



FRESNO COUNTY ZOO AUTHORITY

SPECIAL MEETING AGENDA

9:00 AM, Tuesday February 13, 2018

Fresno County Employees' Retirement Association

NEW LOCATION
7772 N. Palm Ave.
Fresno, CA 93711
(559) 457-0681

1. Call to Order
2. Nominations and election of officers for 2018
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.

Are there any comments from the public?

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 November 29, 2017
- b. Review and approve payment of County of Fresno invoice for Professional and Specialized Services in the amount of \$35,779.29 for November and December 2017
- c. Receive Treasurer's Reports for November, December and the quarter ended December 2017

5. Fresno Chaffee Zoo Director's report

6. Receive Fresno's Chaffee Zoo Corporation Financial report for November 2017.

7. Approve Fresno's Chaffee Zoo Corporation fiscal year 2018 Measure Z Operating funds totaling \$4,442,222 for reimbursement of Animal and Veterinary salary and benefits, Animal Food, Utilities, and Bank Fees to wire reimbursement funds to the Zoo

8. Approve proposed amendments to Fresno County Zoo Authority Retention Policy

9. Approve revisions to Authority's Procedures for Approving and Administering Measure Z Funds

10. Receive staff reports

11. Approve next meeting date.

Dates include:

Wednesday, February 28, 2018

Wednesday, March 28, 2018

Wednesday, April 25, 2018

12. Approve Fresno's Chaffee Zoo Corporation's request for Measure Z Capital funds totaling \$119,350.00 for the design of the Utilities project.

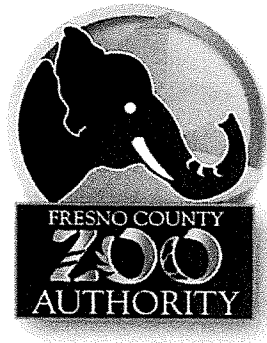
13. Chair's comments

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, 8th Floor, 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, November 29, 2017

California High Speed Rail Authority

Central California Regional Office

1111 H Street, Fresno, CA 93721

(559) 445-5157

1. Call to Order

CHAIRMAN MICHELLE ROMAN CALLED THE MEETING TO ORDER AT 9:00 AM. A QUORUM WAS PRESENT, INCLUDING THE CHAIRMAN AND MEMBERS LEE BRAND, GERALD LYLES, KENT STRATFORD, PAUL TOSTE AND RALPH WATERHOUSE. MEMBER PETER HERZOG WAS ABSENT.

0:00:28

2. 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. **HELD; FRESNO CHAFFEE ZOO DIRECTOR SCOTT BARTON ASKED THAT AGENDA ITEMS 9 AND 10 BE POSTPONED UNTIL THE NEXT MEETING, EXPLAINING THAT DUE TO THE LONG THANKSGIVING WEEKEND THE ZOOCORP COUNSEL DID NOT HAVE TIME TO REVIEW THE AGENDA MATERIALS. THE CONSENSUS OF MEMBERS WAS TO TABLE ITEMS 9 AND 10 UNTIL THE NEXT MEETING.**

0:02:11

3. 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.

MEMBER TOSTE MOVED FOR APPROVAL. SECONDED BY MEMBER LYLES, THE MOTION PASSED UNANIMOUSLY AND WITHOUT COMMENT FROM THE MEMBERS OR PUBLIC.

- a. Review and approve minutes of August 30, 2017
- b. Review and approve payment of County of Fresno invoice for Professional and Specialized Services in the amount of \$29,770.28 for August, September and October 2017
- c. Receive Treasurer's Reports for August, September, October and the quarter ended October 2017

0:03:05

4. Receive Fresno County Zoo Authority 2016-17 audited financial statements and independent auditor's report from Brown Armstrong Accountancy Corporation

RECEIVED: THOMAS YOUNG OF BROWN ARMSTRONG PRESENTED THE AUDIT REPORT. A CLEAN, UNMODIFIED OPINION WAS ISSUED-THE HIGHEST POSSIBLE OPINION, AND THERE WERE NO ISSUES WITH INTERNAL CONTROL. NO COMMENTS WERE RECEIVED FROM THE MEMBERS OR PUBLIC.

0:04:34

5. Fresno Chaffee Zoo Director's report

RECEIVED: DIRECTOR BARTON INTRODUCED DEPUTY ZOO DIRECTOR AMOS MORRIS FROM MESKER PARK ZOO IN EVANSVILLE, INDIANA, AND NEW CHIEF FINANCIAL OFFICER RICK TREATCH, WHO HAS VARIETY OF FOR-PROFIT AND NON-PROFIT ORGANIZATION EXPERIENCE.

MR. BARTON REPORTED THAT ATTENDANCE WAS DOWN FROM PROJECTIONS, AND EXPENDITURES HAVE BEEN ADJUSTED; ATTENDANCE FOR THE YEAR IS ANTICIPATED TO BE 810 820,000, AND A CONSERVATIVE 850,000 FOR 2018. THE BUDGET FOR 2018 IS PROCEEDING AND EXPECTED TO BE PRESENTED IN JANUARY. CAPITAL PROJECTS INCLUDE:

- **WILDERNESS FALLS, EXPECTED TO BE COMPLETE IN A COUPLE OF WEEKS AND TO OPEN WITH THE WARM SPRING WEATHER.**
- **THE WARTHOG PROJECT IS GOING OUT TO BID AND HE HOPES TO RETURN IN JANUARY WITH THE CONSTRUCTION FUNDING REQUEST.**
- **THE ASIA PROJECT DESIGN FUNDING WILL BE REQUESTED TODAY. THE AREA WILL INCLUDE TIGERS, SLOTH BEARS AND A VARIETY OF OTHER ANIMALS.**
- **DESIGN IS PROCEEDING WITH THE ANIMAL NUTRITION CENTER AND PROGRAM ANIMAL BUILDING**

FUTURE PROJECTS INCLUDE:

- **WORKING WITH CSU FRESNO ON SOLAR POWER FOR BUILDINGS AND PARKING AREAS FOR LONG-TERM SUSTAINABILITY OF THE ZOO.**
- **A CONSERVATION BUILDING, WITH A COST ESTIMATE OF \$250-300,000. WHILE NOT PART OF MASTER PLAN, IT WOULD PROVIDE FOR CONSERVATION PROGRAMS AND EDUCATION.**
- **CONSIDERATION OF THE USE OF MEASURE Z FUNDING FOR TEMPORARY OVERFLOW PARKING ON PURCHASED PROPERTY ON THE SOUTH SIDE OF BELMONT CONVENIENT TO THE ENTRANCE, AND WHICH WOULD REQUIRE A PEDESTRIAN BEACON FOR SAFE CROSSING. INITIAL ENGINEERING ESTIMATE IS \$450,000 FOR 225 PARKING SPACES, OR ABOUT 1300 VISITORS.**

0: 10:46

IN RESPONSE TO MEMBERS' COMMENTS ABOUT THE DIFFICULTY IN FINDING PARKING, MR. BARTON EXPLAINED THE SHORT-, MEDIUM- AND LONG-TERM PARKING PLANS.

- **FOR SHORT-TERM; THE BELMONT LOT COULD BE READY FOR NEXT SPRING, IF PLANS MOVE FORWARD.**
- **MEDIUM TERM IS THE PARKING HUB WITHIN ROEDING PARK; A SHARED COST WITH THE CITY, WITH MEETINGS TO BE HELD SOON. CONCEPTUAL PLANS BEING DEVELOPED BY YAMABE & HORN ENGINEERING INCLUDE ABOUT 250 SPACES, WITH THE CITY RECEIVING THE REVENUE. THE 6- TO 8-MONTH CONSTRUCTION PROJECT COULD BE COMPLETED IN 2019.**
- **LONG-TERM, PERHAPS IN FOUR TO FIVE YEARS, THE ZOO CORP WOULD LIKE TO PURCHASE AND PROVIDE SHUTTLE SERVICE FROM THE FORMER K-MART PROPERTY AT OLIVE AND GOLDEN STATE BLVD, CURRENTLY USED FOR HIGH SPEED RAIL CONSTRUCTION STAGING. THIS LOT COULD ACCOMMODATE SEVERAL HUNDRED SPACES.**

0:16:05

6. **Receive Fresno's Chaffee Zoo Corporation Financial reports for August, September and October 2017**

RECEIVED; CFO RICHARD TREATCH PRESENTED THE REPORT FOR OCTOBER. REVENUES AND ATTENDANCE ARE 15% UNDER BUDGET THIS MONTH-AN IMPROVEMENT FROM AUGUST AT 18% UNDER, AND SELF-GENERATED REVENUE IS 7% UNDER BUDGET. COSTS ARE ALSO DOWN. PERSONNEL AND TOTAL EXPENSES ARE 11.3% AND 10.4% UNDER BUDGET, RESPECTIVELY. MEMBER LYLES EXPRESSED HIS OPINION THAT THE DECLINE IN ATTENDANCE WAS DUE MORE TO THE NEWNESS OF EXHIBITS THAN THE WEATHER, AND THE IMPORTANCE OF SOMETHING NEW TO BRING VISITORS. MR. TREATCH CONCURRED, AND MENTIONED THAT PARKING AND POOR AIR QUALITY WERE FACTORS AS WELL.

0:20:31

7. **Approve an additional \$100.00 for Fresno's Chaffee Zoo Corporation FY 2017 Measure Z Operating budget for Electronic Funds Transfer fees reimbursement**

AUTHORITY TREASURER MEGAN MARKS PRESENTED THE REQUEST. DUE TO PROCESSING MORE CLAIMS IN 2017 THAN INITIALLY PROJECTED, ADDITIONAL FUNDS ARE NEEDED TO COVER FEES.

AFTER A MOTION BY MEMBER LYLES AND A SECOND BY MEMBER BRAND, THE RECOMMENDED ACTION WAS APPROVED UNANIMOUSLY WITHOUT PUBLIC OR BOARD MEMBER COMMENT.

0:22:00

8. **Approve Fresno's Chaffee Zoo Corporation request for FY 2017 Measure Z Capital funds totaling \$266,601.00 for the conceptual and schematic design of the Asian Exhibits Project**
MR. BARTON PRESENTED THE REQUEST FOR FUNDING THAT WILL PROVIDE THE SCOPE AND BUDGET ESTIMATES FOR THE PROJECT WITH AN ANGKOR WAT RUINS THEME. EARLY CONCEPTUAL PLANS WERE HANDED OUT, CONSTRUCTION DRAWINGS COULD BE FINISHED IN LATE 2018, AND WITH ABOUT A YEAR AND A HALF FOR CONSTRUCTION, THE PROJECT COULD OPEN IN EARLY 2020.

AN ENTHUSIASTIC PUBLIC COMMENT OF SUPPORT WAS RECEIVED FROM MRS. PAUL CHAFFEE.

MR. BARTON RESPONDED TO MEMBERS' QUESTIONS ON THE ESTIMATED TOTAL COST (\$15M), HARD COSTS AND SOFT COSTS THAT INCLUDE PROJECT MANAGEMENT, PERMITTING AND ENGINEERING, ANIMALS TO BE A PART OF THE EXHIBIT AREA, INCLUDING TIGER, RHINO, SLOTH BEAR, ORANGUTAN, KOMODO DRAGON AND FRUIT BAT, AND MULTIPLE EXHIBIT AREAS FOR TIGERS, NEW GUEST PATHWAYS AND EXPERIENCES.

AFTER A MOTION BY MEMBER WATERHOUSE AND A SECOND BY MEMBER TOSTE, THE RECOMMENDED ACTION WAS APPROVED UNANIMOUSLY.

0:29:45

CHAIRMAN ROMAN STATED THAT ITEMS 9 AND 10 HAD BEEN PULLED FROM THE AGENDA.

0:29:49

9. Approve proposed amendments to Fresno County Zoo Authority Retention Policy

10. Approve revisions to Authority's *Procedures for Approving and Administering Measure Z Funds*

0:29: 50

11. Receive second draft of Fiscal Year 2016-17 Annual Report and provide direction to staff
AUTHORITY BOARD COORDINATOR CATHY CROSBY PRESENTED THE REPORT THAT INCLUDED ITS DISTRIBUTION, ESTIMATED PRINTING AND MAILING COSTS, AND EXPECTED FEBRUARY 6, 2018 PRESENTATION TO THE BOARD OF SUPERVISORS. MEMBERS COMPLEMENTED THE INFORMATIVE ANIMAL DIET THEME AND ITS PRESENTATION IN THE REPORT. CHAIRMAN ROMAN RECALLED HER PRESENTATION OF LAST YEAR'S REPORT TO THE KINGSBURG CITY COUNCIL. SHE ALSO MENTIONED IT AT A MEETING OF THE FRESNO COUNTY COUNCIL OF GOVERNMENTS AND RECEIVED POSITIVE RESPONSES FROM OTHER MAYORS. MS. CROSBY CREDITED THE REPORT'S DESIGNER COUNTY GRAPHIC ARTIST GINA BARR FOR HER CREATIVITY.

AFTER A MOTION BY MEMBER BRAND AND A SECOND BY MEMBER WATERHOUSE, THE REPORT WAS APPROVED UNANIMOUSLY.

0:34:54

12. Receive staff reports

MS CROSBY REPORTED ON THE STATUS OF THE HIGH SPEED RAIL BOARD ROOM AND THE RETIREMENT OFFICES' NEW BUILDING; FILING 2017 STATEMENTS OF ECONOMIC INTEREST VIA THE E-DISCLOSURE ON-LINE SYSTEM, WHETHER MEMBERS WISHED TO RETAIN THE ZOOAUTHORITY.COM DOMAIN NAME, AND RECENT WEBSITE TRAFFIC STATISTICS.

MEMBERS EXPRESSED A PREFERENCE TO MEET AT THE NEW RETIREMENT BUILDING, AND NOT TO RENEW ZOOAUTHORITY.COM.

TREASURER MEGAN MARKS REPORTED THAT, CONTRARY TO HER AUGUST REPORT AND DUE TO INTERVENING CHANGES IN HER DEPARTMENT, SHE WILL BE CONTINUING AS AUTHORITY TREASURER UNTIL FURTHER NOTICE.

0:44:58

13. Board meetings

a. Adopt 2018 meeting calendar

AFTER A MOTION BY MEMBER TOSTE AND A SECOND BY MEMBER BRAND, THE 2018 MEETING CALENDAR WAS APPROVED UNANIMOUSLY.

b. Approve next meeting date. Dates include:

Wednesday, December 27, 2017

Wednesday, January 31, 2018

Wednesday, February 28, 2018

DIRECTOR BARTON STATED THAT THE ZOO WOULD NOT HAVE ANY BUSINESS FOR DECEMBER, BUT WOULD LIKE TO BRING THEIR 2018 BUDGET AND THE WARTHOG CONSTRUCTION REQUEST IN JANUARY OR FEBRUARY.

A MOTION WAS MADE BY MEMBER LYLES TO CANCEL THE DECEMBER 27, 2017 MEETING, AND HOLD THE NEXT MEETING ON JANUARY 31, 2018. SECONDED BY MEMBER WATERHOUSE, THE MOTION WAS APPROVED UNANIMOUSLY.

0:47:49

14. Chair's comments

CHAIRMAN ROMAN WISHED EVERYONE A MERRY CHRISTMAS AND HAPPY NEW YEAR.

0:48:08

15. Board Member comments

MEMBER WATERHOUSE ECHOED THE CHAIRMAN'S COMMENTS.

0:48:16

16. Adjourn

THERE BEING NO FURTHER BUSINESS, THE CHAIRMAN ADJOURNED THE MEETING AT 9:48 AM.

All supporting documentation is available for public review in the office of the Fresno County Zoo Authority, 2220 Tulare Street, 8th Floor, 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 November and December 2017

Invoice Number
11112-ZOO-021318

February 13, 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 17-18
<i>Financial Reporting and Audits</i>				
<i>Division Chief</i>	0.00	\$92.49	\$0.00	
<i>Senior Accountant</i>	28.00	\$80.92	\$2,265.76	
<i>Accountant I</i>	94.50	\$62.78	\$5,932.71	
<i>Accountant Intern</i>	8.00	\$34.78	\$278.24	
<i>Public Works and Planning</i>				
<i>Staff Analyst III</i>	346.40	\$75.93	\$26,302.18	
<i>County Counsel</i>				
<i>Deputy County Counsel</i>	8.20	\$122.00	\$1,000.40	
Professional Services Total	485.10		\$35,779.29	
No office expense this period				\$0.00
Office Expense Total			\$0.00	\$0.00
			\$35,779.29	\$75,026.68
			Invoice Total	FY 17-18 Total



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended November 30, 2017**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
-	Measure Z - Sales Tax Proceeds	\$	1,244,400.00
	Total Proceeds Received:	\$	1,244,400.00
Tax Proceeds Allocated:			
-	Allocation to Zoo Authority Fund (2%)	\$	24,888
-	Allocation to Trust Fund for Operations and Capital Projects (98%)		1,219,512.00
	Total Proceed Allocations	\$	1,244,400.00
Cash Balance by Fund			
Zoo Authority Fund			
	>> Administrative Fund	2%	
	Beginning Cash Balance	\$	1,447,614.08
Receipts:	- Measure Z Sales Tax Proceeds		24,888.00
Disbursements:	- PeopleSoft Financial Charges		(46.18)
	- Postage Expense		(96.20)
	Net Increase/(Decrease) to Cash		24,745.62
	Ending Cash Balance - Zoo Authority Administrative Fund	\$	1,472,359.70
Trust Fund for FCZC Operations and Capital Projects			
	98%		
	Beginning Cash Balance	\$	27,969,376.35
>>> Operations Fund			
	Beginning Cash Balance		5,946,144.73
Receipts:	- Measure Z Sales Tax Proceeds		406,504.00
Disbursements:	- FCZC Operations Claim #2017-10		(262,071.76)
	- Wire Fees		(20.00)
	Net Increase/(Decrease) to Cash		144,412.24
	Ending Cash Balance - Available for Operations	\$	6,090,556.97
>>> Capital Facilities Project Fund			
	Beginning Cash Balance	\$	27,969,376.35
Receipts:	- Measure Z Sales Tax Proceeds		813,008.00
Disbursements:	- FCZC Capital Claim #2017-06C		(1,526,731.04)
	Net Increase/(Decrease) to Cash		(713,723.04)
	Ending Cash Balance - Available for Capital Projects		27,255,653.31
	Ending Balance Available for Operations and Capital Projects	\$	33,346,210.28
	Total Interest Received During the Month		-

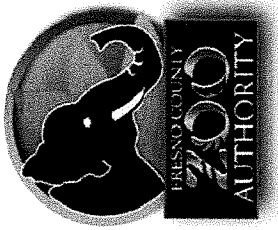
By Staff _____

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, 2017.



