

**MINUTES OF THE**  
**BOARD OF PARK COMMISSIONERS**  
**OF THE**  
**CLEVELAND METROPOLITAN PARK DISTRICT**  
**AUGUST 20, 2020**

The Board of Park Commissioners met on this date, Thursday, August 20, 2020, 8:00 a.m., in-person and via videoconference pursuant to HB 197.

The roll call showed President Bruce G. Rinker, Vice President Debra K. Berry, and Vice President Dan T. Moore to be present. 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. 20-08-109:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve the minutes from the Regular Meeting of July 16, 2020, 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, William Chorba, presented a Comparative Summary of Revenues & Expenditures 2020 vs. 2019 Year-To-Date, for the Month Ended July 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **91950** to **91957** and they were filed for audit.

**ACTION ITEMS.**

- (a) **2020 Budget Adjustment No. 7**  
*(Originating Sources: William Chorba, Chief Financial Officer/Brian M. Zimmerman, Chief Executive Officer)*

The following amendments are requested for Board approval:

**CLEVELAND METROPARKS**  
**Appropriation Summary - 2020**

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #7 8/20/2020	Total
		Baseline Budget	Carry Over Encumbrances	Total			
<b>OPERATING</b>							
51	Salaries	\$ 56,164,224	\$ -	\$ 56,164,224	\$ 13,826	\$ 11,800 <b>A</b>	\$ 56,189,850
52	Employee Fringe Benefits	18,489,702	43,861	18,533,563	141,256	2,596 <b>B</b>	18,677,415
53	Contractual Services	14,615,911	1,163,297	15,779,208	447,267	12,400 <b>C</b>	16,238,875
54	Office Operations	24,071,314	2,192,891	26,264,205	3,045,157	(13,076) <b>D</b>	29,296,286
	Operating Subtotal	113,341,151	3,400,049	116,741,200	3,647,506	13,720	120,402,426
<b>CAPITAL</b>							
571	Capital Labor	900,000	-	900,000	-	-	900,000
572	Capital Construction Expenses	26,205,084	10,954,935	37,160,019	5,078,815	752,894 <b>E</b>	42,991,728
574	Capital Equipment	2,766,476	681,816	3,448,292	484,408	7,989 <b>F</b>	3,940,689
575	Zoo Animals	75,000	5,265	80,265	-	-	80,265
576	Land	2,032,525	12,406	2,044,931	1,369,207	(19,396) <b>G</b>	3,394,742
	Capital Subtotal	31,979,085	11,654,422	43,633,507	6,932,430	741,487	51,307,424
<b>TOTALS</b>							
Grand totals		\$ 145,320,236	\$ 15,054,471	\$ 160,374,707	\$ 10,579,936	\$ 755,207	\$ 171,709,850

An explanation of the adjustments, by category, can be found on pages **91958** to **91960**. The net effect of all adjustments is an increase of \$755,207, all of which is provided for by increased revenue, donations, grants, or other restricted funds.

**No. 20-08-110:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve the 2020 Budget Adjustment No. 7 for a total increase of \$755,207 as delineated on pages **91958** to **91960**.

Vote on the motion was as follows:

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

**ACTION ITEMS (cont.)**

- (b) ***Award of RFP #6499 – Comprehensive Banking Services***  
*(Originating Source: William Chorba, Chief Financial Officer)*

**Background**

On February 7, 2020, Cleveland Metroparks released a Request for Proposal (RFP) for Comprehensive Banking Services. Cleveland Metroparks divided the proposal into four service areas: 1: Depository – Active & Interim Deposits; 2: Cash Logistics; 3: Procurement Cards; and 4: Merchant Banking.

Cleveland Metroparks issued this Request for Proposal as agreements with current providers of the banking services expire during 2020. Currently, Depository and Procurement Card Services are provided by PNC Bank. Cash Logistics (consisting of armored carrier service only) is presently provided by GardaWorld and Merchant Banking Services are provided by Elavon. For purposes of this RFP, Cleveland Metroparks sought the lowest and best provider for each of the service areas, which Cleveland Metroparks recognized could result in choosing a single provider for all required services, or a combination of two (2) or more providers. Cleveland Metroparks accepted all possible combinations of providers and services with the intent to award services in either a bundled or unbundled manner to achieve the best outcome. The RFP was structured to allow each respondent to propose on a single services group or any combination of the four (4) requested services groups.

In addition to seeking institutions most capable of meeting all technical, functional and regulatory requirements of each service area, Cleveland Metroparks' primary goal was to partner with organizations demonstrating superior quality and responsiveness in customer service, including local decision-making authority available to immediately address the Park District's urgent needs whenever they arise. Further, Cleveland Metroparks sought financial institutions that continuously monitor customers' needs in relation to new or changing technology, regulations, service offerings, etc. and proactively suggest ideas which improve service, increase security and/or lower cost. Finally, Cleveland Metroparks sought financial institutions best aligned with the Park District's core values of Guest Focus, Dignity & Respect, Integrity, Sustainability, Teamwork and Professionalism, engaged in sustainable practices and actively contributed in charitable ways to the people in Cleveland Metroparks' communities.

Members from Cleveland Metroparks Finance/Purchasing, ITS and Legal departments reviewed the submissions and conducted interviews with and demonstrations by the respondents. A group scoring exercise was performed for each of the four (4) service areas that consisted of ranking each proposal on each weighted evaluation criteria, with a rank of "1" indicating the best respondent(s) and higher rank numbers representing less desirable proposals. In the end, after applying the stated weight to each criterion and totaling the scores, the respondent with the lowest total score was deemed the winner. The scores presented below are based upon this process.

**ACTION ITEMS (cont.)***Evaluation Criteria – Depository Services*

Weight	Criteria
10%	Overall cost of banking services
10%	Security of Cleveland Metroparks assets and taxpayer funds
10%	Qualification of bank, including financial condition, relevant past experience, key personnel
10%	Presence of branch locations to in reasonable proximity to Cleveland Metroparks revenue locations, or a proven, viable alternative for in-person transactions
10%	Ability to maximize investment earnings to Cleveland Metroparks
10%	Recovery of soft costs and software modifications associated with replacement of current provider
10%	Presence of local dedicated support to assist in the transition process and to proactively manage the ongoing relationship
10%	Sophistication, usability and reporting capability of online portals, including user/rights administration, transaction initiation and approval, and export of monthly statement and account analysis details, transactional reporting and custom reporting to widely-used native formats allowing ease of analysis (e.g., PDF and Excel)
20%	Demonstrated commitment to Cleveland Metroparks Core Values of inclusion, diversity, sustainability, integrity, guest focus, teamwork, and professionalism.
100%	Total

*Key Proposal Elements – Depository Services*

	Fifth Third Bank	Huntington Bank	JP Morgan Chase	KeyBank	PNC Bank	US Bank	Dollar Bank
Estimated Annual Account Analysis Fees	61,325*	\$33,060	\$39,096	\$45,852	\$37,548	\$40,068	\$30,924
Estimated Five-Year Account Analysis Fees	\$306,624	\$165,300	\$195,480	\$229,260	\$187,740	\$200,340	\$154,620
Less: Credit Offered	(\$5,000)	(\$8,268)	(\$39,096)	(\$5,000)		(\$8,000)	(\$92,772)
<b>Estimated Net Five-Year Account Analysis Fees</b>	<b>\$301,624</b>	<b>\$157,035</b>	<b>\$156,384</b>	<b>\$224,260</b>	<b>\$187,740</b>	<b>\$192,340</b>	<b>\$61,848</b>
Earnings Credit Rate	0.35%	0.25%	0.23%	0.30%	0.20%	0.25%	Not provided

\*Fifth Third's pricing proposal differed from all other respondents with respect to cash vault services. As it was impossible to convert known historical billing metrics to allow restatement of these line item prices, the lines were deducted from Fifth Third's monthly total and an average monthly amount for these lines for all other respondents was added back to produce a normalized comparative.

**ACTION ITEMS (cont.)**

*Scoring Results – Depository Services*

Criteria	Weight	Fifth Third Bank	Huntington Bank	JP Morgan Chase	KeyBank	PNC Bank	US Bank	Dollar Bank
Overall cost of banking services	10%	18	6	3	15	9	12	
Security of Cleveland Metroparks assets and taxpayer funds	10%	3	3	3	3	3	3	
Qualification of bank, including financial condition, relevant past experience, key personnel	10%	6	3	3	6	6	8	
Presence of branch locations to in reasonable proximity to Cleveland Metroparks revenue locations, or a proven, viable alternative for in-person transactions	10%	4	4	9	3	5	16	
Ability to maximize investment earnings to Cleveland Metroparks	10%	3	9	12	6	15	9	
Recovery of soft costs and software modifications associated with replacement of current provider	10%	14	6	3	16	3	12	
Presence of local dedicated support to assist in the transition process and to proactively manage the ongoing relationship	10%	6	3	11	5	11	12	
Sophistication, usability and reporting capability of online portals, including user/rights administration, transaction initiation and approval, and export of monthly statement and account analysis details, transactional reporting and custom reporting to widely-used native formats allowing ease of analysis (e.g. PDF and Excel)	10%	6	6	3	6	10	7	
Demonstrated commitment to Cleveland Metroparks Core Values of inclusion, diversity, sustainability, integrity, guest focus, teamwork, and professionalism.	20%	9	3	6	10	6	11	
<b>Total</b>	<b>100%</b>	<b>78</b>	<b>46</b>	<b>59</b>	<b>80</b>	<b>74</b>	<b>101</b>	

Dollar Bank was eliminated from consideration and scoring because its RFP response specifically indicated lack of capability to provide check positive pay with payee name validation, which is a critical anti-fraud procedure.

**Huntington Bank emerged as the lowest and best offer** based on its superior combination of qualitative and quantitative offerings, including its local headquarters and branch presence, reputation for superior client support, alignment with Cleveland Metroparks values and the sophistication of security and administrative software platforms.

**ACTION ITEMS (cont.)**

*Evaluation Criteria – Cash Logistics*

Weight	Criteria
22.5%	Creativity of proposed use of available technology, equipment and solutions to minimize cost, maintain or improve security of cash and safety of employees, and ensure compliance with all applicable laws and regulations
22.5%	Flexibility of pickup days and pickup times demonstrating an understanding of the sometimes-unpredictable nature of cash-handling operations
22.5%	Ability of client to quickly and easily modify pickup schedule (one-time or ongoing)
22.5%	Real-time availability of transactional information and access to reporting in widely used native formats
10%	Demonstrated commitment to Cleveland Metroparks Core Values of inclusion, diversity, sustainability, integrity, guest focus, teamwork, and professionalism.
100%	Total

*Key Proposal Elements – Cash Logistics*

	Fifth Third Bank	Huntington Bank / Tidel	KeyBank / Loomis	PNC Bank / Tidel
Monthly equipment lease cost	\$8,906	\$8,341	\$6,160	\$11,250
Equipment support & maintenance	Included	Included	Included	Included
Change delivery (scheduled pickup days)	Included	Not included, not quoted	Included	Included
Armored carrier pickup service weekly/bi-weekly (location specific)	Included	Not included, not quoted	Included	Included

All banks submitting proposals for Cash Logistics offer similar capability for paper check receipt processing via remote capture technology at similar cost for required scanning devices. The differentiator between respondent proposals became smart safe solutions for cash handling and deposit at Cleveland Metroparks’ roughly 25 distinct locations.

Huntington Bank’s smart safe proposal does not include the armored carrier service component, for which they prefer clients to negotiate and execute directly with providers. Further, Huntington’s smart safe proposal requires weekly armored carrier pickups at all locations, unlike all other banks’ proposals which utilize bi-weekly pickups at most Cleveland Metroparks locations.

**ACTION ITEMS (cont.)***Scoring Results – Cash Logistics*

Criteria	Weight	Fifth Third Bank	Huntington Bank / Tidel	KeyBank / Loomis	PNC Bank / Tidel
Creativity of proposed use of available technology, equipment and solutions to minimize cost, maintain or improve security of cash and safety of employees, and ensure compliance with all applicable laws and regulations	22.5%	6	9	3	12
Flexibility of pickup days and pickup times demonstrating an understanding of the sometimes-unpredictable nature of cash-handling operations	22.5%	6	6	3	6
Ability of client to quickly and easily modify pickup schedule (one-time or ongoing)	22.5%	6	6	3	6
Real-time availability of transactional information and access to reporting in widely-used native formats	22.5%	9	9	3	6
Demonstrated commitment to Cleveland Metroparks Core Values of inclusion, diversity, sustainability, integrity, guest focus, teamwork, and professionalism.	10%	9	3	10	6
<b>Total</b>	<b>100%</b>	<b>6.975</b>	<b>7.05</b>	<b>3.7</b>	<b>7.35</b>

**Loomis Armored, presented by KeyBank, emerged as the lowest and best offer** based on its superior combination of user-friendly hardware and software, nationwide experience, reputation for superior client support and the sophistication of security and administrative software platforms.

*Evaluation Criteria – Procurement Cards*

Weight	Criteria
15%	Favorability of rebate structure and active participation by the financial institution in strategizing and facilitating vendor enrollment and bill payment to maximize annual rebate
15%	Flexibility in applying MCC code controls, including customizing individual users and ease of single transaction overrides
15%	Availability and quality of 24/7/365 support to cardholders and administrators
15%	Ability to download all required information into the Cleveland Metroparks ERP system
15%	Sophistication of fraud-prevention algorithms, controls and customer/cardholder alert and resolution mechanisms
15%	Real-time availability of transactional information and access to reporting in widely-used native formats
10%	Demonstrated commitment to Cleveland Metroparks Core Values of inclusion, diversity, sustainability, integrity, guest focus, teamwork, and professionalism.
100%	Total

**ACTION ITEMS (cont.)**

*Key Proposal Elements – Procurement Cards*

	Bank of America	Fifth Third Bank	Huntington Bank	JP Morgan Chase	KeyBank	PNC Bank	US Bank	Civista Bank	Truist (SunTrust)
ESTIMATED ANNUAL REBATE	\$81,280	\$55,376	\$79,045	\$79,307	\$67,151	\$80,065	\$65,382	\$49,860	\$57,050
MOBILE APP CAPABILITY	NO-Website Mobile Optimized	YES - Cardholder	NO	YES - Cardholder, Admin Q1 2021	NO	NO	YES- Admin & Cardholder	Not Provided	YES - Cardholder

*Scoring Results – Procurement Cards*

Criteria	Weight	Bank of America	Fifth Third Bank	Huntington Bank	JP Morgan Chase	KeyBank	PNC Bank	US Bank	Civista Bank	Truist (SunTrust)
Favorability of rebate structure and active participation by the financial institution in strategizing and facilitating vendor enrollment and bill payment to maximize annual rebate	15.00%	7	7	8	4	13	5	12		
Flexibility in applying MCC code controls, including customizing individual users and ease of single transaction overrides	15.00%	11	8	6	6	19	13	9		
Availability and quality of 24/7/365 support to cardholders and administrators	15.00%	12	7	6	4	17	18	12		
Ability to download all required information into the Cleveland Metroparks ERP system	15.00%	12	3	19	3	21	7	12		
Sophistication of fraud-prevention algorithms, controls and customer/cardholder alert and resolution mechanisms	15.00%	12	7	4	7	17	15	7		
Real-time availability of transactional information and access to reporting in widely-used native formats	15.00%	5	8	8	3	15	12	8		
Demonstrated commitment to Cleveland Metroparks Core Values of inclusion, diversity, sustainability, integrity, guest focus, teamwork, and professionalism.	10.00%	10	10	6	6	12	7	13		
	100.00%	10	7	8	5	17	11	10		

Civista Bank was eliminated from further consideration as its procurement card proposal was through a third-party card issuer, which we determined to be far less attractive from a relationship management and support standpoint than other respondents as the card issuer.

