

FRESNO COUNTY ZOO AUTHORITY

AGENDA

9:00 AM, Wednesday, November 28, 2018

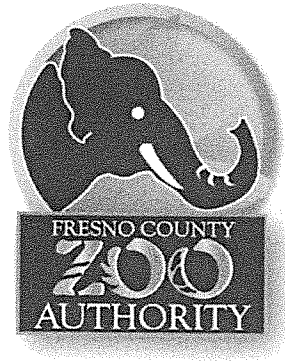
**Fresno County Employees' Retirement Association
7772 N. Palm Ave.
Fresno, CA 93711
(559) 457-0681**

1. Call to Order
2. Adopt Agenda
3. 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.
4. 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 September 26, and October 22, 2018
 - b. Review and approve payment of County of Fresno invoice for Professional and Specialized Services in the amount of \$41,996.72 for July, August and September 2018
 - c. Receive Treasurer's Reports for September and October 2018
5. Receive Fresno Chaffee Zoo Director's report
6. Receive Fresno's Chaffee Zoo Corporation Financial reports for August and September 2018

7. Approve Fresno's Chaffee Zoo Corporation's request of Measure Z Capital funds totaling \$112,500 for architect's reimbursable expenses related to the design of the Asia Exhibit
8. Approve Fresno's Chaffee Zoo Corporation's request for Measure Z Capital funds totaling \$17,808 for additional costs added by Fresno Metropolitan Flood Control District design change
9. Approve proposed amendments to Fresno County Zoo Authority Retention Policy
10. Approve proposed amendments to the Fresno County Zoo Authority *Procedures for Approving and Administering Measure Z Funds*
11. Receive staff reports
12. Board Meetings
 - a. Adopt 2019 meeting calendar
 - b. Approve next meeting date(s)
 - December 26, 2018
 - January 30, 2019
 - February 27, 2019?
 - March 27, 2019
 - c. Discuss and consider permanently relocating Zoo Authority Board meetings to Fresno Chaffee Zoo
13. Chair's comments
14. Board Member comments
15. Adjourn

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

For further information, please contact Catherine Crosby, Zoo Authority Coordinator, at 600-4305, email zooauthority@co.fresno.ca.us, or visit www.zooauthority.org. Requests for disability-related modification or accommodation needed in order to participate in the meeting must be made to the Zoo Authority Coordinator no later than 9:00 a.m. on the day prior to the meeting.



FRESNO COUNTY ZOO AUTHORITY

ACTION SUMMARY MINUTES

9:00 AM, Wednesday, September 26, 2018

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

1. Call to Order

CHAIRMAN MICHELLE ROMAN CALLED THE MEETING TO ORDER AT 9:02 AM. A QUORUM WAS PRESENT, INCLUDING THE CHAIRMAN AND MEMBERS GERALD LYLES, PAUL TOSTE AND RALPH WATERHOUSE. MEMBERS LEE BRAND, PETER HERZOG AND KENT STRATFORD WERE ABSENT.

00:00:12

2. Adopt Agenda

MEMBER LYLES MOVED TO ADOPT THE AGENDA. SECONDED BY MEMBER WATERHOUSE THE MOTION PASSED UNANIMOUSLY. MEMBERS LEE BRAND, PETER HERZOG AND KENT STRATFORD WERE ABSENT.

00:00:41

3. Public Comments

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HELD; NONE RECEIVED.

00:00:55

4. 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 August 29, 2018
- b. Review and approve payment of County of Fresno Financial Reporting and Audits staff invoice for Professional and Specialized Services in the amount of \$6,568.76 for June, July and August 2018
- c. Receive Treasurer's Report for August 2018

MR. HERZOG ARRIVED DURING ITEM 4.

MEMBER WATERHOUSE MOVED FOR APPROVAL OF THE CONSENT CALENDAR. SECONDED BY MEMBER LYLES, THE MOTION PASSED UNANIMOUSLY. MEMBERS LEE BRAND, AND KENT STRATFORD WERE ABSENT.

00:01:35

5. Receive Fresno Chaffee Zoo Director's report

RECEIVED; CHIEF FINANCIAL DIRECTOR RICHARD TREATCH REPORTED:

- **ZOO DIRECTORS AND SENIOR STAFF ARE ATTENDING THE AZA CONFERENCE IN SEATTLE.**
- **COOLER WEATHER AND EVENT SEASON CREATE A VERY BUSY TIME OF YEAR; 20,000 VISITORS OVER LAST YEAR-TO-DATE; SUCCESSFUL SAFARI NIGHT FUND RAISER.**
- **ANXIOUSLY AWAITING TWO OR THREE ELEPHANTS FROM DALLAS, CURRENTLY BEING TRAINED FOR THE TRIP BY DALLAS AND CHAFFEE ZOO STAFF.**
- **A RECENT INTRUDER TO THE LION EXHIBIT WAS MANAGED VERY SUCCESSFULLY BY ZOO STAFF AND POLICE.**

00:05:11

6. Receive Fresno's Chaffee Zoo Corporation Financial report for July 2018

RECEIVED; CHIEF FINANCIAL DIRECTOR RICHARD TREATCH REPORTED:

- **JULY ATTENDANCE WAS LOW DUE TO HEAT AND POOR AIR QUALITY FROM FIRES; HOWEVER, AUGUST AND SEPTEMBER WERE STRONG.**
- **ADMISSION PRICE INCREASES IMPROVED SELF-GENERATED REVENUE OVER LAST YEAR AND JULY YEAR TO DATE EXPENSES WERE 14.6% UNDER BUDGET.**
- **REVENUE IS ALSO STRONG FROM MEMBERSHIPS, GIFT SHOP AND EVENTS.**

0:07:45

7. Approve Fresno's Chaffee Zoo Corporation's request for Measure Z Capital funds totaling \$3,691,710 for design through construction documents for the Asia Exhibit

RICHARD TREATCH GAVE AN OVERVIEW OF THE PROJECT, THE PLAN TO HAVE DOCUMENTS COMPLETE BY EARLY 2019, AND TO BEGIN THE ESTIMATED 18-MONTH CONSTRUCTION PROJECT IN THE MIDDLE OF THE YEAR. HE EXPLAINED THE DEFINITION OF "INTERPRETATION" AS SEEN IN ATTACHMENT C, AND MAY HAVE AN UPDATE AT THE NEXT MEETING ON CITY OF FRESNO PLAN CHECK FEES, (ATTACHMENT D) THAT ARE VARIABLE AND DEPEND ON THE FINAL DESIGN. HE RESPONDED TO THE QUESTIONS OF CHAIRMAN ROMAN AND BOARD COORDINATOR CATHY CROSBY THAT THE RYAN LIGGETT PROJECT MANAGEMENT PROPOSAL (ATTACHMENT B) DID NOT HAVE A SCOPE OF WORK OR PROVIDE SUFFICIENT DETAIL TO BILL AGAINST, NOR WERE INVOICES FOR PROJECTS CURRENTLY OVERSEEN BY MR. LIGGETT SUFFICIENTLY DETAILED. MR. TREATCH PROVIDED A CONTRACT TO AUTHORITY STAFF YESTERDAY, AND SAID ZOO STAFF HAS BEEN WORKING WITH MR. LIGGETT TO PROVIDE BETTER BILLING, AND WILL CONTINUE TO WORK TO REFINE IT TO THE AUTHORITY'S SATISFACTION. CHAIRMAN ROMAN COMMENTED ON THE VAGUE PROPOSAL IN THE FUNDING REQUEST MATERIALS. MR. TREATCH AGREED

AND STATED THAT A DETAILED SCOPE OF WORK IS INCLUDED IN A CONTRACT FINALIZED YESTERDAY.

MEMBER LYLES MOVED FOR APPROVAL. SECONDED BY MEMBER WATERHOUSE, THE MOTION PASSED UNANIMOUSLY. MEMBERS LEE BRAND AND KENT STRATFORD WERE ABSENT.

00:14:39

8. Receive staff reports

MS. CROSBY REPORTED THAT THE AUTHORITY'S CONFLICT OF INTEREST CODE WILL BE ON THE BOARD OF SUPERVISORS' AGENDA FOR APPROVAL IN DECEMBER. SHE ALSO REPORTED THAT THE AUTHORITY'S WEBSITE WILL BECOME A SECURE SITE IN OCTOBER, IT COMPLIES WITH AMERICANS WITH DISABILITIES ACT REQUIREMENTS, AND HAS HAD 1,400 VISITS IN THE LAST 12 MONTHS.

00:16:43

9. Confirm previously approved meeting date of Wednesday, November 28, 2018

MEMBER HERZOG MOVED TO CONFIRM THE DATE. SECONDED BY MEMBER WATERHOUSE, THE MOTION PASSED UNANIMOUSLY. MEMBERS LEE BRAND AND KENT STRATFORD WERE ABSENT.

00:17:38

10. Closed Session, pursuant to California Government Code section 54957(b). Public
Employment-Board Coordinator

MEMBERS RETURNED FROM CLOSED SESSION AT 10:07 AM. CHAIRMAN ROMAN STATED THERE WAS NOTHING TO REPORT AT THIS TIME.

00:18:10

11. Chair's comments

CHAIRMAN ROMAN HAD NO COMMENTS

00:18:16

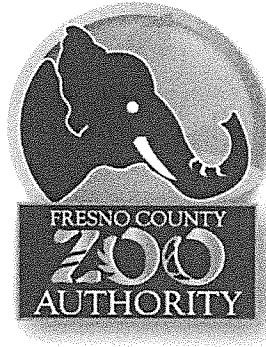
12. Board Member comments

MEMBER TOSTE BEGAN MEMBER COMMENTS STATING CONCERNS REGARDING A CHANGE IN SCOPE FOR THE BELMONT BASIN RELIEF LINE AND A CHANGE IN MANAGEMENT OF THE SOUTH CORRIDOR INFRASTRUCTURE PROJECT FOUND IN THE ZOOCORP AUGUST 15, 2018 MEETING MINUTES AND SEPTEMBER 20, 2018 AGENDA. DISCUSSION AMONG MEMBERS AND STAFF CONTINUED, BUT NO EXPLANATION FROM ZOO STAFF WAS POSSIBLE, AS ONLY ZOO AUTHORITY BOARD MEMBERS AND STAFF WERE PRESENT WHEN THE MEETING RESUMED AFTER CLOSED SESSION. THERE WAS CONSENSUS FOR AUTHORITY MEMBERS AND COUNSEL TO MEET AS SOON AS POSSIBLE WITH ZOO STAFF AND MR. LIGGETT TO UNDERSTAND THE IMPLICATIONS OF THESE CHANGES. MEMBERS LYLES AND HERZOG VOLUNTEERED, AND MS. CROSBY WAS DIRECTED TO ARRANGE A MEETING.

29:46

13. Adjourn

THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD, THE CHAIRMAN ADJOURNED THE MEETING AT 10:53 AM.



FRESNO COUNTY ZOO AUTHORITY

ACTION SUMMARY MINUTES

9:00 AM, Monday October 22, 2018

NOTICE: SPECIAL LOCATION FOR THIS MEETING ONLY

Fresno Chaffee Zoo

African Adventure Kopje Lodge Simba Room

894 West Belmont Ave, Fresno, CA 93728

(559) 498-5910

1. Call to Order

CHAIRMAN MICHELLE ROMAN CALLED THE MEETING TO ORDER AT 9:05 AM. A QUORUM WAS PRESENT, INCLUDING THE CHAIRMAN AND MEMBERS GERALD LYLES, PAUL TOSTE, KENT STRATFORD AND RALPH WATERHOUSE. MEMBERS LEE BRAND AND PETER HERZOG WERE ABSENT.

00:00:05

2. Adopt Agenda

MEMBER TOSTE MOVED TO ADOPT THE AGENDA. SECONDED BY MEMBER LYLES THE MOTION PASSED UNANIMOUSLY. MEMBERS LEE BRAND AND PETER HERZOG WERE ABSENT.

00:00:16

3. Public Comments

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HELD; NONE RECEIVED.

00:00:33

4. Approve Fresno Chaffee Zoo Corporation's new agreements with subcontractors for South Corridor Infrastructure Project

ZOO DIRECTOR SCOTT BARTON EXPLAINED THE REASON FOR THE CHANGE FROM GENERAL CONTRACTOR TO MULTI PRIME AGREEMENTS AND SAID THAT THIS SOLUTION WAS IN THE BEST INTERESTS OF ALL. HE STATED THERE WAS NO CHANGE TO THE PROJECT ITSELF OR THE COST, AND IT WAS PROCEEDING WELL. MOST OF THE CONTINGENCY FUNDS BUDGETED MAY NOT BE NEEDED, AS SO FAR, LITTLE HAS BEEN

UNEXPECTEDLY REVEALED UNDER THIS VERY OLD AREA OF THE ZOO. MR BARTON AND CHIEF FINANCIAL OFFICER RICK TREATCH EXPLAINED THE INCREASE IN FUNDS FOR BONDS INCLUDED IN THE ADJUSTED BUDGET WERE TO ALLOW FOR ADDITIONAL COSTS DUE TO THE CHANGE TO MULTI PRIME, IF NEEDED. BOARD COORDINATOR CATHY CROSBY CONFIRMED THAT THE AUTHORITY'S PROCEDURES REQUIRE THAT BEFORE INVOICES CAN BE APPROVED, SIGNED AGREEMENTS AND PROPOSALS FROM CONTRACTORS INCLUDED IN THE APPROVED FUNDING REQUEST MUST BE PROVIDED. SHE ALSO SUGGESTED REVISING THE PROCEDURES FOR FUTURE CLARITY ON THE PROCESS. THE CHAIRMAN STATED THE NEED FOR BETTER COMMUNICATION BETWEEN THE ZOOCORP AND AUTHORITY, AND MR. BARTON AGREED. THE CHAIRMAN CALLED FOR A MOTION. AUTHORITY COUNSEL LINDSAY BEAVERS RECOMMENDED THAT LANGUAGE BE INCLUDED TO REPLACE AND SUPERSEDE THE OLD CONTRACT. THE CHAIRMAN CALLED FOR A MOTION TO APPROVE THE NEW AGREEMENTS, AND FOR SUBCONTRACTORS' AGREEMENTS TO REPLACE THE OLD CONTRACT. MEMBER TOSTE MOVED FOR APPROVAL. SECONDED BY MEMBER WATERHOUSE, THE MOTION PASSED UNANIMOUSLY. MEMBERS LEE BRAND AND PETER HERZOG WERE ABSENT.

00:11:50

5. Reaffirm next meeting date of November 28, 2018

REAFFIRMED

00:12:47

6. Chair's comments

THE CHAIRMAN THANKED ZOO STAFF FOR ALLOWING THE MEETING IN THE SIMBA ROOM. DIRECTOR BARTON SAID MEETINGS COULD BE HELD ANYTIME, AND ONLY REQUIRED COORDINATING THE ROOM SCHEDULE AND PARKING.

00:13:41

7. Board Member comments

MEMBER STRATFORD ASKED IF AUTHORITY MEETINGS COULD BE MOVED TO THE ZOO-AN IDEA THAT RECEIVED POSITIVE COMMENTS.

00:13:41

8. Adjourn for tour of Zoo projects

THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD, THE CHAIRMAN ADJOURNED THE MEETING AT 9:20 AM. DIRECTOR BARTON AND DEPUTY DIRECTOR MORRIS ESCORTED THOSE PRESENT TO VIEW NEW PAVING, AND THE CONSTRUCTION OF THE WARTHOG EXHIBIT AND SOUTH CORRIDOR INFRASTRUCTURE PROJECT.

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

For further information, please contact Catherine Crosby, Zoo Authority Coordinator, at 600-4305, email zooauthority@co.fresno.ca.us, or visit www.zooauthority.org. Requests for disability-related modification or accommodation needed in order to participate in the meeting must be made to the Zoo Authority Coordinator no later than 9:00 a.m. on the day prior to the meeting.



Invoice for Professional Services in Support of the Zoo Authority
Billing Hours and Expenses for July, August and September 2018

Invoice Number
070809-ZOO-112818

November 28, 2018

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

Department / Title	Hours	Rates	Cost	Fiscal Year 18-19
<i>Financial Reporting and Audits</i>				
<i>Division Chief</i>	1.00	\$92.49	\$92.49	
<i>Accounting & Finance Manager</i>	0.00	\$91.80	\$0.00	
<i>Senior Accountant</i>	0.00	\$80.92	\$0.00	
<i>Accountant II</i>	19.00	\$74.80	\$1,421.20	
<i>Accountant I</i>	0.00	\$62.78	\$0.00	
<i>Supervising Account Clerk II</i>	12.41	\$75.45	\$936.33	
<i>Account Clerk I</i>	62.50	\$48.46	\$3,028.75	
<i>Accounting Intern</i>	0.00	\$34.78	\$0.00	
<i>Public Works and Planning</i>				
<i>Staff Analyst III</i>	454.20	\$75.93	\$34,487.41	
<i>IT Staff</i>	0.00	\$85.40		
<i>County Counsel</i>				
<i>Deputy County Counsel</i>	0.25	\$122.00	\$30.50	
Professional Services Total	549.36		\$39,996.72	\$26,909.56
Annual Audit - work in progress			\$2,000.00	
Office Expense Total			\$2,000.00	\$6,742.88
			\$41,996.72	\$73,649.16
			Invoice Total	FY 18-19 Total



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Quarter Ended September 30, 2018**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
-	Measure Z - Sales Tax Proceeds		\$ 3,326,618.95
	Total Proceeds Received:		\$ 3,326,618.95
Tax Proceeds Allocated:			
-	Allocation to Zoo Authority Fund (2%)		66,532.38
-	Allocation to Trust Fund for Operations and Capital Projects (98%)		3,260,086.57
	Total Proceed Allocations		\$ 3,326,618.95
Cash Balance by Fund			
Zoo Authority Fund			
>> Administrative Fund		2%	
	Beginning Cash Balance		\$ 1,551,011.49
Receipts:	- Measure Z Sales Tax Proceeds		66,532.38
	- Interest Received		7,144.15
Disbursements:	- PeopleSoft Financial Charges		(186.52)
	- ZA Staff Invoice Reimbursement for Professional Services		(25,050.76)
	- ZA Office Expense		(22.88)
	- ZA Postage Expense		(108.11)
	Net Increase/(Decrease) to Cash		48,308.26
	Ending Cash Balance - Zoo Authority Administrative Fund		\$ 1,599,319.75
Trust Fund for FCZC Operations and Capital Projects			
		98%	
	Beginning Cash Balance		\$ 38,364,943.79
>>> Operations Fund			
	Beginning Cash Balance		6,325,142.24
Receipts:	- Measure Z Sales Tax Proceeds		1,086,695.53
	- Interest Received		29,427.52
Disbursements:	- FCZC Operations Claim #2018-06		(412,544.44)
	- FCZC Operations Claim #2018-07		(336,599.66)
	- FCZC Operations Claim #2018-08		(516,194.55)
	- Wire Fees		(60.00)
	Net Increase/(Decrease) to Cash		(149,275.60)
	Ending Cash Balance - Available for Operations		\$ 6,175,866.64
>>> Capital Facilities Project Fund			
	Beginning Cash Balance		\$ 32,039,801.55
Receipts:	- Measure Z Sales Tax Proceeds		2,173,391.04
	- Interest Received		143,553.90
Disbursements:	- FCZC Capital Claim 2018-07C		(141,017.04)
	- FCZC Capital Claim 2018-08C		(83,323.85)
	- FCZC Capital Claim 2018-09C		(30,701.96)
	Net Increase/(Decrease) to Cash		2,061,902.09
	Ending Cash Balance - Available for Capital Projects		34,101,703.64
	Ending Balance Available for Operations and Capital Projects		\$ 40,277,570.28
	Total Interest Received During the Quarter		180,125.57

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 1.645 as of September 30, 2018.



