

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

MARCH 15, 2018

The Board of Park Commissioners met on this date, Thursday, March 15, 2018, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

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

APPROVAL OF MINUTES.

No. 18-03-035: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of February 15, 2018, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

FINANCIAL REPORT.

Chief Financial Officer, William Chorba, presented a Comparative Summary of Revenues & Expenditures 2018 vs. 2017 Year-To-Date, for the Month Ended February 28, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **85836** to **85841** and they were filed for audit.

ACTION ITEMS.

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

Timothy R. Garris, Ranger Sergeant

Timothy R. Garris has served Cleveland Metroparks for 30 years, devoting these years of service to utilize his knowledge, skills and abilities as a Ranger, Senior Ranger, and Ranger Sergeant. Tim was assigned to protect and preserve lands and facilities, ensure visitor safety, and deter violators of park rules and laws of the state of Ohio. He has provided superior service and law enforcement to the community through proactive, innovative and unbiased practices. He demonstrated a spirit of cooperation and initiative when he trained to be a K-9 handler and was partnered with K-9 Logan, assisted Natural Resources staff with deer population management, and served in the mounted unit. Tim has provided leadership, inspiration and work direction when he was a Field Training Officer. He has attended numerous training opportunities and utilized the acquired skills to make valuable contributions in his law enforcement position. Tim has served the Greater Cleveland Community and surrounding law enforcement agencies by participating in law enforcement and public safety efforts throughout Cleveland Metroparks and the surrounding communities. Tim's professionalism and dedication has been an asset to the Ranger Department as evidenced by commendations and awards, namely the Felony Award. Tim and Logan's commitment and hard work have been appreciated by members of the Ranger Department and will not be forgotten.

- No. 18-03-036:** It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to recognize Timothy R. Garris for his years of service to Cleveland Metroparks and the greater Cleveland community by adopting the Resolution found on page **85842**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

- (b) ***2018 Appropriations Budget***
(Originating Sources: *Bill Chorba, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer*)

According to State statute, the Board of Park Commissioners adopted a temporary budget on November 30, 2017 that represented budgeted appropriations for the first quarter of 2018. Also, according to State Statute, the full annual budget is required to be adopted no later than March 31 each year.

Budget proposals were submitted by each of the Chiefs for their respective departments. A comprehensive budget was compiled, not only considering operations for 2018, but also projecting operations through 2023, the entire span of the current tax levy.

ACTION ITEMS (cont.)

A summary of the appropriations for the current year are as follows:

**CLEVELAND METROPARKS
Appropriation Summary - 2018**

| Object Code | Object Description | Baseline Budget | Carry Over Encumbrances | Total |
|------------------|--------------------------|-----------------|-------------------------|----------------|
| OPERATING | | | | |
| 51 | Salaries | \$ 49,001,929 | \$ - | \$ 49,001,929 |
| 52 | Employee Fringe Benefits | 18,199,468 | 18,271 | 18,217,739 |
| 53 | Contractual Services | 14,597,705 | 1,217,528 | 15,815,233 |
| 54 | Office Operations | 25,120,411 | 1,162,729 | 26,283,140 |
| | Operating Subtotal | 106,919,513 | 2,398,528 | 109,318,041 |
| CAPITAL | | | | |
| 572 | Capital Labor | 1,075,000 | - | 1,075,000 |
| 572 | Capital Materials | 5,157,791 | 522,220 | 5,680,011 |
| 573 | Capital Contracts | 24,848,552 | 5,933,878 | 30,782,430 |
| 574 | Capital Equipment | 2,419,599 | 368,707 | 2,788,306 |
| 575 | Zoo Animals | 75,000 | 2,100 | 77,100 |
| 576 | Land | 4,196,000 | 2,181 | 4,198,181 |
| | Capital Subtotal | 37,771,942 | 6,829,086 | 44,601,028 |
| TOTALS | | | | |
| | Grandtotals | \$ 144,691,455 | \$ 9,227,614 | \$ 153,919,069 |

No. 18-03-037: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve the 2018 proposed Appropriations, as reflected above. The adoption of these appropriations reflect the Rates and User Fees for 2018, reviewed with the Board on November 9, 2017.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

ACTION ITEMS (cont.)

- (c) ***Club Metro 2018 Financial Request***
(*Originating Sources: Charlie Rosol, Club Metro President/Becky Eicher, Club Metro Treasurer*)

Background

Club Metro, the non-profit employee club for Cleveland Metroparks, wishes to extend appreciation to the Board of Park Commissioners for its financial support of \$6,500 in 2017. With this financial support, Club Metro helped support employee activities during 2017 through recreational events (employee picnic and year end event, golf outing, etc.), charitable events (tree planting, Cleveland Food Bank, etc.), and support of Charity Choice. Club Metro's 2018 membership at this time includes 200 Cleveland Metroparks employees and retirees.

In 2017, Club Metro earned \$7,403 from membership dues (at \$35.10/employee). A 2017 audit, conducted by James G. Zupka, CPA, Inc., is on file with Club Metro President Charlie Rosol, Treasurer Becky Eicher and Cleveland Metroparks Chief Financial Officer Bill Chorba, with no irregularities reported. As of December 31, 2017, the current treasury balance is \$5,538.

Activities planned for 2018 may include but not limited to: volunteer work at the Greater Cleveland Food Bank, tree planting, summer picnic, after work gatherings, holiday event, and more. Members are given weekly discounts to over 100 various companies through membership in the Best Benefits Club (BBC).

- No. 18-03-038:** It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize payment of \$6,500 to Club Metro for 2018, with Club Metro's pledge to match the funding of \$6,500 through membership dues and fees.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

ACTION ITEMS (cont.)**(d) *Investment Policy Adoption***

(Originating Sources: William Chorba, CPA, Chief Financial Officer/Rosalina M. Fini, Chief Legal & Ethics Officer)

The Board of Park Commissioners of the Cleveland Metropolitan Park District (“Board”) directs that Cleveland Metroparks funds are to be invested according to the investment principles of liquidity, safety and return. These principles are detailed in Cleveland Metroparks Investment Policy. The Investment Policy applies to the investment of all the financial assets of Cleveland Metroparks including but not limited to the following: general, capital, internal service and restricted funds. The Investment Policy further clarifies the Chief Financial Officer’s investment responsibilities to exercise the standard of prudence, establish internal controls, monitor credit risk, diversify, ensure proper custody and report monthly investments to the Board of Park Commissioners.

Interim fund depositories for investments are selected through the banking service procurement process which included a formal request for proposal, in accordance with the Ohio Revised Code. In selecting depositories, the credit worthiness of each institution was considered, and a comprehensive review of each prospective depository's credit characteristics and financial history was undertaken.

On July 9, 2015, Resolution 15-07-113, the Board approved that Cleveland Metroparks enter into agreements with PNC, USBank, Fifth Third, Huntington, FirstMerit and KeyBank for the deposit of interim funds for the period of July 18, 2015 – July 17, 2020. Further, the Board authorized the Chief Financial Officer to execute depository contracts which included each bank acknowledging receipt of the current Cleveland Metroparks Investment Policy.

The Board serves as the policy-making authority for the Park District pursuant to Article 1, Section 1(a). The specified review time for the current Investment Policy is at hand. Thompson Hine reviewed the draft policy and has proposed the limited highlighted edits which captures provisions of the relevant sections of the Ohio Revised Code with more specificity. The revised Investment Policy can be found on pages **85843** to **85847**.

No. 18-03-039:

It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve the Investment Policy as found on pages **85843** to **85847**; further, that the Board authorize the Chief Financial Officer to execute revised Investment Policy acknowledgements from all interim fund banks as detailed above; and further that the Chief Financial Officer be instructed to file the approved Investment Policy with the Ohio Auditor of State’s office as required by Ohio Revised Code Section 135.14.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

ACTION ITEMS (cont.)

- (e) ***Authorization of Land Acquisition: K. Hovnanian Highland Ridge, LLC Property (±63.3 acres) – Euclid Creek Reservation***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Director of Real Estate & Senior Assistant Legal Counsel/Stephanie Kutsko, Land Protection Manager)

Euclid Creek carves a deep gorge through Euclid Creek Reservation creating steep forested hillsides and rocky cliffs. Situated atop the cliffs on the eastern side of the gorge is the K. Hovnanian Highland Ridge, LLC Property (“K. Hovnanian Property”). This ±63.3-acre property is located south of Highland Road and west of Donna Drive in the city of Richmond Heights, at the borders of the cities of Euclid and South Euclid and adjacent to Cleveland Metroparks Euclid Creek Reservation (reference map, page **85848**). The K. Hovnanian Property has long been recognized as a high priority for resource protection as it was identified in *The Metroparks 2000: Conserving our Natural Heritage* master plan for preservation. Euclid Creek Reservation consists of 473 acres and with the addition of this large undeveloped parcel, the reservation would grow in size by over ten percent, creating access to surrounding neighborhoods who otherwise would not have immediate access to the reservation. In fact, the K. Hovnanian Property will be the largest single acquisition in the long history of Euclid Creek Reservation with the exception of the Lakefront Lease with the City of Cleveland. This is an important acquisition for the Euclid Creek watershed as only nine percent of the watershed is protected greenspace.

The K. Hovnanian Property is primarily comprised of a young red maple forest, as well as other tree species such as black gum, pin oak, American elm, American beech and shagbark hickory. The acquisition will provide a buffer for the chestnut oak-bracken fern community that is found throughout Euclid Creek Reservation and is regionally rare. Outside of the forested areas are meadows and wetlands which are home to native plants, including some noteworthy species such as gray birch, seedbox and sphagnum moss.

