri Enterprises, LLC property from the Western Reserve Land Conservancy, contingent on funding and subject to the terms and conditions hereinabove summarized, and subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the submittal of a grant application to the Ohio Department of Natural Resources for funding assistance through the Land and Water Conservation Fund as described above; further, to authorize and agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the program; and finally, that the Board authorize the Chief Executive Officer to enter into agreements and execute any other documents as may be required to accept the grant upon award and to acquire the property; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

- (e) ***Authorization of Clean Ohio Conservation Fund Grant Application: Preservation of Hemlock Creek Valley, Bedford Reservation***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Joseph V. Roszak, Chief Operating Officer/Kyle G. Baker, Senior Assistant Legal Counsel/Stephanie Kutsko, Land Protection Manager/Kristen Trolio, Grant and Outreach Coordinator)

Background

The primary attraction of Bedford Reservation is Tinkers Creek gorge and its associated tributaries. The slopes, stream valleys and upland woods of the reservation harbor diverse native vegetation communities, and wildlife is rich and abundant. The Visocky and Krakowski properties are located adjacent to Bedford Reservation along Hemlock Creek, a quality tributary to Tinkers Creek (reference map, page **82559**). The acquisition of these ±11 acre properties will preserve ±22 acres in the Hemlock Creek valley, providing a diversity of forest habitats, including a dense hemlock-dominant forest. The eastern river valley wall along Hemlock Creek is a unique, actively eroding slope that has created an ecologically important habitat that supports many rare and uncommon plant species. The Board of Park Commissioners approved the acquisition of the Visocky and Krakowski properties at the May 12, 2016 meeting (Resolution No. 16-05-076).

ACTION ITEMS (cont.)

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

Project Funding:

| | |
|---|------------------|
| Clean Ohio Conservation Program Funding (63%) | |
| Acquisition of Visocky & Krakowski Properties | \$150,000 |
| Due Diligence (appraisals, titles, closing costs, etc.) | 6,500 |
| Local Resources Clean Ohio Match (37%) | |
| Land Donation | 90,000 |
| Restoration | <u>3,500</u> |
| Total Clean Ohio Project | \$250,000 |

The required resolution is on page **82560**.

- No. 16-10-176:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the submittal of a grant application to the Ohio Public Works Commission for funding assistance through the Clean Ohio Conservation Program Fund as described above; further, to authorize and agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the program; and finally, that the Board authorize the Chief Executive Officer to enter into agreements and execute any other documents as may be required to accept the grant upon award; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

- (f) *Authorization to Accept Grant Application and Commit Funds***
(Originating Sources: Joseph Roszak, Chief Operating Officer/Terry Robison, Director of Natural Resources/Constance Hausman, Plant and Restoration Ecologist/Kristen Trolio, Grant and Outreach Coordinator)

The United States Forest Service Northeastern Area State and Private Forestry offers funds through Great Lakes Restoration Initiative to support Emerald Ash Borer (EAB) Mitigation Activities. Cleveland Metroparks submitted and received an award through this program for EAB mitigation activities in Big Creek and Lakefront Reservations.

As a result of ash mortality due to EAB, Cleveland Metroparks has removed 175+ mature ash trees in Big Creek Reservation and 20+ mature ash trees in Gordon Park. The loss of these trees has decreased the urban tree canopy and these now open canopy areas are

ACTION ITEMS (cont.)

vulnerable to invasive species colonization. These grant funds will plant 180 large (1 ½” – 2” caliper) trees and 450 smaller (3-gallon) trees and shrubs throughout Memphis, Snow Road, and Fern Hill Picnic Areas in Big Creek Reservation and Gordon Park in Lakefront Reservation. The funds will also cover a portion of a seasonal employee’s wages to manage the project.

This effort is part of Cleveland Metroparks long-term EAB mitigation strategy, which also includes citizen-science ash survey mapping and chemical treatments to protect ash trees. Cleveland Metroparks received a \$100,000 grant in 2014 through this program for EAB mitigation activities.

The project costs for this grant award are as follows:

| | |
|----------------------|---|
| U.S. Forest Service | \$ 99,937.50 |
| Cleveland Metroparks | <u>32,967.90</u> (Cash and volunteer labor) |
| TOTAL | <u>\$132,905.40</u> |

No. 16-10-177: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to enter into a grant agreement with the United States Forest Service for ±\$99,937.50; to commit ±\$32,967.90 from Cleveland Metroparks in the form of cash and in-kind contributions as match dollars for the project; that the Board authorize the Chief Executive Officer to enter into agreement and execute any other documents as may be required to complete the projects; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

(g) *Operating Agreement between Cleveland Metroparks and the Cleveland Zoological Society*

(Originating Source: Christopher W. Kuhar, Zoo Executive Director)

Background

The Cleveland Zoological Society generates philanthropic and community support for Cleveland Metroparks Zoo and shares the same mission: *We create compelling experiences that connect people with wildlife and inspire personal responsibility for conserving the natural world.* Between 1998 and 2012, the Zoological Society and Cleveland Metroparks worked together under an operating agreement which provided the Zoo with operating support equal to 70% of the revenue received from the general membership program.

ACTION ITEMS (cont.)

Since 2013, the annual commitment from the Zoo Society was increased to an amount equivalent to 72% of the revenue from the general membership program; the amendment was renewed for 2014. The Commitment is divided such that 65% goes to the Cleveland Metroparks general fund and 7% goes to a restricted fund for education programs and animal feed. This change has made it possible for the Zoo Society to simplify its fundraising messaging and increase overall support for the Zoo. The adjusted agreement is projected to provide \$2,100,000 in revenue to Cleveland Metroparks in 2016. This is an increase of over \$50,000 in revenue over the previous 70% agreement.

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

Proposal for a One-Year Extension to the Operating Agreement

Based on these results, the modification to the operating agreement is viewed as a success for both organizations. A continuation of the agreement in 2017 would allow Cleveland Metroparks to continue to receive greater revenue and facilitate continued growth in overall support from the Cleveland Zoological Society.

It is proposed that the modification to the operating agreement be renewed for 2017, whereby 65% of the revenue from the general membership program be directed to the Cleveland Metroparks general fund and 7% goes to a restricted fund for education programs and animal feed.

No. 16-10-178:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the amendment of the 1997 Operating Agreement between Cleveland Metroparks and the Cleveland Zoological Society for 2017, in a form approved by the Chief Legal and Ethics Officer, whereby the Zoo Society will, during that year, guarantee general operation support of an amount equal to 65% of their revenue from the general membership program be directed to Cleveland Metroparks general fund, with 7% going to a restricted fund for education programs and animal feed.

Vote on the motion was as follows:

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

Nays: None.

ACTION ITEMS (cont.)

- (h) ***Authorization to Initiate Writ of Mandamus Action***
(*Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Daniel J. Veloski, Chief Ranger*)

Background:

In 2013, statutory changes took effect which affected prior, current, and future individuals hired by public employers as independent contractors, or other classifications for which no retirement contributions were or would be made to the Ohio Public Employees Retirement System (OPERS). Specifically, OPERS public employers were required to provide notification to any individual who provided services prior to January 7, 2013 as an independent contractor, or another classification other than a public employee, and for whom no contributions were made to OPERS for their services. Those individuals were permitted to request a determination from OPERS as to whether they should have been classified as a public employee eligible for OPERS membership for their services.

OPERS Case:

Cleveland Metroparks complied with the new statutory requirement and issued notices to the qualifying individuals. On August 6, 2014, Joseph E. Feighan submitted an "Independent Contractor/Employee Determination for Worker" (OERS Form PED-1EE) Form to OPERS. By way of background, Mr. Feighan provided prosecutorial services for Cleveland Metroparks from 1965 to 2011, except from 1975 - 1977. He argued that he was an *employee* of Cleveland Metroparks and not an independent contractor despite the fact that he never appeared on Cleveland Metroparks' payroll, submitted monthly billings for prosecutorial services, maintained his own law office and support staff, did not accrue vacation or sick leave, was not eligible for workers' compensation or unemployment benefits and often had other attorneys provide the prosecutorial services on his behalf.

As part of the determination process, Cleveland Metroparks provided the request information to OPERS, and on February 9, 2015, an OPERS Employer Compliance Specialist issued a determination that Mr. Feighan was **NOT** eligible for OPERS membership for any period of time he provided prosecutorial services for Cleveland Metroparks. Mr. Feighan appealed this determination. On October 28, 2015, OPERS issued a Senior Staff Determination that again concluded Mr. Feighan was **NOT** eligible for OPERS membership. While Mr. Feighan had sixty (60) days to appeal this determination, **no appeal was filed within the required time period**, and Cleveland Metroparks believed that this matter was concluded.

However, on June 22, 2016, OPERS, without explanation or forewarning, "reissued" the Senior Staff Determination and Mr. Feighan has now attempted to file an appeal and argue that he is entitled to a hearing by an Administrative Law Judge. Cleveland Metroparks has learned from documents obtained through a Public Records Request that

ACTION ITEMS (cont.)

on *January 14, 2016, OPERS sent a letter to Mr. Feighan indicating that he missed his 60-day appeal deadline and that the matter was “concluded.”* Despite Cleveland Metroparks’ formal and informal efforts to receive an explanation as to why OPERS reissued the Senior Staff Determination and how this matter can proceed to a hearing on procedural grounds, OPERS has offered no explanation.

As such, OPERS has assigned an Administrative Law Judge to this matter and it is set for hearing on November 10, 2016. Based upon the advice of outside counsel and internal counsel, Cleveland Metroparks now believes that a Writ of Mandamus action is necessary to compel OPERS to cancel the upcoming hearing and stand by its Senior Staff Determination that Mr. Feighan was not eligible for OPERS membership.

No. 16-10-179:

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize Cleveland Metroparks to initiate a Writ of Mandamus action, and any other appropriate legal action and/or litigation in a court of competent jurisdiction against any and all appropriate parties to address the Joseph E. Feighan matter pending at the Ohio Public Employees Retirement System (OPERS), form of Writ of Mandamus, or other appropriate legal action and/or litigation to be approved by the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

OCTOBER 27, 2016

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AWARD OF BIDS:

THERE WERE NO BIDS TO REPORT FOR THIS MEETING.

