

PARKS AND RECREATION COMMISSION STAFF REPORT

MEETING DATE: September 3, 2013

AGENDA ITEM NUMBER: 3E

APPLICANT: Vern L. Krahn, Park Planner

REQUEST: **For Possible Action:** To recommend to the Board of Supervisors to support the Redevelopment Authority Citizen Committee's recommendation to award \$122,851 to the first phase of the Carson City Fairgrounds Arena Plaza Improvement Project.

GENERAL DISCUSSION:

✓ When the Fairgrounds were re-constructed in 2007-08 there were not enough funds to complete the various improvements to the arena's plaza. Since then our department has been looking for ways to fund these improvements.

To that end, our department presented a conceptual plan to the Redevelopment Authority Citizens Committee (RACC) for the Carson City Fairgrounds Arena Plaza Improvement Project on Monday, July 1, 2013. This presentation was to request grant funds to complete the plaza improvements based on the Carson City Fairgrounds / Fuji Park Conceptual Plan (dated – February 2, 2006) and to address the desires of facility renters/users to provide shade and various site amenities for the plaza. Staff viewed this grant funding source as an opportunity to improve the Fairgrounds complex, enhance the facility's marketability, and be an event venue for revenue generation for businesses in the City's Redevelopment Area #2 (Exhibit A). ✓ During that meeting, the Committee members had a number of concerns and questions about the project and requested that the Parks and Recreation Department staff return at their August meeting with answers. In order to address the Committee's concerns and questions, staff developed a project phasing plan with associated cost estimates that would cover four fiscal years and would eventually provide for the total completion of the plaza improvement project (Exhibit B). ✓

As a result of this effort, on August 5, 2013, the RACC recommended to the Board of Supervisors to fund the project's first phase consisting of a picnic shelter and concrete plaza in the amount of \$122,851 (Exhibit C). This RACC funding recommendation will be forwarded to the Board of Supervisors for their consideration and, hopefully, approval during their September 5, 2013, meeting. ***The Parks and Recreation Department staff is asking the Parks and Recreation Commission to support the RACC's decision and recommend to the Board of Supervisors to approve this grant funding for the first phase of the project.***

RECOMMENDED ACTION: I move to recommend to the Board of Supervisors to support the Redevelopment Authority Citizen Committee's recommendation to award \$122,851 to the first phase of the Carson City Fairgrounds Arena Plaza Improvement Project.



CARSON CITY, NEVADA
CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

Exhibit B

MEMORANDUM

To: Redevelopment Authority Citizens Committee
Lee Plemel, Community Development Director

From: Roger Moellendorf, Parks and Recreation Director *RM*
Vern L. Krahn, Park Planner

Date: July 19, 2013 *VM*

Subject: Fairgrounds Arena Plaza Project

At the Redevelopment Authority Citizens Committee (RACC) meeting on Monday, July 1, 2013, our department presented a conceptual plan and a very preliminary cost estimate for the Carson City Fairgrounds Arena Plaza Project. During the meeting, the committee had a number of questions about the project and requested that City staff return at the August meeting with answers (Refer to the below questions). Also, our department staff discussed with the committee the need to have Public Works review and confirm our preliminary cost estimates for the project. This step was necessary due to the relatively short time frame staff had to create a conceptual plan for the plaza, thoughtfully assess the need for additional site amenities (benches, picnic tables, electrical services), and to develop a preliminary cost estimate. In addition, there was further discussion with the committee related to the Parks and Recreation Department's ability to use in-house labor to construct the project's irrigation system and landscaping improvements, thereby saving the City some money. **The results are a revised conceptual site plan (Refer to Exhibit A) based on a phased approach and a new cost estimate (Refer to Exhibit B) based on funding over four fiscal years for each project phase.**

Based on the Committee members' questions and some that were implied by the line of questioning, our department has the following answers:

1) *When could the project realistically be done?*

Answer: The project's first phase (Shelter) is estimated to cost \$122,851 (Refer to Exhibit B) and if funded, it is City staff's intention to have this phase completed before Memorial Day, 2014.

2) *Could it be funded in FY 2014-15 (i.e. after July 1, 2014)?*

Answer: City staff hopes the Committee will fund the project's first phase (Shelter) in FY 2013-14 and in future fiscal years be willing to consider funding the project's second phase (Grandstand Entrance Arch and Plaza Landscaping – Refer to Exhibits B and C) in FY 2014-15, the project's third phase (Concession Stand Design) in FY 2015-16, and the fourth phase (Concession Stand Construction) in FY 2016-17 (Refer to Exhibits B and E).

