

NIABI ZOO OVERSIGHT COMMITTEE AGENDA -- 9/13/16 at 5:00 PM  
13010 Niabi Zoo Road, Coal Valley, IL – Administrative Building, Education Room



Call to Order & Roll Call:

Consent Agenda\*\*:

- Niabi Zoo Fund and Niabi Zoo Improvement Fund Budget Performance Report\*
- Niabi Zoo Fund and Niabi Zoo Improvement Fund Balance Sheet Report\*
- Animal Inventory Report for the month of August\*
- Dan Meates – Assistant Director August Report\*
- Lindsey Snyder – Interim Curator of Conservation & Education August Report\*
- Scarlet Behrens – Guest Services Manager August Report\*
- Scott Hesselberg – Niabi Zoo Maintenance Superintendent August Report\*

Old Business:

- Approval of minutes from the August 8, 2016 meeting
- Approval of minutes from the August 29, 2016 meeting

New Business:

- Update from Schultz & Williams
- Update from Mr. Lee Jackson, Zoo Director
- Update from Niabi Zoological Society
- PPP discussion
- Schedule joint meeting(s) with Niabi Zoological Society
- Set next meeting date

Public Comment:

Adjourn

\* items are in members packets

\*\*All items under the consent agenda are considered routine and will be approved by one motion. There will be no separate discussions of these items unless a Committee Member so requests. In this case, that item will move from the Consent Agenda to New Business to be considered.



# Budget Performance Report

Fiscal Year to Date 09/07/16  
Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 131 - Niabi Zoo										
REVENUE										
<b>311</b>	<b>Property taxes</b>									
311.10	Property taxes	925,000.00	.00	925,000.00	.00	.00	.00	925,000.00	0	922,464.28
311.12	Collectors auction account	300.00	.00	300.00	.00	.00	.00	300.00	0	143.03
	<b>311 - Property taxes Totals</b>	<b>\$925,300.00</b>	<b>\$0.00</b>	<b>\$925,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$925,300.00</b>	<b>0%</b>	<b>\$922,607.31</b>
<b>335</b>	<b>Replacement revenue</b>									
335.15	Replacement revenue	175,797.00	(175,797.00)	.00	.00	.00	.00	.00	+++	168,332.41
	<b>335 - Replacement revenue Totals</b>	<b>\$175,797.00</b>	<b>(\$175,797.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$168,332.41</b>
<b>347</b>	<b>Zoo admissions fees</b>									
347.20	Zoo admissions fees	680,000.00	75,000.00	755,000.00	.00	.00	258,643.06	496,356.94	34	647,418.53
347.21	Zoological Society Fees-Carrousel & adoption	.00	.00	.00	.00	.00	16,035.00	(16,035.00)	+++	53.00
347.22	Zoo train fees	195,000.00	50,000.00	245,000.00	.00	.00	68,330.00	176,670.00	28	180,959.50
347.23	Zoo education program fees	23,280.00	.00	23,280.00	.00	.00	3,942.00	19,338.00	17	41,046.50