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 10/27/16)

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> |
|---|---|--|-------------------------|
| Replacement doors for the Roaring Lion Café as well as the door(s) leading to the Education entrance. | Great Lakes Architectural Systems, Inc. | \$12,481.00 | (7) |
| Previously seen by the Board on October 13, 2016 shown here to accommodate additional 2016 promotional assessments. | P R A D C O | \$39,480.00 <u>10,520.00</u> \$50,000.00 | (3) |
| Additional doors beyond original estimate at Garfield Nature Center - assessed during renovations. | Cleveland Vicon | \$ 9,451.00 <u>1,617.00</u> \$11,068.00 | (7) |
| Materials, engineering and testing services for Edgewater beach house at Lakefront Reservation. | Terracon Consultants, Inc. | \$30,000.00 | (5) |
| Infrared remote sensing for deer program at Bedford, West Creek, Mill Stream Run and North Chagrin Reservations. | Davis Aviation | \$33,367.50 | (3) |
| LED wall for Boo at the Zoo. | NPI Audio Visual | \$12,410.00 | (7) |
| Characters performance at Boo at the Zoo. | Spectacular Party Entertainment, LLC | \$15,715.00 | (3) |

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

| <u>REF. NO. / ITEM – SERVICE</u> | <u>VENDOR</u> | <u>COST</u> | <u>PROCEDURE</u> |
|--|----------------------|--------------------|-------------------------|
| Two new fiberglass door sets with custom windows to match existing for front and rear entrances at Watershed Stewardship Center. | Cleveland Vicon | \$13,043.00 | (7) |

===== **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 (10/27/16)

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

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

| <u>Contract</u> | <u>Item/Service</u> | <u>Vendor</u> | <u>Change Order No.</u> |
|---|---|------------------------------|-----------------------------------|
| <p><u>2016 Pavement Markings</u> <u>\$84,166.00</u></p> <p>Revised Contract Amount: Change order #2 Added \$5,675.00</p> <p>Total revised to \$89,841.00</p> | <p>Additional striping in Big Creek Reservation.</p> | <p>Dura Mark, Inc.</p> | <p>Change Order No. 2</p> |
| <p><u>Hydrology Monitoring</u> <u>\$90,000.00</u></p> <p>Revised Contract Amount: Change order #1 Added \$6,163.00</p> <p>Total revised to: \$96,163.00</p> | <p>Additional monitoring beyond original estimate.</p> | <p>Kent State University</p> | <p>Amendment No. 1</p> |
| <p><u>Wildwood Mgmt. Center</u> <u>\$604,463.58</u></p> <p>Revised Contract Amount: Change orders # 5 & #6 Added \$41,328.88 & \$3,662.43</p> <p>Total revised to \$649,454.89</p> | <p>Paving at management center, painting cold storage building.</p> <p>Repairs to sanitary sewer and additional parking lot work.</p> | <p>Regency Construction</p> | <p>Change Order No. 5 & 6</p> |

INFORMATION/BRIEFING ITEMS/POLICY.

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

Barbara J. Lukez, Legal Assistant

Barbara Lukez officially became a member of the Legal Department staff in April of 2016 as a Legal Assistant. Barbara was previously employed by Special Counsel where she was placed in a temporary position with Cleveland Metroparks as a legal assistant where her skills were first recognized. She has a long history of legal support experience. Barbara was recently employed as a Legal Secretary-Administrative Assistant for The Greater Cleveland Regional Transit Authority where she was responsible for assisting the in-house legal counsel under the direction of the Deputy General Counsel/Litigation and litigation attorneys. Barbara has also worked for several law firms including Buckingham, Doolittle & Burroughs, LLP; Calfee, Halter, Grisold, LLP; and Weston Hurd Fallon Paisley & Howley, LLP.

Brittany B. Taylor, Sr. Legal Assistant

Brittany Taylor came to Cleveland Metroparks in April of 2016 as the Sr. Legal Assistant for the Legal Department. Although a native of Cleveland, Brittany spent the last 8 years working for the law firm of Cleary Gottlieb Steen & Hamilton LLP in New York, New York. She began working for Cleary in September 2007 as a Litigation Paralegal handling an extensive case load that consisted of prominent litigation, enforcement and pro bono cases. She provided high quality administrative support to attorneys in all stages of a case by assisting during filing, service, document collection and production, hearings, depositions and trials. As the result of her hard work and dedication, Brittany was promoted to the position of Assistant Manager – Litigation Paralegals, a position she held from 2012 to 2013. In 2014 she was promoted to Litigation Paralegal Manager. Brittany holds a Bachelor of Arts in Spanish Literature from Kenyon College where she graduated *cum laude* with an Award of Distinction on Senior Thesis Exercise, and studied abroad at Universitat Pompeu Fabra through the CIEE program in Barcelona, Spain.

- 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; Wendy Weirich, Director of Outdoor Experiences)

The Brecksville Nature Center, one of Cleveland Metroparks most beloved and utilized buildings, hosts an abundance of students, visitors and nature lovers on a daily basis. Since its construction in 1939, the demand for nature-based programming has increased significantly. Recognizing this need, in April of 2016, Cleveland Metroparks staff began planning for the design and construction of a nearby structure that is complementary in style to the existing center, but can serve as a gathering space to accommodate the visitation while applying modern technologies for programming.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

Cleveland Metroparks staff will act as architect for design of this project. The facility will consist of approximately 1,500 square feet of newly constructed space which will house a gathering space for educational programs, a storage/utility space for educational program materials, and a covered outdoor patio for outdoor programs and group lunches.

Requests for Qualifications and Proposals were issued to Construction Management at Risk firms to construct this facility by fall of 2017. Staff will provide a recommendation to the Board in November for a Construction Management at Risk firms for the construction of the Brecksville Nature Center Auxiliary Building.

c. LeanOhio Accounts Receivable Project

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Karen Fegan, Chief Financial Officer)

In 2010, Governor Kasich established the LeanOhio Office within the Ohio Department of Administrative Services. The mission of LeanOhio is to make government services in Ohio simpler, faster, better, and less costly. Using continuous improvement methods such as Lean and Six Sigma, Ohio's state agencies are cutting red tape, removing inefficiencies, improving customer service, and achieving measurable results.

After appreciating the success on the State level, Governor Kasich established the Local Government Innovation Fund (LGIF). LGIF was established to defray the cost associated with an intensive five (5) day training program, LeanOhio Boot Camp – Transforming the Public Sector, tailored to local government organizations that have a desire to create a culture of continuous improvement. In March 2015, 15 Cleveland Metroparks employees received an individual \$2,000 scholarship toward the LeanOhio Boot Camp. LeanOhio Boot Camp participants were trained in Lean and Six Sigma methodologies. The training is filled with public sector examples and exercises with an emphasis on applying Lean and Six Sigma methodologies to the workplace.

In late June 2016, Cleveland Metroparks Finance Department participated in a week long LeanOhio Kaizen event. The improvement strategy was used to further train Cleveland Metroparks employees in the application of Lean and Six Sigma strategies to innovate, provide better service and reduce costs related to Finance Department's Accounts Receivable process. The number and type of invoices the Accounting Division generates has grown significantly in recent years impacting forty plus revenue locations. A more efficient generation of invoices will result in a higher level of customer service and a more timely receipt of revenue while focusing on our efforts in conservation.

A very thorough and detailed presentation was provided to the Board by staff members Accountant Sara Brehm, Revenue Specialist Jackie Hahn, and Executive Assistant Geri Madzia.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- d. ***Introducing ParkApps NE Ohio: An Education App for Exploring Parks***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Terry L. Robison, Director of Natural Resources/Patrick Lorch, Manager of Field Research)

ParkApps NE Ohio is a GPS-enabled, mobile application that provides park visitors with an immersive, informal learning experience; it gives visitors access to just-in-time (GPS triggered) information as they explore various geologic or historical landscapes and as they encounter unknown plants and animals. It is the result of a collaborative project between Kent State University, the Cuyahoga Valley National Park, and the Cleveland Metroparks, funded by a grant from the National Science Foundation. Visitors who use ParkApps NE Ohio have the ability to follow pre-created adventures that guide them, asking and answering important questions about biology, geology, mathematics, etc. In addition to seeking and gaining information, visitors can join a community of citizen scientists, supporting management efforts by uploading photos of plants, animals, and other park feature during their visit. This project is essentially an experiment to explore how smartphones and tablets can be used to enhance visitor experiences in parks, while getting feedback on what visitors are interested in. In addition to receiving geotagged photos, information on where visitors spend time and answers to questions can be obtained from visitors that opt in.

AWARD OF BIDS; CONSTRUCTION CHANGE ORDERS; STATUS RE: CAPITAL PROJECTS.

The following were presented to the Board for award/acknowledgment: \$10,000 to \$50,000 purchased items/services report, pages **82539** through **82540**; and construction change orders, page **82541**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 16-10-170: 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 **82564** to **82625**.

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, November 17, 2016, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 16-10-180: At 9:15 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 Acquisition/Purchase of Real Property and an Update on Litigation, 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. 16-10-181: 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 9:43 a.m.

Vote on the motion was as follows:

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

President.

Attest:

Secretary.

RESOLUTION RECOGNIZING THE RETIREMENT OF JUDITH A. FORSTER

WHEREAS, *Judith A. Forster has served Cleveland Metroparks for more than 33 years; and,*

WHEREAS, *Judith A. Forster has devoted these years of service utilizing her knowledge, skills and abilities as a Seasonal Laborer, Seasonal Crew Supervisor, Hostler, Handyperson, Senior Handyperson, Receptionist, Secretary, Operations Department Secretary, and Administrative Coordinator; and,*

WHEREAS, *Judith A. Forster used her knowledge and skills to oversee daily care of horses and public trail rides, perform semi-skilled labor such as mowing, weed-eating, cleaning restrooms and picnic shelters, painting, and small tree removal, and more recently in her career she assisted management staff with coordinating meeting schedules, preparing reports, presentations, and recordkeeping; and,*

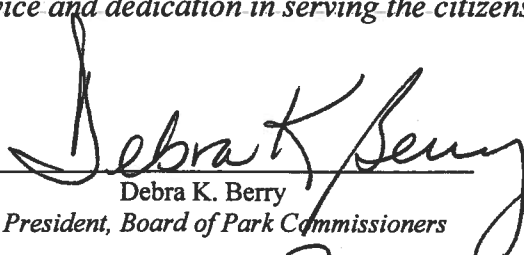
WHEREAS, *Judith A. Forster exhibited attention to detail and organization skills when she prepared the department's annual year-end report and annual assignment calendar, gathered data related to salt usage, playground and call box inspections, and when she coordinated the annual purchase of picnic tables and grills, and the pesticide license and certification process; and,*

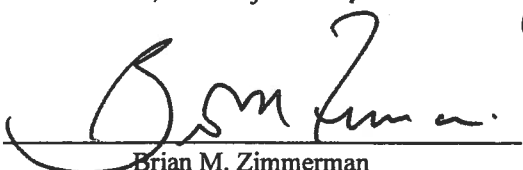
WHEREAS, *Judith A. Forster has provided helpful information and friendly service experiences to vendors, visitors and staff; and,*

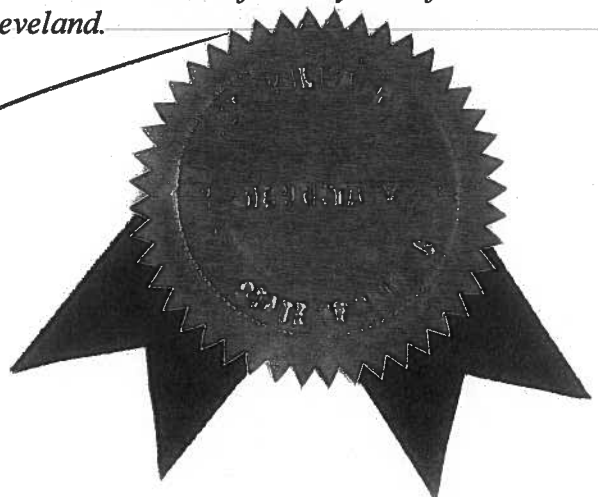
WHEREAS, *Judith A. Forster demonstrated a spirit of cooperation as evidenced by her letters of commendation, when she assisted with OPRA Conference activities including serving as the Co-Chair for the Newsletter Committee, and when she volunteered for various Summer Magic events; and,*

