

**MINUTES OF THE
BOARD OF PARK COMMISSIONERS
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
SEPTEMBER 17, 2020**

The Board of Park Commissioners met on this date, Thursday, September 17, 2020, 8:00 a.m., in-person and via videoconference pursuant to HB 197.

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

APPROVAL OF MINUTES.

No. 20-09-120: It was moved by Vice President Berry, seconded by President Rinker and carried, to approve the minutes from the Regular Meeting of August 20, 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 and Mr. 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 August 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **92215** to **92222** and they were filed for audit. He also provided an overview of the estimated pandemic effect on 2021 levy revenue.

ACTION ITEMS.

- (a) **2020 Budget Adjustment No. 8**
(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 #8 9/17/2020	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 56,164,224	\$ -	\$ 56,164,224	\$ 25,626	\$ - A	\$ 56,189,850
52	Employee Fringe Benefits	18,489,702	43,861	18,533,563	143,852	- B	18,677,415
53	Contractual Services	14,615,911	1,163,297	15,779,208	459,667	35,825 C	16,274,700
54	Office Operations	24,071,314	2,192,891	26,264,205	3,032,081	(13,026) D	29,283,260
	Operating Subtotal	113,341,151	3,400,049	116,741,200	3,661,226	22,799	120,425,225
CAPITAL							
571	Capital Labor	900,000	-	900,000	-	-	900,000
572	Capital Construction Expenses	26,205,084	10,954,935	37,160,019	5,831,709	214,266 E	43,205,994
574	Capital Equipment	2,766,476	681,816	3,448,292	492,397	(22,799) F	3,917,890
575	Zoo Animals	75,000	5,265	80,265	-	-	80,265
576	Land	2,032,525	12,406	2,044,931	1,349,811	- G	3,394,742
	Capital Subtotal	31,979,085	11,654,422	43,633,507	7,673,917	191,467	51,498,891
TOTALS							
Grand totals		\$ 145,320,236	\$ 15,054,471	\$ 160,374,707	\$ 11,335,143	\$ 214,266	\$ 171,924,115

An explanation of the adjustments, by category, can be found on pages **92223** to **92224**. The net effect of all adjustments is an increase of \$214,266, all of which is provided for by increased revenue, donations, grants, or other restricted funds.

- No. 20-09-121:** It was moved by Vice President Berry, seconded by President Rinker and carried, to approve the 2020 Budget Adjustment No. 8 for a total increase of \$214,266 as delineated on pages **92223** to **92224**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

ACTION ITEMS (cont.)

- (b) ***Authorization for Cleveland Metroparks to Open and Maintain One or More Accounts with Huntington National Bank***
(Originating Source: William Chorba, Chief Financial Officer)

Background

Pursuant to the awarding of depository Huntington services to Huntington National Bank (“Huntington”) via RFP #6499 at the August 20, 2020 Board Meeting in Resolution No. 20-08-111 Cleveland Metroparks must open and maintain new Huntington accounts with Huntington.

- No. 20-09-122:** It was moved by Vice President Berry, seconded by President Rinker and carried, to authorize Cleveland Metroparks to open and maintain its bank accounts and related depository services with Huntington National Bank as awarded in Resolution No. 20-08-111 on August 20, 2020 and hereby adopts the following:

Whereas:

- (i) Huntington, as a national banking association, is qualified under applicable law and regulations to be a depository for Cleveland Metroparks and is hereby designated as a depository of Cleveland Metroparks;
- (ii) one or more account(s) may be opened and maintained in the name of Cleveland Metroparks, in accordance with the rules and regulations or procedures of Huntington pertaining to such accounts as amended by Huntington from time to time, or as otherwise amended by a written agreement between Cleveland Metroparks and Huntington;
- (iii) any of the individuals whose names are set forth in (iv), below or, whose genuine signatures appear on separate cards dated and filed with Huntington, (collectively the “Authorized Signatories” and individually an “Authorized Signatory”) are hereby authorized to act individually on behalf of Cleveland Metroparks and in its name to:
 - a. sign checks, drafts, notes, bills of exchange, acceptances, or other orders for payment of funds from any account maintained by Cleveland Metroparks;
 - b. endorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by Cleveland Metroparks for deposit in any such account, or for collection or discount by Huntington;

ACTION ITEMS (cont.)

- c. identify, approve and guarantee the endorsements of any and all checks and drafts drawn by Cleveland Metroparks;
- d. waive demand, protest, and notice of protest, or dishonor of any check, draft, note, bill, certificates of deposit or other instruments made, drawn, or endorsed by Cleveland Metroparks;
- e. act for Cleveland Metroparks in the transaction of all other business (whether or not it is of the kind, nature or character specified in this certificate) on Cleveland Metroparks' behalf with Huntington, including but not limited to executing contracts and delegating person to engage in transaction in connection with such contracts;
- f. open and maintain an account in the name of Cleveland Metroparks (any account so opened shall be bound by the provisions of this certificate);
- g. certify to Huntington the names of the Authorized Signatories and shall certify such change to Huntington, and Huntington shall be fully protected in relying on such certification, or refusing to honor the signature of any individual not so certified;
- h. delegate other person(s) to perform any of the foregoing acts;

(iv) Names or Titles of Authorized Signatories:

Brian Zimmerman, CEO

Bill Chorba, CFO

Gary Butzback, Controller

~~¹Dana Skully, Director of Accounting and Financial Services~~

Joseph Roszak, COO

Further:

- (i) Huntington is authorized to honor, receive, certify, or pay all instruments signed in accordance with this certificate even though drawn or indorsed to the order of any

¹ See Amendment by Resolution No. 20-10-133 on October 15, 2020.

ACTION ITEMS (cont.)

- Authorized Signatory signing the same, tendered for cash, or in payment of a personal obligation or for deposit into a personal account of said Authorized Signatory and the Huntington is not required or obligated to inquire into the circumstances of the issuance or use of any instrument signed in accordance with this certificate, or the application, or disposition of such instrument, or the proceeds thereof;
- (ii) overdrafts, if any, shall not be considered to be a loan; and
 - (iii) the provisions of this certificate shall remain in full force and effect until written notice of its amendment or rescission shall have been received by Huntington and Huntington has a reasonable amount of time to act upon such notice, and that receipt of such notice shall not affect any action taken by Huntington prior thereto.
 - (iv) that the undersigned be, and hereby is, authorized and directed to certify to the Huntington the foregoing resolutions and that the provisions thereof are in conformity with the laws and regulations governing Cleveland Metroparks.
 - (v) that there is no provision in the law or regulations governing Cleveland Metroparks which limits the power of Cleveland Metroparks to pass the foregoing resolutions and that the same are in conformity with the law and regulations governing Cleveland Metroparks, have not be modified or rescinded and are in full force and effect.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

- (c) ***Authorization of the 2021 Tax Levy Amounts and Rates***
(Originating Source: William Chorba, Chief Financial Officer)

Background

By statute, the Board of Park Commissioners is required to adopt a resolution:

(1) accepting the tax amounts and rates determined by the Cuyahoga County Budget Commission; and (2) authorizing the County to levy the necessary taxes. The Budget Commission's 2021 Summary of Amounts Required from General Property Tax and County Fiscal Officer's Estimated Tax Rates for Cleveland Metroparks are as follows:

ACTION ITEMS (cont.)

SCHEDULE A

**Summary of Amounts Required from General Property Tax
Approved by Budget Commission and County Fiscal Officer's Estimated Tax Rates**

	Estimate of amount to be derived from levies	County Fiscal Officer's Estimate of Tax to be Levied	
		Inside 10-Mill Limit	Outside 10-Mill Limit
General/Capital Funds	\$ (A)	.05	2.7

(A) To be provided by County Budget Commission in mid-December.

No. 20-09-123: It was moved by Vice President Berry, seconded by President Rinker and carried, to approve the resolution above, hereby directing the Secretary of this Board to certify a copy of this resolution to the Cuyahoga County Fiscal Officer.

