



FRESNO COUNTY ZOO AUTHORITY MEETING

9:00 am, Wednesday, September 28, 2011

Fresno County Employees' Retirement Association

1111 H Street, Fresno, CA 93721

(559) 457-0681

AGENDA

1. Call to Order by Chairman Paul Clark

2. Public Comments

This time is made available to receive comments from the public on matters within the Board's jurisdiction that are not on the Agenda. Attention is called to the fact that the Board is prohibited from taking any action on matters that are not on the Agenda. Time will be made available for comments from the public for each item on the Agenda. In order to accurately record the minutes, members of the public are asked to speak only from the podium. Before beginning comments, please state for the record your name and affiliation, if any.

3. Consent Agenda

These matters are routine in nature and are usually approved by a single vote. Prior to action by the Board, the public will be given the opportunity to remove any item from the Consent Calendar. Items removed from the Consent Calendar may be heard immediately following approval of Consent Calendar.

A. Review and approve minutes of July 27, 2011

B. Review and approve payment of County of Fresno invoice for Professional and Specialized Services in the amount of \$29,746.26 for July and August 2011

C. Approve Treasurer's Reports for July and August 2011

4. Fresno Chaffee Zoo reports

A. Receive financial reports for the months of July and August 2011

B. Receive Director's reports

- Public funding of AZA institutions
- Pro Forma for Sea Lion Cove exhibit
- 5-year Capital Projects plan with revenue projections and costs
- Sea Lion Cove construction update
- Africa planning update

5. Discuss Fresno's Chaffee Zoo Corporation capital projects bid policy
6. Discuss and approve revisions to Fresno County Zoo Authority *Procedures for Review and Approval of Measure Z funds*.
7. Receive draft annual report and provide direction to staff.
8. Receive staff reports
9. Set future meeting date(s)
Reserved dates include:
 - Wednesday, October 26, 2011
 - Wednesday, November 30, 2011
 - Wednesday, December 28, 2011
10. Closed Session – Conference with legal counsel – Existing Litigation (Government Code section 54956.9(a)) – Friends of Roeding Park, et al. v. City of Fresno, et al. (U.S. District Court, Eastern District of California, Case No. 2:11-cv-02083 MCE CKD)
11. Chair's comments
12. Board Member comments
13. Adjournment

All supporting documentation is available for public review in the office of the Fresno County Zoo Authority, 2220 Tulare Street, 6th Floor, Fresno, 93721, during regular business hours.

For further information, please contact Catherine Crosby, Zoo Authority Coordinator, at 600-4305, email zooauthority@co.fresno.ca.us, or visit www.zooauthority.org.

Requests for disability-related modification or accommodation needed in order to participate in the meeting must be made to the Zoo Authority Coordinator no later than 9:00 a.m. on the day prior to the meeting.



FRESNO COUNTY ZOO AUTHORITY MEETING

9:00 am, Wednesday, July 27, 2011

Fresno County Employees' Retirement Association

1111 H Street, Fresno, CA 93721

(559) 457-0681

ACTION SUMMARY MINUTES

1. Call to Order by Chairman Paul Clark

CHAIRMAN PAUL CLARK CALLED THE MEETING TO ORDER AT 9:09 AM. MEMBERS JOHN GRAY, GERALD LYLES, KENT STRATFORD, ASHLEY SWEARENGIN, PAUL TOSTE AND RALPH WATERSTON WERE ALSO PRESENT. MEMBER ASHLEY SWEARENGIN LEFT THE MEETING DURING ITEM 9. MEMBER STRATFORD LEFT THE MEETING DURING ITEM 13.

2. Public Comments

This time is made available to receive comments from the public on matters within the Board's jurisdiction that are not on the Agenda. Attention is called to the fact that the Board is prohibited from taking any action on matters that are not on the Agenda. Time will be made available for comments from the public for each item on the Agenda. In order to accurately record the minutes, members of the public are asked to speak only from the podium. Before beginning comments, please state for the record your name and affiliation, if any.

RECEIVED COMMENTS FROM CITIZEN JOAN LEROUX OF FRESNO, AND FRIENDS OF ROEDING PARK COUNSEL RICHARD HARRIMAN OF MODESTO. MEMBER SWEARENGIN STEPPED AWAY FROM THE DIAS AT 9:15.

3. Consent Agenda

These matters are routine in nature and are usually approved by a single vote. Prior to action by the Board, the public will be given the opportunity to remove any item from the Consent Calendar. Items removed from the Consent Calendar may be heard immediately following approval of Consent Calendar.

A. Review and approve minutes of May 25, 2011

B. Review and approve payment of County of Fresno invoice for Professional and Specialized Services in the amount of \$25,939.34 for May and June 2011

C. Approve Treasurer's Reports for May and June 2011

ITEMS 3A, 3B and 3C APPROVED, WITH CORRECTIONS NOTED TO ITEM 6 OF MAY 25, 2011 MINUTES – PT/GL; MEMBER SWEARENGIN RETURNED TO DIAS AT 9:19 AM

4. Fresno Chaffee Zoo reports

- A. Receive financial reports for the months of May and June 2011
- B. Receive Director's report on zoos not publicly supported
- C. Receive Director's report on the City of Fresno's efforts regarding permission to make modifications to Roeding Park consistent with the California Outdoor Recreation Plan

FRESNO CHAFFEE ZOO DIRECTOR SCOTT BARTON PRESENTED THE FINANCIAL REPORTS, GAVE A BRIEF VERBAL REPORT ON ZOOS THAT DO NOT RECEIVE PUBLIC SUPPORT AND STATED HE WILL PROVIDE A WRITTEN REPORT AT THE NEXT MEETING; AND PROVIDED A LETTER FROM THE CALIFORNIA STATE DEPARTMENT OF PARKS AND RECREATION IN RESPONSE TO ITEM 4C.

AT 9:30 AM CHAIRMAN PAUL CLARK CALLED A 10 MINUTE RECESS. THE MEETING RESUMED AT 9:40 AM.

5. Adopt findings of Roeding Park Master Plan Environmental Impact Report (EIR) previously approved by the City of Fresno, June 30, 2011, and approve Resolution adopting the EIR findings.

ZOO AUTHORITY BOARD COUNSEL ZACH REDMOND PRESENTED HIS FINDINGS, LED THE DISCUSSION ON THE EIR AND DEFINED THE ZOO AUTHORITY BOARD'S ROLE REGARDING THE EIR AND CEQA COMPLIANCE. SPEAKING IN FAVOR OF THIS ITEM WERE CHAFFEE ZOO DIRECTOR OF EDUCATION ADRIAN CASTRO, 16-YEAR OLD VOLUNTEER JAROD PRICE, ZOO COUNSEL JOHN KINSEY, FRESNO CHAFFEE ZOO CORPORATION (FCZC) CHAIRMAN COLIN DOUGHERTY, FCZC BOARD MEMBER SHERRI RAINWATER, AND ZOO VOLUNTEER JACK TOLLIDAY. SPEAKING AGAINST WERE RICHARD HARRIMAN, AND JOAN LEROUX.

APPROVED – JG/RW; 6 AYES, 0 OPPOSED; MEMBER LYLES RECUSED HIMSELF FROM VOTING, STEPPED DOWN FROM THE DIAS AND RETURNED AFTER THE VOTE.

6. Discuss and approve Fresno Chaffee Zoo capital projects bid policy

DIRECTOR BARTON LED THE DISCUSSION. ALSO SPEAKING WERE CONSTRUCTION INDUSTRY FORCE ACCOUNT COUNCIL CENTRAL REGION FIELD REPRESENTATIVE MICHELLE TUCKER, SEA LION COVE PROJECT MANAGER JOHN WHELESS OF J. R. FORREST & ASSOCIATES, AND BOARD COUNSEL ZACH REDMOND.

CONSENSUS OF THE BOARD WAS TO TAKE NO ACTION AT THIS TIME IN ORDER TO ALLOW COUNSEL TO REVIEW THE POLICY AND RETURN WITH OPTIONS AND APPROPRIATE ACTIONS FOR THE BOARD.

7. Sea Lion Cove

BEFORE DISCUSSION, MEMBER LYLES RECUSED HIMSELF FROM VOTING AND LEFT THE DAIS.

a. Approve Fresno's Chaffee Zoo Corporation capital projects contract and budget.
APPROVED – RW/AS; 4 AYES, 2 OPPOSED.

b. Approve Fresno's Chaffee Zoo Corporation capital projects budget of \$9,370,000 for construction of Sea Lion Cove.
APPROVED – RW/AS; 6 AYES , 0 OPPOSED.

c. Authorize Treasurer to re-encumber \$330,941.12 from 09-10 Capital Projects Sea Lion Cove budget
APPROVED – RW/AS; 6 AYES , 0 OPPOSED.

d. Approve Fresno's Chaffee Zoo Corporation request to increase 2011 capital projects budget appropriations by \$9,370,000
APPROVED – AS/RW; 6 AYES , 0 OPPOSED.

**MEMBER STRATFORD LEFT THE DIAS AT 10:40 AM AND RETURNED AT 10:50.
MEMBER LYLES RETURNED AFTER THE VOTING AT 11:18 AM.**

8. Africa Expansion

- a. Approve Fresno's Chaffee Zoo Corporation request for \$150,000 to begin conceptual design.
- b. Authorize Treasurer to establish Capital Projects budget for \$150,000 for Africa Expansion.
- c. Approve Fresno's Chaffee Zoo Corporation request to increase 2011 capital projects budget appropriations by \$150,000

DIRECTOR BARTON LED THE DISCUSSION AND STATED HE WOULD PROVIDE A FULL PRESENTATION ON THE PROJECT, AND SUPERVISING ACCOUNTANT LAWRENCE SEYMORE WILL PROVIDE A PROJECTION OF EXPECTED FUNDS THROUGH THE END OF MEASURE Z AT THE NEXT MEETING.

8A-8C WERE CONSOLIDATED INTO ONE VOTE. APPROVED – GL/PT; 7 AYES, 0 OPPOSED.

9. Utility Improvements

- a. Approve Fresno's Chaffee Zoo Corporation request for \$50,000 to begin design of zoo utility improvements, with initial priority for storm water and fiber projects, followed by water, electrical and sewer projects.
- b. Authorize Treasurer to establish Capital Projects budget for \$50,000 for Utility improvements.
- c. Approve Fresno's Chaffee Zoo Corporation request to increase 2011 capital projects budget appropriations by \$50,000.

DIRECTOR BARTON DESCRIBED THE NEED FOR IMPROVEMENTS AND ADDRESSED THE BOARD'S CONCERNS REGARDING COST SHARING AND WORKING WITH THE CITY ON PLANS. MR. HARRIMAN AND MS. LEROUX ALSO ADDRESSED THE BOARD.

**9A-9C WERE CONSOLIDATED INTO ONE VOTE. APPROVED – PT/JG AS ABSENT;
6 AYES, 0 OPPOSED.**

MEMBER SWEARENGIN LEFT THE MEETING AT 11:35 AM.

10. Receive staff reports

**COORDINATOR CATHY CROSBY RECEIVED DIRECTION TO BEGIN DEVELOPING
THE 2010-2011 ANNUAL REPORT; ACCOUNTANT LAWRENCE SEYMOUR
DISCUSSED THE ANNUAL REVIEW OF THE PROCEDURES.
AS ABSENT.**

11. Set future meeting date(s)

Reserved dates include: Wednesday, August 31, 2011
 Wednesday, September 28, 2011
 Wednesday, October 31, 2011

**APPROVED HOLDING THE NEXT REGULAR MEETING ON WEDNESDAY,
SEPTEMBER 28, 2011. GL/PC , VOTE - 6 AYES, 0 OPPOSED.**

12. Chair's comments

CHAIRMAN CLARK HAD NO COMMENTS.

13. Board Member comments

**MEMBER GERALD LYLES COMMENTED THAT IT IS IMPORTANT TO HEAR THE
OPINIONS AND CONCERNS OF THOSE WHO ARE INTERESTED IN THE ZOO,
THANKED EVERYONE WHO CAME, AND WELCOMED AND ENCOURAGED
FURTHER PARTICIPATION AT MEETINGS.**

MEMBER GRAY THANKED THE PUBLIC FOR THEIR PARTICIPATION.

**MEMBER TOSTE COMMENTED ON PUBLIC DOCUMENTS REQUESTS, AND
STATED THAT HE WAS IN THE UNDERSTANDING THAT ALL INFORMATION HAD
BEEN AND WAS BEING POSTED ON THE WEB AND SUGGESTED THAT DIRECTION
BE GIVEN TO THE COORDINATOR ON HOW TO MOVE FORWARD WITH THIS, HE
ALSO THANKED THE PUBLIC.**

**CHAIRMAN CLARK DIRECTED COORDINATOR CATHY CROSBY THAT FROM THIS
POINT ON, IN THE INTEREST OF TRANSPARENCY, ZOO AUTHORITY DOCUMENTS
WERE TO BE POSTED ON THE ZOO AUTHORITY WEBSITE AND AVAILABLE TO
THE PUBLIC INDEFINITELY. CONSENSUS OF THE MEMBERS WAS TO HAVE ALL
INFORMATION POSTED. INCLUDING AUDIO RECORDINGS OF THE MEETINGS.**

14. Adjournment

**THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD, CHAIRMAN PAUL CLARK
ADJOURNED THE MEETING AT 11:56 AM**



Invoice for Professional Services in Support of the Zoo Authority
Billing Hours and Expenses for July and August 2011

Invoice Number 0708-ZOO-92811

July 27, 2011

TO: Zoo Authority Board
c/o County of Fresno
2220 Tulare St, 6th Floor MS 214
Fresno, CA 93721

Department / Title	Hours	Rate	Cost	Fiscal Year '11
<i>Financial Reporting & Audits</i>				
<i>Supervising Accountant</i>	43.35	\$81.99	\$3,554.27	
<i>Senior Accountant</i>	57.00	75.62	4,310.34	
<i>Accountant II</i>	76.75	66.09	5,072.41	
<i>Public Works & Planning</i>				
<i>Analyst III</i>	130.60	60.16	7,856.90	
<i>Office Assistant</i>	22.50	25.83	581.18	
<i>County Counsel</i>				
<i>Deputy County Counsel</i>	73.70	113.00	8,328.10	
Professional Services Total	403.90		\$29,703.20	\$29,703.20
<i>Office Expenses</i>				
<i>Copies and Supplies</i>			43.36	
Office Expense Total			\$43.36	\$43.36
Invoice Total			\$29,746.56	\$29,746.56



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended July 31, 2011**

Summary of Measure Z Proceeds

Tax Proceeds Received:		
- Measure Z - Sales Tax Proceeds		\$ 719,800.00
Tax Proceeds Allocated:		
- Allocation to Zoo Authority Fund (2%)		14,396.00
- Allocation to Trust Fund for Operations and Capital Projects (98%)		705,404.00
Total Proceed Allocations		<u>\$ 719,800.00</u>

Cash Balance by Fund

Zoo Authority Fund	>> Administrative Fund	2%	
	Beginning Cash Balance		\$ 736,286.16
Receipts:	- Measure Z Sales Tax Proceeds		14,396.00
	- Interest Received		842.31
	- Other Charges for Current Services		66.50
Disbursements	- PeopleSoft Charges		(41.58)
	Net Increase/(Decrease) to Cash		15,263.23
	Ending Cash Balance - Zoo Authority Administrative Fund		\$ 751,549.39
Trust Fund for Operations and Capital Projects	98%		
	Beginning Cash Balance		\$ 46,878,294.23
	>> Operations Fund		
	Beginning Cash Balance		3,709,486.55
Receipts:	- Measure Z Sales Tax Proceeds		235,134.67
	- Interest Received		4,089.59
Disbursements	- FCZC Operations Claim #2011-4 dated 05/31/11		(213,647.61)
	- Wire Fees		(10.00)
	Net Increase/(Decrease) to Cash		25,566.65
	Ending Cash Balance - Available for Operations		\$ 3,735,053.20
	>> Capital Facilities Project Fund		
	Beginning Cash Balance		\$ 43,168,807.68
Receipts:	- Measure Z Sales Tax Proceeds		470,269.33
	- Interest Received		48,090.04
	Net Increase/(Decrease) to Cash		518,359.37
	Ending Cash Balance - Available for Capital Projects		43,687,167.05
	Ending Balance Available for Operations and Capital Projects		\$ 47,422,220.25
	Total Interest Received During the Month		53,021.94

By Staff Jamie Flaherty

Digitally signed by Jamie Flaherty
DN: cn=Jamie Flaherty, o=Auditor-Controller/
Treasurer-Tax Collector, ou=Financial Reporting and
Audit, email=jflaherty@co.fresno.ca.us, c=US
Date: 2011.08.10 15:32:28 -0700

Date _____

Accepted _____

Date _____

* Interest receipts are recorded in the month received rather than in the month earned and were calculated on an annual percentage rate of 1.436 as of June 30, 2011.



Fresno County Zoo Authority

SUMMARY OF MEASURE Z SALES TAX PROCEEDS

							CURRENT FISCAL YEAR		
	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012		
	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	BUDGETED TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL VARIANCE
July	\$ 700,400	\$ 671,500	\$ 819,900	\$ 813,500	\$ 671,700	\$ 659,300	\$ 659,300	\$ 719,800	\$ 60,500.00 9.18%
August	933,800	895,400	1,093,200	1,084,700	885,300	857,600	857,600		
September	764,524	1,453,498	1,060,279	930,087	810,940	895,691	895,691		
October	705,400	679,300	853,500	792,200	676,000	677,000	677,000		
November	940,500	1,471,000	1,138,000	1,056,300	743,300	879,500	879,500		
December	1,324,459	1,047,118	827,112	872,815	971,061	932,350	932,350		
January	676,000	813,700	831,200	766,900	719,900	710,700	710,700		
February	901,300	1,081,800	1,108,200	841,000	944,000	919,900	919,900		
March**	1,319,000	905,577	762,907	959,801	628,563	821,858	821,859		
April	678,900	748,000	699,000	652,000	594,300	618,400	618,400		
May	905,200	997,300	932,000	860,800	847,200	876,500	817,100		
June	1,113,269	900,178	1,026,580	730,781	821,511	963,040	817,100		
Total	\$ 10,962,752	\$ 11,664,371	\$ 11,151,878	\$ 10,360,884	\$ 9,315,775	\$ 9,811,839	\$ 9,606,500	\$ 719,800	\$ 60,500.00 9.18%

TOTAL MEASURE Z PROCEEDS FROM INCEPTION \$64,689,152.10



Fresno County Zoo Authority
Receipt of Interest
Unaudited Cash Basis
For the Quarter, and Fiscal Year Ended
July 31, 2011

Summary of Quarter One Interest Receipts					
Fund	Subclass	Description	1st Alloc. July	2nd Alloc	Interest Received
4845	10000	Zoo Authority	\$ 842.31	-	\$ 842.31
4850	10000	FCZC - Operations	4,089.59	-	4,089.59
4850	42700	FCZC - CP	48,090.04	-	48,090.04
Total			\$ 53,021.94	\$ -	\$ 53,021.94



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended August 31, 2011**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
- Measure Z - Sales Tax Proceeds		\$	921,200.00
Tax Proceeds Allocated:			
- Allocation to Zoo Authority Fund (2%)			18,424.00
- Allocation to Trust Fund for Operations and Capital Projects (98%)			902,776.00
Total Proceed Allocations		\$	921,200.00
Cash Balance by Fund			
Zoo Authority Fund >> Administrative Fund 2%			
Beginning Cash Balance		\$	751,549.39
Receipts:	- Measure Z Sales Tax Proceeds		18,424.00
	Net Increase/(Decrease) to Cash		18,424.00
	Ending Cash Balance - Zoo Authority Administrative Fund	\$	769,973.39
Trust Fund for Operations and Capital Projects 98%			
Beginning Cash Balance		\$	47,422,220.25
>> Operations Fund			
Beginning Cash Balance			3,735,053.20
Receipts:	- Measure Z Sales Tax Proceeds		300,925.33
Disbursements	- FCZC Operations Claims #2011-6 dated 07/29/11		(211,563.52)
	- FCZC Operations Claims #2011-7 dated 08/19/11		(350,952.94)
	- Wire Fees		(20.00)
	Net Increase/(Decrease) to Cash		(261,611.13)
	Ending Cash Balance - Available for Operations	\$	3,473,442.07
>> Capital Facilities Project Fund			
Beginning Cash Balance		\$	43,687,167.05
Receipts:	- Measure Z Sales Tax Proceeds		601,850.67
	Net Increase/(Decrease) to Cash		601,850.67
	Ending Cash Balance - Available for Capital Projects		44,289,017.72
	Ending Balance Available for Operations and Capital Projects	\$	47,762,459.79
	Total Interest Received During the Month		-

By Staff _____

Date _____

Accepted _____

Date _____

* Interest receipts are recorded in the month received rather than in the month earned and were calculated on an annual percentage rate of 1.436 as of June 30, 2011.

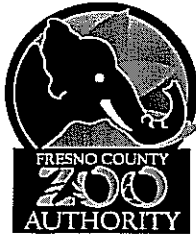


Fresno County Zoo Authority

SUMMARY OF MEASURE Z SALES TAX PROCEEDS

							CURRENT FISCAL YEAR		
	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012		
	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	BUDGETED TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL VARIANCE
July	\$ 700,400	\$ 671,500	\$ 819,900	\$ 813,500	\$ 671,700	\$ 659,300	\$ 659,300	\$ 719,800	\$ 60,500.00 9.18%
August	933,800	895,400	1,093,200	1,084,700	885,300	857,600	857,600	921,200	63,600 7.42%
September	764,524	1,453,498	1,060,279	930,087	810,940	895,691	895,691		
October	705,400	679,300	853,500	792,200	678,000	677,000	677,000		
November	940,500	1,471,000	1,138,000	1,056,300	743,300	879,500	879,500		
December	1,324,459	1,047,118	827,112	872,815	971,061	932,350	932,350		
January	676,000	813,700	831,200	766,900	719,900	710,700	710,700		
February	901,300	1,081,800	1,108,200	841,000	944,000	919,900	919,900		
March**	1,319,000	905,577	762,907	959,801	628,563	821,858	821,859		
April	678,900	748,000	699,000	652,000	594,300	618,400	618,400		
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June	1,113,269	900,178	1,026,580	730,781	821,511	963,040	817,100		
Total	\$ 10,962,752	\$ 11,664,371	\$ 11,151,878	\$ 10,360,884	\$ 9,315,775	\$ 9,811,839	\$ 9,606,500	\$ 1,641,000	\$124,100.00 8.18%

TOTAL MEASURE Z PROCEEDS FROM INCEPTION \$65,610,352.10



**Fresno County Zoo Authority
Treasurer's Report
For the Month Ended August 31, 2011
Unaudited Cash Basis**

	Zoo Authority	Trust Funds			Total All Funds
		Operations	Capital Projects	Total Trust Funds	
Receipts:					
Measure Z - Sales Tax Proceeds	\$ 18,424	\$ 300,925	\$ 601,851	\$ 902,776	\$ 921,200
Total Receipts	<u>18,424</u>	<u>300,925</u>	<u>601,851</u>	<u>902,776</u>	<u>921,200</u>
Disbursements:					
Claims*		562,516		562,516	562,516
Wire Fees		20		20	20
Total Disbursements	<u>-</u>	<u>562,536</u>	<u>-</u>	<u>562,536</u>	<u>562,536</u>
Excess of Receipts Over/(Under) Disbursements	<u>18,424</u>	<u>(261,611)</u>	<u>601,851</u>	<u>340,240</u>	<u>358,664</u>
Beginning Cash Balance-August 1	751,549	3,735,053	43,687,167	47,422,220	48,173,769
Ending Cash Balance-August 31	<u>\$ 769,973</u>	<u>\$ 3,473,442</u>	<u>\$ 44,289,018</u>	<u>\$ 47,762,460</u>	<u>\$ 48,532,433</u>

***Claims Summary**

FCZC Operations Claims #2011-6 dated 07/29/11

211,564

FCZC Operations Claims #2011-7 dated 08/19/11

350,953

562,516

By Staff _____

Date _____

Accepted _____

Date _____



FY11 July Financial Report
August 11, 2011

Fresno's Chaffee Zoo Corporation

Balance Sheet

July 2011

	FY11 @ 7/31/11	FY11 @ 6/30/11	FY10 Audited
ASSETS			
Cash	\$244,515	\$188,115	\$281,104
Investments	\$8,571,477	\$8,810,577	\$9,308,149
Accounts Receivable	\$923,903	\$812,167	\$863,609
Prepaid Expenses	\$89,174	\$85,503	\$225,235
Inventory	\$0	\$0	\$0
Building, Equipment, Vehicle and Furniture (net)	\$605,464	\$609,461	\$590,341
Construction in Progress	\$1,304,290	\$1,304,290	\$878,446
TOTAL ASSETS	\$11,738,823	\$11,810,113	\$12,146,885
LIABILITIES AND NET ASSETS			
Liabilities			
Accounts Payable/Accrued Liabilities	\$145,244	\$100,375	\$692,390
Total Liabilities	\$145,244	\$100,375	\$692,390
Net Assets			
Fund Balance-Unrestricted	\$10,945,156	\$11,064,880	\$10,821,150
Fund Balance-Temporarily Restricted	\$610,586	\$606,764	\$596,808
Fund Balance-Permanently Restricted	\$37,837	\$38,094	\$36,537
Total Net Assets	\$11,593,579	\$11,709,738	\$11,454,495
TOTAL LIABILITIES AND NET ASSETS	\$11,738,823	\$11,810,113	\$12,146,885