WHEREAS, *Judith A. Forster has been a valued asset to Cleveland Metroparks. The products of her labor have been appreciated and will not be forgotten.*

NOW, THEREFORE, BE IT RESOLVED, *that the Board of Park Commissioners of Cleveland Metroparks expresses its sincere appreciation to Judith A. Forster for her years of service and dedication in serving the citizens of Greater Cleveland.*


Debra K. Berry
President, Board of Park Commissioners


Brian M. Zimmerman
Chief Executive Officer



**Cleveland Metroparks
2016 Budget Adjustment #3
October 27,2016**

Type I: Transfers

| Division | Account Code | Project | Transfer Amount |
|--|-----------------------------------|---------|-----------------|
| Operating/Capital Fund | | | |
| T01 <i>Transfer of appropriations to match actual expenses at Southpark kiosk.</i> | | | |
| To: 1338 - SOUTHPARK MALL KIOSK | 66822 - SALES TAX | - | \$1,702 |
| 1338 - SOUTHPARK MALL KIOSK | 66825 - CREDIT CARD EXPENSES | - | \$542 |
| 1338 - SOUTHPARK MALL KIOSK | 63441 - RENTAL EQUIPMENT | - | \$441 |
| 1338 - SOUTHPARK MALL KIOSK | 68446 - TELEPHONE | - | \$311 |
| From: 1338 - SOUTHPARK MALL KIOSK | 66902 - MERCHANDISE FOR RESALE | - | (\$2,996) |
| T02 <i>Transfer of appropriations to match actual expenses at Great Northern kiosk.</i> | | | |
| To: 1339 - GREAT NORTHEN MALL KIOSK | 66822 - SALES TAX | - | \$700 |
| 1339 - GREAT NORTHEN MALL KIOSK | 66825 - CREDIT CARD EXPENSES | - | \$200 |
| 1339 - GREAT NORTHEN MALL KIOSK | 63441 - RENTAL EQUIPMENT | - | \$151 |
| From: 1339 - GREAT NORTHEN MALL KIOSK | 66902 - MERCHANDISE FOR RESALE | - | (\$1,051) |
| T03 <i>Transfer of appropriations for printer maintenance.</i> | | | |
| To: 1360 - VISUAL COMMUNICATIONS | 57414 - OFFICE EQUIP.MTCE.SERVICE | - | \$3,800 |
| From: 1360 - VISUAL COMMUNICATIONS | 57503 - PHOTOGRAPHY SUP/EXP | - | (\$800) |
| 1360 - VISUAL COMMUNICATIONS | 64548 - GASOLINE/DIESEL FUEL | - | (\$1,500) |
| 1360 - VISUAL COMMUNICATIONS | 57406 - CONSULTING/PROF. SERVICES | - | (\$1,500) |
| T04 <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: 1525 - FLEET MANAGEMENT | 64501 - PURCHASING CARD SUP./EXP. | - | \$23,000 |
| 1520 - RR ADMINISTRATION BLDG. | 57501 - COMPUTER EQUIPMENT/SUPPLY | - | \$350 |
| From: 1520 - RR ADMINISTRATION BLDG. | 66825 - CREDIT CARD EXPENSES | - | (\$50) |
| 1520 - RR ADMINISTRATION BLDG. | 67423 - BUSINESS MEETING EXPENSE | - | (\$300) |
| 1520 - RR ADMINISTRATION BLDG. | 60450 - TOILET TANK CLEANING SVC. | - | (\$2,000) |
| 1520 - RR ADMINISTRATION BLDG. | 68449 - INTERNET SERVICES | - | (\$3,500) |
| 1531 - EUCLID CREEK PARK MGMT. | 68575 - PROPANE/KEROSENE ETC. | - | (\$5,000) |
| 1545 - WEST CREEK PARK MGMT. | 68437 - GAS (NATURAL) | - | (\$5,500) |
| 1532 - NORTH CHAGRIN PARK MGMT. | 68575 - PROPANE/KEROSENE ETC. | - | (\$7,000) |

Type I: Transfers

| | Division | Account Code | Project | Transfer Amount |
|------------|--|-----------------------------------|----------------------------------|------------------------|
| T05 | <i>Transfer of appropriations to allow for picnic area rehabilitation.</i> | | | |
| To: | 1533 - SOUTH CHAGRIN PARK MGMT. | 63543 - MISC. HARDWARE SUP/EXP. | - | \$1,000 |
| | 1533 - SOUTH CHAGRIN PARK MGMT. | 57502 - OFFICE SUPPLIES | - | \$125 |
| From: | 1533 - SOUTH CHAGRIN PARK MGMT. | 67423 - BUSINESS MEETING EXPENSE | - | (\$125) |
| | 1533 - SOUTH CHAGRIN PARK MGMT. | 61525 - PLANT MATERIAL | - | (\$1,000) |
| T06 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1535 - GARFIELD PARK MANAGEMENT | 58224 - UNIFORMS/CLOTHING | - | \$1,000 |
| From: | 1535 - GARFIELD PARK MANAGEMENT | 68437 - GAS (NATURAL) | - | (\$1,000) |
| T07 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1536 - BRECKSVILLE PARK MGMT. | 62527 - AGGREGATE MATERIALS | - | \$2,750 |
| | 1536 - BRECKSVILLE PARK MGMT. | 63532 - MISC.MTCE.MATERIAL/SUPPLY | - | \$1,000 |
| From: | 1536 - BRECKSVILLE PARK MGMT. | 61522 - HERBICIDES | - | (\$100) |
| | 1536 - BRECKSVILLE PARK MGMT. | 61524 - TOPSOIL | - | (\$650) |
| | 1536 - BRECKSVILLE PARK MGMT. | 58224 - UNIFORMS/CLOTHING | - | (\$1,000) |
| | 1536 - BRECKSVILLE PARK MGMT. | 60428 - PORTABLE TOILET RENTAL | - | (\$1,000) |
| | 1536 - BRECKSVILLE PARK MGMT. | 60514 - CLEANING SUPPLIES/EXP. | - | (\$1,000) |
| T08 | <i>Transfer of appropriations to match actual uniform requirements.</i> | | | |
| To: | 1537 - HINCKLEY PARK MANAGEMENT | 58224 - UNIFORMS/CLOTHING | - | \$1,000 |
| From: | 1537 - HINCKLEY PARK MANAGEMENT | 59509 - POWER TOOLS | - | (\$260) |
| | 1537 - HINCKLEY PARK MANAGEMENT | 59507 - MINOR EQUIPMENT | - | (\$740) |
| T09 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1537 - HINCKLEY PARK MANAGEMENT | 60514 - CLEANING SUPPLIES/EXP. | - | \$200 |
| From: | 1537 - HINCKLEY PARK MANAGEMENT | 67423 - BUSINESS MEETING EXPENSE | - | (\$200) |
| T10 | <i>Transfer of appropriations to complete play structure installation.</i> | | | |
| To: | 1537 - HINCKLEY PARK MANAGEMENT | 72601 - BLDG. CONSTRUCTION MATLS. | H16003 - PLAY AREA OUTSIDE POOL | \$590 |
| From: | 1537 - HINCKLEY PARK MANAGEMENT | 73480 - MISC. CAPITAL CONTRACTS | H16002 - SPILLWAY GUARDRAIL | (\$590) |
| T11 | <i>Transfer of appropriations to match actual project expenses.</i> | | | |
| To: | 1538 - MILL STREAM RUN PARK MGMT | 73407 - ENG/ARCH/PLAN CONTRACTS | S14002 - WINTERGREEN - ELEC HVAC | \$4,000 |
| From: | 1538 - MILL STREAM RUN PARK MGMT | 72601 - BLDG. CONSTRUCTION MATLS. | S14002 - WINTERGREEN - ELEC HVAC | (\$4,000) |

Type I: Transfers

| | Division | Account Code | Project | Transfer Amount |
|------------|--|-----------------------------------|---------|-----------------|
| T12 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1539 - BIG CREEK PARK MANAGEMENT | 60514 - CLEANING SUPPLIES/EXP. | - | \$2,300 |
| | 1542 - BROOKSIDE PARK MANAGEMENT | 60428 - PORTABLE TOILET RENTAL | - | \$1,200 |
| From: | 1542 - BROOKSIDE PARK MANAGEMENT | 64548 - GASOLINE/DIESEL FUEL | - | (\$1,200) |
| | 1539 - BIG CREEK PARK MANAGEMENT | 64548 - GASOLINE/DIESEL FUEL | - | (\$2,300) |
| T13 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1539 - BIG CREEK PARK MANAGEMENT | 63501 - PURCHASING CARD SUP./EXP. | - | \$1,000 |
| | 1542 - BROOKSIDE PARK MANAGEMENT | 63501 - PURCHASING CARD SUP./EXP. | - | \$500 |
| | 1542 - BROOKSIDE PARK MANAGEMENT | 60516 - TRASH BAGS/CAN LINERS | - | \$417 |
| From: | 1542 - BROOKSIDE PARK MANAGEMENT | 67423 - BUSINESS MEETING EXPENSE | - | (\$100) |
| | 1539 - BIG CREEK PARK MANAGEMENT | 59507 - MINOR EQUIPMENT | - | (\$167) |
| | 1539 - BIG CREEK PARK MANAGEMENT | 67423 - BUSINESS MEETING EXPENSE | - | (\$250) |
| | 1542 - BROOKSIDE PARK MANAGEMENT | 62528 - ASPHALT/COLD PATCH/TACK | - | (\$300) |
| | 1542 - BROOKSIDE PARK MANAGEMENT | 62531 - ROAD/TRAIL SIGNS,BARRIERS | - | (\$300) |
| | 1542 - BROOKSIDE PARK MANAGEMENT | 59507 - MINOR EQUIPMENT | - | (\$300) |
| | 1542 - BROOKSIDE PARK MANAGEMENT | 59508 - LAWN & GARDEN TOOLS | - | (\$500) |
| T14 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1543 - CANAL PARK MANAGEMENT | 59510 - HAND & SHOP TOOLS | - | \$2,700 |
| | 1543 - CANAL PARK MANAGEMENT | 61520 - FERTILIZER | - | \$605 |
| | 1543 - CANAL PARK MANAGEMENT | 60514 - CLEANING SUPPLIES/EXP. | - | \$600 |
| From: | 1543 - CANAL PARK MANAGEMENT | 62530 - TRAFFIC PAINT | - | (\$250) |
| | 1543 - CANAL PARK MANAGEMENT | 58224 - UNIFORMS/CLOTHING | - | (\$300) |
| | 1543 - CANAL PARK MANAGEMENT | 68436 - ELECTRICITY | - | (\$3,355) |
| T15 | <i>Transfer of appropriations to allow computer purchases.</i> | | | |
| To: | 1552 - NORTH CHAGRIN OUTDOOR EX. | 57501 - COMPUTER EQUIPMENT/SUPPLY | - | \$3,889 |
| From: | 1552 - NORTH CHAGRIN OUTDOOR EX. | 67573 - EXHIBIT MATERIAL & EXP. | - | (\$3,889) |
| T16 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1543 - CANAL PARK MANAGEMENT | 63440 - MTCE. SERVICE CONTRACTS | - | \$22,700 |
| From: | 1543 - CANAL PARK MANAGEMENT | 67423 - BUSINESS MEETING EXPENSE | - | (\$75) |
| | 1543 - CANAL PARK MANAGEMENT | 67571 - MISC. SUPPLIES & EXPENSE | - | (\$200) |
| | 1543 - CANAL PARK MANAGEMENT | 61525 - PLANT MATERIAL | - | (\$1,500) |
| | 1543 - CANAL PARK MANAGEMENT | 58224 - UNIFORMS/CLOTHING | - | (\$2,000) |
| | 1543 - CANAL PARK MANAGEMENT | 68444 - WATER-SEWER | - | (\$9,425) |
| | 1543 - CANAL PARK MANAGEMENT | 64548 - GASOLINE/DIESEL FUEL | - | (\$9,500) |

