

**City of Carson City  
Agenda Report**

**Date Submitted:** September 10, 2013

**Agenda Date Requested:** September 19, 2013

**Time Requested:** 15 Minutes

**To:** Mayor and Supervisors

**From:** Parks and Recreation Department  
Parks and Recreation Commission

**Subject Title:** For Possible Action: To approve the Parks and Recreation Commission's unanimous recommendation to transfer \$17,434 of Residential Construction Tax (RCT) funds from Governors Field and \$22,930 of Quality of Life (Question 18) funds from the Rifle and Pistol Range to the BMX Track Lighting Project, or direct staff to return the \$122,721 Land and Water Conservation Fund (LWCF) grant. (Roger Moellendorf, Parks and Recreation Director)

**Staff Summary:** The Carson City Parks and Recreation Department has been working with the Carson BMX organization for many years to install lighting at the BMX track located at the Edmonds Sports Complex. Throughout this process, funding has been a major challenge. Unfortunately, time is running out for this project. The City needs to secure the remaining project funds by the end of this year (December 31, 2013) or our department will lose the \$122,721 Land and Water Conservation Fund (LWCF) grant.

**Type of Action Requested:** (check one)

- Resolution                       Ordinance  
 Formal Action/Motion    Other (Specify)

**Does This Action Require A Business Impact Statement:**    Yes    No

**Recommended Board Action:** I move to approve the Parks and Recreation Commission's unanimous recommendation to transfer \$17,434 of Residential Construction Tax (RCT) funds from Governors Field and \$22,930 of Quality of Life (Question 18) funds from the Rifle and Pistol Range to the BMX Track Lighting Project.

**Explanation for Recommended Board Action:** Our department has been contacted by Ms. Jennifer Scanland, Parks and Recreation Manager for the Recreational Trails and LWCF programs for Nevada State Parks, informing staff of the necessity of obtaining the match and the probability of forfeiture of the grant monies if we fail to do so. Losing the grant monies would have serious negative consequences in our ability to receive future funding through this program. It would also result in this funding being returned from the State to the federal grant fund.

Since the department has exhausted all avenues to obtain the cash match for this project through matching grants and CIP funding, staff has "scrubbed" our existing budget in an effort to secure the funding. Staff feels that we have two legitimate funding sources, one being the leftover RCT project budget in the amount of \$17,434 for improvements to Governors Field, and leftover Quality of Life capital projects budget in the amount of \$22,930 for the Rifle and Pistol Range. The Governors Field project included new fences and backstops, irrigation improvements, and landscaping to parking lots. Both the Rifle and Pistol Range and the Governors Field projects are completed and there are not any anticipated uses for the carryover funds. Transferring these funds to the BMX project will add an additional \$40,364 to the project which staff believes, when coupled with some design savings alterations, will get the budget for the project close enough to go to bid.

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

**Fiscal Impact:** Transfer of \$17,434 in Residential Construction Tax (RCT) funds budgeted for Governors Field and \$22,930 in Quality of Life (Question 18) budgeted for the Rifle and Pistol Range to the BMX Track Lighting Project at the Edmonds Sports Complex.

**Explanation of Impact:** The transfer of these funds to the BMX project will add an additional \$40,364 to the project's budget which staff believes, when coupled with some design savings alterations, will get the budget for the project close enough to go to bid.

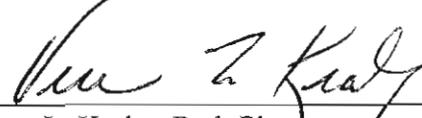
**Funding Sources:**

<u>Account Name and Amount</u>	<u>Debit</u>	<u>Credit</u>	<u>*</u>
Governors Field RCT \$17,434.00	350-5000-452-7146	BMX Project 010714/350-5000-452-7040 Construction	
Rifle and Pistol Range Q18 \$22,930.00	Project 010902/254-5046-452-7153	BMX Project 010714/254-5046-452-7040 Construction	

