

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
January 10, 2019 – 10:30am
Administrative Office

1. Call to Order
2. Chairman's Statement
3. Public Participation
4. Approval – Dec. 13, 2018 Work Session, Budget Hearing and Regular Meeting Minutes
5. Approval – Jan. 10, 2019 Full Agenda

Consent Agenda

6. **Approval – Jan. 10, 2019 Consent Agenda**
 - a. Purchases
 1. Vehicle for K-9 Unit **pg. 1**
 - b. Report – Purchases Over \$10,000 **pg. 2**
 - c. Approval – Wayne County Annual Maintenance Agreement **pg. 3**
 - d. Report –Marketing/Media Stats **pg. 11**

Regular Agenda

7. **Reports**
 - A. *Natural Resources Department*
 1. Report – Deer Management Program **pg. 15**
 - B. *Finance Department*
 1. Approval – Updated Fund Policy Section of the Financial Policy **pg. 16**
 - a. December Draft Fund Policy **pg. 17**
 - b. Proposed Changes (redline copy) **pg. 20**
 - c. Recommended Fund Policy **pg. 23**
8. **Closed Session** – For the purpose of consulting with attorney(s) regarding specific pending litigation – Section 8 (e) of the Open Meetings Act.
9. Interview and Approval – Lobbying Firms
10. Other Business
11. Staff Leadership Update
12. Commissioner Comments
13. Motion to Adjourn

<p style="text-align:center">The next regular Metroparks Board meeting will take place <u>Thursday, Feb. 14, 2019 – 10:30 a.m.</u> Administrative Office</p>



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Heidi Dziak, Senior Buyer
 Project Title: Purchase – One Chevrolet Tahoe
 Location: Police Department
 Date: January 3, 2019

Action Requested: Motion to Approve

That the Board of Commissioners' approve the purchase of one (1) new 2019 four-wheel drive Chevrolet Tahoe with police package for a total amount of \$36,108 from Berger Chevrolet of Grand Rapids, Michigan the low responsive, responsible bidder for Oakland County Contract #05218 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: The funds will come from the Board approved 2019 Capital Equipment Budget, which provides \$35,000 for the purchase. The additional \$1,108 will come from savings realized from future capital equipment purchases.

Scope of Work: Furnish and deliver one (1) 2019 Chevrolet Tahoe with a police package.

Background: The Chevrolet Tahoe police vehicle will be added to the police fleet and will not replace any current equipment. The vehicle will transport the Metroparks future police K-9 and has more space for carrying a dog than similar police vehicles. Once received, the vehicle will be upfitted with police and K-9 equipment and features. Vehicle delivery is expected 16 weeks after a purchase order is issued.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Berger Chevrolet Inc.	Grand Rapids, MI	\$36,108.00

Staff attempted to work with a dealer within the Metroparks five-county area. However, purchasing police vehicles requires a dealer that has a fleet manager well versed in state and/or county contracts through which the purchase is being made.

The Oakland County Contract was competitively bid.

Berger Chevrolet has both state and county vehicle contracts.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Amy McMillan, Director
 Project Title: Update – Purchases over \$10,000
 Date: January 3, 2019

Action Requested: Motion to Approve

That the Board of Commissioners' receive and file the update for purchases over \$10,000, up to, and including \$25,000 as submitted by Director Amy McMillan and staff.

Background: On May 9, 2013, the Board approved the updated financial policy requiring the Director to notify the Board of purchases exceeding \$10,000, up to, and including \$25,000.

The following list of purchases exceeds the \$10,000 threshold:

<u>Vendor</u>	<u>Description</u>	<u>Price</u>
1. CDW Government	Computer hardware and barcode scanners for tollbooths All Locations	\$16,862.40
2. Compton Industries	Printing of the Five-County Map All Locations	\$16,161.00
3. Brighton Ford	Repair of Police Vehicle #492 Kensington Metropark	\$11,238.77



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Approval – Wayne County Annual Maintenance Permit
Date: January 3, 2019

Action Requested: Motion to Approve

That the Board of Commissioners approve the resolution authorizing staff to execute the Wayne County Annual Maintenance Permit A-19088 as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: There are no fees associated with this permit.

Background: The annual maintenance permit is a standing permit with Wayne County to occupy the right-of-way of County roads in order to remove, replace, and/or repair Metroparks signage.

The Planning Department facilitated a pathfinder signage update project throughout the Metroparks five-county service area in 2015-2016. This 2019 annual maintenance permit will enable the Metroparks to address any damage to pathfinder signs within the Wayne County road right-of-way on an as-needed basis.

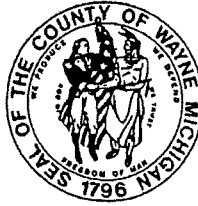
If this resolution is approved by the Board of Commissioners, the Metroparks will be required to submit the following to the Wayne County Department of Public Services Permit Office:

- Certified copy of the resolution
- Original permit executed by the individual authorized by resolution
- Copy of Metroparks Certificate of Insurance consistent with county requirements

**Attachments: 2019 Permit Work Order Request
Board Resolution**

PERMIT OFFICE
33809 MICHIGAN AVE
WAYNE, MI 48184
PHONE (734) 595-6504
FAX (734) 595-6356

72 HOURS BEFORE ANY
CONSTRUCTION. CALL
Floyd Spann
(734) 595-6504, Ext 2009
FOR INSPECTION



WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No.

A-19088

ISSUE DATE

1/1/2019

EXPIRES

12/31/2019

REVIEW No.

WORK ORDER

79394

PROJECT NAME
HURON-CLINTON METROPOLITAN AUTHORITY - MAINTENANCE

LOCATION

VARIOUS

CITY/TWP

WAYNE COUNTY

PERMIT HOLDER

HURON-CLINTON METROPOLITAN AUTHORITY
13000 HIGH RIDGE DR
BRIGHTON, MI 48114

CONTRACTOR

CONTACT

TIM PHILLIPS

(810) 227-2757

CONTACT

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DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

TO OCCUPY THE RIGHT-OF-WAY OF COUNTY ROADS TO REMOVE, REPLACE AND/OR REPAIR METRO PARK SIGNAGE.

REFER TO ATTACHMENTS REFERENCED BELOW FOR ANNUAL PERMIT REQUIREMENTS AND CONDITIONS. ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

PAVEMENT REPAIRS REQUIRE A SEPARATE PERMIT AND ARE NOT TO BE COMPLETED UNDER THE TERMS OF THIS ANNUAL PERMIT.

PERMIT HOLDER AGREES TO SUBMIT MONTHLY REPORTS OF WORK PERFORMED UNDER THIS PERMIT.

ALL ACTUAL INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIAL AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED.

FINANCIAL SUMMARY		DEPOSITOR	APPROVED PLANS PREPARED BY
PERMIT FEE	\$0.00	LETTER OF CREDIT DEPOSITOR - - - 1	PLANS APPROVED BY
PLAN REVIEW FEE	\$0.00		DATE PLANS APPROVED
PARK FEE	\$0.00		1/1/2019
OTHER FEE	\$0.00		
BOND	\$0.00		
INSPECTION DEPOSIT	\$0.00		REQUIRED ATTACHMENTS
OTHER BOND	\$0.00		GENERAL CONDITIONS
TOTAL COSTS	\$0.00		SCOPE OF WORK AND CONDITIONS FOR MUNICIPAL MAINTENANCE PERMITS
TOTAL CHECK AMOUNT			INDEMNITY AND INSURANCE ATTACHMENT
	\$0.00		SAMPLE COMMUNITY RESOLUTION
CASHIER	DATE		RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION -AVAILABLE ONLINE AT
	1/1/2019		www.waynecounty.com/dps_engineering_cpoffice.htm

(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

TIM PHILLIPS
PERMIT HOLDER/ AUTHORIZED AGENT

DATE

PREPARED BY

<BLANK>
CONTRACTOR/ AUTHORIZED AGENT

DATE

VALIDATED BY

DATE

4/32



Wayne County Department of Public Services Engineering Division - Permit Office

Conditions & Limitations of Permits

Plan Approval and Specifications: All work performed under the permit shall be done in accordance with the approved plans, specifications, maps, statements and special conditions filed with the County and shall comply with Wayne County Specifications, as defined in the current Wayne County Rules, Specifications and Procedures for Permit Construction, included as an attachment to this permit, the Wayne County Standard Plans for Permit Construction, and the MDOT Standard Specifications for Construction, as modified by WCDPS Special Provisions, and other WCDPS specifications. Any situation or problem which occurs as a result of the construction, operation, use and/or maintenance of the facility in the right-of-way and is not covered by the approved plans nor by the County's current Standards and Specifications shall be resolved by the Permit Holder as directed and approved by the Permit Office. Any significant change to the plans must be approved by the Permit Office and is authorized only when an approved addendum is obtained from the Permit Office.

Fees: The Permit Holder shall be responsible for all fees and costs incurred by the County in connection with the permit and shall deposit payment for fees and costs as determined by the County at the time the permit is issued.

Bond: The Permit Holder shall furnish a bond in cash or Certified check in an amount acceptable to the County to guarantee performance under the conditions of the permit. The County may use all or any portion of the bond which shall be necessary to cover any expense, including inspection costs or damage incurred by the County through the granting of the permit. Should the bond be insufficient to cover the expenses and damages incurred by the County, the Permit Holder shall pay such deficiency upon billing by the County. If the bond amount exceeds the expenses and damages incurred by the County, the excess portion will be returned to the Depositor. The excess performance bond provided for herein, when it cannot be returned, shall be deposited into the County Road Fund and become a part thereof, unless claimed by the Depositor within an year of the date of satisfactory completion of the construction authorized by the permit.

Insurance: The Permit Holder shall furnish proof of liability and property damage insurance in the form and amounts acceptable to the County with Wayne County named as an insured party. The Permit Holder shall maintain this insurance until the permit is released, revoked or cancelled by the County.

Indemnification/ Hold Harmless: Sub-Section 1 herein applies to all Permit Holders except Municipalities. Sub-Section 2 herein applies to Municipalities only.

1. To the extent allowed by law, the Permit Holder shall indemnify, hold harmless and defend Wayne County, its Department of Public Services, its officials and employees against any and all claims, suits and judgments to which the County, the Department, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the County, whether due to negligence of the Permit Holder or to the joint negligence of the Permit Holder and the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of the work product that is the subject of the permit. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County.
2. To the extent allowed by law, the Municipality as Permit Holder shall hold harmless and defend Wayne County, its Department of Public Services, its officials and employees, for the Municipality's own negligence, tortious acts, errors, or omissions, and the acts, errors, or omissions of any of its employees, on account of injury to persons or damage to property, including property of the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of work product that is the subject of the permit. Sub-section 1 above applies to contractors, subcontractors, consultants, or agents of the Municipality. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or the Municipality's, as provided by statute or modified by court decisions.