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended September 30, 2018**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
-	Measure Z - Sales Tax Proceeds	\$	1,171,132.06
	Total Proceeds Received:	\$	1,171,132.06
Tax Proceeds Allocated:			
-	Allocation to Zoo Authority Fund (2%)		23,422.64
-	Allocation to Trust Fund for Operations and Capital Projects (98%)		1,147,709.42
	Total Proceed Allocations	\$	1,171,132.06
Cash Balance by Fund			
Zoo Authority Fund			
	>> Administrative Fund	2%	
	Beginning Cash Balance	\$	1,589,819.95
Receipts:	- Measure Z Sales Tax Proceeds		23,422.64
	- Interest Received		6,485.69
Disbursements:	- PeopleSoft Financial Charges		(32.29)
	- Postage Expense		(22.60)
	- ZA Staff Invoice Reimbursement		(20,330.76)
	- ZA Office Expense		(22.88)
	Net Increase/(Decrease) to Cash		9,499.80
	Ending Cash Balance - Zoo Authority Administrative Fund	\$	1,599,319.75
Trust Fund for FCZC Operations and Capital Projects			
	98%		
	Beginning Cash Balance	\$	39,489,027.36
	>>> Operations Fund		
	Beginning Cash Balance		6,282,786.14
Receipts:	- Measure Z Sales Tax Proceeds		382,569.81
	- Interest Received		26,715.24
Disbursements:	- FCZC Operations Claim #2018-08		(516,194.55)
	- Wire Fees		(10.00)
	Net Increase/(Decrease) to Cash		(106,919.50)
	Ending Cash Balance - Available for Operations	\$	6,175,866.64
	>>> Capital Facilities Project Fund		
	Beginning Cash Balance	\$	33,206,241.22
Receipts:	- Measure Z Sales Tax Proceeds		765,139.61
	- Interest Received		130,322.81
	Net Increase/(Decrease) to Cash		895,462.42
	Ending Cash Balance - Available for Capital Projects		34,101,703.64
	Ending Balance Available for Operations and Capital Projects	\$	40,277,570.28
	Total Interest Received During the Month		163,523.74

By Staff _____

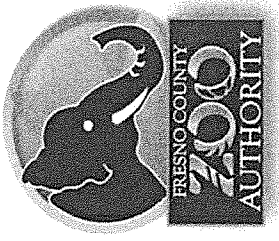
Date _____

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 1.645 as of September 30, 2018.

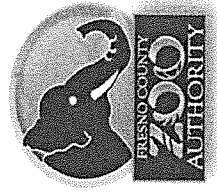
Fresno County Zoo Authority



SUMMARY OF MEASURE Z SALES TAX PROCEEDS

	PRIOR FISCAL YEARS			CURRENT FISCAL YEAR		
	2015-2016	2016-2017		2017-2018		2018-19
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
TAX RECEIPTS	TAX RECEIPTS	TAX RECEIPTS	TAX RECEIPTS	TAX RECEIPTS	TAX RECEIPTS	BUDGET TO ACTUAL
						VARIANCE
July	\$ 900,800	\$ 952,000	\$ 1,227,435	\$ 940,108	\$ 1,227,435	\$ 287,327 30.56%
August	1,201,100	1,269,300	1,241,000	1,228,590	928,052	\$ (300,538) -24.46%
September	1,408,037	1,181,071	1,391,154	1,377,242	1,171,132	\$ (206,110) -14.97%
October	911,400	941,400	933,300	951,966		
November	1,215,200	1,255,200	1,244,400	1,231,956		
December	1,306,493	1,188,304	1,452,570	1,408,993		
January	915,800	955,400	951,900	923,343		
February	1,221,000	1,273,900	1,269,200	1,231,124		
March	1,226,517	1,114,146	1,420,604	1,377,986		
April	819,500	855,500	865,400	839,438		
May	1,092,700	1,140,700	1,512,737	1,040,643		
June	1,374,748	1,220,710	1,103,925	1,013,457		
Total	\$ 13,593,295	\$ 13,347,631	\$ 14,613,625	\$ 13,564,846	\$ 3,326,619	\$ (219,321) -1.62%

TOTAL MEASURE Z PROCEEDS FROM INCEPTION \$ 156,947,564



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended September 30, 2018**

Summary of Quarter Four Interest Receipts					
Fund	Subclass	Description	1st Alloc. July	2nd Alloc September	Interest Received
4845	10000	Zoo Authority	658.46	6,485.69	\$ 7,144.15
4850	10000	FCZC - Operations	2,712.28	26,715.24	\$ 29,427.52
4850	42700	FCZC - CP	13,231.09	130,322.81	\$ 143,553.90
Total			\$ 16,601.83	\$ 163,523.74	\$ 180,125.57
July to September					



**Fresno County Zoo Authority
Capital Projects Fund Cash Flow
For the Month Ended September 30, 2018**

Cash Balance as of 9/30/2018 **\$ 34,101,704**

DEDUCTIONS (earmarked projects, FY18-19 expenditures paid through claim 2018-09C):

2019 Warthog Exhibit-May 2018	2,910,405
2019 South Corridor Infrastructure-February 2018	3,024,284
2019 Asian Exhibits - November 2017	3,711,983
2019 Belmont Basin Relief Line-August 2017	169,275
2019 Animal Nutrition Center-August 2017	785,318
2019 Prgm Animal Holding Facility-June 2017	132,625
2019 Orangutan Exhibit-May 2017	40,087
2019 African River-April 2017	3,552,910
2019 Water Play Area-January 2017	129,702
2019 Dino Dig Expansion-June 2016	154,218
2019 Animal Acquisition-September 2015	35,462
Total Deductions:	<u><u>\$ (14,646,269)</u></u>
TOTAL:	<u><u>\$ 19,455,435</u></u>

Cash Balance as of 9/30/2018

(FY 18-19 Remaining budgets, paid through claim 050607-ZOO-082918):

\$ (149,713)

\$ 1,449,607



**Fresno County Zoo Authority
Operations Fund Cash Flow
For the Month Ended September 30, 2018**

Cash Balance as of 9/30/2018	\$ 6,175,867
DEDUCTIONS (Remaining budgets, paid through claim 2018-08):	
2019 Animal	949,999
2019 Veterinary	163,114
2019 Utilities	49,849
2019 Animal Feed	175,449
2019 Interest/Bank Charges	90
Total Deductions:	<u><u>\$ (1,338,501)</u></u>
TOTAL:	<u><u>\$ 4,837,366</u></u>



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended October 31, 2018**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
-	Measure Z - Sales Tax Proceeds	\$	1,619,199.48
	Total Proceeds Received:	\$	1,619,199.48
Tax Proceeds Allocated:			
-	Allocation to Zoo Authority Fund (2%)		32,383.99
-	Allocation to Trust Fund for Operations and Capital Projects (98%)		1,586,815.49
	Total Proceed Allocations	\$	1,619,199.48
Cash Balance by Fund			
Zoo Authority Fund			
	>> Administrative Fund	2%	
	Beginning Cash Balance	\$	1,599,319.75
Receipts:	- Measure Z Sales Tax Proceeds		32,383.99
	- Interest Received		722.36
Disbursements:	- PeopleSoft Financial Charges		(66.73)
	- Postage Expense		(31.21)
	- ZA Staff Invoice Reimbursement		(6,578.76)
	Net Increase/(Decrease) to Cash		26,429.65
	Ending Cash Balance - Zoo Authority Administrative Fund	\$	1,625,749.40
Trust Fund for FCZC Operations and Capital Projects			
	98%		
	Beginning Cash Balance	\$	40,277,570.28
	>>> Operations Fund		
	Beginning Cash Balance		6,175,866.64
Receipts:	- Measure Z Sales Tax Proceeds		528,938.50
	- Interest Received		2,928.72
Disbursements:	- FCZC Operations Claim #2018-09		(384,469.84)
	- Wire Fees		(30.00)
	Net Increase/(Decrease) to Cash		147,367.38
	Ending Cash Balance - Available for Operations	\$	6,323,234.02
	>>> Capital Facilities Project Fund		
	Beginning Cash Balance	\$	34,101,703.64
Receipts:	- Measure Z Sales Tax Proceeds		1,057,876.99
	- Interest Received		15,040.34
Disbursements:	- FCZC Capital Claim #2018-10C		(176,790.17)
	- FCZC Capital Claim #2018-11C		(292,177.90)
	Net Increase/(Decrease) to Cash		603,949.26
	Ending Cash Balance - Available for Capital Projects		34,705,652.90
	Ending Balance Available for Operations and Capital Projects	\$	41,028,886.92
	Total Interest Received During the Month		18,691.42

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 1.985 as of September 30, 2018.



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended October 31, 2018**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
-	Measure Z - Sales Tax Proceeds	\$	1,619,199.48
	Total Proceeds Received:	\$	1,619,199.48
Tax Proceeds Allocated:			
-	Allocation to Zoo Authority Fund (2%)		32,383.99
-	Allocation to Trust Fund for Operations and Capital Projects (98%)		1,586,815.49
	Total Proceed Allocations	\$	1,619,199.48
Cash Balance by Fund			
Zoo Authority Fund			
	>> Administrative Fund	2%	
	Beginning Cash Balance	\$	1,599,319.75
Receipts:	- Measure Z Sales Tax Proceeds		32,383.99
	- Interest Received		722.36
Disbursements:	- PeopleSoft Financial Charges		(66.73)
	- Postage Expense		(31.21)
	- ZA Staff Invoice Reimbursement		(6,578.76)
	Net Increase/(Decrease) to Cash		26,429.65
	Ending Cash Balance - Zoo Authority Administrative Fund	\$	1,625,749.40
Trust Fund for FCZC Operations and Capital Projects			
	98%		
	Beginning Cash Balance	\$	40,277,570.28
	>>> Operations Fund		
	Beginning Cash Balance		6,175,866.64
Receipts:	- Measure Z Sales Tax Proceeds		528,938.50
	- Interest Received		2,928.72
Disbursements:	- FCZC Operations Claim #2018-09		(384,469.84)
	- Wire Fees		(30.00)
	Net Increase/(Decrease) to Cash		147,367.38
	Ending Cash Balance - Available for Operations	\$	6,323,234.02
	>>> Capital Facilities Project Fund		
	Beginning Cash Balance	\$	34,101,703.64
Receipts:	- Measure Z Sales Tax Proceeds		1,057,876.99
	- Interest Received		15,040.34
Disbursements:	- FCZC Capital Claim #2018-10C		(176,790.17)
	- FCZC Capital Claim #2018-11C		(292,177.90)
	Net Increase/(Decrease) to Cash		603,949.26
	Ending Cash Balance - Available for Capital Projects		34,705,652.90
	Ending Balance Available for Operations and Capital Projects	\$	41,028,886.92
	Total Interest Received During the Month		18,691.42

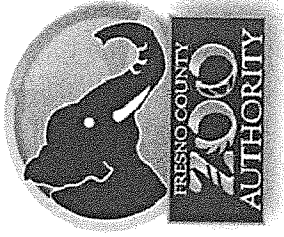
By Staff _____

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 1.985 as of September 30, 2018.



Fresno County Zoo Authority

SUMMARY OF MEASURE Z SALES TAX PROCEEDS

	PRIOR FISCAL YEARS			CURRENT FISCAL YEAR		
	2015-2016	2016-2017	2017-2018	2018-19		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET TO ACTUAL	
	TAX RECEIPTS	TAX RECEIPTS	TAX RECEIPTS	TAX RECEIPTS	TAX RECEIPTS	VARIANCE
July	\$ 900,800	\$ 952,000	\$ 1,227,435	\$ 940,108	\$ 1,227,435	\$ 287,327 30.56%
August	1,201,100	1,269,300	1,241,000	1,228,590	928,052	\$ (300,538) -24.46%
September	1,408,037	1,181,071	1,391,154	1,377,242	1,171,132	\$ (206,110) -14.97%
October	911,400	941,400	933,300	951,966	1,619,199	\$ 667,233 70.09%
November	1,215,200	1,255,200	1,244,400	1,231,956		
December	1,306,493	1,188,304	1,452,570	1,408,993		
January	915,800	955,400	951,900	923,343		
February	1,221,000	1,273,900	1,269,200	1,231,124		
March	1,226,517	1,114,146	1,420,604	1,377,986		
April	819,500	855,500	865,400	839,438		
May	1,092,700	1,140,700	1,512,737	1,040,643		
June	1,374,748	1,220,710	1,103,925	1,013,457		
Total	\$ 13,593,295	\$ 13,347,631	\$ 14,613,625	\$ 13,564,846	\$ 4,945,818	\$ 447,912 3.30%

TOTAL MEASURE Z PROCEEDS FROM INCEPTION \$ 158,566,763



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended October 31, 2018**

Summary of Quarter Four Interest Receipts					
Fund	Subclass	Description	1st Alloc. October	2nd Alloc December	Interest Received
4845	10000	Zoo Authority	722.36	-	\$ 722.36
4850	10000	FCZC - Operations	2,928.72	-	\$ 2,928.72
4850	42700	FCZC - CP	15,040.34	-	\$ 15,040.34
Total			\$ 18,691.42	\$ -	\$ 18,691.42
October to December					



**Fresno County Zoo Authority
Capital Projects Fund Cash Flow
For the Month Ended October 31, 2018**

Cash Balance as of 10/31/2018

\$ 34,705,653

DEDUCTIONS (earmarked projects, FY18-19 expenditures paid through claim 2018-11C):

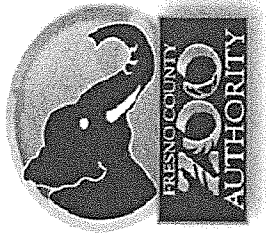
2019 Warthog Exhibit-May 2018	2,500,105
2019 South Corridor Infrastructure-February 2018	2,997,773
2019 Asian Exhibits - November 2017	3,739,085
2019 Belmont Basin Relief Line-August 2017	168,475
2019 Animal Nutrition Center-August 2017	759,932
2019 Prgm Animal Holding Facility-June 2017	130,395
2019 Orangutan Exhibit-May 2017	40,087
2019 African River-April 2017	3,552,910
2019 Water Play Area-January 2017	98,861
2019 Dino Dig Expansion-June 2016	154,218
2019 Animal Acquisition-September 2015	35,462

Total Deductions:

\$ (14,177,303)

TOTAL:

\$ 20,528,350



**Fresno County Zoo Authority
Operations Fund Cash Flow
For the Month Ended October 31, 2018**

Cash Balance as of 10/31/2018

\$ 6,323,234

DEDUCTIONS (Remaining budgets, paid through claim 2018-08):

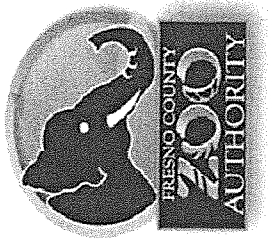
2019 Animal	684,996
2019 Veterinary	131,026
2019 Utilities	(14,686)
2019 Animal Feed	152,605
2019 Interest/Bank Charges	60

Total Deductions:

\$ (954,001)

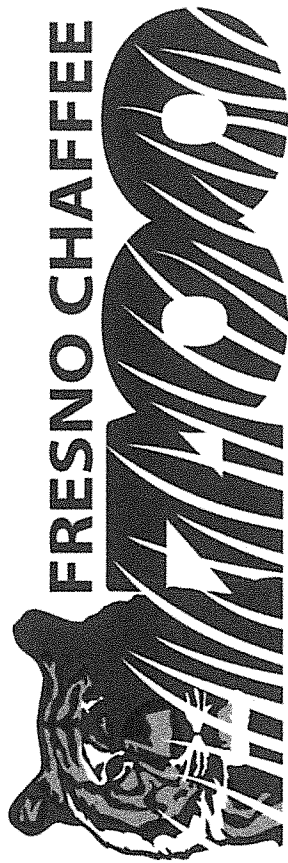
TOTAL:

\$ 5,369,233



**Fresno County Zoo Authority
Administration Fund Cash Flow
For the Month Ended October 31, 2018**

Cash Balance as of 10/31/2018	\$	1,625,749
DEDUCTIONS		
(FY 18-19 Remaining budgets, paid through claim 050607-ZOO-082918):		
2019 Telephone Charges	250	
2019 Memberships	500	
2019 Office Expense	5,977	
2019 Postage	861	
2019 PeopleSoft Financials Charges	613	
2019 Professional Services	130,336	
2019 Data Processing Services	1,500	
2019 Publications & Legal Notices	500	
2019 Trans, Travel & Education	2,500	
Total Deductions:	\$	(143,037)
TOTAL:	\$	1,482,712



FY 2018 August Board Financial Report

Agenda Item 6a

Discussion of Financial Results YTD as of August 31, 2018

Per Capita Data:

Area	2018	Budget	2017	Capture Rate 2018	Capture Rate 2017
Admissions	\$5.53	\$6.02	\$4.32	N/A	N/A
Concessions	\$0.84	\$0.85	\$0.83	N/A	N/A
Gift Shop	\$0.58	\$0.56	\$0.55	N/A	N/A
Giraffe Feeding	\$0.66	\$0.68	\$0.66	23%	29%
Stingray Bay	\$0.37	\$0.40	\$0.39	30%	42%

Fresno's Chaffee Zoo Corporation

Income Statement

For the Eight Months Ended August 31, 2018

	FY18 Budget	YTD Actual @ 8/31/18	YTD Budget @ 8/31/18	Variance
REVENUE				
Self Generated Income				
Admissions	\$5,138,738	\$3,224,588	\$3,439,884	(6.3)%
Adopt an Animal	\$35,000	\$12,855	\$23,333	(44.9)%
Education	\$441,550	\$375,840	\$294,366	27.7 %
Food Services	\$725,050	\$489,151	\$485,783	0.7 %
Gift Shop	\$477,680	\$339,540	\$320,045	6.1 %
Giraffe Feeding	\$580,040	\$383,650	\$388,628	(1.3)%
Grants and Fundraising	\$325,450	\$230,801	\$216,967	6.4 %
Group Event/Facility Rental	\$575,000	\$413,488	\$383,333	7.9 %
Membership	\$1,337,750	\$1,059,518	\$891,833	18.8 %
Special Events	\$732,850	\$182,030	\$117,000	55.6 %
Stingray Exhibit	\$341,200	\$214,143	\$228,604	(6.3)%
Other Income	\$84,000	\$92,009	\$56,125	63.9 %
Total Self-Generated Revenue	\$10,794,308	\$7,017,612	\$6,845,902	2.5 %
EXPENSES				
Personnel Expenses				
Administration	\$1,103,542	\$694,668	\$759,425	(8.5)%
Animal	\$3,209,916	\$2,256,315	\$2,220,677	1.6 %
Education	\$961,204	\$762,515	\$665,153	14.6 %
Maintenance/Horticulture	\$906,885	\$605,617	\$627,564	(3.5)%
Marketing/Membership/Development/Events	\$805,292	\$559,314	\$557,262	0.4 %
Operations	\$118,234	\$71,270	\$81,818	(12.9)%
Veterinary	\$362,806	\$215,889	\$250,915	(14.0)%
Visitor Services	\$802,357	\$584,445	\$555,488	5.2 %
Total Personnel Expenses	\$8,270,236	\$5,750,032	\$5,718,302	0.6 %

Fresno's Chaffee Zoo Corporation

Income Statement

For the Eight Months Ended August 31, 2018

	FY18 Budget	YTD Actual @ 8/31/18	YTD Budget @ 8/31/18	Variance
Staff Development	\$206,162	\$85,770	\$131,849	(34.9)%
Supplies	\$493,325	\$266,532	\$330,158	(19.3)%
Telephone	\$67,295	\$32,356	\$44,863	(27.9)%
Uniforms	\$40,850	\$19,922	\$27,267	(26.9)%
Utilities	\$790,000	\$515,307	\$538,333	(4.3)%
Other Expense	\$11,398	\$6,900	\$7,599	(9.2)%
Total Other Expenses	\$6,508,819	\$3,662,159	\$4,326,734	(15.4)%
Total Expenses	\$14,779,055	\$9,412,192	\$10,045,036	(6.3)%
Net Surplus (Deficit) from Operations	(\$3,984,747)	(\$2,394,580)	(\$3,199,134)	25.1 %
Non Operating Revenue and Expense				
Non Operating Revenue				
Measure Z Operating Income	\$4,442,222	\$3,119,934	\$2,915,777	7.0 %
Measure Z Capital Income	\$0	\$1,047,291	\$0	0.0 %
Interest Income	\$380,000	\$84,753	\$132,000	(35.8)%
Investment Income	\$0	\$395,653	\$0	0.0 %
Interest Income-Perm	\$0	\$333	\$0	0.0 %
Investment Income-Perm	\$0	\$418	\$0	0.0 %
Board Designated Endowment Income	\$10,000	\$8,575	\$0	0.0 %
Total Non Operating Revenue	\$4,832,222	\$4,656,957	\$3,047,777	52.8 %
Non Operating Expense				
Measure Z Depreciation	\$0	\$2,392,000	\$0	0.0 %
Measure Z Bank Fees	\$120	\$160	\$80	100.0 %
Total Non Operating Expense	\$120	\$2,392,160	\$80	0.0 %
Total Non Operating Revenue and Expense	\$4,832,102	\$2,264,797	\$3,047,697	(25.7)%
NET SURPLUS/(DEFICIT)	\$847,355	(\$129,783)	(\$151,437)	(14.3)%