Vote on the motion was as follows:

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

(d) ***2021 Cleveland Metroparks Employee Group Health Care Benefits***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Harold Harrison, Chief Human Resources Officer/William Chorba, Chief Financial Officer/Matthew P. Hawes, Director of Human Resources)

A. MEDICAL BENEFITS

1) Self-Insured Preferred Provider Organization (“PPO”) Plans

Since January 1, 2007, the Park District has offered a self-insured medical plan which includes an administrative services only (“ASO”) provider network and claims adjudication service and reinsurance/stop-loss insurance coverage (“Stop-Loss Coverage”). The Park District currently offers three plan design options (High Premium-Plan A, Mid Premium-Plan B, and High Deductible/Health Savings Account-Plan C).

Stop-Loss Coverage

Stop-Loss Coverage provides the Park District with individual claim caps (currently \$175,000 per individual) and aggregate claim caps (125% of expected claims for the Park District). Human Resources (“HR”) and its benefits consultant, Oswald Companies (“Oswald”), released RFP #6518 requesting proposals for a new one-year stop-loss coverage policy and received timely

ACTION ITEMS (cont.)

responses from five providers: Cigna (incumbent), Medical Mutual of Ohio, HCC, Evol. Risk, and Am Fidelity.

HR and Oswald are still involved in the negotiation process with the providers. A contract recommendation will be presented to the Board in October.

Self-Insured Plan Designs and Premiums

HR and Oswald are recommending no plan design changes for the A-Plan, B-Plan, and C-Plan for 2021.

Based on prior claim experience, anticipated claim trend, and reserve requirements, HR and Oswald are recommending no premium increase for 2021. The following is a summary of the monthly premium rates for 2021:

<i>Cigna Open Access Plus Plan</i>	A-Plan	B-Plan	C-Plan
Employee Only	\$751.93	\$672.97	\$584.25
Employee + Children	\$1,503.85	\$1,345.95	\$1,168.49
Family	\$1,804.62	\$1,615.14	\$1,402.19

Unless otherwise modified by a collective bargaining agreement, employee contribution rates for each plan will be determined by the Chief Executive Officer.

2) Well-Being Improvement Incentive Program

Since 2013, Cleveland Metroparks has offered a well-being improvement incentive program to encourage and reward health behaviors/actions of employees and spouses. Under the program, monthly employee premium contributions are reduced by credits for obtaining certain requirements, including preventive care certifications, non-tobacco affidavits, health risk assessments and participation in well-being improvement activities. Based on the success of the program, HR will continue to offer well-being incentive premium credits in 2021 (\$50/month for single and \$74/month for families).

3) Medical Buyout

The “buyout” option is a cash payment to employees, who would otherwise be eligible for medical coverage, who decline to elect medical benefits from the Park District and utilize an outside health plan. Annual verification documentation is required. HR and Oswald are recommending continuing the buyout rate at \$150.00 per month in 2021.

B. DENTAL AND VISION BENEFITS

1) Dental Benefits

In 2020, Cleveland Metroparks entered into a contract with Cigna for fully-insured dental coverage. The contract included a renewal rate cap increase of

ACTION ITEMS (cont.)

3.92% for 2021. HR and Oswald recommend that the Park District exercise the renewal option with Cigna up to the rate increase cap of 3.92%, which is reflected in the following premium rate ranges:

	Dental PPO	Dental DMO
Single	\$23.90 - \$24.84	\$22.96 - \$23.86
Family	\$79.24 - \$82.35	\$58.34 - \$60.63

Unless otherwise modified by a collective bargaining agreement, employee contribution rates for the dental plan will be determined by the Chief Executive Officer.

2) Vision Benefits

In 2020, Cleveland Metroparks entered into a contract with Cigna for fully-insured vision coverage. The contract included a flat-rate renewal guarantee for 2021. HR and Oswald recommend that the Park District exercise the flat-rate renewal option with Cigna to provide fully-insured vision coverage at the below rates:

	Vision
Single	\$4.28
Family	\$12.99

Unless otherwise modified by a collective bargaining agreement, employer contribution rates for the vision plan will be determined by the Chief Executive Officer.

No. 20-09-124: It was moved by Vice President Berry, seconded by President Rinker and carried, to:

A. Self-Insurance Plan

- a. That the Board approve the continuation by the Chief Executive Officer of the self-insured employee health benefits program, maintained pursuant to Section 9.833 of the Ohio Revised Code, to pay for authorized health care benefits, including health care and prescription drugs, under the Cigna PPO plan options described above (the “Self-Insured Program”) for the 2021 plan year.
- b. That the Board direct the Chief Executive Officer to take all necessary actions to reserve funds, as are necessary, in the exercise of sound and prudent actuarial judgment, to cover potential costs of health care benefits for the Self-Insured Program. The funds shall be reserved in a special fund (the “Self-Insurance Fund”) established pursuant to this resolution, which shall comply with the requirements of Ohio Revised Code Section 9.833. The costs of

ACTION ITEMS (cont.)

the Self-Insured Program, including, but not limited to, claims paid, administrative fees, telehealth services, and legal fees, may be allocated to the Self-Insurance Fund on the basis of relative exposure and loss experience.

- c. That the Board direct the Chief Executive Officer to have a report prepared and published of amounts reserved and disbursements made from the Self-Insurance Fund, which comports with and conforms to the requirements of Ohio Revised Code Section 9.833, and is maintained and made available for inspection at all reasonable times during regular business hours at the Cleveland Metroparks Administrative Office.
- d. That the Board authorize the Chief Executive Officer to offer the health care “buyout” option at the rate of \$150 per month.

B. Dental Benefits

That the Board authorize the Chief Executive Officer to exercise a renewal agreement, in a form approved by Chief Legal & Ethics Officer, with Cigna at a rate increase not to exceed 3.92% to purchase fully-insured dental coverage from January 1, 2021 through December 31, 2021.

C. Vision Benefits

That the Board authorize the Chief Executive Officer to exercise a flat-rate renewal agreement, in a form approved by Chief Legal & Ethics Officer, with Cigna to purchase fully-insured vision coverage from January 1, 2021 through December 31, 2021.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

- (e) ***Cleveland Metroparks Zoo: Brighton Park Lease and Management Agreement***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal & Ethics Officer/Sean E. McDermott, Chief Planning & Design Officer/Kyle G. Baker, Director of Real Estate & Senior Assistant Legal Counsel/Stephanie Kutsko, Real Estate Manager)

Background

In order to facilitate the Lower Big Creek Trail Connector and Site Improvement Project at Brighton Park, for which Cleveland Metroparks entered into a Project Development Agreement (“PDA”) with Western Reserve Land Conservancy (“WRLC”) and Old Brooklyn Community Development Corporation (“OBCDC”) on July 14, 2020 to

ACTION ITEMS (cont.)

construct, a Lease and Management Agreement is needed for future maintenance and operation of Brighton Park (“Lease Agreement”). The Brighton Park Property is owned by B & L Property Transfer, LLC (“B & L”), and WRLC acquired a Conservation Easement and Covenant for Stewardship Fees on August 14, 2015. The Lease Agreement will allow Cleveland Metroparks to lease the Brighton Park Property from B & L, with the consent of WRLC, in order to provide park management services for the development of the trail improvements at Brighton Park. Development and improvements will be managed by the PDA. Pursuant to the Lease Agreement, Cleveland Metroparks will pay \$1.00 annually to B & L for the lease and will receive \$10,000 annually from WRLC for the first ten years (for a total of \$100,000) as the management fee to manage and operate Brighton Park. After the initial ten-year term, the Lease Agreement will automatically renew for successive ten-year terms.

The Brighton Park Property consists of eleven parcels totaling approximately 24.5 acres located in Old Brooklyn Neighborhood in Cleveland south of Big Creek, and east of Pearl Road (see map, page **92225**). The Brighton Park Property contains 702 linear feet of Big Creek which is a tributary to the Cuyahoga River, and offers an opportunity to better connect the Cleveland Metroparks Zoo to the Towpath Trail while converting a former land fill to a quality greenspace to the local community.

