

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, October 12, 2016.

Wednesday, October 12, 2016

at 5:45 PM

POTTER PARK ZOO BOARD MEETING

**Potter Park Zoo, Education Building, Coral Reef Room
1301 S. Pennsylvania Ave., Lansing, Michigan**

- 1. Call to Order**
- 2. Approval of Minutes**
Minutes of September 1, 2016 will be considered
- 3. Limited Public Comment** – *Limited to 3 minutes with no discussion*
- 4. Late Items/Deletions/Consent Items**
- 5. OLD BUSINESS**
 - A. Emergency Egress Completion – Rick Terrill
 - B. Search Committee Update – Mr. Binkley/Dr. Snider
- 6. NEW BUSINESS**
 - A. Presentation of Board Roles and Responsibilities – Matt Nordfjord
 - B. Discussion of Zoo Hours – Cindy Wagner
 - C. Resolution Recommending Acceptance of a \$3,800 Monetary Gift from the Potter Park Zoo Docent Association for a New Barred Owl Enclosure – Cindy Wagner
- 7. DIRECTOR AND FINANCIAL REPORTS**
 - A. Zoo Director's Report – Cindy Wagner
 - B. August Financial Report – Jill Rhode/Delphine Brezee
 - C. September Monthly Attendance & Parking Report & Zip Code Report – Cindy Wagner
- 8. Board Comments**
- 9. Limited Public Comment** - *Limited to 3 minutes with no discussion*
- 10. Informational Items**
 - A. Thank You Letters – Upon Request
 - B. Volunteer Newsletter
- 11. Upcoming Meeting**
 - A. Zoo Board Meeting on **November 9, 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
September 1, 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, Kyle Binkley, Mary Leys, Monica List, Rick Kibbey, & Dr. Snider

ABSENT: Commissioner Koenig & Ralph Hansen

ALSO PRESENT: Cindy Wagner, Interim Zoo Director/General Curator; Teresa Masseur, Recording Secretary; Andrew Wingeier, Interim PPZS Director/Director of Financial Services; Dennis Laidler, Education Curator; Amy Morris, Director of External Affairs; Tim Dolehanty, County Controller; Rick Parker, Director of Guest Services; Jen Rostar, Director of Special Events; Sarah Pechtel, Ashley Winkelman & Annie Marcum, Zookeepers; Carol Webster, PPZS Docent; & Annemarie Gunn, PPZS Board Member

CALL TO ORDER Chair Groen called the regular meeting of the Ingham County Zoo Board to order at 6:04 PM

MINUTES: Moved by Dr. Snider to approve and supported by Mrs. Leys to approve the August 3, 2016 minutes of the regular meeting with the correction of the ampersand sign after list of absent, **Yes-7; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

Mrs. Carol Webster talked about how she retired in 2005 as the Potter Park Zoo Society Executive Director and also worked at Columbus Zoo prior to here. She said they were very successful as the Zoological Society for a number of reasons. The Zoo Society is a strong assistant to the zoo and fundraising is the most important part next to public relations, but because of all the other things that go on here; education, special events, and the volunteers and docents. The zoo society was successful for a lot of reasons like; fundraising and guest services. She was very active in fundraising and had given Mayor Hollister three checks for \$400k for the Education, gift shop, and Welcome Center Buildings to be built. It's a mistake to think that the Zoo Society is not important. The zoo is only as strong as the people involved personally through the zoo society. She said the memberships are an important part here too. She gave a speech to the Sunrise Rotary Club and two days later a man from the Glassen Foundation came into the office and we matched a grant from the City for the Otter Exhibit. It is easy to raise money for the zoo.

LATE ITEMS/DELETIONS/CONSENT ITEMS

Commissioner Nolan would like Mr. Rick Terrill or Mr. Mike Hughes to come to the next meeting to update us on the Completion of the Emergency Egress.