- Alternatives:**
- 1) Direct City staff to identify other City funding sources instead of staff's recommended funding sources.
  - 2) Direct City staff to return the Land and Water Conservation Fund grant

**Supporting Material:**

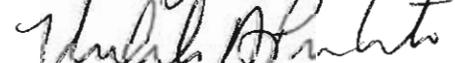
- Parks and Recreation Commission's September 3, 2013 / Agenda Item 3F Staff Report and Associated Exhibits (A-E, plus late material)

**Prepared By:**  Date: 9/10/13  
 Vern L. Krahn, Park Planner

**Reviewed By:**  Date: 9/10/13  
 Roger Moellendorf, Parks & Recreation Director

 Date: 9/10/13  
 Lawrence A. Werner, City Manager

 Date: 9/10/13  
 District Attorney's Office

 Date: 9/10/13  
 Finance Department

**Board Action Taken:**

Motion: \_\_\_\_\_ 1: \_\_\_\_\_ Aye/Nay  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Vote Recorded By)

**Parks and Recreation Commission  
Staff Report**

**Meeting Date:** September 3, 2013

**Agenda Item Number:** 3F

**Applicant:** Roger Moellendorf, Parks and Recreation Director

**Request:** **For Possible Action:** to recommend to the Board of Supervisors to transfer \$17,434 of Residential Construction Tax funds from Governors Field and \$22,930 of Quality of Life (Question 18) funds from the Rifle and Pistol Range to the BMX Track Lighting Project or recommend to the Board of Supervisors to return a \$122,721 Land and Water Conservation fund grant.

**General Discussion:**

The Carson City Parks and Recreation Department has been working with the Carson BMX organization for many years to install lighting at the BMX track located at Edmonds Sports Complex. This lighting project for the track was included in the Edmonds Sports Complex's 1998 master plan. Throughout this process, funding has been a major challenge. In 2008 the Department received a Land and Water Conversation Fund (L&WCF) grant for \$58,500. A few years later the department was able to secure an additional L&WCF grant in the amount of \$64,221 for a total of \$122,721 in funding for the project. In November of 2010 the City unsuccessfully applied for a "Bikes Belong" grant for funding, and in January of 2011 the City was turned down for a NV Energy Foundation Grant. In addition to the two L&WCF grants, our department also has \$59,769 in Quality of Life (QOL) and Residential Construction Tax (RCT) funds budgeted for \$23,999. Total available funds for the project from these sources are \$206,489.

The most recent estimate for the project is \$250,556 (Exhibit A). In September of 2011 the department unsuccessfully requested the remaining funds for the project from the City's Internal Finance Committee (IFC) from the FY 2012/13 budget. Again in December of 2012 the department made a Major Capital Improvement Project request (Exhibit B) for the remaining funds as part of the 2013/14 budget process and was turned down.

Time is running out for this project. A secure match needs to be obtained by the end of this year (December 31, 2013) or we will lose the \$122,721 in L&WCF grant monies. Attached as Exhibit C is an email from Jennifer Scanland, Parks and Recreation Manager for the Recreational Trails and L&WCF programs for Nevada State Parks, informing our department of the necessity of obtaining the match and the probability of forfeiture of the grant monies if we fail to do so. Losing the grant monies would have serious negative consequences in our ability to receive future funding through these programs. It would also result in this funding being returned from the State to the federal grant fund.

Since the department has exhausted all avenues to obtain the cash match for this project through matching grants and CIP funding, staff has "scrubbed" our existing budget in an effort to secure the funding. Staff feels that we have two legitimate funding sources, one being the leftover QOL project budget in the amount of \$22,930 for the Rifle and Pistol Range, and the leftover RCT project budget in the amount of \$17,434 for improvements to Governors Field. The Governors Field project included new fences and backstops, irrigation improvements, and

landscaping to parking lots. Both the Rifle and Pistol Range and the Governors Field projects are completed and there are not any anticipated uses for the carryover funds. Transferring these funds to the BMX project (Exhibit D) will add an additional \$40,364 to the project which staff believes, when coupled with some design savings alterations, will get the budget for the project close enough to go to bid.