Truist was eliminated from further consideration as the pricing template was not returned as requested in the RFP using the template volumes and providing all category rates within the template.

**JP Morgan Chase emerged as the lowest and best offer** based on its consortium-based rebate structure, annual investment in technology and fraud prevention, highly flexible application of spend controls, user-friendly administrative and reporting platforms, and robust capability to implement automation of payments through the single-use virtual card program.

**ACTION ITEMS (cont.)**

*Evaluation Criteria – Merchant Banking*

Weight	Criteria
22.5%	Favorability of fee structure across spectrum of customer-presented credit cards
22.5%	Stable and reliable compatibility of merchant banking institution with various POS hardware and software platforms used by Cleveland Metroparks
22.5%	Availability and quality of 24/7/365 support to transaction processors and administrators
22.5%	Real-time availability of transactional information and access to reporting in widely-used native formats
10%	Demonstrated commitment to Cleveland Metroparks Core Values of inclusion, diversity, sustainability, integrity, guest focus, teamwork, and professionalism.
100%	Total

*Key Proposal Elements – Merchant Banking*

	Fifth Third / WorldPay	JP Morgan / Paymentech	PNC Bank / Fiserv	US Bank / Elavon	KeyBank / Elavon	Civista / Elavon
<u>Rates Charged Above Interchange:</u>						
Percent of sales	0.00%	0.05%	0.10%	0.10%	0.00%	0.10%
Per Transaction (weighted average, where variable)	\$0.15	\$0.13	\$0.15	\$0.00	\$0.05	\$0.15
Estimated Annual Merchant Bank Transaction Fees (above interchange)	\$78,428	\$77,098	\$96,683	\$18,255	\$26,143	\$96,683

*Scoring Results – Merchant Banking*

Criteria	Weight	Fifth Third / WorldPay	JP Morgan / Paymentech	PNC Bank / Fiserv	US Bank / Elavon	KeyBank / Elavon	Civista / Elavon
Favorability of fee structure across spectrum of customer-presented credit cards	22.5%	11	7	9	3		
Stable and reliable compatibility of merchant banking institution with various POS hardware and software platforms used by Cleveland Metroparks	22.5%	6	8	11	3		
Availability and quality of 24/7/365 support to transaction processors and administrators	22.5%	7	5	7	3		
Real-time availability of transactional information and access to reporting in widely-used native formats	22.5%	4	4	7	4		
Demonstrated commitment to Cleveland Metroparks Core Values of inclusion, diversity, sustainability, integrity, guest focus, teamwork, and professionalism.	10%	8	6	3	11		
<b>Total</b>	<b>100%</b>	<b>7.1</b>	<b>6</b>	<b>7.95</b>	<b>4.025</b>		

Keybank and Civista Bank were eliminated from further consideration as both proposals presented Elavon in a third-party arrangement. US Bank owns Elavon. Cleveland Metroparks staff determined third-party arrangements to be far less attractive from a relationship management and support standpoint compared to contracting directly with the same provider.

**US Bank/Elavon (Cleveland Metroparks current merchant services provider) emerged as the lowest and best offer** based on its favorable pricing structure and the fact highly customized applications, integrations and solutions already developed by

**ACTION ITEMS (cont.)**

Cleveland Metroparks eliminate the cost and potential disruption associated with making a provider change.

**No. 20-08-111:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the Chief Executive Officer to enter into agreements, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and Huntington Bank as Cleveland Metroparks primary depository for active funds, for the period of October 1, 2020 – September 30, 2025, at an estimated cost of ±\$157,035 over the five-year period, with fees subject to change depending on banking needs and other considerations, and an estimated earnings credit rate of 0.25%; further, Loomis Armored as Cleveland Metroparks provider of smart safe & armored carrier services, for the period of October 1, 2020 – September 30, 2025, at an estimated cost of ±\$6,160 per month, with costs subject to change depending on Cleveland Metroparks' cash logistics needs; further, J.P. Morgan Chase as Cleveland Metroparks provider of procurement cards and related services for the period of October 1, 2020 – September 30, 2025; further, US Bank/Elavon as the provider of select credit card processing services identified as necessary by Cleveland Metroparks' staff for the period of October 1, 2020 – September 30, 2025, at an estimated cost of ±\$18,255 per year, with costs subject to change depending on Cleveland Metroparks' processing needs.

Vote on the motion was as follows:

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

Nays: None.

- (c) ***Award of RFQu #6508 – Garfield Park Pond and Stream Restoration Project – Garfield Park Reservation – Professional Design Services***  
(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/  
Christopher Cheraso, Landscape Architect)

**Background**

On July 1, 2020, Cleveland Metroparks issued a Request for Qualifications (RFQu #6508) for interested parties to submit qualifications related to the design of the Garfield Park Pond and Stream Restoration Project (Project). As presented to the Board in July of 2020, the Project includes an exciting a transformative mix of stream restoration, pond re-establishment, wetlands expansion, recreational programming opportunities, green infrastructure, and historic significance.

Garfield Park, designed by renowned landscape architect Ernest W. Bowditch of Boston, Massachusetts, opened to the public in 1894 by the City of Cleveland. The park combined three farms, totaled 145 acres and extended the entire distance from Broadway on the east to Turney Avenue on the west. The Second Annual Report of the Board of

**ACTION ITEMS (cont.)**

Park Commissioners of the City of Cleveland, published in 1895, described the land as “most attractive in general diversity and beauty, and is really a natural park in itself, the grandeur of its groves and forests being unsurpassed by that of any of the older parks of the city.”

In 1986, Cleveland Metroparks entered into a long-term lease with the City of Cleveland to manage Garfield Park. Today, an array of wildlife diversity is evident among hints of the park’s historic splendor, including stone bridges, stairs and walls visible among its now 219 acres of streams, woods, open meadows and popular recreational areas and trails.

Staff has developed, with public feedback, the updated Garfield Park Reservation Master Plan (2017) and then performed specific concept plans with a focus on Garfield Pond and Wolf Creek. Furthermore, the Development Department has secured notable funding for the Project in the form of philanthropic and governmental grants. These funds are complemented by the use of the current and future Stormwater Management Reimbursement Fund established between Cleveland Metroparks and the Northeast Ohio Regional Sewer District (NEORS). Together, over \$4M has been committed to the Project for design and construction between 2019 and 2023. Positive meetings have been held with NEORS and the U.S. Army Corp of Engineers regarding the Project.

Cleveland Metroparks staff prepared RFQu #6508 and requested that the respondents demonstrate qualifications relative to unique challenges that the Project presents, in addition to a comfort level delivering projects using the Construction Manager at risk delivery model.

**RFQu Response and Analysis**

RFQu #6508 yielded sixteen (16) responses from highly qualified consultant teams.

Qualifications were reviewed by Cleveland Metroparks staff (Review Panel) and interviews were held with seven (7) of the sixteen (16) consultant teams and, pursuant to O.R.C. 153.69, the top three (3) firms were ranked in order of most qualified. A summary of the interested design teams and a listing of the determined rankings is provided in the adjacent table. As determined by the Review Panel, GPD Group, Inc. (GPD) of Akron, Ohio has been deemed as the most qualified. GPD’s team includes EnviroScience, a well-established ecological services firm, among other well respected and talented

GARFIELD PARK POND AND STREAM  
RESTORATION PROJECT  
Responses to Request for Qualifications  
(RFQu #6508)

Prime Firm	Interview	Short List Ranking
AECOM	X	3
Applied Ecological Services	X	
BioHabitats	X	2
Burgess and Niple Civil & Environmental Consultants, Inc.		
Ecology and Environment	X	
GPD Group, Inc.	X	1
Hull & Associates	X	
ETS/Iron Claw		
Mackay Engineering		
OTISCO Engineering		
Pennoni		
S&ME	X	
S&S Engineers		
TEJY INC		
The Davey Tree Expert		

**ACTION ITEMS (cont.)**

sub-consultants. Although Cleveland Metroparks has not directly engaged GPD directly on any recent projects, they have performed many complementary projects in and around the Park District for other clients. Their vertical integration of staffing disciplines offers the Project much flexibility. Furthermore, EnviroScience, their primary sub-consultant, is currently the engineer of record on the Beechers Brook and Jackson Field restoration projects and is performing well. The overall field of interested teams for RFQu #6508 demonstrated a strength and competitiveness rarely seen for a project of this scale and the selection process was arduous and generated healthy internal debate and scrutiny. Cleveland Metroparks staff thanks and appreciates each and every firm who invested time into the qualification process.

**Proposal Analysis**

Following a determination of ranking the most qualified, a proposal was requested from the GPD team to perform the professional design services for the Project scope as currently established (pond and stream restoration). If the scope expands to include additional potential project components a contract amendment will be considered.

With funding established as described above, GPD's proposed not-to-exceed cost of \$384,000 will cover items the following:

- a. Concept Review
  - i. Design Kickoff Meeting
  - ii. Sustainable Objectives
- b. Due Diligence
  - i. Soil Boring and Geotechnical Evaluation
  - ii. Survey and Mapping
  - iii. Utility Needs Analysis
  - iv. Structural Evaluation (Historic Structures)
  - v. Field Assessments
- c. Permitting
  - i. Preparation and Securing Regulatory Permits
- d. Schematic Design - 30% Drawings
  - i. Schematic Exhibit Plan, Elevations, and Site Plan
  - ii. Hydraulic Model
  - iii. Basis of Design Document
- e. Construction and Permit Document Preparation - 60% Drawings
  - i. Document Preparation
  - ii. Permitting and Review
  - iii. Hydraulic Model
  - iv. Basis of Design Document
- f. Construction and Permit Document Preparation - 100% Drawings
  - i. Final Document Preparation
  - ii. Permitting and Review
  - iii. Hydraulic Model
  - iv. Basis of Design Document
- g. Coordination
  - i. Contractor Coordination

**ACTION ITEMS (cont.)**

- ii. Cleveland Metroparks Design Staff
- iii. Stakeholders

- 
- h. Construction Administration/Construction Oversight (*not included in current scope and may be added later by contract amendment*)
    - i. Request for Information/Clarification
    - ii. Construction Oversight
    - iii. Bulletins and Addendums
    - iv. Shop Drawing Review
    - v. Progress Payment/Change Order Review
    - vi. Commissioning
    - vii. As-Built Certifications

**No. 20-08-112:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the Chief Executive Officer to enter into a Professional Services Agreement for the design of the Garfield Park Pond and Stream Restoration Project at Garfield Park Reservation with **GPD Group, Inc.**, in the not-to-exceed amount of **\$384,000**, for professional design services as outlined above in a form acceptable to the Chief Legal and Ethics Officer, pursuant a proposal dated August 12, 2020.

Vote on the motion was as follows:

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

Nays: None.

**(d) *Bedford and South Chagrin Reservations: Authorization of Grant Application Submittal for the Richmond Road All Purpose Trail Connector Project to the Ohio Department of Transportation's (ODOT) CY 2020 Highway Safety Improvement Program (HSIP)***

*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Sara Byrnes Maier, Senior Strategic Park Planner)*

Cleveland Metroparks proposes to submit a grant application to the Ohio Department of Transportation's (ODOT) Highway Safety Improvement Program (HSIP) to fund construction of an all purpose trail connector between the eastern end of Bedford Reservation and the western end of South Chagrin Reservation, within the right of way for Richmond Road in the village of Glenwillow. Currently, bicyclists and pedestrians must utilize the roadway shoulder for much of this  $\pm 0.25$  distance, except for a short stretch where there are bicycle lanes on the bridge over Tinkers Creek (see map on page **91961**). This trail connection was recommended in the 2015 South Chagrin Reservation Master Plan Update, 2016 Bedford Reservation Master Plan Update, and is consistent with *Cleveland Metroparks 2020: The Emerald Necklace Centennial Plan*. Additionally, the offset intersections of Hawthorn Parkway and Richmond Road were studied in detail as part of the *Emerald Necklace Trail Bicycle and Pedestrian Crossing Improvements Study* through a Transportation for Livable Communities Initiative (TLCI)

**ACTION ITEMS (cont.)**

Technical Assistance grant from the Northeast Ohio Areawide Coordinating Agency (NOACA) that was completed in April 2019. The Richmond Road Connector is also listed as a “Critical Gap” in the *Cuyahoga Greenways Plan*.

As a complementary project, the villages of Glenwillow and Oakwood coordinated with the Ohio Rail Development Corporation (ORDC), the Public Utilities Commission of Ohio, and the Cleveland Commercial Railroad to improve the rail crossing with a new approach surface, improved drainage, and new crossing timbers in fall 2018. They continue to work with the ORDC and railroad to try to relocate a set of underutilized crossing gates from another crossing to use in place of the existing flashers.

Staff have twice sought funding through the NOACA’s TLCI implementation program; however, the project was not funded. The current calendar year of funding for the HSIP is available at 100% federal share with no local match required. Because this project is below \$500,000, an abbreviated safety application will be utilized that is accepted by the ODOT District Office on a rolling basis for consideration.

