

Riverbanks Park Commission
Meeting Minutes
15 March 2018

Attendance Report

Commissioners Present: Bud Tibshrary, Alana Williams, Jan Stamps, Mary Howard, Mike Velasco, Phil Bartlett, Bob Davidson

Commissioners Absent: None

Staff Present: Tommy Stringfellow, Breta Rheney, Dave Ruhl, Katie McCoy

Special Presentation

Emma Blackman, Service Systems Associates (SSA) General Manager, and Eli Grill, SSA Eastern Area General Manager, presented the 2017 SSA business review along with their 2018 goals and objectives.

Call to Order

Chairwoman Howard called the meeting to order.

Reading of the Minutes

The February 2018 minutes were approved as distributed.

Tibshrary moved, Bartlett seconded, m/c unanimous

Chief Finance Officer's Report

CFO report was provided by Breta Rheney:

Prior to the commission meeting, President Tommy Stringfellow, CFO Breta Rheney and Procurement Manager Jessica Monts met with the audit committee (Williams and Tibshrary) to discuss the contract renewal option with auditing firm Scott & Co. Monts presented three options to the committee that all complied with Riverbanks' Procurement Policy. The committee chose to recommend doing a "non-competitive negotiation" in which Scott & Co would be notified that Riverbanks will not be renewing the contract, and will exercise due diligence to hand select a firm for a one year audit (2017-2018) that is most advantageous to Riverbanks' auditing needs and goals.

Tibshrary moved, Bartlett seconded, m/c unanimous to approve proceeding with this option.

Attendance

Attendance for the fiscal year-to-date is 710,234, which is a little over 26,000 to budget. With a warmer than usual February, Riverbanks' attendance exceeded the monthly projections by 25,761, which contributed to the increase in numbers.

Memberships at the end of February are 38,671, ending ahead of budget by 671.

Revenues

- Revenues year-to-date for this fiscal year and the prior year are \$9,866,362 and \$9,682,707, respectively.

Revenue	YTD FY2018		YTD FY2017	
Earned	\$6,592,742	66.8%	\$6,616,345	68.3%
Governmental	3,273,620	33.2%	3,066,362	31.7%
	<u>\$9,866,362</u>	<u>100.0%</u>	<u>\$9,682,707</u>	<u>100.0%</u>

- Current year earned revenues are 56.1% of total budget. The prior year earned revenues were 59.9% of the prior year total budget.
- Governmental support for the current and the prior year as a percentage of the yearly annual budgets are 88.5% and 85.9%, respectively.

Departmental Expenses and Utilities

- Current year departmental expenses are made up of the following:

	Current Year	Prior Year
Personnel	56%	58%
Other	32%	30%
Utilities	12%	12%
	<u>100%</u>	<u>100%</u>

- Departmental expenses for the current and prior year as a percentage of the yearly annual budgets are 62.3% and 64.6%, respectively.

Chief Operating Officer’s Report

COO report was provided by Dave Ruhl:

- Spring Break:
 - Spring hiring is complete. Human Resources offered an interview to everyone who applied (450 interviews) and hired about 120 new employees who are all in the onboarding process.
 - Bus parking has been moved to the blue lot.
 - The staff parking plan has been updated for busy days. Gravel has been added to inside areas for staff to park internally and free up parking lot spaces for guests.
 - Working on plans to keep staff motivated and energized.
 - Getting the park ready for 150,000 guests in the next three weeks!
- Construction Updates:
 - The animal ambassador building is underway.
 - Projects will be tracked on a new construction timeline system.

- Live stream cameras in lion cub rooms and the gorilla holding area will be installed in preparation for babies. COO Ruhl and team are working on a plan for when the most appropriate times to live stream will be.
- Developing the Masterplan:
 - Foundation will be a strategic plan in which all departments are able to contribute to in the form of departmental goals. Timeline will be about a year.

Chief Executive Officer's Report

President and CEO Stringfellow provided the following report:

- Animal baby updates:
 - WIS ran a *Beyond the Banks* segment on pregnant gorilla, Kazi. She is due towards the end of June/early July.
 - The two lionesses are both pregnant, with a pair each. They are due in the next couple of months.
 - The koala joey is out.
- Discussed Candi Lane properties and the predicted riverwalk congestion during peak days.
- Budget Timeline - A preliminary meeting with the commission finance committee (Velasco and Davidson) is scheduled for early May, followed by a joint meeting with the president and treasurer of the Society Board at the end of May.
- CEO Stringfellow shared the current mission statement as well as a draft of the proposed updated statement.

The meeting was adjourned.

Approved and adopted on the 19th day of April 2018.

Jaw H. Atampas, Secretary