

Riverbanks Park Commission
Meeting Minutes
15 June 2017

Attendance Report

Commissioners Present: Mary Howard, Bob Davidson, Jan Stamps, Bud Tibshrary, Alana Williams, Phil Bartlett, and Jim Smith by phone.

Commissioners Absent: Jim Smith (participated by phone)

Staff Present: Satch Krantz, Tommy Stringfellow, Breta Rheney

Call to Order

Chairwoman Howard called the meeting to order.

Reading of the Minutes

The May 2017 minutes were approved as distributed.

Chief Finance Officer's Report

CFO Rheney provided the following report:

With one month remaining in the fiscal year we have a \$1,752,163 surplus before transfers. Highlights of the report follows:

Attendance

Total attendance through May is 1,255,350. Attendance is over budget by 150,350, and 112,044 over the prior fiscal year. The 2016/2017 fiscal year will be the largest attended year in Riverbanks' history.

Revenue vs. Expense

Revenue

- Revenue continues to remain strong and supports overages in department and capital expenses.
- The budget surplus of \$388,596 in Classes and Programs, Rides and Attractions and Events.

Expenses

- The budget deficit of \$371,487 in departmental expenses consist of the following:
 - Administrative – personnel costs associated with an existing unbudgeted position; employee costs paid from the prior year employee fund balance and some IT and contracted services overages

- Animal Care – mostly hospital costs from medications & supplies and lab work
- Botanical – positive variance is the result of saving costs due to vacant positions
- Marketing – personnel costs
- Guest Services – net effect of positive personnel variance offset by overages in other operating costs; over 50% of overage in other operating cost in grounds and housekeeping department due to the added attendance

Employee Bonus

Based upon Riverbanks' incredible performance over the past several years the senior staff proposed awarding each full-time employee with a \$1,000 (net cash bonus) and each part-time employee with a \$400 (net cash bonus) to be paid from the current fiscal year surplus. The Commission was very supportive of the suggestion and echoed the excellent work of the entire staff. Tibshrary moved, Bartlett seconded, m/c unanimous, to approve the bonuses as presented.

2017/2018 Operating Budget

CFO Rheney reviewed the highlights of the proposed 2017/2018 operating budget. The budget was reviewed by the Commission's Budget Committee, Jim Smith and Bud Tibshrary. Highlights of the Budget are as follows:

- Annual budgeted attendance will remain the same at 1.2 million guests with a projected 40/60 split for regular paid admissions vs. Society and other free visits
- Fees paid by SSA will increase by 25%
- The operating transfer from the Society will increase by \$200,000 to \$1.9 million
- Other earned revenue generators will increase by 8-11%
- Personnel expenses include some merit increases and some pay grade and salary adjustments, costing approximately \$83,000
- Personnel expenses also include five new positions resulting in approximately \$150,000 in new expenses:
 - Safety/Risk Manager, Executive Assistant, Aquarist and two Mammal Keepers
- No cost-of-living adjustment is included; however, some benefit changes were recommended (see below)
- Expenses include the 2% increase in PEBA-mandated employer retirement contributions and a 3.3% increase in PEBA-mandated employer paid health insurance premiums, costing approximately \$175,000
- Necessary adjustments were made to departmental budgets to support overall operation expenses due to increased attendance
- Utilities reflect a 29% increase from the current year budget

Tibshrary moved, Bartlett seconded, m/c unanimous, to approve the budget as presented.

Policy Recommendations

CEO Krantz introduced Director of Human Resources Christie Vondrak to propose staff-supported revisions to two Riverbanks employee policies. Christie noted that she has conducted a review of the local governments as well as the State of South Carolina and as a result of that study offered the following recommendations:

Longevity Pay

The staff is recommending that the Longevity Pay benefit be discontinued after June 30, 2017. The new policy will read as follows:

Active full-time and regular part-time employees hired by June 30, 2017 are eligible for longevity pay after they have completed five years of continuous service, which is the base date both for qualification and computation. The employee's latest hire date is used for purposes of computing eligibility.

Longevity pay is computed after July 1st of each year and distributed during the first pay period of the new fiscal year, following approval of the President & CEO, and subject to funds being available and appropriated by the Commission for such purpose. Longevity pay for all eligible employees is based upon their budgeted hourly rate or annual salary pay as of July 1 of the year in which the payment is made. Longevity pay is paid as follows:

<i>Years of Service</i>	<i>Longevity Pay</i>
<i>6th through 10th</i>	<i>1% of budgeted straight time pay</i>
<i>11th through 15th</i>	<i>2%</i>
<i>16th and following</i>	<i>3%</i>

Tibshrary moved, Stamps seconded, m/c unanimous to support the new Longevity Pay policy as presented.

Leave Benefits

The staff is recommending that two paid holidays be added to the existing holiday schedule, the day after Thanksgiving and Christmas Eve. The new policy will read as follows:

Riverbanks Zoo and Garden grants its employees eleven paid holidays each year including:

- 1. New Year's Day*
- 2. Martin Luther King Jr. Day*
- 3. President's Day*
- 4. Good Friday*
- 5. Memorial Day*
- 6. Independence Day*
- 7. Labor Day*
- 8. Thanksgiving Day*

9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day

Bartlett moved, Tibshrary seconded, m/c unanimous to approve the new Leave Benefits policy as presented.

Annual Leave

Finally, the staff recommends that all regular full-time employees who are continuously employed on a year round basis accrue annual leave with pay at an accelerated schedule. Part-time employees and seasonal employees do not accrue annual leave. The new policy will read as follows:

The maximum amount of annual leave that can be accumulated and carried forward each year is 45 days or (360 hours). When a paid holiday occurs during the time an employee is on approved annual leave, the holiday is not charged as part of the employee's annual leave.

Earning Rate for Regular Full-Time Employees

<i>Years of Service</i>	<i>Accrual Per Pay Period</i>	<i>Accrual Per Year</i>
<i>0-5</i>	<i>3.1 hours</i>	<i>10 days</i>
<i>5-10</i>	<i>4.6 hours</i>	<i>15 days</i>
<i>10 and up</i>	<i>6.2 hours</i>	<i>20 days</i>

Tibshrary moved, Bartlett seconded, m/c unanimous, to approve the new Annual Leave policy as presented.

Chief Operating Officer’s Report

Given time limitations there was no COO report.

Chief Executive Officer’s Report

CEO Krantz provided the following brief report:

- The Riverbanks Society has received the remainder of an anonymous bequest in the amount of \$1,191,292.07. With the prior distribution made in 2015, the total donation to the Riverbanks Society is \$1,903,792.07, which exceeds the original estimated donation of \$1,425,000.00.

Executive Session

The Commission went into Executive Session to discuss a personnel matter but no action was taken.

The meeting was adjourned.

Approved and adopted on the 20th day of July 2017.

Jan H. Stempel, Secretary