Staff will be meeting with both the Rifle and Pistol Club and the Youth Sports Association (YSA) regarding our intended use of the leftover funds. Just recently, staff has received unanimous support for the project and the transfer of the RCT funds from the YSA. A letter of support from Greg Davis, President of the YSA, is included as Exhibit E. We hope to have a positive response from the Rifle and Pistol Club in time for the September 3, 2013, meeting. Staff is asking the Parks and Recreation Commission to support the transfer of these funds and to make a corresponding positive recommendation to the Board of Supervisors as well.

**Recommended Action:** I move to recommend to the Board of Supervisors to transfer \$17,434 of Residential Construction Tax funds from Governors Field and \$22,930 of Quality of Life (Question 18) funds from the Rifle and Pistol Range to the BMX Track Lighting Project or recommend to the Board of Supervisors to return a \$122,721 Land and Water Conservation fund grant.



**Carson City Capital Improvement Program  
Form 1 - Capital Projects Costs and Revenues**

(1) **Type of Capital Facility:** Sports Lighting System

(2) **Project Name:** BMX Track Lighting Project (Refer to Exhibit A – Project Description, Master Plan, Site Development Plan, and Photo-simulations)

(3) **Project Description:** Construct a sports lighting system for the BMX Track

(4) **Project Location:** Edmonds Sports Complex – 1555 Livermore Lane

(5) **Responsible Department / Division:** Parks and Recreation Department

(6) Financial Summary for fiscal year						
Cost Component	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Pre-Construction Architect/Engineering, Legal, Permits/Other	Completed – Design & SUP					- 0 -
Land Appraisal, Land Acquisition	Not applicable					- 0 -
Construction Site prep, Construction, Landscaping, Utilities, Inspections/Testing, Mgmt.	\$ 250,556 (Refer to Exhibit B - attached detailed cost estimate)					\$250,556
Other Major fixed equipment, Rolling Stock, Other: _____	Not applicable					- 0 -
<b>TOTAL COSTS:</b>	<b>\$250,556</b>					<b>\$250,556</b>
Revenue Sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Question 18	\$ 59,769					\$ 59,769
L&WCF Grant (Expires 12/31/13)	\$122,721					\$122,721
Res. Const. Tax	\$ 23,999					\$ 23,999
<b>TOTAL REVENUE:</b>	<b>\$206,489</b>					<b>\$206,489</b>

\*\*\* Balance of funds  
needed to complete  
the project is \$44,067

<b>Prepared by:</b> Vern L. Krahn	<b>Date:</b> November 16, 2012
<b>Department:</b> P&R Department	<b>Telephone:</b> (775) 887-2262 Ext. 7343

**Return this form to the Finance Department by December 7, 2012.**

## Vern Krahn

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**From:** Jennifer Scanland <jscanland@parks.nv.gov>  
**Sent:** Thursday, August 01, 2013 11:20 AM  
**To:** Vern Krahn; Roger Moellendorf  
**Subject:** BMX LWCF grant expiring

Hello Vern and Roger.

As you know, the grant from the National Park Service under the Land and Water Conservation Fund for the BMX lighting is reaching the expiration date (Dec 31, 2013). This grant was awarded with 2007 funding dollars and amended again to increase the grant with 2011 dollars.

I'd like to remind us all of how hard we have worked together to not only get this project started in 2007, but of all the trials and successes that we have worked through to get it almost to completion. This includes the unfortunate loss of the private in-kind match from Copeland Electric who went in to bankruptcy; the successful redesign and increase in federal money to bury the power line; and the successful in-kind and public support from the BMX club and the community as a whole.

State Parks, NV energy, National Park Service and you, Carson City worked long and hard to provide the nighttime lighting for the BMX track. Your original application scored very high. The National Park Service is very excited to see this project get completed. They have even asked for photos of the kids in the park to possibly use to highlight NV in their newsletters and annual reports.

