

AGENDA

Potter Park Zoo Board

1301 S. Pennsylvania Avenue ~ Lansing, MI 48912
Telephone: 517.342.2776; Fax: 517.316.3894

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar" and click on Wednesday, April 13, 2016.

Wednesday, April 13, 2016

At 5:45 PM

POTTER PARK ZOO BOARD MEETING

Potter Park Zoo, Education Building, Safari Room
1301 S. Pennsylvania Ave., Lansing, Michigan

- 1. Call to Order**
- 2. Approval of Minutes (Pg. 2-3)**
Minutes of March 9, 2015 will be considered
- 3. Limited Public Comment – Limited to 3 minutes with no discussion**
- 4. Late Items/Deletions/Consent Items**
- 5. NEW BUSINESS**
 - A. Financial Position Presentation – Sherrie Graham/Andrew Wingeier
 - B. Marketing Adjustment Update and Fund Development Progress – Amy Morris
 - C. Resolution Authorizing the Creation of a Task Force on Governance – John Groen **(Pg. 4)**
 - D. Resolution Authorizing the Creation of a Task Force on Financial Sustainability – John Groen **(Pg. 5)**
 - E. Resolution to Require a Pro Forma Budget Reflecting All Budget Changes – John Groen **(Pg. 6)**
 - F. Backyard Garden Update
- 6. OLD BUSINESS**
 - A. Moose Exhibit Update
 - B. Emergency Egress Completion
- 7. DIRECTOR AND FINANCIAL REPORTS**
 - A. Zoo Director's Report – Sherrie Graham **(Pg. 7)**
 - B. Financial Report – Andrew Wingeier **(Pg. 8-12)**
- 8. Board Comments**
- 9. Limited Public Comment - Limited to 3 minutes with no discussion**
- 10. Informational Items**
 - A. Thank You Letters (Upon Request - not included in packet)
- 11. Upcoming Meeting**
 - A. Zoo Board Meeting on **May 11, 2016 at 5:45 PM** at the Potter Park Zoo, Education Building.
- 12. Adjournment**

Official minutes are stored and available for inspection at the address noted at the top of this agenda. The Potter Park Zoo 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 at the meeting upon five (5) working days' notice to the Potter Park Zoo. Individuals with disabilities requiring auxiliary aids or services should contact Potter Park Zoo by writing to the Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912 or by calling 517.342.2776.

“DRAFT” MINUTES OF THE MEETING
INGHAM COUNTY POTTER PARK ZOO BOARD
1301 S. Pennsylvania Avenue, Lansing, MI 48912
March 9, 2016

The Ingham County Potter Park Zoo Board held a regularly scheduled meeting at the Potter Park Zoo, 1301 S. Pennsylvania Ave., Education Bldg./Coral Reef Room, Lansing, Michigan

BOARD MEMBERS

PRESENT: Chair John Groen, Commissioner Nolan, Commissioner Koenig, Rick Kibbey, Dr. List, Aaron Davis, Kyle Binkley, & Mary Leys

ABSENT: Mr. Davis, Dr. Snider, & Dr. Berghorn

ALSO PRESENT: Sherrie Graham, Zoo Director; Teresa Masseau, Recording Secretary; Andrew Wingeier, Finance Director; James Tissue, Director of Public Safety; & Chad and Abby McCarrick, from the public

CALL TO ORDER Chair Groen called the regular meeting of the Ingham County Zoo Board to order at 5:56 PM

MINUTES: Moved by Mr. Kibbey to approve and supported by Mr. Binkley to approve the February 10, 2016 minutes of the regular meeting as written, **Yes-7; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

Chair Groen announced a late agenda item, a resolution and it will be added under “New Business” as item #5B.

NEW BUSINESS

Review of 2017 Fee Schedule

Mrs. Graham talked about the proposed fee increases for next year. They waited on any rate changes for 2016 until they did a market analysis of other Michigan zoos and zoos of similar size and service area. The attached document shows the ones in bold are the rates to be increased and would go into effect in 2017.

Commissioner Nolan stated the target percent is covering the rate of inflation today.

Chair Groen asked what the Hawk Island parking fees are.

Discussion ensued.