The estimated cost for this trail connector is \$367,800. Cleveland Metroparks is seeking ODOT HSIP funds for the entire cost.

<u>ODOT Highway Safety Improvement Program</u>	<u>\$367,800</u>
Total Project Cost	\$367,800

**No. 20-08-113:**

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize and agree to submit an application to ODOT for the Highway Safety Improvement Program for funding assistance for the above-described project in the amount of \$367,800; upon grant award notification, to satisfactorily complete said 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 an agreement and execute any other documents as may be required to accept the grant award; form of document(s) to be approved by Chief Legal and Ethics Officer; and finally, that the Board authorize a resolution as referenced on page 91962.

Vote on the motion was as follows:

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

Nays: None.

**ACTION ITEMS (cont.)**

- (e) ***Euclid Creek Reservation: Authorization of Grant Application Submittal for the Euclid Creek Parkway & Highland Road Signal Project to the Ohio Department of Transportation's (ODOT) CY 2020 Highway Safety Improvement Program (HSIP)***  
*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Sara Byrnes Maier, Senior Strategic Park Planner)*

Cleveland Metroparks proposes to submit a grant application to the Ohio Department of Transportation's (ODOT) Highway Safety Improvement Program (HSIP) to fund a new traffic signal, crosswalk, and other related improvements at the intersection of Euclid Creek Parkway and Highland Road in the city of Euclid (see map on page [91963](#)). This intersection will connect the eastern terminus of the current Euclid Creek Reservation all purpose trail to the first phase of the Euclid Creek Greenway that will extend the trail  $\pm 0.5$  miles northeast to Euclid Avenue. Future full buildout of the Euclid Creek Greenway will connect the legacy portion of the Euclid Creek Reservation to the lakefront portion along and near the Euclid Creek corridor.

In January 2018, Cleveland Metroparks was awarded \$267,500 of a requested \$499,650 in Congestion Mitigation and Air Quality (CMAQ) improvement program funding from the Northeast Ohio Areawide Coordinating Agency (NOACA) for the Euclid Creek Greenway – Phase I. These funds are available for state fiscal year (SFY) 2022. If HSIP funds for the intersection are received, these awards would be combined into one overall project to be completed in fall 2022.

The Euclid Creek Greenway, of which the subject intersection is part, was recommended in the 2014 Euclid Creek Reservation Master Plan Update and is consistent with *Cleveland Metroparks 2020: The Emerald Necklace Centennial Plan*. Additionally, the intersection was studied in detail as part of the *Emerald Necklace Trail Bicycle and Pedestrian Crossing Improvements Study* through a Transportation for Livable Communities Initiative (TLCI) Technical Assistance grant from NOACA that was completed in April 2019. The Euclid Creek Greenway is also listed as a “Critical Gap” in the *Cuyahoga Greenways Plan*.

The current calendar year of funding for the HSIP is available at 100% federal share with no local match required. Because this project is below \$500,000, an abbreviated safety application will be utilized that is accepted by the ODOT District Office on a rolling basis for consideration.

The estimated cost for this Euclid Creek Parkway & Highland Road Signal Project is \$300,000. Cleveland Metroparks is seeking ODOT HSIP funds for the entire cost.

<u>ODOT Highway Safety Improvement Program</u>	<u>\$300,000</u>
Total Project Cost	\$300,000

**ACTION ITEMS (cont.)**

**No. 20-08-114:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize and agree to submit an application to ODOT for the Highway Safety Improvement Program for funding assistance for the above-described project in the amount of \$300,000; upon grant award notification, to satisfactorily complete said 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 an agreement and execute any other documents as may be required to accept the grant award; form of document(s) to be approved by Chief Legal and Ethics Officer; and finally, that the Board authorize a resolution as referenced on page **91964**.

Vote on the motion was as follows:

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

Nays: None.

- (f) ***Ratification of Land Acquisition: United States of America, Former Federal Aviation Administration (FAA) Property (± 1.7 acres) - Brecksville 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, Real Estate Manager)*

In early July 2020 Cleveland Metroparks was made aware of a 1.7 acre property owned by the United States of America and previously operated by the Federal Aviation Administration available through an auction with the U.S. Government Services Administration. The property is located adjacent to Brecksville Reservation, north of Valley Parkway and east of Broadview Road in the City of Broadview Heights (“FAA Property”) (see map, page **91965**). Given the adjacency of the FAA Property on two sides to Brecksville Reservation and the opportunity to buffer Brecksville Reservation with additional forestland, Cleveland Metroparks registered as a bidder for the FAA Property with a \$1,000 deposit. Cleveland Metroparks submitted a bid in the amount \$15,500, with an automatic high bid of \$40,000. The bidding continued to be competitive and Cleveland Metroparks submitted automatic higher bids in \$500 increments. Each time a higher bid was entered it extended the bidding deadline for 24 hours. Once the bidding surpassed \$40,000 Cleveland Metroparks increased its automatic high bid to \$71,000, just below the taxable market value. Cleveland Metroparks was successful in submitting the highest bid for the FAA Property in the amount of \$62,500 with the bidding closing just before midnight on August 17, 2020. Brecksville Reservation is the largest of Cleveland Metroparks reservations and protects an extensive oak-hickory upland woods; the acquisition of the FAA Property will continue the protection of this important natural area and associated forests.

**ACTION ITEMS (cont.)**

**No. 20-08-115:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to ratify the bid results for the acquisition of fee simple title of  $\pm$  1.7 acres as hereinabove described, from the United States of America, for a purchase price of \$62,500 subject to the approval of an 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, Messrs. Moore and Rinker.

Nays: None.

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCE:**

**No. 20-08-116:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the following awards:

- (a) **Commodities Usage Report:**
  - **Sourcewell Co-Op #6414:** **Portable Toilet Rentals** (see page **91935**);
  
- (b) **Single Source #6516:** **Various Meats** (see page **91936**); and,
  
- (c) **Bid #6517:** **Huntington Beach New Concession Building and Water Tower Restoration, Huntington Reservation** (see page **91938**).

Vote on the motion was as follows:

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

Nays: None.

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCE (cont.)**

**COMMODITIES USAGE REPORT** - *“In the event the original estimate exceeds 90% consumption, an action item will be presented to the Board.”*

**SOURCEWELL CO-OP #6414:** **PORTABLE TOILET RENTALS** for various locations throughout Cleveland Metroparks for a two (2) year period from April 16, 2019 through April 30, 2021 with an option to renew for two (2) additional years.

ORIGINAL ESTIMATE \$300,000

(90% = \$270,000)

The estimated encumbrance was based upon a two year spend of portable toilet rental utilization throughout the Park District. With the increase of providing additional portable toilets throughout the park due to closing the existing restroom facilities with the rise of COVID-19, additional funding is required. The requested commodity adjustment pays current invoices and anticipates remaining orders through April 30, 2021.

ORIGINAL AWARD (3/14/19):	\$300,000
Additional Consumption/Final “Close-out” Estimate (4/30/21):	<u>150,000</u>
<b>REVISED TOTAL AWARD:</b>	<b>\$450,000</b>

**RECOMMENDED ACTION:**

That the Board authorize the Chief Executive Officer to amend Resolution No. 19-03-041 to accommodate usage in excess of the original estimate as follows:

**No. 19-03-041:** It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the award for Sourcewell Co-Op #6414 to **United Rentals**, for a two (2) year period beginning April 16, 2019 through April 30, 2021 with an option to renew for two (2) additional year period (with a potential price escalation of ±5%), for portable toilet rentals at the unit prices listed above, **for a total cost not to exceed ~~\$300,000~~ \$450,000**. 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.

Vote on the motion was as follows:

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

**(See Approval of this Item by Resolution No. 20-08-116 on Page 91934)**

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCE (cont.)**

**SINGLE SOURCE #6516 SUMMARY:** **VARIOUS MEATS** for animals at Cleveland Metroparks Zoo, to be supplied "as needed" for a one-year period beginning September 1, 2020 through August 31, 2021.

----- <i>HIGHLIGHTS AT A GLANCE</i> -----
2019/2020 Expenditures = \$81,000
2020/2021 Estimate = \$81,000

A comparison between 2019/2020 and 2020/2021 reflects an increase in cost as follows:

Description	Estimated Quantity	2019/2020	2020/2021	Price Increase
<b>Horsemeat</b>	8,000 lbs.	\$2.80/lb.	\$2.82/lb.	<b>1%</b>
<b>Feline Diet</b>	17,300 lbs.	\$2.25/lb.	\$2.28/lb.	<b>1%</b>
<b>Canine Diet</b>	6,000 lbs.	\$2.28/lb.	\$2.30/lb.	<b>1%</b>
<b>Raptor Diet</b>	1,000 lbs.	\$1.60/lb.	\$1.68/lb.	<b>4%</b>
<b>Horse Shank Bones</b>	2,325 lbs.	\$1.80/lb.	\$1.80/lb.	-
<b>Horse Rib Bones</b>	1,000 lbs.	\$1.60/lb.	\$1.62/lb.	<b>1%</b>
<b>Beef Femur Bones</b>	2,325 lbs.	\$1.18/lb.	\$1.19/lb.	<b>1%</b>
			Total Average Percentage Increase	<b>1%</b>

The Procurement Manager and Zoo staff have designated Central Nebraska Packing as a sole source for product consistency in both nutritional guarantees, textures and provides a more reliable scheduling and build ordering efficiencies. Although different companies may have similar base ingredients there are differences in composition. These differences would require an extensive transition time for many species with no guarantees of success. Experimental usage of different companies in the past consistently delivered a product with lots of sinew due to the differences in the way Central Nebraska Packing processed their meats. In short, testing of competitive product consistently produced the Central Nebraska Packing product as superior.

As well, Central Nebraska Packing has a proven track record of product availability. Most of Cleveland Metroparks Zoo’s needs are horse meat-based products. A couple of the other vendors have processing plants outside of the United States. As such, the regulations on processing horse meat are stricter to ensure health and safety standards are being met.

Estimated expenditures are based on current animal population and consumption. Animal population may vary throughout the contract period.

**RECOMMENDED ACTION:**

That the Board authorize an award for the purchase of various meats as specified in Single Source #6516 from **Central Nebraska Packing, Inc.** to be supplied on an "as-needed" basis for a one-year period, beginning September 1, 2020 through August 31, 2021, **for**

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCE (cont.)**

**a total cost not to exceed \$81,000**, at the unit prices maintained in the bid file. In the event the log of consumption approaches 90 percent of the total estimate, an action item will be presented to the Board requesting an increase.

**(See Approval of this Item by Resolution No. 20-08-116 on Page 91934)**

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCE (cont.)****BID #6517 SUMMARY:            HUNTINGTON BEACH NEW CONCESSION  
BUILDING AND WATER TOWER RESTORATION,  
HUNTINGTON RESERVATION**

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

**Background**

The existing seasonal concession building at Huntington Beach known as “The Hut at Huntington Beach” is one of Cleveland Metroparks most visited concession locations within the park system. The existing building is an infill and reuse of an existing structure attached to the historic Huntington water tower. The existing concession building has reached the end of its useful life, is limited in its capacity, and no longer provides the level of experience that Cleveland Metroparks strives to offer. Recognizing the need, Cleveland Metroparks proposes to replace the building with a new concession building, replacing the siding on the historic water tower, and associated site improvements. This project will enhance the park experience, improve operational efficiency, and offer an expanded concession menu for guests to enjoy. This project will complement the recently completed toilet room building and associated site improvements.

The project will include a 1,450 square foot building with a full-service kitchen, ice cream, snack, and beverage services in the same location as the current concession building. Service will be provided on a walk-up basis through two exterior service windows. In addition, the historic Huntington water tower will have the existing vinyl siding removed, and a new engineered wood lap siding installed. Not included in the subject bid, complimentary site improvements will include a new plaza around the concession building, and a sunset picnic plaza located on the bluff just to the east of the new building.

Construction will be performed by a combination of a third-party contractor and internal Park District skilled trades. The contractor scope associated with Bid #6517 provides a weatherproof building shell and includes site preparation, foundations, rough utility work, framing, doors, windows, masonry, siding, and roof. Cleveland Metroparks skilled trades will then complete all interior finish carpentry, mechanical, plumbing and electrical work, site utilities and site improvements.

Cleveland Metroparks Development Department staff have secured impactful donations to support a notable portion of cost of the project while Cleveland Metroparks Planning and Design Department staff have completed the design documents for the project. Construction of the new concession building and water tower restoration will commence in the fall of 2020 and will be complete in spring 2021. The work is planned for the off-season to limit disturbance to park visitors.

**Bid Results**

On August 11, 2020 the following sealed bids were received for Bid #6517 – Huntington Beach New Concession Building and Water Tower Restoration, Huntington Reservation. Each bidder was instructed to include a \$10,000 allowance in their bid for owner directed modifications.

**AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCE (cont.)**

<b>BID #6517</b>		
<b>HUNTINGTON BEACH NEW CONCESSION BUILDING AND WATER TOWER RESTORATION</b>		
<b>VENDOR</b>	<b>TOTAL BASE BID</b>	<b>NOTES</b>
Engelke Construction Solutions, LLC	\$444,779.00	
Metis Construction Services	\$453,817.00	
Coastal Quality Construction	\$455,762.00	
Greenspace Construction	\$487,000.00	
Hummel Construction	\$527,248.00	
James Martin Contractor	\$542,860.00	
Johnson-Laux Construction	\$544,750.00	
Carey Construction Group	\$549,889.00	
Seitz Builders	\$597,000.00	
Schrimer Construction	\$656,000.00	
<i>Engineer's Estimate</i>	<i>\$550,000.00</i>	<i>Includes \$10,000 Owner's Allowance</i>

**Bid Analysis**

Staff has performed a review of the bid results and subsequently reviewed the scope of work and details of Engelke Construction Solutions, LLC's ("Engelke") bid. Engelke is a well-established general contractor in northeast Ohio and recently performed positively on the construction of the adjacent Huntington Toilet Room Building.

**RECOMMENDED ACTION:**

That the Board authorize the Chief Executive Officer to enter into a contract with **Engelke Construction Solutions, LLC** as the lowest and best bidder for **Bid #6517 – Huntington Beach New Concession Building and Water Tower Restoration**, Huntington Reservation, in a lump sum of \$444,779. 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. Form of the contract to be approved by the Chief Legal and Ethics Officer.