347.24	Zoo animal show/outreach fees	10,500.00	.00	10,500.00	.00	.00	175.00	10,325.00	2	6,875.00
347.25	Zoo pony ride fees	28,000.00	.00	28,000.00	.00	.00	7,076.31	20,923.69	25	31,306.07
347.26	Zoo special events fees	16,220.00	.00	16,220.00	.00	.00	9,216.00	7,004.00	57	32,096.19
347.27	Zoo animal feed station fees	118,000.00	.00	118,000.00	.00	.00	51,822.61	66,177.39	44	138,666.41
347.28	Zoo gift shop	300,000.00	.00	300,000.00	.00	.00	105,971.98	194,028.02	35	170,173.66
347.29	Zoo membership fees	.00	.00	.00	.00	.00	19,587.47	(19,587.47)	+++	33,391.07
	<b>347 - Zoo admissions fees Totals</b>	<b>\$1,371,000.00</b>	<b>\$125,000.00</b>	<b>\$1,496,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$540,799.43</b>	<b>\$955,200.57</b>	<b>36%</b>	<b>\$1,281,985.93</b>
<b>361</b>	<b>Investment earnings</b>									
361.10	Investment earnings	750.00	.00	750.00	432.16	.00	715.48	34.52	95	2,034.52
361.30	Collector's interest '90	100.00	.00	100.00	.00	.00	.00	100.00	0	127.41
	<b>361 - Investment earnings Totals</b>	<b>\$850.00</b>	<b>\$0.00</b>	<b>\$850.00</b>	<b>\$432.16</b>	<b>\$0.00</b>	<b>\$715.48</b>	<b>\$134.52</b>	<b>84%</b>	<b>\$2,161.93</b>
<b>362</b>	<b>Zoo land rentals</b>									
362.58	Zoo land rentals	855.00	.00	855.00	.00	.00	.00	855.00	0	600.00
362.59	Zoo concessions	35,000.00	.00	35,000.00	.00	.00	3,227.36	31,772.64	9	20,110.50
362.60	Zoo owned house rents	3,600.00	.00	3,600.00	.00	.00	600.00	3,000.00	17	3,600.00
	<b>362 - Zoo land rentals Totals</b>	<b>\$39,455.00</b>	<b>\$0.00</b>	<b>\$39,455.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,827.36</b>	<b>\$35,627.64</b>	<b>10%</b>	<b>\$24,310.50</b>
<b>364</b>	<b>Contributions fr private sources</b>									
364.10	Contributions fr private sources	75,680.00	.00	75,680.00	.00	.00	376.96	75,303.04	0	48,592.76
	<b>364 - Contributions fr private sources Totals</b>	<b>\$75,680.00</b>	<b>\$0.00</b>	<b>\$75,680.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$376.96</b>	<b>\$75,303.04</b>	<b>0%</b>	<b>\$48,592.76</b>
<b>369</b>	<b>Refunds/rebates for prior years</b>									
369.93	Refunds/rebates for prior years	.00	.00	.00	.00	.00	.00	.00	+++	7,860.00
369.94	Miscellaneous - other revenue	.00	.00	.00	.00	.00	.00	.00	+++	46.00
	<b>369 - Refunds/rebates for prior years Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$7,906.00</b>
<b>391</b>	<b>Transfer from FP general fund</b>									
391.60	Transfer from FP general fund	.00	175,797.00	175,797.00	.00	.00	.00	175,797.00	0	.00
391.62	Transfer from hotel motel tax	126,750.00	.00	126,750.00	.00	.00	.00	126,750.00	0	280,025.78
391.66	Transfer from FP Niabi Zoo Improvement Fund	.00	.00	.00	.00	.00	440,645.38	(440,645.38)	+++	.00