Resolution Allowing the Potter Park Zoo Public Safety Personnel to Enforce the Ordinance of the Ingham County Park Rules and Regulations

Mrs. Graham talked about the resolution. This resolution gives Public Safety the ability to tickets for people found drinking, dumping trash, speeding, etc. in the zoo. According to the County Attorney, permission from the Board of Commissioners is needed to enforce city ordinances.

Commissioner Koenig came in at 6:15 PM.

Mr. Tissue stated this is only for the repeat offenders that keep violating the ordinance and not for the zoo visitors. There is a written protocol now with a verbal warning. LPD is just too busy to come to the zoo and write these types of nuisance tickets.

Discussion ensued. The Board requested more information before approving this resolution.

OLD BUSINESS

Moose Exhibit Update

Mrs. Graham stated there is nothing new to report on. The moose have not been moved yet, but hopefully will have a grand opening in June.

Emergency Egress Completion

Mrs. Graham said there is nothing new. The City and the zoo have done what they needed to do and now are waiting on the railroad.

ZOO DIRECTORS REPORT

Mrs. Graham said her report is in the packet.

FINANCIAL REPORTS

Mr. Wingeier talked about the February Financial Report. The reference page is on page 2 and Item A: Admission Revenues: attendance at the zoo was substantially higher in February of 2016 than 2015 resulting in increased admission revenues. Item B: Parking & Interactive Site Revenues – bank reconciliation items have created a negative balance for parking revenues and positive for the interactive site revenue. Item C: Purchased Services – the zoo no longer receives an allocation for facilities management, as it is now done internally by the zoo. Also, the expenses from the frozen pipe bursting in the animal clinic were in February 2015. Item D: Insurance – flood insurance premiums increased substantially in 2016. Item E: IT Support Expense – IT Support Expense was not allocated to the zoo fund in February 2015. Item F: 2016 Capital Improvement Projects – the 2016 Capital Improvement Budget has been 6.7% utilized. The purchase and installation of in-car radios for the Public Safety Department (project #6) was completed in January.

He also stated he attached the Potter Park Zoo combined income statement for the 2016.

BOARD COMMENTS

None

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:35 PM.

Teresa Masseur
Recording Secretary

Introduced by the:

POTTER PARK ZOO BOARD

**RESOLUTION AUTHORIZING THE CREATION OF A POTTER PARK ZOO BOARD
TASK FORCE ON GOVERNANCE**

RESOLUTION #XX-XXX

WHEREAS, the Potter Park Zoo Advisory Board to the Ingham County Board of Commissioners main guidance comes from the county's website: *The Potter Park Zoo Board is responsible for reviewing Zoo operations, providing advice and recommendations to interested parties, including preparation of annual operations and capital improvements budgets, and the development of Zoo policies and procedures;* and

WHEREAS, there are no bylaws for the Potter Park Zoo Board; and

WHEREAS, it is in the best interest of the Potter Park Zoo Board to periodically review its mission and operations.

THEREFORE BE IT RESOLVED, that the Potter Park Zoo Board will review the board's mission and ensure the board is structured and operating in a way to achieve its original purpose.

BE IT FURTHER RESOLVED, that the Potter Park Zoo Board hereby creates a task force on governance, said task force will be responsible for improving the Potter Park Zoo Board. This task force's purpose is to review the board's mission; establish bylaws; review the board packet and flow of information to the board; and contemplate the need for subcommittees.

BE IT FURTHER RESOLVED, that the task force will make recommendations on how to improve the Potter Park Zoo Board by July 2016.

Introduced by the:

POTTER PARK ZOO BOARD

**RESOLUTION AUTHORIZING THE CREATION OF A POTTER PARK ZOO BOARD
TASK FORCE ON FINANCIAL SUSTAINABILITY**

RESOLUTION #XX-XXX

WHEREAS, there is a need for budgetary adjustments; and

WHEREAS, the board requires timely and accurate information to implement sound financial policy.

THEREFORE BE IT RESOLVED, that the Potter Park Zoo Board hereby creates a task force on financial sustainability, said task force will work with zoo and county staff.

