# MINUTES OF THE BOARD OF PARK COMMISSIONERS OF THE

#### CLEVELAND METROPOLITAN PARK DISTRICT

#### **FEBRUARY 23, 2012**

The Board of Park Commissioners met on this date, Thursday, February 23, 2012, 9:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed President Bruce G. Rinker, Vice President Dan T. Moore, and Vice President Debra K. Berry to be present. It was determined there was a quorum. Executive Director-Secretary Brian M. Zimmerman, Treasurer David J. Kuntz, and Law Director Rose M. Fini were also in attendance.

#### **EXECUTIVE SESSION.**

No. 12-02-033: At 8:00 a.m., upon motion by Vice President Moore, seconded by Vice President

Berry and carried, President Rinker adjourned the meeting into an Executive

Session for the purpose of discussing several real estate items.

Vote on the motion was as follows:

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

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

#### **APPROVAL OF MINUTES.**

No. 12-02-034: It was moved by Vice President Moore, seconded by Vice President Berry and

carried, to approve the minutes from the Regular Meeting of February 8, 2012, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

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

#### **FINANCIAL REPORT.**

Treasurer David Kuntz presented a Comparative Summary of Revenues & Expenditures 2011 vs. 2010 Year-To-Date, for the Month Ended January 31, Schedule of Accounts Receivable, Encumbrances and Investments Placed, as found on pages <u>73861</u> to <u>73863</u> and they were filed for audit.

#### **DIRECTOR'S REPORT.**

#### 1. Director's Employee Guest

(Originating Source: Brian M. Zimmerman, Executive Director)

#### Paul Dzurik, Zoo General Maintenance

Paul Dzurik began his employment with Cleveland Metroparks in November 2011 in the position of General Maintenance for Cleveland Metroparks Zoo. Prior to joining Cleveland Metroparks, Paul was an electrician for Atlas Electric where he spent 11 years working as a foreman, wireman, and union steward. Paul has experience with trench work, site work, main distribution, branch distribution, fire alarm systems, life safety, museum display lighting, carpentry, plumbing, and welding. Paul was responsible for the installation and testing of the fire alarm system on multiple floors and buildings at the Cleveland Clinic, was involved in the wiring of two newly constructed schools within the Cleveland School System, and assisted in the renovation of the Cleveland Museum of Art. Paul has an Associates Degree in Engineering from Lorain County Community College and is OSHA Certified.

#### 2. Cleveland Metroparks Volunteer Services

(Originating Sources: Harold G. Harrison, Director of Human Resources/Heather Triplett, Manager of Volunteer Services)

Cleveland Metroparks could not serve the public as well without the enhanced value of its dedicated volunteers. In 2011, over 2,900 volunteers donated over 111,000 hours to Cleveland Metroparks and Cleveland Metroparks Zoo. The estimated added value of these volunteer hours, calculated at \$7.40 per hour, is over \$822,000. (Note: In some instances, the hourly rate for volunteers can be calculated at \$15.75 per hour when applying for federal grant funds.)

Of the over 2,900 volunteers, approximately 1,100 represent members of community service groups who assisted with one day projects. The remaining 1,800 volunteers are represented by individuals who dedicate their skills and service on an ongoing basis throughout the year in a variety of activities and locations. Examples of volunteer activities include assisting with special events, golf rangers, natural resources projects and research, retail assistants in EarthWords Nature Shops, program assistants at nature centers, greeting visitors at information desks, monitoring trails, and Cleveland Metroparks Zoo volunteers.

Cleveland Metroparks is fortunate to have the support of so many dedicated volunteers. Their dedication stems from their satisfaction with the organization and the activities in which they are involved. This is supported through results of the 2011 Volunteer Satisfaction Survey which was developed to assess current Park District volunteer satisfaction with volunteer activities, recognition, purpose and recognition. Close to 400 volunteers responded to the survey with the following:

- Volunteers give their time because they
  - o Believe in Cleveland Metroparks mission
  - o Like being outdoors
  - o Like volunteering close to home
- Volunteers responded that they understand and feel they contribute to Cleveland Metroparks mission of Conservation, Education and Recreation. In addition, the majority of respondents feel that the Park District makes decisions and operates according to its mission.
- 84% respondents indicated they are proud to say they volunteer with Cleveland Metroparks.
- 58% feel they have opportunities to grow personally as a volunteer.
- 76% plan to remain as a volunteer with the Park District for the next two years.
- 67% feel they add value to Cleveland Metroparks through volunteering.
- 76% get personal satisfaction volunteering for the Park District.
- Regarding proposed additions to Volunteer Services, additional training opportunities and organized day trips within the Park District ranked highest followed by additional interest in Citizen Science and Adopt-A-Trail opportunities.

Heather Triplett, Manager of Volunteer Services, shared a PowerPoint presentation with the Commissioners that described the dedication of Cleveland Metroparks volunteers, as well as the value of the services they provide.

Commissioner Moore suggested that volunteers also be brought in to work the trails. Both Ms. Triplett and Director Zimmerman advised Commissioner Moore that Cleveland Metroparks already has such a program called the Trail Monitors. There are currently approximately 160 Trail Monitors that are comparable to the Trail Blazers for the National Park District. Cleveland Metroparks brings in 40 new Trail Monitors to the program each year.

#### 3. Social Media Policy Development Update

(Originating Source: Rose Fini, JD, Director of Law)

As accurately stated in, <u>Think Before You Click</u>: <u>Strategies for Managing Social Media in the Workplace</u>, social media:

"offers a wealth of opportunities for greater connection and communication, with your customers and among your employees. It can help you recruit and retain the best employees. It can be a source for new ideas and innovations that are the lifeblood of growth. But social media also poses unprecedented new risks and challenges for your business. It can expose you to legal liability. It can drain productivity. And it even allows a wayward employee to harm your reputation irreparably with the push of a button. Indeed, social media permeates... today's human resources — from hiring, managing employees, and firing employees."

It is imperative for organizations to implement effective social media policies to carefully address the associated risks while maximizing the "wealth of opportunities." Consequently, the Law Director has drafted a social media policy which will be vetted by an interdisciplinary team comprised of members from Human Resources, Risk Management, Marketing (Park and Zoo), the Ranger Department, the Treasurer's Office, Outdoor Education and Golf. Utilizing an interdisciplinary team is the recommended best practice in creating a comprehensive policy as recommended by the Public Risk Management Association (PRIMA), in its webinar which was coordinated by Risk Manager, Tom Coles. In its final form, the policy that is developed will be incorporated into the Cleveland Metroparks Employee Handbook.

#### 4. Planning Initiatives – Cleveland Metroparks Zoo

(Originating Sources: Steve H. Taylor, Zoo Director/Edith M. Ricchiuto, Guest Services Manager)

The Zoo is currently exploring several options related to various ropes courses, zip lines, and rock climbing walls for the 2012 season. There are many different options to choose from in this industry, and Zoo staff is currently investigating a number of vendors that will design and install the necessary structures for a course specific to our needs. We are in the process of finding a course that will meet our requirements, such as safety, training, cost, location, number of elements, and targeting the correct demographic. Staff will provide a PowerPoint presentation with a brief description of the course elements.

Edie Ricchiuto, Guest Services Manager, shared slides describing the proposals of three vendors, namely, EuroBungy, Ropes Courses, Inc., and Go Ape, and answered questions related to each of the products proposed.

Commissioner Moore inquired as to what age group was being targeted. Zoo Director Steve Taylor responded that teenagers are the group that doesn't really visit the Zoo so they are the main target.

Ms. Marty Lesher of Olmsted Township raised three concerns: (1) would the teenagers being targeted alienate parents with small children; (2) would running a zip line through the trees harm the trees or affect the nesting season for the birds; and (3) how does this fit in with the Zoo's mission statement, as this type of initiative seems more conducive to an amusement park than a zoo.

Both Commissioner Rinker and Executive Director Zimmerman acknowledged that Ms. Lesher's concerns were important and will certainly be considered during the decision making process.

#### 5. Cleveland Metroparks Zoo Recycling Program

(Originating Source: Nancy Hughes, Sustainability, Compost & Recycling Coordinator)

Since the early 1990s, the Zoo has been recycling the basic materials which include bottles, cans, paper, metals, and glass. However, over the last eight years, the Zoo has added additional items to their list of materials to be recycled, of which several bring revenue to the Zoo. The Zoo has also significantly increased awareness and education amongst employees, as well as the public, with respect to "Reducing, Reusing and the benefits of Recycling." Several of the recycling programs and events offer our visitors the opportunity to get involved and to "do their part" to conserve our environment.

#### **ACTION ITEMS.**

#### 1. Transportation Enhancement Funds: Authorization of Acceptance

(Originating Source: Donna L. Studniarz, Chief of Strategic Initiatives)

#### **Background**

In July 2010, the Cleveland Rowing Foundation, on behalf of Cuyahoga County, submitted an application to Northeast Ohio Areawide Coordinating Agency (NOACA) requesting support from the Federal Highway Administration's Transportation Enhancement (TE) program. The request was for the purpose of acquiring  $\pm 2$  acres from the Trust for Public Land to create Rivergate Park, a public park with approximately 200 feet frontage along the Cuyahoga River. The project was selected with federal funding of \$600,000 to be matched with 20% local funding (\$150,000). The local match will be provided by awarded funding from MetLife Foundation and the Cleveland Foundation.