**(See Approval of this Item by Resolution No. 20-08-116 on Page 91934)**

**GOODS AND SERVICES (\$10,000 - \$50,000) ACQUIRED**  
**SINCE LAST BOARD MEETING (Presented 8/20/2020)**

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

<b><u>REF. NO. / ITEM – SERVICE</u></b>	<b><u>VENDOR</u></b>	<b><u>COST</u></b>	<b><u>PROCEDURE</u></b>
Retube of both Kawanee Boilers at PCA Building at Zoo.	<b>RCR Services Inc.</b>	<b>\$17,773.80</b>	<b>(7)</b>
Forever Lawn turf installation for Lindsey Family Play Space at Edgewater Park.	<b>S-N-S Grounds</b>	<b>\$48,900.00</b>	<b>(7)</b>
Golf Handicap Service Resale.	<b>Northern Ohio Golf Association</b>	<b>\$6,000.00</b> <b>2,670.00</b> <b><u>1,530.00</u></b> <b>\$10,200.00</b>	<b>(3)</b>
Credit card processing fees for various Enterprise locations.	<b>Square</b>	<b>\$9,920.00</b> <b>120.00</b> <b><u>226.00</u></b> <b>\$10,266.00</b>	<b>(3)</b>
16 used 2016 EZ-GO TXTG Power Golf Cars.	<b>Lake Erie Golf Cars</b>	<b>\$48,800.00</b>	<b>(3)</b>
System upgrades for OEC Mgmt. Ctr. fire suppression system required to meet compliance.	<b>ABC Fire</b>	<b>\$13,800.00</b>	<b>(3)</b>
Application of MicroShield 360 for Police, Park Reservations and Zoo.	<b>MicroShield 360</b>	<b>\$3,250.00</b> <b>6,116.24</b> <b>2,493.00</b> <b><u>236.95</u></b> <b>\$12,096.19</b>	<b>(3)</b>

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

<b><u>REF. NO. / ITEM – SERVICE</u></b>	<b><u>VENDOR</u></b>	<b><u>COST</u></b>	<b><u>PROCEDURE</u></b>
Shipping for 2020 Dinosaur Exhibit at the Zoo.	<b>Team Air Express</b>	<b>\$10,000.00</b>	<b>(6)</b>
Prisoner housing January 2020 through December 2020.	<b>Cuyahoga County Treasurer</b>	<b>\$20,000.00</b>	<b>(3)</b>

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

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

**CONSTRUCTION CHANGE ORDERS OR AMENDMENTS TO  
PROFESSIONAL SERVICE CONTRACTS (8/20/2020)**

Pursuant to Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (b) and (c), *“...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.”*

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

<b><u>Contract</u></b>	<b><u>Item/Service</u></b>	<b><u>Vendor</u></b>	<b><u>Change Order or Amendment</u></b>
<b><u>Invasive Plant Control</u></b>  <u>Revised Contract Amount:</u> Change Order No. 1 adds \$846 and revised total to \$157,811.	Additional fees of \$846 for a two (2) year period (\$423 annually) to increase vendors’ Employer Liability Insurance Coverage to the requisite \$1,000,000.	Ecological Field Services LLC	Change Order #1

**AWARD OF BIDS/RFPs/CO-OPS/SINGLE SOURCE; CONSTRUCTION CHANGE ORDERS; STATUS RE: CAPITAL PROJECTS.**

The following were presented to the Board for award/acknowledgment: bid/RFP/co-op/single source tabulations, as shown on pages **91934** through **91939**; \$10,000 to \$50,000 purchased items/services report, pages **91940** through **91941**; and construction change orders, page **91942**.

**APPROVAL OF VOUCHERS AND PAYROLL.**

**No. 20-08-108:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **91973** to **92186**.

Vote on the motion was as follows:

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

Nays: None.

**PUBLIC COMMENTS.**

Public comments were offered by Ms. Marty Leshner of Olmsted Township and Karla Rickelman. All such comments can be heard in their entirety by accessing the "About" section of Cleveland Metroparks website at <https://www.clevelandmetroparks.com/about/cleveland-metroparks-organization/boards-of-park-commissioners/board-meeting-archives>.

**INFORMATION/BRIEFING ITEMS/POLICY.****(a) First Reading:*****Dignity and Respect for All: Inclusion, Diversity, Equity and Accessibility Policy***

*(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal and Ethics Officer/Joseph Roszak, Chief Operating Officer/Kelly Manderfield, Chief Marketing Officer/Katherine Dolan, Chief of Police/William Chorba, Chief Financial Officer/Harold Harrison, Chief Human Resources Officer/Christopher Kuhar, Executive Director of Cleveland Metroparks Zoo/Sean McHugh, Executive Director of Golf/Sean McDermott, Chief Planning & Design Officer/Natalie Ronayne, Chief Development Officer/IDEA Committee Members: Min Keung, Faruq K Abdul-Khaliq, Valerie Carter-Stone, Jim Kamps, Weldon Maples, Amy Nelson, Edith Ricchiuto, Priscila Rocha, Kristen Trolio, Angelic Hillsman, Christine Brown, Dawn Davidson, Emily Davis, Matthew Jenks, Terry Joyce, Jahi Ngozi Boyd Sharp, LaDonna Sifford, Christine Steiger)*

Pursuant to Article 1, Section 1(a) of its By-Laws, the “Dignity and Respect for All: Inclusion, Diversity, Equity and Accessibility Policy” was scheduled for the required 5-year review. Since substantial changes have been made, this Policy is being submitted to the Board for consideration for its First Reading.

The purpose of this Policy is the following:

“The Board of Park Commissioners of the Cleveland Metropolitan Park District is committed to fostering, cultivating, and preserving a culture of inclusion, diversity, equity and accessibility.

People are one of the most valuable assets we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work and that our guests bring to our Park District represent a significant part of not only our culture, but our reputation and the Park District’s achievements as well.

We embrace and encourage our employees’ and guests’ differences in age, color, disability, ethnicity, family or marital status, gender, gender identity or expression, language, national origin, physical and mental ability, pregnancy, race, religion, sexual orientation, socio-economic status, and veteran or military status. All Cleveland Metroparks’ employees and volunteers have a responsibility to treat others with dignity and respect – Core Value - at all times.”

The “Respect & Dignity Policy for All Policy” has been modified to build upon the previous regulatory approach to nondiscrimination and will now include a more comprehensive and proactive approach to addressing inclusion, diversity, equity, and accessibility at Cleveland Metroparks. The following focus areas, supported by specific strategies, have been added to the Policy:

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

1. Recruitment
2. Benefits, Work-Life Integration and Flexibility
3. Outreach that ensures the engagement of underrepresented audiences including but not limited to English language learners and community constituencies
4. Leadership, Measurement and Accountability
5. Communication, Training, and Development
6. Procurement and Supplier Diversity

Cleveland Metroparks is currently working with Enlightened Solutions to develop specific strategic plans for each Department to activate this Policy throughout the Park District. In addition, the IDEA Team members will act as Department liaisons to implement this Policy.

The full Policy can be found at pages **91966** through **91972**.

- (b) ***Cleveland Metroparks Participation in Chagrin Valley Dispatch Council***  
(Originating Sources: Katherine Dolan, Chief of Police/Ken Schabitzer, Lieutenant)

**Background**

In June 2013, pursuant to the authority granted by Chapter 167 of the Ohio Revised Code a council of governments between nine political subdivisions was formed, and the Chagrin Valley Dispatch Council was established. The council started with a single facility with eight full-time dispatchers and has now expanded into three separate facilities that provide police, fire, and EMS dispatch to thirty-one municipalities and over 100 full-time employees.

The Chagrin Valley Dispatch (CVD) operates full service dispatch centers including Emergency Medical Dispatching, Law Enforcement Automated Data Systems (LEADS) services, activation of specialty teams, quality assurance of emergency call taking, and multiple technology enhancements that provide dispatchers with pinpoint locations of 911 callers which assists with expediting emergency response. Additionally, the CVD has a five-member full-time IT staff that will manage and host all Mobile Data Terminal (in-car computers), manage and host entire domains, and conduct annual service and repairs to member agencies radio equipment.

CVD operates a tactical dispatch unit (TDU) comprised of a team commander, three assistant commanders and supervisors. The TDU is auto-deployed to specialty team activations and certain special events. The TDU also provides a mobile dispatch center/command post for use during large scale incidents.

Participating members of the dispatch council have full voting rights on every level and includes a user committee, a technical advisory committee, and a mayoral/CEO

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

committee. The committees provide policy recommendations, dispatch oversight and fiduciary approval.

The footprint of Cleveland Metroparks extends into well over 50% of the CVD's participating members. This partnership will provide increased interoperability between neighboring jurisdictions, enhanced situational awareness, and decrease response times to calls that are in progress.

As a participating member, Cleveland Metroparks Police will receive 24/7 police dispatching and call-taking services, LEADS connection and entry services, radio maintenance, and the installation of a new records management system (TAC) and mobile CAD system.

All current Cleveland Metroparks dispatch employees will have job offers from CVD. All sick, holiday, and vacation time transfers with the employee, and they remain in the OPERS retirement system.

The proposed participation agreement would become effective on or about December 1, 2020 and would continue until terminated.

As a new member, payment of dues by Cleveland Metroparks is as follows:

2021 One-time facilities fees and equipment: \$280,000

Component of Capital Charge Share:

The CVD will credit Cleveland Metroparks one hundred thousand dollars (\$100,000) for radio costs to be allocated against the Cleveland Metroparks 2021 One-Time Facilities and Equipment Component of Capital Charge Share above beginning with the commencement of the effective date of service: (\$100,000)

Total One-Time Capital Charge Share: \$180,000

Net 2021 One-Time Facilities and Equipment Component of Capital Charge Share to be paid in five (5) equal installments as follows:

January 1, 2021: \$36,000

January 1, 2022: \$36,000

January 1, 2023: \$36,000

January 1, 2024: \$36,000

January 1, 2025: \$36,000

2020 and 2021 Operating Cost Shares as follows:

i. 2020 Operating Cost Share (\$39,916.66 prorated amount due for 12-1-2020 through 12-31-20): \$39,916.66

ii. 2021 Operating Cost Share: \$479,000.00

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

One month's working capital advance equal to (\$39,916.66) one month's dues is payable upon the effective date of this Agreement, with such advance to be returned to Member as applied to its last monthly payment due the CVD should Member withdraw from the CVD.

Cleveland Metroparks hereby requests to switch to the TAC System and agrees that such cost shall be paid in three (3) equal installments as follows: \$153,501

January 1, 2021: \$51,167

January 1, 2022: \$51,167

January 1, 2023: \$51,167

CVD will provide Cleveland Metroparks with Radio Preventive Maintenance and Support Services at the cost of twenty thousand dollars (\$20,000) for the year 2021 and thereafter as agreed upon.

Based on the projected costs above, Cleveland Metroparks annual costs to participate in CVD are as follows:

Year 1 CVD Annual	\$479,000
Year 1 Capital	\$ 36,000
Year 1 TAC	\$ 51,167
Radio Maintenance	\$ 20,000
Total	\$586,167

Year 2 CVD Annual	\$488,580
Year 2 Capital	\$ 36,000
Year 2 TAC	\$ 51,167
Radio Maintenance	\$ 20,000
TAC Maintenance	\$ 28,000
Total	\$623,747

Year 3 CVD Annual	\$498,351
Year 3 Capital	\$ 36,000
Year 3 TAC	\$ 51,167
Radio Maintenance	\$ 20,000
TAC Maintenance	\$ 28,000
Total	\$633,518

Year 4 CVD Annual	\$508,318
Year 4 Capital	\$ 36,000
Radio Maintenance	\$ 20,000
TAC Maintenance	\$ 28,000
Total	\$592,318

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

Year 5 CVD Annual	\$518,484
Year 5 Capital	\$ 36,000
Radio Maintenance	\$ 20,000
<u>TAC Maintenance</u>	<u>\$ 28,000</u>
Total	\$602,484

Year 6 CVD Annual	\$528,853
Radio Maintenance	\$ 20,000
<u>TAC Maintenance</u>	<u>\$ 28,000</u>
Total	\$576,853

Cleveland Metroparks Police spends approximately \$696,200 each year to operate its Communications Center. Joining CVD would reduce annual operating costs each of the first six years of the proposed participation agreement, saving \$562,000 during that period. Additionally, Cleveland Metroparks needs to invest \$300,000 to upgrade its record management system and \$41,000 to add cellular call mapping to its 911 calls. Neither of these capital investments would be required upon joining CVD, as these technologies are already in place, updated, and available to CVD members. Therefore, joining CVD would result in projected aggregate savings of \$903,000 over the first six years of membership.

**(c) *Vision for the Valley Update***

*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Sara Byrnes Maier, Senior Strategic Park Planner)*

In 2018, The Vision for the Valley initiative was awarded funding through the Northeast Ohio Areawide Coordinating Agency's (NOACA) Transportation for Livable Communities Initiative (TLCI) planning grant program to realize a unifying vision addressing transportation, including maritime transportation (freight traffic and recreational boating), land use, and the coordination of key investments for the Cuyahoga River Valley from the confluence with Lake Erie upstream to Harvard Road. The project was a partnership between the City of Cleveland, Cleveland Metroparks, the Cleveland-Cuyahoga Port Authority (the Port), Flats Forward, and NOACA.

Beginning in mid-2019, the project team, led by OHM Advisors, convened a cross-section of community and agency stakeholders and the public for the Vision for the Valley process. The study is nearing completion, having recently finished its final round of community engagement, and staff will provide a brief update on the draft final plan and its key recommendations.

More information can be found on the project webpage at [www.visionforthevalley.com](http://www.visionforthevalley.com).

**DATE OF NEXT MEETING.**

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, September 17, 2020, 8:00 a.m. Details regarding meeting logistics will be posted on the Cleveland Metroparks website.

**ADJOURNMENT TO EXECUTIVE SESSION.**

**No. 20-08-117:** At 10:44 a.m., upon motion by Vice President Moore, seconded by Vice President Berry and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Purchase/Acquisition of Real Property, as stated by Chief Legal and Ethics Officer, Rose Fini.

Roll-call vote on the motion was as follows:

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

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

**ADJOURNMENT.**

**No. 20-08-118:** There being no further matters to come before the Board, upon motion by Vice President Moore, seconded by Vice President Berry and carried, President Rinker adjourned the meeting at 11:26 a.m.

Vote on the motion was as follows:

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

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President.