K. Hovnanian Highland Ridge, LLC (“K. Hovnanian”) has agreed to sell the ±63.3-acre property via fee simple title for \$542,274. K. Hovnanian has also agreed to close in May of 2019 and Cleveland Metroparks will work to secure grant funding from various sources to help fund the acquisition in the meantime. Preservation of the K. Hovnanian Property will conserve forests, wetlands, meadows and exceptional vistas of Euclid Creek, and would be an invaluable addition to expand upon the long and linear nature of Euclid Creek Reservation.

ACTION ITEMS (cont.)

No. 18-03-040: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the acquisition of fee simple title of ±63.3 acres as hereinabove described, from the K. Hovnanian Highland Ridge, LLC, for a purchase price of \$542,274, subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

(f) *Authorization of Land Donation from Braemar Farms, LLC: Brecksville Reservation (±9.3 Acres)*

(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Director of Real Estate & Senior Assistant Legal Counsel/Stephanie Kutsko, Land Protection Manager)

Sam Petros, the developer of the Braemar Farms subdivision on Boston Road in Broadview Heights recently reached out to Cleveland Metroparks regarding a potential donation of land that borders the western edge of the newly created subdivision. This long narrow piece of property was not included in the subdivision plan for development as it contains the East Branch of the Rocky River and its associated floodplain forests and wetlands. The developer foresees this 9.3-acre property to be preserved by Cleveland Metroparks as a means of protecting these sensitive natural areas in balance with the adjacent development. This property is additionally buffered by a 20-foot easement which will maintain the existing natural vegetation along the developable sublots.

The Braemar Farms, LLC property (“Braemar Property”) is located south of Brecksville Reservation and north of Rising Valley Park, Hinckley Reservation within the valley of the East Branch Rocky River (reference map, page **85849**). The Braemar Property hosts habitats of young mixed mesic forest, mature dry-mesic forest, floodplain forest and shrub/emergent wetlands with some groundwater influence. The northern portion of the Braemar Property is comprised of many mature beech trees on the slopes and a sedge meadow with embedded pools and oxbow channels in the valley. A few vernal pools were also identified along the valley floor that may support amphibian breeding activity. The Braemar Property is within a high-priority conservation area as it is just upstream of the Rising Valley wetland complex. *Cleveland Metroparks 2020: Reservation Plan 2016 Updates* identifies the protection of the East Branch Rocky River/Rising Valley and key tributaries as an initial priority and guiding principle for protection.

ACTION ITEMS (cont.)

As a condition of the donation, Braemar Farms, LLC has requested the property not permit public access to ensure the privacy of the adjoining sublots and future homesites. However, Cleveland Metroparks and its duly authorized representatives will have access to the property at all reasonable times to ensure proper management and protection of the Braemar Property.

Judge Anthony J. Russo approved the acceptance of the donated fee parcel of land pursuant to Chapter 1545 of the Ohio Revised Code prior to the Board's consideration.

No. 18-03-041: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the acceptance of a donation of fee simple title of ±9.3 acres as hereinabove described, from Braemar Farms, LLC, subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

(g) *Authorization to Enter into Grant Agreement and Commit Match Funds*
(Originating Sources: Natalie Ronayne, Chief Development Officer/Jim Rodstrom, Director of Construction/Kristen Trolio, Grants Manager)

The Northeast Ohio Regional Sewer District (NEORSD) offers funds through the Green Infrastructure Grant Program to communities and non-profit organizations in the combined sewer area to implement green infrastructure projects that remove stormwater from the combined sewer system. Cleveland Metroparks has been awarded funds for a retrofit of the Administration Building parking lot, which is located in the Big Creek watershed.

This project includes:

- 7,500sf of vegetated bioswales to aid in stormwater management and add greenery to the parking lot;
- 1,950cf of underground storage to hold stormwater and prevent storm surges into the combined sewer system;
- 900 sf of pervious pavement to reduce stormwater runoff and provide stormwater quality treatment; and
- reconfiguration and re-paving of the parking lot.

ACTION ITEMS (cont.)

A project site plan can be found on page **85850**. This project will reduce annual stormwater runoff from the parking lot by 1,056,150 gal/year. Additionally, a project sign will be installed to educate staff and visitors on these stormwater management practices. This project aligns with the Park District’s vision to be a leader in sustainable green infrastructure.

The project costs are as follows:

| | |
|-----------------------------|---------------|
| NEORS | \$245,435 |
| <u>Cleveland Metroparks</u> | <u>59,961</u> |
| Total Project: | \$305,396 |

No. 18-03-042: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve the authorization to enter into a grant agreement with the Northeast Ohio Regional Sewer District for ±\$245,435 as described above; 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 further, that the Board authorize the Chief Executive Officer to enter into agreement and execute any other documents as may be required to accept the grant; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

(h) *Euclid Creek Reservation: Authorization to Enter into Grant Agreement*
(Originating Sources: Natalie Ronayne, Chief Development Officer/Sean E. McDermott, P.E. Chief Planning and Design Officer/Kristen Trolio, Grants Manager)

On February 15, 2018 the Board awarded a Guaranteed Maximum Price (GMP) contract to Nerone & Sons, Inc. for the construction of Euclid Beach Pier, which is Part 2 of Component 2 of the Euclid Beach and Villa Angela Beach Shoreline Improvement project, in Euclid Creek Reservation. A description of funding sources was included in the February 15, 2018 Board action and identified grant funding from the Ohio Department of Natural Resources (ODNR). Cleveland Metroparks is the recipient of a Capital Improvement award for a Community Recreation Project for the construction of Euclid Beach Pier as appropriated by the 131st General Assembly through Senate Bill 310. The ODNR Office of Real Estate administers these funds and requires a contract in order to issue reimbursement. The reimbursement based appropriation is in the amount of \$100,000, less a 1% administrative fee, for an award of \$99,000.

ACTION ITEMS (cont.)

Euclid Beach Pier is a transformational project for the park and Cleveland Metroparks looks forward to providing this new, accessible amenity to the public.

No. 18-03-043: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve the authorization to enter into a grant agreement with the Ohio Department of Natural Resources for ±\$100,000 as described above; 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 further, that the Board authorize the Chief Executive Officer to enter into agreement and execute any other documents as may be required to accept the grant; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

- (i) ***Asian Lantern Festival Agreement: Asian Lantern Festival at Cleveland Metroparks Zoo***
(Originating Sources: Kelly Manderfield, Chief Marketing Officer/Chris Kuhar Zoo Executive Director/Sam Cario, General Manager of Special Events & Experiences/Tim Savona, Director of Zoo Guest Experience & Revenue)

Background

This summer a new habitat for snow and amur leopards, red pandas and takins – Asian Highlands – will open at Cleveland Metroparks Zoo. Cleveland Metroparks Zoo would like to present the public with an additional opportunity to celebrate Asian culture that aligns with the opening of Asian Highlands by hosting an Asian Lantern Festival. This special event will provide Northeast Ohio residents with a unique experience to enjoy larger than life, illuminated lanterns and displays, attend live cultural performances, and experience an authentic Asian craft market.

This separately ticketed event will occur in the evenings after standard zoo operating hours for a minimum of 28 nights from on or about mid-June to on or about late-July, Thursdays through Sundays. The festival will feature cultural attractions and animal exhibits during the daylight hours and transition to an illuminated lantern show as the evening progresses. This is a first-time event for Cleveland Metroparks Zoo. This type of event has been successful in many other locations around the world, including the Milwaukee Botanical Gardens and the Calgary Zoo.

ACTION ITEMS (cont.)**Proposed 2018 Asian Lantern Festival Agreement**

Cleveland Metroparks seeks to enter into an agreement with Tianyu Arts & Culture, Inc. (“Tianyu”) to execute an evening, ticketed event in an effort to drive incremental attendance and cost recovery. Tianyu has a proven track record of designing and installing high quality lantern festivals. Under its agreement with Cleveland Metroparks, Tianyu will be responsible for the design, fabrication, and installation of a minimum of 42 lantern vignettes throughout the lower portion of the Zoo in locations approved by Cleveland Metroparks staff. Ticketed gross revenue from the festival will be split with 62% of revenue to Tianyu and 38% of revenue to Cleveland Metroparks.

Under this agreement, Tianyu will be responsible for the design, shipping, and installation of the lantern vignettes. Tianyu will be responsible for all lantern lighting and will purchase all materials for the lanterns, including preparing electric cables needed for the power supply inside the lanterns. Tianyu will assume all costs associated with providing artists, performers, and retail craft vendors for the festival, as well as staff to repair the lanterns throughout the run of the festival. Tianyu will also be responsible for maintaining commercial general liability and auto coverage, and obtaining P-3 visas for its artists and performers from the United States Citizen and Immigration Services.

Cleveland Metroparks will be responsible for the operational logistics of the festival, including ticketing, guest services, and overall site preparation. Cleveland Metroparks will be responsible for energy costs during installation, exhibition, maintenance, and takedown. Cleveland Metroparks will provide boxes, cables, cords, and generators to run power to the lanterns, if necessary. Cleveland Metroparks will also provide any supplemental lighting needed for safety of walking paths and a stage with basic sound and lighting for artist performances. Cleveland Metroparks retains all rights to corporate sponsorships.