# Budget Performance Report

Fiscal Year to Date 09/07/16  
Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 131 - Niabi Zoo</b>											
<b>REVENUE</b>											
<b>391</b>	<b>Transfer from FP general fund</b>										
391.67	Transfer from FP Long Term Debt	.00	\$175,797.00	\$302,547.00	.00	.00	\$0.00	\$440,648.63	(3.25)	146%	\$280,025.78
<b>392</b>	<b>Sales of junk or salvage value</b>										
392.11	Sales of junk or salvage value	.00	.00	.00	.00	.00	\$0.00	.00	.00	+++	509.75
<b>393</b>	<b>Bond Premium Bond Issuance</b>										
393.60	Bond Premium Bond Issuance	.00	\$0.00	.00	.00	.00	\$0.00	1,302.52	(1,302.52)	+++	.00
	<b>393 - Bond Premium Bond Issuance Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,302.52	(\$1,302.52)	+++	\$0.00
	<b>REVENUE TOTALS</b>	\$2,714,832.00	\$125,000.00	\$2,839,832.00	\$432.16	\$0.00	\$987,670.38	\$1,852,161.62	35%	35%	\$2,736,432.37
<b>EXPENSE</b>											
<b>411</b>	<b>Salaries and wages</b>										
411.00	Salaries and wages	805,156.00	39,049.00	844,205.00	29,500.33	.00	125,335.26	718,869.74	15	15	709,360.93
411.10	Seasonal Salaries & Wages	276,758.00	.00	276,758.00	14,328.27	.00	69,850.40	206,907.60	25	25	209,803.07
411.NS	Seasonal Salaries & Wages-Niabi Zoological Society	37,430.00	.00	37,430.00	1,001.37	.00	3,999.08	33,430.92	11	11	39,223.94
	<b>411 - Salaries and wages Totals</b>	\$1,119,344.00	\$39,049.00	\$1,158,393.00	\$44,829.97	\$0.00	\$199,184.74	\$959,208.26	17%	17%	\$958,387.94
<b>412</b>	<b>Overtime</b>										
412.00	Overtime	.00	20,000.00	20,000.00	2,283.13	.00	7,640.49	12,359.51	38	38	30,503.38
412.10	Seasonal overtime	.00	.00	.00	193.60	.00	802.07	(802.07)	+++	+++	2,016.58
412.NS	Overtime for Zoological Society	.00	.00	.00	.00	.00	54.25	(54.25)	+++	+++	13.72
	<b>412 - Overtime Totals</b>	\$0.00	\$20,000.00	\$20,000.00	\$2,476.73	\$0.00	\$8,496.81	\$11,503.19	42%	42%	\$32,533.68
<b>413</b>	<b>Employee Health Benefits</b>										
413.00	Employee Health Benefits	265,551.00	(65,676.00)	199,875.00	6,430.26	.00	33,863.64	166,011.36	17	17	130,317.89
	<b>413 - Employee Health Benefits Totals</b>	\$265,551.00	(\$65,676.00)	\$199,875.00	\$6,430.26	\$0.00	\$33,863.64	\$166,011.36	17%	17%	\$130,317.89
<b>414</b>	<b>Uniform/Clothing</b>										
414.00	Uniform/Clothing	9,120.00	.00	9,120.00	.00	.00	685.00	8,435.00	8	8	6,842.22
	<b>414 - Uniform/Clothing Totals</b>	\$9,120.00	\$0.00	\$9,120.00	\$0.00	\$0.00	\$685.00	\$8,435.00	8%	8%	\$6,842.22
<b>521</b>	<b>Office Supplies</b>										
521.00	Office Supplies	3,000.00	.00	3,000.00	.00	.00	160.55	2,839.45	5	5	1,117.08
	<b>521 - Office Supplies Totals</b>	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$160.55	\$2,839.45	5%	5%	\$1,117.08
<b>522</b>	<b>Operating Supplies</b>										
522.00	Operating Supplies	167,097.00	10,000.00	177,097.00	.00	.00	30,627.37	146,469.63	17	17	178,104.64
522.GS	Gift Shop merchandise supplies	136,600.00	.00	136,600.00	93.60	.00	7,112.72	129,487.28	5	5	90,240.87
	<b>522 - Operating Supplies Totals</b>	\$303,697.00	\$10,000.00	\$313,697.00	\$93.60	\$0.00	\$37,740.09	\$275,956.91	12%	12%	\$268,345.51
<b>523</b>	<b>Repair/Maintenance Supplies</b>										
523.00	Repair/Maintenance Supplies	47,150.00	.00	47,150.00	.00	.00	4,595.78	42,554.22	10	10	53,323.36
	<b>523 - Repair/Maintenance Supplies Totals</b>	\$47,150.00	\$0.00	\$47,150.00	\$0.00	\$0.00	\$4,595.78	\$42,554.22	10%	10%	\$53,323.36
<b>524</b>	<b>Small Tools &amp; Equip under \$1,000</b>										
524.00	Small Tools & Equip under \$1,000	26,325.00	.00	26,325.00	.00	.00	2,075.97	24,249.03	8	8	18,515.17



