



CITY OF SPOKANE PARK BOARD RIVERFRONT PARK COMMITTEE

MEETING OF MONDAY, FEB. 6, 2017, 8:05 A.M.
City Council Briefing Center, lower level City Hall
808 W. Spokane Falls Blvd., Spokane WA 99201
Riverfront Park Director Jon Moog

Committee Members:

X Ted McGregor – Chair
X Ross Kelley
Susan Traver
X Greta Gilman
X Rick Chase

Also Present:

Park Board:
Leroy Eadie
Parks Staff:
Garrett Jones
Jon Moog
Berry Ellison
Fianna Dickson
Jason Conley
Sandra Burwell

Guests:

Dave Steele
Danielle Arnold
Hal McGlathery

Summary

- The committee accepted a construction alternate with Contractors Northwest Inc. for a queuing canopy next to the Recreational Rink/SkyRide facility in the amount of \$38,200.
- The committee accepted a construction alternate with Contractors Northwest Inc. to add street lighting along Spokane Falls Boulevard and Post Street in the amount of \$120,900. The Streets Department has agreed to contribute \$43,000.
- The committee approved a contract with Specialty Environmental Group, LLC, for asbestos removal at the Carnation Building in the amount of \$74,263.84 (non-bond funds).
- The committee approved an emergency budget ordinance in the amount of \$200,000, and a sole source resolution declaring Doppelmayer Graventa Group as a sole provider for the purchase of replacement parts and service to the Riverfront Park SkyRide.
- The committee anticipates taking action in March on the renaming of Canada Island. The additional time allows the opportunity for community input and time to work with the Spokane Tribal Council on the renaming process.
- The 2016 Desautel Hege marketing report was presented to the committee.
- The Riverfront Food Services Strategic Plan was presented to the committee which includes the concessions plan for the south bank of Riverfront Park.

The next regularly scheduled Riverfront Park Committee meeting will be 8:05 a.m. March 6, 2017, City Council Briefing Center, lower level City Hall.

Minutes

The meeting was called to order at 8:10 a.m. by Committee Chair Ted McGregor. Introductions were made.

Action Items:

1. Recreational Rink construction alternate #4 queuing canopy/Contractors Northwest Inc. (\$38,200) – *Berry Ellison* presented a proposed construction alternate with CNI for a queuing canopy at the Recreational Rink and SkyRide facility, in the amount of \$38,200, plus tax. The canopy will be located in the front of the SkyRide, and designed for providing shade and protection for park visitors. Funding to pay for the steel canopy will come from the Furniture, Fixture & Equipment budget and will leave a remaining balance of \$153,784. The Executive Team will review alternate #4 this week prior to the Feb. 9 Park Board meeting.

Motion #1: Ted McGregor moved to recommend the Park Board accept the Recreational Rink construction alternate #4 with Contractors Northwest Inc. for the queuing canopy, not to exceed \$38,200, plus tax.

Ross Kelley seconded.
The motion passed with unanimous consent.

2. Recreational Rink construction alternate #6 lighting along Spokane Falls Boulevard and Post Street/Contractors Northwest Inc. (\$120,900) – *Berry Ellison* presented an overview of the proposed construction alternate #6 with CNI, in the amount of \$120,900, for street lighting along Spokane Falls Boulevard and Post Street. It is designed to match the downtown street lighting standard. The Streets Department has agreed to contribute \$43,000 and the remaining \$77,900 will come from the bond Program Level Environmental Contingency. This construction alternate includes light fixtures, conduits and fiber network connection to City Hall. The Executive Team will review alternate #6 this week prior to the Feb. 9 Park Board meeting.

Motion #2: Ted McGregor moved to recommend the Park Board accept the Recreational Rink construction alternate #6 with Contractors Northwest Inc. for street lighting along Spokane Falls Boulevard and Post Street, not to exceed \$120,900, plus tax.

Rick Chase seconded.
The motion passed with unanimous consent.

3. Carnation Building asbestos removal contract/Specialty Environmental Group, LLC (\$74,263.84 – non-bond) – *Jason Conley* and *Dave Steele* provided an overview of the Carnation Building asbestos removal contract with Specialty Environmental Group, LLC, in the amount of \$74,263.84. The city bought the building in 1999 as part of an acquisition of property along the north bank of Riverfront Park. Mr. Conley explained this clean-up work is required for any future plans, whether the building is demolished, remodeled or sold. The funds will come from the North Bank soil mitigation fund in the 1950 Reserve Fund. Mr. Steele felt the project could start the beginning of March, weather permitting.