Fresno's Chaffee Zoo Corporation

Income Statement

@ July 2011

REVENUE	FY11 Budget			Current Month		Year-to-Date			FY10 Audited
	FY11 Budget	Budget	Actual @ 7/31/11	Variance	Budget	Actual @ 7/31/11	Variance		
Self Generated Revenue									
Admissions	\$1,472,530	\$116,267	\$169,136	\$52,869	\$1,007,047	\$1,184,020	\$176,973	\$1,453,742	
Adopt an Animal	\$25,000	\$700	\$800	\$100	\$17,700	\$18,283	\$583	\$23,756	
Board Designated for Endowment	\$50,000	\$0	\$441	\$441	\$30,000	\$2,414	(\$27,586)	\$145,868	
Education	\$150,935	\$43,767	\$32,468	(\$11,299)	\$103,907	\$127,397	\$23,490	\$146,948	
Food Services	\$168,340	\$13,300	\$21,934	\$8,634	\$115,140	\$150,293	\$35,153	\$226,325	
Gift Shop	\$190,490	\$15,050	\$15,990	\$940	\$130,290	\$136,161	\$5,871	\$197,374	
Giraffe Feeding	\$79,740	\$6,300	\$12,519	\$6,219	\$54,540	\$77,123	\$22,583	\$82,319	
Grants/Fundraising	\$635,700	\$111,475	\$8,959	(\$102,516)	\$360,325	\$35,158	(\$325,167)	\$161,319	
Group Event/Facility Rental	\$120,000	\$47,500	\$7,368	(\$40,132)	\$82,000	\$59,635	(\$22,365)	\$108,408	
Interest Income	\$242,000	\$16,000	\$10,694	(\$5,306)	\$112,000	\$92,676	(\$19,324)	\$211,752	
Investment Income	\$0	\$0	(\$48,733)	(\$48,733)	\$0	\$194,317	\$194,317	\$668,647	
Membership	\$590,000	\$40,000	\$47,997	\$7,997	\$415,500	\$383,741	(\$31,759)	\$580,911	
Special Events	\$306,000	\$30,500	\$8,152	(\$22,348)	\$65,500	\$26,884	(\$38,617)	\$250,794	
Slingray Exhibit	\$155,825	\$14,500	\$17,642	\$3,142	\$123,150	\$128,766	\$5,616	\$155,813	
Other	\$12,500	\$1,042	\$2,507	\$1,465	\$7,292	\$11,596	\$4,304	\$14,728	
Total Self Generated Revenue	\$4,199,060	\$456,400	\$307,874	(\$148,526)	\$2,624,390	\$2,628,465	\$4,075	\$4,428,704	
City of Fresno	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$240,000	
Measure Z-Capital Funds	\$685,120	\$35,010	\$0	(\$35,010)	\$530,070	\$10	(\$530,060)	\$985,473	
Measure Z-Operating Funds	\$3,145,588	\$371,574	\$336,811	(\$34,763)	\$1,842,435	\$1,611,373	(\$231,062)	\$2,499,399	
Transfer to/from Related Organization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL REVENUE	\$8,029,768	\$862,984	\$644,685	(\$218,299)	\$4,996,895	\$4,239,848	(\$757,047)	\$8,153,575	

Fresno's Chaffee Zoo Corporation

Income Statement

@ July 2011

	FY11 Budget	Current Month		Year-to-Date			FY10 Audited
		Budget	Actual @ 7/31/11	Variance	Budget	Actual @ 7/31/11	
EXPENSES							
OPERATING EXPENSES							
Personnel Expenses							
Administration	\$671,809	\$80,435	\$51,707	\$28,728	\$384,866	\$268,035	\$600,095
Animal	\$1,603,882	\$189,603	\$157,184	\$32,419	\$919,020	\$774,222	\$1,396,938
Education	\$578,910	\$67,915	\$80,587	(\$12,672)	\$332,112	\$328,377	\$520,265
Maintenance/Horticulture	\$661,660	\$78,095	\$68,223	\$9,872	\$381,729	\$308,905	\$582,086
Membership/Development/Marketing	\$409,033	\$48,855	\$40,172	\$8,683	\$234,038	\$188,767	\$308,334
Veterinary	\$199,390	\$23,501	\$21,531	\$1,970	\$114,303	\$104,574	\$154,684
Visitor Services	\$500,519	\$57,528	\$55,670	\$1,859	\$281,778	\$259,982	\$430,321
Total Personnel Expenses	\$4,625,203	\$545,932	\$475,073	\$70,859	\$2,647,846	\$2,232,862	\$3,992,923
Other Expenses							
Advertising	\$297,250	\$24,346	\$25,544	(\$1,198)	\$174,521	\$152,666	\$318,755
Animal Feed	\$237,700	\$19,817	\$15,327	\$4,490	\$138,617	\$134,833	\$221,480
Computer/Software	\$41,180	\$1,525	\$0	\$1,525	\$33,555	\$23,531	\$28,221
Conservation	\$20,000	\$0	\$0	\$0	\$8,500	\$4,100	\$29,200
Depreciation	\$233,417	\$21,584	\$13,798	\$7,786	\$125,498	\$96,585	\$154,936
Dues	\$33,450	\$2,783	\$285	\$2,498	\$19,533	\$11,767	\$27,171
Equipment	\$135,830	\$10,744	\$7,171	\$3,574	\$67,909	\$55,779	\$108,166
Fleet	\$38,010	\$3,168	\$3,252	(\$84)	\$22,172	\$27,154	\$29,036
Food/Catering	\$71,050	\$25,600	\$6,175	\$19,425	\$43,450	\$20,963	\$71,702
Insurance	\$145,000	\$12,450	\$9,276	\$3,174	\$95,200	\$95,235	\$130,329
Miscellaneous Business	\$10,165	\$765	\$49	\$716	\$5,800	\$4,501	\$6,678
Office Supplies	\$26,315	\$2,179	\$3,051	(\$872)	\$15,329	\$20,171	\$24,469
Postage	\$46,501	\$5,554	\$1,583	\$3,971	\$27,830	\$17,924	\$31,214
Printing	\$90,350	\$4,571	\$4,975	(\$404)	\$56,796	\$64,152	\$82,381
Repairs and Replacements	\$200,850	\$16,737	\$12,656	\$4,081	\$117,162	\$133,597	\$179,044
Service/Bank/Credit Card Fees	\$79,090	\$4,941	\$5,753	(\$812)	\$44,336	\$49,663	\$70,852
Specialized Services	\$476,535	\$38,072	\$55,859	(\$17,787)	\$271,459	\$348,984	\$470,389
Staff Development	\$59,774	\$4,231	\$4,036	\$195	\$34,618	\$27,243	\$40,849
Supplies	\$231,115	\$18,671	\$32,871	(\$14,200)	\$127,560	\$143,218	\$230,252

Fresno's Chaffee Zoo Corporation

Income Statement

@ July 2011

	Current Month			Year-to-Date			FY10 Audited
	FY11 Budget	Budget	Actual @ 7/31/11	Variance	Budget	Actual @ 7/31/11	
Telephone	\$40,600	\$3,383	\$1,298	\$2,086	\$23,683	\$27,142	\$38,924
Uniforms	\$23,750	\$1,521	\$1,191	\$329	\$12,146	\$26,233	\$24,400
Utilities	\$400,000	\$33,333	\$31,415	\$1,919	\$233,333	\$186,167	\$367,570
Other	\$100,050	\$7,465	\$10,186	(\$2,721)	\$58,365	\$35,451	\$56,655
Total Other Expenses	\$3,037,982	\$263,441	\$245,750	\$17,691	\$1,757,373	\$1,707,057	\$2,742,573
TOTAL OPERATING EXPENSES	\$7,663,185	\$809,373	\$720,823	\$88,550	\$4,405,219	\$3,939,919	\$6,735,495
Capital (Measure Z)							
Capital Expenses	\$100,000	\$8,333	\$40,021	(\$31,688)	\$58,333	\$160,845	\$316,780
Total Capital (Measure Z)	\$100,000	\$8,333	\$40,021	(\$31,688)	\$58,333	\$160,845	\$316,780
TOTAL EXPENSES	\$7,763,185	\$817,706	\$760,844	\$56,862	\$4,463,552	\$4,100,763	\$7,052,275
BEGINNING FUND BALANCE	\$11,454,495	\$11,709,738	\$11,709,738	\$0	\$11,454,495	\$11,454,495	\$10,353,195
NET SURPLUS/(DEFICIT)	\$266,583	\$45,278	(\$116,159)	(\$161,437)	\$533,343	\$139,084	\$1,101,300
ENDING FUND BALANCE	\$11,721,078	\$11,755,016	\$11,593,579	(\$161,437)	\$11,987,838	\$11,593,579	\$11,454,495

Discussion of Financial Results

- **Attendance**

- Attendance for July 2011 was 47,020 compared to 34,806 for the same period last year, an increase of 35%.
- Member attendance for July 2011 was 10,551 compared to 8,599 for the same period last year, an increase of 23%.
- As of July 31, attendance is 12% over the budgeted attendance of 303,000.
- 2011 attendance goal is 443,000.
- 2010 attendance was 443,251.
- 2009 attendance was 418,285.

- **Contracted Revenue**

- Concession revenue for July 2011 was \$21,934 compared to \$21,673 in July 2010, an increase of 1%. Per cap revenue paid to the zoo for July 2011 was \$.47 compared to \$.62 in July 2010, a decrease of 24%.
- Retail revenue for July 2011 was \$15,990 compared to \$14,925 in July 2010, an increase of 7%. Per cap revenue paid to the zoo in July 2011 was \$0.34 compared to \$0.43 in July 2010, a decrease of 21%.

- **Investments**

- Endowment valued at \$3,058,113 at July 31, 2011.
- Cash and investments, excluding endowments, totaling \$5,757,879 at July 31, 2011 compared to \$5,923,281 at June 30, 2011.

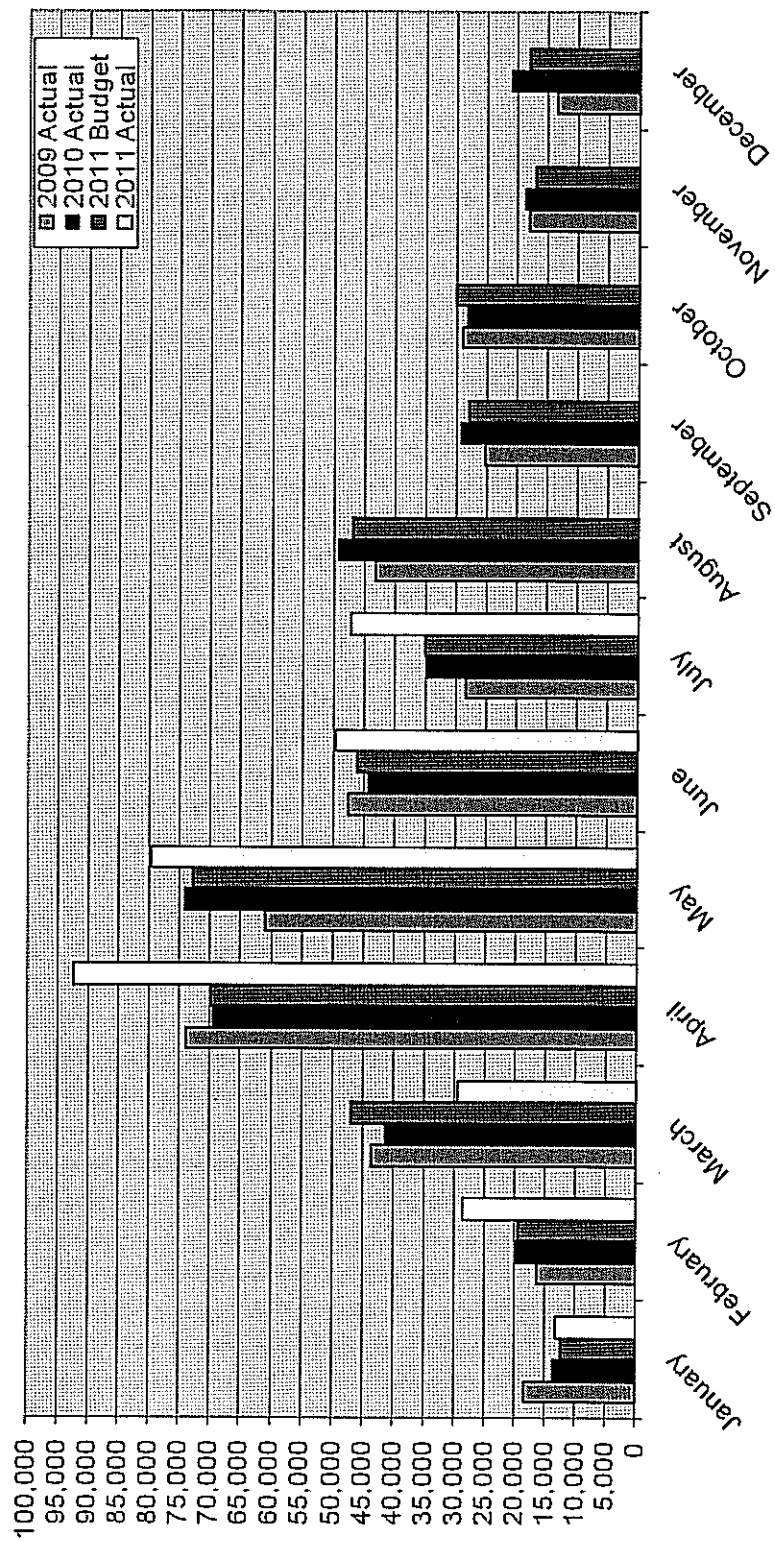
- **Accounts Receivable**

- Accounts receivable totaling \$923,903 at July 31, 2011 compared to \$812,167 at June 30, 2011.

- **Measure Z @ 6/30/11**

- Operating Funds balance: \$ 3,709,486
- Capital Funds balance: \$43,168,808
- \$46,878,294

Fresno Chaffee Zoo Attendance Comparison 2009 - 2011





FY11 August Financial Report
September 8, 2011

Fresno's Chaffee Zoo Corporation
Balance Sheet
August 2011

	FY11 @ 8/31/11	FY11 @ 7/31/11	FY10 Audited
ASSETS			
Cash	\$86,270	\$243,332	\$281,104
Short Term Investments	\$1,113,727	\$1,113,393	\$2,115,724
Long Term Investments	\$7,120,906	\$7,458,084	\$7,192,425
Accounts Receivable	\$939,695	\$923,903	\$863,609
Prepaid Expenses	\$93,626	\$87,649	\$225,235
Inventory	\$0	\$0	\$0
Building, Equipment, Vehicle and Furniture (net)	\$604,215	\$598,015	\$590,341
Construction in Progress	\$1,345,485	\$1,325,746	\$878,446
TOTAL ASSETS	\$11,303,923	\$11,750,123	\$12,146,885
LIABILITIES AND NET ASSETS			
Liabilities			
Accounts Payable/Accrued Liabilities	\$132,871	\$145,578	\$692,390
Total Liabilities	\$132,871	\$145,578	\$692,390
Net Assets			
Fund Balance-Unrestricted	\$10,518,631	\$10,956,121	\$10,821,150
Fund Balance-Temporarily Restricted	\$616,335	\$610,586	\$596,808
Fund Balance-Permanently Restricted	\$36,086	\$37,837	\$36,537
Total Net Assets	\$11,171,052	\$11,604,545	\$11,454,495
TOTAL LIABILITIES AND NET ASSETS	\$11,303,923	\$11,750,123	\$12,146,885

Fresno's Chaffee Zoo Corporation

Income Statement

@ August 2011

	FY11 Budget	Current Month		Year-to-Date	
		Budget	Actual @ 8/31/11	Budget	Actual @ 8/31/11
REVENUE					Variance
Self Generated Revenue					
Admissions	\$1,472,530	\$155,987	\$150,891	\$1,163,033	\$1,334,911
Adopt an Animal	\$25,000	\$750	\$630	\$18,450	\$18,913
Board Designated for Endowment	\$50,000	\$10,000	\$125	\$40,000	\$2,539
Education	\$150,935	\$27,667	\$9,384	\$131,573	\$136,781
Food Services	\$168,340	\$17,860	\$20,769	\$133,000	\$171,061
Gift Shop	\$190,490	\$20,210	\$15,414	\$150,500	\$151,575
Giraffe Feeding	\$79,740	\$8,460	\$10,928	\$63,000	\$88,051
Grants/Fundraising	\$635,700	\$111,475	\$8,944	\$471,800	\$44,102
Group Event/Facility Rental	\$120,000	\$16,000	\$3,534	\$98,000	\$63,170
Interest Income	\$242,000	\$16,000	\$8,077	\$128,000	\$100,753
Investment Income	\$0	\$0	(\$334,568)	\$0	(\$140,251)
Membership	\$590,000	\$42,000	\$36,778	\$457,500	\$420,519
Special Events	\$306,000	\$47,500	\$33,883	\$113,000	\$60,767
Stingray Exhibit	\$155,825	\$16,400	\$14,795	\$139,550	\$143,561
Other	\$12,500	\$1,042	\$2,108	\$8,333	\$13,704
Total Self Generated Revenue	\$4,199,060	\$491,350	(\$18,308)	\$3,115,740	\$2,610,156
City of Fresno	\$0	\$0	\$0	\$0	\$0
Measure Z-Capital Funds	\$685,120	\$35,010	\$0	\$565,080	\$10
Measure Z Operating Funds	\$3,145,588	\$245,239	\$228,481	\$2,087,673	\$1,839,854
Transfer to/from Related Organization	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$8,029,768	\$771,599	\$210,173	\$5,768,493	\$4,450,020
					(\$1,318,473)

Fresno's Chaffee Zoo Corporation

Income Statement

@ August 2011

	FY11 Budget	Current Month		Variance	Year-to-Date		Variance
		Budget	Actual @ 8/31/11		Budget	Actual @ 8/31/11	
EXPENSES							
OPERATING EXPENSES							
Personnel Expenses							
Administration	\$671,809	\$52,666	\$36,670	\$15,996	\$437,532	\$304,705	\$132,827
Animal	\$1,603,882	\$126,205	\$106,126	\$20,079	\$1,045,225	\$880,348	\$164,877
Education	\$578,910	\$45,553	\$54,740	(\$9,187)	\$377,665	\$383,117	(\$5,452)
Maintenance/Horticulture	\$661,660	\$51,355	\$46,972	\$4,383	\$433,085	\$355,877	\$77,208
Membership/Development/Marketing	\$409,033	\$32,173	\$28,009	\$4,164	\$266,211	\$216,776	\$49,435
Veterinary	\$199,390	\$15,689	\$14,242	\$1,448	\$129,993	\$118,816	\$11,177
Visitor Services	\$500,519	\$39,603	\$38,486	\$1,117	\$321,381	\$298,468	\$22,913
Total Personnel Expenses	\$4,625,203	\$363,245	\$325,245	\$37,999	\$3,011,091	\$2,558,107	\$452,984
Other Expenses							
Advertising	\$297,250	\$25,146	\$26,548	(\$1,403)	\$199,667	\$179,214	\$20,452
Animal Feed	\$237,700	\$19,817	\$19,838	(\$11)	\$158,433	\$156,153	\$2,280
Computer/Software	\$41,180	\$1,525	\$178	\$1,347	\$35,080	\$23,709	\$11,371
Conservation	\$20,000	\$5,000	\$16,477	(\$11,477)	\$13,500	\$20,577	(\$7,077)
Depreciation	\$233,417	\$21,584	\$10,089	\$11,495	\$147,082	\$102,965	\$44,117
Dues	\$33,450	\$2,783	\$3,854	(\$1,071)	\$22,317	\$15,621	\$6,695
Equipment	\$135,830	\$12,444	\$10,627	\$1,817	\$80,353	\$66,406	\$13,947
Fleet	\$38,010	\$3,168	\$1,704	\$1,463	\$25,340	\$28,859	(\$3,519)
Food/Catering	\$71,050	\$9,100	\$1,553	\$7,547	\$52,550	\$22,516	\$30,034
Insurance	\$145,000	\$12,450	\$9,232	\$3,218	\$107,650	\$104,467	\$3,183
Miscellaneous Business	\$10,165	\$905	\$1,198	(\$293)	\$6,705	\$5,699	\$1,006
Office Supplies	\$26,315	\$2,249	\$1,533	\$716	\$17,578	\$21,704	(\$4,126)
Postage	\$46,501	\$4,304	\$2,342	\$1,962	\$32,134	\$21,790	\$10,344
Printing	\$90,350	\$7,221	\$12,601	(\$5,380)	\$64,017	\$76,752	(\$12,736)
Repairs and Replacements	\$200,850	\$16,737	\$36,363	(\$19,625)	\$133,899	\$159,663	(\$25,764)
Service/Bank/Credit Card Fees	\$79,090	\$4,841	\$14,479	(\$9,638)	\$49,177	\$64,166	(\$14,989)
Specialized Services	\$476,535	\$42,997	\$42,083	\$914	\$314,456	\$391,042	(\$76,586)
Staff Development	\$59,774	\$4,231	\$1,576	\$2,655	\$38,849	\$38,819	\$10,030
Supplies	\$231,115	\$20,821	\$29,359	(\$8,538)	\$148,381	\$172,601	(\$24,220)

Fresno's Chaffee Zoo Corporation

Income Statement

@ August 2011

	Current Month			Year-to-Date		
	FY11 Budget	Budget	Actual @ 8/31/11	Variance	Budget	Actual @ 8/31/11
Telephone	\$40,600	\$3,383	\$3,762	(\$379)	\$27,067	\$30,904
Uniforms	\$23,750	\$1,521	\$860	\$661	\$13,667	\$27,093
Utilities	\$400,000	\$33,333	\$64,223	(\$30,890)	\$266,667	\$250,391
Other	\$100,050	\$7,465	\$7,342	\$124	\$65,831	\$42,793
Total Other Expenses	\$3,037,982	\$263,026	\$317,813	(\$54,788)	\$2,020,398	\$2,013,905
TOTAL OPERATING EXPENSES	\$7,663,185	\$626,270	\$643,059	(\$16,788)	\$5,031,489	\$4,572,012
Capital						
Capital Expenses	\$100,000	\$8,333	\$607	\$7,726	\$66,667	\$161,452
Total Capital	\$100,000	\$8,333	\$607	\$7,726	\$66,667	\$161,452
TOTAL EXPENSES	\$7,763,185	\$634,604	\$643,666	(\$9,062)	\$5,098,156	\$4,733,464
BEGINNING FUND BALANCE	\$11,454,495	\$11,604,545	\$11,604,545	\$0	\$11,454,495	\$11,454,495
NET SURPLUS/(DEFICIT)	\$266,583	\$136,995	(\$433,493)	(\$570,488)	\$670,338	(\$283,443)
ENDING FUND BALANCE	\$11,721,078	\$11,741,540	\$11,171,052	(\$570,488)	\$12,124,833	\$11,171,052

Discussion of Financial Results

- **Attendance**

- Attendance for August 2011 was 44,802 compared to 49,154 for the same period last year, a decrease of 9%.
- Member attendance for August 2011 was 8,110 compared to 9,211 for the same period last year, a decrease of 12%.
- YTD attendance @ August 31, 2011 was 385,082 compared to 346,364 for the same period last year, an increase of 11%.
- As of August 31, attendance is 10% over the budgeted attendance of 350,000.
- 2011 attendance goal is 443,000.
- 2010 attendance was 443,251.
- 2009 attendance was 418,285.

- **Contracted Revenue**

- Concession revenue for August 2011 was \$20,769 compared to \$25,733 in August 2010, a decrease of 19%. Per cap revenue paid to the zoo for August 2011 was \$.46 compared to \$.52 in August 2010, a decrease of 12%.
- Retail revenue for August 2011 was \$15,414 compared to \$19,359 in August 2010, a decrease of 20%. Per cap revenue paid to the zoo in August 2011 was \$0.34 compared to \$0.39 in August 2010, a decrease of 13%.

- **Investments**

- Endowment valued at \$2,912,428 at August 31, 2011.
- Cash and investments, excluding endowments, totaling \$5,408,475 at August 31, 2011 compared to \$5,756,696 at July 31, 2011.

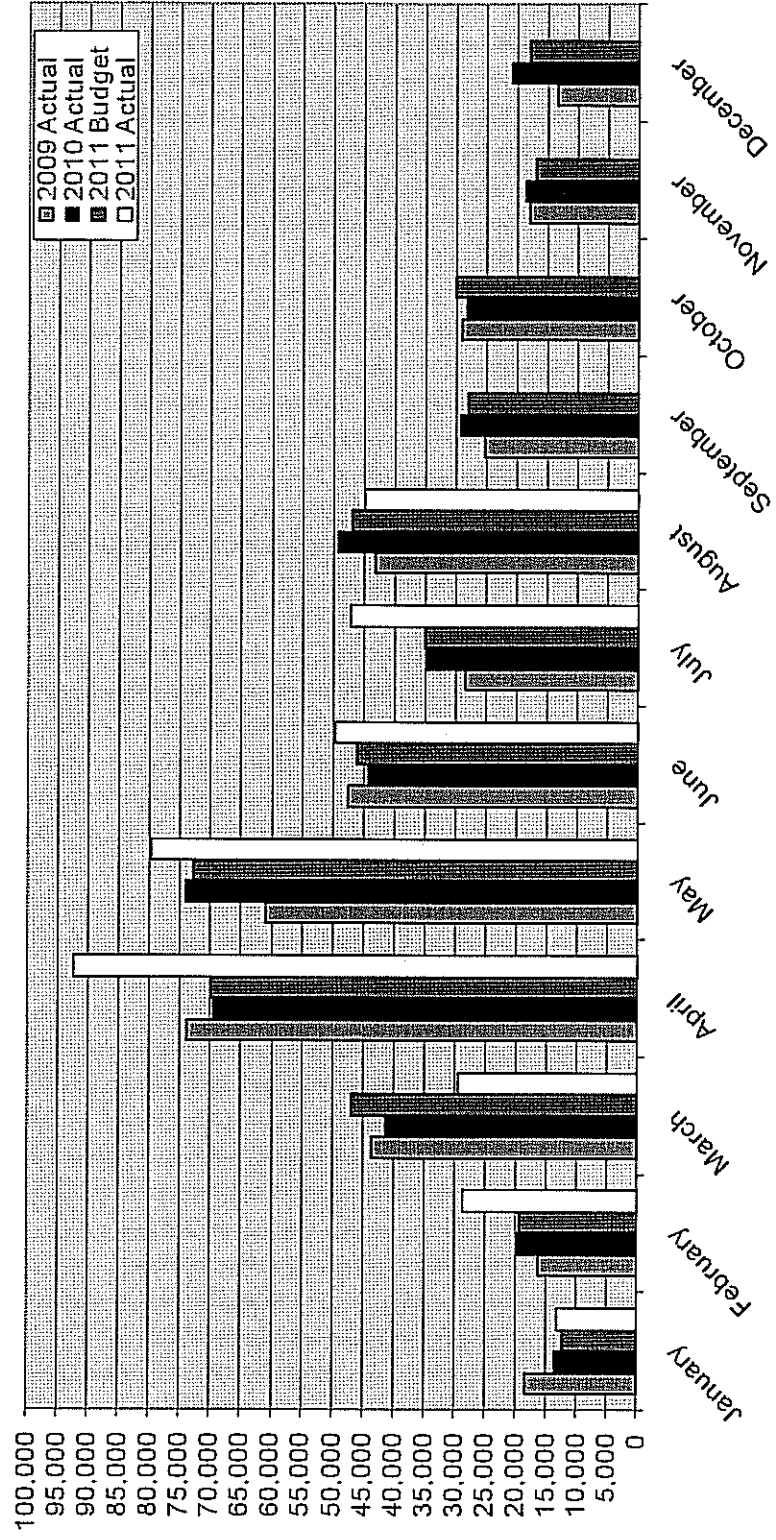
- **Accounts Receivable**

- Accounts receivable totaling \$939,695 at August 31, 2011 compared to \$923,903 at July 31, 2011.

