



City Manager's Office

MEMORANDUM

DATE: July 17, 2024

TO: Mayor and City Council

THROUGH: Jackie Bryant, Interim City Manager Approved Electronically

FROM: Kerrie Koski, Public Works Director
Amy Pennington, Special Projects & Outreach Coordinator
Bryan McCardle, Revitalization Manager

SUBJECT: Virginia Street Placemaking – Phase One Implementation
Locomotion Plaza Update

Council approved \$2 million in State and Local Fiscal Recovery Funds (SLFRF) for Virginia Street Placemaking. From these funds, Council authorized funding towards Locomotion Plaza. The Locomotion Plaza project includes design, long-term infrastructure improvements, placemaking amenities, a seasonal shade solution, and a pilot program for activation and maintenance. SLFRF must be obligated and under contract by December 31, 2024. Additionally, the funds must be spent by December 31, 2026.

On April 10, 2024, Council authorized staff to execute contracts and make purchases to complete the Locomotion Plaza work. This memo provides an update on when this work will be complete, details of the scope of each element, and estimated costs. This information is summarized in Table 1 and the text below on the next page.

**Table 1. Virginia Street Placemaking – Phase 1 Implementation
Locomotion Plaza Allocation & Target Completion**

Locomotion Plaza Element	Allocated Amount	Target Completion Date
Final Design Contract Contract Awarded Submit Plans for Permit	\$ 365,000	July 2023 July 2024
Infrastructure Package: Construction Contract Advertise bids Open bids Construction Containers Procurement Installation Furniture Procurement Setup Art Contract with Artist Installation	\$ 1,185,000	September 2024 October 2024 February 2025 November 2024 March 2025 November 2024 March 2025 November 2024 April 2025
Event Activation Request for Proposal Vendor Selected	\$ 310,000	May 2025 to September 2026 September 2024 October 2024
Maintenance Request for Proposal Vendor Selected	\$ 62,380	May 2025 to October 2026 September 2024 October 2024
Contingency	\$ 77,620	December 2024
Total SLFRF	\$ 2,000,000	

Below is a more detailed description of the scope of each element of the Locomotion Plaza Project listed in Table 1 above.

Final Design Contract

The final design work started after the Council's direction on April 10, 2024 and is nearly complete.

Infrastructure Package

This package includes the infrastructure needed to make the plaza functional for events, as well as funding for activation activities and custodial services for a pilot period between May 2025 and October 2026. The package is broken down into the following:

- *Construction Contract*: includes electrical improvements, lighting and fence upgrades, surface sealing, foundations for the containers, and minor associated work.

- *Containers:* includes four containers that can be used for event activation and storage when not in use.
- *Furniture:* includes up to eleven professional-grade shade umbrellas, and various movable chairs and tables.
- *Art:* includes decommissioning the mural on the surface of Locomotion Plaza, contracting with an artist, and painting the containers after installation.

Event Activation

Two City-sponsored events per week and one monthly event; May-September 2025 and 2026 events seasons.

Maintenance

The peak season is anticipated to be April-October, with 3x/week cleaning and 2x/month pressure washing. The off-season is anticipated to be November-March, with 1x/week cleaning and 2x/month pressure washing.

Contingency

This will be used to fill budget gaps in the elements above as needed.