Permit on Site: The Permit Holder shall keep available a copy of the permit and any associated approved plans on site during permitted activities.

Notification for Start and Completion of Work: The permit shall not become operative until it has been fully executed by the County. The Permit Holder shall notify the County before starting construction and shall notify the County when work is completed. The Permit Holder or their representative shall have copies of the executed permit and approved plans in their possession on the job site at all times.

1. The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a **START OF WORK NOTIFICATION** form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.
2. The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "**MISS DIG**", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
3. The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

Safety: The Permit Holder agrees that all work under the permit shall be performed in a safe manner and to keep the area affected by the permit in a safe condition until the work is completed and accepted by the County. The Permit Holder shall furnish, install and maintain all necessary traffic controls and protection which are in accordance with the current Manual on Uniform Traffic Control Devices (MUTCD). The Permit Holder shall conduct all activities and maintain all facilities as set forth in the permit in a manner so as not to damage, impair, interfere with, or obstruct a public road or create a foreseeable risk of harm to the traveling public. The Permit Holder shall comply with all applicable OSHA and MJOSHA requirements.

Underground Utilities: The Permit Holder shall contact all utility owners regarding their facilities prior to starting work and shall comply with all applicable provisions of Act 53, Public Acts of 1974, as amended. Wayne County makes no warranty either expressed or implied as to the condition or suitability of subsurface conditions or any existing facility which may be encountered during an excavation. The presence or absence of utilities is based on the best information available and the County is not responsible for the accuracy of this information. The Permit Holder assumes all responsibility for the interruption and damage to underground utilities. The Permit Holder is responsible for proper disposal, in accordance with current regulations, of any material excavated from within the right-of-way. Such materials include, without limitation, soils or groundwater contaminated by petroleum products or other pollutants associated with sites identified by the MDEQ or reported on appropriate release forms for underground storage tanks.

Assignability: The permit is neither transferable nor assignable without the written consent of the County.

Limitation of Permit: The Applicant and the Permit Holder shall be responsible for obtaining and shall secure any permits or permission necessary or required by law from State, federal or other local governmental agencies and jurisdictions, corporations or individuals. These include, without limitation, those pertaining to drains, inland lakes and streams, wetlands, woodlands, flood plains, filling, noise regulation and hours of operation. Issuance of a Wayne County permit does not authorize activities otherwise regulated by State, federal or local agencies.

Access of Other Vehicles: The Permit Holder shall, at all times possible, maintain a minimum of one acceptable access to all abutting occupied properties, driveways and side streets unless otherwise specified on the approved plans. The Permit Holder shall notify all owners or occupants of properties whose access may be temporarily disrupted during the permitted work. The local police, fire or emergency service agencies shall define acceptable access. The Permit Holder shall provide signing and other improvements necessary to ensure adequate access until the roadway, driveway or side street is restored. The Permit Holder shall conduct all operations so as to minimize inconvenience to abutting property owners. Wayne County reserves the right to reasonably restrict the progress of work by the Permit Holder based on the rate of roadway and right-of-way restoration, including permanent or temporary pavement. Wayne County may require that work be suspended until satisfactory backfilling of open trenches or excavations has been completed and driveways, side streets and drainage restored.

Restoration: The Permit Holder agrees to restore the County road and road right-of-way, County drain easement or County park property to a condition equal to or better than its condition before work under the permit began. If the Permit Holder fails to satisfactorily restore the permitted work area, Wayne County may take all practical actions necessary to provide reasonably safe and convenient public travel, preservation of the roadway and drainage, prevention of soil erosion and sedimentation, and elimination of nuisance to abutting property owners caused by the permitted activity. Security in the form of cash, a certified check or surety bond shall be required to secure the cost of restoring the disturbed portion of the right-of-way to an acceptable safe condition. The amount of the security shall be determined by the Permit Office. In the event that a suspension of work will be protracted or that the work will not be completed by the Permit Holder, the Permit Holder shall restore the right-of-way to a condition similar to the condition that existed prior to issuance of the permit.

Acceptance: Acceptance by the County of work performed does not relieve the Permit Holder of full responsibility for work performed or the presence of the permitted facility. The Permit Holder acknowledges that the County has no liability for the presence of the Permit Holder's facility located within the County road right-of-way, County drain easement or County park property.

Permit Expiration and Extension of Time: All work authorized by the permit shall be completed to the satisfaction of the Permit Office on or before the expiration date specified in the permit. Any request for an extension of time for completion shall be on a completed County form and shall demonstrate good cause for granting the request. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations or other considerations. These additional requirements may include, without limitation, changes to materials or construction methods, reestablishment of fees, bonds, deposits and insurance requirements.

Responsibility: The design, construction, operation and maintenance of all work covered by the permit shall be at the Permit Holder's expense with the exception that the Permit Holder will not be responsible for maintaining road widenings or similar facilities which become part of the County roadway.

Revocation: The permit may be suspended or revoked at the will of the County. Upon order of the County, the Permit Holder shall surrender the permit, cease operations and remove, alter or relocate, at their expense, the facilities for which the permit was granted. The Permit Holder expressly waives any right to claim damages for compensation resulting from the revocation of the permit.

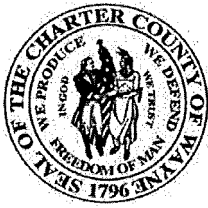
Violation: The County may declare the permit null and void if the Permit Holder violates the terms of the permit. The County may require immediate removal of the Permit Holder's facilities and restoration of the County property, or the County may remove the facilities and restore the County property at the Permit Holder's expense. The Permit Holder agrees that in the event of a violation of the terms of the permit or in the event the work authorized by the permit is not satisfactorily completed by the permit expiration date, the County may use all or any portion of the performance bond to restore the County road right-of-way, drain easement, wastewater facility or park property as necessary for reasonably safe and efficient operations and maintenance, or to establish extraordinary maintenance procedures as required to assure reasonably safe and efficient operation of the County facility.

Inspection and Testing of Materials: Wayne County reserves the right of inspection and the testing of materials by its authorized representatives of all permitted activities and/or activities within the road right-of-way, County owned property or within a County drain easement. All items identified by the final inspection shall be resolved prior to release of the permit. All materials and methods utilized during the course of the authorized permit work shall meet the requirements of the current MDOT Standard Specifications for Construction as modified by Wayne County Special Provisions, Standard Plans for Permit Construction and this manual. The Permit Holder shall reimburse Wayne County for all required inspections and testing of materials.

Design: The Permit Holder is fully responsible for the design of the permitted facility, such that the design shall be consistent with all applicable County standards, specifications, guidelines, requirements and with good engineering practice. Any errors in the plans that become evident after the issuance of a permit, and which change the scope of permitted work, are subject to review and may be grounds for revocation of the permit. The Permit Office will not relieve the Permit Holder of the responsibility of correcting errors, deficiencies, or omissions due to oversight or unforeseen contingencies such as faulty drainage, poor subsoil conditions or the failure of the Permit Holder's engineer to show all the related or pertinent conditions inside or outside the plan area.

Drainage: Drainage shall not be altered to flow into the road right-of-way or road drainage system unless approved by Wayne County.

Permit Holder Compliance: The Permit Holder shall abide by the conditions and limitations contained on the permit and all other conditions listed within the WCDPS Rules, Specifications and Procedures for Construction Permits. The application of any work undertaken under the permit shall constitute the Permit Holder's agreement to the Provision.



**Wayne County Department of Public Services
Engineering Division - Permit Office
Scope of Allowable Work and Conditions
for Annual Utility Permits**

General Conditions:

The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG ", at (800) 482-7161, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.

The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office, at (734) 955-9920, before starting any emergency underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County. For non emergency work, the Permit Holder shall call (734) 955-2154 at least 72 hours, excluding Saturdays Sundays and holidays, but not more than twenty-one (21) calendar days, before starting work.

Traffic shall be maintained in accordance with the current Manual on Uniform Traffic Control Devices and Wayne County Specifications.

A current copy of the, "Wayne County Rules, Specifications and Procedures for Construction Permits" shall be attached and incorporated as part of the conditions of the permit.

Scope of Work: Annual Utility Permits are limited to the following work:

- 1) Maintenance - Tree trimming for trees within the right-of-way; outside of the right-of-way, tree trimming requires the permission of the abutting property owner. Within the right-of-way, no tree shall be removed without Wayne County permission.
- 2) Repair of existing underground conduit, buried cable, buried wire and pipe, except under pavement.
- 3) Replacement of defective or degraded buried cable sections with like size up to fifty (50') feet in length is allowed. Plans shall be submitted for all cable section replacement. Replacement cable may not be placed outside the immediate area (more than two (2') feet away from existing location centerline) without special permission.
- 4) Insertion of plastic pipe inserts or lining through existing mains (gas, water or sewer) in connection with maintenance and renewal programs not requiring pavement cuts.
- 5) Installation of buried cable to an existing pole in an existing pole line. This may include crossing of road by squeeze boring or pushing one pipe not more than two (2") inches in diameter. Refer to Rule 4.15: *Squeeze Boring*.
- 6) Installation, removal or replacement of load coil case on existing buried cable or wire; including loop from main trench at one location only.
- 7) Replacement of up to 1,000 feet open wires, cables, single pair rural wire and/or drop wire with multiple line wire or small cable on same pole line, not extending beyond the present wire. If replacing lengths greater than 1,000 feet, a separate permit shall be required.
- 8) Repair and maintenance of open wire, multiple type wire, drop wire and/or aerial cable.
- 9) Replacement or addition of up to two (2) poles within or beyond an existing pole line, provided that poles are not relocated laterally and that no tree work is required because of increased pole height.
- 10) Repair and/or replacement of leaking, distressed or otherwise damaged sections of up to fifty (50') feet of existing gas main, except under pavement. In such cases, the Permit Holder shall backfill and restore in accordance with Wayne County Specifications.
- 11) Addition or replacement of guys and anchors to poles; new or replacement equipment shall run parallel to or away from the road centerline.
- 12) Installation of aerial drops which do not require a new pole within road right-of-way outside of the existing pole line, or installation of aerial drops along with an intermediate pole in an existing pole line to facilitate installing an aerial drop.
- 13) Crossing beneath paved roads for underground house service. Any such crossing shall be accomplished by squeeze bore, auger or moleing (a single forward boring system without removal of soil and a return pass of reamer or shank with underground cable, water or gas line attachment) as follows:

- a Maximum diameter of auger shall be 2 ½ inches with no casing
 - b Maximum width of bore trench shall be 18 inches
 - c Minimum depth below paved surface shall be 7 feet
 - d Minimum depth below ditch bottom shall be 6 feet
 - e Minimum distance from edge of paved or traveled way surface to bore pit shall be 10 feet, except for subdivision roads which shall be 5 feet from back of curb.
- 14) System tie-ins from streets under municipal jurisdiction to near side of gas mains installed per permit within Wayne County's right-of-way, except under pavement.
 - 15) Crossing beneath gravel roads for underground house service; such crossings may be made by trenching. In such cases, the Permit Holder shall backfill and restore to Wayne County Specifications.
 - 16) Inspection and maintenance of systems, valves and meters and their associated manholes.
 - 17) Conduct soil borings and perform survey work outside of the traveled way of the road.
 - 18) Installation of gas service lines not more than two (2") inches in diameter to residential and commercial customers (near side only; not under pavement).