With all this in mind that I urge you to complete your City processes for securing your match for this project as soon as possible. The negative impacts of not having your match secured, after all the work we have done to extend this as far as possible, could be far reaching. Because some of the funding is 5 years old (the maximum) if your match is not secure before the expiration date, it cannot be considered for extension. The result would be loss of those dollars for the BMX track lighting, and total loss of those dollars to the State of NV. The funding would rescind back to the Federal Gov. and not be available for any other project. This would also reflect poorly upon Carson city future grant applications.

This project is therefore very important to the Children of Carson City, the Parks and Rec. Dept., State Parks, and the future of the Grant Program in NV. As you know, all federal dollars and accountability of those dollars in under a microscope in DC right now. If we can't use the money we are given in NV, it creates unfavorable opinions as to whether NV should be given more funding.

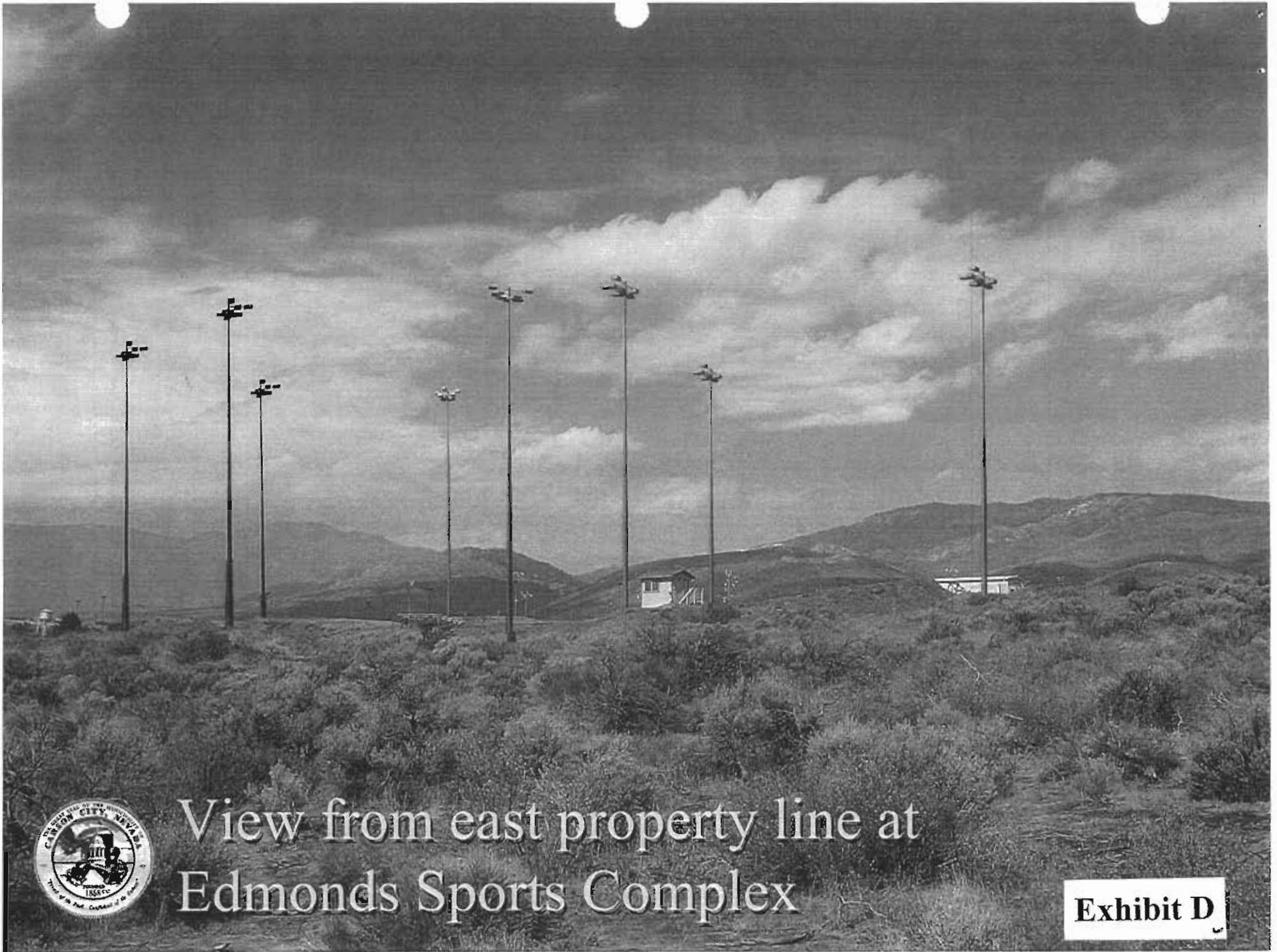
Therefore, I urge you to secure your match asap. Due to the 2011 funding in the project, the National Park service has stated that with secure match, and a detailed letter justifying the need for extension, that they are willing to extend to the end of next year. However, without secure match, there can be no extension.