The Brighton Park Property is adjacent to the Big Creek valley and across Pearl Road from the current terminus of the all-purpose trail that parallels Wildlife Way near the Cleveland Metroparks Zoo. Cleveland Metroparks, in partnership with WRLC and the OBCDC, is currently constructing a new all-purpose trail traversing the site and associated improvements, linking to Wildlife Way on the west and terminating at West 21st Street to the east.

No. 20-09-125: It was moved by Vice President Berry, seconded by President Rinker and carried, to authorize the Chief Executive Officer to execute the Lease and Management Agreement as hereinabove described, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

ACTION ITEMS (cont.)**(f) *Adoption of Revised Policy - 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 Resource Officer/Christopher Kuhar, Executive Director of Cleveland Metroparks Zoo/Sean McHugh, Executive Director of Golf/Sean McDermott, Chief of Planning & Design/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 schedule for the required 5-year review. Since substantial changes have been made, this Policy was submitted to the Board for its First Reading at the August 20, 2020 Board meeting.

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.”

No additional changes have been made since the first reading on August 20, 2020.

The full Policy can be found at pages 92226 through 92232.

No. 20-09-126: It was moved by Vice President Berry, seconded by President Rinker and carried, to adopt the revised “Dignity and Respect for All: Inclusion, Diversity, Equity and Accessibility Policy” for implementation pursuant to Article 1, Section 1(a) of the Board’s By-Laws.

ACTION ITEMS (cont.)

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

(g) *Change Order No. 1 – Contract No. 1520 – Whiskey Island Connector Trail – Lakefront Reservation*

(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Bob Burichin, Project Manager)

Background

On September 18, 2019 the Board awarded a contract with Mark Haynes Construction, Inc. (Haynes) for construction of the Whiskey Island Connector Trail within the Lakefront Reservation. At the time of award, the not to exceed contract amount was established at \$3,646,114.64. No change orders to date have been necessary until present.

The Whiskey Island Connector Trail project (Project) includes the replacement of several notable sections of aged and obsolete water main owned and operated by the City of Cleveland Division of Water. The replacement of the subject water main was incorporated into the Project bid plans and contracted with Haynes. The payment of the cost for the replacement of the water main is provided by the City of Cleveland pursuant to a Water Main Project Development Agreement (PDA) established between the City of Cleveland and Cleveland Metroparks, effective March 18, 2020.

Change Order No. 1

Construction and installation of the water main, especially along the Port of Cleveland Bulk Terminal, has encountered challenging conditions inclusive of ground water, variable ground composition, and undocumented existing connections, meters, vaults, laterals, and valves.

Change Order No. 1 includes:

- 6" Fire line connection with new meter pit with associated roadway repair (Whiskey Island Marina) - \$21,919.67;
- 6" Fire line connection and new 2" connection (Cleveland Bulk Terminal) - \$16,680.96;
- 6" Meter vault connections (2) (Cleveland Bulk Terminal) - \$8,137.23;
- Additional line item quantities established in the bid as directed (i.e., ductile piping, fire hydrant, valves, etc.) - \$20,000.00;
- Production impacts along Port of Cleveland Bulk Terminal due to conditions - \$58,297.05.

As contemplated in the PDA, the subject additional costs of \$125,034.91 shall be submitted to the City of Cleveland for payment, which approval, in writing, has already been granted.

ACTION ITEMS (cont.)

No. 20-09-127: It was moved by Vice President Berry, seconded by President Rinker and carried, to approve Change Order No.1 with Mark Haynes Construction, Inc. for an amount not to exceed **\$125,034.91** as described above resulting in a revised not to exceed contract amount of **\$3,771,149.55** and further, that the Board authorize the Chief Executive Officer to execute Change Order No. 1.

Vote on the motion was as follows:

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

- (h) ***Authorization for Cleveland Metroparks to Enter into a New Member Participation Agreement with 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 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

ACTION ITEMS (cont.)

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

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.

ACTION ITEMS (cont.)

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
<u>Radio Maintenance</u>	<u>\$ 20,000</u>
Total	\$586,167

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

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

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

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

ACTION ITEMS (cont.)

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.

No. 20-09-128: It was moved by Vice President Berry, seconded by President Rinker and carried, to authorize the Chief Executive Officer to enter into the participating member Agreement, and any other necessary instruments, with the Chagrin Valley Dispatch Council for dispatch and ancillary services to be provided by the CVD’s Regional Communication Center at Cuyahoga Valley Emergency Dispatch Center effective December 1, 2020 which will include the associated fees as specified above.

Vote on the motion was as follows:

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

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

No. 20-09-129: It was moved by Vice President Berry, seconded by President Rinker and carried, to authorize the following award:

(a) **OMNIA Co-Op ORC 125.04 #6523:** **Third Party Electric Service** (see page **92204**).

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

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

OMNIA CO-OP ORC 125.04 #6523 SUMMARY:

THIRD PARTY ELECTRIC SERVICE supplied to Cleveland Metroparks for a four (4) year period from June 1, 2022 through May 31, 2026.

-- HIGHLIGHTS AT A GLANCE --
Current kwh cost = \$.04970 (June 1, 2018 through May 31, 2022)
Proposed kwh cost = \$.04669 (June 1, 2022 through May 31, 2024)

Background

Cleveland Metroparks has two primary electricity providers throughout its park district: Cleveland Public Power, which services Administration, the Zoo and Lakefront Reservation, and First Energy, which services most other Cleveland Metroparks’ facilities.

First Energy locations have the ability to seek best price for electricity supply. (This differs with Cleveland Public Power, who procures the electric supply and passes those costs to its consumers). Prior to 2014, Cleveland Metroparks participated in the State of Ohio third party electric service program for brokerage services. However, as of 2014, Cleveland Metroparks no longer qualified to participate in the state broker contract due to the nature and annual usage of ±6.0 million kilowatts per hour (kWh), spread across more than 150 locations. Therefore, Cleveland Metroparks put the third party electric services out to bid for the period of June 1, 2014 through May 31, 2018, and this process continued for the succeeding contract period.

Electricity pricing is composed of two primary components: commodity costs and capacity. **Commodity costs, which constitute nearly 80% of the electric supplier charges, are down 8% to 10% since the previous contract, signed in February 2018.**

Today’s energy market is backward dated; meaning near-term prices are higher than prices trading out in the futures market. Figure 1 (below) shows that prices in 2022, 2023 and 2024 are trading lower than 2021.

Power generation is transitioning from coal to other sources, including natural gas. Natural gas now fuels ±40% of power generation, which is reflected in power prices as they inherit natural gas market volatility. At present, natural gas has more supply than demand, which has kept prices low. However, energy forecasts suggest natural gas providers will slow production to bring supply and demand into balance, resulting in expected substantial rate increases which may be exacerbated by a cold winter. Such a scenario would likely push future energy prices upward. Hedging prices out 24 months would protect against such a price increase compared to hedging prices out 36 to 48 months as previously secured in the past. Energy rates 36 to 48 months out showed rates were higher than 24 months (or 30 months).

The 24-month contract period for energy cost alone will run from June 1, 2022 through May 31, 2024. In preparation for the end of that contract, our selected electricity broker will conduct

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

another market analysis ±12 months prior to the energy contract expiring to determine the best overall solution for the Park District.