PARKS & RECREATION DEPARTMENT • 3303 Butti Way, Building #9 • 89701 • (775) 887-2262
Parks • Recreation • Open Space • Facilities • Lone Mountain Cemetery



3) *Could the project be "scaled back" with less money and break it up into phases?*

Answer: Yes. Staff has taken the time between the July and August Committee meetings to thoughtfully consider all the improvements and site amenities needed for a comprehensive phased approach to completing the plaza. Along with the proposed site improvements, staff has developed a four-year phasing plan and associated phasing cost estimates to complete the entire plaza improvements.

4) *Could the costs be reduced by the City installing the landscaping?*

Answer: Yes. If the committee will fund all the irrigation system and landscape material costs associated with the project's second phase, the Parks and Recreation Department will use in-house labor to install the drip irrigation system and the landscaping. However, it is very important for the Committee to understand that having our department's maintenance staff pull off their required regular duties and do the project's irrigation and landscape construction in-house just to save a few (labor) dollars really compromises our department's level of service for the City's park and trail systems. In addition, our department will use in-house labor to assemble any picnic tables or benches purchased by the Committee in future project phases.

5) *Have the Fairgrounds/Fuji Park users been surveyed to identify any other amenity needs at the park that would improve park usage?*

Answer: During the planning process for the complex, our department worked extensively with the Carson City Fairgrounds/Fuji Park User Group Coalition to identify many amenities that would certainly improve park usage. These amenities are identified on the Carson City Fairgrounds / Fuji Park Conceptual Plan which was adopted in 2006 by the Board of Supervisors (Refer to Exhibit D). As the Committee's question relates to the plaza, shortly after the completion of the Fairgrounds, our department began hearing requests from users for additional seating and shade in the plaza. As far as the complex is concerned, there are still a number of projects remaining to be completed based on the complex's Conceptual Plan.

6) *Are there other elements of the approved Fairgrounds/Fuji Park's conceptual plan that are not completed and should be included in future funding considerations?*

Answer: Yes. There are a number of projects identified on the conceptual plan that need future funding considerations. They are as follows:

- 1) Fuji Park – West end development which includes open turf areas, a picnic shelter, and lighted asphalt parking lot.
- 2) Parking Lot Architectural Entry Features
- 3) Event Reader Board (South of Clear Creek)
- 4) U.S. Highway 50 - Fairground Access
- 5) Fairgrounds Covered Arena (South of Clear Creek)

7) *How much would the concessions stand cost to design and construct?*

Answer: \$506,077 Our department is proposing to fund the concession stand's design in FY 2015-16 as the project's third phase and fund the concession stand's construction in FY 2016-17 as the project's fourth phase (Refer to Exhibit B and E).

8) *Are other funds available to complete the project if you are awarded less than the full project costs from Redevelopment funds? How much?*

Answer: There are currently no other City funds currently budgeted in FY 2013-14 to supplement the project costs. Our department would need the full amount of the requested funding to complete the project's first phase.

9) *Why include the irrigation system and landscaping as a part of the project? It could save the Committee some money.*

Answer: First, the proposed landscaping cost for the project's second phase is not a significant dollar amount in relation to the overall costs of the project and that our department is willing to do the labor in-house. Second, our department believes the landscaping is extremely necessary to visually enhance and cool the plaza with trees. Third, if the areas designated for trees and shrubs are not landscaped, it would leave a lot of exposed dirt to blow around the plaza, which would negatively affect the users' experience at the facility. Just ask the users and participants up at JDW Centennial Park if they like blowing dirt in their beer or food (Refer to Exhibit F).

If you have any further questions, please feel free to contact Vern L. Krahn, Park Planner at either VKrahn@carson.org or at (775) 887-2262 Ext. 7343.