NEW BUSINESS

Structure of Society & County and Hiring of the New Zoo Director

Mr. Dolehanty said that he will be addressing and presenting to the County Services and Finance Committees in September to terminate the agreement with the Zoological Society as of December 31, 2016. He talked about how the BOC is the governing board and they are the group that develops the policies and AZA has authorized the BOC to govern the zoo. He is the Controller/Administrator, as the chief fiscal and administrative officer for Ingham County, and so he is to supervise the Zoo Director. The Zoo Director is responsible for the zoo through zoo policies, goals, objectives and procedures to help maintain the AZA accreditation. The Zoo Board is appointed by the BOC and is responsible for reviews of the zoo operations and makes recommendations to them. The Zoo Board reviews the budget, CIP, and policies and procedures and offers input and recommendations. The PPZS is a non-profit organization to help support the zoo with programs for educational purposes and fundraising. He said they have done a national recruitment for the position of the Zoo Director and have received 18 applications and only nine met the qualifications. He said the appointment has been left up to him to make, but he will listen to what everyone has to say in regards to the hiring of a new director. He's hoping to have this person hired by October 31st. He talked about how he arrived at the compensation rates and how they are on target with the local/regional/national market per AZA and the BOC has approved also. He also talked about the how the millage approved by the County voters provides 80.8% of all operational revenue and the PPZS provided 19.2% revenue mostly through memberships, fundraising efforts and educational programs. He wants the new model to start on January 1st as it's the new budget year and it's the off season for the zoo and there will be time to fine tune this and see what work's best for everyone. He will be putting together a resolution for when the Board meets that will put this into motion in regards of terminating the contract with the Society which will end on December 31st and new will start on January 1st. The zoo needs to be involved in the day to day operations while the society needs to focus on education and advocacy and fundraising and move forward.

Discussion ensued. Mr. Dolehanty said he will be meeting with the Society every two weeks until the contract is completed.

BOARD COMMENTS

Chair Groen said he is looking for a volunteer to fill Commissioner Nolan's spot on the Hiring Committee.

Nolan Commissioner said she nominates Chair Groen.

Chair Groen nominated Mr. Binkley. Mr. Binkley accepted the nomination and the Board voted for Mr. Binkley.

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:54 PM.

Teresa Masseur
Recording Secretary

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 10-4-16
SUBJECT: Donation Acceptance
For the meeting agenda of 10-18-16

BACKGROUND

The Potter Park Zoo Docent/Volunteer Association is a support organization consisting of active docents and volunteers at Potter Park Zoo. Docents and volunteers donate their time and resources to support educational programming and outreach, special events and the animal care department through enrichment donations/implementation and animal observations. Members pay dues annually to the association and also raise funds through the selling of crafts and other fundraising activities. As funds are raised, the association votes on organizations and conservation projects they would like to support financially. In spring of 2016, the members voted to support the zoo by providing funding for an improved Barred Owl enclosure in the North American area of the zoo near the otter and wolf exhibits. With the changes that occurred in the director position at Potter Park Zoo in early spring, this project was put on hold and we feel we are now able to move forward.

ALTERNATIVES

The Barred Owl is currently housed in a metal corn crib type enclosure near the bird and reptile building. This species could stay in this location and enclosure instead of moving to the proposed new location in the North American area of the zoo.

FINANCIAL IMPACT

The \$3,800.00 donation will cover all materials for the project. The labor will be provided by the Ingham County Facilities carpenter and the Potter Park Zoo maintenance team.

OTHER CONSIDERATIONS

Association of Zoos and Aquariums (AZA) inspectors sited several exhibits during the 2012 inspection as not in keeping with modern zoological practices. The current Barred Owl enclosure consists of a metal corn crib and is not a modern zoological enclosure. It is the last corn crib being utilized at the zoo to exhibit an animal and needs to be phased out as an exhibit enclosure. These types of enclosures are very difficult to see the animal in and do not exhibit the animal in a way that visitors want to observe them. These corn cribs are still utilized to house education animals off exhibit and this corn crib could be moved for the same purpose.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the \$3,800.00 donation from the Potter Park Zoo Docent/Volunteer Association for the purpose of building an improved Barred Owl enclosure.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOMMENDING ACCEPTANCE OF A \$3,800 MONETARY GIFT
FROM THE POTTER PARK ZOO DOCENT ASSOCIATION FOR A
NEW BARRED OWL ENCLOSURE**

WHEREAS, the Potter Park Zoo Docent Association collects member dues annually and sells crafts to raise funds; and

WHEREAS, the Potter Park Zoo Docent Association votes at monthly meetings on the organization(s) they would like to donate a portion of those funds to; and

WHEREAS, the Potter Park Zoo Docent Association voted to donate \$3,800 of these funds to the Potter Park Zoo for the specific purpose of building a new Barred Owl enclosure; and

WHEREAS, a new Barred Owl enclosure is needed to improve the housing of the current Barred Owl; and

WHEREAS, the Barred Owl enclosure will be built in the North American section of the Zoo aligning with the current Zoo Master Plan; and

WHEREAS, \$3800 will cover the cost of the exhibit in its entirety based on a quote from the Ingham County Facilities Department; and

WHEREAS, the exhibit will be constructed by the Facilities Department utilizing in-house labor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the donation of \$3,800 from the Potter Park Zoo Docent Association to be used for building a new Barred Owl enclosure at Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners would like to thank the Potter Park Zoo Docent Association for this generous gift.