Fresno County Zoo Authority

SUMMARY OF MEASURE Z SALES TAX PROCEEDS

	PRIOR FISCAL YEARS				CURRENT FISCAL YEAR			
	2014-2015		2015-2016		2016-2017		2017-2018	
	ACTUAL		ACTUAL		ACTUAL		ACTUAL	
	TAX RECEIPTS		TAX RECEIPTS		TAX RECEIPTS		TAX RECEIPTS	
July	\$ 864,900	\$	900,800	\$	952,000	\$	961,520	\$
August	1,149,600		1,201,100		1,269,300		1,281,993	
September	1,199,226		1,408,037		1,181,071		1,192,882	
October	879,100		911,400		941,400		950,814	
November	1,172,100		1,215,200		1,255,200		1,292,856	
December	1,147,219		1,306,493		1,188,304		1,212,070	
January	884,100		915,800		955,400		974,508	
February	1,178,800		1,221,000		1,273,900		1,299,378	
March	1,087,121		1,226,517		1,114,146		1,103,005	
April	804,100		819,500		855,500		846,945	
May	1,072,100		1,092,700		1,140,700		1,129,293	
June	1,231,366		1,374,748		1,220,710		1,099,791	
Total	\$ 12,669,732	\$	13,593,295	\$	13,347,631	\$	13,345,055	\$
							5,740,654	\$
							60,589	\$
							0.45%	

TOTAL MEASURE Z PROCEEDS FROM INCEPTION \$ 144,747,974



Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended November 30, 2017

Summary of Quarter Two Interest Receipts					
Fund	Subclass	Description	1st Alloc.		Interest Received
			Oct	Dec	
4845	10000	Zoo Authority	697.04		\$ 697.04
4850	10000	FCZC - Operations	3,026.55		\$ 3,026.55
4850	42700	FCZC - CP	13,281.06		\$ 13,281.06
Total			\$ 17,004.65	\$ -	\$ 17,004.65
October To December					



**Fresno County Zoo Authority
Capital Projects Fund Cash Flow
For the Month Ended November 30, 2017**

Cash Balance as of 11/30/2017 \$ 27,255,653

DEDUCTIONS (earmarked projects, paid through claim 2017-06C):

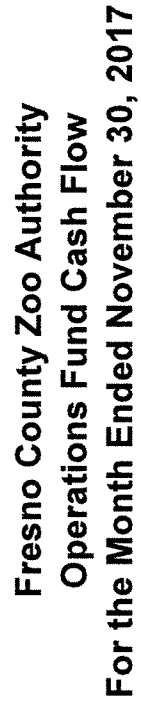
2017 Prgm Animal Holding Facility-August 2017	150,400
2017 Belmont Basin Relief Line-August 2017	177,468
2017 Animal Nutrition Center-August 2017	864,141
2017 Orangutan Exhibit-May 2017	44,773
2017 Water Play Area-Jan 2017	878,127
2017 Dino Dig Expansion-June 2016	195,000
2017 African River-June 2016	3,552,910
2016 Animal Acquisition-September 2015	35,462
2016 Tiger Exhibit Expansion-December 2014	31,120

Total Deductions:

\$ (5,929,401)

TOTAL:

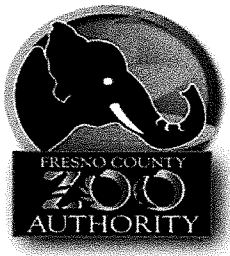
\$ 21,326,252



DEDUCTIONS (Remaining budgets, paid through claim 2017-10):

Total Deductions:

TOTAL: \$ 5,555,856



**Fresno County Zoo Authority
Administration Fund Cash Flow
For the Month Ended November 30, 2017**

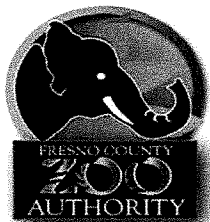
Cash Balance as of 11/30/2017 **\$ 1,472,360**

DEDUCTIONS (Remaining budgets, paid through claim 0050607-ZOO-083017):

2018 Telephone Charges	250
2018 Memberships	500
2018 Office Expense	5,837
2018 Postage	835
2018 PeopleSoft Financials Charges	327
2018 Professional Services	172,986
2018 Data Processing Services	1,500
2018 Publications & Legal Notices	500
2018 Trans, Travel & Education	2,500
2017 Telephone Charges	250
2017 Memberships	500
2017 Office Expense	2,539
2017 Postage	633
2017 PeopleSoft Financials Charges	168
2017 Professional Services	88,868
2017 Data Processing Services	1,500
2017 Publications & Legal Notices	500
2017 Trans, Travel & Education	2,500

Total Deductions: \$ (282,693)

TOTAL: \$ 1,189,667



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Quarter Ended December 31, 2017**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
-	Measure Z - Sales Tax Proceeds		\$ 3,630,269.64
	Total Proceeds Received:		\$ 3,630,269.64
Tax Proceeds Allocated:			
-	Allocation to Zoo Authority Fund (2%)		72,605.39
-	Allocation to Trust Fund for Operations and Capital Projects (98%)		3,557,664.25
	Total Proceed Allocations		\$ 3,630,269.64
Cash Balance by Fund			
Zoo Authority Fund			
	>> Administrative Fund	2%	
	Beginning Cash Balance		\$ 1,428,312.61
Receipts:	- Measure Z Sales Tax Proceeds		72,605.39
	- Interest Received		5,772.83
Disbursements:	- PeopleSoft Financial Charges		(158.32)
	- ZA Staff Invoice Reimbursement for Professional Services		(29,770.28)
	- ZA Postage Expense		(96.20)
	Net Increase/(Decrease) to Cash		48,353.42
	Ending Cash Balance - Zoo Authority Administrative Fund		\$ 1,476,666.03
Trust Fund for FCZC Operations and Capital Projects			
		98%	
	Beginning Cash Balance		\$ 34,093,849.88
	>>> Operations Fund		
	Beginning Cash Balance		6,071,334.11
Receipts:	- Measure Z Sales Tax Proceeds		1,185,888.08
	- Interest Received		25,065.53
Disbursements:	- FCZC Operations Claim #2017-09		(433,063.92)
	- FCZC Operations Claim #2017-10		(262,071.76)
	- FCZC Operations Claim #2017-11		(320,545.37)
	- Wire Fees		(80.00)
	Net Increase/(Decrease) to Cash		195,192.56
	Ending Cash Balance - Available for Operations		\$ 6,266,526.67
	>>> Capital Facilities Project Fund		
	Beginning Cash Balance		\$ 28,022,515.77
Receipts:	- Measure Z Sales Tax Proceeds		2,371,776.17
	- Interest Received		109,992.31
Disbursements:	- FCZC Capital Claim 2017-04C		(406,864.62)
	- FCZC Capital Claim 2017-05C		(269,311.87)
	- FCZC Capital Claim 2017-06C		(1,526,731.04)
	- FCZC Capital Claim 2017-07C		(333,444.33)
	- FCZC Capital Claim 2017-08C		(121,242.19)
	Net Increase/(Decrease) to Cash		(175,825.57)
	Ending Cash Balance - Available for Capital Projects		27,846,690.20
	Ending Balance Available for Operations and Capital Projects		\$ 34,113,216.87
	Total Interest Received During the Quarter		140,830.67

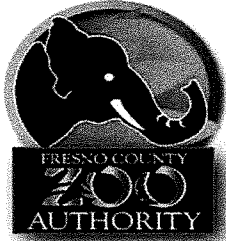
By Staff _____

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, 2017.



**Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended December 31, 2017**

Summary of Measure Z Proceeds			
Tax Proceeds Received:			
-	Measure Z - Sales Tax Proceeds	\$	1,452,569.64
	Total Proceeds Received:	\$	1,452,569.64
Tax Proceeds Allocated:			
-	Allocation to Zoo Authority Fund (2%)	\$	29,051.39
-	Allocation to Trust Fund for Operations and Capital Projects (98%)		1,423,518.25
	Total Proceed Allocations	\$	1,452,569.64
Cash Balance by Fund			
Zoo Authority Fund			
	>> Administrative Fund	2%	
	Beginning Cash Balance	\$	1,472,359.70
Receipts:	- Measure Z Sales Tax Proceeds		29,051.39
	- Interest Received		5,075.79
Disbursements:	- ZA Staff Invoice Reimbursement for Professional Services		(29,770.28)
	- PeopleSoft Financials Charge		(50.57)
	Net Increase/(Decrease) to Cash		4,306.33
	Ending Cash Balance - Zoo Authority Administrative Fund	\$	1,476,666.03
Trust Fund for FCZC Operations and Capital Projects			
		98%	
	Beginning Cash Balance	\$	33,346,210.28
	>>> Operations Fund		
	Beginning Cash Balance		6,090,556.97
Receipts:	- Measure Z Sales Tax Proceeds		474,506.08
	- Interest Received		22,038.98
Disbursements:	- FCZC Operations Claim #2017-11		(320,545.37)
	- Wire Fees		(30.00)
	Net Increase/(Decrease) to Cash		175,969.69
	Ending Cash Balance - Available for Operations	\$	6,266,526.66
	>>> Capital Facilities Project Fund		
	Beginning Cash Balance	\$	27,255,653.31
Receipts:	- Measure Z Sales Tax Proceeds		949,012.17
	- Interest Received		96,711.25
Disbursements:	- FCZC Capital Claim #2017-07C		(333,444.33)
	- FCZC Capital Claim #2017-08C		(121,242.19)
	Net Increase/(Decrease) to Cash		591,036.90
	Ending Cash Balance - Available for Capital Projects		27,846,690.21
	Ending Balance Available for Operations and Capital Projects	\$	34,113,216.87
	Total Interest Received During the Month		123,826.02

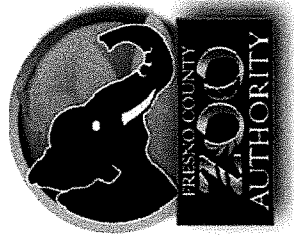
By Staff _____

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, 2017.



Fresno County Zoo Authority

SUMMARY OF MEASURE Z SALES TAX PROCEEDS

	PRIOR FISCAL YEARS			CURRENT FISCAL YEAR		
	2014-2015		2015-2016		2016-2017	
	ACTUAL	TAX RECEIPTS	ACTUAL	TAX RECEIPTS	ACTUAL	TAX RECEIPTS
July	\$ 864,900	\$ 900,800	\$ 952,000	\$ 961,520	\$ 930,800	\$ (30,720)
August	1,149,600	1,201,100	1,269,300	1,281,993	1,241,000	(40,993)
September	1,199,226	1,408,037	1,181,071	1,192,882	1,391,154	198,272
October	879,100	911,400	941,400	950,814	933,300	(17,514)
November	1,172,100	1,215,200	1,255,200	1,292,856	1,244,400	(48,456)
December	1,147,219	1,306,493	1,188,304	1,212,070	1,452,570	240,500
January	884,100	915,800	955,400	974,508		
February	1,178,800	1,221,000	1,273,900	1,299,378		
March	1,087,121	1,226,517	1,114,146	1,103,005		
April	804,100	819,500	855,500	846,945		
May	1,072,100	1,092,700	1,140,700	1,129,293		
June	1,231,366	1,374,748	1,220,710	1,099,791		
Total	\$ 12,669,732	\$ 13,593,295	\$ 13,347,631	\$ 13,345,055	\$ 7,193,224	\$ 301,089
						2.26%

TOTAL MEASURE Z PROCEEDS FROM INCEPTION \$ 146,200,544



Fresno County Zoo Authority
Treasurer's Report
Unaudited Cash Basis
For the Month Ended December 31, 2017

Summary of Quarter Two Interest Receipts					
Fund	Subclass	Description	1st Alloc.		Interest Received
			Oct	Dec	
4845	10000	Zoo Authority	697.04	5,075.79	\$ 5,772.83
4850	10000	FCZC - Operations	3,026.55	22,038.98	\$ 25,065.53
4850	42700	FCZC - CP	13,281.06	96,711.25	\$ 109,992.31
Total			\$ 17,004.65	\$ 123,826.02	\$ 140,830.67
October To December					



**Fresno County Zoo Authority
Capital Projects Fund Cash Flow
For the Month Ended December 31, 2017**

Cash Balance as of 12/31/2017 **\$ 27,846,690**

DEDUCTIONS (earmarked projects, paid through claim 2017-08C):

2018 Asian Exhibits - December 2018	145,359
2017 Prgm Animal Holding Facility-August 2017	150,400
2017 Belmont Basin Relief Line-August 2017	176,261
2017 Animal Nutrition Center-August 2017	863,392
2017 Orangutan Exhibit-May 2017	44,601
2017 Water Play Area-Jan 2017	546,812
2017 Dino Dig Expansion-June 2016	195,000
2017 African River-June 2016	3,552,910
2016 Animal Acquisition-September 2015	35,462
2016 Tiger Exhibit Expansion-December 2014	31,120

Total Deductions: \$ (5,741,317)

TOTAL: \$ 22,105,373



**Fresno County Zoo Authority
Operations Fund Cash Flow
For the Month Ended December 31, 2017**

Cash Balance as of 12/31/2017 **\$ 6,266,527**

DEDUCTIONS (Remaining budgets, paid through claim 2017-11):

2017 Animal	109,975
2017 Veterinary	58,918
2017 Animal Feed	42,302
2017 Interest/Bank Charges	30

Total Deductions:

\$ (211,225)

TOTAL:

\$ 6,055,302



**Fresno County Zoo Authority
Administration Fund Cash Flow
For the Month Ended December 31, 2017**

Cash Balance as of 12/31/2017 **\$ 1,476,666**

DEDUCTIONS (Remaining budgets, paid through claim 080910-ZOO-112917):

2018 Telephone Charges	250
2018 Memberships	500
2018 Office Expense	5,837
2018 Postage	835
2018 PeopleSoft Financials Charges	276
2018 Professional Services	143,216
2018 Data Processing Services	1,500
2018 Publications & Legal Notices	500
2018 Trans, Travel & Education	2,500
2017 Telephone Charges	250
2017 Memberships	500
2017 Office Expense	2,539
2017 Postage	633
2017 PeopleSoft Financials Charges	168
2017 Professional Services	88,868
2017 Data Processing Services	1,500
2017 Publications & Legal Notices	500
2017 Trans, Travel & Education	2,500

Total Deductions:	\$ (252,872)
--------------------------	---------------------

TOTAL:	\$ 1,223,794
---------------	---------------------



FY2017 November Board Financial Report

Discussion of Financial Results

As of November 30, 2017

- **Key Facts & Figures:**

- Self-generated revenue¹ of \$8,137,102 compared to budgeted revenue of \$9,396,530.
- Surplus of \$3,567,326² compared to budgeted surplus of \$683,593.
- Total personnel expenses are 10.7% under budget and total expenses are 9.6% under budget as of November 30, 2017.
- November 2017 attendance was 58,661 compared to budgeted attendance of 60,000, a decrease of 2%. November 2017 attendance was 6% ahead November 2016 attendance of 54,973.
- YTD attendance of 764,122 compared to YTD budgeted attendance of 890,000, a decrease of 14%. November 2017 YTD attendance was 16% less than November 2016 YTD attendance of 908,412.

¹ Excludes investment income (unrealized gain/loss on investments).

² Excludes investment income (unrealized gain/loss on investments) and depreciation.

MTD Attendance			Increase/ Decrease
	2017	2016	
Attendance	58,661	54,973	7%
Paid	26,986	25,926	4%
Members	17,215	17,963	-4%
Group	6,879	5,802	19%
Other	7,581	5,282	44%
Giraffe Feeding	19,154	18,043	6%
Capture Rate	33%	33%	-1%
Stingray Bay	16,291	18,514	-12%
Capture Rate	28%	34%	-18%

MTD Revenue

	2017	2016	Increase/ Decrease
Admissions	\$218,912	\$213,498	3%
Per Cap	\$3.73	\$3.88	-4%
Giraffe Feeding	\$39,723	\$29,952	33%
Per Cap	\$0.68	\$0.54	24%
Stingray Bay	\$17,999	\$15,981	13%
Per Cap	\$0.31	\$0.29	6%
Membership	\$83,286	\$81,953	2%

YTD Attendance			Increase/ Decrease
	2017	2016	
Attendance	764,122	908,412	-16%
Paid	387,087	480,177	-19%
Members	200,205	246,396	-19%
Group	95,311	96,184	-1%
Other	81,519	85,655	-5%
Giraffe Feeding	214,089	217,289	-1%
Capture Rate	28%	24%	17%
Stingray Bay	279,423	236,600	18%
Capture Rate	37%	26%	40%

YTD Revenue

	2017	2016	Increase/ Decrease
Admissions	\$3,201,749	\$3,984,998	-20%
Per Cap	\$4.19	\$4.39	-4%
Giraffe Feeding	\$499,331	\$434,918	15%
Per Cap	\$0.65	\$0.48	36%
Stingray Bay	\$283,006	\$291,069	-3%
Per Cap	\$0.37	\$0.32	16%
Membership	\$1,165,509	\$1,220,086	-4%

	2017	2016	Increase/ Decrease
Contracted Services	\$45,115	\$36,073	25%
Concessions	\$0.77	\$0.66	17%
Per Cap	\$24,790	\$24,934	-1%
Gift Shop	\$0.42	\$0.45	-7%

	2017	2016	Increase/ Decrease
Contracted Services	\$634,762	\$749,239	-15%
Concessions	\$0.83	\$0.82	1%
Per Cap	\$410,896	\$476,943	-14%
Gift Shop	\$0.54	\$0.53	2%

2016
Unaudited

964,091
494,728
256,956
97,710
114,697
219,994
23%
240,355
25%

\$4,099,886
\$4.25
\$450,838
\$0.47
\$298,588
\$0.31
\$1,323,769

\$775,616
\$0.80
\$499,947
\$0.52

Key:

Equal to or ahead of 2016

2% or less behind 2016

More than 2% behind 2016

FRESNO CHAFFEE ZOO
SUMMARY OF KEY INDICATORS
Nov-17

	November 17 Actuals vs. Budget			FY 17 Year-to-Date		
	Actual	Budgeted	Difference	Actuals	Budget	Difference
Attendance	58,661	60,000	(1,339)	764,122	890,000	(125,878)

	November 17 Actuals vs. Budget			FY 17 Year-to-Date		
	Actual	Budgeted	Difference	Actuals	Budget	Difference
Revenue ¹	\$576,028	\$642,021	(\$65,993)	\$8,137,102	\$9,396,529	(\$1,259,427)
Measure Z Operating	\$320,555	\$322,712	(\$2,157)	\$4,033,007	\$4,167,263	(\$134,256)
Operating Expenses ²	\$470,705	\$454,507	\$16,198	\$4,506,268	\$4,914,562	(\$408,294)
Payroll	\$652,495	\$676,743	(\$24,248)	\$7,115,996	\$7,965,638	(\$849,642)
Net Surplus (Deficit)	\$106,847	(\$166,516)	(\$60,100)	\$3,567,326	\$683,593	\$2,883,733

	FY 17 vs. FY 16 Month-to-Date			FY 17 vs. FY 16 Year To Date		
	Nov-17	Nov-16	Difference	Nov-17	Nov-16	Difference
Attendance	58,661	54,973	3,688	764,122	908,412	(144,290)
Revenue ¹	\$576,028	\$537,921	\$38,107	\$8,137,102	\$10,641,681	(\$2,504,579)
Measure Z Operating	\$320,555	\$357,476	(\$36,921)	\$4,033,007	\$3,913,071	\$119,936
Operating Expenses ²	\$470,705	\$563,208	(\$92,503)	\$4,506,268	\$4,397,739	\$108,529
Payroll	\$652,495	\$605,466	\$47,029	\$7,115,996	\$6,540,333	\$575,663
Net Surplus (Deficit)	\$106,847	(\$274,241)	\$381,088	\$3,567,326	\$3,767,962	(\$200,636)

¹ excludes unrealized gain/(loss) on investments

² excludes depreciation

³ excludes City of Fresno's \$1,500,000 towards shared costs

Fresno's Chaffee Zoo Corporation

Balance Sheet

November 2017

	FY17 @ 11/30/17	FY17 @ 10/31/17
ASSETS		
Cash	\$313,244	\$637,192
Short Term Investments	\$0	\$0
Long Term Investments	\$11,422,077	\$11,292,600
Accounts Receivable	\$787,819	\$2,196,314
Prepaid Expenses	\$131,124	\$58,353
Inventory	\$0	\$0
Building, Equipment, Vehicle and Furniture (net)	\$3,055,371	\$3,083,233
Exhibits	\$64,677,643	\$64,677,643
Construction in Progress	\$4,048,067	\$3,673,538
TOTAL ASSETS	\$84,435,344	\$85,618,874
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts Payable/Accrued Liabilities	\$1,141,739	\$2,332,548
Line of Credit	\$60	\$200,000
Total Liabilities	\$1,141,798	\$2,532,548
Net Assets		
1-3000-00 Fund Balance-Unrestricted	\$81,772,562	\$81,576,117
2-3000-00 Fund Balance-Temporarily Restricted	\$1,460,395	\$1,450,058
3-3000-00 Fund Balance-Permanently Restricted	\$60,589	\$60,151
Total Net Assets	\$83,293,546	\$83,086,326
TOTAL LIABILITIES AND NET ASSETS	\$84,435,344	\$85,618,874