BE IT FURTHER RESOLVED, the role of the task force is to review zoo financial reporting, zoo budget adjustment plans and other relevant financial functions and make policy recommendations in order to

(1) ensure the Potter Park Zoo's financial situation is sustainable for years to come; and

(2) board members have the appropriate information to help guide policy.

BE IT FURTHER RESOLVED, that the task force will make recommendations on financial sustainability to the Potter Park Zoo Board by June 2016.

Introduced by the:

POTTER PARK ZOO BOARD

**RESOLUTION TO REQUIRE A PRO FORMA BUDGET REFLECTING ALL BUDGET CHANGES
TO ACCOMPANY RESOLUTIONS WITH A FINANCIAL IMPACT**

RESOLUTION #XX-XXX

WHEREAS, resolutions considered by the Potter Park Zoo Board should take into account the current operational budget's performance and have a clear picture of the impact on fund balance; and

WHEREAS, pro forma budget practices would ensure a strong financial review by the Potter Park Zoo Board of each resolution and enhance its ability to provide guidance around budgeting matters.

THEREFORE BE IT RESOLVED, whenever there is a resolution before the Potter Park Zoo Board that has a financial impact, a revised budget that reflects the impact of the resolution will be required for the consideration of that resolution.

BE IT FURTHER RESOLVED, if a revised budget is not available, the issue will automatically be tabled.

Potter Park Zoo

Board Report

April 2016

April 1, marked the beginning of our new season. Once this unseasonably cold weather is behind us Potter Park Zoo should be off to a great start. Please stop in and see some of the new items in our Gift Shop. It is busting at the seams!

We are involved in a very important reproductive study with our female Black Rhino, Doppsee. She is of prime breeding age and very important to the SSP breeding program. We have been tracking her hormone levels and she is cycling perfectly every 25 days. This is of special concern as females housed without a male often do not cycle. Behavior charts are also being kept and a combination of hormonal, ovarian, and behavioral changes will be used to determine breeding dates. Rhino Reproduction physiologist Monica Stoops PhD from Cincinnati Zoo CREW (Center for Conservation and Research of Endangered Wildlife) visited late March to consult on this project. CREW has a huge IMLS grant to study rhino reproduction and is covering our expenses for this project under this grant.

Meijer will be sponsoring our "Zoo Days," once again this year and have committed more products than last year.

Our docents have graciously offered to fund an improved owl enclosure which will be located across from the wolves and otters.

We have been awarded a \$6,500 grant from the Ingham County Hotel/Motel Funds for Arts and Tourism Fiscal Year 2016. The money received from this grant will be used to supplant some of our marketing money. Good work, Amy!

Our annual Wine and Stein event is scheduled for Thursday, May 19. Tickets may be purchased on line or by contacting our Special Events department at 517-342-2709.

Mark your calendars because building upon suggestions from our Boards, we are planning our first "Family Fun Night" for Wednesday, July 20. We will be including some good food as well as some unique animal experiences.

In a recent meeting with Tim Dolehanty, County Controller, he suggested using Peter Cohl, County Attorney, as a resource to help facilitate some Board Development for us. I have contacted Peter and am waiting to hear back with his ideas and availability.

POTTER PARK ZOO

FINANCIAL REPORT

FOR THE MONTH OF
MARCH 2016

Included:
Financial Report (Preliminary)
Year to Date Comparison Report (Preliminary)
Attendance Report

Reference Page

(A) Admission Revenues:

Attendance at the Zoo was substantially higher in March 2016 than 2015 resulting in increased admission revenues.

(B) Parking & Interactive Site Revenues:

Bank reconciliation items have created a negative balance for parking revenues and positive for the interactive site revenue.

(C) Other Revenues:

The recognition of the RAP Grants received by the Security Department occurred in March of this year.

(D) Total Personnel Services:

Overall, Personnel Services costs are down 1% when compared to prior year. This is due to the restructuring of the Zookeeper areas.

(E) Supplies:

The variance between current and prior year is due to increased spending on maintenance supplies.

(F) Animal Care:

Jello, the Zoo's rhino passed, resulting in significant savings on animal medication.

(G) Purchased Services:

The Zoo receives a reduced facilities management allocation than in previous years. Also, the expenses from the frozen pipe bursting in the animal clinic increased this account in 2015.