Interim Director/Curator Report – Cynthia Wagner

I have begun working with Human Resources to complete job descriptions for positions transferring from the Society to the County such as; parking and admissions supervisor, parking and admission seasonal, and encounters (pony, WDU, contact) seasonal.

Andrew Wingeier's last day at Potter Park Zoo was Friday, September 30th, 2016. Teresa Masseau and I have taken on the zoo's financial duties for the County at this time. Delphine Breezy in the County Finance Department will be preparing the Board financial statements.

James Tissue submitted his resignation; he has accepted a position at Lowry Park Zoo in Tampa, FL. His last day of work will be October, 21st, 2016.

With the resignation of James as public safety director we will be looking at that position and discussing whether it should be altered in any way to encompass other duties before we fill the position.

We have been gathering information from other zoos and looking at our admissions numbers to put together data to determine if there would be a benefit in adjusting the daily zoo hours. Based on the survey results it does appear it would be advantageous to try a late night one day a week.

As part of the discussion of zoo hours, it became apparent that the work day for keepers needed to be addressed. In order to create a safer environment for the keepers, animals and visitors as well as provide a better visitor experience and improved animal welfare we are working with Human Resources to change from an 8 hour work day to a 10 hour work day.

Potter Park Zoo's AAZK chapter raised over \$4,500.00 for rhino conservation this year through the Bowling for Rhinos event.

This year we celebrated both World Rhino Day and International Red Panda Day in conjunction with zoos worldwide to raise awareness of the plight of these animals and the conservation efforts in place.

Animal Transactions:

Otters- We are in the process of sending one male to Roger Williams Zoo and sending our male and female pair to Hutchinson Zoo for their new exhibit. We have received a breeding female from Roger Williams Zoo to pair with Miles our remaining male otter. These are all SSP recommended transfers and North American River Otters (NARO) are a green SSP program.

Rhino- Phineus, the male Black rhino at Caldwell Zoo, will be getting his pre-ship physical in late October. It will take several months to get all the test results back; the current plan if all tests are clear is to ship him in late

March. Cleveland Zoo has agreed to loan us a crate for the shipment. This is a breeding transfer recommendation from SSP.

Red Panda – The cubs are doing well, but are still too small to go out in the large exhibit yard. The cubs do have an SSP recommendation to transfer in 2017.

Eagle Owl- The new male Eagle owl is on exhibit and we are waiting for SSP to recommend a female to transfer to Potter Park Zoo.

The animal management committee met and has decided to move forward with acquiring grey and red kangaroo along with emu for the large exhibit the moose were originally housed in. The committee also agreed to proceed with the possibility of acquiring giant anteater for the exhibit closest to the restaurant that currently houses one kangaroo. I will be going to Pottawatomie Zoo with Sarah Pechtelt, head keeper, to learn more specific husbandry requirements for anteater before a final decision is made.

Public Safety Department – James Tissue

- Working with HR to recruit and hire staff to fill open positions.
- Now that the season has come to a close, our annual training and refresher training sessions will begin.

Facilities Department – Rick Terrill/Mike Hughes

Facilities have nothing to report other than they are preparing for the fall.

Guest Services Report – Rick Parker

- The camel rides closed after Labor Day.
- The front concession is now closed for the season and soon will be getting a major cleaning.
- The train will remain open on the weekends through October, meanwhile; the pony rides and the bungy jump will be close down for the season on October 9th.
- The new admission prices went well with very few people complaining about the price increase.

Events and Member Services Department – Jennifer Rostar

Public Events

- **Zoo Days** – This annual family favorite enjoyed a good turnout with over 6000 guests and a record number of community partners joining us for the two day event. Thank you again to Meijer for sponsoring the event with nearly \$7000 in combined food, cash and in-kind services donated.
- **World Rhino Day** – This conservation awareness event offers behind the scenes tours for guests, kids activities and informational booths and fulfills an important role in PPZ's AZA accreditation. Three rhino exhibit tours were offered and tickets sold out as quickly as they became available.
- **Zoo Brew** – July and August concluded the Zoo Brew series for the summer. Revenue totals for the series were \$19,926, which is a more than \$7000 increase over 2015 numbers.

Private Events

- Our private event efforts continue to grow. Year to date revenue produced from private events exceeds \$100,000 with the holiday season still remaining. Some of our larger event hosts include Liquid Web, AF Group, UAW Local 602, Merrill Lynch and various MSU organizations.