No. 18-03-044: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to authorize the Chief Executive Officer to enter into an agreement and execute any other documents as may be required with *Tianyu Arts and Culture, Inc.* from May 1, 2018 through August 3, 2018 with Cleveland Metroparks Zoo for an Asian Lantern Festival with a revenue share split as defined above. This agreement will be entered into a form approved by Cleveland Metroparks Chief Legal and Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

AWARD OF BIDS:**No. 18-03-045:**

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

- (a) **Bid #6080:** **Renewal of Sewer & Pit Toilet Cleaning Services**
(see page **85820**);
- (b) **Bid #6327:** **Mixed Grass, Hay, Alfalfa and Straw**
(see page **85821**);
- (c) **Bid #6328:** **Seneca Golf Course Improvements – Earthwork
– Phase III – Brecksville Reservation**
(see page **85823**);
- (d) **Bid #6332:** **2018 Asphalt Parking Lot Improvements
(Rocky River, Mill Stream, Lakefront
Reservations and Cleveland Metroparks Zoo)**
(see page **85825**); and
- (e) **Ohio Co-Op #6336:** **One New Ford F750 37,000 GVW Single
Axle Dump Truck with Plow & Salt Spreader for
South Chagrin Reservation (see page **85827**).**

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

AWARD OF BIDS (cont.)

BID #6080 RENEWAL SUMMARY: **SEWER & PIT TOILET CLEANING SERVICES** at various locations throughout Cleveland Metroparks performed for a three (3) year period beginning May 5, 2015 through May 4, 2018 with an option to renew for an additional three (3) year period (through May 4, 2021).

| |
|---|
| ---- HIGHLIGHTS AT A GLANCE ---- |
| 2015/2018 Expenditures = \$300,000 |
| 2018/2021 Estimate = \$400,000 |

This bid requires the successful bidder to provide Sewer Cleaning and Pit Toilet Cleaning Services for various locations throughout Cleveland Metroparks on an “as needed basis.”

Hydro-Chem LLC has agreed to renew for an additional three (3) year period beginning May 5, 2018 through May 4, 2021 with an escalation of 7% in unit costs as provided in their original bid and approved by the Board on April 16, 2015.

RECOMMENDED ACTION:

That the Board to authorize the renewal of Bid #6080 to lowest and best bidder, **Hydro-Chem LLC.**, for a three (3) year period beginning May 5, 2018 and extending through May 4, 2021, **at cost not to exceed \$400,000 (total six-year cost not to exceed \$800,000)**, based upon the positive staff recommendation and the vendor’s stipulated 7% escalation in unit costs. In the event log of consumption approaches 90 percent of the total estimate, an action item will be presented to the Board requesting an increase. In the event this vendor cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety.

(See Approval of this Item by Resolution No. 18-03-045 on Page 85819)

AWARD OF BIDS (cont.)

BID #6327 SUMMARY: **MIXED GRASS HAY, ALFALFA AND STRAW** for Cleveland Metroparks Zoo, Hinckley Ranger Stables, The Chalet, Site Construction, and various locations throughout Cleveland Metroparks. To be supplied “as needed” for a one (1) year period, beginning May 15, 2018 through May 14, 2019 (with an option to renew for an additional one (1) year period, based upon the supplier’s performance and Cleveland Metroparks desire to renew contract).

| |
|---------------------------------------|
| --- HIGHLIGHTS AT A GLANCE --- |
| 2017/2018 Expenditure = \$140,000.00 |
| 2018/2019 Estimate = \$150,000.00 |

This bid requires the successful bidder to provide Mixed Grass Hay (Timothy Hay), Alfalfa Hay and Straw for Cleveland Metroparks Zoo, Hinckley Ranger Stables, The Chalet and Site Construction on an “as needed basis” for a one (1) year period beginning May 15, 2018 through May 14, 2019. In addition to the hay products used in animal feed, bedding and hay rides, the straw is also used in the seeding of grass. Staff continues to research purchasing options regarding hay and straw. As well, completion of the new hay barn at the Zoo (July 2018) will assist in storage. Cleveland Metroparks requested pricing per ton if staff unloads the trailer (at the Zoo only) compared to the supplier unloading the trailer (see below).

Despite ±15 invitations to bid, an ad posted in The Plain Dealer, the solicitation posted on Cleveland Metroparks website; as well as “Public Purchase” (a web source which enables suppliers to assess open solicitations across the country) Cleveland Metroparks received only two bids: Bill Maxwell Farms and Gill Farms. Cleveland Metroparks staff also sourced six new potential suppliers to no avail. Comparison of the two responders is listed below.

| <u>Description</u> | <u>2017/2018</u> (BID #6270) | <u>2018/2019</u> (BID 6327) Maxwell | <u>2018/2019</u> (BID #6327) Gill Farms | Awarded Price Differential |
|--|---------------------------------|---|---|---------------------------------|
| Timothy Hay AFGC 4 (Zoo unloads) | \$400/ton | \$400/ton | No Bid | 0% |
| Timothy Hay AFGC 4 (Supplier unloads) | \$410/ton | \$400/ton* | \$244/ton* | Gill Farm (39%) Maxwell (2%) |
| Timothy Hay AFGC 3 Zoo unload | \$400/ton | \$400/ton | No Bid | 0% |
| Timothy Hay AFGC 3 supplier unload | \$410/ton | \$400/ton | \$244/ton | (39%) |
| Alfalfa AFGC Prime 3 rd /4 th cutting, Zoo unload | \$440/ton | \$440/ton | No Bid | 0% |
| Alfalfa AFGC Prime 3 rd /4 th cutting, supplier unload | \$450/ton | \$440/ton | No Bid | (2%) |
| Timothy Hay AFGC 3 (Rangers) | \$400/ton | \$400/ton | No Bid | 0% |
| Straw (Zoo unloads) | \$240/ton | \$240/ton | No Bid | 0% |
| Straw (supplier unloads) | \$250/ton | \$240/ton | \$275/ton | (4%) |
| Straw (The Chalet and Site Construction) | \$240/ton | \$240/ton | No Bid | 0% |

*Gill Farms is only capable of supplying ±100 tons of Timothy Hay AFGC 4.

*Bill Maxwell Farms will provide the remaining balance of tonnage of Timothy Hay AFGC 4 (±100)

AWARD OF BIDS (cont.)

Cleveland Metroparks staff recommends a split award. Gill Farms (as indicated in the table above) is only capable of supplying ±100 ton each of Timothy Hay AFGC 4 to the Zoo only. Bill Maxwell will be awarded will be awarded the ±110 tons of Timothy Hay AFGC 4 and all quantities Alfalfa Hay and Straw for the Zoo, The Chalet, and Site Construction.

RECOMMENDED ACTION:

That the Board authorize the split award for Bid #6327 to the lowest and best bidders, **Bill Maxwell Farms and Gill Farms**, for the purchase of Mixed Grass Hay, Alfalfa and Straw, as shown and at the unit prices indicated in the bid summary and maintained in the bid file, on an as-needed basis for a one-year period for Cleveland Metroparks Zoo, Hinckley Ranger Stables, The Chalet, Site Construction and various locations throughout Cleveland Metroparks beginning May 15, 2018 through May 14, 2019, **for a total cost not to exceed \$150,000** (with an option to renew for an additional one-year period based on supplier's performance). In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

(See Approval of this Item by Resolution No. 18-03-045 on Page 85819)

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

Staff has performed a review of the bid results and subsequently reviewed the scope of work and project schedule with Tucson, Inc., the low bidder. Staff is confident Tucson, Inc. will complete this project in a professional and timely manner. Due to the cost of Base Bid 1, Base Bid 2, and alternates secured as part of the base bids, staff recommends that Base Bid 1 and all three (3) alternates be awarded at this time.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Tucson, Inc.** as the lowest and best bidder for **Bid #6328 – Seneca Golf Course Improvements – Earthwork Phase III, Brecksville Reservation**, Base Bid 1, inclusive of alternates 1 through 3, in the lump sum amount of **\$1,040,868.50**. In the event that the bidder cannot satisfy the bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lower and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of the contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 18-03-045 on Page 85819)

AWARD OF BIDS (cont.)

**BID #6332: 2018 ASPHALT PARKING LOT IMPROVEMENTS
ROCKY RIVER, MILL STREAM RUN, LAKEFRONT RESERVATIONS,
AND CLEVELAND METROPARKS ZOO**

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

Cleveland Metroparks Park Operations Department has taken inventory and condition assessments of degraded asphalt parking lots throughout the Park District. Based on those assessments, six existing parking lots were identified which warrant repairs followed by a new 1-1/2” thick asphalt surface course. This site improvement project includes the resurfacing and paving of approximately 28,297 square yards total of existing asphalt parking lots throughout Rocky River, Mill Stream Run, Lakefront Reservations, and Cleveland Metroparks Zoo.

The scope of work includes the repair and resurfacing of the following asphalt parking lots:

Base Bid:

1. South Mastick Picnic Area – Rocky River Reservation
2. Wallace Lake Picnic Area – Mill Stream Run Reservation
3. North Quarry Picnic Area – Mill Stream Run Reservation
4. South Quarry Picnic Area – Mill Stream Run Reservation
5. Northern Trek Walk – Cleveland Metroparks Zoo

Alternate:

6. Alternate A – E. 55th Marina Parking Lot – Lakefront Reservation

Bids were received on March 7, 2018 and are tabulated below:

| Bidder | Base Bid | Add Alternate A | Total Lump Sum Bid |
|------------------------------|------------------|------------------------|---------------------------|
| Barbicas Construction Co. | \$188,668 | \$65,000 | \$253,668 |
| Chagrin Valley Paving | \$187,000 | \$60,300 | \$247,300 |
| Crossroads Asphalt Recycling | \$223,983 | \$74,553 | \$298,536 |
| Ohio Paving & Construction | \$205,450 | \$75,000 | \$280,450 |
| Burton Scot Contractors | \$238,500 | \$65,000 | \$303,500 |
| Delta Asphalt Company Inc. | \$222,000 | \$68,900 | \$290,900 |
| Engineer’s Estimate | | | \$305,000 |

2018 Budget Code: 4015001-573002-PA15001
4017501-573002-ZO16002

AWARD OF BIDS (cont.)