**Carson City Fairgrounds
Arena Plaza Project
Conceptual Design
Plan Not to Scale**

Project Information

Project Scope: Make landscape, site amenity, and infrastructure improvement to visually enhance the facility and to better accommodate renters' requests for more uses in the plaza

Exhibit A

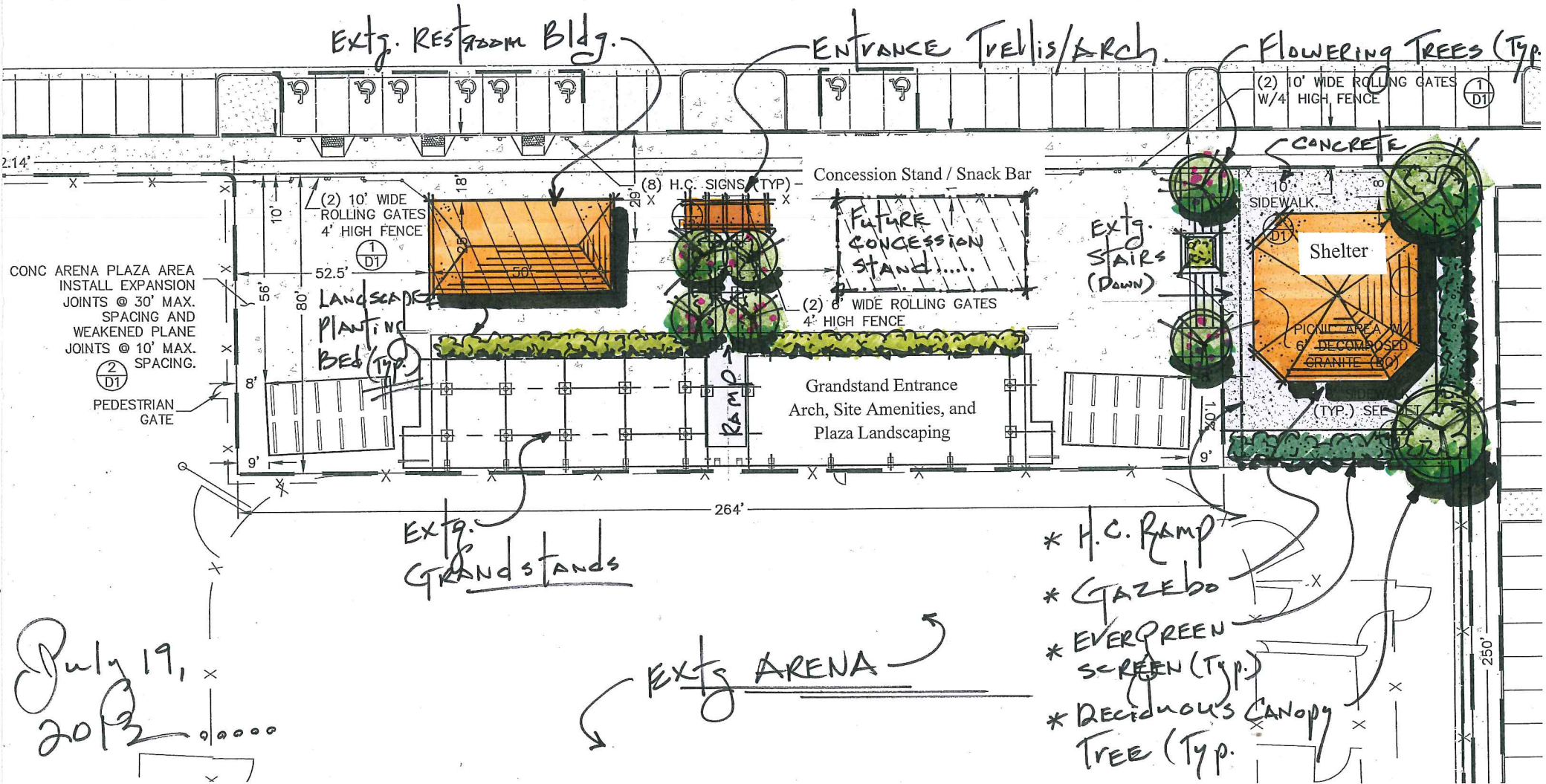


Exhibit B

PROJECT : Fairgrounds Arena Plaza Improvements

DATE : 7/19/2013

LOCATION : Carson City, NV

BY : DA

ITEM	DESCRIPTION	TOTAL
Phase 1 - Shelter		
1	Building and Engineering Permit	\$ 1,030
2	40' Square Shade Shelter (Materials from RCP)	\$ 41,745
3	Labor for Shelter	\$ 8,451
4	Equipment to Erect Shelter	\$ 3,000
5	Electrical	\$ 7,500
6	Concrete Flat Work (43x68)	\$ 15,351
7	Concrete ADA Ramp	\$ 10,000
8	Footings for Shelter	\$ 8,000
9	Design and PM	\$ 10,000
10	Testing	\$ 1,750
	Subtotal	\$ 106,827
	Phase 1 - Total Including 15% Contingency	\$ 122,851