Fresno Chaffee Zoo
SUMMARY OF KEY INDICATORS
August 2018

FY 18 Year-to-Date	
Actuals	Budgeted
Attendance	617,000
	(34,318)

FY 18 Year-to-Date	
Actuals	Budgeted
Revenue	\$171,710
Payroll	\$31,730
Operating Expenses	(\$664,575)
Net Surplus (Deficit)	\$804,554
Measure Z Operating	\$204,157

FY 18 vs. FY 17 Year-to-Date	
Aug-18	Aug-17
Attendance	(6,433)
Revenue	\$1,004,139
Payroll	\$772,694
Operating Expenses	\$304,302
Net Surplus (Deficit)	(\$72,858)
Measure Z Operating	\$102,648



FY 2018 September Board Financial Report

Agenda Item 6b

Discussion of Financial Results YTD as of September 30, 2018

Per Capita Data:

Area	2018	Budget	2017	Capture Rate 2018	Capture Rate 2017
Admissions	\$5.54	\$6.02	\$4.31	N/A	N/A
Concessions	\$0.85	\$0.85	\$0.84	N/A	N/A
Gift Shop	\$0.59	\$0.56	\$0.55	N/A	N/A
Giraffe Feeding	\$0.66	\$0.68	\$0.66	23%	28%
Stingray Bay	\$0.36	\$0.40	\$0.38	30%	41%

Fresno's Chaffee Zoo Corporation

Income Statement

For the Nine Months Ended September 30, 2018

REVENUE

Self Generated Income

	FY18 Budget	YTD Actual @ 9/30/18	YTD Budget @ 9/30/18	Variance
Admissions	\$5,138,738	\$3,580,269	\$3,748,630	(4.5)%
Adopt an Animal	\$35,000	\$13,160	\$26,250	(49.9)%
Education	\$441,550	\$401,691	\$331,162	21.3 %
Food Services	\$725,050	\$551,371	\$529,286	4.2 %
Gift Shop	\$477,680	\$379,067	\$348,706	8.7 %
Giraffe Feeding	\$580,040	\$427,408	\$423,430	0.9 %
Grants and Fundraising	\$325,450	\$467,377	\$244,087	91.5 %
Group Event/Facility Rental	\$575,000	\$464,547	\$431,250	7.7 %
Memberships	\$1,337,750	\$1,177,455	\$1,003,312	17.4 %
Special Events	\$732,850	\$349,480	\$250,500	39.5 %
Stingray Exhibit	\$341,200	\$233,919	\$249,076	(6.1)%
Other Income	\$84,000	\$101,057	\$62,250	62.3 %
Total Self-Generated Revenue	\$10,794,308	\$8,146,800	\$7,647,940	6.5 %

EXPENSES

Personnel Expenses

Administration	\$1,103,542	\$774,729	\$845,457	(8.4)%
Animal	\$3,209,916	\$2,521,318	\$2,467,986	2.2 %
Education	\$961,204	\$844,330	\$739,166	14.2 %
Maintenance/Horticulture	\$906,885	\$675,464	\$697,395	(3.1)%
Marketing/Membership/Development/Events	\$805,292	\$624,610	\$619,269	0.9 %
Operations	\$118,234	\$79,262	\$90,922	(12.8)%
Veterinary	\$362,806	\$247,977	\$278,871	(11.1)%
Visitor Services	\$802,357	\$654,296	\$617,205	6.0 %
Total Personnel Expenses	\$8,270,236	\$6,421,986	\$6,356,271	1.0 %

Fresno's Chaffee Zoo Corporation

Income Statement

For the Nine Months Ended September 30, 2018

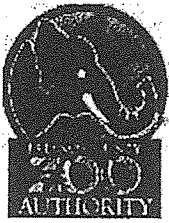
	FY18	YTD Actual	YTD Budget	Variance
	Budget	@ 9/30/18	@ 9/30/18	
Staff Development	\$206,162	\$110,692	\$146,444	(24.4)%
Supplies	\$493,325	\$294,592	\$370,962	(20.6)%
Telephone	\$67,295	\$36,817	\$50,471	(27.1)%
Uniforms	\$40,850	\$22,048	\$30,737	(28.3)%
Utilities	\$790,000	\$599,885	\$618,750	(3.0)%
Other Expense	\$11,398	\$8,650	\$8,548	1.2 %
Total Other Expenses	\$6,508,819	\$4,234,338	\$4,906,897	(13.7)%
Total Expenses	\$14,779,055	\$10,656,324	\$11,263,168	(5.4)%
Net Surplus (Deficit) from Operations	(\$3,984,747)	(\$2,509,523)	(\$3,615,228)	(30.6)%
Non Operating Revenue and Expense				
Non Operating Revenue				
Measure Z Operating Funds	\$4,442,222	\$3,504,414	\$3,400,209	3.1 %
Measure Z Capital Funds	\$0	\$2,545,091	\$0	0.0 %
Interest Income	\$380,000	\$96,678	\$162,000	(40.3)%
Investment Income	\$0	\$344,180	\$0	0.0 %
Board Designated Endowment Funds	\$10,000	\$8,600	\$0	0.0 %
Total Non Operating Revenue	\$4,832,222	\$6,498,963	\$3,562,209	82.4 %
Non Operating Expense				
Measure Z Depreciation	\$0	\$2,691,000	\$0	0.0 %
Measure Z Bank Fees	\$120	\$180	\$90	100.0 %
Total Non Operating Expense	\$120	\$2,691,180	\$90	0.0 %
Total Non Operating Revenue and Expense	\$4,832,102	\$3,807,783	\$3,562,119	6.9 %
NET SURPLUS/(DEFICIT)	\$847,355	\$1,298,259	(\$53,109)	(2,544.5)%

Fresno Chaffee Zoo
SUMMARY OF KEY INDICATORS
September 2018

FY 18 Year-to-Date			
	Actuals	Budgeted	Difference
Attendance	645,897	681,000	(35,103)

FY 18 Year-to-Date			
	Actuals	Budgeted	Difference
Revenue	\$8,146,800	\$7,647,940	\$498,860
Payroll	\$6,421,986	\$6,356,271	\$65,715
Operating Expenses	\$4,234,338	\$4,906,897	(\$672,559)
Net Surplus (Deficit)	(\$2,509,523)	(\$3,615,228)	\$1,105,705
Measure Z Operating	\$3,504,414	\$3,400,209	\$104,205

FY 18 vs. FY 17 Year-to-Date			
	Sept-18	Sept-17	Difference
Attendance	645,897	641,177	4,720
Revenue	\$8,146,800	\$6,627,898	\$1,518,902
Payroll	\$6,421,986	\$5,847,916	\$574,070
Operating Expenses	\$4,234,338	\$3,857,729	\$376,609
Net Surplus (Deficit)	(\$2,509,523)	(\$3,077,747)	\$568,224
Measure Z Operating	\$3,504,414	\$3,450,360	\$54,054



DATE: November 28, 2018

TO: Fresno County Zoo Authority Board

FROM: Rick Treatch, Chief Financial Officer
Fresno's Chaffee Zoo Corporation

SUBJECT: 2018 Measure Z Capital Request – Asia Exhibit

RECOMMENDED ACTION:

Approve Fresno's Chaffee Zoo Corporation's request of Measure Z Capital funds totaling \$112,500 for architecture's reimbursable expenses related to the design of the Asia Exhibit.

DISCUSSION:

This proposal includes the cost for reimbursable expenses for CLR Design in conjunction with their design of the Asia Exhibit.

The Zoo Authority approved \$2,546,000 for CLR Design's design through construction documents services for the Asia Exhibit in September 2018 as a part of a total request in the amount of \$3,691,710. The reimbursable expenses of \$112,500 were included in CLR Design's proposal but were inadvertently left off the September 2018 proposal.

The FCZC Board of Directors and Finance Committee approved this request on September 20, 2018.

ATTACHMENTS:

- A. CLR Design Proposal
- B. Project Budget as approved in September 2018
- C. Adjusted Project Budget with reimbursable expenses included.

BOARD ACTION: DATE _____ APPROVED AS RECOMMENDED _____ OTHER _____

MOTION _____ SECOND _____ UNANIMOUS _____
 BRAND _____ HERZOG _____ LYLES _____ ROMAN _____ STRATFORD _____ TOSTE _____ WATERHOUSE _____



EXHIBIT DESIGN • ARCHITECTURE • LANDSCAPE ARCHITECTURE

mark e. beauchamp, asla • gregory j. dykstra, ala • jón stefánsson, asla • gregg b. leicester, asla

July 30, 2018

Mr. Scott Barton, CEO/Director
Fresno Chaffee Zoo
894 West Belmont Avenue
Fresno, CA 93728

Sent via email to: SBarton@fresnochaffeezoo.org

**Re: Amended Proposal for Full Design Services - Design Development thru Construction
Administration - Fresno Chaffee Zoo Asia Project**

Dear Scott:

CLR Design Inc. (CLR) is pleased to provide you with this amended proposal for Full Design services for the Asia Project at the Fresno Chaffee Zoo (FCZ). Based on our recent discussions, we propose the following modifications to our original Full Services proposal dated and issued April 13, 2018:

- The project program will be modified to include a new 20,000 gallon +/- freshwater habitat for Tomistoma, small 3"-4" Asian fish, and turtles. This habitat will replace the Flying Fox aviary in the program. Underwater viewing is desired.
- Construction Budget: Anticipated to be approximately \$22M including the gharial habitat noted above.
- Fees: Total Lump Sum Professional Fee is \$2,546,000. This includes full design services, including Design Development, Construction Documentation, Permitting & Bidding, Construction Administration and LSS Start-up Services.
- Reimbursable Expenses: Estimated to be \$112,500. Reimbursable expenses are in addition to the Professional Fee and represent the cost of travel, reproduction, scanning, mailing/shipping and long-distance communication. Reimbursable expenses are billed as incurred at cost.
- Project Team modification: Alan Mok Engineering will provide Civil Engineering services.
- Schedule: CLR and Team will work with FCZ to follow the design durations identified in our 4/13/2018 proposal. We are currently at approximately 50% Design Development for the original program items and will work closely with the FCZ team to develop the new gharial concept to align with the rest of the project scope and schedule.

We trust this proposal reflects your understanding of the desired work to be completed by the CLR Team. Please review this proposal and if you have any questions, do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read 'GL', followed by a horizontal line.

Gregg Leicester, ASLA
Principal

cc: Greg Dykstra, Principal, CLR
Karen Marshall, Business Manager, CLR

FRESNO'S CHAFFEE ZOO CORPORATION

Asia Exhibit

Design through Construction Documents Budget

CLR Design	\$ 2,546,000.00
Ryan Liggett Project Management and Consulting	72,500.00
Interpretation Design	* 237,600.00
Plans and Plan Check/Back Check	* 500,000.00
	<hr/>
Total Hard Costs	\$ 3,356,100.00
Contingency 10%	\$ 335,610.00
	<hr/>
Total Costs	<u>\$ 3,691,710.00</u>

* Estimate

FRESNO'S CHAFFEE ZOO CORPORATION
Asia Exhibit
Design through Construction Documents Budget
ADJUSTED

CLR Design	\$ 2,658,500.00
Ryan Liggett Project Management and Consulting	72,500.00
Interpretation Design	* 237,600.00
Plans and Plan Check/Back Check	* 500,000.00
	<hr/>
Total Hard Costs	\$ 3,468,600.00
Contingency 10%	<hr/> \$ 346,860.00
Total Costs	<hr/> <hr/> \$ 3,815,460.00

* Estimate



DATE: November 28, 2018

TO: Fresno County Zoo Authority Board

FROM: Rick Treach, Chief Financial Officer
Fresno's Chaffee Zoo Corporation

SUBJECT: 2018 Measure Z Capital Request – Belmont Basin Relief Project

RECOMMENDED ACTION:

Approve Fresno's Chaffee Zoo Corporation's request of Measure Z Capital funds totaling \$17,808 for additional costs added by Fresno Metropolitan Flood Control District design change.

DISCUSSION:

This proposal includes the additional costs associated with design changes by the Fresno Metropolitan Flood Control District to the pump, pumping structure, and pipe into the basin. Total cost for this change is \$51,768. This is a shared cost project with the City of Fresno with the Zoo's share of the increase totaling \$17,808. The increase brings the total of the Zoo's share of the project to \$210,872.

The Zoo Authority approved \$193,064 for the Zoo's portion of the construction of the Belmont Basin Relief Line in August 2017.

The FCZC Board of Directors and Finance Committee approved this request on September 20, 2018.

ATTACHMENTS:

- A. Letter from Alan Mok Engineering addressing the changes.
- B. Haydon Construction, Inc. revised quotation for changes.
- C. Project Budget as approved in September 2018

BOARD ACTION: DATE _____ APPROVED AS RECOMMENDED _____ OTHER _____

MOTION _____ SECOND _____ UNANIMOUS _____
 BRAND _____ HERZOG _____ LYLES _____ ROMAN _____ STRATFORD _____ TOSTE _____ WATERHOUSE _____

**Alan
Mok
Engineering**

SBE, DBE, MBE

July 31, 2018

AME File No. 212-0205

Mr. Ryan Liggett
Fresno Chaffee Zoo
894 West Belmont Avenue
Fresno, CA 93728

Subject Basin Storm Drain Relief Line for Fresno Chaffee Zoo

Dear Ryan,

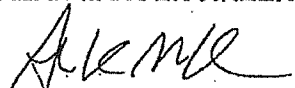
I have reviewed the additional cost for the subject project from the contractor. Following are my findings:

1. The project was bid in May, 2017. During the last 15 months, both labor and material costs have increased. The request for additional cost on the subject project due to the labor and material increase by the contractor is acceptable.
2. During the last 15 months, FMFCD has been trying to attain a maintenance agreement with the City and the Fresno Chaffee Zoo regarding the basin. During this time, FMFCD has continued to add additional improvements to the project which was not included in the original bid from the contractor. These items are additional work on the pumping structure, additional 24" pipe into the basin from the pumping structure and changing of pumps. The additional cost provided by the contractor on these items is acceptable.

If you have any questions, please feel free to call.

Best Regards,

ALAN MOK ENGINEERING



Alan Mok
Principal

FRESNO'S CHAFFEE ZOO CORPORATION

Belmont Basin Relief Project

Project Budget

Haydon Construction bid	\$ 411,471.00
PG&E, Permitting, & Inspections Costs Estimates	58,500.00
Testing and Inspections	20,741.34
Project Management	19,500.00
Original Budget Total	<u>510,212.34</u>
FMFCD Change in Scope	<u>51,768.44</u>
Total Hard Costs	\$ 561,980.78
Contingency 10% of Original Budget	<u>\$ 51,021.23</u>
Total Costs	<u><u>\$ 613,002.01</u></u>



DATE: November 28, 2018

TO: Fresno County Zoo Authority Board

FROM: Catherine Crosby
Board Coordinator

RE: Proposed Amendments to Retention Policy

RECOMMENDED ACTION:

Approve proposed amendments to Fresno County Zoo Authority Retention Policy

DISCUSSION:

On September 30, 2015 your Board adopted a Retention Policy for the release of retention of Measure Z funds held in escrow by the Fresno Chaffee Zoo Corporation (ZooCorp) "...for security purposes relating to work to be performed on claims reimbursed for Capital Projects over \$30,000, and/or for which there is a Construction Manager at Risk." The Policy was last amended on February 13, 2018 with the addition of paragraphs defining Construction Manager at Risk (CMR) and handling of possible future disputes between ZooCorp and a CMR.

At the September 26, 2018 meeting, the recent change in the South Corridor Infrastructure Project (SCIP) from CMR to Multi-prime with project oversight by ZooCorp's Project Manager Ryan Liggett the was discussed and determined to be a change in scope of the project that would require the ZooCorp to request re-approval of SCIP construction project funding, originally approved by the Authority Board on May 30, 2018.

Mr. Liggett's September 1, 2018 agreement with ZooCorp (Attachment A.) does not include retention, however proposals for services by Mr. Liggett for the SCIP construction phase and the Asia design phase state that his fees are "...subject to retention, per the Fresno Chaffee Zoo construction policy." (Attachment B) This prompted staff to review the Authority's Retention Policy and propose amendments that would add the same requirements for retention for a Project Manager as for a CMR. (Attachment C)

If approved, the additional language can provide guidance for the Zoo Corp's funding requests for future projects and for Authority staff to manage the reimbursement process. Also if approved, the Retention Policy will be updated in the Authority's *Procedures for Approving and Administering Measure Z Funds*, where it is included as Appendix II, and on the Authority's website.

BOARD ACTION: DATE _____ APPROVED AS RECOMMENDED _____ OTHER _____

MOTION _____ SECOND _____ UNANIMOUS _____
BRAND _____ HERZOG _____ LYLES _____ ROMAN _____ STRATFORD _____ TOSTE _____ WATERHOUSE _____

ATTACHMENTS:

- A. September 1, 2018 ZooCorp agreement with Ryan Liggett for Project Management and Consulting
- B. Ryan Liggett proposal for SCIP construction phase services (April 25, 2018), and proposal for Asia design phase services (July 13, 2018)
- C. Fresno County Zoo Authority Proposed Amended Retention Policy

REFERENCE MATERIAL:

- A. February 13, 2018 Procedures for Approving and Administering Measure Z Funds
<http://www.zooauthority.org/docs/ContractsProcedures/ZooAuthorityFinancialProceduresRevised%202.13.18Posted5.23.18.pdf>

CONSULTING AGREEMENT

This Consulting Agreement ("Agreement") is made and entered into as of the 1st day of September 2018, (the "Effective Date"), by and between the Fresno's Chaffee Zoo Corporation, a California Nonprofit Benefit Corporation (referred to herein as the "Company") with an address of 894 W. Belmont Ave., Fresno, CA 93728, and Ryan Liggett Project Management & Consulting, with an address 6555 N. El Capitan, Fresno, CA 93722 ("Consultant").

The parties stipulate as follows:

- A. Company is the Fresno's Chaffee Zoo Corporation.
- B. Contractor is a business engaged in Project Management and Consulting.
- C. Company desires to contract with Contractor, and Contractor agrees to perform the services described herein upon the terms and conditions set forth in this Agreement.

In consideration of the mutual promises contained herein, the parties agree as follows:

1. Services and Compensation.

(a) Consultant agrees to perform for the Company the services ("Services") described in Exhibit A attached hereto.

(b) The Company agrees to pay Consultant the compensation set forth in Exhibit A for the performance of the Services.

(c) Any and all prior arrangements, understandings, and contracts, or offers or representations with respect thereto, are hereby canceled and void in all their terms and conditions.

(d) Contractor and any associate or agent of Contractor will determine the method, details, and means of performing the Services with respect to performing the services.

(e) Contractor may, at Contractor's sole expense, use employees, associates, or other subcontractors ("Employees") to perform the Services under this Agreement. Contractor is solely and fully responsible for payment of all workers' compensation insurance, unemployment insurance, state and federal taxes, required by law as respects services provided by Contractor and Contractor's Employees, under this Agreement. The names, titles, and billing rates of Contractor's Employees are set forth in Exhibit A. In all bills submitted to Company, Contractor shall specify the hours worked by each Employee, that Employee's billing rate, as well as a detailed description of work performed by that Employee.

(f) Contractor will supply all materials, equipment, and supplies required to perform the Services pursuant to this Agreement.

(g) Contractor shall indemnify and hold the Company harmless against any and all liabilities imposed or claimed, including attorney's fees and all other contractual expenses, arising from any act or omission of Contractor or any employee, agent, subcontractor or assign of Contractor, including any and all claims relating to the injury or death of any such person or

damage to any property arising out of the performance of the terms of this Agreement. Contractor agrees to maintain a policy of errors and omissions (E&O) insurance, which policy shall name Fresno's Chaffee Zoo Corporation, as an additional insured, and to present proof of that insurance, in the minimum amount of coverage per occurrence of \$2,000,000 and an aggregate amount of \$4,000,000. The terms and provisions of Consultant's insurance coverage, and the additional insured endorsement provided by Consultant's errors & omission carrier, shall be in a form acceptable to Company, with such approval not to be unreasonably withheld.

