

# AGENDA

Ingham County Parks & Recreation Commission  
121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
Telephone: 517.676.2233; Fax: 517.244.7190

The packet is available on-line by going to [www.ingham.org](http://www.ingham.org), choosing the "Monthly Calendar," and clicking on Wednesday, May 13, 2009.

## A MEETING OF THE BUDGET AND PERSONNEL COMMITTEE of the INGHAM COUNTY PARKS & Recreation Commission

Will Be Held at

**6:00pm**

**Wednesday, May 13, 2009**

Human Services Building

**Conference Room C**

Second Floor

5303 S. Cedar, Building #3

Lansing, Michigan

1. Call to Order
2. Limited Public Comment
3. Resolution Recommending a Transfer of Funds and Authorization to Proceed on Construction of an Eagle Owl Exhibit – **ACTION**
4. Resolution Recommending Ingham County enter into a Contract with Jones and Jones Architects for the Completion of the Potter Park Zoo Master Plan – **ACTION**
5. April 2009 Parks Financial Report
6. April 2009 Potter Park Zoo Financial Report
7. Resolution Recommending the 2010 Ingham County Parks Budget Request (Documents to be provided at the Meeting) – **ACTION**
8. Resolution Recommending the 2010 Potter Park and Potter Park Zoo Budget Request - **ACTION**
9. Director's Report
10. Limited Public Comment
11. Adjournment

The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 ~ Phone: (517) 676-2233.

**A QUORUM OF PARK COMMISSION MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING**

## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 18, 2009

**RESOLUTION # -09**

### **RESOLUTION RECOMMENDING A TRANSFER OF FUNDS AND AUTHORIZATION TO PROCEED ON CONSTRUCTION OF AN EAGLE OWL EXHIBIT**

**WHEREAS**, the Potter Park Zoo staff recognizes the need to continue to improve the Zoo with new exhibits to enhance the visitor experience; and

**WHEREAS**, Zoo staff has identified unused funds within the 2009 CIP budget to construct a new Eurasian Eagle Owl exhibit; and

**WHEREAS**, the new exhibit will provide an enhanced experience for visitors and a more suitable enclosure for the Eagle Owls; and

**WHEREAS**, Zoo staff requests a transfer of funds from previously approved projects (Cavy Barn drain, Mandrill vestibule, Amphitheater renovation, Fencing and Hoof stock chute) to the Eagle Owl exhibit project; and

**WHEREAS**, Zoo staff requests authorization to proceed with hiring an engineering/architectural firm to design the exhibit and proceed with the RFP process associated with the project.

**THEREFORE BE IT RESOLVED**, that the Potter Park Zoo Board recommends that the Parks and Recreation Commission approve the transfer of funds, not to exceed \$56,000 -and to authorize Zoo staff to proceed with hiring an engineering/architectural firm and proceed with a RFP for the project.

## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 18, 2009  
**RESOLUTION # -09**

### **RESOLUTION RECOMMENDING INGHAM COUNTY ENTER INTO A CONTRACT WITH JONES AND JONES ARCHITECTS FOR THE COMPLETION OF THE POTTER PARK ZOO MASTER PLAN**

**WHEREAS**, the Potter Park Zoo Board has identified a need to update the Zoo Master Plan to provide direction for Zoo operations and improvements; and

**WHEREAS**, the existing Master Plan was completed in 1995 and no longer addresses the needs of the Zoo; and

**WHEREAS**, Potter Park Zoo, Potter Park Zoo Society, Ingham County Facilities and Ingham County Parks staff have collected the necessary data for the Master Plan and require a professional firm to complete the Master Plan; and

**WHEREAS**, the Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals from qualified individuals and companies pursuant to County guidelines; and

**WHEREAS**, the bids were reviewed by the Ingham County Purchasing Department, Parks and Recreation Commission and Potter Parks Zoo Board and all were in agreement that Jones and Jones Architects met all specifications and requirements; and

**WHEREAS**, the Potter Park Zoo Board recommends to the Ingham County Parks & Recreation Commission to accept the bid from Jones and Jones Architects; and

**WHEREAS**, the funding for the project is provided by \$72,500 in funds carried over from the 2008 consulting budget line item 258-69200-802000-31200; and

**WHEREAS**, the balance of funds required, \$19,950, will be transferred within the 2009 budget from the contingency line item 258-69200-969220.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners enter into a contract with Jones and Jones Architects with the project not exceeding \$92,450 with November 2009 as the completion date for the the Potter Park Zoo Master Plan.