(H) Utilities:

Utility costs have remained relatively consistent. A timing difference has created a variance when comparing to last year.

(I) Insurance:

Flood insurance premiums increased substantially in 2016.

(J) 2016 Capital Improvement Projects:

Although all 2016 CIP items have been postponed, the final billing for the Moose Exhibit was paid in 2016.

(K) 2016 Year to Date Attendance:

Overall attendance has increased 70.6% when compared to the previous year.

**POTTER PARK ZOO
REMAINING BUDGET REPORT
FOR YTD ENDING MARCH 2016
PRELIMINARY**

	2016 BUDGET	PRELIMINARY MARCH 2016 YTD ACTUAL	BUDGET REMAINING	% UTILIZED
REVENUES:				
Property Tax Revenues	\$ 2,778,604	\$ (1,593)	\$ 2,780,197	
Admission Revenues	557,471	17,272	540,199	
Parking Lot Revenues	207,889	(5,220)	213,109	
Interactive Site Revenues	18,125	514	17,611	
Interest Income	15,000	-	15,000	
Other Revenues	40,465	4,419	36,046	
TOTAL REVENUES	\$ 3,617,554	\$ 15,392	\$ 3,602,162	0.4%
EXPENSES:				
Personnel Services				
Salaries & Wages - Full Time	\$ 1,117,963	\$ 241,021	\$ 876,942	
Salaries & Wages - Seasonal	357,874	80,081	277,793	
Benefits	567,155	132,010	435,145	
Total Personnel Services	2,042,992	453,112	1,589,880	22.2%
Controllable Expense				
Supplies	128,700	28,729	99,971	
Animal Care	238,000	28,313	209,687	
Purchased Services	573,000	102,575	470,425	
Utilities	18,775	4,228	14,547	
Rentals & Leases	1,500	-	1,500	
Other Expenses	74,050	27,034	47,016	
Total Controllable Expense	1,034,025	190,880	843,145	18.5%
Non-Controllable Expense				
Utilities	188,000	43,786	144,214	
Insurance	38,976	52,859	(13,883)	
IT Support Expense	60,743	14,399	46,344	
Other Expenses	489	122	367	
Total Non-Controllable Expense	288,208	111,165	177,043	38.6%
TOTAL EXPENSES BEFORE CAPITAL	3,365,225	755,158	2,610,067	22.4%
OPERATIONAL SURPLUS/(DEFICIT)	252,329	(739,766)	(992,095)	-293.2%
Capital Outlay				
Capital Improvements	252,329	315,507	(63,178)	
Machinery & Equipment	-	-	-	
Total Capital Outlay	252,329	315,507	(63,178)	
TOTAL EXPENSES	\$ 3,617,554	\$ 1,070,664	\$ 2,546,890	
TOTAL CHANGE IN FUND BALANCE	\$ -	\$ (1,055,272)	\$ 1,055,272	
FUND BALANCE AS OF 12-31-2015	\$ 133,826			