Membership

- We continue to see positive progress with zoo memberships. Expenses are on the decline and revenue has grown by nearly \$12,000 as compared to 2015 rates.
 - Members Night continues to be a wonderful benefit of membership. This year guests participated in behind the scenes tours, animal enrichments, train and pony rides, kids 50 yard dash, special discounts and raffles in the Gift Shop and a hotdog dinner BBQ.

Volunteer Program

- The volunteer program continues to grow with monthly recruitment events and partnerships with many businesses seeking morale building opportunities. Event volunteer have exceeded 1000 hours and garden volunteers have enhanced the zoo grounds with 1275 hours worth of hard work this year! Our most intense season for volunteer needs has yet to come with Boo at the Zoo (1400 hrs.) and Wonderland of Lights (1300 hrs.). For more in-depth volunteer updates please see the attached Volunteer Newsletter.

Looking Ahead

Special Events in the next quarter

- **Zombie Zoo Brew** is PPZ's 21 and over Halloween Party on Oct. 29th. Guests will enjoy live music, adult beverages, food, zoo tours and costumes contests. Please help spread the word to your family and friends. Tickets are on sale now at potterparkzoo.org.
- **Wonderland of Lights** begins November 18th and runs until December 31st. A new twist this year, we will light the lights December 19, 20 and 21 offering more opportunities for families to celebrate the holiday season at the zoo.
- **Winter Wine & Stein** is on December 7th. This is an opportunity for the 21 and over crowd to enjoy the zoo, sample beverages and get into the holiday spirit.

Please help us make the events a success by spreading the word to your friends, family and co-workers about these great opportunities to support the zoo and wildlife conservation!

Education Department – Dennis Laidler

Update for Summer 2016 Board Report

Overall Education Programming:

After finishing a very busy summer of Zookambi summer camp, along with a large number of public event appearances, the education department is already busy with the 2016-17 school year. The BIG Zoo Lesson (BZL) is already in its third week of classes and we have another record number of classes scheduled. In addition to our standard busy schedule of tours, animal encounters outreaches and overnights, we are about to begin several critical planning initiatives.

Zookambi: Thanks to the hard work of our talented and dedicated staff, we had another very successful Zookambi summer camp. With two new instructors, two new assistants, several new classes and updated versions of our already established ones, there was lots of new experiences for everyone. We are very proud of

the impact of this camp program which continues to provide children with lifelong memories --and lots and lots of fun! We would like to acknowledge all of the support this program receives from numerous zoo staff, from virtually every department at the zoo. We couldn't do this program without that teamwork.

Teen Zookeeper Program: We have another great crop of teen volunteers who spent the summer volunteering in 5 different areas of the zoo --including shadowing with our zookeepers, helping Zookambi instructors, assisting with pony rides, the goat contact area and the seedeater exhibit. This program relies heavily on involvement and cooperation from the animal care staff, and we are very grateful to them for helping to provide this opportunity.

Zoo Science High School Class: Students in the Animal Science and Zoo Management 2016-17 class are going to have a great year of academic learning and career preparation. Rebecca Morningstar, our instructor, continues to do an outstanding job of teaching and mentoring her students. Students will be engaged with learning trips, novel experiences and guest speakers in addition to the core aspects of the class. Becky is continually evaluating and upgrading all aspects of this course and it is reflected in the evaluations and experiences expressed to us by the students. For many of the students, this class was the most impactful thing they have done in high school.

Our zoo is one of a select few of AZA institutions which host a high school course onsite. This is beginning to be an emerging trend as more institutions are beginning to offer these types of programs. I am working with several of my peers from other AZA institutions to put together a session featuring on-site K-12 programs at accredited zoos and aquariums for the 2017 AZA Annual Conference.

BIG Zoo Lesson (BZL): The 2015-16 school year was our busiest ever for BZL --65 classes of area elementary students spent a full week being scientists at the zoo and the 2016-17 school year has already booked another record number of schools with nearly 70 or so squeezed into the calendar! It takes a tremendous amount of effort to be able to pull this off, from virtually every department at the zoo. The education department is so grateful for all of this help --it's why this program is so successful.