**Ingham County Parks Department**

# **Financial Report**

**April 2009**

Prepared by: Matthew St. George





**2009 - 208 Operating Budget Report as of April 30, 2009**

	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	
	Budget	Amend Budget	SUM OF ACTUAL YTD	Admin Budget	Admin Actual	Burch Budget	Burch Actual	LL Budget	LL Actual	HI Budget	HI Actual	Police Budget	Police Actual	Winter Budget	Winter Actual					
<b>NON-CONTROLLABLE EXPENSE</b>																				
911000 INSURANCE & BONDS	0	0	0																	
915050 LIABILITY INS PREMIUM	26,108	26,108	8,508	26,108	633															
921000 UTILITIES	61,151	61,151	17,597	7,317	2,125	12,776	5,310	14,267	2,681	26,792	7,481				4					241
921070 COURIER SERVICE	1,507	1,507	754	1,507	754															
921150 TELEPHONE ALLOCATION COSTS	3,612	3,612	767	3,612	767															
943000 OFFICE EQUIP SVC CHG	37,250	37,250	5,212	37,250	5,212															
943010 EQUIP SVC CHG	25,631	25,631	0	25,631																
944000 VEHICLE SERVICE CHG	35,362	35,362	0	35,362																
<b>TOTAL NON-CONTROLLABLE EXPENSES</b>	<b>190,621</b>	<b>190,621</b>	<b>32,837</b>	<b>136,787</b>	<b>9,490</b>	<b>12,776</b>	<b>5,344</b>	<b>14,267</b>	<b>2,681</b>	<b>26,792</b>	<b>7,534</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>241</b>					
<b>CAPITAL OUTLAY</b>																				
973190 SIGN, LANDSCAPE, SURFACE	0	20,000	11,582		11,582					20,000										
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>20,000</b>	<b>11,582</b>	<b>0</b>	<b>11,582</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					
<b>TRANSFERS OUT</b>																				
999250 APPROP TRF OUT - F245	3,905	3,905	1,435	3,905	1,435															
<b>TOTAL TRANSFER OUT</b>	<b>3,905</b>	<b>3,905</b>	<b>1,435</b>	<b>3,905</b>	<b>1,435</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					
<b>TOTAL EXPENSES</b>	<b>2,137,020</b>	<b>2,135,529</b>	<b>472,473</b>	<b>345,343</b>	<b>318,569</b>	<b>221,333</b>	<b>43,451</b>	<b>161,901</b>	<b>23,021</b>	<b>208,238</b>	<b>37,428</b>	<b>77,878</b>	<b>3,564</b>	<b>27,027</b>	<b>38,898</b>					

Capital Improvement

Beach Volleyball Sand - LL 3,000  
 Road Gravel - LLN 3,000  
 Road Gravel - Burchfield 5,000  
 Snow Blower 1,500  
 Phones - office 2,700

# CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT - 2009 BUDGET

## Status Report as of April 30, 2009

Item	GL Account	Original GF Budget	Adjusted Budget	Transfer IN/OUT	Total CIP Amount	Encumbrance	Actual Cost	Balance	Status
Roof Replacement- Burch	450-75200-976000	35,000			35,000	9,800	0	25,200	
Beach House Stall Dividers LLS/Burch	450-75200-976000	15,500			15,500	14,642	0	858	
Cash Registers- HI	450-75200-931000	10,000			10,000		1,075	8,925	
Picnic Shelter Electrical Update- LL	450-75200-931000	8,500			8,500			8,500	
Beach & Volleyball Sand-LL	208-75200-743000 71000	3,000			3,000			3,000	
Road Gravel- Burch	208-75200-743000 71000	5,000			5,000		0	5,000	
Road Gravel- LLN	208-75200-743000 71000	3,000			3,000		0	3,000	
HDI Property-LLN	450-75250-818000 57000	25,000			25,000		3,480	21,520	
Fishing Dock/ Habitat-Burch	450-75200-931000	80,000			80,000		0	80,000	
Ex-Mark Mower- LL	664-75299-978000	12,500			12,500		12,331	169	Complete
Dump Truck w/ Plow- LL	664-80000-978010 C7528	37,000			37,000		0	37,000	
Mowing Tractor- HI	664-75299-978000	35,000			35,000	0	34,999	1	Complete
Police Car	664-80000-978010 C7529	15,000			15,000		0	15,000	
Pickup w/ Flat Bed- Burch	664-80000-978010 C7520	25,000			25,000	22,079	0	2,921	
4WD Utility Vehicle- Burch	664-80000-978010 C7521	15,000			15,000	16,336	0	(1,336)	
Office Phones	208-75200-921050 71000	2,700			2,700			2,700	
Desktop Office Scanner	664-75299-735000	2,500			2,500		1,744	756	Complete
Multi-User Scanner	664-75299-726010	600			600		350	250	Complete
Tube Rental Building	508-75973-976000	8,000			8,000			8,000	
Tubing Hill Grooming Equipment	508-75973-978000	14,000			14,000			14,000	
4 Pedal Boats	508-75951-735100	9,000			9,000	7,575		1,425	
Cross Country Ski Rental Walls- LLN	508-75928-931000	6,500			6,500			6,500	
Disc Golf Course- Burch	508-75200-931000	30,000	223.85		30,224			30,224	
Snow Blower	208-75200-735100 71000	1,500			1,500			1,500	
Workstation Replacement	664-75299-735000	4,400			4,400		733	3,667	
Water Wheel- LLS	208-75500-978000 51000	6,750			6,750		6,687	63	Complete
<b>Totals</b>		<b>410,450</b>			<b>410,674</b>	<b>70,432</b>	<b>53,979</b>	<b>278,843</b>	

## TRAIL BUDGETS

As of Apr. 30 2009

Trail Name or Description	Budget Year Approved	General Fund		City of Lansing	NRTF	MDOT	Meridian Township	Total Amount	Project Status	Expended	Gen Fund Balance
		Amount	Amount								
South River Trail/Scott Woods	2005	100,000	300,000					400,000	Complete	100,000	0
Hawk to Macquire	2006	182,500	534,412	182,500	456,000			1,355,412	Complete	182,500	0
LLS to Park Lk Rd	2006	158,500	346,696		358,300		119,000	982,496	In Progress	925	157,575
Park Lk to MSU	2006/2007	300,000	699,000		141,000		120,000	1,260,000	In Progress	7,770	292,230
Heart of MI Right of Way Acquisition, Design & Engineering	2007	180,000						180,000	In Progress	7,147	172,853
Jolly Rd. to Hope Soccer	2008	62,500			187,500				In Progress		62,500
HDI Acquisition- LLN	2008	25,000	150,000		1,980,000		675,000	2,900,000	In Progress	3,480	21,520

**Potter Park Zoo**

**Financial Report**

**April 2009**

Prepared by: Matthew St. George  
May 1, 2009

	2009			
258 POTTER PARK ZOO FUND	BUDGET	Sum of All	% Used	Balance
		YTD		
<i>As of Apr. 30, 2009</i>				
<i>Prepared by: Matthew St. George</i>				
E ENUE				
403010 CURRENT PROPERTY TAX	3,187,512	3,493,000	110%	-305,488
405010 PROPERTY TAX ADJ. PRIOR		-3,413		3,413
437000 IDUSTRIAL FACILITIES TAX				0
447000 INTEREST- TAXES		73		-73
599000 PAYMENTS IN LIEU OF TAX				0
600000 SHELTER FEES	6,000	3,670	61%	2,330
627400 INTERACTIVE - ENTRY	61,800	0	0%	61,800
627500 INTERACTIVE - FOOD	30,900	0	0%	30,900
652000 PARKING FEES	90,000	96	0%	89,904
652100 ZOO ADMISSION FEES	343,711	6,479	2%	337,232
665000 INTEREST REVENUE	51,500	13,319	26%	38,181
673000 SALE OF ASSETS	2,500	0	0%	2,500
678024 REIMB OTHER AGENCIES		0		0
698010 CARRY OVER SURPLUS USED	46,610	455,795	978%	-409,185
TOTAL E ENUE	<b>3,820,533</b>	<b>3,969,019</b>	<b>104%</b>	<b>-148,486</b>