- **Measure Z @ 6/30/11**

- Operating Funds balance: \$ 3,709,486
- Capital Funds balance: \$43,168,808
- \$46,878,294

Fresno Chaffee Zoo Attendance Comparison 2009 - 2011



**FRESNO COUNTY ZOO AUTHORITY
MEASURE Z RECEIPTS
ESTIMATED FOR FY 2011-12 THROUGH FY 2014-15**

RECEIPTS	2% DECREASE	FLAT	2% INCREASE
Cash balance at 06/30/11			
Zoo Authority Administration	736,286	736,286	736,286
Trust Fund - Operations	3,709,486	3,709,486	3,709,486
Trust Fund - Capital Projects	43,168,807	43,168,807	43,168,807
Total Cash Balances	47,614,579	47,614,579	47,614,579
Projected Measure Z Tax Receipts			
Zoo Authority Administration	757,892	773,360	788,828
Trust Fund - Operations	12,378,916	12,631,548	12,884,180
Trust Fund - Capital Projects	24,757,832	25,263,092	25,768,352
Total Measure Z Receipts	37,894,640	38,668,000	39,441,360
Projected Interest Receipts			
Zoo Authority Administration	50,000	50,000	50,000
Trust Fund - Operations	247,579	247,579	247,579
Trust Fund - Capital Projects	2,000,000	2,000,000	2,000,000
Total Interest Receipts	2,297,579	2,297,579	2,297,579
Total Receipts	40,192,219	40,965,579	41,738,939
Projected Available Funding			
Zoo Authority Administration	1,544,178	1,559,646	1,575,114
Trust Fund - Operations	16,335,981	16,588,613	16,841,245
Trust Fund - Capital Projects	69,926,639	70,431,899	70,937,159
Total Projected Available Funding	87,806,798	88,580,158	89,353,518



ZOO FUNDING

Association of Zoos and Aquariums (AZA)

Of 223 AZA institutions:

- ☐ 54% (120) are non-profit
- ☐ 35% (78) are public
- ☐ 11% (25) are for-profit

Of 223 AZA institutions:

- ☐ 113 institutions (51%) receive some level of government support.
- ☐ 34% of non-profits receive some level of government support.
- ☐ Among institutions receiving government support the average is 48% of their annual budget.
- ☐ 28 institutions reported their government support was greater than 90% of their annual budget (13%).



SEA LION COVE

Pro Forma

Sea Lion Cove Annual Revenue

□ Increase in Attendance Revenue	\$ 425,280
□ 16% increase in attendance from 2010 Attendance (443,000)	
□ \$ 6.00 Per Capita Revenue	
□ Increase in Rental Income	\$ 15,000
□ New Rental Space	
□ Animal Encounter	\$ 5,000
□ Sea Lion Encounter	
Total	\$ 445,280

SLC Annual Operating Expenses

□ Staffing salary and benefits	\$ 203,800
□ Animal Care, Facilities, Custodial	
□ Supplies	\$ 50,000
□ Animal Food, Salt, Filter Perlite, Ozone	
□ Equipment	\$ 15,000
□ Wetsuits, Cleaning Equipment	
□ Utilities (water, sewer, electrical)	\$ 120,000
□ Diving Maintenance	\$ 30,000
Total	\$ 418,800

Sea Lion Cove

□ Annual Revenue	\$ 445,280
□ Annual Operating Expense	\$ 418,800
Annual Operational Benefit to Zoo	\$ 26,480



FRESNO CHAFFEE ZOO MEASURE Z CAPITAL PLAN

Creating one of the great zoos in the world

Projections for capital revenue from Measure Z

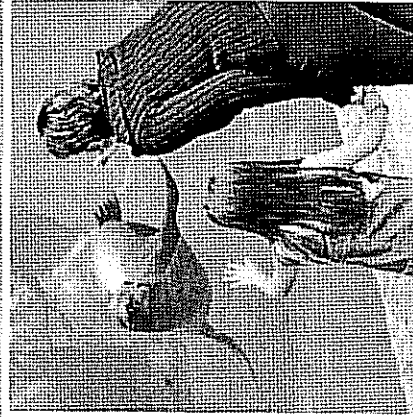
□ Balance as of August	2011	\$ 43.2 million
□ Projected revenue	2011/2012	\$ 6.4 million
	2012/2013	\$ 6.4 million
	2013/2014	\$ 6.4 million
	2014/2015	\$ 5.4 million

Total Capital Funds \$ 67.8 million
(interest is not included)



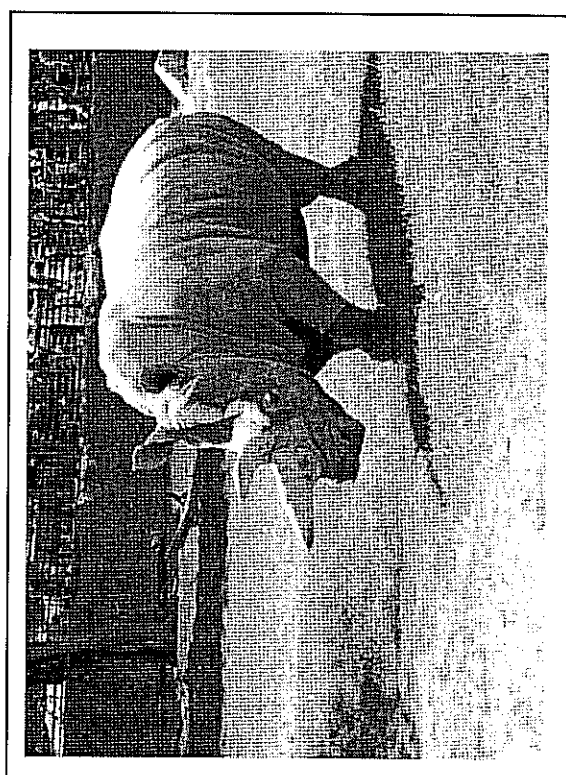
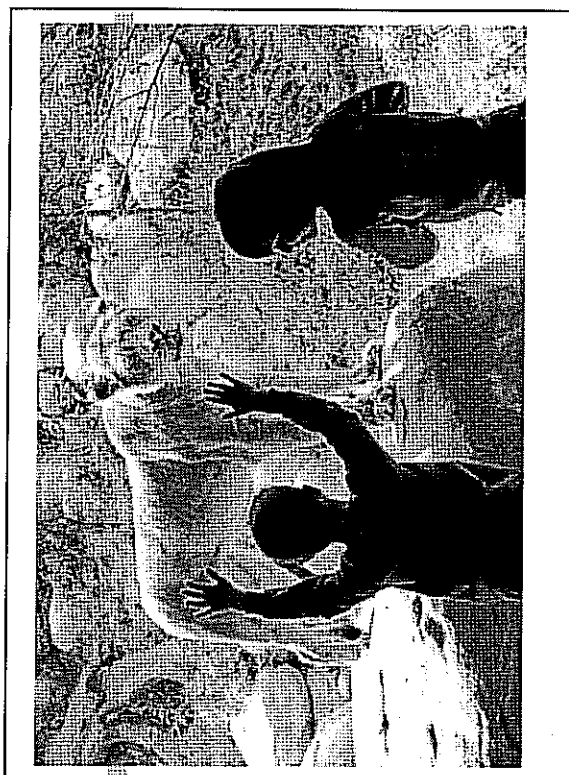
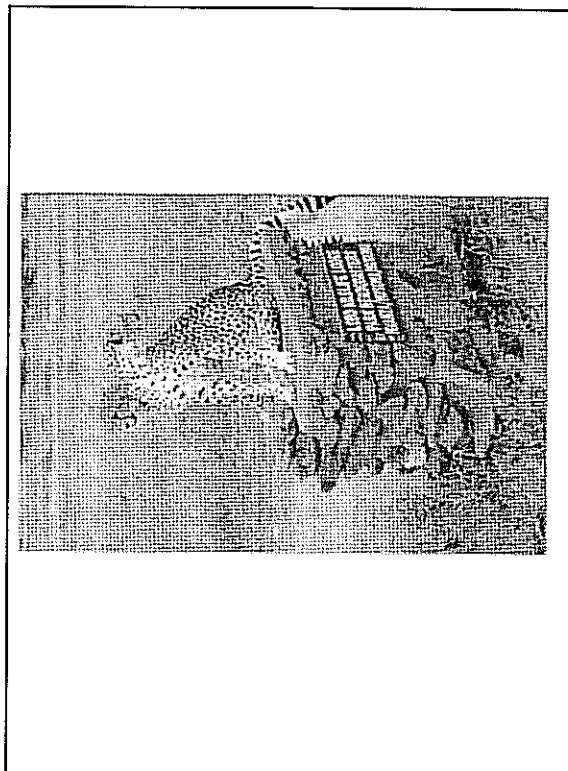
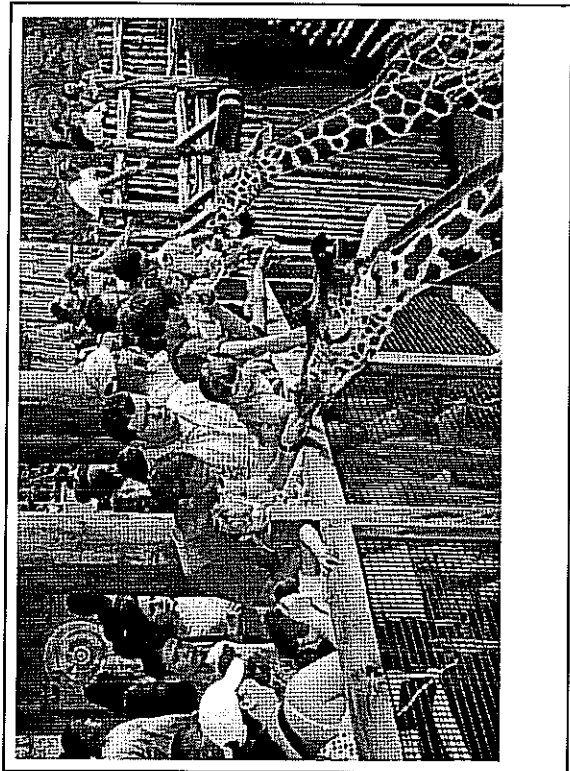
Measure Z Capital Projects

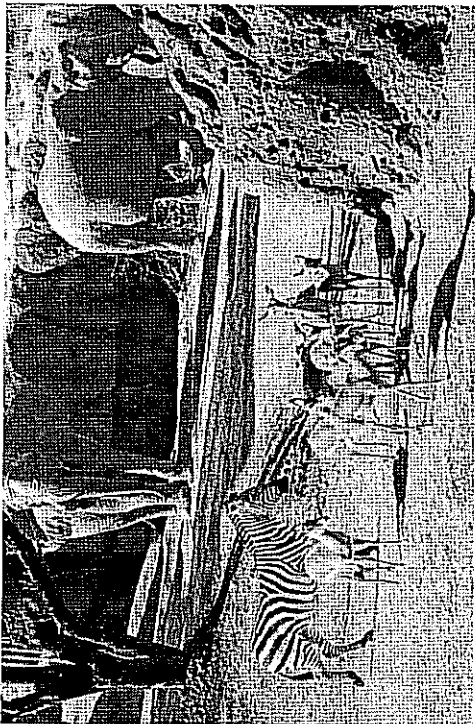
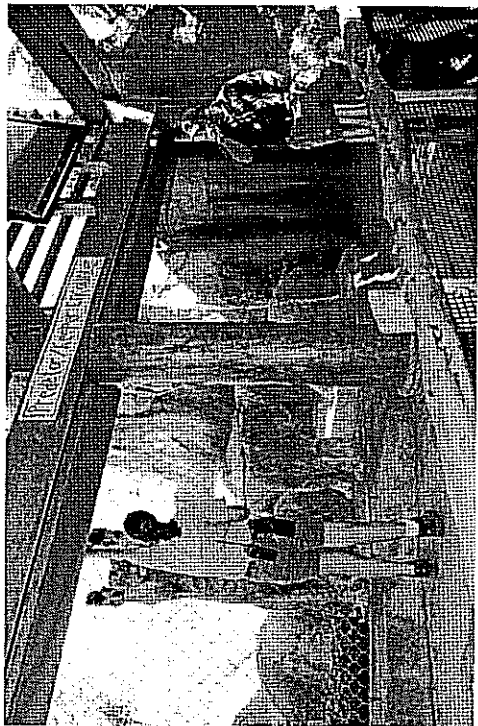
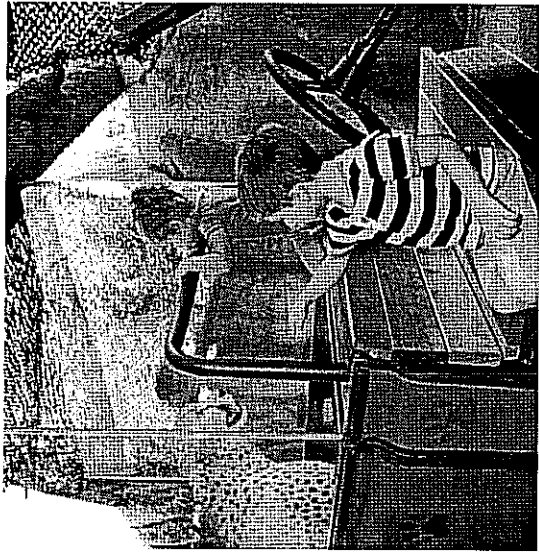
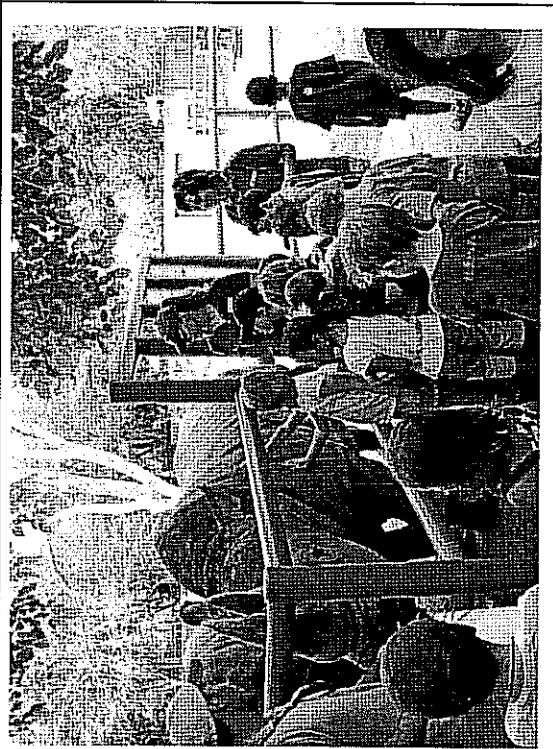
Sea Lion Cove: Under Construction

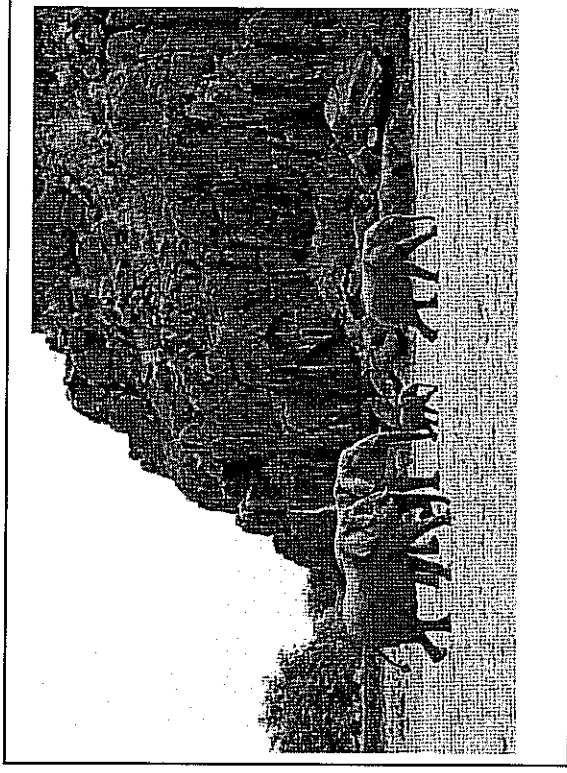
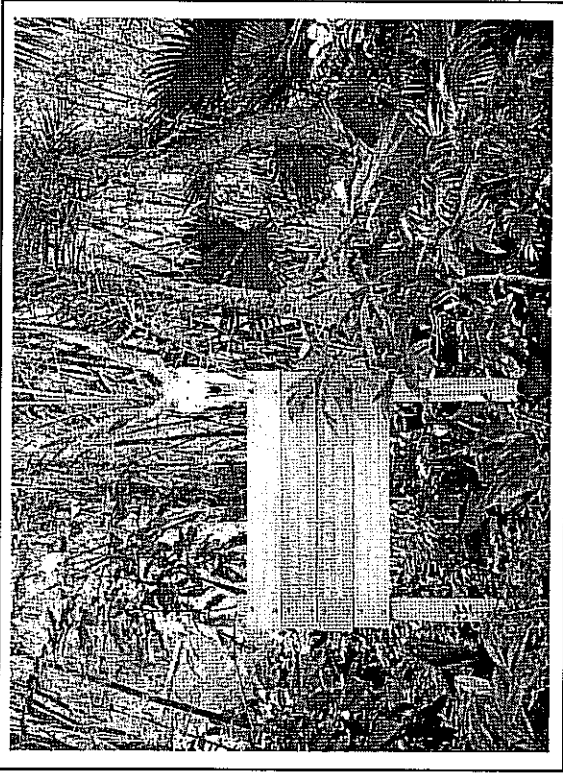


AFRICA

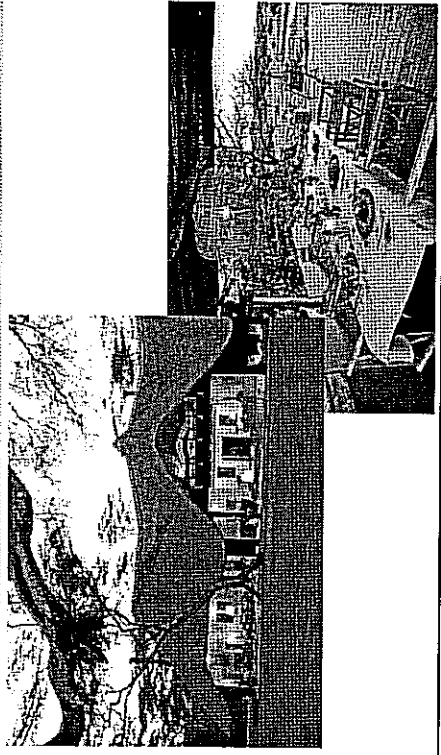
10—15-acre complex of exhibits and restaurant



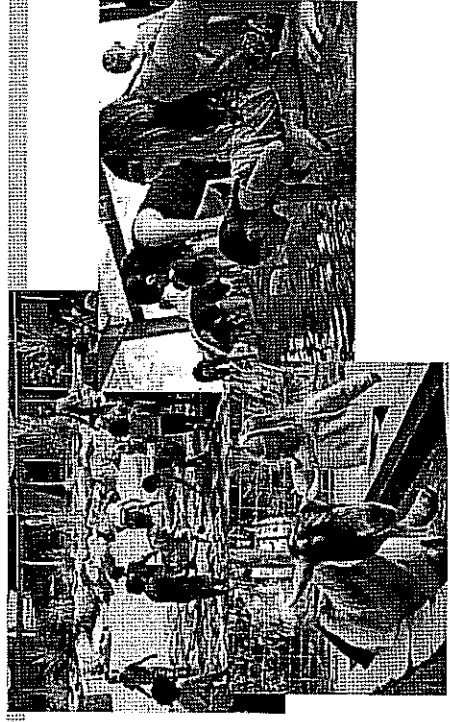




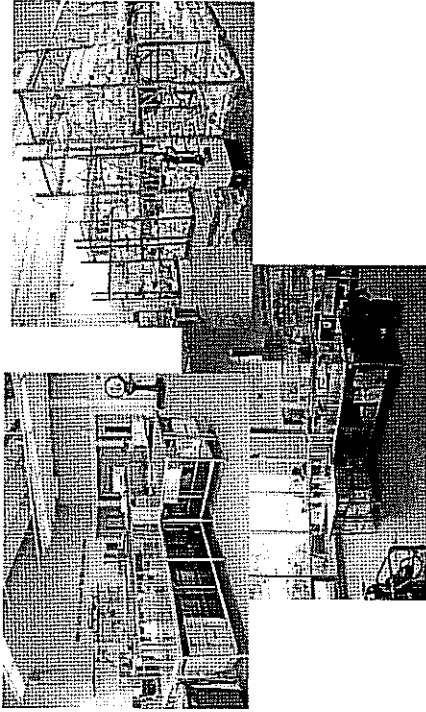
African Lodge themed Cafe



Children's Adventure Zone



Animal Nutrition Commissary



Zoo Education Center



Utilities

- ☐ Storm Water
- ☐ Sewer
- ☐ Electrical
- ☐ Fiber
- ☐ Water

Capital Projects

- ☐ Sea Lion Cove \$ 9,700,000
- ☐ Encumbered: Water Play, King Cobra \$ 1,500,000
- ☐ Africa \$ 40,000,000
- ☐ Children's Area \$ 3,000,000
- ☐ Minor Capital Improvements \$ 2,000,000
- ☐ Utilities \$ 4,000,000
- ☐ Animal Food Commissary & Service Area \$ 2,000,000
- ☐ Education Center \$ 5,000,000
- Total** \$ 67,200,000

2011/2012

<input type="checkbox"/> Starting balance of capital funds:	\$ 43,168,000
<input type="checkbox"/> Projected revenue in budget year:	\$ 6,400,000
<input type="checkbox"/> Interest revenue	\$ 600,000
<input type="checkbox"/> Total capital funds:	\$ 50,168,000
Expenses:	
<input type="checkbox"/> Sea Lion Cove Construction	\$ 9,700,000
<input type="checkbox"/> Africa Design	\$ 2,000,000
<input type="checkbox"/> Water Play & Reptile Building Improvements	\$ 1,500,000
<input type="checkbox"/> Utilities Design & Construction	\$ 1,000,000
<input type="checkbox"/> Asia Improvements	\$ 750,000
<input type="checkbox"/> Total Capital Annual Expenses:	\$ 15,150,000
<input type="checkbox"/> Balance	\$ 35,018,000

2012/2013

<input type="checkbox"/> Starting balance of capital funds:	\$ 35,018,000
<input type="checkbox"/> Projected revenue in budget year:	\$ 6,400,000
<input type="checkbox"/> Interest Revenue	\$ 400,000
<input type="checkbox"/> Total Capital Funds:	\$ 41,818,000
Expenses	
<input type="checkbox"/> Africa Design & Construction	\$ 20,000,000
<input type="checkbox"/> Design of Animal Commissary	\$ 250,000
<input type="checkbox"/> Utilities Construction	\$ 1,000,000
<input type="checkbox"/> Expansion Perimeter Fence	\$ 75,000
<input type="checkbox"/> Total Capital Annual Expenses	\$ 21,325,000
<input type="checkbox"/> Balance	\$ 20,493,000

2013/2014

<input type="checkbox"/> Starting balance of capital funds:	\$ 20,493,000
<input type="checkbox"/> Projected revenue in budget year:	\$ 6,400,000
<input type="checkbox"/> Interest Revenue	\$ 250,000
<input type="checkbox"/> Total Measure Z Capital Funds:	\$ 27,143,000
<input type="checkbox"/> Africa Construction	\$ 18,000,000
<input type="checkbox"/> Children's Adventure Zone	\$ 2,000,000
<input type="checkbox"/> Animal Commissary	\$ 1,750,000
<input type="checkbox"/> Utilities Construction	\$ 2,000,000
<input type="checkbox"/> Total Annual Capital Expenses	\$ 23,750,000
<input type="checkbox"/> Balance	\$ 3,393,000

2014/2015

<input type="checkbox"/> Starting balance of capital funds; \$ 3,393,000	
<input type="checkbox"/> Projected revenue in budget year:	\$ 5,400,000
<input type="checkbox"/> Interest Revenue	\$ 10,000
<input type="checkbox"/> Total capital funds:	\$ 8,803,000
2014/2015 Capital Projects	
<input type="checkbox"/> Children's Adventure Zone	\$ 1,000,000
<input type="checkbox"/> Minor Improvements	\$ 1,250,000
<input type="checkbox"/> Education Center	\$ 5,000,000
<input type="checkbox"/> Total Capital Expenses	\$ 7,250,000
<input type="checkbox"/> Contingency	\$ 1,553,000

Measure Z Accomplishments

- Succeeding in maintaining our AZA accreditation.
- Succeeding in bringing back "large animals to Fresno Chaffee Zoo".
- Completing 20 acres of new state-of-the-art zoological exhibits and facilities
- Succeeding in achieving the goals of Measure Z

Measure Z Accomplishments

- Additional educational opportunities for our community
- Increased Construction jobs in the Valley
- Increased Tourism in Fresno
- Added quality of life in Fresno
- Saving the City over \$ 1.5 million per year in operating the Zoo.

Request \$ 1.3 million for storm water, electrical, and fiber optic utility improvements for Fresno Chaffee Zoo.

Storm water

Storm water currently does not exist in the zoo or the park. Storm water for the entire Roeding Park (including the Zoo) is estimated to cost \$ 2.4 million (estimate by Alan Mok Engineering). This first phase will be the main trunk line and address the zoo's immediate needs and go through the zoo's footprint, and has been estimated at \$ 650,000. The City of Fresno will be responsible for the cost of any lines extending into the Park from this line.

Estimate included.

Fiber

Fiber does not currently exist in the Park, but will allow computer access and connectivity, web cams, security cameras, distance learning opportunities, wireless, telephone, data, and other fiber applications for the zoo. The City does not need this for the Park, so this is entirely a Zoo project. Estimated first phase cost connecting Administration, Café, Animal Care offices, Reptile Building, and Entrance is \$ 500,000.

The enclosed estimate is for conduit only; this expense represents that conduit as well as the fiber optic cable and connections, as well as an additional run to connect the Administration Building, Animal Care Office, and Entrance.