Type I: Transfers

| | Division | Account Code | Project | Transfer Amount |
|------------|--|-----------------------------------|---------------------------------|------------------------|
| T17 | <i>Transfer of appropriations for the installation of ADA doors.</i> | | | |
| To: | 1543 - CANAL PARK MANAGEMENT | 63442 - OUTSIDE SERVICES | - | \$4,849 |
| From: | 1574 - MERWINS WHARF RESTAURANT | 66906 - SPIRITS PURCHASE | - | (\$2,000) |
| | 1574 - MERWINS WHARF RESTAURANT | 66905 - FOOD & BEVERAGE PURCHASE | - | (\$2,849) |
| T18 | <i>Transfer of appropriations to match actual project expenditures.</i> | | | |
| To: | 1543 - CANAL PARK MANAGEMENT | 73470 - BLDG. CONSTR. CONTRACTS | L13001 - MILL CREEK CONNECTOR | \$5,500 |
| | 1543 - CANAL PARK MANAGEMENT | 72682 - SIGNS | L13001 - MILL CREEK CONNECTOR | \$3,000 |
| From: | 1543 - CANAL PARK MANAGEMENT | 73470 - BLDG. CONSTR. CONTRACTS | L15003 - HERITAGE PK DOCK STUDY | (\$8,500) |
| T19 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1546 - LAKEFRONT PARK MANAGEMENT | 58506 - FIRST AID/SAFETY SUPPLIES | - | \$2,000 |
| From: | 1546 - LAKEFRONT PARK MANAGEMENT | 57500 - PURCHASING CARD SUP./EXP. | - | (\$2,000) |
| T20 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1546 - LAKEFRONT PARK MANAGEMENT | 61525 - PLANT MATERIAL | - | \$3,000 |
| | 1546 - LAKEFRONT PARK MANAGEMENT | 58224 - UNIFORMS/CLOTHING | - | \$1,000 |
| From: | 1546 - LAKEFRONT PARK MANAGEMENT | 57500 - PURCHASING CARD SUP./EXP. | - | (\$950) |
| | 1546 - LAKEFRONT PARK MANAGEMENT | 62528 - ASPHALT/COLD PATCH/TACK | - | (\$1,000) |
| | 1546 - LAKEFRONT PARK MANAGEMENT | 62527 - AGGREGATE MATERIALS | - | (\$1,000) |
| | 1546 - LAKEFRONT PARK MANAGEMENT | 57501 - COMPUTER EQUIPMENT/SUPPLY | - | (\$1,050) |
| T21 | <i>Transfer of appropriations for repairs and replacement of HVAC unit.</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) |
| T22 | <i>Transfer of appropriations for the purchase of kayaks and rescue boats.</i> | | | |
| To: | 1577 - AQUATIC MGMT. DIVISION | 59507 - MINOR EQUIPMENT | - | \$4,100 |
| From: | 1577 - AQUATIC MGMT. DIVISION | 58506 - FIRST AID/SAFETY SUPPLIES | - | (\$2,000) |
| | 1577 - AQUATIC MGMT. DIVISION | 58224 - UNIFORMS/CLOTHING | - | (\$2,100) |
| T23 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1592 - WATERSHED STEWARDSHIP CTR | 57501 - COMPUTER EQUIPMENT/SUPPLY | - | \$250 |
| | 1592 - WATERSHED STEWARDSHIP CTR | 58224 - UNIFORMS/CLOTHING | - | \$156 |
| From: | 1592 - WATERSHED STEWARDSHIP CTR | 67580 - SPECIAL EVENT SUP/EXP | - | (\$406) |

Type I: Transfers

| | Division | Account Code | Project | Transfer Amount |
|------------|--|-----------------------------------|------------------------------------|------------------------|
| T24 | <i>Transfer of appropriations for attendance at Mounted Colloquium.</i> | | | |
| To: | 1630 - RANGER OPERATIONS | 58422 - TRAINING/CONFERENCE EXP. | - | \$3,100 |
| From: | 1630 - RANGER OPERATIONS | 64431 - REPAIR SVC-VEHICLES/EQUIP | - | (\$3,100) |
| T25 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1630 - RANGER OPERATIONS | 68446 - TELEPHONE | - | \$30,931 |
| | 1630 - RANGER OPERATIONS | 68448 - DATA COMMUNICATIONS | - | \$7,400 |
| From: | 1630 - RANGER OPERATIONS | 64548 - GASOLINE/DIESEL FUEL | - | (\$38,331) |
| T26 | <i>Transfer of appropriations to match actual project expenses.</i> | | | |
| To: | 1750 - ZOO FACILITY OPERATIONS | 73470 - BLDG. CONSTR. CONTRACTS | V12025 - W. TREK - SEA LION IMP. | \$3,030 |
| From: | 1750 - ZOO FACILITY OPERATIONS | 72601 - BLDG. CONSTRUCTION MATLS. | V12025 - W. TREK - SEA LION IMP. | (\$3,030) |
| T27 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 1810 - INFO TECH SERVICES DIV | 73480 - MISC. CAPITAL CONTRACTS | A15009 - DATA CENTER | \$100,000 |
| From: | 1810 - INFO TECH SERVICES DIV | 72645 - INTERIOR FURNISHINGS | A15009 - DATA CENTER | (\$100,000) |
| T28 | <i>Transfer of appropriations for additional painting of facilities.</i> | | | |
| To: | 3106 - SHAWNEE HILLS CLUBHOUSE | 72450 - OUTSIDE SVC. FOR CAP.PROJ | 506001 - CLUBHOUSE IMPROVEMENTS | \$30,000 |
| | 3306 - SHAWNEE HILLS TURF | 72450 - OUTSIDE SVC. FOR CAP.PROJ | 507001 - MISC.GOLF COURSE IMPROVE. | \$28,000 |
| | 3105 - SLEEPY HOLLOW CLUBHOUSE | 72450 - OUTSIDE SVC. FOR CAP.PROJ | 408001 - CLUBHOUSE IMPROVEMENTS | \$10,000 |
| From: | 3011 - GOLF CONSTRUCTION | 73470 - BLDG. CONSTR. CONTRACTS | A96002 - MISC. TURF REHABILITATION | (\$68,000) |
| T29 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 3106 - SHAWNEE HILLS CLUBHOUSE | 60515 - PAPER TOWELS/TISSUE/ETC | - | \$200 |
| From: | 3106 - SHAWNEE HILLS CLUBHOUSE | 59506 - PORTABLE RADIOS | - | (\$200) |
| T30 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 3106 - SHAWNEE HILLS CLUBHOUSE | 64548 - GASOLINE/DIESEL FUEL | - | \$100 |
| From: | 3106 - SHAWNEE HILLS CLUBHOUSE | 63545 - INTERIOR FURNISHINGS | - | (\$100) |
| T31 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 3302 - LITTLE MET TURF | 62531 - ROAD/TRAIL SIGNS,BARRIERS | - | \$100 |
| | 3303 - MASTICK WOODS TURF | 62531 - ROAD/TRAIL SIGNS,BARRIERS | - | \$25 |
| | 3302 - LITTLE MET TURF | 62529 - ROCK SALT/CINDERS | - | \$20 |
| From: | 3302 - LITTLE MET TURF | 60514 - CLEANING SUPPLIES/EXP. | - | (\$20) |
| | 3303 - MASTICK WOODS TURF | 63567 - GOLF COURSE SUPPLIES | - | (\$25) |
| | 3302 - LITTLE MET TURF | 63567 - GOLF COURSE SUPPLIES | - | (\$100) |

Type I: Transfers

| | Division | Account Code | Project | Transfer Amount |
|--|--|-----------------------------------|----------------|------------------------|
| T32 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 3304 - MANAKIKI TURF | 68444 - WATER-SEWER | - | \$3,500 |
| | 3304 - MANAKIKI TURF | 68444 - WATER-SEWER | - | \$1,000 |
| From: | 3304 - MANAKIKI TURF | 61520 - FERTILIZER | - | (\$1,000) |
| | 3304 - MANAKIKI TURF | 61523 - INSECTICIDES | - | (\$3,500) |
| T33 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 3305 - SLEEPY HOLLOW TURF | 61517 - SAND | - | \$4,000 |
| From: | 3305 - SLEEPY HOLLOW TURF | 64548 - GASOLINE/DIESEL FUEL | - | (\$4,000) |
| T34 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 3308 - SENECA TURF | 61518 - MISC. TURF SUPPLIES | - | \$1,310 |
| From: | 3308 - SENECA TURF | 57582 - OFFICE PAPER PRODUCTS | - | (\$50) |
| | 3308 - SENECA TURF | 57502 - OFFICE SUPPLIES | - | (\$100) |
| | 3308 - SENECA TURF | 57505 - WEB SITE EXPENSES | - | (\$560) |
| | 3308 - SENECA TURF | 60428 - PORTABLE TOILET RENTAL | - | (\$600) |
| T35 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 3308 - SENECA TURF | 63442 - OUTSIDE SERVICES | - | \$500 |
| From: | 3308 - SENECA TURF | 60426 - WATER/SOIL - TEST/ANALYZE | - | (\$500) |
| T38 | <i>Transfer of appropriations to allow for additional forklift training.</i> | | | |
| To: | 8580 - EMERALD NECKLACE MARINA | 58422 - TRAINING/CONFERENCE EXP. | - | \$5,000 |
| From: | 8580 - EMERALD NECKLACE MARINA | 66902 - MERCHANDISE FOR RESALE | - | (\$5,000) |
| T39 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 8580 - EMERALD NECKLACE MARINA | 63442 - OUTSIDE SERVICES | - | \$3,000 |
| From: | 8580 - EMERALD NECKLACE MARINA | 66902 - MERCHANDISE FOR RESALE | - | (\$3,000) |
| T40 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 8581 - EN RESTAURANT | 63532 - MISC.MTCE.MATERIAL/SUPPLY | - | \$2,000 |
| From: | 8581 - EN RESTAURANT | 57572 - OFFICE FURNISHINGS | - | (\$2,000) |
| Subtotal, Operating/Capital Funds Transfers | | | | \$0 |