Special Conditions for Aerial and Underground

- 1) A brief plan review shall be required for any service connection that serves more than a single residential customer. Plans approved for construction under the annual permit will be stamped approved. Proposed plans exceeding the allowable scope for work under the annual permit will be processed as a general utility review and a separate permit shall be required.
- 2) Emergency repairs may be made provided notification is given to the Permit Office as soon as possible, and no later than the next Wayne County business day.
- 3) Immediate notification must be given for emergency (public safety, health and welfare) operations which involve cutting of pavement and an individual permit shall be obtained by the Permit Holder as soon as possible.
- 4) The Permit Office shall be notified of normal repairs in advance and in writing. The Permit Holder shall provide the approximate location and date of all work to be performed.
- 5) Utility companies shall submit reports monthly to the Permit Office listing location, date and type of activity for each activity performed under the blanket permit for that month.
- 6) Poles, conductors, lead guy wires and anchors may be added within an existing lead.
- 7) An existing lead is defined as an established line or conduit, including poles or appurtenances within the physical limits of that line. If a conductor is extended beyond the existing lead, individual permits are required, except as noted below. It is not intended that changing poles or location of poles within an existing lead necessitates an individual permit. However, a significant reconstruction; i.e., converting poles to towers or replacing several poles for a large overhead utility run, shall not be performed under an annual permit. Routine maintenance may be performed on all existing aerial facilities.
- 8) Service drops requiring a pole across the road and outside the lead may be performed under an annual permit.
- 9) Upgrading a two-wire to a three-wire may be performed under an annual permit only if it provides for a single service.
- 10) Individual permits shall be obtained if there is parallel work within the right-of-way made from a particular service drop.
- 11) The allowable use of an annual permit for underground utility operations is limited and very specific. The annual permit provides for underground individual services only up to three (3") inches in diameter if crossing pavement. Any activities not within the scope of work under the annual permit will require a construction permit. Pavement cuts are not allowed for transverse crossing under an annual permit.
- 12) Where two utilities jointly occupy a pole or facility with a bona fide joint use agreement, each party shall be required to secure its own permit.



**Wayne County Department of Public Services
Engineering Division - Permit Office
Indemnity and Insurance Attachment**

To the extent allowed by law, the Permit Holder shall defend and hold harmless Wayne County, the Department of Public Services, its officials and employees against any and all claims, suits and judgments to which Wayne County, the Departments, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including County property. The Permit Holder shall provide this indemnity for any incident arising out of any and all activities performed under the permit or in connection with work not authorized by the permit, or resulting from the failure to comply with the terms of the permit, or arising out of the continued existence of the work product that is subject to the permit.

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. Each certificate of insurance and any associated correspondence shall reference the plan review number of the project. General liability and automotive liability insurance coverage shall be in amounts detailed below:

The general liability insurance coverage shall be in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$1,000,000 for bodily injury each person, each occurrence and property damage liability \$1,000,000 each occurrence.

The certificate of insurance must be provided by a person, the corporation, or by authorized representatives who signed personally either the application or permit. Insurance shall remain in force until the permit is released by Wayne County.

The Wayne County Department of Public Services shall be a Certificate Holder on the policy of insurance. Wayne County, drainage district, and its officers, agents and employees shall be named as additional insured parties. It is also required that the annual permit numbers are included on each certificate of insurance.

The insurance shall cover a period not less than the term of the permit and shall provide that it cannot be cancelled or reduced without thirty (30) days advance written notice to Wayne County, by certified mail, first-class, return receipt requested. The thirty (30) days shall begin on the date when the County received the notice, as evidenced by the return receipt.

Such insurance shall provide by endorsement therein for the thirty (30) day notice by the insurer to the Permit Office prior to termination, cancellation or material alteration of the policy.

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office.

The policy shall also provide by endorsement for the removal of the contractual exclusion.

Should insurance coverage be cancelled or reduced below acceptable limits, or allowed to expire, the authorization to continue work under the permit shall be suspended or revoked and shall not resume until new insurance is in force and accepted by Wayne County. Wayne County may, in such cases, take appropriate action to restore or protect the road and appurtenances. All costs incurred by this action shall be deducted from any remaining inspection deposit, bond and/or Letter of Credit and, if necessary, the Permit Holder may be billed to defray actual expenses.

**MODEL COMMUNITY RESOLUTION
AUTHORIZING EXECUTION OF
WAYNE COUNTY PERMITS**

Resolution No. 2019-01

At a Regular Meeting of the Huron-Clinton Metropolitan Authority on January 10, 2019, the following resolution was offered:

WHEREAS, the Huron-Clinton Metropolitan Authority (hereinafter the "Community") periodically applies to the County of Wayne Department of Public Services, Engineering Division Permit Office (hereinafter the "County") for permits to conduct emergency repairs, annual maintenance work, and for other purposes on local and County roads located entirely within the boundaries of the Community, as needed from time to time to maintain the roads in a condition reasonably safe and convenient for public travel;

WHEREAS, pursuant to Act 51 of 1951, being MCL 247.651 et seq., the County permits and regulates such activities noted above and related temporary road closures;

NOW THEREFORE, BE IT RESOLVED, in consideration of the County granting such permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as a contractor for the Community and not as a contractor or agent of the County. Any claims by any contractor or subcontractor will be the sole responsibility of the Community. The County shall not be subject to any obligations or liabilities by vendors and contractors of the Community, or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the Permit, which results in claims being asserted against or judgment being imposed against the County, and all officers, agents and employees thereof pursuant to a maintenance contract. In the event that same occurs, for the purposes of the Permit, it will be considered a breach of the Permit thereby giving the County a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires insurance on its own or its contractor's behalf, it shall also require that such policy include as named insured the County of Wayne and all officers, agents and employees thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent the County from requiring additional performance security or insurance before issuance of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne County, provide necessary police supervision, establish detours and post all necessary signs

and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

BE IT FURTHER RESOLVED, that the following individual(s) is/are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

<u>Name</u>	<u>Title</u>
Timothy J. McCarthy	Chairman Huron-Clinton Metropolitan Authority Board of Commissioners
Amy McMillan	Director Huron-Clinton Metropolitan Authority

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the Board of Commissioners of the *Huron-Clinton Metropolitan Authority*, County of Wayne, Michigan, on January 10, 2019.

Bernard Parker
Secretary
Huron-Clinton Metropolitan Authority Board of Commissioners



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Hilary Simmet, Marketing and Media Specialist
Subject: Report – Marketing/Media Stats
Date: January 3, 2019

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the Marketing and Media statistics report as recommended by Marketing and Media Specialist Hilary Simmet and staff.

Background: 2018 marketing and media efforts are attached for review.

Attachment: Marketing and Media Stats

2018 Marketing/Media Stats

PAID MEDIA

	Print Ads	Digital Ads
January	5	3
February	5	3
March	7	4
April	8	6
May	5	7
June	5	5
July	5	7
August	7	7
September	4	7
October	8	7
November	21	10
December	11	9

UNPAID MEDIA (ORGANIC)

	Total Online Mentions	Total Online Visitors	Total Online Value	Total TV Mentions	Total TV Visitors	Total TV Value
January	42	3,069,749	\$ 52,014			
February	69	3,931,997	\$ 41,378			
March	59	1,852,569	\$ 15,897			
April	136	57,158,304	\$ 1,719,057	10	73,132	\$ 3,883
May	158	8,257,067	\$ 85,827			
June	260	14,134,932	\$ 273,040			
July	165	52,255,264	\$ 3,433,855	16	427,601	\$ 29,225
August	118	16,859,338	\$ 626,364	6	406,016	\$ 34,864
September	249	15,377,391	\$ 280,072			
October	465	17,006,755	\$ 443,817			
November	118	26,983,584	\$ 237,938			
December	113	10,258,319	\$ 340,495	2	25,461	\$ 1,824

SOCIAL MEDIA - MAIN FACEBOOK

	Followers	Number of Posts	Total Post Reach	Total Impressions	Total Reactions, Comments, Shares	Total Post Link Clicks
January	8,563	19	59,277	97,572	840	186
February	8,610	24	69,948	106,430	944	268
March	8,696	25	91,953	131,049	1,704	198
April	8,888	22	76,442	106,259	1,617	230
May	9,199	26	132,824	199,158	2,230	1,623
June	9,435	23	129,790	189,596	2,290	824
July	9,591	27	118,277	165,932	1,810	893
August	9,714	24	95,208	153,957	1,715	838
September	9,793	21	48,751	68,553	1,485	545
October	10,925	26	57,455	65,027	1,208	1,993
November	11,257	31	63,773	88,334	1,943	2,240
December	11,297	18	34,048	46,700	912	1,801

2018 Marketing/Media Stats

SOCIAL MEDIA - TWITTER

	Followers	Number of Posts	Total Post Impressions	Total Post Engagement
January	1,821	28	16,346	598
February	1,861	25	14,509	647
March	1,895	35	21,362	854
April	1,926	39	27,445	1,179
May	1,960	26	26,083	2,714
June	1,995	32	27,545	3,339
July	2,016	44	28,300	3,146
August	2,026	40	26,450	2,342
September	2,043	35	19,669	1,309
October	2,075	41	24,452	1,055
November	2,129	28	21,160	657
December	2,144	9	10,478	284

SOCIAL MEDIA - INSTAGRAM

	Followers	Number of Posts	Total Post Likes	Total Post Comments
January	574	10	414	9
February	620	12	486	10
March	971	14	522	6
April	729	11	395	1
May	785	14	551	10
June	856	9	372	8
July	905	15	576	8
August	949	13	484	11
September	985	10	397	9
October	1,047	17	482	8
November	1,050	15	456	5
December	1,063	8	707	5