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Fund 131 - Niabi Zoo										
EXPENSE										
<b>524</b>	<b>524 - Small Tools &amp; Equip under \$1,000</b>									
	<b>Food Purchases</b>	\$26,325.00	\$0.00	\$26,325.00	\$0.00	\$0.00	\$2,075.97	\$24,249.03	8%	\$18,515.17
526.00	Food Purchases	9,135.00	.00	9,135.00	.00	.00	669.39	8,465.61	7	5,614.60
	<b>526 - Food Purchases Totals</b>	\$9,135.00	\$0.00	\$9,135.00	\$0.00	\$0.00	\$669.39	\$8,465.61	7%	\$5,614.60
<b>527</b>	<b>Books &amp; Periodicals</b>									
527.00	Books & Periodicals	700.00	.00	700.00	.00	.00	12.33	687.67	2	416.85
	<b>527 - Books &amp; Periodicals Totals</b>	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$12.33	\$687.67	2%	\$416.85
<b>528</b>	<b>Zoo Animals</b>									
528.00	Zoo Animals	5,000.00	.00	5,000.00	.00	.00	2,040.00	2,960.00	41	291.92
	<b>528 - Zoo Animals Totals</b>	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$2,040.00	\$2,960.00	41%	\$291.92
<b>630</b>	<b>Training &amp; Education</b>									
630.00	Training & Education	11,491.00	.00	11,491.00	.00	.00	1,250.00	10,241.00	11	2,572.79
	<b>630 - Training &amp; Education Totals</b>	\$11,491.00	\$0.00	\$11,491.00	\$0.00	\$0.00	\$1,250.00	\$10,241.00	11%	\$2,572.79
<b>631</b>	<b>Professional Services</b>									
631.00	Professional Services	126,588.00	29,014.00	155,602.00	.00	.00	14,674.75	140,927.25	9	282,612.43
	<b>631 - Professional Services Totals</b>	\$126,588.00	\$29,014.00	\$155,602.00	\$0.00	\$0.00	\$14,674.75	\$140,927.25	9%	\$282,612.43
<b>632</b>	<b>Communications</b>									
632.00	Communications	13,679.00	.00	13,679.00	.00	.00	1,384.40	12,294.60	10	23,533.34
	<b>632 - Communications Totals</b>	\$13,679.00	\$0.00	\$13,679.00	\$0.00	\$0.00	\$1,384.40	\$12,294.60	10%	\$23,533.34
<b>633</b>	<b>Travel</b>									
633.00	Travel	18,200.00	.00	18,200.00	.00	.00	.00	18,200.00	0	2,821.10
	<b>633 - Travel Totals</b>	\$18,200.00	\$0.00	\$18,200.00	\$0.00	\$0.00	\$0.00	\$18,200.00	0%	\$2,821.10
<b>634</b>	<b>Publishing</b>									
634.00	Publishing	6,090.00	.00	6,090.00	.00	.00	.00	6,090.00	0	3,020.16
	<b>634 - Publishing Totals</b>	\$6,090.00	\$0.00	\$6,090.00	\$0.00	\$0.00	\$0.00	\$6,090.00	0%	\$3,020.16
<b>635</b>	<b>Printing &amp; Duplicating</b>									
635.00	Printing & Duplicating	14,700.00	.00	14,700.00	.00	.00	30.78	14,669.22	0	3,680.42
	<b>635 - Printing &amp; Duplicating Totals</b>	\$14,700.00	\$0.00	\$14,700.00	\$0.00	\$0.00	\$30.78	\$14,669.22	0%	\$3,680.42
<b>636</b>	<b>Insurance</b>									
636.00	Insurance	.00	.00	.00	.00	.00	.00	.00	+++	600.00
	<b>636 - Insurance Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$600.00
<b>637</b>	<b>Public Utility Services</b>									
637.00	Public Utility Services	102,000.00	.00	102,000.00	.00	.00	6,556.18	95,443.82	6	83,328.23
	<b>637 - Public Utility Services Totals</b>	\$102,000.00	\$0.00	\$102,000.00	\$0.00	\$0.00	\$6,556.18	\$95,443.82	6%	\$83,328.23
<b>638</b>	<b>Repairs &amp; Maintenance</b>									
638.00	Repairs & Maintenance	28,450.00	.00	28,450.00	.00	.00	2,894.10	25,555.90	10	37,008.68
	<b>638 - Repairs &amp; Maintenance Totals</b>	\$28,450.00	\$0.00	\$28,450.00	\$0.00	\$0.00	\$2,894.10	\$25,555.90	10%	\$37,008.68
<b>639</b>	<b>Rentals</b>									
639.00	Rentals	7,600.00	.00	7,600.00	.00	.00	349.42	7,250.58	5	5,758.80