Staff recommends awarding the **Lump Sum Base Bid plus Add Alternate A** to the lowest and best bidder, **Chagrin Valley Paving**. Chagrin Valley has successfully completed similar projects for Cleveland Metroparks in the past including the Bradley Woods Asphalt Pavement Improvements in 2009, the Oak Grove Site Improvements project in 2010, the Seneca Golf Course Asphalt Pavement Improvements in 2011, the Rivergate Parking Lot Improvements in 2014, and the 2015 Asphalt Parking Lot Improvements in North Chagrin Reservation. In addition, they have successfully completed similar projects for other northeast Ohio public agencies in the past. They have been in business for 27 years and they specialize in county, municipal, and commercial paving as well as ODOT projects.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Chagrin Valley Paving** as the lowest and best bidder for Bid #6332, 2018 Asphalt Parking Lot Improvements for the lump sum base bid amount of **\$187,000.00**, plus add Alternate A lump sum bid amount of **\$60,300.00** for a **total contract amount of \$247,300.00**. In the event that the bidder cannot satisfy their bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 18-03-045 on Page 85819)

AWARD OF BIDS (cont.)

OHIO CO-OP #6336 SUMMARY: ONE (1) NEW FORD F750 37,000 GVW SINGLE AXLE DUMP TRUCK WITH PLOW AND SALT SPREADER for South Chagrin (Replacement)

| | |
|--|--|
| DESIGNATION | South Chagrin Management Center |
| UNIT(S) REPLACED | Replacement (Plow Truck - E00401) |
| Mileage and Condition | New |
| NEW UNIT BASE COST | \$124,534 ea. |
| Build Out Date | 12 months |
| <u>TOTAL COST</u> | \$124,534 |
| DESCRIPTION AND PURPOSE - use of vehicle | 2018 Ford F750 and Equipment, 6 SPD Double OD Trans w/PTO Provision, 6.7L V8 Diesel Engine, 330PHP, 14,000 lb. Front Axle, 23,000 lb. Rear Axle, Air Brakes, 23,000 lb. Springs, 50 Gallon Aluminum Fuel Tank, 30/70 Air Ride Driver Seat, and Stationary Grille, as per quote dated 2/23/18 and State of Ohio Contract Number RS901518. This unit will be used to plow various road ways and parking lots located in their respective reservation. |
| COMPARATIVE UNIT | Prior to this year, the most recent purchase of a dump truck and truck body and modifications (up fitting) was in September 2014 (Bid #6003 Cab and Chassis) at a base price of \$77,578 and October 2014 (Bid #6030 (up fitting) at a base price of \$59,584.25 for a total of \$137,162.25, which represents a decrease in cost of 9% over the 2014 model. |

The replaced units will go to on-line auction or replace units of lesser value that will go to on-line auction.

RECOMMENDED ACTION:

That the Board approve the purchase of **One (1) New Ford F750 37,000 GVW Single Axle Dump Truck with Plow and Salt Spreader**, equipped as specified in the above summary, from **Valley Ford Truck Inc.**, for a total cost of **\$124,534**, in full utilization of the State of Ohio Contract Number RS901518.

(See Approval of this Item by Resolution No. 18-03-045 on Page 85819)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 03/15/18)

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> |
|--|---|--------------------|-------------------------|
| 2018 parkwide mulch blowing services. | Ready Field Solutions | \$27,100.00 | (7) |
| One 2018 Ford F350 pickup truck for use by Golf Management. | Bob Gillingham Ford, Inc. | \$48,082.50 | (7) |
| Wilderness Trek roof replacement at zoo. | Architectural Siding, Trim and Roofing, Inc. | \$47,375.00 | (7) |
| Special Assessments payment for Lake County easements. | Lake County Treasurer | \$12,194.58 | (3) |
| Supply and installation of carpet at Emerald Necklace Marina and Manakiki Clubhouse. | D&R Carpet | \$23,129.76 | (7) |
| One new utility body for cab and chassis EO0318. | Utility Truck Equipment, Inc. | \$14,355.00 | (2) |
| Baldwin Creek restoration project. | Enviroscience, Inc. | \$11,917.00 | (7) |
| One new 20'x8'x8' shipping container for beverage storage at East 55 th Marina. | BSI Containers | \$12,800.00 | (7) |
| Light bulbs to re-lamp the Stecher Building in the zoo. | WESCO Distribution | \$13,000.00 | (7) |

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

| <u>REF. NO. / ITEM – SERVICE</u> | <u>VENDOR</u> | <u>COST</u> | <u>PROCEDURE</u> |
|---|---|--|-------------------------|
| Final modifications and materials to complete gorilla transfer chute including stainless steel FRP door guides, bolts, steel mesh, etc. | Advantic, LLC | \$45,507.00 <u>4,018.18</u> \$49,525.18 | (7) |
| Pole banners for 2018; supplied and installed. | HKM Direct Market Communications | \$10,800.00 | (7) |
| Risk management consulting. | Crain, Langer and Company | \$19,660.00 | (5) |
| Wire, rope, and hardware. | Mazella Lifting Technology | \$10,468.77 | (7) |
| 2018 F-150 regular cab pickup truck with snow plow. | Bob Gillingham Ford, Inc. | \$30,625.50 | (7) |
| Repair parts for Edgewater Beach Cleaner. | Cherrington Enterprises, Inc. | \$11,349.56 | (3) |
| Frozen rats, mice, chicks, etc. | Pro Pets | \$50,000.00 | (7) |
| One 2008 Jeep Wrangler JK soft top Sport Utility Vehicle. | Haasz Automall of Ravenna | \$29,852.50 | (7) |
| Asian Highlands Signage and Hardware | Gopher Sign Co. | \$12,809.73 | (7) |
| Aerial Deer Survey. | Davis Aviation | \$21,452.50 | (3) |
| Various Gray Gorge Outcropping and wall stone to be used in the Asian Highlands exhibit. | Frank Brothers Landscape Supply | \$10,500.00 | (3) |
| Unemployment benefits charges. | Ohio Department of Family Service | \$12,779.31 | (3) |
| 2018 Dodge Caravan – replaces a 2006 Caravan at Rocky River. | Vision Automotive | \$22,823.50 | (2) |
| Red Cross health and safety certifications. | American Red Cross Services | \$20,504.50 | (3) |

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

| <u>REF. NO. / ITEM – SERVICE</u> | <u>VENDOR</u> | <u>COST</u> | <u>PROCEDURE</u> |
|---|----------------------------|--------------------|-------------------------|
| Banquet seating for Emerald Necklace Marina. | TriMark-SS Kemp | \$18,612.25 | (2) |
| Interior painting of areas within the Emerald Necklace Marina. | Feghali Brothers | \$10,758.00 | (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 OR AMENDMENTS TO
PROFESSIONAL SERVICE CONTRACTS (03/15/18)**

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 or Amendment</u> |
|---|--|------------------------------------|---|
| <p><u>Marina Kitchen Renovations</u> \$277,755.00</p> <p><u>Revised Contract Amount:</u> Change orders #1, 2, 3 Added \$34,385.25</p> <p><u>Revised Contract Amount:</u> Change order #4 Added \$13,100.88</p> <p>Total revised to \$325,241.13</p> | <p>Owner requested additions including plastic laminate counter in office and new exterior doors in two locations and field revisions including wall modifications in the event room and flush valve wiring.</p> | <p>Sterling Professional Group</p> | <p>Change Order No.4</p> |

APPROVAL OF VOUCHERS AND PAYROLL.

No. 18-03-034: It was moved by Vice President Berry, seconded by Vice President Rinker and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **85851** to **85983**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

PUBLIC COMMENTS.

Public comments were made by Mr. Bill Gallagher of Fairview Park and Ms. Marty Leshar of Olmsted Township. The comments of both Mr. Gallagher and Ms. Leshar can be heard in their entirety by accessing the “About” section of Cleveland Metroparks website at <https://clevelandmetroparks.com/about/cleveland-metroparks-organization/boards-of-park-commissioners>.

INFORMATION/BRIEFING ITEMS/POLICY.

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

Lisa M. Meranti, Watershed Volunteer Program Coordinator

Lisa Meranti’s career at Cleveland Metroparks began in June 2016 as the Watershed Volunteer Program Coordinator. Previously Lisa worked as Associate Director of Cuyahoga Valley Environmental Education Center and also Director of Volunteer Services for the Conservancy for Cuyahoga Valley National Park. In the latter position, Lisa led 5 staff in the recruitment and retention of over 6,300 volunteers who annually gave over 220,000 hours of service to the National Park. Currently, Lisa’s exceptional organizational skills, paired with her enthusiastic dedication, inspires individuals throughout northeast Ohio to improve our local waterways. In addition to environmental gains, Lisa’s work with the Watershed Volunteer Program has positioned our participants to find gainful employment in this field (i.e., NEORSD, EnviroScience) as well as join the board of partner watershed organizations such as Rocky River Watershed Council. Lisa holds a Master of Arts in Environmental Studies from Cleveland State University.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- b. ***From Weed to Feed: Natural Resources and Zoo Horticulture***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Jennifer Hillmer, Invasive Plant Coordinator/Christopher Kuhar, Executive Director Cleveland Metroparks Zoo/Leigh Anne Lomax, Horticulture/Facilities Manager)

Zoo horticulture staff collect and distribute browse (woody stems and branches) of 75 different species of plants to supplement the diet of zoo animals. Feeding plant browse promotes health and natural behaviors in many animal species. Browse is fed to primates, hoofstock, marsupials, rodents, insects, reptiles, bears, bats, and birds. Browse must be used fresh, so it cannot be stock-piled for use at a later time. Zoo and Natural Resources Division staff have joined expertise to collect and use invasive plant species from within the parks to meet these needs. Two plant species of note are multiflora rose, a dense, very prickly shrub, and black alder, a fast-growing tree, both of which crowd out native plants and degrade habitat for local wildlife. When possible, the removal of suitable invasive shrubs and trees is coordinated to provide a steady supply of fresh, healthy, and locally-sourced browse without incurring extra costs.