Since the application was submitted, the County structure and priorities have changed and Cleveland Metroparks has stepped forward to be involved in the Rivergate Park project. As a Transportation Enhancement project, local oversight is provided by Ohio Department of Transportation (ODOT) and will require Cleveland Metroparks to follow standard ODOT real estate procedures.

#### No. 12-02-035:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to accept the Federal Highway Administration's Transportation Enhancement award of \$600,000 for the purpose of acquiring a  $\pm 2$  acre parcel of land with approximately 200 feet of river frontage, known as Rivergate Park and agree to cooperate and follow Ohio Department of Transportation procedures to become eligible for reimbursement under the Federal Highway Administration's Transportation Enhancement program; and further, that the Board authorize the Executive Director-Secretary to enter into agreement(s) and execute any other documents as may be required by the Ohio Department of Transportation, form of document(s) to be approved by the Director of Law.

Vote on the motion was as follows:

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

Nays: None.

### 2. Protection of the East Branch of the Rocky River – Heron Rookery Project: Conservation Easement Acquisition

(Originating Sources: Brian M. Zimmerman, Executive Director/Donna L. Studniarz, Chief of Strategic Initiatives)

#### Background

Since the East Branch of the Rocky River (EBRR) Greenway Study was completed in 2003, the Board has supported several acquisitions and grant submittals to preserve the EBRR corridor that connects Mill Stream Run and Hinckley Reservations. As a result, 579 acres have been protected. To continue this initiative, on March 25, 2010 the Board authorized the submittal of a funding application to Ohio EPA's Water Resource Restoration Sponsor Program (WRRSP) in the amount of \$640,000 for a not to exceed project cost of \$850,000 to preserve ±85 acres of a Category 3 wetland and associated buffer along the EBRR in North Royalton, referred to as the

Heron Rookery Wetland. The Ohio Water Pollution Control Loan Fund, a state program that provides low-interest loans to communities and sewer districts for sewer related projects, encourages these entities to support local water quality projects by providing an offset to their loan interest rate if they support a WRRSP preservation or restoration project. The Northeast Ohio Regional Sewer District (NEORSD) has agreed to sponsor Cleveland Metroparks Heron Rookery project.

#### **Conservation Easement Acquisition**

Staff has initiated conversations with residents within the Heron Rookery project area, including the Vargo's, the property owners adjacent to the 20.4 acre property Cleveland Metroparks acquired in February 2010 for \$250,000 (\$12,250/acre). Donald Vargo and Brandie Vargo have agreed to sell a conservation easement on 6.6 acres of their  $\pm 8.3$  acre property (reference map, page 73864) for \$43,700 (\$6,620/acre), which will preserve the property in perpetuity, allow staff to perform natural resource stewardship, permit public access and prohibit extraction of oil/gas or other minerals.

#### No. 12-02-036:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve the acquisition of a conservation easement on 6.6 acres as hereinabove described, from Donald Vargo and Brandie Vargo for a purchase price of \$43,700 (\$32,775 Ohio EPA's Water Resource Restoration Sponsor Program (WRRSP); \$10,925 Cleveland Metroparks), with costs of acquisition, closing and other transaction costs to be paid by Cleveland Metroparks, subject to the approval of the environmental assessment report, survey, and evidence of title, including exceptions to title, by the Director of Law; further, that the Board authorize the Executive Director to execute agreements, including an environmental covenant as required for WRRSP funding, together with supplemental instruments related thereon, if any, as deemed necessary or appropriate and in form acceptable to the Director of Law.

Vote on the motion was as follows:

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

Nays: None.

3. Approval of Purchase Order for \$62,000 to Pay United States Geological Survey (USGS) for the Operation and Maintenance of Two USGS Gages along West Creek and Two USGS Gages along Abram Creek for Work from October 1, 2011 to September 30, 2013 (Originating Source: John J. Mack, Chief of Natural Resources)

#### Background

In support of Ecosystem Management Plans for West Creek and Abram Creek, Cleveland Metroparks renewed a Joint Funding Agreement (JFA: 12EMOH020) with the United States Geological Survey (USGS) in November 2011 to operate and maintain four USGS gages for two years (2011-2013). The Northeast Ohio Regional Sewer District (NEORSD), through a Memorandum of Understanding (MOU), agreed to fund the operation and maintenance of the two West Creek gages by transferring \$31,000 to Cleveland Metroparks; payment was received February 13, 2012. Cleveland Metroparks received a grant from the U.S. Environmental Protection Agency, Region 5 that will cover \$31,000 for the two Abram Creek gages. Data from these gages provides important stream restoration design information, as well as measures of program effectiveness.

#### No. 12-02-037:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the approval of a purchase order to pay the United States Geological Survey for work completed from October 1, 2011 to September 30, 2013, at a cost of \$62,000.

Vote on the motion was as follows:

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

Nays: None.

### 4. Continuation of Cleveland Metroparks as a Supported Employment Site with United Cerebral Palsy of Greater Cleveland, Inc.

(Originating Sources: Harold G. Harrison, Director of Human Resources/Edith M. Ricchuito, Manager of Zoo Guest Services)

#### Partnership/Background

In a continuing effort to reflect an inclusive and diverse workforce, Cleveland Metroparks proposes to continue its agreement (initiated in 1998) with United Cerebral Palsy of Greater Cleveland, Inc. (UCP), whereby UCP would provide <u>four part-time positions</u>; one performing assigned clerical functions within the Park District's Administrative Offices, and three working in Zoo Guest Services. Participants will be scheduled to work 20 hours per week. <u>UCP provides an on-site supervisor, at no cost to the Park District</u>. The supported employment participants are paid by United Cerebral Palsy, at a rate of \$7.70 per hour. Cleveland Metroparks is billed biweekly for hours worked plus 15 percent reflecting fringe benefit costs. In addition, Cleveland Metroparks will host one or more "temporary rotational" positions in the Zoo Guest Services division which will be reserved for Situational Assessment or Community-Based Work Adjustment clients. There is no charge to the Park District for temporary rotational positions.

The partnership between Cleveland Metroparks and United Cerebral Palsy began on December 1, 1998. Since its inception, this collaborative relationship has allowed <u>38 workers to participate in the program</u> and gain valuable employment experience.

UCP's mission is to empower children and adults with disabilities to advance their independence, productivity and inclusion in the community. UCP of Greater Cleveland serves over 1,500 children and adults every year. While the agency initially served only children with cerebral palsy, they are now a network of support for people with a wide spectrum of disabilities including but not limited to cerebral palsy, spina bifida, traumatic brain injury, spinal cord injury, muscular dystrophy, intellectual disability, autism spectrum disorder, and more.

UCP deploys a workforce of over 125 qualified individuals with a range of disabilities through facility-based and community employment programming. These individuals fulfill jobs in multiple business areas such as banking, food service, retail, customer service, manufacturing, packaging and health care.

The maximum Cleveland Metroparks cost to continue the partnership is \$708.40 per week (4 persons x 20 hours/week x 52 weeks x \$7.70/hour = \$32,032 + 15% fringe benefit cost = \$36,836.80) from March 1, 2012 through February 28, 2013. This amount is included in the proposed 2012 budget. Thereafter, the program will be reviewed and evaluated for 2013.

Human Resources Director, Harold Harrison, introduced UCP Director, Paul Soprano, to the Board. Mr. Soprano thanked Cleveland Metroparks for supporting this partnership, and for giving the selected individuals the opportunity to work and to be included in the community. Mr. Soprano introduced the following UCP employees: Jeremy Tuss, Tony Gonzalez, Edward Austin, Viviana Hernandez, and Ronald Reese.

#### No. 12-02-038:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the Executive Director-Secretary to enter into an agreement, in a form acceptable to the Director of Law, with United Cerebral Palsy of Greater Cleveland Inc., as outlined above, in an amount not to exceed \$708.40 per week, March 1, 2012 through February 28, 2013, for a total amount not to exceed \$36,836.80.

Vote on the motion was as follows:

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

Nays: None.

### 5. Professional Services Agreement Amendment No. 1 - The EDGE Group, Inc., Cleveland Metroparks 2020: The Emerald Necklace Centennial Plan

(Originating Sources: Brian M. Zimmerman, Executive Director/Richard J. Kerber, Director of Planning, Design & Natural Resources/Patricia Stevens, Chief of Park Planning)

#### **Background**

On November 18, 2010 the Board authorized the Executive Director to enter into a professional services agreement with the EDGE Group, Inc., utilizing PROs Consulting and WRT as subconsultants, for planning services in preparing the Strategic Plan component of *Cleveland Metroparks 2020: The Emerald Necklace Centennial Plan* in accordance with their proposal dated September 17, 2010, for a lump sum fee of 280,730 plus reimbursable expenses not to exceed \$35,255 for a total amount not-to-exceed \$315,985. At the October 28, 2011 Board Work Session the consultant team presented the Final Draft Strategic Plan and the Final Report is scheduled to be submitted February 28, 2012.