Restricted Funds

| | | | | |
|------------|---|-------------------------------|---|-----------|
| T36 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 5417 - DEER PROGRAM-CVNP | 51101 - SALARIES FULL-TIME | - | \$6,799 |
| From: | 5417 - DEER PROGRAM-CVNP | 67580 - SPECIAL EVENT SUP/EXP | - | (\$6,799) |

Type I: Transfers

| | Division | Account Code | Project | Transfer Amount |
|---|---|-----------------------------------|----------------|------------------------|
| T37 | <i>Transfer of appropriations to match actual expenses.</i> | | | |
| To: | 5536 - BRECKSVILLE KIWANIS | 62527 - AGGREGATE MATERIALS | - | \$210 |
| | 5536 - BRECKSVILLE KIWANIS | 63532 - MISC.MTCE.MATERIAL/SUPPLY | - | \$166 |
| From: | 5536 - BRECKSVILLE KIWANIS | 60512 - TRASH CONTAINERS | - | (\$376) |
| Subtotal, Restricted Funds Transfers | | | | \$0 |
| Net Increase to Budget | | | | \$0 |

Cleveland Metroparks
2016 Appropriation Adjustment #3
October 27, 2016

Type II: Appropriations

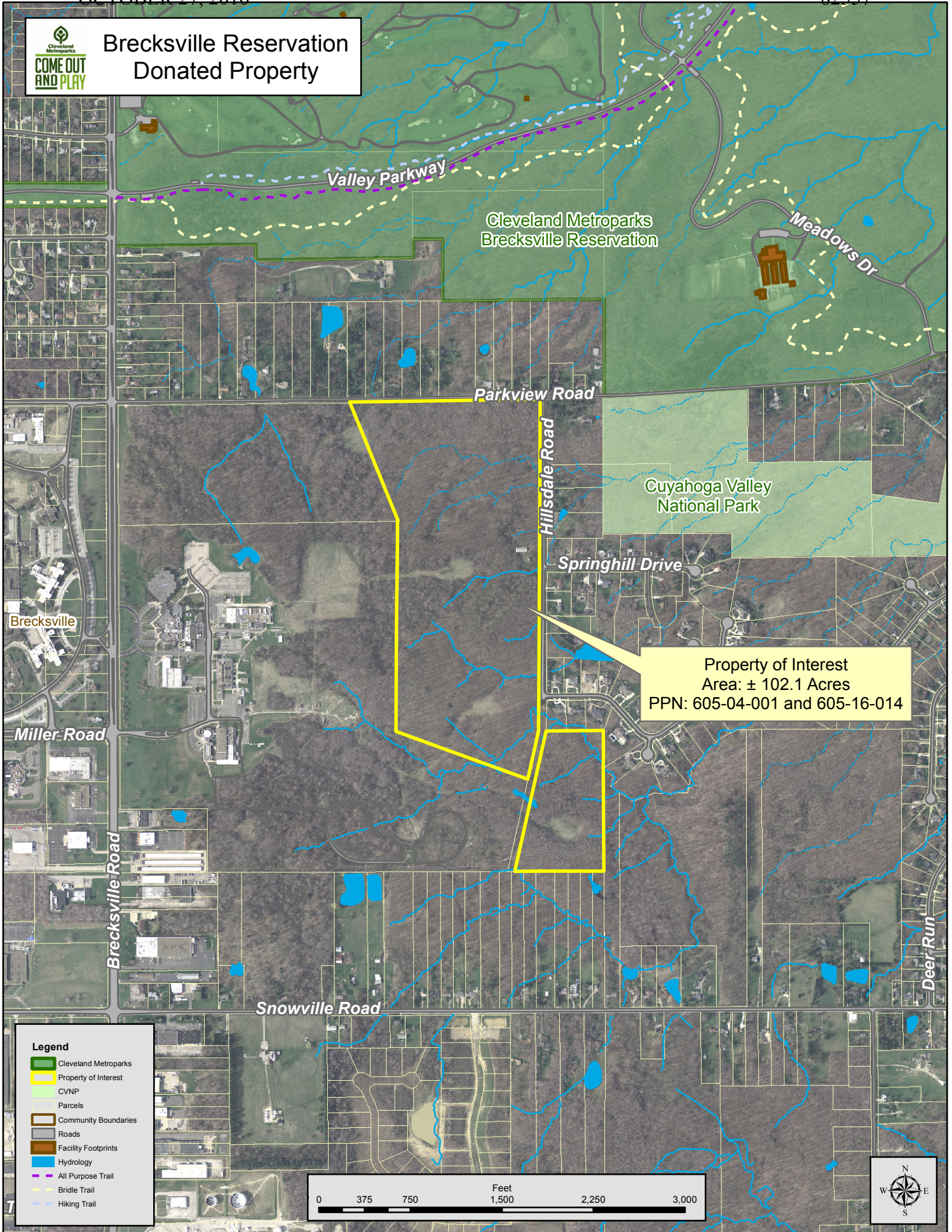
| Division | Account Code | Project | Transfer Amount |
|---|-----------------------------------|-------------------------------|------------------|
| Operating/Capital | | | |
| A01 <i>Increase in appropriations for merchandise which will be offset by sales.</i> | | | |
| To: 1330 - RETAIL DIVISION | 66902 - MERCHANDISE FOR RESALE | - | \$5,040 |
| Subtotal, Operating/Capital Appropriations | | | \$5,040 |
| Restricted Funds (appropriated from grants/donations) | | | |
| A02 <i>Increase in appropriations. Funds from donation received in 2015.</i> | | | |
| To: 5311 - ABODE - RR TREE PLANTING | 61525 - PLANT MATERIAL | - | \$6,000 |
| A03 <i>Increase in appropriations for site improvements and storage shed. Funding from annual NEORS D funding.</i> | | | |
| To: 5489 - WC STD CTR AGREE.-NEORS D | 73462 - PAVING/SITE IMP.CONTRACTS | P18489 - WATER FEATURE - WCSC | \$4,200 |
| 5489 - WC STD CTR AGREE.-NEORS D | 73470 - BLDG. CONSTR. CONTRACTS | P19489 - CLAY BASINS - WCSC | \$20,000 |
| A04 <i>Increase in appropriations for K9 shirts. Expense offset by sales.</i> | | | |
| To: 5615 - RANGER K9 UNIT | 65589 - K-9 EXPENSES | - | \$1,450 |
| 5615 - RANGER K9 UNIT | 66822 - SALES TAX | - | \$154 |
| 5615 - RANGER K9 UNIT | 66902 - MERCHANDISE FOR RESALE | - | \$1,916 |
| A05 <i>Increase in appropriations. New donation for radios for volunteer Zoo staff.</i> | | | |
| To: 5716 - VOLUNTEER RADIOS | 59507 - MINOR EQUIPMENT | - | \$6,390 |
| A06 <i>Increase in appropriations for conservation support to be offset by additional donations.</i> | | | |
| To: 5717 - FUTURE 4 WILDLIFE DONATNS | 67816 - SPONSORSHIP EXPENSE | - | \$1,200 |
| A07 <i>Increase in appropriations for lab supplies to be offset by revenues from Cleveland Zoological Society.</i> | | | |
| To: 5767 - ZOO SOC.-AMPHIBIAN HEALTH | 65565 - EPIDEMIOLOGY SUPPLIES | - | \$2,408 |
| A08 <i>Increase in appropriations for Hay Barn construction. Funding from Cleveland Zoological Society.</i> | | | |
| To: 5786 - ZOO SOC - HAY BARN | 73407 - ENG/ARCH/PLAN CONTRACTS | V14786 - HAY STORAGE | \$47,113 |
| 5786 - ZOO SOC - HAY BARN | 73470 - BLDG. CONSTR. CONTRACTS | V14786 - HAY STORAGE | \$90,000 |
| A09 <i>Increase in appropriations due to new grant from AZA Nature Play Begins at Your Zoo.</i> | | | |
| To: 5754 - ZOO AZA & DISNEY CLUBS | 51103 - SALARIES PERM. PART-TIME | - | \$480 |
| 5754 - ZOO AZA & DISNEY CLUBS | 57406 - CONSULTING/PROF. SERVICES | - | \$417 |
| 5754 - ZOO AZA & DISNEY CLUBS | 67423 - BUSINESS MEETING EXPENSE | - | \$1,755 |
| 5754 - ZOO AZA & DISNEY CLUBS | 67570 - ZOO PROGRAM SUPPLY & EXP. | - | \$5,476 |
| 5754 - ZOO AZA & DISNEY CLUBS | 67818 - SCHOLARSHIPS | - | \$1,872 |
| Subtotal, Restricted Funds Appropriations | | | \$190,831 |
| Net Increase to Budget | | | \$195,871 |

| Cleveland Metroparks - Appropriations Summary - 2016 | | | | | | | |
|--|-------------------------|------------------------------------|----------------------------------|-------------------------------|---------------------------------|--|--|
| | Baseline Budget 2016 | Carry-over Encumbrances 2015 | Total Original Budget 2016 | Amendment #1 June 17, 2016 | Amendment #2 August 18, 2016 | Proposed Amendment #3 October 27, 2016 | Total Appropriations Including Amendment(s) |
| Operations | | | | | | | |
| Salaries | \$ 47,571,738 | \$ - | \$ 47,571,738 | \$ 44,221 | \$ 1,445 | \$ 7,279 | \$ 47,624,683 |
| 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 | (179) | 6,410,223 |
| Employee Services | 1,270,379 | 168,403 | 1,438,782 | 3,065 | 19,350 | 5,856 | 1,467,053 |
| Tools & Equipment | 418,747 | 14,367 | 433,114 | 1,900 | (6,000) | 11,023 | 440,037 |
| Janitorial Supply/Expense | 760,879 | 70,092 | 830,971 | 2,000 | 10,054 | (579) | 842,446 |
| Turf Mgmt Supply/Expense | 703,423 | 136,637 | 840,060 | 6,980 | 20,712 | 7,165 | 874,917 |
| Road/Trail Mtce/Repairs | 350,227 | 89,148 | 439,375 | 1,120 | (500) | 255 | 440,250 |
| Property Mtce/Repairs | 1,528,179 | 116,624 | 1,644,803 | (1,310) | 15,499 | 43,082 | 1,702,074 |
| Fleet Mtce Supply/Expense | 2,550,921 | 60,138 | 2,611,059 | 1,375 | (1,000) | (36,831) | 2,574,603 |
| Animal Care Supply/Expense | 1,036,196 | 151,409 | 1,187,605 | - | (4,650) | 3,858 | 1,186,813 |
| Enterprise Expense | 3,540,106 | 257,445 | 3,797,551 | (2,638) | (19,600) | (8,692) | 3,766,621 |
| Special Project Supply/Expense | 2,180,810 | 266,051 | 2,446,861 | 9,483 | 17,914 | (6,041) | 2,468,217 |
| Utilities | 4,552,162 | 830,790 | 5,382,952 | 2,315 | - | 8,362 | 5,393,629 |
| Product Supply/Expense/Cont | - | - | - | - | - | - | - |
| Contingency | - | - | - | - | - | - | - |
| Operating Subtotal | \$ 95,178,449 | \$ 2,905,252 | \$ 98,083,701 | \$ 211,675 | \$ 650,374 | \$ 34,558 | \$ 98,980,308 |
| Capital | | | | | | | |
| 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) | (35,440) | 6,747,748 |
| Contract Capital Improvements | 34,050,178 | 3,822,069 | 37,872,247 | 3,292,524 | 679,333 | 196,753 | 42,040,857 |
| 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 |
| Capital Subtotal | \$ 46,656,039 | \$ 5,027,403 | \$ 51,683,442 | \$ 3,549,790 | \$ 922,573 | \$ 161,313 | \$ 56,317,118 |
| Total Fund | \$ 141,834,488 | \$ 7,932,655 | \$ 149,767,143 | \$ 3,761,465 | \$ 1,572,947 | \$ 195,871 | \$ 155,297,426 |