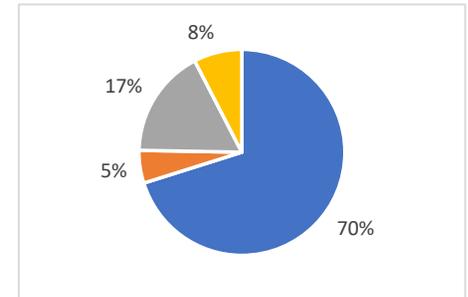
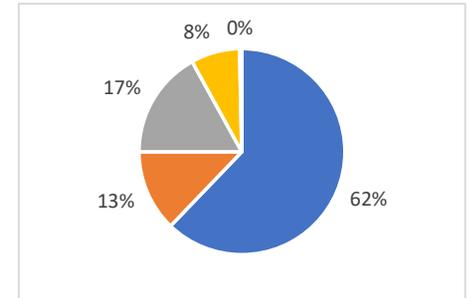
Attest:

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Secretary.

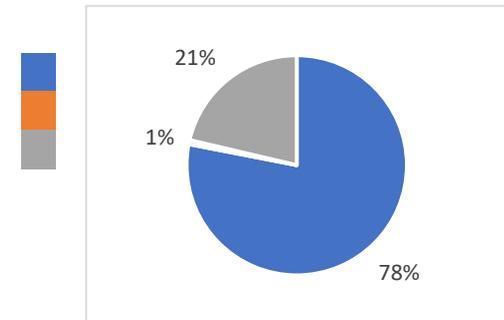
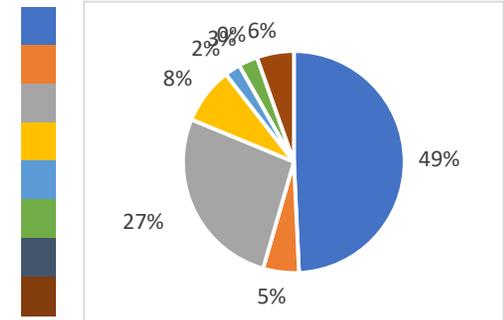
**Cleveland Metroparks  
Financial Performance  
7/31/2020  
CM Park District**

	Actual Jul '19	Actual Jul '20	Fav (Unfav)	Actual YTD Jul '19	Actual YTD Jul '20	Fav (Unfav)
<b>Revenue:</b>						
Property Tax	14,791,462	2,593,000	(12,198,462)	57,251,704	44,020,086	(13,231,618)
Local Gov/Grants/Gifts	2,391,699	1,939,453	(452,246)	6,241,906	9,061,918	2,820,012
Charges for Services	6,156,398	3,374,372	(2,782,026)	19,057,457	12,002,684	(7,054,773)
Self-Funded	817,221	765,152	(52,069)	5,464,543	5,428,366	(36,177)
Interest, Fines, Other	<u>71,211</u>	<u>19,763</u>	<u>(51,448)</u>	<u>484,845</u>	<u>266,269</u>	<u>(218,576)</u>
<b>Total Revenue</b>	<b>24,227,991</b>	<b>8,691,740</b>	<b>(15,536,251)</b>	<b>88,500,455</b>	<b>70,779,323</b>	<b>(17,721,132)</b>
<b>OpEx:</b>						
Salaries and Benefits	6,131,356	4,808,515	1,322,841	39,578,880	35,499,505	4,079,375
Contractual Services	120,254	187,288	(67,034)	2,715,774	2,599,411	116,363
Operations	2,534,141	1,262,897	1,271,244	12,554,655	8,639,556	3,915,099
Self-Funded Exp	<u>491,094</u>	<u>577,644</u>	<u>(86,550)</u>	<u>3,642,315</u>	<u>3,839,842</u>	<u>(197,527)</u>
<b>Total OpEx</b>	<b>9,276,845</b>	<b>6,836,344</b>	<b>2,440,501</b>	<b>58,491,624</b>	<b>50,578,314</b>	<b>7,913,310</b>
<b>Op Surplus/(Subsidy)</b>	<b>14,951,146</b>	<b>1,855,396</b>	<b>(13,095,750)</b>	<b>30,008,831</b>	<b>20,201,009</b>	<b>(9,807,822)</b>
<b>CapEx:</b>						
Capital Labor	77,551	73,894	3,657	489,915	526,787	(36,872)
Construction Expenses	1,554,578	2,479,960	(925,382)	5,803,353	9,675,076	(3,871,723)
Capital Equipment	69,890	375,219	(305,329)	2,121,066	1,173,248	947,818
Land Acquisition	1,636,128	18,252	1,617,876	2,298,101	2,768,367	(470,266)
Capital Animal Costs	<u>3,104</u>	<u>723</u>	<u>2,381</u>	<u>18,412</u>	<u>3,829</u>	<u>14,583</u>
<b>Total CapEx</b>	<b>3,341,251</b>	<b>2,948,048</b>	<b>393,203</b>	<b>10,730,847</b>	<b>14,147,307</b>	<b>(3,416,460)</b>
<b>Net Surplus/(Subsidy)</b>	<b>11,609,895</b>	<b>(1,092,652)</b>	<b>(12,702,547)</b>	<b>19,277,984</b>	<b>6,053,702</b>	<b>(13,224,282)</b>



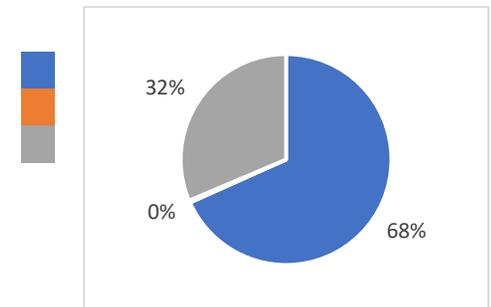
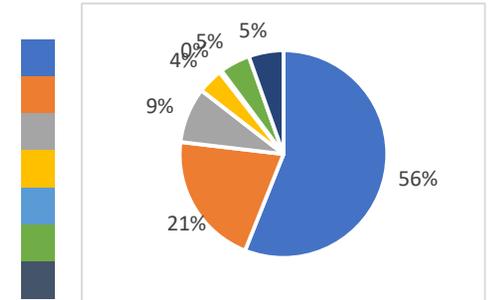
**Cleveland Metroparks  
Financial Performance  
7/31/2020  
Zoo**

	<b>Actual Jul '19</b>	<b>Actual Jul '20</b>	<b>Fav (Unfav)</b>	<b>Actual YTD Jul '19</b>	<b>Actual YTD Jul '20</b>	<b>Fav (Unfav)</b>
<b>Revenue:</b>						
General/SE Admissions	1,446,641	855,386	(591,255)	3,806,863	1,817,233	(1,989,630)
Guest Experience	179,991	88,350	(91,641)	656,043	191,912	(464,131)
Zoo Society	850,759	185,666	(665,093)	2,038,395	988,646	(1,049,749)
Souvenirs/Refreshments	311,466	81,877	(229,589)	705,804	303,737	(402,067)
Education	47,110	(28,026)	(75,136)	354,482	84,243	(270,239)
Rentals & Events	46,839	384	(46,455)	261,356	104,264	(157,092)
Consignment	4,125	0	(4,125)	12,883	0	(12,883)
Other	<u>(1,406)</u>	<u>(56)</u>	<u>1,350</u>	<u>(2,730)</u>	<u>199,056</u>	<u>201,786</u>
<b>Total Revenue</b>	<b>2,885,525</b>	<b>1,183,581</b>	<b>(1,701,944)</b>	<b>7,833,096</b>	<b>3,689,091</b>	<b>(4,144,005)</b>
<b>OpEx:</b>						
Salaries and Benefits	1,336,146	1,039,944	296,202	8,890,098	7,948,954	941,144
Contractual Services	8,660	7,972	688	117,855	64,318	53,537
Operations	<u>458,828</u>	<u>226,477</u>	<u>232,351</u>	<u>2,946,972</u>	<u>2,170,543</u>	<u>776,429</u>
<b>Total OpEx</b>	<b>1,803,634</b>	<b>1,274,393</b>	<b>529,241</b>	<b>11,954,925</b>	<b>10,183,815</b>	<b>1,771,110</b>
<b>Op Surplus/(Subsidy)</b>	<b>1,081,891</b>	<b>(90,812)</b>	<b>(1,172,703)</b>	<b>(4,121,829)</b>	<b>(6,494,724)</b>	<b>(2,372,895)</b>
<b>CapEx:</b>						
Capital Labor	0	0	0	26,457	0	26,457
Construction Expenses	425,889	798,799	(372,910)	1,758,151	1,602,906	155,245
Capital Equipment	0	1,899	(1,899)	121,607	113,254	8,353
Capital Animal Costs	<u>3,104</u>	<u>722</u>	<u>2,382</u>	<u>18,412</u>	<u>3,829</u>	<u>14,583</u>
<b>Total CapEx</b>	<b>428,993</b>	<b>801,420</b>	<b>(372,427)</b>	<b>1,924,627</b>	<b>1,719,989</b>	<b>204,638</b>
<b>Net Surplus/(Subsidy)</b>	<b>652,898</b>	<b>(892,232)</b>	<b>(1,545,130)</b>	<b>(6,046,456)</b>	<b>(8,214,713)</b>	<b>(2,168,257)</b>
Restricted Revenue	290,992	121,273	(169,719)	752,099	2,057,165	1,305,066
Restricted Expenses	<u>63,860</u>	<u>131,070</u>	<u>(67,210)</u>	<u>557,001</u>	<u>2,277,843</u>	<u>(1,720,842)</u>
<b>Restricted Surplus/(Subsidy)</b>	<b>227,132</b>	<b>(9,797)</b>	<b>(236,929)</b>	<b>195,098</b>	<b>(220,678)</b>	<b>(415,776)</b>



**Cleveland Metroparks  
Financial Performance  
7/31/2020  
Golf Summary**

	<b>Actual Jul '19</b>	<b>Actual Jul '20</b>	<b>Fav (Unfav)</b>	<b>Actual YTD Jul '19</b>	<b>Actual YTD Jul '20</b>	<b>Fav (Unfav)</b>
<b>Revenue:</b>						
Greens Fees	688,072	917,995	229,923	1,952,449	2,578,098	625,649
Equipment Rentals	298,603	375,523	76,920	797,825	959,321	161,496
Food Service	159,371	126,165	(33,206)	482,598	398,605	(83,993)
Merchandise Sales	68,123	76,919	8,796	225,568	180,265	(45,303)
Pro Services	7,002	(1,814)	(8,816)	153,986	18,164	(135,822)
Driving Range	57,751	75,369	17,618	228,330	218,304	(10,026)
Other	<u>31,824</u>	<u>46,039</u>	<u>14,215</u>	<u>297,571</u>	<u>248,863</u>	<u>(48,708)</u>
<b>Total Revenue</b>	<b>1,310,746</b>	<b>1,616,196</b>	<b>305,450</b>	<b>4,138,327</b>	<b>4,601,620</b>	<b>463,293</b>
<b>OpEx:</b>						
Salaries and Benefits	446,034	420,187	25,847	2,404,224	2,192,407	211,817
Contractual Services	3,529	1,788	1,741	12,965	10,079	2,886
Operations	<u>259,200</u>	<u>273,918</u>	<u>(14,718)</u>	<u>1,155,091</u>	<u>1,007,019</u>	<u>148,072</u>
<b>Total OpEx</b>	<b>708,763</b>	<b>695,893</b>	<b>12,870</b>	<b>3,572,280</b>	<b>3,209,505</b>	<b>362,775</b>
<b>Op Surplus/(Subsidy)</b>	<b>601,983</b>	<b>920,303</b>	<b>318,320</b>	<b>566,047</b>	<b>1,392,115</b>	<b>826,068</b>
<b>CapEx:</b>						
Capital Labor	9,702	0	9,702	107,481	68,274	39,207
Construction Expenses	3,753	0	3,753	268,857	79,386	189,471
Capital Equipment	<u>0</u>	<u>1,074</u>	<u>(1,074)</u>	<u>818,140</u>	<u>41,826</u>	<u>776,314</u>
<b>Total CapEx</b>	<b>13,455</b>	<b>1,074</b>	<b>12,381</b>	<b>1,194,478</b>	<b>189,486</b>	<b>1,004,992</b>
<b>Net Surplus/(Subsidy)</b>	<b>588,528</b>	<b>919,229</b>	<b>330,701</b>	<b>(628,431)</b>	<b>1,202,629</b>	<b>1,831,060</b>



**Cleveland Metroparks  
Financial Performance  
7/31/2020  
Golf Detail**

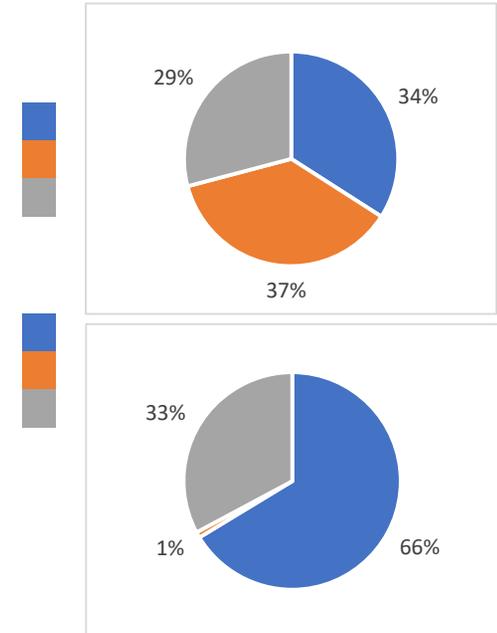
	<b>Big Met (18)</b>		<b>Little Met (9)</b>		<b>Mastick Woods (9)</b>		<b>Manakiki (18)</b>		<b>Sleepy Hollow (18)</b>	
	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20
Operating Revenue	722,725	772,908	208,026	268,433	144,687	151,295	611,268	734,894	830,414	856,436
Operating Expenses	<u>532,545</u>	<u>536,298</u>	<u>158,240</u>	<u>96,837</u>	<u>129,996</u>	<u>88,495</u>	<u>508,049</u>	<u>503,426</u>	<u>719,858</u>	<u>653,688</u>
<b>Operating Surplus/(Subsidy)</b>	<b>190,180</b>	<b>236,610</b>	<b>49,786</b>	<b>171,596</b>	<b>14,691</b>	<b>62,800</b>	<b>103,219</b>	<b>231,468</b>	<b>110,556</b>	<b>202,748</b>
Capital Labor	0	0	0	0	0	0	0	0	34,302	0
Construction Expenses	0	0	0	0	0	0	0	0	263,205	0
Capital Equipment	<u>476,890</u>	<u>13,584</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>316,875</u>	<u>13,584</u>	<u>0</u>	<u>13,584</u>
<b>Total Capital Expenditures</b>	<b>476,890</b>	<b>13,584</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316,875</b>	<b>13,584</b>	<b>297,507</b>	<b>13,584</b>
<b>Net Surplus/(Subsidy)</b>	<b>(286,710)</b>	<b>223,026</b>	<b>49,786</b>	<b>171,596</b>	<b>14,691</b>	<b>62,800</b>	<b>(213,656)</b>	<b>217,884</b>	<b>(186,951)</b>	<b>189,164</b>