ITEM	DESCRIPTION	TOTAL
Phase 2 - Arch and Plaza Landscaping		
1	Building and Engineering Permit	\$ 485
2	Grandstand Entrance Arch (Materials)	\$ 15,000
3	Footings for Arch	\$ 8,000
4	Assemble Arch (Labor and Equipment)	\$ 6,000
5	Landscaping for Shelter and Plaza (material costs only)	\$ 15,000
6	Electrical	\$ 7,500
7	Design and PM	\$ 15,000
8	Testing	\$ 1,000
	Subtotal for Trellis	\$ 67,500
	Phase 2 - Total Including 15% Contingency	\$ 77,625

Exhibit B

PROJECT : Fairgrounds Concession Stand / Snack Bar

DATE : 7/19/2013

LOCATION : Carson City, NV

BY : TG

ITEM	DESCRIPTION	TOTAL
	Phase 3 - Design	
1	Design Costs (Approximately 10% of Construction)	\$ 40,000
2	Project Management Costs	\$ 5,985
	Subtotal for Design	\$ 45,985
	15% Contingency	\$ 6,898
	Phase 3 - Total	\$ 52,882

ITEM	DESCRIPTION	TOTAL
	Phase 4 - Construction	
1	Building and Engineering Permit	\$ 9,243
2	Construction Management Costs (includes testing)	\$ 19,028
3	Demolition / Concrete Removal	\$ 15,000
4	Construction Costs (includes FF&E's)	\$ 306,250
	Subtotal for Construction	\$ 349,520
	15% Contingency	\$ 52,428
	Subtotal with Contingency	\$ 401,948
	Inflation (3%/year for 4 years)	\$ 51,247
	Phase 4 - Total	\$ 453,195



