

Riverbanks Park Commission
Meeting Minutes
16 January 2014

Attendance Report

Commissioners Present: Bud Tibshrary, Lloyd Liles, Jim Smith, Mary Howard, Phil Bartlett, Jan Stamps

Commissioners Absent: Earl Brown (illness)

Staff Present: Satch Krantz, Kathryn Masewicz, Steve Hatchell, Tommy Stringfellow

Call to Order

Vice Chairman Bartlett called the meeting to order.

Reading of the Minutes

The December 2013 minutes of the Commission were approved as distributed.

Chairman's Comments

Vice Chair Bartlett noted that Chairman Brown is currently hospitalized and asked Krantz to update the Commission on his condition. The Commission wished Mr. Brown a speedy recovery.

Chief Financial Officer's Report

Commissioners Bartlett and Smith noted that they recently met with Krantz, Stringfellow and Hatchell to discuss the format and presentation of the monthly financial statement. It was decided to continue distributing the detailed monthly financial reports prior to the meeting but to present a simplified version via PowerPoint during the meeting. Accordingly, Hatchell reported that the December 2013 statement reflects continued success in most areas. The budget currently shows a deficit of \$10,469. However, this compares favorably to the budgeted deficit of \$327,561, producing a \$317,092 surplus with six months remaining in the fiscal year.

Cash

- Cash is down \$797,945 from last year due to approximately \$730,000 expensed to Bond projects for which we will be reimbursed. We requested reimbursement for these Bond expenses from the Richland County Treasurer earlier this week. An additional \$499,244 has been spent on Non-Bond Projects (capital) so far this year.

Balance Sheet

- The Accounts Receivable balance is less than half of last year due to our agreement with SSA that they manage all catering, including billing for groups.

Revenue

- Earned revenues continue to out-perform both budget and prior year. Other revenue is currently \$177,113 over budget and \$208,885 over last year.
- The variance in the funding from Richland County as compared to budget is due to the timing on the budget of when we anticipated the funds to be received and when we actually received the funds.

Expenses

- Overall, departmental expenses are in line with budget and prior year. Total department expenses are less than 4% above last year's total department expenses.
- Marketing & Public Relations expenses are drastically under budget due to a timing difference between the budget and when invoices were received.
- Guest Services expenses are slightly above budget but are in line with the corresponding increase in admissions revenue.

Capital Projects (Non-Bond)

- The current Capital Budget stands at \$864,652. This includes an additional budget of \$170,000 for infrastructure work to the Kenya Café that was approved by the Commission. The Current Capital Funding reflects an assignment of the 2013 Prior Year Unassigned Fund Balance (\$1.113 million) for Capital Budgets.

Capital Projects – Bond

- Bond Costs incurred through December were \$4,127,142 and are as follows:
 - Purchase of Rivermont Properties - \$2,679,462
 - IT Network Upgrades - \$93,539
 - Sea Lion Exhibit - \$565,559
 - New Entrances - \$99,702
 - Children's Garden - \$210,066
 - Rivermont Parking Lot - \$10,233
 - Other Bond Costs - \$325,448
 - Temporary Entrance - \$43,649
 - Otter/Bear Exhibit - \$99,483

Bond Issue Projects Update – Commissioner Stamps asked Krantz to review the status of the various bond issue projects.

- **Parking/Access** – Krantz reported demolition has begun on the 400 and 420 Rivermont Drive buildings. It is anticipated that the demolition work will be completed in five to six weeks. All Zoo support services that were housed in 400 Rivermont (events and general stores warehouse) have been moved to 500 Rivermont.
- **Zoo Projects** – Krantz noted that the seventh architecture planning session on the Zoo projects (parking lot plaza, gift shop, guest services, otter/grizzly and sea lion) will be held on February 4th and 5th. It is anticipated that Rogers will bring to that meeting the first concrete cost estimates of these facilities. Commission members are invited to attend any or all portions of the planning session.
- **CSX Tunnels** – On January 6, 2014, Krantz mailed the signed Preliminary Engineering Agreement and a Reimbursable Expense check for \$69,410.00 to CSX. The next step is for CSX to approve the concepts of one overhead pedestrian bridge and/or one tunnel at the entry plaza and two vehicular tunnels

below the mainline track. We will not begin the final design of these structures until after CSX has given their approval.

- Children's Garden – Work continues on the children's garden project. The Garden architects and Riverbanks staff have submitted a variance application to the City of West Columbia zoning board on two issues: the elevation of the education building and a sound barrier. A hearing on the variance will be held on Tuesday, January 21st.
- Kenya Café Renovation – The renovation of the Kenya Café continues on schedule, still with a mid-March completion date.
- Perimeter Road Realignment – This self-funded capital project is well underway but has been severely hampered by inclement weather.

Chief Operating Officer's Report

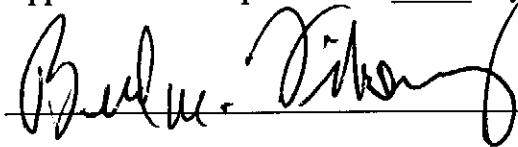
- Lights Before Christmas – Stringfellow reported that Lights Before Christmas 2013 attendance was affected by rain and cold weather. In fact, it rained on all but one weekend during Lights. As a result, attendance was significantly impacted.

Chief Executive Officer's Report

- Penny for Progress – Grimball Cotterill (landscape architects) and the Zoo and Garden staff continue to work on the application for the Lexington County Penny for Progress Commission. As noted in previous meetings, our application will include expanded parking, improvements to the amphitheater and a new guest relations building in the Garden. A draft of the application is due by mid-January and must include "the entity/entities' support for the project. Support must be evidenced by formal action of the board(s), commission(s), council(s), or other governing body/bodies of the affected public entity/entities'." As such, Stamps moved, Howard seconded to support the application of the Penny for Progress application.

The undersigned secretary of the Riverbanks Park Commission certifies that the above is a full, true and correct copy of the minutes of a regular meeting of the Commission, duly called and held in the manner provided in the by-laws of the Commission, on 16 January 2014, at which a quorum was present.

Approved and adopted on the _____ day of February, 2014.



Secretary