| NET OF COMMISSION COVERAGE | 2015 Jackson Dieken/HCC | | | 2016 Jackson Dieken/HCC | | | 2017 Jackson Dieken/HCC | | |
|---|----------------------------|----------------|-------------------------------|----------------------------|----------------|-------------------------------|----------------------------|----------------|----------------|
| | LIMITS | DED/SIR | PREMIUM | LIMITS | DED/SIR | PREMIUM | LIMITS | DED/SIR | PREMIUM |
| COMMERCIAL GENERAL LIABILITY | 1,000,000 | 100K/250K | 71,001 | 1,000,000 | 100K/250K | 71,001 | 1,000,000 | 100K/250K | 74,030 |
| COMMERCIAL AUTOMOBILE LIABILITY | 1,000,000 | 2,500 | 82,217 | 1,000,000 | 2,500 | 81,780 | 1,000,000 | 2,500 | 86,908 |
| PUBLIC OFFICIALS LIABILITY | 1,000,000 | 50K/250K | 11,815 | 1,000,000 | 50K/250K | 12,853 | 1,000,000 | 50K/250K | 12,853 |
| LAW ENFORCEMENT LIABILITY | 1,000,000 | 10,000 | 12,728 | 1,000,000 | 10,000 | 12,728 | 1,000,000 | 10,000 | 12,728 |
| EMPLOYMENT PRACTICE LIABILITY | 1,000,000 | 50K/250K | Incl. in POL | 1,000,000 | 50K/250K | Incl. in POL | 1,000,000 | 50K/250K | Incl. in POL |
| LIMITED HEALTH PROFESSIONAL LIABILITY | 1,000,000 | 100,000 | Incl. GL prem. | 1,000,000 | 100,000 | Incl. GL prem. | 1,000,000 | 100K/250K | Incl. GL prem. |
| EXCESS/UMBRELLA LIABILITY* | 10,000,000 | 10,000 | 59,690 | 10,000,000 | 0 | 59,690 | 10,000,000 | 0 | 62,344 |
| SEXUAL ABUSE/MOLESTATION LIABILITY | 1,000,000 | 100,000 | Incl. GL prem. | 1,000,000 | 100,000 | Incl. GL prem. | 1,000,000 | 100K/250K | Incl. GL prem. |
| TERRORISM LIABILITY | Statutory | 0 | 7,588 | Statutory | 0 | 8,409 | Statutory | 0 | 1,271 |
| HOST LIQUOR LIABILITY | 1,000,000 | 100,000 | Incl. GL prem. | 1,000,000 | 100,000 | Incl. GL prem. | | | |
| EMPLOYEE BENEFITS LIABILITY | 1,000,000 | 1,000 | Incl. GL prem. | 1,000,000 | 1,000 | Incl. GL prem. | 1,000,000 | 1,000 | Incl. GL prem. |
| LIQUOR LIABILITY / HOST LIQUOR LIABILITY | 1,000,000 | 100K/250K | Incl. GL prem. | 1,000,000 | 100K/250K | Incl. GL prem. | 1,000,000 | 100K/250K | Incl. GL prem. |
| MARINE OPERATORS LEGAL LIABILITY | 1,000,000 | 25,000 | included in GL | 1,000,000 | 25,000 | included in GL | 1,000,000 | 25,000 | included in GL |
| Sub-Total | | | 245,039 | | | 246,461 | | | 250,134 |
| CLAIMS ADMINISTRATION FEES | | | | | | | | | |
| BROKERAGE FEE | | | | | | | | | |
| Sub-Total | | | 245,039 | | | 246,461 | | | 250,134 |
| COVERAGE | 2015 Jackson Dieken/HCC | | | 2016 Jackson Dieken/HCC | | | 2017 Jackson Dieken/HCC | | |
| | LIMITS | DED/SIR | PREMIUM | LIMITS | DED/SIR | PREMIUM | LIMITS | DED/SIR | PREMIUM |
| PROPERTY | 322,869,815 | 100,000 | 221,362 | 354,633,527 | 100,000 | 236,737 | 377,664,496 | 100,000 | 249,966 |
| INLAND MARINE | 28,248,099 | 1,000 | 69,152 | 35,980,532 | 10,000 | 71,327 | 39,689,365 | 10,000 | 79,911 |
| EDP | 1,734,000 | 1,000 | 9,048 | 1,853,480 | 1,000 | 9,048 | 2,051,654 | 1,000 | 9,950 |
| FIDELITY (employee dishonesty) | 500,000 | 1,000 | 4,232 | 500,000 | 1,000 | 4,232 | 1,000,000 | 10,000 | 5,010 |
| CRIME | 50,000 | 1,000 | Incl. in PROP | 50,000 | 1,000 | Incl. in PROP | 50,000 | 1,000 | Incl. in PROP |
| BOILER AND MACHINERY | 40,000,000 | 5,000 | Incl. in PROP | 40,000,000 | 5,000 | Incl. in PROP | 40,050,000 | 5,000 | Incl. in PROP |
| BUILDER'S RISK | 2,000,000 | 1,000 | Incl. in PROP | 2,000,000 | 1,000 | Incl. in PROP | 2,000,000 | 1,000 | Incl. in PROP |
| EARTHQUAKE/FLOOD - OTHER THAN ZONE "A" | 5,000,000 | 50,000 | Incl. in PROP | 5,000,000 | 50,000 | Incl. in PROP | 5,000,000 | 50,000 | Incl. in PROP |
| FLOOD-ZONE "A" | | | | | | | | | |
| TERRORISM PROPERTY | Statutory | | included in liability premium | Statutory | | included in liability premium | Statutory | 0 | 7,603 |
| TREASURER'S BOND | 5,000,000 | | 5,145 | 5,000,000 | | 5,145 | 5,000,000 | | 5,145 |
| AUTO PHYSICAL DAMAGE/AUTO CATASTROPHIC COVERAGE | ACV | 5,000 / 25,000 | 67,480 | ACV | 5,000 / 25,000 | 65,399 | ACV | 5,000 / 25,000 | 67,784 |
| TOWPATH TRAIL BRIDGES/ALL OTHER BRIDGES | 19,855,284 | 50,000 | 33,754 | 22,756,391 | 50,000 | 38,686 | 23,785,395 | 50,000 | 41,624 |
| Sub-Total | | | 410,173 | | | 430,574 | | | 466,993 |
| CLAIMS ADMINISTRATION FEES | | | 7,500 | | | 7,500 | | | 7,500 |
| BROKERAGE FEE | | | 43,000 | | | 43,000 | | | 43,000 |
| TOTAL | | | 705,712 | | | 727,535 | | | 767,627 |



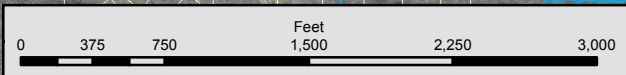
Brecksville Reservation Donated Property



Property of Interest
 Area: ± 102.1 Acres
 PPN: 605-04-001 and 605-16-014

Legend

- Cleveland Metroparks
- Property of Interest
- CVNP
- Parcels
- Community Boundaries
- Roads
- Facility Footprints
- Hydrology
- All Purpose Trail
- Bridle Trail
- Hiking Trail



**Resolution of Authorization
Land and Water Conservation Fund**

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the federal Land and Water Conservation Fund grant program, and

WHEREAS, Cleveland Metroparks desires financial assistance under the Land and Water Conservation Fund grant program,

WHEREAS, Cleveland Metroparks desires to acquire ±102 acres in the City of Brecksville, Cuyahoga County, Ohio, and

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

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

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

That the Board of Park Commissioners of the Cleveland Metropolitan Park District does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the Land and Water Conservation Fund grant program.

