



FRESNO COUNTY ZOO AUTHORITY

SPECIAL MEETING AGENDA

9:00 AM, Wednesday, December 16, 2020

**Fresno County Employees' Retirement Association
7772 N. Palm Ave.
Fresno, CA 93711
(559) 457-0681**

SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19

Due to the current Shelter-in-Place Order covering the State of California and Social Distance Guidelines issued by Federal, State, and Local Authorities, the Zoo Authority is implementing the following changes for attendance and public comment at all Board meetings until notified otherwise. The Board room will not be open to the public. Any member of the Zoo Authority Board may participate from a remote location by teleconference.

The meeting will be a Zoom meeting and can be accessed at:

<https://zoom.us/j/94887347365?pwd=NjYvUGRLcEJ5QmRxTnUzTnEyUmZ2QT09>

Meeting ID: 948 8734 7365

Passcode: 491458

One tap mobile

+16699006833,,94887347365# US (San Jose)

+13462487799,,94887347365# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

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+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington D.C)

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Meeting ID: 948 8734 7365

Find your local number: <https://zoom.us/u/adeceQjVd9>

Written Comments

- **Members of the public are encouraged to submit written comments to: ZooAuthority@co.fresno.ca.us. Comments should be submitted as soon as possible but not later than 15 minutes before start of meeting. You will need to provide the following information:**
 - **Board Meeting Date**
 - **Item Number**
 - **Comment (please limit to 250 words or less)**

- **Please submit a separate e-mail for each item you are commenting on.**

- **Please be aware that public comments received that do not specify a particular agenda item will be made part of the record of proceedings as a general public comment.**

- **If a written comment is received after the start of the meeting it will be made part of the record of proceedings, provided that such comments are received prior to the end of the Board meeting.**

- **Written comments will be provided to the Board members. Comments received during the meeting may not be distributed to Board members until after the meeting has concluded.**

1. Call to Order

2. Roll Call

3. Adopt Agenda

4. 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. Members of the public are limited to three minutes to speak during Public Comments as well as 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.

5. 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 the Consent Calendar.

a. Review and approve minutes of October 28, 2020

b. Review and approve payment of County of Fresno invoice for Professional and Specialized Services in the amount of \$11,882.46 for services through November 2020

c. Receive Treasurer's Reports for Quarter Ended September 2020

6. Receive Fresno Chaffee Zoo Director's report
7. Receive Fresno Chaffee Zoo Corporation October 2020 Year-to-Date Financial Report
8. Approve Fresno's Chaffee Zoo Corporation fiscal year 2021 Measure Z Operating funds totaling \$5,309,507 for reimbursement of Animal Care and Veterinary Salaries and Benefits, Animal Feed, Animal Exhibit Supplies, Veterinary Supplies, Water Quality Supplies, Utilities, and Bank Fees to wire reimbursement funds to the Zoo
9. Approve and authorize release of retention withheld on Studio Hansen Roberts fee for African River design (\$24,012.50)
10. Approve and authorize the Chairman to execute the annual engagement letter on applying agreed-upon procedures from Moss Adams, the Zoo Corporation's outside auditor
11. Approve and adopt the 2021 Zoo Authority regular board meeting calendar as outlined in Attachment A
12. Approve next meeting date

Dates include:

Wednesday, December 30, 2020

Wednesday, January 27, 2021

Wednesday, February 24, 2021

13. Receive staff reports
14. Chair's comments
15. Board Member comments
16. Adjourn

All supporting documentation is available for public review in the office of the Fresno County Zoo Authority, 2281 Tulare Street, Room 304, Fresno, 93721, during regular business hours.

For further information, please contact Ronald Alexander, Zoo Authority Coordinator, at 600-1710, 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

ACTION SUMMARY MINUTES

9:00 AM, Wednesday, October 28, 2020

Fresno County Employees' Retirement Association
7772 N. Palm Ave.
Fresno, CA 93711
(559) 457-0681

1. Call to Order

CHAIRMAN TOSTE CALLED THE MEETING TO ORDER AT 9:00 AM.

2. Roll Call

A QUORUM WAS PRESENT WITH MEMBERS TOSTE, ROMAN, GARABEDIAN, STRATFORD, AND WATERHOUSE PRESENT.

3. Adopt Agenda

MEMBER ROMAN MOVED TO ADOPT THE AGENDA. SECONDED BY MEMBER GARABEDIAN. THE MOTION PASSED UNANIMOUSLY.

4. Public Comments

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HELD. NONE RECEIVED.

5. 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 the Consent Calendar.

- a. Review and approve minutes of July 29, 2020

b. Review and approve payment of County of Fresno invoice for Professional and Specialized Services in the amount of \$4,700.21 for services through September 2020

c. Receive Treasurer's Reports for Months Ended July and August 2020

MEMBER WATERHOUSE MOVED FOR APPROVAL OF THE CONSENT AGENDA ITEMS. SECONDED BY MEMBER GARABEDIAN. THE MOTION PASSED UNANIMOUSLY.

6. Receive Zoo Authority Year Ended June 30, 2020 financial statements with independent auditor's report from Brown Armstrong Accountancy Corporation
RECEIVED. ERIC XIN WITH BROWN ARMSTRONG REPORTED.

7. Receive Fresno Chaffee Zoo Director's report
RECEIVED. DIRECTOR SCOTT BARTON REPORTED. THIS IS THE MOST CHALLENGING YEAR OF HIS CAREER. OCTOBER NUMBERS ARE LOOKING SIMILAR TO LAST YEAR. 2021 LOOKS ENCOURAGING. BIRTH OF A BABY RHINO IS EXPECTED IN THE NEXT 6-8 WEEKS. THREE PROJECTS IN CONSTRUCTION. ONE IN DESIGN. AMBASSADOR ANIMAL CENTER, ZOOPLEX, AND KINGDOMS OF ASIA.

8. Receive Fresno Chaffee Zoo Corporation September 2020 Year-to-Date Financial Report
RECEIVED. CFO LILY WACHTER REPORTED ON ATTENDANCE, EXPENSES AND REVENUES.

9. Approve a request from Fresno's Chaffee Zoo Corporation to increase the 2020 Measure Z Operations Budget by \$1,500,000 to help address the shortfall in revenue related to COVID-19
DIRECTOR SCOTT BARTON REPORTED ON THE NEED FOR THE BUDGET MODIFICATION. CFO LILY WACHTER PROVIDED ADDITIONAL SUPPORTING INFORMATION.

MEMBER STRATFORD MOVED FOR APPROVAL. SECONDED BY MEMBER GARABEDIAN. THE MOTION PASSED UNANIMOUSLY.

10. Approve and authorize release of retention withheld on CLR Design, Inc. fee for Kingdoms of Asia (\$6,424)
DIRECTOR SCOTT BARTON REPORTED.

MEMBER ROMAN MOVED FOR APPROVAL. SECONDED BY MEMBER WATERHOUSE. THE MOTION PASSED UNANIMOUSLY.

11. Receive staff reports
BOARD COORDINATOR REPORTED THAT SEVERAL MEMBERS' TERM EXPIRES SOON. NO OTHER REPORTS RECEIVED.

12. Approve next meeting date

Dates include:

Wednesday, November 25, 2020

Wednesday, December 30, 2020

NO CHANGES WERE MADE TO THE EXISTING CALENDAR; THEREFORE, NO MOTION REQUIRED.

13. Chair's comments
CHAIRMAN TOSTE THANKED MEMBER ROMAN FOR STANDING IN FOR KINGDOMS OF ASIA GROUNDBREAKING.

14. Board Member comments

MEMBER WATERHOUSE APPRECIATED SCOTT BARTON AND LILY WACHTER'S REPORTS.

15. Adjourn

**THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD, CHAIRMAN TOSTE
ADJOURNED THE MEETING AT 9:49 AM**

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Invoice for Professional Services in Support of the Zoo Authority
Billing Hours and Expenses through November 2020

Invoice Number
01-ZOO-121620

December 16, 2020

TO: Zoo Authority Board
c/o County of Fresno
2281 Tulare St. Room 304
Fresno, CA 93721

Department / Title	Hours	Rates	Cost
<i>ACTTC FR&A</i>			
<i>Accounting & Finance Manager</i>	4.42	\$91.80	\$405.76
<i>Accountant II</i>	2.75	\$74.80	\$205.70
<i>Account Clerk I</i>	6.80	\$48.46	\$329.53
<i>Account Clerk II</i>	2.00	\$56.16	\$112.32
<i>County Counsel</i>			
<i>Deputy County Counsel</i>	4.60	\$141.00	\$648.60
CAO			
Board Coordinator	78.00	\$130.52	\$10,180.56
Professional Services Total	98.57		\$11,882.46
Office Expense Total			\$0.00
Invoice Total			\$11,882.46

**Fresno County
Administrative Office**

INVOICE

2281 Tulare Street, Room 304
Fresno, CA 93721
559-600-1710

DATE: December 1, 2020
INVOICE # 1006
FOR: *Zoo Authority
Administration*

Bill To:
Zoo Authority

DESCRIPTION	AMOUNT
Zoo Authority Board Coordinator Services July, August, September 2020	\$ 10,180.56
TOTAL	\$ 10,180.56



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Quarter Ended September 30, 2020**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
-	Measure Z - Sales Tax Proceeds	\$	4,580,200.00
		Total Proceeds Received:	\$ 4,580,200.00
Tax Proceeds Allocated:			
-	Allocation to Zoo Authority Fund (2%)		91,604.00
-	Allocation to Trust Fund for Operations and Capital Projects (98%)		4,488,596.00
		Total Proceed Allocations	\$ 4,580,200.00
Cash Balance by Fund			
Zoo Authority Fund	>> Administrative Fund	2%	
	Beginning Cash Balance	\$	1,998,275.62
Receipts:	- Measure Z Sales Tax Proceeds		91,604.01
	- Interest Received		9,722.71
Disbursements:	- PeopleSoft Financial Charges		(128.85)
	- ZA Staff Invoice Reimbursement		(17,207.99)
		Net Increase/(Decrease) to Cash	83,989.88
		Ending Cash Balance - Zoo Authority Administrative Fund	\$ 2,082,265.50
Trust Fund for FCZC Operations and Capital Projects			
	Beginning Cash Balance	\$	52,092,103.24
	>>> Operations Fund		
	Beginning Cash Balance	\$	7,519,734.85
Receipts:	- Measure Z Sales Tax Proceeds		1,496,198.67
	- Interest Received		35,522.21
Disbursements:	- FCZC Operations Claim #2019-04		(627,954.60)
	- FCZC Operations Claim #2019-05		(58,629.74)
	- FCZC Operations Claim #2019-06		(80,892.10)
	- Wire Fees		(40.00)
		Net Increase/(Decrease) to Cash	764,204.44
		Ending Cash Balance - Available for Operations	\$ 8,283,939.29
	>>> Capital Facilities Project Fund		
	Beginning Cash Balance	\$	44,572,368.39
Receipts:	- Measure Z Sales Tax Proceeds		2,992,397.32
	- Interest Received		213,694.85
	- FCZC Capital Claim 2019-03C		(239,694.13)
	- FCZC Capital Claim 2019-04C		(376,111.69)
		Net Increase/(Decrease) to Cash	2,590,286.35
		Ending Cash Balance - Available for Capital Projects	47,162,654.74
		Ending Balance Available for Operations and Capital Projects	\$ 55,446,594.03
		Total Interest Received During the Quarter	258,939.77

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 1.987 as of June 30,2020.