Fresno's Chaffee Zoo Corporation

Income Statement

For the Eleven Months Ended November 30, 2017

	Current Month			Year-to-Date			FY16 Audited
	Month-to-Date @ 11/30/2017	Budget @ 11/30/2017	Variance	Month-to-Date @ 11/30/2017	Budget @ 11/30/2017	Variance	
REVENUE							
Self-Generated Revenue							
Admissions	\$249,083	\$218,912	(12.1%)	\$4,154,417	\$3,201,749	(22.9%)	\$4,099,886
Adopt an Animal	2,500	1,275	(49.0%)	34,500	22,840	(33.8%)	31,650
Board Designated for Endow	-	200	0.0%	37,500	16,358	0.0%	27,613
Education	27,333	31,422	15.0%	415,067	417,103	0.5%	405,903
Food Services	48,000	45,115	(6.0%)	693,000	634,762	(8.4%)	775,616
Gift Shop	32,000	24,790	(22.5%)	471,500	410,896	(12.9%)	499,947
Giraffe Feeding	31,000	39,723	28.1%	446,000	499,331	12.0%	450,838
Grants/Fundraising	50,054	3,351	(93.3%)	350,596	190,020	(45.8%)	313,361
Group Event/Facility Rental	35,000	70,981	102.8%	450,000	529,302	17.6%	604,641
Interest Income	40,208	(7,148)	(117.8%)	192,292	148,165	(22.9%)	327,020
Investment Income	-	136,626	0.0%	-	1,134,204	0.0%	390,063
Membership	80,000	83,286	4.1%	1,150,000	1,165,509	1.3%	1,323,499
Special Events	21,417	34,625	61.7%	597,583	560,686	(6.2%)	704,314
Stingray Exhibit	19,550	17,999	(7.9%)	340,950	283,006	(17.0%)	298,588
Other	5,875	11,497	95.7%	63,125	57,375	(9.1%)	61,312
Total Self-Generated Revenue	\$642,020	\$712,654	11.0%	\$9,396,530	\$9,271,306	(1.3%)	\$10,314,253
EXPENSES							
Personnel Expenses							
Administration	\$79,941	\$68,470	(14.3%)	\$938,148	\$760,970	(18.9%)	\$749,483
Animal	258,303	252,371	(2.3%)	3,042,916	2,851,085	(6.3%)	3,014,559
Education	86,696	78,750	(9.2%)	1,013,034	871,739	(13.9%)	913,049
Maintenance/Horticulture	80,104	66,484	(17.0%)	955,462	796,832	(16.6%)	848,399
Mem/Dev/Marketing	60,622	74,378	22.7%	707,745	707,290	(0.1%)	716,455
Operations	7,742	7,766	0.3%	91,539	88,981	(2.8%)	101,648
Veterinary	31,066	36,810	18.5%	368,917	328,242	(11.0%)	390,983
Visitor Services	72,269	67,466	(6.6%)	847,877	710,857	(16.2%)	795,715
Total Personnel Expenses	\$676,743	\$652,495	(3.6%)	\$7,965,638	\$7,115,996	(10.7%)	\$7,530,292

Fresno's Chaffee Zoo Corporation

Income Statement

For the Eleven Months Ended November 30, 2017

	Current Month			Year-to-Date			FY16 Audited
	Month-to-Date		Variance	Year-to-Date		Variance	
	Budget @ 11/30/2017	Actual @ 11/30/2017		Budget @ 11/30/2017	Actual @ 11/30/2017		
EXPENSES							
Other Expenses							
Advertising	\$30,125	\$38,524	27.9%	\$338,275	\$232,660	(31.2%)	\$358,205
Animal Services	40,394	35,926	(11.1%)	444,331	422,958	(4.8%)	460,911
Computer/Software	3,565	7,385	107.2%	64,965	52,304	(19.5%)	54,455
Conservation	16,667	-	(100.0%)	183,333	66,801	(63.6%)	109,044
Contracted Services	67,079	50,288	(25.0%)	606,371	571,987	(5.7%)	698,027
Depreciation Expense	40,075	36,275	(9.5%)	400,981	381,629	(4.8%)	3,957,656
Dues	1,158	12,712	997.8%	41,742	55,272	32.4%	24,911
Equipment	27,911	29,228	4.7%	243,219	256,459	5.4%	238,221
Fleet	4,213	993	(76.4%)	46,347	16,407	(64.6%)	21,643
Food/Catering	27,458	30,589	11.4%	264,442	288,716	9.2%	325,917
Insurance	8,500	4,059	(52.2%)	175,000	185,050	5.7%	179,461
Miscellaneous Business	5,971	3,152	(47.2%)	67,624	53,851	(20.4%)	53,614
Office Supplies	2,704	1,063	(60.7%)	29,746	15,577	(47.6%)	33,739
Postage	4,177	6,327	51.5%	64,368	55,433	(13.9%)	61,189
Printing	14,189	23,287	64.1%	186,628	155,992	(16.4%)	174,398
Professional Services	17,392	33,415	92.1%	191,908	304,196	58.5%	276,499
Repairs and Replacements	30,588	40,574	32.6%	306,462	296,854	(3.1%)	266,287
Service/Bank/Credit Card Fees	12,922	15,508	20.0%	150,145	176,170	17.3%	196,302
Signage	1,638	715	(56.3%)	18,021	29,440	63.4%	18,418
Specialized Services	3,483	-	(100.0%)	38,317	34,062	(11.1%)	50,432
Staff Development	16,189	10,954	(32.3%)	178,077	64,985	(63.5%)	116,054
Supplies	52,696	61,531	16.8%	545,804	417,362	(23.5%)	592,643
Telephone	4,296	(4,741)	(210.4%)	47,254	41,879	(11.4%)	51,231
Uniforms	3,567	1,388	(61.1%)	39,233	26,106	(33.5%)	36,706
Utilities	56,250	67,695	20.3%	618,750	676,276	9.3%	683,102
Other	1,375	133	(90.3%)	24,200	9,471	(60.9%)	25,287
Total Other Expenses	\$494,582	\$506,980	2.5%	\$5,315,543	\$4,887,897	(8.0%)	\$9,064,352
TOTAL EXPENSES	\$1,171,325	\$1,159,474	(1.0%)	\$13,281,181	\$12,003,893	(9.6%)	\$16,594,644
NET SURPLUS (DEFICIT) FROM OPERATIONS	(\$529,305)	(\$446,820)	(15.6%)	(\$3,884,651)	(\$2,732,587)	(29.7%)	(\$6,280,391)

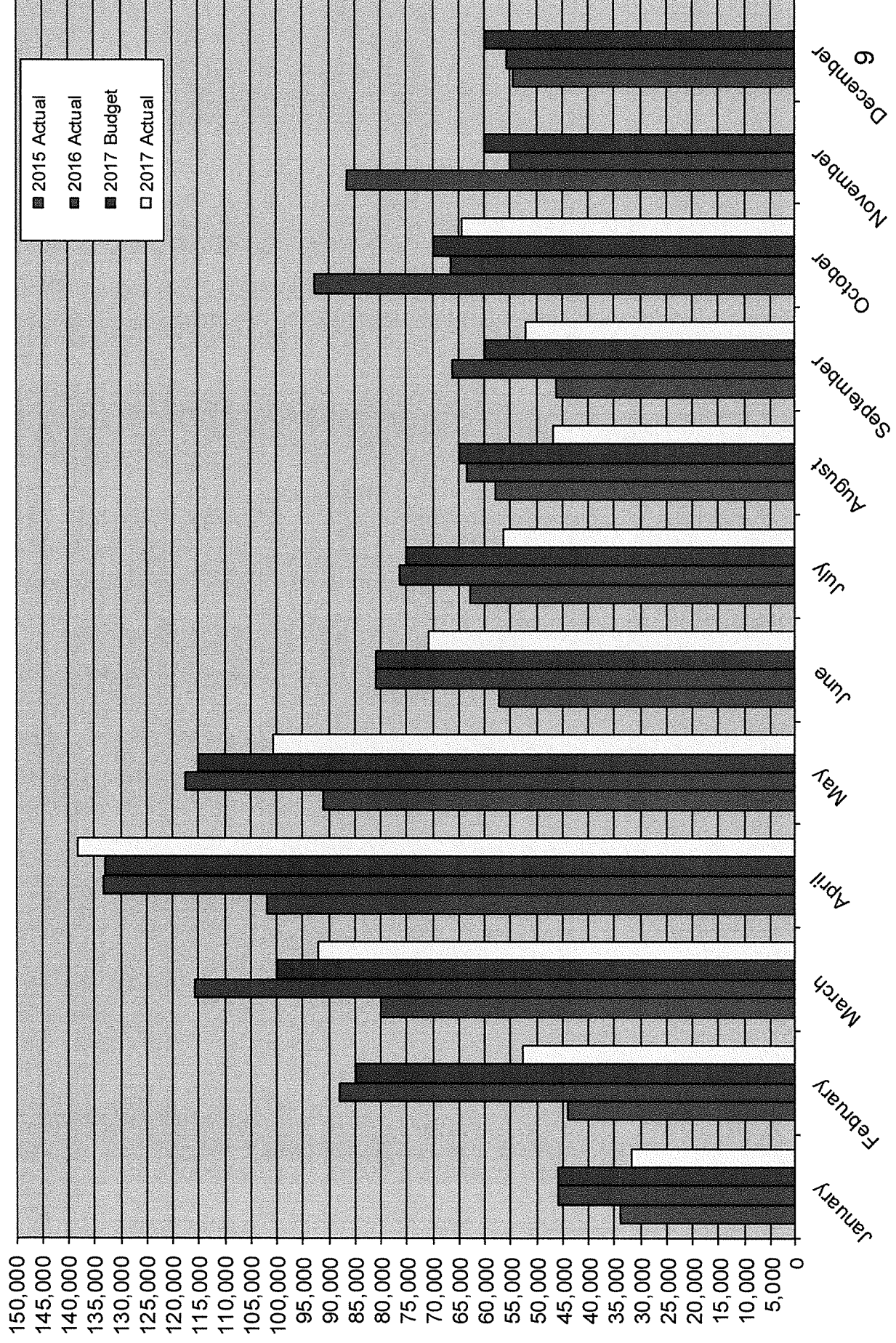
Fresno's Chaffee Zoo Corporation

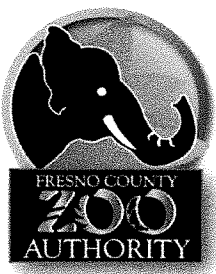
Income Statement

For the Eleven Months Ended November 30, 2017

	Current Month		Year-to-Date		
	Month-to-Date		Year-to-Date		
	Budget	Actual	Budget	Actual	FY16
	@ 11/30/2017	@ 11/30/2017	@ 11/30/2017	@ 11/30/2017	Audited
		Variance		Variance	
NONOPERATING REVENUE & EXPENSES					
Nonoperating Revenue					
City of Fresno	\$0	\$0	\$0	\$0	\$1,500,000
Measure Z Operating Funds	322,712	320,355	4,167,263	4,033,007	4,190,869
Measure Z-Capital Funds	-	333,464	-	3,019,481	(18,437)
Total Nonoperating Revenue	\$322,712	\$654,019	\$4,167,263	\$7,052,488	\$5,672,432
Nonoperating Expenses					
Expansion/Nonoperating Exp.	\$0	\$0	\$0	\$0	\$1,018
Total Nonoperating Expenses	\$0	\$0	\$0	\$0	\$1,018
NET NONOPERATING REVENUE & EXPENSES	\$322,712	\$654,019	\$4,167,263	\$7,052,488	\$5,671,413
BEGINNING FUND BALANCE	\$83,086,326	\$83,086,326	\$78,973,647	\$78,973,647	\$79,582,625
NET SURPLUS/(DEFICIT)	(\$206,593)	\$207,199	(200.3%)	\$4,319,901	(\$608,978)
ENDING FUND BALANCE	\$82,879,733	\$83,293,525	\$79,256,259	\$83,293,548	\$78,973,647

Fresno Chaffee Zoo Attendance Comparison 2015 - 2017





DATE: February 13, 2018

TO: Fresno County Zoo Authority Board

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

SUBJECT: 2018 Measure Z Operating Request

RECOMMENDED ACTION:

Approve Fresno's Chaffee Zoo Corporation fiscal year 2018 Measure Z Operating funds totaling \$4,442,222 for reimbursement of Animal and Veterinary salary and benefits, Animal Food, Utilities, and Bank Fees to wire reimbursement funds to the Zoo.

DISCUSSION:

Operating Budget
The 2018 budget (Attachment A) was developed by the management team of the Fresno Chaffee Zoo. The 2018 Measure Z Operating request is \$4,442,222, and all line items are in the Zoo's operating budget. 2018 Measure Z projected operating revenue is \$4,442,222, excluding earned interest. There is an operating fund surplus of approximately \$6.1 million as of September 30, 2017.

The Fresno's Chaffee Zoo Corporation Board of Directors approved the 2018 budget on December 20, 2017.

BOARD ACTION: DATE _____ APPROVED AS RECOMMENDED _____ OTHER _____

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



FY18 Budget

Presented to the Finance Committee

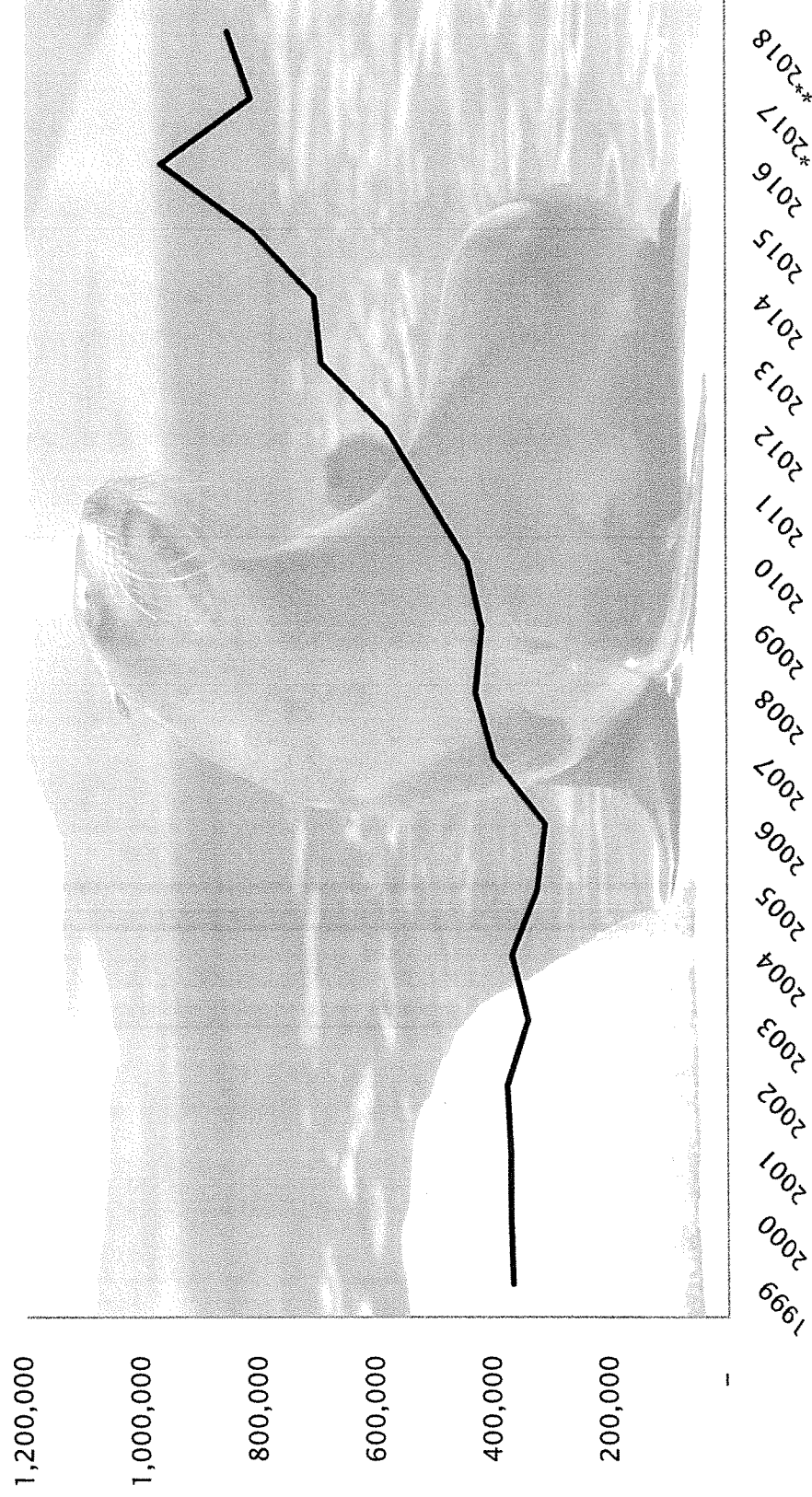
December 20, 2017

Highlights for 2017

- ▶ Group events/facility rental income projected to be 15% greater than budget at year end.
- ▶ Giraffe feeding continues to grow in popularity with 2017 revenue expected to exceed 2016 revenue.
- ▶ Projected Net Surplus expected to exceed budgeted Net Surplus for the year.
- ▶ Volunteer Hours received through October 31st totaled 41,211
- ▶ Leading the way in progressive elephant care by performing first stem-cell therapy in the history of the zoo.
- ▶ 2 new young Greater One-horned Rhinos were added in September.
- ▶ Guam Rails re-introduced to the wild.
- ▶ Celebrated the birth of an African Rhino.
- ▶ Successfully found a home for our last Asian Elephant.
- ▶ Wilderness Falls Waterplay Attraction construction to be completed by year end for a Spring 2018 opening.
- ▶ Deputy Director and CFO positions filled.

Attendance

- ▶ 2018 budgeted attendance of 850,000 Historical attendance figures:
- ▶ 2017 budgeted attendance of 950,000 2016 – 964,091 + 19%
- ▶ 2017 yearend projection of 816,000 2015 – 808,914 + 15%
- 2014 – 703,325 + 2%



* 2017 Projected

** 2018 Budget

2018 Budget Assumptions

- ▶ 2018 budgeted attendance of 853,000.
- ▶ 2018 self generated revenue increases \$1.9M over projected 2017 year end.

- ▶ Proposed budget includes admission price adjustments as follows:

	<u>2018 Price</u>	<u>2017 Price</u>
◦ Adult	\$12.95	\$10.00
◦ Senior	\$ 7.95	\$ 5.50
◦ Child	\$ 7.95	\$ 5.50

Fresno County School Group – Adult	\$ 6.00	\$ 5.00
Fresno County School Group – Student	\$ 3.00	\$ 2.50

Other Counties School Group – Adult	\$ 7.00	\$ 6.00
Other Counties School Group – Student	\$ 4.00	\$ 3.50

2018 Budget Assumptions (Continued)

▶ Fundraising increases \$78K over projected 2017 year end, \$25K from reclassification of Wells Fargo Grant from Special Events. Balance of increase from anticipated growth of sponsorships and donations.

▶ Membership Revenue increases \$82,000 over projected 2017 year end due to growth in membership numbers and price adjustments as follows:

	<u>2018 Price</u>	<u>2017 Price</u>
Individual – Fresno County	\$50.00	\$45.00
Family – Fresno County	\$75.00	\$65.00
Individual – Other Counties	\$60.00	\$55.00
Family – Other Counties	\$85.00	\$75.00

▶ Total operating expenses increase \$247K (2%) over 2017 approved budget. Personnel expenses decreases \$451K (-5%) due to budgeting for turnover rate. Other expenses increase \$698K (11%) over 2017 approved budget.

▶ 2018 will add 1 project manager in July and 1 seasonal staff position, and includes 4 promotions. Including proposed positions, headcount will be 139 full time positions and 94 part time positions in 2018.