**POTTER PARK ZOO
ACTUAL VS PRIOR YEAR REPORT
FOR YTD ENDING MARCH 2016
PRELIMINARY**

	MARCH 2016 YTD ACTUAL	MARCH 2015 YTD ACTUAL	BETTER/(WORSE) THAN PRIOR YEAR	% VARIANCE
REVENUES:				
Property Tax Revenues	\$ (1,593)	\$ 939	\$ (2,532)	
Admission Revenues	17,272	5,802	11,470 (A)	
Parking Lot Revenues	(5,220)	-	(5,220) (B)	
Interactive Site Revenues	514	-	514	
Interest Income	-	-	-	
Other Revenues	4,419	170	4,249 (C)	
TOTAL REVENUES	\$ 15,392	\$ 6,911	\$ 8,482	122.7%
EXPENSES:				
Personnel Services				
Salaries & Wages - Full Time	\$ 241,021	\$ 253,735	\$ 12,714	
Salaries & Wages - Seasonal	80,081	67,263	(12,818)	
Benefits	132,010	136,918	4,908	
Total Personnel Services	453,112	457,916	4,804 (D)	-1.0%
Controllable Expense				
Supplies	28,729	18,000	(10,729) (E)	
Animal Care	28,313	34,534	6,220 (F)	
Purchased Services	102,575	129,339	26,764 (G)	
Utilities	4,228	3,656	(573)	
Rentals & Leases	-	-	-	
Other Expenses	27,034	28,011	977	
Total Controllable Expense	190,880	213,540	22,660	-10.6%
Non-Controllable Expense				
Utilities	43,786	61,964	18,178 (H)	
Insurance	52,859	44,822	(8,036) (I)	
IT Support Expense	14,399	16,226	1,827	
Other Expenses	122	119	(3)	
Total Non-Controllable Expense	111,165	123,132	11,966	-9.7%
TOTAL EXPENSES BEFORE CAPITAL	755,158	794,588	39,430	-5.0%
OPERATIONAL SURPLUS/(DEFICIT)	(739,766)	(787,677)	(47,911)	6.1%
Capital Outlay				
Capital Improvements	315,507	87,413	(228,093) (J)	
Machinery & Equipment	-	-	-	
Total Capital Outlay	315,507	87,413	228,093	
TOTAL EXPENSES	\$ 1,070,664	\$ 882,001	\$ 267,523	21.4%
TOTAL CHANGE IN FUND BALANCE	\$ (1,055,272)	\$ (875,090)	\$ (259,042)	-20.6%
FUND BALANCE AS OF 12-31-2015	\$ 133,826			

**POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD ENDING MARCH 2016**

<u>ADMISSION TYPE</u>	<u>CURRENT MONTH</u>			<u>YEAR-TO-DATE</u>		
	<u>2016 COUNT</u>	<u>2015 COUNT</u>	<u>BETTER (WORSE) THAN PY</u>	<u>2016 COUNT</u>	<u>2015 COUNT</u>	<u>BETTER (WORSE) THAN PY</u>
CHILDREN	-	-	-	-	-	-
CHILDREN-UNDER 3	696	447	249	976	530	446
CHILDREN-OFF-SEASON	1,318	781	537	1,975	971	1,004
ADULT RESIDENT	-	-	-	-	-	-
ADULT NON-RESIDENT	-	-	-	-	-	-
ADULT OFF-SEASON	2,483	1,641	842	4,191	2,152	2,039
SENIOR RESIDENT	-	-	-	-	-	-
SENIOR NON-RESIDENT	-	-	-	-	-	-
SPECIAL EVENTS	167	82	85	123	264	(141)
PPZ ZOO MEMBERS	1,150	1,140	10	1,887	1,403	484
SHARED ZOO MEMBERS	105	88	17	136	122	14
GROUPS	-	-	-	-	-	-
MONDAY PROGRAM	-	-	-	-	-	-
OTHER	-	3	(3)	-	3	(3)
TOTAL	5,919	4,182	1,737	9,288	5,445	3,843
INCREASE (DECREASE) FROM PRIOR YEAR			41.5%		K	70.6%

<u>ADMISSION TYPE</u>	<u>DESCRIPTION</u>
CHILDREN	All Children, any county ages 3-16 (\$2)
CHILDREN-UNDER 3	All Children, any county under age 3 (Free)
CHILDREN-OFF-SEASON	All Children, any county ages 3-16 Nov. 1- March 31 (\$1)
ADULT RESIDENT	Adult of Ingham county April 1 - Oct. 31 (\$4)
ADULT NON-RESIDENT	Adult Out of Ingham County April 1 -Oct. 31 (\$10)
ADULT OFF-SEASON	All Adults, Any County Nov. 1 - March 31 (\$2)
SENIOR RESIDENT	Discount for Ingham seniors ages 60+ April 1 - Oct. 31 (\$3)
SENIOR NON-RESIDENT	Discount for Out of County seniors ages 60+ April 1 - Oct. 31 (\$8)
SPECIAL EVENTS	Attendees associated with County or Society Events (Price varies)
PPZ ZOO MEMBERS	Zoo Members (Free)
SHARED ZOO MEMBERS	Reciprocal Zoo memberships (Price Varies)
GROUPS	20 or more guests paying together (\$1 off per person)
MONDAY PROGRAM	Ingham County Residents receive \$1 off per person (slowest day of week)
OTHER	Any Coupon related attendee