

**City of Carson City
Agenda Report**

Date Submitted: July 8, 2014

Agenda Date Requested: July 17, 2014
Time Requested: 30 minutes

To: Mayor and Supervisors

From: Community Development and Public Works

Subject Title: For Possible Action: To accept an updated tentative Sales Tax Project schedule and budgets to plan, design, and construct the projects identified in the one-eighth percent sales tax Plan of Expenditure including the Animal Services Facility, Multi-purposes Athletic Center (MAC), street and pedestrian improvements in the downtown area, Carson Street, and William Street/Highway 50 East commercial corridors, and Community Center improvements. (Darren Schulz/Lee Plemel)

Summary: Staff will present an updated schedule and updated budgets for completing the proposed projects and may receive direction from the Board regarding various aspects of planning, design, and construction of those projects. The Board of Supervisors adopted the Plan of Expenditure for the proposed projects on April 17, 2014. On May 15, 2014 the Board approved the schedule with a request to proceed with construction of the MAC as a top priority.

Type of Action Requested:

Resolution

Formal Action/Motion

Ordinance—First Reading

Other (No Action)

Does This Action Require a Business Impact Statement: Yes No

Recommended Board Action: I move to accept the updated schedule and budgets to plan, design, and construct the projects identified in the one-eighth percent sales tax Plan of Expenditure.

Explanation for Recommended Board Action: The Board of Supervisors adopted the Plan of Expenditure for the proposed projects on April 17, 2014, and adopted the ordinance imposing the one-eighth percent sales tax on May 1, 2014. The sales tax proceeds may only be used on those projects identified in the Plan of Expenditure. On May 15, 2014, the Board approved the project schedule with a request to proceed with construction of the MAC as a top priority.

The sales tax project Plan of Expenditure gave a general description of each project and an estimated cost for each project. As more detailed work is done to design the projects the schedule and budgets will be updated. This first update provides for continuing with the MAC as the first project, followed by the Animal Services Facility, then the downtown corridor from Fifth Street to William Street. The other corridors and the Community Center come as second round projects. Originally the schedule factored in the timing of the sales tax collections in order to fund the project design work over approximately the first year rather than bonding against the future proceeds for the design work. In working with the City's financial consultants and Finance Department it has been determined that proceeding with bonding as soon as possible will be the most cost effective approach since bonding rates are significantly low and

taking advantage of the low rates allows the city to proceed earlier than planned. This also is consistent with Board direction to proceed with the MAC as soon as possible. As a result budgets were updated for the initial projects recognizing contributions for the Animal Services Facility, recognizing some additional revenue for the MAC from Quality of Life fund and shaving some minor costs from these projects. This then allowed for insuring the projects in the second round maintain funding and also allowed for the addition of \$500,000 for the Community Center which had not been budgeted previously.

The bond funding process, therefore, will begin with the first resolution to accompany this item which provides for requesting the Debt Management Commission to review the financing proposed.

Applicable Statute, Code, Policy, Rule or Regulation: N/A.

Fiscal Impact: Updated budgets

Explanation of Impact: The Board may provide direction regarding the schedule for completing projects that are proposed to paid with the approved one-eighth percent sales tax.

Funding Source: One-eighth of one percent sales tax on all taxable sales in Carson City.

Alternatives: Provide staff with direction to modify the schedule.

Supporting Material: Revised project schedules and budgets.

Prepared By: Lee Plemel, Community Development Director; Darren Schulz, Public Works Director

Reviewed By: <u>Nicholas Marano</u> (City Manager)	Date: <u>7/8/14</u>
<u>Randy Allen</u> (District Attorney's Office)	Date: <u>7/8/14</u>
<u>Nancy Paulson</u> (Finance Director)	Date: <u>7/8/14</u>
<u>Lee Plemel</u> (Community Development Director)	Date: <u>7-8-14</u>
<u>DeM Bruchetta - Acting</u> (Public Works Director)	Date: <u>7/8/14</u>
<u>B. M. ...</u> (Parks and Recreation Director)	Date: <u>7/8/14</u>
<u>D. ...</u> (Health and Human Services Director)	Date: <u>7/8/14</u>