WEBSITE

	Page Views	Online Sales	Organic Search	Direct Search	Social Media Referral	Email
January	107,113	\$ 15,294	18,867	7,263	3,590	1,654
February	112,779	\$ 11,831	20,509	7,430	3,120	2,354
March	157,640	\$ 16,105	27,571	9,808	2,753	3,542
April	185,445	\$ 16,502	35,945	10,223	2,474	2,862
May	357,206	\$ 19,959	73,616	20,117	7,515	6,205
June	499,693	\$ 9,123	101,424	28,268	9,147	7,655
July	571,451	\$ 4,762	125,396	33,935	10,795	6,655
August	361,763	\$ 4,637	79,513	22,140	7,420	5,252
September	203,417	\$ 1,734	45,208	15,153	6,241	3,579
October	139,716	\$ 540	27,427	13,571	3,042	1,626
November	100,629	\$ 29,257	19,612	10,856	2,966	5,318
December	98,176	39,030	19,367	8,267	2,931	2,244

2018
Marketing/Media Stats

COMMUNITY OUTREACH

	Presentaions	Cold Calls	Networking Meetings	One on One Meetings	Community Events (booth/table)
January	4	83	8	2	0
February	5	95	10	2	2
March	11	82	5	5	2
April	4	65	6	3	8
May	13	121	5	2	7
June	6	81	6	7	11
July	5	85	6	3	0
August	3	50	5	1	3
September	5	63	6	0	2
October	6	98	0	0	4
November	2	26	2	0	2
December	0	0	0	0	0



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Ryan J. Colliton, Chief of Natural Resources and Regulatory Compliance
 Subject: Report – Deer Management Program
 Date: January 3, 2019

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the Metroparks Deer Management Program report as recommended by Chief of Natural Resources and Regulatory Compliance Ryan Colliton and staff.

Fiscal Impact: No fiscal Impact.

Background: In October 2018, the Michigan Department of Natural Resources issued a “do not eat” advisory for white-tail deer harvested within five miles of Clark’s Marsh in Oscoda Township out of an abundance of caution for human health. Testing was initiated due to high levels of PFAS in surface waters located in the area. Of the 20-deer tested in Oscoda Township, and the additional 108 tested elsewhere in the state – Rockford, Grayling and Alpena, only one animal tested above the recommended health advisory level for human consumption of 300 ppb. The one animal from Oscoda Township tested at 547 ppb. The next highest level of PFAS in muscle tissue was 1.1 ppb.

On Dec. 13, 2018, the Michigan Department of Natural Resources and Michigan Department of Health and Health Services confirmed a statement on MLive that said, “The MDNR and MDHHS state that all the evidence they have compiled from the two studies they conducted across the state, including data from Washtenaw, Oakland and Livingston counties suggest that the deer are safe to eat.”

Based on this information, and discussions with Sportsmen Against Hunger’s Michigan Chapter, staff has decided to commence with deer management at the following parks:

- Stony Creek Metropark – 25 deer, Feb. 5
- Indian Springs Metropark - 48 deer, Jan. 23 and 30, with a make-up day on Feb. 7 if necessary
- Oakwoods/Willow – 60/44 deer, Feb. 12 and 14

In coordination with MDNR and MDHHS, staff has determined that harvesting and donating venison should not take place at Kensington Metropark at this time until further testing can be completed in the vicinity of Norton Creek and Kent Lake, where surface water levels were originally 5500 ppt.

Staff is currently working with both agencies to harvest 20 deer from within Kensington Metropark for testing regarding PFAS contamination and will account for approximately half of the original goal of 43 deer harvested in 2019.

Testing for PCBs will also be conducted as they are a known contaminant in fish within the lake. Data from this effort will be available to the Metroparks and used to determine future management efforts.

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Approval – Updated Fund Policy Section of the Financial Policy
Date: January 3, 2019

Action Requested: That the Board of Commissioners' approve the Fund Policy section update to Financial Policy as recommended by Chief of Finance Rebecca Franchock and staff.

Background: At the Dec. 13, 2018 meeting, the Board was provided with a draft Fund Balance section update of the Financial Policy. The document has been updated based on input received from the Board.

This document is one section of the overall Financial Policy document. Staff plans to bring the remaining sections of the document to the Board quarterly for review approval. The complete Financial Policy update will be completed prior to 2019 year-end. Going forward, financial policies will be reviewed by staff prior to adopting annual budget to determine if Board action or discussion is required.

Attachments: December Draft Fund Policy
Proposed Changes (redline copy)
Recommended Fund Policy

Fund Policies**General Fund**

Under GASB 54, Fund Balance is to be segregated into categories so that the intent of future uses of Fund Balance is clear. Amounts are to be categorized as Unspendable, Restricted, Committed, Assigned or deemed Unassigned.

- Unspendable funds are funds that have already been spent such as Inventory on Hand and Prepaid Expenses.
- Restricted funds are usually restricted legally or by other external parties.
- Committed funds are designated by formal action internally at the Board of Commissioner level.
- Assigned funds are those funds for which intention of use has been demonstrated, such as the future use of fund balance in a Board of Commissioners approved budget.
- The Unassigned Fund Balance is the amount that is not designated in the other categories and is available funding for future years.

The Authority utilizes its General Fund for recording most revenues and expenditures of the Authority. Operating, Major Maintenance, Capital Equipment and Land Acquisition expenditures are all budgeted for annually and tracked in the general fund. Capital Improvement projects are accounted for in one of the Metroparks capital funds. The source of revenue and the type of project determine which capital fund improvement projects will be recorded in. All revenue except the proceeds from oil and gas revenue, capital grant revenue and the interest earned on those revenues are tracked in the General Fund.

General Fund – Fund Balance Target

Defining and maintaining a prudent minimum unassigned Fund Balance is a critical function of good government. The amount should be sufficient to protect against service reductions due to temporary revenue shortfalls or significant unpredicted one-time expenditures. The Metroparks Finance department has analyzed managing the unassigned fund balance as a vehicle for operational stability. While much research has been done to determine the appropriate level of Unassigned Fund Balance, the research is moderated based on specifics that are unique to the Metroparks. Benchmarks for similar governments range from 15% to 32%. Based on utilization of the Government Finance Officers Association (GFOA) risk analysis template the Metroparks face a low to moderate level of risk to address through unassigned fund balance. At this level of risk, the GFOA recommends a minimum reserve target somewhat higher than the standard minimum, in the range of 17% to 25% of expenditures. In reviewing the Metroparks expenditure and revenue trends it is felt that basing minimum unassigned fund balance on revenue has merit. The risk of a large unexpected expenditure is more likely to be 1) offset by insurance or 2) be foreseeable enough to plan for. A disaster that takes out a significant park's operating revenue over a year or two would be more difficult to weather in the near term. For these reasons the Board has approved setting the minimum unassigned fund balance at 25% of General Fund annual revenue.

As part of General Fund annual budget development Finance will review the risk factors and projected levels of unassigned fund balance. Significant variances in either level of risk or anticipated fund balance will be reviewed with the Board of Commissioners and a framework agreed upon for increasing or decreasing the level of unrestricted fund balance over time. The framework may include:

- Guidance for directing resources to replenish fund balance
- Planned use of excess fund balance

The General Fund Unassigned Fund Balance will be maintained with a minimum amount equal to twenty-five percent (25 percent) of the General Fund annual revenue budget. These reserves are designated to be used in the event of a significant financial emergency unanticipated, unbudgeted

expenditures or revenue shortfalls. All appropriations from Fund Balance in excess of \$25,000 require Board of Commissioner approval.

In addition to designation of a minimum unassigned fund balance for the General Fund, the Board of Commissioners have also designated an upper level for the unassigned fund balance target. Conceptually, if funds are accumulated without purpose at a level exceeding this upper level the public may not be receiving the appropriate level of service. Therefore, the Board of Commissioners has approved setting thirty percent (30 percent) as the upper level over which further review will take place.

Supplemental Major Maintenance Fund

In 1994 the Metroparks became the recipient of a substantial amount of oil and gas revenue. At that time, in recognition of the unique opportunity afforded by this revenue source as well as its limited nature, the Board approved creation of a capital project fund, the Supplemental Major Maintenance Reserve Fund (SMMRF).

In accordance with Board policy, all oil and gas revenue are recorded as revenue in the SMMRF. In addition, these funds are invested in compliance with the Board approved Investment Policy and all interest earned remains within the SMMRF fund. These funds are utilized only for projects that are in excess of \$200,000 and meet the criteria approved by the Board of Commissioners:

- Repair/replacement of worn/obsolete facilities/infrastructure
- Project eliminates hazards to public or employees
- Extent of usage of facility
- Project improves efficiency
- Extends useful life of facilities

The goal for these projects is to ensure that the park system does not deteriorate into a state of disrepair. Staff recommends projects to the Board of Commissioners periodically as funds accumulate. Once approved, staff will be responsible for accomplishing the projects using standard approved procedures. In keeping with the all capital project funds, projects in the SMMRF are budgeted for the life of the project.

At year end, Finance will amend the budget for all completed projects to actual. For ongoing projects any unspent funds will automatically carry over to the next budget year. The unspent/surplus funds will remain in the Capital Project Fund and provide a small Fund Balance. The entire Fund Balance of the Capital Project Fund will be considered committed for Capital Projects by the Board of Commissioners. Any project overages will be addressed based on the dollar amount of the overage. Any overage of \$25,000 or greater will require Board of Commissioners approval.

Supplemental Major Maintenance Fund – Fund Balance Target

The entire Fund Balance of the Capital Project Fund will be considered committed for Capital Projects by the Board of Commissioners.

Capital Project Fund

All capital projects that are not funded by the Supplemental Major Maintenance Fund will be budgeted for and tracked within the Capital Project Fund. The General Fund will provide support for these projects at a level determined and approved during the annual budget process. Idle funds within the Capital Project Fund will be invested in compliance with the Board approved Investment Policy and interest earned may provide additional support. In addition, with appropriate approval based on dollar amount, transfers between projects may occur.

Projects will be budgeted for the life of the project not for an annual period. At year end, any unspent funds will automatically carry over to the next year. Finance will amend the budget for all completed projects to actual expense. The unspent/surplus funds will remain in the Capital Project Fund and provide a small Fund Balance. Any project overages will be addressed based on the dollar amount of the overage. Any overage of \$25,000 or greater will require Board of Commissioners approval.

Supplemental Major Maintenance Fund – Fund Balance Target

The entire Fund Balance in the Supplemental Major Maintenance Fund is considered Committed by Board action.

As part of the annual General Fund budget development a review will be made of the unassigned fund balance in the Capital Project Fund. Should funds accumulate in excess of 10% of budgeted projects, the support from the General Fund may be offset by utilization of these funds. Per Board of Commissioners direction, a larger fund balance may be built up in the Capital Project Fund in anticipation of future capital needs not yet specifically identified.