Fresno Chaffee Zoo Corporation
Budget
2018

	FY18 Budget	FY17 Budget	FY17 Actual 9/30/2017	FY16 Audited
Attendance	853,000	900,000	641,593	964,091
REVENUE				
Self-Generated Revenue				
Admissions	\$ 5,138,738	\$ 4,303,500	\$ 2,765,064	\$ 4,099,886
Adopt an Animal	35,000	40,000	20,410	31,650
Board Designated for Endow	10,000	50,000	2,280	27,613
Education	441,850	435,600	368,701	411,879
Food Services	725,050	741,000	536,647	775,616
Gift Shop	477,680	503,500	351,107	499,947
Giraffe Feeding	580,040	460,000	424,191	450,838
Grants/Fundraising	325,000	400,650	188,572	471,797
Group Event/Facility Rental	575,000	480,000	410,932	604,641
Interest Income	380,000	377,500	132,728	269,031
Investment Income	-	-	876,788	390,063
Membership	1,337,750	1,250,000	992,992	1,323,499
Special Events	733,000	736,500	279,580	704,314
Stingray Exhibit	341,200	351,000	246,543	298,588
Other	84,000	69,000	43,537	28,671
Total Self-Generated Revenue	\$ 11,184,308	\$ 10,198,250	\$ 7,640,072	\$ 10,388,033

Fresno Chaffee Zoo Corporation
Budget
2018

	FY18 Budget	FY17 Budget	FY17 Actual 9/30/2017	FY16 Audited
Attendance	853,000	900,000	641,593	964,091
EXPENSES				
OPERATING EXPENSES				
Personnel Expenses				
Administration	\$ 1,103,542	\$ 1,027,088	\$ 622,656	\$ 787,983
Animal	3,206,316	3,329,896	2,346,797	3,014,559
Education	961,204	1,109,640	719,534	913,049
Maintenance/Horticulture	906,885	1,044,051	665,637	848,399
Mem/Dev/Marketing	805,290	775,318	567,881	716,455
Operations	118,234	100,129	73,449	89,802
Veterinary	362,806	403,330	265,877	390,983
Visitor Services	802,357	928,289	586,084	795,715
Total Personnel Expenses	\$ 8,266,634	\$ 8,717,741	\$ 5,847,915	\$ 7,556,946
Other Expenses				
Advertising	\$ 392,700	\$ 367,500	\$ 174,200	\$ 354,470
Animal Services	562,000	484,725	343,990	460,911
Computer/Software	127,772	68,530	27,701	53,231
Community Support	75,000	20,000	347	2,600
Conservation	250,000	200,000	66,801	109,044
Contracted Services	562,600	660,050	396,060	630,664
Depreciation Expense	464,000	441,056	309,080	398,667
Dues	50,950	42,900	41,605	24,871
Equipment	204,675	220,450	161,025	177,662

Fresno Chaffee Zoo Corporation
Budget
2018

	FY18 Budget	FY17 Budget	FY17 Actual 9/30/2017	FY16 Audited
Attendance	853,000	900,000	641,593	964,091
Event Expense	626,045	390,345	354,444	599,194
Fleet	39,100	50,560	14,295	21,643
Food/Catering	56,300	70,375	21,613	28,497
Insurance	185,000	175,000	148,964	179,461
Miscellaneous Business	19,838	21,100	11,216	67,073
Office Supplies	32,600	29,500	12,716	30,802
Postage	51,325	56,350	30,136	41,381
Printing	151,825	180,417	95,475	134,048
Professional Services	317,000	209,500	245,828	278,663
Repairs and Replacements	432,470	335,850	275,284	266,287
Service/Bank/Credit Card Fees	198,250	161,818	144,567	137,659
Signage	28,409	19,659	26,616	17,926
Specialized Services	51,750	41,800	27,057	25,305
Staff Development	209,762	186,466	50,162	112,352
Supplies	493,225	561,975	267,618	502,917
Recognition	12,100	7,550	2,626	5,719
Recruitment	12,200	13,700	20,945	18,857
Telephone	67,295	50,650	44,195	50,375
Uniforms	40,850	42,800	20,024	34,851
Utilities	790,000	674,500	539,618	683,102
Other	11,800	25,575	9,105	25,287
Total Other Expenses	\$ 6,516,841	\$ 5,810,701	\$ 3,883,313	\$ 5,473,520
TOTAL OPERATING EXPENSES	\$ 14,783,475	\$ 14,528,442	\$ 9,731,228	\$ 13,030,466
NET SURPLUS (DEFICIT) FROM OPERATIONS	\$ (3,599,168)	\$ (4,330,192)	\$ (2,091,156)	\$ (2,642,432)

Fresno Chaffee Zoo Corporation

Budget

2018

	FY18 Budget	FY17 Budget	FY17 Actual 9/30/2017	FY16 Audited
Attendance	853,000	900,000	641,593	964,091
OTHER REVENUE				
City of Fresno	\$ -	\$ -	\$ -	\$ 1,500,000
Measure Z-Capital Funds	-	-	1,162,304	(18,437)
Measure Z Operating Funds	4,442,222	4,522,000	3,519,003	4,190,869
TOTAL OTHER REVENUE	\$ 4,442,222	\$ 4,522,000	\$ 4,681,307	\$ 5,672,432
OTHER EXPENSE				
Expansion/Nonoperating Exp.	\$ -	\$ -	\$ -	\$ 1,018
Expansion/Nonoperating Exp.	\$ -	\$ -	\$ -	\$ 1,018
Total Expansion/Nonoperating Exp.				
NET OTHER REVENUE AND EXPENSE	\$ 4,442,222	\$ 4,522,000	\$ 4,681,307	\$ 5,671,413
NET SURPLUS/(DEFICIT)	\$ 843,054	\$ 191,808	\$ 2,590,151	\$ 3,028,981
BEGINNING FUND BALANCE	\$ 82,607,921	\$ 78,969,963	\$ 78,973,647	\$ 79,578,940
ENDING FUND BALANCE	\$ 83,450,975	\$ 79,161,771	\$ 81,563,798	\$ 82,607,921

Note: Beginning fund balance made up of cash, investments, accounts receivable, and other assets less accounts payable and accrued liabilities.

Pricing Comparison

12-20-17 Calculation

		Budgeted Revenue	Attendance
Fares		2018	2,018
Adult	\$12.95	\$10.00	32.21%
Senior	\$7.95	\$5.50	3.06%
Child	\$7.95	\$5.50	16.05%
Fresno Co School Adult	\$6.00	\$5.00	0.29%
Fresno Co School Student	\$3.00	\$2.50	5.56%
Other Co School Adult	\$7.00	\$6.00	0.21%
Other Co School Student	\$4.00	\$3.50	3.93%
1/2 Group	\$5.50	5,513	0.12%
Group	\$9.00	2,421	0.03%
Events/Parties/Edu			8.19%
No Fee (Members, Infants, Free)			30.35%
Totals		5,138,738	100.00%
	Per Cap	\$6.02	853,000

11-20-17 Calculation

		Budgeted Revenue	Attendance
Fares		2018	2,018
Adult	\$12.00	\$10.00	32.21%
Senior	\$10.00	\$5.50	3.06%
Child	\$7.00	\$5.50	16.05%
Fresno Co School Adult	\$6.00	\$5.00	0.29%
Fresno Co School Student	\$3.00	\$2.50	5.56%
Other Co School Adult	\$7.00	\$6.00	0.21%
Other Co School Student	\$4.00	\$3.50	3.93%
1/2 Group	\$5.50	5,513	0.12%
Group	\$9.00	2,421	0.03%
Events/Parties/Edu			8.19%
No Fee (Members, Infants, Free)			30.35%
Totals		4,804,081	100.00%
	Per Cap	\$5.63	853,000
Variance		334,656	-

2018 Budget Revenue Increase Support

- ▶ 2018 admission prices increased in-line with recommendations from Morey Survey. The last price increase was in 2016.
- ▶ Concessions: 2018 budget \$18.5K under 2017 budget. 2017 per caps are \$0.84 at 9/30 compared to 2018 budgeted per cap of \$0.85.
- ▶ Giraffe feeding continues to grow in popularity with 2018 budgeted revenue \$40K greater than projected 2017 revenue.
- ▶ Grants/Fundraising: revenue increase of \$78K over projected 2017 revenue of \$247K. Increase is due to reclassification of Wells Fargo Wednesday Grant of \$25K from Special Events and anticipated increase of sponsorships and donations.
- ▶ Group events/facility rental: revenue increase of \$95K over 2017 budget. Projected 2017 revenue will exceed \$550K. 2018 budget is \$21K over projected 2017 revenue.

Operating Revenue

	2018	2017	2016
	Budget	Budget	Audit
Attendance			
	853,000	950,000	964,091
<u>Per Cap</u>			
Admissions	\$6.02	\$4.78	\$4.25
Concessions	\$0.85	\$0.87	\$0.80
Giraffe Feeding	\$0.68	\$0.54	\$0.47
Retail	\$0.56	\$0.59	\$0.52
Stingray Bay	\$0.40	\$0.41	\$0.31
<u>Revenue</u>			
Education	\$441,850	\$435,600	\$411,879
Group Events/Facility Rentals	\$575,000	\$480,000	\$604,641
Membership	\$1,337,750	\$1,250,000	\$1,323,499
Special Events	\$733,000	\$736,500	\$704,314

2018 Budget Expense Increase Support

	2018	2017	+/-	
Total Operating Expenses	14,774,975	14,528,442	246,533	2%
Salary & Benefits	8,266,634	8,717,741	(451,107)	-5%
Admin	1,103,542	1,027,088	76,454	Minimum wages increases, comp reviews, benefits increase and Project Manager
Animal	3,206,316	3,329,896	(123,580)	
Education	961,204	1,109,640	(148,436)	
Maintenance/Hort	906,885	1,044,051	(137,166)	
Mem/Dev/Mark/Events	805,290	775,318	29,972	Minimum wages increases, comp reviews, benefits increase, promotion of seasonal staff
Operations	118,234	100,129	18,105	Minimum wages increases, comp reviews, benefits increase
Vet	362,806	403,330	(40,524)	
Visitor Services	802,357	928,289	(125,932)	
Animal Services	562,000	484,725	77,275	
Animal Feed	420,000	400,000	20,000	2018 increase in feed cost
Animal Shipping	105,000	45,000	60,000	2018 transportation for elephants and others
Computer Software	127,772	68,530	59,242	
New Maintenance Software	10,000	-	10,000	Maintenance system for preventive/routine care
Cloud Based Accounting Software	10,000	-	10,000	Transition current software to cloud based version
New Purchase Order Software	10,000	-	10,000	Module to institute Purchase Order system
Centeman	20,000	-	20,000	Customer Service
Paycom	7,500	-	7,500	Payroll
Hardware Purchases	10,000	-	10,000	Replacement of old machines
Conservation	250,000	200,000	50,000	2018 increase annual commitment to conservation
Contracted Services	562,600	660,050	(97,450)	
Contracted Services-main	20,000	46,800	(26,800)	
Contracted Services-visitor serv.	257,000	325,000	(68,000)	
Contracted Services-IT	60,000	55,000	5,000	Increase in number of computers under contract
Depreciation	464,000	441,056	22,944	

2017 Budget Expense Increase Support

	2018	2017	+/-	
Total Operating Expenses	14,774,975	14,528,442	246,533	2%
Equipment	204,675	220,450	(15,775)	
Equipment lease/rental	163,300	96,950	66,350	2018 increase for equipment rentals related to maintenance
Equipment purchases	61,575	52,500	9,075	2018 increase for increased purchases related to visitor services
Food/Catering	56,300	70,375	(14,075)	
Professional Services	317,000	209,500	107,500	2018 increase anticipated legal fees for contract reviews, etc.
Repairs and Replacements	432,470	335,850	96,620	
Staff Development	209,762	186,466	23,296	
Employee Survey	15,000	-	15,000	
Supplies	493,225	561,975	(68,750)	
Utilities	790,000	674,500	115,500	

Expenses

Personnel

- ▶ 2018 Salaries and Benefits: 56% of total operating expenses are salary and benefits (industry benchmark of 58% - 63%). 2017 budget was 60% and projected year-end is 57%.
- ▶ 2018: Health insurance premium increase quoted at 9.9%. 3.5% of the increase is ACA fees.
- ▶ Other benefits: Excluding health insurance, benefit premiums are expected to increase slightly over 2017 rates and have minimal impact on the budget.
- ▶ Budget includes an increase of \$0.50/hour to minimum wage starting 1/1/18. Minimum wage will increase \$1.00/hour on 1/1/19, 1/1/20, 1/1/21 and 1/1/22.
- ▶ Current staff open positions total 10 full time and 15 part time. Projected head count at 2017 year end is 230.

Staffing Changes

Administration: 1 FT Project Manager beginning 7/1. Costs offset by savings from reduced dependence on contracted services. Much of salary will be reimbursed through Measure Z Capital Funding

Animal Department: 1 Seasonal LSS Staff for Wilderness Falls to maintain water quality, promotion of 2 Lead Keepers to Zoological Area Managers.

Horticulture: Promotion of Lead Horticulturist to Curator position.

Special Events: PT Seasonal Event Assistant promoted to FT.

No proposed changes for any other department

Deferred Maintenance Allocation

Budgeted Surplus for 2018	\$ 843,054
2018 Allocation to Deferred Maintenance	<u>\$ 200,000</u>
Balance Available for Capital Purchases	\$ 643,054

Allocation calculated at approximately 1% of Budgeted Expenses until
assets are catalogued and assessed

Capital Request Detail

Exhibits	
Bird Show Improvements Improvements/replacement of back stage enclosures used by the bird show. Part of multi-year plan to improve this area.	\$ 100,000
Bird/Small Mammal Holding New holding areas to replace old ones removed for African Adventure construction. These are used for management and breeding a variety of birds and small mammals	\$ 100,000
Sea Lion Cove Shade	\$ 80,000
African Safari Irrigation Repairs	\$ 75,000
Stingray Bay Monitoring System	\$ 50,000
Wolf Woods Upgrade	\$ 40,000
Ungulate Shelter	\$ 40,000
Savanna 4 Fence Extension	\$ 26,000
Total Exhibits	\$ 511,000

Capital Request Detail (continued)

Hospital	
Digital Radiograph	\$ 80,000
Quarantine Shift	\$ 10,000
Taylor Dunn Carrier	\$ 10,000
Floors and Paint*	\$ 15,500
Concrete Pathways	\$ 8,000
Paving	\$ 8,000
Africa Speakers	\$ 6,000
Frog Chiller Unit	\$ 6,000
Oxygen Generator	\$ 5,000
Gate Motor	\$ 5,000
Medical Tank SRB	\$ 5,000
Radiograph Repairs	\$ 5,000
Total Hospital	\$ 163,500

* - Carried over from 2017

Capital Request Detail (continued)

Others	
Belmont Parking Add 200 temporary parking for overflow on busiest days (especially Mar–May), Includes a pedestrian beacon	\$ 400,000
Lodge Heating Install hot water furnace and pump to connect to radiant floor tubing in Kopje Lodge that was installed during construction	\$ 300,000
Solar Additions Partial cost to add solar array to the African Elephant Night House per study conducted by CSUF	\$ 100,000
Bobcat Tractor	\$ 35,000
Pergola	\$ 25,000
Boca Printers	\$ 11,000
Total Others	<u>\$ 871,000</u>
Total Capital Request	<u>\$ 1,545,500</u>

Capital Request Detail - Prioritized

Exhibits	
African Safari Irrigation Repairs	\$ 75,000
Bird Show Improvements	\$ 100,000
Hospital	
Digital Radiograph	\$ 80,000
Others	
Bobcat Tractor	\$ 35,000
Belmont Parking	\$ 400,000
Total Prioritized Request	\$ 690,000

2018 Measure Z Request

➤ 2018 Measure Z Operating Support Request: (2017 request was \$4,522,000)

• Personnel Expenses:	
Animal	\$ 3,206,316
Veterinary Services	\$ 362,806
Operating Expenses:	
Animal Food	\$ 420,000
Utilities	\$ 452,980
• Bank Fees	\$ <u>120</u>
Total 2018 Operating Request	\$ 4,442,222

➤ Projected 2018 Measure Z Funding (excluding interest):

	2018 FCZ
Capital	Projected Revenue
Operating	\$ 8,885,778
Administration	\$ 4,442,222
2018 Projected Proceeds	\$ <u>272,000</u>
	\$13,600,000

2018 Measure Z Request (continued)

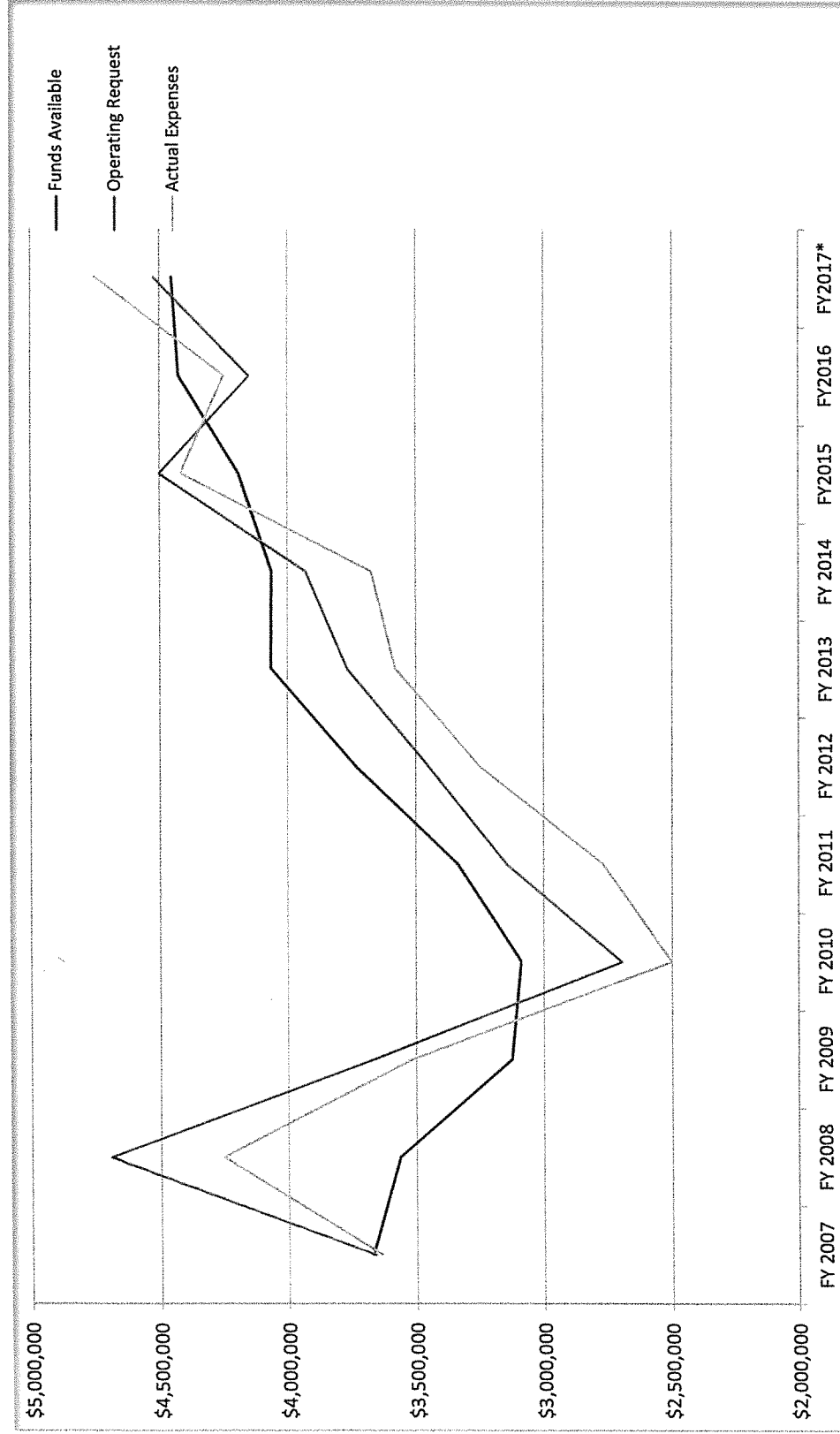
- 2018 Measure Z Operating Support Request:
 - 2018 request: \$ 4,444,222 Percent of 2018 operating budget: 30%
 - 2017 request: \$ 4,522,000 Percent of 2017 operating budget: 33%
 - Increase/(Decrease): \$ (77,778)
- 2017 Projected Measure Z Operating:
 - Projected receipts to be collected: \$4,522,000
 - Projected total claims: \$4,522,000
 - Projected surplus funds used: (\$ -0-)
- 2016 Measure Z Operating:
 - Receipts collected: \$4,389,157
 - Total claims: \$4,150,000
 - Funds available: \$277,326
- Measure Z operating fund surplus of approximately \$6.1 million as of 9/30/2017.

