



CITY OF SPOKANE PARK BOARD RIVERFRONT PARK COMMITTEE

8:05 a.m. April 8, 2019

City Council Briefing Center, lower level City Hall
808 W. Spokane Falls Blvd., Spokane WA 99201
Riverfront Park Director Jonathan Moog

Committee Members:

Ted McGregor – Chair
Rick Chase
Jennifer Ogden
Gerry Sperling
Jamie SiJohn

Park Board:

Garrett Jones
Mike Fagan

Parks Staff:

Jonathan Moog
Berry Ellison
Jo-Lynn Brown
Amy Lindsey

Guests:

Danielle Arnold

Summary

- The committee approved to recommend the Park Board accept the following:
 - Garco Change Order #15 for Pavilion/Promenades \$98,411 (plus tax)
 - West Havermale Schematic Design
 - Administrative Reserve Policy for Capital Projects
- The Potential Naming Rights for U.S. Pavilion was brought as a Discussion Item
- The April operations report was presented.
- The Riverfront Park redevelopment budget-to-actual update was presented.
- The EPA Grants Briefing was presented.

The next regularly scheduled Riverfront Park Committee meeting will be 8:05 a.m. June 10, 2019, City Council Briefing Center, lower level City Hall.

Minutes

The meeting was called to order at 8:06 a.m. by Committee Chair Ted McGregor.
Introductions were made.

Action Items:

1. Garco Change Order #15 for Pavilion/Promenades \$98,411 (plus tax) – *Berry Ellison* presented Garco Change Order #15, including ten (10) items, five of which pertain to the Pavilion and the other five pertain to the Promenade. The credit for Acoustical Scope will be used by separate contract for a similar scope of work.
All items are funded via contingency budgets:
 - a. Pavilion: \$67,888 (plus tax)
 - b. Promenade: \$30,523 (plus tax)

Motion #1: Ted McGregor moved to recommend the Park Board approve the Garco Change Order #15 for Pavilion/Promenades \$98,411 (plus tax) as presented.

Rick Chase seconded.

The motion passed with unanimous consent (5-0 vote).

2. West Havermale Schematic Design – *Berry Ellison* presented the details of the West Havermale Schematic Design which covers the area from the Promenade to Post Street and from the Upper Falls Powerhouse to the South Bank. Details include the ADA accessible playgrounds (with funding coming from donations through the Park Foundation), maintenance yard, parking lot, Centennial Trail, and Expo '74 Theme Stream & Shelter.

Motion #2: Ted McGregor moved to recommend the Park Board approve the West Havermale Schematic Design, as presented.

Jennifer Ogden seconded.

The motion passed with unanimous consent (5-0 vote).

3. Administrative Reserve Policy for Capital Projects – *Berry Ellison* presented the Administrative Reserve Policy for Capital Projects to allow for the encumbering of administrative reserve funds in advance of incurring the costs. This is a policy that will apply to Parks & Recreation Capital Projects as a whole moving forward. This process is already in effect in other City of Spokane departments, such as Engineering.

Motion #3: Ted McGregor moved to recommend the Park Board approve the Administrative Reserve Policy for Capital Projects, as presented.

Jennifer Ogden seconded.

The motion passed with unanimous consent (5-0 vote).

Discussion Items:

1. Potential Naming Rights for U.S. Pavilion – *Jonathan Moog* presented for discussion the Potential Naming Rights for U.S. Pavilion. He discussed the policies that govern the decisions on what is eligible for naming. The Riverfront staff believes that the US Pavilion should be eligible and the funds gained through naming rights would go towards keeping our maintenance, facilities, and programming more affordable or even develop a fund to support Riverfront expenses. A draft for an RFP is already in the works, should the Park Board decide to move forward with naming rights for the Pavilion. Staff is proposing a 5-10 year agreement, and is working on creating a uniform design style to apply park wide to all naming rights sponsor. Strong brand alignment with the park's values would be a key criteria in deciding a partner. The request is to be able to come to the committee next month to confirm approval of the Pavilion for naming rights, release the RFP in July, evaluate and select the partner in August, and conclude contract negotiations by November. This would allow the partner to be included in any promotions for the upcoming Pavilion concert series for 2020. The question was raised if there would be a benefit to putting off the RFP for two months to allow potential vendors to see the grand opening and possible add value to the contract. Ms. Lindsey advised that budgeting is currently going on for 2020 already and the longer the decision is pushed back, some entities may not have any remaining monies for this scale of a sponsorship and thus potentially limiting the response pool. Ms. Ogden advised that there are donorship opportunities that the Parks Foundation is looking at fundraising for and to make sure there is clarification for a potential naming rights in the RFP. Mr. Moog advised that per the City charter, the Park Board has the authority to establish what parts of the Park are available for sponsorship. Mr. McGregor recommended a similar process to the Ribbon naming rights and having a group of Park Board members as a sounding board of potential partners throughout the process. Mr. Jones suggested, due to the complexity of the sponsorship and potential naming rights, that creating a sub-committee that would include members from the Park Board and the staff to work out the details of the RFP would be advantageous. Mr. Fagan brought up the contract with Brett Sports and their contract as a consultant. Mr. Moog provided clarification as to the scope of their contract and that there are deliverables stipulated therein. The relationships Brett Sports has within the community with potential sponsors well beyond "sports" are advantageous. Mr. McGregor suggested that it be stipulated in the RFP that "Pavilion" must remain in the proposed naming rights. Ms. Ogden advised from community feedback that the Loeff Carrousel not be eligible to be named.

Standing Report Items:

1. Operations report – *Jonathan Moog* provided an April operations report. Highlights from April included: 1) It was a strong start to April with Spring Break; 2) There were over 800 participant in the Easter Egg Hunt and the staff filled over 8000 eggs and a lot of earned media coverage; 3) Confirmation was received that a carnival will return to the Park for the week over 4th of July; 4) The stage will be arriving at the end of May and it will be used for the 4th of July; 5) Mother's Day will be celebrated on May 12 and moms will receive a day pass to the Park attractions and a spa package from Aveda; 6) The north suspension bridge was closed due to deck failure. Mr. Jones gave an update on some funding opportunities for the bridge repair. With a couple of approvals it appears that \$2 million could be available for the repair. Council Members Fagan and Mumm were recognized for continuing to search for more funding opportunities for the repair; 7) Both seasonal restrooms were opened (at the Visitor Information Center and Forestry Shelter) and the day that they were opened the restroom in the Visitor Information Center was vandalized and had to be closed for repair.

2. Riverfront Park Redevelopment update – *Danielle Arnold* presented the Riverfront Park redevelopment monthly update. Over 60% of the bond has been spent so far. Parks got caught up on labor reimbursement in April. She advised the forecast for the bond is looking good.

3. EPA grants update – Ms. Arnold advised two of the items have been paid. Ms. Brown advised there are items on the update from the North Bank that will not be available to be paid until construction on the North Bank has begun.

The meeting was adjourned at 10:00 a.m.

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