Electrical

The electrical service from Olive has reached its maximum, but there is plenty of service available from Belmont. As we have the trench open for the Storm Water system we'd take advantage of this and install conduit and vaults for future connections. Estimated cost: \$ 150,000.

The enclosed estimate is for the conduit only, this cost represents that work as well as the wiring, panels, and equipment to connect power in needed areas.

Storm water	\$ 650,000
Fiber	\$ 500,000
Electrical	<u>\$ 150,000</u>
Total	\$ 1,300,000

FRESNO CHAFFEE ZOO
STORM DRAINAGE UTILITIES IMPROVEMENTS
August 31, 2011

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	ESTIMATE	EXTENSION
A. STORM DRAINAGE IMPROVEMENTS					
1	Demolition	1 ls	@	\$10,000.00 =	\$10,000.00
2	Basin Excavation	5,000 cy	@	\$4.50 =	\$22,500.00
3	15" Storm Drain	224 lf	@	\$80.00 =	\$17,920.00
4	24" Storm Drain	312 lf	@	\$90.00 =	\$28,080.00
6	42" Storm Drain	85 lf	@	\$190.00 =	\$16,150.00
7	36" Storm Drain	340 lf	@	\$180.00 =	\$61,200.00
5	48" Storm Drain	1,000 lf	@	\$200.00 =	\$200,000.00
8	42" Jack and Bore	75 lf	@	\$1,000.00 =	\$75,000.00
9	Storm Drain Manhole	9 ea	@	\$3,500.00 =	\$31,500.00
10	Outfall	1 ea	@	\$7,500.00 =	\$7,500.00
11	12" Water Main	200 lf	@	\$45.00 =	\$9,000.00
12	Water Valve	4 ea	@	\$1,500.00 =	\$6,000.00
13	Concrete Gutter	250 lf	@	\$25.00 =	\$6,250.00
14	Pavement Resurfacing	12,000 sf	@	\$4.00 =	\$48,000.00
15	Concrete Sidewalk	1,000 sf	@	\$6.00 =	\$6,000.00
16	Misc Facilities and Operational Costs	1 ls	@	\$44,900.00 =	\$44,900.00

CONSTRUCTION COST: \$590,000.00

Engineering, Surveying, Geotechnical Report \$49,000.00

Administration, Inspection, Testing: \$11,000.00

GRAND TOTAL: \$650,000.00

B. FIBER OPTIC ELECTRICAL SERVICE CABLE

1	8 - 4" Conduit and Concrete Engineering	650 lf	@	\$140.00 =	\$91,000.00
2	Vaults	2 ea	@	\$30,000 =	\$60,000.00
3	Misc Facilities and Operations Costs	1 ls	@	\$14,000.00 =	\$14,000.00

CONSTRUCTION COST: \$165,000.00

Engineering: \$13,000.00

Administration, Inspection, Testing: \$8,000.00

GRAND TOTAL \$186,000.00

**Fresno's Chaffee Zoo Corporation
Policy on the Procurement of Goods and Services,
Including the Bidding & Selection Process for
Construction Projects**

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Section 1 Purpose

As a matter of best serving the needs of the Fresno County community and prudently using Measure Z Funds, Fresno's Chaffee Zoo Corporation ("ZooCorp") is adopting this policy for the procurement of goods, services and capital improvement projects. This policy is intended to provide guidance to ZooCorp representatives throughout the bidding and selection process. This policy is not intended to provide any rights, contractual or otherwise, to any person or entity. Furthermore, ZooCorp retains the right to interpret the provisions of this policy in the event of any dispute in the bidding and selection process.

The ZooCorp, on an annual basis and in consultation with Representatives of the Construction Industry, will evaluate the effectiveness and efficiency of these policies and will make changes intended to improve the procedures.

Section 2 Definitions

Capital Improvement Project - Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and/or repair work on a property that will enhance the property's value or increase its useful life.

Construction Manager at Risk with Guaranteed Maximum Pricing (CM) - A construction project delivery system where a Contractor is selected to review and participate in the production of the construction documents and who agrees upon a Guaranteed Maximum Price to perform the work.

Contractor(s) - A person or company that undertakes a contract to provide materials and/or labor to complete a construction project.

Design Build (DB) - A construction project delivery system where the design and construction aspects are contracted with a single entity.

Disabled Veteran Business Entity (DVBE) - A business entity certified by the California State Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS) as owned by a disabled veteran.

Goods - Tangible materials, products and equipment not associated with a capital improvement project.

Formal Bid Process - Used to procure Capital Improvement Projects with an estimated cost greater than \$500,001.

Informal Bid Process - Used to procure minor Capital Improvement Projects with an estimated cost between \$100,001 and \$500,000.

Local Business Entity - Any business entity that has its primary home office located in Fresno County.

Negotiated Process - A procurement process where a vendor is contacted and the services and pricing is arranged without a formal or informal bidding process.



Preferred Business Entity - Any business certified by the State of California, OSDS, as owned by a Disabled Veteran Business or Small Business Enterprise or a Local Business Entity as defined in this document.

Prevailing Wage - The general prevailing rate of wages identified by the Director of the Department of Industrial Relations of the State of California pursuant to section 1770 of the Labor Code

Representative of the Construction Industry - A general Contractor, Trade Contractor, or labor representative with experience in the field of capital improvement construction projects.

Request for Proposal (RFP) - A request issued to supplies of Goods used to establish pricing.

Request for Qualifications (RFQ) - A request issued to Service providers for a statement of qualifications.

Services - Intangible products associated with the design, inspection and management of Capital Improvement Projects.

Small Business Entity - A business entity certified by the California State Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS) as a small business.

Trade Contractor - Appropriately licensed specialty contractors hired by the ZooCorp, CM or Contractor to perform portions of the work.

ZooCorp - The Fresno Chaffee Zoo Corporation, a privately created California public benefit corporation.

Section 3 Summary of Procedures

These procedures are segmented into two different types of purchases and four different levels of costs.

The following is a brief description of purchasing type and cost restrictions.

- **Procurement of Goods and Services:**
Goods and Services costing \$100,000 or less will be procured using a negotiated process. For Goods and Services costing more than \$100,000, there will be a formal RFQ/RFP process.
- **Procurement of Capital Improvement Projects:**
Capital Improvement Projects estimated to cost \$100,000 or less will be procured using the Negotiated Process. For projects between \$100,001 and \$500,000 the Informal Bid Process will be used and for projects over \$500,001 the Formal Bid Process will be used. Projects estimated over \$4,000,000 may use the Formal Process, the CM delivery system or the DB delivery system.



Section 4 Negotiated Purchases of Goods, Services and Capital Improvement Projects

For Goods, Services and Minor Capital Improvement Projects estimated to cost between \$1 and \$100,000, ZooCorp will use the Negotiated process. ZooCorp will contact a vendor or vendors and negotiate the terms to purchase Goods, Services or perform the work on small maintenance or construction projects. No bidding will be required. ZooCorp may also choose to perform the work itself.

Section 5 Goods and Services

For Goods and Services estimated to cost more than \$100,000, ZooCorp will use a formal RFP process for goods and a RFQ process for services.

ZooCorp will generally:

- Advertise in an appropriate trade publication and local newspapers announcing the RFQ/RFP.
- Contact vendors and suppliers and develop interest in these vendors to participate in the RFQ/RFP process.
- Send a RFQ/RFP to interested vendors at least 30 days prior to bid opening.
- Answer any questions and issue addenda the RFQ/RFP as needed.
- Evaluate submittals and award to the most responsible and responsive proposer.

Preference will be given to Preferred Businesses. Specifics regarding the amount of preference will be included in the RFQ.

This section does not apply to firms providing CM or DB services on capital improvement projects.

Section 6 Informal Bidding of Capital Improvements

For Capital Improvement Projects estimated to cost between \$100,001 and \$500,000, ZooCorp will use an Informal Bid Process to procure construction projects. ZooCorp will develop and maintain a list of pre-approved general and Trade Contractors using the following procedure:

- In November of each year ZooCorp will announce their intention to prequalify Contractors to be included in a list that will be contacted to bid on minor Capital Improvement construction projects for the following year. The announcement will be sent to a minimum of one trade journal and one local news paper. See Attachment A, "Announcement of Pre-qualification Procedures for Annual Pre-qualifications".
- Interested Contractors must submit a written request for the pre-qualification questionnaire via mail, email or fax.
- Each Contractor will be required to fill out and return the "Pre-Qualification Questionnaire", see Attachment B.



- ZooCorp will then evaluate each questionnaire and maintain a list of all Contractors that have been pre-qualified for a specific category of work.
- A Contractor may be added to ZooCorp's approved Contractors list at any time by submitting the required application.
- At least 10 calendar days prior to bid opening all Contractors on the list, for the category of work to be bid, will be sent a notice inviting bids. This notice may also be advertised in a local news paper or trade journal. This notice will describe the project in general terms, type of contractor's license required, how to obtain more detailed information about the project and state the time and place for the submission of sealed bids.
- Sealed bids will require a listing of all proposed subcontractors if the value of their contract is greater than .5%. Listed subcontractors will not be substituted without the expressed written consent of the ZooCorp.
- The ZooCorp will provide plans, specifications and/or direction on the scope of the project that will enable any competent mechanic or builder to carry out the project.
- ZooCorp will hold a public meeting to open sealed bids on the date and time specified on the notice inviting bids and award the project to the most qualified, responsible and responsive low bidder.
- A two percent bid advantage will be given to Preferred Business Enterprises. The two percent advantage is not accumulative, if a Contractor qualifies as a Preferred Business in more than one category, a maximum of a two percent advantage will be allowed.

Section 7 Formal Bidding of Capital Improvements

For Capital Improvement Projects estimated to cost \$500,001 or more, ZooCorp will use the following formal bidding process:

- Develop a complete set of bid documents for the intended project.
- Obtain the required approvals from the code enforcement authorities having jurisdiction over the Fresno Chaffee Zoo.
- Announce their intention to receive sealed bids for construction of a Capital Improvement Project 30 calendar days prior to bid opening. The announcement will be sent to a minimum of one trade journal and one local news paper twice within the 30 calendar day time period. The announcement will include the following:
 - A brief description of the project.
 - Information on how to obtain the bidding documents.
 - Information on how to obtain the pre-qualification application. A sample of the pre-qualification application is included in this document as Attachment B.
 - The type of contractor's license required.
 - The date and time of the bid opening.
 - Requirement for the Contractor to pay the Prevailing Wage for all labor.
 - Requirement to list all subcontractors with a contract value greater than .5% at the time of the bid submission and not substitute listed subcontractors without the expressed written consent of the ZooCorp.
- Evaluate and respond to all pre-bid questions and issue addendums as necessary.



- Publicly open bids and announce an apparent low bidder on the specified date and time.
- Evaluate bids and award the project to the most responsible, responsive and lowest bidder.
- A two percent bid advantage will be given to Preferred Business Enterprises. The two percent advantage is not accumulative, if a Contractor qualifies as a Preferred Business in more than one category, a maximum of a two percent advantage will be allowed.

Section 8 Construction Manager At-Risk and Design Build

For construction projects estimated to cost over \$4,000,000, ZooCorp will evaluate each project to determine the most appropriate delivery method. Possible delivery methods include the Formal Bid Process mentioned above, the CM project delivery method or the DB project delivery method. When using the CM or DB methods each firm will be required to meet certain selection criteria in addition to providing acceptable pricing. These requirements will be ascertained using a "Request for Qualification" (RFQ). Firm will respond to the RFQ with a Statement of Qualifications (SOQ).

ZooCorp will announce their intention to procure a Capital Improvement Project using the CM or DB methods in one trade journal and one local news paper 30 calendar days before submissions of the SOQ. This announcement will appear twice in this 30 day period. The announcement will specify the requirements for the bidding firms and include instructions on how to obtain the RFQ.

The RFQ provided to interested firms will describe the project, including construction budget, preconstruction phase services and construction phase services, the parties' duties and responsibilities and other terms and conditions of the project.

In making a determination with respect to the qualifications and experience of the firms, ZooCorp may request firms to show their experience and quality of work with respect to the construction of exhibits, including the artistry and constructing exhibits consistent with the animals' natural habitats. References and examples of prior work will be required. Other relevant factors will include bonding capability, insurability, safety record, experience and qualifications to perform work for a zoo or a similar operation, no conflict of interest with ZooCorp or its representatives, and commitment to pay prevailing wages. ZooCorp may also require interested firms to interview with ZooCorp representatives.

Preference will be given to Preferred Businesses. Specifics regarding the amount of preference will be included in the RFQ.

Section 9 Emergency Repairs

In cases of emergency when repair or replacements are necessary, the ZooCorp may proceed at once to replace or repair any facility without adopting plans, specifications, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the ZooCorp, by contractor, or by a combination of the two.



Section 10 Bid Splitting

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of these procedures requiring work to be done by contract after competitive bidding.

-----END-----

Attachment A

ANNOUNCEMENT OF PRE-QUALIFICATION PROCECURES AND OPEN DATES FOR ANNUAL PRE-QUALIFICATION

Notice is hereby given that on _____, 2011, the ZooCorp determined that all bidders on capital improvement projects to be undertaken by the ZooCorp must be pre-qualified prior to submitting bids. It is mandatory that all Licensed Contractors who intend to submit bids fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by ZooCorp to be on the final Bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid on a project as a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

Pre-qualification applications may be submitted in November of each year and in January of the following year a new list of qualified contractors will be publicized.

Answers to questions contained in the attached questionnaire, information about current bonding capacity on an aggregate and per project limit, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. ZooCorp will use these documents as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid. ZooCorp reserves the right to check other sources available. ZooCorp's decision will be based on objective evaluation criteria.

Pre-qualification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that ZooCorp reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist ZooCorp in determining bidder responsibility prior to the submission of bids and to aid ZooCorp in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude ZooCorp from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of pre-qualification status well in advance of upcoming projects.

The pre-qualification packages should be submitted under seal and marked "CONFIDENTIAL" to:

Capital Improvements Contracting Officer
Fresno Chaffee Zoo
894 W Belmont Ave.
Fresno CA 93728

Attachment A

The pre-qualification packages (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of an appeal hearing.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify ZooCorp and provide updated accurate information in writing, under penalty of perjury.

ZooCorp reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future projects.

Note: A contractor may be found not pre-qualified for bidding on a specific contract to be let by ZooCorp, or on all contracts to be let by ZooCorp until the contractor meets ZooCorp's requirements. In addition, a contractor may be found not pre-qualified for either:

- (1) Omission of requested information or
- (2) Falsification of information

* * * * *

NOTICE: To contractors who are using subcontractors for this job, please be advised that the ZooCorp **may** require, as to subcontractors, one of the following:

- ☐ The qualification of subcontractors in the following crafts or trades, following acceptance of your bid, but before the award is made:

- ☐ Pre-qualification of all subcontractors.
- ☐ Pre-qualification of subcontractors in certain crafts.
- ☐ Post-bid qualification review.

PRE-QUALIFICATION QUESTIONNAIRE

Attachment B

CONTACT INFORMATION

Firm Name: _____ Check One: ☐ Corporation
(as it appears on license) ☐ Partnership
☐ Sole Prop.

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License Number(s):

Attachment B

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is "no."

Contractor will be immediately disqualified if the answer to any of questions 6 through 9 is "yes."

1. Contractor possesses a valid and current California Contractor's license for the project or projects for which it intends to submit a bid.
☐ Yes ☐ No
2. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
☐ Yes ☐ No
3. Contractor has current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.
☐ Yes ☐ No ☐ Contractor is exempt from this requirement, because it has no employees
4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?
☐ Yes ☐ No

NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

5. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or (if you are seeking pre-qualification valid for a year) (b) your current available bonding capacity?
☐ Yes ☐ No

NOTE: Notarized statement must be from the surety company, not an agent or broker.

6. Has your contractor's license been revoked at any time in the last five years?
☐ Yes ☐ No
7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
☐ Yes ☐ No

Attachment B

8. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

☐ Yes ☐ No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

9. At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

☐ Yes ☐ No

Attachment B

PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. Current Organization and Structure of the Business

For Firms That Are Corporations:

- 1a. Date incorporated : _____
- 1b. Under the laws of what state: _____
- 1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.

Person's Name	Construction Firm	Dates of Person's Participation with Firm

For Firms That Are Partnerships:

- 1a. Date of formation: _____
- 1b. Under the laws of what state: _____
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

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- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person's Name	Construction Company	Dates of Person's Participation with Company

For Firms That Are Sole Proprietorships:

- 1a. Date of commencement of business. _____
- 1b. Social security number of company owner. _____
- 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person's Name	Construction Company	Dates of Person's Participation with Company

For Firms That Intend to Make a Bid as Part of a Joint Venture:

- 1a. Date of commencement of joint venture. _____
- 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of firm	% Ownership of Joint Venture

B. History of the Business and Organizational Performance

2. Has there been any change in ownership of the firm at any time during the last three years?
- NOTE: A corporation whose shares are publicly traded is not required to answer this question.**

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☐ Yes ☐ No

If "yes," explain on a separate signed page.

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If "yes," explain on a separate signed page.

4. Are any corporate officers, partners or owners connected to any other construction firms?
NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If "yes," explain on a separate signed page.

5. State your firm's gross revenues for each of the last three years:

6. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ years

7. Is your firm currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

Licenses

9. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

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10. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.
-
-

11. Has your firm changed names or license number in the past five years?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.

12. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.

13. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

☐ Yes ☐ No

If "yes," please explain on a separate signed sheet.

Disputes

14. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?

☐ Yes ☐ No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

15. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.

☐ Yes ☐ No

If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

16. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

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☐ Yes ☐ No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

* * * * *

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

17. In the past five years has any claim against your firm concerning your firm's work on a construction project been filed in court or arbitration?

☐ Yes ☐ No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

18. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

☐ Yes ☐ No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

* * * * *

19. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?

☐ Yes ☐ No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

20. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ Yes ☐ No

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If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

Criminal Matters and Related Civil Suits

21. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

22. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

23. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☐ No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

Bonding

24. Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety: _____

Name of surety agent, address and telephone number:

25. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

Attachment B

26. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

27. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

☐ Yes ☐ No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

28. Has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

☐ Yes ☐ No

If "yes," attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

29. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

☐ Yes ☐ No

If "yes," attach a separate signed page describing each citation.

30. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

Attachment B

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

☐ Yes ☐ No

If "yes," attach a separate signed page describing each citation.

31. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

32. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

33. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

Prevailing Wage and Apprenticeship Compliance Record

34. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

☐ Yes ☐ No

Attachment B

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

35. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal Davis-Bacon** prevailing wage requirements?

☐ Yes ☐ No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

PART III. RECENT CONSTRUCTION PROJECTS COMPLETED

36. Contractor shall provide information about its six most recently completed public works projects and its three largest completed private projects within the last three years.¹ Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number):

Architect or Engineer: _____

Architect or Engineer Contact (name and current phone number):

Construction Manager (name and current phone number):

¹ If you wish, you may, using the same format, also provide information about other projects that you have completed that are similar to the project(s) for which you expect to bid.

Attachment B

Description of Project, Scope of Work Performed:

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

* * * * *

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated:

(Name)

Agenda Item 5 Attachment B

From: Michelle Tucker [mailto:mtucker@cifac.org]
Sent: Friday, August 12, 2011 12:28 PM
To: Crosby, Catherine
Cc: 'jon@jrforrest.com'
Subject: FW: Fresno Chaffee Zoo - Procurement Procedures

Catherine: Can you forward this to all Board members? Thank you.

Good afternoon,

I have reviewed the Fresno Chaffee Zoo Corporation's Proposed Policies and Procedures for Procurement and Bidding. There are some areas that I would like to address and provide some suggested language changes. This list is not all inclusive.

In addition, I believe that the Zoo Authority Board should adopt their own procedures to ensure fiscal responsibility.

I have attached the applicable sections of the Public Contract Code for reference. Please don't hesitate to contact me with any questions that you may have.

Thank you. Michelle Tucker, CIFAC Representative

In the first paragraph, it says "The Zoo Corp. has the right modify, amend, curtail....to not observe any provision of the policy"....etc.

1. I believe that this subjective language should be removed. This provides no public protection.

Request for Qualifications for Goods and Services-

1. Should not apply to Construction Manager at Risk.
2. Advertisements placed in both newspaper and trade publication.

Informal Bidding-

1. Informal bids should be sealed and publicly opened at a public bid opening specified in advertisement
2. Annual Notice to Contractors should be advertised in BOTH the local newspaper and construction trade journals
3. Interested contractors must submit a written request for a pre-qualification application via mail, email or fax (contact info. for Zoo Corp. to be included in advertisement)
4. Criteria for pre-qualification MUST be uniform and fair (refer to Dept. of Industrial Relations for examples)(www.dir.ca.gov)
5. All contractors on the list for the category of work being bid will be notified of the project and invited to submit bids, if no contractors on list for this category, then project must be advertised on newspaper and trade journals

Formal Bidding-

1. "For construction projects anticipated to cost between \$500,001 and \$4,000,000" change language to projects that exceed \$500,001 and do not include a cap. This way the Zoo Corp. is required to formally bid these projects.

2. Advertisements for project in local newspaper and trade journals at least 14-30 days prior to bid opening. Advertisement should be at least twice within the time frame.
3. RFP shall state time and place of opening of sealed bids
4. Prequalification should be uniform fair, refer to DIR website for examples

Construction Manager at Risk-

1. "For construction projects anticipated to cost over \$4 million, Zoo Corp. will use CMR" I believe that this should be changed to MAY use CMR. This way the Zoo Corp. does not always have to use CMR. Keep in mind that some contractors don't bid on CMR projects; we don't want to limit the bidder's pool too much. Also, may want to increase the project cost to over \$10 million.
2. RFP for CMR should be advertised in newspaper and trade journals
3. Panel of members should evaluate the contractors, perhaps a panel of 5 including 2 Authority Board members
4. May want to insert language such as this: "For projects anticipated to cost over \$4 million, Zoo Corp. will evaluate each individual project separately to determine the most appropriate delivery method, which may include CMR, Design-build or traditional Design-Bid-Build". This will give the flexibility that the Zoo Corp. may need, to choose most advantageous method depending on the project.

In general-

1. May want to add emergency language. Such as "In the case of an emergency, the Zoo Corp. pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. (2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency. (Refer to Public Contract Code 22050)
2. Bid splitting language should be added. Such as "It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.
3. May want to prequalify subcontractors as well as general contractors to ensure quality and experience.
4. ALL contractors must be licensed for appropriate type of work and be bonded.
5. Both formal and informal bids must be sealed and publicly opened and advertisements must say the time and date and location of bid opening, award should be to lowest responsible and responsive bidder
6. Definition of "construction/public project" should be included. "(a) As used in this chapter, "public works" means: (1) Construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds, except work done directly by any public utility company pursuant to order of the Public Utilities Commission or other public authority. For purposes of this paragraph, "construction" includes work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work. (Refer to labor Code 1720)

PUBLIC CONTRACT CODE

SECTION 22000-22003

22000. This chapter shall be known and may be cited as the "Uniform Public Construction Cost Accounting Act."

22001. The Legislature finds and declares that there is a statewide need to promote uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state. This chapter provides for the development of cost accounting standards and an alternative method for the bidding of public works projects by public entities.

22001.5. On or before January 1, 2009, the Controller shall send a notice to all public agencies describing the provisions of this chapter and the benefits of using its provisions. This notice shall also be included in any notification issued by the Controller pursuant to Section 22020.

22002. (a) "Public agency," for purposes of this chapter, means a city, county, city and county, including chartered cities and chartered counties, any special district, and any other agency of the state for the local performance of governmental or proprietary functions within limited boundaries. "Public agency" also includes a nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

(b) "Representatives of the construction industry" for purposes of this chapter, means a general contractor, subcontractor, or labor representative with experience in the field of public works construction.

(c) "Public project" means any of the following:

(1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.

(2) Painting or repainting of any publicly owned, leased, or operated facility.

(3) In the case of a publicly owned utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

(d) "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:

(1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.

(2) Minor repainting.

(3) Resurfacing of streets and highways at less than one inch.

(4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

(5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

(e) For purposes of this chapter, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in paragraph (3) of subdivision (c), real property, streets and highways, or other public work improvement.

22003. A public agency which has, by resolution, elected to become subject to the uniform construction cost accounting procedures set forth in Article 2 (commencing with Section 22010), may utilize the bidding procedures set forth in Article 3 (commencing with Section 22030) when contracting for "maintenance work," as defined in Section 22002, or when contracting for any other work which does not fall within the definition of "public project," as defined in Section 22002.

PUBLIC CONTRACT CODE

SECTION 22010-22020

22010. There is hereby created the California Uniform Construction Cost Accounting Commission. The commission is comprised of 14 members.

(a) Thirteen of the members shall be appointed by the Controller as follows:

(1) Two members who shall each have at least 10 years of experience with, or providing professional services to, a general contracting firm engaged, during that period, in public works construction in California.

(2) Two members who shall each have at least 10 years of experience with, or providing professional services to, a firm or firms engaged, during that period, in subcontracting for public works construction in California.

(3) Two members who shall each be a member in good standing of, or have provided professional services to, an organized labor union with at least 10 years of experience in public works construction in California.

(4) Seven members who shall each be experienced in, and knowledgeable of, public works construction under contracts let by public agencies; two each representing cities, counties, respectively, and two representing school districts (one with an average daily attendance over 25,000 and one with an average daily attendance under 25,000), and one member representing a special district. At least one of the two county representatives shall be a county auditor or his or her designee.

(b) The member of the Contractors' State License Board who is a general engineering contractor as that term is defined in Section 7056 of the Business and Professions Code shall serve as an ex officio voting member.

22011. The Controller, in an effort to select highly qualified commission members, shall solicit from organized representatives of the construction industry and public agencies recommendations for appointments to the commission.

22012. At least one commission member of the seven representing the construction industry and at least one of the seven representing public agencies shall have previous accounting experience.

22013. The commission members shall select a chairperson from among its membership. The chairperson shall serve as chair for a term of one year from the date of selection or February 1, whichever comes first. In no event shall two consecutive chairpersons be appointees representing either the construction industry or public agencies.

22014. (a) The members of the commission shall hold office for terms of three years, and until their successors are appointed, except as otherwise provided for in this section.

(b) In the case of members initially appointed by the Controller, two representing the construction industry and two representing public agencies shall be appointed to serve until July 1, 1985; two

representing the construction industry and two representing public agencies shall be appointed to serve until July 1, 1986; and three representing the construction industry and three representing public agencies shall be appointed to serve until July 1, 1987.

(c) Members may be reappointed for subsequent terms of three years.

(d) The Controller shall, within 45 days after the expiration of any term, appoint a replacement to fill the vacancy on the commission.