Motion #3: Ted McGregor moved to recommend the Park Board accept the Carnation Building

asbestos removal contract with Specialty Environmental Group, LLC, not to exceed \$74,263.84.

Ross Kelley seconded.

The motion passed with unanimous consent.

2. SkyRide Over the Falls sole source resolution/Doppelmayr Graventa Group (\$200,000) – *Jon Moog* reviewed the sole source resolution which declares Doppelmayr Graventa Group a sole source provider for the purchase of replacement parts and service to the Riverfront Park SkyRide Over the Falls for up to \$200,000 without public bidding. The SkyRide was manufactured by CWA, which is now a subsidiary of Doppelmayr Graventa Group. An extensive 10-year service overall is required on the SkyRide. All parts and service must be compliant with ASTM Standards to be within manufacturer's specifications. All maintenance work must be completed by August 2017 to pass the required inspections and to allow the re-opening by November 2017. The SkyRide Maintenance/Cumulative Reserve Fund has a balance of \$277,771. Of this amount, \$62,000 is earmarked for bond-related work. The attraction generates more than \$600,000 in revenue for Riverfront Park annually and hosts over 100,000 riders each year.

Motion #4: Ted McGregor moved to recommend the Park Board approve the sole source resolution declaring Doppelmayr Graventa Group as the sole source provider for purchasing replacement parts and service for the Riverfront Park SkyRide Over the Falls, not to exceed \$200,000. Mr. McGregor amended his motion to include the approval as “an emergency budget ordinance.”

Ross Kelley seconded.

The motion passed with unanimous consent.

Discussion Items:

1. Renaming of Canada Island – *Ted McGregor* provided an overview of the process on the renaming of Canada Island. Action will not be taken until March to allow time for additional public input and to work with the Spokane Tribal Council on the renaming process.

Information Items:

1. DH 2016 marketing report – *Fianna Dickson* presented the 2016 Desautel Hege marketing report. In addition to implementing a summer campaign that promotes all Spokane Parks and Recreation offerings, DH executed a number of efforts specifically to promote Riverfront Park.

2. Concessions plan – *Jon Moog* and *Sandra Burwell* reviewed the concessions plan for the south bank of Riverfront Park. Mr. Moog provided details and progress on the RFP food service strategies which include: 1) strategic elements; 2) venue walk-throughs; 3) Fountain Café; and 4) a community kitchen. Vision and consideration for the new café near the SkyRide and Recreational Rink facility include: 1) a “grab and go” food service featuring healthy, traditional and specialty items; 2) indoor and outdoor seating, 3) yearround service; 4) and serve as a catering home base for the south bank. Loeff concessions are envisioned to include limited specialty items, popcorn, ice cream, drinks, and a staging area for catering support. Considerations for the Fountain Café building include: 1) food and beverage storage through 2019; 2) information center/guest services; and 3) a rentable venue. The Pavilion community kitchen use may include: 1) rentable space for event providers; 2) food storage; and 3) community programming opportunities.

3. Howard Street Bridge South change order #1 to salvage and relocate bridge railings/T. LaRiviere Equipment & Excavation (\$2,300) – *Ted McGregor* reported the Executive Team

approved a change order with T. LaRiviere to salvage and relocate the bridge railings on the Howard Street Bridge South in the amount of \$2,300.

4. North Bank soil stockpile plan – *Berry Ellison* reported the North Bank soil stockpile plan involves a strategy to stockpile soil on the northeast corner of Lot #2 parking lot. This stockpiled soil will then be utilized for the North Bank construction project.

5. Contract amendment for material boards/NAC Architecture (\$950) – *Ted McGregor* reported the Executive Team approved a contract amendment with NAC Architecture for material boards in the amount of \$950.

Standing Report Items:

1. Riverfront Park Redevelopment Update – *Danielle Arnold* presented the monthly bond update. There were 25 open contracts during the month of January with about \$7.5 million spent, to date, on the redevelopment project.

The meeting was adjourned at 9:56 a.m.

Next meeting will be at 8:05 a.m. March 6, 2017, City Hall Council Briefing Center, lower level, 808 W. Spokane Falls Blvd., Spokane, Washington.