	<b>Shawnee Hills (27)</b>		<b>Washington Park (9)</b>		<b>Seneca (27)</b>		<b>Golf Admin</b>		<b>Total</b>	
	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20
Operating Revenue	597,765	674,896	317,474	292,484	684,027	824,974	21,941	25,300	4,138,327	4,601,620
Operating Expenses	<u>472,368</u>	<u>437,536</u>	<u>251,860</u>	<u>189,443</u>	<u>524,622</u>	<u>472,154</u>	<u>274,742</u>	<u>231,628</u>	<u>3,572,280</u>	<u>3,209,505</u>
<b>Operating Surplus/(Subsidy)</b>	<b>125,397</b>	<b>237,360</b>	<b>65,614</b>	<b>103,041</b>	<b>159,405</b>	<b>352,820</b>	<b>(252,801)</b>	<b>(206,328)</b>	<b>566,047</b>	<b>1,392,115</b>
Capital Labor	0	0	0	0	73,179	68,274	0	0	107,481	68,274
Construction Expenses	0	0	0	79,386	5,652	0	0	0	268,857	79,386
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>24,375</u>	<u>0</u>	<u>0</u>	<u>1,074</u>	<u>818,140</u>	<u>41,826</u>
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,386</b>	<b>103,206</b>	<b>68,274</b>	<b>0</b>	<b>1,074</b>	<b>1,194,478</b>	<b>189,486</b>
<b>Net Surplus/(Subsidy)</b>	<b>125,397</b>	<b>237,360</b>	<b>65,614</b>	<b>23,655</b>	<b>56,199</b>	<b>284,546</b>	<b>(252,801)</b>	<b>(207,402)</b>	<b>(628,431)</b>	<b>1,202,629</b>

**Cleveland Metroparks  
Financial Performance  
7/31/2020  
Enterprise Summary**

	<b>Actual Jul '19</b>	<b>Actual Jul '20</b>	<b>Fav (Unfav)</b>	<b>Actual YTD Jul '19</b>	<b>Actual YTD Jul '20</b>	<b>Fav (Unfav)</b>
<b>Revenue:</b>						
Concessions	1,097,292	217,688	(879,604)	2,749,791	615,941	(2,133,850)
Dock Rentals	10,283	17,624	7,341	738,555	666,086	(72,469)
Other	<u>280,141</u>	<u>135,879</u>	<u>(144,262)</u>	<u>901,602</u>	<u>526,823</u>	<u>(374,779)</u>
<b>Total Revenue</b>	<b>1,387,716</b>	<b>371,191</b>	<b>(1,016,525)</b>	<b>4,389,948</b>	<b>1,808,850</b>	<b>(2,581,098)</b>
<b>OpEx:</b>						
Salaries and Benefits	525,537	217,317	308,220	2,033,273	1,332,624	700,649
Contractual Services	6,561	2,001	4,560	26,886	18,154	8,732
Operations	<u>666,757</u>	<u>209,594</u>	<u>457,163</u>	<u>1,623,989</u>	<u>659,936</u>	<u>964,053</u>
<b>Total OpEx</b>	<b>1,198,855</b>	<b>428,912</b>	<b>769,943</b>	<b>3,684,148</b>	<b>2,010,714</b>	<b>1,673,434</b>
<b>Op Surplus/(Subsidy)</b>	<b>188,861</b>	<b>(57,721)</b>	<b>(246,582)</b>	<b>705,800</b>	<b>(201,864)</b>	<b>(907,664)</b>
<b>CapEx:</b>						
Capital Labor	0	0	0	0	6,648	(6,648)
Construction Expenses	3,869	3,654	215	126,693	97,626	29,067
Capital Equipment	<u>1,416</u>	<u>0</u>	<u>1,416</u>	<u>8,610</u>	<u>10,042</u>	<u>(1,432)</u>
<b>Total CapEx</b>	<b>5,285</b>	<b>3,654</b>	<b>1,631</b>	<b>135,303</b>	<b>114,316</b>	<b>20,987</b>
<b>Net Surplus/(Subsidy)</b>	<b>183,576</b>	<b>(61,375)</b>	<b>(244,951)</b>	<b>570,497</b>	<b>(316,180)</b>	<b>(886,677)</b>



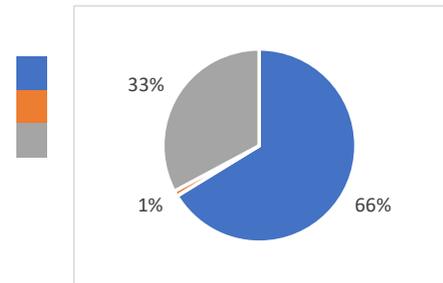
\*Other includes Chalet, Hayrides, Aquatics and Misc.

Cleveland Metroparks  
 Financial Performance  
 7/31/2020  
 Enterprise Detail

	Merwin's Wharf		EW Beach House		E55th Marina		E55th Restaurant			
	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20		
Operating Revenue	1,346,496	109,990	541,538	155,036	728,311	654,664	415,306	173,080		
Operating Expenses	<u>1,223,120</u>	<u>404,660</u>	<u>348,904</u>	<u>125,341</u>	<u>209,099</u>	<u>138,525</u>	<u>317,556</u>	<u>189,497</u>		
<b>Operating Surplus/(Subsidy)</b>	<b>123,376</b>	<b>(294,670)</b>	<b>192,634</b>	<b>29,695</b>	<b>519,212</b>	<b>516,139</b>	<b>97,750</b>	<b>(16,417)</b>		
Capital Labor	0	6,648	0	0	0	0	0	0		
Construction Expenses	2,002	29,779	0	0	54,329	40,011	0	0		
Capital Equipment	<u>0</u>	<u>10,042</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
<b>Total Capital Expenditures</b>	<b>2,002</b>	<b>46,469</b>	<b>0</b>	<b>0</b>	<b>54,329</b>	<b>40,011</b>	<b>0</b>	<b>0</b>		
<b>Net Surplus/(Subsidy)</b>	<b>121,374</b>	<b>(341,139)</b>	<b>192,634</b>	<b>29,695</b>	<b>464,883</b>	<b>476,128</b>	<b>97,750</b>	<b>(16,417)</b>		
	<b>Wildwood</b>		<b>Euclid Beach</b>		<b>EmerNeck Marina</b>		<b>EmerNeck Restaurant</b>			
	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20		
Operating Revenue	51,738	31,580	19,637	0	284,680	290,465	261,326	35,002		
Operating Expenses	<u>89,999</u>	<u>29,915</u>	<u>19,680</u>	<u>1,520</u>	<u>137,657</u>	<u>136,172</u>	<u>245,557</u>	<u>93,740</u>		
<b>Operating Surplus/(Subsidy)</b>	<b>(38,261)</b>	<b>1,665</b>	<b>(43)</b>	<b>(1,520)</b>	<b>147,023</b>	<b>154,293</b>	<b>15,769</b>	<b>(58,738)</b>		
Capital Labor	0	0	0	0	0	0	0	0		
Construction Expenses	48,294	2,787	0	0	3,101	0	7,232	49		
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,375</u>	<u>0</u>		
<b>Total Capital Expenditures</b>	<b>48,294</b>	<b>2,787</b>	<b>0</b>	<b>0</b>	<b>3,101</b>	<b>0</b>	<b>8,607</b>	<b>49</b>		
<b>Net Surplus/(Subsidy)</b>	<b>(86,555)</b>	<b>(1,122)</b>	<b>(43)</b>	<b>(1,520)</b>	<b>143,922</b>	<b>154,293</b>	<b>7,162</b>	<b>(58,787)</b>		
	<b>Edgewater Pier</b>		<b>Wallace Lake</b>		<b>Hinckley Lake</b>		<b>Huntington</b>			
	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20		
Operating Revenue	72,053	29,973	52,753	24,510	29,147	0	113,401	60,952		
Operating Expenses	<u>63,989</u>	<u>27,578</u>	<u>42,154</u>	<u>22,461</u>	<u>26,488</u>	<u>1,039</u>	<u>91,345</u>	<u>44,427</u>		
<b>Operating Surplus/(Subsidy)</b>	<b>8,064</b>	<b>2,395</b>	<b>10,599</b>	<b>2,049</b>	<b>2,659</b>	<b>(1,039)</b>	<b>22,056</b>	<b>16,525</b>		
Capital Labor	0	0	0	0	0	0	0	0		
Construction Expenses	0	0	0	0	0	0	0	0		
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,416</u>	<u>0</u>		
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,416</b>	<b>0</b>		
<b>Net Surplus/(Subsidy)</b>	<b>8,064</b>	<b>2,395</b>	<b>10,599</b>	<b>2,049</b>	<b>2,659</b>	<b>(1,039)</b>	<b>20,640</b>	<b>16,525</b>		
	<b>Chalet</b>		<b>Ledge Lake</b>		<b>Parking</b>		<b>Enterprise Admin</b>		<b>Total</b>	
	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20	YTD Jul '19	YTD Jul '20
Operating Revenue	212,002	206,367	162,553	445	99,007	36,786	0	0	4,389,948	1,808,850
Operating Expenses	<u>190,238</u>	<u>175,273</u>	<u>85,878</u>	<u>5,460</u>	<u>15,259</u>	<u>11,085</u>	<u>577,225</u>	<u>604,021</u>	<u>3,684,148</u>	<u>2,010,714</u>
<b>Operating Surplus/(Subsidy)</b>	<b>21,764</b>	<b>31,094</b>	<b>76,675</b>	<b>(5,015)</b>	<b>83,748</b>	<b>25,701</b>	<b>(577,225)</b>	<b>(604,021)</b>	<b>705,800</b>	<b>(201,864)</b>
Capital Labor	0	0	0	0	0	0	0	0	0	6,648
Construction Expenses	7,373	0	4,362	0	0	0	0	25,000	126,693	97,626
Capital Equipment	<u>4,230</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,589</u>	<u>0</u>	<u>8,610</u>	<u>10,042</u>
<b>Total Capital Expenditures</b>	<b>11,603</b>	<b>0</b>	<b>4,362</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,589</b>	<b>25,000</b>	<b>135,303</b>	<b>114,316</b>
<b>Net Surplus/(Subsidy)</b>	<b>10,161</b>	<b>31,094</b>	<b>72,313</b>	<b>(5,015)</b>	<b>83,748</b>	<b>25,701</b>	<b>(578,814)</b>	<b>(629,021)</b>	<b>570,497</b>	<b>(316,180)</b>

**Cleveland Metroparks  
Financial Performance  
7/31/2020  
Nature Shops and Kiosks**

	Actual Jul '19	Actual Jul '20	Fav (Unfav)	Actual YTD Jul '19	Actual YTD Jul '20	Fav (Unfav)
<b>Retail Revenue</b>	<b>149,701</b>	<b>78,075</b>	<b>(71,626)</b>	<b>363,633</b>	<b>217,830</b>	<b>(145,803)</b>
<b>OpEx:</b>						
Salaries and Benefits	38,590	14,548	24,042	172,696	108,428	64,268
Contractual Services	0	0	0	3,892	1,492	2,400
Operations	<u>20,139</u>	<u>18,774</u>	<u>1,365</u>	<u>132,040</u>	<u>87,788</u>	<u>44,252</u>
<b>Total OpEx</b>	<b>58,729</b>	<b>33,322</b>	<b>25,407</b>	<b>308,628</b>	<b>197,708</b>	<b>110,920</b>
<b>Op Surplus/(Subsidy)</b>	<b>90,972</b>	<b>44,753</b>	<b>(46,219)</b>	<b>55,005</b>	<b>20,122</b>	<b>(34,883)</b>
<b>CapEx:</b>						
Capital Labor	0	0	0	0	0	0
Construction Expenses	0	0	0	0	0	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total CapEx</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Surplus/(Subsidy)</b>	<b>90,972</b>	<b>44,753</b>	<b>(46,219)</b>	<b>55,005</b>	<b>20,122</b>	<b>(34,883)</b>



**CLEVELAND METROPARKS  
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES  
FOR THE MONTH ENDED JULY 31, 2020**

ACCOUNTS RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$395,894	\$223,001	\$62,593	\$43,734	\$725,222

RANGER/COURT FINES RECEIVABLE

Total
\$51,689

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Interest Earned	EOM Balance
07/01/20	PNC Bank	Money Market (A)	30	0.05%	07/31/20	\$2	\$58,530
07/01/20	Fifth Third Securities	Money Market (B)	30	0.00%	07/31/20	\$0	\$3,294
07/01/20	STAR Ohio	State pool (C)	30	0.46%	07/31/20	\$11,738	\$30,317,390
07/01/20	STAR Plus	State pool (D)	30	0.30%	07/31/20	\$176	\$694,347

(A) Government Performance Money Market Account.

Investment balance ranged from \$58,527 to \$58,530 in July.

(B) Federated Government Money Market Account.

Investment balance ranged from \$3,293 to \$3,294 in July.

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

Investment balance ranged from \$30,305,652 to \$30,317,390 in July.

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

Investment balance ranged from \$694,171 to \$694,347 in July.