Fiduciary Funds

The Authority maintains: (1) a Defined Benefit Pension Plan, (2) a Defined Contribution Pension Plan, (3) a Retiree Health Care Trust Fund and (4) a Retiree Health Savings Plan. These funds shall be segregated from the Authority's General Fund. These funds are managed in accordance with the conditions of their Trust Agreements. Coverage and participation in these plans is determined by contract for full-time employees. In addition, the Metroparks provide seasonal employees with pension coverage in lieu of social security coverage.

Defined Benefit Pension Plan

An actuarial valuation will be performed annually in compliance with Governmental Accounting Standards, to determine the Annual Recommended Contribution (ARC) for the Defined Benefit Pension program. The Metroparks will endeavor, whenever fiscally prudent to contribute the full ARC. The cost of funding this plan will be budgeted as a component of the standard fringe benefit rate annually.

Defined Contribution Pension Plan

The employer's contribution to the Defined Contribution Pension Plan is determined by contract. The cost of funding this plan will be budgeted as a component of the standard fringe benefit rate annually.

Retiree Health Care Trust

The Annual Required Contribution (ARC) for the Authority's post-employment non-pension benefits will be actuarially valued in compliance with Governmental Accounting Standards, currently biennially. The Metroparks will endeavor, whenever fiscally prudent to contribute the full ARC. The cost of funding the Authority's post-employment health care benefits will be budgeted as a component of the standard fringe benefit rate annually.

Retiree Health Savings Plan

The employer's contribution to the Retiree Health Savings Plan is determined by contract. The cost of funding this plan will be budgeted as a component of the standard fringe benefit rate annually

The Defined Benefit Pension and Retiree Health Care unfunded liabilities will be disclosed and accounted for in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.

Proposed Changes – Redline Copy

Fund Policies

General Fund

Under GASB 54, Fund Balance is to be segregated into categories so that the intent of future uses of Fund Balance is clear. Amounts are to be categorized as Unspendable, Restricted, Committed, Assigned or deemed Unassigned.

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- Assigned funds are those funds for which intention of use has been demonstrated, such as the future use of fund balance in a Board of Commissioners approved budget.
- The Unassigned Fund Balance is the amount that is not designated in the other categories and is available funding for future years.

The Authority utilizes its General Fund for recording most revenues and expenditures of the Authority. Operating, Major Maintenance, Capital Equipment and Land Acquisition expenditures are all budgeted for annually and tracked in the general fund. Capital Improvement projects are accounted for in one of the Metroparks capital funds. The source of revenue and the type of project determine which capital fund improvement projects will be recorded in. All revenue except the proceeds from oil and gas revenue, capital grant revenue and the interest earned on those revenues are tracked in the General Fund.

General Fund – Fund Balance Target

Defining and maintaining a prudent ~~minimum~~ targeted level for unassigned Fund Balance is a critical function of good government. The amount should be sufficient to protect against service reductions due to temporary revenue shortfalls or significant unpredicted one-time expenditures. The Metroparks Finance department has analyzed managing the unassigned fund balance as a vehicle for operational stability. While much research has been done to determine the appropriate level of Unassigned Fund Balance, the research is moderated based on specifics that are unique to the Metroparks. Benchmarks for minimum unassigned Fund Balance for similar governments range from 15 to 32 percent. Based on utilization of the Government Finance Officers Association (GFOA) risk analysis template the Metroparks face a low to moderate level of risk to address through unassigned fund balance. At this level of risk, the GFOA recommends a minimum reserve target somewhat higher than the standard minimum, in the range of 17 to 25 percent of expenditures. In reviewing the Metroparks expenditure and revenue trends it is felt that basing ~~minimum~~ the target for unassigned fund balance on revenue has merit. The risk of a large unexpected expenditure is more likely to be (1) offset by insurance or (2) be foreseeable enough to plan for. A disaster that takes out a significant park's operating revenue over a year or two would be more difficult to weather in the near term. ~~For these reasons the Board has approved setting the minimum unassigned fund balance at 25 percent of General Fund annual revenue.~~

In addition to risk from too low a level of unassigned Fund Balance for the General Fund, there are risks associated with too high a level. Conceptually, if funds are accumulated without purpose at an excessive level the public may not be receiving the appropriate range and quality of services. Therefore, the Board of Commissioner has approved setting a target range for unassigned Fund Balance of 25 to 30 percent outside of which further review will take place.

As part of General Fund annual budget development Finance will review the risk factors and projected levels of unassigned fund balance. Significant variances in either level of risk or anticipated fund balance will be reviewed with the Board of Commissioners and a framework agreed upon for increasing or decreasing the level of ~~unrestricted~~ unassigned Fund Balance over time. The framework may include:

- Guidance for directing resources to replenish Fund Balance
- Planned use of excess Fund Balance

~~The General Fund Unassigned Fund Balance will be maintained with a minimum amount equal to 25 percent of the General Fund annual revenue budget.~~ These reserves are designated to be used in the event of a significant financial emergency unanticipated, unbudgeted expenditures or revenue shortfalls. All appropriations from Fund Balance in excess of \$25,000 requires approval by the Board of Commissioners.

~~In addition to designation of a minimum unassigned fund balance for the General Fund, the Board of Commissioners have also designated an upper level for the unassigned fund balance target. Conceptually, if funds are accumulated without purpose at a level exceeding this upper level the public may not be receiving the appropriate level of service. Therefore, the Board of Commissioners has approved setting thirty percent (30 percent) as the upper level over which further review will take place.~~

Supplemental Major Maintenance Fund

In 1994, the Metroparks became the recipient of a substantial amount of oil and gas revenue. At that time, in recognition of the unique opportunity afforded by this revenue source as well as its limited nature, the Board approved creation of a capital project fund, the Supplemental Major Maintenance Reserve Fund (SMMRF).

In accordance with Board policy, all oil and gas revenue are recorded as revenue in the SMMRF. In addition, these funds are invested in compliance with the Board approved Investment Policy and all interest earned remains within the SMMRF fund. These funds are utilized only for projects that are in excess of \$200,000 and meet the criteria approved by the Board of Commissioners:

- Repair/replacement of worn/obsolete facilities/infrastructure
- Project eliminates hazards to public or employees
- Extent of usage of facility
- Project improves efficiency
- Extends useful life of facilities

The goal for these projects is to ensure that the park system does not deteriorate into a state of disrepair. Staff recommends projects to the Board of Commissioners periodically as funds accumulate. Once approved, staff will be responsible for accomplishing the projects using standard approved procedures. In keeping with the all capital project funds, projects in the SMMRF are budgeted for the life of the project.

At year end, Finance will amend the budget for all completed projects to actual. For ongoing projects any unspent funds will automatically carry over to the next budget year. The unspent/surplus funds will remain in the Capital Project Fund and provide a small Fund Balance. The entire Fund Balance of the Capital Project Fund will be considered committed for Capital Projects by the Board of Commissioners. Any project overages will be addressed based on the dollar amount of the overage. Any overage of \$25,000 or greater will require Board of Commissioners approval.

Supplemental Major Maintenance Fund – Fund Balance Target

The entire Fund Balance of the Capital Project Fund will be considered committed for Capital Projects by the Board of Commissioners.

Capital Project Fund

All capital projects that are not funded by the Supplemental Major Maintenance Fund will be budgeted for and tracked within the Capital Project Fund. The General Fund will provide support for these projects at a level determined and approved during the annual budget process. Idle funds within the Capital Project Fund will be invested in compliance with the Board approved Investment Policy and interest earned may provide additional support. In addition, with appropriate approval based on dollar amount, transfers between projects may occur.

Projects will be budgeted for the life of the project not for an annual period. At year end, any unspent funds will automatically carry over to the next year. Finance will amend the budget for all completed projects to actual expense. The unspent/surplus funds will remain in the Capital Project Fund and provide a small Fund Balance. Any project overages will be addressed based on the dollar amount of the overage. Any overage of \$25,000 or greater will require Board of Commissioners approval.

Supplemental Major MaintenanceCapital Project Fund – Fund Balance Target

The entire Fund Balance in the ~~Supplemental Major Maintenance~~Capital Project Fund is considered Committed by Board action.

As part of the annual General Fund budget development a review will be made of the unassigned fund balance in the Capital Project Fund. Should funds accumulate in excess of 10 percent of budgeted projects, the support from the General Fund may be offset by utilization of these funds. Per Board of Commissioners direction, a larger fund balance may be built up in the Capital Project Fund in anticipation of future capital needs not yet specifically identified.

Funds may be moved into or out of the Capital Project Fund at the discretion of the Board of Commissioners.

Fiduciary Funds

The Authority maintains: (1) a Defined Benefit Pension Plan, (2) a Defined Contribution Pension Plan, (3) a Retiree Health Care Trust Fund and (4) a Retiree Health Savings Plan. These funds shall be segregated from the Authority's General Fund. These funds are managed in accordance with the conditions of their Trust Agreements. Coverage and participation in these plans is determined by contract for full-time employees. In addition, the Metroparks provide seasonal employees with pension coverage in lieu of social security coverage.

Defined Benefit Pension Plan

An actuarial valuation will be performed annually in compliance with Governmental Accounting Standards, to determine the Annual Recommended Contribution (ARC) for the Defined Benefit Pension program. The Metroparks will endeavor, whenever fiscally prudent to contribute the full ARC. The cost of funding this plan will be budgeted as a component of the standard fringe benefit rate annually.

Defined Contribution Pension Plan

The employer's contribution to the Defined Contribution Pension Plan is determined by contract. The cost of funding this plan will be budgeted as a component of the standard fringe benefit rate annually.

Retiree Health Care Trust

The Annual Required Contribution (ARC) for the Authority's post-employment non-pension benefits will be actuarially valued in compliance with Governmental Accounting Standards, currently biennially. The Metroparks will endeavor, whenever fiscally prudent to contribute the full ARC. The cost of funding the Authority's post-employment health care benefits will be budgeted as a component of the standard fringe benefit rate annually.

Retiree Health Savings Plan

The employer's contribution to the Retiree Health Savings Plan is determined by contract. The cost of funding this plan will be budgeted as a component of the standard fringe benefit rate annually

The Defined Benefit Pension and Retiree Health Care unfunded liabilities will be disclosed and accounted for in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.

Recommended Changes - Clean Copy**Fund Policies****General Fund**

Under GASB 54, Fund Balance is to be segregated into categories so that the intent of future uses of Fund Balance is clear. Amounts are to be categorized as Unspendable, Restricted, Committed, Assigned or deemed Unassigned.