Debra K. Berry, President
Board of Park Commissioners

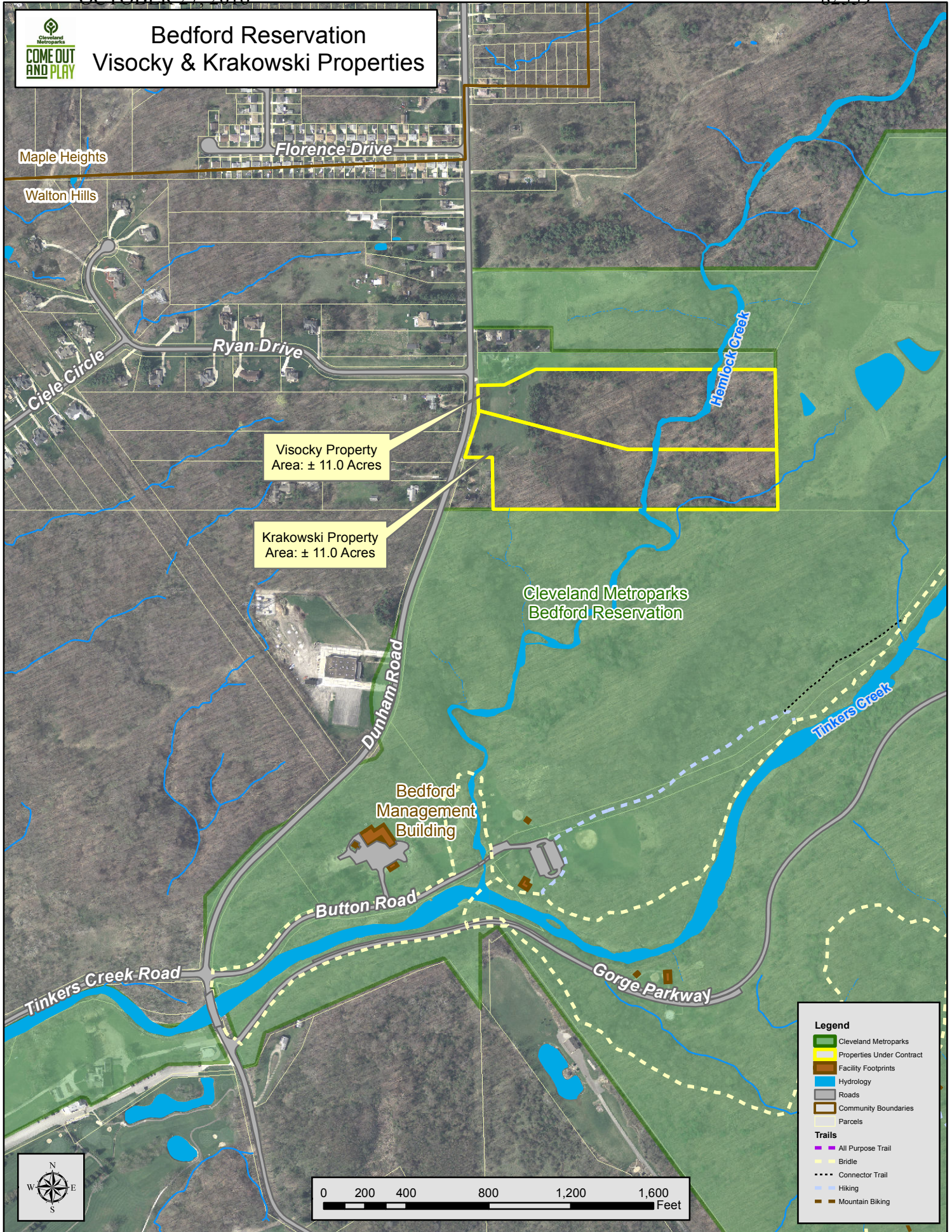
CERTIFICATE OF RECORDING OFFICER

I the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by Cleveland Metroparks on the 27th day of October 2016, and that I am duly authorized to execute this certificate.

Brian M. Zimmerman
Chief Executive Officer



Bedford Reservation Visocky & Krakowski Properties



Visocky Property
Area: ± 11.0 Acres

Krakowski Property
Area: ± 11.0 Acres

Cleveland Metroparks
Bedford Reservation

Bedford
Management
Building

Legend

- Cleveland Metroparks
- Properties Under Contract
- Facility Footprints
- Hydrology
- Roads
- Community Boundaries
- Parcels

Trails

- All Purpose Trail
- Bridle
- Connector Trail
- Hiking
- Mountain Biking

**Resolution of Authorization
Clean Ohio Conservation Fund
Preservation of Hemlock Creek Valley
October 27, 2016**

WHEREAS, The State of Ohio, through the Ohio Public Works Commission, administers financial assistance for greenspace conservation, through the Clean Ohio Conservation Fund program, and

WHEREAS, Cleveland Metroparks desires financial assistance under the Clean Ohio Conservation Fund program, and

WHEREAS, Cleveland Metroparks desires to acquire and permanently protect ±22 acres as part of Bedford Reservation, referred to as the Krakowski and Visocky properties,

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

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

That Brian M. Zimmerman, Chief Executive Officer, is hereby authorized and directed to execute and file an application with the Ohio Public Works Commission and to provide all information and documentation required to become eligible for possible funding assistance and further, that Brian M. Zimmerman is authorized to enter into any agreements as necessary and appropriate for obtaining this financial assistance.

That the Board of Park Commissioners of the Cleveland Metropolitan Park District does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the Clean Ohio Conservation Fund program.

Debra K. Berry, President
Board of Park Commissioners

CERTIFICATE OF RECORDING OFFICER

I the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by Cleveland Metroparks on the 27th day of October 2016, and that I am duly authorized to execute this certificate.

Brian M. Zimmerman
Chief Executive Officer

OCTOBER 27, 2016
 CLEVELAND METROPARKS
 Comparative Summary of Revenues & Expenditures

2016 VS. 2015, FOR THE MONTH ENDED SEPTEMBER 30

| | 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% | \$43,542,781 | \$53,515,913 | \$9,973,132 | 155.5% | \$36,015,173 | \$36,015,173 | 100.0% | \$54,855,432 | 152.3% |
| Receipts: | | | | | | | | | | | | | | | |
| Property Tax | \$73,127,868 | \$73,127,868 | \$73,110,484 | \$73,837,127 | \$726,643 | 101.0% | \$0 | \$3,039,588 | \$3,039,588 | 4.2% | \$73,976,165 | \$73,958,579 | 100.0% | \$3,081,775 | 4.2% |
| Grants/Local Gov't | 14,568,284 | 19,048,484 | 12,785,156 | 7,030,590 | (5,754,566) | 36.9% | 1,763,486 | 283,333 | (1,480,153) | 1.5% | 9,736,902 | 6,535,313 | 67.1% | 1,289,752 | 13.2% |
| Investment Income | 100,000 | 100,000 | 85,750 | 139,124 | 53,374 | 139.1% | 22,602 | 1,530 | (21,072) | 1.5% | 148,559 | 127,390 | 85.8% | 40,249 | 27.1% |
| Golf Receipts | 6,820,442 | 6,820,442 | 5,899,498 | 5,520,052 | (379,446) | 80.9% | 679,602 | 668,240 | (11,362) | 9.8% | 6,318,686 | 5,465,493 | 86.5% | 694,853 | 11.0% |
| Zoo Receipts | 10,035,855 | 10,035,855 | 8,206,609 | 8,427,250 | 220,641 | 84.0% | 863,471 | 935,293 | 71,822 | 9.3% | 10,046,601 | 8,214,973 | 81.8% | 957,414 | 9.5% |
| Chalet/Rest./Conc. | 4,944,371 | 4,998,071 | 4,455,732 | 3,654,924 | (800,808) | 73.1% | 532,157 | 464,644 | (67,513) | 9.3% | 3,664,531 | 3,266,894 | 89.1% | 397,086 | 10.8% |
| Lodge Pool | 168,620 | 168,620 | 173,021 | 159,370 | (13,651) | 94.5% | (6,223) | 225 | 6,448 | 0.1% | 151,560 | 155,516 | 102.6% | 270 | 0.2% |
| Self-Funded Reserve | 7,724,864 | 7,724,864 | 6,264,302 | 5,891,844 | (372,458) | 76.3% | 554,067 | 556,085 | 2,018 | 7.2% | 6,184,172 | 5,014,913 | 81.1% | 488,987 | 7.9% |
| Marina and Other | 3,519,295 | 3,519,295 | 2,925,508 | 2,648,996 | (276,512) | 75.3% | 169,382 | 198,081 | 28,699 | 5.6% | 3,061,465 | 2,545,317 | 83.1% | 321,892 | 10.5% |
| Total Receipts | \$121,009,599 | \$125,543,499 | \$113,906,061 | \$107,309,277 | (\$6,596,784) | 85.5% | \$4,578,544 | \$6,147,019 | \$1,568,475 | 4.9% | \$113,288,641 | \$105,284,388 | 92.9% | \$7,272,278 | 6.4% |
| Expenditures: | | | | | | | | | | | | | | | |
| Salaries & Fringe | \$62,867,088 | \$62,924,290 | \$47,723,722 | \$45,652,309 | \$2,071,413 | 72.6% | \$4,410,906 | \$4,874,733 | (\$463,827) | 7.7% | \$58,865,597 | \$44,645,484 | 75.8% | \$4,512,487 | 7.7% |
| Oper. Supplies/Other | 23,495,498 | 23,800,344 | 18,248,225 | 14,588,367 | 3,659,858 | 61.3% | 2,014,767 | 1,830,356 | 184,411 | 7.7% | 17,744,446 | 13,605,216 | 76.7% | 1,302,262 | 7.3% |
| Utilities | 5,382,952 | 5,382,952 | 4,290,327 | 2,968,702 | 1,321,625 | 55.2% | 487,027 | 313,123 | 173,904 | 5.8% | 3,894,830 | 3,104,099 | 79.7% | 359,123 | 9.2% |
| Equipment | 3,435,009 | 3,458,771 | 2,324,716 | 2,456,201 | (131,485) | 71.0% | 321,799 | 168,634 | 153,165 | 4.9% | 2,771,528 | 1,862,805 | 67.2% | 274,925 | 9.9% |
| Land | 2,068,312 | 2,468,312 | 1,981,096 | 2,195,759 | (214,663) | 89.0% | 199,678 | 12,547 | 187,131 | 0.5% | 2,678,044 | 2,149,429 | 80.3% | 178,543 | 6.7% |
| Constr. Materials | 6,706,443 | 6,783,187 | 5,192,923 | 2,084,491 | 3,108,432 | 30.7% | 985,242 | 254,049 | 731,193 | 3.7% | 3,567,416 | 2,731,064 | 76.6% | 153,380 | 4.3% |
| Constr. Contracts | 37,872,247 | 41,844,104 | 30,081,556 | 15,310,575 | 14,770,981 | 36.6% | 4,037,019 | 2,251,070 | 1,785,949 | 5.4% | 18,110,323 | 13,019,437 | 71.9% | 414,049 | 2.3% |
| Zoo Animals | 101,430 | 101,430 | 49,429 | 26,804 | 22,625 | 26.4% | 2,180 | 47 | 2,133 | 0.0% | 37,780 | 18,411 | 48.7% | 1,072 | 2.8% |
| Self-Funded Reserve | 7,838,165 | 8,338,165 | 6,426,724 | 7,254,547 | (827,823) | 87.0% | 317,860 | 762,555 | (444,695) | 9.1% | 7,209,557 | 5,620,254 | 78.0% | 388,508 | 5.4% |
| Total Expenses | \$149,767,143 | \$155,101,555 | \$116,318,718 | \$92,537,755 | \$23,780,963 | 59.7% | \$12,776,478 | \$10,467,114 | \$2,309,364 | 6.7% | \$114,879,521 | \$86,756,200 | 75.5% | \$7,584,349 | 6.6% |
| Ending Cash Balance | \$5,666,751 | \$4,866,239 | \$32,011,637 | \$49,195,817 | \$17,184,180 | 101.0% | \$35,344,847 | \$49,195,818 | \$13,850,971 | 101.0% | \$34,424,293 | \$54,543,361 | 158.4% | \$54,543,361 | 158.4% |
| Encumbrances | \$0 | \$0 | \$18,754,802 | \$18,754,802 (B) | \$0 | N/A | \$18,754,802 | \$18,754,802 | \$0 | N/A | \$7,932,655 | \$13,620,130 | 25.0% | \$13,620,130 | 25.0% |
| Avail. Cash Balance | \$5,666,751 | \$4,866,239 | \$13,256,835 | \$30,441,015 | \$17,184,180 | 625.6% | \$16,590,045 | \$30,441,016 | \$13,850,971 | 625.6% | \$26,491,638 | \$40,923,231 | 154.5% | \$40,923,230 | 154.5% |
| Balance in Restricted Fund | \$4,535,712 | \$4,304,188 | \$891,508 | \$891,508 | \$0 | 20.7% | \$891,508 | \$891,508 | \$0 | 20.7% | \$4,431,774 | \$3,752,868 | 25.0% | \$3,752,868 | 25.0% |
| Adj. Avail. Cash Balance | \$1,131,039 | \$562,051 | \$12,365,327 | \$29,549,507 | \$17,184,180 | \$257.4% | \$15,698,537 | \$29,549,508 | \$13,850,971 | \$257.4% | \$22,059,864 | \$37,170,363 | 168.5% | \$37,170,363 | 168.5% |

(A) Includes Appropriation Adjustment #1 and #2.
 (B) Summary of Encumbrances follows on next page.