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended September 30, 2020**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
-	Measure Z - Sales Tax Proceeds	\$	1,417,788.75
		Total Proceeds Received:	\$ 1,417,788.75
Tax Proceeds Allocated:			
-	Allocation to Zoo Authority Fund (2%)		28,355.78
-	Allocation to Trust Fund for Operations and Capital Projects (98%)		1,389,432.98
		Total Proceed Allocations	\$ 1,417,788.76
Cash Balance by Fund			
Zoo Authority Fund	>> Administrative Fund	2%	
	Beginning Cash Balance	\$	2,058,971.39
Receipts:	- Measure Z Sales Tax Proceeds		28,355.78
	- Interest Received		9,022.15
Disbursements:	- PeopleSoft Financial Charges		(36.00)
	- ZA Reimbursement for ZA Claims through June 2020		(14,047.82)
		Net Increase/(Decrease) to Cash	23,294.11
		Ending Cash Balance - Zoo Authority Administrative Fund	\$ 2,082,265.50
Trust Fund for FCZC Operations and Capital Projects			
	Beginning Cash Balance	\$	54,282,914.76
	>>> Operations Fund		
	Beginning Cash Balance	\$	7,868,734.35
Receipts:	- Measure Z Sales Tax Proceeds		463,144.33
	- Interest Received		32,962.71
Disbursements:	- FCZC Operations Claim 2020-06		(80,892.10)
	- Wire Fees		(10.00)
		Net Increase/(Decrease) to Cash	415,204.94
		Ending Cash Balance - Available for Operations	\$ 8,283,939.29
	>>> Capital Facilities Project Fund		
	Beginning Cash Balance	\$	46,414,180.41
Receipts:	- Measure Z Sales Tax Proceeds		926,288.64
	- Interest Received		198,297.38
Disbursements:	- Zoo Corp Capital Claim 2020-04C.		(376,111.69)
		Net Increase/(Decrease) to Cash	748,474.33
		Ending Cash Balance - Available for Capital Projects	47,162,654.74
		Ending Balance Available for Operations and Capital Projects	\$ 55,446,594.03
		Total Interest Received During the Month	240,282.24

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 1.987 as of June 30, 2020.



Fresno County Zoo Authority

SUMMARY OF MEASURE Z SALES TAX PROCEEDS

	PRIOR FISCAL YEARS				CURRENT FISCAL YEAR		
	2017-2018	2018-2019	2019-2020	BUDGETED TAX RECEIPTS	2020-21		BUDGET TO ACTUAL VARIANCE
	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS	ACTUAL TAX RECEIPTS		ACTUAL TAX RECEIPTS		
July	\$ 930,800	\$ 1,227,435	\$ 1,436,673	\$ 1,479,773	\$ 1,493,025	\$ 13,252	0.90%
August	1,241,000	928,052	1,669,386	1,089,931	\$ 1,669,386	\$ 579,455	53.16%
September	1,391,154	1,171,132	1,417,789	1,353,765	1,417,789	\$ 64,024	4.73%
October	933,300	1,619,199	1,571,111	1,618,244			
November	1,244,400	1,531,072	1,073,344	1,105,544			
December	1,452,570	1,392,262	1,194,027	1,182,087			
January	951,900	1,345,542	1,263,406	1,301,308			
February	1,269,200	1,118,789	1,707,967	1,690,887			
March	1,420,604	1,327,543	\$ 1,063,584	1,052,948			
April	865,400	1,318,821	1,031,402	1,062,344			
May	1,512,737	868,850	989,444	885,966			
June	1,103,925	1,263,124	1,105,857	1,262,998			
Total	\$ 14,316,990	\$ 15,111,821	\$ 15,523,990	\$ 15,085,795	\$ 4,580,200	\$ 656,731	\$ -

TOTAL MEASURE Z PROCEEDS FROM INCEPTION \$ 188,540,321



Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended September 30, 2020

Summary of Quarter Four Interest Receipts					
Fund	Subclass	Description	1st Alloc. July	2nd Alloc September	Interest Received
4845	10000	Zoo Authority	700.56	9,022.15	\$ 9,722.71
4850	10000	FCZC - Operations	2,559.50	32,962.71	\$ 35,522.21
4850	42700	FCZC - CP	15,397.47	198,297.38	\$ 213,694.85
Total			\$ 18,657.53	\$ 240,282.24	\$ 258,939.77
July to September					



**Fresno County Zoo Authority
Capital Projects Fund Cash Flow
For the Month Ended September 30, 2020**

Cash Balance as of 09/30/20 \$ 47,162,655

DEDUCTIONS (earmarked projects, FY20-21 expenditures paid through claim 2020-04C):

2018 Warthog Exhibit - May 2018	189,440
2018 South Corridor Infrastructure - February 2018	179,626
2018 Asian Exhibits - December 2017	1,557,972
2018 Belmont Basin Relief Line - August 2017	-
2018 Animal Nutrition Center - August 2017	319,963
2018 Prgm Animal Holding Facility - August 2017	42,228
2017 Orangutan Exhibit - May 2017	1
2017 Water Play Area - January 2017	92,260
2016 African River - June 2016	3,264,234
2016 Dino Dig Expansion - June 2016	154,220

Total Deductions: \$ (5,799,944)

TOTAL: \$ 41,362,711



**Fresno County Zoo Authority
Operations Fund Cash Flow
For the Month Ended September 30, 2020**

Cash Balance as of 09/30/20 **\$ 8,283,939**

DEDUCTIONS (Remaining budgets, paid through claim 2020-06):

2019 Animal	1,665,327
2019 Veterinary	176,170
2019 Utilities	240,980
2019 Animal Feed	225,971
2019 Interest/Bank Charges	(40)
2019 Exhibit Maintenance & Renovations	34,819
2019 Water Quality Supplies	37,926
2019 Visitor Services	228,064
2019 Maintenance	338,550
2019 Education	272,282
2019 Maintenance-Buildings & Ground	56,128
2019 Medical, Dental & Lab Supplies	3,978

Total Deductions:

\$ (3,280,154)

TOTAL:

\$ 5,003,785



**Fresno County Zoo Authority
Administration Fund Cash Flow
For the Month Ended September 30, 2020**

Cash Balance as of 09/30/20 \$ 2,082,266

DEDUCTIONS

(FY 20-21 Remaining budgets, paid through claim ZA Claim June 2020):

2019 Telephone Charges	250
2019 Memberships	500
2019 Office Expense	6,000
2019 Postage	1,000
2019 PeopleSoft Financials Charges	700
2019 Professional Services	120,482
2019 Data Processing Services	1,500
2019 Publications & Legal Notices	500
2019 Trans, Travel & Education	2,500

Total Deductions: \$ (133,432)

TOTAL: \$ 1,948,834



AGENDA ITEM 6

DATE: December 16, 2020
TO: Fresno County Zoo Authority Board
FROM: Scott Barton, Director
Fresno Chaffee Zoo Corporation
SUBJECT: Zoo Director's Report

RECOMMENDED ACTION:

Receive Fresno Chaffee Zoo Director's report.



AGENDA ITEM 7

DATE: December 16, 2020

TO: Fresno County Zoo Authority Board

FROM: Lily Wachter, Chief Financial Officer
Fresno Chaffee Zoo Corporation

SUBJECT: October 2020 Year-to-Date Financial Report

RECOMMENDED ACTION:

Receive Fresno Chaffee Zoo Corporation October 2020 Year-to-Date Financial Report.

ATTACHMENTS:

October 2020 Financial Report



Financial Report
October 2020 YTD Financial Report

Summary

October 2020

Key Takeaway: October operating income was positive; revenue of more than \$1.5 million exceeded October 2019 result.