PE SONNEL E PENSES				
704000 SALARIES & WAGES-PERM	1,002,563	255,576	25%	746,987
705000 SALARIES & WAGES-TEMP	307,524	37,872	12%	269,652
706000 SALARIES & WAGES-OVERTIME	30,000	9,385	31%	20,615
706700 OVERTIME WAGES-SEASONAL	515	111	22%	404
713000 MISC BENEFITS		58	0%	-58
714000 UNEMPLOYMENT	12,154	21	0%	12,133
715000 FICA COUNTY SHARE	76,469	23,122	30%	53,347
716020 HEALTH INS-PHP	67,534	77,653	115%	-10,119
716030 HLTH WAIVER	2,522	843	33%	1,679
716035 RETIREE HEALTH INS CHARGEBACK	21,650	3,962	18%	17,688
716040 RETIREE HEALTH INS TRUST CHG	4,271	730	17%	3,541
716060 HEALTH INS POS	209,147	0	0%	209,147
716100 DENTAL INSURANCE	16,451	4,825	29%	11,626
716200 VISION INSURANCE	2,489	757	30%	1,732
716258 ZOO LEGACY RETIREE HLTH INS	49,932	17,016	34%	32,916
716300 DRUG REIMB COSTS	71,712	0	0%	71,712
716400 DEDUCTIBLE REIMB	0	463	#DIV/0!	-463
717000 LIFE INS LIFE INSURANCE	3,174	885	28%	2,289
717100 DISABILITY INS	1,192	102	9%	1,090
718000 RETIREMENT PROGRAM	144,582	13,480	9%	131,102
720000 LONGEVITY BONUS	4,400		0%	4,400
722000 WKCPMP INS	29,824	8,852	30%	20,972
722600 EMPLOYEE ASST PROG (CARES)		0		0
TOTAL PE SONNEL SE ICES	<b>2,058,105</b>	<b>455,714</b>	<b>22%</b>	<b>1,602,391</b>

<b>258 POTTER PARK ZOO FUND</b>	<b>BUDGET</b>	<b>Sum of All</b>	<b>% Used</b>	<b>Balance</b>
		<b>YTD</b>		
<i>As of Apr. 30, 2009</i> <i>Prepared by: Matthew St. George</i>				

CONT OLLABLE E PENSE				
726010 SUPPLIES	5,150	5,094	99%	56
726015 ANIMAL FEED	61,800	9,727	16%	52,073
728000 PRINTING AND BINDING	8,240	28	0%	8,213
729000 POSTAGE	3,708	348	9%	3,360
730000 OFFICE SUPPLIES	4,635	887	19%	3,748
731000 PHOTO-COPYING & SUPPLIES	3,090	522	17%	2,568
734000 NON-CAPITAL EQUIP	20,600	2,037	10%	18,563
735000 CONTROL CAP ITEMS-CMPTR	3,000	3,945	132%	-945
735100 CONTROL CAP ITEMS-OTHER	58,400	5,675	10%	52,725
740000 MAINTENANCE SUPPLIES	188,468	19,363	10%	169,105
743000 OTHER SUPPLIES	27,810	2,294	8%	25,516
743100 SMALL TOOLS	1,751	39	2%	1,712
745000 UNIFORM & ACCESSORIES	17,000	926	5%	16,074
747000 GAS-GREASE-OIL-ANTIF	0	2,144	0%	-2,144
802000 CONSULTANTS (master plan)	0	147		-147
802100 ANIMAL HUSBANDRY/LAB WORK	30,600	4,244	14%	26,356
802101 ANIMAL HUSB /MEDICAL RX	0	5,002		-5,002
802102 ANIMAL HUSBANDRY/ MED EQUIP	0	2,537		-2,537
80213 ANIMAL HUSBANDRY/ ANIMAL PRODU	0	4,308		-4,308
815000 MEMBR/SCRPS/SUBSCRIPTIONS	5,562	4,636	83%	926
818000 CONTRACTUAL SERVICES	18,159	5,490	30%	12,669
818007 CONTRACTUAL SERV-FACILITIES	145,970	28,629	20%	117,341
818009 CONTRACTUAL SERV- SUPPORT	22,810	0	0%	22,810
818011 CONTRACTUAL SERV- MACHINE	24,397	0	0%	24,397
860000 RECRUITING EXPENSE	0	0		0
861000 TRAVEL EXPENSE-LOCAL	3,090	455	15%	2,635
861100 TRVL PROF DEVELOP INSTATE	1,030	0	0%	1,030
861110 TRVL PROF DEVL P OUT STATE	6,266	-5	0%	6,271
890080 ADMINISTRATION CHARGES	115,270	112	0%	115,158
901000 ADVERTISING	45,000	133	0%	44,867
921050 TELEPHONE & TELEGRAPH	10,300	4,633	45%	5,667
921060 TELEPHONE - LONG DISTANCE	3,708	35	1%	3,673
931000 BUILDING REPAIR & MAINT	103,000	18,565	18%	84,435
931100 MAINT-RELATED CONTRACTUAL	42,786	13,582	32%	29,204
932000 EQUIPMENT REPAIR & MAIN	35,000	13,748	39%	21,252
933000 VEHICLE REPAIR & MAINT	56,650	0	0%	56,650
942000 EQUIPMENT RENTAL	3,090	623	20%	2,467
957040 PROP TAX REFUNDS-INT		5		-5
960000 EMP TRAINING & IMPROV	5,000	0	0%	5,000
960080 COUNTY STAFF DEVELOPMENT		0		0
964000 REFUNDS	200	0		200
969220 CONTINGENCY	40,600	0	0%	40,600
<b>TOTAL CONT OLLABLE E PENSE</b>	<b>1,122,140</b>	<b>159,907</b>	<b>14%</b>	<b>962,233</b>