#### Amendment No. 1

To date the expense budget provided for in the EDGE Group agreement has not been expended. Staff has identified a need for additional professional services by PROs Consulting in completing the financial assessment, operations review and recreational services analysis. The original fee was based on 12 trips and 24 days on site and actual time was 15 trips and 31 days on site. Consequently, staff is requesting that \$8,700 of the expense budget be reallocated to the fee portion of the agreement resulting in an amended lump sum fee of \$289,430 plus reimbursable expenses not to exceed \$26,555 for a total amount not-to-exceed \$315,985.

In addition, Staff is requesting The EDGE Group provide graphic design, planning and production services to document the reservation master plans suitable for web based applications and for use with public meetings scheduled in April and May. The EDGE Group has submitted a proposal dated February 16, 2012 outlining services related to the completion of the reservation plans for a not to exceed fee of \$27,000 and \$700 in reimbursable expenses, resulting in an amended lump sum fee of \$316,430 plus reimbursable expenses not to exceed \$27,255 for a total amount not-to-exceed \$343,685.

#### No. 12-02-039:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the Executive Director to execute Amendment No. 1 to the professional services agreement with the EDGE Group, Inc., by agreement in form acceptable to the Director of Law, pursuant to the proposal dated February 16, 2012, for graphic design, planning and production services for the *Cleveland Metroparks 2020: The Emerald Necklace Centennial Plan* as summarized above, for an additional amount not-to-exceed \$27,700, resulting in a total revised contract amount not-to-exceed \$343,685.

Vote on the motion was as follows:

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

Nays: None.

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

The following were presented to the Board for award/acknowledgment: bid tabulations, as shown on pages <u>73865</u> through <u>73875</u>; \$5,000 to \$20,000 purchased items/services report, page <u>73876</u> through <u>73877</u>; construction change orders, page <u>73878</u>; and status report regarding capital projects, pages <u>73879</u> through <u>73880</u>.

#### APPROVAL OF VOUCHERS AND PAYROLL.

#### No. 12-02-032:

After review by Rosalina M. Fini, Director of Law, it was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages <u>73881</u> to <u>73923</u>.

Vote on the motion was as follows:

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

Nays: None.

#### COMMENTS FROM THE PUBLIC.

Ms. Marty Lesher of Olmsted Township commented that she noticed several items on the capital projects list that are being done such as The Chalet toboggan lift. Meanwhile, there are some major infrastructure items within Rocky River Reservation, and probably other reservations as well, that have been in need of repair for quite some time. For example, Ms. Lesher referenced the water line that has been sitting above

ground on the sidewalk across Cedar Point for two years. It is difficult for people to perceive the need for things that have an amusement factor, when it appears we are not taking care of some of these infrastructure items.

Director Zimmerman shared Ms. Lesher's frustration, stating that the cost to repair the water line in Rocky River Reservation was astronomically out of proportion with what Cleveland Metroparks expected. Richard J. Kerber, Director of Planning, Design and Natural Resources, added that all of the bids for this project came in way over the amount that was budgeted. Consequently, Cleveland Metroparks will be bidding several projects together in an attempt to lower the costs.

Lastly, Ms. Lesher referenced a new Emerald Ash Borer report that included alternatives to cutting down trees. Director Zimmerman advised that there would be a presentation on this matter at the March 15, 2012 Board meeting.

#### SPECIAL ANNOUNCEMENT FROM EXECUTIVE DIRECTOR.

Executive Director Zimmerman acknowledged two Manager Trainees that were in attendance today as part of their assignment to job shadow Sean McHugh, Director of Golf. Director McHugh introduced Jamie Taylor who is currently the Apprentice Golf Pro/Assistant Clubhouse Manager for Seneca Golf Clubhouse, and Jared Magyar who is currently a Senior Ranger. Ms. Taylor acknowledged that she has one more test to take before becoming Cleveland Metroparks first African American female golf pro.

#### DATE OF NEXT MEETING.

Secretary.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, March 15, 2012, 9:00 a.m. at the Lake Erie Nature and Science Center, 28728 Wolf Road, Bay Village, Ohio 44140.

,	
ADJOURNMENT.	
No. 12-02-047:	There being no further matters to come before the Board, upon motion by Vice President Moore, seconded by Vice President Berry, and carried, President Rinker adjourned the meeting at 10:23 a.m.
	Vote on the motion was as follows:
	Ayes: Ms. Berry, Messrs. Moore and Rinker. Nays: None.
	President.
Attest:	

		2012										20	11		
						% of Rev.				% of Rev.					
	Annual	Rev. Annual	Y-T-D	Y-T-D	Y-T-D	Ann.	M-T-D	M-T-D	M-T-D	Ann.	Annual	Y-T-D	% of	M-T-D	% of
	Budget	Estimate	Estimate	Actual	Variance	Est.	Estimate	Actual	Variance	Est.	Actual	Actual	Ann,	Actual	Ann.
Beginning Cash Bal.	\$17,174,739	\$17,174,739	\$17,174,739	\$17,174,739	50	100.0%	\$17,174,739	\$17,174,739		100.0%	\$15,805,230	\$15,805,230	100.0%	\$15,805,230	100,0%
Receipts:		· ,		• •											
Property Tax	\$53,236,832	\$53,236,832	\$4,329,953	\$4,394,000	\$64,047	8,3%	\$4,329,953	\$4,394,000	\$64,047	8.3%	\$54,087,808	\$8,767,900	16.2%	\$8,767,900	16.2%
Grants/Loc. Govt.	4,854,883	4,854,883	223,268	231,459	8,191	4.8%	223,268	231,459	8,191	4.8%	6,844,991	230,195	3.4%	230,195	3,4%
Invest. Inc.	65,024	65,024	3,080	3,066	(14)	4.7%	3,080	3,066	(14)	4,7%	67,023	3,690	5.5%	3,690	5.5%
Golf Receipts	200,001,6	6,100,005	14,522	35,441	20,918	0.6%	14,522	35,441	20,918	0.6%	5,030,118	11,975	0.2%	11,975	0.2%
Zoo Receipts	8,303,931	8,303,931	633,494	772,384	138,890	9.3%	633,494	772,384	138,890	9.3%	8,801,240	671,433	7.6%	671,433	7.6%
Chalet/Conc. Rec.	525,948	525,948	121,214	83,845	(37,370)	15.9%	121,214	83,845	(37,370)	15.9%	379,166	87,386	23,0%	87,386	23.0%
Ledge Pool	155,446	155,446	531	701	170	0.5%	531	701	170	0.5%	153,562	525	0.3%	525	0.3%
Self-funded Reserve	5,860,205	5,860,205	424,612	400,680	(23,932)	- 6.8%	424,612	400,680	(23,932)	6.8%	5,540,446	401,443	7.2%	401,443	7.2%
Other	1,400,410	1,400,410	47,295	56,482	9,187	4.0%	47,295	56,482	9,187	4.0%	1,330,349	139,926	10.5%	139,926	10.5%
Total Receipts	\$80,502,684	\$80,502,684	\$5,797,971	\$5,978,057	\$180,086	7.4%	\$5,797,971	\$5,978,057	\$180,086	7.4%	\$82,234,703	\$10,314,474	12.5%	\$10,314,474	12.5%
Expenditures:															
Salaries & Fringe	\$49,404,902	100,404,901	\$3,872,535	\$3,754,827	\$117,708 (B)	7.6%	\$3,872,535	\$3,754,827	\$117,708	7.6%	\$48,018,412	\$3,715,260	7.7%	\$3,715,260	7.7%
Oper, Sup /Oth.	15,258,987	15,258,987	1,212,523	1,156,581	55,942	7.6%	1,212,523	1,156,581	55,942	7.6%	12,797,462	1,352,396	10.6%	1,352,396	10.6%
Utilities	4,636,474	4,636,474	294,223	301,818	(7,595)	6.5%	294,223	301,818	(7,595)	6.5%	3,777,677	239,725	6.3%	239,725	6.3%
Equipment	1,541,111	1,541,111	130,212	180,115	(49,903)	11.7%	130,212	180,115	(49,903)	11.7%	1,473,388	124,490	8.4%	124,490	8.4%
Land	2,106,194	2,106,194	71,796	3,711	68,085	0.2%	71,796	3,711	68,085	0.2%	253,919	32,767	12.9%	32,767	12.9%
Constr. Matls.	2,578,882	2,578,882	157,709	39,854	117,856	1.5%	157,709	39,854	117,856	1.5%	1,750,841	514,420	29.4%	514,420	29.4%
Constr. Contracts	12,470,023	12,470,023	982,853	1,044,960	(62,107)	8.4%	982,853	1,044,960	(62,107)	8.4%	7,533,590	593,777	7.9%	593,777	7.9%
Zoo Animals	67,140	67,140	3,508	1,644	1,864	2.4%	3,508	1,644	1,864	2.4%	48,811	2,550	5,2%	2,550	5.2%
Self-funded Reserve	5,400,793	5,400,793	411,460	399,871	11,588	7.4%	411,460	399,871	11,588	7.4%	5,211,093	300,520	5.8%	300,520	5,8%
Total Exp.	\$93,464,505	\$93,464,505	\$7,136,819	\$6,883,380	\$253,438	7.4%	\$7,136,819	\$6,883,380	\$253,438	7.4%	\$80,865,194	\$6,875,906	8.5%	\$6,875,906	8.5%
End. Cash Bal.	\$4,212,918	\$4,212,918	\$15,835,891	\$16,269,416	\$433,525	386.2%	\$15,835,891	\$16,269,416	\$433,525	386.2%	\$17,174,739	\$19,243,798	112.0%	\$19,243,798	112,0%
Encumbrances	\$0	\$0	\$6,920,652	\$6,920,652 (A)	\$0	N/A	\$6,920,652	\$6,920,652	\$0	N/A	\$4,180,722	\$6,375,874	33,1%	\$6,375,874	33.1%
Avail. Cash Bal.	\$4,212,918	\$4,212,918	\$8,915,239	\$9,348,764	\$433,525	221.9%	\$8,915,239	\$9,348,764	\$433,525	221.9%	\$12,994,017	\$12,867,925	99.0%	\$12,867,925	99,0%
Bal. in Restr. Funds	\$4,154,107	\$4,154,107	\$3,584,680	\$3,584,680	\$0	86.3%	\$3,584,680	\$3,584,680	\$0	86.3%	\$4,449,456	\$3,937,957	88.5%	<b>\$</b> 3,937,957	88.5%
Adj. Avail, Cash Bal.	\$58,810	\$58,809	\$5,330,559	\$5,764,083	\$433,525	9801.3%	\$5,330,559	\$5,764,083	\$433,525	9801.3%	\$8,544,560	\$8,929,968	104.5%	\$8,929,968	104.5%

