

# SPOKANE PARK BOARD

Regular Monthly Study Session - 2:28 P.M. – January 10, 2013 – City Hall Conference Room 5A

## Notes

1. **Roll Call:** *Leroy Eadie*

Park Board members present: Randy Cameron, President; Leroy Eadie, Secretary; Andy Dunau, Ross Kelley; Susan Traver; Ken VanVoorhis; Chris Wright

Park Board Members Absent Excused: Jim Quigley, Sam Selinger and Councilman Mike Allen

Staff Present: Debby Dodson, Nancy Goodspeed, Garrett Jones and Tony Madunich

2. **Discussion Items:** **Riverfront Park Master Plan**

A. Riverfront Park Master Plan Project Manager Position

1. Discussion was had about the job description requirements for the Riverfront Park Master Plan Project Manager Position.
2. The position is a project position, i.e., not a permanent Civil Service position. The position will be paid hourly and does not include benefits.
3. The position is for Project Management related work for the completion of Phase II of the Riverfront Park Master Plan. The RFP Project Manager will work independently and will report directly to the Parks and Recreation Director. The Project Manager will make reports and may work with the RFP Stakeholder Committee, a Park Bond or Financing Package Advisory Committee, the Riverfront Park Committee, and the Park Board.
4. It is not anticipated that this position will supervise any staff, but they may oversee consultants.
5. The essential job functions are the following: Further develop and refine scope of work needed and proposed in the RFP Master Plan; Develop schedules and budgets for outlined scope of work; Develop RFPs for work to be completed, for everything from infrastructure to possible design elements; Manage and oversee consultants work regarding schematic design needed for outreach; Identify design and construction costs for Master Plan implementation to be included in the financing package; and oversee public relations development and outreach for the financing package.
6. The minimum requirements of work include: Considerable project management experience on large scale design projects (preference given to experience with public open space and park design); Education and experience with the Master Planning Process; Education and experience with the Design Process; Education and experience with the Construction Process; Excellent Communication Skills (written, oral, and presentation); Ability to develop and follow a complex project timeline with milestones and deliverables; and Ability to develop and review design and construction costs.
7. The minimum education and experience will include: undergraduate design or planning degree (Architecture, Landscape Architecture, or Planning) with a graduate degree preferred; and five years of project management experience that includes oversight of master planning type processes, hiring of consultants, and construction

oversight; preference given to applicants that have Park and Open Space Master Planning experience. Park Board would like to specify under Education and Experience that the applicant have a background in large scale. recreation/entertainment projects, and a familiarity in local government codes and regulations.

8. Although it will depend on skill level it is anticipated that this position will be paid \$40 - \$60 per hour.
9. Park Board suggested that an additional position be added to administratively assist the Project Manager.
10. Park Board and Staff will work on getting support from the Mayor on the project.
11. There will be an update given on the project position at the next Riverfront Park meeting.
12. Park Board will draft a bullet point list of the projects to be addressed for Phase Two of the Master Plan.
13. Park Board will work on a list for potential candidates for future project developments.
14. Park Board and Staff will work toward a Bond deadline of November 2014.

3. **Adjournment:** 4:22 p.m.

- A. Next Park Board Study Session will be February 14, 2013, 3:00 p.m. or as soon as possible thereafter directly following the Regular Park Board meeting, City Hall Conference Room 5A.