22015. (a) The Controller shall make available for the conduct of the commission's business, such staff and other support as does not conflict with the accomplishment of the other business of the office of the Controller.

(b) Each member of the commission shall serve without compensation, but shall be reimbursed for travel and other expenses necessarily incurred in the performance of the member's duties.

(c) The commission may accept grants from federal, state, or local public agencies, or from private foundations or individuals, in order to assist it in carrying out its duties, functions, and powers under this chapter.

22016. The commission shall meet not less than once each year, at a time and place chosen by its membership.

22017. The commission shall do all of the following:

(a) After due deliberation and study, recommend for adoption by the Controller, uniform construction cost accounting procedures for implementation by public agencies in the performance of, or in contracting for, construction on public projects. The procedures shall, to the extent deemed feasible and practicable by the commission, incorporate, or be consistent with construction cost accounting procedures and reporting requirements utilized by state and federal agencies on public projects, and be uniformly applicable to all public agencies which elect to utilize the uniform procedures.

As part of its deliberations and review, the commission shall take into consideration relevant provisions of Office of Management and Budget Circular A-76.

(b) After due deliberation and study, recommend for adoption by the Controller cost accounting procedures designed especially for implementation by California cities with a population of less than 75,000. The procedures shall incorporate cost accounting and reporting requirements deemed practicable and applicable to all cities under 75,000 population which elect to utilize the uniform procedures. For purposes of these cost accounting procedures, the following shall apply:

(1) Cities with a population of less than 75,000 shall assume an overhead rate equal to 20 percent of the total costs of a public project, including the costs of material, equipment, and labor.

(2) Cities with a population of more than 75,000 may either calculate an actual overhead rate or assume an overhead rate equal to 30 percent of the total costs of a public project, including the costs of material, equipment, and labor.

(c) Recommend for adoption by the Controller, procedures and standards for the periodic evaluation and adjustment, as necessary, of the monetary limits specified in Section 22032.

(d) The commission shall make an annual report to the Legislature with respect to its activities and operations, together with those recommendations as it deems necessary.

22018. The Controller shall, upon receipt of the commission's recommendations, review and evaluate the recommended procedures and either formally adopt or reject the recommended procedures within 90 days of submission by the commission.

22019. Upon determining that the recommended uniform construction cost accounting procedures will serve the best interests of the state and public agencies, and upon formal adoption by the Controller, the Controller shall promulgate the uniform procedure for all public agencies electing to participate, together with instructions for their adoption and implementation by any public agency.

22020. In accordance with procedures and standards adopted pursuant to Section 22017, every five years the commission shall consider whether there have been material changes in public construction costs and make recommendations to the Controller regarding adjustments in the monetary limits prescribed by Section 22032, but in no case shall the amount, as adjusted, be less than fifteen thousand dollars (\$15,000). Any adjustment shall be effective beginning with the fiscal year which commences not less than 60 days following the Controller's notification to all public agencies of the adjustment. That notification shall also describe the provisions of this chapter and the benefits of using its provisions.

PUBLIC CONTRACT CODE

SECTION 22030-22045

22030. This article applies only to a public agency whose governing board has by resolution elected to become subject to the uniform construction cost accounting procedures set forth in Article 2 (commencing with Section 22010) and which has notified the Controller of that election. In the event of a conflict with any other provision of law relative to bidding procedures, this article shall apply to any public agency which has adopted a resolution and so notified the Controller.

22031. Nothing in this article shall prohibit a board of supervisors or a county road commissioner from utilizing, as an alternative to the procedures set forth in this article, the procedures set forth in Article 25 (commencing with Section 20390) of Chapter 1.

22032. (a) Public projects of thirty thousand dollars (\$30,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.

(b) Public projects of one hundred twenty-five thousand dollars (\$125,000) or less may be let to contract by informal procedures as set forth in this article.

(c) Public projects of more than one hundred twenty-five thousand dollars (\$125,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure.

22033. It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.

22034. Each public agency that elects to become subject to the uniform construction accounting procedures set forth in Article 2 (commencing with Section 22010) shall enact an informal bidding ordinance to govern the selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032. The ordinance shall include all of the following:

(a) The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission.

(b) All contractors on the list for the category of work being bid or all construction trade journals specified in Section 22036, or both all contractors on the list for the category of work being bid and all construction trade journals specified in Section 22036, shall be mailed a notice inviting informal bids unless the product or service is proprietary.

(c) All mailing of notices to contractors and construction trade journals pursuant to subdivision (b) shall be completed not less than 10 calendar days before bids are due.

(d) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about

the project, and state the time and place for the submission of bids.

(e) The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person.

(f) If all bids received are in excess of one hundred twenty-five thousand dollars (\$125,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at one hundred thirty-seven thousand five hundred dollars (\$137,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

22035. (a) In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two.

(b) In case of an emergency, if notice for bids to let contracts will not be given, the public agency shall comply with Chapter 2.5 (commencing with Section 22050).

22035.5. In counties that are under court order to relieve justice facility overcrowding, the procedures and restrictions specified in Section 20134 shall apply to all contracts issued under this chapter.

22036. The commission shall determine, on a county-by-county basis, the appropriate construction trade journals which shall receive mailed notice of all informal and formal construction contracts being bid for work within the specified county.

22037. Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of the public agency; or, if there is no newspaper printed and published within the jurisdiction of the public agency, in a newspaper of general circulation which is circulated within the jurisdiction of the public agency, or, if there is no newspaper which is circulated within the jurisdiction of the public agency, publication shall be by posting the notice in at least three places within the jurisdiction of the public agency as have been designated by ordinance or regulation of the public agency as places for the posting of its notices. The notice inviting formal bids shall also be mailed to all construction trade journals specified in Section 22036. The notice shall be mailed at least 30 calendar days before the date of opening the bids.

In addition to notice required by this section, the public agency may give such other notice as it deems proper.

22038. (a) In its discretion, the public agency may reject any bids presented, if the agency, prior to rejecting all bids and declaring

that the project can be more economically performed by employees of the agency, furnishes a written notice to an apparent low bidder. The notice shall inform the bidder of the agency's intention to reject the bid and shall be mailed at least two business days prior to the hearing at which the agency intends to reject the bid. If after the first invitation of bids all bids are rejected, after reevaluating its cost estimates of the project, the public agency shall have the option of either of the following:

(1) Abandoning the project or readvertising for bids in the manner described by this article.

(2) By passage of a resolution by a four-fifths vote of its governing body declaring that the project can be performed more economically by the employees of the public agency, may have the project done by force account without further complying with this article.

(b) If a contract is awarded, it shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the public agency may accept the one it chooses.

(c) If no bids are received through the formal or informal procedure, the project may be performed by the employees of the public agency by force account, or negotiated contract without further complying with this article.

22039. The governing body of the public agency shall adopt plans, specifications, and working details for all public projects exceeding the amount specified in subdivision (c) of Section 22032.

22040. Any person may examine the plans, specifications, or working details, or all of these, adopted by the public agency for any project.

22041. This article does not apply to the construction of any public building used for facilities of juvenile forestry camps or juvenile homes, ranches, or camps established under Article 15 (commencing with Section 880) of Chapter 2 of Part 1 of Division 2 of the Welfare and Institutions Code, if a major portion of the construction work is to be performed by wards of the juvenile court assigned to those camps, ranches, or homes.

22042. The commission shall review the accounting procedures of any participating public agency where an interested party presents evidence that the work undertaken by the public agency falls within any of the following categories:

(a) Is to be performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency.

(b) Exceeded the force account limits.

(c) Has been improperly classified as maintenance.

22043. In those circumstances as set forth in subdivision (a) of Section 22042, a request for commission review shall be in writing, sent by certified or registered mail received by the commission postmarked not later than five business days from the date the public agency has rejected all bids. In those circumstances set forth in subdivision (b) or (c) of Section 22042, a request for commission

review shall be by letter received by the commission not later than five days from the date an interested party formally complains to the public agency. The commission review shall commence immediately and conclude within 30 days from the receipt of the request for commission review. During the review of a project that falls within subdivision (a) of Section 22042, the agency shall not proceed on the project until a final decision is received by the commission.

22044. The commission shall prepare written findings. Should the commission find that the provisions of this chapter or of the uniform cost accounting procedures provided for in this chapter were not complied with by the public agency, the following steps shall be implemented by that agency:

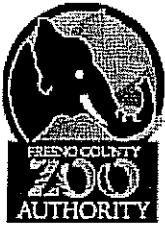
(a) On those projects set forth in subdivision (a) of Section 22042, the public agency has the option of either (1) abandoning the project, or (2) awarding the project to the lowest responsible bidder.

(b) On those projects set forth in subdivision (b) or (c) of Section 22042, the public agency shall present the commission's findings to its governing body and that governing body shall conduct a public hearing with regard to the commission's findings within 30 days of receipt of the findings.

22044.5. If the commission makes a finding, in accordance with Section 22043, on three separate occasions within a 10-year period, that the work undertaken by a public agency falls within any of the categories described in Section 22042, the commission shall notify the public agency of that finding in writing by certified mail and the public agency shall not use the bidding procedures provided by this article for five years from the date of the commission's findings.

22045. (a) No later than January 1, 1985, the commission shall recommend, for adoption by the Controller, written procedures implementing the accounting procedures review provided for in this article.

(b) The Controller shall, upon receipt of the commission's recommendation, review and evaluate the recommended procedures and either formally adopt or reject the recommended procedures within 90 days of submission of the commission.



DATE: September 21, 2011

TO: Fresno County Zoo Authority Board

FROM: Catherine Crosby
Zoo Authority Coordinator

RE: **Annual Review of Procedures for Approving and Administering Measure Z Funds**

RECOMMENDED ACTION

Discuss and approve revisions to Fresno County Zoo Authority *Procedures for Approving and Administering Measure Z Funds* (Procedures).

DISCUSSION

The Procedures state (page 2) that they

“ will be reviewed with the Zoo Authority as needed for opportunity to update, amend, or edit to achieve greater efficiencies.”, and that “Staff will report to the Authority during each year on the effectiveness of the procedures described...and, with Authority approval, may modify the procedures based on additional history, experience or changes in technology.”

Staff has reviewed and provided the attached draft revised Procedures. Recommendations for changes are shown with strikethroughs and underscores* and are summarized as follows.

1. Throughout the document, references to the County 'Auditor-Controller/Treasurer-Tax Collector' or 'Auditor' have been changed to the more accurate Zoo Authority 'Treasurer'.
2. A note has been added to page 2 referencing the agreement of December 21, 2005, between the Zoo Authority and Fresno's Chaffee Zoo Corporation, the document from which the method for the Procedures was derived.
3. Note 4 has been added to page 2 regarding the designated Treasurer, and should have been underscored in the draft.
4. The majority of changes to text are in Attachment B on pages 16, 17, and 18, where the requirements and the process for the disbursement of Measure Z funds have been re-ordered to describe the communication among the Zoo Authority Board staff and Fresno Chaffee Zoo Corporation staff, and the timeline of the process as it actually occurs.



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DRAFT REVISED PROCEDURES

DATE: September 28, 2011

ISSUED BY: Board of Fresno County Zoo Authority

RE: **Procedures for Approving and Administering Measure Z Funds**

PURPOSE

To provide guidelines for the authorization and administration of Measure Z funds by the Fresno County Zoo Authority (Authority).

OVERVIEW

On November 2, 2004, the voters of Fresno County approved "Measure Z," a transactions and use tax (sales tax) at the rate of 0.1%, proposed by the Fresno County Zoo Authority, to support the Chaffee Zoo. The procedures described herein apply to the management and disbursement of Measure Z funds.

Simplified, the bylaws of the Fresno County Zoo Authority provide that the tax revenue can be used for the administration of the Fresno County Zoo Authority and be allocated to *"the entity operating the Chaffee Zoo"* for on-going operations, maintenance and capital facilities projects at that location. [Note: Fresno's Chaffee Zoo Corporation (FCZC) *became "the entity operating the Chaffee Zoo"* on January 1, 2006.

The Fresno County Zoo Authority Board (Board) will review and approve Measure Z funded line items of FCZC's operations and capital projects budgets. Once approved by the Board, FCZC, claims for reimbursement will be submitted to the Administrator for review and approval. Approved claims will then be forwarded to the ~~Auditor Controller/Treasurer Tax Collector (Auditor)~~ Zoo Authority Treasurer (Treasurer) for accounting and payment processing.

Notes:

1) As per the intent of the AGREEMENT REGARDING PROCEDURES FOR THE DISTRIBUTION OF TAX REVENUE TO THE CHAFFEE ZOO (#05-237) between the Fresno County Zoo Authority and Fresno's Chaffee Zoo Corporation, entered into December 21, 2005, these procedures provide the method for the requests for and approval of the distribution of Measure Z funds.

2) These procedures will be reviewed with the Zoo Authority as needed for opportunity to update, amend, or edit to achieve greater efficiencies.

Staff will report to the Authority during each year on the effectiveness of the procedures described herein and, with Authority approval, may modify the procedures based on additional history, experience or changes in technology.

3) The responsibilities of the Zoo Authority Administrator specified in these procedures may be carried out by a designee, the Zoo Authority Coordinator.

4) Per ordinance, the County of Fresno Auditor-Controller/Treasurer-Tax Collector or their designee serves as Treasurer for the Zoo Authority.



FINANCIAL MANAGEMENT SYSTEM

Through its approval of this procedure, the Authority has adopted a method of financial management that intends to be responsive to the needs of a small staff, while assuring payment procedures and monitoring controls that assure high accountability in the expenditure of public monies.

The Authority's financial management records will be maintained by the ~~Auditor's staff~~ Treasurer in the County of Fresno's financial information system, PeopleSoft. (Exhibit 1)

- There are two separate funds used to track and record all Measure Z financial activity. Procedures regarding these funds are outlined in the Zoo Authority By-laws.
- Fund 4845 has been established to track and record Authority administration costs. The bylaws provide *"Up to 2% of the tax proceeds shall be allocated for administrative costs of the Authority. This administrative allocation shall be made based upon budgeted estimates of administrative costs prior to any distribution of tax revenues in any fiscal year to the Fresno's Chaffee Zoo Corporation (FCZC). "Administrative costs" shall mean actual expenses incurred by the Authority. Apportionment of any overhead and/or accounting of actual costs shall be accomplished in accordance with the standards and procedures found in the United States Office of Management and Budget Circular, OMB A-87, as amended."* Procedures regarding this fund are outlined in **Attachment A**.
- In accordance with the bylaws, the remaining annual tax proceeds ~~shall be distributed to~~ will be allocated to reimburse qualifying FCZC operating and capital project claims. This Measure Z activity is tracked using fund 4850. Within this fund, two sub-classes (10000 and 42700) have been established to segregate monies available for disbursement to FCZC to be used in operations (10000) and capital facilities projects (42700). Procedures regarding this fund are outlined in **Attachment B**.
- All funds are deposited with Fresno County Treasury and earn interest.

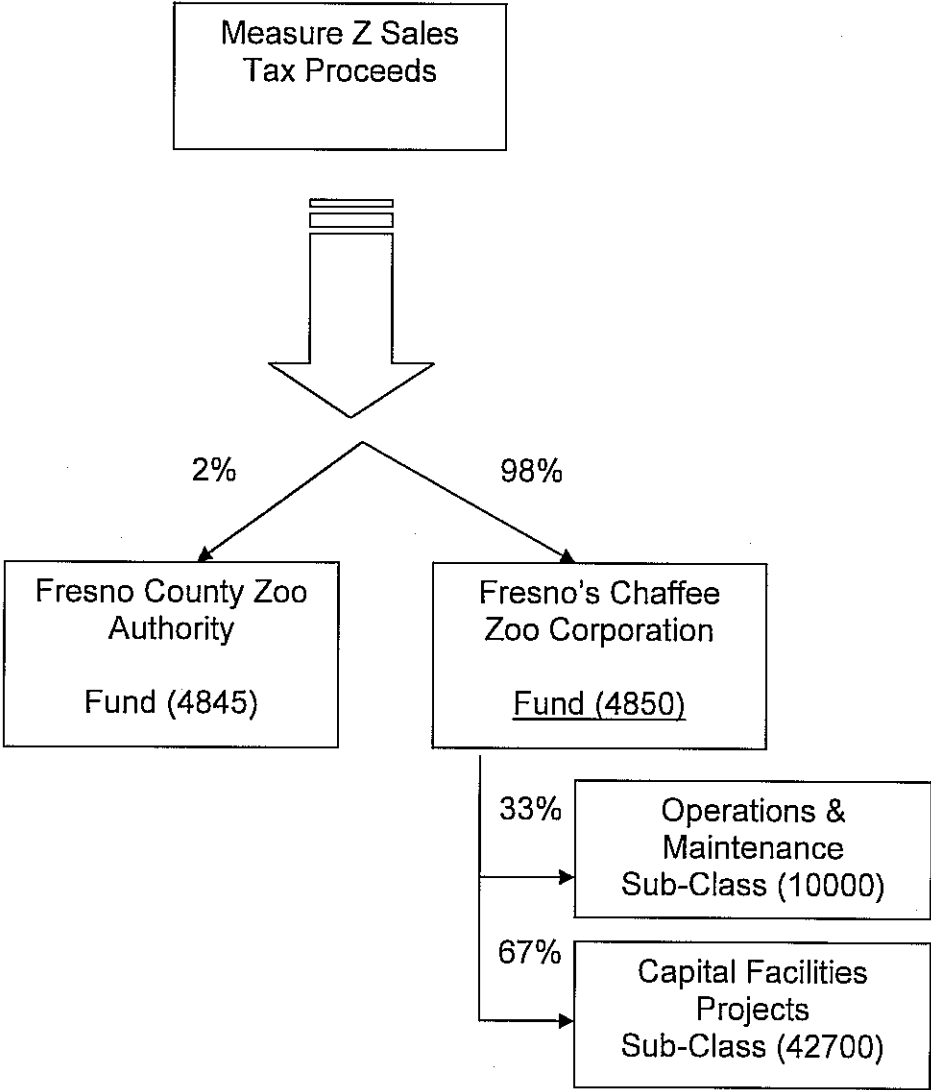
Once the funds are disbursed to FCZC, the Authority's oversight extends to request monthly financial reports, annual audited financial statements with auditor's report, and annual agreed-upon procedures report of FCZC. The audited financial statements and/or related note disclosures must provide information specific to revenue and expenditures of Measure Z dollars related to on-going operations, maintenance and capital facilities projects at the Chaffee Zoo.

Sections, in order:

Exhibit 1	Financial Management System - Cash Fund Structure
Attachment A	Zoo Authority Procedures
Exhibit 2	Zoo Authority Claims Approval Process Flow Chart
Attachment B	Disbursement of Funds to Fresno's Chaffee Zoo Corporation (FCZC)
Exhibit 3	Sample – Disbursement Claim Format
Exhibit 4	Zoo Corporation Claims Approval Process Flow Chart

Exhibit 1 – Financial Management System

Cash Fund Structure



ATTACHMENT A

ZOO AUTHORITY POLICIES AND PROCEDURES

ATTACHMENT A

ZOO AUTHORITY POLICIES AND PROCEDURES

I. Authority Annual Budget and Control Policies:

As a matter of policy, the Authority intends to maintain the flexibility necessary to administer Measure Z funds through a minimalist approach with emphasis on delivering oversight and performing due diligence in using public monies.

The Authority shall adopt an annual budget of its own administrative expenditures each fiscal year (July 1 to June 30). The adoption of the annual budget will be done during an Authority public meeting not later than one (1) day prior to the start of the next fiscal year. The Authority's proposed annual budget will be available for public inspection at least fifteen (15) days prior to the meeting. The Authority is not required to adhere to the specific requirements of the County Budget Act.

While the Authority may vary from this schedule, the anticipated timeline for the Authority to prepare and approve its own budget is as follows:

Suggested Budget Timeline	
March	Review Authority's current year spending and create forecasts for next fiscal year (Measure Z revenues, administrative 2%, and expenditures)
April	Present and discuss draft Authority Budget at own Public Meeting
May	Review and Approve Budget at own Public Meeting

The annual budget is a line item budget consisting of several categories (object level) which may include Salaries and Employee Benefits, Services and Supplies, Equipment, and Other Charges. It is the Authority's policy that revenue exceeding expenditures during the budget/fiscal year will be added to the Administrative fund balance and held there until otherwise designated by the Zoo Authority Board.

II. Contracted Staff Responsibilities

A. *Auditor-Controller/Treasurer-Tax Collector:*

The Auditor-Controller/Treasurer-Tax Collector ~~(Auditor)~~ (Treasurer) ~~serving as accountant will provide staff to serve as accountant and treasurer~~ for the Authority, and will exercise the fiscal responsibility to review, account for, and process payment of claims that are consistent with Authority approved budget appropriation limits at the line item level.

The Authority accepts the Treasurer's opinion on generally accepted accounting principles (GAAP) and will defer to the ~~Auditor~~ Treasurer on the appropriate accounting ~~treatment of the~~

Administrative Fund. and reporting treatment for financial transactions related to the Administration, recording, and disbursement of Measure Z funds.

B. Responsibilities of Zoo Authority Administrator (or Designated Coordinator):

The Zoo Authority Administrator (County Administrative Officer) will act as a management official of the Zoo Authority to provide full administrative support, and to ensure separation of duties for internal control purposes. The Zoo Authority Administrator, or his coordinator, will act on behalf of the Authority to perform all of the following functions:

- 1) make allowed / authorized purchasing requests
- 2) receive, review, and gain appropriate approval for Authority administrative claims prior to submitting them to the Treasurer for payment
- 3) receive, review, and approve or deny payment of all FCZC claims based on supporting documentation submitted to substantiate each claim; ensure that claims are consistent with the Board-authorized project plan, and approved budget appropriation limits at the line item and project levels
- 4) forward approved claims to the Treasurer for payment
- 5) request for and review all documentation required by these procedures from external entities (including FCZC and the City of Fresno) to ensure compliance by FCZC. This documentation includes, but is not limited to, reports on annual audit and agreed-upon procedures engagement required of FCZC, and certification of City of Fresno funds required of FCZC and the City of Fresno. In addition, the Administrator will communicate any findings or reportable conditions identified in the review of these documents to the Zoo Authority Board.

As management for the Authority, the coordinator will have the authority (on approval by the Authority Board Chair) to request from other Authority Staff the preparation of documents that may provide additional financial information to the Board. This includes, but is not limited to, additional accounting reports from the Treasurer and legal opinions from Legal Counsel that may clarify financial matters. Such requests should be made in writing or via e-mail. Authority staff (Treasurer, Legal Counsel, etc.) should provide the requested documentation within 14 business days of the request.

III. Authority Financial Policies:

- A. In the absence of an Authority policy to the contrary, the Standards and Procedures for Counties, State of California, will be used as the Authority guide on fiscal matters.
- B. All expenditures of the Authority will be on a "claims" approval basis tracked against approved budget categories. (See *Authority Claims Approval Process/Procedures*)

IV. Authority Claims Approval Process/Procedures:

The following information pertains to payment for Authority expenses, based on the Authority's own approved administrative budget. These adopted procedures, as part of the financial management system of the Authority, provide for a high degree of accountability, monitoring, and tracking. All expenditures must be claim based, i.e., a bill or claim for payment in writing.

Only claims for reimbursements or for payments for goods and services, acceptable in the Measure Z ordinance and Authority bylaws, will be accepted and approved by the Zoo Authority Administrator and processed for payment by the ~~Auditor-Treasurer~~. Timeliness is important; therefore, when possible, claims should reflect work performed or goods received during the preceding thirty (30) day period.

A. Non Fresno-County Related Expenses

- 1) All claims must be submitted to the Zoo Authority Administrator. The ~~Auditor-Treasurer~~ will not accept any direct requests for claims of Zoo Authority administrative expenses.
- 2) The Administrator will review all claims and/or vendor invoices against the approved budget line items (i.e., funds must be in the appropriate category).
- 3) Claims submitted with insufficient/inappropriate documentation, against an unapproved budget line item, or exceeding budget limits will be rejected by the Administrator and returned to the submitter.
- 4) Upon completion of review and approval of claims, the Administrator will forward them to the ~~Auditor-Treasurer~~ for payment processing.
- 5) Once an Administrator-approved claim is received the ~~Auditor-Treasurer~~ will review, account for, and process payment in a timely manner, provided the claim is within budget appropriation limits at the line item level.

- 6) If sufficient cash is not available to pay a valid claim, the ~~Auditor-Treasurer~~ will contact the Administrator, who will seek direction from the Authority at the next public meeting by presenting the claim and a recommendation to the Authority.
- 7) Reports of expended amounts will be available monthly, tracking the expenditures, the categories, the level of expenditures and the amount available for future spending.
- 8) In addition, the Administrative and Trust Funds will be reconciled and reports will be furnished to the Authority as part of the Treasurer's Report for further tracking of expenditures and reporting their status.

B. Fresno-County Related Expenses

- 1) All claims must be submitted to the Zoo Authority Administrator. The ~~Auditor-Treasurer~~ will not accept any direct requests for claims of Zoo Authority administrative expenses.
- 2) The Administrator will review and summarize all claims monthly. The summary must be presented to the Authority for its approval prior to submitting the claims to the ~~Auditor-Treasurer~~ for payment.
 - a) Exception: Where summarizing and seeking Authority approval prior to submission to ~~Auditor-Treasurer~~ would delay payment more than sixty (60) days from the claim due date, the Administrator is authorized to submit claims of less than \$1,000 on an individual basis to the Treasurer for expeditious payment processing, and the Administrator is further directed to report the payment in arrears to the Authority.
- 3) Any claim for payment to the County of Fresno (for contracted staff services to the Zoo Authority Board) must be presented to the Authority for its approval prior to submitting the claim to the Treasurer for payment. Authority approval will be documented by a minute order authorizing the specific payment. No time element exception exists for County of Fresno invoices.
- 4) Claims will be reviewed by the Zoo Authority Administrator for their appropriateness and to ensure it is within budget appropriation limits at the line item level.
- 5) No claim for reimbursement shall be paid without formal approval of the Authority unless the approval is delegated to the Zoo Authority Administrator.
- 6) All claims formally approved by the Authority will be documented by a minute order authorizing payment.

- 7) Where approval is delegated to the Zoo Authority Administrator, authorization to pay claims is derived from an approved budget.
- 8) Claims for reimbursement or payment of administration expenses on behalf of the Authority shall include the signature of the Zoo Authority Administrator, or designee, reference to the source of the authorizing approved budget (specifically, the account to be charged), and be submitted to the ~~Auditor-Treasurer~~ in writing.
- 9) Records of all claims paid will be kept in accordance with the County of Fresno records retention policy and may be maintained as paper records ("hard copy") or scanned and maintained electronically ("soft copy") for audit purposes and future reference.