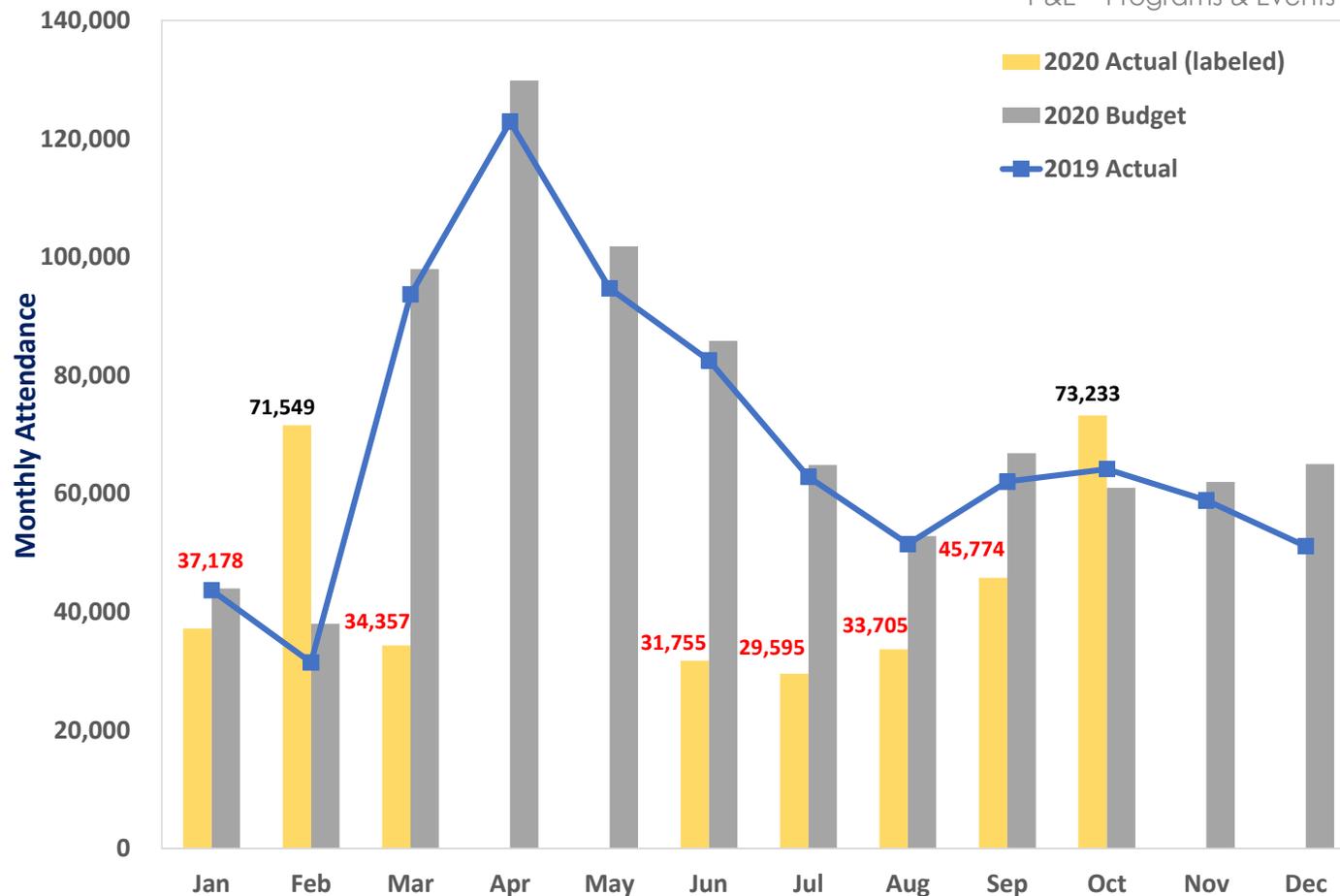
- \$6,535,471 self-generated revenue YTD (38% below budget)
 - Cash revenue from timed ticket sales will be reduced in GAAP reporting
- \$11,969,582 expenses (20% below budget)
- (\$5,434,112) operating income (40% below budget)
- (\$911,647) operating income with Measure Z support
- \$527,278 net surplus - MZ Capital Funds, depreciation, investment income/interest

2020 – Attendance

October 2020 YTD attendance = 357,146 (50% of 2019)
 October 2020 = 73,233 (114% of 2019)

Vs. 2019	Jul	Aug	Sep	Oct
Total	47%	65%	74%	114%
Ex P&E	51%	71%	81%	140%

P&E = Programs & Events



Oct '20 YTD – Variance Analysis vs. Budget

Summary	Actuals	FY 20 Budgeted	FY 20 Diff.	% Diff.	FY 19 Actual	FY 19 Diff.	% Diff.
Attendance	357,146	562,332	(205,186)	(36%)	531,889	(174,743)	(33%)
Revenue	\$7,491,721	\$10,617,033	(\$3,125,312)	(29%)	\$9,373,277	(\$1,881,556)	(20%)
Personnel Expenses	\$7,788,713	\$9,134,085	(\$1,345,372)	(15%)	\$8,027,272	(\$238,559)	(3%)
Other Expenses	\$4,180,869	\$5,825,776	(\$1,644,907)	(28%)	\$5,212,352	(\$1,031,483)	(20%)
Operations Surplus (Deficit)	(\$4,477,862)	(\$4,342,828)	(\$135,033)	(3%)	(\$3,866,347)	(\$611,514)	(16%)
Measure Z Operating	\$3,566,214	\$4,453,889	(\$887,675)	(20%)	\$4,322,183	(\$755,969)	(17%)
Operations + MZ Surplus (Deficit)	(\$911,647)	\$111,061	(\$1,022,708)	nm	\$455,836	(\$1,367,483)	nm
Other Non-Operating	\$1,438,925	(\$2,670,280)	\$4,109,205	nm	(\$3,015,055)	\$4,453,980	nm
Net Surplus (Deficit)	\$527,278	(\$2,559,219)	\$3,086,497	nm	(\$2,559,219)	\$3,086,497	nm
Adjusted Revenue	\$6,535,471	\$10,617,033	(\$4,081,562)	(38%)	\$9,373,277	(\$2,837,806)	(30%)
Adjusted Operating Deficit	(\$5,434,112)	(\$4,342,828)	(\$1,091,283)	(25%)	(\$3,866,347)	(\$1,567,764)	(41%)

Revenue - Selected Detail	Actuals	FY 20 Budgeted	FY 20 Diff.	% Diff.	FY 19 Actual	FY 19 Diff.	% Diff.
Admissions	\$2,438,133	\$5,021,065	(\$2,582,932)	(51%)	\$3,817,072	(\$1,378,939)	(36%)
Membership	\$1,091,699	\$1,242,572	(\$150,874)	(12%)	\$1,440,899	(\$349,200)	(24%)
Food Services/Gift Shop	\$682,748	\$1,125,300	(\$442,552)	(39%)	\$1,073,157	(\$390,409)	(36%)
Dinosaur Exhibit	\$620,103	\$626,066	(\$5,963)	(1%)	\$594,784	\$25,319	4%
Grants/Fundraising, ex-bequest	\$197,592	\$100,000	\$97,592	98%	\$166,115	\$31,477	19%
Bequest - unrestricted	\$318,750	nm	nm	nm	nm	nm	nm
Bequest - board-designated	\$980,635	nm	nm	nm	nm	nm	nm
Other	\$1,162,060	\$2,502,030	(\$1,339,970)	(54%)	\$2,281,250	(\$1,119,191)	(49%)
Revenue	\$7,491,721	\$10,617,033	(\$3,125,312)	(29%)	\$9,373,277	(\$1,881,556)	(20%)

Adjusted revenue / operating deficit include unrestricted portion of bequest (\$318,750) but exclude board-designated portion (\$980,635)

Expenses - Selected Detail	Actuals	FY 20 Budgeted	FY 20 Diff.	% Diff.	FY 19 Actual	FY 19 Diff.	% Diff.
Personnel - Animal/Vet.	\$3,167,526	\$3,681,781	(\$514,254)	(14%)	\$3,286,098	(\$118,572)	(4%)
Personnel - Education	\$884,925	\$1,011,301	(\$126,376)	(12%)	\$971,979	(\$87,054)	(9%)
Personnel - Maint./Hort.	\$708,385	\$1,111,064	(\$402,678)	(36%)	\$781,853	(\$73,468)	(9%)
Personnel - Other	\$3,027,876	\$3,329,940	(\$302,064)	(9%)	\$2,987,342	\$40,535	1%
Animal Services	\$343,822	\$392,439	(\$48,617)	(12%)	\$381,713	(\$37,890)	(10%)
Dinosaur Exhibit	\$522,444	\$727,136	(\$204,692)	(28%)	\$712,775	(\$190,331)	(27%)
Utilities	\$673,663	\$784,000	(\$110,337)	(14%)	\$760,745	(\$87,083)	(11%)
Repairs & Replacements	\$333,963	\$351,253	(\$17,290)	(5%)	\$241,461	\$92,501	38%
Contracted/Prof. Services	\$599,201	\$520,510	\$78,691	15%	\$615,965	(\$16,764)	(3%)
Conservation	\$38,979	\$187,500	(\$148,521)	(79%)	\$191	\$38,788	20309%
Other	\$1,668,797	\$2,862,938	(\$1,194,141)	(42%)	\$2,499,502	(\$830,705)	(33%)
Operating Expenses	\$11,969,582	\$14,959,861	(\$2,990,279)	(20%)	\$13,239,624	(\$1,270,042)	(10%)

FCZC Balance Sheet

	October 2020	October 2019
ASSETS		
Current Assets		
Cash	\$2,540,159	\$632,476
Short Term Investments-Retention	\$167,288	\$318,845
Accounts Receivable	\$3,148,453	\$1,030,579
Prepaid Expenses	\$295,212	\$198,654
Deferred Maintenance	\$72,402	\$174,151
Total Current Assets	\$6,223,514	\$2,354,706
Other Assets		
Long Term Investments	\$12,444,134	\$11,717,443
Buildings, Equipment, Vehicles, and Furniture (net)	\$3,687,863	\$3,745,706
Exhibits	\$63,166,249	\$61,194,698
Construction in Progress	\$8,201,150	\$9,142,975
Goodwill	\$115,366	\$115,366
Total Other Assets	\$87,614,763	\$85,916,188
TOTAL ASSETS	\$93,838,277	\$88,270,893
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts Payable and Accrued Liabilities	\$5,163,125	\$2,105,189
Line of Credit/Loan Account	\$1,023,617	\$76,087
Loan Account PPP	\$1,702,700	-
Retention Payable	\$126,942	\$295,189
Total Liabilities	\$8,016,385	\$2,476,465
Net Assets		
Fund Balance-Without donor restriction	\$84,543,653	\$84,576,552
Fund Balance-With donor restriction	\$1,278,239	\$1,217,877
Total Net Assets	\$85,821,892	\$85,794,428
TOTAL LIABILITIES AND NET ASSETS	\$93,838,277	\$88,270,893