- c. ***Cleveland Metroparks 2017 Real Estate Report: Conserving Land Together, Celebrating Cleveland Metroparks Centennial Year with Our Conservation Partners***
(Originating Sources: Rosalina M. Fini, Chief Legal & Ethics Officer/Kyle G. Baker, Director of Real Estate & Senior Assistant Legal Counsel/Stephanie Kutsko, Land Protection Manager/ Isaac Smith, Conservation Program Manager)

This year's Real Estate Report summarizes the land acquisitions secured in 2017 and provides a summary of land holdings from 1917. The Report provides updated information on park real estate by reservation, community, county, and watershed. In 2017, Cleveland Metroparks acquired 171 acres in 10 transactions, and provided protection opportunities in 8 reservations and 8 communities. The 2017 acquisitions provided protection of upland forests in Brecksville and Mill Stream Run Reservations, as well as important water resources within the Beecher's Brook and Hemlock Creek valleys. Additional greenspace was acquired to buffer the Park District, specifically in Acacia and Big Creek Reservations. The 2017 acquisitions also significantly improved access and connections to Cleveland Metroparks. An important access point was acquired along the Cleveland Foundation Centennial Trail, and acquisitions in the southern portion of West Creek Reservation improved connections to the surrounding communities.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

In Cleveland Metroparks centennial year, Stinchcomb's vision has grown to include 23,379 acres. Cleveland Metroparks celebrated its centennial year with our conservation partners by conserving land together. These relationships with other conservation minded partners have helped to acquire additional land and leverage grants and donations to reduce the overall cost of acquisition. These invaluable partnerships are highlighted in the report, and since 2000 have resulted in the preservation of 2,095 acres of land valued at \$96,937,262. Following Cleveland Metroparks 100-year anniversary, the Park District is focused on continuing these relationships with our regional partners to strategically acquire land that will provide important connections to our region's valued natural resources.

d. 2017 Park District Visitation Results

(Originating Sources: Kelly Manderfield, Chief Marketing Officer/Jackie McLaughlin, Manager of Research & Analytics)

Jackie McLaughlin, Cleveland Metroparks Manager of Research and Analytics, will present the 2017 Park District Visitation Results.

Based on the 2017 Park District Visitation Study, park recreation usage has continued to increase. As compared to historical reporting, 2017 recreation visits are reported to be at their highest level. Over 18.5 million recreation visits occurred in 2017 (people using reservations in which they park their vehicles or arrive by foot/bike). This was an increase of over 700,000 (4%) visits compared to 2016. The following contributed to the growth: Edgewater visitation increased (+20%) as a result of the opening of the Beach House, record attendance at Edgewater LIVE and high attendance at the Centennial Fireworks celebration; Rocky River Reservation increased visitation (+11%) due to first full year of the Fort Hill Stairs and events to celebrate the 100th anniversary; both the Water Taxi and Merwin's Wharf saw solid growth in terms of visitation as well.

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

The following were presented to the Board for award/acknowledgment: bid tabulations, as shown on pages **85819** through **85827**; \$10,000 to \$50,000 purchased items/services report, pages **85828** through **85830**; and construction change orders, page **85831**.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, April 19, 2018, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 18-03-046: At 9:23 a.m., upon motion by Vice President Berry, seconded by Vice President Rinker and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Acquisition/Purchase of Real Property and Litigation, as stated by Chief Legal and Ethics Officer, Rose Fini.

Vote on the motion was as follows:

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

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

ADJOURNMENT.

No. 18-03-048: There being no further matters to come before the Board, upon motion by Vice President Berry, seconded by Vice President Rinker, and carried, Vice President Rinker adjourned the meeting at 9:53 a.m.

Vote on the motion was as follows:

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

President.

Attest:

Secretary.

**Cleveland Metroparks
Financial Performance
2/28/2018**

| | 2017 YTD Actual | 2017 Annual Budget | 2017 YTD % of Budget Used | 2018 YTD Actual | 2018 Annual Budget | 2018 Remaining Budget | 2018 YTD % of Budget Used |
|--|--------------------------------|-----------------------------------|--|--------------------------------|-----------------------------------|--------------------------------------|--|
| Revenues: | | | | | | | |
| Property Tax | 32,789,000 | 74,233,000 | 44.2% | 33,201,000 | | | |
| Local Gov't, Donations, Gifts, Grants | 1,379,988 | 12,248,625 | 11.3% | 1,267,484 | | | |
| Interest Income | 18,361 | 225,000 | 8.2% | 53,816 | | | |
| Charges for Services | 2,690,017 | 36,356,372 | 7.4% | 2,459,809 | | | |
| Damages and Fines | 19,066 | 132,415 | 14.4% | 16,218 | | | |
| Self-Funded | \$1,445,723 | - | | 1,502,348 | | | |
| Total Revenues | 38,342,155 | 123,195,412 | 31.1% | 38,500,675 | | | |
| Operating Expenditures: | | | | | | | |
| Salaries and Benefits | 7,369,600 | 65,695,610 | 11.2% | 8,078,853 | | | |
| Contractual Services | 1,766,830 | 6,305,092 | 28.0% | 713,007 | | | |
| Operations | 1,696,070 | 25,899,670 | 6.5% | 2,104,850 | | | |
| Self-Funded | 1,206,529 | 7,670,000 | 15.7% | 2,328,221 | | | |
| Operating Expenditures | 12,039,028 | 105,570,372 | 11.4% | 13,224,929 | | | |
| Operating Results - Surplus/(Subsidy) | 26,303,128 | 17,625,040 | 149.2% | 25,275,745 | | | |
| Capital Expenditures: | | | | | | | |
| Capital Project Labor | - | 876,945 | 0.0% | 112,725 | | | |
| Capital Material | 180,230 | 6,823,381 | 2.6% | 263,177 | | | |
| Capital Contracts | 2,103,590 | 36,795,011 | 5.7% | 2,925,924 | | | |
| Capital Equipment | 681,941 | 2,767,725 | 24.6% | 94,058 | | | |
| Animal Acquisition | 6,489 | 88,467 | 7.3% | 2,246 | | | |
| Land Acquisition | 198,380 | 1,982,543 | 10.0% | 539,986 | | | |
| Capital Expenditures | 3,170,630 | 49,334,072 | 6.4% | 3,938,116 | | | |

**Cleveland Metroparks
Golf Operations by Location
2/28/2018**

| | Big Met (18) | | Little Met (9) | | Mastik Woods (9) | | Manakiki (18) | | Sleepy Hollow (18) | |
|----------------------------|---------------|---------------|----------------|------------|------------------|------------|---------------|---------------|--------------------|---------------|
| | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Operating Revenues: | | | | | | | | | | |
| Greens Fees | 19,749 | 8,749 | 308 | 152 | - | - | 6,988 | 808 | 15,390 | 1,704 |
| Equipment Rentals | 7,478 | 1,695 | 261 | - | 418 | - | 3,931 | 375 | 9,843 | 692 |
| Driving Range/Practice Tee | - | - | - | - | - | - | 104 | - | 6,095 | 1,632 |
| Professional Services | 20 | 210 | - | - | - | 725 | - | 815 | - | 1,744 |
| Merchandise Sales | 3,406 | 1,063 | 34 | - | - | - | 530 | 39 | 1,931 | 587 |
| Food Service | 5,843 | 6,964 | 24 | - | - | - | 9,842 | 10,828 | 11,850 | - |
| Other Golf Revenue | 1,149 | 1,197 | (8) | - | - | - | 572 | 832 | 2,093 | 19,876 |
| Operating Revenues | 37,644 | 19,878 | 619 | 152 | 418 | 725 | 21,967 | 13,697 | 47,201 | 26,234 |

| | | | | | | | | | | |
|------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Operating Expenditures: | | | | | | | | | | |
| Salaries and Benefits | 65,844 | 68,245 | 12,240 | 15,828 | 10,931 | 10,230 | 49,353 | 54,670 | 52,283 | 71,303 |
| Contractual Services | 154 | 735 | - | - | - | - | - | - | 596 | 999 |
| Operations | 9,872 | 40,957 | 5,993 | 11,953 | 12,716 | 7,696 | 17,498 | 31,195 | 36,687 | 30,871 |
| <i>Utilities</i> | 5,040 | 5,901 | 3,959 | 5,113 | 12,452 | 2,538 | 16,375 | 12,771 | 13,518 | 7,505 |
| <i>Operating Expenses</i> | 4,832 | 35,057 | 2,034 | 6,840 | 264 | 5,158 | 1,123 | 18,423 | 23,169 | 23,366 |
| Operating Expenditures | 75,870 | 109,937 | 18,233 | 27,781 | 23,647 | 17,926 | 66,851 | 85,864 | 89,566 | 103,173 |
| Operating Surplus/(Subsidy) | (38,226) | (90,059) | (17,614) | (27,629) | (23,230) | (17,201) | (44,884) | (72,167) | (42,365) | (76,939) |