V. Authority Purchasing Policies:

The Authority may contract with any department or agency of the United States, with any public agency, including but not limited to, the County of Fresno, or any county, city or district, with any vendor or with any person upon any terms and conditions that the Authority finds in its best interest.

With the exception of the contract with the County of Fresno for staff services, contracts for the purchase of services, supplies, equipment, and materials in excess of ten thousand dollars (\$10,000.00) shall be awarded through competitive bidding processes, except in an emergency declared by the Authority, or by an executive committee to which the Authority has delegated responsibility to make that declaration.

If after rejecting bids received under the above, the Authority determines and declares that, in its opinion, the services, supplies, equipment or materials may be purchased at a lower price on the open market, the Authority may proceed to purchase these services, supplies, equipment, or materials in the open market without further observance of the provisions regarding contracts, bids, or advertisements.

The Authority may use the purchasing/bidding capabilities of the County where timely application and the combining with its larger volume purchasing abilities would be advantageous to the Authority.

Wherever feasible, the Authority will establish contracts that are negotiated and created on a not to exceed basis with a delineation of the goods and/or services to be provided.

VI. Authority Contract Policies:

The Zoo Authority Administrator is authorized on behalf of the Authority to enter into agreements and contracts or purchases for services and supplies up to a maximum amount of \$5,000 per vendor per year, or for multi year contracts up to a maximum of \$5,000, in accordance with an approved budget.

Contracts or purchases with vendors exceeding \$5,000 limit must be presented to the Zoo Authority Board for approval. Any contract with the County of Fresno (for contracted staff services) must be presented to the Zoo Authority Board for approval.

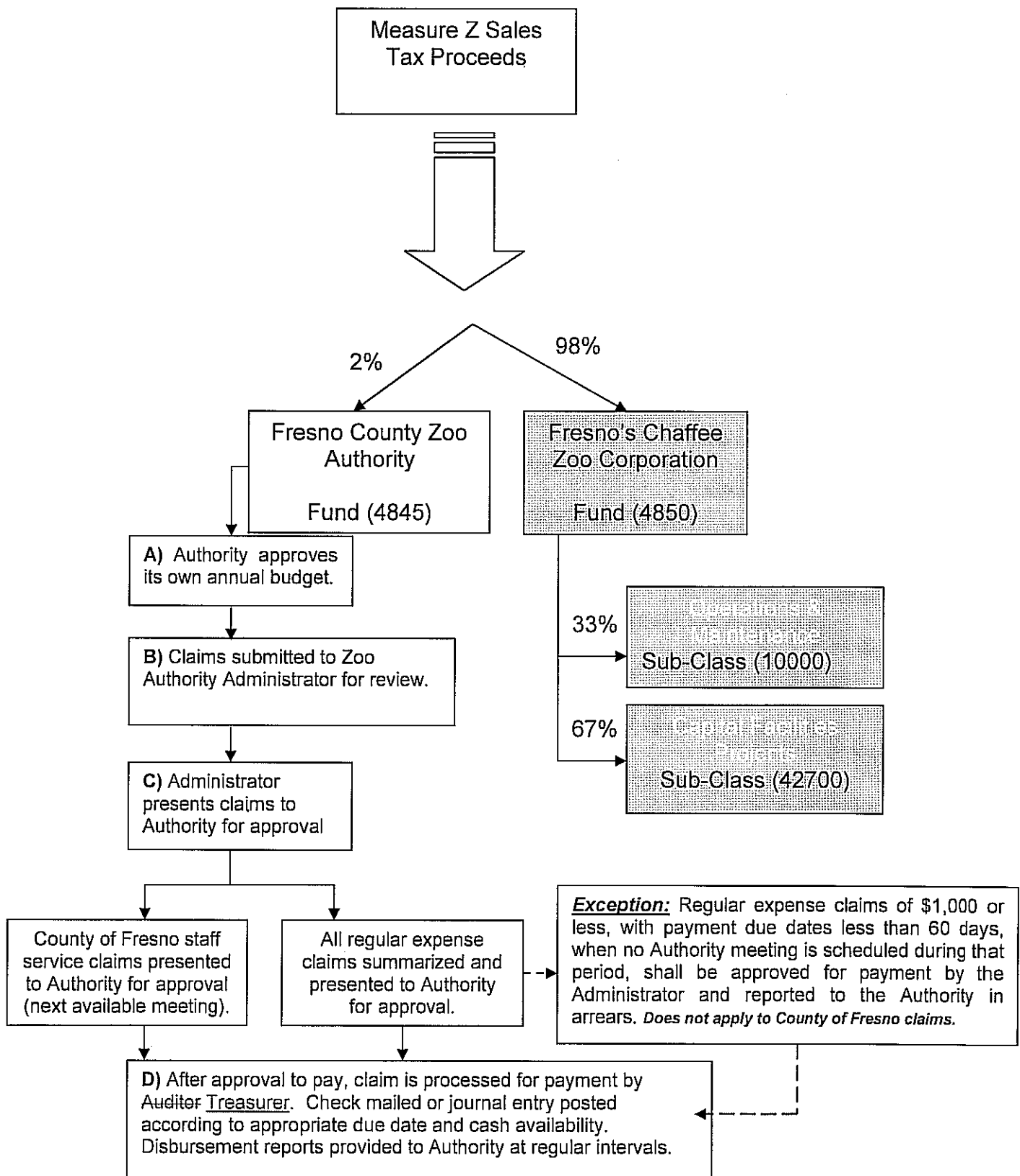
VII. Authority Financial Reporting and Audits:

The office of the Auditor/Controller – Treasurer/Tax Collector will prepare the Authority's Financial Statements at the end of each fiscal year. These financial statements will be audited by an external certified public accountant or firm (independent auditor) as selected by the Zoo Authority Board or committee appointed by the Board. The annual audit will be conducted in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The report issued by the independent auditor as well as the related financial statements will be presented to the Zoo Authority Board and the general public at an Authority publicly noticed meeting. Notice of this presentation will be communicated to the public via the Authority's website at least 15 days prior to the meeting.

Inquiries Related to these Policies and Procedures:

Questions regarding these policies and procedures should be directed to the Administrator or may be raised during public comment at any Authority publicly noticed meeting.

Exhibit 2 – Zoo Authority Claims Approval Process Flow Chart



ATTACHMENT B

ZOO AUTHORITY POLICIES AND PROCEDURES FOR APPROVAL AND DISBURSEMENT OF FUNDS TO FRESNO'S CHAFFEE ZOO CORPORATION (FCZC)

ATTACHMENT B

ZOO AUTHORITY POLICY AND PROCEDURES FOR APPROVAL AND DISBURSEMENT OF FUNDS TO FRESNO'S CHAFFEE ZOO CORPORATION (FCZC)

This policy applies to approval and subsequent authorization to disburse Measure Z Funds to FCZC for Operations and Capital Projects

I. Operations

A. *Operations Budget*

- 1) Each year, FCZC shall present *operations* budget line items (accounts) to be funded by Measure Z for approval by the Zoo Authority Board. The segregated line items shall be specifically identified in the FCZC budget and shall be funded 100% (up to the budget amount) with Measure Z operations funds.
- 2) When the FCZC *operations* budget has been presented and Measure Z funded line items have been approved by the Authority, and as long as all other funding criteria as specified in the bylaws and claim supporting documentation requirements are met, the Authority adopts a policy of a standing authorization delegating final claim approval authority to the Administrator (or his designated Coordinator) and approving the Auditor-Treasurer to release funds to FCZC in accordance with the Administrator's signed approval and Board approved budget limits.

B. *Disbursement of Measure Z Funds for Operations*

- 1) FCZC shall submit a monthly operations claim separately for each month of the year within 60 days after the end of the month, with the exception of the first claim of the year which shall be submitted within 90 days after the end of the month.
- 2) The claim template at Exhibit 3 should be used by FCZC. This template may be modified as mutually agreed by the Authority and FCZC.
- 3) Reimbursement may only be requested for incurred expenses. No prepaid expenses or deposits on goods/services will be reimbursed, unless authorized through an Authority Board action at a public meeting.
- 4) Each operations claim may only contain expenses incurred during the current budget year. Reimbursement will not be processed for expenses incurred in prior years, unless authorized through an Authority Board action at a public meeting.

Financial Procedures
Fresno County Zoo Authority

- 5) Claims submitted shall ~~include~~ have supporting documentation for expenses. ~~Supporting documentation should include including~~ copies of the general ledger and/or other financial reports extracted from the FCZC official accounting system. ~~Additional supporting documentation including, but not limited to, invoices and vendor contracts. may be requested of FCZC at the discretion of the Authority Board and/or Staff.~~
- 6) In general, disbursements to FCZC will be equal to or greater than \$100,000 at a time.
- 7) Subsequent to approval of the FCZC Measure Z funded budget line items, the Authority does not need to take action for each disbursement or release of funds. The Administrator is granted standing authority to approve claims submitted by FCZC. The ~~Auditor-Treasurer~~ is granted authority to disburse funds (initiate the cash transaction) in accordance with budget limits for Measure Z funded line items, when it the Treasurer receives the approved claim from the Administrator. The ~~Auditor-Treasurer~~ will not accept claims directly from FCZC.
- 8) All disbursement claims shall be submitted to the attention of the Administrator. The disbursement request may be submitted to the Administrator as a "hard copy" (on paper with a manual signature) or "soft copy" (preferred - received electronically from a specific authorized approver's email address).

Annually or when changes in personnel occur, the FCZC shall affirmatively confirm for Zoo Authority personnel which FCZC personnel are authorized to approve and submit claims for disbursement of Measure Z funds.

- a) Hard copy disbursement claims ~~should~~ shall be sent to: County of Fresno, Department of Public Works and Planning, Attn: Cathy Crosby, Zoo Authority Coordinator, 2220 Tulare Street, 6th Floor, Mail Stop #214, Fresno, CA 93721.
- b) Soft copy disbursement claims ~~should~~ shall be emailed to the Zoo Authority Coordinator, ~~Cathy Crosby~~ (~~crosby@co.fresno.ca.us~~) with a carbon copy to ~~Jamie Flaherty~~ at (~~jflaherty@co.fresno.ca.us~~) and Robert Delay at (~~rdelay@co.fresno.ca.us~~) the Treasurer.
- 9) Disbursement claims shall reference the source of the authorizing approved budget (operations, capital facilities project) and specify how the funds are to be disbursed (check, wire transfer). (Sample as **Exhibit 3**)

From
14a,
p17

Any disbursement request that would exceed the budgeted amount of a particular Measure Z funded line item shall include explanations by FCZC's management and details of variances of 25% or \$25,000 (whichever is less) per month.

From
13, p17

Unless extraordinary circumstances require faster or slower processing of the request, total processing time from Administrator's receipt of a complete claim should not exceed ~~12~~ 13 business days.

new

Through each step in the claim process, the Administrator, Auditor Treasurer and FCZC will maintain communication by email among themselves to track the claim, anticipate and manage any problems, and minimize delays.

- 10) The Administrator will work directly with FCZC to ensure all required documentation to support the claim is provided, and to verify that the claim request is within approved budget limits at the line item level. Disbursement claims submitted with incorrect, improper, or insufficient supporting documentation will be ~~rejected for approval by the Administrator and~~ returned by email to FCZC for revision and resubmittal, and the Auditor Treasurer notified.
- 11) FCZC disbursement claims will be reviewed and approved, or ~~denied by~~ returned to FCZC by the Administrator within three (3) business days, unless extraordinary circumstances require faster or slower processing of the request.
- 12) Once ~~a claim is~~ approved, the Administrator will notify FCZC and forward the claim by email to the ~~Auditor Treasurer~~ for payment processing.
- 13) The ~~Auditor Treasurer~~ will review the claim for accounting form to ensure disbursement is in compliance with the approved budget limits, and accounting principles generally accepted in the United States.

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from 15)

If sufficient cash is not available to pay a valid disbursement claim, the Auditor Treasurer will seek direction from the Authority at the next regularly scheduled public meeting, or specially requested meeting, by presenting the claim and a recommendation to the Authority.

Payment of the claim will be processed as expeditiously as possible, within a maximum ~~nine (9)~~ ten (10) business days from receipt of a complete Administrator-approved claim (this includes six (6) days for Auditor Treasurer review, a 3-day Board response waiting period, and one (1) day for treasury processing and wire transfer, unless extraordinary circumstances require faster or slower processing of the request.

- 14) ~~Upon receipt of an the completion of review of the FCZC disbursement claim, the Auditor Treasurer will email the claim to the Administrator. notify FCZC. The Administrator will email a copy of then forward the claim to all members of the Zoo Authority Board and notify FCZC. Auditor and FCZC and post the claim on the Zoo Authority website.~~

Moved to Step 16a, p18

Moved
to 9)
p16

- a) ~~Any disbursement request that would exceed the budgeted amount of a particular Measure Z funded line item shall include explanations by FCZC's management and details of variances of 25% or \$25,000 (whichever is less) per month.~~

- a. Any Authority Board recipient who wishes to question or object to the claim must contact the Chair and Administrator, within 72 hours or 3 business days

Financial Procedures
Fresno County Zoo Authority

(whichever is greater) of the date and time of the claim email, and request a special meeting be arranged.

- b. The Chair will notify the Zoo Authority Administrator to call a meeting for discussion and approval of the FCZC disbursement claim. The special meeting called by the Chair shall be held as soon as it can be reasonably arranged for a quorum to be present at said meeting.

Note: No discussion of the disbursement claim or approval / denial can happen via email. Discussion and action must be taken during a public meeting.

- c. Claim approval by the Authority Board will be assumed by the Auditor Treasurer if no request for a special meeting is received by the expiration of the timeframe specified in section 11. 14b above. and the Auditor Treasurer will then direct payment for the claim will to be processed expeditiously.

Moved
to 13

- 15) ~~If sufficient cash is not available to pay a valid disbursement claim, the Auditor Treasurer will seek direction from the Authority at the next regularly scheduled public meeting, or specially requested meeting, by presenting the claim and a recommendation to the Authority.~~

16) Disbursement of Funds:

New

- a. The Treasurer will forward wire confirmation or other record of disbursement to the Administrator and FCZC. The Administrator will then post the claim to the Zoo Authority website.
- b. Claims will be paid by check and held for pick up at no cost to FCZC unless otherwise requested.
- c. The disbursement claim check will be available for pick up at the Auditor's Office – Special Accounting Division located in Room 104 of the Hall of Records Building, 2281 Tulare Ave., Fresno, CA 93715.
- d. The FCZC authorized person picking up the check must be listed on the authorized signer's form filed with the Auditor/Controller's office and must present identification.
- e. Disbursement claims requesting funds be wired or sent electronically will be honored at the current County of Fresno wire fee rate published in the annual master schedule of fees. For wire or EFT, the disbursement claim must reference the appropriate banking information.

Moved
from
11

II. Capital Projects

A. *Capital Projects Budget and Plan*

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Fresno County Zoo Authority

- 1) Each year, FCZC shall present a *capital projects* budget to be funded by Measure Z for approval by the Zoo Authority Board. This budget should include segregated line items (accounts) and related request amounts. Information on planned projects and related estimated costs should be included in the budget request. The Zoo Authority Board may request additional information from FCZC on the planned projects prior to approving them along with the budget.
- 2) Budget amounts requested for a specific major project may be requested in one lump sum, but will only be approved at the discretion of the Authority Board. In the event that a budget is approved for an entire project which will be constructed over a period of time exceeding one (1) fiscal year, any unexpended appropriations will be encumbered (rolled over) at year end. The encumbered appropriations will be available to pay for the project construction in progress for a period not to exceed two (2) fiscal years or (24 months). Encumbered appropriations will lapse within 2 fiscal years. In order for FCZC to be reimbursed past that period of time, FCZC will be required to take an agenda item to the Authority Board for approval of the re-appropriation.
- 3) FCZC shall present to the Zoo Authority Board an annual Capital Projects Plan in conjunction with the annual *capital projects* budget request. This plan should specify major planned projects and the estimated cost of each project for the budget year. This plan may include a contingency amount for emergency projects unknown to FCZC management at the time the Projects Plan is prepared. The Projects Plan may be modified for large project changes at the request of FCZC and approval of the Zoo Authority Board during the year. Upon review, the Board can elect to approve or modify the projects plan and the capital projects budget simultaneously.
- 4) When the FCZC *capital projects* budget and Projects Plan has been approved by the Authority, and as long as all other funding criteria as specified in the bylaws, financial procedures, and claim supporting documentation requirements are met, the Authority adopts a policy of a standing authorization delegating final claim approval authority to the Administrator (or his designated Coordinator) and approving the ~~Auditor~~ Treasurer to release funds to FCZC in accordance with the Administrator's signed approval and Board approved budget limits.

B. Capital Projects Policy

The Measure Z Capital Projects Policy, adopted June 24, 2009 defines the criteria for allowable expenses of Measure Z capital funds. All capital project claims submitted by FCZC for reimbursement shall be in accordance with this policy.

C. Disbursement of Measure Z Funds for Capital Projects

Section I.B (procedures 1 through 16) presented at pages 15 through 18 shall apply to disbursement of Measure Z funds for Capital Projects with the following substitutions to procedures 5 and ,7, 9, 11, and 13.

Financial Procedures
Fresno County Zoo Authority

- 5) Claims submitted shall include supporting documentation for expenses. Supporting documentation should include copies of the general ledger and/or other financial reports extracted from the FCZC official accounting system and vendor contracts. Copies of invoices for payments to vendors of \$1,000 or more ~~should~~ shall also be included. Vendor invoices should be properly itemized as requested by the Authority Coordinator and/or Treasurer. Additional supporting documentation including, but not limited to ~~vendor contracts~~, and invoices below \$1,000 may be requested of FCZC at the discretion of the Authority Board and/or Staff.
- 7) Subsequent to approval of the FCZC Measure Z capital projects budget and plan, the Authority does not need to take action for each disbursement or release of funds. The Administrator is granted standing authority to approve claims submitted by FCZC based on the approved budget, project plan, and capital projects policy. The ~~Auditor~~ Treasurer is granted authority to disburse funds (initiate the cash transaction) in accordance with budget limits for Measure Z funded line items when it receives the approved claim from the Administrator. The ~~Auditor~~ Treasurer will not accept claims directly from FCZC.
- 9) Unless extraordinary circumstances require faster or slower processing of the request, total processing time from Administrator's receipt of a complete claim should not exceed 15 business days.
- 11) FCZC disbursement claims will be reviewed and approved, or returned to FCZC by the Administrator within four (4) business days, unless extraordinary circumstances require faster or slower processing of the request.
- 13) Payment of the claim will be processed as expeditiously as possible, within a maximum eleven (11) business days from receipt of a complete Administrator-approved claim seven (7) days for Treasurer review, a 3-day Board response waiting period, and one (1) day for treasury processing and wire transfer, unless extraordinary circumstances require faster or slower processing of the request.

new

III. Authority Staff Accounting Records and Reporting:

- A. At time of approval, Measure Z funded line items (estimated expenditures and/or disbursements), and estimated sales tax revenue information from the FCZC budgets will be loaded into the County's PeopleSoft financial system.
- B. FCZC disbursements will be tracked against those Measure Z related line items.
- C. At least on a monthly basis, staff will present to the Authority, information regarding Measure Z disbursements to FCZC.
- D. Records of all claims paid will be kept in accordance with the County of Fresno's records retention policies and may be maintained as paper records ("hard copy") or scanned and maintained electronically ("soft copy") for audit purposes and future reference.

New

- E. Each uniquely identifiable Capital Project will be assigned a project number in PeopleSoft which will be used to track the project budget as well as transactions to date and to facilitate project level reporting to the Board, FCZC, or public.

IV. FCZC Accounting Records and Reporting:

- A. To ensure expenses for claims submitted are not also being reimbursed by a third party (such as the City of Fresno), FCZC must track expenses for a single project to be reimbursed by multiple entities on separate general ledger accounts (i.e., Improvements-Measure Z, separate from Improvements-City of Fresno).
- B. At least on a monthly basis, FCZC shall present a financial report including variance analysis against budget to the Zoo Authority Board. This report shall consist at a minimum of a Profit & Loss Statement (P&L) and shall specifically identify Measure Z funded expenditures line items and shall include explanations and details of any line item variances. FCZC shall have a representative at each of the Authority Board meetings who shall be prepared to answer questions from the Board and/or public related to its financial report.
- C. Reports of disbursed amounts tracking the expenditures, categories, the level of expenditures, and the amount available for future spending will be generated by FCZC in accordance with Authority requests or other agreements.

V. Additional Documentation:

- A. Before any disbursement requests are honored, FCZC will provide to the Treasurer a completed "Request for Taxpayer Identification Number and Certification" (IRS form W-9) and a list of persons authorized to approve funding requests on behalf of FCZC.
- B. At least annually, FCZC will re-affirm or update the list of authorized approvers to the Treasurer. The list of authorized approvers will be in writing, on paper, noting:
1. the authorized person's name and title,
 2. the authorized person's actual ink signature,
 3. the authorized person's email address.

VI. FCZC Financial Reporting and Audits:

- A. The Fresno's Chaffee Zoo Corporation (FCZC) shall provide the Zoo Authority with audited financial statements and an audit report for each fiscal year. The audit of these financial statements shall be performed by an external certified public accountant or firm (Independent Auditor) and shall be conducted in accordance with auditing standards generally accepted in the United States of America. As a specific requirement of the Zoo Authority, the audited financial statements shall disclose "separately" (on a Measure Z Tax footnote) all financial activity related to the revenue and expenditures of Measure Z funds by FCZC, as well as any reserves of unspent Measure Z funds. Operations expenses should

Financial Procedures
Fresno County Zoo Authority

be segregated by account name, while capital project expenses should be segregated by both account name and project.

- B. FCZC shall also provide to the Zoo Authority with an "Independent Accountant's Report on Applied Agreed-Upon Procedures" to be performed by FCZC's external auditor. As part of these Agreed-Upon Procedures, FCZC's external auditor must at a minimum, perform the following procedures: (1) review all (100%) reimbursements to FCZC for Measure Z funded expense line items paid by "all other entities or third parties (other than the Authority)", for purposes of determining if any operating and/or capital project expenses reimbursed by the Zoo Authority (Measure Z funds) were also reimbursed by a different entity or third party, and (2) review a sample (at least 75% population coverage) of Measure Z claims submitted by FCZC for operations and capital projects, to determine if Measure Z-funded expenses were accounted for separately by FCZC.
- C. Both the audit report (along with the related financial statements) as well the "Independent Accountant's Report on Agreed-Upon Procedures" issued by the independent auditor shall be presented to the Zoo Authority Board and the general public at an Authority publicly noticed meeting, no later than June 30th of the year following the end of FCZC's fiscal year. Notice of this presentation shall be communicated to the Authority Administrator by FCZC at least 25 days prior to the report presentation date to allow sufficient time for the Authority to communicate it to the public via its website at least 15 days prior to the meeting.
- D. FCZC shall maintain inventory of all capital improvements purchased with Measure Z capital projects funds regardless of whether the improvements are capitalized or not. FCZC management shall present an annual report of capital assets inventory including additions and deletions. The inventory report shall cover a full calendar year (January-December) utilizing the accrual basis of accounting, and should be certified/attested to by the FCZC external auditor (in writing). The report shall be presented to the Zoo Authority Board during a regular public meeting no later than June 30th of each year.

Inquiries of FCZC's Financial Position:

Questions related to the financial position of the Fresno's Chaffee Zoo Corporation (FCZC) should be directed to the organization directly.

Inquiries Related to these Policies and Procedures:

Questions regarding these policies and procedures should be directed to the Administrator or may be raised during public comment at any Authority publicly noticed meeting.

Exhibit 3

Disbursement Claim Format

Disbursement Claim for Measure Z Funds

Please remit to:

Fresno's Chaffee Zoo Corporation
894 W. Belmont
Fresno, California 93728



_____ Disburse via Wire Transfer

ABA # _____

Account # _____

Account Title _____

Disbursement Claim #: _____ Claim Submission Date: _____



Unless specified, a check will be available for pick up by an authorized FCZC employee within ~~twelve (12)~~ thirteen (13) business days for Operations Claims or fifteen (15) days for Capital Projects Claims. To follow up on the status of this disbursement request, please contact Jamie Flaherty, Accountant, Office of the Auditor/Controller-Treasurer/Tax Collector, Financial Reporting & Audits Division, (559) 600-3496.

Request Details

Invoice Date or Date Range (if multiple invoices)	Approved Monthly Budget Covering Invoiced Month(s)	Variance Explanation	General Ledger Account No. and Description	Amount Requested
				\$
				\$
				\$
			Wire Fee	\$
			TOTAL AMOUNT REQUESTED	\$

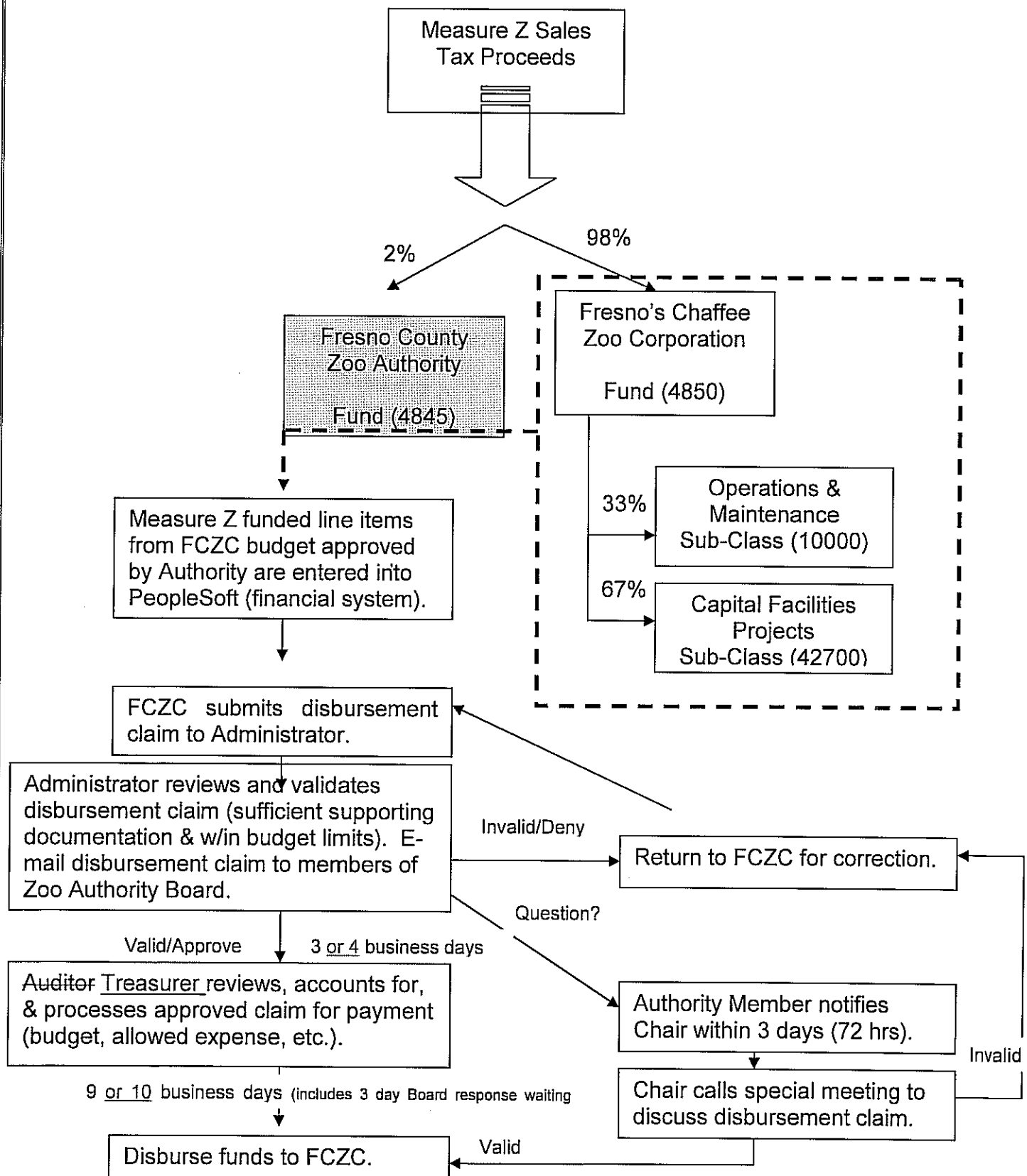
☐ Check here if this disbursement request is being submitted to the Administrator electronically.