All first time BZL teachers must attend a two day workshop designed to get them knowledgeable and comfortable with bringing their class to the zoo for an entire week. We will be conducting this year's teacher training on October 11th and 12th. It is amazing to watch these teachers transform from apprehension to unbridled excitement and anticipation of their week. I would like to acknowledge several key education staff who make all of the BZL logistically possible: Margaret Holtschlag, Director of the BZL; Jill Garnett, BZL Onsite Coordinator; Jeff Wood, BZL Teacher Consultant; Shannon Armbruster, BZL Docent Captain; and Jennifer Horvatin, PPZ Assistant Education Curator.

FALCONERS: (Families of Autistic Learners CONnecting Empathy, Responsibility and Stewardship). We just finished a wonderful overnight event with this program and it was very successful. This program is funded by a grant from the Capital Region Community Foundation and is designed to provide enriching experiences for children with autism spectrum disorder (ASD) and their families. We are providing a special three-hour set of activities at the zoo one Saturday a month for all of 2016. Each month has a different theme, with numerous interactive stations filled with fun activities. For many FALCONERS families, there is a need to avoid large crowds, so depending on the event, we may open the zoo an hour early for FALCONERS participants. The program has been extremely successful and the autism community has been both supportive and appreciative. We have had families coming from as far as Muskegon to attend! Parents fill out detailed evaluations as they are leaving and the feedback has been overwhelmingly positive, with many of the parents expressing their heartfelt thanks to us for providing such a program. There have been numerous examples of children with autism making major steps forward --being more engaged in their surroundings, more socially interactive, trying and learning new skills and, most importantly, just having fun together with their families.

Due to the success of this program, we have applied to the Capital Region Community Foundation for additional funding and will know if we have been awarded the grant in Mid-November.

AZA Annual Conference: On behalf of myself and Jennifer Horvatin, I would like to formally thank the Potter Park Zoological Society for making it possible for us to attend the 2016 AZA Annual Conference in mid-September. Jennifer did an outstanding job in presenting in an educational session and also presented a separate poster presentation. I wrapped up my last of a three year commitment on the AZA Conservation Education Committee. While those obligations and commitments were important, it is the information gained, networking contacts made and the laying of groundwork for our upcoming AZA accreditation which made our experience invaluable. We will be highlighting some of those valuable experiences in a presentation to the PPZ Advisory Board and the PPZ Society Board in the near future.

Looking to the Future...

As has been mentioned in prior reports, the education department must move from a model which relies primarily on docents to be the primary provider of educational programming to one where paid staff is the primary education programming providers, with docents still playing a key supplemental role. When it comes to K-12 programming, it is not feasible to expect even our most skilled and dedicated docents to be able to be proficient with multiple themed programs while also being on target for multiple grade level curriculum benchmarks and standards. We have reached a point where we cannot just keep trying to recruit, train, retain and retrain more and more docents to reach our staffing needs. There are some challenges to getting to a new model, with the most significant being funding. Increasing education staff requires additional funding and with the sad state of education funding, there is no way to generate program fees sufficient to cover program costs. Another challenge is our education staff is currently stretched so thin that finding the time to strategically plan for the future becomes problematic.

However, there is some light at the end of the tunnel. The education staff will be meeting over the next few months to create a strategic plan for education programming at Potter Park Zoo. As we move forward, we will be utilizing the expertise of some area educators through the formation of a PPZ education advisory committee. We have had some success in the past with using the expertise and resources from area teachers, administrators and docents to assist the education staff, and we can be even more successful by choosing the right committee members and maximizing their impact. In order to be successful, the strategic planning will also need to involve key zoo staff and board members. It is critical for the strategic plan to be comprehensive and include departmental structure, program development and implementation, and financial sustainability. The plan must also include short term and long term strategies for reaching its goals. This is going to have to be a process, with mechanisms in place to ensure there is no drop off in quantity or quality of current programming during transitions. We are looking forward to this challenge and are excited for the future of education at PPZ.

To keep an adequate number of available docents, we must selectively recruit and train some new docents. We had originally hoped to do this in the fall, but it looks like we will be doing recruitment and training in our more traditional framework this coming winter. We will also continue working at upgrading the skills of current docents.

Third Quarter Education Programs Numbers

For those who like to see actual numbers, Jennifer Horvatin, the Assistant Education Curator has compiled the data below:

Education Program Summary
Third Quarter 2016

Education Programs:

Third Quarter Summary

	Programs	Participants	Fees
2008	100	2756	\$7497.50
2009	89	3936	\$9784.50

2010*	120	15033	\$12,078.25
2011	115	16961	\$11,654.00
2012	99	22492	\$15,254.75
2013	103	25279	\$17,432.50
2014**	106	24302	\$22,759.25
2015	87	22829	\$22,322.75
2016	65	29272	\$13,676.00

The revenue numbers are down for two reasons. The most impactful was that beginning in 2016, birthday parties, and their revenue, now the responsibility of the events department. Also, we had fewer overnights this third quarter compared to last year.