Capture Rates & Average Revenue

	October 2020	October 2019	July - October 2020	July - October 2019	July - Oct 2020 vs. 2019
Attendance	73,233	64,163	182,307	240,558	(24%)
General Admission	38,441	27,040	104,683	125,509	(17%)
Members	22,806	16,459	65,440	79,072	(17%)
Programs & Events (P&E)	11,986	20,664	12,184	35,977	(66%)
Giraffe Feeding					
Attendance	21,134	15,376	60,884	69,413	(12%)
Revenue	\$59,465	\$40,043	\$165,189	\$182,963	(10%)
Capture Rate	29%	24%	33%	29%	5%
Capture Rate, ex. P&E	35%	35%	36%	34%	2%
Average Revenue	\$2.81	\$2.60	\$2.71	\$2.64	+\$0.03
Stingray Bay					
Attendance	17,639	15,329	53,206	70,993	(25%)
Revenue	\$24,895	\$16,659	\$73,190	\$76,774	(5%)
Capture Rate	24%	24%	29%	30%	(0%)
Capture Rate, ex. P&E	29%	35%	31%	35%	(3%)
Average Revenue	\$1.41	\$1.09	\$1.38	\$1.08	+\$0.27
Zoorassic Park					
Attendance	35,425	25,206	91,144	110,568	(18%)
Revenue	\$157,690	\$89,810	\$448,384	\$410,376	9%
Capture Rate	48%	39%	50%	46%	4%
Capture Rate, ex. P&E	58%	58%	54%	54%	(0%)
Average Revenue	\$4.45	\$3.56	\$4.92	\$3.71	+\$0.33

Per Capita Spending

	October 2020	October 2019	July - October 2020	July - October 2019	July - Oct 2020 vs. 2019
General Admission Members	38,441	27,040	104,683	125,509	(17%)
Attendance ex P&E	61,247	43,499	170,123	204,581	(17%)
Giraffe	21,134	15,376	60,884	69,413	(12%)
Stingray	17,639	15,329	53,206	70,993	(25%)
Zoorassic	35,425	25,206	91,144	110,568	(18%)
P&E attendance	11,986	20,664	12,184	35,977	(66%)
Total attendance	73,233	64,163	182,307	240,558	(24%)
Admissions	\$564,513	\$281,749	\$1,412,045	\$1,253,334	13%
Food	\$92,639	\$62,190	\$230,601	\$246,918	(7%)
Gift	\$56,990	\$30,644	\$170,337	\$123,951	37%
Giraffe	\$59,465	\$40,043	\$165,189	\$182,963	(10%)
Stingray	\$24,895	\$16,659	\$73,190	\$76,774	(5%)
Zoorassic	\$157,690	\$89,810	\$448,384	\$410,376	9%
Revenue sub-total	\$956,191	\$521,096	\$2,499,746	\$2,294,316	9%
Admissions	\$9.22	\$6.48	\$8.30	\$6.13	35%
Food	\$1.51	\$1.43	\$1.36	\$1.21	12%
Gift	\$0.93	\$0.70	\$1.00	\$0.61	65%
Giraffe	\$0.97	\$0.92	\$0.97	\$0.89	9%
Stingray	\$0.41	\$0.38	\$0.43	\$0.38	15%
Zoorassic	\$2.57	\$2.06	\$2.64	\$2.01	31%
Per capita (GA & members)	\$15.61	\$11.98	\$14.69	\$11.21	31%
Admissions	\$7.71	\$4.39	\$7.75	\$5.21	49%
Food	\$1.26	\$0.97	\$1.26	\$1.03	23%
Gift	\$0.78	\$0.48	\$0.93	\$0.52	81%
Giraffe	\$0.81	\$0.62	\$0.91	\$0.76	19%
Stingray	\$0.34	\$0.26	\$0.40	\$0.32	26%
Zoorassic	\$2.15	\$1.40	\$2.46	\$1.71	44%
Per capita (all attendance)	\$13.06	\$8.12	\$13.71	\$9.54	44%



AGENDA ITEM 8

DATE: December 16, 2020

TO: Fresno County Zoo Authority Board

FROM: Lily Wachter, Chief Financial Officer
Fresno Chaffee Zoo Corporation

SUBJECT: 2021 Measure Z Operations Funds

RECOMMENDED ACTION:

Approve Fresno's Chaffee Zoo Corporation fiscal year 2021 Measure Z Operating funds totaling \$5,309,507 for reimbursement of Animal Care and Veterinary Salaries and Benefits, Animal Feed, Animal Exhibit Supplies, Veterinary Supplies, Water Quality Supplies, Utilities, and Bank Fees to wire reimbursement funds to the Zoo.

DISCUSSION:

The 2021 budget was developed by the management team of the Fresno Chaffee Zoo. The 2021 Measure Z Operating request is \$5,309,507, and all line items are included in the Zoo's operating budget. Tax receipts in 2021 are expected to be similar to tax receipts in 2020; the 2021 budget request represents a 1% increase over the 2020 budget request.

If 2021 tax receipts are lower than expected due to the impact of COVID-19, there will still be sufficient funds available to cover the 2021 budget request. As of August 31, 2020, the Fresno County Zoo Authority reported \$7,868,734 in funds available for operations. The Fresno Chaffee Zoo expects this balance to exceed \$5,000,000 on December 31, 2020 – even before any tax receipts are received in 2021.

Fresno's Chaffee Zoo Corporation Board of Directors approved the 2021 budget on November 19, 2020.

Measure Z Operations Budget for 2021	Proposed
Animal Care Salaries & Benefits	\$3,679,000
Veterinary Salaries & Benefits	\$394,000
Animal Feed	\$389,000
Animal Exhibit Supplies	\$35,000
Veterinary Supplies	\$60,000
Water Quality Supplies	\$80,000
Utilities	\$672,387
Wire Fees	\$120
Total	\$5,309,507

ATTACHMENT(S):

Zoo Corp 2021 Budget Summary
Zoo Corp November Meeting Minutes



2021 FCZ Budget

2021 Budget Summary

2021 Strategy

- **Market membership and total experience (TE) ticket**
 - Members and TE ticketholders get lower pricing for giraffe, stingray, dino
- **Drive sales by investing in webstore**
 - Increasing portion of tickets and programs/events sold through webstore
 - Pass-through service fee added to transactions

2021 Summary

- **652,050 Attendance** *excluding programs and events* (in line with 2019)
- **\$17,621,678 Revenue & Support for Operations (12% above 2019)**
 - \$11,462,206 self-generated revenue (8% above 2019)
 - \$5,309,507 Measure Z support for operations (1% above 2019)
 - \$849,965 support from Board-designated and restricted funds (23x 2019)
- **\$17,573,864 Total Expenses (12% above 2019)**
 - \$11,444,043 Personnel Expenses (20% above 2019; 65% of total)
 - \$6,129,821 Other Expenses (in line with 2019; 35% of total)
- **\$47,813 Operating Income** *ex amortization and depreciation*

2021 Measure Z Operations Budget

2021 Strategy

- **\$5,309,507 Measure Z support for operations**
 - Approximately 30% of 2021 FCZ operating budget
 - FCZ Board of Directors approved the operating budget on Nov. 19, 2020

Measure Z Operations Budget for 2021	Proposed
Animal Care Salaries & Benefits	\$3,679,000
Veterinary Salaries & Benefits	\$394,000
Animal Feed	\$389,000
Animal Exhibit Supplies	\$35,000
Veterinary Supplies	\$60,000
Water Quality Supplies	\$80,000
Utilities	\$672,387
Wire Fees	\$120
Total	\$5,309,507

2021 Price Sheet (1 of 2)

Selected Ticket Prices	Non-Member			Member		
	2021	2020	2019	2021	2020	2019
Adult Ticket	\$14.95	\$14.95	\$12.95	-	-	-
Child Ticket	\$8.95	\$8.95	\$7.95	-	-	-
Giraffe Feeding	\$5.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Stingray Bay Admission	\$4.00	\$2.00	\$2.00	-	-	-
Stingray Bay Feeding	\$2.00	\$2.00	\$1.00	\$2.00	\$2.00	\$1.00
Adult Zoorassic Park	\$6.00	\$5.00	\$4.00	\$5.00	\$5.00	\$4.00
Child Zoorassic Park	\$5.00	\$4.00	\$3.00	\$4.00	\$4.00	\$3.00

Note: Additional prices/discounts offered for seniors, groups, total experience ticketholders, etc. Free attendance includes babies, complimentary ticketholders, etc. Members can purchase Zoorassic Park season passes.

Selected Membership Prices	2021	2020	2019
Family Membership	\$125.00	\$99.00	\$99.00
Individual Membership	\$75.00	\$69.00	\$69.00
Membership - Additional Adult	\$25.00	\$25.00	\$25.00
Membership - Additional Child	\$15.00	\$15.00	\$15.00

Note: Club memberships, which include additional benefits as well as a donation, are also offered.



2021 Price Sheet (2 of 2)

Total Experience Pricing	2021
Total Experience - Adult	\$18.95
Total Experience - Child	\$11.95
TE Adult during Zoorassic Park	\$23.95
TE Child during Zoorassic Park	\$15.95

2021 Adult GA vs. TE	GA	TE	Discount
Adult Ticket	\$14.95	\$13.95	(\$1.00)
Giraffe Feeding	\$5.00	\$3.00	(\$2.00)
Stingray Bay Admission	\$4.00	\$2.00	(\$2.00)
Zoorassic Park - Adult	\$6.00	\$5.00	(\$1.00)
Total	\$29.95	\$23.95	(\$6.00)

2021 Child GA vs. TE	GA	TE	Discount
Adult Ticket	\$8.95	\$6.95	(\$2.00)
Giraffe Feeding	\$5.00	\$3.00	(\$2.00)
Stingray Bay Admission	\$4.00	\$2.00	(\$2.00)
Zoorassic Park - Child	\$5.00	\$4.00	(\$1.00)
Total	\$22.95	\$15.95	(\$7.00)

Note: TE ticket includes dino while the dino exhibit is open (planned for March – July in 2020).