FCZC Approval Signature

ZA Administrator/Coordinator Approval Signature

This claim format can be copied and pasted into an email for electronic submission to ccrosby@co.fresno.ca.us with cc to jflaherty@co.fresno.ca.us and rdelay@co.fresno.ca.us.

Exhibit 4 – Zoo Corporation Claims Approval Process Flow Chart



Fresno County Zoo Authority

Meeting Calendar

<p><u>January</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	<p><u>February</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28</p>	<p><u>March</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p>
<p><u>April</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p>	<p><u>May</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	<p><u>June</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30</p>
<p><u>July</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p>	<p><u>August</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>	<p><u>September</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p>
<p><u>October</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	<p><u>November</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>	<p><u>December</u></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p>

Holidays and Observances:

Jan 1	New Year's Day	May 30	Memorial Day	Nov 24	Thanksgiving Day
Jan 17	Martin Luther King Day	Jul 4	Independence Day	Nov 25	Fresno Co Holiday
Feb 21	Presidents' Day	Sep 5	Labor Day	Dec 25	Christmas Day
Mar 31	César Chávez Day (CA)	Nov 11	Veterans Day	Dec 26	Christmas Day observed
Apr 24	Easter Sunday				



**General Meeting of the Board of Directors
Fresno Chaffee Zoo Education Building
Thursday, June 09, 2011 5:31pm**

Board Members Present	Board Members Absent	Public Present	Staff Present
Colin Dougherty	Sieg Fisher	Joan LeRoux	Scott Barton
Sharon Levy		Rea Rich	Lisa Condoian
Sheri Manning-Cartwright		Joan Pratt	Harold Mountain
George Nokes			Adrienne Castro
Brenda Nelson			Terri Mejorado
Tom Richards			Andy Snider
Shari Rainwater			Dr. Lewis Wright
Craig Saladino (via conference call)			
Tom Templeton			
John Valentino			

Meeting called to order at 5:31 p.m. Roll call; Directors Dougherty, Levy, Manning-Cartwright, Nelson, Nokes, Richards, Rainwater, Templeton, and Valentino present. Directors Fischer and Saladino were absent.

Discuss and consider minutes: Director Templeton made a motion to accept the minutes as corrected. Director Rainwater seconded. All in favor. None opposed. Motion carried.

Chair Report: None offered.

CEO Report: CEO Barton stated the Environmental Impact Report closed on June 6th. The City and the Zoo are working closely to have the Master Plan and EIR before the City Council by the end of June. CEO Barton stated the hope was to have the Sea Lion Cove project started this summer. CEO Barton stated the April and May zoo attendance were tracking 8% ahead of the 2010 attendance. CEO Barton stated Director of Animal Care, Andy Snider was in Armenia working on the Armenia Viper project. Fresno Chaffee Zoo is partnered with St. Louis Zoo on this program. CEO Barton stated recent births at the zoo included red-ruffed lemurs and black-footed cat. The black-footed cat, a small African species, is significant because the zoo has been trying to breed them for a couple of years following an AZA breeding recommendation. CEO Barton stated we will be shipping out our current male tapir and receiving another male tapir in hope of being able to breed our pair. CEO Barton stated Zoobilation the zoos membership event was another great success, even with the rain. The zoo also had another successful Dreamnight event. This special event opens the zoo exclusively for special needs and critically ill children and their families for an evening. This is one of the ways the zoo can give back to the community. CEO Barton stated the next projects at the zoo will be Sea Lion Cove with the approval of the City Council vote could mean opening in the fall of 2012. CEO Barton stated Marc Benjamin, of the Fresno Bee walked the grounds with CEO Barton and discussed zoo animal nutrition for a future article. CEO Barton stated the California Classic half marathon run came through the zoo. The marathon was a sold out event and a great success for the zoo and the marathon folks.

Committee Reports: Director Rainwater stated Alfreda Sebasto who is working with the zoo on development projects are working on ideas for fundraising. Director Dougherty asked the finance committee to review a property proposal and report back to the board next month.

Review of the Financial Report: CEO Barton reviewed the financial report with the board. CEO Barton stated the zoo was in a great position of under spending in expenses and revenues were up.



Fresno's Chaffee Zoo Corporation



804 WEST BAYVIEW AVENUE

Fresno, California 93728

Public Comment. This time is set-aside for the public to comment on any item within the jurisdiction of the Board, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Board. Any person addressing the Board under public comment will be limited to a 3-minute presentation to insure that all interested parties have an opportunity to speak.

Please state your name and address for the record: *Director Dougherty called for any public comment.*

Joan LeRoux stated in August of 2009 the Fresno Bee stated the Sea Lion Cove project would cost 7.5 million and 6 months later the Bee stated it would 10.5 million a 40% increase. Ms. LeRoux provided the board with a letter regarding the bidding policy/process for consideration. Ms. LeRoux would like copies of the construction documents for Sea Lion Cove to review the 40% increase.

Adrienne Castro, Director of Education commented on the how great the zoo grounds look and how much the visitors enjoy the keeper talks and the docent activities. MS Castro feels this is part of the reason attendance is up.

Board questions and comments: Director Nokes asked about the tiger breeding. Assistant Curator, Lyn Myers stated in 2 years there has not been a successful tiger breeding. Ms. Myers stated the Association of Zoos and Aquariums; Species Survival Plan has been contacted to possibly bring in a different male. Director Nelson asked if the Children's Play was part of the Sea Lion Cove project. CEO Barton stated the Children's Play Area would be at a different location within the zoo foot print. Director Templeton commented how great it was to see memberships over 11,000. Director Manning-Cartwright stated her son who has special needs attended the Zoo Camp at Fresno Chaffee Zoo. This was the only camp that provided for those special needs. Director Manning-Cartwright complimented Director of Education, Adrienne Castro for the great work her staff and department does for children with special needs. Director Dougherty stated Director of Marketing, Terri Mejorado does a great job of keeping the zoo in the media. Director Valentino asked about the concessions revenue. CEO Barton stated that the contract has changed and overall both concessions and retail are doing well. CEO Barton stated he hoped the numbers would be up by the end of the year. Director Dougherty noted the next events at the zoo would be Cool Zoo on July 23rd and Ice Cream Zoofari on August 13th. Director Levy would like Andy Snider, Director of Animal Care to give a presentation of his trip to Armenia.

Adjournment: Director Dougherty called for a motion to adjourn. Director Rainwater so moved Director Templeton seconded. All in favor. None opposed. Adjournment at 6:05 pm.

Respectfully submitted by: Lisa Condoian, Assistant Board Secretary
Fresno Chaffee Zoo Corporation



General Meeting of the Board of Directors
Fresno Chaffee Zoo Education Building
July 14, 2011 5:36pm

Board Members Present

Colin Dougherty
Sieg Fisher
Sheri Manning-Cartwright
Shari Rainwater
Brenda Nelson
Craig Saladino
Tom Templeton
John Valentino

Board Members Absent

Sharon Levy
Scott Barton
Tom Richards
George Nokes

Public Present

Jean Chaffee

Staff Present

Adrienne Castro
Lisa Condoian
Harold Mountain
Andy Snider
Dr. Lewis Wright

General Counsel

Doug Larsen

Meeting called to order at 5:36 p.m.

Discuss and consider minutes: Director Templeton made a motion to accept the minutes as written. Director Valentino seconded. All in favor. None opposed. Motion carried.

Chair Report: Director Dougherty stated CEO Barton would not be attending tonight's meeting and he will give CEO Barton's report. Director Dougherty stated the City of Fresno was meeting with the Planning Commission to seek approval for the conditional use permit for the Roeding Park, Fresno Chaffee Zoo, Storyland/Playland Master Facilities Plan on July 20, 2011. Director Dougherty stated CEO Barton will be meeting with the Zoo Tax Authority on July 27, 2011 to seek approval for the funding for Sea Lion Cove, to start the conceptual design for Africa and to begin upgrading the utilities at the zoo.

Director Dougherty called for a motion to approve the funding request for the Africa conceptual design. Director Rainwater so moved. Director Valentino seconded. Call for discussion. Director Valentino stated that Portico was approved to design Sea Lion Cove and Africa. All in favor. None opposed. Motion carried.

Director Dougherty called for a motion to approve funding for the utilities up grades that would include storm water, communications, water, sewer and electrical. Director Valentino so moved. Director Fischer seconded. Call for discussion. None offered. All in favor. None opposed. Motion carried.

Director Dougherty stated zoo attendance was up 8% ahead of 2010. Director Dougherty stated the zoo staff will be meeting regarding the design of a Children's Adventure Play Area.

Director Dougherty reviewed the financial report with the board.

Zoo Staff: Director of Animal Care, Andy Snider stated there are lots of zoo babies that include 2 baby red-ruffed lemurs and a baby anteater. Mr. Snider stated he will prepare a presentation on his trip to Armenia for a future meeting.

Director of Education, Adrienne Castro stated Zoo Camp is doing very well. Ms. Castro stated that a grant from the Metropolitan Flood District has enabled the education department to start a teen program that is also doing very well.

Committee Reports: Director Templeton stated the Finance Committee will be meeting soon to review the first half of the year finances. Director Templeton stated per the direction of the board he has reviewed the property documents for the land being considered for the storm water basin, the property is located at 841 W. Belmont Avenue. Director Templeton asked that Directors Fischer and Levy be designated to negotiate with the property owner. All agreed. Director Templeton stated the property will be discussed in closed session.

Closed Session: The closed session was entered into at 6:00 pm – open session reconvened at 6:43 pm. No further announcement made.



Public Comment. This time is set-aside for the public to comment on any item within the jurisdiction of the Board, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Board. Any person addressing the Board under public comment will be limited to a 3-minute presentation to insure that all interested parties have an opportunity to speak. Please state your name and address for the record: Jean Chaffee asked the Board if they anticipated any opposition to the approval of the conditional use permit. Director Dougherty stated he was not sure but encouraged everyone to attend the meeting.

Board questions and comments: Director Nelson asked since Mr. Harriman has threatened to sue could that delay the plans for construction. Director Dougherty asked Fresno's Chaffee Zoo Corporation general counsel Mr. Doug Larsen who was present at the meeting to answer. Mr. Larsen stated any opponent has 30 days to file a complaint. Mr. Larsen stated the content of the complaint would determine any action thereafter. Director Nelson inquired about the new male tapir. Mr. Snider stated a new male tapir has come from the Bronx Zoo and is in quarantine. Director Templeton inquired about an event scheduled at the zoo called Tweetup. Mr. Snider stated that it is a popular event for folks who use Twitter. Director Templeton also inquired about DinoNite. Ms. Castro stated this is a partnership event with KVPT Channel 18 highlighting their program Dino Train the event will be held at the Fresno Chaffee Zoo's Dino Dig. Director Templeton gave kudos to Ms. Castro for the great job the Education Department has done with increasing their revenue which is reflecting a positive balance in the financial report.

Adjournment: Director Dougherty called for a motion to adjourn. Director Templeton so moved Director Fischer seconded. All in favor. None opposed. Adjournment at 6:44pm.

Respectfully submitted by: Lisa Condoian, Assistant Board Secretary
Fresno Chaffee Zoo Corporation



General Meeting of the Board of Directors
Fresno Chaffee Zoo Education Building
August 11, 2011 5:32pm

Board Members Present

Colin Dougherty
Sieg Fisher
Sharon Levy (*Via Conference Call*)
Sheri Manning-Cartwright
Brenda Nelson
George Nokes
Shari Rainwater
Tom Templeton

Board Members Absent

Tom Richards
Craig Saladino
John Valentino

Public Present

Staff Present

Scott Barton
Adrienne Castro
Lisa Condoian
Harold Mountain
Andy Snider
Dr. Lewis Wright

Meeting called to order at 5:32 p.m.

Discuss and consider minutes: Director Fischer made a motion to accept the minutes as amended. Director Templeton seconded. All in favor. None opposed. Motion carried.

Chair Report: Director Dougherty congratulated the board and zoo staff on the Environmental Impact Report and the conditional use permit approvals.

CEO Report: CEO Barton stated the conditional use permit for Sea Lion Cove was approved and the Zoo Tax Authority gave full funding approval for Sea Lion Cove as well as the initial plan funding for Africa. CEO Barton stated July's attendance was the busiest on record with an attendance of over 47,000. CEO Barton stated Matt Construction has moved onto the Sea Lion Cove construction site and construction has begun. CEO Barton stated the first Africa design meeting will be on September 1, 2011. CEO Barton stated the zoo will be designing the final improvement for the reptile building the King Cobra Exhibit that will involve a small bump out of the existing building and plan to have opened by the summer of 2012. CEO Barton stated the Children's Adventure Zone has begun with in-house design meetings on the second phase that has a water play area; Dino Dig was the first phase project. CEO Barton stated there will be a DinoNite Event at the Zoo on September 10, 2011 highlighting the popular PBS show Dino Train. CEO Barton stated Fresno Chaffee Zoo has partnered with Channel 18 to promote this event. CEO Barton stated Safari Night will be September 23, 2011.

Committee Reports: Director Templeton stated the Finance Committee met and reviewed the investments and financial reports and reported that no action was needed at this time. Assistant Board Secretary Lisa Condoian reporting for Director Levy stated the Bylaws Committee were continuing their review process and would report again at the October Meeting.

Closed Session: closed session entered into at 5:55pm and adjourned at 7:51pm.

Open Session: reconvened at 7:51pm. No announcements made at this time.

Public Comment. This time is set-aside for the public to comment on any item within the jurisdiction of the Board, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Board. Any person addressing the Board under public comment will be limited to a 3-minute presentation to insure that all interested parties have an opportunity to speak. Please state your name and address for the record:

Board questions and comments: Director Nokes complimented the reptile building and the great signs. Director Templeton stated the airport had a great Fresno Chaffee Zoo advertisement.

Adjournment: Director Dougherty called for a motion to adjourn. Director Templeton so moved Director Fischer seconded. All in favor. None opposed. Adjournment at 7:52pm.

Respectfully submitted by: Lisa Condoian, Assistant Board Secretary
Fresno Chaffee Zoo Corporation

Fresno zoo gets \$9.7m for Sea Lion Cove

Posted at 12:16 PM on Wednesday, Jul. 27, 2011
By Marc Benjamin / The Fresno Bee

Fresno Chaffee Zoo drew closer Wednesday to opening its Sea Lion Cove exhibit after the Fresno County Zoo Authority agreed to release \$9.7 million for the project. The authority's 4-2 vote came after months of delay over challenges to the environmental review of the zoo's expansion.

Zoo officials say they can break ground on Sea Lion Cove in early August. It will take about a year to build and should open in September 2012, said zoo director Scott Barton.

The authority also released \$150,000 for design work on the zoo's African savanna exhibit, which is expected to open in 2014, Barton said.

And, despite objections, the authority approved the environmental document for the zoo's expansion from 18 to 39 acres in Roeding Park.

Sea Lion Cove will feature a 200,000-gallon pool with a see-through viewing area for the public to observe sea lions and seals under water. It will be on the existing zoo grounds. The authority board voted 4-2 because a revision to the Sea Lion Cove contract changed the way some landscaping work will be done, Barton said.

Opponent Richard Harriman, who represents Friends of Roeding Park, a group that includes members of the Roeding family, wanted Sea Lion Cove's funding delayed. Harriman said he was not notified of contract changes and needed time to review them. He also opposed approval of the environmental report, calling it "fatally flawed" because it didn't properly address the park's historic areas, parking to accommodate more visitors and use of the park by minorities and the poor. He said the authority should delay its approval.

In encouraging the authority to approve Sea Lion Cove and the environmental document, Fresno Mayor Ashley Swearengin, an authority board member, said the city has evaluated Harriman's arguments, "and we don't believe they have any legal merit."

The African savanna project will cover 10 to 15 acres, taking up a bulk of the acreage where the zoo will expand. It will cost more than \$30 million, Barton said.

Funding for Sea Lion Cove and the African savanna comes from Measure Z, a tenth-of-a-cent local sales tax that funds zoo improvements.

The reporter can be reached at mberjamine@fresnobee.com or (559) 441-6166.

Lawsuit filed in Fresno zoo expansion plan

Posted at 12:46 PM on Tuesday, Aug. 02, 2011
By Marc Benjamin / The Fresno Bee

A lawsuit claiming the city of Fresno prepared a deficient environmental report for Roeding Park's master plan and Fresno Chaffee Zoo expansion was filed in U.S. District Court in Sacramento. The suit, filed Monday by Friends of Roeding Park, seeks a temporary restraining order to stop the zoo's Sea Lion Cove project, the first major project being financed by funds from Measure Z, the tenth-of-a-cent sales tax approved in 2004. The suit seeks "a legally adequate environmental review document."

The suit claims that the environmental report did not outline effects Sea Lion Cove would create, such as a need for additional parking. The suit also claims the city did not properly notify the state Department of Parks and Recreation and U.S. Department of Interior before seeking their approval of the Sea Lion Cove project.

After the state and federal opinions were issued, the city did not allow discussion of the response in a public meeting, the lawsuit said.

Along with the city, both agencies also are named in the lawsuit, as well as Rotary Storyland/Playland, the nonprofit Fresno Chaffee Zoo Corporation, and the Fresno County Zoo Authority, which releases money to the zoo corporation for projects.

By allowing expansion of the zoo in the environmental document, the suit claims, the city also failed to recognize the civil rights of local residents who use the portion of the park that will become part of the zoo for its proposed African savanna exhibit.

The suit was filed by lawyer Richard Harriman on behalf of local residents Lisa Flores, Ed Byrd and Patricia Espinoza. The Roeding family, based in San Francisco, was not a plaintiff in the lawsuit. Harriman said it made more sense to file the case with local plaintiffs because "their interests are most impacted." "I was asked to prepare the lawsuit and file it," he said. "I don't know if they will come in later."

City and zoo officials had not seen the lawsuit early Tuesday, but last week Fresno Mayor Ashley Swearengin said the city does not believe Harriman's arguments have legal merit. The lawsuit did not raise any new issues, Fresno city attorney Jim Sanchez said Tuesday. "The city's approval of the zoo expansion was a legally defensible step," he said. And, the environmental document was sufficient, he added.

"Folks can have reasonable differences, but it does not mean that the [environment report] rises to a level of legal deficiency," Sanchez said.

Fresno Bee Letter to the Editor: Friends of Roeding?

Posted at 12:42 AM on Saturday, Aug. 06, 2011

I see where all three Friends of Roeding Park and lawyer Richard Harriman have filed a federal lawsuit to halt expansion of the Chaffee Zoo.

Harriman is a prime reason people hate lawyers. He has no dog in the fight, but he does have a cow in the game -- a cash cow named "Roeding" that he milks regularly. Nice work if you can get it.

Now the taxpayers of the city will have to pay to defend this frivolous lawsuit in federal court, wasting even more dollars that the city doesn't have.

I understand the fear of the "tyranny of the majority," but when more than 70% of voters supported Measure Z, it makes no sense for three people to lay on the tracks as the train leaves the station?

Frankly, the three Friends of Roeding Park should demonstrate their concern for the park by spending a day cleaning up the trash that litters the park because the city spends tax money defending itself against childish lawsuits instead of paying maintenance workers.

Jim Doyle

Fresno

Endangered frog clings to life at Chaffee Zoo

Posted at 09:06 PM on Tuesday, Aug. 16, 2011

By LOUIS SAHAGUN

- Los Angeles Times

LOS ANGELES One of the nation's most ambitious wildlife reintroduction efforts has suffered a setback with the deaths of 104 mountain yellow-legged frogs that had been rescued from Southern California's fire-stripped San Gabriel Mountains in 2009, authorities said Tuesday. The federally endangered frogs, which recently metamorphosed from the tadpole stage, died in captive breeding tanks over the last several weeks at the Fresno Chaffee Zoo.

"We have two frogs left. We're trying to determine exactly what happened," said Scott Barton, director of the zoo, which is highly regarded for amphibian husbandry. "We were thrown a curve ball with a species that was new to us. It's been a humbling experience." Barton said the facility may "send these two frogs off to see if someone else will have better luck."

The zoos in Fresno, Los Angeles and San Diego are involved in a public-private effort to pave the way for the *Rana muscosa* population to re-establish residency in Southern California.

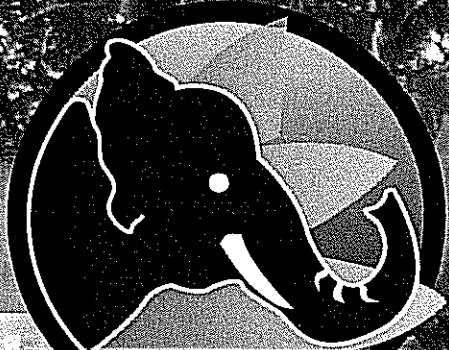
For thousands of years, mountain yellow-legged frogs thrived in hundreds of streams cascading down the San Bernardino, San Gabriel and San Jacinto mountains. Since the 1960s, the species has been decimated by fires, mudslides, pesticides, fungal infections, loss of habitat and the appetites of nonnative trout, bullfrogs and crayfish. Today, fewer than 200 are believed to exist in nine isolated wild populations, including a group in the San Gabriel Mountains' Devils Canyon that survived the devastating Station fire.

According to U.S. Geological Survey ecologist Adam Backlin, a lead scientist in the recovery effort, "saving the mountain yellow-legged frog from extinction is turning out to be more difficult than anyone anticipated."

The Fresno zoo is not the only facility to have run into problems while trying to spur a jump in the population of the 3-inch amphibians. Thirty-six tadpoles have not been seen since biologists at the San Diego Zoo's Institute for Conservation Research released them a year ago into a remote San Jacinto Mountain stream from which they had been absent for a decade, zoo officials said.

In 2006, seven mountain yellow-legged frogs - found three years earlier in a shallow pool in the San Bernardino Mountains after a large brush fire - died at the San Diego Zoo. Studies showed those frogs died of the same type of fungal infection that is killing frogs around the world. The species' minuscule scattered population gives mountain yellow-legged frogs the distinction of being one of the most endangered amphibians on the planet.

"These frogs are very specific in their requirements. What works for one group may not work for another, which is why we have three zoos involved," Backlin said. "The problem is that zoos do not have the space, staff or the funds to keep many of these frogs, which need ... almost constant attention. "This program is still in its infancy," Backlin said. "I have high hopes."



FRESNO COUNTY
ZOO
AUTHORITY

Annual Report 2010-2011

**BABIES
ON
BOARD!**

**NEW
PROJECTS!**

**EDUCATION,
OUTREACH,
FUNDRAISING!**



HELPED BUILD

SEA LION
COVE

Coming Soon to the Zoo!

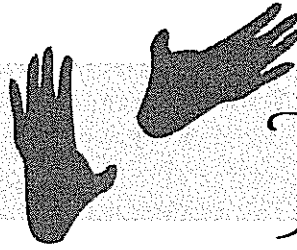
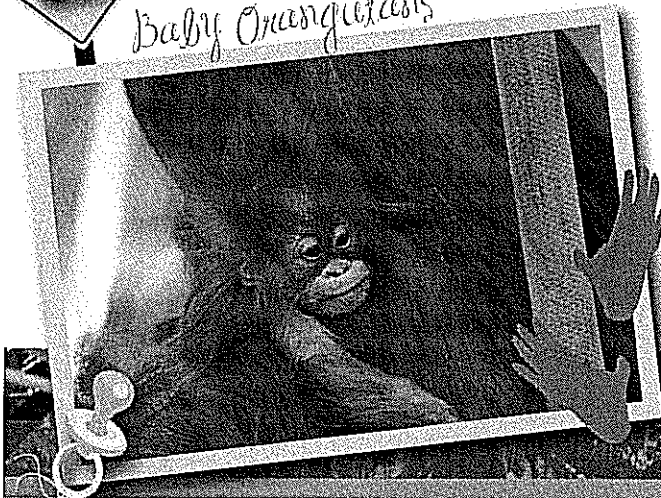


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2011 Fresno County Zoo Authority Board and Staff	4
Zoo Authority Milestones of Fiscal Year 2010-2011	5
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Baby Orangutans





Rosana Grille



2220 Tulare Street • 6th Floor • Fresno, CA 93721
Phone: 559.600.4305 • www.zooauthority.org
zooauthority@co.fresno.ca.us

News from the Zoo Authority



New date will go here when new letter arrives...

Fresno County Board of Supervisors
Hall of Records
2281 Tulare Street, Room 300
Fresno, CA 93721

Dear Supervisors,

On behalf of the Fresno County Zoo Authority, please find the enclosed Annual Report to the Board of Supervisors for the fiscal year 2010-2011.

The Fresno County Zoo Authority is in its sixth year of existence. Four of our seven board members were members of the initial board formed in 2005.