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Fund 131 - Niabi Zoo										
EXPENSE										
<b>639 - Rentals</b>		<b>Totals</b>								
		\$7,600.00	\$0.00	\$7,600.00	\$0.00	\$0.00	\$349.42	\$7,250.58	5%	\$5,758.80
<b>Dues &amp; memberships</b>		<b>Totals</b>								
642.00	Dues & memberships	16,898.00	.00	16,898.00	.00	.00	45.00	16,853.00	0	8,344.59
		\$16,898.00	\$0.00	\$16,898.00	\$0.00	\$0.00	\$45.00	\$16,853.00	0%	\$8,344.59
<b>644 - Outside Contractual</b>		<b>Totals</b>								
644.00	Outside Contractual	42,521.00	.00	42,521.00	.00	.00	2,882.07	39,638.93	7	23,717.81
		\$42,521.00	\$0.00	\$42,521.00	\$0.00	\$0.00	\$2,882.07	\$39,638.93	7%	\$23,717.81
<b>762 - Buildings \$2,000-\$4999</b>		<b>Totals</b>								
762.00	Buildings \$2,000-\$4999	.00	.00	.00	.00	.00	.00	.00	+++	5,549.43
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$5,549.43
<b>763 - Infrastructure \$2,000-\$14,999</b>		<b>Totals</b>								
763.00	Infrastructure \$2,000-\$14,999	.00	.00	.00	.00	.00	.00	.00	+++	9,020.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,020.00
<b>764 - Mach &amp; Equipment \$1,000-\$4,999</b>		<b>Totals</b>								
764.00	Mach & Equipment \$1,000-\$4,999	11,000.00	.00	11,000.00	.00	.00	.00	11,000.00	0	13,045.18
		\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0%	\$13,045.18
<b>767 - Infrastructure over \$15,000</b>		<b>Totals</b>								
767.00	Infrastructure over \$15,000	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
		\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0%	\$0.00
<b>768 - Mach &amp; Equipment over \$5,000</b>		<b>Totals</b>								
768.00	Mach & Equipment over \$5,000	.00	22,016.00	22,016.00	.00	.00	2,178.15	19,837.85	10	11,571.70
		\$0.00	\$22,016.00	\$22,016.00	\$0.00	\$0.00	\$2,178.15	\$19,837.85	10%	\$11,571.70
<b>871 - Principal</b>		<b>Totals</b>								
871.00	Principal	200,000.00	22,706.00	222,706.00	.00	.00	.00	222,706.00	0	231,222.08
		\$200,000.00	\$22,706.00	\$222,706.00	\$0.00	\$0.00	\$0.00	\$222,706.00	0%	\$231,222.08
<b>872 - Interest</b>		<b>Totals</b>								
872.00	Interest	161,593.00	(78,109.00)	83,484.00	.00	.00	.00	83,484.00	0	169,692.50
		\$161,593.00	(\$78,109.00)	\$83,484.00	\$0.00	\$0.00	\$0.00	\$83,484.00	0%	\$169,692.50
<b>873 - Credit Card Service Fee</b>		<b>Totals</b>								
873.00	Credit Card Service Fee	20,000.00	.00	20,000.00	.00	.00	3,354.37	16,645.63	17	16,406.77
		\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$3,354.37	\$16,645.63	17%	\$16,406.77
<b>991 - Transfer to Other Agencies</b>		<b>Totals</b>								
991.12	Transfer to Other Agencies	95,000.00	126,000.00	221,000.00	.00	.00	12,500.00	208,500.00	6	146,721.95
		\$95,000.00	\$126,000.00	\$221,000.00	\$0.00	\$0.00	\$12,500.00	\$208,500.00	6%	\$146,721.95
<b>991 - Transfer to Other Agencies</b>		<b>Totals</b>								
		\$2,714,832.00	\$125,000.00	\$2,839,832.00	\$53,830.56	\$0.00	\$337,623.52	\$2,502,208.48	12%	\$2,555,934.18
Fund 131 - Niabi Zoo Totals										
<b>REVENUE TOTALS</b>		<b>Totals</b>								
		2,714,832.00	125,000.00	2,839,832.00	432.16	.00	987,670.38	1,852,161.62	35	2,736,432.37
<b>EXPENSE TOTALS</b>		<b>Totals</b>								
		2,714,832.00	125,000.00	2,839,832.00	53,830.56	.00	337,623.52	2,502,208.48	12	2,555,934.18



# Budget Performance Report

Fiscal Year to Date 09/07/16  
 Include Rollup Account and Rollup to Object

Account	Account Description	Fund	131 - Niabi Zoo	Totals	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
					\$0.00	\$0.00	\$0.00	(\$53,398.40)	\$0.00	\$650,046.86	(\$650,046.86)		\$180,498.19
Grand Totals													
	REVENUE TOTALS				2,714,832.00	125,000.00	2,839,832.00	432.16	.00	987,670.38	1,852,161.62	35	2,736,432.37
	EXPENSE TOTALS				2,714,832.00	125,000.00	2,839,832.00	53,830.56	.00	337,623.52	2,502,208.48	12	2,555,934.18
	Grand Totals				\$0.00	\$0.00	\$0.00	(\$53,398.40)	\$0.00	\$650,046.86	(\$650,046.86)		\$180,498.19