Fresno's Chaffee Zoo Corporation
Board of Directors Meeting
Agenda

Thursday, November 19, 2020 5:30 PM
Zoom: Meeting ID 922 8865 6749 Passcode 687852

Directors Present

- Mr. Oliver Baines, joined at 5:33 PM
- Ms. Chelsea Cates
- Dr. Ed Gonzalez, Vice Chair
- Mr. Babatunde Ilori, joined at 6:10 PM
- Mr. Kyle Kirkland, Chair
- Mr. Rion Morgenstern, Treasurer
- Mr. Ross Parnagian
- Dr. Emy Phillips
- Ms. Julie Vance

Guest Speakers Present

- Mr. Peter Smits, Phoenix Philanthropy Group

Board Advisors Present

- Mr. Scott Barton, CEO
- Mr. Doug Larsen, Legal Counsel
- Ms. Patty McLane, Docent President

Zoo Staff Present

- Mr. Steven Gonzales-Warkentin
- Ms. Laura Martina
- Mr. Amos Morris
- Ms. Lyn Myers
- Mr. Jesse Santiago
- Dr. Lily Wachter
- Mr. Dean Watanabe

Mr. Kirkland called the meeting to order at 5:33 PM

Item 01: Roll Call

Mr. Gonzales-Warkentin took the roll and established a quorum was present.

Item 02: Public Comment



Mr. Kirkland asked if any members of the public wished to comment. Hearing none, he proceeded with the meeting.

Item 03: Consider for approval Board Meeting minutes from 10/22/2020

Mr. Kirkland asked if there were any comments on the minutes presented in agenda items 03, 04 and 05. Hearing none, Mr. Morgenstern made a motion to accept the 10/22/2020 Board Meeting minutes as presented and Ms. Vance seconded. The motion passed unanimously.

Item 04: Consider for approval Special Board Meeting minutes from 11/11/2020

Mr. Morgenstern made a motion to accept the 11/11/2020 Special Board Meeting minutes as presented and Mr. Parnagian seconded. The motion passed unanimously.

Item 05: Consider for approval Special Board Meeting minutes from 11/16/2020

Mr. Morgenstern made a motion to accept the 11/16/2020 Special Board Meeting minutes as presented and Dr. Gonzalez seconded. The motion passed unanimously.

Item 06: Chair Report

Mr. Kirkland continued with welcoming back Ms. Vance who had missed a few meetings due to recovery from surgery. He then asked Mr. Barton to give the CEO Report.

Item 07: CEO Report

Mr. Barton stated that since Fresno County had recently returned to the Purple Tier, the Zoo's indoor locations had once again closed. He stated that the annual Zoo Lights celebration was on track to continue as planned. Mr. Barton noted that the Zooplex Building and Ambassador Building projects were moving into the above ground portion of construction. He reported some sad news with the loss of a female orangutan, Siabu, due to complications from jaw cancer. Saibu was a much loved member of the Zoo family. However, on a happier note, Mr. Barton shared that the zoo's first female rhino calf had been born.

Item 08: Consider for approval construction contingency items

Mr. Barton reviewed the proposed contingency items for the Zooplex Building and Ambassador Animal projects. He stated much of these changes were recommended by the City and architects. Mr. Barton stated that the Zoo had no reason to push back on these requests, and Mr. Santiago agreed that the items presented were reasonable.

Ms. Vance made a motion to approve the construction contingency items as presented and Mr. Baines seconded the motion. The motion passed unanimously.

Item 09: Consider for approval release of Design Retention for Studio Hansen Roberts, African River project

Mr. Barton stated that Studio Hansen Roberts had completed schematic designs for the African River project and have requested the release of their design retention. He reminded the Committee that 3.6 million was previously approved for the design of the project.



Mr. Kirkland stated that the project as a whole would require funds raised from development efforts along with Measure Z funding to complete. He suggested that the project be reviewed in greater detail to clarify true costs of both construction of the project and operation.

After further discussion of the project, Mr. Baines made the motion to approve the release of retention, and Mr. Parnagian seconded. The motion passed unanimously.

Item 10: Consider for approval Financial Report

Dr. Wachter provided an update on the Zoo's financial performance and position through October, 2020. She started by stating the Zoo has reached 6.5 million in self-generated revenue, which is 38% below budget. In October, the Zoo brought in 1.5 million exceeding 2019's October revenue. Dr. Wachter continued by saying expenses are 20% below budget while the operating income is 40% below budget. Admissions are 51% below budget, Membership 12%, and Food Services/Gift Shop are 39% below budget. Zoorassic Park, however, is now only 1% below budget due to the exhibit being extended through the end of 2020 at no additional cost. Dr. Wachter then stated that the annual Zoo Boo event was well attended with per capita spending coming in strong.

Mr. Kirkland commented that the end of 2020 appears to be in good shape. Mr. Morgenstern made a motion to accept the Financial Report as presented and Ms. Vance seconded. The motion passed unanimously.

Item 11: Consider for approval 2021 Budget

Dr. Wachter presented the 2021 budget by stating the budget is balanced with a \$47,813 operating income. The strategy for 2021 is to increase marketing of memberships and the "Total Experience" ticket. A key driver will be webstore sales allowing for spontaneous purchasing, add-ons, and events. Dr. Wachter continued by saying the prices of add-on experiences such as Giraffe Feeding and Zoorassic Park would be increasing for non-members and general ticketed guests.

Dr. Wachter continued by stating that the board-designated funds will be focused on mission driven priorities such as conservation, development, veterinary equipment and animal exhibit improvements.

After further discussion of personnel expenses, including the addition of IT coordinator, Dr. Gonzalez made a motion to approve the budget as presented and Ms. Vance seconded the motion. The motion passed unanimously.

Item 12: Receive Feasibility Study update

Mr. Smits gave a brief overview of the results from the Zoo's feasibility study. The feedback received was positive and supported the goal to raise fifty million from fundraising. He stated the next steps would be for the Phoenix Philanthropy Group to formalize a campaign plan and bring it to the Board for review.

Item 13: Consider for approval Change to Finance Committee's frequency of reporting



Mr. Kirkland then asked Mr. Morgenstern to update the Board on the Finance Committee's change in reporting schedule. Mr. Morgenstern stated that Finance Committee will adopt a meeting schedule much like the Board has for 2021 where at the end of each meeting, it will be decided if the next month's meeting is needed. He also stated that the Finance Committee plans to reduce the financial reporting to a quarterly schedule.

Item 14: Receive an update on Golden Charter Academy

Dr. Gonzalez stated that Fresno Unified School District will make a final decision on Golden Charter on January 13, 2021. Mr. Watanabe said that the Zoo's Education team will be meeting with Mr. Robert Golden, CEO, in January to develop curriculum.

Item 15: Consider for approval Old Business

Mr. Kirkland then asked if there was any old business to report. Hearing none, he proceeded to Item 16.

Item 16: Consider for approval New Business

Mr. Kirkland asked if there was any new business to report. Hearing none, he adjourned the meeting at 7:20 PM.



AGENDA ITEM 9

DATE: December 16, 2020

TO: Fresno County Zoo Authority Board

FROM: Scott Barton, Executive Director
Fresno's Chaffee Zoo Corporation

SUBJECT: Request to Release Retention for Studio Hansen Roberts fee for African River Design

RECOMMENDED ACTION:

Approve and authorize release of retention withheld on Studio Hansen Roberts fee for African River design (\$24,012.50).

DISCUSSION:

Upon completion of a Fresno Chaffee Zoo project, the Zoo Corporation may request the release of any retention funds withheld for the project. Prior to releasing any retention funds from the escrow account, ZooCorp shall request the release at an Authority Board meeting.

Studio Hansen Roberts has concluded their work for the schematic design of the African River project. The contingency is five percent.

ATTACHMENTS:

SHR Retention Release Invoice
Zoo Corp November Meeting Minutes



Planning & Design for Wild *Life*

31 October 2020

Scott Barton, Chief Executive Officer
Jesse Santiago, Project Manager
Fresno Chaffee Zoo
894 West Belmont Avenue
Fresno, California 93728

LPW 11/6/2020

Fresno Chaffee Zoo – African Rivers Exhibit
Invoice Number 10 – 201031 – Retention Release
Invoice Period: 1 May 2020 – 30 September 2020

Professional Services Fees:

Service Description:	Fee Subtotal	% Complete	Fee Earned
Concept Design	USD 100,400.00	100%	USD 100,400.00
Schematic Design (20% per month)	USD 480,250.00	100%	USD 480,250.00
Developed Design.....	USD 0.00	0%	USD 0.00
Construction Documents.....	USD 0.00	0%	USD 0.00
Bidding	USD 0.00	0%	USD 0.00
Construction Administration	USD 0.00	0%	USD 0.00

Total Fee: USD 580,650.00

Total Professional Services completed to Date USD 580,650.00

Amount Previously Invoiced: (USD 580,650.00)

Subtotal Professional Services Fees Due this Invoice: **USD 0.00**

Retention Release:

Schematic Design Retention..... USD 480,250.00 5%..... USD 24,012.50

Retention Release Due this Invoice: **USD 24,012.00**

Additional Authorized Reimbursable Expenses (travel included in fees above)

Air Travel	USD 0.00
Ground Transport.....	USD 0.00
Lodging	USD 0.00
Meals	USD 0.00

Subtotal Reimbursable Expenses: USD 0.00

Total Amount Due this Invoice: **USD 24,012.50**

Instructions for Wiring Funds to *Studio* Hanson|Roberts:

Studio Hanson/Roberts, c/o Bank of America, 1200 Hildebrand Lane, Bainbridge Island Washington, 98110 USA

VP|Client Manager: Blayre Stephenson , telephone: 001.1 800 852-5000 ex 8229

Email: Blayre.Stephenson@baml.com

Bank of America Routing #: 125000024; Account #: 60147105; Wire Transfer: ABA 026 009 593; Swift Code: BOFAUS3N

250 Madrona Way N. E. #220
Bainbridge Island, WA 98110, USA

tel | + 1.206.842.8332

fax | + 1.206.842.8326

www.studio-hansonroberts.com

1-1601-22-0168



Conservation *BY* Design

26 May 2020

Scott Barton, CEO
Jesse Santiago, Project Manager
Fresno Chaffee Zoo
894 W. Belmont Avenue
Fresno, California 93728

Re: Hippo River - Schematic Design Confirmation

Attachments:

- Revised Project Schedule

Dear Scott & Jesse:

We are so excited to join your team and to take the next steps to bring Hippo River to fruition. We are looking forward to helping you create the next innovative and wonderful exhibit at the Fresno Chaffee Zoo. The following letter serves to confirm Studio Hanson | Roberts' fees for Schematic Design and our direction moving forward.