| | | | | | | | | | | |
|------------------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|
| Capital Expenditures: | | | | | | | | | | |
| In-House Capital Labor | - | - | - | - | - | - | - | - | - | - |
| Capital Material | - | 13,961 | - | - | - | - | 3,099 | - | - | - |
| Capital Contracts | - | 18,073 | - | - | - | 3,287 | 48,975 | - | 6,608 | - |
| Capital Equipment | - | - | - | - | - | - | 389,026 | - | - | - |
| Capital Expenditures | - | 32,034 | - | - | - | 3,287 | 441,100 | - | 6,608 | - |
| Net Surplus/(Subsidy) | (38,226) | (122,093) | (17,614) | (27,629) | (23,230) | (20,489) | (485,984) | (72,167) | (48,973) | (76,939) |

| | Shawnee Hills (27) | | Washington Park (9) | | Seneca (27) | | Golf Admin | | Total | |
|----------------------------|--------------------|--------------|---------------------|---------------|---------------|---------------|--------------|--------------|----------------|---------------|
| | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Operating Revenues: | | | | | | | | | | |
| Greens Fees | - | 4,296 | 5,837 | 1,024 | 7,166 | 4,104 | - | - | 55,436 | 20,835 |
| Equipment Rentals | - | 735 | 767 | 9 | 2,871 | 225 | - | - | 25,568 | 3,730 |
| Driving Range/Practice Tee | - | 844 | 837 | 3,681 | 60 | - | - | 1,252 | 7,096 | 7,409 |
| Professional Services | - | 505 | 250 | 3,270 | - | 5,153 | - | - | 270 | 12,422 |
| Merchandise Sales | - | 312 | 666 | 185 | 347 | 472 | 3,798 | - | 10,712 | 2,658 |
| Food Service | - | 758 | 406 | 131 | 488 | 53 | - | - | 28,452 | 18,735 |
| Other Golf Revenue | - | 824 | 1,461 | 7,900 | 1,060 | 2,950 | (0) | 0 | 6,327 | 33,580 |
| Operating Revenues | - | 8,274 | 10,223 | 16,200 | 11,991 | 12,956 | 3,798 | 1,252 | 133,860 | 99,368 |

| | | | | | | | | | | |
|------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|------------------|------------------|
| Operating Expenditures: | | | | | | | | | | |
| Salaries and Benefits | 44,037 | 50,819 | 26,125 | 28,267 | 56,731 | 64,784 | 108,016 | 85,447 | 425,559 | 449,592 |
| Contractual Services | 183 | 178 | - | 67 | 257 | 259 | 608 | - | 1,798 | 2,238 |
| Operations | 10,202 | 29,659 | 3,228 | 21,180 | 8,669 | 29,636 | 16,145 | 7,634 | 121,011 | 210,781 |
| <i>Utilities</i> | 7,412 | 6,989 | 2,692 | 8,288 | 6,276 | 6,535 | 565 | 525 | 68,291 | 56,165 |
| <i>Operating Expenses</i> | 2,789 | 22,670 | 536 | 12,892 | 2,393 | 23,100 | 15,579 | 7,109 | 52,720 | 154,616 |
| Operating Expenditures | 54,421 | 80,655 | 29,353 | 49,513 | 65,658 | 94,679 | 124,769 | 93,081 | 548,367 | 662,611 |
| Operating Surplus/(Subsidy) | (54,421) | (72,382) | (19,129) | (33,313) | (53,667) | (81,723) | (120,971) | (91,829) | (414,508) | (563,242) |

| | | | | | | | | | | |
|------------------------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Capital Expenditures: | | | | | | | | | | |
| In-House Capital Labor | - | - | - | - | - | 20,028 | - | - | - | 20,028 |
| Capital Material | - | - | - | - | - | - | - | - | 3,099 | 13,961 |
| Capital Contracts | - | - | - | - | 131,483 | 8,215 | - | - | 187,065 | 29,575 |
| Capital Equipment | - | - | - | - | - | - | - | 46,472 | 389,026 | 46,472 |
| Capital Expenditures | - | - | - | - | 131,483 | 28,243 | - | 46,472 | 579,190 | 110,036 |
| Net Surplus/(Subsidy) | (54,421) | (72,382) | (19,129) | (33,313) | (185,150) | (109,966) | (120,971) | (138,301) | (993,698) | (673,278) |

**Cleveland Metroparks Zoo
Zoo Operations
2/28/2018**

| | 2017 YTD Actual | 2017 Annual Budget | 2017 YTD % of Budget Used | 2018 YTD Actual | 2018 Annual Budget | 2018 Available Budget | 2018 YTD % of Budget Used |
|--|-----------------------|--------------------------|---------------------------------|-----------------------|--------------------------|-----------------------------|---------------------------------|
| Operating Revenues: | | | | | | | |
| General & Special Event Admissions | 107,000 | 4,114,800 | 2.6% | 93,492 | | | |
| Zoo Guest Experience | 7,330 | 973,363 | 0.8% | 2,499 | | | |
| Zoo Society Attendance | 712,000 | 1,982,500 | 35.9% | 737,000 | | | |
| Zoo Souvenirs/Refreshments | 59,173 | 1,587,620 | 3.7% | 57,649 | | | |
| Education | 168,311 | 870,548 | 19.3% | 81,744 | | | |
| Zoo Rental and Events | - | - | | 48,750 | | | |
| Consignment Admissions | 1,332 | 400,000 | 0.3% | 5,116 | | | |
| Miscellaneous | 566 | 10,729 | 5.3% | 2,893 | | | |
| Total Revenues | 1,055,712 | 9,939,560 | 10.6% | 1,029,143 | - | - | |
| Operating Expenditures: | | | | | | | |
| Salaries and Benefits | 1,963,891 | 15,053,495 | 13.0% | 2,169,065 | | | |
| Contractual Services | 30,612 | 298,316 | 10.3% | 13,752 | | | |
| Operations | 448,150 | 5,549,216 | 8.1% | 654,273 | | | |
| <i>Utilities</i> | 275,690 | 2,485,305 | 11.1% | 400,943 | | | |
| <i>Other</i> | 172,460 | 3,063,911 | 5.6% | 253,331 | | | |
| Total Operating Expenditures | 2,442,653 | 20,901,027 | 11.7% | 2,837,091 | - | - | |
| Operating Surplus/(Subsidy) | (1,386,941) | (10,961,467) | 12.7% | (1,807,948) | - | - | |
| Capital Revenues: | | | | | | | |
| Zoo Animal Sales | 576 | - | (576) | - | | | |
| Total Revenues | 576 | - | (576) | - | - | - | |
| Capital Expenditures: | | | | | | | |
| Capital Labor | - | - | | 6,966 | | | |
| Capital Material | 18,757 | 812,628 | 2.3% | 81,361 | | | |
| Capital Contracts | 17,190 | 3,805,138 | 0.5% | 245,461 | | | |
| Capital Equipment | 73,158 | 418,491 | 17.5% | 31,871 | | | |
| Animal Acquisition | 6,489 | 88,467 | 7.3% | 2,246 | | | |
| Total Capital Expenditures | 115,594 | 5,124,724 | 2.3% | 367,905 | - | - | |
| Capital Surplus/(Subsidy) | (115,018) | (5,124,724) | 2.2% | (367,905) | - | - | |
| Restricted Fund Revenue: | | | | | | | |
| Operating | 46,832 | 1,609,194 | 2.9% | 115,080 | | | |
| Capital | 70,248 | 2,413,790 | 2.9% | 172,620 | | | |
| Total Restricted Fund Revenues | 117,080 | 4,022,984 | 2.9% | 287,700 | - | - | |
| Restricted Fund Expenditures: | | | | | | | |
| Operating | 155,485 | 1,254,148 | 12.4% | 83,415 | | | |
| Capital | 4,718 | 3,056,268 | 0.2% | 865,162 | | | |
| Total Restricted Fund Expenditure | 160,202 | ##### | 3.7% | 948,576 | - | - | |
| Restricted Fund Surplus/(Subsidy) | (43,122) | (287,432) | 15.0% | (660,876) | - | - | |

MARCH 15, 2018

85839

Cleveland Metroparks
Enterprise Operations by Location
2/28/2018

| | Merwin's Wharf | | Wallace Lake | | Huntington Concessions | | Edgewater Beach House | |
|-----------------------------|----------------|----------|--------------|-------|------------------------|-------|-----------------------|----------|
| | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Operating Revenues | 108,023 | 102,240 | | | | | | |
| Operating Expenditures | 145,523 | 176,147 | 734 | 335 | 564 | 671 | 222 | 10,025 |
| Operating Surplus/(Subsidy) | (37,500) | (73,906) | (734) | (335) | (564) | (671) | (222) | (10,025) |
| Capital Expenditures | 21,757 | - | - | - | 2,999 | - | - | - |
| Net Surplus/(Subsidy) | (59,257) | (73,906) | (734) | (335) | (3,563) | (671) | (222) | (10,025) |

| | Mobile Concessions | | Hinckley Lake Concessions | | Edgewater Pier | | East 55th Restaurant | |
|-----------------------------|--------------------|------|---------------------------|------|----------------|-------|----------------------|-------|
| | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Operating Revenues | | | | | | | 8,085 | |
| Operating Expenditures | 88 | - | 416 | 21 | 156 | 129 | 260 | 915 |
| Operating Surplus/(Subsidy) | (88) | - | (416) | (21) | (156) | (129) | 7,825 | (915) |
| Capital Expenditures | - | - | - | - | - | - | - | - |
| Net Surplus/(Subsidy) | (88) | - | (416) | (21) | (156) | (129) | 7,825 | (915) |