Phase 2
Grandstand Entrance Arch,
Site Amenities, and Plaza
Landscaping

Exhibit C



Phase 2
Grandstand Entrance Arch,
Site Amenities, and Plaza
Landscaping

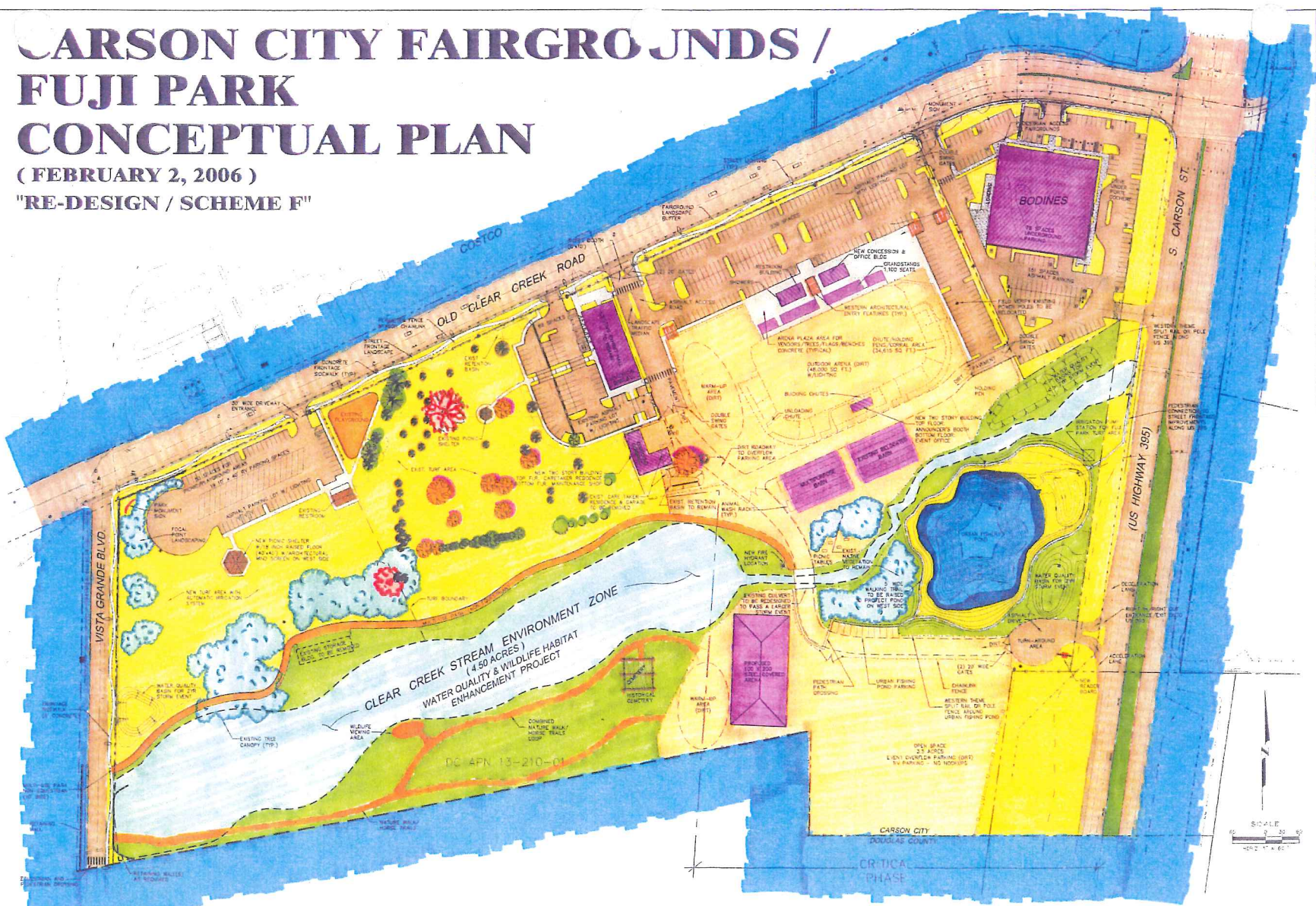


Phase 2
Grandstand Entrance Arch,
Site Amenities, and Plaza
Landscaping

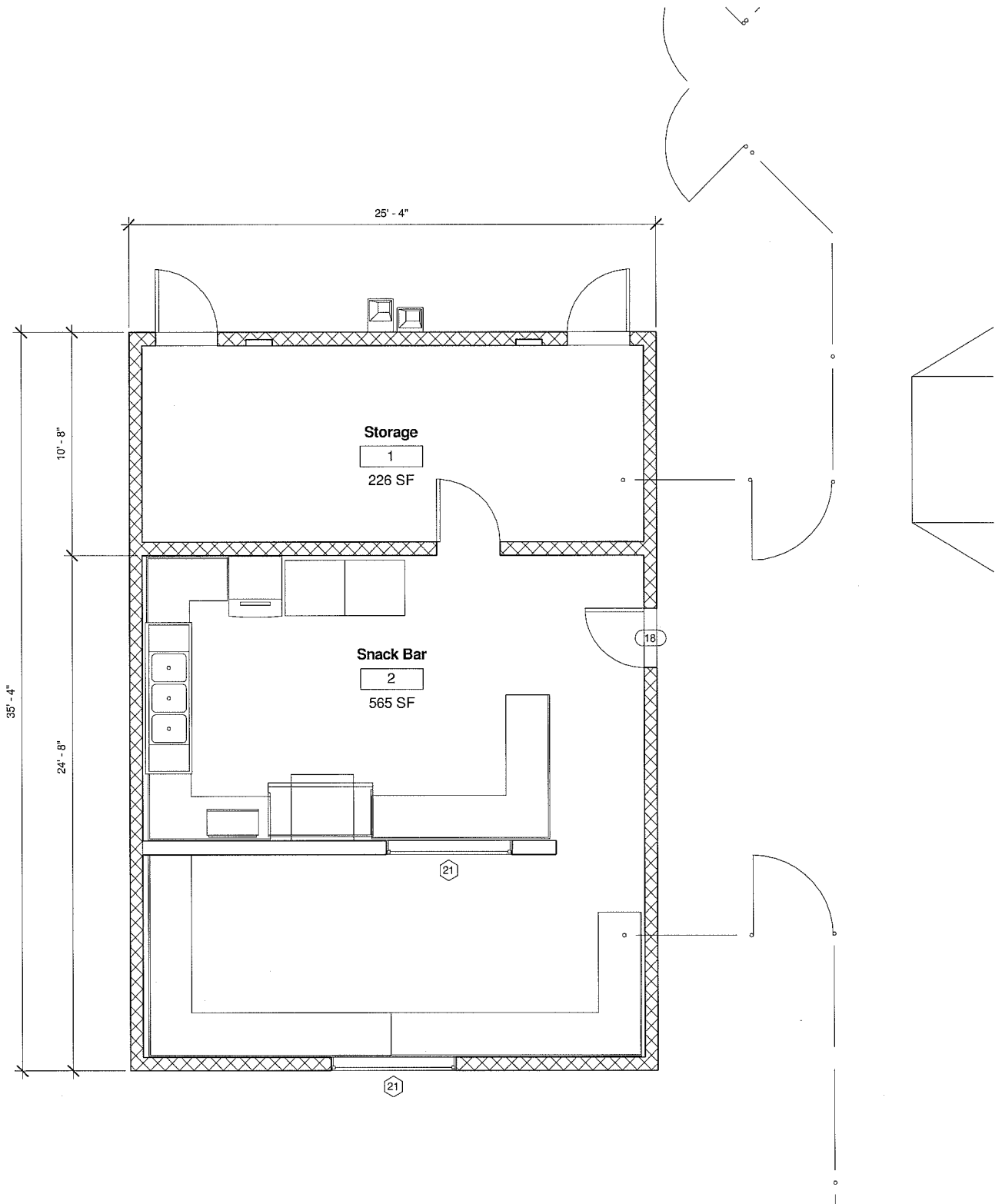
CARSON CITY FAIRGROUNDS / FUJI PARK CONCEPTUAL PLAN

