

Helena Civic Center
PO Box 272, Helena MT 59624

CIVIC CENTER BOARD

The next meeting of the Civic Center Board is Tuesday, November 12, 2019 at 4:00 PM in the lobby.
If you are unable to attend the board meeting, please contact Bridget Johnston at 447-8481.

AGENDA - REGULAR MEETING

1. Roll Call; Call to Order
2. Minutes – Bridget Johnston, Administrative Assistant-Board Recording Secretary
3. Treasurer’s Report - Brad Culver , Civic Center Board Treasurer
4. PRO Director’s Report – Kristi Ponzozzo
 - a) RFI for Civic Center Use
 - b) Civic Center Staffing
 - c) Listening Session regarding City Advisory Boards
5. Staff update on Civic Center Offices – Troy Sampson
6. President’s Report – Judy Kline, Civic Center Board President
7. Commission Representative Report – Mayor Wilmot Collins
8. Staff Reports
 - a) Troy Sampson, Community Facilities Superintendent
 - b) Byron Dike, Civic Center General Manager
9. Christmas Gift Shows – Kathleen Pace
10. FebFest – Glenda Seipp, Brad Culver
11. Old Business
12. New Business
13. Public Comment
14. Adjourn

ADA NOTICE

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City’s services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City’s meetings, services, programs, or activities should contact the City’s ADA Coordinator, Sharon Haugen, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711

citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 440, Helena, MT 59623



Helena Civic Center

Request for Letters of Interest

Introduction:

The City of Helena seeks letters of interest from potential partners at the Civic Center

The Helena Civic Center was originally built in 1920 by the Algeria Shriners as a ceremonial temple. The City of Helena purchased the facility following an earthquake in 1935 and moved their offices on-site following repairs. In the early 1980's the venue was transformed to a Civic Center and community gathering space.

The City of Helena owns and operates the facility. The main source of Civic Center revenues is generated by renting space and equipment for event use. While the Civic Center's current role in programming is primarily as a rentor, the venue presents and co-promotes events on occasion. The purpose of the Civic Center is to maximize the local economic impact of the facility and the benefits offered in terms of arts, culture, and quality of life for the Helena community while preserving, maintaining, and enhancing a treasured cultural asset.

The Civic Center has 6 full-time employees: General Manager, Administrative Assistant, Technical Director, 2 Maintenance Technicians, and 1 Event Services Technician. A pool of on-call employees is maintained to provide specialized labor and support larger productions.

Like many similar facilities the Civic Center operates at a loss, relying on General Fund support ranging from \$300-\$500k annually. The City of Helena seeks to manage this loss and enhance community impact by soliciting interest in partnerships from the private sector.

Potential Partnerships:

Facility Operator: Manage the day-to-day building operations at the Civic Center in a cost effective and high quality manner while maximizing activation of the building for events. Develop and market a vibrant entertainment, arts, community and cultural hub for Helena's downtown. Develop and implement strategies to engage with existing community groups and non-profits while attracting new partners and events. Leverage the City's investment in the venue by implementing the highest standard of maintenance and preservation of the building. Priority will be given to potential Operators with proven capacities in some or all of these elements: Booking/Programming, Food & Beverage, AV/Production, Facility Operation/Maintenance, and Ticketing.

In-House AV/Production Vendor: Implement a program to provide AV and production services to users of the venue including numerous galas, performances, community events, and touring productions. This program may include on-site office space and storage and would be well suited for a vendor looking to enhance their presence in the local marketplace.

Exclusive Food & Beverage Provider: Develop, implement, maintain, and fully support a high quality, innovative and cost-effective food and beverage operation at the Civic Center. Provide timely and personalized catering services to clients. Provide ballroom banquet service for events up to 1000, concessions for ballroom events such as vendor fairs and community gatherings, hospitality for touring productions, and food & beverage service to include concessions for auditorium events ranging in size from 300-1925 attendees. Priority will be given to proposals that include improvements to and investment in the site's kitchen and service areas.

Exclusive Booking Partner: Ensure maximum benefit to the local economy and our community's cultural landscape by delivering a robust offering of arts and entertainment to be presented in the Civic Center auditorium. Interested partners should outline the financial implications and summarize potential programmatic offerings in terms of number of shows and types of performances deemed feasible for the Helena market.

Community Partner/Resident Company: Develop and implement a mutually beneficial partnership that may include an on-site presence and/or services provided such as marketing, gift shop, tours, welcome center, box office, etc. Resident company letters should highlight educational impacts, programmatic offerings, and space requirements.

Naming Rights/Sponsorship: Proposals for naming rights will be considered in conjunction with the above partnerships or as a separate partnership. Proposal may include naming rights to the stage, auditorium, ballroom, and/or full facility. Other sponsorship will be considered such as Presenting Partners. Letters should estimate the value of and duration of potential partnership.

Additional information including operating indicators and budgets are available upon request.

Letters of Interest:

The City of Helena is seeking to determine the interest in potential partnerships by requesting letters of interest from entities interested in one, some, or all of the above categories. It is the intent of the City of Helena to release a future official Requests for Proposals based on the level of interest from this request.

Your letter of interest should outline:

- Specific interest in the above categories;
- Ability and interest in responding with a proposal to the specific categories of interest;
- Brief background, experience and expertise in the above categories;

- General financial capacity outline for managing the categories of interest including revenue, expenditures and expected City of Helena cost implications.

Please submit Letters of Interest by December 20 2019 to:

Kristi Ponozzo,
Director of Parks Recreation and Open Lands
City-County Building 316 North Park, Room 405
Helena, MT 59623
kponozzo@helenamt.gov
(406) 447-8463

Specific questions about the facility and the operations may be addressed to:
Byron Dike, Civic Center Manager
406-447-8382
bdike@helenamt.gov

Letters will be reviewed by City of Helena personnel and Advisory Board members who will determine if a future Request for Proposals will move forward.