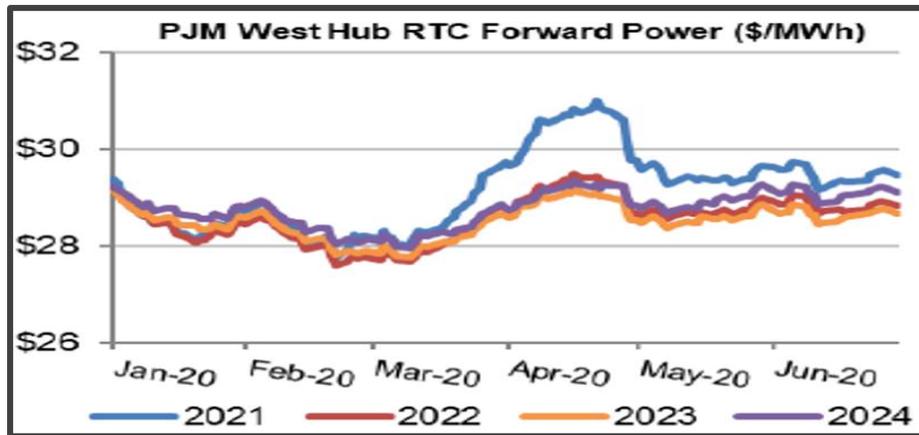


Figure 1

Capacity costs make up the remaining 20% of the supplier electric charges.

At present, due to regulatory delays, PJM (PJM is the (Pennsylvania, Jersey, Maryland) Regional Transmission Organization that manages electric transmission of wholesale electricity across 13 states including Ohio) has not held a capacity auction since May 2018. The auction typically determines the capacity rate three (3) years out. The May 2018 auction set the capacity rate for the contract term June 2021 to May 2022.

Historically, Cleveland Metroparks secured a Fixed Price including both energy and capacity to provide both price and budget certainty. With our current electric agreement expiring May 2022, new buying decisions must be made in anticipation of the pending capacity auction.

Cleveland Metroparks can secure a fixed rate for the 80% commodity portion of costs, leaving the unknown capacity rate to require additional consideration when reviewing and analyzing any electricity agreements.

In addition to the commodity and capacity costs for electricity, third party energy brokers add a fee to the price they secure from the carriers. The fee is based on the per kWh rate.

While electricity broker services may be purchased from a cooperative consortium, Cleveland Metroparks sought two other companies to fully vet possible competitors and found the most favorable quote was from Alternative Energy Solutions (which is independent and not part of any current cooperative program).

Evaluation Process

Cleveland Metroparks analyzed three (3) vendors as potential energy brokers for the June 1, 2022 through May 31, 2026 period. This process was initiated early as a result of the current market conditions for future pricing and low market rates, giving Cleveland Metroparks the

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

opportunity to secure future fixed pricing for the contract period beginning June 1, 2022. Energy broker fees listed below.

PROPOSERS	Brokers Fee	Co-Op Program
Alternative Energy Source	.00075 per kWh	None
Premier Power Solutions	.0008 per kWh	None
Traditional Energy	(previously .0015 per kWh)	OMNIA (Contract #2018-017)

Figure 2

Of the offerings shown above, it is the recommendation of Procurement to secure the rate of \$0.00075 per kWh from Alternative Energy Source (AES) beginning June 1, 2022 through May 31, 2026. The broker fee agreed to will be included in the price quoted by the supplier and supplier will compensate AES directly.

Cost Analysis Overview

Services

Below is an overview of services provided by Alternative Energy Source:

Data Collection and Analysis

- Provide customer education on the energy market
- Review pricing options to determine best program for Cleveland Metroparks
- Develop short and long-term hedging strategy

Negotiate Supply Pricing and Contract Terms

- Issue formal Request for Pricing (RFP)
- Negotiate supply pricing and contract terms
- Prepare executive summaries of price quotes and supplier contracts

Implementation and Administration of Energy Procurement Programs

- Coordinate implementation of energy program
- Resolve billing issues
- Serve as liaison for client between energy provider and/or utility company
- Advocate for client on program disputes

Customer Development

- Market analysis
- Regulatory updates

Cost Reduction Planning

- Data collection for benchmarking
- Quarterly cost and consumption analysis with chart/graph summary
- Identify opportunities for conservation and efficiency
 - Utility Data Management

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

- Demand Response Programs
- LED lighting review
- Solar, etc.
- Isolate additional cost saving opportunities

Term

Procurement further recommends a 24-month power purchase commitment to capture the lowest energy commodity costs for the first two years of the four-year period the selected broker will be negotiating on behalf of Cleveland Metroparks. Electric costs are now trading 4% to 5% below the 3-year average.

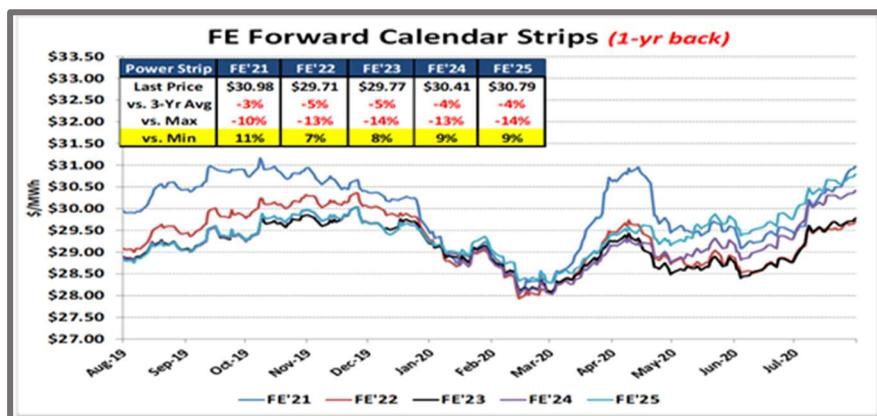


Figure 3

Considering energy makes up approximately 80% of a supplier quote, Cleveland Metroparks believes it is advantageous to secure the 24-month term to ensure both price and budget certainty.

When purchasing the electricity supply, Cleveland Metroparks has the following options:

1. **Include Capacity:**
 - a. Supplier will bill estimated capacity, if rate is held by supplier for the term, cost may be higher than actual capacity rate once determined.
 - b. Many suppliers pass through any variance between estimated and actual capacity rates, relying on contract language. Some contracts pass through just cost increases; others are bilateral.
2. **Exclude Capacity:** Once the capacity rate is determined, the supplier will bill the actual capacity rate, as a separate line item, at cost with no supplier mark-up. Once the capacity rate is known, AES will be able to calculate the capacity cost.

Based on current market conditions, Cleveland Metroparks prefers to enter a fixed price agreement that includes both energy and capacity costs. As of September 9, 2020, as determined by AES, Energy Harbor is the low bidder for the two (2) year period of June 1, 2022 through

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

May 31, 2024. Their 24-month price quote is **±\$0.04669 per kWh**. Accounts not accepted by Energy Harbor will remain with The Northeast Ohio Public Energy Council (NOPEC) community aggregation program. The agreement with Energy Harbor will include language to hold the capacity cost for the full term of the contract.

Figure 4 illustrates the cost-benefit of entering a longer-term deal. The pricing is based on the market as of September 9, 2020.

<i><u>Savings through long-term contract</u></i>		
Contract Term Effective 6/1/2022	12 months	24 months
Rate/kWh	\$0.04693	\$0.04669
Projected Annual Savings	\$12,097	\$13,542

Figure 4

With Alternative Energy Source’s assistance, the marketplace rendered the following:

Capacity Cost - the cost incurred by the supplier and billed to the customer for *delivering* power through the PJM system. PJM is the (Pennsylvania, Jersey, Maryland) Regional Transmission Organization that manages electric transmission of wholesale electricity across 13 states including Ohio. This rate is determined by an auction held by PJM. The last known capacity rate goes through May 2022.

Broker’s Fee - \$.00075 per kWh, the differential added to the cost to compensate the broker.

Energy (Electric) Cost - the market cost of energy per kWh based on the customer’s specific load and charged by the selected energy supplier Energy Harbor.

+/- \$0.04669 per kWh is the price that Cleveland Metroparks will pay for 48-month contract.

