

**MINUTES OF THE  
BOARD OF PARK COMMISSIONERS  
OF THE  
CLEVELAND METROPOLITAN PARK DISTRICT  
MARCH 18, 2020**

The Board of Park Commissioners met on this date, Wednesday, March 18, 2020, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

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 AMENDED MINUTES OF JANUARY 15, 2020.**

**No. 20-03-042:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve the Amended Minutes from the Regular Meeting of January 15, 2020 (Resolution No. 20-01-008), 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.

**APPROVAL OF MINUTES OF FEBRUARY 20, 2020.**

**No. 20-03-043:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve the minutes from the Regular Meeting of February 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, Messrs. Moore and Rinker.

Nays: None.

**FINANCIAL REPORT.**

Chief Financial Officer, William Chorba, referenced the Comparative Summary of Revenues & Expenditures 2020 vs. 2019 Year-To-Date, for the Month Ended February 29, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages **91148** to **91155** and they were filed for audit. He provided an overview of the financial overview and possible impacts of the Covid-19 virus.

**ACTION ITEMS.**

- (a) ***Swearing in of Patrol Officer(s)***  
(Originating Source: *Katherine M. Dolan, Chief of Police*)

**Joseph A. Haluska**

Joseph is a recent graduate of the University of Akron's Police Academy, completing the course in December 2019. He also graduated from the University of Akron in August 2019 with a Bachelor of Science in Emergency Management and Homeland Security. Joseph is currently a United States Coast Guard Reservist, a position held since 2017.

**Jennifer L. Reppucci**

Jennifer is a May 2015 graduate of Kent State University receiving a Bachelor of Arts with a major in Criminology and Justice Studies. Her previous employment includes the Cleveland Police Department's First District from June 2018 until February 2020 where she was a police officer.

**No. 20-03-044:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to appoint Joseph A. Haluska and Jennifer L. Reppucci as full-time police officers for Cleveland Metroparks as authorized by Section 1545.13 of the Ohio Revised Code.

Vote on the motion was as follows:

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

Nays: None.

**ACTION ITEMS (cont.)**

**(b) 2020 Budget Adjustment No. 2**

*(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 #2 3/18/2020	Total
		Baseline Budget	Carry Over Encumbrances	Total			
<b>OPERATING</b>							
51	Salaries	\$ 56,164,224	\$ -	\$ 56,164,224	\$ 204,122	\$ (19,315) A	\$ 56,349,031
52	Employee Fringe Benefits	18,489,702	43,861	18,533,563	34,031	-	18,567,594
53	Contractual Services	14,615,911	1,163,297	15,779,208	358,571	411,000 B	16,548,779
54	Office Operations	24,071,314	2,192,891	26,264,205	2,869,757	109,061 C	29,243,023
	Operating Subtotal	113,341,151	3,400,049	116,741,200	3,466,481	500,746	120,708,427
<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	1,657,578	1,639,084 D	40,456,681
574	Capital Equipment	2,766,476	681,816	3,448,292	377,208	81,700 E	3,907,200
575	Zoo Animals	75,000	5,265	80,265	-	-	80,265
576	Land	2,032,525	12,406	2,044,931	107,690	-	2,152,621
	Capital Subtotal	31,979,085	11,654,422	43,633,507	2,142,476	1,720,784	47,496,767
<b>TOTALS</b>							
Grand totals		\$ 145,320,236	\$ 15,054,471	\$ 160,374,707	\$ 5,608,957	\$ 2,221,530	\$ 168,205,194

An explanation of the adjustments, by category, can be found on pages **91156** to **91158**. The net effect of all adjustments is an increase of \$2,221,530, all of which is provided for by increased revenue, donations, grants, or other restricted funds.

**No. 20-03-045:**

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve the 2020 Budget Adjustment No. 2 for a total increase of \$2,221,530 as delineated on pages **91156** to **91158**.

Vote on the motion was as follows:

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

Nays: None.

**(c) 2020 Lake Erie Nature & Science Center Educational Grant**

*(Originating Source: Brian M. Zimmerman, Chief Executive Officer)*

**Recommended 2020 Educational Grant - \$70,000**

Since 1969, Cleveland Metroparks has provided an educational operating grant to the Lake Erie Nature & Science Center. From 1993 to 1999, a grant for \$50,000 per year was authorized; the 2000 grant was \$55,000 due to the increased number of programs and

**ACTION ITEMS (cont.)**

increased wildlife rehabilitation efforts; from 2001 through 2004 the educational grant was \$60,000 per year; and from 2005 through 2008, the grant was \$65,000. **In 2009, the educational grant was increased to \$70,000. A \$70,000 grant is recommended for 2020.**

The Center's operating budget for 2020 is approximately \$1.6 million. The largest sources of income for the Center are foundation and corporate grants, private contributions, class fees, and other grants that contribute to the total budget. Other sources of income include special events, fundraisers, and memberships. Cleveland Metroparks contribution represents five percent of the operating budget. Lake Erie Nature & Science Center serves over 165,000 people annually.

**No. 20-03-046:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize an educational grant of \$70,000 in 2020 to Lake Erie Nature & Science Center.

Vote on the motion was as follows:

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

Nays: None.

**(d) *Adoption of Revised Multiple Policies***

*(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Rosalina M. Fini, Chief Legal and Ethics Officer/Anthony M. Joy, Chief Information Officer)*

Pursuant to Article 1, Section 1(a) of the Board of Park Commissioner By-Laws, the Board must review Board-level policies at least every five (5) years. Existing Board policies which are being reviewed at the five-year anniversary and contain no substantial changes, may be adopted upon one public reading. The following policies are before the Board for review of the minor changes and adoption:

**Processing Requests for Public Records**

The purpose of the "Processing Requests for Public Records Policy" is to provide direction to all Cleveland Metroparks staff regarding how to process requests for public records and to strictly adhere to the Ohio's Public Records Act. Modest changes have been made to provide additional contact detail regarding to which department/staff record requests need to be directed.

**Electronic Execution of Contracts, Instruments and Documents**

The purpose of the "Electronic Execution of Contracts, Instruments and Documents Policy" is to provide a more efficient delivery and execution of contracts, instruments and documents through electronic means in a manner that is consistent with the Uniform

**ACTION ITEMS (cont.)**

Electronic Transaction Act. Chapter 1306 of the Ohio Revised Code has been updated to specifically include “blockchain technology” as an electronic record, and therefore this policy has been revised accordingly.

The full Policies can be found at pages 91159 to 91166.

**No. 20-03-047:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to adopt the revised “Processing Requests for Public Records Policy” and the “Electronic Execution of Contracts, Instruments and Documents Policy” found at pages 91159 to 91166 for implementation pursuant to Article 1, Section 1(a) of the Board’s By-Laws.

Vote on the motion was as follows:

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

Nays: None.

(e) ***Authorization for Cleveland Metroparks Police Department to Enter into an Intergovernmental Cooperative/Mutual Aid Agreement***  
(Originating Sources: Katherine Dolan, Chief of Police/Kenneth Schabitzer, Lieutenant/Rosalina M. Fini, Chief Legal & Ethics Officer)

**Background**

The cities of Strongsville and Brecksville and Cleveland Metroparks share a mutual concern to provide a safe and secure environment throughout the cities and the Park District. Ohio Revised Code §1545.131 provides authority for a park district to enter into agreements with municipal corporations to assist with police protection. The interagency agreements will delineate requests for assistance, Cleveland Metroparks responsibilities, the respective city responsibilities and other relevant terms.

**No. 20-03-048:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the Cleveland Metroparks Chief Executive Officer to enter into an Intergovernmental Cooperative/Mutual Aid Agreement with both the City of Brecksville and the City of Strongsville in a form to be approved by the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

**ACTION ITEMS (cont.)****(f) *Authorization of Land Acquisition: Wallin Investments, LLC Property, Brecksville Reservation (± 2.7 acres)***

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

Cleveland Metroparks has the opportunity to acquire a ±2.7-acre property located at 9411 Parkview Drive in the City of Brecksville (the “Wallin Property”) and adjacent to Brecksville Reservation (reference map, page **91167**). In January of 2020, Cleveland Metroparks acquired a 12.7-acre property, the Gertsma Property, to the north of the Wallin Property to begin to buffer the southwest corner of Brecksville Reservation and provide additional protection of the downstream aquatic habitats. The Wallin Property offers a connection from Parkview Drive to the Gertsma Property and the main body of Brecksville Reservation. The Wallin Property has a unique history as it was home to Harold Wallin, who joined Cleveland Metroparks as a naturalist in 1938 while a staff member of the Cleveland Museum of Natural History, and later became Cleveland Metroparks Chief Naturalist in 1954. In 2014 a tributary creek of Chippewa Creek in Brecksville Reservation was named Wallin Creek in honor of Harold Wallin.

The Wallin Property will also offer a connection to the 102-acre B. Palmieri Enterprises/Western Reserve Land Conservancy property which was acquired by Cleveland Metroparks in 2017. Cleveland Metroparks staff have been closely monitoring the properties north of Parkview Road to better connect this large forested property as it is one parcel removed from Brecksville Reservation. The Wallin Property offers the opportunity for future trail connection from this 102-acres to Brecksville Reservation to the north and to the Cuyahoga Valley National Park. The Wallin family has agreed to sell the property to Cleveland Metroparks for \$190,000. The acquisition of the Wallin Property will continue the protection of this important natural area and provide better connections to Brecksville Reservation.

**No. 20-03-049:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the acquisition of fee simple title of ±2.7 acres as hereinabove described, from Wallin Investments, LLC for a purchase price of \$190,000 subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

**ACTION ITEMS (cont.)**

- (g) ***Land Acquisition from West Creek Conservancy: Padua Property (± 18.7 acres) – West Creek Reservation***  
*(Originating Sources: Brian M. Zimmerman, Chief Executive Officer/Kyle G. Baker, Senior Assistant Legal Counsel/Stephanie A. Kutsko, Real Estate Manager)*

**Background**

The Padua Property is located directly adjacent to Cleveland Metroparks West Creek Reservation and the ±78-acre former Parmadale property. The entrance to the Padua Property is located at the intersection of West 29<sup>th</sup> Street and West Ridgewood Drive in the City of Parma. It is approximately ±18.7 acres and contains 1,900 linear feet of stream and 2.4 acres of forested wetland. In 2006, the Padua Property was acquired by Padua Franciscan High School for the purposes of creating soccer and lacrosse fields. At the entrance to the Padua Property is a traffic light, access road, ample parking, and an enclosed picnic pavilion which will be a publicly reservable shelter. Further, along the access road is a ramp and stair system that directly links to the former Parmadale campus, which is currently undergoing demolition/restoration and will soon be added to West Creek Reservation.

The Padua Property will undergo significant restoration following acquisition by West Creek Conservancy (WCC). Approximately 800 linear feet of stream will be restored and grading of the athletic fields will occur to enable functional floodplain alleviation. Upland and riparian areas will be reestablished, returning this area to a natural state. The restoration project will also include the realignment of a trail from the parking lot to the picnic pavilion and the removal of a portion of the parking lot to allow the stream channel to access its floodplain. WCC is working in partnership with the Northeast Ohio Regional Sewer District (NEORS) on the restoration plan. This acquisition will turn a privately held asset into a public amenity, successfully synthesizing conservation, recreation, and ecological function.

WCC was awarded a Clean Ohio Conservation Program grant in the amount of \$1,525,000 for the acquisition and restoration of the Padua Property and the Mueller property which is located in the southern portion of West Creek Reservation (see map, page **91168**). WCC has a purchase agreement with Padua Franciscan High School to acquire the property for \$1,200,000.

**Partnership and Purchase Agreement with West Creek Conservancy**

Cleveland Metroparks would like to assist WCC with this acquisition and restoration to secure the Padua Property as protected greenspace and add it to West Creek Reservation. Cleveland Metroparks is seeking approval to enter into a purchase agreement with WCC whereby Cleveland Metroparks would provide \$200,000 toward acquisition. Upon payment of \$200,000, Cleveland Metroparks will file an Affidavit of Facts Relating to Title outlining Cleveland Metroparks interest in the property and WCC will place a deed transferring the Padua Property to Cleveland Metroparks into escrow. Once the restoration work on the property is complete to Cleveland Metroparks satisfaction, upon

**ACTION ITEMS (cont.)**

Cleveland Metroparks instruction, the escrow officer will file the deed transferring the property to Cleveland Metroparks.

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

**No. 20-03-050:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the acquisition of ±18.7 acres as hereinabove described, from West Creek Conservancy, for compensation of \$200,000 subject to the filing of an Affidavit of Facts Related to Title as described above, and prior to acceptance of fee simple title to the property, the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

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

Nays: None.

**(h) *Authorization of Easement Acquisitions: Norfolk Southern Railway Company, Wendy Park Bridge (± 0.37 acres) & Whiskey Island Connector (± 0.25 acres) – Lakefront Reservation***

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

The Wendy Park Bridge and Whiskey Island Connector are part of the group of trail projects funded through the federal Transportation Investment Generating Economic Recovery (TIGER) program. When complete, these transformative projects will invest more than \$16 million to complete ±4 miles of paved all-purpose trail linking major focal points in the City of Cleveland with Lakefront Reservation and Lake Erie.