**CLEVELAND METROPARKS**  
**Appropriation Summary - 2020**

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #7 8/20/2020	Total
		Baseline Budget	Carry Over Encumbrances	Total			
<b>OPERATING</b>							
51	Salaries	\$ 56,164,224	\$ -	\$ 56,164,224	\$ 13,826	\$ 11,800 <b>A</b>	\$ 56,189,850
52	Employee Fringe Benefits	18,489,702	43,861	18,533,563	141,256	2,596 <b>B</b>	18,677,415
53	Contractual Services	14,615,911	1,163,297	15,779,208	447,267	12,400 <b>C</b>	16,238,875
54	Office Operations	24,071,314	2,192,891	26,264,205	3,045,157	(13,076) <b>D</b>	29,296,286
	Operating Subtotal	113,341,151	3,400,049	116,741,200	3,647,506	13,720	120,402,426
<b>CAPITAL</b>							
571	Capital Labor	900,000	-	900,000	-	-	900,000
572	Capital Construction Expenses	26,205,084	10,954,935	37,160,019	5,078,815	752,894 <b>E</b>	42,991,728
574	Capital Equipment	2,766,476	681,816	3,448,292	484,408	7,989 <b>F</b>	3,940,689
575	Zoo Animals	75,000	5,265	80,265	-	-	80,265
576	Land	2,032,525	12,406	2,044,931	1,369,207	(19,396) <b>G</b>	3,394,742
	Capital Subtotal	31,979,085	11,654,422	43,633,507	6,932,430	741,487	51,307,424
<b>TOTALS</b>							
Grand totals		\$ 145,320,236	\$ 15,054,471	\$ 160,374,707	\$ 10,579,936	\$ 755,207	\$ 171,709,850

**CLEVELAND METROPARKS****Appropriations 2020 - Legend - Amendment #7****OPERATING****51 SALARIES**

\$	16,800	Transfer of restricted fund appropriations from Land to Seasonal Salaries to meet grant requirements Net budget effect is zero
\$	(5,000)	Transfer of restricted fund appropriations from Part-Time Salaries to Program Supplies to fulfill grant purpose Net budget effect is zero

**A** \$ 11,800 Total increase (decrease) to Salaries

**52 FRINGE BENEFITS**

\$	2,596	Transfer of restricted fund appropriations from Land to PERS & Medicare to meet grant requirements Net budget effect is zero
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**B** \$ 2,596 Total increase (decrease) to Fringe Benefits

**53 CONTRACTUAL SERVICES**

\$	5,000	Increase in restricted fund appropriations for Misc. Contractual Services to deliver educational workshops Appropriation increase covered by new grant from Cleveland Water Alliance
\$	900	Transfer of appropriations from Property Maintenance Supplies to Maintenance Service Contracts Net budget effect is zero
\$	1,500	Transfer of appropriations from Tools & Merchandise for Resale to Misc. Contractual Services for Square costs Net budget effect is zero
\$	5,000	Transfer of restricted fund appropriations from Part-Time Salaries to Program Supplies to fulfill grant purpose Net budget effect is zero

**C** \$ 12,400 Total increase (decrease) to Contractual Services

**54 OFFICE OPERATIONS**

\$	650	Transfer of appropriations from Technology Equipment to Data Communications for security camera SIM cards Net budget effect is zero
\$	(10,326)	Transfer of appropriations from Rock Salt & Rental Equipment to Misc. Capital Equipment for Lakefront needs Net budget effect is zero
\$	(1,000)	Transfer of appropriations from Minor Computer Equip & Program Supplies to Technology Equip for NC PreK laptop Net budget effect is zero
\$	(900)	Transfer of appropriations from Property Maintenance Supplies to Maintenance Service Contracts Net budget effect is zero
\$	(1,500)	Transfer of appropriations from Tools & Merchandise for Resale to Misc. Contractual Services for Square costs Net budget effect is zero

**D** \$ (13,076) Total increase (decrease) to Office Operations

**\$ 13,720 TOTAL INCREASE (DECREASE) TO OPERATIONS**

**CAPITAL****572 CAPITAL CONSTRUCTION EXPENSES**

\$	2,687	Transfer of appropriations from Capital Equipment to Capital Construction Expenses for irrigation software upgrade Net budget effect is zero
\$	50,000	Increase in restricted fund appropriations for Capital Construction Expenses for Rocky River access study Appropriation increase covered by grant from City of Cleveland
\$	700,207	Increase in restricted fund appropriations for Capital Construction Expenses for Brighton Park project Appropriation increase covered by grants from Western Reserve Land Conservancy

**CLEVELAND METROPARKS**

**Appropriations 2020 - Legend - Amendment #7**

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<b>E</b>	\$ <u>752,894</u>	Total increase (decrease) to Capital Materials
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**574 CAPITAL EQUIPMENT**

- \$ (650) Transfer of appropriations from Technology Equipment to Data Communications for security camera SIM cards  
Net budget effect is zero
- \$ 10,326 Transfer of appropriations from Rock Salt & Rental Equipment to Misc. Capital Equipment for Lakefront needs  
Net budget effect is zero
- \$ (2,687) Transfer of appropriations from Capital Equipment to Capital Construction Expenses for irrigation software upgrade  
Net budget effect is zero
- \$ 1,000 Transfer of appropriations from Minor Computer Equip & Program Supplies to Technology Equip for NC PreK laptop  
Net budget effect is zero

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<b>F</b>	\$ <u>7,989</u>	Total increase (decrease) to Capital Equipment
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**576 LAND**

- \$ (19,396) Transfer of restricted fund appropriations from Land to Seasonal Salaries, PERS, Medicare to meet grant requirements  
Net budget effect is zero

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<b>G</b>	\$ <u>(19,396)</u>	Total increase (decrease) to Land
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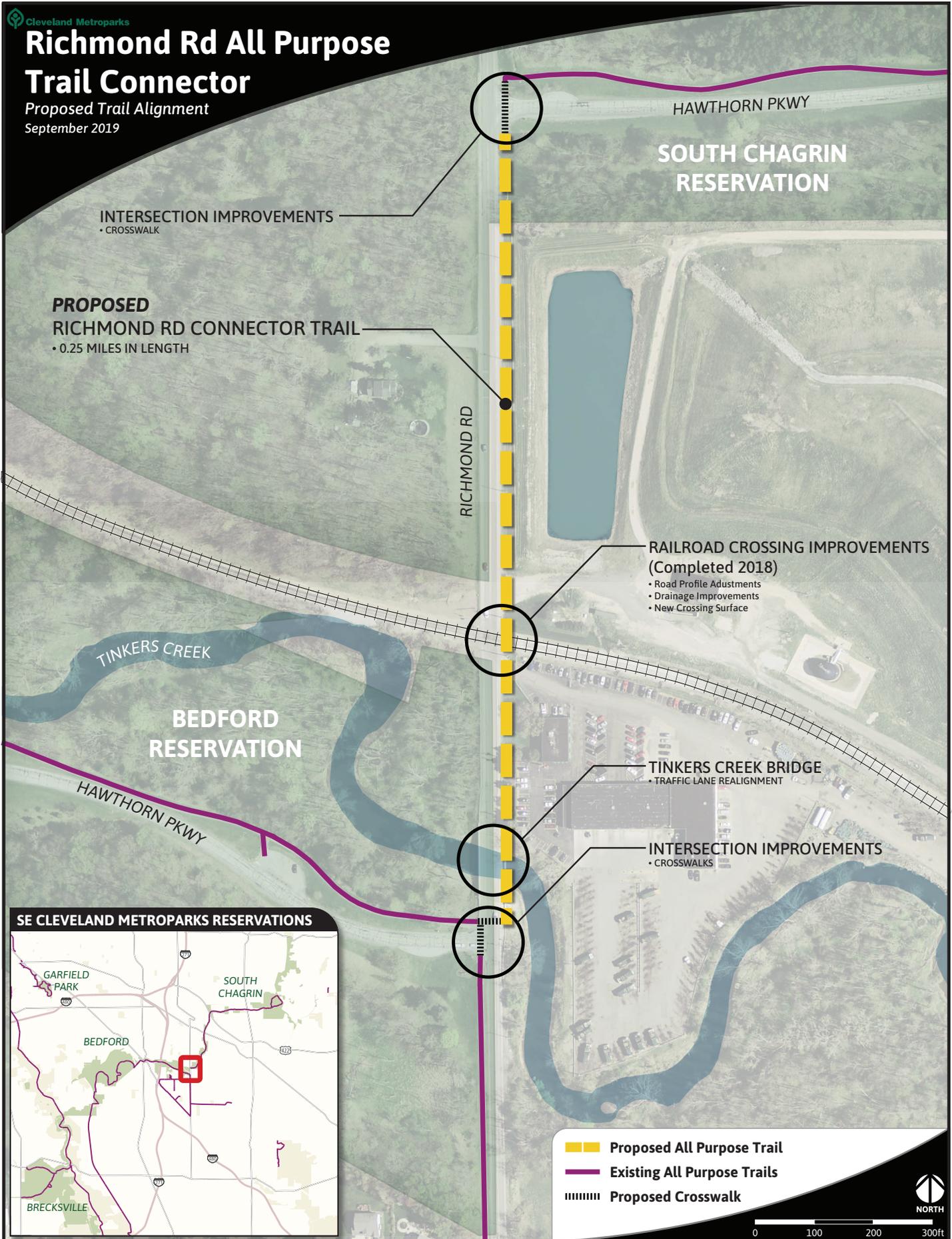
\$ <u>741,487</u>	<b>TOTAL INCREASE (DECREASE) TO CAPITAL</b>
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\$ <u>755,207</u>	<b>GRAND TOTAL - INCREASE (DECREASE) FOR AMENDMENT</b>
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# Richmond Rd All Purpose Trail Connector

Proposed Trail Alignment  
September 2019



INTERSECTION IMPROVEMENTS  
• CROSSWALK

**PROPOSED**  
RICHMOND RD CONNECTOR TRAIL  
• 0.25 MILES IN LENGTH

RICHMOND RD

HAWTHORN PKWY

SOUTH CHAGRIN RESERVATION

TINKERS CREEK

BEDFORD RESERVATION

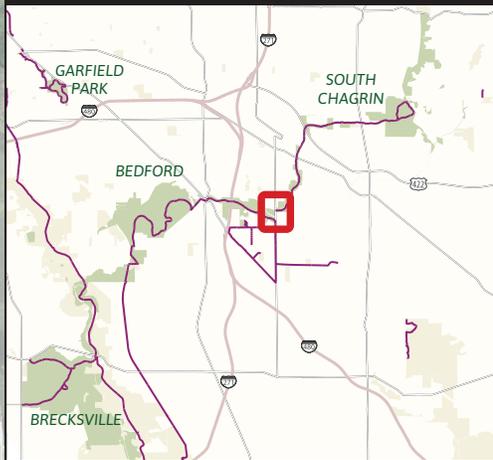
HAWTHORN PKWY

RAILROAD CROSSING IMPROVEMENTS  
(Completed 2018)  
• Road Profile Adjustments  
• Drainage Improvements  
• New Crossing Surface

TINKERS CREEK BRIDGE  
• TRAFFIC LANE REALIGNMENT

INTERSECTION IMPROVEMENTS  
• CROSSWALKS

### SE CLEVELAND METROPARKS RESERVATIONS



-  Proposed All Purpose Trail
-  Existing All Purpose Trails
-  Proposed Crosswalk



**Ohio Department of Transportation Highway Safety Improvement Program**  
***Richmond Road All Purpose Trail Connector Project***

**Resolution # \_\_\_\_\_**

WHEREAS, Cleveland Metroparks is submitting an application to the Ohio Department of Transportation (ODOT) for \$367,800 in funding through the CY 2020 Highway Safety Improvement Program (HSIP) for the Richmond Road All Purpose Trail Connector Project; and

WHEREAS, the HSIP provides federal funds for projects that improve safety for the traveling public; and

WHEREAS, the HSIP program is paid on a reimbursement basis, requiring the applicant to first expend funds and then request reimbursement from ODOT; and

WHEREAS, Cleveland Metroparks agrees to abide by all federal requirements as a sub-recipient of federal transportation funds, including Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act, and including all applicable federal procurement requirements; and

WHEREAS, Cleveland Metroparks agrees to be responsible for managing any and all sub-contracting agencies, organizations, or consultants; and

WHEREAS, Cleveland Metroparks agrees to complete the agreed upon scope of services; and

WHEREAS, Cleveland Metroparks is authorized to execute a contract with ODOT if selected for the HSIP Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Cleveland Metropolitan Park District that:

Authorization is given to Brian M. Zimmerman, Chief Executive Officer, to submit this application to ODOT, acting as designated recipient of USDOT funds, for the HSIP Program and to execute a contract with ODOT if selected for funding.

Passed: \_\_\_\_\_, 2020

\_\_\_\_\_  
Brian M. Zimmerman  
Chief Executive Officer  
Cleveland Metroparks

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bruce G. Rinker  
President  
Board of Park Commissioners  
Cleveland Metropolitan Park District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brittany B. Taylor  
Sr. Legal Assistant  
Cleveland Metroparks

\_\_\_\_\_  
Date

# Euclid Creek Reservation Euclid Creek Greenway - Phase I: Euclid Creek Parkway & Highland Road Signal Project Application - ODOT Highway Safety Improvement Program 2020



**Ohio Department of Transportation Highway Safety Improvement Program  
*Euclid Creek Parkway & Highland Road Signal Project***

**Resolution # \_\_\_\_\_**

WHEREAS, Cleveland Metroparks is submitting an application to the Ohio Department of Transportation (ODOT) for \$300,000 in funding through the CY 2020 Highway Safety Improvement Program (HSIP) for the Euclid Creek Parkway & Highland Road Signal Project; and

WHEREAS, the HSIP provides federal funds for projects that improve safety for the traveling public; and

WHEREAS, the HSIP program is paid on a reimbursement basis, requiring the applicant to first expend funds and then request reimbursement from ODOT; and

WHEREAS, Cleveland Metroparks agrees to abide by all federal requirements as a sub-recipient of federal transportation funds, including Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act, and including all applicable federal procurement requirements; and

WHEREAS, Cleveland Metroparks agrees to be responsible for managing any and all sub-contracting agencies, organizations, or consultants; and

WHEREAS, Cleveland Metroparks agrees to complete the agreed upon scope of services; and

WHEREAS, Cleveland Metroparks is authorized to execute a contract with ODOT if selected for the HSIP Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Cleveland Metropolitan Park District that:

Authorization is given to Brian M. Zimmerman, Chief Executive Officer, to submit this application to ODOT, acting as designated recipient of USDOT funds, for the HSIP Program and to execute a contract with ODOT if selected for funding.