All figures based on Zoo's fiscal year (January – December).

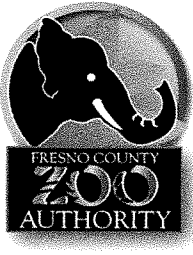
Measure Z Revenue Summary of Tax Proceeds

	2007-2008 Actual	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015-2016 Actual	2016-2017 Actual	2017-2018 Actual
July	\$819,900	\$813,500	\$671,700	\$659,300	\$719,800	\$826,000	\$903,500	\$864,900	\$900,800	\$952,000	\$930,800
August	1,093,200	1,084,700	885,300	857,500	921,200	1,033,100	\$1,106,000	\$1,149,600	\$1,201,100	\$1,269,300	\$1,241,000
September	1,060,279	930,087	810,940	895,691	1,057,603	1,028,369	\$1,097,605	\$1,199,226	\$1,408,037	\$1,181,071	
October	853,500	792,200	678,000	677,000	694,100	850,500	\$857,400	\$879,100	\$911,400	\$941,400	
November	1,138,000	1,056,300	743,300	879,500	878,500	1,056,800	\$1,143,200	\$1,172,100	\$1,215,200	\$1,255,200	
December	827,112	872,815	971,061	932,350	1,240,028	1,083,021	\$1,076,977	\$1,147,219	\$1,308,493	\$1,188,304	
January	831,200	766,900	719,900	710,700	770,100	799,900	\$836,700	\$884,100	\$915,800	\$955,400	
February	1,108,200	841,000	944,000	919,900	978,600	1,086,700	\$1,101,200	\$1,178,800	\$1,221,000	\$1,273,900	
March	762,907	959,801	628,563	821,858	1,006,649	1,021,734	\$1,113,584	\$1,087,121	\$1,226,517	\$1,114,146	
April	699,000	652,000	594,300	618,400	716,100	846,500	\$788,000	\$804,100	\$819,500	\$855,500	
May	932,000	860,800	847,200	876,500	897,100	1,493,700	\$1,050,600	\$1,072,100	\$1,092,700	\$1,140,700	
June	1,026,580	730,781	821,511	963,040	1,191,689	1,015,391	\$1,139,360	\$1,231,366	\$1,374,748	\$1,220,710	
Total	\$11,151,879	\$10,360,883	\$9,315,775	\$9,811,839	\$11,071,469	\$12,141,715	\$12,214,126	\$12,669,732	\$13,593,295	\$13,347,631	\$2,171,800
Total received from inception							\$141,179,120				

Measure Z Operating Funds



* 2017 projected expenses
 ** 2018 budgeted expenses



DATE: February 13, 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 June 25, 2014, Board meeting members discussed the status and possible options for management of retention funds for Africa Adventure, and for retention and payments regarding future projects. On August 27, 2014, members approved an *Agreement Regarding Escrow Agreements for Security Deposits in Lieu of Retention* with the Fresno Chaffee Zoo Corporation (ZooCorp), specifically for the African Adventure construction project. Prior to the Agreement, the Authority did not have a method in place to address the management of retention. Former Authority Counsel Art Wille recommended developing a policy for future projects, and your Board directed staff to prepare one.

On September 30, 2015 your Board adopted a Retention Policy (Attachment A) for the release of retention of Measure Z funds held in escrow by 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 does not address any actions the Authority might take in the event of a dispute between the Zoo Corp and a Construction Manager at Risk, and in 2016, the Board became aware of such a dispute regarding the African Adventure project. Since then, when requests for funding of projects have been brought to the Board by ZooCorp and during Board Member Comments, the handling of such disputes and the Board's mandate for the oversight of Measure Z funds has been the matter of discussion by Authority Members and Zoo Corp. staff.

At the Board meeting on April 26, 2017, a request was made for capital funds for the construction of the Water Play Area. Board Member Toste moved for approval of the request with the following additional conditions regarding retention funds:

BOARD ACTION: DATE _____ APPROVED AS RECOMMENDED _____ OTHER _____

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

1. Any dispute between the contractor and the Fresno Chaffee Zoo Corporation regarding retention funds shall be reported to the Fresno County Zoo Authority within 30 days;
2. Any settlement agreement between the contractor and the Fresno Chaffee Zoo Corporation shall be made public; and,
3. Any retention funds released by the contractor shall be returned to the Fresno County Zoo Authority capital fund.

The motion was seconded by Member Lyles and passed unanimously.

Following the April 26, 2017 meeting, Member Toste contacted Chairman Roman and Authority staff to request changes to the Retention Policy be placed on the next agenda that reflect the conditions approved for the Water Play Area, as well as including a definition of Construction Manager at Risk. Due to changes to Board meeting dates and other demands on staff time, the matter was not brought back to the Board until November 29, 2017. At that time, Zoo Director Scott Barton requested that the item be tabled until the next meeting, due to the previous week's Thanksgiving holidays and insufficient time for review by ZooCorp Counsel Doug Larsen. Members agreed.

Staff has since reviewed the proposed Amended Retention Policy again and has made certain additional minor changes to it based on input from Zoo Authority Counsel and ZooCorp Counsel Doug Larsen. All changes to the current Retention Policy are noted on Attachment B, the most significant being the addition of a "Disputes" section consisting of a modified version of the conditions approved by your Board in connection with the Water Play Area Project.

If adopted, the additional language can provide guidance for the Zoo Corp's funding requests for construction of future projects, and for Authority staff to manage the reimbursement process. If any changes are approved, updates to the Policy will be made to the document on the Authority's website and to Appendix II of the Authority's *Procedures for Approving and Administering Measure Z Funds*.

ATTACHMENTS:

- A. Fresno County Zoo Authority Retention Policy, Adopted September 30, 2015
- B. Fresno County Zoo Authority Proposed Amended Retention Policy

REFERENCE MATERIAL:

- A. 2005 Agreement Regarding Procedures for Distribution of Tax Revenue To The Chaffee Zoo
<http://www.zooauthority.org/docs/ContractsProcedures/2005.12.21.ZA-ZAAgmt&2014.8.27Amend1.pdf>
- B. 2016 Procedures for Approving and Administering Measure Z Funds
<http://www.zooauthority.org/docs/ContractsProcedures/2016.06.29ApprovedRevisedZAProcedures.pdf>
- C. 2014 Agreement Regarding Escrow Agreements for Security Deposits in Lieu of Retention
<http://www.zooauthority.org/docs/ContractsProcedures/10.16.14ZA-ZCEscrowAgmt-w-ZC-HarrisAgmt.pdf>

Fresno County Zoo Authority

Retention Policy

Adopted September 30, 2015

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. In carrying out this Policy, the Authority and ZooCorp, shall comply with California Public Contract Code §7201, as applicable.

Definitions

1. "Agreement" shall be defined herein as an executed contract.
2. "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%).
3. "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 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.

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 (2) 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 1 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.

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

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

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Fresno County Zoo Authority

PROPOSED AMENDED

Retention Policy

Adopted September 30, 2015

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. ~~In carrying out this Policy, the Authority and ZooCorp, shall comply with California Public Contract Code §7201, as applicable.~~

Definitions

1. "Agreement" shall be defined herein as an executed contract.
2. ~~"Construction Manager at Risk" shall be defined as per California Public Contract Code §20146(b)(2) 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 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.

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.

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

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

1 withholds consent, the Authority will set forth in writing its objections, stating those items
2 that are not final and complete according to the construction contract.

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DATE: February 13, 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*

The recommended action was prompted by changes by the Fresno County Auditor-Controller/Treasurer-Tax Collector (AC-TTC) that were effective July 1, 2017 that allow additional days to complete an electronic funds transfer (EFT) and can affect the timing of the reimbursement of Measure Z funds to Fresno Chaffee Zoo Corporation (ZooCorp).

DISCUSSION:

The *Procedures for Approving and Administering Measure Z Funds (Procedures)*, last updated June 29, 2016, state that "These procedures will be reviewed with the Zoo Authority as needed for opportunity to update, amend, or edit to achieve greater efficiencies."

At the Board's April 26, 2017 meeting, Treasurer Megan Marks reported on the change by the AC-TTC to extend the time to process requests for an EFT from one day to up to four days. Staff has discussed the matter and other possible changes with former ZooCorp Chief Financial Officer (CFO) Brian Goldman, new CFO Richard Treach and finance staff, and Counsel Doug Larsen. Authority staff has reviewed the *Procedures* and incorporated this change in the Draft Amendments (Attachment A), on bottom of page 10 Claims Approval Overview, and to the detailed descriptions of the review process for Operations claims (paragraph 10 on both page 13 and Capital Projects claims, page 17).

At the June 28, 2017 meeting, staff presented revised Procedures that included possible changes and additions for the Board's consideration, as well as other clarifications and minor corrections. Significant changes included:

BOARD ACTION: DATE _____ APPROVED AS RECOMMENDED _____ OTHER _____

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

- Staff had proposed that the Board consider reducing the claims review period for members from three days to two days to help minimize the effect of additional days for an EFT. Members were not in favor of this, and it remains unchanged.
- On page 8, the phrase "...within a rounding tolerance of \$1.00." was proposed for paragraph 3 to allow for adjustments when aggregating staff invoices from supporting departments, instead of returning at a subsequent meeting with small corrections. The language for the payment of invoices has been clarified in the sentence following.
- Also on page 8, in paragraph 7, "include the signature of" has been updated to "be approved by" to allow for the ability for an electronic signature, as seen in Appendix I on the Claim Form, page 22.
- On page 12 and 17, to clarify the ZooCorp contact person(s), the CFO or designee has been added to paragraph 8.
- For the Dino Dig expansion funding request, former Treasurer Jeff Blanks received confirmation from members at the June 29, 2016 meeting that line item amounts could be adjusted within the budget, and reaffirmed members' wish to be notified if contingency funds were used. Language stating these points has been added to page 15, paragraph A.1 and to paragraph 13 on page 18.
- Previous versions of the Procedures had provided a minimal description of the review process for Capital Projects claims where steps were the same for Operations claims. However, comments from members and the ZooCorp Counsel indicated that June's proposed changes in the draft amendments were not clear, and with staff changes that were expected after June for both the Authority and ZooCorp, it was apparent that a full description of the review process for both Operations and Capital Projects claims would best serve the Authority and Zoo into the future.

Therefore, in addition to the above, the changes presented in the draft amendments are intended to ensure the review process is described fully and accurately for both types of claims. The most significant changes are noted below, and comment boxes to the right in Attachment A explain the new, changed, or re-located text. Attachment B incorporates all the changes into a "clean" copy.

- For Capital Projects, on page 15, Section II.A, paragraph I, language has been added for what is already in practice for project funding requests. For the last two years or so, Board members have had a 30-day review of agenda items and the back-up for project funding requests, and have requested information on bid proposals. Historically, the Authority has approved funding requests with estimated budgets, draft agreements and proposals that the ZooCorp Board has earlier approved. Signed agreements and proposals *are* required when requesting Claim reimbursement (see page 16, paragraph C.5).
- Paragraph 3 on page 15 was changed to reflect the ZooCorp's funding requests for specific projects based on the Master Plan for the Zoo, rather than an "annual Capital Projects Plan."

- Beginning in Section II.C on page 16, the Capital Projects claims review process no longer refers back to Operations claims. The full process is repeated, as seen in much of the underlined text inserted on the following pages 17 and 18.
- The Authority's Bylaws I.B.1 require meeting "a minimum of four times a year", and do not specify whether quarterly or which months. Staff proposes a change to the presentation of the ZooCorp audit in paragraphs C and D on page 20 that would provide the Board with more scheduling flexibility, while the ZooCorp would still provide the audit by June 30. This is not without precedent: in 2013, the Authority met on May 29, voted to hold the next meeting June 26, later cancelled that meeting due to the delay of various approvals for the African Adventure project, and held the next meeting on September 25, at which time the Audit report was presented.
- Lastly, the Disbursement Claim form (Appendix I, page 22) has been updated, and includes a check box for Authority approval and space for explanations by the ZooCorp for the use of contingency funds or Operations budget variances.

ATTACHMENTS:

- A. Fresno County Zoo Authority Proposed Amendments to *Procedures for Approving and Administering Measure Z Funds* (With strike-outs, underlines and notes)
- B. Fresno County Zoo Authority *Procedures for Approving and Administering Measure Z Funds* (With only underlined changes)

REFERENCE MATERIAL:

Zoo Authority Bylaws

<http://www.zooauthority.org/docs/Bylaws/2015ZABylawsAmendsAdopted12.9.15BOSapproved1.26.16.pdf>



Fresno County Zoo Authority
Draft Amendments to
Procedures
for
Approving and Administering
Measure Z Funds

Adopted
November 11, 2005

Last Revised
June 29, 2016

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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 (~~Zoo Corp~~-ZooCorp) for on-going operations, maintenance and capital facilities projects at that location.

Commented [CC2]: As per preference of ZC Counsel Larsen, references to 'the Zoo Corp.' should now be "ZooCorp".

The Authority Board (Board) will review and approve Measure Z funded line items of ~~the Zoo Corp's~~ ZooCorp operations and capital projects budgets. Once these line items are approved by the Board, ~~Zoo Corp~~-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 ~~the Zoo Corp~~-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.

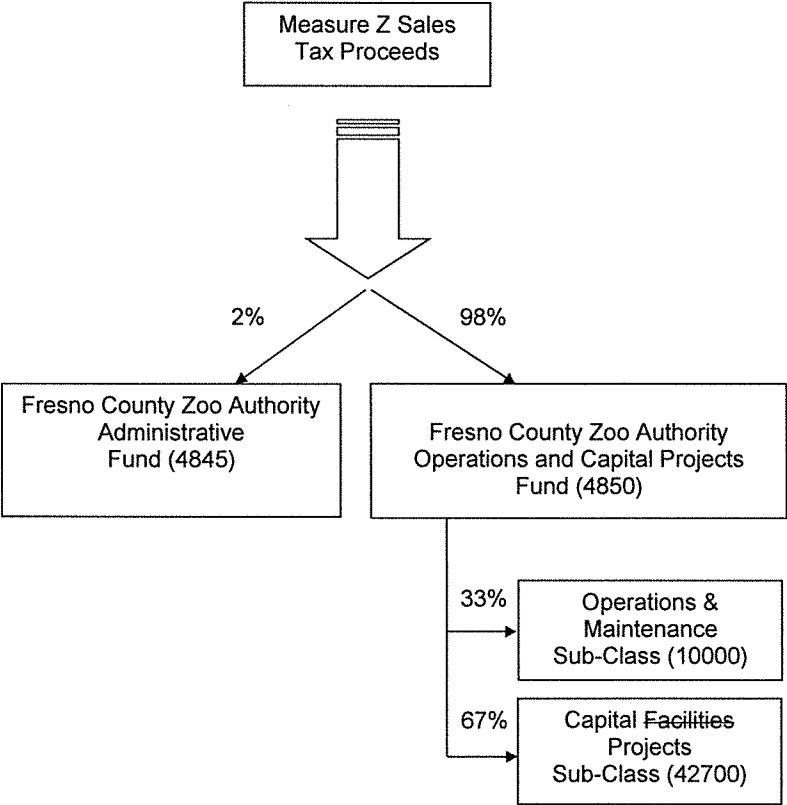
4) As per the AGREEMENT BETWEEN FRESNO COUNTY ZOO AUTHORITY AND THE COUNTY OF FRESNO FOR PROFESSIONAL AND TECHNICAL SERVICES (#05-237),³ dated June 14, 2005, the County of Fresno Auditor-Controller/Treasurer-Tax Collector or his/her designee serves as Treasurer for the Authority.

¹ See Appendix IV, 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, and March 28, 2012, and June 29, 2016.

³ See Appendix IV, 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 ~~Zoo Corp-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 the ~~Zoo Corp-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 the ~~Zoo Corp-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 not 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:

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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 IV, Document B

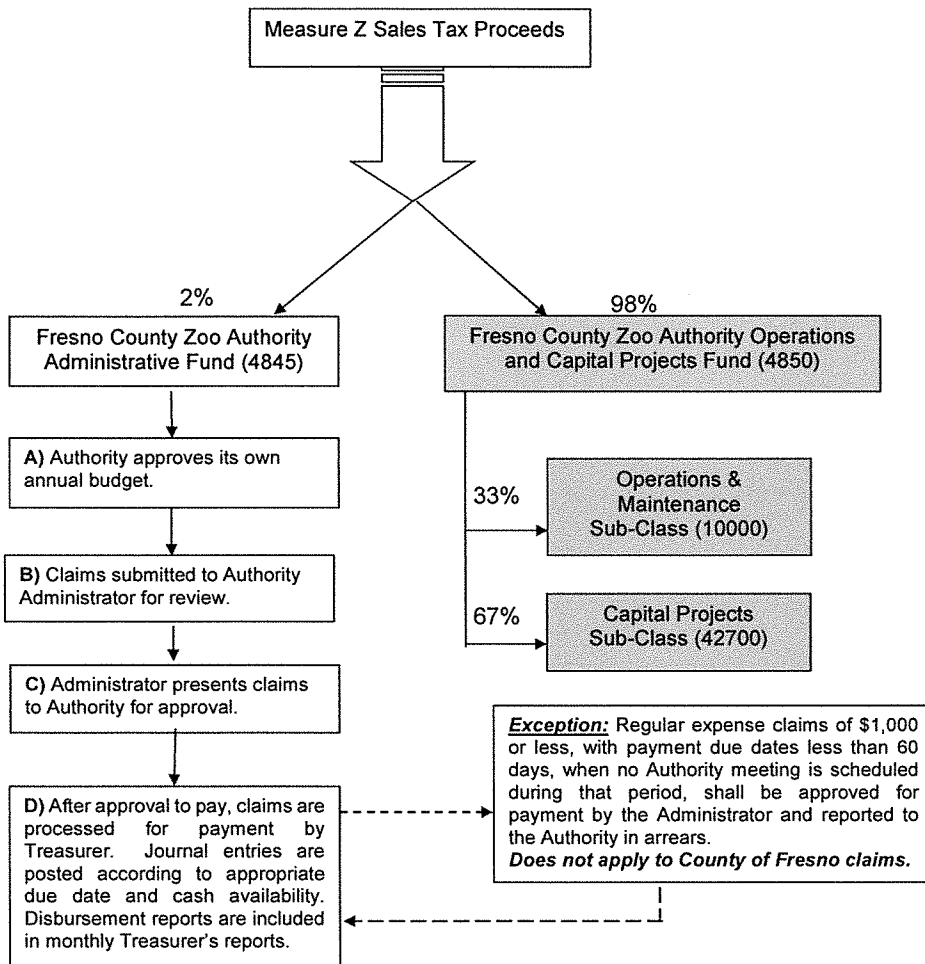
B. *Responsibilities of Authority Administrator (or Designated Coordinator):*

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 ~~Zoo Corp.~~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 the ~~Zoo Corp.~~ZooCorp and the City of Fresno) to ensure compliance by the ~~Zoo Corp.~~ZooCorp. This documentation includes, but is not limited to, reports on annual audit and agreed-upon procedures engagement required of the ~~Zoo Corp.~~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 ~~administration-administrative~~ expenses on behalf of the Authority shall ~~include the signature of~~ be approved by the Authority Administrator, or his or her designee, reference to 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.

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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.