Staff has already worked diligently to clear the right of way with the Ohio Department of Transportation and the Federal Highways Administration and both the Wendy Park Bridge and Whiskey Island Connector projects are underway. As a part of the right of way clearance process, pursuant to Norfolk Southern Railway Company's (Norfolk Southern) Public Projects Manual, public entities work extensively with Norfolk Southern on the project design to gain plan approval for portions of the project that

**ACTION ITEMS (cont.)**

traverse Norfolk Southern property and the parties eventually enter into a Construction Agreement. The Construction Agreement allows the public entity to begin construction, clear right of way approvals, and outlines a process to acquire necessary property interests from Norfolk Southern. Norfolk Southern and Cleveland Metroparks entered into the Construction Agreement for the Whiskey Island Connector on July 12, 2019 and the Wendy Park Bridge on August 27, 2019, respectively. The Construction Agreements for both projects are nearly identical and require Norfolk Southern and Cleveland Metroparks to come to an agreement as to price for the necessary real estate interests for both projects within 9 months of execution of the Construction Agreements.

Construction of the Wendy Park Bridge will require acquisition of three easement interests from Norfolk Southern to facilitate the construction and maintenance of the bridge. These easement interests (totaling  $\pm 0.37$  acres) are outlined as follows (reference map, page **91169**):

- A. Permanent Easement North ( $\pm 0.0268$  acres). This portion of the property is required to construct a bridge abutment.
- B. Permanent Easement South ( $\pm 0.0936$  acres). This portion of the property is required to construct a bridge abutment.
- C. Aerial Easement ( $\pm 0.2497$ ). The proposed bridge will span over top of a portion of Norfolk Southern land, thus requiring an aerial easement.

Construction of the Whiskey Island Connector will require acquisition of a surface easement interest from Norfolk Southern to facilitate the construction and maintenance of the trail. The easement interest is outlined as follows (reference map, page **91170**):

- A. Permanent Easement ( $\pm 0.25$  acres). This portion of the property is required to construct the trail connection.

After extensive negotiations, Norfolk Southern has agreed to sell all of the above-listed easement interests necessary for the Wendy Park Bridge and Whiskey Island Connector for \$287,130, providing Cleveland Metroparks with the necessary easement interests required for these significant community connections.

**No. 20-03-051:**

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the acquisition of the above-mentioned easements necessary for construction and maintenance of the Wendy Park Bridge and Whiskey Island Connector as hereinabove described, from Norfolk Southern Railway Company, for a purchase price of \$287,130 subject to the approval of the environmental assessment report and evidence of title, including exceptions to title, by the Chief Legal and Ethics Officer; further, that the Board authorize the Chief Executive Officer to execute agreements, together with supplemental instruments related thereon, if

**ACTION ITEMS (cont.)**

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.

- (i) ***Change Order No. 3 – Contract No. 1524 – Nature Education Building Renovation, Nature Preschool, North Chagrin Reservation***  
*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/Ryan Denker, Architect)*

**Background**

On November 13, 2019, the Board awarded Bid #6461 to James Martin Contractor Services, LLC (James Martin) for the Nature Education Building Renovation - Nature Preschool project in the amount of \$81,374.

Construction commenced on the Nature Education Building Renovation on December 9, 2019. The contract awarded to James Martin included an Owner Allowance of \$10,000 to cover potential costs due to unforeseen circumstances through construction.

As construction has progressed approximately half of the established allowance has been utilized to address the replacement of rotten framing, the removal of exhaust ductwork, additional floor preparation, and additional electrical work. The allowance was drawn upon in accordance with Cleveland Metroparks By-laws via Change Order #1 on January 8, 2020 and Change Order #2 on January 24, 2020 resulting in an allowance balance of \$5,775. The contract sum has not increased as a result of those change orders and remained \$81,374.

**Change Order No. 3**

It has been identified through the continued planning and evaluation process that the Nature Education Building could benefit from the replacement of the original exterior wood siding and trim. Renovating the exterior of the Nature Education Building at this time will minimize future program interruptions, eliminate ongoing maintenance items, and also provide the best opportunity for the work be done in an economical fashion since James Martin is already on site. Change Order No. 3 includes an allowance of \$2,870 to cover any additional work related to unforeseen work uncovered during siding and trim removal and replacement.

**ACTION ITEMS (cont.)**

The scope of Change Order No. 3 is as follows:

- Remove and dispose of all existing siding, trim, and soffits
- Remove and reinstall all gutters, downspouts, conduits, and grilles
- Install and paint/stain new engineered wood siding, trim, and vented soffits
- Replace two wall mounted exterior light fixtures

Change Order No. 3 has been established as a not to exceed price in the amount of \$45,500.05.

**No. 20-03-052:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve Change Order No. 3 with James Martin Contractor Services, LLC for an amount not to exceed \$45,500.05 as described above resulting in a revised, total contract amount of \$126,874.05 and further, that the Board authorize the Chief Executive Officer to execute Change Order No. 3.

Vote on the motion was as follows:

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

Nays: None.

**(j) *Lakefront Reservation: Authorization to Enter into Grant Agreement and Commit Funds***

*(Originating Sources: Natalie Ronayne, Chief Development Officer/Sean E. McDermott, Chief Planning and Design Officer/Kelly Coffman, Senior Park Planner/Kristen Trolio, Grants Manager)*

Cleveland Metroparks received a grant award of \$125,000 from the National Coastal Resilience Fund administered by the National Fish and Wildlife Foundation to complete a planning study, the Cleveland Harbor Eastern Embayment Resilience Study (CHEERS). An overview of this planning effort was presented to the Board of Park Commissioners as an Information Item at the meeting held on February 20, 2020.

CHEERS will utilize an innovative design approach to address current and anticipated future challenges regarding the physical, social, and ecological resilience of the Lake Erie shoreline in the proposed study area and in the adjacent neighborhoods in the City of Cleveland. The CHEERS study area includes the City of Cleveland's lakefront from the Cleveland Lakefront Nature Preserve on the east to Lakeside Yacht Club on the west and the federal breakwall to the north and I-90 to the south. A map of the study area can be found on page **91171**.

The CHEERS study area lacks in-water and nearshore habitat and, as a result, lacks natural means of shoreline protection. The shoreline is hardened with boulder walls, breakwaters, and steel bulkheads and does not contain adequate areas for wave

**ACTION ITEMS (cont.)**

dissipation, means to break energy associated with storm events, or areas to adjust to lake level fluctuations. The results of CHEERS will include design plans for in-water and nearshore habitat for the project area, including options for the beneficial re-use of dredge material. Furthermore, CHEERS will examine opportunities for increased community access and recreational uses along the Lake Erie shore and will include significant stakeholder and community input.

The mission of the National Coastal Resilience Fund is to restore and strengthen natural infrastructure to protect coastal communities and to enhance fish and wildlife habitat in these coastal communities. The program is a public-private partnership funded the National Oceanic and Atmospheric Association, Shell, and TransRe and administered by the National Fish and Wildlife Foundation.

CHEERS includes personnel and financial commitments from the Ohio Department of Transportation, Ohio Department of Natural Resources, Cleveland Cuyahoga County Port Authority, and the City of Cleveland. Each agency has committed \$25,200 towards the match for the grant award and is a vested member of the steering committee for the planning study.

The budget for this project is below:

National Fish and Wildlife Foundation	\$125,000
Cleveland Metroparks	\$ 25,200
Partner Organizations	\$100,800
<b>TOTAL:</b>	<b>\$251,000</b>

**No. 20-03-053:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to enter into a grant agreement with the National Fish and Wildlife Foundation for ±\$125,000; to authorize and agree to obligate the required matching funds of ±\$25,200 and all funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the program; and further, that the Board authorize the Chief Executive Officer to enter into agreement(s) and execute any other documents as may be required to accept the grants upon award and other funds from partner organizations as outlined above; form of document(s) to be approved by Chief Legal and Ethics Officer.

Vote on the motion was as follows:

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

**ACTION ITEMS (cont.)**

- (k) ***Award of Single Source #6506 – Big Creek Floodplain Analysis – Cleveland Metroparks Zoo***  
(Originating Source: Sean E. McDermott, P.E., Chief Planning and Design Officer)

**Background**

Cleveland Metroparks Zoo is preparing to commence due diligence and design of the Gorilla Primate RainForest Addition (Gorilla Exhibit). The topographic setting of the Zoo, within and above the Big Creek valley, provides both opportunities and challenges. One challenge is preparing for precipitation events which inundate Big Creek and can result in stressing of infrastructure within the Zoo. Due to that documented risk, one of the first steps of due diligence to be performed for Gorilla Exhibit planning is an analysis of the Big Creek floodplain as it relates to the design of a resilient structure. A similar process was undertaken during development of the RainForest, which itself has flood resiliency infrastructure.

The Northeast Ohio Regional Sewer District (NEORS), through their Regional Stormwater Management Program, is master planning and modeling all of the major tributaries, streams, and rivers in their service area. They have hired different consultant teams through a qualifications based selection for specific riparian systems (i.e., Rocky River, Lake Erie, Cuyahoga North [our subject area], Cuyahoga South, etc.). NEORS hired Jacobs Engineering Group Inc. (Jacobs) to perform the master planning and study for the Cuyahoga North system which includes Big Creek, and hence the Zoo. Jacobs has already modeled and studied the Big Creek corridor.

Jacobs is a 52,000 employee worldwide engineering firm with many specializations including planning, infrastructure, water resources, and transportation, among others. Notwithstanding, Jacobs maintains a local presence with a Cleveland office which is complimented by a Columbus, Ohio office as well. Due to their qualifications and the work they have performed (and are in the midst of performing) for our partners at NEORS along the Big Creek corridor, staff is recommending a single source selection of Jacobs and has requested a proposal for the proposed scope of work as outlined below.

**Proposal Analysis**

A proposal was requested from Jacobs to perform data collection, analysis, modeling, regulatory review, and report creation relative to the Big Creek Floodplain Analysis. The proposed cost of \$60,000 covers the below scope:

**TASK 1 - DATA COLLECTION AND REVIEW**

- Project kick-off meeting with Cleveland Metroparks
- Review of existing data provided by Cleveland Metroparks
- Obtain readily-available Information (USGS, FIS, FEMA)

**ACTION ITEMS (cont.)**

## TASK 2 - DATA ANALYSIS AND MODELING

- Hydrologic sensitivity analysis for NEORS standard design storms
- Hydrologic sensitivity analysis for synthetic rainfall events
- Refinements to Big Creek Main Branch PCSWMM Model
- Critical duration analysis
- Joint probability analysis to identify synthetic 100-year rainfall event and distribution
- H&H modeling with synthetic rainfall event + 100-year boundary conditions at Cuyahoga River
- Climate variability analysis
- Identify critical flood elevations for modeled scenarios

## TASK 3 - REGULATORY REVIEW

- Review FEMA FIS and availability/format of current effective models
- Review applicable regulations

## TASK 4 - SUMMARY REPORT

- Development of draft outline
- Project progress meeting with Cleveland Metroparks
- Draft Summary Report for Tasks 1, 2, and 3
- Revisions to final Summary Report based on Cleveland Metroparks comments

It is anticipated that Jacobs will need approximately six (6) months to complete the above scope. Furthermore, it is expected that staff will bring forward to the Board a recommended construction manager (at risk) during development of the drawings.

**No. 20-03-054:**

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the Chief Executive Officer to enter into a contract with **Jacobs Engineering Group Inc.**, for **Single Source #6506** for **RFQu #6447 – Big Creek Floodplain Analysis – Cleveland Metroparks Zoo** for the not-to-exceed amount of **\$60,000** for the Big Creek Floodplain Analysis as outlined above in a form acceptable to the Chief Legal and Ethics Officer, pursuant a proposal dated February 26, 2020 and revised on March 11, 2020.

Vote on the motion was as follows:

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

**ACTION ITEMS (cont.)****(I) *Amendment to Ohio Co-Op/ORC 125.04 #6500 Summary: Purchase and Installation of Flooring at the Ohio & Erie Canal Management Center (Phase II and Future Phase III)***

*(Originating Sources: Charlie Rosol, Procurement Manager/Vickie Neale, Interior Design Project Manager/Katie M. McVoy, Assistant Legal Counsel)*

**Background**

On July 18, 2019 the Board of Park Commissioners approved the acquisition of a 6.0-acre County Property located at 6100 West Canal Road in Valley View (adjacent to Ohio & Erie Canal Reservation).

In early December 2019, the title of the property transferred to Cleveland Metroparks. Staff has been working diligently renovating the building which will become office and production space for Ohio & Erie Canal Management Operations, Visual Communications, Trails, and Mobile Outreach Divisions along with a designated area for Fleet Management.

A portion of the renovation process includes replacement of all existing carpet and identified areas throughout the building where flooring needs to be replaced.