(FEBRUARY 2, 2006)

"RE-DESIGN / SCHEME F"



*Carson City Fairgrounds / Fuji Park User Coalition approved Conceptual Plan on February 2, 2006



Concession Stand
 Phase #3 – Design Costs
 Phase #4 – Construction Costs

① Snack Bar - Rodeo Fairgrounds
 1/4" = 1'-0"



**NO
DOGS ALLOWED
IN SPECTATOR
AREAS**
(Service Dogs Exempt)
C.C.M.C. 13.02.090

**NO
GLASS
CONTAINERS
ALLOWED**
C.C.M.C. 13.02.270

Existing Site Photograph

Exhibit F



Existing Site Photograph



Existing Site Photograph



Existing Site Photograph

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE
Minutes of the August 5, 2013 Meeting

Page 1

DRAFT

A regular meeting of the Carson City Redevelopment Authority Citizens Committee was scheduled for 5:30 p.m. on Monday, August 5, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Lorraine Bagwell
Vice Chairperson Jed Block
Member Brad Bonkowski
Member Ronni Hannaman
Member Dan Neverett
Member Jean Perpich
Member Lacy Sheck

STAFF: Lee Plemel, Planning Division Director
Randal Munn, Chief Deputy District Attorney
Tamar Warren, Deputy Clerk/Recording Secretary

NOTE: A recording of these proceedings, the Committee's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1. **CALL TO ORDER** (5:39:04) – Chairperson Bagwell called the meeting to order at 5:39 p.m.
2. **ROLL CALL** (5:39:15) – Roll was called and a quorum was present.
3. **PUBLIC COMMENTS AND DISCUSSION** (5:39:30) – Chairperson Bagwell entertained public comments; however, none were forthcoming. Vice Chairperson Block disclosed that he is the current president of the Brewery Arts Center (BAC); however, he stated that he was not compensated for it, as he was serving as a volunteer. Vice Chairperson Block added that John Shelton, Executive Director of the Brewery Arts Center would be introducing that portion of the agenda.
4. **FOR POSSIBLE ACTION: APPROVAL OF MINUTES FROM July 1, 2013.** (5:40:50) – Chairperson Bagwell introduced the item. **Member Neverett moved to approve the minutes of the July 1, 2013 meeting as written. The motion was seconded by Vice Chairperson Block. Motion carried 7-0.**
5. **AGENDA ITEMS:**

5-1 FOR POSSIBLE ACTION: TO MAKE RECOMMENDATIONS TO THE REDEVELOPMENT AUTHORITY REGARDING THE USE OF UNDESIGNATED CAPITAL IMPROVEMENTS FUNDS IN THE AMOUNT OF \$162,124 FOR FISCAL YEAR 2013-14. (5:41:18) – Chairperson Bagwell introduced this item. Mr. Plemel presented the agenda materials which are incorporated into the record, and stated that the Public Works Department had budgeted for painting the street fixtures; therefore, this item would no longer apply. Mr. Plemel noted that he had included in his spreadsheet the Historic District signs, benches in the Carson City Downtown area, and the Commercial Corridor light pole banners, adding that the last item would most likely be funded from a different budget. Chairperson Bagwell invited the applicants to present their requests.