2. Confidentiality and Invention Disclosure. Attached as Exhibit B. (N/A)

3. Reports. From time to time during the term of this Agreement or any extension thereof, and at any time upon Company's request, Consultant will keep the Company advised as to Consultant's progress in performing the Services hereunder. Upon Company's request, Consultant will prepare written reports with respect thereto.

4. Term and Termination.

(a) This Agreement will commence on the date first written above and will continue until the date stated in Exhibit A.

(b) Notwithstanding Section 4(a), the Company or Consultant may terminate this Agreement without cause upon giving thirty (30) days prior written notice thereof to the other party.

(c) Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notification to the breaching party. Termination shall be effective immediately on receipt of the notice, or five days from mailing of the notice, whichever occurs first. For the purpose of this section, material breach of this Agreement shall include but not be limited to the following:

- i. Nonpayment of compensation by Company after 30 days written demand for payment. This shall not include any time that Company spends clarifying incomplete requests for compensation. If there is a dispute regarding Contractor's bill, Company shall have an additional 30 days for payment from the time Contractor submits a corrected and complete request for payment.
- ii. Failure of Contractor or any employee or agent of Contractor to perform the services described in Paragraph 1 satisfactorily.

(d) This Agreement terminates automatically on the occurrence of any of the following events: (i) bankruptcy or insolvency of either party; (ii) sale of the business of either party; or (iii) incapacity or death of Contractor.

(e) At all times during the period of this Agreement, Contractor shall maintain during the period of the Agreement a current business license in accordance with the laws of the State of California and the City or County in which Contractor maintains his/her/its place of business. Contractor shall also provide the Company with proof of errors and omissions insurance.

(f) Any notices required or convenient to be given under this Agreement shall be in writing, and any such written notice shall be deemed to have been duly given on the earlier of (a) the date that such notice is received or (b) the date that it is mailed via either registered or certified mail, return receipt requested, postage prepaid, to the parties at the addresses below:

Ryan Liggett, President
Ryan Liggett Project Management & Consulting
6555 N. El Capitan
Fresno, CA 93722

Scott Barton, Director
Fresno's Chaffee Zoo Corporation
894 W. Belmont Avenue
Fresno, CA 93728

Any party may change such party's address by giving notice of such change. Failure to give any notice in a manner provided in this subsection shall not defeat the effectiveness of any written notice that is actually and timely received.

5. No Assignment

Notwithstanding the provisions of Section 1(e) above, neither this Agreement nor any right hereunder or interest herein may be assigned or transferred by Consultant without the express written consent of the Company.

6. Independent Contractor.

Consultant agrees to perform the services hereunder solely as an independent contractor. Consultant shall not be considered, under the provisions of this Agreement or otherwise, as having an employee status or the status of an agent or partner of Company and shall not be entitled to participate in any plans, arrangements, or distributions by Company pertaining to or in connection with any pension, stock, bonus, profit sharing, health plans, or similar benefits for Company employees. Consultant shall meet all of its obligations and responsibilities as a self-employed person or as an employer to its own associates under any federal, state or local laws, regulations or order now or hereafter in force, including, without limitation, those relating to taxes, or similar insurance coverage arising out of its engagement for the performance of this Agreement. Company shall not be liable for injury occurring to Consultant or any of its associates or other assistants during this Agreement. Consultant shall indemnify Company from any damages, claims, liabilities, and costs, including reasonable attorney's fees, or losses of any kind or nature whatsoever which may in any way arise from Consultant's failure to comply with this provision.

7. Governing Law. This Agreement shall be governed by the laws of the State of California, without regard to its conflicts of laws provisions and also excluding the United Nations Convention on Contracts for the International Sale of Goods.

8. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.

9. Severability and Waiver. If for any reason a court of competent jurisdiction finds any provision (or portion of any provision) of this Agreement invalid or unenforceable, that provision (or portion thereof) will be enforced to the maximum extent permissible and the other provisions of this Agreement (and the other portions of the provision in question) will remain in full force and effect. The failure by either party to enforce any provision of this Agreement will not constitute a waiver of future enforcement of that or any other provision.

10. Notices. All notices required or permitted under this Agreement will be in writing and delivered by confirmed facsimile transmission, by courier or overnight delivery services, or by certified mail, and in each instance will be deemed given upon receipt. All communications will be sent to the addresses set forth in paragraph 4(g), above.

11. Compliance with Applicable Laws. Each party represents and warrants that it shall comply with all laws and regulations, whether foreign or domestic, applicable to the Services.

12. No Further Modifications. Except as provided herein, all terms and conditions of the Agreement remain unmodified and in full force and effect.

13. Joint Preparation. This Agreement is to be deemed to have been prepared jointly by the parties. Any uncertainty or ambiguity regarding the provisions of this Agreement shall not be interpreted against any party as a draftsman of such document, but shall be resolved by application of all other principles of law regarding interpretation of contracts.

14. Binding Effect. This Agreement shall not be effective and shall not be valid or binding on Company unless and until a fully executed original counterpart of the Agreement is delivered to Company.

15. Entire Agreement. This Agreement, including all exhibits hereto, constitutes the complete and exclusive understanding and agreement between the parties regarding its subject matter and supersedes all prior or contemporaneous agreements or understandings, written or oral, relating to its subject matter. Any waiver, modification or amendment of any provision of this Agreement will be effective only if in writing and signed by duly authorized representatives of each party. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

16. Except for disputes arising out of Paragraph 4 of this Agreement that require injunctive relief, the parties agree that should any disputes arise between them concerning this agreement the matter shall be settled by binding arbitration pursuant to the California Arbitration Act, Code of Civil Procedure section 1280 et seq. To initiate the arbitration process, the requesting party must submit a written request to the other party requesting arbitration pursuant to this Paragraph. Once the arbitration process has been initiated, within 15 days of the initial request for arbitration, the parties shall exchange the name(s) of any proposed arbitrator(s) and the parties shall attempt to agree upon an arbitrator from the names exchanged. If, within 15 days of the exchange of the names of proposed arbitrators, the parties cannot agree upon an arbitrator from the exchanged names, they shall request a list of seven arbitrators from the JAMS. After receipt of the list, the parties shall attempt to select a mutually agreed upon arbitrator from the list. If, within 15 days of receipt of the list of arbitrators, the parties cannot agree upon the selection, it shall be made by lot with the party to strike first being determined by a coin toss. That party shall strike the first unacceptable name from the list. The name remaining after each party has stricken three names shall be the person designated as the arbitrator. The arbitration shall be held in Fresno, California.

Each party acknowledges the arbitration rules can be viewed at www.leginfo.ca.gov/faces/codes.xhtml. Notwithstanding the foregoing, should Company so request, Consultant will participate in and be bound by any arbitration or other dispute resolution processes contained in any agreements between the Company and any contractor, architect, or design professional pertaining to any project on which Consultant provides services to the Company.

17. Each party represents that they have read this Agreement and that they are fully aware of and understand its contents. The parties further represent that they have had an opportunity to consult with legal counsel and has either done so or has waived such right.

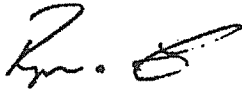
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Executed by:
CONSULTANT
Ryan Liggett Project Management & Consulting

COMPANY
Fresno's Chaffee Zoo Corporation

By: Ryan Liggett

By: RICHARD TREATHEN



(signature)



(signature)

Title: Owner/President

Title: CFO

Date: 09/01/2018

Date: 9-25-18

EXHIBIT A

Exhibit A to that the Consulting Agreement (the "Agreement") dated September 1, 2018, by and between Ryan Liggett Project Management & Consulting ("Consultant") and Fresno's Chaffee Zoo Corporation, a California Nonprofit Benefit Corporation (referred to herein as the "Company").

SERVICES AND COMPENSATION

1. Services. Consultant will render to the Company the following "Services":

Company will engage Consultant on an as-needed basis to provide services to include, but not limited to, commercial project management, construction management, construction oversight and regulation and consulting services to the Company on an as-needed basis from September 1, 2018, through August 31, 2023. (the "Term"), including, but not limited to, the following:

Said Services shall be performed on an as requested basis. Consistent with this requirement, Contractor or any employee or agent of Contractor may represent, perform services for, or be employed by any additional persons or companies as Contractor sees fit.

2. Compensation.

(a) For hours worked on Company's jobs by any employees, associate or subcontractor of the Consultant, the names, titles, and billing rates of Contractor's Employees are set forth in 'Compensation (b)'. Consultant will be paid in the amount of \$115.00 (one hundred and fifteen dollars) per hour. These hours will be billed in 15-minute (quarter hour) increments. The hourly rate is subject to a 1.5% cost of living annual increase, the first of which shall become effective September 1, 2019. Contractor shall submit invoices monthly to the Company for all services rendered. The invoices shall include the following information: Contractor's business name; address; telephone number; employer or taxpayer identification number; name, title and billing rate per Employee working on the project, and a detailed description of the services performed by Contractor on each portion of the project. The description shall describe in detail the tasks accomplished by each Employee. Company will pay Consultant within forty-five (45) business days of the end of receipt of Contractor's invoice.

(b) Names, titles, and billing rates of Contractor's employees, subcontractors, and agents:

- 1) Ryan Liggett, Project Manager, \$115

(c) Unless otherwise agreed to by the Company, Contractor shall be solely and fully responsible for all costs and expenses incident to the performance of the Services performed by the Contractor, including without limitation: all costs of equipment provided by Contractor; all fees, fines, licenses, insurance or taxes required of or imposed against Contractor, all transportation, lodging and food

costs incident to performance of services under this Agreement, and all other costs of doing business. The Company shall not be held responsible for any expenses incurred by Contractor or any associate or agent of Contractor in performing the services required by this Agreement.

(d) Contractor shall pay, when and as due, any and all state and federal taxes incurred as a result of Contractor's compensation, including estimated taxes. Contractor indemnifies Company for any claims, losses, costs, fees, liabilities, damages, or injuries suffered by Company arising out of Contractor's breach of this section.

END OF EXHIBIT A

Ryan Liggett
Project Management and Consulting
6555 N. El Capitan, Fresno, CA 93722
(559) 360-0107; ryan@ryanliggettconsulting.com

April 25, 2018

Scott Barton
Executive Director, Fresno Chaffee Zoo
894 West Belmont Avenue
Fresno, CA 93728

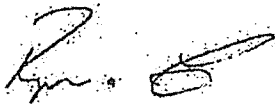
Dear Scott,

In regards to the upcoming Fresno Chaffee Zoo Infrastructure Project, I have reviewed the scope of the project and I propose that the Project Management estimated fees for the Construction phase is \$56,000.

I look forward to working with you and please let me know if you have any questions or need any additional information.

This is subject to retention per the Fresno Chaffee Zoo construction policy.

Sincerely,

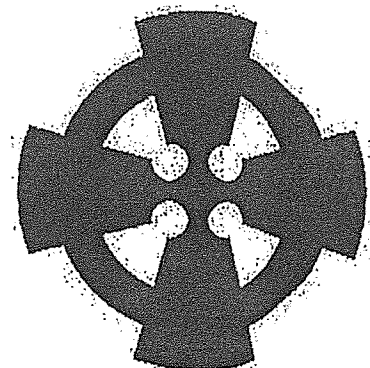


Ryan Liggett

Accepted By: Sam Barton

Printed Name: Sam Barton

Date: April 25, 2018





6555 N. El Capitan, Fresno, CA 93722
(559) 360-0107; ryan@ryanliggettconsulting.com

July 13, 2018

Scott Barton
Executive Director, Fresno Chaffee Zoo
894 West Belmont Avenue
Fresno, CA 93728

Dear Scott,

I have reviewed the scope of the Fresno Chaffee Zoo Asia Project and I propose that the Project Management estimated fees for the design phase are \$72,500. This is subject to retention per the Fresno Chaffee Zoo construction policy.

I look forward to working with you and please let me know if you have any questions or need any additional information.

Sincerely,

Ryan Liggett

Draft Proposed Amendments
Fresno County Zoo Authority
Retention Policy

Adopted September 30, 2015

Revised February 13, 2018

Purpose

This Policy provides requirements for Agreements between the Fresno Chaffee Zoo Corporation (ZooCorp) and any party acting as a Construction Manager at Risk, or as Project Manager, in the event there is no Construction Manager at Risk, for construction of Measure Z funded capital projects, and the process for the disbursement of Measure Z funds and release of funds in escrow when there is an agreement for security deposits in lieu of retention.

Definitions

1. "Agreement" shall be defined herein as ~~an~~ a valid executed contract.
2. "Construction Manager at Risk" shall be defined as an individual, partnership, joint venture, corporation, or other recognized legal entity, that is appropriately licensed in this state, including a contractor's license issued by the Contractors' State License Board, and that guarantees the cost of a project and furnishes construction management services, including but not limited to, preparation and coordination of bid packages, scheduling, cost control, value engineering, evaluation, preconstruction services, and construction administration.
3. "Retention" shall be defined as the percentage of the Measure Z funds retained by the ZooCorp for security purposes relating to work to be performed on claims reimbursed for Capital Projects over \$30,000, and/or for which there is a Construction Manager at Risk, (or Project Manager, in the event there is no Construction Manager at Risk). Retention shall be no less than five percent (5%).
If the Authority has approved a finding by the ZooCorp, on a project by project basis, during a properly noticed and normally scheduled public hearing and prior

to bid, that a project is substantially complex and therefore requires a higher retention amount, Retention may be greater than five percent (5%), but not more than ten percent (10%).

4. "Escrow Account" shall mean an account established at a financial institution or bank by ZooCorp for purposes of depositing and holding Retention funds paid by the Authority to ZooCorp, pending disbursement, to the Construction Manager at Risk, (or Project Manager, in the event there is no Construction Manager at Risk).

Requirements

1. ZooCorp requests for funding for construction of Capital Projects over \$30,000 and/or for which there is a Construction Manager at Risk, (or Project Manager, in the event there is no Construction Manager at Risk), shall be received for staff and Board member review at least 30 days before the Board meeting at which the funding request will be made, and shall include an Agreement with the construction firm or Project Manager stating the requirement for Retention and its terms.
2. Requests for funding for the design of Capital Projects over \$30,000 shall be received for staff and Board member review at least 30 days before the Board meeting at which the funding request will be made, and shall include an Agreement with the design firm stating the requirement for Retention and its terms.

Procedures for Payment of Invoices by the Authority

ZooCorp invoices are received, reviewed, and paid in accordance with the terms of the December 21, 2005 Agreement Regarding Procedures For Distribution Of Tax Revenue To The Chaffee Zoo, as amended, and with the Authority's Procedures for Approving and Administering Measure Z Funds.

ZooCorp's Deposit of Funds Received from Authority

~~Not~~ No later than two business days from its receipt of funds from the Authority for reimbursement of project invoices, ZooCorp shall deposit Retention funds in the appropriate Escrow Account. Within one business day of deposit of Retention funds in the Escrow Account, ZooCorp shall send proof of the deposit ~~of the funds~~ to the Authority.

1 **Certification to the Authority**

2 Prior to releasing any Retention funds from the Escrow Account, ZooCorp shall
3 request the release at an Authority Board meeting, at the same time presenting written
4 certification that all conditions of the Escrow Agreement have been met, that the
5 construction project is final and complete in accordance with the construction contract,
6 and that the release of funds in the Escrow Account is appropriate. Such written
7 certification shall include certification from the project architect or lead engineer that the
8 project has been completed in accordance with the plans and specifications.

9 **Disputes**

- 10 1. The ZooCorp shall advise the Authority in writing of any dispute between ZooCorp
11 and the Construction Manager at Risk, (or Project Manager, in the event there is
12 no Construction Manager at Risk), regarding retention funds within 30 days of such
13 dispute coming to the attention of ZooCorp.
- 14 2. The construction contract shall require that any settlement agreement between the
15 Construction Manager at Risk, (or Project Manager, in the event there is no
16 Construction Manager at Risk), and the ZooCorp involving retention funds be
17 made public.
- 18 3. Any previously released retention funds that are recouped by ZooCorp as part of
19 a settlement with the Construction Manager at Risk, (or Project Manager, in the
20 event there is no Construction Manager at Risk), shall be returned by ZooCorp to
21 the Measure Z Capital Fund.

22 **Authority Consent to Distribution of Escrow Funds**

23 Upon receipt of the required written certification from ZooCorp that the project is
24 final and complete in accordance with the construction contract, the Authority will not
25 unreasonably withhold its consent to the release of the funds held in escrow. If it
26 withholds consent, the Authority will set forth in writing its objections, stating those items
27 that are not final and complete according to the construction contract.

28 ///



DATE: November 28, 2018

TO: Fresno County Zoo Authority Board

FROM: Catherine Crosby
Board Coordinator

RE: Proposed Amendments to the Fresno County Zoo Authority *Procedures for Approving and Administering Measure Z Funds*

RECOMMENDED ACTION:

Approve proposed amendments to the Fresno County Zoo Authority *Procedures for Approving and Administering Measure Z Funds*

Staff recommends changes that will require more detailed documentation for Fresno Chaffee Zoo Corporation (ZooCorp) capital project funding requests and reimbursement of Measure Z funds, and will require that the ZooCorp notify the Authority and request re-approval for projects that change in scope after funding is approved.

DISCUSSION:

The *Procedures for Approving and Administering Measure Z Funds* (Procedures), last updated February 13, 2018, state that "These procedures will be reviewed with the Zoo Authority as needed for opportunity to update, amend, or edit to achieve greater efficiencies."

Since February, changes the scope of projects in design and under construction at Fresno Chaffee Zoo, and the hiring of a new Project Manager who now oversees a multi prime construction project, has led staff to review the Procedures again and propose additional requirements.

Changes to the Procedures Page 14

Paragraph 1, first sentence: For capital project requests, the expected detail for agenda items has been expanded and a requirement added that agreements or proposals include a detailed scope of work from a Project Manager as well as contractors. The purpose is to provide a better understanding of the project for Authority members and staff prior to the request for funding, and documents for staff to reference when claims are later received for reimbursement.

BOARD ACTION: DATE _____ APPROVED AS RECOMMENDED _____ OTHER _____

MOTION _____ SECOND _____ UNANIMOUS _____
BRAND _____ HERZOG _____ LYLES _____ ROMAN _____ STRATFORD _____ TOSTE _____ WATERHOUSE _____

Paragraph 1, last sentence: This has been expanded to allow staff to request additional information on a proposed request to ensure that a project the ZooCorp wishes to be considered for funding includes sufficient documentation prior to being forwarded for review by Authority members and placed on the Authority's agenda.

Paragraph 3: New sentences have been added to describe the process to manage a change in scope of a project previously approved for Measure Z funding. The purpose is to ensure that the Authority is informed of changes as they occur, and both the Authority and the ZooCorp maintain transparency and accountability of public funds. While this addition was prompted by the South Corridor Infrastructure Project that changed from a construction manager to multi prime with project manager, it is intended to address current or future projects that are approved for funding based on the proposed use of certain contractors, but prior to commencing design or construction, the ZooCorp makes the decision to use other contractors.

Changes to the Procedures Page 15

Paragraph 5: A new sentence has been added to clarify the documentation required for Authority staff to review requests for reimbursement of Measure Z funds. The purpose is to shorten the staff review period, and consequently the reimbursement period to the ZooCorp, by requiring the receipt of all information, ideally *before*, but if not, *with* each claim. For example, capital claims can be reviewed in 18 days or less, and the record this year was 10 days from receipt of Claim 2018-2c to \$500,000 wired to the ZooCorp.

A second sentence has been added for a requirement for Project Managers and Contractors to provide additional documentation of hourly employees in agreements other than those where billing is on a percentage of progress basis. The purpose is to provide a clear understanding of how Measure Z funds are being used. For example, some draft contracts and proposals provided with past project funding requests have included lists of positions and hourly rates, and some invoices provided with claims have included employee names or positions. In contrast, other invoices have provided very little information and have required Authority staff to contact Zoo staff for clarification and added days to the claims review process.