Cleveland Metroparks will utilize the services by D & R Commercial Flooring in full cooperation with the State of Ohio Contract Numbers 800375, 800483 and 800569; ORC 125.04 for the removal of existing flooring and install new flooring at the new Ohio & Erie Canal Management Center.

D & R Commercial Carpet has successfully completed various flooring projects throughout Cleveland Metroparks (including the Administration Planning and Design Wing, Brecksville Auxiliary Classroom, Sleepy Hollow, Seneca, Manakiki and Shawnee Hills Clubhouses, Police Dispatch Office, Mechanic's Offices, Emerald Necklace Marina and Acacia Storage area).

In early January 2020 an initial contract for Phase I totaling ~~\$14,320.80~~ **\$16,607.64** (includes demo in the sum of ~~\$5,617.00~~ **\$7,514.44**) with D & R Commercial Carpet was approved for the removal and disposal of all existing broadloom carpet and the supply and installation of replacement carpet squares in the wing of the building that will staff Ohio & Erie Canal Management Operations (under purchase order number 20200326). Phase I was necessary to enable Ohio & Erie Canal Park Operations early entry into the building.

Cleveland Metroparks staff recommends entering into a contract for Phase II of the Project. Phase II will total ~~\$47,597.90~~ **\$53,134.11** which includes supply and installation of all remaining specified carpet squares (on the South side of the building and in the Visual Communications sign shop area/offices).

**ACTION ITEMS (cont.)**

Cleveland Metroparks staff also seeks approval for Phase III of the project which will total ~~\$59,924.89~~ **\$54,388.68** and includes carpet planks, vinyl flooring and tile, and sheet vinyl as identified in various areas throughout the remainder of the building. Staff will contract for and proceed with Phase III onto to the extent funds are available. Thus, the materials outlined under Phase III will be ordered as needed.

**Costs associated with Phases II and III are as follows:**

Description of Phases	Total Base Bid
<b>Phase II:</b> Remaining areas throughout building to receive Carpet tile	<del>\$47,597.90</del> <b><u>\$53,134.11</u></b>
<b>Phase III:</b> Carpet Plank, vinyl flooring products in remaining areas of the building (based on budget)	<del>\$59,924.89</del> <b><u>\$54,388.68</u></b>
<b>TOTAL ESTIMATE FOR APPROVAL (Phase II &amp; Phase III):</b>	<b>\$107,522.79</b>

**No. 20-03-055:**

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **D & R Commercial Flooring, for a total amount not to exceed \$107,522.79** as summarized above and maintained in Ohio Co-Op ORC 125.04 #6500, for the purchase and installation of flooring at Ohio & Erie Canal Management Center Flooring (to include Phase II for ~~\$47,597.90~~ **\$53,134.11** and, if funding becomes available, Phase III for ~~\$59,924.89~~ **\$54,388.68**), in full cooperation with State of Ohio Contracts Numbers 800375, 800483 and 800569; ORC 125.04.

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. 20-03-056:** It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the following awards:

- (a) **RFP #6491:** **Cleveland Metroparks Park User & Non-user Assessment** (see page **91131**);
- (b) **RFP #6493:** **Employee Benefits Consulting Services** (see page **91134**);
- (c) **Sourcewell Co-Op/ ORC 125.04 #6501** **Two (2) 2020 Chevrolet Bolt EV (electric vehicles)** (see page **91136**);
- (d) **Bid #6503:** **Lion Lot ADA Paving, Cleveland Metroparks Zoo** (see page **91137**); and
- (e) **Ohio Co-Op #6504:** **Up Fitting of Four (4) 2020 4DR AWD Ford Explorer Sport Utility (Police Special) SUV's and One (1) Ford F-150 Responder for Police** (see page **91139**).

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.)**

**RFP #6491 SUMMARY:            CLEVELAND METROPARKS PARK USER & NON-USER ASSESSMENT**

**Background**

Cleveland Metroparks obtained funding from the Cleveland Foundation (in the sum of \$120,000) for a Park User and Non-user Assessment. Cleveland Metroparks obtained proposals from qualified vendors interested in conducting market research (online/telephone and in-park surveys) to assess the characteristics and preferences of Park District users and non-users in the Northeast Ohio region. The purpose of this assessment is to reassess recreation trends and to evaluate the impact of park management decisions made since studies were conducted in 1991, 2001 and 2011.

Cleveland Metroparks seeks to enter into a one (1) year contract beginning on April 1, 2020 through March 31, 2021.

**Proposals Received RE: RFP#6491**

Proposals were received from six (6) recognized market research vendors, including: 1) EMC Research Incorporated, 2) ETC Institute, 3) National Survey Research Center, 4) Strategic Research Group, Inc., 5) Synergy International, and 6) Triad Research Group. The following three vendor proposals each met the required criteria set forth in the proposal.

The proposals are summarized as follows for **the one (1) year contract**.

	<b><u>National Survey Research Center</u></b>	<b><u>Synergy International</u></b>	<b><u>EMC Research</u></b>
<i>In-Park Survey</i>	\$85,700	\$119,300	\$101,200
<i>Online/Telephone Survey</i>	\$25,500	\$42,777	\$25,850
<i>Final Composite Report</i>	\$8,500	\$15,000	\$30,950
<i>Total Services</i>	<b>\$119,700</b>	<b>\$177,077</b>	<b>\$158,000</b>

**Evaluation of Proposal**

Cleveland Metroparks issued RFP #6491 to seek proposals for a **one (1) year contract** with a vendor who has considerable experience in conducting market research for public and non-profit agencies in addition to knowledge of social science research methods. In reviewing the submitted proposals, Cleveland Metroparks staff considered the following criteria:

- Ability to survey a sample of visitors via in-person intercepts (approximately 5,200) at various Cleveland Metroparks Reservations over various seasons of the year.

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

- Ability to complete a mix of online and telephone interviews (approximately 1,200) to residents of Cuyahoga County and Hinckley Township.
- Ability to provide a full report describing key findings, group comparisons, and trending analyses during first quarter 2021.
- Must possess the knowledge, staff and facilities to implement online and telephone survey instruments, data coding, data entry, data analysis, and report preparation/presentation.
- Ability to combine and transfer all databases and reports to Cleveland Metroparks, Research & Analytics Department.
- Ability and willingness to maintain open and timely communication with Cleveland Metroparks Research & Analytics Department.
- Ability to provide services beginning April 1, 2020 through March 31, 2021.
- History of the company.

Based upon the above criteria, staff recommends National Survey Research Center, as the vendor of choice for the Cleveland Metroparks Park User and Non-user Assessment. Reasons for selecting National Survey Research Center include but are not limited to the following:

- Specially trained interviewers who specialize in conducting face-to-face interviews.
- Able to meet specific criteria (i.e., additional intercept interviews and online surveys completed due to increased acreage of the parks within the past 10 years) within allotted budget.
  - Extensive knowledge of online and telephone surveys to complete the non-user assessment.
- Business was established in 1949.
  - Locally owned and operated in Cleveland, Ohio.
  - Location and proximity of vendor and interviewers to park reservations.
- National Survey Research Center staff brings over 100 years of market research experience and past participation in the park user and non-user assessments.
- National Survey Research Center also met the following criteria listed below in the table.

Weight	Criteria
25%	The researcher’s experience and past record of performance, including the ability to meet schedules, maintain good working relationships, and exhibit flexibility in project(s).
35%	The researcher’s approach to accomplishing the work, including the understanding of the scope of work, proposed format for completing the work, and familiarity with Cleveland Metroparks park reservations.
20%	The researcher’s service cost. Cleveland Metroparks reserves the right to negotiate the fee proposal during the interview/selection process.
20%	Certification, quality and diversity of personnel which have the ability to maintain good working relationships with customers, patrons and Cleveland Metroparks staff.
100%	Total

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

That the Board authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **National Survey Research Center, in an amount not to exceed \$119,700** for its lowest and best proposal, as summarized above and maintained in the proposal file for RFP #6491, to conduct the Cleveland Metroparks Park User and Non-user Assessment, for a one (1) year contract from April 1, 2020 through March 31, 2021, which may be modified as agreed to by the parties.

**(See Approval of this Item by Resolution No. 20-03-056 on Page 91130)**

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

**RFP #6493 SUMMARY:           EMPLOYEE BENEFITS CONSULTING SERVICES**

**Background**

Cleveland Metroparks utilizes the services of a benefits consulting firm to provide guidance and support regarding all employee benefits plans and programs. Cleveland Metroparks obtained proposals from qualified vendors interested in providing this service.

Since March 1, 2013, Taylor Oswald, LLC (“Oswald”) provided these employee benefits consulting services (current rate of \$48,000 annually).

**Proposals Received RE: RFP#6493**

On February 4, 2020, Cleveland Metroparks issued a request for proposal (RFP) requesting a three (3) year consulting proposal (with the option to renew for up to three (3) years at the sole discretion of Cleveland Metroparks) to provide the following services:

- Provide claims data and analytics to drive cost savings
- Advise Human Resources staff regarding benefits plans and compliance issues
- Wellness plan design, recommendations and implementation support
- Manage group insurance RFP processes
- Resolve provider issues, including claims and contractual issues
- Additional duties related to management of employee benefits plans

Proposals were received from five (5) recognized consulting firms, including: 1) Taylor Oswald, LLC, 2) Millstone Benefits Agency, 3) Arthur J. Gallagher & Co., 4) Findley, and 5) Willis Towers Watson.

The following is a summary of the proposals received by Cleveland Metroparks (displayed amount includes items proposed as “buy-up” services that would likely be included in total cost):

<b>Company</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>Taylor Oswald, LLC*</b>	<b>\$49,500</b>	<b>\$49,500</b>	<b>\$49,500</b>	<b>\$148,500</b>
Millstone Benefits Agency	\$62,480	\$62,480	\$62,480	\$187,440
Arthur J. Gallagher & Co.	\$80,500	\$80,500	\$80,500	\$241,500
Findley	\$84,000	\$84,000	\$84,000	\$252,000
Willis Towers Watson	\$108,000	\$108,000	\$108,000	\$324,000

\*three (3) year renewal rate-capped at 3% increase

Considering the high-level of service that Taylor Oswald has provided to Cleveland Metroparks over the past seven (7) years and the competitive nature of their proposal for the next three (3) years, Human Resources has determined Taylor Oswald’s proposal to be the lowest and best.

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

That the Board authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Taylor Oswald, LLC, in an amount not to exceed \$148,500** for its lowest and best proposal, as summarized above and maintained in the proposal file for RFP #6493, for the Employee Benefits Consulting Services for a three (3) year term beginning May 1, 2020 through April 30, 2023, with an option to renew for up to three (3) additional years (for a renewal amount not to exceed \$152,955).

**(See Approval of this Item by Resolution No. 20-03-056 on Page 91130)**

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

**SOURCEWELL CO-OP/ORC 125.04 #6501 SUMMARY:**  
**TWO (2) 2020 CHEVROLET BOLT EV (ELECTRIC VEHICLES)**

<b>ITEM</b>	<b>Two (2) 2020 Chevrolet Bolt EV</b>
<b>New unit base cost-plus accessories, includes delivery and tags.</b>	\$33,216.36 each
<b>Description</b>	The vehicles will be equipped with: 200 hp of motoring power, 266 lb-ft of motoring torque, front wheel drive, Lithium-ion battery, 120 volt charge cord, electronic transmission selector for one pedal driving (L), electronic precision shift, 7.2kW onboard charging module, 12 volt battery rundown, power steering, keyless start, remote start, push button start, StabiliTrak (electronic stability control system with traction control), 10 airbags, HD rear vision camera, and all standard equipment with a standard warranty, as per Quote and in full cooperation with Sourcewell Cooperative Contract #120716-NAF, ORC 125.04.
<b>TOTAL ORDER</b>	<b>\$66,432.72</b>

**RECOMMENDED ACTION:**

That the Board approve the purchase of Two (2) 2020 Chevrolet Bolt EV as per Sourcewell Co-Op/ORC 125.04 #6501, equipped as specified in the above summary, from **Ganley Chevrolet of Aurora LLC**, for a total cost of **\$66,432.72**, in full utilization of the Sourcewell Cooperative Purchasing Program, Contract Number 120716-NAF, ORC 125.04.

**(See Approval of this Item by Resolution No. 20-03-056 on Page 91130)**

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

**BID #6503 SUMMARY: LION LOT ADA PAVING, CLEVELAND METROPARKS ZOO**

*(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer/John Cardwell, Sr. Landscape Architect/Andy Simons, Project Manager)*

**Background**

With over one million visitors annually to the Cleveland Metroparks Zoo, drives and parking lots receive a significant amount of wear. Cleveland Metroparks is focused on providing the Zoo with a strong overall appearance while maximizing the experience for visitors of all physical capabilities. In the spring of 2019, a significant amount of the Zoo’s internal pedestrian paths and drives were repaved to provide an Americans with Disabilities Act (ADA) compliant circulation system. With internal circulation improved, the focus for this subject project can shift to the Lion Lot (located north of the Zoo ticketing booth and west of the RainForest). The Lion Lot provides the primary location for the legally required ADA parking spaces serving the Zoo campus due to its close proximity to ticketing and the main entrance.