<b>258 POTTER PARK ZOO FUND</b>	<b>BUDGET</b>	<b>Sum of All</b>	<b>% Used</b>	
		<b>YTD</b>		<b>Balance</b>
<i>As of Apr. 30, 2009</i> <i>Prepared by: Matthew St. George</i>				

Non CONT OLLABLE E PENSE				
911000 INSURANCE AND BONDS	26,000	13,085	50%	12,915
915050 LIABILITY INS PREMIUM		159	#DIV/0!	-159
921000 UTILITIES	150,000	47,499	32%	102,501
921070 COURIER SERVICE	443	222	50%	221
921150 TELEPHONE ALLOCATION	4,000	2,136	53%	1,864
943000 OFF EQUI SVC CHRG - T-1 c'tion	53,245	9,816	18%	43,429
<b>TOTAL Non CONT OLLABLE E PENSE</b>	<b>207,688</b>	<b>72,917</b>	<b>35%</b>	<b>134,771</b>

CAPITAL OUTLA				
977000 LEASEHOLD IMPROVEMENTS	557,600	48,575	9%	509,025
978000 MACHINERY & EQUIP	64,000	0	0%	64,000
978010 MACHINERY--CARS & TRUCK	50,000	40,809	82%	9,191
<b>TOTAL CAPITAL OUTLA</b>	<b>671,600</b>	<b>89,383</b>	<b>13%</b>	<b>582,217</b>

T ANSFE S OUT				
999250 APPROP TRF OUT		1,933		-1,933
<b>TOTAL T ANSFE S OUT</b>		<b>1,933</b>		<b>-1,933</b>
<b>TOTAL E PENSES</b>	<b>4,059,533</b>	<b>779,855</b>	<b>19%</b>	<b>3,279,679</b>

# CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT - 2009 BUDGET

Status Report as of Apr. 30, 2009

Item	GL Account	Original Budget	Transfer IN/OUT	Total CIP Amount	Encumbrance	Actual Cost	Balance	Status
Interactive Seasonal Exhibit	258-69900-977000 901Z	275,000		275,000			275,000	
Cavy Barn- Water & Drains	258-69900-977000 0902Z	7,000		7,000			7,000	
Mandrill Vestibules/Lemur	258-69900-977000 0903Z	40,000		40,000	4,792		35,208	
Boiler Replacement	258-69900-977000 0904Z	50,000		50,000	1,400	1,400	47,200	
Spidermonkey Heater	258-69900-977000 0905Z	8,500		8,500			8,500	
Roof- Keeper Lounge	258-69900-977000 0906Z	25,000		25,000			25,000	
Roof- Bongo Barn	258-69900-977000 0907Z	5,000		5,000			5,000	
Outdoor Bird Holding	258-69900-977000 0908Z	10,000		10,000			10,000	
Fencing Projects	258-69900-977000 0909Z	15,000		15,000	3,075		11,925	
Renovate Amphitheater	258-69900-977000 0910Z	10,000		10,000			10,000	
Landscaping Improvements	258-69900-977000 0912Z	35,500		35,500			35,500	
Birdhouse Improvements	258-69900-977000 0913Z	19,500		19,500	2,865		16,635	
Decorative Fencing	258-69900-977000 0914Z	40,000		40,000			40,000	
Emergency Supply Storage Building	258-69900-977000 0915Z	5,000		5,000			5,000	
Doors- Small Barn	258-69900-977000 0916Z	7,100		7,100			7,100	
Drains- Camel Barn	258-69900-977000 0917Z	5,000		5,000			5,000	
Lion Exhibit Renovation	258-69900-977000 0922Z	5,200		5,200	5,200		0	
Signage	258-69900-977000 0701Z	5,000		5,000	0	0	5,000	Carried from 2008
Parking Ticketing System	258-69900-977000 0703Z	5,000		5,000	0	0	5,000	Carried from 2008
Interactive exhibit - project oversight	258-69900-977000 0713Z	120,000	(62,000)	58,000	0	63,060	(5,061)	Carried from 2008
Rhino - exhibit - major update	258-69900-977000 0714Z	430,000		430,000	11,843	6,484	411,674	Carried from 2008
Irrigation System - Zoo	258-69900-977000 0719Z	20,000		20,000	0	0	20,000	Carried from 2008
Zoo CAM - web site	258-69900-977000 0721Z	4,000		4,000	0	0	4,000	Carried from 2008
Penguin Pool	258-69900-977000 0725Z	50,000		50,000	0	32,333	17,667	Carried from 2008
<b>TOTALS</b>		1,196,800		1,134,800	29,175	103,277	1,002,348	
<b>EQUIPMENT</b>								
Truck w/ 4WD	258-69200-978010 31000	50,000		50,000	0	40,809	9,191	Complete
Mower	258-69200-978000 31000	28,000		28,000	28,419	0	(419)	Complete
Utility Vehicle	258-69200-978000 31000	12,000		12,000	12,244	0	(244)	Complete
Web Cam Equipment	258-69200-978000 31000	10,000		10,000	7,500	0	2,500	
Hoof Stock Chute	258-69200-978000 31000	10,000		10,000		0	10,000	
Ozone Machine-Otter	258-69200-735100 31000	4,000		4,000		0	4,000	Carried from 2008
<b>TOTALS</b>		114,000		114,000	48,163	40,809	25,028	

**INGHAM COUNTY PARKS & RECREATION COMMISSION**

Meeting of May 19, 2009

**RESOLUTION # -09**

**RESOLUTION RECOMMENDING THE  
2010 POTTER PARK & POTTER PARK ZOO BUDGET REQUEST**

**WHEREAS**, the Potter Park Zoo Board has considered the operating and capital improvement needs for Potter Park and Potter Park Zoo for the year 2010; and

**WHEREAS**, this resolution represents a balanced budget of \$4,459,198 which includes a fund balance; and

**WHEREAS**, the 2010 Budget Request for Potter Park and the Potter Park Zoo is based on the amounts necessary to manage operational costs, provide needed upgrades to exhibits and facilities, provide enhanced animal care, and improve customer service; and

**WHEREAS**, the Potter Park Zoo Board supported this budget by passing Resolution #08-09 at their May 5, 2009 meeting.

**THEREFORE BE IT RESOLVED**, that the following budget be recommended for adoption in accordance with all appropriate County Policies and Procedures.