# Balance Sheet

Through 09/07/16  
Detail Listing  
Exclude Rollup Account

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
<b>Fund Category Governmental funds</b>					
<b>Fund Type Special Revenue</b>					
<b>Fund 131 - Niabi Zoo</b>					
<b>ASSETS</b>					
101.00	Cash	565.50	37,819.46	(37,253.96)	(98.50)
102.00	Petty Cash	12,540.00	12,540.00	.00	.00
105.00	Taxes Receivable	.00	191,124.80	(191,124.80)	(100.00)
105.30	Replacement Taxes Receivable	.00	30,308.05	(30,308.05)	(100.00)
115.00	Accounts Receivable	.00	113,272.33	(113,272.33)	(100.00)
115.50	A/R NSF Checks	255.07	165.25	89.82	54.35
135.00	Int. Rec. on Investments	.00	137.60	(137.60)	(100.00)
151.00	Investments	1,534,000.00	662,000.00	872,000.00	131.72
<b>ASSETS TOTALS</b>		<b>\$1,547,360.57</b>	<b>\$1,047,367.49</b>	<b>\$499,993.08</b>	<b>47.74%</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
202.00	Accounts Payable	50,753.63	154,906.69	(104,153.06)	(67.24)
216.00	Accrued Payroll	.00	45,900.72	(45,900.72)	(100.00)
220.00	Deposits	150.00	150.00	.00	.00
220.09	American Museum Assoc.	825.00	825.00	.00	.00
221.50	Unclaimed Voucher Checks	3,124.50	3,124.50	.00	.00
221.51	Unclaimed Payroll Checks	82.83	82.83	.00	.00
<b>LIABILITIES TOTALS</b>		<b>\$54,935.96</b>	<b>\$204,989.74</b>	<b>(\$150,053.78)</b>	<b>(73.20%)</b>
<b>FUND EQUITY</b>					
271.00	Fund Balance	661,879.56	661,879.56	.00	.00
<b>FUND EQUITY TOTALS</b>		<b>\$661,879.56</b>	<b>\$661,879.56</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND EQUITY TOTALS Prior to Current Year Changes</b>					
<b>FUND EQUITY TOTALS</b>		<b>(180,498.19)</b>			
		<b>(987,670.38)</b>			
		<b>337,623.52</b>			
		<b>\$1,492,424.61</b>	<b>\$661,879.56</b>	<b>\$830,545.05</b>	<b>125.48%</b>
		<b>\$1,547,360.57</b>	<b>\$866,869.30</b>	<b>\$680,491.27</b>	<b>78.50%</b>
<b>LIABILITIES AND FUND EQUITY TOTALS</b>					
<b>Fund 131 - Niabi Zoo Totals</b>		<b>\$0.00</b>	<b>\$180,498.19</b>	<b>(\$180,498.19)</b>	<b>(100.00%)</b>
<b>Fund Type Special Revenue Totals</b>		<b>\$0.00</b>	<b>\$180,498.19</b>	<b>(\$180,498.19)</b>	<b>(100.00%)</b>
<b>Fund Category Governmental funds Totals</b>		<b>\$0.00</b>	<b>\$180,498.19</b>	<b>(\$180,498.19)</b>	<b>(100.00%)</b>
<b>Grand Totals</b>		<b>\$0.00</b>	<b>\$180,498.19</b>	<b>(\$180,498.19)</b>	<b>(100.00%)</b>

<b>Animal Inventory Report</b>				
			Month of August 2016	
		QUANTITY	DATE	EXPLANATION
				COST
<b>INCREASES IN INVENTORY</b>				
Cape Porcupine		1.0	8/4/2016	In on Loan From Peoria Zoo
Degu		0.3	8/5/2016	Donation
Domestic Chicken		1.0	8/11/2016	Donation
<b>DECREASES IN INVENTORY</b>				
Rainbow Lorikeet		0.0.3	August 30,29, 24	Death-Unknown
Domestic Pony		1.4	8/11/2016	Returned to Owner
Leaf-nosed snake		1.0	8/31/2016	Death-Unknown
Egyptian Goose		1.0	8/26/2016	Death



**Niabi Zoo Report**

August 2016

Prepared by Lee Jackson

**Animal Care**

Nothing new to report

**Personnel update**

Lee Jackson attended the AZA emergency incident response seminar at the Miller Park Zoo in Bloomington Illinois.

