

AGENDA

Ingham County Parks & Recreation Commission
121 E. Maple Street, P.O. Box 178, Mason, MI 48854
Telephone: 517.676.2233; Fax: 517.244.7190

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking Tuesday, October 20, 2015.

**A MEETING OF THE
BUDGET AND PERSONNEL COMMITTEE**
of the
INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
12:00pm
Tuesday, October 20, 2015
Human Services Building, 5303 S. Cedar
Entrance #3, Conference Room C
(Southeast corner of Jolly and Cedar Streets)
Lansing, Michigan

1. Call to Order
2. Limited Public Comment
3. Late Items / Deletions
4. DISCUSSION ITEMS:
 - A. September Financial Report
 - B. Soldan Dog Park Procedures and Format
 - C. Annual Passes – Vehicle Pass or Family Pass?
5. ACTION ITEMS
 - A. Motion to Direct Staff to Work with the Purchasing Department, Financial Services, Information Technology Department, Potter Park Zoo, and the Treasurer's Department to Issue a Request for Proposal (RFP) for a Revenue Management System
6. Limited Public Comment
7. Adjournment

The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 – Phone: (517) 676-2233.

A QUORUM OF PARK COMMISSION MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING

Ingham County Parks Department

**Financial
Report**

September 30, 2015



2015 - 208 Operating Budget Report

| September 30, 2015 | Original Budget | Revised Budget 2015 | YTD Total | Admin | Burch | Lk Lan | Hawk Is |
|--|------------------|---------------------|------------------|------------------|---------------|---------------|----------------|
| REVENUE | | | | | | | |
| Special Event Fees | 3,500 | 3,500 | 5,675 | 5,675 | - | - | - |
| Parking Fees | 295,000 | 295,000 | 287,051 | - | 42,673 | 78,211 | 166,167 |
| Donations / Friends | 5,000 | - | - | - | - | - | - |
| Passport Fees | 15,000 | 15,000 | 14,150 | 14,150 | - | - | - |
| Misc Revenue | 4,000 | 4,000 | 724 | 724 | - | - | - |
| Capital Improvement Tsf In - Cap Improvement | - | 55,000 | 41,250 | 29,250 | - | - | - |
| Carry Over Surplus Used | 15,250 | 23,250 | - | - | - | - | - |
| Revenue Trf In - F-228 | - | 50,000 | 37,500 | - | - | - | - |
| Revenue Trf In - F-101 | 1,618,906 | 1,631,550 | 1,214,179 | 1,214,179 | - | - | - |
| TOTAL REVENUE | 1,956,656 | 2,077,300 | 1,600,529 | 1,263,978 | 42,673 | 78,211 | 166,167 |
| PERSONNEL SERVICES | | | | | | | |
| Salaries & Wages Perm | 693,011 | 662,215 | 434,813 | 434,813 | - | - | - |
| Salaries & Wages Seasonal | 282,387 | 305,907 | 226,790 | 13,621 | 55,209 | 70,597 | 87,363 |
| Overtime Permanent | 4,783 | 4,783 | 4,741 | 4,241 | 24 | 21 | 455 |
| Overtime Seasonals | 3,587 | 3,587 | 6,792 | - | 127 | 3,207 | 3,458 |
| FICA County Share | 53,017 | 53,017 | 50,710 | 33,845 | 4,235 | 5,647 | 6,983 |