Staff prepared a detailed bid package to secure pricing for the repair and replacement of deteriorated Zoo parking lot pavement. The project was released for bid on February 21, 2020 and bids were received on March 10, 2020. The project includes repaving of the entire Lion Lot which consists for 315 parking spaces, of which 39 will be ADA compliant. In addition, alternates were requested from the bidders for (1) replacement of sidewalk, (2) for correcting slopes and repaving the Steffee Center parking lot, and (3) resurfacing the Zoo’s service drive to the Brookside Reservation. Only alternate 1 is being recommended for award. All bidders were directed to include \$54,000 in their bid as an owner’s directed allowance to address full depth repairs encountered during construction.

**Bid Results**

<b>Bid #6503 – Lion Lot ADA Paving, Cleveland Metroparks Zoo</b>						
Bidder	Base Bid	Alt. #1 – Walk	Alt. #2 – Steffee Center	Alt. #3 – Repave Service Drive	Allowance – Full-Depth Repairs	<b>Total Bid (Base Bid + Alt #1 + Allowance)</b>
Chagrin Valley Paving Inc.	\$310,970.00	\$15,190.00	\$34,700.00	\$24,500.00	\$54,000.00	<b>\$380,160.00</b>
Barbicas Construction Co.	\$449,755.00	\$15,478.75	\$39,732.00	\$25,830.00	\$54,000.00	<b>\$519,233.75</b>
<b>Engineers Estimate: \$400,000</b>						

**Bid Analysis**

Following the receipt of bids staff reviewed the project with the apparent low bidder, Chagrin Valley Paving Inc., to review their understanding of the project details. These issues are critical

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

due to the May 15, 2020 project completion date and the requirement for constant coordination with Zoo staff to avoid conflicts with or inconvenience to Zoo visitors. Following the scope review, subsequent discussions with Chagrin Valley Paving Inc., and discussion with reference contacts, staff is confident Chagrin Valley Paving Inc. will complete the work in an efficient, safe, and professional manner and recommends the award of Bid #6503 Lion Lot ADA Paving to Chagrin Valley Paving Inc. as the lowest and best bidder. Furthermore, staff recommends in addition to the award of the base bid with the owner directed allowance that bid Alternate #1 (replacement of sidewalk) being included.

**RECOMMENDED ACTION:**

That the Board authorize the Chief Executive Officer to enter into a contract with Chagrin Valley Paving Inc. as the lowest and best bidder for **Bid #6503 Lion Lot ADA Paving, Cleveland Metroparks Zoo**, in the amount not to exceed **\$380,160** (Base Bid of \$310,970 plus Alternate #1 of \$15,190 and plus allowance of \$54,000). In the event the vendor cannot satisfy the bid the award will be given to the next successive bidder who the Board, at its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of the contract to be approved by the Chief Legal and Ethics Officer.

**(See Approval of this Item by Resolution No. 20-03-056 on Page 91130)**

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

**OHIO CO-OP #6504 SUMMARY: UP FITTING OF FOUR (4) 2020 4DR AWD FORD EXPLORER SPORT UTILITY (POLICE SPECIAL) SUV'S AND ONE (1) FORD F-150 RESPONDER FOR POLICE**

<b>Designation</b>	<b>Police Headquarters</b>
<b><u>Vehicle Type</u></b>	<b><u>Description</u></b>
Four (4) 2020 4DR AWD Ford Explorer Sport Utility (Police Special) SUV's	Outfit and installation on each SUV will include: Liberty II LC 54" Center Section Red/Blue Lights, 22" console for 13-16 Utility Interceptor, Mounting Brackets, Able 2 accessory Triplet outlet, Setina Tall Mans Space Saver Partition Coated Polycarb Horizontal Sliding Window, Dual Vertical Gun Rack and handcuff key, Push Bumper with 4 ION LED Lights, 100W Composite Speaker, Whelen Siren/Light Control, Troy Weapon Lock with T Handle, Setina Stand Alone OEM Replacement Transport Seat with Center Pull Seat Belts, and installation as per Estimate EST-7414 (total sum of \$49,026.48).
One (1) 2020 Ford F-150 Responder	Outfit and install to include: Liberty II 54" Red/Blue with LED takedowns and alley lights, Mounting Brackets, Compact 100 W Composite Speaker, Siren/Light Control, Troy 20" wide body console, Aluminum Push Bumper, Setina 6-VS Prisoner Transport Partition Polycarb Window with 15"-18" Steel Window Bars, and installation as per Estimate EST-7427 (total sum of \$11,290.80).
<b>Total Cost</b>	<b>\$60,317.28</b>

**RECOMMENDED ACTION:**

That the Board approve the purchase of Up Fitting of Four (4) 2020 4DR AWD Ford Explorer Sport Utility (Police Special) SUV's and One (1) Ford F-150 Responder for Police, equipped as specified in Ohio Co-Op #6504 summary, from **Hall Public Safety Outfitters, for a total cost of \$60,317.28**, in full utilization of the State of Ohio Master Maintenance Agreement Number MMA7607.

**(See Approval of this Item by Resolution No. 20-03-056 on Page 91130)**

**GOODS AND SERVICES (\$10,000 - \$50,000) ACQUIRED**  
**SINCE LAST BOARD MEETING (Presented 3/18/2020)**

Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (a), as revised and approved by the Board of Park Commissioners on January 10, 2013, *“The CEO is authorized to enter into contracts and contract amendments for construction, change orders, and to purchase equipment, goods and services, and real estate, without prior approval of the Board in each instance, if the cost of the contract or contract amendment, for any single project, or the amount of the purchase, does not exceed \$50,000. Any contracts where the cost exceeds \$10,000 or any purchase where the amount exceeds \$10,000, and approved by the CEO, shall be reported to the Board at its next regularly scheduled meeting following the execution of said contract or said purchase,”* the following is provided:

<b><u>REF. NO. / ITEM – SERVICE</u></b>	<b><u>VENDOR</u></b>	<b><u>COST</u></b>	<b><u>PROCEDURE</u></b>
Ammunition for Police.	<b>Vance’s Law Enforcement</b>	<b>\$11,969.30</b>	<b>(2)</b>
Removal of existing carpet at the new Ohio & Erie Canal Management Center; purchase and installation of carpet for Phase I.	<b>D &amp; R Commercial Flooring</b>	<b>\$5,617.00</b> <b>8,703.80</b> <b><u>2,286.84</u></b> <b>\$16,607.64</b>	<b>(2)</b>
Callaway golf balls, putters, and headwear for resale.	<b>Callaway Golf</b>	<b>\$30,780.29</b>	<b>(4)</b>
2020 fuel infrastructure, maintenance, inspections, and installations for various locations.	<b>Collins Equipment Corp.</b>	<b>\$50,000.00</b>	<b>(2)</b>
2020 ETI software maintenance for all law enforcement modules (CAD, RMS, Jail, LiveScan, Supreme Court Interface).	<b>Tritech Software Systems</b>	<b>\$14,197.03</b>	<b>(3)</b>
TaylorMade golf balls, putters and headwear for resale.	<b>TaylorMade Golf Co.</b>	<b>\$12,539.95</b>	<b>(4)</b>
Various tropical plants for 2020 Dino Exhibit at Zoo.	<b>Southern Tropicals Wholesale Flora, LLC</b>	<b>\$15,225.00</b>	<b>(7)</b>
Woody and beach debris removal for the time period of 2/1/2020 through 12/31/2020, with an option to renew for two (2) additional years.	<b>Pete &amp; Pete Container Service, Inc.</b>	<b>\$45,000.00</b>	<b>(7)</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>
Electric Zero DSRP Motorcycle with Police package.	<b>Zero Motorcycles</b>	<b>\$25,685.00</b>	<b>(3)</b>
Harbor aquatic vegetation management for 2020-2021 at various marinas.	<b>Aqua Doc</b>	<b>\$19,300.00</b>	<b>(7)</b>
Fire extinguisher inspections and services on an “as needed” basis for the time period of 5/1/2019 through 4/30/2021.	<b>ABC Fire Inc.</b>	<b>\$30,000.00</b> <b><u>20,000.00</u></b> <b>\$50,000.00</b>	<b>(7)</b>
Structural Engineering and Construction Administrative Services for Iron Springs Shelter; Garfield Park Reservation.	<b>Osborn Engineering Co.</b>	<b>\$7,000.00</b> <b><u>9,600.00</u></b> <b>\$16,600.00</b>	<b>(6)</b>
“Live” Catfish restocking for 2020-2021.	<b>Fender’s Fish Hatchery LLC</b>	<b>\$27,000.00</b>	<b>(7)</b>
Various kitchen equipment for RainForest.	<b>Dubick Fixture &amp; Supply, Inc.</b>	<b>\$32,725.00</b>	<b>(7)</b>
Various frozen chicks, mice, rabbits, and rats to be supplied on an “as needed” basis to various locations for a one (1) year period beginning March 1, 2020 through February 28, 2021.	<b>For Pets Sake, LLC</b>	<b>\$50,000.00</b>	<b>(7)</b>
Various native plants for resale at various locations throughout the Park District.	<b>Archewild</b>	<b>\$16,856.00</b>	<b>(7)</b>
Railroad protective insurance per the agreement with Norfolk Southern for the Wendy Park Bridge and Whiskey Island Connector projects.	<b>Hylant Group Inc.</b>	<b>\$10,361.00</b>	<b>(7)</b>
One (1) 2020 Ford F150 Super Crew Cab 4x4 Pick Up Truck.	<b>Bob Gillingham Ford, Inc.</b>	<b>\$35,667.00</b>	<b>(7)</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>
Playground equipment for Upper Edgewater Play Space; Lakefront Reservation.	<b>American Athletix, LLC</b>	<b>\$17,571.00</b>	<b>(2)</b>
2019 and 2020 GAAP Conversion Services for Finance.	<b>Clark, Schaefer, Hackett, &amp; Company</b>	<b>\$26,000.00</b>	<b>(3)</b>
Receipt paper for parking and boat launch kiosks for 2020.	<b>Signature Control Systems</b>	<b>\$12,600.00</b>	<b>(3)</b>
Chairs for dining area at Merwin's Wharf.	<b>Ohio Desk</b>	<b>\$12,759.26</b>	<b>(2)</b>
Horseback riding instructions (Levels 1, 2 and 4) for Youth Outdoors.	<b>Valley Riding Inc.</b>	<b>\$20,970.00</b>	<b>(3)</b>
26 manufactured railings for Rocky River Nature Center bridge project.	<b>Standard Welding</b>	<b>\$11,830.00</b>	<b>(7)</b>
POS Hardware and Software for marinas and concessions for 2020-2021.	<b>Square, Inc.</b>	<b>\$50,000.00</b>	<b>(3)</b>
Seasonal plant order for Zoo.	<b>Flowerland Garden Ctrs. of Cleveland, Inc., Willoway Wholesale Distr. Ctr., and Barco Sons, Inc.</b>	<b>\$10,000.00</b> <b>3,000.00</b> <b><u>2,000.00</u></b> <b>\$15,000.00</b>	<b>(7)</b>
Fryer cleaning services for various concessions and restaurant locations.	<b>Advanced Fryer Solutions, LLC</b>	<b>\$26,260.00</b>	<b>(3)</b>
Beer line cleaning service and CO2 supply program for various locations for a two (2) year period beginning March 1, 2020 through February 28, 2022.	<b>Buckeye Draft Beer Service</b>	<b>\$50,000.00</b>	<b>(7)</b>

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Repairs to RainForest Boiler #3	<b>RCR Services Inc.</b>	\$42,995.00 <u>2,975.57</u> \$45,970.57	(7)
Three (3) Zero Turn Scag Mowers.	<b>North Royalton Power Equipment</b>	\$44,820.00	(7)

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

- (1) "BID" – Formal bid invitations sent and advertised in *The Plain Dealer* 15 days preceding the bid opening.
- (2) "COOPERATIVE" – Purchased through cooperative purchasing programs i.e. – State of Ohio, 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 (3/18/2020)**

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

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>
<p><b><u>Whiskey Island Marina Emergency Repair</u></b></p> <p><u>Revised Contract Amount:</u> Change Order No. 2 adds \$9,650.00 and revised total to \$195,677.50.</p>	<p>Additional services for the installation of fiber force composite fenders between sections to prevent damage and assess effectiveness, including dive inspections, material, labor, and barge time.</p>	<p>Huffman Equipment Rental, Inc.</p>	<p>Change Order #2</p>
<p><b><u>Rhinoceros Habitat and Bull Barn</u></b></p> <p><u>Revised Contract Amount:</u> Change Order No. 4 adds \$46,005.72 and revised total to \$1,548,669.64.</p>	<p>Additional services for installing additional insulation, fill to raise building pad, and interior and exterior caging footers.</p>	<p>Lawler Construction</p>	<p>Change Order #4</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 **91130** through **91139**; \$10,000 to \$50,000 purchased items/services report, pages **91140** through **91143**; and construction change orders, page **91144**.