Riverfront Food Services Strategic Plan

RFP Committee Meeting

February 6, 2017



Agenda

Purpose: Share details and progress on The Riverfront Park Food Service Program

- Background
- Strategic Elements
- Venue Walk-Throughs
 - Staffing, Menu
- Fountain Café
- Community Kitchen



Background

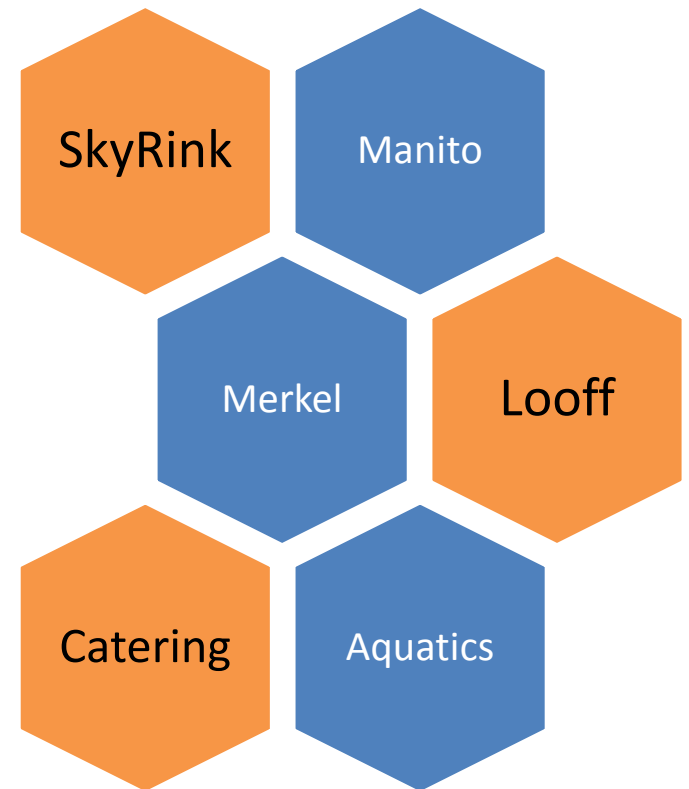
- June 2016 – Fountain Café Discussion
 - Promise to bring back recommendations

- January 2017 - Work Plan 2017
 - Addressed critical tasks for 2017



Food Service Strategy Elements

- System Wide Solution
- Dynamic Food Service Delivery
- Leverage Economies of Scales
- Integrated Technology
 - POS, LED Menus, data capture





Food Service Strategy Elements Cont.

- Quality Ingredients and Signature food items
- Pre-Qualified Vendors (food trucks, equipment)
 - Offers Flexibility & Expandability
 - Establish consistent standard
 - Pct. of sales or pre-negotiated rates
- Grow Beverage Sales
 - Move away from Pepsi Tents
- Policy Alignment