| Meeting Fees | 6,000 | 6,000 | 4,740 | 4,740 | - | - | - |
| Fringe Benefits | 397,875 | 397,875 | 285,363 | 276,897 | 2,150 | 2,830 | 3,486 |
| TOTAL PERSONNEL SERVICES | 1,440,660 | 1,433,384 | 1,013,949 | 768,157 | 61,745 | 82,302 | 101,745 |
| CONTROLLABLE EXPENSES | | | | | | | |
| Supplies | 0 | 8,000 | 8,720 | 8,720 | - | - | - |
| Office/Printing/Postage/Copying | 17,980 | 16,400 | 6,274 | 6,274 | - | - | - |
| Non-Cap Equipment | 4,900 | 4,900 | 2,330 | - | 1,335 | 100 | 895 |
| Controlled Capital Items | - | - | 3,120 | - | - | - | 3,120 |
| Maintenance Supplies | 71,500 | 94,500 | 63,989 | - | 18,816 | 18,319 | 26,854 |
| Other Supplies | 21,111 | 21,111 | 11,104 | 1,103 | 5,191 | 1,997 | 2,813 |
| Small Tools | 1,500 | 1,500 | 895 | - | 53 | 543 | 299 |
| Uniforms/Cleaning/Clothing | 6,100 | 6,100 | 7,508 | 7,508 | - | - | - |
| Gas-Grease-Oil | 57,600 | 48,880 | 20,870 | 20,870 | - | - | - |
| Med Services - Physicals | 1,000 | - | - | - | - | - | - |
| Memberships/Subscriptions/Adver/Assessments | 2,900 | 12,900 | 13,390 | 13,390 | - | - | - |
| Contractual Services / Consultants | 3,400 | 33,400 | 38,159 | 30,867 | 1,227 | 565 | 5,500 |
| Travel - Local / Training | 3,100 | 6,100 | 6,545 | 5,889 | 51 | 491 | 114 |
| Telephone | 7,484 | 7,484 | 3,850 | 3,458 | 176 | 216 | 0 |
| Maintenance Contractual | 25,673 | 25,673 | 11,276 | - | 5,393 | 2,243 | 3,640 |
| Equipment Repair/Maint | 30,400 | 50,620 | 40,165 | 2,497 | 13,375 | 8,824 | 15,469 |
| Equipment Rental | 3,038 | 3,038 | 1,105 | - | - | 138 | 967 |
| Special Projects - Master Plan | 25,000 | 25,000 | - | - | - | - | - |
| TOTAL CONTROLLABLE EXPENSES | 282,686 | 365,606 | 239,300 | 91,856 | 45,617 | 33,436 | 59,670 |
| NON-CONTROLLABLE EXPENSE | | | | | | | |
| Insurance | 29,341 | 29,341 | 14,670.00 | 14,670.00 | - | - | - |
| Utilities | 57,794 | 57,794 | 42,759 | 7,411 | 6,950 | 8,606 | 19,792 |
| Courier Service | 1,624 | 1,624 | 1218 | 1218 | - | - | - |
| Telephone Allocation Costs | 3,247 | 3,247 | 3875 | 3875 | - | - | - |
| MIS Support | 121,640 | 121,640 | 61,396 | 60,723 | - | - | - |
| Vehicle Service Charge | 19,664 | 19,664 | 8,545 | 8,545 | - | - | - |
| TOTAL NON-CONTROLLABLE EXPENSES | 233,310 | 233,310 | 132,463 | 96,442 | 6,950 | 8,606 | 19,792 |
| CAPITAL OUTLAY | | | | | | | |
| BUILDING REP/MAINTEN 2 ROOVES | - | 16,000 | 370 | - | - | 370 | - |
| LAND IMPROVEMENT - GRAVEL | - | 14,000 | - | - | - | - | - |
| CAPITAL IMPROVE MATERIALS -MULCH | - | 15,000 | 13,875 | 13,875 | - | - | - |
| TOTAL CAPITAL OUTLAY | - | 45,000 | 14,245 | 13,875 | - | 370 | - |
| TOTAL OPERATING REVENUE | 1,956,656 | 2,077,300 | 1,600,529 | | | | |
| TOTAL EXPENSES | 1,956,656 | 2,077,300 | 1,399,957 | | | | |
| CHANGE IN FUND BALANCE | | | 200,572 | | | | |