Electricity pricing is not static and is subject to change based on market movement up until the price is secured by Energy Harbor. Therefore, AES will secure Cleveland Metroparks’ final energy pricing from the prevailing conditions when the market opens at 9:30 a.m., Friday, September 18, 2020.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into agreement, in a form approved by the Chief Legal & Ethics Officer between Cleveland Metroparks and Alternative Energy Source, as per OMNIA Co-Op ORC 125.04 #6523, in full cooperation with

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

OMNIA Contract Number 2018-017, at a rate of \$0.00075 KWh (broker fee) and authorizes Alternative Energy Source (AES) to solicit price quotes on behalf of Cleveland Metroparks for a four (4) year period beginning June 1, 2022 through May 31, 2026, and AES will secure a two (2) year energy cost for the time period of June 1, 2022 through May 31, 2024. AES will conduct another market analysis \pm 12 months prior to the energy contract expiring on May 31, 2024 to determine the best overall solution for the Park District for another two (2) year period beginning June 1, 2024 through May 31, 2026.

That the Board authorize the Chief Executive Officer to enter into agreement, in a form approved by the Chief Legal & Ethics Officer between Cleveland Metroparks and Energy Harbor, the low bidder for the two (2) period dated June 1, 2022 through May 31, 2024. Energy Harbor's 24-month price quote is \pm \$0.04669 per kWh. Accounts not accepted by Energy Harbor will remain with the Northeast Ohio Public Energy Council (NOPEC) community aggregation program.

(See Approval of this Item by Resolution No. 20-09-129 on Page 92203)

GOODS AND SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 9/17/2020)

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:

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Flagstone Blackhill Rustic 2” and Standup Blackhill Rustic 2” stone for Trails, additional material.	Valley City Supply	\$8,890.00 5,824.00 <u>159.40</u> \$14,873.40	(6)
Upgrade to turf irrigation software for Golf Operations.	SiteOne Landscape	\$18,150.00	(3)
Access study at Old Lorain Road in Rocky River Reservation.	Michael Baker International	\$50,000.00	(5)
Various frozen food fish on an “as needed” basis for a one (1) year period beginning September 1, 2020 through August 31, 2021 for the Zoo.	Atlantic/Pacific	\$50,000.00	(7)
Forestry chip body (16 yard capacity) for a 2020 Ford F550 cab and chassis.	Zoresco Ohio	\$21,651.00	(7)
Steel beams for bridges.	Contractors Steel Co.	\$15,618.10	(7)
Concrete sidewalk at Edgewater Nature Playspace.	R.J. Platten Contracting	\$48,977.00	(7)
Complete undercarriage (parts only) for Site Case 850H Dozer.	Gibson Machinery LLC	\$10,905.26	(7)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Raiser’s Edge donor fundraising software for a three (3) year period beginning July 22, 2020 through July 21, 2023.	Blackbaud	\$20,570.46	(3)
Liquor permit renewal for 2020-2021 for Golf and Enterprise Operations.	Ohio Dept. of Commerce	\$22,050.00	(3)
Workman HDX 4WD utility vehicle and high flow hydraulics kit.	Century Equipment LTD	\$24,682.68	(2)
Acacia cart barn improvements.	Osborn Engineering Co.	\$13,800.00	(5)

===== **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 (9/17/2020)

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:

<u>Contract</u>	<u>Item/Service</u>	<u>Vendor</u>	<u>Change Order or Amendment</u>
<p><u>Professional services for the design of bridge at Wendy Park</u></p> <p><u>Revised Contract Amount:</u> Amendment No. 6 adds \$7,904.24 and a revised total to \$1,687,478.34.</p>	<p>Additional services of paint inspections to truss sections and steel.</p>	<p>KS Associates, Inc.</p>	<p>#6</p>

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 92203 through 92209; \$10,000 to \$50,000 purchased items/services report, pages 92210 through 92211; and construction change orders, page 92212.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 20-09-119: It was moved by Vice President Berry, seconded by President Rinker and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages 92233 to 92366.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

PUBLIC COMMENTS.

Public comments were offered by Ms. Marty Leshner of Olmsted Township. 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) ***Diversity and Inclusion Update***
(Originating Source: Harold G. Harrison, Chief Human Resources Officer)

Cleveland Metroparks strives to attract and retain a diverse and inclusive workforce that represents all 48 surrounding communities we serve. Cleveland Metroparks embraces a workforce of diverse cultures, abilities, skill levels, and life experiences to better serve our approximately 18 million annual recreational users. In April 2020, Cleveland Metroparks engaged Enlightened Solutions, a local nonprofit advocacy organization focused on building diversity, inclusion, and belonging in workplaces. Over the next year, Enlightened Solutions will help us better understand our history, and how we can best support our diverse employees and customers throughout Northeast Ohio. Our goal is to create and execute a new Diversity Strategic Plan in early 2021.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

(b) *Planning for East Side Trail Connections*

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

With completion of construction on the horizon for the TIGER (Transportation Investment Generating Economic Recovery) suite of projects made up of the Wendy Park Bridge, Red Line Greenway, Whiskey Island Connector, Cleveland Lakefront Bikeway Connector, and the Canal Basin Park Connector, focus is being placed on planning and implementation of additional critical trail corridors and connections. The TIGER projects reconnected assets primarily on the near-west side of Cleveland.

Staff will present to the Board areas of planning focus, project possibilities, and updates for trail connections and corridors east of the Cuyahoga River. Guiding documents of the effort include the Cleveland Metroparks 2020: The Emerald Necklace Centennial Plan and the Cuyahoga Greenways Plan.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, October 15, 2020, 8:00 a.m. Details regarding meeting logistics will be posted on the Cleveland Metroparks website.

ADJOURNMENT.

No. 20-09-130: There being no further matters to come before the Board, upon motion by Vice President Berry, seconded by President Rinker and carried, President Rinker adjourned the meeting at 9:42 a.m.

Vote on the motion was as follows:

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

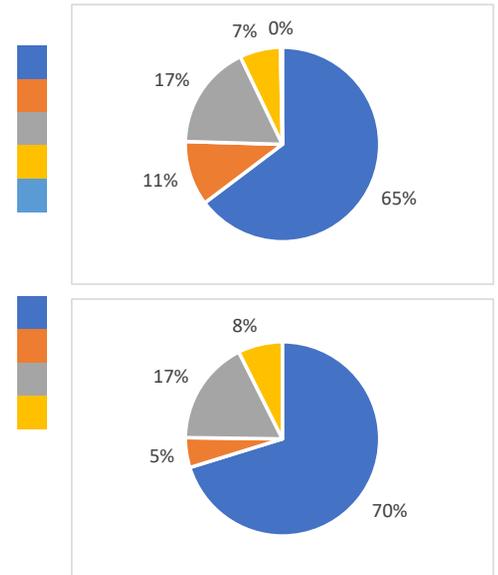
President.

Attest:

Secretary.