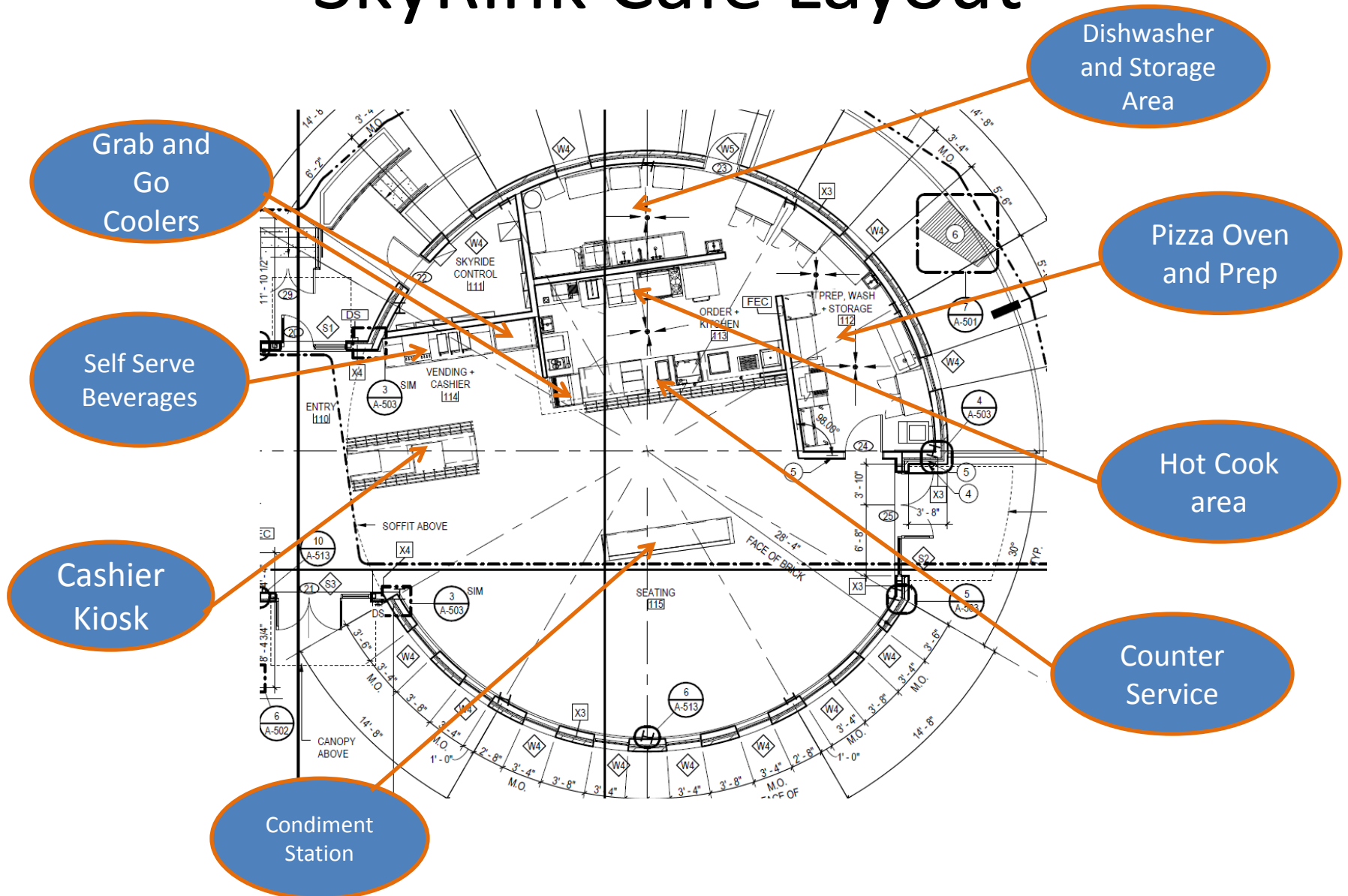


New Skyrink Cafe



- Grab & Go Model Hybrid
- Catering Homebase of south bank
- Improved volume and staff efficiency
- Will offer indoor and outdoor seating
- Year-round service
- Cashier supports food and ticket sales

SkyRink Café Layout



SkyRink Cafe Menu

- Heathy & Traditional Options
- Hot Grill Items
- Cold sandwiches & wraps
- Pizza & Calzones
- Soups & Chili
- Salads, Fruits, Veggies
- Snack and Desserts
- Specialty Items



Culinary Advisor

- \$10K Budget for Food Service Consultation
- Key Deliverables:
 - SkyRink and Catering Signature Menu Items
 - Recipe cards
 - Prep procedures
 - Daily Specials
- Food safety and quality production processes
- Kitchen training program
 - Team Member Skill development
 - Identify Kitchen and service Efficiencies

SkyRink Staffing Plan

- Flex Menu and staffing with demand
- Predict staffing needs based on history and current trends

Weekday	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00		HRS		
Prep	prepare prep list, complete prep items																	6	
TM 1		open front line, finish stocking grab and go, counter cook																	6
TM 2		CASHIER																7	
TM 3		BREAKER																6	
TM 4		RUNNER - stocking, prep, cooking																7	
TM 5		GREETER/ backup cashier- FOH cleanliness, G&G stocking																8	
TM 6		cooking, dishes, BOH cleanliness																6	
TM 7		BREAKER																6	
TM 8		cooking & customer service																6	
TM 9		CASHIER, FOH closing, fully stock G&G coolers, line coolers																7	
TM 10		cooking, kitchen closing, fill in prep counts for AM shift, stock																6	
# of TMs	1	2	2/1	2/1	3/2	3/2	3/2	2/2	3/3	4/2	4/2	3/2	2/1	2/1	1/1				
																Level 1	71		