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

Carson City 1/8th Cent Sales Tax Project Cost Summary

Project	TOTAL	PROJECT FUNDING			NOTES
		1/8th CENT SALES TAX PROJECT FUNDS	PUBLIC WORKS FUNDS *	GRANTS & OTHER FUNDS **	
Animal Services Facility	\$3,900,000	\$3,700,000		\$200,000	Including Contributions
Multipurpose Athletic Center	\$8,300,000	\$2,200,000		\$6,100,000	Existing Bond Funding plus new Quality of Life Revenue
Community Center	\$500,000	\$500,000			
Corridors (By Segment Below)	\$27,228,000	\$10,985,000	\$10,184,000	\$6,059,000	
Total	\$39,928,000	\$17,385,000	\$10,184,000	\$12,359,000	
Street Segment					
1-Carson St. North (Winnie to Freeway I-580)	\$2,640,000	\$1,133,000	\$1,237,000	\$270,000	
2-Carson St. North Central (Winnie to William St.)	\$763,000	\$500,000	\$98,000	\$165,000	Future Landscaping Costs \$206,000
3-Carson St. South Central (E. Fifth St. to Fairview)	\$2,897,000	\$245,000	\$2,607,000	\$45,000	Future Landscaping/Linear Park Costs \$743,000
4-Carson St. Central (E. Fifth St. to William St)	\$8,960,000	\$6,850,000	\$2,110,000	\$0	
5-Curry Street (Musser to Robinson)	\$1,722,000	\$612,000	\$1,110,000	\$0	
6-Carson St. South (Freeway I-580 to Fairview)	\$7,580,000	\$1,039,000	\$1,533,000	\$5,008,000	NDOT Contribution + and Grants Future Landscaping/Linear Park Costs \$1,844,000
7-William St. (Carson St. to Fairview)	\$2,666,000	\$606,000	\$1,489,000	\$571,000	Future Landscaping Costs \$872,000

* Public Works funds for water/sewer line replacement, stormwater improvements, and pavement rehabilitation within the current five year capital program.

** Grants have been estimated conservatively and likely will be obtained at higher levels.

6/20/2014

Preliminary Sales Tax Projects Timeline

		Bonding	Animal Services Facility	MAC @ B&G Club	Community Center	Carson Street Central-Downtown Corridor (E Fifth to Williams)	Curry Street Corridor (Musser to Robinson)	Carson Street North Corridor (Winnie to Freeway 580)	East William Street Corridor (Carson to Fairview)	Carson Street North Central Corridor (Winnie to William)	Carson Street South Central Corridor (E Fifth to Fairview)	Carson Street South Corridor (Fairview to Freeway 580)
2014	May											
	June	Begin 1st Bond Process for \$13.7 million										
	July	Board adopts DMC Notice Resolution		Design & CMAR Contract to BOS		General Planning Concept/Public Outreach	General Planning Concept/Public Outreach					
	August	DMC Approval and Board adopts Resolution of Intent		Design		General Planning Concept/Public Outreach	General Planning Concept/Public Outreach					
	September			Design		Planning Workshop	Planning Workshop					
	October	Sales Tax Levy Begins and Public Hearing on Bonds	Special Use Permit	Design		RTC & RACC Review	RTC & RACC Review					
	November	1st Reading Bond Ordinance		Design		Board Approval of Concept Plan	Board Approval of Concept Plan					
	December	Adoption of Bond Ordinance and Receipt of Sales Tax Funds Begins and Bond Closing	Design Contract to BOS	Design		Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation					
2015	January		Design	Design		Preliminary Design and Business Improvement District	Preliminary Design and Business Improvement District					
	February		Design	Final Review		Preliminary Design and Business Improvement District	Preliminary Design and Business Improvement District					
	March		Design	Construction Contract	Request For Proposals	Approval of BID	Approval of BID					
	April		Design	Construction	Proposal Review	Design						
	May		Design	Construction	Planning Consultant Contract	Design						
	June		Bidding	Construction	General Planning Concept/Public Outreach	Design						
	July		Award	Construction	General Planning Concept/Public Outreach	Design						
	August		Construction	Construction	Parks Commission Review	Design						
	September		Construction	Construction	Board Approval of Concept Plan	Design						
	October		Construction	Construction		Design						
	November		Construction	Construction		Design						
	December		Construction	Construction		Design						
2016	January		Construction	Construction		Bidding						
	February		Construction	Construction		Award						