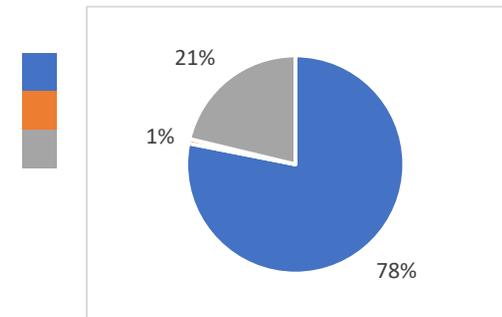
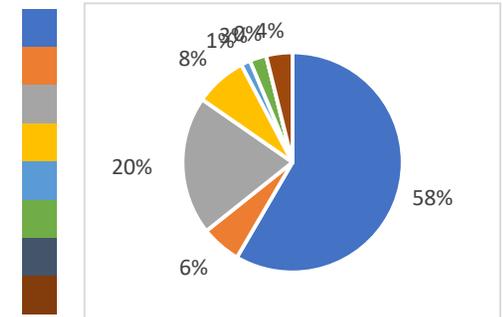
**Cleveland Metroparks
Financial Performance
8/31/2020
CM Park District**

	Actual Aug '19	Actual Aug '20	Fav (Unfav)	Actual YTD Aug '19	Actual YTD Aug '20	Fav (Unfav)
Revenue:						
Property Tax	18,693,352	14,635,724	(4,057,628)	75,945,057	58,655,810	(17,289,247)
Local Gov/Grants/Gifts	512,311	651,524	139,213	6,754,217	9,713,442	2,959,225
Charges for Services	4,740,705	3,741,092	(999,613)	23,798,162	15,743,776	(8,054,386)
Self-Funded	752,177	762,303	10,126	6,216,719	6,190,669	(26,050)
Interest, Fines, Other	<u>89,641</u>	<u>16,533</u>	<u>(73,108)</u>	<u>574,486</u>	<u>282,802</u>	<u>(291,684)</u>
Total Revenue	24,788,186	19,807,176	(4,981,010)	113,288,641	90,586,499	(22,702,142)
OpEx:						
Salaries and Benefits	5,987,392	4,674,750	1,312,642	45,566,272	40,174,255	5,392,017
Contractual Services	284,180	243,665	40,515	2,999,953	2,843,076	156,877
Operations	2,901,368	1,301,735	1,599,633	15,456,023	9,941,291	5,514,732
Self-Funded Exp	<u>690,915</u>	<u>422,064</u>	<u>268,851</u>	<u>4,333,230</u>	<u>4,261,906</u>	<u>71,324</u>
Total OpEx	9,863,855	6,642,214	3,221,641	68,355,478	57,220,528	11,134,950
Op Surplus/(Subsidy)	14,924,331	13,164,962	(1,759,369)	44,933,163	33,365,971	(11,567,192)
CapEx:						
Capital Labor	84,239	100,462	(16,223)	574,153	627,248	(53,095)
Construction Expenses	474,521	1,510,278	(1,035,757)	6,277,874	11,185,354	(4,907,480)
Capital Equipment	128,449	200,125	(71,676)	2,249,516	1,373,373	876,143
Land Acquisition	23	181,977	(181,954)	2,298,124	2,950,344	(652,220)
Capital Animal Costs	<u>1,194</u>	<u>138</u>	<u>1,056</u>	<u>19,606</u>	<u>3,967</u>	<u>15,639</u>
Total CapEx	688,426	1,992,980	(1,304,554)	11,419,273	16,140,286	(4,721,013)
Net Surplus/(Subsidy)	14,235,905	11,171,982	(3,063,923)	33,513,890	17,225,685	(16,288,205)



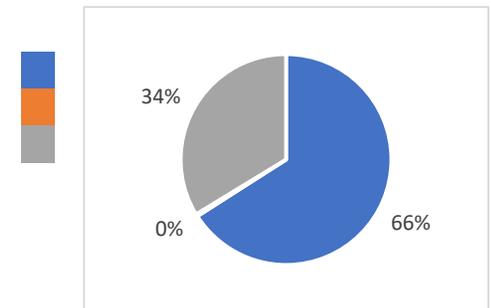
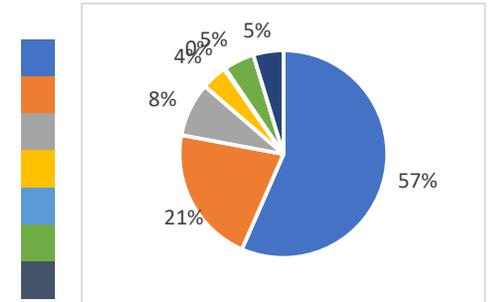
**Cleveland Metroparks
Financial Performance
8/31/2020
Zoo**

	Actual Aug '19	Actual Aug '20	Fav (Unfav)	Actual YTD Aug '19	Actual YTD Aug '20	Fav (Unfav)
Revenue:						
General/SE Admissions	1,160,863	1,203,060	42,197	4,967,727	3,020,294	(1,947,433)
Guest Experience	183,662	111,511	(72,151)	839,706	303,423	(536,283)
Zoo Society	0	63,638	63,638	2,038,395	1,052,284	(986,111)
Souvenirs/Refreshments	357,335	91,182	(266,153)	1,063,139	394,919	(668,220)
Education	13,995	(11,878)	(25,873)	368,476	72,365	(296,111)
Rentals & Events	64,529	22,500	(42,029)	325,884	126,764	(199,120)
Consignment	4,470	0	(4,470)	17,353	0	(17,353)
Other	(351)	(287)	64	(3,082)	198,769	201,851
Total Revenue	1,784,503	1,479,726	(304,777)	9,617,598	5,168,818	(4,448,780)
OpEx:						
Salaries and Benefits	1,315,622	1,062,740	252,882	10,205,719	9,011,694	1,194,025
Contractual Services	18,528	9,040	9,488	136,384	73,358	63,026
Operations	<u>401,013</u>	<u>282,760</u>	<u>118,253</u>	<u>3,347,985</u>	<u>2,453,303</u>	<u>894,682</u>
Total OpEx	1,735,163	1,354,540	380,623	13,690,088	11,538,355	2,151,733
Op Surplus/(Subsidy)	49,340	125,186	75,846	(4,072,490)	(6,369,537)	(2,297,047)
CapEx:						
Capital Labor	0	0	0	26,457	0	26,457
Construction Expenses	54,620	1,088,734	(1,034,114)	1,812,771	2,691,640	(878,869)
Capital Equipment	18,494	0	18,494	140,101	113,254	26,847
Capital Animal Costs	<u>1,194</u>	<u>138</u>	<u>1,056</u>	<u>19,606</u>	<u>3,967</u>	<u>15,639</u>
Total CapEx	74,308	1,088,872	(1,014,564)	1,998,935	2,808,861	(809,926)
Net Surplus/(Subsidy)	(24,968)	(963,686)	(938,718)	(6,071,425)	(9,178,398)	(3,106,973)
Restricted Revenue	198,007	71,879	(126,128)	950,106	2,129,044	1,178,938
Restricted Expenses	<u>89,709</u>	<u>106,489</u>	<u>(16,780)</u>	<u>646,710</u>	<u>2,384,332</u>	<u>(1,737,622)</u>
Restricted Surplus/(Subsidy)	108,298	(34,610)	(142,908)	303,396	(255,288)	(558,684)



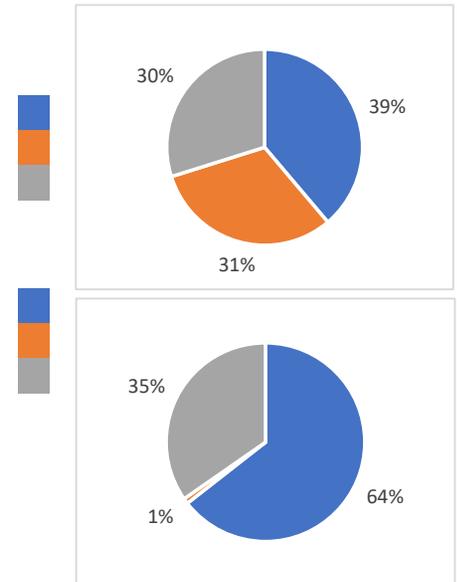
**Cleveland Metroparks
Financial Performance
8/31/2020
Golf Summary**