**Moved by** and **Supported by** that Resolution # -09 be approved. **Yes- ; No- .**

Prepared April 21, 2009 - Karen Fraser

**258 POTTER PARK ZOO FUND PROJECTIONS**  
**2% INCREASE CONTROLLABLE - 3% PERSONNEL (per contracts)**

	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>2010 Projected</b>
<b>REVENUE</b>			
403010 CURRENT PROPERTY TAX	3,359,129	3,187,512	3,056,845
600000 SHELTER FEES	6,000	6,000	6,000
652000 PARKING FEES	90,000	90,000	100,000
652100 ZOO ADMISSION FEES	333,700	343,711	390,000
627400 INTERACTIVE EXHIBIT - ENTRY	60,000	61,800	0
627500 INTERACTIVE EXHIBIT - FOOD	30,000	30,900	30,900
665000 INTEREST REVENUE	70,000	40,000	40,000
673000 SALE OF ASSETS	5,000	2,500	1,000
698010 CARRY OVER SURPLUS USED	1,457,927	373,431	834,453
<b>TOTAL REVENUE</b>	<b>5,411,756</b>	<b>4,135,854</b>	<b>4,459,198</b>
<b>PERSONNEL EXPENSES</b>			
704000 SALARIES & WAGES-PERM	953,497	1,002,563	1,032,640
705000 SALARIES & WAGES-TEMP	296,140	307,524	316,750
706000 SALARIES & WAGES-OVERTIME	30,000	30,000	30,900
706700 OVERTIME WAGES-SEASONAL	500	515	530
708000 MISC BENEFITS	5,000	0	0
714000 UNEMPLOYMENT	15,000	12,154	5,000
715000 FICA COUNTY SHARE	97,930	76,469	78,763
716020 HEALTH INS-PHP	238,335	67,534	68,885
716030 HLTH WAIVER	2,400	2,522	2,572
716035 RETIREE HLTH INS CHARGEBACK		21,650	22,083
716040 RETIREE HEALTH INS TRUST CHG	156,918	4,271	4,356
716060 HEALTH INS POS	0	209,147	213,330
716100 DENTAL INSURANCE	14,157	16,451	16,780
716200 VISION INSURANCE	2,638	2,489	2,539
716258 ZOO LEGACY RETIREE HLTH INS	42,240	49,932	50,931
716300 DRUG REIMB COSTS	45,862	71,712	73,146
717000 LIFE INS LIFE INSURANCE	3,326	3,174	3,237
717100 DISABILITY INS	1,068	1,192	1,216
718000 RETIREMENT PROGRAM	131,930	144,582	147,474
720000 LONGEVITY BONUS	24,000	4,400	4,488
722000 WKCPMP INS	13,037	29,824	30,420
<b>TOTAL PERSONNEL SERVICES</b>	<b>2,073,978</b>	<b>2,058,105</b>	<b>2,106,041</b>

**258 POTTER PARK ZOO FUND PROJECTIONS**  
**2% INCREASE CONTROLLABLE - 3% PERSONNEL (per contracts)**

	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>2010 Projected</b>
<b>CONTROLLABLE EXPENSE</b>			
726010 SUPPLIES	5,000	5,150	5,253
726015 ANIMAL FEED	60,000	61,800	63,036
728000 PRINTING AND BINDING	8,000	8,240	8,405
729000 POSTAGE	3,600	3,708	3,782
730000 OFFICE SUPPLIES	4,500	4,635	4,728
731000 PHOTO-COPYING & SUPPLIES	3,000	3,090	3,152
734000 NON-CAPITAL EQUIP	20,000	20,600	21,012
735000 CONTROLLED CAPITAL ITEMS-CMPTR	0	3,000	3,060
735100 CONTROLLED CAPITAL ITEMS-OTHER	91,950	58,400	25,000
740000 MAINTENANCE SUPPLIES	188,468	194,122	198,004
743000 OTHER SUPPLIES	27,000	27,810	28,366
743100 SMALL TOOLS	1,700	1,751	1,786
745000 UNIFORM & ACCESSORIES	17,000	17,000	17,340
747000 GAS, GREASE, OIL		56,650	57,783
802000 CONSULTANTS ( master plan)	75,000	72,648	30,001
802100 ANIMAL HUSBANDRY/LAB WORK	20,000	20,600	67,000
815000 MEMBR/SCRPS/SUBSCRIPTIONS	5,400	5,562	5,673
818000 CONTRACTUAL SERVICES	145,790	20,324	20,730
818007 CONTRACTUAL SERVICES-FACILITIES	141,718	145,970	148,889
861000 TRAVEL EXPENSE-LOCAL	3,000	3,090	3,152
861100 TRVL PROF DEVELOP INSTATE	1,000	1,030	1,051
861110 TRVL PROF DEVLV OUT STATE	6,200	6,266	6,391
890080 ADMINISTRATION CHARGES	115,270	118,728	121,103
901000 ADVERTISING	57,000	45,000	90,000
921050 TELEPHONE & TELEGRAPH	10,000	10,300	25,506
921060 TELEPHONE - LONG DISTANCE	3,600	3,708	3,782
931000 BUILDING REPAIR & MAINT	100,000	103,000	105,060
931100 MAINT-RELATED CONTRACTUAL	64,166	66,665	67,998
932000 EQUIPMENT REPAIR & MAIN	35,000	36,050	36,771
933000 VEHICLE REPAIR & MAINT	20,000	0	0
942000 EQUIPMENT RENTAL	3,000	3,090	3,152
960000 EMP TRAINING & IMPROV	5,000	5,000	5,100
964000 REFUNDS	0	200	500
969220 CONTINGENCY	0	40,600	40,600
<b>TOTAL CONTROLLABLE EXPENSE</b>	<b>1,241,362</b>	<b>1,173,787</b>	<b>1,223,166</b>

