

**Riverbanks Park Commission  
Meeting Minutes  
16 October 2014**

**Attendance Report**

Commissioners Present: Phil Bartlett, Jan Stamps, Lloyd Liles, Mary Howard, Jim Smith  
Commissioners Absent: Bud Tibshrary (vacation)  
Staff Present: Satch Krantz, Tommy Stringfellow, Steve Hatchell  
Guests Present: Elizabeth Clemens

**Call to Order**

Chairman Bartlett called the meeting to order.

**Special Presentation**

Chairman Bartlett introduced Riverbanks' Director of Education, Elizabeth Clemens, who reviewed the work of her department over the past two years. Elizabeth noted that both program attendance and revenue have increased. She also reviewed the department's future plans. The Commission members expressed their gratitude for Elizabeth and her team members.

**Reading of the Minutes**

The September 2014 minutes of the Commission were approved as distributed.

**Chairman's Comments**

Chairman Bartlett was pleased to announce that Ms. Alana Williams has been appointed to the Commission by the City of Columbia. Ms. Williams is not able to appear today due to a previously scheduled out-of-state meeting. Ms. Williams replaces the late Earl Brown.

**Chief Financial Officer's Report**

CFO Hatchell reported that Riverbanks completed the month of September with a year-to-date deficit of \$270,085. This amount is \$342,000 *less* than what was budgeted for this point in the fiscal year.

**Attendance**

- While attendance *for the month* was down from the current budget and September 2013, we are still *33,651 over the current fiscal year budget*. The downturn in attendance can almost certainly be blamed on inclement weather.
- Paid attendance and membership attendance continue to outperform budget. Membership visits are 5,000 over this point from last fiscal year.

## **Balance Sheet**

- Cash is lower compared to prior year's balance due to payment of bond-related expenses for which we have not yet requested reimbursement. This is the amount shown on the Due From Bond Fund line (\$941,000).

## **Revenue vs. Expense**

### **Revenue**

- Total Revenue is \$260,000 over budget and \$68,000 over the prior year's total revenue for the same time period.
- Admissions Revenue for the month of September was below budget and below prior year. However, year-to-date Riverbanks is still \$138,000 over budget and \$73,000 over last year. This is due to inclement weather.
- Revenue from Classes & Programs is \$22,000 over budget. This is primarily due to day camps and overnight programs having a successful July and August. The Zoo also received \$5,000 for a "Back to Nature" grant, which has not yet incurred expenditures.
- Attractions/Rides continue to outperform budget and prior year. The majority of this is due to the continued success of the zip line.
- Events is currently showing a deficit due to expenses associated with Boo and Lights, even though the events themselves have yet to occur.

### **Expenses**

- Department expenses are under budget for the current fiscal year by \$73,000, but \$201,000 over the same time period last year. This is due in part to salary increases as well as a number of positions that were open last year but are now filled.
- Marketing & Public Relations – The budget has not yet been reallocated as mentioned at last month's meeting. We anticipate having this completed by the end of October.
- Guest Services is over budget by \$45,000 primarily due to increase in personnel costs for public safety and guest services. Staff-on days have been increased for days when we expect 1,500 or more visitors. We feel this will enhance the guest experience by reducing waiting time at the ticket booths. We are also regularly staffing the information booth in order to assist our guests during construction. Public safety is now staffing the Seminole gate from 7:00am to 5:30pm due to traffic created by the children's garden construction.

## **Destination Riverbanks Update**

Krantz presented the following update on the various Destination Riverbanks projects:

- **CSX** – There have been no major developments since the August meeting. JCS continues in the design process for the pedestrian bridge.

- **Entry/Grizzly/Otter (EGO)** – This project is now basically back on schedule given the recent string of good weather. The size and scope of the buildings and plaza are becoming more apparent each day as the foundation work on the guest services building and gift shop are completed. In addition, the grizzly moat has been filled and work will soon begin on the public viewing structures.
- **Sea Lion** – Nothing new to report; however, Rodgers Builders presented the Guaranteed Maximum Price (GMP) book on Friday, October 10. The formal GMP has not changed since it was presented in draft form three weeks ago, as \$12,491,570. The “book” is now in the hands of Riverbanks’ attorney and is also being reviewed by our architects and staff. Krantz noted that he hopes to have a recommendation for the Commission at the November meeting.
- **Children’s Garden** – Construction is now well underway on the children’s garden. The basic site work is almost complete, and foundation work has begun on the education center.
- **Rivermont Properties** – Attorneys representing Riverbanks and Columbia City Jazz (CCJ) have met and reached an agreement in which Riverbanks will reduce the CCJ rent by \$500 per month between now and June 30, 2015. All other lease terms remain the same, including a “drop dead” move out date of June 30, 2015 and personal guarantors. This settlement is solidly within the parameters discussed at the September Commission meeting.

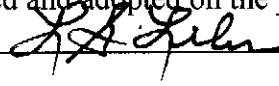
#### **Chief Operating Officer’s Report**

- **ZOOfare** – ZOOfare 2014 was one of the most financially successful on record. The live and silent auctions set an all-time ZOOfare record with a total raised of approximately \$48,000. The auction breakdowns were as follows: Live Auction = \$35,000; Silent Auction - \$10,000; Wild Wall = \$2,000; Centerpieces = \$1,000. We expect that this number will increase slightly when all of the accounting is completed. The previous record was \$45,000. Congrats to Lochlan Baskin and Laura Caster for producing incredible results under difficult circumstances (a torn up Zoo).

#### **President and CEO Report**

- **Transportation Penny** – Riverbanks’ pedestrian bridge linking the new Rivermont parking lot with the new Zoo entry plaza over the CSX railroad line has been ranked first by the County’s consultants under “special projects.”
- **Three Rivers Greenway** –The Saluda River portion of the Three Rivers Greenway has also been ranked first under the “greenways.” The River Alliance, the non-profit charged with Greenway development, is hoping to expedite construction. In order for the project to move forward, the following documents will need to be executed: a Memorandum of Understanding between Riverbanks and the River Alliance; a lease between the Commission and the City of Columbia; and an operating agreement between the Commission and the City of Columbia. These documents are being prepared by attorneys for the Commission and River Alliance.
- **Rivermont Demolition and ARC Renovation** – Krantz asked that the Commission provide guidance with respect to two projects, the demolition of the

Spectra building and the ARC renovation. Both projects are included in the bond issue and capital projects budget, respectively. Krantz noted that by delaying these projects, the Destination Riverbanks budget could be reduced slightly; however, he noted that both were critical items. The demolition of the Spectra building will provide much needed parking, once the various Destination projects are completed. The ARC, now 25 years old, is showing significant signs of wear and tear. He noted that bids on the ARC renovation were received on October 9. A total of five bids were received, with a low bid of \$241,559.00 submitted by Mashburn Construction Company. The project includes replacing all carpeting and other floorcoverings, painting the entire interior and replacing all plastic laminate with solid surface. The bid amount is within the estimate previously approved by the Commission. Following a brief discussion, the Commission expressed their opinion that both projects are vital to the Zoo's success and need to be addressed as soon as possible.

Approved and adopted on the \_\_\_\_\_ day of November,  
2014. , Secretary