	Actual Aug '19	Actual Aug '20	Fav (Unfav)	Actual YTD Aug '19	Actual YTD Aug '20	Fav (Unfav)
Revenue:						
Greens Fees	704,735	892,393	187,658	2,657,182	3,470,491	813,309
Equipment Rentals	299,420	355,277	55,857	1,097,246	1,314,598	217,352
Food Service	174,726	117,991	(56,735)	657,324	516,595	(140,729)
Merchandise Sales	73,319	61,804	(11,515)	298,887	242,070	(56,817)
Pro Services	2,901	(6,491)	(9,392)	156,887	11,673	(145,214)
Driving Range	53,607	77,028	23,421	281,937	295,332	13,395
Other	<u>16,452</u>	<u>38,104</u>	<u>21,652</u>	<u>314,023</u>	<u>286,967</u>	<u>(27,056)</u>
Total Revenue	1,325,160	1,536,106	210,946	5,463,486	6,137,726	674,240
OpEx:						
Salaries and Benefits	413,121	379,545	33,576	2,817,347	2,571,952	245,395
Contractual Services	2,315	1,981	334	15,280	12,060	3,220
Operations	<u>338,902</u>	<u>306,933</u>	<u>31,969</u>	<u>1,493,992</u>	<u>1,313,952</u>	<u>180,040</u>
Total OpEx	754,338	688,459	65,879	4,326,619	3,897,964	428,655
Op Surplus/(Subsidy)	570,822	847,647	276,825	1,136,867	2,239,762	1,102,895
CapEx:						
Capital Labor	28,004	18,665	9,339	135,485	86,939	48,546
Construction Expenses	15,316	2,400	12,916	284,173	81,786	202,387
Capital Equipment	<u>3,356</u>	<u>51,884</u>	<u>(48,528)</u>	<u>821,496</u>	<u>93,710</u>	<u>727,786</u>
Total CapEx	46,676	72,949	(26,273)	1,241,154	262,435	978,719
Net Surplus/(Subsidy)	524,146	774,698	250,552	(104,287)	1,977,327	2,081,614



**Cleveland Metroparks
Financial Performance
8/31/2020
Enterprise Summary**

	Actual Aug '19	Actual Aug '20	Fav (Unfav)	Actual YTD Aug '19	Actual YTD Aug '20	Fav (Unfav)
Revenue:						
Concessions	969,812	214,423	(755,389)	3,719,602	830,364	(2,889,238)
Dock Rentals	7,440	3,167	(4,273)	745,995	669,252	(76,743)
Other	<u>194,296</u>	<u>111,532</u>	<u>(82,764)</u>	<u>1,095,899</u>	<u>638,355</u>	<u>(457,544)</u>
Total Revenue	1,171,548	329,122	(842,426)	5,561,496	2,137,971	(3,423,525)
OpEx:						
Salaries and Benefits	506,862	192,840	314,022	2,540,135	1,525,464	1,014,671
Contractual Services	4,993	2,728	2,265	31,879	20,882	10,997
Operations	<u>628,971</u>	<u>161,639</u>	<u>467,332</u>	<u>2,252,961</u>	<u>821,575</u>	<u>1,431,386</u>
Total OpEx	1,140,826	357,207	783,619	4,824,975	2,367,921	2,457,054
Op Surplus/(Subsidy)	30,722	(28,085)	(58,807)	736,521	(229,950)	(966,471)
CapEx:						
Capital Labor	622	0	622	622	6,648	(6,026)
Construction Expenses	10,646	0	10,646	137,339	97,626	39,713
Capital Equipment	<u>1,022</u>	<u>0</u>	<u>1,022</u>	<u>9,632</u>	<u>10,042</u>	<u>(410)</u>
Total CapEx	12,290	0	12,290	147,593	114,316	33,277
Net Surplus/(Subsidy)	18,432	(28,085)	(46,517)	588,928	(344,266)	(933,194)



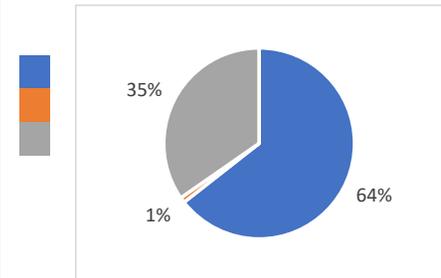
*Other includes Chalet, Hayrides, Aquatics and Misc.

Cleveland Metroparks
 Financial Performance
 8/31/2020
 Enterprise Detail

	Merwin's Wharf		EW Beach House		E55th Marina		E55th Restaurant			
	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20		
Operating Revenue	1,790,276	109,790	752,187	209,506	798,639	717,507	615,477	285,911		
Operating Expenses	<u>1,538,724</u>	<u>405,294</u>	<u>529,226</u>	<u>163,664</u>	<u>293,815</u>	<u>199,049</u>	<u>469,486</u>	<u>279,450</u>		
Operating Surplus/(Subsidy)	251,552	(295,504)	222,961	45,842	504,824	518,458	145,991	6,461		
Capital Labor	622	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>		
Total Capital Expenditures	2,624	46,469	0	0	54,329	40,011	0	0		
Net Surplus/(Subsidy)	248,928	(341,973)	222,961	45,842	450,495	478,447	145,991	6,461		
	Wildwood		Euclid Beach		EmerNeck Marina		EmerNeck Restaurant			
	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20		
Operating Revenue	60,985	37,272	22,201	0	319,833	321,892	348,527	48,276		
Operating Expenses	<u>113,011</u>	<u>38,091</u>	<u>25,711</u>	<u>1,898</u>	<u>204,636</u>	<u>180,499</u>	<u>332,461</u>	<u>107,373</u>		
Operating Surplus/(Subsidy)	(52,026)	(819)	(3,510)	(1,898)	115,197	141,393	16,066	(59,097)		
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>		
Total Capital Expenditures	48,294	2,787	0	0	3,101	0	8,607	49		
Net Surplus/(Subsidy)	(100,320)	(3,606)	(3,510)	(1,898)	112,096	141,393	7,459	(59,146)		
	Edgewater Pier		Wallace Lake		Hinckley Lake		Huntington			
	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20		
Operating Revenue	90,603	39,698	64,640	30,874	34,438	0	145,823	82,718		
Operating Expenses	<u>86,111</u>	<u>34,811</u>	<u>55,793</u>	<u>29,162</u>	<u>36,903</u>	<u>1,270</u>	<u>130,986</u>	<u>60,222</u>		
Operating Surplus/(Subsidy)	4,492	4,887	8,847	1,712	(2,465)	(1,270)	14,837	22,496		
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>		
Total Capital Expenditures	0	0	0	0	0	0	1,416	0		
Net Surplus/(Subsidy)	4,492	4,887	8,847	1,712	(2,465)	(1,270)	13,421	22,496		
	Chalet		Ledge Lake		Parking		Enterprise Admin		Total	
	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20	YTD Aug '19	YTD Aug '20
Operating Revenue	216,797	204,612	182,887	430	118,183	49,485	0	0	5,561,496	2,137,971
Operating Expenses	<u>196,148</u>	<u>177,369</u>	<u>131,301</u>	<u>5,561</u>	<u>23,839</u>	<u>11,870</u>	<u>656,824</u>	<u>672,338</u>	<u>4,824,975</u>	<u>2,367,921</u>
Operating Surplus/(Subsidy)	20,649	27,243	51,586	(5,131)	94,344	37,615	(656,824)	(672,338)	736,521	(229,950)
Capital Labor	0	0	0	0	0	0	0	0	622	6,648
Construction Expenses	7,373	0	15,008	0	0	0	0	25,000	137,339	97,626
Capital Equipment	<u>4,230</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,611</u>	<u>0</u>	<u>9,632</u>	<u>10,042</u>
Total Capital Expenditures	11,603	0	15,008	0	0	0	2,611	25,000	147,593	114,316
Net Surplus/(Subsidy)	9,046	27,243	36,578	(5,131)	94,344	37,615	(659,435)	(697,338)	588,928	(344,266)