**APPROVAL OF VOUCHERS AND PAYROLL.**

**No. 20-03-040:** 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 **91172** to **91308**.

Vote on the motion was as follows:

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

Nays: None.

**No. 20-03-041:** It was moved by President Rinker, seconded by Vice President Berry and carried, to approve Visa Card (Arborwear) dated February 9, 2020 to March 7, 2020 in the amount of \$130.00, as identified on pages **91309** to **91310**.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Abstained: Mr. Moore.

Nays: None.

**PUBLIC COMMENTS.**

Public comments were heard 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.**

Chief Executive Officer, Brian M. Zimmerman, announced that all Information/Briefing Items/Policy will be deferred to a later meeting date.

**DATE OF NEXT MEETING.**

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, April 16, 2020, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio. Any additional details regarding meeting logistics will be posted.

**ADJOURNMENT TO EXECUTIVE SESSION.**

**No. 20-03-057:** At 8:50 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.

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. 20-03-058:** 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 9:30 a.m.

Vote on the motion was as follows:

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

Nays: None.

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President.

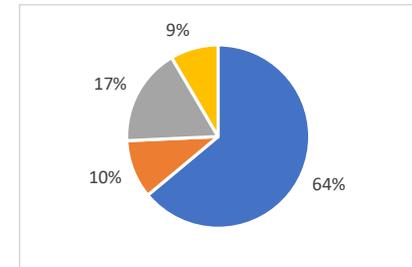
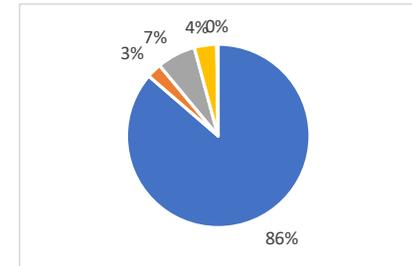
Attest:

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Secretary.

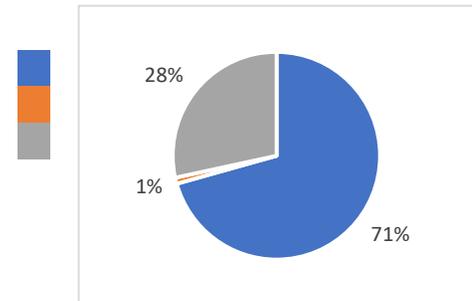
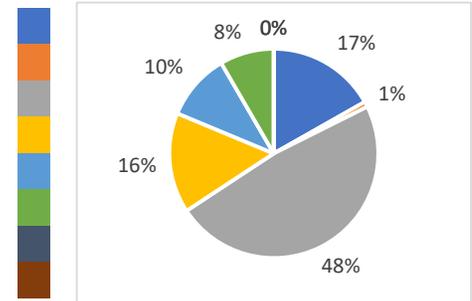
**Cleveland Metroparks  
Financial Performance  
2/29/2020  
CM Park District**

	Actual Feb '19	Actual Feb '20	Fav (Unfav)	Actual YTD Feb '19	Actual YTD Feb '20	Fav (Unfav)
<b>Revenue:</b>						
Property Tax	25,814,000	27,535,000	1,721,000	32,898,000	33,815,000	917,000
Local Gov/Grants/Gifts	686,226	429,871	(256,355)	1,148,132	1,028,948	(119,184)
Charges for Services	969,217	1,046,939	77,722	2,526,178	2,678,391	152,213
Self-Funded	772,685	772,258	(427)	1,551,295	1,553,356	2,061
Interest, Fines, Other	<u>38,516</u>	<u>42,682</u>	<u>4,166</u>	<u>95,261</u>	<u>101,017</u>	<u>5,756</u>
<b>Total Revenue</b>	<b>28,280,644</b>	<b>29,826,750</b>	<b>1,546,106</b>	<b>38,218,866</b>	<b>39,176,712</b>	<b>957,846</b>
<b>OpEx:</b>						
Salaries and Benefits	4,848,836	4,674,345	174,491	9,919,989	9,756,098	163,891
Contractual Services	1,033,355	1,251,719	(218,364)	1,363,336	1,575,361	(212,025)
Operations	1,485,227	1,123,270	361,957	2,715,047	2,628,530	86,517
Self-Funded Exp	<u>363,994</u>	<u>684,279</u>	<u>(320,285)</u>	<u>767,558</u>	<u>1,294,696</u>	<u>(527,138)</u>
<b>Total OpEx</b>	<b>7,731,412</b>	<b>7,733,613</b>	<b>(2,201)</b>	<b>14,765,930</b>	<b>15,254,685</b>	<b>(488,755)</b>
<b>Op Surplus/(Subsidy)</b>	<b>20,549,232</b>	<b>22,093,137</b>	<b>1,543,905</b>	<b>23,452,936</b>	<b>23,922,027</b>	<b>469,091</b>
<b>CapEx:</b>						
Capital Labor	62,315	184,234	(121,919)	76,536	184,234	(107,698)
Construction Expenses	195,209	627,494	(432,285)	765,341	1,969,054	(1,203,713)
Capital Equipment	561,323	205,146	356,177	763,007	240,021	522,986
Land Acquisition	2,035	7,088	(5,053)	192,424	818,637	(626,213)
Capital Animal Costs	<u>954</u>	<u>888</u>	<u>66</u>	<u>1,527</u>	<u>2,684</u>	<u>(1,157)</u>
<b>Total CapEx</b>	<b>821,836</b>	<b>1,024,850</b>	<b>(203,014)</b>	<b>1,798,835</b>	<b>3,214,630</b>	<b>(1,415,795)</b>
<b>Net Surplus/(Subsidy)</b>	<b>19,727,396</b>	<b>21,068,287</b>	<b>1,340,891</b>	<b>21,654,101</b>	<b>20,707,397</b>	<b>(946,704)</b>



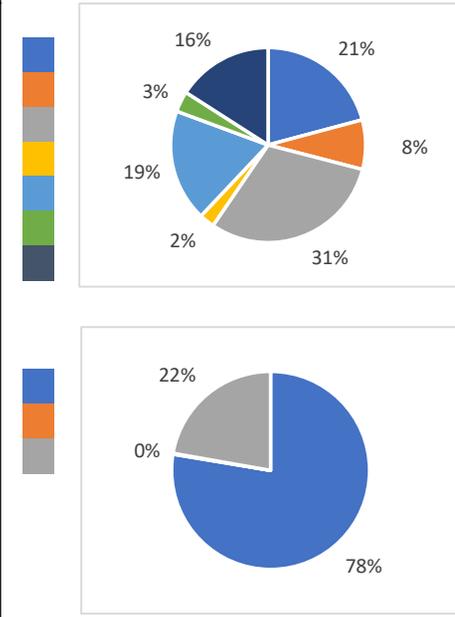
**Cleveland Metroparks  
Financial Performance  
2/29/2020  
Zoo**

	Actual Feb '19	Actual Feb '20	Fav (Unfav)	Actual YTD Feb '19	Actual YTD Feb '20	Fav (Unfav)
<b>Revenue:</b>						
General/SE Admissions	48,559	88,743	40,184	84,476	183,876	99,400
Guest Experience	5,014	4,590	(424)	6,173	9,578	3,405
Zoo Society	0	0	0	844,842	527,563	(317,279)
Souvenirs/Refreshments	14,432	30,590	16,158	56,189	170,208	114,019
Education	97,347	97,184	(163)	112,477	113,498	1,021
Rentals & Events	33,149	31,848	(1,301)	88,280	91,638	3,358
Consignment	0	0	0	484	0	(484)
Other	<u>253</u>	<u>246</u>	<u>(7)</u>	<u>(265)</u>	<u>(187)</u>	<u>78</u>
<b>Total Revenue</b>	<b>198,754</b>	<b>253,201</b>	<b>54,447</b>	<b>1,192,656</b>	<b>1,096,174</b>	<b>(96,482)</b>
<b>OpEx:</b>						
Salaries and Benefits	1,092,187	1,097,250	(5,063)	2,228,561	2,279,005	(50,444)
Contractual Services	7,954	19,760	(11,806)	13,746	31,066	(17,320)
Operations	<u>566,931</u>	<u>356,086</u>	<u>210,845</u>	<u>932,661</u>	<u>917,123</u>	<u>15,538</u>
<b>Total OpEx</b>	<b>1,667,072</b>	<b>1,473,096</b>	<b>193,976</b>	<b>3,174,968</b>	<b>3,227,194</b>	<b>(52,226)</b>
<b>Op Surplus/(Subsidy)</b>	<b>(1,468,318)</b>	<b>(1,219,895)</b>	<b>248,423</b>	<b>(1,982,312)</b>	<b>(2,131,020)</b>	<b>(148,708)</b>
<b>CapEx:</b>						
Capital Labor	0	0	0	0	0	0
Construction Expenses	64,460	38,704	25,756	145,992	227,251	(81,259)
Capital Equipment	4,022	82,595	(78,573)	77,209	109,277	(32,068)
Capital Animal Costs	<u>954</u>	<u>888</u>	<u>66</u>	<u>1,527</u>	<u>2,684</u>	<u>(1,157)</u>
<b>Total CapEx</b>	<b>69,436</b>	<b>122,187</b>	<b>(52,751)</b>	<b>224,728</b>	<b>339,212</b>	<b>(114,484)</b>
<b>Net Surplus/(Subsidy)</b>	<b>(1,537,754)</b>	<b>(1,342,082)</b>	<b>195,672</b>	<b>(2,207,040)</b>	<b>(2,470,232)</b>	<b>(263,192)</b>
Restricted Revenue	13,792	17,213	3,421	134,935	116,296	(18,639)
Restricted Expenses	<u>50,932</u>	<u>134,479</u>	<u>(83,547)</u>	<u>275,929</u>	<u>517,517</u>	<u>(241,588)</u>
<b>Restricted Surplus/(Subsidy)</b>	<b>(37,140)</b>	<b>(117,266)</b>	<b>(80,126)</b>	<b>(140,994)</b>	<b>(401,221)</b>	<b>(260,227)</b>



**Cleveland Metroparks  
Financial Performance  
2/29/2020  
Golf Summary**

	Actual Feb '19	Actual Feb '20	Fav (Unfav)	Actual YTD Feb '19	Actual YTD Feb '20	Fav (Unfav)
<b>Revenue:</b>						
Greens Fees	5,634	20,450	14,816	14,020	29,412	15,392
Equipment Rentals	721	7,934	7,213	6,904	11,566	4,662
Food Service	4,591	23,777	19,186	5,886	43,148	37,262
Merchandise Sales	1,056	2,143	1,087	3,572	3,561	(11)
Pro Services	12,915	18,265	5,350	17,220	26,180	8,960
Driving Range	1,517	3,479	1,962	2,465	4,880	2,415
Other	<u>10,015</u>	<u>17,426</u>	<u>7,411</u>	<u>13,665</u>	<u>22,456</u>	<u>8,791</u>
<b>Total Revenue</b>	<b>36,449</b>	<b>93,474</b>	<b>57,025</b>	<b>63,732</b>	<b>141,203</b>	<b>77,471</b>
<b>OpEx:</b>						
Salaries and Benefits	245,327	197,790	47,537	487,364	444,324	43,040
Contractual Services	1,607	363	1,244	2,665	1,020	1,645
Operations	<u>87,460</u>	<u>64,196</u>	<u>23,264</u>	<u>131,365</u>	<u>127,247</u>	<u>4,118</u>
<b>Total OpEx</b>	<b>334,394</b>	<b>262,349</b>	<b>72,045</b>	<b>621,394</b>	<b>572,591</b>	<b>48,803</b>
<b>Op Surplus/(Subsidy)</b>	<b>(297,945)</b>	<b>(168,875)</b>	<b>129,070</b>	<b>(557,662)</b>	<b>(431,388)</b>	<b>126,274</b>
<b>CapEx:</b>						
Capital Labor	9,681	37,166	(27,485)	23,902	37,166	(13,264)
Construction Expenses	2,608	0	2,608	7,783	0	7,783
Capital Equipment	<u>462,000</u>	<u>40,752</u>	<u>421,248</u>	<u>462,000</u>	<u>40,752</u>	<u>421,248</u>
<b>Total CapEx</b>	<b>474,289</b>	<b>77,918</b>	<b>396,371</b>	<b>493,685</b>	<b>77,918</b>	<b>415,767</b>
<b>Net Surplus/(Subsidy)</b>	<b>(772,234)</b>	<b>(246,793)</b>	<b>525,441</b>	<b>(1,051,347)</b>	<b>(509,306)</b>	<b>542,041</b>