| 208 Fund - Parking Revenue and Expenses - YTD | | | | | | Monthly Revenue Report | | | | | | | | | | |
|---|---------------|---------------|---------------|----------------|----------------|------------------------|---------|---------------|---------|---------------|---------|---------------|---------------|----------------|---------------|----------------|
| September 30, 2015 | 2015 | | | | TOTAL | | | | | | | | | | | |
| | Burchfield | LLS | LLN | Hawk Is | ALL | 2014 | 2015 | 2014 | 2015 | 2014 | 2015 | 2014 | 2015 | | | |
| | Parking | Parking | Parking | Parking | Parks | Burch | Burch | LLS | LLS | LLN | LLN | Hawk Is | Hawk Is | | | |
| | | | | | | Parking | Parking | Parking | Parking | Parking | Parking | Parking | Parking | | | |
| | | | | | | | | | | | | TOTAL | TOTAL | | | |
| Revenue YTD Date | 42,673 | 64,549 | 13,663 | 166,166 | 287,051 | Jan | 4,702 | 3,632 | - | - | - | 11,673 | 9,006 | 16,375 | 12,638 | |
| Expenditures | | | | | | Feb | 4,000 | 3,302 | - | - | - | 8,242 | 6,907 | 12,242 | 10,209 | |
| Personnel | 9,718 | 6,500 | 231 | 31,407 | 47,856 | Mar | 1,460 | 1,706 | - | - | - | 5,933 | 10,348 | 7,393 | 12,054 | |
| Operating Supplies | 40 | 20 | 20 | 61 | 141 | Apr | 4,897 | 5,386 | 129 | 2,526 | 323 | 1,265 | 25,924 | 15,462 | 31,273 | 24,639 |
| Expenditures YTD Date | 9,758 | 6,520 | 251 | 31,468 | 47,997 | May | 5,830 | 4,837 | 12,343 | 7,420 | 5,264 | 3,857 | 21,919 | 25,889 | 45,356 | 42,003 |
| Total Revenue | 42,673 | 64,549 | 13,663 | 166,166 | 287,051 | Jun | 9,263 | 7,760 | 16,087 | 13,739 | 4,519 | 3,430 | 39,389 | 30,234 | 69,258 | 55,163 |
| Total Expenditures | 9,758 | 6,520 | 251 | 31,468 | 47,997 | Jul | 6,064 | 6,052 | 16,355 | 17,996 | 2,960 | 1,895 | 31,594 | 33,587 | 56,973 | 59,530 |
| % Expenditures to Revenue | 22.87% | 10.10% | 1.84% | 18.94% | 16.72% | Aug | 7,162 | 7,258 | 13,698 | 14,355 | 2,284 | 2,121 | 21,380 | 23,286 | 44,524 | 47,020 |
| YTD Balance | 32,915 | 58,029 | 13,412 | 134,698 | 239,054 | Sep | 2,842 | 2,740 | 5,178 | 8,513 | 1,337 | 1,095 | 9,393 | 11,447 | 18,750 | 23,795 |
| | | | | | | Oct | 741 | - | 380 | - | 764 | - | 5,903 | - | 7,788 | - |
| | | | | | | Nov | 110 | - | 1,296 | - | - | - | 397 | - | 1,803 | - |
| | | | | | | Dec | 240 | - | - | - | - | - | 3,083 | - | 3,323 | - |
| | | | | | | YTD | 47,311 | 42,673 | 65,466 | 64,549 | 17,451 | 13,663 | 184,830 | 166,166 | 315,058 | 287,051 |