Listening Session: Improving Advisory Boards Efficiencies

The City is hosting a listening session from 10-11:30 a.m. on Friday, Nov. 15 at the Montana Club to seek feedback from the public on the form and function of City advisory boards. Specifically for this session, the city will be discussing boards and committees staffed by the Parks, Recreation, and Open Lands Department.

“As a local government with limited resources, it is important for the City of Helena to always be working on improving efficiencies in the work we do,” said City Manager Ana Cortez. The City is looking at how to reduce duplication of work, improve networks, and advance board and committee discussion and responsibilities, while maintaining public involvement.

One area under careful consideration is the number of advisory boards the City supports.

The Parks, Recreation, and Open Lands Department currently staffs multiple boards including: The Helena Open Lands Management Advisory Committee; the City County Parks and Recreation Board; the Bill Roberts Golf Course Board; and the Civic Center Board.

The over-arching goal of this conversation is to generate ideas that can then be taken to the City Commission for consideration.

This meeting will be facilitated by Deb Halliday of Halliday & Associates.

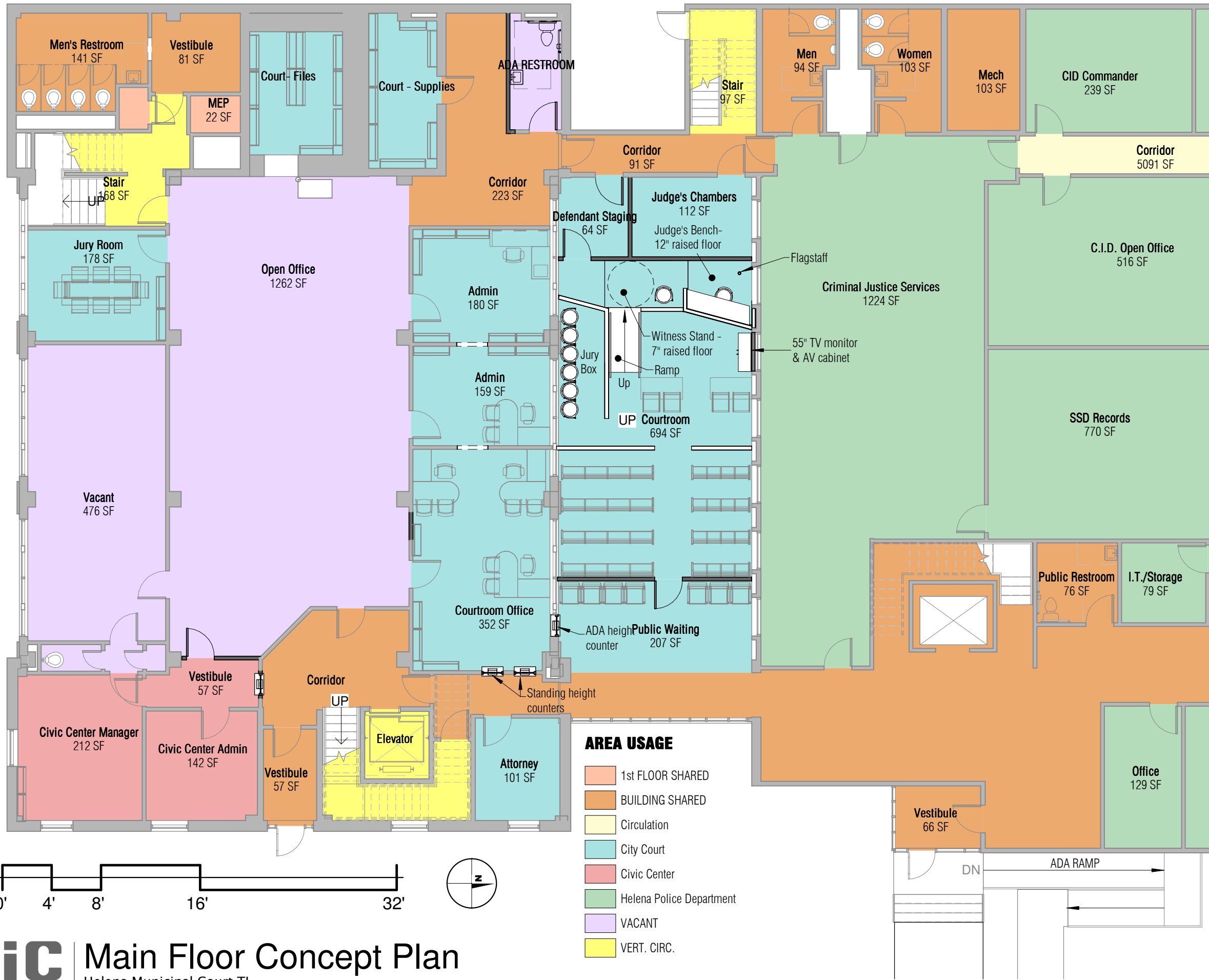
If you are unable to attend, public comment is welcome via parksandrecreation@helenamt.gov.

Details:

What: Listening Session Regarding City Advisory Boards

When: Friday, November 15, 10:00 a.m. – 11:30 a.m.

Where: Montana Club Ballroom, 6th Floor, 24 W 6th Ave, Helena, MT 59601



AREA USAGE

- 1st FLOOR SHARED
- BUILDING SHARED
- Circulation
- City Court
- Civic Center
- Helena Police Department
- VACANT
- VERT. CIRC.