<sup>(</sup>A) Summary of Encumbrances follows on next page.

<sup>\*\*</sup> Encumbrance percentage is of ending cash.

Cash balance, I	2/31/11			\$17,174,739	(Exp., cont'd)			
Revenue, Janu	ary 2012			\$5,978,057		1		
Ехр.:	A/P vouchers	01/12/12	\$1,886,387		Payrolis	12/31/11	\$943,109	
		01/11/12	66,795			01/14/12	956,284	
		01/24/12	463,056		Adjustments		0	
		01/25/12	100,370		Withholding	12/31/11	252,591	
		01/26/12	5,404			01/14/12	271,772	
	Purchasing card		179,285		ADP		\$4,668	
	Fringe vouchers	01/06/12	437,121		Total payroll		\$2,428,424	
		01/20/12	495,847					
	Rec/vouch.adj.		\$0		Total exp.			\$6,883,380
	Refunds		(1,423)					
	Ticketmaster fees		0					
	Hith, ins./WC reserve	posting	385,023					
	Medical Mutual		376,957					
	Bank fees		4,163					
	Aud./treas. fees		0					
	Sales tax, misc. exp.		55,971					
Subtotal exp.				\$4,454,956	Ending cash bal., 01	1/31/12		\$16,269,416

Source: David J. Kuntz, Treasurer

2/17/12

<sup>(</sup>B) Represents a savings of \$107,104 due to the Position Management Program.

<sup>\*</sup> Amounts in brackets ( ) represent unfavorable variances.

#### Cleveland Metroparks Encumbrance Summary - 01/31/12

	<u>General</u>	Capital Equip.,  Animals & Land	Capital Constr. Projects	Encumbrance
General Fund	\$3,717,980			\$3,717,980
Health Insurance Reserve	1,220,074			1,220,074
Property Insurance Reserve	106,183	0	0	106,183
Workers' Comp. Reserve	0_			0
Subtotal	\$5,044,237	\$0	\$0	\$5,044,237
Capital Fund:				
Equipment		\$75,814		
Animals		392		
Land		31,993		
Constr. Matl.			\$247,890	
Constr. Contracts	•		663,655	
Subtotal Capital Fund		\$108,200	\$911,545	\$1,019,745
Restricted Funds:				
General	\$150,307			
Equipment		\$79,349		
Animals		0		
Land		0		
Constr. Matl.			\$42,631	
Constr. Contracts			584,383	
Subtotal Restricted Funds	\$150,307	\$79,349	\$627,014	\$856,670
Subtotal Construction Projects Encumbrances		-	\$1,538,559 *	
Total Encumbrances		=		\$6,920,652

Capital Construction Project Encumbrances over \$50,000

Div.	<b>Location</b>	Capita	al Constr. Project #/Description	Encumbrance
1250	Information Systems	A11006	Web Site Development	87,656
1510	Park Operations Administration	A09007	CXT Restrooms	85,887
1510	Park Operations Administration	A09008	Parkway Crack Sealing	51,700
1545	West Creek Park Management	P04001	West Creek Construction Admin.	120,992
1545	West Creek Park Management	P07001	West Creek Site Construction	311,291
5401	West Creek Park - NEORSD	G10401	Stewardship Center Construction	314,005
5415	Regional Ecosystem - USEPA	A11415	Wetland Program Development	61,424
5423	Big Creek Water - Ohio EPA	V11423	Zoo Parking Lot Improvement	150,345
	All other capital project encumbran	ces		355,260
Total Cap	ital Construction Projects Encumbran	ces		\$1,538,559 *

Source: David J. Kuntz, Treasurer

2/17/12

## CLEVELAND METROPARKS ACCOUNTS RECEIVABLE AND INVESTMENTS SCHEDULES FOR THE MONTH ENDED JANUARY 31, 2012

#### **ACCOUNTS RECEIVABLE**

#### RANGER/COURT FINES RECEIVABLE

	Past Due								
Current	30 Days	60 Days	90 Days	Total					
\$64,215	\$14,159	\$9,411	\$21,049	\$108,833					

Total
\$1,541

#### **INVESTMENTS**

Date Placed	Bank	Description		Days of Duration	Rate	Date of Maturity	Principal	Interest to be Earned
12/31/11	Star Ohio	State pool	(A)	31	0.03%	01/31/12	\$1,010,589	\$25
12/31/11	PNC Bank	Money Market	(B)	31	0.20%	01/31/12	\$15,044,897	\$2,626

<sup>(</sup>A) State Treasurer's Asset Reserve (Rate is compounded on a treasury note basis).

Source: David J. Kuntz, Treasurer

02/17/12

<sup>(</sup>B) Government Performance Money Market Account (Rate is compounded based on Average Collected Monthly Balance). Investment principal varied between \$13,044,897 and \$16,044,897 in January.

#### **AWARD OF BIDS**

#### **BID #5794 SUMMARY:**

**ASPHALTIC CONCRETE** to be supplied for 2012, as needed, for a period beginning February 23, 2012 and extending through December 31, 2012, used on roadways, parking lots and all-purpose trails. All material is to be picked up from designated sites by Cleveland Metroparks.

HIGHLIGHTS AT A GLANCE
2011 Expenditures = \$95,152
2012 Estimate = \$85,000 (1)

(1) The 2012 estimate includes miscellaneous patches and repairs of roads and asphalt trails, as well as specific infrastructure rehabilitation, estimated at  $\pm$ \$85,000.

Bid results as follows:	Allied Bedford Hts.	Allied W. 3 <sup>rd</sup> St.	Allied W. 150 <sup>th</sup> St.	Kokosing McCracken Rd.	Kokosing Columbia Station	Kokosing Independence
301 (per ton)	\$48.00	\$42.70	\$42.50	\$53.50	\$53.50	\$53.50
402 (per ton)	\$49.00	\$43.70	\$43.50	\$54.50	\$54.50	\$54.50
404 (per ton)	\$61.00	\$57.70	\$55.00	\$63.00	\$62.50	\$63.00
Tack (per gallon)	\$5.95	\$5.95	\$5.95	No Bid	No Bid	No Bid
5 gallon buckets	Included	Included	Included	No Bid	No Bid	No Bid

Unit costs are derived by adding one ton of material cost (above) to transportation cost for a total cost per ton.