| | East 55th Marina | | Emerald Necklace Restaurant | | Emerald Necklace Marina | | Parking | |
|-----------------------------|------------------|---------|-----------------------------|-------|-------------------------|--------|---------|--------|
| | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Operating Revenues | 374,163 | 420,232 | | | 66,735 | 85,061 | 23,056 | 20,505 |
| Operating Expenditures | 15,011 | 6,188 | 839 | 732 | 4,428 | 5,052 | 1,078 | 2,089 |
| Operating Surplus/(Subsidy) | 359,152 | 414,044 | (839) | (732) | 62,307 | 80,009 | 21,978 | 18,416 |
| Capital Expenditures | 21,757 | - | 61 | - | 453 | 276 | - | - |
| Net Surplus/(Subsidy) | 337,395 | 414,044 | (900) | (732) | 61,853 | 79,733 | 21,978 | 18,416 |

| | Chalet | | Ledge Lake | | Enterprise Administration | | Total | |
|-----------------------------|---------|---------|------------|-------|---------------------------|-----------|---------|---------|
| | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Operating Revenues | 152,344 | 139,855 | (1,065) | 1,380 | - | - | 731,341 | 769,273 |
| Operating Expenditures | 101,328 | 118,911 | 2,784 | 1,021 | 111,207 | 148,398 | 384,639 | 470,635 |
| Operating Surplus/(Subsidy) | 51,015 | 20,944 | (3,850) | 359 | (111,207) | (148,398) | 346,702 | 298,638 |
| Capital Expenditures | 26,162 | 7,114 | - | - | 1,039 | 3,269 | 74,228 | 10,659 |
| Net Surplus/(Subsidy) | 24,854 | 13,830 | (3,850) | 359 | (112,246) | (151,667) | 272,474 | 287,979 |

**Cleveland Metroparks
Kiosk/Nature Shop Operations by Location
2/28/2018**

| | North Chagrin | | Rocky River | | West Creek | | Hinckley Lake Boat Shop | |
|------------------------------------|---------------|------------|--------------|--------------|------------|--------------|-------------------------|-----------------|
| | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Operating Revenues | 7,721 | 5,605 | 14,003 | 12,195 | 3,200 | 2,776 | 5,741 | 2,394 |
| Operating Expenditures | 4,548 | 4,720 | 9,951 | 12,713 | 3,021 | 3,155 | 14,294 | 17,064 |
| Operating Surplus/(Subsidy) | 3,173 | 886 | 4,052 | (518) | 179 | (379) | (8,552) | (14,669) |
| Capital Expenditures | - | - | - | - | - | - | - | - |
| Net Surplus/(Subsidy) | 3,173 | 886 | 4,052 | (518) | 179 | (379) | (8,552) | (14,669) |

| | Nature Shop Mobile | | Great Northern Kiosk | | Retail Division/Admin | | Total | |
|------------------------------------|--------------------|------------|----------------------|----------------|-----------------------|--------------|----------------|-----------------|
| | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Operating Revenues | | 1,484 | | | | | 30,666 | 24,455 |
| Operating Expenditures | 277 | 608 | 1,867 | 1,628 | 4,300 | 966 | 38,259 | 40,853 |
| Operating Surplus/(Subsidy) | (277) | 876 | (1,867) | (1,628) | (4,300) | (966) | (7,593) | (16,398) |
| Capital Expenditures | - | - | - | - | - | - | - | - |
| Net Surplus/(Subsidy) | (277) | 876 | (1,867) | (1,628) | (4,300) | (966) | (7,593) | (16,398) |

**CLEVELAND METROPARKS
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES
FOR THE MONTH ENDED FEBRUARY 28, 2018**

ACCOUNTS RECEIVABLE

RANGER/COURT FINES RECEIVABLE

| Current | Past Due | | | Total |
|-----------|----------|-----------|----------|-----------|
| | 30 Days | 60 Days | 90 Days | |
| \$769,723 | \$33,544 | \$128,557 | \$56,843 | \$988,667 |

| |
|--------------|
| Total |
| \$43,013 |

INVESTMENTS

| Date Placed | Bank | Description | Days of Duration | Rate | Date of Maturity | Interest Earned | EOM Balance |
|-------------|------------------------|-----------------------------|------------------|---------|------------------|-----------------|--------------|
| 02/01/18 | PNC Bank | Money Market (A) | -1 | 0.50% | 01/31/18 | \$5,472 | \$21,945,149 |
| 02/01/18 | Fifth Third Securities | Money Market (B) | -1 | 1.18% | 01/31/18 | \$453 | \$2,640,790 |
| Various | Fifth Third Securities | Certificates of Deposit (C) | -1 | Various | Various | \$12,712 | \$2,000,000 |
| 02/01/18 | STAR Ohio | State pool (D) | -1 | 1.44% | 01/31/18 | \$8,510 | \$11,700,343 |
| 02/01/18 | STAR Plus | State pool (F) | -1 | 1.46% | 01/31/18 | \$488 | \$663,648 |

(A) Government Performance Money Market Account.

\$38,949,929

Investment balance ranged from \$5,940,185 to \$21,945,149 in February.

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

Investment balance varied between \$2,637,464 to \$2,640,790 in February.

(C) Brokered Certificates of Deposit.

Maturities range from 4/19/18 through 10/07/19 at rates from 0.90% to 1.30%.

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

Investment balance ranged from \$14,685,617 to \$11,700,343 in February.

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

Investment balance ranged from \$662,885 to \$663,648 in February.

RESOLUTION RECOGNIZING THE RETIREMENT OF TIMOTHY R. GARRIS

WHEREAS, *Timothy R. Garris has served Cleveland Metroparks for 30 years; and,*

WHEREAS, *Timothy R. Garris has devoted these years of service utilizing his knowledge, skills and abilities as a Ranger, Senior Ranger, and Ranger Sergeant; and,*

WHEREAS, *Timothy R. Garris was assigned to protect and preserve lands and facilities, ensure visitor safety, and deter violators of park rules and laws of the State of Ohio; and,*

WHEREAS, *Timothy R. Garris has provided superior service and law enforcement to the community through proactive, innovative and unbiased practices; and,*

WHEREAS, *Timothy R. Garris demonstrated a spirit of cooperation and initiative when he trained to be a K-9 handler and was partnered with K-9 Logan, assisted Natural Resources staff with deer population management, and served in the mounted unit; and,*

WHEREAS, *Timothy R. Garris has provided leadership, inspiration and work direction when he was a Field Training Officer; and,*

WHEREAS, *Timothy R. Garris has attended numerous training opportunities and utilized the acquired skills to make valuable contributions in his law enforcement position; and,*

WHEREAS, *Timothy R. Garris has served the Greater Cleveland Community and surrounding law enforcement agencies by participating in law enforcement and public safety efforts throughout Cleveland Metroparks and the surrounding communities; and,*

WHEREAS, *Timothy R. Garris' professionalism and dedication has been an asset to the Ranger Department as evidenced by commendations and awards, namely the Felony Award. Timothy R. Garris and Logan's commitment and hard work have been appreciated by members of the Ranger Department and will not be forgotten.*

NOW, THEREFORE, BE IT RESOLVED, *that the Board of Park Commissioners of Cleveland Metroparks expresses its sincere appreciation to Timothy R. Garris for his years of service and dedication in serving the citizens of Greater Cleveland.*



Dan T. Moore
President, Board of Park Commissioners



Brian M. Zimmerman
Chief Executive Officer



BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT

POLICY STATEMENT

SUBJECT: INVESTMENT POLICY

EFFECTIVE DATE: _____

PURPOSE & OBJECTIVES

The Board of Park Commissioners of The Cleveland Metropolitan Park District ("Park District") directs that ~~Cleveland Metroparks~~ the Park District's funds are to be invested according to the following principles:

- A. *Liquidity*: The Chief Financial Officer shall assure that funds are constantly available to meet immediate payment requirements, including payroll and accounts payable.
- B. *Safety*: Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required in order that potential losses on individual investments do not exceed the income generated from the remainder of the portfolio. All investments shall be investment grade securities meeting the requirements of "Investment Instruments" and carrying a credited rating as described under "Credit Risk".
- C. *Return*: The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio.

SCOPE

This Investment Policy applies to the financial assets of all funds, including but not limited to, the following: general, capital, internal service and restricted sub-funds.

POLICYA. **Prudence Required**

1. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments should not be made for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
2. The standard of prudence to be used by the Chief Financial Officer shall be the "prudent person" and shall be applied to the context of managing an overall portfolio. The Chief Financial Officer shall exercise due diligence and report any deviation of an investment's performance from original expectations in a timely fashion and undertake appropriate action to control adverse developments.

B. **Internal Controls**

The Chief Financial Officer shall establish a system of internal controls. The internal controls will be reviewed by an independent auditor. The controls should be designed to prevent and control loss of public funds arising from fraud,

BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT

POLICY STATEMENT

SUBJECT: INVESTMENT POLICY

EFFECTIVE DATE: _____

and the market value of securities subject to a written repurchase agreement must exceed the principal value of the written repurchase agreement by at least 2% and be marked to market daily.