Our scope of services remains the same as agreed to in 2017, including the coordination and direction of most of the design team members. Over the past several weeks we have had several conversations with the Zoo's core team and established a revised list of design team members to be included on the project. Our new design team is as follows:

- Site & Exhibit Design – **Studio Hanson | Roberts**
- Architecture (Viewing and Holding Building Design) – **Studio Hanson | Roberts & TAM+CZ Architects**
- Civil Engineering – **Yamabi & Horn**
- Cost Control Consultant – **TBD Consultants**
- Electrical Engineering – Proposals are being solicited from (3) Fresno based engineering firms
- Horticulture – **Zoo Horticulture Consulting & Design**
- Life Support System Design – **Ted Maranda Associates**
- Lighting Design – **Flux Studio**
- Mechanical Engineering – **LNCA Mechanical Engineers**
- Structural Engineering (including aviary design) – **Coffman Engineering**
- Water Conservation (LSS) – **Biohabitats**

250 Madrona Way N. E. #220
Bainbridge Island, WA 98110, USA
tel | +1.206.842.8332
fax | +1.206.842.8326
www.studio-hansonroberts.com

The following disciplines are also required for the project but will be managed and contracted by the Zoo separately from the SHJR team.

- Geotechnical Engineer
- Interpretive Content and Design
- Surveyor
- Show/Experience Consultant

Design and Construction Schedule:

Over the past several weeks we have also had several conversations that revise the out-of-date schedule. Working together we've established a schedule that will provide the appropriate amount of time to design, document the project, allow for Zoo review, City review, bidding, (18) months of construction, and (4) months of acclimatization. The attached schedule documents these discussions and shows a realistic path to getting the project open on Memorial Day weekend 2024.

Additional Services (Fees not Included)

As the team is being finalized, a few items have come up that require clarification. We want to be sure everyone understands that the following elements are not currently included in our agreed upon scope, but can be performed if mutually agreeable terms to both parties are established:

- As Built Drawings/Model: The cost of modifying the design drawings or model to reflect all changes made during construction (i.e. the creation of As-Built Drawings) is not included in this proposal.
- Building Permits: Services to manage the permitting process or the services of a permitting expeditor are not included in this proposal however, the design team will assist the Zoo in making City required changes to the documents and communicate with the City to answer questions as needed.
- Building Information Management (BIM): BIM Services outside of the established design process, such as during bid or construction phases, including review of clashes discovered by Contractor prepared BIM modeling, responding with recommendations, and revision of completed drawings based on BIM modeling. Please note that the final deliverables for the project are 2-dimesnional PDF documents. These documents are prepared by some members of the design team using a digital 3-dimensional model, but the model is an interim step may not be accurate to the final contract documents. We can share these 3D Revit files for use by others providing BIM services, following signature of a standard release form agreement.
- Multiple Drawing Packages: The scope assumes one package for each phase of work described herewith. The generation of separate demolition packages, or further subdivision of phasing, is not included in this scope.
- LEED: Preparation of energy / LEED compliance documentation is not included in this scope.
- Areas of "Delegated Design": Several components of the project require complex design or engineering that is tied very closely to a contractor or supplier's means and methods of

construction. The most efficient way we have found to proceed with these elements is to delegate the design of these components to the fabricator based on clear requirements established in our documents. Those elements include but are not limited to:

- o Thickness of tempered and laminated glass
- o Thickness of acrylic and rebate sizes
- o Irrigation systems
- o Cables supporting mesh aviaries and cable/mesh attachments including the reaction calculations/engineering.

Professional Fees:

SH|R is excited to proceed using the same fees allocated for Schematic Design 3 years ago. These fees were developed based on the scope of work shown on the **African River Conceptual Design Report**, December 2016. A construction budget of **\$27 million** was established using the Cost Estimate dated November 9th, 2016.

The following fee provides for the Schematic Design tasks agreed upon in 2017, includes the team members described above, and all miscellaneous design services customary for a complete project. We have included all expenses in the fee below.

Design Fees

Schematic Design	\$ 480,250
-------------------------------	-------------------

We also hope to be able to hold constant the fees for Design Development through Construction Administration but given the overall change in schedule and the discussion of additional new scope components like an up-charged "adventure experience", we need an updated cost estimate to confirm a way forward. In 2017 the DD-CA fee was established to be **\$2,653,200**. At the end of schematic design, we would like to work with you to examine the cost estimate in conjunction with the design fee for the remaining phases and make sure the Design Team has the resources to document your project. A change in fee would only result from the conditions outlined in Part 5 of the previously agreed to contract including but not limited to:

- A change in the project construction budget
- A change in the amount of scope required for design

We are looking forward to a groundbreaking Hippo Exhibit and working together with you and the whole team over the next four years.

Sincerely,



Keith Robert McClintock, ASLA
Principal



Jason Hill
Principal

Approved By:

Signature: Scott Barber

Date: 6/24/2020

Name: Scott Barber

Title: CEO



Fresno's Chaffee Zoo Corporation
Board of Directors Meeting
Agenda

Thursday, November 19, 2020 5:30 PM
Zoom: Meeting ID 922 8865 6749 Passcode 687852

Directors Present

- Mr. Oliver Baines, joined at 5:33 PM
- Ms. Chelsea Cates
- Dr. Ed Gonzalez, Vice Chair
- Mr. Babatunde Ilori, joined at 6:10 PM
- Mr. Kyle Kirkland, Chair
- Mr. Rion Morgenstern, Treasurer
- Mr. Ross Parnagian
- Dr. Emy Phillips
- Ms. Julie Vance

Guest Speakers Present

- Mr. Peter Smits, Phoenix Philanthropy Group

Board Advisors Present

- Mr. Scott Barton, CEO
- Mr. Doug Larsen, Legal Counsel
- Ms. Patty McLane, Docent President

Zoo Staff Present

- Mr. Steven Gonzales-Warkentin
- Ms. Laura Martina
- Mr. Amos Morris
- Ms. Lyn Myers
- Mr. Jesse Santiago
- Dr. Lily Wachter
- Mr. Dean Watanabe

Mr. Kirkland called the meeting to order at 5:33 PM

Item 01: Roll Call

Mr. Gonzales-Warkentin took the roll and established a quorum was present.

Item 02: Public Comment



Mr. Kirkland asked if any members of the public wished to comment. Hearing none, he proceeded with the meeting.

Item 03: Consider for approval Board Meeting minutes from 10/22/2020

Mr. Kirkland asked if there were any comments on the minutes presented in agenda items 03, 04 and 05. Hearing none, Mr. Morgenstern made a motion to accept the 10/22/2020 Board Meeting minutes as presented and Ms. Vance seconded. The motion passed unanimously.

Item 04: Consider for approval Special Board Meeting minutes from 11/11/2020

Mr. Morgenstern made a motion to accept the 11/11/2020 Special Board Meeting minutes as presented and Mr. Parnagian seconded. The motion passed unanimously.

Item 05: Consider for approval Special Board Meeting minutes from 11/16/2020

Mr. Morgenstern made a motion to accept the 11/16/2020 Special Board Meeting minutes as presented and Dr. Gonzalez seconded. The motion passed unanimously.

Item 06: Chair Report

Mr. Kirkland continued with welcoming back Ms. Vance who had missed a few meetings due to recovery from surgery. He then asked Mr. Barton to give the CEO Report.

Item 07: CEO Report

Mr. Barton stated that since Fresno County had recently returned to the Purple Tier, the Zoo's indoor locations had once again closed. He stated that the annual Zoo Lights celebration was on track to continue as planned. Mr. Barton noted that the Zooplex Building and Ambassador Building projects were moving into the above ground portion of construction. He reported some sad news with the loss of a female orangutan, Siabu, due to complications from jaw cancer. Saibu was a much loved member of the Zoo family. However, on a happier note, Mr. Barton shared that the zoo's first female rhino calf had been born.

Item 08: Consider for approval construction contingency items

Mr. Barton reviewed the proposed contingency items for the Zooplex Building and Ambassador Animal projects. He stated much of these changes were recommended by the City and architects. Mr. Barton stated that the Zoo had no reason to push back on these requests, and Mr. Santiago agreed that the items presented were reasonable.

Ms. Vance made a motion to approve the construction contingency items as presented and Mr. Baines seconded the motion. The motion passed unanimously.

Item 09: Consider for approval release of Design Retention for Studio Hansen Roberts, African River project

Mr. Barton stated that Studio Hansen Roberts had completed schematic designs for the African River project and have requested the release of their design retention. He reminded the Committee that 3.6 million was previously approved for the design of the project.



Mr. Kirkland stated that the project as a whole would require funds raised from development efforts along with Measure Z funding to complete. He suggested that the project be reviewed in greater detail to clarify true costs of both construction of the project and operation.

After further discussion of the project, Mr. Baines made the motion to approve the release of retention, and Mr. Parnagian seconded. The motion passed unanimously.

Item 10: Consider for approval Financial Report

Dr. Wachter provided an update on the Zoo's financial performance and position through October, 2020. She started by stating the Zoo has reached 6.5 million in self-generated revenue, which is 38% below budget. In October, the Zoo brought in 1.5 million exceeding 2019's October revenue. Dr. Wachter continued by saying expenses are 20% below budget while the operating income is 40% below budget. Admissions are 51% below budget, Membership 12%, and Food Services/Gift Shop are 39% below budget. Zoorassic Park, however, is now only 1% below budget due to the exhibit being extended through the end of 2020 at no additional cost. Dr. Wachter then stated that the annual Zoo Boo event was well attended with per capita spending coming in strong.

Mr. Kirkland commented that the end of 2020 appears to be in good shape. Mr. Morgenstern made a motion to accept the Financial Report as presented and Ms. Vance seconded. The motion passed unanimously.

Item 11: Consider for approval 2021 Budget

Dr. Wachter presented the 2021 budget by stating the budget is balanced with a \$47,813 operating income. The strategy for 2021 is to increase marketing of memberships and the "Total Experience" ticket. A key driver will be webstore sales allowing for spontaneous purchasing, add-ons, and events. Dr. Wachter continued by saying the prices of add-on experiences such as Giraffe Feeding and Zoorassic Park would be increasing for non-members and general ticketed guests.