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

| | | | | | |
|--------------------------------|----------------------------|----------|-------------|--------------------------------------|-----------------------|
| Cash balance, 8/31/16 | | | | \$53,515,913 | (Exp., cont'd) |
| Revenue, September 2016 | | | | \$6,147,019 | |
| Exp.: | A/P Vouchers | 09/08/16 | \$2,246,075 | | Payrolls |
| | | 09/07/16 | 98,294 | | 09/23/16 |
| | | 09/21/16 | 68,919 | | \$1,284,980 |
| | | 09/26/16 | 1,631,702 | | 1,283,724 |
| | | 09/28/16 | 332,606 | | |
| | Purchasing Card | | \$624,426 | | Withholding |
| | Fringe Vouchers | 09/09/16 | 555,370 | | 09/23/16 |
| | | 09/23/16 | 557,300 | | 311,718 |
| | | | | | 318,831 |
| | | | | | ADP |
| | | | | | \$11,314 |
| | | | | | Total Payroll |
| | | | | | \$3,210,567 |
| | | | | | Total Expenses |
| | | | | | \$10,467,114 |
| | Other Expenses/Adjustments | | \$311 | | |
| | Refunds | | (68,388) | | |
| | Hospitalization/WC Reserve | | 489,212 | | |
| | Cigna | | 476,475 | | |
| | Bank Fees | | 40,364 | | |
| | Auditor/Treasurer Fees | | 20,680 | | |
| | Sales Tax, Misc. Expense | | 183,200 | | |
| Subtotal Expenses | | | \$7,256,546 | Ending Cash Balance, 09/30/16 | \$49,195,818 |

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

**Cleveland Metroparks
Encumbrance Summary - 09/30/16**

| | General | Capital Equipment, Animals & Land | Capital Construction Projects | Total Encumbrances |
|---|---------------------|---|-------------------------------------|-----------------------------|
| General Fund | \$ 4,665,200 | \$ - | \$ - | \$ 4,665,200 |
| Health Insurance Reserve | 332,583 | - | - | 332,583 |
| Property Insurance Reserve | 66,551 | - | - | 66,551 |
| Workers' Comp. Reserve | - | - | - | - |
| <i>Subtotal</i> | <u>\$ 5,064,334</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 5,064,334</u> |
| Capital Fund: | | | | |
| Equipment | | \$ 704,748 | \$ - | \$ 704,748 |
| Animals | | 6,466 | - | 6,466 |
| Land | | 6,164 | - | 6,164 |
| Construction Materials | | - | 560,091 | 560,091 |
| Construction Contracts | | - | <u>9,982,794</u> | <u>9,982,794</u> |
| <i>Subtotal Capital Fund</i> | | <u>\$ 717,378</u> | <u>\$ 10,542,885</u> | <u>\$ 11,260,263</u> |
| Restricted Funds: | | | | |
| General | \$ 315,770 | \$ - | \$ - | \$ 315,770 |
| Equipment | - | 17,151 | - | 17,151 |
| Animals | - | - | - | - |
| Land | - | - | - | - |
| Construction Materials | - | - | 25,550 | 25,550 |
| Construction Contracts | - | - | <u>2,071,734</u> | <u>2,071,734</u> |
| <i>Subtotal Restricted Funds</i> | <u>\$ 315,770</u> | <u>\$ 17,151</u> | <u>\$ 2,097,284</u> | <u>\$ 2,430,205</u> |
| Subtotal Construction Projects Encumbrances | | | <u><u>\$12,640,169</u></u> * | |
| Total Encumbrances | | | | <u><u>\$ 18,754,802</u></u> |

Capital Construction Project Encumbrances over \$50,000

| <u>Div.</u> | <u>Location</u> | <u>Capital Constr. Project #/Description</u> | <u>Encumbrance</u> |
|---|--|--|-------------------------------|
| 1110 | Executive Administration | A10007 Administrative Office Improvements | \$ 2,364,253 |
| 1210 | Accounting Division | A15010 Financial ERP System | 199,199 |
| 1510 | Park Operations Administration | A11001 Emeral Ash Borer | 62,488 |
| 1510 | Park Operations Administration | A11002 Parkway Paving | 860,746 |
| 1510 | Park Operations Administration | A15002 Painting and Staining | 79,300 |
| 1510 | Park Operations Administration | A97109 Pavement Marking | 87,838 |
| 1535 | Garfield Park Management | J16001 Management Center Roof Repair | 149,668 |
| 1536 | Brecksville Park Management | K15005 Valley Parkway APT Trail | 553,367 |
| 1538 | Mill Stream Run Park Management | S15011 Timberlane Farms Stables | 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 | 75,207 |
| 1546 | Lakefront Park Management | Q14006 Edgewater Post-Season Construction | 2,028,699 |
| 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 | 349,932 |
| 1750 | Zoo Facility Operations | V14014 Koala AHU Replacement | 99,225 |
| 1750 | Zoo Facility Operations | V16004 PCA Infrastructure | 87,959 |
| 1810 | Information Technology | A11006 Web Site Development | 124,759 |
| 1810 | Information Technology | A14011 Network Upgrades | 89,219 |
| 1810 | Information Technology | A15009 Data Center | 352,813 |
| 1930 | Human Resources | A14005 HRIS/Payroll System | 57,258 |
| 3308 | Seneca Turf | 812001 Seneca Course Redesign | 797,032 |
| 3308 | Seneca Turf | 815002 Seneca Parking Lot | 73,963 |
| 5130 | Wendy Park Coast Guard Station | Q16130 Coast Guard Station Renovation | 93,605 |
| 5134 | Wendy Park Bridge - TPL | Q15134 Wendy Park Bridge Design | 178,811 |
| 5151 | Valley Parkway Trail | K16151 Valley Pkwy Trail - Phase 1 - ODOT | 294,607 |
| 5152 | Valley Parkway Trail | K16152 Valley Pkwy Trail - Phase 2 - ODOT | 72,701 |
| 5433 | Sulphur Springs Improvement - OEPA | C14433 Sulphur Springs Improvement | 106,135 |
| 5786 | Hay Barn | V14786 Hay Storage | 847,965 |
| 5788 | PCA Building | V15788 PCA Building Assessment | 197,169 |
| | All other capital project encumbrances | | <u>1,157,330</u> |
| Total Capital Construction Project Encumbrances | | | <u><u>\$ 12,640,169</u></u> * |

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

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

ACCOUNTS RECEIVABLE

RANGER/COURT FINES RECEIVABLE

| Current | Past Due | | | Total |
|-----------|----------|---------|----------|-----------|
| | 30 Days | 60 Days | 90 Days | |
| \$201,925 | \$64,027 | \$2,642 | \$36,859 | \$305,453 |

| |
|--------------|
| Total |
| \$31,998 |

INVESTMENTS

| Date Placed | Bank | Description | Days of Duration | Rate | Date of Maturity | Interest Earned | EOM Balance |
|-------------|------------------------|------------------|------------------|-------|------------------|-----------------|--------------|
| 08/30/16 | STAR Ohio | State pool (A) | 31 | 0.59% | 09/30/16 | \$1,478 | \$9,042,996 |
| 08/30/16 | STAR Plus | State pool (B) | 31 | 0.40% | 09/30/16 | \$4,890 | \$9,146,188 |
| 08/30/16 | PNC Bank | Money Market (C) | 31 | 0.05% | 09/30/16 | \$843 | \$18,907,363 |
| 08/30/16 | Fifth Third Securities | Money Market (D) | 31 | 0.26% | 09/30/16 | \$415 | \$2,573,341 |

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

Investment balance ranged from \$41,518 to \$9,042,996 in September.

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

Investment balance ranged from \$18,141,298 to \$9,146,188 in September.

(C) Government Performance Money Market Account.

Investment balance ranged from \$22,906,520 to \$18,907,363 in September.

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

Investment balance varied between \$2,059,612 to \$2,573,341 in September.

Source: Karen Fegan, Chief Financial Officer

10/16/16

RESOLUTION NO. 16-10-170

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 12, 2016 in the amount of \$139,124.17; and **Checks** dated October 21, 2016 in the amount of \$534,167.25; and **Checks** dated October 27, 2016 in the amount of \$2,227,262.74; and **Net Payroll** dated August 21, 2016 to September 3, 2016 in the amount of \$1,284,980.15; and **Withholding Taxes** in the amount of \$311,718.13; and **Net Payroll** dated September 4, 2016 to September 17, 2016 in the amount of \$1,283,724.29; and **Withholding Taxes** in the amount of \$318,830.86; and **Bank Fees/ADP Fees** in the amount of \$51,678.77; and **ACH Debits (FirstEnergy; Sales Tax)** in the amount of \$183,200.72; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated October 2, 2016 to October 15, 2016 in the amount of \$155,120.58; and **Visa Travel Card** purchases dated October 2, 2016 to October 15, 2016 in the amount of \$24,778.69; and **Manual Check** M000651 dated October 7, 2016 in the amount of \$129,200.00 payable to J J Kane Auctioneers; 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: October 27, 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 | 33 | 149 | \$ 1,687,351.77 | \$ 51,131.87 | \$ 11,324.51 | C Bid Items |
| Board Authorized Payments | 37 | 116 | \$ 144,218.44 | \$ 3,897.80 | \$ 1,243.26 | A Board Authorized Payments |
| Director Approved Payments | 38 | 145 | \$ 122,750.69 | \$ 3,230.28 | \$ 846.56 | D Director Approved Payments |
| Telephone-Written Quote Items | 14 | 100 | \$ 46,234.67 | \$ 3,302.48 | \$ 462.35 | P Telephone-Written Quote Items |
| Telephone Quote Items | 44 | 52 | \$ 91,008.52 | \$ 2,068.38 | \$ 1,750.16 | T Telephone Quote Items |
| Utilities | 23 | 176 | \$ 120,299.31 | \$ 5,230.40 | \$ 683.52 | U Utilities |
| Health Insurance | 0 | 0 | \$ - | \$ 0.00 | \$ 0.00 | H Health Insurance |
| Other Exempt Items | 56 | 59 | \$ 668,382.32 | \$ 11,935.40 | \$ 11,328.51 | E Other Exempt Items |
| Non-Bid Items less than \$1,000 | 46 | 68 | \$ 19,143.35 | \$ 416.16 | \$ 281.52 | N Non-Bid Items less than \$1,000 |
| Purchases Obtained w/o Cert. | 1 | 1 | \$ 1,165.09 | \$ 1,165.09 | \$ 1,165.09 | S Purchases Obtained w/o Cert. |
| | 292 | 866 | \$ 2,900,554.16 | \$ 9,933.40 | \$ 3,349.37 | |

- 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. 16-10-170** listed above.