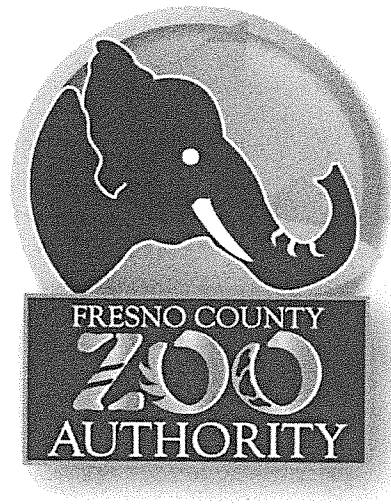
Changes to the Procedures Page 27

Staff has drafted a new form: *Employee Hours Template for Invoices for Measure Z Funds* seen in Appendix IV, to be used as an example of the information required for claim reimbursement, and to be included with invoices as an additional attached document, or integrated into invoices if they do not already provide the information listed.

Other minor changes were also made, mainly to adjust page numbers, appendices in the index and references in parenthetical notes or footnotes.

ATTACHMENTS:

- A. Proposed amendments to *Procedures for Approving and Administering Measure Z Funds*



November 28, 2018
DRAFT Proposed Revisions

**Fresno County Zoo Authority
Procedures
for
Approving and Administering
Measure Z Funds**

Adopted
November 11, 2005

Revised
February 13, 2018

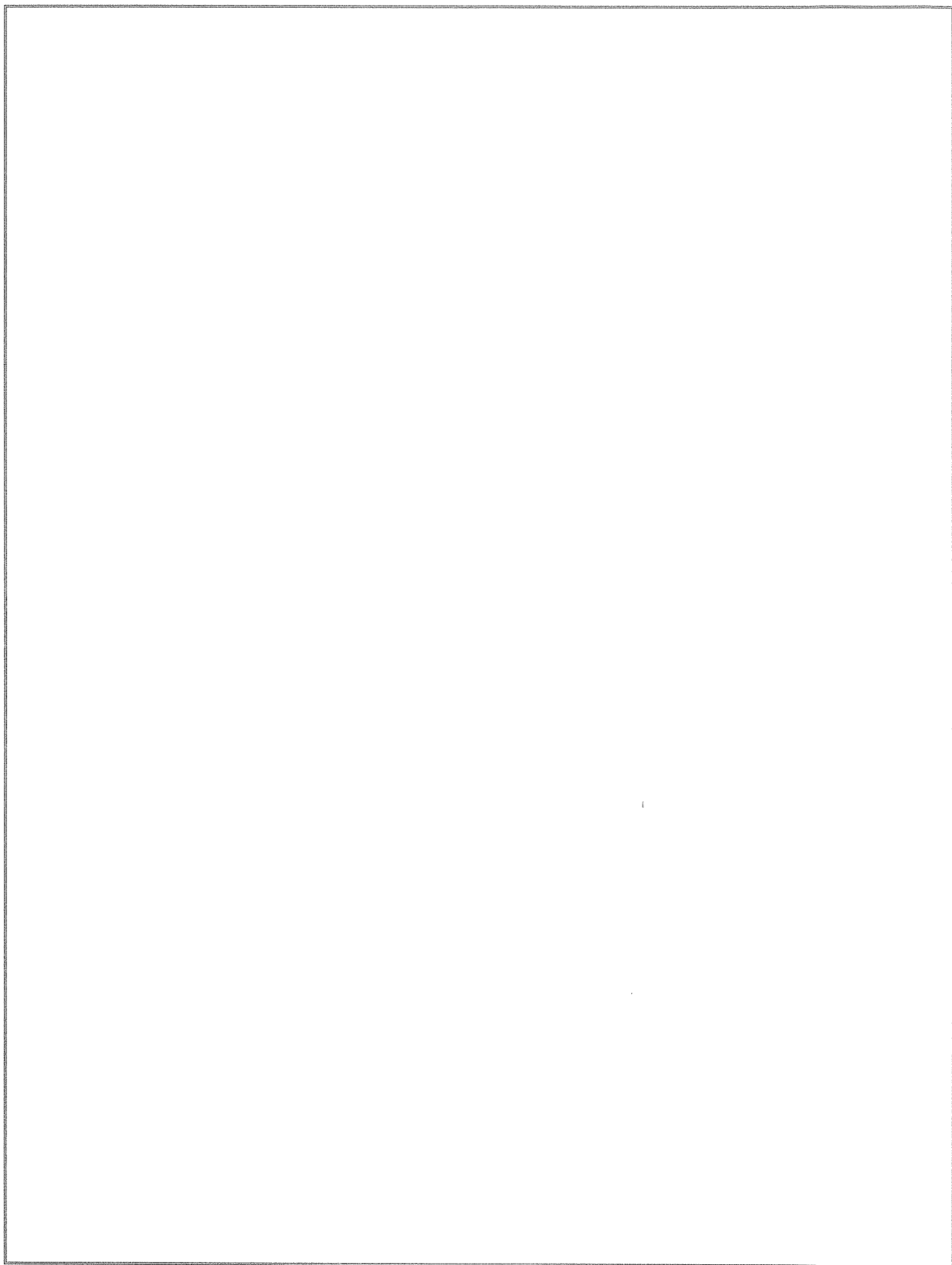
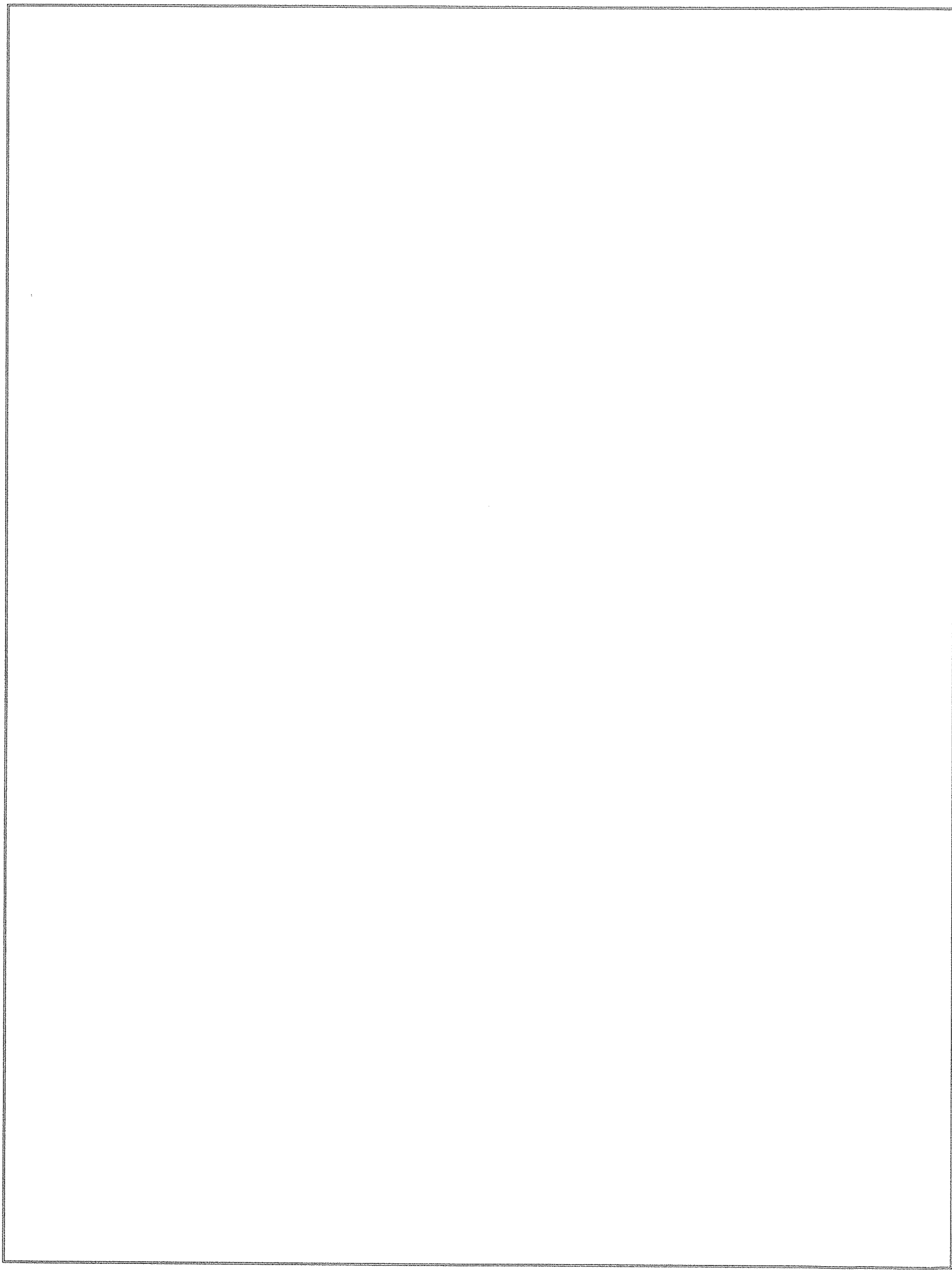


TABLE OF CONTENTS

INTRODUCTION	1
Exhibit 1 - Financial Management System Overview.....	2
Financial Management System	3
SECTION 1 Zoo Authority Administrative Policies and Procedures	4
I. Authority Annual Budget and Control Policies.....	4
II. Contracted Staff Responsibilities.....	4
A. Auditor-Controller/Treasurer-Tax Collector	
B. Administrator (or Designated Coordinator)	
Exhibit 2 - Authority Claims Approval Process Overview	6
III. Authority Financial Policies	7
IV. Authority Claims Administrative Approval Process/Procedures	7
A. Non-Fresno County Related Expenses	
B. Fresno County Related Expenses	
V. Authority Purchasing Policies	9
VI. Authority Contract Policies	9
VII. Authority Financial Reporting and Audits.....	9
Exhibit 3 - Zoo Corporation. Claims Approval Overview	10
SECTION 2 Zoo Authority Policies and Procedures for Approval and Disbursement of Funds to Fresno's Chaffee Zoo Corporation	11
I. Operations.....	11
A. Operations Budget	
B. Disbursement of Measure Z Funds for Operations	
II. Capital Projects	14
A. Capital Projects Budget and Plan	
B. Capital Projects Policy	
C. Disbursement of Measure Z Funds for Capital Projects	
III. Authority Staff Accounting Records and Reporting.....	17
IV. Fresno's Chaffee Zoo Corporation Accounting Records and Reporting.....	18
V. Additional Documentation.....	18
VI. Fresno's Chaffee Zoo Corporation Financial Reporting and Audits	18
APPENDIX	
I. Disbursement Claim Template	22
II. Zoo Authority Retention Policy.....	24
III. Measure Z Capital Projects Policy.....	26
IV. <u>Employee Hours Template For Invoices For Measure Z Reimbursement</u>	27
V. Referenced Documents.....	28



INTRODUCTION

PURPOSE

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

OVERVIEW

On November 2, 2004, the voters of Fresno County approved "Measure Z," a transactions and use tax (sales tax) at the rate of 0.1%, proposed by the Authority, to support the Fresno Chaffee Zoo. On November 4, 2014, Measure Z was extended for another 10 years. The procedures described herein apply to the management and disbursement of Measure Z funds.

Simplified, the Bylaws of the Authority provide that the tax revenue can be used for the administration of the Authority and be allocated to Fresno's Chaffee Zoo Corporation (ZooCorp) for on-going operations, maintenance and capital facilities projects at that location.

The Authority Board (Board) will review and approve Measure Z funded line items of ZooCorp operations and capital projects budgets. Once these line items are approved by the Board, ZooCorp claims for reimbursement will be submitted to the Administrator for review and approval. Approved claims will then be forwarded to the Authority Treasurer (Treasurer) for accounting review before final review by Board members and payment processing.

Notes:

1) As contemplated by the AGREEMENT REGARDING PROCEDURES FOR THE DISTRIBUTION OF TAX REVENUE TO THE CHAFFEE ZOO between the Authority and ZooCorp,¹ dated December 21, 2005, these procedures provide the method for the requests for and approval of distribution of Measure Z funds.

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

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

3) The responsibilities of the Authority Administrator specified in these procedures may be carried out by the designated Authority Coordinator. In the temporary absence of the Coordinator, the Authority may assign those responsibilities to other staff.

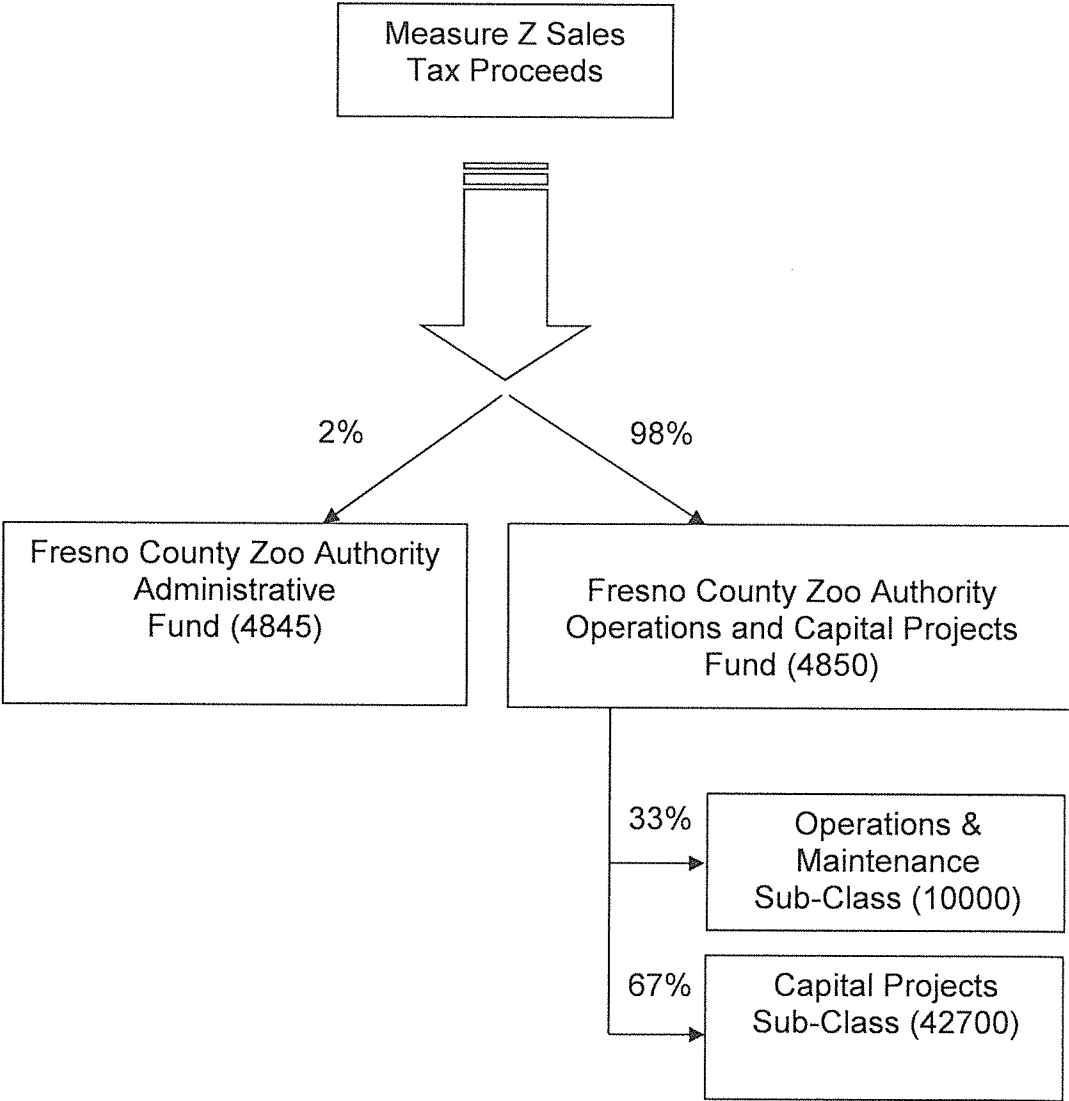
4) As per the AGREEMENT BETWEEN FRESNO COUNTY ZOO AUTHORITY AND THE COUNTY OF FRESNO FOR PROFESSIONAL AND TECHNICAL SERVICES (#05-237),³ dated June 14, 2005, the County of Fresno Auditor-Controller/Treasurer-Tax Collector or his/her designee serves as Treasurer for the Authority.

¹ See Appendix IVV, Document A

² Procedures were previously revised on February 22, 2006, October 25, 2006, January 17, 2007, November 28, 2007, August 26, 2009, September 28, 2011, March 28, 2012, and June 29, 2016, and February 13, 2018.

³ See Appendix IVV, Document B

Exhibit 1 – Financial Management System Overview



FINANCIAL MANAGEMENT SYSTEM

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

The Authority's financial management records will be maintained by the Treasurer in PeopleSoft, the County of Fresno's financial information system.

- There are two separate funds used to track and record all Measure Z financial activity. (Exhibit 1, page 2) Procedures regarding these funds are outlined in the Zoo Authority Bylaws.⁴
- Fund 4845 has been established to track and record Authority administration costs. The Bylaws provide that *"Up to 2% of the tax proceeds shall be allocated for administrative costs of the Authority. This administrative allocation shall be made based upon budgeted estimates of administrative costs prior to any distribution of tax revenues in any fiscal year to the Corporation "Administrative costs" shall mean actual expenses incurred by the Authority. Apportionment of any overhead and/or accounting of actual costs shall be accomplished in accordance with the standards and procedures found Title 2 Code of Federal Regulations, Subtitle A, Chapter II, Part 225."* Procedures regarding this fund are outlined in Zoo Authority Policies and Administrative Procedures, beginning in Section 1, page 4.
- In accordance with the Bylaws, the remaining annual tax proceeds will be allocated to reimburse qualifying ZooCorp operating and capital project claims. This Measure Z activity is tracked using fund 4850. Within this fund, two sub-classes (10000 and 42700) have been established to segregate monies available for disbursement to ZooCorp to be used in operations (10000) and capital facilities projects (42700). Procedures regarding this fund are outlined in Zoo Authority Policies and Procedures for Approval and Disbursement of Funds to Fresno's Chaffee Zoo Corporation, beginning in Section 2, page 11.
- All funds are deposited with the Fresno County Treasury and earn interest.

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

⁴ Appendix IV, Document C

SECTION 1

ZOO AUTHORITY POLICIES AND ADMINISTRATIVE PROCEDURES

I. Authority Annual Budget and Control Policies:

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

The Authority shall adopt an annual budget of its own administrative expenditures each fiscal year (July 1 to June 30). The adoption of the annual budget will be done during an Authority public meeting no later than one day prior to the start of the next fiscal year. The Authority's proposed annual budget will be available for public inspection at least fifteen days prior to the meeting. The Authority is not required to adhere to the specific requirements of the County Budget Act.

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

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

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

II. Contracted Staff Responsibilities

As per the *Agreement Between the Fresno County Zoo Authority and County of Fresno for Professional and technical Services*,⁵ Fresno County will provide staff for the following tasks:

A. Auditor-Controller/Treasurer-Tax Collector:

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

The Authority accepts the Treasurer's opinion on generally accepted accounting principles (GAAP), and will defer to the Treasurer on the appropriate accounting and reporting treatment for financial transactions related to the Administration, recording, and disbursement of Measure Z funds.