Free Programs: The participant numbers above include many free programs –events at the zoo and numerous public events throughout the community.

*In 2010, we did a couple education programs that had very high attendance, inflating our participant number. In 2011, we started doing educational programming at the Ingham County Fair as well as at home Lansing Lugnuts games, which greatly increased our participant numbers.

** BIG Zoo Lesson numbers are included in this summary. Previously, they were listed separately.

POTTER PARK ZOO
YEAR TO DATE BUDGET/ACTUAL REPORT
FOR EIGHT MONTHS ENDED AUGUST 31, 2016

	2016 REVISED BUDGET	AUGUST 2016 YTD ACTUAL	BUDGET REMAINING
REVENUES			
PROPERTY TAX	\$ 2,801,104.00	\$ 2,781,761.38	\$ 19,342.62
ADMISSIONS	594,419.00	450,918.90	143,500.10
PARKING FEES	180,000.00	126,702.27	53,297.73
INTERACTIVE SITES	25,000.00	20,819.00	4,181.00
INTEREST INCOME	5,000.00	6,909.14	(1,909.14)
OTHER REVENUES	92,540.00	18,700.42	73,839.58
TOTAL REVENUES	\$ 3,698,063.00	\$ 3,405,811.11	\$ 292,251.89
EXPENDITURES			
PERSONNEL SERVICES			
Salaries & Wages - Full Time	1,083,220.00	715,915.81	367,304.19
Salaries & Wages - Seasonal	400,000.00	349,547.58	50,452.42
Benefits	567,155.00	363,906.23	203,248.77
Total Personnel Services	2,050,375.00	1,429,369.62	621,005.38
CONTROLLABLE EXPENDITURES			
Supplies	125,700.00	66,116.42	59,583.58
Animal Care	203,000.00	125,018.83	77,981.17
Purchased Services	658,568.00	282,438.39	376,129.61
Utilities	18,775.00	15,875.88	2,899.12
Rentals & Leases	1,500.00	185.00	1,315.00
Other Expenses	74,328.00	39,969.36	34,358.64
Total Controllable Expenditures	1,081,871.00	529,603.88	552,267.12
NON-CONTROLLABLE EXPENDITURES			
Utilities	210,000.00	105,296.68	104,703.32
Insurance	38,976.00	71,858.67	(32,882.67)
IT Support Expense	60,743.00	32,389.04	28,353.96
Other Expenses	489.00	366.93	122.07
Total Non-Controllable Expenditures	310,208.00	209,911.32	100,296.68
CAPITAL OUTLAY			
Capital Improvements	314,128.00	315,622.65	(1,494.65)
TOTAL EXPENDITURES	3,756,582.00	2,484,507.47	1,272,074.53

TOTAL CHANGE IN FUND BALANCE	\$ (58,519.00)	\$ 921,303.64	\$ (979,822.64)
FUND BALANCE AS OF 1/1/16		\$ 274,832.43	
FUND BALANCE AS OF 8/31/16		\$ 1,196,136.07	
FUND BALANCE AS OF 1/1/16			
NON-SPENDABLE		\$ 194,544.59	
RESTRICTED		80,287.84	
		<u>\$ 274,832.43</u>	

**POTTER PARK ZOO
BALANCE SHEET
AUGUST 31, 2016**

ASSETS

CASH	\$ 1,106,419.15
DEPOSITORY CASH	108,223.49
IMPREST CASH	5,400.00
TAXES REC - DELINQUENT	23,613.20
ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES	(10,735.13)
ACCOUNTS RECEIVABLE	741.46
INTEREST RECEIVABLE	2,843.14

TOTAL ASSETS \$ 1,236,505.31

LIABILITIES

TAX LEVY LIABILITY	22,000.00
ACCOUNTS PAYABLE	10,144.10
DEFERRED REVENUE - PROPERTY TAXES	8,225.14

TOTAL LIABILITIES \$ 40,369.24

FUND BALANCE

UNRESTRICTED FUND BALANCE	<u>1,196,136.07</u>
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TOTAL LIABILITIES AND FUND BALANCE \$ 1,236,505.31