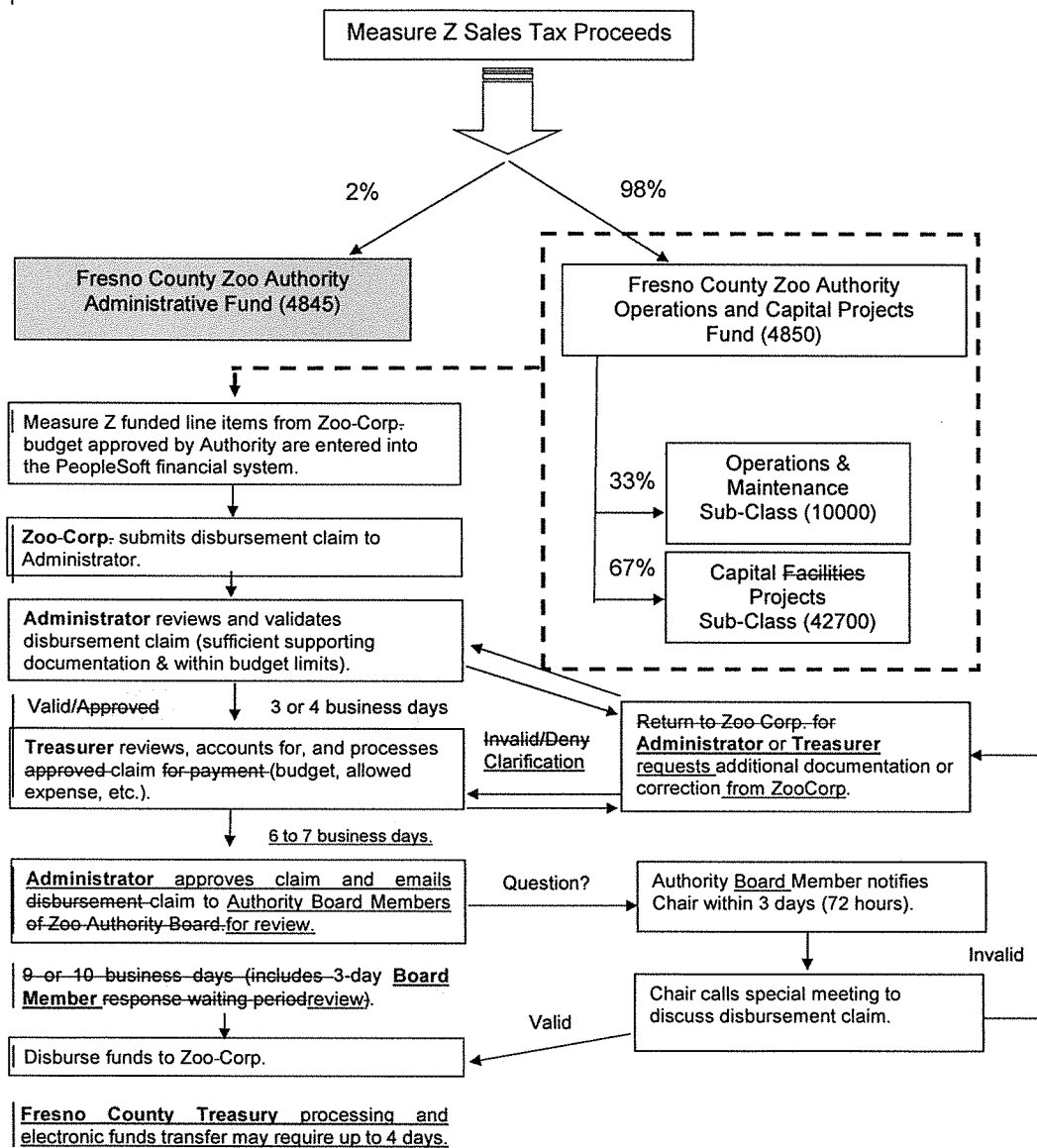
VII. Authority Financial Reporting and Audits:

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



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, ~~the Zoo Corp.~~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 ~~the Zoo Corp.~~ZooCorp's budget and shall be funded 100% (up to the budget amount) with Measure Z operations funds.
- 2) When ~~the Zoo Corp.~~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.

Commented [CC7]: See similar authorization language also in I.B.7, page 12, and I.B.13, page 13.

B. Disbursement of Measure Z Funds for Operations

- 1) ~~Zoo Corp.~~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 ~~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 Authority Board action.
- 2) The ~~Disbursement Claim template form at Exhibit 3 should~~(Appendix I) shall be used by ~~Zoo Corp.~~ZooCorp. This ~~template form~~ may be modified as mutually agreed by the Authority and ~~Zoo Corp.~~ZooCorp.
- 3) Reimbursement ~~may shall only~~ be requested for incurred expenses only, with the exception of - No prepaid expenses or deposits on goods/services ~~will be reimbursed, unless previously authorized~~ through an Authority Board action at a public meeting.
- 4) Each operations claim ~~may shall only~~ contain expenses incurred only during the current ~~Zoo Corp.~~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 ~~the Zoo Corp.~~ZooCorp official accounting system, invoices and vendor contracts. Copies of invoices for payments of \$1,000 or more ~~to vendors shall also be included. Vendor invoices shall be properly itemized as requested by the Administrator and/or Treasurer.~~ Additional supporting documentation, including but not limited to

Commented [CC8]: Expanded.

Commented [CC9]: Same language as second sentence of Capital Disbursement para 1), page 16.

Commented [CC10]: Updated document name, referenced correct location, changed 'should' to 'shall' to conform with other paragraphs.

Commented [CC11]: 'May' conflicts with 'only', changed to conform with 'shall' in other paragraphs; corrected grammar.

Commented [CC12]: Rephrased to clarify exceptions. For example; Sea Lion Cove under water window and African Adventure roof thatch.)

Commented [CC13]: Same as above.

Commented [CC14]: Not needed and inaccurate; invoices are from vendors.

Commented [CC15]: Covered well enough in the first sentence, and in 9.b., page 12 and 13.

invoices below \$1,000, may be requested of the Zoo Corp. ZooCorp at the discretion of the Authority Board and/or staff.

6) In general, disbursements to Zoo Corp. ZooCorp will be equal to or greater than \$100,000 at a time.

Commented [CC16]: Expected, but not a requirement or ever an issue.

7) The Authority does not need to take action for each disbursement or release of funds. Subsequent to approval of the Zoo Corp. the ZooCorp Measure Z funded budget line items, the Authority does not need to take action for each disbursement or release of funds. The Administrator is granted standing authority to approve claims submitted by Zoo Corp. ZooCorp. The Treasurer is granted authority to disburse funds (initiate the cash transaction) in accordance with budget limits for Measure Z funded 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 Zoo Corp. 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.

Commented [CC17]: No need to say, the Procedures are all about Measure Z funds.

Commented [CC18]: Also covered in I.A.2, page 11, and I.B.13, page 13.

Commented [CC19]: No need to say

8) Payment of the claims will be processed as expeditiously as possible, within a maximum ten (10) business days from receipt of a complete Administrator approved claim: six (6) days for Treasurer review, a 3-day Board response waiting period, and one (1) day for treasury processing and wire transfer, unless extraordinary circumstances require faster or slower processing of the request. Claim errors, omissions, and questioned costs will extend the review process commensurate with the extent of these issues.

Commented [CC20]: Updated, re-stated and included in 10 a-c

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 an authorized person (preferred). See Section V.B., page 16 for documentation of authorized persons.

Commented [CC21]: Added for clarity, and has always been the case.

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.

Commented [CC22]: This is the most general addressee and most accurate address possible at this time.

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 authorizing approved budget. (operations, capital facilities project). (See Appendix I Disbursement Claim Template Form.)

Commented [CC23]: Redundant with 'approved'.

a) Any disbursement request that would exceed the monthly budgeted amount of a particular Measure Z funded line item shall include explanations by the Zoo Corp's ZooCorp management and details of variances of 25% or \$25,000 (whichever is less) per month.

Commented [CC24]: Form has been updated to include check boxes to identify Operations and Capital claims.

Unless extraordinary circumstances require faster or slower processing of the request, total processing time from Administrator's receipt of a complete claim should not exceed 13 business days. Claims will be processed in the order received, although the Zoo Corp. may request that claims be processed in a particular order (e.g. largest to smallest). It should be noted that claims will not be processed concurrently; each claim will be processed to the point of Authority Board approval before a subsequent claim is processed.

Commented [CC25]: Re-stated and included 10 a-c

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 the Zoo Corp. ZooCorp CFO or designee will maintain communication by email to track the claim, anticipate and manage any problems, and minimize delays.

Commented [CC26]: Moved from stricken para 11) for better continuity.

Commented [CC27]: New, allows for Zoo Corp flexibility.

- 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.

Commented [CC28]: Underline to be added at doc clean-up.

Commented [CC29]: New. As per County Treasury 7/1/17. Also referenced on the bottom of page 10.

- a) Claim errors, omissions and questioned costs will extend the review process commensurate with the extent of these issues. Requests for clarification or additional documentation may delay the review process until resolved.

Commented [CC30]: Makes the same point without being unnecessarily harsh. (See stricken para 8.)

- 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.

Commented [CC31]: Board member approval is not required, as per para 7, Page12.

- 10) The Administrator will work directly with the Zoo Corp. 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. Disbursement claims submitted with incorrect, improper, or insufficient supporting documentation will be returned by email to the Zoo Corp. for revision and re-submittal, and the Treasurer notified.

Commented [CC32]: Moved to 9 b.

Zoo Corp. disbursement claims will be reviewed and approved, or returned to the Zoo Corp. by the Administrator within three business days, unless extraordinary circumstances require faster or slower processing of the request.

Commented [CC33]: See 9a and 10a. Redundant and unnecessarily harsh; this is a cooperative process.

- 11) Once approved After review, the Administrator will notify the Zoo-Corp CFO, and forward the claim by email to the Treasurer for payment processing review.

Commented [CC34]: Payment processing does not occur at this point. See 13c below.

- 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 Zoo Corp. disbursement 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. ZooCorp CFO.

Commented [CC35]: See also I.A.2, page1, and I.B.7, Page 12.

- a. Any Authority Board recipient 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.

Commented [CC36]: The administrator has already approved the claim prior to forwarding to members for review. Same language as 13.B, page 18.

- b. The Chair will notify the Authority Administrator to call a meeting for discussion and approval of the Zoo Corp. disbursement claim. The special meeting called by the Chair

Commented [CC37]: Wordiness.

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.

Commented [CC38]: Remove unneeded underline at doc clean-up

- e. ~~Claim approval by the Authority Board will be assumed by the Treasurer if no request for a special meeting is received by the expiration of the time frame specified in section 13a above. The Treasurer will then direct payment for the claim to be processed expeditiously. 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.~~

Commented [CC39]: Revised text to remove "approval" by members.. Review only, as per I.B.7, Page 12, and the same revision for Capital Projects on Page 18, Para 3c.

14) Disbursement of Funds:

- a. The Treasurer will forward ~~wire~~ EFT confirmation or other record of disbursement to the Administrator and ~~the Zoo Corp.~~ 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. Disbursement claims requesting funds be wired or sent electronically will be honored at the current County of Fresno wire fee rate published in the annual master schedule of fees. For wire or EFT, the~~ The disbursement claim must reference the appropriate banking information.

Commented [CC40]: Re-stated for clarity.

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.

Commented [CC41]: New, a more accurate description of actual practice. Derived from stricken language in para 3) below.

- 1) For each capital project funding request the Zoo Corp. ZooCorp shall provide to the Administrator an agenda item of the proposed project for the Authority's consideration, including a summary of bid proposals, as well as a ZooCorp approved capital project's estimated budget, and executed project contract(s) and/or proposals. These documents shall be provided to the Treasurer-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). Information on planned projects and related estimated costs shall be included in the budget request. 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 may request additional information from the Zoo Corp. ZooCorp on the planned projects prior to funding.
- 2) Budget-The budget amounts requested 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 which 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 the project construction in progress for a period not to exceed two (2) fiscal years or 24 months, after which the Zoo Corp. 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) The Zoo Corp. shall present to the Authority Board an annual Capital Projects Plan in addition to capital projects budget requests. This plan should specify major planned projects and the estimated cost of each project for the budget year. The Projects Plan may be modified for large project changes at the request of the Zoo Corp. ZooCorp and approval of the Authority Board during the year. Upon review, the Board can elect to approve or modify the projects plan and the capital projects budget simultaneously. 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.
- 4) When the Zoo Corp. ZooCorp capital projects budgets and a Projects Plan have been approved by the Authority, and as long as all other funding criteria as specified in the Bylaws, 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 the Zoo Corp. ZooCorp in accordance with the Administrator's signed approval and Board approved budget limits.

Commented [CC42]: New. Adding language for what is already in practice. For at least the last 2 years, Board members have asked for a 30-day review of the agenda item and back-up for project funding requests. They have also requested information on bid proposals. Historically, the Zoo Corp has provided agenda items, and the ZA has approved projects with estimated budgets, draft agreements and proposals that the ZC Board has already approved. See page 16, para C.5) for requirements for Claim reimbursement where signed agreements are required.

Commented [CC43]: Now redundant.

Commented [CC44]: Or paragraph 2, if amendments to Retention Policy are not adopted 1/31/18.

Commented [CC45]: Monthly Authority Treasurer's reports list projects.

Commented [CC46]: Has not been the practice. Based on a Master Plan, specific project funding requests are made.

Commented [CC47]: Now covered in paragraph A above.

Commented [CC48]: A more accurate description of actual practice.

Commented [CC49]: See also II.C.7, page 16 and II.C.13, page 18

B. Capital Projects Policy

All capital project claims submitted by the ~~Zoo Corp.~~ 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

~~Section 1-B (Operations claims procedures 1 through 16) presented at pages 11 through 13, shall apply to disbursement of Measure Z funds for Capital Projects, with the following substitutions to procedures 1, 7, 9, 11, 13 and 16d. 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 incurrence expenses are incurred will require explanation before processing. In addition, expenditures submitted more than 12 months after incurrence after expenses are incurred will require formal Zoo Authority Board action for approval.]~~
- 2) The ~~Disbursement Claim template form at Exhibit 3 should~~shall be used by ~~Zoo Corp.~~ ZooCorp. This ~~template form~~ may be modified as mutually agreed by the Authority and ~~Zoo Corp.~~ ZooCorp.
- 3) Reimbursement ~~may shall only~~ 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 ~~may shall only~~ contain expenses incurred only during the current Zoo Corp. ~~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 the ~~Zoo Corp.~~ ZooCorp official accounting system, invoices, and ~~vendor signed contracts or signed proposals~~. Copies of invoices for payments of \$1,000 or more ~~to vendors~~ shall also be included. ~~Vendor invoices shall be properly itemized as requested by the Administrator and/or Treasurer. Additional supporting documentation, including but not limited to invoices below \$1,000, may be requested of the Zoo Corp.~~ ZooCorp at the discretion of the Authority Board and/or staff.
- 6) In general, disbursements to ~~Zoo Corp.~~ ZooCorp will be equal to or greater than \$100,000 at a time.
- 7) ~~Subsequent to approval of the Zoo Corp. Measure Z capital projects budget and plan, the~~ The Authority Board does not need to take action for each disbursement or release of funds ~~sSubsequent to approval of the Zoo Corp. Measure Z capital projects budget. The Administrator is granted standing authority to approve claims submitted by the Zoo Corp.~~ ZooCorp based on the approved project budget, project plan, and the Authority's capital projects policy/Capital Projects Policy. The Treasurer is granted authority to disburse funds (initiate the cash transaction) in accordance with project budget limits for Measure Z funded-line items when ~~it the Treasurer receives the approved~~

Commented [CC50]: To improve clarity, procedures here no longer refer back to Operations claims. The full process is repeated, (as seen in much of the underlined text inserted on the following pages) but includes differences specific to Capital Projects claims.

Commented [CC51]: Consistency with Operations para 1) ,page 11.

Commented [CC52]: Consistency and grammar.

Commented [CC53]: Same as above.

Commented [CC54]: New, reflects actual practice. See para A.1), page 15.

Commented [CC55]: Inaccurate and unneeded; voices are FROM architects and contractors.

Commented [CC56]: Covered well enough in the first sentence, and this has never been an issue.

Commented [CC57]: Expected, but not a requirement and has never been an issue.

Commented [CC58]: See paragraph A3, page 15.

Commented [CC59]: No need to say; the Procedures are all about Measure Z funds.

Commented [CC60]: See B. on page 15 and Appendix III

claim from the Administrator. Except in the absence of the Administrator, the Treasurer will not accept claims directly from ~~the Zoo Corp.~~ 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.

Commented [CC61]: Mr. Larsen had been concerned that this was proposed to be deleted at the June 28, 2017 meeting. Same as Operations Para 7 on Page 12.

- 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.

Commented [CC62]: This is the most general addressee and most accurate address possible at this time.

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 Appendix I Disbursement Claim Form.)

Commented [CC63]: Form has been updated to include a check box to identify Capital claims.

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.

Commented [CC64]: New; allows for Zoo Corp flexibility.

~~b) Unless extraordinary circumstances require faster or slower processing of the request, total processing time from Administrator's receipt of a complete claim should not exceed 15 business days.~~

Commented [CC65]: Merged with para 10).

- 9)10) Payment of the claims will be processed as expeditiously as possible, within a maximum ~~15~~18 business days from receipt of a complete claim to the Administrator: four days for Administrator review, seven days for Treasurer review, ~~a three-day~~ three-day for Board response ~~waiting period~~ review, and ~~one day~~ up to four days for Fresno County Treasury processing and ~~wire~~ electronic funds transfer, unless extraordinary circumstances allow faster or require slower processing of the request.

Commented [CC66]: New. As per County Treasury 7/1/17.

a) ~~Requests for clarification or additional documentation may delay the review process until resolved.~~

Commented [CC67]: Makes the same point without being unnecessarily harsh. This is a cooperative process.

b) Claims will be reviewed 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 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.

11) Zoo Corp. disbursement claims will be reviewed and approved, or returned to the Zoo Corp. by the Administrator within four business days, unless extraordinary circumstances require faster or slower processing of the request.

Commented [CC68]: See para 10)

13) Payment of the claim will be processed as expeditiously as possible, within a maximum eleven business days from receipt of a complete Administrator approved claim seven days for Treasurer review, a 3-day Board response waiting period, and one day for treasury processing and wire transfer, unless extraordinary circumstances require faster or slower processing of the request.

Commented [CC69]: See para 10).

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.

Commented [CC70]: See also II.A.4, page 15 and II.C.7, page 16.

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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 and approval 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.

Commented [CC71]: The administrator has already approved the claim prior to forwarding to members for review. See also 13.B, page 13 .

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.

Commented [CC72]: See also Page 14, I.B.13c.

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.

a-c. As per AGREEMENT⁶, when funds are received by the Zoo Corp-ZooCorp for capital claims projects that include contracts with retention, confirmation of the deposit of funds into an escrow account shall be provided to the Administrator within 3 days of disbursement.

¹See Appendix IV, Document D]

Commented [CC73]: Correct footnote placement will be made after approval of revisions.

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 the ~~Zoo Corp.~~ZooCorp budgets will be loaded into the County's PeopleSoft financial system.
- B. ~~Zoo Corp.~~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 ~~Zoo Corp.~~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 which that will be used to track the project budget as well as transactions to date and to facilitate project level reporting to the Board, ~~Zoo Corp.~~ZooCorp, or public.

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), the ~~Zoo Corp.~~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, the ~~Zoo Corp.~~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 (P&L) and shall specifically identify Measure Z funded expenditures line items, and shall include explanations and details of any line item variances. The ~~Zoo Corp.~~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.
- ~~B-C~~ In accordance with Authority requests or other agreements, the ~~Zoo Corp.~~ZooCorp will generate reports of disbursed amounts tracking the expenditures, categories, level of expenditures, and amounts available for future spending.

Commented [CC74]: Not needed; no other mention.