Preliminary Sales Tax Projects Timeline

		Bonding	Animal Services Facility	MAC @ B&G Club	Community Center	Carson Street Central-Downtown Corridor	Curry Street Corridor	Carson Street North Corridor	East William Street Corridor	Carson Street North Central Corridor	Carson Street South Central Corridor	Carson Street South Corridor
	March		Construction	Construction		Construction						
	April		Construction	Completion		Construction						
	May		Completion	Move In		Construction		Request For Proposals	Request For Proposals	Request For Proposals		
	June		Move In			Construction		Proposal Review	Proposal Review	Proposal Review		
	July					Construction		Design Consultant Contract	Design Consultant Contract	Design Consultant Contract		
	August					Construction		General Planning Concept/Public Outreach	General Planning Concept/Public Outreach	General Planning Concept/Public Outreach		
	September					Construction		General Planning Concept/Public Outreach	General Planning Concept/Public Outreach	General Planning Concept/Public Outreach		
	October					Construction		General Planning Concept/Public Outreach	General Planning Concept/Public Outreach	General Planning Concept/Public Outreach		
	November	Begin 2nd Bond Process \$3-4 million				Construction		Planning Workshop	Planning Workshop	Planning Workshop		
	December					Winter Shutdown						
2017	January					Winter Shutdown		RTC & RACC Review	RTC & RACC Review	RTC & RACC Review		
	February					Winter Shutdown		Board Approval of Concept Plan	Board Approval of Concept Plan	Board Approval of Concept Plan		
	March					Construction		Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation		
	April	Close 2nd Bond \$3-\$4 million				Construction	Request For Proposals	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation	Request For Proposals	Request For Proposals
	May					Construction	Proposal Review	Approval of BID	Approval of BID	Approval of BID	Proposal Review	Proposal Review
	June					Construction	Design Consultant Contract	Approval of Design Contract	Approval of Design Contract	Approval of Design Contract	Design Consultant Contract	Design Consultant Contract
	July					Construction	Design	Design	Design	Design	General Planning Concept Public Outreach	General Planning Concept Public Outreach
	August					Construction	Design	Design	Design	Design	General Planning Concept Public Outreach	General Planning Concept Public Outreach
	September					Completion	Design	Design	Design	Design	Planning Workshop	Planning Workshop
	October				Design Consultant Contract		Design	Design	Design	Design	RTC & RACC Review	RTC & RACC Review

Preliminary Sales Tax Projects Timeline

		Bonding	Animal Services Facility	MAC @ B&G Club	Community Center	Carson Street Central-Downtown Corridor	Curry Street Corridor	Carson Street North Corridor	East William Street Corridor	Carson Street North Central Corridor	Carson Street South Central Corridor	Carson Street South Corridor
	November				Design		Design	Design	Design	Design	Board Approval of Concept Plan	Board Approval of Concept Plan
	December				Design		Design	Design	Design	Design	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation
2018	January				Design		Bidding	Bidding	Bidding	Bidding	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation
	February				Design		Award	Bidding	Bidding	Bidding	Preliminary Design and Business Improvement District Formation	Preliminary Design and Business Improvement District Formation
	March				Design		Construction	Award	Award	Award	Approval of BID	Approval of BID
	April				Design		Construction	Construction	Construction	Construction	Approval of Design Contract	Approval of Design Contract
	May				Bidding		Construction	Construction	Construction	Construction	Design	Design
	June				Award		Construction	Construction	Construction	Construction	Design	Design
	July				Construction		Construction	Construction	Construction	Construction	Design	Design
	August				Construction		Construction	Construction	Construction	Construction	Design	Design
	September				Construction		Construction	Construction	Construction	Construction	Design	Design
	October				Construction		Completion	Completion	Completion	Completion	Design	Design
	November				Construction						Design	Design
	December				Construction						Bidding	Bidding
2019	January				Construction						Bidding	Bidding
	February				Construction						Award	Award
	March				Construction						Construction	Construction
	April				Construction						Construction	Construction
	May				Construction						Construction	Construction
	June				Construction						Construction	Construction
	July				Completion						Construction	Construction
	August				Move In						Construction	Construction
	September										Construction	Construction
	October										Completion	Completion
	November											
	December											

Carson City Multi-Purpose Athletic Center (MAC)

Project Schedule

June 30, 2014

Item	Task	Timeframe
1.0	Execute Design Consultant & CMAR Contracts	July 17, 2014
2.0	Design Process	July 2014 - October 2014
2.1	60% Design milestone	July 2014
2.2	90% Design milestone	August 2014
2.3	100% Design milestone	October 2014
3.0	Develop Construction Contract	November 2014 - January 2015
3.1	Negotiate Guaranteed Maximum Price	November 2014
3.2	Bid (if necessary)	December 2014
4.0	Award Process	January 2015
5.0	Construction Procurement Process	February 2015 - March 2015
6.0	Construction Process	April 2015 - April 2016
6.0	Move In and Grand Opening	May 2016

Carson City Animal Services Facility
Project Schedule
June 30, 2014

Item	Task	Timeframe
1.0	Process Special Use Permit	October 2014
2.0	Execute Design Consultant Contract	December 2014
3.0	Design Process	January 2015 - May 2015
3.1	60% Design milestone	March 2015
3.2	90% Design milestone	April 2015
3.3	100% Design milestone	May 2015
4.0	Bidding Process	June 2015
5.0	Award Process	July 2015
6.0	Construction Process	August 2015 - May 2016
7.0	Move In and Grand Opening	June 2016