Monthly Report 2016 - Admission		
September	TOTAL VISITORS	TOTAL REVENUE
ADULT Non-Resident	2,210	\$24,310
ADULT Resident	3,244	\$19,464
ADULT (Nov-March)	0	\$0
SENIOR Non-Resident	385	\$3,850
SENIOR Resident	388	\$1,940
CHILD 3-16	2,645	\$10,580
CHILD 3-12 (Nov-March)	0	\$0
CHILD Under 3	1,557	\$0
ADULT Monday	147	\$0
SENIOR Monday	0	\$0
CHILD Monday	48	\$0
ADULT PPZ Member	1,031	\$0
CHILD PPZ Member	727	\$0
ADULT Res Reciprocal Member	73	\$219
ADULT Reciprocal Member	259	\$1,295
CHILD Reciprocal Member	156	\$312
Reciprocal FREE Members	357	\$0
ADULT Non-Resident Group	31	\$310
ADULT Resident Group	44	\$220
SENIOR Non-Resident Group	11	\$99
SENIOR Resident Group	12	\$48
CHILD 3-16 Group	98	\$294
Ingham County Student Group	64	\$64
Coupon PPZ	63	\$0
Coupon Other	0	\$0
Event Adult	0	\$0
Event Child	0	\$0
SUB TOTAL	13,550	\$63,005

Annual Resident Prk Pass	1	\$30
Annual Non-Resident Prk Pass	0	\$0
Daily Resident Parking	0	\$0
Daily Non-Resident Parking	0	\$0
Electric Cart Rental	23	\$92
Electric Cart Rental ex hr.	13	\$26
Less: Voids	15	-\$15
DEPOSIT TOTAL		\$63,138

CLASSIFICATION

CHILDREN	2645
CHILDREN-UNDER 3	1557
CHILDREN-OFF-SEASON	0
ADULT RESIDENT	3244
ADULT NON-RESIDENT	2210
ADULT OFF-SEASON	0
SENIOR RESIDENT	388
SENIOR NON-RESIDENT	385
EVENTS	0
PPZ ZOO MEMBERS	1758
SHARED ZOO MEMBERS	845
GROUPS	260
MONDAY PROGRAM	195
OTHER	63
TOTAL	13,550

Monthly Report 2016 - Parking		
September	TOTAL VISITORS	TOTAL REVENUE
Resident Daily	2,092	\$6,276
Non-Resident Daily	2,186	\$10,930
Annual Resident	3	\$90
Annual Non-Resident	0	\$0
Fee Waiver	2	\$0
Coupon	11	\$0
Daily Re-Entry	10	\$0
Annual Re-Entry Pass	241	\$0
PPZ Member Deluxe/Premium	107	\$0
Staff	568	\$0
Other	254	\$0
Drop Off	70	\$0
Voids	11	-\$11
TOTALS	5,555	\$17,285

ZIP CODE REPORT FOR Sep-16		TOTAL # OF PEOPLE
ZIP / PLU		
48819	Dansville	31
48823	East Lansing	674
48824	East Lansing	24
48825	East Lansing	63
48826	East Lansing	2
48840	Haslett	129
48842	Holt	287
48901	Lansing	15
48906	Lansing	328
48909	Lansing	4
48910	Lansing	766
48911	Lansing	477
48912	Lansing	470
48913	Lansing	6
48915	Lansing	148
48916	Lansing	19
48918	Lansing	4
48919	Lansing	0
48921	Lansing	2
48922	Lansing	0
48924	Lansing	0
48929	Lansing	0
48930	Lansing	0
48933	Lansing	37
48937	Lansing	3
48950	Lansing	0
48951	Lansing	0
48956	Lansing	0
48980	Lansing	0
49251	Leslie	58
48854	Mason	208
48805	Okemos	4
48864	Okemos	244
49264	Onondaga	11
48872	Perry	4
49285	Stockbridge	42
48892	Webberville	35
48895	Williamston	120
	INGHAM COUNTY	4,215
49021	Bellevue	8
48813	Charlotte	69
48821	Dimondale	32
48827	Eaton Rapids	47
48837	Grand Ledge	94
48849	Lake Odessa	3
48908	Lansing	0
48917	Lansing	266
48861	Mulliken	6
49076	Olivet	5
48876	Pottersville	14
48890	Sunfield	4
49096	Vermontville	5
	EATON COUNTY	553