⁵Appendix IVV, Document B

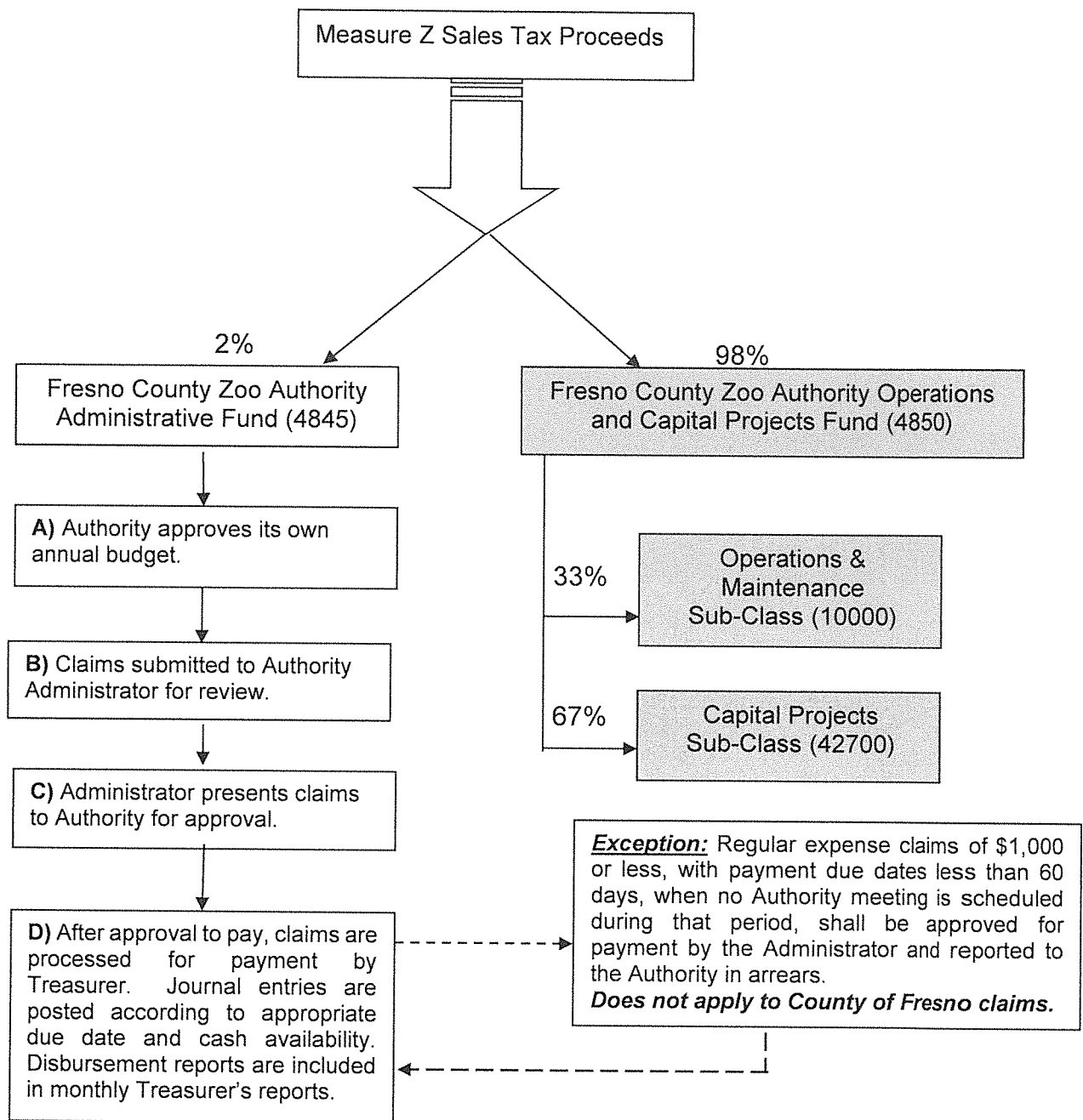
B. Responsibilities of Authority Administrator (or Designated Coordinator):

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

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

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

Exhibit 2 – Zoo Authority Claims Approval Process Overview



III. Authority Financial Policies:

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

IV. Authority Administrative Claims Approval Process/Procedures:

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

Only claims for reimbursements or for payments for goods and services, acceptable in the Measure Z Ordinance and Authority Bylaws will be accepted and approved by the Authority Administrator, reviewed by the Authority Board, and processed for payment by the Treasurer. For the most expeditious reimbursement, claims from supporting County departments should be submitted to the Administrator on a regular basis in order to be considered for approval at the next scheduled Authority Board meeting.

A. Non Fresno-County Related Expenses

- 1) All claims must be submitted to the Authority Administrator. The Treasurer will not accept any direct requests for claims of Authority administrative expenses.
- 2) The Administrator will review all claims and/or vendor invoices against the approved budget line items (i.e., funds must be in the appropriate category).
- 3) Claims submitted with insufficient/inappropriate documentation, against an unapproved budget line item, or exceeding budget limits will be rejected by the Administrator and returned to vendors for revision.
- 4) Upon completion of review and approval of claims, the Administrator will forward them to the Treasurer for payment processing.
- 5) Once an Administrator-approved claim is received the Treasurer will review, account for, and process payment in a timely manner, provided the claim is within budget appropriation limits at the line item level.
- 6) If sufficient cash is not available to pay a valid claim, the Treasurer will contact the Administrator, who will seek direction from the Authority at the next public meeting by presenting the claim and a recommendation to the Authority.
- 7) Treasurer's reports will be available monthly, tracking the expenditures, the categories, the level of expenditures and the amount available for future spending.
- 8) In addition, the Administrative and Trust Funds will be reconciled and reports will be furnished to the Authority as part of the Treasurer's Report for further tracking of expenditures and reporting their status.

B. Fresno-County Related Expenses

- 1) All claims must be submitted to the Authority Administrator. The Treasurer will not accept any direct requests for claims of Authority administrative expenses.
- 2) The Administrator will review and summarize all claims, forward to the Treasurer for review, and present the summary to the Authority for its approval prior to submitting the claims to the Treasurer for payment.
 - a) *Exception:* Where summarizing and seeking Authority approval prior to submission to Treasurer would delay payment more than sixty days from the claim due date, the Administrator is authorized to submit claims of less than \$1,000 on an individual basis to the Treasurer for expeditious payment processing, and the Administrator is further directed to report the payment in arrears to the Authority.
- 3) Authority approval will be documented in the Board's meeting minutes authorizing the specific payment within a rounding tolerance of \$1.00. Unpaid County of Fresno invoices have no expiration date and will be paid as presented to the Board.
- 4) Claims will be reviewed by the Treasurer for their appropriateness and to ensure it is within budget appropriation limits at the line item level.
- 5) No claim for reimbursement shall be paid without formal approval of the Authority, unless the approval is delegated to the Authority Administrator.
- 6) Where approval is delegated to the Authority Administrator, authorization to pay claims is derived from an approved budget.
- 7) Claims for reimbursement or payment of administrative expenses on behalf of the Authority shall be approved by the Authority Administrator, or his or her designee, reference the source of the authorizing approved budget (specifically, the account to be charged) and be submitted to the Treasurer in writing.
- 8) Records of all claims paid will be kept in accordance with the County of Fresno Records Retention Schedule and may be maintained as paper records ("hard copy") or scanned and maintained electronically ("soft copy") for audit purposes and future reference.

V. Authority Purchasing Policies:

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

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

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

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

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

VI. Authority Contract Policies:

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

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

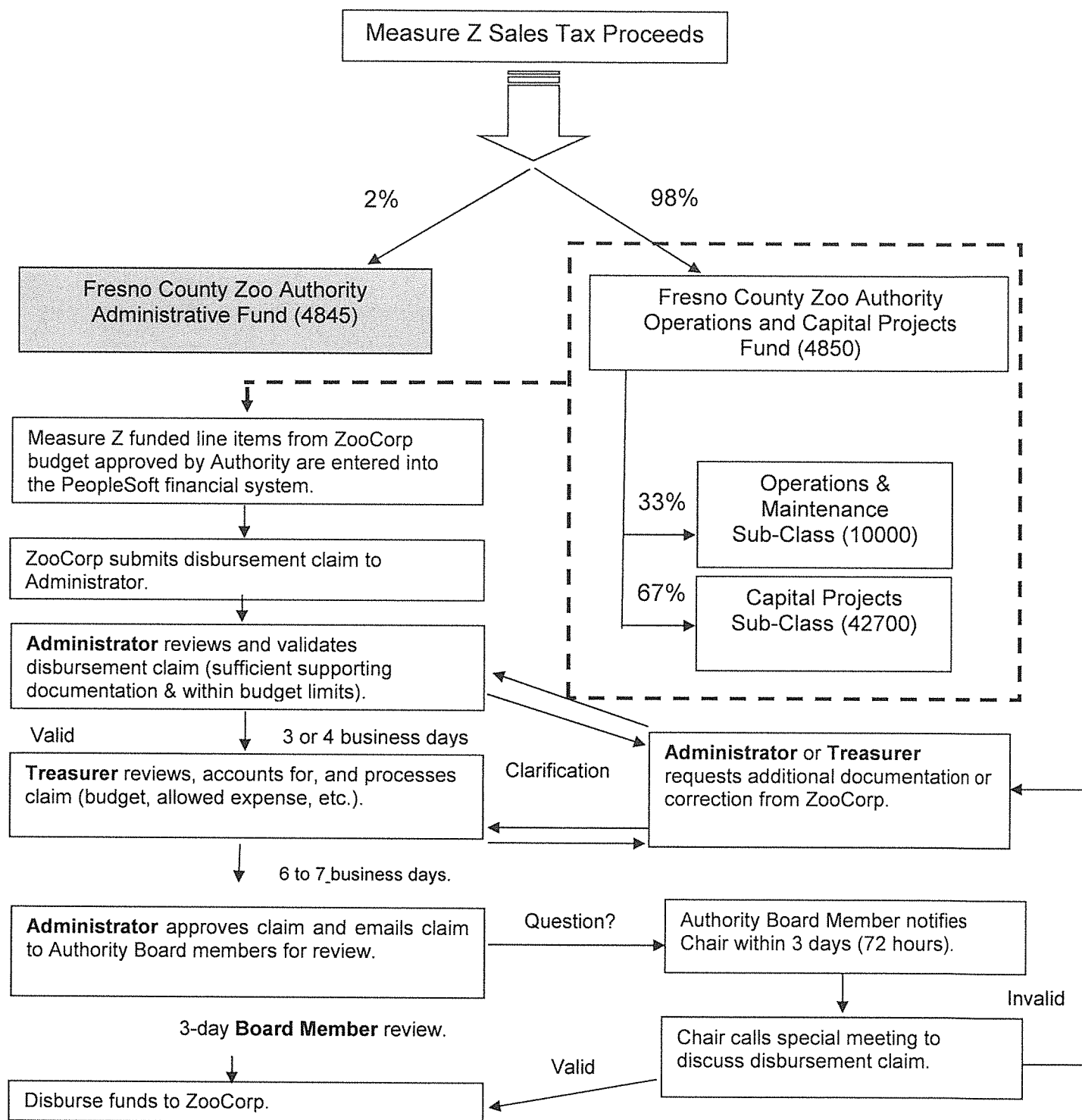
VII. Authority Financial Reporting and Audits:

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

Inquiries Related to these Policies and Procedures:

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

Exhibit 3– Zoo Corporation Claims Approval Overview



Fresno County Treasury processing and electronic funds transfer may require up to 4 days.

SECTION 2

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

I. Operations

A. *Operations Budget*

- 1) Each year, ZooCorp shall present operations budget line items (accounts) to be funded by Measure Z for approval by the Authority Board. At least 30 days prior to requesting approval, the budget shall be provided for Board and staff review. The segregated line items shall be specifically identified in ZooCorp's budget and shall be funded 100% (up to the budget amount) with Measure Z operations funds.
- 2) When ZooCorp's operations budget has been presented and Measure Z funded line items have been approved by the Authority, and as long as all other funding criteria as specified in the bylaws and claim supporting documentation requirements are met, the Authority adopts a policy of a standing authorization delegating final claim approval authority to the Administrator (or designated Coordinator) and approving the Treasurer to release funds to ZooCorp in accordance with the Administrator's signed approval and Board approved budget limits.

B. *Disbursement of Measure Z Funds for Operations*

- 1) ZooCorp shall submit a monthly operations claim separately for each month of the year within 60 days after the end of the month, with the exception of the first claim of ZooCorp's fiscal year, which shall be submitted within 90 days after the end of the month of December. Expenditures submitted more than 6 months after expenses are incurred will require explanation before processing. In addition, expenditures submitted more than 12 months after expenses are incurred will require Authority Board action.
- 2) The Disbursement Claim form (Appendix I) shall be used by ZooCorp. This form may be modified as mutually agreed by the Authority and ZooCorp.
- 3) Reimbursement shall be requested for incurred expenses only, with the exception of prepaid expenses or deposits on goods/services previously authorized through an Authority Board action at a public meeting.
- 4) Each operations claim shall contain expenses incurred only during the current ZooCorp budget year (January 1-December 31). Reimbursement will not be processed for expenses incurred in prior years, unless authorized through an Authority Board action at a public meeting. The lone exception is the claim for December expenses, which will occur in the subsequent Zoo Corp budget year.
- 5) Claims submitted shall have supporting documentation for expenses, including copies of the general ledger and/or other financial reports extracted from ZooCorp official accounting system, invoices and vendor contracts. Copies of invoices of \$1,000 or more shall also be included. Additional supporting documentation, including but not limited to invoices below \$1,000, may be requested of ZooCorp at the discretion of the Authority Board and/or staff.
- 6) In general, disbursements to ZooCorp will be equal to or greater than \$100,000 at a time.

- 7) The Authority does not need to take action for each disbursement or release of funds subsequent to approval of the ZooCorp budget line items. The Administrator is granted standing authority to approve claims submitted by ZooCorp. The Treasurer is granted authority to disburse funds (initiate the cash transaction) in accordance with budget limits, when the Treasurer receives the approved claim from the Administrator. Except in the absence of the Administrator, the Treasurer will not accept claims directly from ZooCorp. While the Treasurer can *receive* claims, it should be noted that *approval* must still be provided by the Administrator before the claim can be processed.
- 8) All disbursement claims shall be submitted to the attention of the Administrator, or in the absence of the Administrator, to the Treasurer. The disbursement request may be submitted as a "hard copy" (paper with an original ink signature) or emailed (preferred) from the ZooCorp Chief Financial Officer (CFO) or authorized person. See Section V.B., page 16 for documentation of authorized persons.
 - a) Hard copy disbursement claims shall be sent to: County of Fresno, Department of Public Works and Planning, Attn: Zoo Authority Coordinator, 2220 Tulare Street, 6th Floor, Mail Stop #214, Fresno, CA 93721.
 - b) E-mailed disbursement claims shall be sent to the Authority Coordinator, and a copy emailed to the Treasurer.
- 9) Disbursement claims shall reference the Operations Fund as the source of the approved budget. (See Disbursement Claim Form, Appendix I.)
 - a) Any disbursement request that would exceed the monthly budgeted amount of a particular Measure Z funded line item shall include explanations by ZooCorp management and details of variances of 25% or \$25,000 (whichever is less).
 - b) The Administrator will work directly with ZooCorp to ensure all required documentation to support the claim is provided, and to verify that the claim request is within approved budget limits at the line item level. Through each step in the claim process, the Administrator, Treasurer and ZooCorp CFO or designee will maintain communication by email to track the claim, anticipate and manage any problems, and minimize delays.
- 10) Payment of the claims will be processed as expeditiously as possible, within a maximum 16 business days from receipt of a complete claim to the Administrator: three days for Administrator review, six days for Treasurer review, three days for Board review, and up to four days for Fresno County Treasury processing and electronic funds transfer, unless extraordinary circumstances allow faster or require slower processing of the request.
 - a) Requests for clarification or additional documentation may delay the review process until resolved.
 - b) Claims will be processed in the order received, although ZooCorp may request that claims be processed in a particular order (e.g. an Operations claim before a Capital claim).
 - c) Claims will not be processed concurrently; each claim will be processed to the point of Authority Board review before a subsequent claim is processed.

- 11) After review, the Administrator will notify the ZooCorp CFO, and forward the claim to the Treasurer for review.
- 12) The Treasurer will review the claim for accounting form to ensure disbursement is in compliance with the approved budget limits, and accounting principles generally accepted in the United States (GAAP).
- 13) If sufficient cash is not available to pay a valid disbursement claim, the Treasurer will seek direction from the Authority at the next regularly scheduled public meeting, or specially requested meeting, by presenting the claim and a recommendation to the Authority.
- 14) Upon the completion of review of a claim, the Treasurer will email the claim to the Administrator for approval. The Administrator will then forward the claim to all members of the Zoo Authority Board for review and notify the ZooCorp CFO.
 - a) Any Authority Board member wishing to question or object to the claim must contact the Chair and Administrator, within 3 business days of the date and time of the claim email, and request a special meeting be arranged.
 - b) The Chair will notify the Authority Administrator to call a meeting for discussion of the claim. The special meeting called by the Chair shall be held as soon as it can be reasonably arranged for a quorum to be present at said meeting.

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

- c) If no request for a special meeting is received by the Administrator from a Board member by the expiration of the time specified in 13a above, the Treasurer will then direct payment for the claim to be processed expeditiously.
- 11) Disbursement of Funds:
 - a) The Treasurer will forward EFT confirmation or other record of disbursement to the Administrator and ZooCorp. The Administrator will then post the claim to the Zoo Authority website.
 - b) EFT fees will be charged at the current County of Fresno rate published in the annual Master Schedule of Fees. The disbursement claim must reference the appropriate banking information.

II. Capital Projects

A. *Capital Projects Budget and Plan*

ZooCorp shall provide reports on current and future projects at each Authority Board meeting, and provide updates as needed to the Zoo's Master Plan.

- 1) For each capital project funding request, ZooCorp shall provide to the Administrator an agenda item ~~of~~ for the proposed project for the Authority's consideration, including a description of the proposed project, conceptual design, major contractors, a summary of bid proposals, as well as a ZooCorp approved estimated budget, and Zoo Project Manager and contractor(s) agreements and/or proposal(s) that include a detailed scope of work. These documents shall be provided to Authority Board members and staff for review at least 30 days before requesting approval by the Zoo Authority Board. The budget shall include segregated line items (accounts) and related request amounts, that may be adjusted within the total budget. If a project budget includes a contingency line item, and contingency funds are later requested for reimbursement, an explanation of the expenditure will be noted on the Disbursement Claim form (Appendix I). Funding requests for project design or construction over \$30,000, and/or for projects with a contract that includes a Construction Manager at Risk shall follow the Authority's Retention Policy, adopted September 30, 2015. (See Appendix II, Definitions, Paragraph 3, and Requirements, Paragraph 1.) The Authority Board or staff may request additional information from ZooCorp on the planned projects prior to hearing a request for funding.
- 2) The budget for a specific major project may be requested in one lump sum, but will only be approved at the discretion of the Authority Board. In the event that a budget is approved for an entire project that will be constructed over a period of time exceeding one Authority fiscal year (July 1-June 30), any unexpended appropriations will be encumbered (rolled over) at year end. The encumbered appropriations will be available to pay for construction in progress for a period not to exceed two (2) fiscal years or 24 months, after which ZooCorp may request approval of a re-appropriation of unspent funds for incomplete projects at an Authority Board meeting. The request shall include a presentation on the projects and progress to date.
- 3) ZooCorp may present to the Authority Board an annual capital projects budget request, and/or at any meeting may request funds for specific capital projects. At the request of ZooCorp and with the approval of the Authority Board, a specific project budget may be modified for large project changes. If after funding has been approved, there is a change in the scope of a project or with a previously contracted service provider, ZooCorp shall notify the Authority, amend or terminate the affected agreements, approve new agreements, if necessary, and provide them to the Authority. ZooCorp shall then request re-approval of the project's funding under the new scope of work or new or amended agreements at the next Authority meeting, after which further reimbursement may be claimed.
- 4) When ZooCorp capital projects budgets have been approved by the Authority, and as long as all other funding criteria as specified in ~~the Authority b~~the Authority's Bylaws, and financial procedures, and claim supporting documentation requirements are met, the Authority adopts a policy of a standing authorization, delegating final claim approval authority to the Administrator (or designated Coordinator) and approving the Treasurer to release funds to ZooCorp in accordance with the Administrator's signed approval and Board approved budget limits.

B. Capital Projects Policy

All capital project claims submitted by ZooCorp for reimbursement shall be in accordance with the Authority's Measure Z Capital Projects Policy. Adopted June 24, 2009, the Policy defines the criteria of capital projects that qualify for reimbursement of Measure Z funds. (See Appendix III.)

C. Disbursement of Measure Z Funds for Capital Projects

Procedures for the disbursement of funds for Capital Projects claims are similar but not identical to Operations claims. Differences are found below in paragraphs 1, 5, 9a, 10, 13 and 14c.