- Unspendable funds are funds that have already been spent such as Inventory on Hand and Prepaid Expenses.
- Restricted funds are usually restricted legally or by other external parties.
- Committed funds are designated by formal action internally at the Board of Commissioner level.
- Assigned funds are those funds for which intention of use has been demonstrated, such as the future use of fund balance in a Board of Commissioners approved budget.
- The Unassigned Fund Balance is the amount that is not designated in the other categories and is available funding for future years.

The Authority utilizes its General Fund for recording most revenues and expenditures of the Authority. Operating, Major Maintenance, Capital Equipment and Land Acquisition expenditures are all budgeted for annually and tracked in the general fund. Capital Improvement projects are accounted for in one of the Metroparks capital funds. The source of revenue and the type of project determine which capital fund improvement projects will be recorded in. All revenue except the proceeds from oil and gas revenue, capital grant revenue and the interest earned on those revenues are tracked in the General Fund.

General Fund – Fund Balance Target

Defining and maintaining a prudent targeted level for unassigned Fund Balance is a critical function of good government. The amount should be sufficient to protect against service reductions due to temporary revenue shortfalls or significant unpredicted one-time expenditures. The Metroparks Finance department has analyzed managing the unassigned fund balance as a vehicle for operational stability. While much research has been done to determine the appropriate level of Unassigned Fund Balance, the research is moderated based on specifics that are unique to the Metroparks. Benchmarks for minimum unassigned Fund Balance for similar governments range from 15 to 32 percent. Based on utilization of the Government Finance Officers Association (GFOA) risk analysis template the Metroparks face a low to moderate level of risk to address through unassigned fund balance. At this level of risk, the GFOA recommends a minimum reserve target somewhat higher than the standard minimum, in the range of 17 to 25 percent of expenditures. In reviewing the Metroparks expenditure and revenue trends it is felt that basing the target for unassigned fund balance on revenue has merit. The risk of a large unexpected expenditure is more likely to be (1) offset by insurance or (2) be foreseeable enough to plan for. A disaster that takes out a significant park's operating revenue over a year or two would be more difficult to weather in the near term.

In addition to risk from too low a level of unassigned Fund Balance for the General Fund, there are risks associated with too high a level. Conceptually, if funds are accumulated without purpose at an excessive level the public may not be receiving the appropriate range and quality of services. Therefore, the Board of Commissioner has approved setting a target range for unassigned Fund Balance of 25 to 30 percent outside of which further review will take place.

As part of General Fund annual budget development Finance will review the risk factors and projected levels of unassigned fund balance. Significant variances in either level of risk or anticipated fund balance will be reviewed with the Board of Commissioners and a framework agreed upon for increasing or decreasing the level of unassigned Fund Balance over time. The framework may include:

- Guidance for directing resources to replenish the Fund Balance
- Planned use of excess Fund Balance

These reserves are designated to be used in the event of a significant financial emergency unanticipated, unbudgeted expenditures or revenue shortfalls. All appropriations from Fund Balance in excess of \$25,000 requires approval by the Board of Commissioners.

Supplemental Major Maintenance Fund

In 1994, the Metroparks became the recipient of a substantial amount of oil and gas revenue. At that time, in recognition of the unique opportunity afforded by this revenue source as well as its limited nature, the Board approved creation of a capital project fund, the Supplemental Major Maintenance Reserve Fund (SMMRF).

In accordance with Board policy, all oil and gas revenue are recorded as revenue in the SMMRF. In addition, these funds are invested in compliance with the Board approved Investment Policy and all interest earned remains within the SMMRF fund. These funds are utilized only for projects that are in excess of \$200,000 and meet the criteria approved by the Board of Commissioners:

- Repair/replacement of worn/obsolete facilities/infrastructure
- Project eliminates hazards to public or employees
- Extent of usage of facility
- Project improves efficiency
- Extends useful life of facilities

The goal for these projects is to ensure that the park system does not deteriorate into a state of disrepair. Staff recommends projects to the Board of Commissioners periodically as funds accumulate. Once approved, staff will be responsible for accomplishing the projects using standard approved procedures. In keeping with the all capital project funds, projects in the SMMRF are budgeted for the life of the project.

At year end, Finance will amend the budget for all completed projects to actual. For ongoing projects any unspent funds will automatically carry over to the next budget year. The unspent/surplus funds will remain in the Capital Project Fund and provide a small Fund Balance. The entire Fund Balance of the Capital Project Fund will be considered committed for Capital Projects by the Board of Commissioners. Any project overages will be addressed based on the dollar amount of the overage. Any overage of \$25,000 or greater will require Board of Commissioners approval.

Supplemental Major Maintenance Fund – Fund Balance Target

The entire Fund Balance of the Capital Project Fund will be considered committed for Capital Projects by the Board of Commissioners.

Capital Project Fund

All capital projects that are not funded by the Supplemental Major Maintenance Fund will be budgeted for and tracked within the Capital Project Fund. The General Fund will provide support for these projects at a level determined and approved during the annual budget process. Idle funds within the Capital Project Fund will be invested in compliance with the Board approved Investment Policy and interest earned may provide additional support. In addition, with appropriate approval based on dollar amount, transfers between projects may occur.

Projects will be budgeted for the life of the project not for an annual period. At year end, any unspent funds will automatically carry over to the next year. Finance will amend the budget for all completed projects to actual expense. The unspent/surplus funds will remain in the Capital Project Fund and provide a small Fund Balance. Any project overages will be addressed based on the dollar amount of the overage. Any overage of \$25,000 or greater will require Board of Commissioners approval.

Capital Project Fund – Fund Balance Target

The entire Fund Balance in the Capital Project Fund is considered Committed by Board action.

As part of the annual General Fund budget development a review will be made of the unassigned fund balance in the Capital Project Fund. Should funds accumulate in excess of 10 percent of budgeted projects, the support from the General Fund may be offset by utilization of these funds. Per Board of Commissioners direction, a larger fund balance may be built up in the Capital Project Fund in anticipation of future capital needs not yet specifically identified.

Funds may be moved into or out of the Capital Project Fund at the discretion of the Board of Commissioners.

Fiduciary Funds

The Authority maintains: (1) a Defined Benefit Pension Plan, (2) a Defined Contribution Pension Plan, (3) a Retiree Health Care Trust Fund and (4) a Retiree Health Savings Plan. These funds shall be segregated from the Authority's General Fund. These funds are managed in accordance with the conditions of their Trust Agreements. Coverage and participation in these plans is determined by contract for full-time employees. In addition, the Metroparks provide seasonal employees with pension coverage in lieu of social security coverage.

Defined Benefit Pension Plan

An actuarial valuation will be performed annually in compliance with Governmental Accounting Standards, to determine the Annual Recommended Contribution (ARC) for the Defined Benefit Pension program. The Metroparks will endeavor, whenever fiscally prudent to contribute the full ARC. The cost of funding this plan will be budgeted as a component of the standard fringe benefit rate annually.

Defined Contribution Pension Plan

The employer's contribution to the Defined Contribution Pension Plan is determined by contract. The cost of funding this plan will be budgeted as a component of the standard fringe benefit rate annually.

Retiree Health Care Trust

The Annual Required Contribution (ARC) for the Authority's post-employment non-pension benefits will be actuarially valued in compliance with Governmental Accounting Standards, currently biennially. The Metroparks will endeavor, whenever fiscally prudent to contribute the full ARC. The cost of funding the Authority's post-employment health care benefits will be budgeted as a component of the standard fringe benefit rate annually.

Retiree Health Savings Plan

The employer's contribution to the Retiree Health Savings Plan is determined by contract. The cost of funding this plan will be budgeted as a component of the standard fringe benefit rate annually

The Defined Benefit Pension and Retiree Health Care unfunded liabilities will be disclosed and accounted for in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.

HURON-CLINTON METROPARKS MONTHLY STATISTICS

December, 2018

PARK	MONTHLY VEHICLE ENTRIES			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	13,673	13,831	12,587	9%
Wolcott Mill	2,446	4,596	4,243	-42%
Stony Creek	17,597	16,905	15,520	13%
Indian Springs	2,621	2,541	2,431	8%
Kensington	39,036	31,093	31,819	23%
Huron Meadows	2,789	4,813	3,916	-29%
Hudson Mills	9,290	7,853	7,323	27%
Lower Huron/Willow/Oakwoods	31,291	27,744	31,413	0%
Lake Erie	6,909	6,078	5,910	17%
Monthly TOTALS	125,652	115,454	115,162	9%

MONTHLY TOLL REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 40,423	\$ 43,133	\$ 35,317	14%
\$ 632	\$ 833	\$ 572	11%
\$ 78,918	\$ 85,211	\$ 85,657	-8%
\$ 14,422	\$ 14,873	\$ 10,739	34%
\$ 92,152	\$ 89,593	\$ 80,666	14%
\$ 3,246	\$ 13,686	\$ 7,799	-58%
\$ 26,235	\$ 25,590	\$ 22,834	15%
\$ 33,021	\$ 31,062	\$ 31,883	4%
\$ 26,909	\$ 20,827	\$ 21,005	28%
\$ 315,958	\$ 324,808	\$ 296,472	7%

PARK	Y-T-D VEHICLE ENTRIES			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	399,733	399,832	394,798	1%
Wolcott Mill	51,288	69,133	67,721	-24%
Stony Creek	565,565	539,933	539,189	5%
Indian Springs	86,273	88,529	88,612	-3%
Kensington	775,089	756,607	775,887	0%
Huron Meadows	93,263	96,432	96,779	-4%
Hudson Mills	196,605	209,235	208,845	-6%
Lower Huron/Willow/Oakwoods	553,238	572,894	551,735	0%
Lake Erie	185,470	189,229	189,957	-2%
Monthly TOTALS	2,906,524	2,921,824	2,913,522	0%

Y-T-D TOLL REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 1,581,412	\$ 1,495,063	\$ 1,455,546	9%
\$ 46,567	\$ 55,659	\$ 22,272	109%
\$ 2,233,648	\$ 2,434,711	\$ 2,246,195	-1%
\$ 287,588	\$ 283,564	\$ 280,330	3%
\$ 2,514,196	\$ 2,706,375	\$ 2,394,766	5%
\$ 83,512	\$ 90,738	\$ 88,141	-5%
\$ 497,348	\$ 564,727	\$ 521,920	-5%
\$ 1,020,128	\$ 1,063,960	\$ 1,021,540	0%
\$ 588,727	\$ 595,898	\$ 574,701	2%
\$ 8,853,126	\$ 9,290,695	\$ 8,605,411	3%