(5:47:14) – Vern Krahn, Carson City Park Planner, presented background information and a request, incorporated into the record, to make landscaping and site improvements to the Carson City Fairgrounds Events Plaza at Fuji Park, for a better event experience. He called the request “bare bones”, acknowledging the funding limitations. Member Hannaman inquired about the cost of adding tables underneath the shelter, and was informed that permanent tables would cost \$1,200 per table. Member Neverett was informed that if the Committee chose to fund the landscaping prior to funding the shelters at the park, it would be acceptable; however, Mr. Krahn believed that it would be better to complete

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE
Minutes of the August 5, 2013 Meeting
Page 2

Phase One of the project first. He also clarified for Member Bonkowski that the funds requested were for material costs only, since the City would be responsible for installation. Member Hannaman stressed the importance of having shade on the grounds. Chairperson Bagwell entertained public comments. Joel Dunn, Executive Director of the Carson City Convention and Visitors Bureau (CCCVB) introduced himself and noted that the CCCVB would like to partner with the City in creating the light pole banners, and stressed the importance of the BAC in creating quality of life and culture in the community. Mr. Dunn stated that the CCCVB would like to manage scheduling opportunities for several facilities including the Fairgrounds at Fuji Park, and compared it to the economic engine created by Centennial Park. He also believed that concession sales would be a good cost-recovery opportunity. Steve Forester, General Manager of Bodine's Casino, commented that Fuji Park was underutilized but believed it had potential, citing a recent and successful bull-riding competition. He also noted that lack of power was an issue that needed to be resolved. JoAnn Skelly with the University of Nevada Cooperative Extension, spoke on behalf of 4H participants and stressed the importance of shade structures which would create additional opportunities. Sandy Wallin, also with University of Nevada Cooperative Extension, 4H and Youth Programs, believed that the area lacked a venue for 4H participants to utilize. She was also in favor of a shade structure, adding that the venue would attract youth from neighboring counties as well.

(6:11:00) – John Copoulos, Architect for the BAC project, noted an error in the agenda materials, clarifying that the construction budget of \$81,422 included the costs for design and engineering. He also introduced John Shelton, Executive Director of the BAC and offered to answer questions. Mr. Shelton explained that this first phase was critical to the street closure and campus development. He also gave background on several performing arts programs involving local schools and students and described the importance of closing Minnesota Street for safety reasons. Mr. Shelton explained that he and Mr. Dunn were working together to create a broader cultural experience for athletes and their families. Member Bonkowski was informed that the engineering costs outlined in the application were not a reimbursement for funds already spent. Mr. Copoulos informed Member Neverett that the 2010 costs outlined in the application were still valid. Member Hannaman was told that the project could be completed by winter. Vice Chairperson Block inquired about supplemental donations and was informed that there were no concrete commitments; however, donor interest was present for future projects.

(6:21:09) – William Landry introduced himself as a property owner on the 3200 block of South Carson Street, adding that he represented “all of the property owners in that area”, and called it an underperforming section of Carson City. He noted that the property owners in “this prime commercial area” had been waiting for “some redevelopment help”. Mr. Landry presented his request, incorporated into the record, noting that his property and three others in a three block area did not have access to City water and fire hydrants. In response to a question by Member Hannaman, Mr. Landry noted that the area consisted of “ten-plus acres”. He also stressed that one third of the property owners' tax dollars went to redevelopment and would be disappointed if they did not receive redevelopment funds, and noted that real estate developers would be more inclined to develop the area should they have access to City water. Member block inquired about the role of the Public Works Department in replacing or installing fire hydrants, and Mr. Plemel clarified that the property owners were responsible for the fire hydrants on their properties. Member Perpich inquired about additional resources that Mr. Landry had explored to develop the property and wondered if the other tenants were inclined to pay City water rates instead of using their well water. Mr. Landry explained that many property owners were unable to sell their land due to the lack of City water. Member Perpich encouraged Mr. Landry to join forces with the remaining tenants to apply for Enterprise Funds. Chairperson Bagwell inquired about the residential use outlined by Mr. Landry. In response to a question by Member Bonkowski, Mr. Plemel explained that once the City water became accessible to the property owners, they would still pay for the hookup portion. Mr. Landry stated that future developers would pay for the water hookup. He also estimated the cost of bringing in the water and the fire hydrant to the property to be around \$54,000.