Passed: \_\_\_\_\_, 2020

\_\_\_\_\_  
Brian M. Zimmerman  
Chief Executive Officer  
Cleveland Metroparks

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bruce G. Rinker  
President  
Board of Park Commissioners  
Cleveland Metropolitan Park District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brittany B. Taylor  
Sr. Legal Assistant  
Cleveland Metroparks

\_\_\_\_\_  
Date

Brecksville Reservation

United States of America (FAA) - Broadview Heights



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

**SUBJECT:** Dignity and Respect for All: Inclusion, Diversity, Equity and Accessibility Policy

**EFFECTIVE DATE:** \_\_\_\_\_, 2020

## **I. PURPOSE**

The Board of Park Commissioners of the Cleveland Metropolitan Park District is committed to fostering, cultivating and preserving a culture of inclusion, diversity, equity and accessibility.

People are one of the most valuable assets we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work and that our guests bring to our Park District represent a significant part of not only our culture, but our reputation and the Park District's achievements as well.

We embrace and encourage our employees' and guests' differences in age, color, disability, ethnicity, family or marital status, gender, gender identity or expression, language, national origin, physical and mental ability, pregnancy, race, religion, sexual orientation, socio-economic status, and veteran or military status.

All Cleveland Metroparks' employees and volunteers have a responsibility to treat others with dignity and respect – Core Value - at all times.

## **II. DEFINITIONS**

- A. **Inclusion**: Inclusion is the deliberate and purposeful act of removing barriers and amplifying voices, specifically those in marginalized communities, so that everyone can fully contribute to Cleveland Metroparks' success.
- B. **Diversity**: Diversity represents the differences and similarities, seen and unseen, between us including our characteristics, values, beliefs, experiences, backgrounds, preferences, and behaviors based upon which we experience systemic advantages and barriers.
- C. **Accessibility**: Accessibility is the degree to which as many people as possible can access and benefit from Cleveland Metroparks.
- D. **Equity**: Equity means allocating resources by evaluating burdens, benefits, and outcomes to underserved communities to ensure everyone has equal access to the same opportunities.

## **III. POLICY**

**A. Focus Areas and Best Practices:** Cleveland Metroparks staff shall execute the following best practices to advance inclusion, diversity, equity and accessibility in the following areas:

- 1. **Compliance with Federal, State and Local Rules, Regulations, and Statutes**
  - a. Cleveland Metroparks shall operate its programs, services, activities and employment practices without regard to age, color, disability, ethnicity, family or

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

**SUBJECT:** Dignity and Respect for All: Inclusion, Diversity, Equity and Accessibility Policy

**EFFECTIVE DATE:** \_\_\_\_\_, 2020

marital status, gender, gender identity or expression, genetic information, language, national origin, physical and mental ability, pregnancy, race, religion, sexual orientation, socio-economic status, and veteran or military status in accordance with the following:

- i. Title VI & VII of the Civil Rights Act of 1964;
- ii. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. §3789d);
- iii. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681, et seq.);
- iv. Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act;
- v. Section 504 of the Rehabilitation Act of 1973;
- vi. Title II of the Americans with Disabilities Act of 1990;
- vii. The Age Discrimination Act of 1975;
- viii. Executive Order 13166;
- ix. Executive Order 13279;
- x. Ohio Revised Code Chapter 4112; and
- xi. All regulations implementing the above-cited statutes.

## 2. Recruitment

- a. By Department, identify or create pipelines or networks to recruit diverse and talented employee and volunteer candidate pools.
  - i. Advertise on diversity-focused career websites/social media.
  - ii. Network with internal and external diversity groups within professional associations or other targeted audiences relevant to the position.
- b. Include diverse employees or members who are knowledgeable about diverse populations Cleveland Metroparks wants to attract or advance in interview panels.
- c. Human Resources shall track candidate pool to identify if/where underrepresented groups are falling out of the hiring process
- d. Employees are rewarded with a bonus if they refer a diverse employment candidate who is hired.
- e. Develop strategies to place members of underrepresented groups in positions that serve as succession pools for future promotion.
- f. Insights of diverse groups are sought and welcomed in critical areas of programs and operations.
- g. Employees are not alienated or excluded because they don't fit into a set of cultural norms.
- h. Human Resources will monitor the following:
  - i. Review job postings to ensure all criteria are needed/relevant and that the job description does not use "gendered" descriptive terms.
  - ii. Reviews performance evaluations to identify trends/biases in how evaluations are written/presented for different groups.

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- iii. Turnover of members of underrepresented groups to ensure parity with that of the majority group
- iv. That the workforce across all levels and functions is generally representative of the labor market in Northeast Ohio.
- v. Compensation gap analysis to ensure the absence of bias in the areas of age, disability, gender, or race.

**3. Benefits, Work-Life Integration and Flexibility**

- a. Part-time, job sharing, and flexible work arrangements are available. Their use does not negatively impact employee performance or advancement.
- b. Parental leave and maternity leave policies are reviewed to promote work/life balance while understanding the public sector framework of leave accrual.
- c. Accessibility and accommodation for religious practices, persons with disabilities, and other special needs are accepted and do not negatively impact the perception of performance.
- d. Cleveland Metroparks accepts and recognizes diversity in language and accents, dress, religion, physical appearance, and non-traditional schedules as fully legitimate.
- e. An inclusive concept of family guides determination of benefits and participation in organizational events.

**4. Outreach that ensures the engagement of underrepresented audiences including but not limited to English language learners and community constituencies**

- a. Community Engagement: Partner with community organizations and community members during park and program planning.
- b. Assess: Understand community priorities based on data and community input. Conduct a community-wide survey to gather input and data from community members on resident perceived gaps, barriers and assets to park access.
- b. Planning and Partner Coalition: Work with the coalition and individual partners to analyze data, conduct audits, collect community surveys and lead community meetings/event.
- c. Plan: Develop priority areas, set goals and specific actions, identify policy improvements, and integrate into agency and jurisdiction plans and policies.
- d. Programming: Support and design programs at the park (including those run by other organizations) to encourage residents to walk or bike to the park and engage in physical activity at the park. Promote and design programs (including those run by other organizations) that are tailored to the needs of the community and reach under-represented or high-need populations or groups.

**5. Leadership, Measurement and Accountability**

- a. Diversity is recognized as a business interest, with every level of the organization holding responsibility.

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- b. Person responsible for overseeing or leading diversity and inclusion efforts shall serve on the senior leadership team (Chief/Director).
- c. Adequate financial resources in the form of a diversity and inclusion budget and support shall be provided to ensure successful implementation of diversity and inclusion strategy.
- d. Members of the Chief staff and other supervisory staff shall:
  - i. Attend diversity and inclusion programs/and/or conferences outside Cleveland Metroparks.
  - ii. Speak internally about diversity and inclusion efforts.
  - iii. Speak externally about diversity and inclusion efforts.
  - iv. Belong to organizations or committees focusing on diversity and inclusion within their respective industry.
  - v. Have performance or pay tied to specific diversity and inclusion goals.
- e. Measurement tools shall be used to track progress on recruitment, retention, compensation and other diversity and inclusion elements.
- f. Cleveland Metroparks commits to increasing diversity at the Board and senior leadership levels

**6. Communication, Training, and Development**

- a. Communication shall be respectful between all employees regardless of title or level and shall reflect awareness and knowledge of diversity, including recognition of cultural influences, to enhance inclusion.
- b. Cleveland Metroparks's external website shall feature information about its diversity and inclusion vision and strategy and be easily and quickly located on the internal and external websites.
- c. Cleveland Metroparks' communication functions (PR, employee communication, marketing) consistently promote diversity and inclusion.
- d. Diversity and inclusion shall be integrated into Cleveland Metroparks' learning and education programs, including employee orientation, customer service, and management programs to advances Cleveland Metroparks' strategy.
- e. Employee training on cultural competencies, privilege, unconscious bias, etc. shall be required for all managers and all employees who participate in recruiting, hiring, procurement processes and/or training of new employees.
- f. All employees are trained on inclusion and diversity, and diversity which is an on-going, multi-year curriculum that takes employees through graduated stages of learning.
- g. Members of underrepresented groups for committees and leadership positions, promotions, project assignments, career advancement, succession pools shall be meaningfully considered.
- h. Formal mentoring programs exist.

**7. Procurement and Supplier Diversity**

- a. Diversity and inclusion criteria is included in all applicable procurement

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- processes and given reference or weight in the decision-making process.
- b. Cleveland Metroparks shall be proactive in seeking and attracting underrepresented suppliers and informing new and established suppliers additional opportunities with Cleveland Metroparks.
- c. Persons involved in the supplier selection process shall be knowledgeable about diversity and inclusion and aware of the potential impact of unconscious bias.

### III. PROCEDURES

A. **IDEA Team:** Cleveland Metroparks Chief Executive Officer (CEO), in consultation with Department Chiefs, shall appoint at least one Department employee to serve on the Cleveland Metroparks Inclusion, Diversity, Equity and Accessibility Team (IDEA Team).

1. The IDEA Team shall meet regularly to oversee the implementation of this Policy and make recommendations to the CEO.
2. Each IDEA Team member shall serve as the departmental liaison, will be known as a “IDEA Coordinator”, and will be the point of contact and clearinghouse for all IDEA-related issues related to this Policy for that department.
  - a. The departmental IDEA Coordinator along with the Department Chief shall communicate and monitor applications of best practices, enumerated above, within that department.

B. **Compliance with Policy:**

1. All commissioners, employees, officers, volunteers, affiliates, vendors, contractors, and any individual or entity acting on behalf of Cleveland Metroparks shall comply with this Policy.
2. The success of Cleveland Metroparks’ IDEA efforts depend upon the appropriate dedication of resources and the efforts and compliance of all commissioners, employees, officers, volunteers, affiliates, vendors, contractors, and any individual or entity acting on behalf of Cleveland Metroparks.

C. **Notices:**

1. The CEO, or his designee, shall ensure that the required notices related to this policy are properly posted.
  - a. Notice Under Title VI of the Civil Rights Act Discrimination (non-disability): Cleveland Metroparks operates its programs, services, and activities without regard to race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender identity and expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic

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information, in accordance with the Title VI of the Civil Rights Act, the 1972 Amendments to the Federal Water Pollution Control Act, the Rehabilitation Act, the Americans with Disabilities Act, the age Discrimination Act, and Executive Order 13166.

b. Notice Under the Americans with Disabilities Act (disability)

*i. Effective Communication:* Cleveland Metroparks will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Cleveland Metroparks' programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Cleveland Metroparks, should contact the office of Director of Risk Management ([glh@clevelandmetroparks.com](mailto:glh@clevelandmetroparks.com) 216.635.3200) as soon as possible but no later than 48 hours before the scheduled event.

*ii. Modifications to Policies and Procedures:* Cleveland Metroparks will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Cleveland Metroparks offices, even where pets are generally prohibited.

*(a) Alteration or burden:* The ADA does not require Cleveland Metroparks to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

*(b) No surcharge:* Cleveland Metroparks will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**D. Complaints:**

1. Complaints under this Policy related to Title VI Discrimination (non-disability) matters other than employment should be directed to the Chief Legal & Ethics Officer at [rmf1@clevelandmetroparks.com](mailto:rmf1@clevelandmetroparks.com) or 216.635.3200. Employment related complaints shall follow the processes proscribed in the Cleveland Metroparks Employee Handbook.

2. Complaints under this Policy related to ADA (disability) matters other than employment should be directed to the Director of Risk Management at

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[glh@clevelandmetroparks.com](mailto:glh@clevelandmetroparks.com) or 216.635.3200. Employment related complaints shall follow the processes proscribed in the Cleveland Metroparks Employee Handbook.

E. **Retaliation:** Cleveland Metroparks also prohibits retaliation based on a protected activity, such as the filing of a complaint of discrimination, participation in the investigation of such a claim, or reporting activity that is believed by the employee to be a violation of law or ethics or a waste of public funds. Any witness, complainant or respondent involved in an investigation or involved in reporting suspected unlawful or unethical activity shall not to be retaliated against for their participation in the reporting or fact-finding processes.

References:

- Title VI & VII of the Civil Rights Act of 1964; The Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. §3789d);
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681, et seq.);
- Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act;
- Section 504 of the Rehabilitation Act of 1973;
- Title II of the Americans with Disabilities Act of 1990;
- The Age Discrimination Act of 1975; and
- Executive Order 13166
- Executive Order 13279
- Ohio Revised Code Chapter 4112
- Global Diversity & Inclusion Benchmarks: Standards for Organizations Around the World.
- Human Rights Campaign Corporate Equality Index
- Greater Cleveland Partnership Commission on Economic Inclusion

Replaces and Supersedes: Dignity & Respect For All: Nondiscrimination Policy, November 12, 2015

Approved:

\_\_\_\_\_  
Chief Executive Officer-Secretary

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Review Date

**RESOLUTION NO. 20-08-108**

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.

**Printed Checks** dated July 10, 2020 in the amount of \$2,186,913.90

**Wire Transfer** dated July 10, 2020 in the amount of \$70,904.15

**Direct Disbursement** dated July 14, 2020 in the amount of \$1,360.00

**Printed Checks** dated July 24, 2020 in the amount of \$2,890,853.46

**Wire Transfer** dated July 24, 2020 in the amount of \$71,619.15

**Direct Disbursement** dated July 24, 2020 in the amount of \$2,389.92

**Printed Checks** dated July 27, 2020 in the amount of \$144,656.37

**Printed Checks** dated August 7, 2020 in the amount of \$1,944,917.68

**Wire Transfer** dated August 7, 2020 in the amount of \$71,524.15

**Net Payroll** dated June 21, 2020 to July 4, 2020 in the amount of \$1,168,225.83

**Withholding Taxes** in the amount of \$258,412.99

**Net Payroll** dated July 5, 2020 to July 18, 2020 in the amount of \$1,188,355.37

**Withholding Taxes** in the amount of \$256,897.43

**Bank Fees/ADP Fees** in the amount of \$49,529.89

**Cigna Payments** in the amount of \$454,672.27

**ACH Debits (First Energy; Sales Tax)** in the amount of \$288,357.87

**Visa/Travel Purchasing Card** dated July 5, 2020 to August 8, 2020 in the amount of \$222,645.37

**Total amount:** \$11,272,235.80

PASSED: August 20, 2020

Attest: \_\_\_\_\_

President of The Board of Park Commissioners

\_\_\_\_\_

Chief Executive Officer

**RECOMMENDED ACTION:**

That the Board of Park Commissioners approves **Resolution No. 20-08-108** listed above.