We continue to have a positive working relationship with Fresno's Chaffee Zoo Corporation. In addition, it has been a pleasure to work with Zoo Director Scott Barton and his devoted staff. We take our responsibility to you and the taxpayers of Fresno County very seriously, as we continually examine and discern the allowable uses of Measure Z funds, while always taking into account the intentions of the taxpayers.

As you may recall, during the summer of 2007, Fresno's Chaffee Zoo Corporation presented a Master Plan to the public, which was well received. On July 25, 2007, following the public presentation, the Zoo Authority approved that Master Plan in concept. The path leading to implementation of the Master Plan follows the Environmental Impact Report (EIR) process, for which the City of Fresno is the lead agency. This process is complex and has run into delays, as the Master Plan has now become a "Roeding Park Master Plan", driven by changes associated with the Zoo expansion and modernization. The City of Fresno released the

PAUL B. CLARK
Chairman

JOHN W. GRAY
Vice Chairman

GERALD V. LYLES
Board Member

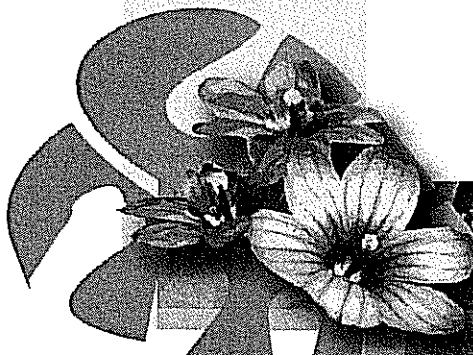
KENT L. STRATFORD
Board Member

ASHLEY SWEARENGIN
Board Member

PAUL TOSTE
Board Member

RALPH WATERHOUSE
Board Member

OLIVER DAINES
Mayor's Alternate





News from the Zoo Authority

Draft EIR (2000+ pages) in October 2010. Additionally, completion of major elements of the Master Plan located outside the footprint of the Zoo requires financial participation (\$15 million) by the City of Fresno. These shared cost issues must still be addressed. Mayor Swearingin's dedication and participation has been beneficial in breaking down the bureaucratic roadblocks that could slow down the progress of this project.

During the fiscal year ending June 30, 2011 we disbursed funds in the amount of \$2,613,501 for operations, including small projects within the existing Zoo. We also disbursed \$667,245 for capital projects spent primarily on Stingray Bay, Dino-Dig, and Sea Lion Exhibit Design.

Since inception, through June 30, 2010, the Zoo Authority has collected \$63,969,351 in Measure Z revenue and disbursed \$17,739,727 for Zoo operations, and \$2,334,9749 for Capital Facilities Projects. The Zoo Authority has spent \$ _____ in administrative expenses, primarily related to professional and specialized services provided by Fresno County staff including accounting, legal, and the services of the coordinator.

As of June 30, 2011, there was an undisbursed balance of \$46,878,295 on hand available to the Zoo.

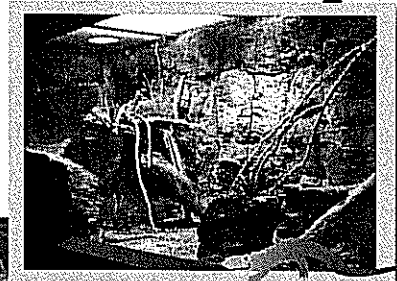
Fresno County Zoo Authority board members would like to express their sincerest appreciation for all of the County staff's hard work and dedication. We truly appreciate the support we have been given. It has been our pleasure to once again serve the County of Fresno in overseeing the distribution of Measure Z Funds during the past fiscal year.

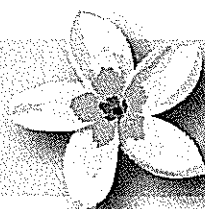
If you should have any question, please feel free to contact me.

Sincerely,

Paul B. Clark
Paul B. Clark
Chair

Reptile Remodel





Acknowledgements

The Fresno County Zoo Authority greatly appreciates the investment of personal time and effort by board members of the Fresno's Chaffee Zoo Corporation and staff of the Fresno Chaffee Zoo.

We also acknowledge and appreciate the prompt and enthusiastic assistance from many Fresno County employees, without whom the needs and goals of the Zoo Authority Board could not be met.

ADMINISTRATIVE OFFICE

Brandi Orth, Principal Administrative Analyst

AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

Eliz Manoukian, Accounting and Financial Manager

Lawrence Seymour, Supervising Accountant

COUNTY COUNSEL

Diana Panoo, Administrative Services Assistant

FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

Elizabeth Avalos, Administrative Secretary

Pat Srisukwatana, Systems Procedures Analyst

GRAPHIC COMMUNICATION SERVICES

Gina Barr, Graphic Arts Technician II

INFORMATION TECHNOLOGY SYSTEMS DEPARTMENT

Gary Osmondson, Chief Information Officer

Jacklyn Celis, Programmer Analyst

Daniel Moore, Senior IT Analyst

Craig Sensano, Senior IT Analyst

PUBLIC WORKS AND PLANNING

Sally Godfrey, Program Technician II

Kevin Olivas, Office Assistant III



Safari Cafe Remodel





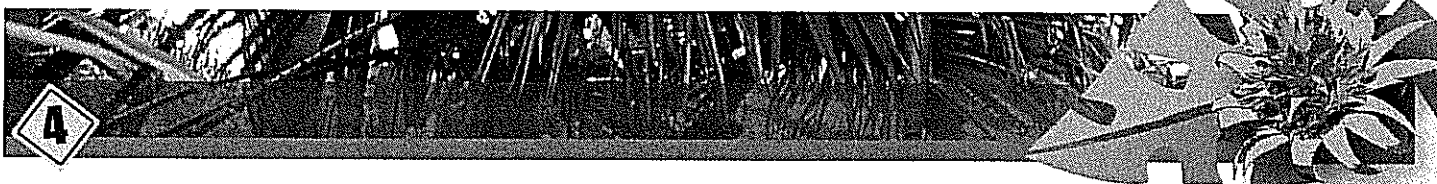
Zoo Authority Board & Staff

ZOO AUTHORITY BOARD for 2010-2011

Board Member	Position	Date Appointed	Nominated By	Term Expiration
PAUL B. CLARK	Chair	3/3/2009	District 5 Supervisor Deborah Poochigian	1/7/2013
RALPH WATERHOUSE	Vice Chair	1/10/2006	2006 Board of Supervisors Chairman Phil Larson	1/3/2012
JOHN W. GRAY, DVM	Board Member	2/8/2005	District 4 Supervisor Judy Case	1/3/2014
GERALD V. LYLES	Board Member	2/8/2005	District 2 Supervisor Susan Anderson	1/7/2013
KENT L. STRATFORD	Board Member	2/8/2005	District 3 Supervisor Henry Perea	1/7/2013
PAUL A. TOSTE, DVM	Board Member	12/4/2007	District 1 Supervisor Phil Larson	1/3/2014
ASHLEY SWEARENGIN	Board Member	N/A	Ex Officio - Mayor of Fresno	N/A
OLIVER BAINES	Mayor's Alternate	N/A	Mayor's Appointment	N/A

ZOO AUTHORITY STAFF

Staff Member	Title	County Dept.	Position
JOHN NAVARRETTE	Administrator	County Administrative Office	County Administrative Officer
CATHERINE CROSBY	Coordinator	Public Works & Planning Resources Division	Staff Analyst III
CHRISTINA CHAPARRO	Clerk	Public Works & Planning Resources Division	Office Assistant II
ART WILLIE <i>Through January 2011</i>	Counsel	County Counsel	Deputy County Counsel
ZACHARY REDMOND <i>From February 2011</i>	Counsel	County Counsel	Deputy County Counsel
ROBERT DELAY	Treasurer	Auditor-Controller Treasurer-Tax Collector	Senior Accountant
JAMIE FLAHERTY	Accountant	Auditor-Controller Treasurer-Tax Collector	Accountant II



Zoo Authority Milestones with the help of...

MEASURE

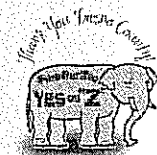
Z

2004



JULY 2004
Resolution creating the Fresno County Zoo Authority (Authority), and ordinance providing for a transactions and use tax of 0.1% for a period of ten years commencing on April 1, 2005, adopted by the Fresno County Board of Supervisors.

NOVEMBER 2004
The Fresno County electorate approved Measure Z by 73.42 %.



MEASURE

Z

2005



JANUARY 2005
Adoption of initial Authority by-laws.

APRIL 2005
Board of Supervisors completes appointments, and Authority Board holds first meeting.

JUNE 2005
First Measure Z tax receipts received.



JULY 2005
Agreement between Authority and County of Fresno to provide Authority with professional and technical services, including administration, accounting, legal and technical services.

Adopted Authority logo reminiscent of that used by the 2004 Measure Z campaign. Launched website for anyone to access information regarding the Authority. Initiated streaming audio of Authority meetings.

NOVEMBER 2005
Finance Agreement entered into between the City of Fresno and the Fresno's Chaffee Zoo Corporation (FCZC).



MEASURE

Z

2006

JANUARY 2006
Agreement between the City of Fresno and FCZC, providing for the lease of grounds and facilities to FCZC, and for operation of the zoo by FCZC.

First year Authority authorized funds to FCZC.

MAY 2006
Lewis Greene becomes director of Fresno Chaffee Zoo. Approved letter to Association of Zoos and Aquariums guaranteeing funding for necessary zoo projects prior to adoption of a master plan.



OCTOBER 2006
Approved FCZC request for capital projects funds for development of master plan.

NOVEMBER 2006
Received first audit of the Authority receipts and expenditures from April 2004 inception through June 2006.



MEASURE

Z

2007

APRIL 2007
Approved contract with Environmental Impact Report consultant. Approved \$1,250,000 for small capital projects within the current zoo that would demonstrate to the public the Fresno Chaffee Zoo is actively working on improvements.

JULY 2007
Following public presentations, the Authority approved the proposed Chaffee Zoo Master Plan with stipulations the City of Fresno must participate in paying for items outside the footprint of the Zoo, and that the "Kids Zone" will not be deleted from the list of items to be completed by 2014.

AUGUST 2007
Approved funding requests for master planning and tree survey.



MEASURE

Z

2008

JANUARY 2008
Authority by-laws amended and subsequently approved providing among other things for Mayor of the City of Fresno to appoint a member of the Fresno City Council to serve on the Authority Board as the Mayor's alternate.

JUNE 2008
Additional approvals of funds to FCZC for Capital projects including: Master planning services, Environmental Impact Report services, pre-design engineering and architectural services for three permanent zoo facilities.



MEASURE

Z

2010

APRIL 2010
Approved reallocation of \$30,000 from Reptile Building renovation budget to new Dino Dig budget.

AUGUST 2010
Approved \$80,000 for pre-construction work on Sea Lion Cove exhibit.



MEASURE

Z

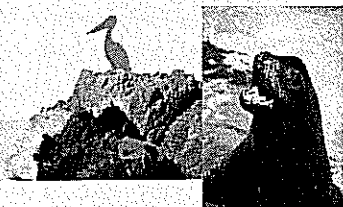
2011

JANUARY 2011
City of Fresno Planning Commission certifies Roeding Park Master Plan Environmental Impact Report.

MAY 2011
Implemented email address: zooauthority@co.fresno.ca.us to enhance transparency of Zoo Authority Board.

JUNE 2011
Fresno City Council approves Roeding Park Master Plan Environmental Impact Report.

Measure Z funds available for Chaffee Zoo operations and capital projects: \$47 million.



MEASURE

Z

2009

FEBRUARY 2009
Approved request for \$1.2 million for Environmental Impact Report, pre-design engineering and beginning design of animal and non-animal facilities, and for improvements and updating of Stingray Bay, Tropical Treasures and existing infrastructure.

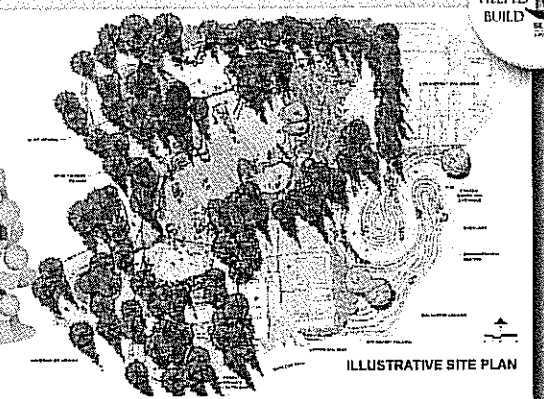
MAY 2009
Fresno native Scott Barton becomes Director of Fresno Chaffee Zoo.

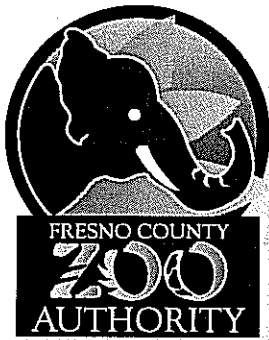
JUNE 2009
Approved a Capital Projects Policy to define criteria for capital projects that qualify for reimbursement of Measure Z funds.

AUGUST 2009
Approved \$1.05m for Central Coast Themed Sea Lion Exhibit design.

Approved \$165,000 for Environmental Impact Report.

OCTOBER 2009
Approved \$121,000 for Stingray Bay as permanent exhibit.





Treasurer's Exhibits A, B, C, D & E

Exhibit A

Fresno County Zoo Authority
Cash Balance



Receiving 5 Year
Accreditation



Exhibit B

Cash Disbursement by Category to
Fresno's Chaffee Zoo Corporation during Fiscal Year 2010-11



Animals' Birthday
Celebration

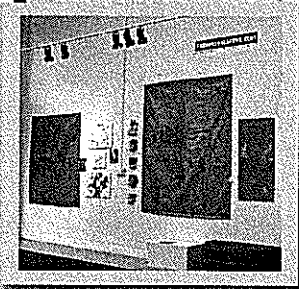


Exhibit C

Cash Disbursements by Fund to
Fresno's Chaffee Zoo Corporation during Fiscal Year 2010-11



Peccary Babies



Exhibit D

Fresno County Zoo Authority Measure Z Sales Tax Proceeds Budget
(Cash Basis) for Fiscal Year Ended June 30, 2011

Exhibit E

Fresno County Zoo Authority Measure Z Sales Tax Proceeds
(Cash Basis) by Fiscal Year From Inception to June 30, 2011





Unaudited Treasurer's Exhibits A, B and C

FRESNO COUNTY ZOO AUTHORITY CASH BALANCE

Exhibit A

As of June 30, 2011

Cash Available for Administration (2%) Fresno County Zoo Authority		\$ 736,286
Cash Available for Zoological Activities (98%)		
Operations	3,709,487	
Capital Projects	43,168,808	
Total Cash Available for Zoological Activities		46,878,295
Total Cash Balance as of June 30, 2011		<u>\$ 47,614,581</u>

CASH DISBURSMENTS BY CATEGORY TO FRESNO'S CHAFFEE ZOO CORPORATION (FCZC) DURING FISCAL YEAR 2010-11

Exhibit B

For Operations

Salaries & Benefits	\$ 2,560,045
Insurance	53,336
Bank Charges	120
Total Operations Disbursed to FCZC During Fiscal Year 2010-11	<u>2,613,501</u>

For Capital Projects

Project	
Master Planning Services*	484,334
Capital Improvements**	182,881
Bank Charges	30
Total Capital Projects Disbursed to FCZC During Fiscal Year 2010-11	<u>667,245</u>

Total FCZC Disbursements	<u>\$ 3,280,746</u>
--------------------------	---------------------

*Includes Environmental Impact Report, Master Plan, and Sea Lion Exhibit Design

**Includes Tiger Exhibit, Dino Dig, and Reptile Exhibit

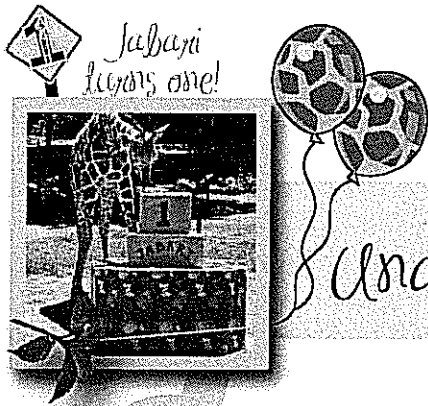
Fiscal Year Cash Disbursements by Fund to FCZC

Exhibit C

From Inception to June 30, 2011

	FY-2006	FY-2007	FY-2008	FY-2009	FY-2010	FY-2011	Total
Operations	\$ 1,538,300	\$ 2,805,819	\$ 4,082,456	\$ 3,603,994	\$ 3,095,657	\$ 2,613,501	\$ 17,739,727
Capital Projects	\$ -	140,070	239,631	565,268	722,760	667,245	2,334,974
Total Disbursements	<u>\$ 1,538,300</u>	<u>\$ 2,945,889</u>	<u>\$ 4,322,087</u>	<u>\$ 4,169,262</u>	<u>\$ 3,818,417</u>	<u>\$ 3,280,746</u>	<u>\$ 20,074,701</u>

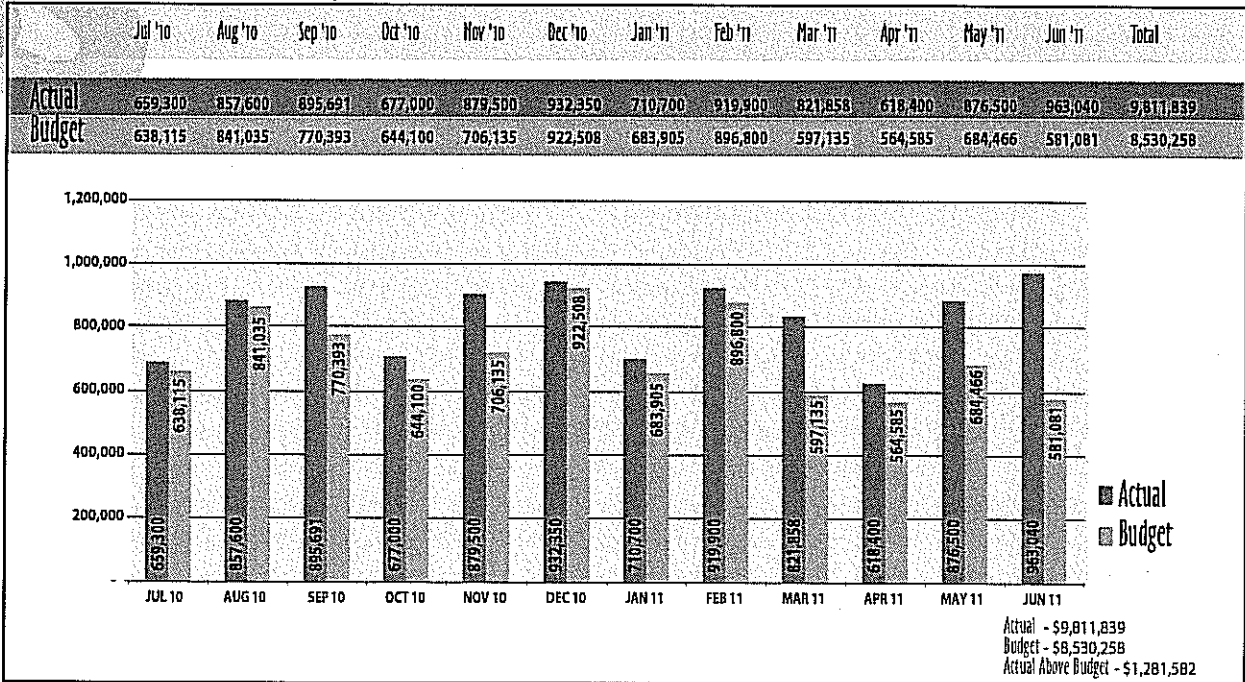
*Note: No disbursements were made prior to FY-2006.



Unaudited Treasurer's Exhibits D and E

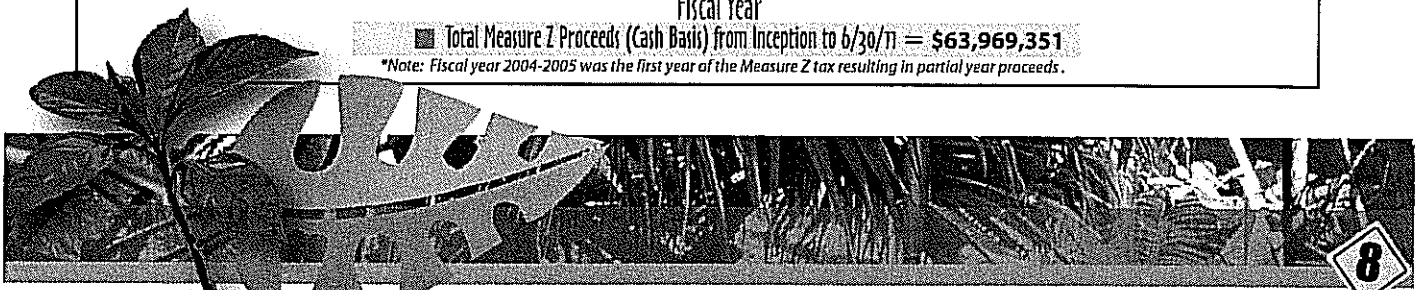
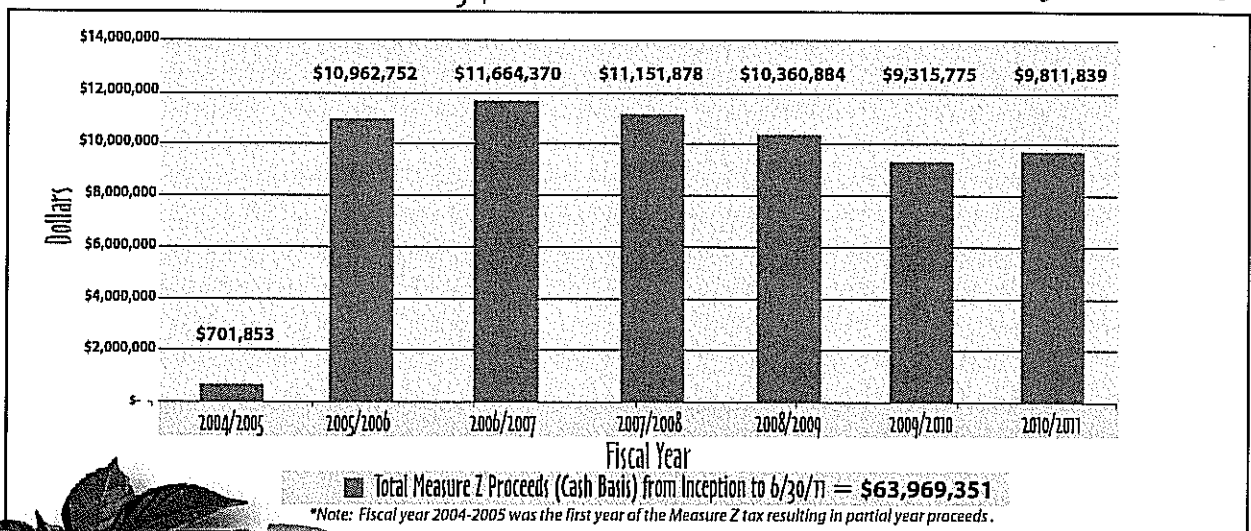
FRESNO COUNTY ZOO AUTHORITY MEASURE Z SALES TAX PROCEEDS BUDGET (Cash Basis) FOR FISCAL YEAR ENDED JUNE 30, 2011

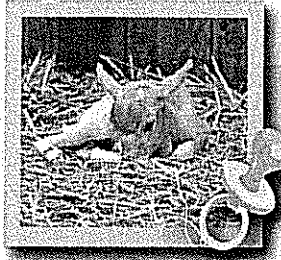
Exhibit D



FRESNO COUNTY ZOO AUTHORITY MEASURE Z SALES TAX PROCEEDS (Cash Basis) BY FISCAL YEAR FROM INCEPTION TO JUNE 30, 2011

Exhibit E





Introduction to Audited Financial Statements

AUDITED FINANCIAL STATEMENTS

The Zoo Authority's financial statements for fiscal year ended June 30, 2011 were audited by Price, Paige, and Company; an independent accounting firm. The audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. These audited financial statements, as well as the independent auditor's report are presented in Appendix A. The notes to the financial statements should be read in conjunction with the statements as they are an integral part of the statements and provide disclosures required by generally accepted accounting principles (GAAP).

Financial highlights can be found on page _____. Additional information which is an integral part of the financial statements can be found on pages _____.

Financial information for administration by the Zoo Authority is presented on pages _____. Financial information in relation to the operations and capital projects trust funds (funds for zoological purposes) is presented on pages _____.

As further discussed on page _____, the Authority adopted an operating budget for fiscal year ended June 30, 2011. The variation between estimated and actual revenue and expenditures is presented in the Budgetary Comparison Schedule on page _____.

DISBURSEMENTS TO FRESNO'S CHAFFEE ZOO CORPORATION

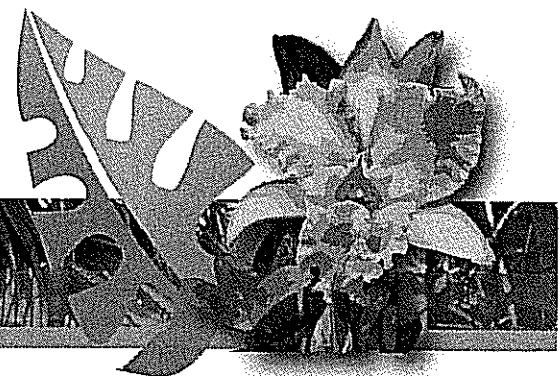
During fiscal year 2011, a total of \$3,280,746 was disbursed to the Fresno's Chaffee Zoo Corporation; \$2,613,501 for operations and \$667,245 for capital projects. The Statement of Fiduciary Net Assets on page _____ presents cash balances available for operations and capital projects to be used for Zoological purposes as of June 30, 2011. This statement also presents funds held in trust for operations and capital projects based on the accrual basis of accounting.



*Bring the Zoo to Your
Portable Zoo at School*



*Education & Outreach:
Clean Up at the Beach*



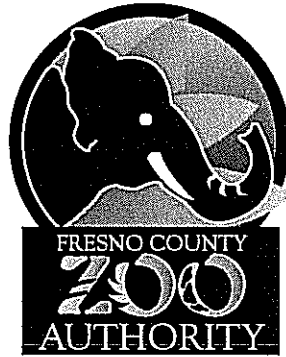


Appendix A



Sea Lion Cove...now under Construction!





*Audit to be received
November 2011*