Carson City Downtown Streetscape Project

Project Schedule

June 30, 2014

Item	Task	Timeframe
1.0	Meet with property owners and business owners	July-August 2014
2.0	Refine design concepts	July-August 2014
3.0	Public Open House	September 2014
4.0	Advisory board review	October 2014
4.1	Redevelopment Authority Citizens Committee meeting	October 6, 2014
4.2	Regional Transportation Commission meeting	October 8, 2014
5.0	Board approval of conceptual design	November 2014
6.0	Preliminary design work	December 2014-March 2015
7.0	Commercial Area Vitalization (CAV) District formation	December 2014-March 2015
7.1	Property owner petition/City initiation	December 2014
7.2	Property owner notification process	January-February 2015
7.3	Final CAV District approval by Board of Supervisors	March 2015
8.0	Final construction design	April-December 2015
8.1	Periodic design updates to Board, RACC, RTC, and through public open houses	April-December 2015
9.0	Carson Street construction bidding	January 2016
10.0	Carson Street construction bid award	February 2016
11.0	Carson Street construction begins	March 2016
12.0	Curry Street construction design	2017
13.0	Curry Street construction	2018

Carson City Downtown Streetscape Project
Tentative Project Schedule Description
Board of Supervisors, July 17, 2014

Following is a more detailed description of the tentative project schedule for the Downtown Streetscape project, which includes Carson Street from Fifth Street to William Street and Curry Street from approximately Musser Street to Robinson Street. Dates remain tentative and could be adjusted as the project proceeds.

1.0 Meet with property owners and business owners. (July-August 2014)

City staff plans on meeting with individual property owners and business owners, as well as business groups such as the Downtown Business Association and 20/20, to provide project updates and obtain feedback on design concepts. Property owners, in particular, need to be brought into the process and need to buy-in to the design concepts because the owners will be assessed for maintenance through the Commercial Area Vitalization (CAV) District.

2.0 Refine design concepts. (July-August 2014)

The design concepts need to be expanded upon to better represent the proposed plans to the businesses, property owners, and the community. Input from property owners and others will help refine the preliminary design concepts.

3.0 Public open house. (September 2014)

City staff will conduct open house events to allow the public to see and comment on the conceptual designs. Public comments will be taken to bring forward to the applicable advisory committees and the Board of Supervisors.

4.0 Advisory board review. (October 2014)

City staff will bring the design concepts to the Redevelopment Authority Citizens Committee (RACC) and the Regional Transportation Commission (RTC) to allow public comment and get recommendations from the advisory boards regarding conceptual designs.

4.1 RACC meeting. (October 6, 2014)

4.2 RTC meeting. (October 8, 2014)

5.0 Board approval of conceptual design. (November 2014)

City staff will bring final design concepts to the Board of Supervisors for approval prior to construction design for the Carson Street improvements.

6.0 Preliminary design work. (December 2014-March 2015)

Preliminary design work needs to be accomplished in order to proceed with the Commercial Area Vitalization District, which will establish the funding for maintenance of the proposed improvements.

7.0 Commercial Area Vitalization (CAV) District formation. (December 2014-March 2015)

The Board of Supervisors has stated that provisions for ongoing maintenance of the proposed improvements along the commercial corridors must be addressed for the projects to proceed. The CAV District—also known as a BID or business improvement district—is the mechanism anticipated to be used to provide funding for the maintenance. The CAV District would assess property owners within the district for the cost of maintenance. Initial meetings with property owners will be important in preparing for the CAV District implementation. Details on the legal requirements and the specific process to implement the District still need to be worked out. Generally, the steps below will be required to establish the CAV District.

7.1 Property owner petition or City initiation of CAV District. (December 2014)

7.2 Property owner notification process. (January-February 2015)

7.3 Final CAV District approval by Board of Supervisors. (March 2014)

8.0 Final construction design. (April-December 2015)

8.1 Periodic design updates to Board of Supervisors, RACC, RTC, and public.

Final construction design work will begin once the conceptual design is approved and ongoing maintenance funding is established. City staff will periodically report to the Board, advisory boards, and the public at various stages in the design process.

9.0 Carson Street construction bidding. (January 2016)

10.0 Carson Street construction bid award. (February 2016)

11.0 Carson Street construction begins. (March 2016)

Details on the construction schedule will need to be worked out once the design is complete. It is anticipated that Carson Street will remain open during the construction period. City staff will work with the contractor, businesses, and property owners to try to complete the construction within one year while maintaining access to businesses along the construction zone.

12.0 Curry Street construction design. (2017)

13.0 Curry Street construction begins. (2018)

Curry Street construction is delayed until after the completion of the Carson Street improvements to minimize construction impacts at any given time to downtown businesses and to wait until after the close of the second construction bond for funding.