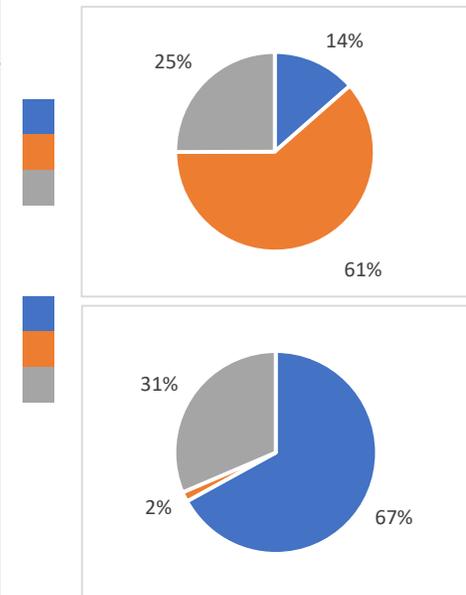


Cleveland Metroparks  
 Financial Performance  
 2/29/2020  
 Golf Detail

	<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 Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20
Operating Revenue	12,535	20,311	63	1,505	1,573	1,610	7,385	39,633	7,900	26,093
Operating Expenses	<u>78,828</u>	<u>81,691</u>	<u>20,238</u>	<u>5,309</u>	<u>17,426</u>	<u>15,327</u>	<u>90,480</u>	<u>95,086</u>	<u>110,174</u>	<u>117,063</u>
<b>Operating Surplus/(Subsidy)</b>	<b>(66,293)</b>	<b>(61,380)</b>	<b>(20,175)</b>	<b>(3,804)</b>	<b>(15,853)</b>	<b>(13,717)</b>	<b>(83,095)</b>	<b>(55,453)</b>	<b>(102,274)</b>	<b>(90,970)</b>
Capital Labor	0	0	0	0	0	0	0	0	9,681	0
Construction Expenses	0	0	0	0	0	0	0	0	7,783	0
Capital Equipment	<u>462,000</u>	<u>13,584</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,584</u>	<u>0</u>	<u>13,584</u>
<b>Total Capital Expenditures</b>	<b>462,000</b>	<b>13,584</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,584</b>	<b>17,464</b>	<b>13,584</b>
<b>Net Surplus/(Subsidy)</b>	<b>(528,293)</b>	<b>(74,964)</b>	<b>(20,175)</b>	<b>(3,804)</b>	<b>(15,853)</b>	<b>(13,717)</b>	<b>(83,095)</b>	<b>(69,037)</b>	<b>(119,738)</b>	<b>(104,554)</b>
	<b>Shawnee Hills (27)</b>		<b>Washington Park (9)</b>		<b>Seneca (27)</b>		<b>Golf Admin</b>		<b>Total</b>	
	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20
Operating Revenue	6,629	12,339	9,706	13,044	15,081	23,268	2,860	3,400	63,732	141,203
Operating Expenses	<u>75,282</u>	<u>73,735</u>	<u>48,297</u>	<u>50,402</u>	<u>84,625</u>	<u>83,630</u>	<u>96,044</u>	<u>50,348</u>	<u>621,394</u>	<u>572,591</u>
<b>Operating Surplus/(Subsidy)</b>	<b>(68,653)</b>	<b>(61,396)</b>	<b>(38,591)</b>	<b>(37,358)</b>	<b>(69,544)</b>	<b>(60,362)</b>	<b>(93,184)</b>	<b>(46,948)</b>	<b>(557,662)</b>	<b>(431,388)</b>
Capital Labor	0	0	0	0	14,221	37,166	0	0	23,902	37,166
Construction Expenses	0	0	0	0	0	0	0	0	7,783	0
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>462,000</u>	<u>40,752</u>
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,221</b>	<b>37,166</b>	<b>0</b>	<b>0</b>	<b>493,685</b>	<b>77,918</b>
<b>Net Surplus/(Subsidy)</b>	<b>(68,653)</b>	<b>(61,396)</b>	<b>(38,591)</b>	<b>(37,358)</b>	<b>(83,765)</b>	<b>(97,528)</b>	<b>(93,184)</b>	<b>(46,948)</b>	<b>(1,051,347)</b>	<b>(509,306)</b>

**Cleveland Metroparks  
Financial Performance  
2/29/2020  
Enterprise Summary**

	<b>Actual Feb '19</b>	<b>Actual Feb '20</b>	<b>Fav (Unfav)</b>	<b>Actual YTD Feb '19</b>	<b>Actual YTD Feb '20</b>	<b>Fav (Unfav)</b>
<b>Revenue:</b>						
Concessions	54,161	68,935	14,774	110,906	114,839	3,933
Dock Rentals	377,144	333,610	(43,534)	493,699	522,350	28,651
Other	<u>58,507</u>	<u>126,964</u>	<u>68,457</u>	<u>178,813</u>	<u>213,071</u>	<u>34,258</u>
<b>Total Revenue</b>	<b>489,812</b>	<b>529,509</b>	<b>39,697</b>	<b>783,418</b>	<b>850,260</b>	<b>66,842</b>
<b>OpEx:</b>						
Salaries and Benefits	172,313	173,084	(771)	354,290	356,385	(2,095)
Contractual Services	2,040	1,888	152	6,894	8,252	(1,358)
Operations	<u>47,139</u>	<u>96,672</u>	<u>(49,533)</u>	<u>125,768</u>	<u>167,198</u>	<u>(41,430)</u>
<b>Total OpEx</b>	<b>221,492</b>	<b>271,644</b>	<b>(50,152)</b>	<b>486,952</b>	<b>531,835</b>	<b>(44,883)</b>
<b>Op Surplus/(Subsidy)</b>	<b>268,320</b>	<b>257,865</b>	<b>(10,455)</b>	<b>296,466</b>	<b>318,425</b>	<b>21,959</b>
<b>CapEx:</b>						
Capital Labor	0	0	0	0	0	0
Construction Expenses	3,225	4,674	(1,449)	13,408	7,510	5,898
Capital Equipment	<u>1,589</u>	<u>7,106</u>	<u>(5,517)</u>	<u>1,589</u>	<u>10,065</u>	<u>(8,476)</u>
<b>Total CapEx</b>	<b>4,814</b>	<b>11,780</b>	<b>(6,966)</b>	<b>14,997</b>	<b>17,575</b>	<b>(2,578)</b>
<b>Net Surplus/(Subsidy)</b>	<b>263,506</b>	<b>246,085</b>	<b>(17,421)</b>	<b>281,469</b>	<b>300,850</b>	<b>19,381</b>



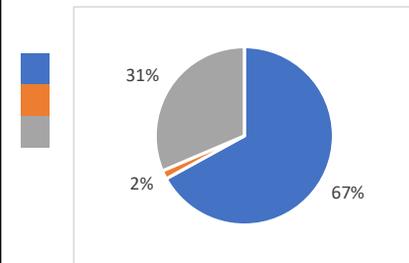
\*Other includes Chalet, Hayrides, Aquatics and Misc.

Cleveland Metroparks  
 Financial Performance  
 2/29/2020  
 Enterprise Detail

	Merwin's Wharf		EW Beach House		E55th Marina		E55th Restaurant			
	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20		
Operating Revenue	85,589	84,408	0	0	368,893	439,332	0	0		
Operating Expenses	<u>186,579</u>	<u>181,921</u>	<u>2,422</u>	<u>8,689</u>	<u>9,331</u>	<u>26,138</u>	<u>1,363</u>	<u>8,506</u>		
<b>Operating Surplus/(Subsidy)</b>	<b>(100,990)</b>	<b>(97,513)</b>	<b>(2,422)</b>	<b>(8,689)</b>	<b>359,562</b>	<b>413,194</b>	<b>(1,363)</b>	<b>(8,506)</b>		
Capital Labor	0	0	0	0	0	0	0	0		
Construction Expenses	1,673	4,674	0	0	0	0	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>1,673</b>	<b>14,716</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>(102,663)</b>	<b>(112,229)</b>	<b>(2,422)</b>	<b>(8,689)</b>	<b>359,562</b>	<b>413,194</b>	<b>(1,363)</b>	<b>(8,506)</b>		
	<b>Wildwood</b>		<b>Euclid Beach</b>		<b>EmerNeck Marina</b>		<b>EmerNeck Restaurant</b>			
	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20		
Operating Revenue	9,720	8,820	0	0	111,670	104,205	10,912	11,860		
Operating Expenses	<u>0</u>	<u>2,875</u>	<u>0</u>	<u>395</u>	<u>1,620</u>	<u>6,526</u>	<u>18,777</u>	<u>21,058</u>		
<b>Operating Surplus/(Subsidy)</b>	<b>9,720</b>	<b>5,945</b>	<b>0</b>	<b>(395)</b>	<b>110,050</b>	<b>97,679</b>	<b>(7,865)</b>	<b>(9,198)</b>		
Capital Labor	0	0	0	0	0	0	0	0		
Construction Expenses	0	2,787	0	0	0	0	0	49		
Capital Equipment	<u>0</u>	<u>0</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>0</b>	<b>2,787</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49</b>		
<b>Net Surplus/(Subsidy)</b>	<b>9,720</b>	<b>3,158</b>	<b>0</b>	<b>(395)</b>	<b>110,050</b>	<b>97,679</b>	<b>(7,865)</b>	<b>(9,247)</b>		
	<b>Edgewater Pier</b>		<b>Wallace Lake</b>		<b>Hinckley Lake</b>		<b>Huntington</b>			
	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20		
Operating Revenue	0	10	0	0	0	0	0	0		
Operating Expenses	<u>129</u>	<u>91</u>	<u>822</u>	<u>238</u>	<u>21</u>	<u>25</u>	<u>525</u>	<u>563</u>		
<b>Operating Surplus/(Subsidy)</b>	<b>(129)</b>	<b>(81)</b>	<b>(822)</b>	<b>(238)</b>	<b>(21)</b>	<b>(25)</b>	<b>(525)</b>	<b>(563)</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>0</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>0</b>	<b>0</b>		
<b>Net Surplus/(Subsidy)</b>	<b>(129)</b>	<b>(81)</b>	<b>(822)</b>	<b>(238)</b>	<b>(21)</b>	<b>(25)</b>	<b>(525)</b>	<b>(563)</b>		
	<b>Chalet</b>		<b>Ledge Lake</b>		<b>Parking</b>		<b>Enterprise Admin</b>		<b>Total</b>	
	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20	YTD Feb '19	YTD Feb '20
Operating Revenue	178,286	192,929	1,865	830	16,483	7,866	0	0	783,418	850,260
Operating Expenses	<u>116,872</u>	<u>118,216</u>	<u>960</u>	<u>388</u>	<u>1,872</u>	<u>2,405</u>	<u>145,659</u>	<u>153,801</u>	<u>486,952</u>	<u>531,835</u>
<b>Operating Surplus/(Subsidy)</b>	<b>61,414</b>	<b>74,713</b>	<b>905</b>	<b>442</b>	<b>14,611</b>	<b>5,461</b>	<b>(145,659)</b>	<b>(153,801)</b>	<b>296,466</b>	<b>318,425</b>
Capital Labor	0	0	0	0	0	0	0	0	0	0
Construction Expenses	7,373	0	4,362	0	0	0	0	0	13,408	7,510
Capital Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,589</u>	<u>23</u>	<u>1,589</u>	<u>10,065</u>
<b>Total Capital Expenditures</b>	<b>7,373</b>	<b>0</b>	<b>4,362</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,589</b>	<b>23</b>	<b>14,997</b>	<b>17,575</b>
<b>Net Surplus/(Subsidy)</b>	<b>54,041</b>	<b>74,713</b>	<b>(3,457)</b>	<b>442</b>	<b>14,611</b>	<b>5,461</b>	<b>(147,248)</b>	<b>(153,824)</b>	<b>281,469</b>	<b>300,850</b>

**Cleveland Metroparks  
Financial Performance  
2/29/2020  
Nature Shops and Kiosks**

	Actual Feb '19	Actual Feb '20	Fav (Unfav)	Actual YTD Feb '19	Actual YTD Feb '20	Fav (Unfav)
<b>Retail Revenue</b>	<b>12,451</b>	<b>13,892</b>	<b>1,441</b>	<b>23,836</b>	<b>26,992</b>	<b>3,156</b>
<b>OpEx:</b>						
Salaries and Benefits	15,839	16,222	(383)	32,217	32,237	(20)
Contractual Services	0	0	0	0	0	0
Operations	<u>12,420</u>	<u>5,654</u>	<u>6,766</u>	<u>23,063</u>	<u>13,480</u>	<u>9,583</u>
<b>Total OpEx</b>	<b>28,259</b>	<b>21,876</b>	<b>6,383</b>	<b>55,280</b>	<b>45,717</b>	<b>9,563</b>
<b>Op Surplus/(Subsidy)</b>	<b>(15,808)</b>	<b>(7,984)</b>	<b>7,824</b>	<b>(31,444)</b>	<b>(18,725)</b>	<b>12,719</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>(15,808)</b>	<b>(7,984)</b>	<b>7,824</b>	<b>(31,444)</b>	<b>(18,725)</b>	<b>12,719</b>



**CLEVELAND METROPARKS  
ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES  
FOR THE MONTH ENDED FEBRUARY 29, 2020**

ACCOUNTS RECEIVABLE

Current	Past Due			Total
	30 Days	60 Days	90 Days	
\$126,166	\$28,524	\$19,249	\$28,630	\$202,569

RANGER/COURT FINES RECEIVABLE

<b>Total</b>
\$48,937

INVESTMENTS

Date Placed	Bank	Description	Days of Duration	Rate	Date of Maturity	Interest Earned	EOM Balance
02/01/20	PNC Bank	Money Market (A)	28	0.84%	02/29/20	\$38	\$58,502
02/01/20	PNC Bank	Sweep Account (B)	28	0.63%	02/29/20	\$18,650	\$38,109,965
02/01/20	Fifth Third Securities	Money Market (C)	28	1.46%	02/29/20	\$75	\$3,286
02/01/20	STAR Ohio	State pool (D)	28	1.80%	02/29/20	\$17,105	\$12,217,396
02/01/20	STAR Plus	State pool (E)	28	1.76%	02/29/20	\$951	\$692,876

(A) Government Performance Money Market Account.