- Fully collateralized certificates of deposit provided the conditions in Ohio Revised Code §135.144 are satisfied.
- Additional Eligible Investments for a Subdivision other than a County. The Chief Financial Officer is authorized to invest up to **25%** of the Park District's interim moneys available for investment in either (1) commercial paper notes or (2) bankers acceptances. However, only after completing additional training of a type and amount approved by the Treasurer of State and subject to the following limitations on these investments:
 -
 -

1. Commercial Paper Notes:

- must be issued either by a for-profit corporation existing under Ohio law or the law any other state of the United States or by one of the several other entities described in ~~ORC~~Ohio Revised Code §1705.01(d)(2) and existing under the laws of Ohio, the United States or any other state, which organization has assets exceeding \$500 million dollars; must be rated at the time of purchase in the highest classification established by at least two nationally recognized standard rating services;
- must have an aggregate value not exceeding 10% of the aggregate value of the outstanding commercial paper of the issuing organization; ~~and~~
- must mature not later than 180 days after purchase.; ~~and~~ - _____
- investment in a single issuer shall not exceed in the aggregate 5% of interim moneys available for investment at the time of purchase.

2. Bankers Acceptances:

- must be issued by a bank insured by the Federal Deposit Insurance Corporation;
- must be eligible for purchase by the Federal Reserve System; ~~and~~
- must mature not later than 180 days after purchase (~~ORC~~Ohio Revised Code §135.14(B)(7).); ~~and~~
- the treasurer or governing board has completed training approved by the Treasurer of the State.

D. Credit Risk

The Chief Financial Officer shall invest in securities that carry a Standard and Poor's rating of AA or higher or Moody's rating of Aa or higher.

E. Relationship with Financial Institutions

BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT

POLICY STATEMENT

SUBJECT: INVESTMENT POLICY

EFFECTIVE DATE: _____

1. Depositories shall be selected through the banking service procurement process and shall include a formal request for proposals issued every five years, in accordance with the Ohio Revised Code.
2. In selecting depositories, the credit worthiness of each institution shall be considered, and the Chief Financial Officer shall conduct a comprehensive review of each prospective depository's credit characteristics and financial history.

F. Diversification

The Chief Financial Officer shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in overinvesting in specific instruments, individual institutions or maturities.

G. Safekeeping and Custody

To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping accounts on behalf of the Park District or ~~state~~State treasurer. Bearer instruments should be held only through third-party institutions. The Chief Financial Officer shall be bonded to protect the public against possible embezzlement and malfeasance. ~~Collateralized~~All securities, ~~such as repurchase agreements,~~ shall be purchased using the delivery versus payment procedure unless prevailing practices or economic circumstances dictate otherwise. If securities transferred are not represented by a certificate, payment shall be made only upon receipt of confirmation of transfer from the custodian by the treasurer or the Board of Park Commissioners. Ownership shall be protected through third-party custodial safekeeping. Safekeeping procedures shall be reviewed annually by an independent auditor.

H. Ethics

1. Park District Officers and employees involved in the investment process shall refrain from personal investment or business activity which could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
2. Employees and the Chief Financial Officer shall disclose to the President of the Board of Park Commissioners any material interest in financial institutions which conduct business with the Park District, and they shall further disclose any large personal financial/investment positions ~~that could be related to the performance of~~ in securities in which the Park District invests could be affected by investments by the Park District's ~~portfolio~~. Employees and officers shall subordinate their personal investment transactions to those of the Park District, particularly with regard to the timing of purchases and sales.

I. Reporting Requirements

The Chief Financial Officer shall submit to the Board of Park Commissioners a monthly report of investments which shall contain all investments made during the period. This report shall disclose the financial institution used, the type of investment, principal amount invested, interest rate and the amount of interest earned/to be earned.

**BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT
POLICY STATEMENT**

SUBJECT: INVESTMENT POLICY

EFFECTIVE DATE: _____

J. Financial Institution Acknowledgement

Financial institutions awarded a contract for the deposit of interim or active funds shall sign the following acknowledgement:

“I hereby acknowledge receipt of ~~Cleveland Metroparks~~the Investment Policy ~~of the Board of Park Commissioners of The Cleveland Metropolitan Park District.~~”

Signed by: _____

Date: _____

Institution: _____

REFERENCE: Uniform Depository Act: Ohio Revised Code Chapter 135

Approved:

Brian M. Zimmerman
Chief Executive Officer

Board Vice President

Approval Date

Review Date

Euclid Creek Reservation

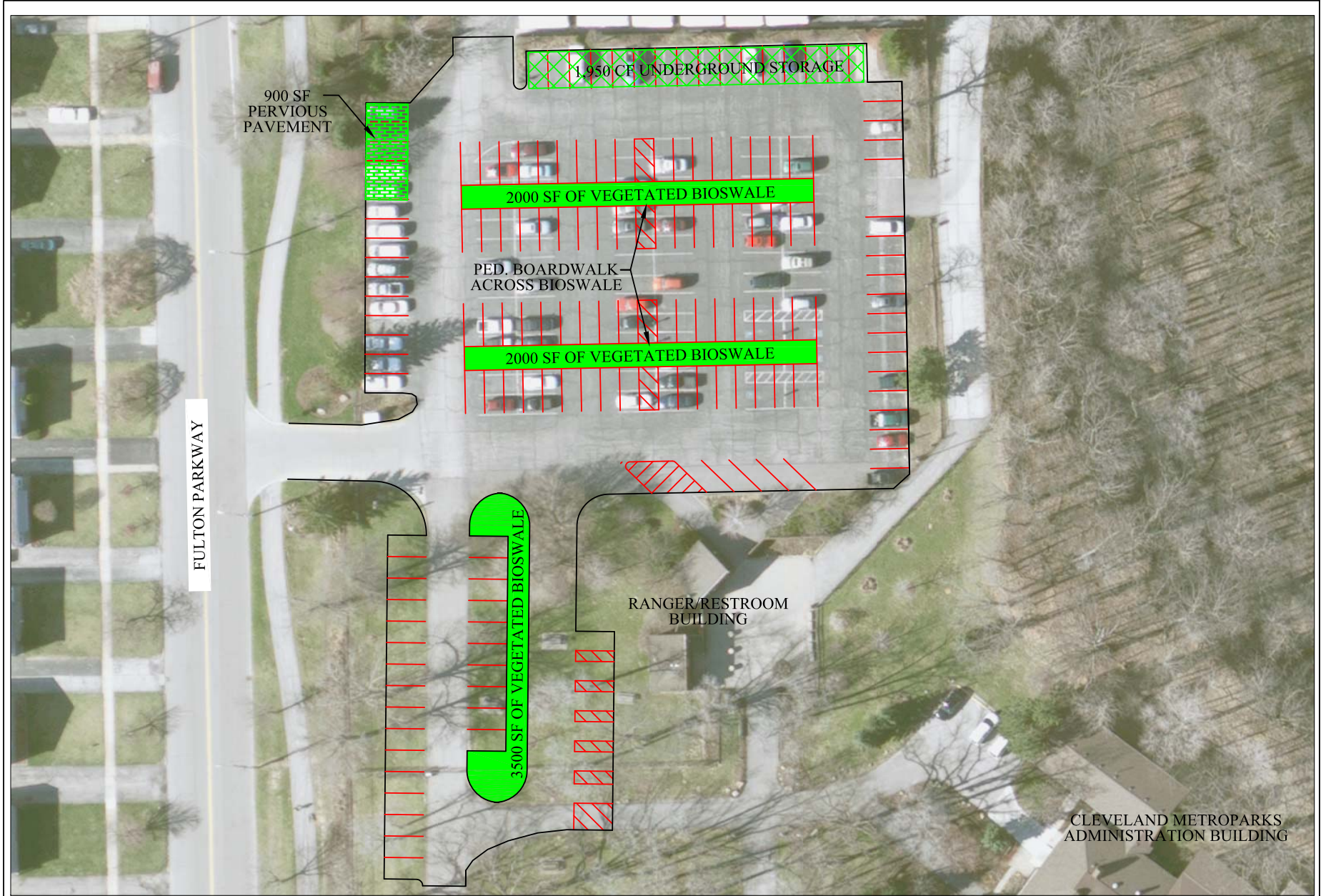
K. Hovnanian Highland Ridge, LLC Property - Richmond Heights



Brecksville Reservation

Braemar Farms, LLC Property - Broadview Heights





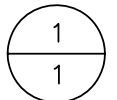
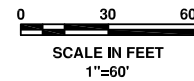
CLEVELAND METROPARKS
ADMINISTRATION BUILDING



**Cleveland
Metroparks**



ADMINISTRATION PARKING LOT GREEN INFRASTRUCTURE



MARCH 15, 2018

85851-85983

RESOLUTION NO. 18-03-034

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 payment of the following items, which may include Then and Now Certificates, are ratified by the Board of Park Commissioners. All expenditures have been reviewed and approved for payment by the Chief Financial Officer and Chief Executive Officer in accordance with the by-laws of the Board of Park Commissioners.

Checks dated February 9, 2018 in the amount of \$2,065,213.65

Checks dated February 16, 2018 in the amount of \$981,101.14

Checks dated February 23, 2018 in the amount of \$752,493.43

Checks dated March 2, 2018 in the amount of \$1,325,550.48

Net Payroll dated January 21, 2018 to February 3, 2018 in the amount of \$1,148,793.21

Withholding Taxes in the amount of \$269,315.38

Net Payroll dated February 4, 2018 to February 17, 2018 in the amount of \$1,164,581.10

Withholding Taxes in the amount of \$270,874.15

Bank Fees/ADP Fees in the amount of \$22,069.24

ACH Debits (First Energy; Sales Tax) in the amount of \$59,783.28

Visa/Travel Purchasing Card dated February 4, 2018 to March 3, 2018 in the amount of \$336,926.09

Total amount: \$8,396,701.15

PASSED: March 15, 2018

Attest: _____

President of The Board of Park Commissioners

Chief Executive Officer

RECOMMENDED ACTION:

That the Board of Park Commissioners approves **Resolution No. 18-03-034** listed above.