I hope to see lights up and on soon at the BMX park! Please contact me any additional questions.

**Happy Trails**

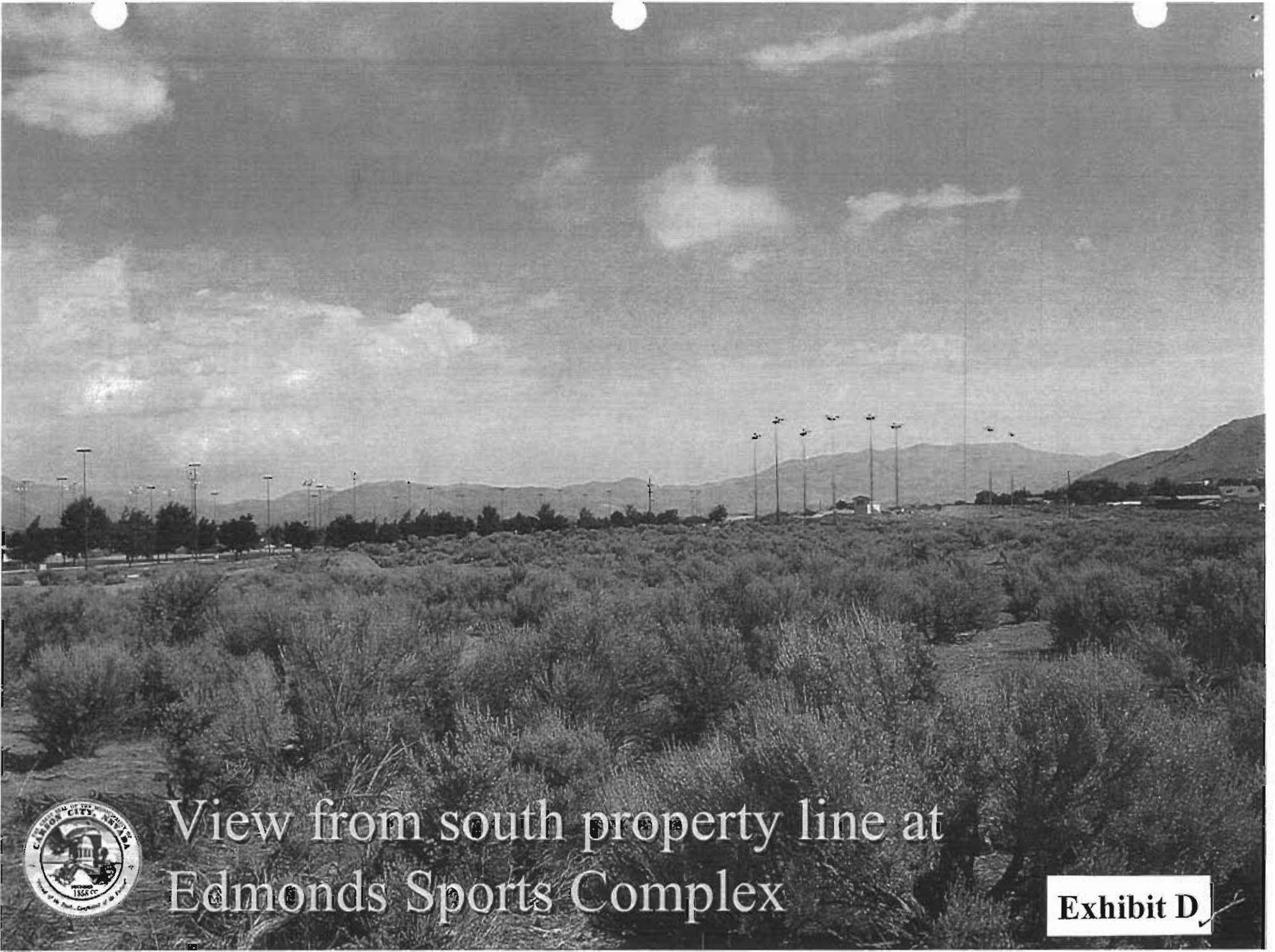
Providing technical assistance in trail and park plan development, sustainable trail design, and grant funding.