**508- ENTERPRISE FUND
CONSOLIDATED MONTHLY BUDGET UPDATE BY PARK**

| As of September 30, 2015 | Budget | Total YTD | HI YTD | BUR YTD | LL YTD |
|--|----------------|----------------|----------------|---------------|---------------|
| REVENUE | | | | | |
| SHELTER FEES | 58,000 | 59,343 | 23,520 | 16,028 | 19,795 |
| DISC GOLF FEES | 21,000 | 21,343 | - | 21,343 | - |
| BOAT RENTAL | 55,000 | 54,950 | 14,661 | 32,744 | 7,545 |
| BOAT LAUNCH FEES | 17,000 | 17,782 | - | - | 17,782 |
| SKI RENTAL | 2,000 | 7,423 | - | 7,423 | - |
| FOOD CONCESSIONS | 40,000 | 58,789 | 37,398 | 3,011 | 18,380 |
| BAIT/TACKLE REVENUE | 150 | 2 | - | 2 | - |
| LL HOUSE | 9,600 | 7,158 | - | - | 7,158 |
| ADMISSION FEES | 18,000 | 48,633 | 48,633 | - | - |
| INFLATABLE RENTALS | 1,000 | 1,350 | - | - | 1,350 |
| SNOW TUBE RENTAL | 2,000 | 3,283 | - | 3,283 | - |
| SNOW HILL RESERVATIONS | | 600 | | | |
| DOG PARK REVENUE | 10,000 | 10,459 | 10,459 | - | - |
| DAY CAMP | 15,000 | 11,569 | - | 11,569 | - |
| VENDING MACHINE COMMISSIONS | 400 | - | - | - | - |
| CABANA | 5,000 | 3,735 | 3,735 | - | - |
| INTEREST | 400 | 166 | - | - | - |
| CARRY OVER SURPLUS USED | 38,420 | 0 | | 0 | |
| TOTAL REVENUE | 292,970 | 306,585 | 138,406 | 95,403 | 72,010 |
| PERSONNEL SERVICES | | | | | |
| WAGES & BENEFITS - SEASONAL | 152,000 | 136,565 | 46,697 | 44,021 | 45,847 |
| TOTAL PERSONNEL SERVICES | 152,000 | 136,565 | 46,697 | 44,021 | 45,847 |
| CONTROLLABLE EXPENSES | | | | | |
| PRINTING | 4,100 | 307 | - | 307 | - |
| CONTROLLED CAP OTHER | | - | - | - | - |
| MAINTENANCE SUPPLIES | 20,000 | 10,542 | 7,444 | 2,553 | #REF! |
| OTHER SUPPLIES | 26,391 | 30,430 | 17,963 | 2,507 | 545 |
| CONTRACTUAL SERVICES | 5,000 | 5,000 | - | - | 5,000 |
| UTILITIES/INSURANCE | 12,500 | 8,577 | 8,475 | - | 102 |
| TELEPHONE | 400 | - | - | - | - |
| MAINT-RELATED CONTRACTUAL | 1,445 | 675 | 675 | - | - |
| EQUIPMENT REPAIR & MAINT | 500 | - | - | - | - |
| EQUIPMENT RENTAL | 600 | - | - | - | - |
| SALES/USE TAX | 2,800 | 1,291 | 939 | 152 | 200 |
| ADMIN DISTRIBUTION | 28,814 | 31,979 | 23,140 | 4,431 | 4,409 |
| TOTAL CONTROLLABLE EXPENSE | 102,550 | 88,801 | 58,636 | 9,950 | #REF! |
| CAPITAL OUTLAY | | | | | |
| ROOF BOAT RENTAL BUR | 4,000 | 362 | | | |
| ROOF OVERLOOK | | 672 | | | |
| PEDAL BOATS HAWK ISLAND & LL | 7,000 | 7,245 | | | |
| CANOE/KAYAKS- BUR | 5,000 | 4,913 | | | |
| LL DOCK(2014) | | 962 | | | |
| TOTAL CAPITAL OUTLAY | 16,000 | 14,154 | | | |
| TOTAL OPERATING REVENUE | 292,970 | 306,585 | 138,406 | 95,403 | 72,010 |
| TOTAL OPERATING EXPENSES | 270,550 | 239,520 | 105,333 | 53,971 | 67,025 |
| CHANGE IN FUND BALANCE - OPERATIONS | 0 | 67,066 | 33,073 | 41,432 | 4,985 |
| REVENUE | 292,970 | 306,585 | | | |
| EXPENSE - OPERATIONS | 270,550 | 225,366 | | | |
| EXPENSE - CIP | - | 14,154 | | | |
| NET CHANGE - FUND OVERALL | | 67,066 | | | |