V. Additional Documentation:

- A. Before any disbursement, requests are honored, the ~~Zoo Corp.~~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 the ~~Zoo Corp.~~ZooCorp.
- B. Annually, or when changes in personnel occur, the ~~Zoo Corp.~~ZooCorp shall provide a list of ~~Zoo Corp.~~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. ~~The Zoo Corp.~~ 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 ~~the Zoo Corp.~~ ZooCorp. Operations expenses should be segregated by account name, while capital project expenses should be segregated by both account name and project.
- B. ~~The Zoo Corp.~~ ZooCorp shall also provide to the Authority with an "Independent Accountant's Report on Applied Agreed-Upon Procedures" to be performed by ~~the Zoo Corp's~~ ZooCorp external auditor. As part of these Agreed-Upon Procedures, the ~~Zoo Corp's~~ external auditor must at a minimum, perform the following procedures: (1) review all (100%) reimbursements to ~~the Zoo Corp.~~ 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 by ~~the Zoo Corp.~~ for operations and capital projects, to determine if Measure Z-funded expenses were accounted for separately by ~~the Zoo Corp.~~
- C. ~~Both the audit report (along with the related financial statements) as well the "Independent Accountant's Report on Agreed-Upon Procedures" issued by the independent auditor shall be presented to the Zoo Authority Board and the general public at an Authority publicly noticed meeting, no later than June 30th of the year following the end of the Zoo Corp's fiscal year. Notice of this presentation shall be communicated to the Authority Administrator by the Zoo Corp. at least 25 days prior to the report presentation date to allow sufficient time for the Authority to communicate it to the public via its website at least 15 days prior to the meeting. 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 30 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 30, 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. ~~The Zoo Corp.~~ ZooCorp's 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 ~~the Zoo Corp's~~ 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.

Commented [CC75]: New. This change would provide the Board with more scheduling flexibility, and is not without precedent. In 2013 the Authority met on May 29th, voted to hold the next meeting June 26th, cancelled that meeting due to the delay of various approvals for the African Adventure project, and held the next meeting on September 25th, when the Audit report was presented. Also, the ZA Bylaws require meeting only 4 times a year, and do not specify in which months or quarterly.

Commented [CC76]: 15 days is sufficient.

Commented [CC77]: Has always been provided as well as presented.

Inquiries of Zoo Corp's ZooCorp's Financial Position:

Questions related to the financial position of the ~~Zoo Corp~~ ZooCorp should be directed to the organization directly.

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.

Commented [CC78]: Page breaks to be adjusted after approval of amendments.

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

Commented [CC79]: New

Commented [CC80]: New

~~To follow up on~~ 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

Commented [CC82]: New

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

Fresno County Zoo Authority
Administrator/Coordinator
Approval Signature

Commented [CC81]: New

Appendix I
Page 2

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)	Variance Explanation 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:

Commented [CC83]: New with text box for ZooCorp explanation.

Appendix II

Retention Policy

Adopted September 30, 2015

Purpose

This Policy provides requirements for Agreements between the Fresno's Chaffee Zoo Corporation (Zoo Corp.) 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. In carrying out this Policy, the Authority and Zoo Corp., shall comply with California Public Contract Code §7201, as applicable.

Definitions

1. "Agreement" shall be defined herein as an executed contract.
2. "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%).
3. "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 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.

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.

(continued)

Appendix II

Page 2

ZooCorp's Deposit of Funds Received from Authority

Not later than two (2) 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 1 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.

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

Referenced Documents

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

Field Code Changed

<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



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

**Adopted
November 11, 2005**

**Last Revised
June 29, 2016**

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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.

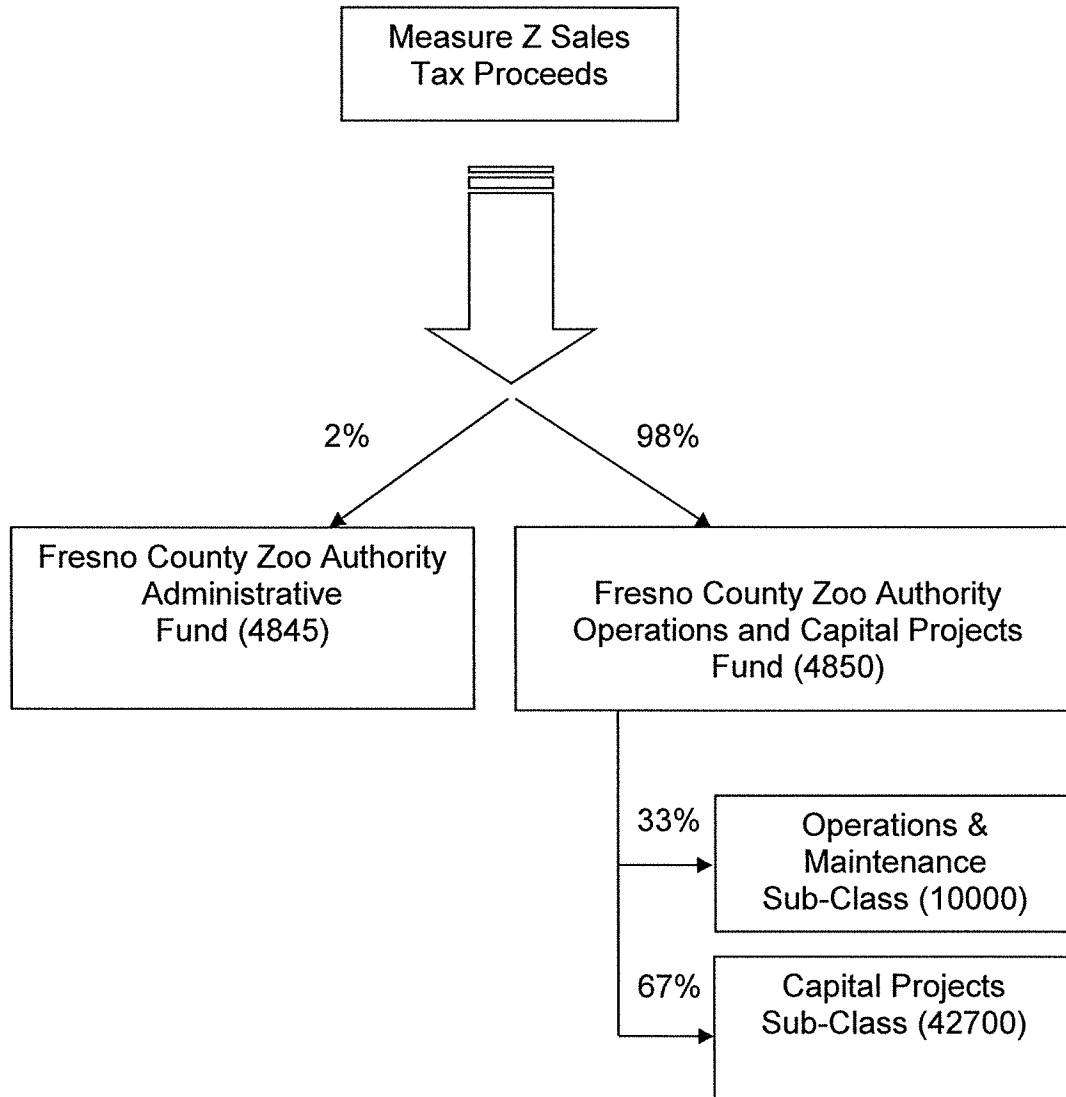
4) As per the AGREEMENT BETWEEN FRESNO COUNTY ZOO AUTHORITY AND THE COUNTY OF FRESNO FOR PROFESSIONAL AND TECHNICAL SERVICES (#05-237),³ dated June 14, 2005, the County of Fresno Auditor-Controller/Treasurer-Tax Collector or his/her designee serves as Treasurer for the Authority.

¹ See Appendix IV, 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.

³ See Appendix IV, 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 IV, Document B

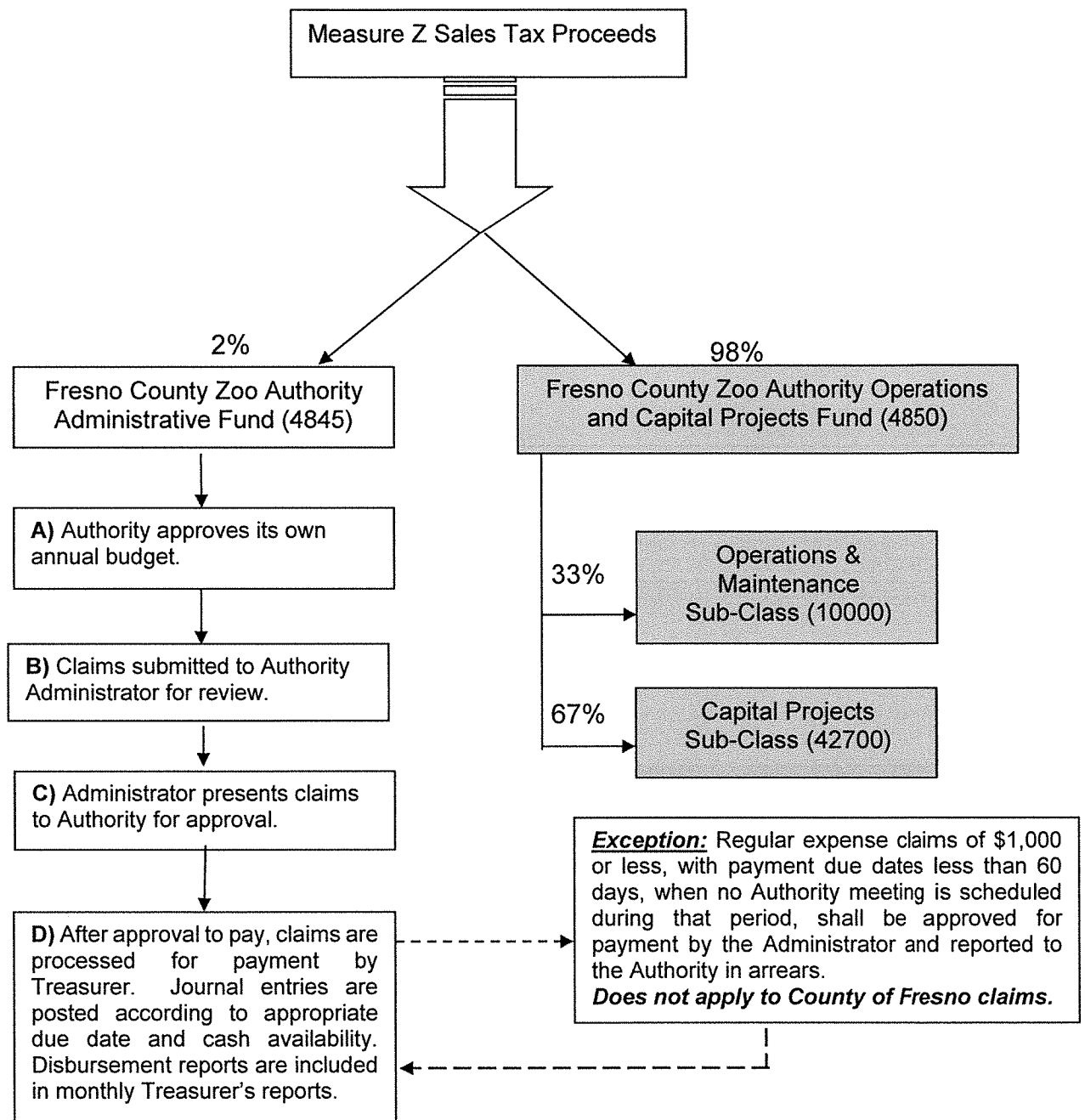
B. *Responsibilities of Authority Administrator (or Designated Coordinator):*

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.

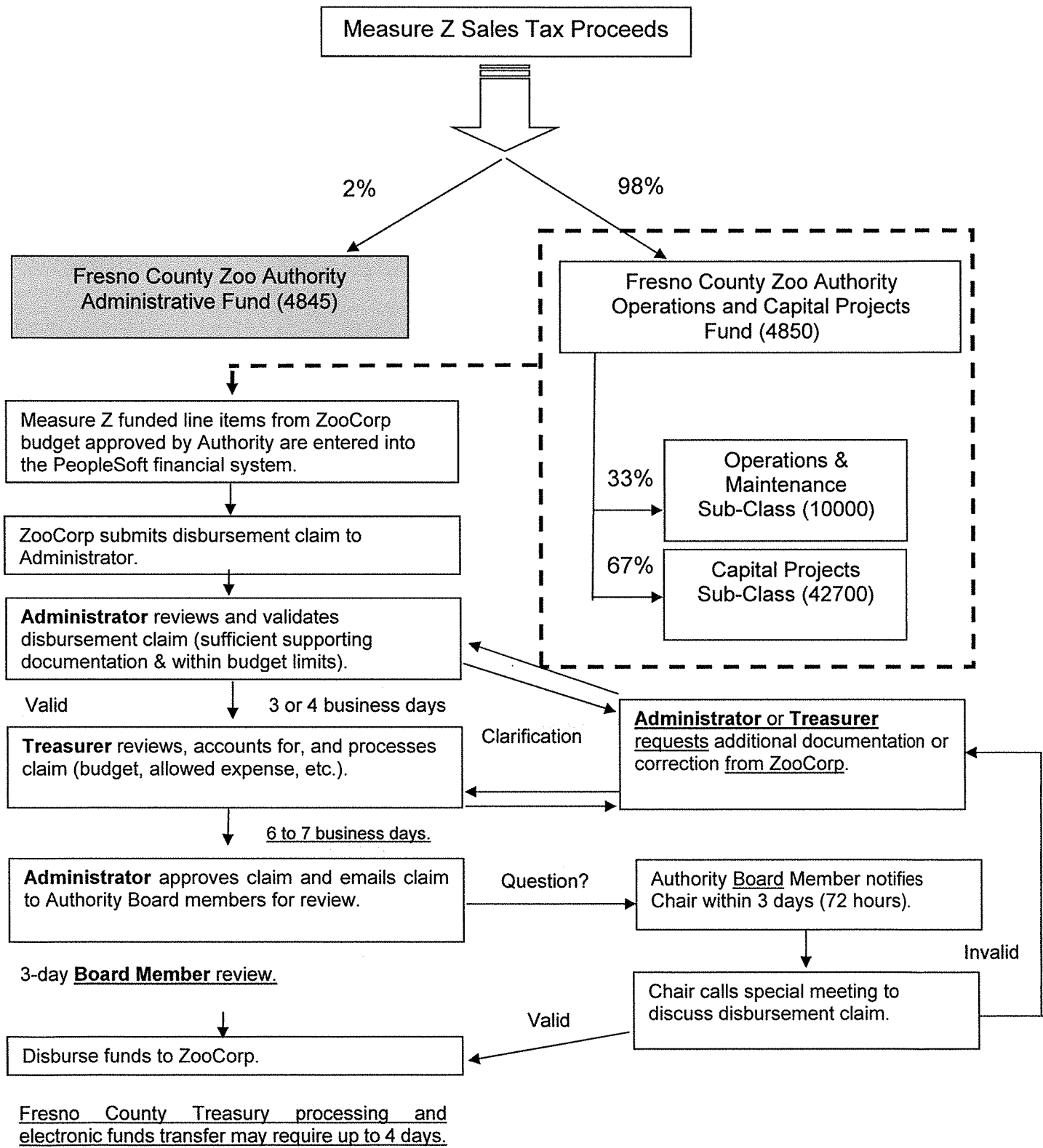
VII. Authority Financial Reporting and Audits:

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



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 Appendix I Disbursement Claim Form.)
- 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).

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 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.

14) 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 the proposed project for the Authority's consideration, including a summary of bid proposals, as well as a ZooCorp approved estimated budget, and project contract(s) and/or proposals. 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 may request additional information from ZooCorp on the planned projects prior to 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.
- 4) When ZooCorp capital projects budgets have been approved by the Authority, and as long as all other funding criteria as specified in the Bylaws, 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 official accounting system, invoices, and signed contracts or signed proposals. 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 Appendix I Disbursement Claim Form.)
- 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 (e.g. 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 and approval 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 AGREEMENT⁶, when funds are received by ZooCorp for capital claims projects that include 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.

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).

⁶ See Appendix IV, Document D

- 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)	<u>Budget Line Item</u>	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

Purpose

This Policy provides requirements for Agreements between the Fresno's Chaffee Zoo Corporation (Zoo Corp.) 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. In carrying out this Policy, the Authority and Zoo Corp., shall comply with California Public Contract Code §7201, as applicable.

Definitions

1. "Agreement" shall be defined herein as an executed contract.
2. "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%).
3. "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 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.

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.

(continued)

Appendix II

Page 2

ZooCorp's Deposit of Funds Received from Authority

Not later than two (2) 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 1 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.

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

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

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																				
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					



Fresno Chaffee Zoo • 894 West Belmont Avenue • Fresno, California 93728
Phone (559) 498-5910 • Fax (559) 264-9226

DATE: February 28, 2018
TO: Fresno County Zoo Authority Board
FROM: Scott Barton
Fresno Chaffee Zoo CFO
SUBJECT: 2017 Measure Z Capital Request – Utilities Design Proposal

RECOMMENDED ACTION:

Approve Fresno's Chaffee Zoo Corporation's request of Measure Z Capital funds totaling \$119,350.00 for the design of the Utilities project.

DISCUSSION:

The project site is approximately located near the South Gate by the Belmont Avenue entrance and continues north into the Zoo, up to the Flamingo exhibit. This project will consist of adding new fiber, electrical, storm water, water, and sewer lines into the Zoo. This utilities line will provide additional support to many areas of the Zoo, including the new Conservation building, Animal Nutrition Center, Asia, and the Safari Café. Not only will this add additional utilities support it will also improve pathways, landscaping, and lighting. This project will also include the assessment of adding solar panels on the roof of the African elephant barn.

The Utilities design proposal was approved by the Fresno Chaffee Zoo Corp Board of Directors on January 18, 2018.

ATTACHMENTS:

- A. Civil Engineer Proposal
- B. Electrical Engineer Proposal
- C. Landscape Architectural Services
- D. Project Management Fees
- E. Design Budget
- F. Map

November 16, 2017

AME File No. 217-0273

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

**Subject: Professional Services Proposal
Civil Engineering Services for the Infrastructure Improvements
for the Conversation Building, Future Asia Exhibit, Future South
America Exhibit and the Portion of Existing Fresno Chaffee Zoo**

Dear Scott,

As per your request, we have evaluated our cost for providing civil engineering services for the subject project. Please accept this letter to you as our proposal.

Background

It is our understanding that the zoo would like to provide electrical and other infrastructure to service the conversation building, future Asia exhibit, future South America exhibit and the portion of the existing zoo along the fire lane and you would like us to provide our civil engineering services. It is also our understanding that the zoo would like us to prepare an overall existing utilities map for the site.

Scope of Work

1. The work area has been previously surveyed. We will field verify that the existing topographic survey along the fire lane is still current and update as necessary and update the topographic survey map.
2. Preparation of base map for Fresno Chaffee Zoo which includes both the existing and expansion areas.
3. Conduct utilities search of Fresno Chaffee Zoo. Utilities search for the expansion area will be based on as-built drawing from the African exhibit. For the existing zoo area, utilities search will be based on previous utilities searches for those areas and meeting with the zoo staff to update any utilities infrastructure.
4. Existing electrical and communication improvements will be provided by Hardin-Davidson.
5. Plot all existing utilities on the base map with different layers for different utilities, including water, sewer, storm drainage, irrigation and gas, electrical and communication.
6. Preparation of demolition, new surfacing plan, grading, drainage and utilities plan (include water, sewer, gas, irrigation as necessary) for the infrastructure project.
7. Electrical and communication infrastructure improvements will be provided by Hardin-Davidson.
8. Provide bidding and construction support services.

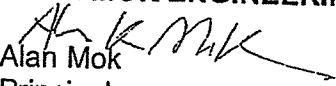
Proposed Fee

We propose to provide our civil engineering services for a lump sum fee amount of \$29,900.00.

Please feel free to call if you have any questions.