Jenny Scanland - Parks and Recreation Program Manager  
Recreational Trails Program  
Land and Water Conservation Fund  
901 S Stewart Street  
Carson City, NV 89701  
775-684-2787



View from east property line at  
Edmonds Sports Complex

**Exhibit D**



View from south property line at Edmonds Sports Complex

Exhibit D

August 28, 2013

Mr. Roger Moellendorf  
Parks and Recreation Director  
3303 Butti Way, Building #9  
Carson City, NV 89701

Re: BMX Track Lighting Project, Edmonds Sports Complex  
Letter of Support

Dear Roger,

Over the years, the Youth Sports Association has strongly supported Carson BMX's and your department's efforts to light the BMX track at the Edmonds Sports Complex. In that continued effort and with the intent to get this project completed for the youth of Carson City, the Youth Sports Association voted on Wednesday night, August 28, 2013, to support the Parks and Recreation Department's request to move \$17,434 of unused Residential Construction Tax funds from Governor's Field to the BMX track lighting project.

Our organization has supported this project during the development of the Edmonds Sports Complex Master Plan in 1998 and supported using Quality of Life (Question 18) funds to install the necessary electrical infrastructure for the project as a part of the Edmonds Sports Complex's north soccer field expansion project in 1999. Also, our organization feels it would be very unfortunate for the City to lose a Land and Water Conservation Fund grant for the youth that use this facility, and in these tough economic times there may not be another opportunity for the City to find funds to complete this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Davis", with a large, stylized flourish at the end.

Greg Davis, President  
Carson City Youth Sports Association

AGENDA ITEM  
0 3F  
LATE MATERIAL  
HANDOUT 000

September 2, 2013

Mr. Roger Moellendorf  
Parks and Recreation Director  
3303 Butti Way, Building #9  
Carson City, NV 89701

Re: BMX Track Lighting Project, Edmonds Sports Complex  
Letter of Support

Dear Roger,

At our meeting today, Scott Fahrenbruch, Director of Operations discussed with our club's membership the Parks and Recreation Department's request to transfer \$22,930 of Quality of Life (Question 18) funds from the Rifle and Pistol Range to the BMX Track Lighting Project at the Edmonds Sports Complex. We completely understand and support your department's desire to complete this project and light the BMX track for the youth in our community. Also, our organization feels it would be very unfortunate for the City to lose a federal grant the City has acquired for the BMX track, and in these tough economic times there may not be another opportunity for the City to find funds to complete this project.

As a result, our club voted to support the transfer of these funds to the BMX Track Lighting Project with the understanding that your department will support replenishing these Quality of Life (Question 18) funds as projects at the Rifle and Pistol Range are identified in the future by our club.

Sincerely, *Brad Trolson*

Brad Trolson, President  
Carson Rifle and Pistol Club