Investment balance ranged from \$58,464 to \$58,502 in February.

(B) Government Money Market Sweep Account.

Investment average monthly balance (AMB) for January was \$17,710,439. (Sweep interest is based on prior month's AMB).

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

Investment balance ranged from \$3,212 to \$3,286 in February.

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

Investment balance ranged from \$12,200,291 to \$12,217,396 in February.

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

Investment balance ranged from \$691,925 to \$692,876 in February.

Source: William Chorba, CFO

03/12/20

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

Object Code	Object Description	Original Budget			Total Prior Budget Amendments	Proposed Amendment #2 3/18/2020	Total
		Baseline Budget	Carry Over Encumbrances	Total			
<b>OPERATING</b>							
51	Salaries	\$ 56,164,224	\$ -	\$ 56,164,224	\$ 204,122	\$ (19,315) <b>A</b>	\$ 56,349,031
52	Employee Fringe Benefits	18,489,702	43,861	18,533,563	34,031	-	18,567,594
53	Contractual Services	14,615,911	1,163,297	15,779,208	358,571	411,000 <b>B</b>	16,548,779
54	Office Operations	24,071,314	2,192,891	26,264,205	2,869,757	109,061 <b>C</b>	29,243,023
	Operating Subtotal	113,341,151	3,400,049	116,741,200	3,466,481	500,746	120,708,427
<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	1,657,578	1,639,084 <b>D</b>	40,456,681
574	Capital Equipment	2,766,476	681,816	3,448,292	377,208	81,700 <b>E</b>	3,907,200
575	Zoo Animals	75,000	5,265	80,265	-	-	80,265
576	Land	2,032,525	12,406	2,044,931	107,690	-	2,152,621
	Capital Subtotal	31,979,085	11,654,422	43,633,507	2,142,476	1,720,784	47,496,767
<b>TOTALS</b>							
Grand totals		\$ 145,320,236	\$ 15,054,471	\$ 160,374,707	\$ 5,608,957	\$ 2,221,530	\$ 168,205,194

**CLEVELAND METROPARKS**  
**Appropriations 2020 - Legend - Amendment #2**

<b>OPERATING</b>
------------------

**51 SALARIES**

\$ (19,315) Transfer of appropriations from Salaries-Part Time to Janitorial Supplies for janitorial services  
 Net budget effect is zero

**A** \$ (19,315) Total increase (decrease) to Salaries

**53 CONTRACTUAL SERVICES**

\$ 120,000 Increase in restricted fund appropriations for Contractual Services for Marketing  
 Appropriation increase will be covered by Cleveland Foundation grant

\$ 251,000 Increase in appropriations for Contractual Service for planning study on Lakefront  
 Appropriation increase will be covered by federal, state and local grants

\$ 40,000 Increase in appropriations for Contractual Services for veterinary CT scanner repair and maintenance  
 Appropriation increase will be covered by new restricted funds

**B** \$ 411,000 Total increase (decrease) to Contractual Services

**54 OFFICE OPERATIONS**

\$ 44,231 Increase in restricted fund appropriations for Plant Material  
 Appropriation increase will be covered by new or existing restricted funds

\$ 19,315 Transfer of appropriations from Salaries-Part Time to Janitorial Supplies for janitorial services  
 Net budget effect is zero

\$ 2,215 Increase in appropriations for Property Maintenance Supplies for OEC recycling containers  
 Appropriation increase will be covered by a grant from Cuyahoga County Solid Waste District

\$ 20,000 Increase in appropriations for Maintenance Supplies for veterinary CT scanner repair and maintenance  
 Appropriation increase will be covered by new restricted funds

\$ 2,000 Increase in appropriations for Program Supplies for interpretive educational programming  
 Appropriation increase will be covered by new restricted funds

\$ 3,000 Increase in appropriations for Business Meetings for conference hosted by Natural Resources  
 Appropriation increase will be covered by new restricted funds

\$ (1,700) Transfer of appropriations from Minor Computer Equip. to Technology Equipment for Nature Preschool  
 Net budget effect is zero

\$ 20,000 Increase in restricted appropriations for Sponsorship to manage Andean Bear SAFE program funds  
 Appropriation increase will be covered by new restricted funds

**C** \$ 109,061 Total increase (decrease) to Office Operations

**\$ 500,746 TOTAL INCREASE (DECREASE) TO OPERATIONS**

**CLEVELAND METROPARKS**  
**Appropriations 2020 - Legend - Amendment #2**

<b>CAPITAL</b>
----------------

**572 CAPITAL CONSTRUCTION EXPENSES**

\$	1,629,084	Increase in appropriations for Capital Construction Expenses for transient docks at Heritage & Rivergate Appropriation increase will be covered by federal grant monies
\$	10,000	Increase in appropriations for Capital Materials for interpretive signage at the Zoo entrance Appropriation increase will be covered by new restricted funds

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<b>D</b>	<b>\$</b>	<b>1,639,084</b>	Total increase (decrease) to Capital Materials
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**574 CAPITAL EQUIPMENT**

\$	80,000	Increase in restricted fund appropriations for Capital Equipment for boat launch security cameras Appropriation increase will be covered by new or existing restricted funds
\$	1,700	Transfer of appropriations from Minor Computer Equip. to Technology Equipment for Nature Preschool Net budget effect is zero

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<b>E</b>	<b>\$</b>	<b>81,700</b>	Total increase (decrease) to Capital Equipment
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<b>\$</b>	<b>1,720,784</b>	<b>TOTAL INCREASE (DECREASE) TO CAPITAL</b>
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<b>\$</b>	<b>2,221,530</b>	<b>GRAND TOTAL - INCREASE (DECREASE) FOR AMENDMENT</b>
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**BOARD OF PARK COMMISSIONERS OF THE  
CLEVELAND METROPOLITAN PARK DISTRICT  
POLICY STATEMENT**

**SUBJECT:** Electronic Execution of Contracts, Instruments and Documents

**EFFECTIVE DATE:** March 18, 2020

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**I. PURPOSE:** To provide a more efficient delivery and execution of contracts, instruments and documents through electronic means in a manner that is consistent with the Uniform Electronic Transaction Act that has been in effect since September 14, 2000.

**II. DEFINITIONS**

- A. "Agreement" means the bargain of the parties in fact, as found in their language or inferred from other circumstances and from rules, regulations, and procedures given the effect of agreements under laws otherwise applicable to a particular transaction.
- B. "Automated transaction" means a transaction conducted or performed, in whole or in part, by electronic means or electronic records, in which the acts or records of one or both parties are not reviewed by an individual in the ordinary course in forming a contract, performing under an existing contract, or fulfilling an obligation required by the transaction.
- C. "Computer program" means a set of statements or instructions to be used directly or indirectly in an information processing system in order to bring about a certain result.
- D. "Contract" means the total legal obligation resulting from the parties' agreement as affected by sections 1306.01 to 1306.23 of the Ohio Revised Code and other applicable law.
- E. "Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- F. "Electronic agent" means a computer program or an electronic or other automated means used independently to initiate an action or respond to electronic records or performances in whole or in part, without review or action by an individual.
- G. "Electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means. A record or contract that is secured through blockchain technology is considered to be in an electronic form and to be an electronic record.
- H. "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. A signature that is secured through blockchain technology is considered to be in an electronic form and to be an electronic signature.
- I. "Information" means data, text, images, sounds, codes, computer programs, software, databases, or the like.

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

**SUBJECT:** Electronic Execution of Contracts, Instruments and Documents

**EFFECTIVE DATE:** March 18~~3~~, 20~~20~~15

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- J. “Information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.
- K. “Person” means an individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation, or any other legal or commercial entity.
- L. “Record” means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.
- M. “Security procedure” means a procedure employed for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. “Security procedure” includes a procedure that requires the use of algorithms or other codes, identifying word or numbers, encryption, or callback or other acknowledgment procedures.
- N. “Transaction” means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

### **III. POLICY**

#### **A. Electronic Execution.**

- 1. Pursuant to Article I, Section 3(b) of the Bylaws, the Chief Executive Officer (CEO), or his authorized designee, is authorized to sign each contract, agreement, amendment, legal instrument and document, and the CEO is hereby authorized and may elect to sign contracts, agreements, amendments, legal instruments and documents by use of electronic signatures.
  - 2. The Board President and CEO are authorized and may sign Resolutions or other documents by electronic signatures.
  - 3. The Chief Financial Officer and Chief Legal & Ethics Officer are authorized and may sign any document within their authority to review and approve by electronic signature.
  - 4. Authorized staff may sign certain documents as approved by the CEO by electronic signature.
- B. This policy does not limit the Cleveland Metroparks’ right or option to conduct a transaction on paper or in non-electronic form, nor affect Cleveland Metroparks’ right or obligation to have contracts, agreements, amendments, legal instruments, or documents be provided or made available on paper when required by applicable policies, laws or regulations.

### **IV. PROCEDURES**

- A. **Procedures for Electronic Execution of Contracts, Instruments, and Documents.** When utilizing the electronic signature, the signer shall use an electronic signature method that is of the quality and security commensurate with the risk and needed assurance of the authenticity of the

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

**SUBJECT:** Electronic Execution of Contracts, Instruments and Documents

**EFFECTIVE DATE:** March 18~~3~~, 20~~15~~

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signer. This determination shall be made after a review of the methodology by the Chief Legal & Ethics Officer and the Chief Information Officer (CIO).

1. The CIO shall be responsible for developing and, as may be necessary, amending the manner, format, and security procedures for electronic signatures and transactions. In addition, specifications for recording, documenting, and/or auditing the electronic signature as required for non-repudiation and other legal requirements shall also be addressed.
2. As a minimum, the procedures shall address the following topics:
  - a. The type of electronic signature required;
  - b. The manner and format in which the electronic signature must be affixed to the electronic record;
  - c. -The identity of, or criteria that must be met by, any third party used by the person filing a document to facilitate the process.
  - d. Control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records;

B. It is not the intent of this Policy to eliminate all risk, but rather to provide a process for undertaking an appropriate analysis prior to approving the use of electronic signatures or electronic transactions for specific Cleveland Metroparks’ transactions; and, based on such analysis, to designate those Cleveland Metropark’ transactions in which electronic signatures or electronic transactions shall be required in place of handwritten documents.

References: Ohio Revised Code Chapter 1306. Uniform Electronic Transactions Act

Replaces and Supersedes: ~~n/a~~ [Electronic Execution of Contracts, Instruments and Documents, March 13, 2015](#)

Approved:

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

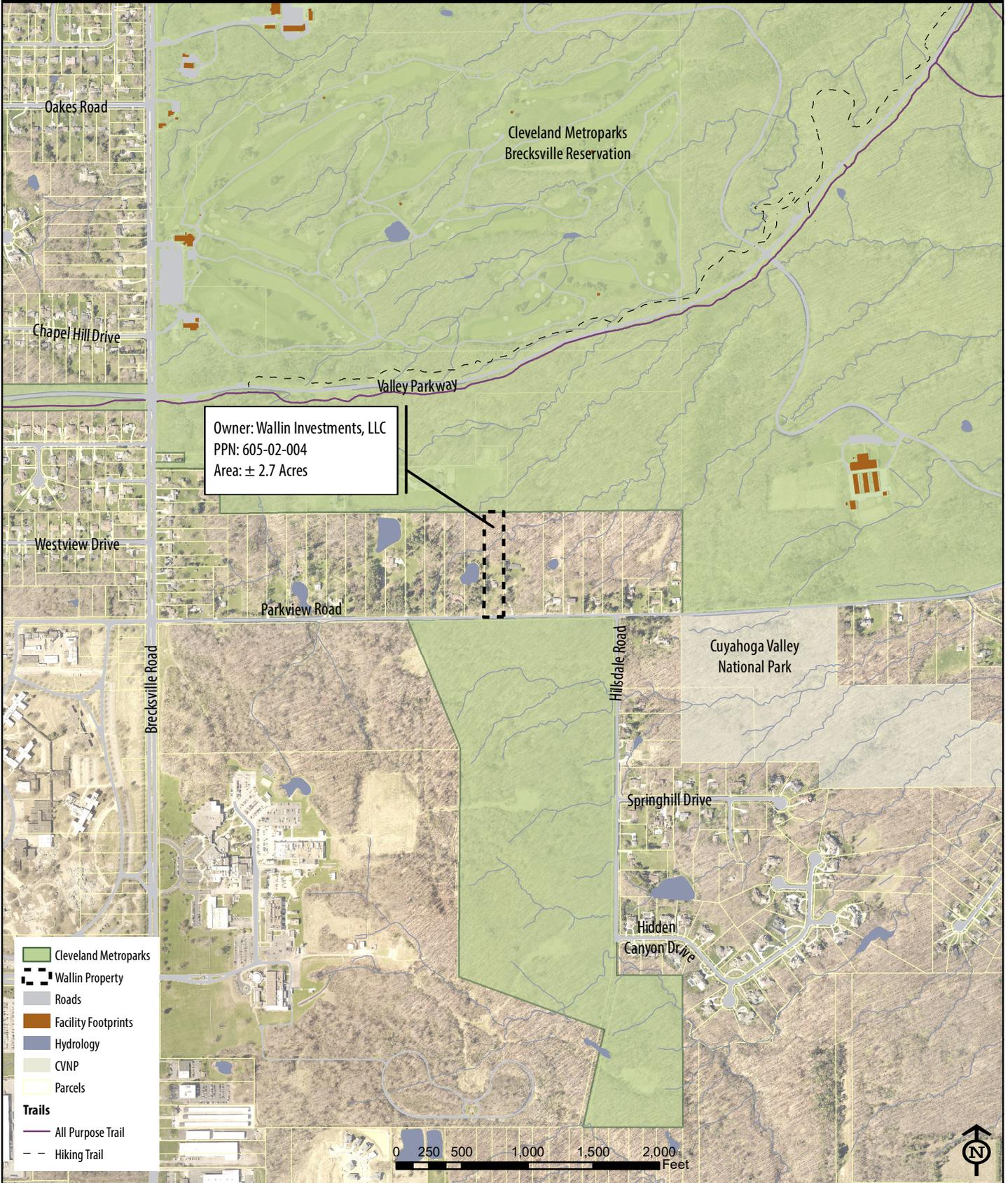
\_\_\_\_\_  
Board President

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

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

Brecksville Reservation

Wallin Investments, LLC Property - Brecksville



West Creek Reservation

# Padua Property - Parma



# Wendy Park Bridge Property Interests



### Parcel Owners:

#### City of Cleveland

- A) Encroachment Permit: ROW
- B) Easement: 003-05-011

#### Norfolk Southern Railroad

- A) Easement: 003-05-010
- B) Easement: 003-05-007
- C) Aerial Easement: 003-05-008
- D) Aerial Easement: 003-05-007

#### Ontario Stone

- A) Easement: 003-05-020
- B) Easement: 003-03-006

Norfolk Southern B: PPN 003-05-007

Norfolk Southern D: PPN 003-05-007

Norfolk Southern C: PPN 003-05-008

Ontario Stone A: PPN 003-05-020

City of Cleveland A: Right-of-way

Norfolk Southern A: PPN 003-05-010

Ontario Stone B: PPN 003-03-006

City of Cleveland B: PPN 003-05-011

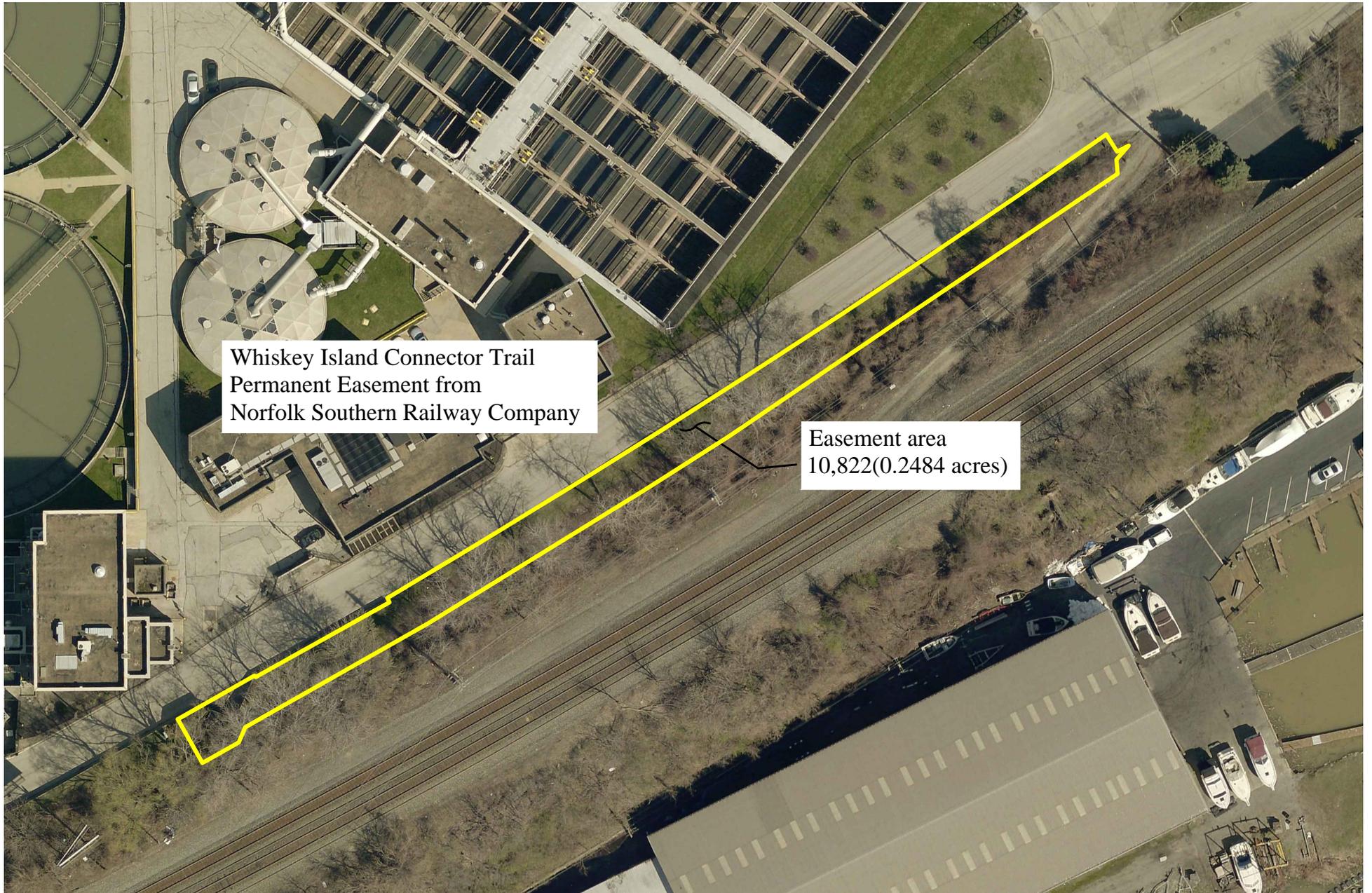
### Legend

- WPB Aerial Easement
- WPB Encroachment Permit
- WPB Fee/Easement
- Cleveland Metroparks



Old River

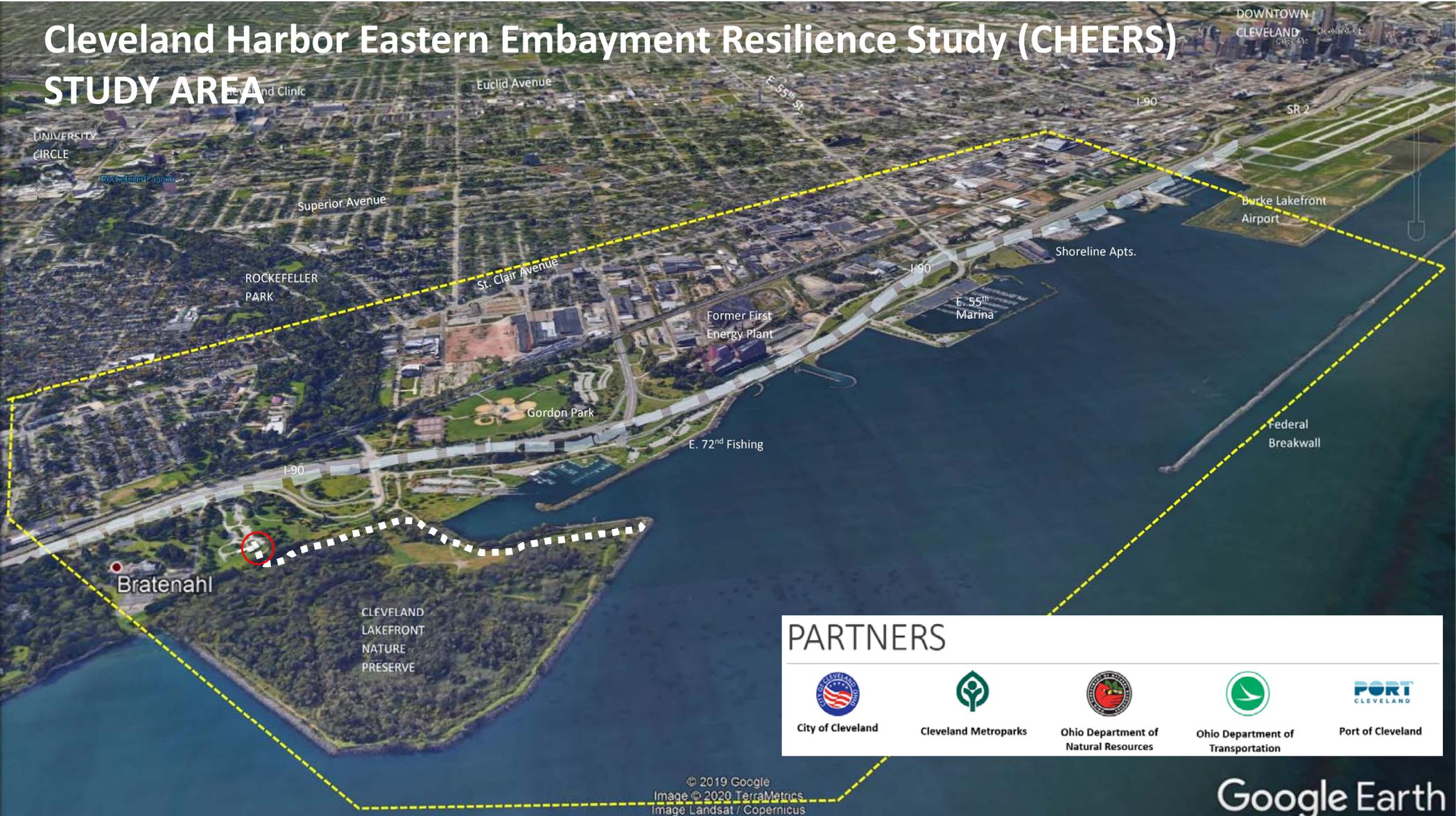




Whiskey Island Connector Trail  
Permanent Easement from  
Norfolk Southern Railway Company

Easement area  
10,822(0.2484 acres)

# Cleveland Harbor Eastern Embayment Resilience Study (CHEERS) STUDY AREA



## PARTNERS



City of Cleveland



Cleveland Metroparks



Ohio Department of Natural Resources



Ohio Department of Transportation



Port of Cleveland

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Image Landsat / Copernicus

Google Earth

**RESOLUTION NO. 20-03-040**

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 February 14, 2020 in the amount of \$648,097.76

**Printed Checks** dated February 21, 2020 in the amount of \$1,327,785.37

**Printed Checks** dated February 28, 2020 in the amount of \$984,390.40

**Direct Disbursements** dated March 4, 2020 in the amount of \$2,799.56

**Printed Checks** dated March 6, 2020 in the amount of \$1,077,593.03

**Net Payroll** dated January 19, 2020 to February 1, 2020 in the amount of \$1,192,174.65

**Withholding Taxes** in the amount of \$284,224.68

**Net Payroll** dated February 2, 2020 to February 15, 2020 in the amount of \$1,180,915.10

**Withholding Taxes** in the amount of \$275,862.57

**Bank Fees/ADP Fees** in the amount of \$18,020.18

**Cigna Payments** in the amount of \$584,553.59

**ACH Debits (First Energy; Sales Tax)** in the amount of \$49,618.59

**Visa/Travel Purchasing Card** dated February 9, 2020 to March 7, 2020 in the amount of \$370,989.35

**Total amount:** \$7,997,024.83

PASSED: March 18, 2020

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

President of The Board of Park Commissioners

\_\_\_\_\_

Chief Executive Officer

**RECOMMENDED ACTION:**

That the Board of Park Commissioners approves **Resolution No. 20-03-040** listed above.

**RESOLUTION NO. 20-03-041**

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.

**Visa Card-Arborwear** dated February 9, 2020 to March 7, 2020 in the amount \$130.00

**Total amount:** \$130.00

PASSED: March 18, 2020

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

President of The Board of Park Commissioners

\_\_\_\_\_

Chief Executive Officer

**RECOMMENDED ACTION:**

That the Board of Park Commissioners approves **Resolution No. 20-03-041** listed above.