48808	Bath	32
48831	Carland ^a	5
48820	DeWitt	111
48822	Eagle	8
48833	Eureka	0
48835	Fowler	10
48853	Maple Rapids	6
48866	Ovid	9
48879	St. Johns	84
48894	Westphalia	13
	CLINTON COUNTY	278
140	Other MI Counties	161
141	All Other States	162
		323
101	Allegan	25
102	Barry	14
103	Bay	19
104	Berrien	5
105	Branch	8
106	Cass	2
107	Calhoun	81
108	Clare	28
109	Genessee	311
110	Gratiot	83
111	Hillsdale	12
112	Huron	0
113	Ionia	74
114	Isabella	78
115	Jackson	292
116	Kalamazoo	43
117	Kent	101
118	Lapeer	14
119	Lenawee	9
120	Livingston	390
121	Macomb	28
122	Mecosta	7
123	Midland	46
124	Monroe	6
125	Montcalm	9
126	Muskegon	28
127	Newaygo	2
128	Oakland	151
129	Oceana	8
130	Ottawa	38
131	Saginaw	138
132	Sanilac	4
133	Shiawassee	257
134	St. Claire	19
135	St. Joseph	0
136	Tuscola	23
137	Van Buren	4
138	Wayne	61
139	Washtenaw	69
TOTALS		7,860

S E P T E M B E R 2 0 1 6

The

Volunteer Newsletter

Potter Park Zoo

POTTER PARK
ZOO



Happy Fall!

BOO AT THE ZOO is coming up and we need volunteers! For those volunteers that are new, **BOO AT THE ZOO** is a family-friendly event where guests come dressed in Halloween costumes and enjoy treats, games, hayrides, & other activities.

Volunteers are needed to assist with these Halloween-themed activities, pass out cider & donuts, sell activity tickets, lead groups of children through the straw maze & our haunted boo tunnel (which has been upgraded this year), etc. Lunch is provided to all volunteers. To those returning volunteers, our skeleton black-light room is returning after being a huge hit last year, and we've turned the prize wheel into a mystic wheel of fortune that's sure to be a head spinner! We hope to see you there!

New Zoo Hours:

M-F 9am-4pm, Sat. & Sun. 9am-6pm

Thank you all for the gracious support with our busiest summer of events to date! We had over *29 events*, *2 exhibit grand openings*, and utilized over *816 volunteer hours* which led to such successful private & public events alike. We cannot thank you enough!

SAVE THE DATE & VOLUNTEER NEEDS! Contact Carrie Green at 517-244-8023 or cgreen@ingham.org



BOO AT THE ZOO:

**October 15, 16,
22, & 23**

SPOOKY FUN
AFTERNOON
FOR FAMILIES

Zombie Zoo Brew:

October 29

*Age 21 & over

WOL:

**November 18-
January 1**

Wonderland of
Lights

PPZDVA Meeting:

**September 28,
October 26**

7:00pm – Kayla
Stomack's work with
marine mammals

Animal Updates

From Dennis Laidler: Education Curator

*Please note that at this time animal attractions (pony rides, wings down under, etc.) are only open on weekends.

River Otters

A lot of changes coming up! Our young male, Clyde, will be shipped soon to a new zoo, and Mike & Jilli (our older pair) will also be going to a new home. A new female will be coming to be paired up with Miles, our other young male. After all the moves, we will have a young pair of otters which hopefully will be successful at breeding.

Bird & Reptile Building

Keepers are putting the finishing touches on the North end multi-species exhibit for the Micronesian Kingfisher & Guam Rails. The South end exhibit will be getting two more female Green Aracaris to go with the one female already there.



Red Pandas

The Red Panda cubs are still doing great; they are beginning to eat solid food! Check the Zoo's website and Facebook pages for updated video footage.



Eurasian Eagle Owl

Our new male Eurasian Eagle Owl is here and has cleared quarantine! He is now on exhibit and a little shy while adjusting to his new home. The red-tailed hawk will be moving back up to be used in education programs.





PPZ Event Department Wish List:

- Bags of candy to pass out during Boo at The Zoo (no pixie sticks please)
- Rags for cleaning and multiple Zoo projects
- Garden Equipment - leaf bags, rakes, etc. to maintain the Zoo grounds and used for various group projects
- LED colored flood lights for Wonderland of Lights
- Any color LED string lights for Wonderland of Lights - these can be used or new
- Black light accessories (not glow in the dark) - posters, lava lamp, etc. to be used during Boo in the skeleton black-light room

If you are willing to donate any of the above items please feel free to give them to any of the event staff, we appreciate your support with these budget-saving costs!



Monthly Prize Drawing

September's lucky winner is: Becky Mansel

Becky Mansel's prize this month:

- Goodie bag from the PPZ Gift Shop!

As always, a huge thank-you to all the volunteers who contributed their time and volunteer support this month, we cannot begin to express our gratitude!

**All volunteers with 5 hours+ that month are entered into the drawing.*