(6:47:20) – Chairperson Bagwell invited additional speakers on behalf of the Historic District signs and the Downtown area benches. Mr. Krahn stated that he was also a liaison to the Cultural Commission, and noted that its members would love to partner with this Committee and the CCCVB to redesign the banners on Fairview Street so it would “consistently work throughout downtown”.

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE
Minutes of the August 5, 2013 Meeting

(6:48:18) – Chairperson Bagwell entertained additional comments, and when none were forthcoming, she suggested a discussion among the Committee members. Mr. Plemel presented a spreadsheet, incorporated into the record, with two recommended options. Discussion ensued among Committee members. Member Perpich believed that all projects were “excellent”; however, she recommended allocating the funds to the projects with the highest return on investment (ROI) such as the Fairgrounds project. Vice Chairperson Block cautioned not to treat Redevelopment funds as a “silver bullet” and suggested funding the projects with the most economic impact and outreach. Members Neverett, Sheck, Bonkowski, and Hannaman suggested allocating the requested amount to the Fairgrounds project and the balance to the BAC. Member Sheck also suggested looking into obtaining the Fairgrounds landscaping plants from the Greenhouse at Carson High School. Chairperson Bagwell noted her agreement with Mr. Landry regarding the importance of water; however, she suggested seeing a development plan. She also recommended funding the Fairground project in full and applying the balance to the BAC project, and cautioned against any signage or benches downtown until being informed of any changes to the street structures. Chairperson Bagwell entertained additional comments, and when none were forthcoming, a motion. **Member Hannaman moved to recommend to the Redevelopment Authority funding for the Fairgrounds Events Plaza in the full amount of \$122,851, and for the Brewery Arts Center to begin their project in the amount of \$39,273, from the Redevelopment Undesignated Infrastructure Fund for Fiscal Year 2013/2014. The motion was seconded by Member Perpich. Motion carried 6-0-1, with Vice Chairperson Block abstaining.** Chairperson Bagwell thanked all the applicants for their hard work.

Project	Requested	RACC					
		Recommendation	A	B	C	D	E
Fairgrounds (Fuji Park) Events Plaza (Phase 1)	\$ 122,851	\$ 122,851	\$ 122,851	\$ 112,851			
Brewery Arts Center Plaza (design & construction)	\$ 81,422	\$ 39,273	\$ 39,273	\$ 49,273			
3101-3331 S. Carson Street Water Line Ext.	\$ 52,842						
Historic District Sign	\$ 10,000						
Benches for Downtown	\$ 11,000						
Commercial Corridor Light Pole Banners	\$ 5,000						
Total:	\$ 283,115	\$ 162,124	\$ 162,124	\$ 162,124	\$ -	\$ -	\$ -
Available:	\$ 162,124	\$ 162,124	\$ 162,124	\$ 162,124	\$ 162,124	\$ 162,124	\$ 162,124
Difference:	\$ (120,991)	\$ -	\$ -	\$ -	\$ 162,124	\$ 162,124	\$ 162,124

6. NON-ACTION ITEMS:

- a. **STAFF REPORTS AND UPDATE ON MATTERS RELATING TO THE RACC.** (7:09:11) – There were no additional reports from Staff.
- b. **FUTURE AGENDA ITEMS.** (7:09:35) – Mr. Plemel reminded the members that the upcoming meeting was tentatively scheduled for Wednesday, September 4, 2013 because of the Labor Day holiday.
- c. **RACC MEMBER REPORTS AND COMMENTS.** (7:10:05) – Chairperson Bagwell informed the Committee that this year’s Holiday Ornament would feature the Carson City Children’s Museum, adding that the production was on schedule.

7. **PUBLIC COMMENTS** (7:11:12) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

8. **FOR POSSIBLE ACTION: ACTION TO ADJOURN** (7:11:29) – Chairperson Bagwell introduced the item. **Member Neverett moved to adjourn. The motion was seconded by Member Hannaman. The meeting was adjourned at 7:12 p.m.**

CARSON CITY REDEVELOPMENT AUTHORITY CITIZENS COMMITTEE
Minutes of the August 5, 2013 Meeting
Page 4

The Minutes of the August 5, 2013 Carson City Redevelopment Authority Citizens Committee meeting are so approved this 4th day of September, 2013.

LORRAINE BAGWELL, Chair