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of September 30, 2015

| Item | Original Budget | Adjusted Budget | Encumbrance | Actual Cost | Balance | Status * | Staff Notes |
|---|-----------------|-----------------|-------------|-------------|---------|-------------|--|
| GENERAL FUND | | | | | | | |
| Zero Turn Mower - BUR 664-75299-978000 | 14,000 | | | 14,600 | (600) | Complete | |
| Zero Turn Mower - LL 664-75299-978000 | 14,000 | | | 12,431 | 1,569 | Complete | |
| Dump Truck/Plow/Salt Spreader - BUR 664-80000-978010 | 42,000 | | | 44,340 | (2,340) | Complete | |
| 3/4 Ton 2WD Pick-Up - BUR 664-80000-978010 | 27,000 | | | 25,120 | 1,880 | Complete | |
| 4 WD Tractor w/loader - BUR 664-75299-978000 | 35,000 | | | 35,495 | (495) | Complete | |
| Roof White Restroom - LLN 208-75500-931000-51000 | 8,000 | | | 0 | 8,000 | In Progress | PO Issued |
| Roof Picnic Area Restroom - LLS 208-75500-931000-51000 | 8,000 | | | 0 | 8,000 | In Progress | PO Issued |
| Reforestation - LLS + grant application 245-75299-976000 | 5,000 | | | 0 | 5,000 | | + DNR GRANT / \$120 per tree |
| Playground Mulch - All Parks 208-75200-974100 | 15,000 | | | 13,875 | 1,125 | In Progress | |
| Gravel/Road Maintenance - LLS 208-75200-974000-86000 | 7,000 | | | 0 | 7,000 | | Carry Forward 2016 |
| Gravel/Road Maintenance - BUR 208-75200-974000-86000 | 7,000 | | | 0 | 7,000 | | Carry Forward 2016 |
| Buoys/Swim Ropes - All Parks 245-75299-726010 | 4,500 | | | 2,677 | 1,823 | Complete | |
| Perry Rd. Paving Assessment 208-75200-957130-86000 | 10,000 | | | 0 | 10,050 | Complete | |
| Path Repair - HI 245-75299-974000 | 10,000 | 70,000 | | 0 | 70,000 | | 2014: \$15,000 CIP + \$45,000 grant + 2015: \$10,000 CIP |
| Parking Lot Repair - HI 245-75299-974000 | 10,000 | | | 0 | 10,000 | | |
| Master Plan 208-75200-967000-86000 | 25,000 | | | 0 | 25,000 | | Developing RFP |
| ENTERPRISE FUND - 508 | | | | | | | |
| Roof - Boat Rental - BUR 508-75931-931000 | 4,000 | | | 362 | 3,638 | Complete | Transferred balance to Overlook and Lifejackets |
| Roof - Overlook Shelter 508-75200-931000 | | 701 | | 672 | 29 | Complete | |
| Lifejackets - Canoe/Kayak 508-75200-743000 | | 2,937 | 2,841 | | 96 | In Progress | P.O. Issued |
| Pedal Boats - HI & LL 508-75200-735000 | 7,000 | | | 7,245 | (245) | Complete | |
| Canoe/Kayaks - BUR 508-75931-735000 | 5,000 | | | 4,912 | 88 | Complete | |
| INFORMATION TECHNOLOGY | | | | | | | |
| Call Center Software 664-75299-726010 | | 840 | | 840 | 0 | Complete | |
| Cross Cut Shredder 664-75299-726010 | | 999 | | 979 | 20 | Complete | |
| Poster Printer 664-75299-735100 | 1,750 | 0 | | 0 | 0 | | Canceled |
| CPU - Office - Window Desk 664-75299-735000 | 800 | | | 0 | 800 | Complete | |
| CARRY FORWARD | | | | | | | |
| Lake Lansing Dock (2014/508) 508-75200-931000 | 6,925 | | | 962 | 5,963 | In Progress | |
| Lake Lansing Restroom/Concession (2013/450) 450-75200-976000 | 14,855 | | 3,750 | 0 | 11,105 | In Progress | Shade Kite PO Issued |

* Status = In Progress, On Hold, Complete

2015 Trails & Park Millage - Fund 228

9/30/2015

| | Budget | Actual |
|-----------------------------|----------------|------------------|
| Revenues | | |
| Tax Revenues | 3,282,981 | 3,355,603 |
| Carry Over Surplus Used | 3,159,467 | |
| Interest Revenue | 0 | 15,124 |
| Total Revenue | <u>123,514</u> | <u>3,370,728</u> |
| Controllable Expenses | | |
| Tax Refund - Interest | 0 | 20 |
| Consultants | 73,514 | 17,068 |
| Total Controllable Expenses | | 17,087 |
| Transfers Out | | |
| Transfers Out/208 | 50,000 | 37,500 |
| Total Transfers Out | <u>123,514</u> | <u>37,500</u> |
| Fund Balance | 0 | 3,316,140 |



Ingham County Parks – Revenue Management System

Parks Department Background

The Ingham County Parks, all located just minutes from the heart of Lansing in mid-Michigan, offer more than 1,200 acres of outstanding parklands for recreation and enjoyment. The park system includes Burchfield Park (*including Bunker Road & McNamara Canoe Landings as well Riverbend Natural Area*), Hawk Island County Park (*including access to the river trail*), Lake Lansing Park North (*including the Boat Launch*) and Lake Lansing Park South. The Ingham County parks have more than 1.25 million visitors each year.