**Guest Services Manager Report:**

**GIFTSHOPS:**

- Scarlet has a buying trip Sept 26<sup>th</sup>-28<sup>th</sup>.

**EVENTS:**

- Pints for Preservation was August 20<sup>th</sup> from 5:30pm-10:00pm. 606 persons attended

**Maintenance Department Report:**

- Contractors removed dead and dying trees throughout the park on the 25<sup>th</sup> and 26<sup>th</sup> of August.
- A large tree fell onto the train tunnel on August 24<sup>th</sup> resulting in extensive damage. Train operations were resumed by the following weekend.

**Curator of Conservation and Education Report:**

**Programming:**

Program Type	Themed Event Days	Field Trip Classes	Birthday Parties	Scout Programs	Big Cat/Giraffe Encounters	Zoo Camp	Breakfast	Outreach
Number of Programs Offered	1 event (Reptile Day)	2 classes	2 parties	0 Badge Programs 0 Zoo Snooze	4 encounters	1 session	0 *cancelled, low pre-registration	0
Number of Participants	Zoo-wide program, 500+	60	~40	0	10	14	39	0

**Volunteer Hours:**

Volunteer Type	Adult Volunteer	Junior Zookeepers (Teen Volunteers)
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Number of Volunteers	11	22
Hours Volunteered	132.75	237

Misc.

The Director seeks approval to dismantle the Forest Trek exhibit and replace it with an Oceans themed exhibit. The current exhibit is over five years old and in very poor condition. This refresh of the area will open to the public in the spring of 2017. I have requested funding from the Zoological Society for its building. The exhibit will consist of 6 to 8 aquaria containing coral reef fishes, giant octopus, live corals, and crabs. The area containing the sloth will also be modified to house shore birds.

Director's salary recommendations for the following positions:

Business manager

48,000 per year. This position will continue to have a growing role in the planning and staging of special events such as our recent "pints" event. These are critical events to our organization and require a great deal of skill in planning, organization, and coordination between stakeholders. This position will also continue to manage the gift shops, and oversee food service.

Education Curator

48,000 per year

This is a critical senior management position that is responsible for all education and conservation programming. This person also oversees and manages all keeper aide volunteers and education volunteers and interns. This person will oversee and plan all education programs for the institution, and working with the director and animal curator will plan the zoos overall conservation initiatives. This position will also liaison with the AZA, universities, and other zoological parks to coordinate our conservation and educational programs.

# Memo

**To:** Lee Jackson

**From:** Rick Biddle & Catherine Grace

**Date:** September 6, 2016

**RE:** Next Steps

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Based on the Oversight Committee's conversations from the August 29<sup>th</sup> meeting, and as the Zoo's consultants, we recommend the following next steps, so that all parties are clear as to how the Oversight Committee, the Society and the Zoo will move forward on a timely basis, particularly at their next regularly scheduled meeting in mid-September (9/13).

As we have indicated in the past, the Zoo has made great strides, particularly with your hiring and in working to significantly enhance the visitor experience. We envision that the Zoo will continue to implement professional management standards and best business practices, all with the goal of achieving AZA Accreditation.

## **Next Steps: Zoo**

1. Lee delivers his 90-day assessment of the Niabi Zoo – summarizes his vision for the Niabi Zoo and the opportunities/challenges to fulfil this vision.
2. Update the case for support including facility and funding (operating and capital improvement) needs with clear reference to the Zoo's anticipated future governance of a new public private partnership (PPP) and the Zoo's accreditation as an AZA facility. S&W works with Lee to complete the initial copy; Lee works with Mind Fire to ensure consistency of messaging and branding.
3. Identify the key Zoo and Society tasks to be completed on or before December 31, 2016. S&W works with Lee and Society to complete.
4. Lee works with the Commission to implement "best practices" control and custody at the Zoo to insure timely implementation and success of the Zoo's polices and visitor experiences.

## **Next Steps: Commission/Zoo**

1. Reviews current zoo management agreements for PPPs within the State of Illinois that could serve as potential benchmark models for the Niabi Zoo. S&W with FP legal team to complete.

2. Provides a firm commitment to the PPP governance model for the Niabi Zoo contingent on the Society's (all parties agree that the Society, as an entity, is the logical private partner within the PPP as it has 501(c)3 nonprofit tax status) fulfillment of the following criteria:

- a. **New leadership of community stakeholders engaged to govern the Society:**

Much has already been outlined within the new Board expectations/core characteristics memo that we developed and provided to the Society. In addition, we believe the case for support is very compelling, especially when we add summary language around the new PPP governance structure.