Prices include	Allied Corp.	Allied Corp.	Allied Corp.	Kokosing	Kokosing	Kokosing
mileage, in brackets,	Bedford Hts.	W. 3 <sup>rd</sup> St.	W. 150 <sup>th</sup> St.	McCracken Rd.	Columbia Sta.	Independence
at \$1.39 per mile:						Road
301 Euclid Creek	\$63.29 (11)	\$60.77 (13)	\$77.25 (25)	\$71.57 (13)	\$104.83 (37)	\$70.18 (12)
402 Euclid Creek	\$64.29 (11)	\$61.77 (13)	\$78.25 (25)	\$72.57 (13)	\$105.83 (37)	\$71.18 (12)
404 Euclid Creek	\$76.29 (11)	\$75.77 (13)	\$89.75 (25)	\$81.07 (13)	\$113.83 (37)	\$79.68 (12)
301 North Chagrin	<b>\$67.46</b> (14)	\$73.28 (22)	\$81.42 (28)	\$81.30 (20)	\$114.66 (44)	\$88.25 (25)
402 North Chagrin	\$68.46 (14)	\$74.28 (22)	\$82.42 (28)	\$82.30 (20)	\$115.66 (44)	\$89.25 (25)
404 North Chagrin	<b>\$80.46</b> (14)	\$88.28 (22)	\$93.92 (28)	\$90.80 (20)	\$123.66 (44)	\$97.75 (25)
301 South Chagrin	<b>\$54.95</b> (5)	\$71.89 (21)	\$73.08 (22)	\$72.96 (14)	\$103.54 (36)	\$78.52 (18)
402 South Chagrin	\$55.95 (5)	\$72.89 (21)	\$74.08 (22)	\$73.96 (14)	\$104.54 (36)	\$79.52 (18)
404 South Chagrin	<u>\$67.95 (5)</u>	\$76.89 (21)	\$85.58 (22)	\$82.46 (14)	\$112.54 (36)	\$88.02 (18)
301 Bedford	<b>\$57.73</b> (7)	\$60.77 (13)	\$63.35 (15)	\$70.18 (12)	\$88.25 (25)	\$70.18 (12)
402 Bedford	\$58.73 (7)	\$61.77 (13)	\$64.35 (15)	\$71.18 (12)	\$89.25 (25)	\$71.18 (12)
404 Bedford	\$70.73 (7)	\$75.77 (13)	\$75.85 (15)	\$79.68 (12)	\$97.25 (25)	\$79.68 (12)
301 Garfield Park	\$57.73 (7)	\$52.43 (7)	\$61.96 (14)	\$56.28 (2)	\$93.81 (29)	\$60.45 (5)
402 Garfield Park	\$58.73 (7)	\$53.43 (7)	\$62.96 (14)	\$57.28 (2)	\$94.81 (29)	\$61.45 (5)
404 Garfield Park	\$70.73 (7)	\$67.43 (7)	\$74.46 (14)	<u>\$65.78 (2)</u>	\$102.81 (29)	\$69.95 (5)
301 Brecksville	\$71.63 (17)	\$64.94 (16)	\$66.13 (17)	\$70.18 (12)	\$79.91 (19)	\$72.96 (14)
402 Brecksville	\$72.63 (17)	\$65.94 (16)	\$67.13 (17)	\$71.18 (12)	\$80.91 (19)	\$73.96 (14)
404 Brecksville	\$84.63 (17)	\$79.94 (16)	<u>\$78.63 (17)</u>	\$79.68 (12)	\$88.91 (19)	\$82.46 (14)
301 Hinckley *	\$77.19 (21)	\$77.45 (25)	\$70.30 (20)	\$82.69 (21)	\$82.69 (21)	\$85.47 (23)
402 Hinckley *	\$78.19 (21)	\$78.45 (25)	\$71.30 (20)	\$83.69 (21)	\$83.69 (21)	\$86.47 (23)
404 Hinckley *	\$90.19 (21)	\$92.45 (25)	\$82.80 (20)	\$92.19 (21)	\$91.69 (21)	\$94.97 (23)
301 Mill Stream	\$85.53 (27)	\$69.11 (19)	<b>\$57.79</b> (11)	\$82.69 (21)	\$63.23 (7)	\$78.52 (18)
402 Mill Stream	\$86.53 (27)	\$70.11 (19)	\$58.79 (11)	\$83.69 (21)	\$64.23 (7)	\$79.52 (18)
404 Mill Stream	\$98.53 (27)	\$84.11 (19)	\$70.29 (11)	\$92.19 (21)	\$72.23 (7)	\$88.02 (18)
301 Big Creek	\$85.53 (27)	\$69.11 (19)	\$57.79 (11)	\$82.69 (21)	\$63.23 (7)	\$78.52 (18)
402 Big Creek	\$86.53 (27)	\$70.11 (19)	<u>\$58.79 (11)</u>	\$83.69 (21)	\$64.23 (7)	\$79.52 (18)
404 Big Creek	\$98.53 (27)	\$84.11 (19)	\$70.29 (11)	\$92.19 (21)	\$72.23 (7)	\$88.02 (18)
301 Rocky River	\$81.36 (24)	\$57.99 (11)	<u>\$48.06 (4)</u>	\$78.52 (18)	\$81.30 (20)	\$70.18 (12)

Prices include mileage, in brackets,	Allied Corp. Bedford Hts.	Allied Corp. W. 3 <sup>rd</sup> St.	Allied Corp. W. 150 <sup>th</sup> St.	Kokosing McCracken Rd.	Kokosing Columbia Sta.	Kokosing Independence
at \$1.39 per mile:	Deutoru 11ts.	W. 5 St.	W. 130 St.	WICCIACKEII Ku.	Columbia Sta.	Road
402 Rocky River	\$82.36 (24)	\$58.99 (11)	\$48.56 (4)	\$79.52 (18)	\$82.30 (20)	\$71.18 (12)
404 Rocky River	\$94.36 (24)	\$72.99 (11)	\$60.56 (4)	\$88.02 (18)	\$90.30 (20)	\$79.68 (12)
301 Bradley Woods	\$86.92 (28)	\$69.11 (19)	\$59.18 (12)	\$84.08 (22)	\$71.57 (13)	\$84.08 (22)
402 Bradley Woods	\$87.92 (28)	\$70.11 (19)	\$60.18 (12)	\$85.08 (22)	\$72.57 (13)	\$85.08 (22)
404 Bradley Woods	\$99.92 (28)	\$84.11 (19)	\$71.68 (12)	\$93.58 (22)	\$80.57 (13)	\$93.58 (22)
301 Zoo Brookside	\$70.24 (16)	\$49.65 (5)	\$50.84 (6)	\$67.40 (10)	\$89.64 (26)	\$60.45 (5)
402 Zoo Brookside	\$71.24 (16)	\$50.65 (5)	\$51.84 (6)	\$68.40 (10)	\$90.64 (26)	\$61.45 (5)
404 Zoo Brookside	\$83.24 (16)	\$64.65 (5)	\$63.34 (6)	\$76.90 (10)	\$98.64 (26)	\$69.95 (5)
301 O & E Canal	\$64.68 (12)	\$49.65 (5)	\$59.18 (12)	\$60.45 (5)	\$96.59 (31)	\$59.06 (4)
402 O & E Canal	\$65.68 (12)	\$50.65 (5)	\$60.18 (12)	\$61.45 (5)	\$97.59 (31)	\$60.06 (4)
404 O & E Canal	\$77.68 (12)	\$64.65 (5)	\$71.63 (12)	\$69.95 (5)	\$105.59 (31)	\$68.56 (4)

\*In addition to the above locations, Allied Corp. has a plant in Copley, Ohio charging \$45.95, \$47.40 and \$56.85 respectively for asphaltic types 301, 402 and 404. The location is the recommended low for Hinckley Reservation as the plant is 14 miles away

Although Kokosing is only being recommended for one item, it is necessary to list their prices and display them in the split award since frequently during the paving season the awarded low vendor cannot supply product demands in a timely manner (due to other customers picking up loads at the same time) and the second low bidder must be utilized (at the bid secured price) to complete jobs already in process. A comparison between 2011 and 2012 average cost of all awards is shown below:

Asphaltic Type	-2011-	-2012-	Percent of Change
301	48.71	48.52	>-1%
402	49.71	49.59	>-1%
404	60.00	59.86	>-1%

Because this item involved his law firm, Commissioner Rinker recused himself from participating in either the discussion or the vote related to this matter.

No. 12-02-040:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize a split award for asphaltic concrete, as noted in Bid #5794 Summary, to be supplied as needed beginning February 23, 2012 and extending through December 31, 2012 to the lowest and best bidders **Allied Corporation, Inc.** and **Kokosing Materials, Inc.** at the unit costs shown above for a **total amount not to exceed \$85,000.** In the event these vendors cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. In the event the log of consumption approaches 90 percent of the estimate, an action item will presented to the Board requesting an increase.

Vote on the motion was as follows:

Ayes: Mr. Moore and Ms. Berry.

Recused: Mr. Rinker. Nays: None.

#### **BID #5795 SUMMARY**: CONCRETE to be supplied "as needed" through January 31, 2013

HIGHLIGHTS AT A GLANCE
2011 Expenditures = \$44,768
2012 Estimate = \$35,000

The awarded vendor will supply and pour up to \$35,000 of 5½-, 6-, 6½-, 7-sack LSM 50 and LSM 100 concrete at specified locations throughout Cleveland Metroparks "as needed." The concrete will be used by Park District personnel for various projects such as footers, pads and other concrete items. The previous bid for concrete supply occurred in 2011 (Bid #5697). The lowest and best bid submitted in Bid #5795 reflects less than a one percent increase over 2011 cost.