Revenue Background

Burchfield, Hawk Island and Lake Lansing North & South Parks, the Boat Launch and the Administrative Office collect various user fees. Park visitors are charged user fees for the following activities:

| | | |
|-------------------------|--------------------------|----------------------|
| Vehicle Entry (parking) | Boat Launch | Cross Country Skiing |
| Tube Rental | Tubing Hill Admissions | Pedal/Rowboat Rental |
| Concessions | Dog Park | Disc Golf |
| Shelter Reservations | Tubing Hill Reservations | Canoes / Kayaks |
| Day Camp | Inflatable Reservations | Canoe Reservations |
| House Rental | Passports | |

Note: The Potter Park Zoo sells annual Ingham County Parks parking passes. Potter Park Zoo is a separate department within the Ingham County structure. The Potter Park Zoo Department retains all revenue collected at Potter Park.

Miscellaneous Information

1. Average price per transaction: \$7
2. Number of POS needed: 13 – 15
3. Percentage of cash/check revenue is 69% and credit cards 31%
4. Revenues collected annually: \$625,000

Ingham County Project Team

Ingham County Parks Department
Financial Services Department
Information Technology Department
Purchasing Department
Potter Park Zoo
Treasurer's Office



Ingham County Parks – Revenue Management System

System Requirements – Overall

The system shall function at all park and office locations described in this document.

The system shall interface with the Ingham County financial system, Munis, for recording revenues to the general ledger.

The system shall have a hierarchy of user access.

The system shall permit the user to modify prices and items offered for sale.

The system shall process all credit card sales.

The system shall have individual user ID's.

The system shall provide an end of shift report for each attendant.

The system shall allow for the transfer of an open guest ticket to another attendant.

The system shall have on-line reservation, registration and sale capability.

The system shall have a gift card function.

The system shall provide financial and statistical reporting.

Service Provider Requirements

The service provider will become a registered vendor of Ingham County.

The service provider will state the technology requirements to operate the revenue management system.

The service provider will provide 24/7 customer support.

The service provider will remit credit card revenue to Ingham County on specified dates as agreed to in a contract with Ingham County.

The service provider will provide on-site and remote training as specified in the contract.

Service Provider Questions

From the date a contract is signed, what is the implementation time frame?

Are there capabilities / expandability that your product can provide us that we have not mentioned or asked for in the RFP?

Does your system provide an interface with social media?



Ingham County Parks – Revenue Management System

Specific Revenue Requirements

DRAFT

| | |
|-------------------------|-----------------|
| Location Codes: | |
| Off: Office | HI: Hawk Island |
| LLS: Lake Lansing South | BUR: Burchfield |
| LLN: Lake Lansing North | BL: Boat Launch |
| PP: Potter Park | |

| REVENUE SOURCE | LOCATION | DESCRIPTION | SYSTEM REQUIREMENT |
|--|--|---|---|
| Entry Fees | HI, LLS, LLN, BUR, PP, Off | Entry fees are collected at four parks. Pre-paid passes are sold in the office. Parking passes are issued in the office. | <ul style="list-style-type: none"> • System generated annual pass. (Receipt provided) • System generated daily pass. (Serves as receipt) • System generated invoice for parking passes. • Fees identified on POS |
| Boat Launch | BL, OFF | Fees are collected April – October. | <ul style="list-style-type: none"> • System generated annual pass. (Receipt provided) • System generated daily pass. (Serves as receipt) • Fees identified on POS |
| Disc Golf | BUR | Two 18 hole disc golf courses are operated. | <ul style="list-style-type: none"> • System generated annual pass. (Receipt provided) • System generated daily pass. (Serves as receipt) • Fees identified on POS |
| Dog Fobs | HI | A dog park with keyless entry is available. | <ul style="list-style-type: none"> • System generated annual pass. (Receipt provided) • Annual pass provides keyless entry. • System generated daily pass. (Receipt provided) • Daily pass provides keyless entry. • Fees identified on POS |
| Reservations | Off | Reservations are taken for picnic shelters, inflatables, band shell, special events, canoes, kayaks, snow tubing hill, day camp and canoeing. | <ul style="list-style-type: none"> • PC component <ul style="list-style-type: none"> ○ Processes credit card payments • Make reservations in a timely and efficient manner. • On-line reservations <ul style="list-style-type: none"> ○ Processes credit card payments |
| Hourly Rental <ul style="list-style-type: none"> • Pedal • Row • Canoe/Kayak • Ski • Tube | HI, LLS, BUR HI, LLS BUR BUR BUR | All items are rented in the parks. Fees are hourly. | <ul style="list-style-type: none"> • System generated ticket is opened when the customer arrives and closed when the activity is complete. • The system calculated fee is collected when the activity is complete. • Ability to transfer open tickets between users. • Fees identified on the POS. |