**258 POTTER PARK ZOO FUND PROJECTIONS**  
**2% INCREASE CONTROLLABLE - 3% PERSONNEL (per contracts)**

	<b>2008</b>	<b>2009</b>	<b>2010</b>
	<b>Budget</b>	<b>Budget</b>	<b>Projected</b>
<b>Non-CONTROLLABLE EXPENSE</b>			
915050 LIABILITY INS PREMIUM	25,261	26,019	26,539
921000 UTILITIES	128,300	150,000	153,000
921070 COURIER		443	452
943000 OFF EQUI SVC CHRGR - T-1 connection	49,755	50,000	51,000
<b>TOTAL Non-CONTROLLABLE EXPENSE</b>	<b>203,316</b>	<b>226,462</b>	<b>230,991</b>
<b>TOTAL OPERATING BUDGET</b>	<b>3,518,656</b>	<b>3,458,354</b>	<b>3,560,198</b>
<b>CAPITAL OUTLAY</b>			
973190 SIGN, LANDSCAPE, SURFACE	0	35,500	40,000
975000 BUILDINGS - NEW	0	275,000	
977000 LEASEHOLD IMPROVEMENTS	1,813,100	225,500	798,000
978000 MACHINERY & EQUIP	30,500	51,500	38,000
978010 MACHINERY--CARS & TRUCK	49,500	90,000	23,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,893,100</b>	<b>677,500</b>	<b>899,000</b>
<b>TOTAL EXPENSES</b>	<b>5,411,756</b>	<b>4,135,854</b>	<b>4,459,198</b>

**Total Revenue 5,411,756 4,135,854 4,459,198**

**Total Expense 5,411,756 4,135,854 4,459,198**

updated 4/30

updated 5/6

## Proposed 2010 Potter Park Zoo Capitol Improvement Projects

Project	Requested By	Cost	Budget
			<b>\$907,200</b>
Rhino exhibit	Willis	400,000	507,200
Meerkat exhibit	Gerry	100,000	407,200
Penguin exhibit glass	Gerry	5,000	402,200
Renovate Red Panda	Gerry	10,000	392,200
Renovate GLT	Gerry	4,000	388,200
Renovate bird exhibit	Gerry	5,000	383,200
Renovate pheasant	Gerry	5,000	378,200
Vivarium	Gerry	1,500	376,700
RMBHS update	Gerry	30,000	346,700
Gunnite rock-work	Gerry	10,000	336,700
Web cam	Gerry	6,000	330,700
Plant material	Tom	20,000	310,700
Garden program	Tom	20,000	290,700
Truck replacement	Tom	23,000	267,700
Bobcat broom	Tom	5,000	262,700
Small Incubator	Tara	1,200	261,500
Bair Hugger	Tara	1,500	260,000
Gas sterilizer	Tara	5,000	255,000
Cell scale	Tara	5,000	250,000
Tuckpoint, Big Barn	Mike	90,000	160,000
Electrical update Reptile	Gerry	20,000	140,000
Roof replacement Bird	Mike	110,000	30,000
Roof replacement Pav 3	Tom	7,000	23,000
Ultrasound probe	Tara	7,000	16,000
Surgivet data logger	Tara	6,000	10,000
Heating modifications bird	Mike	10,000	0
			<b>\$0</b>

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