Dr. Wachter continued by stating that the board-designated funds will be focused on mission driven priorities such as conservation, development, veterinary equipment and animal exhibit improvements.

After further discussion of personnel expenses, including the addition of IT coordinator, Dr. Gonzalez made a motion to approve the budget as presented and Ms. Vance seconded the motion. The motion passed unanimously.

Item 12: Receive Feasibility Study update

Mr. Smits gave a brief overview of the results from the Zoo's feasibility study. The feedback received was positive and supported the goal to raise fifty million from fundraising. He stated the next steps would be for the Phoenix Philanthropy Group to formalize a campaign plan and bring it to the Board for review.

Item 13: Consider for approval Change to Finance Committee's frequency of reporting



Mr. Kirkland then asked Mr. Morgenstern to update the Board on the Finance Committee's change in reporting schedule. Mr. Morgenstern stated that Finance Committee will adopt a meeting schedule much like the Board has for 2021 where at the end of each meeting, it will be decided if the next month's meeting is needed. He also stated that the Finance Committee plans to reduce the financial reporting to a quarterly schedule.

Item 14: Receive an update on Golden Charter Academy

Dr. Gonzalez stated that Fresno Unified School District will make a final decision on Golden Charter on January 13, 2021. Mr. Watanabe said that the Zoo's Education team will be meeting with Mr. Robert Golden, CEO, in January to develop curriculum.

Item 15: Consider for approval Old Business

Mr. Kirkland then asked if there was any old business to report. Hearing none, he proceeded to Item 16.

Item 16: Consider for approval New Business

Mr. Kirkland asked if there was any new business to report. Hearing none, he adjourned the meeting at 7:20 PM.



DATE: December 16, 2020

TO: Fresno County Zoo Authority Board

FROM: Lily Wachter, Chief Financial Officer
Fresno Chaffee Zoo Corporation

SUBJECT: Execute Engagement Letter from Moss Adams

RECOMMENDED ACTION:

Approve and authorize the Chairman to execute annual engagement letter on applying agreed-upon procedures from Moss Adams, the Zoo Corporation's outside auditor, for the Zoo Corporation's audit report period.

DISCUSSION:

Moss Adams states that the audit procedures to be performed are specified by the Zoo Authority (the specified party) within the Fresno County Zoo Authority Procedures for Approving and Administering Measure Z Funds, but the records are held with the Zoo Corporation (the responsible party). Moss Adams' professional standards require both parties, the Zoo Corporation and the Zoo Authority, sign this letter to confirm that both parties agree on what is to be performed.

The Zoo Authority procedures state that the audit report, related financial statements, and the "Independent Accountant's Report on Agreed-Upon Procedures" issued by the independent auditor shall be received by the Authority no later than June 30th of the year following the end of the ZooCorp fiscal year. As Authority or ZooCorp business warrants, the Authority may choose to hear the report presentation by June 30th, or at their next meeting. At least 15 days prior to the meeting, ZooCorp shall provide a copy of the audit presentation for the Authority's meeting agenda, and the Administrator will post a notice of the presentation to the Authority's website.

ATTACHMENTS:

Moss Adams Engagement Letter



MOSSADAMS

T (559) 389-5700
F (559) 389-5701

265 E. River Park Circle
Suite 110
Fresno, CA 93720

October 7, 2020

Lily Wachter, CFO
Fresno's Chaffee Zoo Corporation
894 W. Belmont Avenue
Fresno, CA 93728

Paul A. Toste, Chairman
Fresno County Zoo Authority
7772 North Palm Avenue
Fresno, CA 93711

Dear Fresno's Chaffee Zoo Corporation and Fresno County Zoo Authority:

This engagement letter and Schedule of Agreed-Upon-Procedures attached hereto (collectively, "Engagement Letter") and the attached Professional Services Agreement, which is incorporated herein by this reference, represent the entire agreement (the "Agreement") and confirm our understanding of the terms and objectives of our engagement, and limitations of the services Moss Adams LLP ("Moss Adams," "we," "us," and "our") will provide to Fresno's Chaffee Zoo Corporation ("you," "your," and "Company"). This engagement is solely to assist you and the Fresno County Zoo Authority (the Authority) in the evaluation of the Company's compliance with the use and accounting of Measure Z funds. Collectively, the Company and the Authority shall be referred to as the "Parties".

In this engagement, we will apply the agreed-upon procedures listed in the attached Schedule of Agreed-Upon Procedures (the "Schedule") to the underlying records and schedules of Fresno's Chaffee Zoo Corporation for the period ending December 31, 2020, prepared in accordance with accounting principles generally accepted in the United States of America. When we complete our work, we will issue a report setting forth the agreed-upon procedures and our findings. This report is intended solely for the use of the Parties, and should not be used by anyone other than the Parties.

The Parties acknowledge that they specified the agreed-upon procedures, and they are solely responsible for the sufficiency of the procedures. We will not evaluate the agreed-upon procedures to determine if they are appropriate for the Parties' purposes. Consequently, we make no representation regarding the sufficiency of the agreed-upon procedures either for the purpose of this engagement or for any other purpose.

In addition, because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on the underlying records and schedules of Fresno's Chaffee Zoo Corporation or the Company's compliance with the use and accounting of Measure Z funds. Moreover, we have no obligation to perform any procedures beyond those listed in the attached Schedule. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Our engagement to apply the agreed-upon procedures will be performed in accordance with the attestation standards established by the American Institute of Certified Public Accountants. If, for any reason, we are unable to complete the agreed-upon procedures, we will either describe any restrictions on the performance of the agreed-upon procedures in our report, or we will not issue a report.

Timing

Erin M. Goldfarb is responsible for supervising the engagement and authorizing the signing of our report. We expect to begin performing the agreed-upon procedures immediately, complete fieldwork on approximately January 31, 2021 and issue our report no later than June 30, 2021.

Our scheduling is based on you providing supporting schedules for selections and responses to all follow-up inquiries and requests. Efficient use of our staff benefits both you and Moss Adams, allowing for timely completion of our work. We may experience delays in completing our services due to your staff's unavailability or delays in you providing supporting schedules for selections and responses to all follow-up inquiries and requests. We will work with you to coordinate completion of our work, realizing that any such delays will also delay completion of our work and the delivery of our work product. You understand our fees are subject to adjustment if we experience these delays in completing our services. Our services will be concluded upon delivery to you of our report on these agreed-upon procedures.

Fees

We estimate that our fees for these services will be \$6,000. You will also be billed for expenses.

The fee estimate is based on anticipated cooperation from your personnel, the expectation that the Company's records will be in good order, and the assumption that unexpected circumstances will not be encountered during the completion of the agreed-upon procedures. If we find that significant additional time is likely to be necessary, we will attempt to discuss it with you and arrive at a new fee estimate before we incur significant additional fees or expenses.

At the conclusion of the engagement, we will require a representation letter from management of the Fresno's Chaffee Zoo Corporation that, among other things, will confirm management's responsibility that the underlying records and schedules of Fresno's Chaffee Zoo Corporation for the period ending December 31, 2020 is presented in accordance with accounting principles generally accepted in the United States of America.

You may specify changes to the scope or nature of the agreed-upon procedures. If this occurs, we will either amend the Schedule to address the change in agreed-upon procedures, or our report will reflect the changes.

This Engagement Letter and the attached Professional Services Agreement constitute the entire Agreement and understanding between Moss Adams and the Parties. The Parties agree that in entering into this Agreement they are not and have not relied upon any oral or other representation, promise or statement made by anyone which is not set forth herein.

We appreciate the opportunity to be of service to you. If you agree with the terms of our engagement as set forth in this Agreement, please sign the enclosed copy of this Engagement Letter and return it to us with the Professional Services Agreement.

Very truly yours,



Erin M. Goldfarb, Partner, for
Moss Adams LLP

Enclosures

Accepted and Agreed:

This Engagement Letter and the attached Professional Services Agreement set forth the entire understanding of the Parties with respect to this engagement and the services to be provided by Moss Adams LLP:

By Fresno's Chaffee Zoo Corporation:

Signature: Lily Wachter
Print Name: Lily Wachter
Title: Chief Financial Officer
Date: November 11, 2020

By Fresno County Zoo Authority:

Signature: _____
Print Name: _____
Title: _____
Date: _____

Schedule of Agreed-Upon Procedures

GENERAL

1. Obtain the general ledger (Measure Z GL Report) in Excel format for the period January 1 – December 31, 2020 from Fresno's Chaffee Zoo Corporation (Zoo Corporation) for GL 1-4150-00 (Measure Z Capital Income) and GL 1-4151-00 (Measure Z Operating Income). Foot the individual claim amounts for GL 1-4150-00 (Measure Z Capital Income) and GL 1-4151-00 (Measure Z Operating Income), respectively. Agree the footed totals to the totals listed as "Account Ending Balance" in the Measure Z GL Report.
2. Agree the totals listed as "Account Ending Balance" in the Measure Z GL Report for GL 1-4150-00 and GL 1-4151-00 to their respective account balances on the Zoo Corporation trial balance as of December 31, 2020.
3. Obtain all of the operations claims from the Fresno County Zoo Authority's (Zoo Authority) website (<https://www.zooauthority.org/Home/Documents>). For each claim that was made between January 1 – December 31, 2020, locate the "Disbursement Claim for Measure Z Funds" and agree the "Total Amount Requested" on the claim to the individual claim amount listed in GL 1-4151-00 on the Measure Z GL Report.
4. Obtain all of the capital projects claims from the Zoo Authority website (<https://www.zooauthority.org/Home/Documents>). For each claim that was made between January 1 – December 31, 2020, locate the "Disbursement Claim for Measure Z Funds" and agree the "Total Amount Requested" on the claim to the individual claim amount listed in GL 1-4150-00 on the Measure Z GL Report.
5. After all operations and capital projects claims have been agreed to their respective GL accounts on the Measure Z GL Report, identify any amounts that did not agree to the respective claims per steps 3 and 4 above. Obtain supporting documentation for these amounts and describe the amount, nature, and source of these amounts.
6. Inquire of Zoo Corporation's management if any operations or capital projects claims that were included as a Measure Z expenditure were also reimbursed by another entity or third-party and document their response. If the response is "yes", obtain supporting documentation for reimbursement. Compare supporting documentation from third party reimbursements to supporting documentation from Measure Z fund reimbursements. Identify reimbursements for operations or capital projects expenditures that were reimbursed by both Measure Z and a third party.