- 1) The ZooCorp may submit capital claims on an as-needed basis, usually within 60 days after the end of a month, with the exception of the first claim of the ZooCorp's fiscal year, which shall be submitted within 90 days after the end of the month of December. Expenditures submitted more than 6 months after expenses are incurred will require explanation before processing. In addition, expenditures submitted more than 12 months after expenses are incurred will require formal Zoo Authority Board action.
- 2) The Disbursement Claim form shall be used by ZooCorp. This form may be modified as mutually agreed by the Authority and ZooCorp.
- 3) Reimbursement shall be requested for incurred expenses only. No prepaid expenses or deposits on goods/services will be reimbursed, unless authorized through an Authority Board action at a public meeting.
- 4) Each Capital claim shall contain expenses incurred only during the current ZooCorp budget year (January 1-December 31). Reimbursement will not be processed for expenses incurred in prior years, unless authorized through an Authority Board action at a public meeting. The lone exception is the claim for December expenses, which will occur in the subsequent Zoo Corp budget year.
- 5) Claims submitted shall have supporting documentation for expenses, including copies of the general ledger and/or other financial reports extracted from ZooCorp's official accounting system. Claims will be reviewed and processed for reimbursement only after Authority staff determines that provided invoices signed contracts or signed proposals, bonds, and invoices include sufficient detail of work. Invoices of Project Managers and their employees under contract with ZooCorp who may simultaneously work on multiple projects, and design firms or contractors whose agreements or proposals include hourly rates rather than progress billing, shall also include each employee name or job title, duties or tasks accomplished, hourly rate and hours worked on each project. (See new Appendix IV, Employee Hours Template for Invoices for Measure Z Funds.) Copies of invoices of \$1,000 or more shall also be included. Additional supporting documentation, including but not limited to invoices below \$1,000, may be requested of ZooCorp at the discretion of the Authority Board and/or staff.
- 6) In general, disbursements to ZooCorp will be equal to or greater than \$100,000 at a time.
- 7) The Authority Board does not need to take action for each disbursement or release of funds subsequent to approval of the project budget. The Administrator is granted standing authority to approve claims submitted by ZooCorp based on the approved project budget, and the Authority's Capital Projects Policy. The Treasurer is granted authority to disburse funds (initiate the cash transaction) in accordance with project budget limits for line items when the Treasurer receives the approved claim from the Administrator. Except in the absence of the Administrator, the Treasurer

will not accept claims directly from ZooCorp. While the Treasurer can *receive* claims, it should be noted that *approval* must still be provided by the Administrator before the claim can be processed.

- 8) All disbursement claims shall be submitted to the attention of the Administrator, or in the absence of the Administrator, to the Treasurer. The disbursement request may be submitted as a "hard copy" (paper with an original ink signature) or emailed (preferred) from the ZooCorp CFO or authorized person See Section V.B., page 18 for documentation of authorized persons.
 - a) Hard copy Disbursement Claims shall be sent to: County of Fresno, Department of Public Works and Planning, Attn: Zoo Authority Coordinator, 2220 Tulare Street, 6th Floor, Mail Stop #214, Fresno, CA 93721.
 - b) E-mailed disbursement claims shall be sent to the Authority Coordinator, and a copy emailed to the Treasurer.
- 9) Disbursement claims shall reference the Capital Projects Fund as the source of the approved budget. (See Disbursement Claim Form, Appendix I.)
 - a) The Administrator will work directly with ZooCorp to ensure all required documentation to support the claim is provided, and to verify that the claim request is within approved budget limits at the line item level. Through each step in the claim process, the Administrator, Treasurer and the ZooCorp Chief Financial Officer (CFO) or designee will maintain communication by email to track the claim, anticipate and manage any problems, and minimize delays.
- 10) Payment of the claims will be processed as expeditiously as possible, within a maximum of 18 business days from receipt of a complete claim to the Administrator: four days for Administrator review, seven days for Treasurer review, three days for Board review, and up to four days for Fresno County Treasury processing and electronic funds transfer, unless extraordinary circumstances allow faster or require slower processing of the request.
 - a) Requests for clarification or additional documentation may delay the review process until resolved.
 - b) Claims will be reviewed in the order received, although ZooCorp may request that claims be processed in a particular order (for example, an Operations claim before a Capital claim).
 - c) Claims will not be reviewed concurrently; each claim will be processed to the point of Authority Board review before a subsequent claim is processed.
- 11) After review, the Administrator will notify the ZooCorp CFO, and forward the claim by email to the Treasurer for review.
- 12) The Treasurer will review the claim for accounting form to ensure disbursement is in compliance with the approved budget limits, and accounting principles generally accepted in the United States (GAAP).

If sufficient cash is not available to pay a valid disbursement claim, the Treasurer will seek direction from the Authority at the next regularly scheduled public meeting, or specially requested meeting, by presenting the claim and a recommendation to the Authority.
- 13) Upon the completion of review of a claim, the Treasurer will email the claim to the Administrator for approval. The Administrator will then forward the claim to all members of the Zoo Authority

Board for review and notify the Zoo Corp CFO. If a project budget included a contingency line item and contingency funds were requested for reimbursement, an explanation of the expenditure will be noted on the Disbursement Claim form.

- a) Any Authority Board member wishing to question or object to the claim must contact the Chair and Administrator, within 3 business days of the date and time of the claim email, and request a special meeting be arranged.
- b) The Chair will notify the Authority Administrator to call a meeting for discussion of the claim. The special meeting called by the Chair shall be held as soon as it can be reasonably arranged for a quorum to be present at said meeting.
Note: No discussion of the disbursement claim or approval/denial can happen among Board members via email. Discussion and action must be taken during a public meeting.
- c) If no request from a Board member for a special meeting is received by the Administrator by the expiration of the time specified in 13a above, the Administrator will then direct the Treasurer to process payment of the claim expeditiously.

14) Disbursement of Funds:

- a) The Treasurer will forward the EFT confirmation or other record of disbursement to the Administrator and ZooCorp. The Administrator will then post the claim to the Zoo Authority website.
- b) The EFT fees will be charged at the current County of Fresno rate published in the annual Master Schedule of Fees. The disbursement claim must reference the appropriate banking information.
- c) As per Agreement,⁶ contracts with retention, confirmation of the deposit of funds into an escrow account shall be provided to the Administrator within 3 days of disbursement.

III. Authority Staff Accounting Records and Reporting:

- A. At time of approval, Measure Z funded line items (estimated expenditures and/or disbursements), and estimated sales tax revenue information from ZooCorp budgets will be loaded into the County's PeopleSoft financial system.
- B. ZooCorp disbursements will be tracked against those Measure Z related line items.
- C. At each Board meeting staff will present monthly reports to the Authority regarding Measure Z funds and disbursements to ZooCorp
- D. Records of all claims paid will be kept in accordance with the County of Fresno's records retention policies and may be maintained as paper records ("hard copy") or scanned and maintained electronically ("soft copy") for audit purposes and future reference.
- E. Each uniquely identifiable Capital Project will be assigned a project number in PeopleSoft that will be used to track the project budget as well as transactions to date and to facilitate project level reporting to the Board, ZooCorp or public.

⁶ See Appendix IVV, Document D

IV. Fresno's Chaffee Zoo Corporation Accounting Records and Reporting:

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

V. Additional Documentation:

- A. Before any disbursement, requests are honored, ZooCorp will provide to the Treasurer a completed "Request for Taxpayer Identification Number and Certification" (IRS form W-9) and a list of persons authorized to approve funding requests on behalf of ZooCorp.
- B. Annually, or when changes in personnel occur, ZooCorp shall provide a list of ZooCorp officials to the Authority, including signatures and email addresses, who are authorized to approve and submit claims for disbursement of Measure Z funds.

VI. Fresno's Chaffee Zoo Corporation Financial Reporting and Audits:

- A. ZooCorp shall provide the Authority with audited financial statements and an audit report for each fiscal year. The audit of these financial statements shall be performed by an external certified public accountant or firm (Independent Auditor) and shall be conducted in accordance with auditing standards generally accepted in the United States of America. As a specific requirement of the Authority, the audited financial statements shall disclose "separately" (on a Measure Z Tax footnote) all financial activity related to the revenue and expenditures of Measure Z funds by ZooCorp. Operations expenses should be segregated by account name, while capital project expenses should be segregated by both account name and project.
- B. ZooCorp shall also provide to the Authority with an "Independent Accountant's Report on Applied Agreed-Upon Procedures" to be performed by ZooCorp external auditor. As part of these Agreed-Upon Procedures, the external auditor must at a minimum, perform the following procedures: (1) review all (100%) reimbursements to ZooCorp for Measure Z funded expense line items paid by "all other entities or third parties (other than the Authority)", for purposes of determining if any operating and/or capital project expenses reimbursed by the Authority (Measure Z funds) were also reimbursed by a different entity or third party, and (2) review a sample (at least 75% population coverage) of Measure Z claims submitted for operations and capital projects, to determine if Measure Z-funded expenses were accounted for separately.
- C. 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.

- D. The Zoo Corp shall maintain inventory of all capital improvements purchased with Measure Z capital projects funds regardless of whether the improvements are capitalized or not. ZooCorp management shall present an annual report of capital assets inventory including additions and deletions. The inventory report shall cover a full calendar year (January-December) utilizing the accrual basis of accounting, and should be certified/attested to by ZooCorp external auditor (in writing). The report shall be presented to the Authority Board during a regular public meeting by June 30th of each year, or its next scheduled meeting.

Inquiries of ZooCorp's Financial Position:

For questions related to the financial position of the ZooCorp should be directed to the organization.

Inquiries Related to these Policies and Procedures:

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

APPENDIX

Appendix I

Disbursement Claim for Measure Z Funds

Please remit to:

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

★	_____ Disburse via Wire Transfer
Receiving Bank ABA#	_____
ABA #	_____
Account #	_____
Account Title	_____

Disbursement Claim #: _____ Claim Submission Date: _____

☐ Operations

☐ Capital Projects

For questions regarding the status of this disbursement request, please contact the Office of the Auditor/Controller-Treasurer/Tax Collector, Financial Reporting & Audits Division, (559) 600-1373.

☐ *Check here if this disbursement request is electronically submitted to the Zoo Authority Administrator*

☐ *Check here if this disbursement request is electronically approved for payment by the Zoo Authority Administrator.*

Fresno's Chaffee Zoo Corporation
Chief Financial Officer or designee
Approval Signature

Fresno County Zoo Authority
Administrator/Coordinator
Approval Signature

Disbursement Claim for Measure Z Funds

Disbursement Claim #: _____ Claim Submission Date: _____

Request Details

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

Capital Claim contingency usage, or Operations Claim budget variance explanation:

Appendix II

Retention Policy

Adopted September 30, 2015

Revised February 13, 2018

Purpose

This Policy provides requirements for Agreements between the Fresno Chaffee Zoo Corporation (ZooCorp) and any party acting as a Construction Manager at Risk for construction of Measure Z funded capital projects, and the process for the disbursement of Measure Z funds and release of funds in escrow when there is agreement for security deposits in lieu of retention.

Definitions

1. "Agreement" shall be defined herein as an executed contract.
2. "Construction Manager at Risk" shall be defined as an individual, partnership, joint venture, corporation, or other recognized legal entity, that is appropriately licensed in this state, including a contractor's license issued by the Contractors' State License Board, and that guarantees the cost of a project and furnishes construction management services, including but not limited to, preparation and coordination of bid packages, scheduling, cost control, value engineering, evaluation, preconstruction services, and construction administration.
3. "Retention" shall be defined as the percentage of the Measure Z funds retained by the ZooCorp for security purposes relating to work to be performed on claims reimbursed for Capital Projects over \$30,000, and/or for which there is a Construction Manager at Risk. Retention shall be no less than five percent (5%). If the Authority has approved a finding by the ZooCorp, on a project by project basis, during a properly noticed and normally scheduled public hearing and prior to bid, that a project is substantially complex and therefore requires a higher retention amount, Retention may be greater than 5%, but not more than ten percent (10%).
4. "Escrow Account" shall mean an account established at a financial institution or bank by ZooCorp for purposes of depositing and holding Retention funds paid by the Authority to ZooCorp, pending disbursement, to the Construction Manager at Risk.

Requirements

1. ZooCorp requests for funding for construction of Capital Projects over \$30,000 (and/or for which there is a Construction Manager at Risk) shall be received for staff and Board member review at least 30 days before the Board meeting at which the funding request will be made, and shall include an Agreement with the construction firm stating the requirement for Retention and its terms.
2. Requests for funding for the design of Capital Projects over \$30,000 shall be received for staff and Board member review at least 30 days before the Board meeting at which the funding request will be made, and shall include an Agreement with the design firm stating the requirement for Retention and its terms.

(continued)

Appendix II

Page 2

Procedures for Payment of Invoices by the Authority

ZooCorp invoices are received, reviewed, and paid in accordance with the terms of the December 21, 2005 Agreement Regarding Procedures For Distribution Of Tax Revenue To The Chaffee Zoo, as amended, and with the Authority's Procedures for Approving and Administering Measure Z Funds.

ZooCorp's Deposit of Funds Received from Authority

Not later than two business days from its receipt of funds from the Authority for reimbursement of project invoices, ZooCorp shall deposit Retention funds in the appropriate Escrow Account. Within one business day of deposit of funds in the Escrow Account, ZooCorp shall send proof of deposit of the funds to the Authority.

Certification to the Authority

Prior to releasing any Retention funds from the Escrow Account, ZooCorp shall request the release at an Authority Board meeting, at the same time presenting written certification that all conditions of the Escrow Agreement have been met, that the construction project is final and complete in accordance with the construction contract, and that the release of funds in the Escrow Account is appropriate. If applicable, such written certification shall include certification from the project architect or lead engineer that the project has been completed in accordance with the plans and specifications.

Disputes

1. The ZooCorp shall advise the Authority in writing of any dispute between ZooCorp and the Construction Manager at Risk regarding retention funds within 30 days of such dispute coming to the attention of ZooCorp.
2. The construction contract shall require that any settlement agreement between the Construction Manager at Risk and ZooCorp involving retention funds be made public.
3. Any previously released retention funds that are recouped by ZooCorp as part of a settlement with the Construction Manager at Risk shall be returned by ZooCorp to the Measure Z Capital Fund.

Authority Consent to Distribution of Escrow Funds

Upon receipt of the required written certification from ZooCorp that the project is final and complete in accordance with the construction contract, the Authority will not unreasonably withhold its consent to the release of the funds held in escrow. If it withholds consent, the Authority will set forth in writing its objections, stating those items that are not final and complete according to the construction contract.

Appendix III

Measure Z Capital Projects Policy

Adopted June 24, 2009

Purpose

The purpose of this policy is to define the criteria of capital projects that qualify for reimbursement of Measure Z Capital Project Funds. In addition to meeting the requirements of this policy, the project and related budget must have been previously approved by the Zoo Authority Board (as required by Ordinance 2004-1) either through the Master Plan or Annual Capital Projects Plan and an adopted capital projects budget.

Measure Z-funded capital improvement projects must meet one of the conditions 1-3.

1. The construction or purchase of a Fresno Chaffee Zoo fixed asset (building, facility, structure, or exhibit), that has a useful operational life of 5 years or longer, and a cost of \$30,000 or more. Capital outlay expenditures required for the intended use of the construction or purchase of the asset may be included at the discretion of the Zoo Authority Board.

OR

2. A major renovation, expansion, or replacement of a current Fresno Chaffee Zoo fixed asset (building, facility, structure, or exhibit) that extends the useful operational life of the asset by 5 years or more, or expands the capacity of an existing asset, and has a cost of \$30,000 or more. Capital outlay expenditures required for the intended use of the renovation, expansion, or replacement of the asset may be included at the discretion of the Zoo Authority Board.

OR

3. Cost required for the acquisition and safe transport of animals that would have a useful life to the Fresno Chaffee Zoo of at least 5 years, including transportation, travel, and health expenses during such transportation and travel.

Appendix IV

Employee Hours Template For Invoices For Measure Z Funds

Reserved for business name, addresss, logo, etc.

Prepared for Invoice # _____

Page ____ of ____

Billing Period _____

Date _____

Project Name				
Per agreement, is Retention applicable to this project? Yes _____ No _____				
Employee Name or Title	Duties/Tasks Accomplished this Period	Hours Worked	Pay Rate	Subtotal
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Project Total				\$

Project Name				
Per agreement, is Retention applicable to this project? Yes _____ No _____				
Employee Name or Title	Duties/Tasks Accomplished this Period	Hours Worked	Pay Rate	Subtotal
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Project Total				\$

Project Name				
Per agreement, is Retention applicable to this project? Yes _____ No _____				
Employee Name or Title	Duties/Tasks Accomplished this Period	Hours Worked	Pay Rate	Subtotal
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Project Total				\$

Appendix ~~IV~~V

Referenced Documents

These documents can be viewed on the Authority's website: <http://www.zooauthority.org/Documents.asp>

<u>Document</u>	<u>Title</u>	<u>Referenced on Page</u>
A	Agreement Regarding Procedures for the Distribution of Tax Revenue to the Fresno Chaffee Zoo (December 21, 2005)	1
B	Agreement Between Fresno County Zoo Authority and County of Fresno for Professional and Technical Services (#05-237, June 14, 2005)	1, 4
C	Fresno County Zoo Authority Bylaws (Amended December 9, 2015)	3
D	Agreement Regarding Escrow Agreements for Security Deposits in Lieu of Retention (October 10, 2014)	15, 18

Draft 2019 Zoo Authority Meeting Calendar

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						
April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
Holidays and Observances																				
Jan 1	New Year's Day						April 21	Easter Sunday						Nov 11	Veterans Day					
Jan 21	Martin Luther King Day						May 27	Memorial Day						Nov 28	Thanksgiving Day					
Feb 18	Presidents' Day						July 4	Independence Day						Nov 29	County Holiday					
April 1	Cesar Chavez Day, observed						Sept 2	Labor Day						Dec 25	Christmas Day					

2018 Zoo Authority Adopted Meeting Calendar

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13*	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
*2/13 Special Meeting																				
April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5					1	2	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4						1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3						1	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
Holidays and Observances																				
Jan 1	New Year's Day						April 1	Easter Sunday						Nov 12	Veterans Day, observed					
Jan 15	Martin Luther King Day						May 28	Memorial Day						Nov 22	Thanksgiving Day					
Feb 19	Presidents' Day						July 4	Independence Day						Nov 23	County Holiday					
Mar 30	Cesar Chavez Day, observed						Sept 3	Labor Day						Dec 25	Christmas Day					

DRAFT

Finance Committee Meeting Minutes

September 20, 2018

Fresno Chaffee Zoo
894 West Belmont Avenue
Fresno, CA 93728

The meeting of the Fresno Chaffee Zoo's Finance Committee convened on September, 2018 at 4:18 PM at 894 West Belmont Avenue, Fresno, California. The meeting minutes were prepared in the order items were presented during the meeting.

Members Present: Kyle Kirkland – Committee Chair
Ms. Julie Vance
Mr. Ed Gonzalez
Mr. Tom Richards

Advisors Present: Mr. Scott Barton – CEO
Dr. Rick Treatch – CFO

FCZC Staff Present: Mr. Amos Morris – COO
Mr. Steven Gonzales-Warkentin – Executive Assistant

Agenda Item #2: Chair Update

Mr. Kirkland stated that he did not have anything to report beyond the current agenda items.

Agenda Item #3: August Meeting Minutes

After review of the draft minutes, the Finance Committee voted to approve the draft minutes. Mr. Gonzalez moved for approval and Ms. Vance seconded. The motion was approved (4-0).

Agenda Item #4: Zoo Construction Update

Mr. Barton updated the Committee on capital improvement projects such as the Warthog Exhibit currently underway, the South Corridor Infrastructure project which is scheduled to begin September 24, 2018, and the Conservation Building project which will be submitted for bid. Mr. Barton also reported that he expected that the warranty claim on the thatch roofing in African Adventure should be resolved in the next few days with the contractor and manufacturer providing funds to cover the entire cost of replacement/repairs. Mr. Kirkland requested the future updates on projects include the original approved budget, a description of the progress and spending to the date of the update.

Agenda Item #5: August Financial Report

Dr. Treatch reported the Zoo attendance was down in July due to excessive high heat and poor air quality. Special events such as Zoo Boo and Zoo Lights are expected to drive attendance through the holiday season. Dr. Treatch also reported that self-generated revenue increased with increased ticket prices in 2018. Operating expenses are expected to be slightly below budget by the end of the year. The Committee members discussed various revenue, expense and variance items and expressed satisfaction with the report as presented.

Mr. Richards motioned to approve the financial report be presented in current state to the board and Mr. Gonzalez seconded. The motion was approved (4-0).

Agenda Item #6: Belmont Basin Relief Line – Change in Scope

Mr. Barton reported that the Metropolitan Flood Control District required a change in scope to the project totaling \$51,768.44 and described the nature of the change.

After some discussion, Mr. Richards motioned to approve the request for additional funds to be presented to the Zoo Corporation Board and Ms. Vance seconded. The motion was approved (4-0).