	CONCRETE TYPE	5½-sack	6-sack	6½-sack	7-sack
	2011	\$73.00	\$74.50	\$77.00	\$81.00
ĺ	2012	\$74.00	\$75.50	\$77.50	\$81.00

#### Unit prices as follows:

	Medina Supply	Cuyahoga Concrete Co.	Carr Brothers
			Concrete
5½-sack/yard	<u>\$74.00</u>	\$76.50	\$85.00
6-sack/yard	<u>\$75.50</u>	\$77.50	\$87.50
6½-sack/yard	<u>\$77.50</u>	\$79.00	\$90.00
7-sack/yard	<u>\$81.00</u>	\$81.00	\$92.50
LSM 50	<u>\$57.00</u>	\$53.00	\$64.00
LSM 100	<u>\$59.00</u>	\$50.00	\$64.00
Air entrainment	No charge	N/C	N/C
Fibermesh	\$6.00/yard	\$6.00/yard	\$6.00/yard
Super Plasticizer	\$5.00/yard	\$5.00/yard	\$6.00/yard
Hot Water	\$5.00/yard	\$5.00/yard	\$5.00/yard
Dye Wash Out	No charge*	\$50.00	\$75.00
Demurrage	<b>\$1.00/minute</b>	\$120/hour	\$60.00/hour
Short Load	\$35 < 7.75 yds \$50 < 6.00 yds \$75 < 4.00 yds 100 < 2.00 yds	\$75 < 7 yd	\$50 < 6.75 yds \$75 < 4.75 yds \$100 < 2.75 yds
Off-hour delivery	<u>\$50.00</u>	\$200	\$80.00

<sup>\*</sup> No cost for washout if dye is purchased from Medina Supply.

Although prices vary in the items that enhance the concrete (i.e., fiber mesh, plasticizer, etc.) no item can be considered for split award as it is part of the concrete pour, not a feature that may be isolated. As a result the bid must be looked at in its entirety; thus, Medina Supply Company is the lowest and best bidder.

#### No. 12-02-041:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to award Bid #5795 to lowest and best bidder, **Medina Supply Co.** for the supply of concrete for the period February 23, 2012 extending through January 31, 2013, at the unit costs specified above and in the bid file, **for a total cost not to exceed \$35,000.00.** In the event this vendor cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

Vote on the motion was as follows:

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

#### RFP #5796 SUMMARY: CREATIVE ADVERTISING AGENCY SERVICES

for Cleveland Metroparks Zoo

HIGHLIGHTS AT A GLANCE
2011 expenditures = \$37,000
2012 estimate = \$35,000

On February 6, 2012, Cleveland Metroparks accepted proposals from advertising agencies that would increase awareness of summer initiatives and annual events at Cleveland Metroparks Zoo. Sue Allen, Zoo Marketing and Public Relations Manager, sought proposals that offered flexibility and offered the best correspondence to the Zoo's creative and production advertising needs for 2012, including upcoming African Elephant Crossing Exhibit. Stern Advertising, Inc. meets those needs. Stern has a successful history with the Zoo, having produced advertising for Australian Adventure, Wolf Wilderness, The Touch Stingray/Shark Exhibit in 2006, 2007 and 2008, as well as five successful years of Dinosaurs! The 2004 Dinosaurs! television spot won a Silver Addy Award.

#### Proposers were asked to supply:

- A brief description of the agency quoting as described to clients including specific marketing communications capabilities.
- A list of agency's accounts that demonstrates success stories with approximate budgets for each.
- The proposed method of operation/servicing of Cleveland Metroparks Zoo.
- Any information believed to contribute to the review of the agency's capabilities.
- A current list of active clients including location and product/service with general description of work
- The size of the agency's creative staff and how it is organized.
- Any/all specific examples of promotional programs that the agency could provide.
- The agency's ability to leverage Zoo dollars with private sector financing and/or media providers.

#### From analysis of these criteria, Cleveland Metroparks sought an advertising vendor to:

- Design and produce creative materials for advertising including television, radio, print, and outdoor.
- Negotiate, secure and supervise any "added value" to include schedules, programs and/or promotions that augment/enhance paid advertising schedules in each market.
- Design, negotiate and implement an overall plan to leverage Zoo dollars with private sector financing and/or media providers to cooperative promotional and/or advertising programs.

#### Recommendation

The request for proposal was sent to 17 potential agencies and advertised. Responses were received from only Stern Advertising, Inc. who specifically described their "turnkey" plan at the cost of \$35,000, which includes banners, print advertising, TV and radio commercials and other types of advertising.

Stern has been providing creative advertising agency services to Cleveland Metroparks Zoo for the past 16 years. Their extensive library of zoo media has accumulated over that time and continues to give them a clear advantage when assembling the best overall proposal. To that end, it appears Stern Advertising has enough unique access and media inventory to maintain a strong advantage over other competitors (hence no other proposals received for this offering). The Purchasing Manager will consider awarding on a professional services basis in the future after consulting with executive staff at the culmination of this award.

Among the features of **Stern Advertising Inc.'s proposal** that were not included in the other proposals:

- A considerable amount of additional creative advertising campaign components including: new B-roll footage for use in new TV spot(s), additional print advertisements, and additional radio spots
- Public Relations assistance with complete access to Stern Public Relations staff at "no charge"
- Ability and strong past history of success to leverage media dollars to measurably increase exposure for clients
- <u>Purchasing power to secure a substantial amount of "pro bono" services</u> from Stern Advertising, Inc.'s key suppliers (i.e., film and tape production companies, audio studios, talent services)
- Past history of providing a considerable amount of "pro bono" work from creative and production departments, i.e., new Zoo baby ad, naming contests
- Value added opportunities due to affiliation with the largest producer of broadcast materials in Cleveland

#### No. 12-02-042:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve and authorize the procurement of Cleveland Metroparks Zoo Creative Advertising Services from **Stern Advertising, Inc.**, who submitted the lowest and best proposal dated February 6, 2012, for 2012 summer activities and annual events at Cleveland Metroparks Zoo, at a fixed cost of \$35,000.

Vote on the motion was as follows:

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

### CO-OP #5789 SUMMARY: ONE (1) NEW CURRENT MODEL JOHN DEERE MODEL #3520 TRACTOR (Replacement)

DESIGNATION	Big Creek Management
UNIT(S) REPLACED	2000 New Holland Tractor Model TC33
Mileage and Condition	6700 hours, drive axle failed,
	transmission needs rebuilt
UNIT BASE COST w/37 hp engine	\$17,295.84
Cab w/standard seat	5,563.67
EHyro (hydraulics)	807.50
Upgrade to larger front & rear tires	163.92
Beacon Lights for Cab	167.96
Rear Work Lights	106.59
Horn Kit	33.91
Front Mounted Blade	2,664.75
TOTAL COST (with delivery)	\$26,804.14
PURPOSE - use of vehicles	This unit will be used by Big Creek
	Maintenance staff to mow grass and blow
	leaves. Additionally, the blade attachment can
	be used during the winter months to clear snow
	from All Purpose Trails
COMPARATIVE UNIT	This most recent purchase of a similarly sized
	tractor was in 2006 (CO-OP #5164). The base
	price was \$19,604.64 compared to this unit's
	\$18,267.26. As this unit's horse power is
	lower, a direct cost comparison would be
	inconclusive.

#### No. 12-02-043:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to approve the purchase of One (1) New Current Model John Deere Model #3520 Tractor, equipped as specified in the above summary, from **John Deere Company, for total cost of \$26,804.14** in full utilization of the Ohio Cooperative Purchasing Program.

Vote on the motion was as follows:

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

	<u>EXPENDITURES</u>			NUMBER OF PIECES			Number that are	
	<u>Licensed</u> <u>Non-Licensed</u> <u>Total</u>		Licensed	Non-Licensed	<u>Total</u>	New	Replaced	
2008 total	\$495,884	\$272,230	\$768,114	16	10	26	6	20
2009 total	\$342,748	\$132,662	\$475,410	14	7	21	5	16
2010 total	\$466,486	\$128,777	\$595,263	18	5	23	5	18
2011 total	\$338,893	\$174,525	\$513,418	14	7	21	6	15
2012 y-t-d	\$26.804 \$26.804			1	1		1	

**CO-OP #5799 SUMMARY: PROPANE GAS SUPPLY** through May 31, 2012 with the option to

renew concurrent with the State of Ohio's Cooperative Purchasing

Program's Anticipated Extensions.

#### **Background**

Cleveland Metroparks has been purchasing propane gas off the open market on a sole source basis. This commodity is considered a "narrow market" commodity as there are only four known vendors that supply bulk propane and storage tanks in Northeast Ohio and those suppliers do not all service all Cleveland Metroparks locations. Storage tanks are usually supplied by the vendor for little or no cost as long as they supply the propane. Suppliers of propane will only service (fill) their own tanks and will not service a tank owned by their competitors. Adding to the challenge is the fact that the price of propane fluctuates much like natural gas and petroleum. A supplier will offer service on a fixed rate basis, but that rate is usually high enough to accommodate monthly fluctuations.

The most recent CO-OP award was to Amerigas, who is the current supplier for all but one of Cleveland Metroparks existing locations. The award expires May 31, 2012 but a representative of Amerigas informed the purchasing staff, that they have already submitted paperwork for an additional year extension. As such, the goal of this award is to award for the current balance of the State's award, as well as additional contract extensions on an "Evergreen" basis (a type of contract that rolls over on a continuous basis until one of the obligated parties cancels it).