OPERATIONS CLAIMS

7. Haphazardly select 75% of the number of operations claims obtained in Step 3. For each operations claim selected, perform the following:
 - a. Obtain the form titled "Disbursement Claim for Measure Z Funds" for the claim selected. Agree all of the amounts listed in the column titled "Amount Requested" to approved supporting documentation per Section 2.I.B.5. of the Zoo Authority Policies and Procedures.
 - b. Obtain the internally generated "Income Statement" report for the month and year listed in the "Invoice Date or Date Range" column of the "Disbursement Claim for

Measure Z Funds" form. Agree all of the amounts listed on the "Disbursement Claim for Measure Z Funds" form in the column titled "Amount Requested" to the "Measure Z" column within the "Income Statement" report.

- c. Obtain the "Measure Z Operational Reconciliation of Claims to Budget Spreadsheet" for the last claim of the year.
 - i. Agree the total of the column "Claim Total" to the total listed as "Account Ending Balance" in the Measure Z GL Report for GL 1-4151-00.
 - ii. Agree the total of the columns (listed by account name) to the disclosure of Measure Z financial activity for operations projects in the audited financial statements.

CAPITAL PROJECTS CLAIMS

8. Haphazardly select 75% of the number of capital projects claims obtained in Step 4. For each capital projects claim selected, perform the following:
 - a. Obtain the form titled "Disbursement Claim for Measure Z Funds" for the claim selected. Agree all of the amounts listed in the column titled "Amount Requested" to approved supporting documentation per Section 2.II.C.5. of the Zoo Authority Policies and Procedures.
 - b. Obtain the "Measure Z Capital Claims Spreadsheet" for the claim selected. Agree all of the amounts listed on the "Disbursement Claim for Measure Z Funds" form in the column titled "Amount Requested" to the "Claim Total" column within the "Measure Z Capital Claims Spreadsheet".
 - c. Obtain the "Measure Z Capital Claims Spreadsheet" for the last claim of the year.
 - i. Agree the total of the column "Claim Total" to the total listed as "Account Ending Balance" in the Measure Z GL Report for GL 1-4150-00.
 - ii. Agree the total of the columns (listed by project) to the disclosure of Measure Z financial activity for capital projects in the audited financial statements.

PROFESSIONAL SERVICES AGREEMENT

Agreed Upon Procedures

This Professional Services Agreement (the "PSA") together with the Engagement Letter, which is hereby incorporated by reference, represents the entire agreement (the "Agreement") relating to services to be provided to the Company by Moss Adams. Any undefined terms in this PSA shall have the same meaning as set forth in the Engagement Letter.

Fees and Expenses

Billings are due upon presentation and become delinquent if not paid within 30 days of the invoice date. Any past due fee under this Agreement shall bear interest at the highest rate allowed by law on any unpaid balance. In addition to fees, you may be billed for expenses and any applicable sales and gross receipts tax. Direct expenses may be charged based on out-of-pocket expenditures, per diem allotments, and mileage reimbursements, depending on the nature of the expense. Indirect expenses, such as processing time and technology expenses, may be passed through at our estimated cost and may be billed as a flat charge or a percentage of fees. If we elect to suspend our engagement for nonpayment, we may not resume our work until the account is paid in full. If we elect to terminate our services for nonpayment, or as otherwise provided in this Agreement, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our work. The Company will be obligated to compensate us for fees earned for services rendered and to reimburse us for expenses. The Parties acknowledge and agree that in the event we stop work or terminate this Agreement as a result of the Company's failure to pay on a timely basis for services rendered by Moss Adams as provided in this Agreement, or if we terminate this Agreement for any other reason, we shall not be liable to the Parties for any damages that occur as a result of our ceasing to render services.

Use of Report

The Parties may not disclose or distribute our report to any third parties without our prior written consent. You agree to indemnify and hold harmless Moss Adams and its personnel from any and all claims, liabilities, costs and expenses (including, without limitation, reasonable attorney fees) arising from the unauthorized distribution of our report or its content by the Parties, or any third party who obtains the report or access to its contents either directly or indirectly from the Parties.

Release and Indemnification

Because of the importance of oral and written management representations to an effective engagement, you agree to release and indemnify Moss Adams and its personnel from any and all claims, liabilities, costs and expenses attributable to any knowing misrepresentation by management.

Subpoena or Other Release of Documents

As a result of our services to you, we may be required or requested to provide information or documents to a third-party in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding (including a grand jury investigation), in which we are not a party. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate to protect information from discovery. If you take no action within the time permitted for us to respond or if your action does not result in a judicial order protecting us from supplying requested information, we will construe your inaction or failure as consent to comply with the request. Our efforts in complying with such requests or demands will be deemed a part of this engagement and we shall be entitled to additional compensation for our time and reimbursement for our out-of-pocket expenditures (including legal fees) in complying with such request or demand.

Document Retention Policy

At the conclusion of this engagement, we will return all original records to the party that supplied them to us. Our records and files, including our engagement documentation whether kept on paper or electronic media, are our property and are not a substitute for the Parties' own records. Our firm policy calls for us to destroy our engagement files and all pertinent engagement documentation after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. We are under no obligation to notify the Parties regarding the destruction of our records. We reserve the right to modify the retention period without notifying the Parties. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

Except as set forth above, you agree that Moss Adams may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

Use of Electronic Communication

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential. We employ measures in the use of electronic communications designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume you

consent to our use of electronic communications to your representatives and other use of these electronic devices during the term of this Agreement as we deem appropriate.

Use of Third-Party Service Providers

We may use third-party service providers in serving you. In such circumstances, if we need to share confidential information with these service providers, we will require that they maintain the confidentiality of your information.

Enforceability

In the event that any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of this Agreement.

Entire Agreement

This Professional Services Agreement and Engagement Letter constitute the entire agreement and understanding between Moss Adams and the Parties. The Parties agree that in entering into this Agreement they have not relied upon any oral or other representations, promises, or statements made by anyone which is not set forth herein.

Use of Moss Adams' Name

The Company may not use any of Moss Adams' name, trademarks, service marks or logo in connection with the services contemplated by this Agreement or otherwise without the prior written permission of Moss Adams, which permission may be withheld for any or no reason and may be subject to certain conditions.

Limitation on Liability

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT.

Dispute Resolution Procedure, Venue and Limitation Period

This Agreement shall be governed by the laws of the state of Washington, without giving effect to any conflicts of laws principles. If a dispute arises out of or relates to the engagement described herein, and if the dispute cannot be settled through negotiations, the parties agree first to try in good faith to settle the dispute by mediation using an agreed upon mediator. If the parties are unable to agree on a mediator, the parties shall petition the state court that would have jurisdiction over this matter if litigation were to ensue and request the appointment of a mediator, and such appointment shall be binding on the parties. Each party shall be responsible for its own mediation expenses, and shall share equally in the mediator's fees and expenses.

If the claim or dispute cannot be settled through mediation, each party hereby irrevocably (a) consents to the exclusive jurisdiction and venue of the appropriate state or federal court located in King County, state of Washington, in connection with any dispute hereunder or the enforcement of any right or obligation hereunder, and (b) WAIVES ITS RIGHT TO A JURY TRIAL. EACH PARTY FURTHER AGREES THAT ANY SUIT ARISING OUT OF OR RELATED TO THIS AGREEMENT MUST BE FILED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ARISES.

Termination

This Agreement may be terminated by any party, with or without cause, upon ten (10) days' written notice. In such event, we will stop providing services hereunder except on work, mutually agreed upon in writing, necessary to carry out such termination. In the event of termination: (a) you shall pay us for services provided and expenses incurred through the effective date of termination, (b) we will provide you with all finished reports that we have prepared pursuant to this Agreement, (c) neither party shall be liable to the other for any damages that occur as a result of our ceasing to render services.

Use of Nonlicensed Personnel

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

Hiring of Employees

Any offer of employment to members of the engagement team prior to issuance of our report may impair our independence, and as a result, may result in our inability to complete the engagement and issue a report.

Mutual Waiver of COVID-19 Claims

This provision addresses issues regarding the novel coronavirus ("COVID-19"). The Parties acknowledge their respective understanding of the hazards of COVID-19, including, but not limited to, its highly contagious nature and the corresponding health risks associated with being exposed to or infected by COVID-19. Each Party agrees to waive, release, discharge, and covenants not to sue the other Party or its affiliates and its and their respective officers, directors, partners, principals,

employees, agents, or subcontractors from any and all claims, damages, expense, liability, illness or losses that may occur from exposure to or infection by COVID-19 arising out of, related to, or in any way connected with the professional services provided by Moss Adams.



AGENDA ITEM 11

DATE: December 16, 2020
TO: Fresno County Zoo Authority Board
FROM: Ronald Alexander, Zoo Authority Board Coordinator
SUBJECT: 2021 Board Meeting Calendar

RECOMMENDED ACTION:

Approve and adopt the 2021 Zoo Authority regular board meeting calendar as outlined in Attachment A.

DISCUSSION:

The Fresno County Zoo Authority holds regular meetings at the Fresno County Employees' Retirement Association, 7772 N. Palm Avenue, Fresno, California. Meetings are regulated and scheduled in accordance with the Ralph M. Brown Act. The Chairman is authorized to schedule special meetings and cancel regularly scheduled meetings in accordance with applicable laws.

Attached is the proposed 2021 board meeting calendar. The calendar includes 12 regular board meetings, which are typically held the last Wednesday of each month. Approval and adoption of the 2021 schedule of regular meetings will establish the official 2021 board meeting calendar.

ATTACHMENTS:

Attachment A – 2021 Regular Meeting Schedule

Attachment A

2021 Zoo Authority Meeting Calendar



Regular Meeting



County Holiday

JANUARY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	