Catering

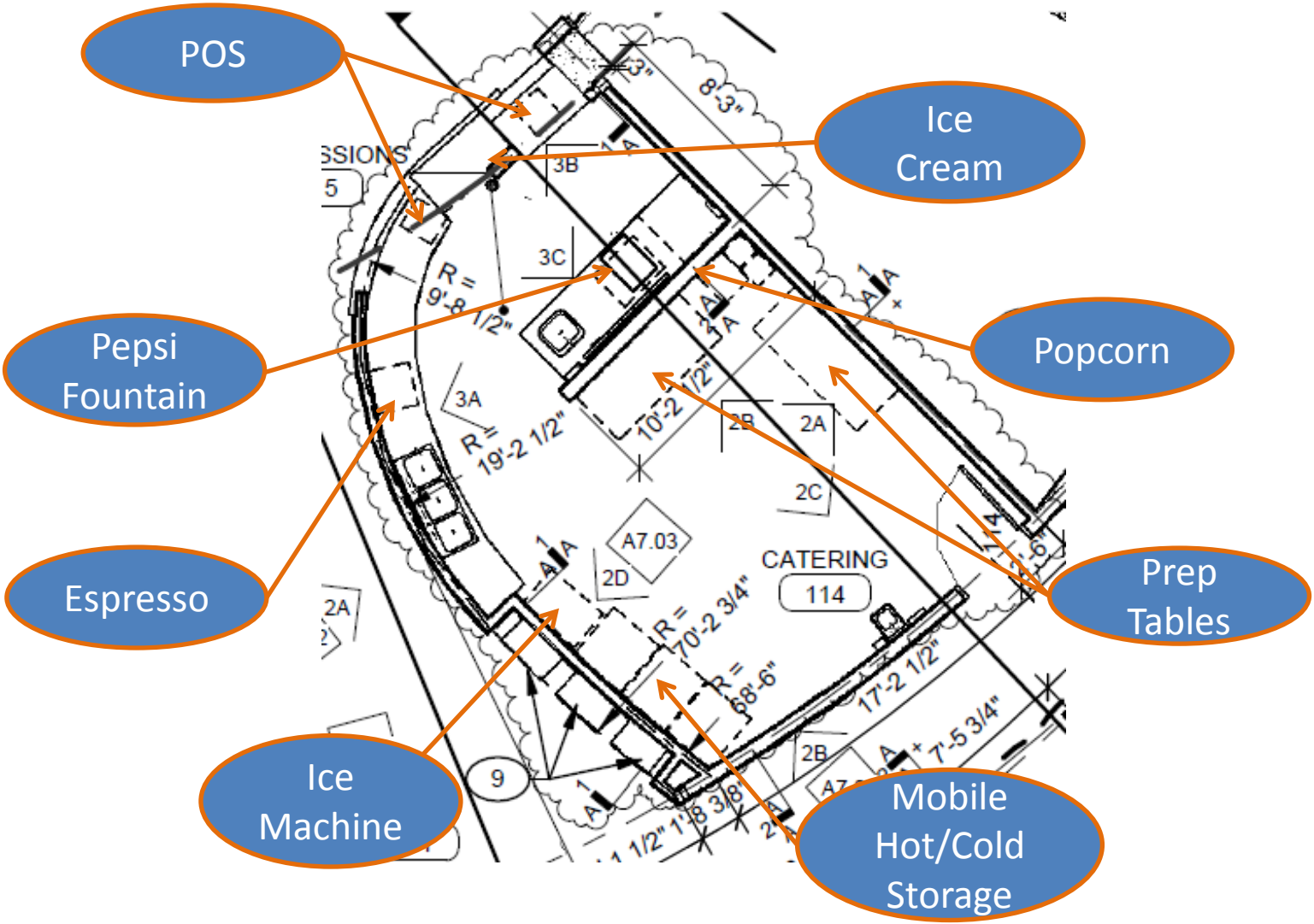
- Quality and Value driven
- Signature Menu / Buffet Style
- Private party rentals
 - Corporate / Convention Parties
 - Birthday Parties
 - Family gatherings
 - Weddings
- 3rd party caterers available through Pre-Qualified vendor program

Looff Concessions



- Limited specialty items offered ... popcorn, ice cream, pop
- Cashier can also sell tickets
- 1-3 staff depending of service needs
- Staging area for catering support

Looff Concessions Layout



Fountain Cafe



- Food & Beverage Storage through 2019
- Information Center / Guest Services Partnership
- Rentable Venue

Community Kitchen

- Proposed Element in Pavilion
- Rentable Space for Event Providers
 - Health District compliance
 - Adjacent to concession windows
- Dry & Cold Storage for Food Service Program
- Community Programming Opportunities

Discussion

- Questions?
- Comments?
- Open Forum