PARK	MONTHLY PARK REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ 51,361	\$ 52,294	\$ 46,532	10%
Wolcott Mill	\$ 22,113	\$ 38,718	\$ 32,769	-33%
Stony Creek	\$ 89,650	\$ 96,419	\$ 98,457	-9%
Indian Springs	\$ 23,490	\$ 20,720	\$ 17,781	32%
Kensington	\$ 164,953	\$ 106,968	\$ 131,472	25%
Huron Meadows	\$ 7,524	\$ 22,886	\$ 12,618	-40%
Hudson Mills	\$ 35,669	\$ 30,977	\$ 28,793	24%
Lower Huron/Willow/Oakwoods	\$ 37,175	\$ 32,866	\$ 33,865	10%
Lake Erie	\$ 36,474	\$ 21,967	\$ 27,147	34%
Y-T-D TOTALS	\$ 468,409	\$ 423,815	\$ 429,435	9%

Y-T-D PARK REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 2,330,581	\$ 2,221,835	\$ 2,180,209	7%
\$ 257,136	\$ 303,946	\$ 481,266	-47%
\$ 3,856,095	\$ 4,073,738	\$ 3,904,610	-1%
\$ 1,114,965	\$ 1,111,741	\$ 1,110,626	0%
\$ 4,581,443	\$ 4,369,780	\$ 4,287,129	7%
\$ 900,598	\$ 903,721	\$ 891,245	1%
\$ 1,097,406	\$ 1,117,014	\$ 1,083,581	1%
\$ 2,799,751	\$ 2,775,130	\$ 2,824,548	-1%
\$ 1,763,721	\$ 1,662,272	\$ 1,688,661	4%
\$ 18,701,696	\$ 18,539,177	\$ 18,451,875	1%

District	Y-T-D Vehicle Entries by Management Unit			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Eastern	1,016,586	1,008,898	1,001,707	1%
Western	1,151,230	1,150,803	1,170,123	-2%
Southern	738,708	762,123	741,692	0%

Y-T-D Total Revenue by Management Unit			
Current	Previous	Prev 3 Yr Avg	Change from Average
6,443,812	6,599,519	6,566,086	-2%
7,694,412	7,502,256	7,372,581	4%
4,563,472	4,437,402	4,513,209	1%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

December, 2018

GOLF THIS MONTH	MONTHLY ROUNDS			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Stony Creek	0	0	0	-
Indian Springs	0	0	0	-
Kensington	0	0	0	-
Huron Meadows	0	0	0	-
Hudson Mills	0	0	0	-
Willow	0	41	14	-
Lake Erie	0	0	32	-
Total Regulation	0	41	45	-
LSC Par 3	0	0	0	-
LSC Foot Golf	0	0	0	-
Total Golf	0	41	45	-

MONTHLY REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 452	\$ -	\$ -	-
\$ 267	\$ 33	\$ 11	2327%
\$ -	\$ -	\$ -	-
\$ 526	\$ -	\$ -	-
\$ 204	\$ 91	\$ 30	573%
\$ 71	\$ 246	\$ 82	-13%
\$ 157	\$ -	\$ 1,270	-88%
\$ 1,677	\$ 370	\$ 1,394	20%
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	-
\$ 1,677	\$ 370	\$ 1,394	20%

GOLF Y-T-D	GOLF ROUNDS Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Stony Creek	28,856	29,605	29,821	-3%
Indian Springs	24,455	24,483	24,088	2%
Kensington	30,919	29,574	30,067	3%
Huron Meadows	26,251	26,119	26,096	1%
Hudson Mills	19,790	16,707	16,630	19%
Willow	20,228	22,158	23,803	-15%
Lake Erie	24,081	22,739	24,272	-1%
Total Regulation	174,580	171,385	174,777	0%
LSC Par 3	6,784	7,134	7,591	-11%
LSC Foot Golf	324	788	1,075	-70%
Total Golf	181,688	179,307	186,845	-3%

GOLF REVENUE Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 920,798	\$ 946,659	\$ 936,919	-2%
\$ 694,172	\$ 691,437	\$ 654,684	6%
\$ 939,408	\$ 892,544	\$ 844,183	11%
\$ 781,993	\$ 789,842	\$ 710,666	10%
\$ 464,305	\$ 402,570	\$ 354,319	31%
\$ 571,590	\$ 625,700	\$ 648,872	-12%
\$ 689,701	\$ 636,756	\$ 595,325	16%
\$ 5,061,966	\$ 4,985,507	\$ 4,744,967	7%
\$ 37,640	\$ 43,346	\$ 48,553	-22%
\$ 1,957	\$ 5,427	\$ 7,807	-75%
\$ 5,101,563	\$ 5,034,280	\$ 4,823,903	6%

AQUATICS THIS MONTH	PATRONS THIS MONTH			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair	0	0	0	-
Stony Creek Rip Slide	0	0	0	-
KMP Splash	0	0	0	-
Lower Huron	0	0	0	-
Willow	0	0	0	-
Lake Erie	0	0	0	-
TOTALS	0	0	0	-

MONTHLY REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ 693	-
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ 693	-

AQUATICS Y-T-D	PATRONS Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair	46,746	41,488	49,562	-6%
Stony Creek Rip Slide	26,031	27,943	29,715	-12%
KMP Splash	44,648	38,298	43,728	2%
Lower Huron	93,625	81,096	91,399	2%
Willow	19,116	18,328	19,935	-4%
Lake Erie	33,731	28,519	34,165	-1%
TOTALS	263,897	235,672	271,044	-3%

REVENUE Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 233,797	\$ 204,883	\$ 228,732	2%
\$ 133,308	\$ 138,334	\$ 153,432	-13%
\$ 264,525	\$ 228,952	\$ 251,981	5%
\$ 951,568	\$ 816,760	\$ 898,099	6%
\$ 90,592	\$ 92,276	\$ 99,309	-9%
\$ 265,911	\$ 229,709	\$ 243,587	9%
\$ 1,939,701	\$ 1,710,914	\$ 1,893,181	2%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

December, 2018

PARK	Seasonal Activities this Month			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair				
Welsh Center	3	1	2	50%
Shelters	9	1	1	800%
Boat Launches	9	2	5	69%
Marina	0	0	0	-
Mini-Golf	0	0	0	-
Wolcott				
Activity Center	0	6	8	-
Stony Creek				
Disc Golf Daily	0	1	0	-
Disc Golf Annual	5	4	3	50%
Total Disc Golf	5	5	4	36%
Shelters	5	4	5	-6%
Boat Rental	0	0	0	-
Boat Launches	0	0	0	-
Indian Springs				
Shelters	0	0	0	-
Event Room	5	3	4	15%
Kensington				
Disc Golf Daily	94	7	61	54%
Disc Golf Annual	14	4	2	600%
Total Disc Golf	108	11	63	71%
Shelters	9	13	12	-27%
Boat Rental	0	0	0	-
Huron Meadows				
Shelters	1	0	0	-
Hudson Mills				
Disc Golf Daily	230	108	161	43%
Disc Golf Annual	44	7	11	313%
Total Disc Golf	274	115	172	59%
Shelters	1	1	2	-40%
Canoe Rental	0	0	0	-
Lower Huron / Willow / Oakwoods				
Disc Golf Daily	52	39	13	300%
Disc Golf Annual	2	0	0	-
Total Disc Golf	54	39	13	315%
Shelters	5	4	4	15%
Lake Erie				
Shelters	3	3	3	0%
Boat Launches	253	192	200	27%
Marina	8	0	0	-

Monthly Revenue			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 2,400	\$ 800	\$ 900	167%
\$ 1,600	\$ 400	\$ 875	83%
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	-
\$ 500	\$ 1,000	\$ 500	0%
\$ -	\$ 3	\$ 1	-
\$ 255	\$ 165	\$ 163	56%
\$ 255	\$ 168	\$ 164	55%
\$ 1,050	\$ 900	\$ 1,200	-13%
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	-
\$ 8,600	\$ 5,100	\$ 5,200	65%
\$ 282	\$ 21	\$ 17	1559%
\$ 770	\$ 220	\$ 110	600%
\$ 1,052	\$ 241	\$ 127	728%
\$ 2,025	\$ 2,925	\$ 2,750	-26%
\$ -	\$ -	\$ -	-
\$ 200	\$ -	\$ -	-
\$ 690	\$ 324	\$ 484	43%
\$ 1,800	\$ 385	\$ 560	221%
\$ 2,490	\$ 709	\$ 1,044	139%
\$ 200	\$ 200	\$ 333	-40%
\$ 5,324	\$ -	\$ 1,390	283%
\$ 156	\$ 117	\$ 39	300%
\$ 110	\$ -	\$ -	-
\$ 266	\$ 117	\$ 39	582%
\$ 1,200	\$ 950	\$ 950	26%
\$ 600	\$ 600	\$ 600	0%
\$ -	\$ -	\$ -	-
\$ 2,268	\$ -	\$ 729	211%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

December, 2018

PARK	Seasonal Activities Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair				
Welsh Center	56	43	45	24%
Shelters	263	218	325	-19%
Boat Launches	3,921	5,687	5,555	-29%
Marina	2,567	2,872	3,079	-17%
Mini-Golf	8,427	9,423	9,157	-8%
Wolcott Mill				
Activity Center	92	92	108	-15%
Stony Creek				
Disc Golf Daily	10,757	14,164	15,810	-32%
Disc Annual	107	128	124	-14%
Total Disc Golf	10,864	14,292	15,934	-32%
Shelters	367	368	386	-5%
Boat Rental	15,386	15,241	16,394	-6%
Boat Launches	858	763	1,153	-26%
Indian Springs				
Shelters	38	21	46	-17%
Event Room	58	59	58	0%
Kensington				
Disc Golf Daily	17,959	21,328	22,497	-20%
Disc Annual	195	131	180	9%
Total Disc Golf	18,154	21,459	22,677	-20%
Shelters	451	411	438	3%
Boat Rental	17,667	15,471	19,106	-8%
Huron Meadows				
Shelters	30	22	24	23%
Hudson Mills				
Disc Golf Daily	5,789	9,077	9,623	-40%
Disc Annual	209	172	160	31%
Total Disc Golf	5,998	9,249	9,783	-39%
Shelters	100	112	107	-7%
Canoe Rental	6,808	6,034	6,026	13%
Lower Huron / Willow / Oakwoods				
Disc Golf Daily	1,314	1,990	663	98%
Disc Annual	18	16	5	238%
Total Disc Golf	1,332	2,006	669	99%
Shelters	317	307	310	2%
Lake Erie				
Shelters	68	68	73	-7%
Boat Launches	14,866	15,773	15,160	-2%
Marina	2,498	49	98	2461%