Agenda Item #7: Winged Wonders Bird Show – Contract Funding

Mr. Barton reported the contract to purchase the Winged Wonders Bird show has been received from counsel and appeared to be in order. The purchase price of \$276,166.00 includes 100 hours of consulting, all intellectual property and the show's birds. The Zoo's ownership would begin January 1, 2019. Dr. Treatch reported that money would need to be taken from the Zoo's reserves to purchase.

Mr. Gonzales motioned to approve the request for funding to purchase the Winged Wonders Bird Show be presented to the Zoo Corporation Board and Ms. Vance seconded. The motion was approved (4-0).

Agenda Item #8: ZooPlex – Change in Scope

Dr. Treatch reported a change in scope resulting from the addition of a cost estimating service suggested by the project's architect, Paul Halajian. The cost, \$20,164.00, would be additional Measure Z funds.

Mr. Richards recommended approving the additional funds, but requested that Mr. Barton report back to the Board who will be performing the cost estimate, on where the company is based.

Ms. Vance motioned to approve the request for additional funding, totaling \$20,164.00 be presented to the Zoo Corporation Board and Mr. Kirkland seconded. The motion was approved (4-0).

Agenda Item #9: Asia Project's Updated Cost

Dr. Treatch reported that the reimbursable expenses totaling \$112,500.00 for CLR Design were not previously included in the Zoo's request for Measure Z funds.

Mr. Richards motioned to approve the request for additional funds totaling \$112,500.00 be presented to the Zoo Corporation Board and Ms. Vance seconded. The motion was approved (4-0).

Agenda Item #10: African Thatch replacement

Agenda item was previously discussed under Agenda Item #4. No action was taken.

Agenda Item #11 (New Business) and #12 (Old Business)

Mr. Kirkland then asked if there was any new or old business for consideration. Hearing none, he adjourned the meeting at 5:23 PM.

Fresno's Chaffee Zoo Board of Directors Meeting Minutes

September 20, 2018

Fresno's Chaffee Zoo
894 West Belmont Avenue
Fresno, CA 93728

The meeting of the Fresno Chaffee Zoo's Board of Directors convened on September, 2018 at 6:08 PM at 894 West Belmont Avenue, Fresno, California. The meeting minutes were prepared in the order items were presented during the meeting.

Members Present: Mr. Tom Richards - Chairman
Mr. Kyle Kirkland
Ms. Julie Vance
Mr. Ed Gonzalez
Mr. Babatunde Ilori
Dr. Emy Lopez Phillips
Ms. Chelsea Cates
Mr. Ken Price

Advisors Present: Ms. Dorothy Fortune
Dr. Doug Larsen

FCZC Staff Present: Mr. Scott Barton
Mr. Amos Morris
Dr. Rick Treatch
Ms. Alisha Anderson
Ms. Laura Martina
Ms. Lyn Myers
Dr. Shannon Nodolf
Ms. Lisa Condoian
Mr. Dean Watanabe
Mr. Steven Gonzales-Warkentin – note taker

Guest Speaker: Dr. Kyle Lundby – Principal, Global Aspect

Agenda Item #1 Tour of the Zoo Hospital

All those present received an educational overview of the Hospital prior to the start of the meeting.

Agenda Item #3 Chair Update

Mr. Richards acknowledged the success of the Zoofari event which was held at the zoo on Friday, September 14, 2018.

Agenda Item #4 CEO Update

Mr. Barton informed the Board of a trespasser who was caught by zoo security and the Fresno Police Department on the previous evening, Wednesday, September 19, 2018. No injuries reported and no animals harmed.

Next week in Seattle is the Association of Zoos and Aquariums annual conference. Several Zoo executives will be in attendance.

Agenda Item #5 August Meeting Minutes

The Board of Directors voted to approve the draft minutes. Mr. Kirkland moved for approval and Ms. Vance seconded. The motion was approved (9-0).

Agenda Item #6 Biennial Employee Engagement Survey Results

Dr. Lundby informed the Board that Global Aspect is a third party company that conducts employee surveys on behalf of many zoos and aquariums around the nation.

The employee engagement survey was administered online, via email, in August and was completely anonymous.

The results from the survey showed a strong passion for the work being done at the Zoo.

Areas of opportunity to focus on are communication and trust.

Dr. Lundby indicated that the Fresno Chaffee Zoo scored higher than other zoos and aquariums surveyed.

Mr. Richards requested an action plan to address the areas of concern, and to report back to the Board in November.

Agenda Item #7 July Financial Report

Dr. Treatch reported on July's financials which were discussed at the Finance Committee meeting held earlier. The Zoo's attendance was down in July due to poor air quality and excessive heat. Operating expenses are under budget. Expenses will rise during the last part of the year due to an increase in special events.

Mr. Price motioned to accept the financial report, and Mr. Kirkland seconded. The motion was approved (9-0).

Agenda Item #8 Belmont Basin Relief Line Change in Scope

Prior to the start of the discussion Mr. Price excused himself from the room. He abstained from the conversation because his company represents the Fresno Metropolitan Flood Control District.

Mr. Richards stated the Belmont Basin Relief Line Project has been held up by the Fresno Metropolitan Flood Control District for the past twelve months, during which time the District was formulating its requirements for the project.

There is a change in scope to the project totaling \$51,768.44 that was discussed at the Finance Committee meeting held earlier.

A motion to request additional funds from the Zoo Authority was made by Mr. Kirkland and seconded by Mr. Gonzalez. The motion was approved (8-0).

Agenda Item #9 Winged Wonders Bird Show – Contract Funding

Mr. Larsen, who drafted the contract to purchase the Winged Wonders Bird Show informed the Board that the contract satisfies and protects the zoo.

The purchase of the Winged Wonders Bird Show was discussed at the Finance Committee meeting held earlier.

A motion to move forward with the purchase of the Winged Wonders Bird Show for \$276,166.00 was made by Mr. Kirkland and seconded by Ms. Vance. The motion was approved (9-0).

Agenda Item #10 ZooPlex Change in Scope

Dr. Treatch reported a change in scope resulting from the addition of a cost estimating service suggested by the project's architect, Paul Halajian.

The cost, \$20,164.00 would require additional Measure Z funding.

Mr. Richards stated the cost was discussed in the Finance Committee Meeting held earlier and was recommended for approval, provided that Mr. Barton work with the Project Manager, Ryan Liggett, to evaluate the cost estimator firm and confirm has reasonable knowledge of costs for the Fresno County area.

Mr. Barton will report back to the board on this matter at the next Board meeting.

A motion was made to approve the additional funds by Ms. Vance and Mr. Price seconded. The motion was approved (9-0).

Agenda Item #11 Asia Project's Updated Cost

Dr. Treatch reported that the reimbursable expenses totaling \$112,500.00 for CLR Design were not previously included in the zoo's request for Measure Z funds.

Mr. Richards indicated that upon review of the original proposal, this cost was included but missed at the August Board Meeting.

This item was reviewed during the Finance Committee Meeting held earlier.

A motion to approve the additional funds totaling \$112,500.00 was made by Mr. Kirkland and was seconded by Mr. Price. The motion was approved (9-0).

Agenda Item #12 African Thatch Replacement.

Mr. Larsen reported that the zoo is close to receiving \$200,000.00 from the thatch manufacturer. A contract was signed by Mr. Barton on Tuesday, September 18, 2018.

Mr. Kirkland stated an additional \$70,000.00 is to be received from Harris Construction Company, Inc.

A bid from Graham-Prewitt has been received for the replacement of the thatch for \$259,000.00

A motion to proceed with the replacement of the thatched roof in African Adventures, conditioned on the receipt of \$200,000.00 from the manufacturer was made by Mr. Price and Mr. Gonzalez seconded. The motion was approved (9-0).

Agenda Item #13 New Business

Mr. Barton informed the Board that David McDonald is interested in donating funding to replace the decomposed granite pads in African Adventures, Sea Lion Cove, and potential other areas of the zoo. This donation would be restricted funding, with no cost to the Zoo.

Agenda Item #14 Old Business

Mr. Morris reported the Zoo has been in contact with Ryan McNeil from Mosquito Vector. A reoccurring morning meeting prior to Zoo's opening has been established for Mr. McNeil and company to enter the Zoo to address the mosquito control.

Mr. Morris also reported that Mr. McNeil stated he had sent a registered letter to the Zoo and members of the Board. All present confirmed that no such letter has been received to date.

Dr. Nodolf reported that the Zoo has not been billed for any of Mosquito Vectors services previously, but stated that this may change going forward. This would be an unexpected cost for the Zoo.

Ms. Martina reported that a salary survey was performed for the new IT/BI Analyst position and found that the median wage for this position was close to what the Board had previously suggested.

Mr. Morris informed the Board that next week is the Association of Zoos and Aquariums' annual conference. Many members of the Zoo's executive team are involved with the association.

- Amos Morris is an AZA Inspector and part of the Accreditation Commission.

- Dean Watanabe is the Vice Chair for the Diversity Committee.
- Laura Martina is the Vice Chair of the Human Resources Committee, and ELDP Process Coach and a Professional Development Committee member.
- Lisa Condoian is the Regional Coordinator for the Business Operations Committee, a committee member and also an AZA Inspector.
- Lyn Myers is the Vice Coordinator for the Tiger TAG.
- Scott Barton is a Conference Committee Member.

The Board of Directors Meeting adjourned at 7:06 PM

DRAFT

Fresno's Chaffee Zoo Audit Committee Meeting Minutes

October 16, 2018

Fresno Chaffee Zoo
894 West Belmont Avenue
Fresno, CA 93728

The meeting of the Fresno's Chaffee Zoo Corporation's Audit Committee convened on October 16, 2018 at 10:02 AM at 894 West Belmont Avenue, Fresno, California. The meeting minutes were prepared in the order items were presented during the meeting.

Members Present: Mr. Craig Saladino – Committee Chair
 Mr. Ken Price
 Mr. Gary Renner
 Ms. Julie Vance

FCZC Staff Present: Mr. Scott Barton
 Mr. Amos Morris
 Dr. Rick Treatch
 Ms. Laura Martina
 Mr. Steven Gonzales-Warkentin – note taker

Public Comment

None offered

Agenda Item #2: Chair Update

Mr. Saladino stated that the purpose of this meeting is to select the Zoo's new auditing firm.

Agenda Item #3: Audit Committee Minutes from June 12, 2018

The Committee members voted to approve the draft minutes. Mr. Renner moved for approval and Ms. Vance seconded. The motion was approved (4-0).

Agenda Item #4: Audit Proposals

The Audit Committee reviewed proposals submitted by Baker Peterson Franklin, Borchardt Corona Faeth & Zakarian, Draitsas Groom McCormick LLP, Hudson Henderson & Company Inc. and MossAdams.

Dr. Treatch informed the Committee that Fresno's Chaffee Zoo Corporation does not currently have a policy in place which addresses the solicitation and retention of auditors.

Mr. Price made a motion that Dr. Treatch prepare a policy for review by Fresno's Chaffee Zoo Corporation Chairman, Mr. Tom Richards and Vice Chairman, Mr. Craig Saladino, which will then be presented to the Board of Directors at the November Board Meeting. The policy shall outline how often the Zoo requests proposals, and how many consecutive years the selected auditor may perform the Zoo's annual audit. Ms. Vance seconded the motion. The motion passed (4-0).

Based on the review of proposals submitted, Mr. Renner made a motion that the Audit Committee recommend to the Board of Directors the section to move forward with Baker Peterson for performance of the Fresno's Chaffee Zoo Corporation's annual financial audit. Mr. Price seconded the motion. The motion passed (4-0).

Mr. Saladino requested that an introduction meeting between the Audit Committee and Baker Peterson be scheduled for December or January should the Board approve to move forward with Baker Peterson as the Zoo's auditor.

Mr. Price requested that the engagement letter with Baker Peterson be reviewed by the Zoo's legal counsel, Mr. Doug Larsen.

Dr. Treatch confirmed that Baker Peterson currently performs the 401K Audit for the Zoo. There will be two separate engagement letters with Baker Peterson, one for the annual audit and a separate one for the performance of the 401K audit.

Mr. Saladino asked that the Zoo's internal 401K Committee research if a similar policy to the one that shall be presented to the Board of Directors in November outlining the frequency of proposal requests should be in place for the auditor of the 401K.

Agenda Item #5 (New Business) and #6 (Old Business)

Mr. Saladino then asked if there was any new or old business for consideration. Hearing none, he adjourned the meeting at 10:40 AM.

Fresno's Chaffee Zoo Finance Committee Meeting Minutes

October 17, 2018

Fresno Chaffee Zoo
894 West Belmont Avenue
Fresno, CA 93728

The meeting of the Fresno's Chaffee Zoo's Finance Committee convened on October 17, 2018 at 4:07 PM at 894 West Belmont Avenue, Fresno California. The meeting minutes were prepared in the order items were presented during the meeting.

Members Present: Mr. Kyle Kirkland – Committee Chair
Ms. Julie Vance
Mr. Tom Richards
Dr. K.C. Chen

FCZC Staff Present: Mr. Scott Barton
Dr. Rick Treatch
Mr. Amos Morris
Mrs. Laura Martina
Mr. Dean Watanabe
Mr. Steven Gonzales-Warkentin, note taker

Public Comment

None

Agenda Item #2: Chair Update

Mr. Kirkland stated that he had no items to cover and proceeded to the third items on the agenda.

Agenda Item #3: September Meeting Minutes

After a review of the draft minutes from the September 20th meeting, Mr. Kirkland asked for a motion to approve the minutes as presented. Dr. Chen motioned for approval and Ms. Vance seconded. The motion was approved (4-0).

Agenda Item #4: Financial Report

Dr. Treatch then provided an update on the financial performance to date. He reported that year-to-date attendance was slightly less than last year at this time but stated that he expected attendance will increase throughout the remainder of the year. He reported that self-generated revenue was greater than budgeted with increased admission rates, gift shop purchases, special events and membership performing well. Dr. Treatch stated that he believes at year-end, the Zoo will be slightly under budget with respect to revenue but expenses will be below budget as well.

Mr. Kirkland asked for a motion to approve the Financial Report as presented. Dr. Chen motioned to approve; Ms. Vance seconded. The motion was approved (4-0).

Agenda Item #5: 2019 Budget

Dr. Treatch presented the 2019 Budget with attendance projected at 833,000 with self-generated revenue to increase over 2018. Dr. Treatch stated that the Zoo should see an increase in fundraising, membership revenue, behind-the-scenes activity and also a rise in operating expenses. He stated that he expected payroll expenses will increase due to minimum wage, merit increases and new hires. He noted that the Zoo was exploring an animatronic dinosaur exhibit to drive attendance in 2019.

The Committee discussed the budget items presented including projected attendance, the scope, pricing and term of the proposed dinosaur exhibit, advertising and promotion, personnel expenses and workers compensation expense.

In reviewing the projected deficit for 2019, Mr. Kirkland encouraged Zoo management to explore additional ways to drive attendance and move toward sustainability. Mr. Richards encouraged management to review the budget numbers for realism prior to presentation to the Board of Directors in November. Ms. Vance pointed out that reliance on Measure Z funding reflects the general sentiment of the community given its prior support of Measure Z.

No action was taken on the 2019 Budget as presented. Mr. Richards requested that the Zoo Staff incorporate the suggestions given and present the budget again to the Finance Committee at the next meeting, prior to presenting to the Board.

Agenda Item #6: New Business

Mr. Barton gave a brief update on construction projects currently underway at the Zoo and highlighted the new Browse program which allows the community to bring preapproved forage to the Zoo for the animal's enrichment.

Mr. Kirkland then asked if there was any other business for consideration. Hearing none, he adjourned the meeting at 5:32 PM.

Fresno's Chaffee Zoo Corporation
Agenda for the Finance Committee Meeting of the Board of Directors
Wednesday, November 15, 2018 at 4:00 PM
Fresno Chaffee Zoo Education Lab

Call to order: 4:00 PM

Public Comment

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

Agenda

Item	Responsible party	Status	Estimated Duration
1. Roll Call	--	Information	01 minute
2. Chair Update	K. Kirkland	Information	05 minutes
3. Receive, review and approve Minutes from October 17,2018 Meeting	K. Kirkland	Approve	05 minutes
4. Receive quarterly update from Regency Investments	C. Comstock	Information	20 minutes
5. Receive, review and approve 2018 September Financial Report	R. Treatch	Approve	10 minutes
6. Receive, review and consider Zooplex Facility (Animal Nutrition) change in Project Management fees.	R. Treatch	Approve	10 minutes
7. Receive, review and consider Belmont Basin Relief Line change in Project Management fees.	R. Treatch	Approve	10 minutes
8. Receive, review and consider 2019 Budget	R. Treatch	Approve	20 minutes
9. New Business	--	Information	05 minutes

10. Old Business -- Information 05 minutes

11. Adjournment -- Information 02 minutes

Estimated Time: 1H33M

Fresno's Chaffee Zoo Corporation
Meeting of the Board of Directors
Thursday, November 15, 2018 at 5:30 PM
Fresno Chaffee Zoo Education Lab

Call to order: 4:00 PM

Public Comment

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

Agenda

Item	Responsible party	Status	Estimated Duration
1. Roll Call	--	Information	01 minute
2. Chair Update	T. Richards	Information	05 minutes
3. Receive, review and approve Minutes from September 20, 2018 Meeting	T. Richards	Approve	03 minutes
4. Receive, review and consider updated Conflict of Interest Code	D. Larsen	Approve	05 minutes
5. Receive, review and consider 2018 August & September Financial Report	R. Treatch	Approve	10 minutes
6. Receive, review and consider Zooplex Facility (Animal Nutrition) change in Project Management fees	R. Treatch	Approve	10 minutes
7. Receive, review and consider Belmont Basin Relief Line change in Project Management fee	R. Treatch	Approve	10 minutes
8. Receive, review and consider appointment of Baker Peterson Franklin (Moss Adams) as Zoo's auditing firm	C. Saladino	Approve	10 minutes

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|--|-------------|-------------|------------|
| 9. Review, review and consider policy for Solicitation and Retention of Auditors | C. Saladino | Approve | 10 minutes |
| 10. Receive, review and consider 2019 Budget | R. Treatch | Approve | 20 minutes |
| 11. Zoo Director's State of the Zoo | S. Barton | Information | 10 minutes |
| 12. New Business | -- | Information | 05 minutes |
| 13. Old Business | -- | Information | 05 minutes |
| - Follow up on Cost Estimator used by Halajian Architects | S. Barton | Information | |
| - Follow up on action plan for areas of Opportunity outlined in employee survey | S. Barton | Information | |
| 14. Adjournment | -- | Information | 02 minutes |

Estimated Time: 1H46M



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For Immediate Release

October 9, 2018

FRESNO CHAFFEE ZOO ANNOUNCES MAJOR DONATION FOR PAVING PROJECT

Fresno, CA – October 9, 2018 Fresno Chaffee Zoo announced today that it has received a \$232,000 cash donation from David McDonald for the specific purpose of paving several high visibility visitor walkways. On a recent visit to the zoo, Mr. McDonald noticed that visitor walkways in the new African Adventure and in the Sea Lion Cove exhibit were constructed with decomposed granite. This seemed to be causing difficulties for visitors with strollers and wheelchairs; and for visitors with certain types of shoes. After discussions with zoo management, it was determined that paving these walkways with an attractive stamped concrete pattern would be a significant and welcome improvement. As there was no designated funding available for this project, Mr. McDonald offered to make this generous donation.

The new paving project also includes currently unpaved visitor walkways in the bird aviary and near the Administration Building. Construction is scheduled to begin almost immediately, with planned completion before winter. Mr. McDonald stated, "I am very pleased to see this happen. All zoo visitors will notice and appreciate this significant improvement". Fresno Chaffee Zoo CEO, Scott Barton, added, "We are most grateful for this terrific donation. All zoo visitors will enjoy these new walkways. Mr. McDonald's continuing support for Fresno Chaffee Zoo is greatly appreciated."

David McDonald was the Chairman of the original Measure "Z" campaign in 2004. With the passage of Measure "Z", Fresno Chaffee Zoo came from near closure to now becoming one of the premier zoos in the entire nation with nearly a million annual visitors. Mr. McDonald was also an advisor and major contributor to the second successful Measure "Z" campaign in 2014. He is the former CEO of Pelco which was headquartered in Clovis. Mr. McDonald is now retired and owns McDonald Aviation, LLC, a worldwide aircraft charter business.

Fresno Chaffee Zoo inspires wonder of our natural world, provides an engaging learning environment, and creates a passion for conservation. The Zoo is accredited by the Association of Zoos and Aquariums (AZA).