**Cleveland Metroparks
Financial Performance
8/31/2020
Nature Shops and Kiosks**

	Actual Aug '19	Actual Aug '20	Fav (Unfav)	Actual YTD Aug '19	Actual YTD Aug '20	Fav (Unfav)
Retail Revenue	114,745	70,392	(44,353)	478,377	288,222	(190,155)
OpEx:						
Salaries and Benefits	37,544	12,904	24,640	210,240	121,332	88,908
Contractual Services	1,865	1,492	373	5,757	2,984	2,773
Operations	<u>61,319</u>	<u>20,003</u>	<u>41,316</u>	<u>193,358</u>	<u>107,790</u>	<u>85,568</u>
Total OpEx	100,728	34,399	66,329	409,355	232,106	177,249
Op Surplus/(Subsidy)	14,017	35,993	21,976	69,022	56,116	(12,906)
CapEx:						
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>
Total CapEx	0	0	0	0	0	0
Net Surplus/(Subsidy)	14,017	35,993	21,976	69,022	56,116	(12,906)



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

ACCOUNTS RECEIVABLE

RANGER/COURT FINES RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$341,452	\$2,709	\$45,460	\$90,153	\$479,774

Total
\$52,441

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Interest Earned	EOM Balance
08/01/20	PNC Bank	Money Market (A)	30	0.05%	08/31/20	\$2	\$58,532
08/01/20	Fifth Third Securities	Money Market (B)	30	0.00%	08/31/20	\$0	\$3,294
08/01/20	STAR Ohio	State pool (C)	30	0.24%	08/31/20	\$8,457	\$41,325,847
08/01/20	STAR Plus	State pool (D)	30	0.25%	08/31/20	\$147	\$694,495

(A) Government Performance Money Market Account.

Investment balance ranged from \$58,530 to \$58,532 in August.

(B) Federated Government Money Market Account.

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

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

Investment balance ranged from \$30,317,390 to \$41,325,847 in August.

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

Investment balance ranged from \$694,347 to \$694,495 in August.

CLEVELAND METROPARKS
Appropriation Summary - 2020

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #8 9/17/2020	Total
		Baseline Budget	Carry Over Encumbrances	Total			
OPERATING							
51	Salaries	\$ 56,164,224	\$ -	\$ 56,164,224	\$ 25,626	\$ - A	\$ 56,189,850
52	Employee Fringe Benefits	18,489,702	43,861	18,533,563	143,852	- B	18,677,415
53	Contractual Services	14,615,911	1,163,297	15,779,208	459,667	35,825 C	16,274,700
54	Office Operations	24,071,314	2,192,891	26,264,205	3,032,081	(13,026) D	29,283,260
	Operating Subtotal	113,341,151	3,400,049	116,741,200	3,661,226	22,799	120,425,225
CAPITAL							
571	Capital Labor	900,000	-	900,000	-	-	900,000
572	Capital Construction Expenses	26,205,084	10,954,935	37,160,019	5,831,709	214,266 E	43,205,994
574	Capital Equipment	2,766,476	681,816	3,448,292	492,397	(22,799) F	3,917,890
575	Zoo Animals	75,000	5,265	80,265	-	-	80,265
576	Land	2,032,525	12,406	2,044,931	1,349,811	- G	3,394,742
	Capital Subtotal	31,979,085	11,654,422	43,633,507	7,673,917	191,467	51,498,891
TOTALS							
Grand totals		\$ 145,320,236	\$ 15,054,471	\$ 160,374,707	\$ 11,335,143	\$ 214,266	\$ 171,924,115

CLEVELAND METROPARKS

Appropriations 2020 - Legend - Amendment #8

OPERATING

53 CONTRACTUAL SERVICES

\$	7,825	Transfer of appropriations from Credit Card Expenses, Supplies & Trash Collection to Misc. Contractual Services for Square monthly fees Net budget effect is zero
\$	28,000	Transfer of appropriations from Capital Equipment to Misc. Contractual Services for required ITS services Net budget effect is zero

C	\$ 35,825	Total increase (decrease) to Contractual Services
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54 OFFICE OPERATIONS

\$	(5,201)	Transfer of appropriations from Vehicle/Equip. Repair to Misc. Capital Equip.for marine dry suits for Police Net budget effect is zero
\$	(7,825)	Transfer of appropriations from Credit Card Expenses, Supplies & Trash Collection to Misc. Contractual Services for Square monthly fees Net budget effect is zero

D	\$ (13,026)	Total increase (decrease) to Office Operations
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<u>\$ 22,799</u>	TOTAL INCREASE (DECREASE) TO OPERATIONS
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CAPITAL

572 CAPITAL CONSTRUCTION EXPENSES

\$	226	Increase in restricted fund appropriations for Capital Projects to cover final cost of Rhino Yard Expansion project Appropriation increase will be covered by new restricted funds from CZS
\$	32,006	Increase in restricted fund appropriations for Capital Projects for the Kiwanis Picnic Shelter project Appropriation increase will be covered by new ODNR NatureWorks grant
\$	38,313	Increase in restricted fund appropriations for Capital Projects for the Old River Farm Shelter project Appropriation increase will be covered by new ODNR NatureWorks grant
\$	41,745	Increase in restricted fund appropriations for Capital Projects for the Hinckley Ballfield project Appropriation increase will be covered by new ODNR NatureWorks grant
\$	102,000	Increase in restricted fund appropriations for Capital Projects for Acacia Cart Barn Improvements project Appropriation increase covered by existing Acacia Development restricted funds
\$	8,400	Increase in restricted fund appropriations for Capital Projects for RR Stable Viewing Area Restroom Renovation project
\$	(8,424)	Decrease in appropriations for Capital Contracts to correct rollover of PO 20191788 Appropriation decrease will ensure current year spend does not exceed prior year appropriation

E	\$ 214,266	Total increase (decrease) to Capital Materials
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574 CAPITAL EQUIPMENT

\$	5,201	Transfer of appropriations from Vehicle/Equip. Repair to Misc. Capital Equip.for marine dry suits for Police Net budget effect is zero
\$	(28,000)	Transfer of appropriations from Capital Equipment to Misc. Contractual Services for required ITS services Net budget effect is zero

F	\$ (22,799)	Total increase (decrease) to Capital Equipment
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<u>\$ 191,467</u>	TOTAL INCREASE (DECREASE) TO CAPITAL
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<u>\$ 214,266</u>	GRAND TOTAL - INCREASE (DECREASE) FOR AMENDMENT
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BRIGHTON PARK SITE PLAN

CLEVELAND METROPARKS

JUNE 2020



EXHIBIT B

**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: September 17, 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
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SUBJECT: Dignity and Respect for All: Inclusion, Diversity, Equity and Accessibility Policy

EFFECTIVE DATE: September 17, 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.

**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: September 17, 2020

- 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.

**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: September 17, 2020

- 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, inclusion, equity and accessibility 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, inclusion and accessibility.
- 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

**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: September 17, 2020

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

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service or veteran status, mental or physical disability, or genetic 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 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 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 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. 20-09-119

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 August 21, 2020 in the amount of \$2,357,402.39

Wire Transfer dated August 21, 2020 in the amount of \$72,224.15

Printed Checks dated August 28, 2020 in the amount of \$37,266.03

Printed Checks dated August 31, 2020 in the amount of \$350,000.00

Printed Checks dated September 4, 2020 in the amount of \$2,350,353.93

Wire Transfer dated September 4, 2020 in the amount of \$71,799.15

Direct Disbursement dated September 4, 2020 in the amount of \$6,656.00

Net Payroll dated July 19, 2020 to August 1, 2020 in the amount of \$1,193,163.34

Withholding Taxes in the amount of \$268,951.62

Net Payroll dated August 2, 2020 to August 15, 2020 in the amount of \$1,176,319.76

Withholding Taxes in the amount of \$251,555.79

Bank Fees/ADP Fees in the amount of \$62,936.88

Cigna Payments in the amount of \$300,926.92

ACH Debits (First Energy; Sales Tax) in the amount of \$169,206.41

Visa/Travel Purchasing Card dated August 9, 2020 to September 5, 2020 in the amount of \$186,967.26

Total amount: \$8,855,729.63

PASSED: September 17, 2020

Attest: _____

President of The Board of Park Commissioners

Chief Executive Officer

RECOMMENDED ACTION:

That the Board of Park Commissioners approves **Resolution No. 20-09-119** listed above.