Ingham County Parks – Revenue Management System

Specific Revenue Requirements

| REVENUE SOURCE | LOCATION | DESCRIPTION | SYSTEM REQUIREMENT |
|---|--------------|--|---|
| Trip – Boat Rental <ul style="list-style-type: none"> • Canoe • Kayak | BUR | Canoe and Kayak trips are available for set fees. Late and abandoned fees are collected. | <ul style="list-style-type: none"> • The trip fee is collected at the onset of the trip. • Late and abandoned fees are collected after the trip. • System generated invoice for late and abandoned fees. • Fees identified on POS |
| Concessions | BUR, LLS, HI | Snack bars operate in the parks. | <ul style="list-style-type: none"> • Menu Selection on POS • Record Sales • Issue customer receipt |
| Tubing Hill | HI | A tubing hill operates in winter months. | <ul style="list-style-type: none"> • System generated daily ticket – to attach to jackets. • Tickets display time period for use. • Fees identified on POS |
| Passport Fees | OFF | U.S. passport applications are accepted in the office. Fees are collected for processing the application and photos. | <ul style="list-style-type: none"> • System generated receipts for customers. • Fees identified on POS |



Ingham County Parks – Revenue Management System

Facility Information

| Administrative Office | | |
|--|---|--|
| Location | Revenues Collected | Fee Collection Environment |
| 121 E. Maple St., Suite 102 Mason, MI 48854 | <ul style="list-style-type: none"> • Entry Fees • Boat Launch • Dog Fobs • Reservation – Picnic Shelters, inflatables, band shell, special events, canoe/kayak, snow tubing hill, day camp • Passports | <ul style="list-style-type: none"> • Indoor – environmentally controlled office facility. |
| Burchfield County Park | | |
| Location | Revenues Collected | Fee Collection Environment |
| 881 Grovenburg Rd. Holt, MI 48842 | <ul style="list-style-type: none"> • Entry Fees • Disc Golf • Pedal Boat • Canoe/Kayak – hourly • Canoe/Kayak – trips • Ski • Snow Tube • Concessions | <ul style="list-style-type: none"> • Stationary sheltered areas. Not environmentally controlled. • Mobile fee collection. Not environmentally controlled. • Stationary collection area. Environmentally controlled. |
| Hawk Island County Park | | |
| Location | Revenues Collected | Fee Collection Environment |
| 1601 E. Cavanaugh Rd. Lansing, MI 48910 | <ul style="list-style-type: none"> • Entry Fees • Pedal & Row Boat • Concessions • Dog Fobs • Snow Tubing Hill | <ul style="list-style-type: none"> • Stationary sheltered areas. Not environmentally controlled. • Stationary office-environmentally controlled. |
| Lake Lansing Boat Launch | | |
| Location | Revenues Collected | Fee Collection Environment |
| 6271 E. Lake Dr. | <ul style="list-style-type: none"> • Boat Launch Fees | <ul style="list-style-type: none"> • Mobile fee collection. |

| | | |
|-------------------|--|---|
| Haslett, MI 48840 | | <ul style="list-style-type: none"> • Not environmentally controlled. |
|-------------------|--|---|

Lake Lansing Park North

| Location | Revenues Collected | Fee Collection Environment |
|---------------------------------------|--|---|
| 6260 E. Lake Dr. Haslett, MI 48840 | <ul style="list-style-type: none"> • Entry Fees | <ul style="list-style-type: none"> • Stationary sheltered areas. Not environmentally controlled. |