#### **Current Requirements**

Cleveland Metroparks has a total of twelve locations that use propane (eleven for heat, the twelfth, Ledge Pool uses a propane heater to heat the pool's water). In 2011, the Park District spent a total of \$58,645.28 for propane. The most recent request for quotes for propane from three area propane suppliers, yielded fixed prices for one year of between \$2.39 and \$2.52 per gallon. The state's Co-Op for 2011 averaged \$1.852 per gallon. The first two months of 2012 average was \$1.717 per gallon. Use of the States CO-OP has the potential to save the Park District 30% in cost. The State's program is the most cost effective method for procuring propane gas.

**The rate is calculated by** using the industry standard index plus a bidder's differential. The following formula uses January 2012 as an example):

MONT BELVIEU INDEX \$1.34 (in January 2012) + \$0.32/gallon = \$1.68/gallon.

No. 12-02-044: It was moved by Vice President Moore, seconded by Vice President Berry and

carried, to award Propane Gas Supply to the State of Ohio's awarded vendor, **Amerigas** for all propane gas thru May 31, 2012 and all additional one year extensions, in full utilization of the Ohio Cooperative Purchasing Program.

Vote on the motion was as follows:

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

#### **PROPRIETARY ITEM #5800**:

**GOLF MERCHANDISE** for resale at Cleveland Metroparks Proshops – 2012 Acushnet/Titleist Order

#### ---- HIGHLIGHTS AT A GLANCE ----

In 2011, Cleveland Metroparks Golf Pro Shops generated \$366,340 in revenue, with a cost of goods of \$240,199, for a net profit of \$126,199 representing a 34% margin.

On April 11, 1991, the Board of Park Commissioners approved a resolution providing for the purchase of proprietary items, defined as those that have a singular source of supply. These direct-from-the-manufacturer items had formerly been purchased through standard bid procedures. The result would be one successful bid and a balance of "no bids" (i.e.: Acushnet/Titleist successful bidder for Acushnet/Titleist merchandise, Wilson Golf - "no bid," Spalding - "no bid," etc.).

To expedite procedure and realize savings (advertisement, bid document assembly) by eliminating bids with foregone results, Cleveland Metroparks identifies proprietary vendors annually.

#### 2012 Acushnet/Titleist Order (Background)

- Titleist and Pinnacle Brands are #1 in market share for balls and in recent years have increased their market share. The Park District sells more balls from Acushnet than any other manufacture.
- Titleist Vokey wedges are #1 in national market share and outsell the #2 wedge by more than double at Cleveland Metroparks courses.
- Titleist headwear outsells all other brands at Cleveland Metroparks courses.

	2007	2008	2009	2010	2011	2012	Comments
	Order	Order	Order	Order	Order	Order	
Balls	\$48,564	\$46,432	\$37,660	\$35,874	\$36,600	\$43,788	Order increase reflects new ball being added to line, wholesale price increases and increase quantities of Pinnacle "value" balls.
Clubs	\$7,855	\$11,471	\$2,994	\$6,078	\$750	\$609	Order is for Vokey Wedges. #1 Market-share wedge.
Gloves	\$3,306	\$1,584	\$1,254	\$0	\$0	\$0	Titleist gloves are no longer being carried in favor of other brands with higher margins.
Bags	\$2,232	\$1,505	\$285	\$570	\$570	\$220	Bag sales have slowed and Titleist bags wholesale prices have increased beyond most of our golfers accepted price range.
Headwea r	\$1,923	\$3,660	\$2,988	\$3,258	\$3,258	\$3,312	Continued strong sales.
TOTAL	\$63,880	\$64,652	\$45,181	\$45,780	\$41,178	\$47,929	

#### **Sales History**

Item	2007	2008	2009	2010	2011
Titleist/Pinnacle Balls (Dozen)	1992	1822	1578	1488	1523
Titleist Bags	21	14	10	4	2
Titleist Caps	241	274	252	224	271
Titleist Gloves	313	157	149	79	16
Titleist Wedges	19	38	28	26	21

2012 golf merchandise for resale purchase recommended as follows:

MANUFACTURER NAME	MODEL	TOTAL COST
		(Including Shipping)
Acushnet/Titleist	Various (see above)	\$50,560.00

Items included in this order are balls, clubs, headwear and bags. This order level guarantees a constant supply of balls in stock. All ball orders are spread out into monthly shipments through September and can be modified if necessary. A ball sales tracking system has been devised to follow if balls are selling at historical monthly rates.

#### No. 12-02-045:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to authorize the purchase of proprietary items, as outlined in the above summary and at the unit prices reflected in the quote from proprietary vendor Acushnet/Titleist **for a total cost not to exceed \$50,560.00** (including shipping).

Vote on the motion was as follows:

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

<u>COMMODITIES USAGE REPORT</u> - "In the event the original estimate exceeds 90% consumption, an action item will be presented to the Board."

**BID #5619 RENEWAL:** PACKAGED STABLE BEDDING MATERIAL to be supplied on an as-

needed basis, for a one-year period, beginning April 16, 2011 through April

15, 2012

ORIGINAL ESTIMATE \$25,000

(90% = \$22,500)

The estimate was based upon previous consumption. The primary factor for the additional consumption is based on the increase material for the Ranger Stables The requested commodity adjustment pays current invoices and anticipates remaining orders through that time.

ORIGINAL AWARD (March 17, 2011) \$25,000 Additional Consumption/Final "Close-out" Estimate 4,500 **REVISED TOTAL AWARD:** \$29,500

No. 12-02-046:

It was moved by Vice President Moore, seconded by Vice President Berry and carried, to amend Resolution No. 11-03-063 to accommodate usage in excess of the original estimate as follows:

#### No. 11-03-063:

It was moved by Vice President Whitehead, seconded by Vice President Moore and carried, to authorize the renewal of **Bid #5619** to the lowest and best bidder, **Pestell Shavings** for the purchase of Packaged Stable Bedding Material, to be supplied "as needed" for a one-year period beginning **April 16, 2011 through April 15, 2012**, at a unit cost of \$212.22 per ton, for a total cost not to exceed \$25,000.00 \$29,500. In the event the log of consumption approaches 90 percent of the total estimate, an action item will be presented to the Board requesting an increase. In the event this vendor cannot satisfy the bid, the award will be given to the next bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety.

Vote on the motion was as follows:

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

#### <u>ITEMS/SERVICES (\$5,000 - \$20,000) ACQUIRED</u> <u>SINCE LAST BOARD MEETING (Presented 02/23/12)</u>

Pursuant to Cleveland Metroparks By-Law XIII (a) as revised and approved by the Board of Park Commissioners on January 10, 2008, "The Executive Director-Secretary is authorized to purchase equipment and services without prior approval of the Board, if the cost of the contract does not exceed \$20,000. Any purchase where the cost exceeds \$5,000 shall be reported to Board at next meeting of the Board following said purchase," the following is provided:

REF. NO. / ITEM – SERVICE	<u>VENDOR</u>	<u>COST</u>	PROCEDURE
Printing of Cleveland Metroparks Naturescape Publication (24 pages, 4-color art, quantity of 50,000).	Northeast Ohio Marketing	\$8,968.03	(8)
One new 20' pontoon boat with Yamaha gas motor for Hinckley Reservation.	Charles Mill Marina	\$9,995.00	(8)
Various golf merchandise for resale at Cleveland Metroparks Golf Pro Shops; originally presented on 1/24/12 but shown here to include additional merchandise and related shipping charges incurred.	A. M. Player	\$6,616.00 \$1,052.00 \$7,668.00	(4)
Various golf merchandise for resale at Cleveland Metroparks Golf Pro Shops	Taylormade Golf Company	\$17,964.98	(4)
Various golf merchandise for resale at Cleveland Metroparks Golf Pro Shops	Nike, Inc.	\$15,261.06	(4)
Parts and labor to repair zoo garbage packer truck including removal and reinstallation of unit onto truck.	Waste Removal Equipment	\$7,698.56	(8)
Printing of Cleveland Metroparks Hotel/Motel Brochure (350,000).	Duke Graphics	\$11,750.50	(8)
VMWare license renewal and additional upgraded items for Cleveland Metroparks administrative computer programs.	The Ohio State University OAR- Net	\$14,317.82	(8)
Volunteer recognition dinner held February 17, 2012 including servers, linen and estimated guest count of 250.	ARAMARK	\$6,790.13	(3)
Horseback riding Level 1 lessons for 6 youth from March – August 2012.	Valley Riding Inc.	\$10,080.00	(6)
309 mesh polo shirts for 2012 zoo staff uniforms.	BP Britches	\$5,240.75	(8)

#### ITEMS/SERVICES (\$5,000 - \$20,000) ACQUIRED SINCE LAST BOARD MEETING (cont.)

REF. NO. / ITEM – SERVICE	<u>VENDOR</u>	<u>COST</u>	<b>PROCEDURE</b>
Various repair parts for the beach cleaner and the surf rake at Huntington Beach Management.	H. Barber and Sons, Inc.	\$6,159.27	(8)
Aerial infrared deer survey work to be conducted February through March 2012 in Bradley Woods and West Creek Reservations (2,364 acres).	Davis Aviation	\$5,910.00	(3)
On site business analysis, configuration of reports as well as customization and set-up of same for all zoo ticketing and registration processes (lodging included).	CENTAMAN	\$7,280.00	(3)
Removal of ceramic tile and replacement with plank flooring at RainForest gift shop including hook-ups for phone, fax, computer, etc.	V. Ragone Builders, Inc.	\$14,370.00	(8)
Law enforcement related testing (DNA, Drug Chemistry, Toxicology, etc.) for 2012.	Cuyahoga County Regional Forensic Science Lab	\$7,500.00	(3)

#### ======= KEY TO TERMS =============

- (1) "BID"- Advertised twice in The Plain Dealer during 15 days preceding bid opening/specific bid invitations sent.