Seasonal Revenue Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 41,550	\$ 35,150	\$ 32,025	30%
\$ 65,954	\$ 65,260	\$ 68,923	-4%
\$ -	\$ -	\$ -	-
\$ 22,949	\$ 27,162	\$ 25,228	-9%
\$ 30,542	\$ 33,456	\$ 32,712	-7%
\$ 20,250	\$ 16,790	\$ 17,247	17%
\$ 34,186	\$ 45,025	\$ 49,980	-32%
\$ 5,845	\$ 6,825	\$ 6,272	-7%
\$ 40,031	\$ 51,850	\$ 56,252	-29%
\$ 82,425	\$ 82,700	\$ 82,095	0%
\$ 159,742	\$ 161,789	\$ 173,792	-8%
\$ -	\$ -	\$ -	-
\$ 7,250	\$ 4,050	\$ 6,067	20%
\$ 90,600	\$ 98,600	\$ 93,509	-3%
\$ 57,505	\$ 63,984	\$ 67,155	-14%
\$ 10,545	\$ 7,085	\$ 8,275	27%
\$ 68,050	\$ 71,069	\$ 75,431	-10%
\$ 103,600	\$ 101,825	\$ 106,212	-2%
\$ 214,133	\$ 213,756	\$ 231,906	-8%
\$ 6,000	\$ 4,400	\$ 4,867	23%
\$ 17,367	\$ 27,231	\$ 28,870	-40%
\$ 10,675	\$ 9,220	\$ 8,547	25%
\$ 28,042	\$ 36,451	\$ 37,417	-25%
\$ 21,400	\$ 22,800	\$ 21,600	-1%
\$ 37,266	\$ 49,472	\$ 35,566	5%
\$ 4,023	\$ 5,970	\$ 1,990	102%
\$ 1,037	\$ 860	\$ 287	262%
\$ 5,060	\$ 6,830	\$ 2,277	122%
\$ 69,900	\$ 66,650	\$ 67,475	4%
\$ 14,700	\$ 15,300	\$ 16,133	-9%
\$ -	\$ -	\$ -	-
\$ 171,582	\$ 158,169	\$ 165,762	4%

PARK	Cross Country Ski Rental this Month			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Stony Creek	\$ -	\$ 5,459	\$ 2,239	-
Kensington	\$ -	\$ 7,735	\$ 3,096	-
Huron Meadows	\$ 3,552	\$ 9,147	\$ 4,676	-24%
Hudson Mills	\$ -	\$ 3,635	\$ 1,534	-

Cross Country Ski Rental Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 7,226	\$ 6,033	\$ 6,292	-
\$ 14,430	\$ 9,058	\$ 9,462	53%
\$ 27,644	\$ 17,374	\$ 20,601	34%
\$ 5,128	\$ 3,635	\$ 4,227	21%

PARK	Winter Sports this Month			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair				
XC Skiers	0	7	4	-
Ice Skaters	0	0	0	-
Sledders	0	235	78	-
Ice Fishermen	0	417	175	-
Stony Creek				
XC Skiers	0	630	412	-
Ice Skaters	0	0	0	-
Sledders	0	1,610	1,030	-
Ice Fishermen	10	60	20	-50%
Indian Springs				
XC Skiers	0	37	38	-
Sledders	0	70	74	-
Kensington				
XC Skiers	0	1,016	378	-
Ice Skaters	0	0	0	-
Sledders	0	6,868	2,464	-
Ice Fishermen	0	11	10	-
Huron Meadows				
XC Skiers	387	1,590	810	-52%
Ice Fishermen	0	0	0	-
Hudson Mills				
XC Skiers	0	730	367	-
Lower Huron				
Ice Skaters	0	82	27	-
Willow				
XC Skiers	0	41	25	-
Sledders	0	741	798	-
Ice Fishing	0	9	17	-
Lake Erie				
XC Skiers	0	23	16	-
Sledders	0	76	39	-
Ice Fishing	0	135	130	-

Winter Sports Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change from Average
16	8	17	-6%
31	0	147	-79%
239	235	315	-24%
3,610	808	2,372	52%
1,080	743	1,523	-29%
0	141	405	-
1,930	1,871	3,485	-45%
394	474	482	-18%
178	46	139	28%
324	139	310	4%
1,622	1,182	1,741	-7%
14	3	388	-96%
3,567	6,868	5,113	-30%
178	21	140	27%
3,982	2,945	4,157	-4%
0	4	69	-
1,231	750	995	24%
287	86	441	-35%
41	51	36	13%
447	808	1,688	-74%
27	14	79	-66%
45	25	52	-14%
63	81	151	-58%
1,272	534	938	36%

INTERPRETIVE FACILITIES

PARK	Monthly Patrons Served			
	(total program participants and non-program visitors)			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	4,973	3,509	3,788	31%
Wolcott Mill	8,183	10,057	8,738	-6%
Wolcott Farm	1,848	1,569	1,935	-5%
Stony Creek	9,697	9,575	9,875	-2%
Eastern Mobile Center	796	729	559	42%
Indian Springs	3,144	2,398	2,988	5%
Kens NC	15,475	12,199	12,991	19%
Kens Farm	3,435	7,726	6,389	-46%
Western Mobile Center	573	555	602	-5%
Hudson Mills	2,660	2,603	2,701	-2%
Oakwoods	12,826	10,798	11,495	12%
Lake Erie	12,728	9,069	9,781	30%
Southern Mobile Center	724	314	529	37%
Totals	77,062	71,101	72,370	6%

YTD Patrons Served			
(total program participants and non-program visitors)			
Current	Previous	Prev 3 Yr Avg	Change from Average
164,185	167,503	158,791	3%
42,333	48,179	48,068	-12%
110,346	52,428	81,046	36%
192,195	207,407	200,033	-4%
19,805	16,167	15,166	31%
76,803	79,953	80,626	-5%
268,134	266,537	271,585	-1%
240,982	278,192	267,499	-10%
10,679	10,682	11,976	-11%
40,886	35,724	38,750	6%
155,360	161,355	159,434	-3%
163,661	151,076	141,121	16%
18,213	12,463	13,169	38%
1,503,582	1,487,666	1,487,263	1%

PARK	Monthly Revenue			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ 804	\$ 403	\$ 569	41%
Wolcott Mill	\$ 15,932	\$ 22,760	\$ 16,473	-3%
Wolcott Farm	\$ 57	\$ 162	\$ 347	-84%
Wagon Rides	\$ -	\$ -	\$ 22	-
Livestock/Produce	\$ 833	\$ 7,051	\$ 11,550	-93%
FARM TOTAL	\$ 890	\$ 7,213	\$ 11,919	-93%
Stony Creek	\$ 169	\$ 796	\$ 1,087	-84%
Eastern Mobile Center	\$ 1,000	\$ 750	\$ 500	100%
Indian Springs	\$ 201	\$ 714	\$ 755	-73%
Kens NC	\$ 1,937	\$ 901	\$ 1,132	71%
Kens Farm	\$ 1,288	\$ 250	\$ 1,984	-35%
Wagon Rides	\$ 741	\$ 2,458	\$ 2,209	-66%
Livestock/Produce	\$ 550	\$ 15	\$ 139	297%
FARM TOTAL	\$ 2,579	\$ 2,723	\$ 4,332	-40%
Western Mobile Center	\$ 1,613	\$ 2,850	\$ 2,038	-21%
Hudson Mills	\$ 357	\$ 321	\$ 791	-55%
Oakwoods	\$ 533	\$ 268	\$ 728	-27%
Lake Erie	\$ 4,117	\$ 328	\$ 314	1212%
Southern Mobile Center	\$ 1,899	\$ -	\$ 38	4942%
Totals	\$ 32,030	\$ 40,026	\$ 40,675	-21%

YTD Revenue			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 21,203	\$ 29,693	\$ 27,969	-24%
\$ 34,459	\$ 36,855	\$ 30,771	12%
\$ 60,176	\$ 65,678	\$ 61,026	-1%
\$ 11,491	\$ 14,420	\$ 10,991	5%
\$ 38,944	\$ 62,137	\$ 61,864	-37%
\$ 110,611	\$ 142,234	\$ 133,881	-17%
\$ 24,537	\$ 25,040	\$ 27,112	-9%
\$ 17,051	\$ 5,855	\$ 2,499	582%
\$ 31,626	\$ 32,331	\$ 34,147	-7%
\$ 32,914	\$ 32,687	\$ 28,830	14%
\$ 76,292	\$ 29,711	\$ 59,482	28%
\$ 26,204	\$ 54,942	\$ 42,559	-38%
\$ 5,373	\$ 8,519	\$ 15,286	-65%
\$ 107,869	\$ 93,172	\$ 117,327	-8%
\$ 19,715	\$ 20,342	\$ 22,350	-12%
\$ 15,898	\$ 14,279	\$ 14,535	9%
\$ 21,345	\$ 22,026	\$ 21,024	2%
\$ 20,143	\$ 18,107	\$ 13,365	51%
\$ 20,557	\$ 13,235	\$ 4,997	311%
\$ 477,927	\$ 485,856	\$ 478,807	0%

BREAKDOWN OF ATTENDANCE	ON-SITE Programs and Attendance			
	CURRENT YEAR		PREVIOUS YEAR	
	Programs	Attendance	Programs	Attendance
Lake St Clair	18	529	11	423
Wolcott Mill	5	3,602	18	4,549
Wolcott Farm	4	212	6	288
Stony Creek	6	297	10	330
Eastern Mobile Center				
Indian Springs	17	537	16	646
Kens NC	18	518	14	444
Kens Farm	71	1,020	41	868
Western Mobile Center				
Hudson Mills	4	160	3	103
Oakwoods	21	191	14	238
Lake Erie	11	103	5	94
Southern Mobile Center				
Totals	175	7,169	138	7,983

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	4,405	3,086
Wolcott Mill	4,581	5,508
Wolcott Farm	1,266	981
Stony Creek	9,400	9,245
Indian Springs	2,505	1,752
Kens NC	14,796	11,541
Kens Farm	2,415	6,858
Hudson Mills	2,500	2,500
Oakwoods	12,598	10,560
Lake Erie	11,897	8,975
Totals	66,363	61,006

OFF-SITE Programs and Attendance			
CURRENT YEAR		PREVIOUS YEAR	
Programs	Attendance	Programs	Attendance
3	39	0	0
0	0	0	0
1	370	1	300
0	0	0	0
11	796	9	729
4	102	0	0
4	161	5	214
0	0	0	0
25	573	21	555
0	0	0	0
1	37	0	0
14	728	0	0
25	724	10	314
88	3,530	46	2,112

"ON-SITE" - Statistics includes both programs offered to the public and programs offered to school and scout groups.

"OFF-SITE" - Statistics includes outreach programs at schools, special events such as local fairs, or outdoor related trade shows.

"OTHER VISITORS" - Represents patrons to interpretive centers who visit to view exhibits, walk trails, and generally just enjoy the outdoors.