Society/Oversight Committee must identify new Board members and with Lee, vet/interview and recruit five new members who meet the designated criteria by December 31, 2016.

- b. **Funding support/commitment from the Society:**

As noted in the past, the Society (as the private partner) must demonstrate that it has the capacity to increase "private dollars/support" for the Zoo in terms of start-up dollars, new capital improvements (to be implemented in phases) and increased annual and sustainable operating revenues. Given our experiences with shifts in governance, S&W can outline the anticipated funding needs that must be in place for a shift in governance to be successful without the need, at this time, for an extensive planning document.

During our July 25<sup>th</sup> discussions, we indicated that the Society has made strides in supporting the Zoo in terms of funding smaller projects, including the playground and x-ray machine and through its annual events including the golf outing and brew. The annual operating revenues generated from the carousel and membership as well as event profits have been instrumental in allowing the Society to support the Zoo with these smaller-scale projects.

Although the Society should continue leveraging these funding sources, demonstrating its capacity to increase "private dollars/support" requires that the Society prioritize major gift fundraising efforts in order to fund start-up costs and new capital improvements. Based on the "items of completion" document that the Society shared and discussed during the August 29<sup>th</sup> Oversight Committee meeting, activities related to cultivation and solicitation of major prospects (both individuals and foundations) have been minimal. Based on the "items of completion", there have only been two documented/formal conversations with potential funders since January of this year. Society Board members must begin immediately to actively identify and begin engaging with key prospects that can support the Zoo philanthropically with potential gifts in the five- to six-figure range and above.

The phase 1 capital improvements have already been identified (~\$1.7MM, including the Society's 15% match) and the start-up expenses will likely fall within the \$100,000 range or less for Society legal and awareness-building initiatives. On top of capital improvements and start-up costs, the Society will also need to provide annual and sustainable new operating revenues from "contributed private

dollars”, which would be projected to fall within 7% - 12% of the Zoo’s new operating baseline – \$3.3MM (existing baseline plus new operating expenses of future PPP) pending the terms of the management agreement. Therefore, the Society will need to identify a sustainable source of operating revenues from contributed programs that annually provides between \$230,000 and \$400,000 in new sources of revenues.

The new contributed annual revenues will primarily be generated from individual donors/supporters with some foundation and corporate support. Based on our experience, raising this annual support for the Zoo will only be successful if new Board leaders and members (stakeholders) are in place, as these individuals should/will be the primary funders of the anticipated annual contributed revenue expectations. S&W can finalize the funding needs with the Society, helping to identify the new Board leaders/members with capacity to support the Zoo.

3. Facilitate a telephone conversation with Commission leadership (Rod and Kai) involved in S&W’s October 2015 update report to discuss and confirm the key conditions outlined above, and potentially others, for moving forward with the PPP for the Zoo. Assuming that the conditions can be fulfilled by the Society by December 31, 2016, the formal approval process of the PPP could begin to move forward.

**Next Steps: Society**

1. Identify the key action steps the Society must complete on or before December 31, 2016.
2. Fulfill the conditions outlined above to clearly demonstrate that the Society can fulfill the potential shift of the PPP:
  - a. New Board Leadership with a passion for the Zoo and the ability or capacity to fund the Zoo.
  - b. Initially securing the Phase 1 capital improvement funds (\$1.7MM), necessary start-up funds and then providing ongoing annual contributed revenues to support the Zoo’s general operating needs.
3. Determine how the Society would meet the "indemnification" requirements that the Commission would seek to include in a management agreement. We anticipate that at a minimum, the Society would need to meet the following requirements: \$1 million per occurrence, \$3 million aggregate and \$10 million umbrella – similar in part to the benchmark management agreements that have been provided.
4. The Society needs to provide regular communications and monthly updates on how they are working to fulfill the above conditions/next steps.

We believe that the above “next steps” offer a clear roadmap to move forward on a timely basis.

We would further recommend that IF the conditions outlined for the Society cannot be fulfilled on a timely basis that a new and different nonprofit governance structure – with new and different leadership - be pursued at that time, as the Niabi Zoo must continue to move forward with serving the Quad Cities communities as the destination of choice for wildlife education and engagements.

Happy to discuss as needed, but we must move forward.