Lake Lansing Park South

| Location | Revenues Collected | Fee Collection Environment |
|------------------------------------|---|---|
| 1621 Pike St. Haslett, MI 48840 | <ul style="list-style-type: none"> • Entry Fees • Pedal & Row Boat • Concessions | <ul style="list-style-type: none"> • Stationary sheltered areas. Not environmentally controlled. |

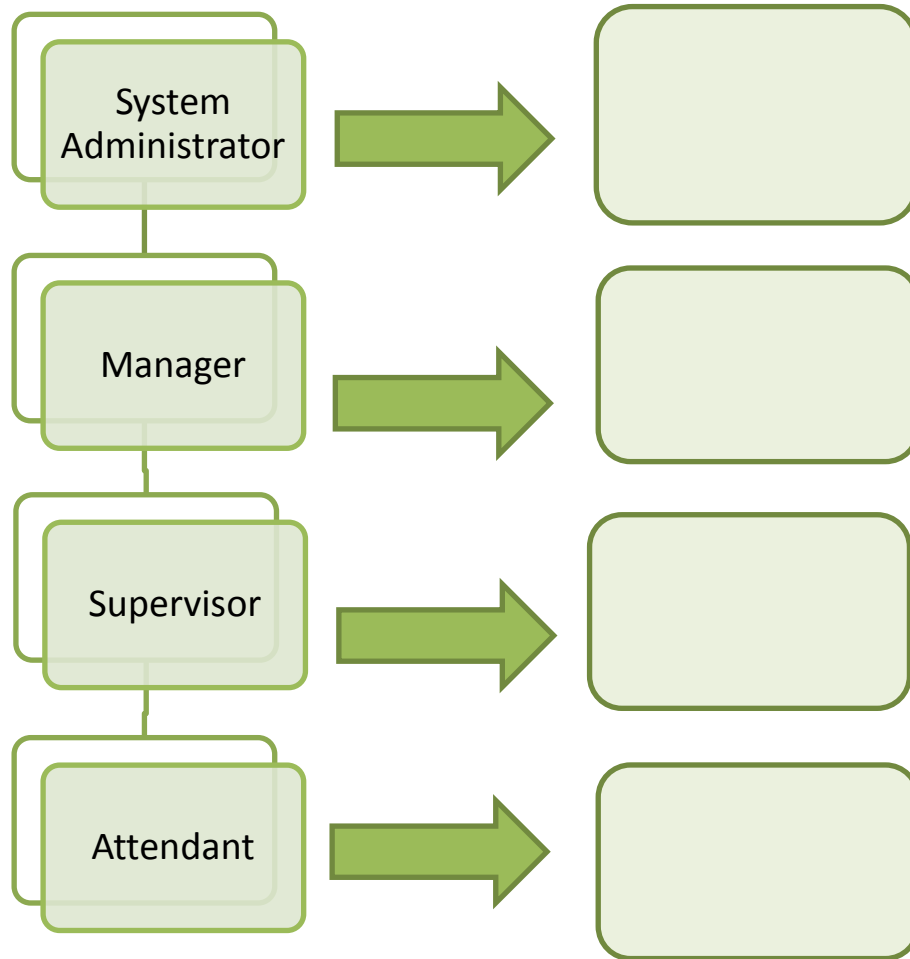
Potter Park

| Location | Revenues Collected | Fee Collection Environment |
|---|--|---|
| 1301 S. Pennsylvania Lansing, MI 48910 | <ul style="list-style-type: none"> • Entry Fees | <ul style="list-style-type: none"> • Stationary sheltered areas. Environmentally controlled. |



Ingham County Parks – Revenue Management System

System Access Hierarchy



Tasks to assign to hierarchy

- Establish & Delete user accounts
- Menu changes - e.g. new activity, concession item
- Fee changes
- Financial Reports
 - All Parks
 - Single Park
- Statistical Reports
 - All Parks
 - Single Park

MOVE

TO DIRECT STAFF TO WORK WITH THE PURCHASING DEPARTMENT, FINANCIAL SERVICES,
INFORMATION TECHNOLOGY DEPARTMENT, POTTER PARK ZOO AND THE TREASURER'S OFFICE
TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR A REVENUE MANAGEMENT SYSTEM