- (2) "OHIO CO-OP" Purchased through the Ohio Cooperative Purchasing Program.
   (3) "SOLE SOURCE" Purchased from specified source as competitive alternatives are not available.
   (4) "PROPRIETARY" Items purchased directly from manufacturer at lowest cost. Bid yields sole source results.
   (5) "COMPETITIVE QUOTE (less than \$5,000)" Originally estimated less than \$5,000, quoted by three vendors
- (6) "PROFESSIONAL SERVICES" Authorized by discretionary selection of Executive Director.
- (7) "ARTICLE XIII" Per By-laws construction projects costing \$20,000 or less may be entered into by Executive Director
- (8) "COMPETITIVE QUOTE (over \$5,001-\$20,000)" Authorized by Executive Director under Board By-Laws where three written quotes are sought.

#### **CONSTRUCTION CHANGE ORDERS**

Pursuant to Cleveland Metroparks By-Law XIII (b) as revised and approved by the Board of Park Commissioners on January 10, 2008, "...the Executive Director Secretary is authorized to enter into change orders to construction contracts, without prior approval of the Board in each instance, as follows: (i) for amounts included within an allowance previously approved by the Board as part of the contract; and (ii) for amounts not included within allowances previously approved by the Board as part of the contract where the change orders for that contract by the Executive Director-Secretary pursuant to this By-Law XIII (b) aggregate less than THE LESSER OF: (A) \$20,000 or (B) ten percent (10%) of the cost of the contract. Each change order by the Executive Director-Secretary under this By-Law XIII (b) shall be reported to the Board at the next meeting of the Board following the execution of said change order", the following is provided:

There are no change orders to report for this period.

### CLEVELAND METROPARKS CAPITAL IMPROVEMENT PROJECTS FEBRUARY 2012 STATUS REPORT

### Projects Estimated Over \$20,000 (Includes Proposed 2012 Capital Projects)

	Projects Under Construction							
Project	Budget Code	Award Date	Projected Completion Date	% Complete	Original Contract Amount	Change Orders to Date	Contract Total	
Cleveland Metroparks Strategic Plan	A10001	11/18/10	1 <sup>st</sup> Qtr 2012	95%	\$315,985	0	\$315,985	
Annual Invasive Plant Control - Woody	A09004	10/7/10	3 <sup>rd</sup> Qtr 2012	31%	\$60,676	0	\$60,676	
West Creek Construction Administration	P04001	2/3/11	3 <sup>rd</sup> Qtr 2012	55%	\$289,763	0	\$289,763	
West Creek Park Improvements	P07001 5418 5422 5427	2/3/11	3 <sup>rd</sup> Qtr 2012	28%	\$5,277,882	\$97,800	\$5,375,682	
West Creek Building Construction	P11001 5401	2/3/11	3 <sup>rd</sup> Qtr 2012	45%	\$4,817,925	\$69,465	\$4,887,390	
West Creek Exhibits	P11001	12/8/11	3 <sup>rd</sup> Qtr 2012	0%	\$800,000	\$0	\$800,000	
Parkway Pavement Sealing	A09008	9/8/11	2 <sup>nd</sup> Qtr 2012	50%	\$51,700	\$0	\$51,700	
LENSC Misc. Improvements	D11001	Multiple contracts	1 <sup>st</sup> Qtr 2012	87%	\$25,000	\$0	\$25,000	
Maintenance Center Paving	A09006	In-house	2 <sup>nd</sup> Qtr 2012	40%	\$130,000	\$0	\$130,000	
Zoo Parking Storm Water Improvements	5423	12/22/11	4/27/12	0%	\$150,345	\$0	\$150,345	
Emerald Ash Borer Tree Removal	A11001	5/12/11	4 <sup>th</sup> Qtr 2012	90%	\$91,675	\$21,320	\$112,995	
Trail Improvements	A12003	In-house	On going through 2012	20%	\$55,300	\$0	\$55,300	
Hinckley Lake Boat House	H12001	In-house	Mar 2012	90%	\$119,000	\$0	\$119,000	
Shawnee Cart Paths	511001	In-house	April 2012	75%	\$70,000	\$0	\$70,000	
Sycamore Picnic Shelter - RR	5104	In-house	May 2012	25%	\$46,000	\$0	\$46,000	
		Total			\$12,301,251	\$188,585	\$12,489,836	

### CLEVELAND METROPARKS CAPITAL IMPROVEMENT PROJECTS FEBRUARY 2012 STATUS REPORT

Projects Estimated Over \$20,000 (Includes Proposed 2012 Capital Projects)

Projects Under Design									
Project	<b>Budget Code</b>	Estimated Construction Cost	Design By & Design Fees	Estimated Construction Start	Estimated Completion Date				
Frostville Museum Paths	0R06002	\$20,000	In-house	2Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Cedar Point Water Line	R11001	\$35,000	In-house	2 <sup>nd</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Mill Creek Connector Trail	L11001	\$1,600,000	In-house	2 <sup>nd</sup> Qtr 2012	4 <sup>th</sup> Qtr 2012				
Chalet Waterline	S11001	\$40,000	In-house	2 <sup>nd</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Zoo Sewage Pump Replacement	V07008	\$100,000	In-house	1 <sup>st</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Amphitheater Shade Structure	V11003	\$50,000	Supplier Furnished	2 <sup>nd</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
RainForest Hot Water Tanks	V11010	\$150,000	Integrated Engineering \$8,275	1 <sup>st</sup> Qtr 2012	1 <sup>st</sup> Qtr 2012				
West Creek Trail Extension	5421	\$468,000	In-house	1 <sup>st</sup> Qtr 2012	3 <sup>rd</sup> Qtr 2012				
Zoo Parking Storm Water improvements	5423	\$181,000	In-house	1 <sup>st</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Admin Bldg HVAC Upgrade	A10007	\$50,000	Integrated Engineering	2 <sup>nd</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Invasive Plant Celandine Control	A09004	\$30,000	In-house	2 <sup>nd</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Bridge Inspection /Minor Maintenance	A02105	\$28,000	To be selected	2 <sup>nd</sup> Qtr 2012	4 <sup>th</sup> Qtr 2012				
Parkway Paving	A11002	\$100,000	In-house	3 <sup>rd</sup> Qtr 2012	4 <sup>th</sup> Qtr 2012				
Waterline Replacements	A11007	\$130,000	In-house	2 <sup>nd</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Bennett Rd Culvert Replacement	K11002	\$30,000	In-house	3 <sup>rd</sup> Qtr 2012	3rd Qtr 2012				
Scenic Park Dredging	R93003	\$35,000	In-house	2 <sup>nd</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Rocky River Nature Center Exhibits	R11003	\$45,000	In-house	3 <sup>rd</sup> Qtr 2012	3 <sup>rd</sup> Qtr 2012				
Chalet Toboggan Lift	S11002	\$165,000	To be selected	3 <sup>rd</sup> Qtr 2012	4 <sup>th</sup> Qtr 2012				
Garfield Slat Shed	J12001	\$55,000	In-house	3 <sup>rd</sup> Qtr 2012	3 <sup>rd</sup> Qtr 2012				
Rocky River Nature Center Carpet	R12002	\$25,000	In-house	2 <sup>nd</sup> Qtr 2012	2 <sup>nd</sup> Qtr 2012				
Seneca Gold Course Redesign	812001	\$150,000	To be selected	2 <sup>nd</sup> Qtr 2012	4 <sup>th</sup> Qtr 2012				
Zoo Ropes/Climbing Feature	V12001	\$400,000	Design/Build	2 <sup>nd</sup> Qtr 2012	3 <sup>rd</sup> Qtr 2012				
Zoo Sea Lion Roof	V12008	\$40,000	In-house	3 <sup>rd</sup> Qtr 2012	3 <sup>rd</sup> Qtr 2012				
ADA Doors – RainForest & PCA	V12015	\$55,000	Design/Build	3 <sup>rd</sup> Qtr 2012	3 <sup>rd</sup> Qtr 2012				
Zoo Entry Signs	V12020	\$50,000	Design/Build	3 <sup>rd</sup> Qtr 2012	3 <sup>rd</sup> Qtr 2012				
Zoo Commissary Freezer Replacement	V12021	\$50,000	In-house	3 <sup>rd</sup> Qtr 2012	3 <sup>rd</sup> Qtr 2012				
Zoo Painting	V12023	\$100,000	In-house	3 <sup>rd</sup> Qtr 2012	4 <sup>th</sup> Qtr 2012				
Zoo Admin Roof	V12024	\$50,000	In-house	3 <sup>rd</sup> Qtr 2012	4 <sup>th</sup> Qtr 2012				
Total		\$4,232,000							