Very truly yours,

ALAN MOK ENGINEERING


Alan Mok
Principal



Agenda Item 12 **Attachment B**

HARDIN-DAVIDSON ENGINEERING

356 Pollasky Ave • Suite 200 • CLOVIS, CA 93612
559.323.4995 tel • 559.323.4928 fax

Date: November 16, 2017

To: **Fresno Chaffee Zoo**
Fresno, CA

Attn: **Ryan Liggett**

PROPOSAL

Project: Fresno Chaffee Zoo New Site Electrical Utilities
Fresno, CA

Description of service:

Intent of work to include electrical engineering and specifications for the following under "base" proposal services:

Existing Power and Data/Communications Utility Updates:

Providing up-to-date electrical drawings and partial upgrades for the existing underground power and communications systems for the older site portion of the Zoo. Providing updated drawings of the existing Zoo site power and communications system distribution for the newer African Adventure site power and communications distribution systems. Providing total updated power and data/communications drawings to be inserted into the overall master site plans as prepared by the Civil Engineer.

New Power and Data/Communication Utility Additions:

Providing new power and communication drawings and specifications, to plan for and be coordinated with, the upcoming Asia and South America Areas and the proposed new upcoming buildings. Design to include: 12KV system extensions; new 277/480 volt switchboards and distribution to the new Feed and Commissary buildings; new vault and conduit banks for 12KV, 480V, and data communications; new potential pathway lighting; and new 120 volt receptacles power pedestals along the main pathways.

African Adventure Entrance Upgrades:

Providing new plans for upgrading power, pathway lighting, and receptacle plug-in power for the main entrance to the African Adventure.

Intent of work to include electrical engineering and specifications for the following under "alternate" proposal services:

Alternate Extra Services for Elephant Holding Building PV Solar System

Assistance:

Providing assistance and review of contractor's proposals, for a proposed new Elephant Holding Building roof Solar PV system project, to be built using design/build Solar Contractors.

Services to included site visits and investigations of the existing electrical system conditions; site meetings; providing electrical Cad drafting; electrical construction cost opinions; shop drawing review; applicable Title 24 documentations; and assistance during bidding and construction. Civil engineer to provide site cad backgrounds and Topo surveys. Services to exclude toning and locating exact locations of underground pathways.

Engineering fees:

Base Electrical Engineering Services

Forty-Seven Thousand, Five Hundred dollars **\$ 47,500.00**

Alternate Electrical Engineering Services for PV Project Assistance

Two Thousand, Four Hundred dollars **\$ 2,400.00**

Sincerely,



Richard J. Hardin, P.E.

TERMS AND CONDITIONS

The firm shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site

Unless otherwise stated, the firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

Fee:

The total fee, if stated, shall be understood to be an estimate, and shall not be exceeded by more than ten percent without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. 2017/18 rates are as follows:

Principal Electrical Engineer	\$ 190.00
Electrical and Field Engineer	\$ 150.00
Electrical Designer/CAD Operator	\$ 110.00

Billings/Payments:

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payment:

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 2.0% on the then unpaid balance (24% true annual rate), at the sole election of the Firm. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification:

The Client shall indemnify and hold harmless the Firm and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except the Firm), or anyone for whose acts any of them may be liable.

Risk Allocation:

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed ten times our fee or \$100,000 whichever is less. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services:

This agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents:

All documents and electronic medias produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Where the contract condition stipulated the electronic medias to be furnished to the client. It is understood and agreed that the calculations, drawings, and specification prepared pursuant to this agreement, where in hard copy or machine readable form, are instruments of professional service intended for one-time use in the construction of this project. They are and shall remain the property of the Firm. The client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the and use of the document. Because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, the Firm reserves the right to retain the original media and to remove from copies provided to the owner all identification reflecting the involvement of the Firm in their preparation. The Firm also reserves the right to retain hard copy originals of all project documentation delivered to the client in machine readable form, which original shall be referred to an shall govern in the event of any inconsistency between the two. The client understands that the automated conversion of information and data from the system and format used by the Fire to an alternate system or format cannot be accomplished with the introduction of inexactitude, anomalies, and errors. In the event project documentation provided to the owner in machine readable form is so converted, the client agrees to assume all risks associated therewith, and to the fullest extent permitted by law, to hold harmless and indemnify the Firm from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith. The client recognizes that changes or modifications to the Firm's instructs of professional service introduced by anyone other than the Firm can neither predict nor control. Therefore, and in consideration of the Firm's agreement to deliver its instructs of professional service in machine readable form, the client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Firm from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising our of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the machine readable information and data provided by the Firm under this agreement. The foregoing indemnification applies, without limitation, to any use of the project documentation on other projects, for additions to this project, or for completion of this project by others, excepting only such use as may be authorized, in writing, by the Firm.

Applicable Laws:

Unless otherwise specified, this agreement shall be governed by the laws of the State of California.

Project With Alternations or Remodel:

Inasmuch as the remodeling and/or rehabilitation of an exiting building requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money, or destroying otherwise adequate or serviceable portions of the building, the owner agrees that, except for negligence on the part of the design professional, the owner will hold harmless and indemnify the design professional from and against any and all claims, damages, awards, and costs of defense arising out of the professional services provided under this agreement.

Submittal Review:

The submittal review process is to assist the client to accept specific materials. Substitutions made after bid date may be subjected to additional charges as determined the Firm at hourly rate of \$85.00 with minimum 2 hours.

The Intended Valid Time Period for this Proposal:

This proposal is valid for 30 days from the date submitted. All work are based on current edition of applicable codes and regulation. Any revision made after 60 days of drawing completion will be subjected to extra charge.

----End----



January 10, 2018

Ryan Liggett
Project Manager
Fresno Chaffee Zoo
894 West Belmont
Fresno, CA 93728

Project: Fresno Chaffee Zoo
Infrastructure Improvements
Site and Landscape Improvements

Subject: Fee Proposal

Dear Ryan,

In response to your request for proposal to provide Landscape Architectural services for the Chaffee Zoo Infrastructure Improvements project please consider the following:

PROPOSED SCOPE OF WORK

Based upon our understanding of the scope of work, services will include design of site paving and site elements, planting layout, irrigation engineering, landscape construction documents, cost estimating, bidding services and construction observation.

1. DESIGN DEVELOPMENT

Attend site review meetings with Owner and make recommendations for landscape spaces and site development presenting a maintenance friendly design. Provide conceptual sketches to Owner representing proposed site layout and landscape design. Revise design development drawings based upon Owner's comments and submit to Owner for final review. Develop preliminary estimate of landscape construction cost.

2. CONSTRUCTION DOCUMENTS

Prepare CAD drawing of site improvement base file. Develop site paving plan and paving specific site details, irrigation and planting plans based upon final approved design decisions. Prepare specifications in Owner's format for inclusion in project manual. Revise drawings as required for approval from District prior to bidding. Develop estimate of probable landscape construction cost.

3. BIDDING

Assist Owner in responding to Contractor questions. Issue Addenda as required to clarify construction documents.

Ryan Liggett
Project Manager
Fresno Chaffee Zoo
Infrastructure Improvements
January 10, 2018
Fee Proposal – Page 2

4. CONSTRUCTION OBSERVATION

Review submittals. Respond to Contractor requests for information. Issue proposal requests for landscape changes as needed. Provide visits to site for observation during landscape installation. Prepare landscape punch list.

5. RECORD DRAWINGS

Review Contractor's As-built drawings for completeness. Transfer amended information to construction drawings and submit CADD files and hard copy to Owner.

QUALIFICATIONS AND EXCLUSIONS

1. Landscape Owner will participate in site lighting design for landscape and site lighting. No landscape lighting construction documents will be provided.
2. Landscape Owner will participate in site design to help develop a sustainable and maintainable landscape.
3. All of the preceding tasks will be accomplished within a project development schedule as determined by the Owner. Base and survey information in the form of CADD files shall be provided by the Owner. As-built drawings shall be provided by the Owner.

PROPOSED FEE

FIXED FEE.....\$ 8,000.00

Thank you for considering us for this project.

Sincerely,



ROBERT BORO LANDSCAPE OWNER

Richard J. Vaillancour
Landscape Owner

Ryan Liggett

Project Management and Consulting

6555 N. El Capitan, Fresno, CA 93722

(559) 360-0107; ryanliggett@earthlink.net

December 27, 2017

Scott Barton

Executive Director, Fresno Chaffee Zoo

894 West Belmont Avenue,

Fresno, CA 93728

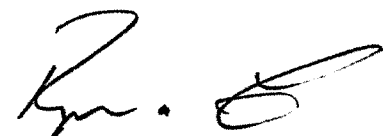
Dear Scott,

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 hours for the Design phase are 180.

At \$115.00 per hour, the estimated Project Management fees are \$20,700. Please add this amount into the Design project budget.

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



Fresno's Chaffee Zoo Corporation
Utilities Project - Design

Utilities	Cost
Civil Engineering Proposal	\$ 29,900.00
Electrical Engineering Proposal	\$ 49,900.00
Landscape Architectural Services	\$ 8,000.00
Project Management Fees	\$ 20,700.00
Contingency (10%)	\$ 10,850.00
TOTAL	\$ 119,350.00

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EXHIBITS AND ATTRACTIONS

- | | |
|------------------------------|-------------------------------|
| AFRICAN ADVENTURE (L6) | RAINFOREST LAWN (K10) |
| DINO DIG (L5) | SEA LION COVE (F5) |
| EDUCATIONAL BUILDING (J1) | STINGRAY BAY (M7) |
| GIRAFFE FEEDING STATION (S5) | VALLEY FARM (I10) |
| JUNGLE BUNGALOW (K4) | WINGED WONDERS BIRD SHOW (K3) |

ANIMALS

- | | | | | | |
|-------------------------------|-------------------------------|---------------------------|-------------------------------|---------------------------------|--------------------------|
| ADDAX (R5) | CRANE, CROWNED (Q6) | HARBOR SEAL (F4) | OTTER, SPOT NECKED (K6) | SOUTH AMERICAN RAINFOREST (G11) | TORTOISE, RADIATED (J4) |
| AGAMA ROCK (P4) | DUIKER, BLUE (P10) | IMPALA (Q5) | PECCARY, CHACOAN (L11) | REPTILE HOUSE (C5) | TORTOISE, LEOPARD (J4) |
| ALLIGATOR, AMERICAN (I10) | EAGLE, BATALEUR (O8) | KANGAROO, RED (M11) | RHEA, GREATER (C6) | SPRINGBOK (S5) | TOUCAN, KEELBILLED (H11) |
| ANTEATER, GIANT (J4) | ELEPHANT, AFRICAN (V7) | KOMODO DRAGON (C5) | RHINOCEROS, WHITE (S5) | STORK, ABDIMS (S5) | WARTHOG (L10) |
| ARMADILLO, SIX BANDED (H12) | ELEPHANT, ASIAN (F9) | KOOKABURRA, LAUGHING (D8) | RHINOCEROS HORNBILL (O8) | STORK, YELLOW BILLED (R6) | WILDEBEEST (S5) |
| AUSTRALIAN AVIARY (D8) | FLAMINGO, CARRIBEAN (M7) | KUDU, GREATER (S5) | SCREAMER, CRESTED (M6) | TAPIR, MALAYAN (G10) | WOLF, RED (A5) |
| CAPYBARA (J4) | FOX, FENNEC (J5) | LEMUR, RED RUFFED (I4) | SEA LION (F4) | TIGER, MALAYAN (H7) | ZEBRA, PLAINS (V5) |
| CAT, BLACK-FOOTED (I9) | FROGMOUTH, TAWNY (M7) | LEMUR, RING-TAILED (J5) | SERVAL (I5) | TORTOISE, AFRICAN PANCAKE (P4) | |
| CHEETAH (N5) | GAZELLE, SPEKE'S (R5) | LION (Q8) | SIAMANG (H7) | TORTOISE, ASIAN BROWN (P10) | |
| COATI (K4) | GIRAFFE, RETICULATED (R4) | MEERKAT (P8) | SLOTH, LINNE'S TWO-TOED (G11) | TORTOISE, SPUR THIGHED (O9) | |
| COLOBUS, BLACK AND WHITE (J5) | GUENON, LESSER SPOT NOSE (I5) | ORANGUTAN (H7) | SLOTH BEAR (K5) | TORTOISE, GALAPAGOS (C6) | |



894 West Belmont Avenue

Fresno's Chaffee Zoo Corporation

Fresno, California 93728



FRESNO'S CHAFFEE ZOO CORPORATION

**Agenda for the Finance Committee Meeting of the Board of Directors
Wednesday, December 20, 2017 at 4:00 pm
Fresno Chaffee Zoo Education Building**

1. Call to order 4:00 pm
2. Roll Call: Directors Saladino, Dougherty, Rainwater, Valentino, Dr. Chen, CEO-Barton, CFO-Treatch
3. Review, Discuss and Consider minutes from the November 15, 2017 meeting.
4. Chair Report.
5. Review, Discuss and Consider Investment Policy Statement.
6. Review, Discuss and Consider 2017 November Financial Statement.
7. Review, Discuss, and Consider 2018 Budget Submission Timeline.
8. Review, Discuss, and Consider Wilderness Falls Contingency List.
9. Review, Discuss, and Consider 2018 Finance Committee Meeting Dates.
10. Old Business
 - A) Legal Counsel Role & Responsibilities (Board Agenda Item)
 - B) Legal Counsel Fees
 - C) City App – Potential Zoo Partnership
11. New Business
12. Public Comment.

This time is set-aside for the public to comment on any item within the jurisdiction of the Board, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the 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 Board. Any person addressing the Board under public comment will be limited to a 3-minute presentation to insure that all interested parties have an opportunity to speak. Please state your name.
13. Finance Committee questions and comments.
14. Adjournment.



894 West Belmont Avenue

Fresno's Chaffee Zoo Corporation

Fresno, California 93728



FRESNO'S CHAFFEE ZOO CORPORATION
Agenda for the Meeting of the Board of Directors
Wednesday, December 20, 2017 5:30 pm
Fresno Chaffee Zoo Education Building - Fresno, CA

1. Call to order – 5:30 p.m.:
2. Roll Call:
3. Review, Discuss and Consider November 15, 2017 Minutes:
4. Chair Report:
5. CEO Report:
6. Review, Discuss and Consider Standing and Ad Hoc Committee Reports and/or Action Items:
 - a. Audit
 - b. Bylaws
 - c. Nominating
 - d. Finance
 - e. 401k
7. Review, Discuss and Consider 401k Trustees Appointment:
8. Review, Discuss and Consider Storyland/Playland Proposal and Board Appointment:
9. Review, Discuss and Consider November 2017 Financial Report:
10. Review, Discuss and Consider 2018 Ticket Price Increase Proposal:
11. Review, Discuss and Consider 2018 Budget:
12. Review, Discuss and Consider Wilderness Falls Contingency Report:
13. Review, Discuss and Consider 2018 Board Meeting Dates:
14. New Business:
15. Old Business:
16. Public Comment:

This time is set-aside for the public to comment on any item within the jurisdiction of the Board, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the 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 Board. Any person addressing the Board under public comment will be limited to a 3-minute presentation to insure that all interested parties have an opportunity to speak. Please state your name.
17. Closed Session: CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Property: 705 W. Belmont, Fresno, CA
ZooCorp Negotiators: John Valentino, Tom Richards, Dirk Poeschel
Negotiating Party: Mohamed Nassr Trustee Abdula Nabeel Ali
Under negotiation: Price and terms of payment



Fresno's Chaffee Zoo Corporation



894 West Belmont Avenue

Fresno, California 93728

PUBLIC EMPLOYMENT:

District Counsel

18. Board questions and comments:

19. Adjournment:



894 West Belmont Avenue

Fresno's Chaffee Zoo Corporation



Fresno, California 93728

FRESNO'S CHAFFEE ZOO CORPORATION

Agenda for the Meeting of the Board of Directors

Thursday, January 18, 2018 5:30 pm

Fresno Chaffee Zoo Education Building - Fresno, CA

- 1. Call to order – 5:30 p.m.:**
- 2. Roll Call:**
- 3. Review, Discuss and Consider December 20, 2017 Minutes:**
- 4. CEO Report:**
- 5. Review, Discuss and Consider Board Officer Nominations:**
- 6. Review, Discuss and Consider FCZC Committees:**
 - a. Committee Membership/Appointment
 - b. Committee Configuration
- 7. Review, Discuss and Consider 401k Committee Discussion:**
- 8. Review, Discuss and Consider December 2017 Financial Report:**
- 9. Review, Discuss and Consider Revised Zoo Investment Policy Statement:**
- 10. Review, Discuss and Consider Playland/Storyland Agreement:**
- 11. Review, Discuss and Consider Utilities Project Design Request:**
- 12. Review, Discuss and Consider Wilderness Falls Contingency Report:**
- 13. Review, Discuss and Consider 2018 Board Meeting Dates:**
- 14. New Business:**
- 15. Old Business:**
- 16. Public Comment:**

This time is set-aside for the public to comment on any item within the jurisdiction of the Board, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the 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 Board. Any person addressing the Board under public comment will be limited to a 3-minute presentation to insure that all interested parties have an opportunity to speak. Please state your name.
- 17. Board questions and comments:**
- 18. Adjournment:**



Contact:

Ciara Castellanoz
Marketing Manager
559-498-5936 (office)
559-303-9286 (cell)
CCastellanoz@fresnochaffeezoo.org

For Immediate Release

December 12, 2017

AFRICAN ELEPHANT EUTHANIZED DESPITE CUTTING-EDGE TREATMENTS

Fresno, CA – Officials at Fresno Chaffee Zoo are deeply saddened to announce the death of 30-year-old female African elephant, Amy.

Despite over two years of advanced medical treatments, Amy was humanely euthanized on December 11, 2017 due to a rapid decline in health which originated from a ligament tear in her right elbow.

“Amy’s ligament tear led to her development of severe arthritis,” said Dr. Shannon Nodolf, chief veterinary officer at Fresno Chaffee Zoo. “Amy’s inability to use her leg due to this injury greatly impacted her mobility and well-being by leading to the progressive, painful degeneration of her other joints. Although she had been under active veterinary care, we reached a point where we were unable to stop the progression of her decline and were no longer able to manage her pain.”

Amy came to Fresno Chaffee Zoo in May 2015, along with her daughter, Betts, from Riddle’s Elephant & Wildlife Sanctuary in Quitman, Arkansas. The exact cause of Amy’s ligament tear is unknown.

“Unfortunately, we won’t be able to identify the exact cause of her torn ligament,” Nodolf said. “A few months after Amy’s arrival in Fresno, the animal care team discovered that she was reluctant to bend her right elbow. Ever since then, we have been working persistently to improve her mobility and make her as comfortable as possible.”

In an attempt to improve Amy’s condition, the Zoo’s veterinary team consulted with experts from around the country, including the entire collective of the American Association of Zoological Veterinarians, UC Davis School of Veterinary Medicine, Colorado State University School of Veterinary Medicine, National Zoo, San Diego Zoo Global and many more.

Treatments performed on Amy included nearly a dozen different medications for pain and inflammation, physical therapy, hydrotherapy, class IV laser therapy, kinesio tape therapy, IRAP (Interleukin 1 Receptor Antagonist Protein) treatments, and even stem cell therapy.

“We used state-of-the-art intra-articular stem cell therapy on Amy,” Nodolf said. “This is the first time that this type of therapy has ever been attempted in elephants. We are devastated that these cutting-edge treatments were unsuccessful and that the outcome is not what we had hoped for. However, the Zoo veterinary and elephant care teams feel confident that we exhausted every option.”

Zoo veterinary and animal care teams are working with pathologists to conduct a necropsy on Amy. Tissue samples and other parts of her remains will be analyzed for scientific study. These findings will allow Amy's veterinary and animal care teams to learn more about her health and help other elephants in the future.

Fresno Chaffee Zoo is currently home to two African elephants. The following statement was prepared by Amy's team of dedicated zookeepers:

"Amy was an extraordinary animal in every way. She was a very strong-willed elephant and taught us that when you invest the time and patience to build a relationship, it's always worth it. Through her life, she brought joy to so many people, and we were lucky enough to share in that joy for her final years. The elephant house will feel very empty without her big personality in it."

"Fresno Chaffee Zoo inspires wonder of our natural world, provides an engaging learning environment, and creates a passion for conservation."

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